

# Housing and Human Services Commission Regular Meeting

September 11, 2024 | 6:00 p.m.

Neighborhood Resources Conference Room  
235 S. Arizona Ave., Chandler AZ



## Commission Members

Chair Heather Mattisson

Vice Chair Ryan Magel

Commissioner Antonio Alcala

Commissioner Sharyn Younger

Commissioner David Gonzalez

Commissioner Aimee

Griffith-Johnson

Commissioner Frank Dichoza

Commissioner Lisa Loring

Commissioner Cecilia Hermosillo

Commissioner Jeff Reynolds

Commissioner Karen Tepper

Pursuant to Resolution No. 4464 of the City of Chandler and to A.R.S. § 38-431.02, notice is hereby given to the members of the Housing and Human Services Commission and to the general public that the Housing and Human Services Commission will hold a REGULAR MEETING open to the public on Wednesday, September 11, 2024, at 6:00 p.m., at Neighborhood Resources Conference Room, 235 S Arizona Avenue, Chandler, AZ. One or more Commissioners may be attending by telephone.

Persons with disabilities may request a reasonable modification or

communication aids and services by contacting the City Clerk's office at (480) 782-2181(711 via AZRS). Please make requests in advance as it affords the City time to accommodate the request.

Agendas are available in the Office of the City Clerk, 175 S. Arizona Avenue.

## **Housing and Human Services Commission Regular Meeting Agenda - September 11, 2024**

### **Call to Order/Roll Call**

### **Unscheduled Public Appearances**

Members of the audience may address any item not on the agenda. State Statute prohibits the Board or Commission from discussing an item that is not on the agenda, but the Board or Commission does listen to your concerns and has staff follow up on any questions you raise.

### **Consent Agenda**

Items listed on the Consent Agenda may be enacted by one motion and one vote. If a discussion is required by members of the Board or Commission, the item will be removed from the Consent Agenda for discussion and determination will be made if the item will be considered separately.

1. May 29, 2024, HHSC Special Meeting Minutes.
2. June 5, 2024, HHSC Regular Meeting Minutes.

### **Action Agenda**

3. Elections of Chair and Vice Chair for the Housing and Human Services Commission.

### **Discussion**

4. 2025-2029 Consolidated Plan Overview and Input.

### **Briefing**

5. Resolution H0183 Certifying that the Indicators Identified in the Section 8 Management Assessment Program Certification for the City of Chandler Housing and Redevelopment Division are True and Accurate for the Fiscal Year Ending June 30, 2024.

## Member Comments/Announcements

## Calendar

6. HHSC Regular Meeting, Wednesday, October 9, 2024, at 6:00 p.m.

## Information Items

## Adjourn



**Housing and Human Services Commission      Neighborhood Resources**

**Date:** 09/11/2024  
**To:** Housing and Human Services Commission  
**Subject:** May 29, 2024, HHSC Special Meeting Minutes.

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**Attachments**

2024 Minutes HHSC 5.29.24

**MINUTES**  
**HOUSING AND HUMAN SERVICES COMMISSION**  
**NEIGHBORHOOD RESOURCES DEPARTMENT**  
**235 S. Arizona Avenue, Chandler, AZ 85225**  
**Wednesday, May 29, 2024, 6:00 p.m.**

**CALL TO ORDER / ROLL CALL**

Commission Chair Heather Mattisson called the meeting to order at 6:01 p.m.

Commissioners present: Heather Mattisson, Ryan Magel, Tony Alcala, Karen Tepper, Frank Dichoza, Jeff Reynold, and Lisa Loring (6:06 p.m.).

Commissioners absent: Cecilia Herмосillo, Sharyn Younger, David Gonzalez, and Aimee Griffith-Johnson.

Staff present: Riann Balch, Community Resources Senior Manager, Karin Bishop, Community Development Senior Program Manager, and Dylan Raymond, Management Analyst Senior.

Public present: None.

