

# Housing and Human Services Commission Regular Meeting

February 12, 2025 | 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, February 12, 2025, 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 - February 12, 2025**

## **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. December 11, 2024, HHSC Regular Meeting Minutes.

## **Public Hearing**

2. City of Chandler Draft 2025-2029 Consolidated Plan and 2025 Annual Action Plan.
  1. Open Public Hearing
  2. Staff / Civitas Presentation
  3. Commission Discussion
  4. Close Public Hearing
3. City of Chandler Housing and Redevelopment 2025-2030 Five-Year Plan for Public Housing and Housing Choice Voucher Programs, 2025 Annual Plan and Capital Fund for Fiscal Year Beginning July 1, 2025, and Certifying Compliance with the Related Regulations.
  1. Open Public Hearing
  2. Staff Presentation
  3. Commission Discussion
  4. Close Public Hearing

## **Action Agenda**

4. Resolution NO. H0186 Approving the Submission of The City of Chandler Housing and Redevelopment 2025-2030 Five-Year Plan for Public Housing and Housing Choice Voucher Programs, 2025 Annual Plan and Capital Fund for the Fiscal Year Beginning July 1, 2025, and Certifying Compliance with the Related Regulations.

## Briefing

5. Human Services Allocations Timeline.

## Member Comments/Announcements

## Calendar

6. HHSC Regular Meeting, Wednesday, March 5, 2025, at 6:00 p.m.

## Information Items

## Adjourn



**Housing and Human Services Commission      Neighborhood Resources**

**Date:** 02/12/2025  
**To:** Housing and Human Services Commission  
**Subject:** December 11, 2024, HHSC Regular Meeting Minutes.

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**Attachments**

12.11.24 HHSC Regular Meeting Minutes

**MINUTES**  
**HOUSING AND HUMAN SERVICES COMMISSION**  
**NEIGHBORHOOD RESOURCES DEPARTMENT**  
**235 S. Arizona Avenue, Chandler, AZ 85225**  
**Wednesday, December 11, 2024, 6:00 p.m.**

**CALL TO ORDER / ROLL CALL**

Commission Vice Chair Ryan Magel called the meeting to order at 6:09 p.m.

Commissioners present: Ryan Magel, Heather Mattisson (Virtual), Sharyn Younger (Virtual), David Gonzalez, Frank Dichoza, Lisa Loring, Cecilia Hermosillo, Jeff Reynolds, and Karen Tepper.

Commissioners absent: Aimee Griffith-Johnson and Tony Alcala.

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.

**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. September 11, 2024, HHSC Regular Meeting Minutes.

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

**Discussion:** None.

**Results:** The motion was approved 9-0.

**ACTION AGENDA**

2. 2025 HHSC Meeting Schedule.

Vice Chair Magel called Riann Balch, Community Resources Senior Manager to present on the item. Ms. Balch advised that meetings are traditionally held on the second Wednesday of the month at 6:00 p.m. in the Neighborhood Resources Office, 235 S. Arizona Avenue, Chandler.

Ms. Balch reviewed the schedule and explained that staff adjusted the March meeting date to observe Chandler Unified School District's Spring Break.

**Motion:** Commissioner Frank Dichoza made a motion to approve the 2025 HHSC Meeting Schedule. Commissioner Karen Tepper seconded the motion.

**Discussion:** None.

**Results:** The motion was approved 9-0.

## **DISCUSSION**

### 3. RAD Tour Discussion.

Vice Chair Magel called on Riann Balch, Community Resources Senior Manager, and Amy Jacobson, Housing and Redevelopment Senior Manager to present on the item. Ms. Jacobson reviewed the status of the project and Ms. Balch gaged Commissioner's interest in a tour. Ms. Jacobson asked if Commissioners would be available during the day to tour the properties as that is when staff are available on site to provide information. Commissioners indicated interest and availability. One idea is to have an early HHSC meeting following a tour.

## **BRIEFING**

### 4. 2025 Public Housing Annual Plan Calendar.

Vice Chair Magel called on Ms. Jacobson to present the item. Ms. Jacobson presented the 2025 Public Housing Authority (PHA) Annual Plan Calendar. The calendar delineates the timeline for updating the PHA Five-Year Annual Plan and Annual Plan which describes the Authority's policies, programs, operations, and strategies for meeting local housing needs and goals.

Vice Chair asked if there were any questions or discussion. There was none.

