

# DRAFT



## MINUTES

**COMMUNITY DEVELOPMENT ADVISORY COMMITTEE  
GLENDALE CIVIC CENTER  
SAPPHIRE ROOM  
5750 W. GLENN DR.  
GLENDALE, ARIZONA 85301**

**APRIL 18, 2024  
5:30 P.M.**

**1. CALL TO ORDER**

Vice Chair Gallegos called the meeting to order at 5:31.

**2. ROLL CALL**

Present: Lisa Baker, Chair  
Moises Gallegos, Vice Chair  
Kirstin Flores, Committee Member  
David Giles, Committee Member  
Theodora Hackenberg, Committee Member  
Brandon Hiller, Committee Member  
Carlos Vargas, Committee Member

Also Present: Jean Moreno, Community Services Director  
Matthew Hess, Revitalization Administrator  
Trilese DiLeo, Revitalization Grants Supervisor  
Ismael Cantu, CAP Administrator  
Yolanda Poole, Administrative Support Specialist

**3. CITIZEN COMMENTS**

None.

**4. APPROVAL OF THE MINUTES**

a. Community Development Advisory Committee Minutes of April 18, 2024

Motioned by Committee Member David Giles, seconded by Committee Member Kirstin Flores to approve March 21, 2024 minutes of the Community Development Advisory Committee.

AYE: Vice Chair Moises Gallegos  
Committee Member Kirstin Flores  
Committee Member David Giles  
Committee Member Theodora Hackenberg  
Committee Member Brandon Hiller  
Committee Member Carlos Vargas

Other: Chair Lisa Baker (ABSENT)

Passed

5. **OLD BUSINESS**

None.

6. **NEW BUSINESS**

a. FY 2024-25 Selection of CDAC Chair and Vice Chair

Mr. Hess announced that the CDAC needed to recommend a Chairperson and Vice Chairperson for FY 2024-25.

Motioned by Committee Member Theodora Hackenberg, seconded by Committee Member David Giles to approve and recommend Chair Baker and Vice-Chair Gallegos as the Chair and Vice-Chair, respectively, for FY2024-25.

AYE: Vice Chair Moises Gallegos  
Committee Member Kirstin Flores  
Committee Member David Giles  
Committee Member Theodora Hackenberg  
Committee Member Brandon Hiller  
Committee Member Carlos Vargas

Other: Chair Lisa Baker (ABSENT)

Passed

b. FY2024 CSBG Budget - Community Services Block Grant Organizational Standard 8.9

Mr. Cantu explained that CAP is held to performance standards established by the Department of Economic Security (DES) called Organizational Standards.

The purpose of the Organizational Standards is to ensure that all agencies have appropriate organizational capacity, in both critical financial and administrative areas, as well as areas of priority to the mission of the Community Action Network. Mr. Cantu advised that

Organizational Standard 8.9 requires that the advisory board provide input and feedback as allowed by local governmental procedures in the CSBG budget process.

Mr. Cantu discussed the FY2024 DES budget allocation. The initial FY2024 budget for CSBG totals \$621,358.20. Mr. Cantu explained that Community Services Block Grant (CSBG) funding is versatile and is currently being used to fund two THRIVE Success Coaches and additional services such as transportation and paying for certificates and testing materials. Mr. Cantu discussed Low Income Home Energy Assistance Program (LIHEAP) A-16 funding. He explained that this fund is used exclusively for administrative purposes but requires the CAP program to provide energy and conservation information. The Temporary Assistance to Needy Families (TANF) funding totals \$150,000. Out of that funding, \$22,500 is used for administrative costs and the remaining funding is used for vouchers to assist families in need. Social Services Block Grant (SSBG) is used exclusively for administrative costs to support the CAP staff. Neighbors Helping Neighbors (NHN) budget totals \$1678.00 and is a voucher fund solely used for seniors in the community needing utility assistance. The Navigator funding total of \$165,537.00 is used to fund staff to navigate clients into the DES portal to assist them with getting utility assistance and NOW rental assistance. The AZ Diaper fund amount of \$40,606.00 is not expected to be spent this fiscal year as the CAP department is still searching for a vendor.

Vice Chair Gallegos sought clarification on the Navigator program, its funding usage, and whether it was also funding the THRIVE coaches.

Mr. Cantu clarified that the Navigator program primarily supports the established Community Service Representatives, indicating its role in client navigation and support.

Committee Member Hackenberg asked about the AZ diaper program.

Mr. Cantu explained that these funds are provided by DES, who observed the success of the diaper distribution program funded through Wildfire. These funds are earmarked for families needing diapers, highlighting the program's direct impact on the community.