**SCHEDULED/UNSCHEDULED PUBLIC APPEARANCES/CALL TO PUBLIC**

Members of the audience may address any item not on the agenda. State Statute prohibits the Board or Commission from discussing an item that is not on the agenda, but the Board or Commission does listen to your concerns and has staff follow up on any questions you raise.

**CONSENT AGENDA**

Items listed on the Consent Agenda may be enacted by one motion and one vote. If a discussion is required by members of the Board or Commission, the item will be removed from the Consent Agenda for discussion and determination will be made if the item will be considered separately.

1. May 8, 2024, HHSC Regular Meeting Minutes.

**Motion:** Commissioner Frank Dichoza made a motion to approve the Consent Agenda. Commissioner Jeff Reynolds seconded the motion.

**Discussion:** None.

**Results:** The motion was approved 6-0.

**ACTION AGENDA**

2. Approval of HHSC Recommendations and Contingency Plan for General Funds Allocations for Fiscal Year 2024-2025 to City Council.

Chair Mattisson called on Community Resources Senior Manager Riann Balch to provide an overview of the final recommendations and contingency plan. Ms. Balch reviewed the final recommendations, which included repositioning of funds declined by an applicant as follows:

<b>Organization Name</b>	<b>Proposal Title</b>	<b>FY 24-25 Base Funding Recommendation</b>	<b>FY 24-25 Contingency Funding</b>	<b>Total Funding Recommendation</b>
A New Leaf	A New Leaf's Housing Support Services at Erie	\$0.00	\$0.00	\$0.00
A New Leaf	La Mesita Family Shelter	\$30,248.27	\$25,000.00	\$55,248.27
About Care, Inc.	Empowering Independent Living	\$30,000.00	\$20,000.00	\$50,000.00
About Care, Inc.	Senior Community Wellness Collaboration	\$14,017.49	\$15,982.51	\$30,000.00
Aid to Adoption of Special Kids	AASK Mentoring Program	\$0.00	\$10,000.00	\$10,000.00
Arizona Burn Foundation	Early Childhood Burn Prevention & Fire Safety Education Program FY24-25	\$10,000.00	\$10,000.00	\$20,000.00
Assistance League of East Valley	Operation School Bell	\$0.00	\$13,000.00	\$13,000.00
AZCEND	Food Bank	\$25,000.00	\$40,000.00	\$65,000.00
AZCEND	Interfaith Homeless Emergency Lodging Program - IHELP	\$50,000.00	\$50,000.00	\$100,000.00
AZCEND	Neighborhood Assistance Services	\$60,000.00	\$70,000.00	\$130,000.00
AZCEND	Senior Nutrition Program	\$60,000.00	\$90,000.00	\$150,000.00
Big Brothers Big Sisters of Central Arizona (BBBSAZ)	Chandler Mentoring for At-Risk Youth	\$10,000.00	\$5,000.00	\$15,000.00
Boys & Girls Clubs of the Valley Inc.	Boys & Girls Clubs - Chandler Compadres Branch	\$20,000.00	\$35,000.00	\$55,000.00
Catholic Charities Community Services, Inc.	My Sisters Place: Services for Victims of Domestic Violence and Sexual Assault	\$25,000.00	\$5,000.00	\$30,000.00
CeCe's Hope Center	Housing & Case Management for Chandler Survivors	\$0.00	\$0.00	\$0.00
Central Arizona Shelter Services, Inc. (CASS)	CASS Emergency Shelter Services for Chandler Seniors	\$0.00	\$0.00	\$0.00
Chandler CARE Center Children's Medical and Dental Clinic	Chandler Children's Medical Clinic and Building Blocks for Kids	\$122,176.50	\$52,500.00	\$174,676.50
Chandler Gilbert Arc	Independence in Action	\$0.00	\$0.00	\$0.00
Child Crisis Arizona	Emergency Care for Foster Children and Youth	\$10,000.00	\$40,000.00	\$50,000.00