### 5. 2025 Payment Standards for the Housing Choice Voucher Program (Section 8 Program).

Vice Chair Magel called on Ms. Jacobson to present the item. Ms. Jacobson explained that the City of Chandler, Housing and Redevelopment Division (the "Housing Authority") administers the U.S. Department of Housing and Urban Development's ("HUD") Housing Choice Voucher ("HCV") Program contract for the City of Chandler to provide affordable housing for up to 495 families. HUD publishes Small Area Fair Market Rents ("SAFMRs") on an annual basis, calculated at the zip code level rather than for an entire metropolitan area, and requires certain public housing authorities to use the SAFMRs in the administration of the HCV Program. HUD has designated the Housing Authority as a mandatory SAFMR PHA. In accordance with 24 CFR 982.503, the Housing Authority is required to implement SAFMRs-based payment standards no later than January 1, 2025. The Housing Authority has established the SAFMRs-based Payment Standards Schedule effective January 1, 2025.

Vice Chair asked if there were any questions or discussion. There was none.

## **MEMBERS COMMENTS / ANNOUNCEMENTS**

### **CALENDAR**

6. HHSC Regular Meeting, Wednesday, January 8, 2025, 6:00 p.m.

### **INFORMATION ITEMS**

7. Annual Budget Survey

Vice Chair Magel called on Dylan Raymond, Management Analyst Senior to present on the item. Mr. Raymond shared that It's that time of year again! The City of Chandler is starting its budget process and encourages residents to provide their thoughts about the community and its future. Starting Monday, Nov. 25, Chandler residents will be able to find the survey at [chandleraz.gov/budget](http://chandleraz.gov/budget) and will be available through Friday, Jan. 10, 2025. City staff asks residents to answer at least the first six general questions of the survey which should take about two minutes. The remaining questions allow you to provide funding priorities as well as feedback on the Council Strategic Focus Areas. You can share thoughts and ideas on any or all of the topics including open text boxes for comments. The budget survey results are shared with the Mayor, City Councilmembers, City Manager, and staff to assist in the formulation of the city's financial plan. Please take this opportunity to let us know what is going well, and what could use some additional attention during the next Budget Year. In addition to the online survey, paper copies will be also available in English, Spanish, and Mandarin Chinese, and may be picked up at various city facilities, including libraries, community centers, and the lobby of City Hall.

Amy Jacobson shared that she is working on a new development agreement for 250 affordable units and will bring back additional details at the next meeting.

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 sent out the two different surveys to collect public input.

### **ADJOURN**

The meeting was adjourned at 7:31 p.m.

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

\_\_\_\_\_  
Vice Chair Ryan Magel

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



**Housing and Human Services Commission**

**Neighborhood Resources**

**Date:** 02/12/2025

**To:** Housing and Human Services Commission

**Subject:** City of Chandler Draft 2025-2029 Consolidated Plan and 2025 Annual Action Plan.

1. Open Public Hearing
2. Staff / Civitas Presentation
3. Commission Discussion
4. Close Public Hearing

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**Attachments**

2025 Memo Con Plan and AAP



## HHSC Memorandum

## Neighborhood Resources - Memo No. NR25-006

**Date:** February 12, 2025

**To:** Housing and Human Services Commission

**Thru:** Leah Powell, Neighborhood Resources Director  
Riann Balch, Community Resources Senior Manager

**From:** Karin Bishop, Community Development Senior Program Manager

**Subject:** Public Hearing on the Draft 2025–2029 Consolidated Plan and Draft 2025 Annual Action Plan for Community Development Block Grant and HOME Investment Partnerships Program Funds

**Background:** Each year, the City of Chandler receives federal Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) funding, administered by the United States Department of Housing and Urban Development (HUD), to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for persons with low- and moderate-income. These federal funds support a wide range of community development activities directed toward revitalizing neighborhoods, economic development, providing improved community facilities and services, and increasing affordable housing opportunities.

As a prerequisite for receiving CDBG and HOME funding, the city is required every five (5) years, to prepare and adopt a Five-Year Consolidated Plan that includes an Annual Action Plan, to be sent to HUD to establish priorities for future funding decisions.

In compliance with HUD regulations and the Citizen Participation Plan, the city is holding a public hearing to solicit citizen's feedback to identify housing and community development needs in the community for the next five years. Additionally, a survey was made available from September 10, 2024, through January 31, 2025, on the city's website for residents and stakeholders to provide input on identifying and prioritizing housing and community development needs and the best methods and programs to address those needs.