Child Crisis Arizona	FANS Locker Room for Children, Youth, and Families in Need	\$35,000.00		\$35,000.00
Civitan Foundation, Inc.	Civitan Commons Transportation and Food Distribution	\$10,000.00	\$0.00	\$10,000.00
Comp-U-Dopt, Inc.	Digital Equity for Chandler	\$0.00	\$0.00	\$0.00
Dignity Health Foundation East Valley	Chandler Children's Dental Clinic	\$118,583.50	\$71,461.50	\$190,045.00
Dress for Success Phoenix	The Workforce Initiative Mobile Unit Job Training for Chandler Youth	\$0.00	\$0.00	\$0.00
East Valley JCC	JBox: Seniors in Need	\$40,000.00	\$21,247.49	\$61,247.49
East Valley JCC	Low Income Family Scholarships	\$25,000.00	\$43,000.00	\$68,000.00
East Valley JCC	Youth in Crisis	\$10,000.00	\$15,000.00	\$25,000.00
EMPACT-Suicide Prevention Center (SPC)	Senior Peer Counseling Program	\$10,000.00	\$2,770.00	\$12,770.00
For Our City-Chandler	For Our City-Chandler Operation Back to School	\$10,000.00	\$15,000.00	\$25,000.00
HonorHealth	HonorHealth Cancer Care Patient Transportation	\$10,000.00	\$3,200.00	\$13,200.00
Hope for the Homeless, Inc.	Hope for The Homeless, Inc.	\$0.00	\$0.00	\$0.00
I Rise Foundation	I Rise Soccer Program	\$0.00	\$0.00	\$0.00
ICAN: Improving Chandlers Area Neighborhoods	ICAN Positive Youth Development	\$66,250.51	\$33,749.49	\$100,000.00
Junior Achievement of Arizona	Providing the JA BizTown Program to Primarily Low-Income City of Chandler Students	\$10,000.00	\$789.01	\$10,789.01
Live Love	Live Love Youth & Teen Program Expansion	\$0.00	\$20,000.00	\$20,000.00
Matthew's Crossing	Emergency Food Assistance Programs	\$30,000.00	\$10,000.00	\$40,000.00
Mesa United Way	Chandler VITA Program	\$20,000.00		\$20,000.00
Midwest Food Bank - Arizona Division	Emergency Food Box Program	\$40,000.00	\$26,800.00	\$66,800.00
Neighbors Who Care, Inc.	Aging in Place	\$10,000.00	\$10,000.00	\$20,000.00
notMYkid, Inc.	Prevention & Peer Support	\$10,000.00	\$13,000.00	\$23,000.00
Oakwood Creative Care, Inc.	Day Club Program for Low-Income Chandler Seniors Experiencing Physical and Cognitive Impairments	\$22,500.00	\$22,500.00	\$45,000.00

One Small Step, Inc.   Clothes Cabin	One Small Step   Clothes Cabin	\$20,000.00	\$5,000.00	\$25,000.00
Phoenix Gospel Mission, Inc. dba Phoenix Rescue Mission	Homeless and Outreach Navigation Program	\$0.00	\$0.00	\$0.00
Pups And Warriors Side by Side (P.A.W.S.S.)	P.A.W.S.S. (Pups And Warriors Side by Side) Service Dog Training	\$10,000.00		\$10,000.00
Read On Chandler	Story School	\$0.00	\$15,000.00	\$15,000.00
Recovery Cafe Arizona	Recovery Cafe Arizona Capacity Grant	\$0.00	\$0.00	\$0.00
Recreation and Athletics for Individuals with Disabilities (RAD)	Payment Assistance for Individuals with Disabilities (PAID)	\$10,000.00	\$5,000.00	\$15,000.00
Resurrection Street Ministry, Inc.	Driving our Chandler Veterans 2024	\$10,000.00	\$0.00	\$10,000.00
Resurrection Street Ministry, Inc.	Feeding our Chandler Neighbors 2024	\$15,000.00	\$15,000.00	\$30,000.00
Resurrection Street Ministry, Inc.	Furnishings for Housing Stability	\$0.00	\$0.00	\$0.00
Save the Family Foundation of Arizona	Rapid Rehousing for Chandler Families	\$0.00	\$120,000.00	\$120,000.00
Semicolon Society	Semicolon Society Community Hope Project	\$10,000.00	\$5,000.00	\$15,000.00
St Joseph the Worker	Employment Without Barriers Program	\$0.00	\$10,000.00	\$10,000.00
The Salvation Army, A California Corporation	Chandler Corps Client Choice Food Pantry	\$20,000.00	\$0.00	\$20,000.00
The Salvation Army, A California Corporation	Housing Stability Assistance	\$25,000.00	\$25,000.00	\$50,000.00
United Food Bank	The Emergency Food Assistance Program Chandler	\$10,000.00	\$0.00	\$10,000.00
Valley of the Sun YMCA	Chandler Family YMCA Chandler i-Learn Program	\$10,000.00	\$10,000.00	\$20,000.00