Input received assists the city in the development of its draft 2025-29 Consolidated Plan and draft 2025 Annual Action Plan for anticipated federal funds to be received from HUD.

- CDBG: Approximately \$1,432,855
- HOME: Approximately \$399,251

**Discussion:** Civitas, the city's consolidated plan consultant, will provide a summary of the community survey and stakeholder survey responses received.

HUD has not released its annual allocation for Program Year 2025. Initial funding recommendations for CDBG and HOME funds will be included in the draft 2025 Annual Action Plan and will be based on last year's allocation. A contingency plan for a potential increase or decrease in funding will also be included.



**Housing and Human Services Commission      Neighborhood Resources**

**Date:** 02/12/2025

**To:** Housing and Human Services Commission

**Subject:** City of Chandler Housing and Redevelopment 2025-2030 Five-Year Plan for Public Housing and Housing Choice Voucher Programs, 2025 Annual Plan and Capital Fund for Fiscal Year Beginning July 1, 2025, and Certifying Compliance with the Related Regulations.

1. Open Public Hearing
2. Staff Presentation
3. Commission Discussion
4. Close Public Hearing

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**Attachments**

HHSC Memo Public Hearing -Housing



## **HHSC Memorandum Neighborhood Resources Department- Memo No. HD25-01**

**Date:** February 5, 2025

**To:** Housing and Human Services Commission

**Thru:** Leah Powell, Neighborhood Resources Director  
Amy Jacobson, Housing and Redevelopment Senior Manager

**From:** Larissa Gorski, Affordable Housing Manager

**Subject:** Public Hearing for The Submission of The City of Chandler Housing and Redevelopment 2025-2030 Five-Year Plan for Public Housing and Housing Choice Voucher Programs, 2025 Annual Plan and Capital Fund for The Fiscal Year Beginning July 1, 2025, and Certifying Compliance with The Related Regulations.

**Background:** The City of Chandler Housing and Redevelopment Division (the Public Housing Agency/PHA) administers 303 units of Low Rent Public Housing and 495 Housing Choice Vouchers (formerly known as Section 8).

The Public Housing Agency (PHA) is required to submit the PHA Annual Plan to the U.S. Department of Housing and Urban Development (HUD) by April 17, 2025, for its housing programs. The Annual Plan is a comprehensive guide to PHA policies, programs, operations, and strategies for meeting local housing needs and goals. Each year, staff reviews policies and revises supporting documents, as needed.

**Discussion:** This year we will be submitting the 2025-2030 Five-Year Plan, 2025 Annual Plan and Capital Fund. The process allows for community input from program participants, residents, and the public in general. The City is currently in a public comment period from January 15, 2025, to March 1, 2025, for the City of Chandler Housing and Redevelopment Division's 2025 Annual Housing Plan. We have had one Resident Advisory Board (RAB) meeting on December 11, 2024, and another one scheduled for January 28, 2025.

The draft 2025-2030 Five-Year Plan, 2025 Annual Plan and Capital Fund can be found on our website at [chandleraz.gov/affordable housing](https://chandleraz.gov/affordable-housing) and available as a hard copy at the Housing Office located at 235 S. Arizona Ave in Chandler. A summary of updates is outlined below:

## **Housing Choice Voucher Administrative Plan and Public Housing Admissions and Continued Occupancy Policy (ACOP)**

### ***Unit Inspections***

Maintaining properties to the standard of safe, sanitary, and in good repair by complying with the National Standards for the Physical Inspection of Real Estate; Inspection Standards (NSPIRE).

### ***Housing Opportunity Through Modernization Act of 2016 (HOTMA)***

On July 29, 2016, the HOTMA Act of 2016 was signed into law. HOTMA made numerous changes to statutes governing HUD programs, including sections of the United States Housing Act of 1937, Title 1 of HOTMA contains 14 different sections that impact the public housing and Section 8 programs. The final Rule implementing broad changes to income and assets in Sections 102 and 104 of HOTMA, and for PHAs that administer the public housing program over-income provisions in Section 103, was officially published in the Federal Register on February 14, 2023. On September 29, 2023, HUD issued notice PIH 2023-27, which provided guidance to PHAs on the implementation of the program changes described in the Final Rule.