**Motion:** Commissioner Jeff Reynolds made a motion to approve the HHSC Final Recommendations and Contingency Plan for General Funds Allocations for Fiscal Year 2024-2025 to City Council. Vice-Chair Ryan Magel seconded the motion.

**Discussion:** None.

**Results:** The motion was approved 7-0.



3. Approval to Change June's HHSC Meeting Date to Wednesday, June 5, 2024, at 6:00 p.m.

Chair Mattisson called on Ms. Balch to present the item. Ms. Balch explained that the June meeting has been rescheduled to June 5, 2024, to accommodate summer vacation schedules.

**Motion:** Commissioner Tony Alcala made a motion to approve changing June's HHSC Meeting to Wednesday, June 5, 2024, at 6:00 p.m. Commissioner Karen Tepper seconded the motion.

**Discussion:** None.

**Results:** The motion was approved 7-0.

#### **BRIEFING**

4. Non-Profit Capacity Award Pilot Program

Chair Mattisson called on Ms. Balch to present the item. Ms. Balch shared that the City of Chandler FY 2024-2025 budget includes \$360,000 for a capacity building pilot project for non-profit organizations serving the Chandler community. Staff will release a Request for Proposals (RFP) to procure an organization to provide a capacity building curriculum to include both group and one-on-one activities to selected organizations. Organizations that complete the program will receive funding to complete an organizational goal. The pilot project will serve approximately 15 organizations.

#### **MEMBERS COMMENTS / ANNOUNCEMENTS**

HHSC member Jeff Reynolds extended an invitation to a comedy show Mic Drop MANIA, 51 E Boston Street, following the June 5 meeting.

#### **CALENDAR**

5. HHSC Regular Meeting, Wednesday, July 10, 2024, at 6:00 p.m.
6. HHSC Regular Meeting, Wednesday, August 14, 2024, 6:00 p.m.

#### **INFORMATION ITEMS**

None

#### **ADJOURN**

The meeting was adjourned at 6:43 p.m.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Chair Heather Mattisson

\_\_\_\_\_  
Recording Secretary Dylan Raymond



**Housing and Human Services Commission      Neighborhood Resources**

**Date:** 09/11/2024  
**To:** Housing and Human Services Commission  
**Subject:** June 5, 2024, HHSC Regular Meeting Minutes.

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**Attachments**

6.5.24 HHSC Meeting Minutes

**MINUTES**  
**HOUSING AND HUMAN SERVICES COMMISSION**  
**NEIGHBORHOOD RESOURCES DEPARTMENT**  
**235 S. Arizona Avenue, Chandler, AZ 85225**  
**Wednesday, June 5, 2024, 6:00 p.m.**

**CALL TO ORDER / ROLL CALL**

Commission Chair Heather Mattisson called the meeting to order at 6:05 p.m.

Commissioners present: Heather Mattisson, Ryan Magel, Sharyn Younger, David Gonzalez, Aimee Griffith-Johnson, and Jeff Reynolds.

Commissioners absent: Cecilia Hermosillo, Lisa Loring, Tony Alcala, Frank Dichoza, and Karen Tepper.

Staff present: Riann Balch, Community Resources Senior Manager, Amy Jacobson, Housing and Redevelopment Senior Manager, Karin Bishop, Community Development Senior Program Manager, Dylan Raymond, Management Analyst Senior, and Elizabeth Garcia, Community Development Coordinator.

Public present: None.

**SCHEDULED/UNSCHEDULED PUBLIC APPEARANCES/CALL TO PUBLIC**

Members of the audience may address any item not on the agenda. State Statute prohibits the Board or Commission from discussing an item that is not on the agenda, but the Board or Commission does listen to your concerns and has staff follow up on any questions you raise.

**ACTION AGENDA**

1. Kingston Arms Designation

Approve Resolution No. HO180, Authorizing the Submission of a Certification to the US Department of Housing and Urban Development for its desire to renew the Designations of Kingston Arms Apartments, 127 N. Kingston St., for Occupancy by Elderly or Near Elderly Families.

Chair Mattisson called on Amy Jacobson, Housing and Redevelopment Senior Manager to present the item. Ms. Jacobson explained the City's Housing and Redevelopment Division, as the Public Housing Authority, assists 303 families in public housing. Since the inception of the City's Public Housing Authority, the apartments located at 127 N. Kingston (Kingston Arms Apartments) have been designated for people who are elderly or near elderly. Elderly is defined by HUD as a person 62 years of age or older and near elderly is defined as a person 55 years of age or older. Staff recommends approval of Resolution No. HO180 authorizing the submission of a certification to the United States Department of Housing and Urban Development to renew the designations.

**Motion:** Commissioner Jeff Reynolds made a motion approve Resolution No.HO180 authorizing the submission of a certification to the United States Department of Housing and Urban Development to renew the designations of 127 North Kingston Street (Kingston Arms Apartments)

For occupancy by elderly or near elderly families. Commissioner David Gonzalez seconded the motion.

**Discussion:** None.

**Results:** The motion was approved 6-0.

2. Family Self-Sufficiency (FSS) Action Plan

Approve Resolution No. HO179, Authorizing the City of Chandler Housing and Redevelopment Family Self-Sufficiency Action Plan Effective July 1, 2024, and Certifying Compliance with the related US Department of Housing and Urban Development Regulations.

Chair Mattisson called on Ms. Jacobson to present the item. Ms. Jacobson explained that the FSS program is a voluntary program designed to assist low-income families participating in Public Housing and Housing Choice Voucher programs (HCV) in achieving economic independence and self-sufficiency through goal setting and specialized case management. Goals may include education and job training, money management, career advancement, improved life skills, and preparation for homeownership. Participants are considered self-sufficient and able to graduate when goals are accomplished and/or their income exceeds rental subsidy program limits, including being off welfare cash assistance for a minimum of 12 months. FSS is up to a five-year program, including two one-year extensions. Currently, there are a total of 120 participants enrolled in the FSS program, with 60 participants from Public Housing and 60 participants from The HCV program.

**Motion:** Commissioner Reynolds made a motion to recommend Resolution No. HO179 authorizing the City of Chandler Housing and Redevelopment Family Self Sufficiency Action Plan Effective July 1, 2024, and certifying compliance with the related US Department of Housing and Urban Development regulations. Commissioner Sharyn Younger seconded the motion.

**Discussion:** Commissioner Reynolds commented that it's a great program. Commissioner Gonzalez asked if 120 participants were the maximum capacity and if there was a waiting list for the program. Ms. Jacobson responded that the program is currently at capacity but may have the ability to expand in the future. The program does not have a waiting list but instead an interested party list.