### ***Eligibility - Restriction on Assistance based on Assets [24 CFR 5.618]***

The applicant family must meet net asset and property ownership restriction requirements. There are two circumstances under which a family is ineligible for the program based on asset ownership. First, assistance may not be provided to any family if the family's net assets exceed \$100,000. Second, the family has real property that is suitable for occupancy by the family as a residence.

### ***Prohibition Against Denial of Assistance to Victims of Domestic Violence, Dating Violence, Sexual Assault, Stalking, and Human Trafficking***

The Violence against Women Act (VAWA) and the HUD regulations at 24 CFR §5.2005(b) prohibit PHAs from denying admission to an otherwise qualified applicant on the basis or as a direct result of the fact that the applicant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking. Although the VAWA 2022 statute does not specifically include human trafficking in the list of victims protected under VAWA, in 2022 HUD began including human trafficking as part of the list of victims protected under VAWA (as seen in Notices PIH 2022-06, PIH 2022-22, and PIH 2022-24). In the absence of a final rule implementing VAWA 2022 and to mirror HUD's recent usage, this policy includes human trafficking in addition to domestic violence, dating violence, sexual assault, and stalking anywhere such a list appears.

### ***Reasonable Accommodations***

For continued approval, the family must submit a new written request subject to PHA verification every year or every other year during the annual reexamination process. *If the knowledgeable professional indicates on PHA verification that it is a lifetime impairment and a reasonable accommodation is essential for the care and well-being of the elderly, near elderly, or disabled family member, no further written request needs to be submitted.*

### ***Earned Income Disallowance [24 CFR 960.255; Streamlining Final Rule (SFR) Federal Register 3/8/16; Notice PIH 2023-27]***

HOTMA removed the statutory authority for the Earned Income Disallowance (EID). The EID is available only to families that are eligible for and participating on the program as of December 31, 2023, or before; no new families may be added on or after January 1, 2024. If a family is receiving the EID prior to or on the effective date of December 31, 2023, they are entitled to the full amount of the benefit for a full 24-month period. The policies below are applicable only to such families. No family will still be receiving the EID after December 31, 2025. The EID will sunset on January 1, 2026, and the PHA policies below will no longer be applicable as of that date or when the last qualifying family exhausts their exclusion period, whichever is sooner.

### ***Family Consent to Release of Information (Form HUD-9886) [24 CFR 5.230(b)(1), (b)(2), (c)(4), and (c)(5); Notice PIH 2023-27]***

All adult applicants and tenants must sign form HUD-9886, Authorization for Release of Information. All adult family members (and the head and spouse/cohead regardless of age) are required to sign the Form HUD-9886 at admission. Participants, prior to January 1, 2024, signed and submitted Form HUD-9886 at each annual reexamination. HOTMA eliminated this requirement and instead required that the Form HUD-9886 be signed only once. On or after January 1, 2024 (regardless of the PHA's HOTMA compliance date), current program participants must sign and submit a new Form HUD-9886 at their next interim or annual reexamination. This form will only be signed once.

### ***Utility Allowances***

The utility allowance is the amount that a housing authority determines necessary to cover the resident's reasonable utility costs. The utility allowance schedules are reviewed annually for both housing programs and are recommended for adjustment when a cumulative change of 10% or more occurs. Prior to beginning this update, a consultant was hired to do a comparison of the existing utility rates and charges and Housing's current utility rate schedules in the Housing Choice Voucher and Public Housing Programs. A revised utility allowance for 2024 will be established for both programs effective July 1, 2024.

## **Housing Choice Voucher Administrative Plan**

### ***Special Programs – Veterans Affairs Supportive Housing (VASH)***

#### ***Using Income Limits for Eligibility [24 CFR §982.201]***

Income limits are used for eligibility only at admission. Income eligibility is determined by comparing the annual income of an applicant to the applicable income limit for their family size. In order to be income eligible, an applicant family must be at or below 80% AMI.

#### ***Checking and Savings Accounts***

For regular checking accounts and savings accounts, *cash value* has the same meaning as *market value*. If a checking account does not bear interest, the anticipated income from the account is zero. In determining the value of a checking account, the PHA will use the average monthly balance for the last two current months.

## **Public Housing Admissions and Continued Occupancy Policy (ACOP)**

**Flat Rent:** Flat rent has been assessed and aligned with current market rates.

### ***Maintenance Policy***

#### ***Key Information and Charges (Section 5.0)***

Increases in maintenance charges including keys and fees has gone up 20%.