**Results:** The motion was approved 6-0.

3. Maricopa County Head Start Lease

Approve Resolution No. HO181, Authorizing the Eleventh Amendment to the Lease Agreement between the City of Chandler and Maricopa County for space in the Recreation Building for use as a Head Start Facility at 660 S. Palm Ln.

Chair Mattisson called on Ms. Jacobson to present the item. Ms. Jacobson explained that Maricopa County has operated a Head Start preschool program in the Public Housing Recreation Building, located at 660 S. Palm Lane, since 1993. In 1993, the County contributed \$60,000 towards the

remodeling of the existing building to better accommodate Head Start's licensing needs. The original amended and restated lease with the current terms, conditions, and rent amount was executed in 2017. The current three-year term of the amended renewal lease with Maricopa County Head Start ends June 30, 2024. The current lease amount is \$3,999.96 per year. The existing lease includes an option to extend the lease for a two-year period at an annual rate of \$3,999.96 per year. Maricopa County is requesting to exercise the option for a two-year lease extension under the same terms and conditions outlined in the current lease. The Head Start Program serves both the Public Housing residents' children and neighborhood children. Head Start is a valuable resource that better prepares low-income children for a school environment.

**Motion:** Commissioner Gonzalez made a motion to approve Resolution No. HO181 authorizing the eleventh amendment to the lease agreement between the City of Chandler and Maricopa County for a two-year lease extension for space in the recreation building at 660 S. Palm Lane, Chandler, Arizona, for use as a Head Start Facility. Commissioner Aimee Griffith-Johnson seconded the motion.

**Discussion:** Commissioner Gonzalez asked how many children the program was serving. Ms. Jacobson responded that she would get back to him with the information.

**Results:** The motion was approved 6-0.

4. Maricopa County Head Start Lease

Approve Resolution No. HO182, Authorizing the Two-Year Lease Extension Agreement between the City of Chandler and Maricopa County for space in the Recreation Building for use as a Head Start Facility at 130 N. Hamilton St.

Chair Mattisson called on Ms. Jacobson to present the item. Ms. Jacobson explained that Maricopa County has operated a Head Start preschool program in the Public Housing Recreation Building, located at 130 N. Hamilton Street, since 1991. In 1995, the County contributed \$70,000 towards the remodeling of the existing building to better accommodate Head Start's licensing needs. The original amended and restated lease with the current terms, conditions, and rent amount was executed in 2017. The current two-year term of the amended renewal lease with Maricopa County Head Start ends June 30, 2024. The current lease amount is \$3,999.96 per year. The existing lease included an option to extend the lease for a two-year period at an annual rate of \$3,999.96 per year. Maricopa County is requesting to exercise the option for a two-year lease extension under the same terms and conditions outlined in the current lease. The Head Start Program serves Public Housing residents' children as well as children from the surrounding neighborhood. Head Start is a valuable resource that prepares low-income children for a school environment.

**Motion:** Commissioner Younger made a motion to approve Resolution No. HO182 authorizing the tenth amendment to the lease agreement between the City of Chandler and Maricopa County authorizing a two-year lease extension for space in the recreation building at 130 N. Hamilton Street, Chandler, Arizona, for use as a Head Start Facility. Vice Chair Magel seconded the motion.

**Discussion:** None

**Results:** The motion was approved 6-0.

**MEMBERS COMMENTS / ANNOUNCEMENTS**

**CALENDAR**

5. HHSC Regular Meeting, Wednesday, July 10, 2024, 6:00 p.m.

**INFORMATION ITEMS**

Karin Bishop, Community Development Senior Program Manager informed the Commission that the city has started work on the next Five-Year Consolidated Plan to develop priorities for Community development funding and staff will be sending out a survey to collect public input.

**ADJOURN**

The meeting was adjourned at 6:29 p.m.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Chair Heather Mattisson

\_\_\_\_\_  
Recording Secretary Elizabeth Garcia



**Housing and Human Services Commission      Neighborhood Resources**

**Date:** 09/11/2024

**To:** Housing and Human Services Commission

**Subject:** Elections of Chair and Vice Chair for the Housing and Human Services Commission.

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**Housing and Human Services Commission      Neighborhood Resources**

**Date:** 09/11/2024  
**To:** Housing and Human Services Commission  
**Subject:** 2025-2029 Consolidated Plan Overview and Input.

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**Housing and Human Services Commission      Neighborhood Resources**

**Date:** 09/11/2024

**To:** Housing and Human Services Commission

**Subject:** Resolution H0183 Certifying that the Indicators Identified in the Section 8 Management Assessment Program Certification for the City of Chandler Housing and Redevelopment Division are True and Accurate for the Fiscal Year Ending June 30, 2024.

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**Attachments**

HHSC Memo HD24-10



**MEMORANDUM NEIGHBORHOOD RESOURCES DEPARTMENT HHSC MEMO NO. HD24-10**

**Date:** September 11, 2024

**To:** Housing and Human Services Commission

**Thru:** Leah Powell, Neighborhood Resources Director

**From:** Amy Jacobson, Housing and Redevelopment Senior Manager

**Subject:** Briefing Item to Housing and Human Services Commission - Resolution HO183 Certifying that the Indicators Identified in the Section 8 Management Assessment Program Certification for the City of Chandler Housing and Redevelopment Division are True and Accurate for the Fiscal Year Ending June 30, 2024.

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**Proposed Motion:**

Move Public Housing Authority Commission adopt Resolution No. HO183, certifying that the indicators identified in the Section 8 Management Assessment Program (SEMAP) certification for the City of Chandler Housing and Redevelopment Division are true and accurate for the fiscal year ending June 30, 2024.

**Background:**

On September 10, 1998, the United States Department of Housing and Urban Development (HUD) published the final rule on the SEMAP. This rule established an assessment system for the operation of Section 8 tenant-based programs to assist eligible families in affording decent, safe rental units at the correct subsidy cost. SEMAP provides policies and procedures that enable HUD to measure the performance of public housing agency management. It also allows HUD field offices to practice accountability monitoring and risk management. Public Housing Authorities must submit a SEMAP certification at the end of each fiscal year, with the current submission due by August 29, 2024.

**Discussion:**

**The SEMAP certification includes 14 key performance indicators:**

- Proper selection of applicants from the Section 8 waiting list
- Sound determination of reasonable rent for each unit leased
- Setting payment standards within the required range of HUD fair market rent
- Accurate verification of family income
- Timely annual reexaminations of family income

- Correct calculation of the tenant share of the rent and the subsidy portion
- Maintenance of a current schedule of allowances for tenant utility costs

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- Ensuring units pass inspection before entering assistance contracts
- Timely annual housing quality inspections
- Performance of quality control inspections to ensure housing quality
- Ensuring that landlords and tenants promptly correct housing quality deficiencies
- Ensuring that all available rental vouchers are used
- Expanding housing choice outside areas of poverty or minority concentration
- Enrolling families in the Family Self-Sufficiency (FSS) Program as required and helping FSS families achieve increases in employment income

HUD bases the rating of the first seven SEMAP indicators on the certification submitted by the housing authority, which is detailed in Exhibit A. HUD will also review the latest independent auditor's annual report for the Housing and Redevelopment Division. The scores for the remaining indicators are verified using data from the Public and Indian Housing Information Center (PIC), HUD's database that collects, maintains, and reports information on families participating in the Section 8 Voucher Program.

**Financial Implications:**

Submission of the SEMAP certification is required for the City of Chandler to continue receiving Section 8 Housing Choice Voucher program funding. There are no direct financial implications for the City as a result of this action.

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**Attachments**

Resolution HO183

Section 8 Management Assessment Program (SEMAP) Certification



**Housing and Human Services Commission      Neighborhood Resources**

**Date:** 09/11/2024

**To:** Housing and Human Services Commission

**Subject:** HHSC Regular Meeting, Wednesday, October 9, 2024, at 6:00 p.m.

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