**Financial Implications:** HUD funds the costs associated with the Public Housing and Housing Choice Voucher Programs.

**Proposed Motion:** None at this time.



**Housing and Human Services Commission      Neighborhood Resources**

**Date:** 02/12/2025

**To:** Housing and Human Services Commission

**Subject:** Resolution NO. H0186 Approving the Submission of The City of Chandler Housing and Redevelopment 2025-2030 Five-Year Plan for Public Housing and Housing Choice Voucher Programs, 2025 Annual Plan and Capital Fund for the Fiscal Year Beginning July 1, 2025, and Certifying Compliance with the Related Regulations.

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**Attachments**

Resolution No. H0186-Housing



## HHSC Memorandum Neighborhood Resources Department- Memo No. HD 25-02

**Date:** February 5, 2025

**To:** Housing and Human Services Commission

**Thru:** Leah Powell, Neighborhood Resources Director  
Amy Jacobson, Housing and Redevelopment Senior Manager

**From:** Larissa Gorski, Affordable Housing Manager

**Subject:** Resolution NO. HO186 Approving the Submission of The City of Chandler Housing and Redevelopment 2025-2030 Five-Year Plan for Public Housing and Housing Choice Voucher Programs, 2025 Annual Plan and Capital Fund for The Fiscal Year Beginning July 1, 2025, and Certifying Compliance with The Related Regulations.

**Recommendation:** Staff proposes to the Housing and Human Services Commission (HHSC) members the recommendation to the Public Housing Authority Commission (PHAC) the approval of Resolution No. HO186 approving the submission of the City of Chandler Housing and Redevelopment Annual Plan and Capital Fund for the fiscal year beginning July 1, 2025, and certifying to compliance with the related regulations.

**Background:** The City of Chandler Housing and Redevelopment Division (the Public Housing Agency/PHA) administers 303 units of Low Rent Public Housing and 495 Housing Choice Vouchers (also known as Section 8).

The Public Housing Agency (PHA) is required to submit the PHA Annual Plan to the U.S. Department of Housing and Urban Development (HUD) by April 17, 2025, for its housing programs. The Annual Plan is a comprehensive guide to PHA policies, programs, operations, and strategies for meeting local housing needs and goals. Each year, staff reviews policies and revises supporting documents, as needed.

**Discussion:** This year we will be submitting the 2025-2030 Five-Year Plan, 2025 Annual Plan and Capital Fund. The process allows for community input from program participants, residents, and the public in general. The City is currently in a public comment period from Jan. 15, 2025, to March 1, 2025, for the City of Chandler Housing and Redevelopment Division's 2025 Annual Housing Plan. We had one Resident Advisory Board (RAB) meeting

on December 11, 2024, and an upcoming meeting on January 28, 2025. With comments received.

The draft 2025-2030 Five-Year Plan, 2025 Annual Plan and Capital Fund can be found on our website at [chandleraz.gov/affordablehousing](https://chandleraz.gov/affordablehousing). A summary of updates is outlined below:

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## **Housing Choice Voucher Administrative Plan**

### ***Special Programs – Veterans Affairs Supportive Housing (VASH)***

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#### ***Checking and Savings Accounts***

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## **Public Housing Admissions and Continued Occupancy Policy (ACOP)**

**Flat Rent:** Flat rent has been assessed and aligned with current market rates.

### ***Maintenance Policy***

#### ***Key Information and Charges (Section 5.0)***

Increases in maintenance charges including keys and fees has gone up 20%.

**Financial Implications:** HUD funds the costs associated with the Public Housing and Housing Choice Voucher Programs.

**Proposed Motion:** Move to recommend Resolution No. HO186 of the Public Housing Authority Commission authorizing the submission of the City of Chandler Housing and Redevelopment 2025-2030 5-year Plan, Annual Plan and Capital Fund for the fiscal year beginning July 1, 2025, and certifying to compliance with the related regulations.

Attachments: Resolution No. HO186



**Housing and Human Services Commission      Neighborhood Resources**

**Date:** 02/12/2025  
**To:** Housing and Human Services Commission  
**Subject:** Human Services Allocations Timeline.

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**Housing and Human Services Commission      Neighborhood Resources**

**Date:** 02/12/2025  
**To:** Housing and Human Services Commission  
**Subject:** HHSC Regular Meeting, Wednesday, March 5, 2025, at 6:00 p.m.

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