Vice Chair Gallegos inquired if there were any remaining funds from the Wildfire Diaper program.

Mr. Cantu answered they had almost fully expended the diaper fund and about 87% expended on the utility fund.

**c. FY2024-26 Strategic Plan Update with Outcomes - Community Services Block Grant Organizational Standards 6.5 and 9.3**

Mr. Cantu explained CAP is held to performance standards established by the Department of Economic Security (DES) called Organizational Standards.

The purpose of the Organizational Standards is to ensure that all agencies have appropriate organizational capacity, in both critical financial and administrative areas, as well as areas of priority to the mission of the Community Action Network.

- **Organizational Standard 6.5** requires that the advisory board receive an update a minimum of once per year regarding the goals of the FY2024-26 Strategic Plan.
- **Organizational Standard 9.3** requires that the advisory board review the agency's outcomes regarding any strategic program on a yearly basis.

As part of FY2024-26 Strategic Plan, within the area of Individual and Family level objectives, objective #6.1 was to increase enrollment in THRIVE Success Coaching program to address barriers to sustainability, food security, housing security, education, and transportation.

Mr. Cantu gave a presentation and discussed CSBG Key National Performance Indicators (KNPIs) including Employment, Education and Cognitive Development, Income and Asset Building, Housing, Health and Social/ Behavioral Development, Civic Engagement and Community Involvement and Outcomes across multiple domains.

Vice Chair Gallegos commented on the employment numbers for adults who obtained employment with a living wage or higher. He acknowledged the achievement and congratulated Mr. Cantu on the program's success.

Vice Chair Gallegos asked for clarification on the clients in the THRIVE program.

Mr. Cantu clarified that the THRIVE clients could be housing voucher participants, a foster care person who are aging out of the system and CAP clients that meet the definition of being in danger of being homeless, have been homeless, and lastly, some clients who were in imminent danger of being homeless and who in these last two cases only the rent can be paid for up to six months.

Ms. Moreno further clarified Vice Chair Gallegos' question and wanted to be clear that the THRIVE program does not exclusively serve homeless people. The clients are vetted through the CSRs in CAP and recommended to participate in the THRIVE program.

Committee Member Vargas commented that the THRIVE program is his favorite program and posed a question regarding Employment on slide four and the gaps between Target and Actual results. He also asked if the program was advertised anywhere in the City of Glendale.

Mr. Cantu answered that the THRIVE program was not advertised. He further explained that there was a large gap between the Target and Actual results because he had to guess the outcomes because the program started only 180 days ago. He could only estimate the outcomes with no previous data.

Mr. Vargas suggested that the City of Glendale could use the Neighborhood app to advertise the program in the future.

Ms. Moreno thanked Committee Member Vargas for his comments.

**d. Homeownership Programming Discussion**

Mr. Hess led a discussion related to homeownership programming using federal funding including the following:

- A summary of prior homeownership activities completed by the city using Neighborhood Stabilization Program Funds
- Grant requirements for CDBG and HOME funded homeowner programs
- Existing homeownership programs available
- w other jurisdictions propose to allocate their HOME funds for FY 2024-25
- Affordability analysis based on current market conditions

Mr. Hess went on to discuss the accomplishments of the Neighborhood Stabilization Program (NSP) from 2009 to 2013. The program expended \$11,536,131.00 on activities including Acquisition/ New Construction, Rental, Direct Homebuyer Assistance and Acquisition/Rehab/Resale.

Ms. DiLeo discussed the CPD Homebuyer requirements, including income limits, maximum home value affordability requirements, funding caps, and eligible uses of funds. She went on

to discuss existing homebuyer programs including Home in Five (Advantage and Platinum), Open Doors and First Time Homebuyer Program, Arizona is Home (NEW). She highlighted the First Time Homebuyer program through the City of Avondale will be sunseting.

Mr. Hess took over the discussion regarding FY2024-25 Annual Action Plan (CDBG) discussing the estimated CDBG allocations. He noted Phoenix was included because he could not get an estimated number from their Annual Action Plan.

- Avondale \$650,000
- Surprise \$766,285
- Peoria \$902,707
- Gilbert \$1,023,547
- Scottsdale \$1,163,185
- Chandler \$1,343,477
- Tempe \$1,695,733
- Glendale \$ 2,354,682
- Mesa \$3,450,064
- Maricopa County \$3,731,446

Ms. Moreno interjected that the City of Phoenix's normal allocation would be about \$15,000,000. She added she wanted to highlight that number because they are able to fund a homebuyer assistance program due to their larger allocation of CDBG funds.

Mr. Hess discussed FY 2024-25 Action Plans (HOME) funds. The total HUD allocation to the county is inclusive of all member allocations. It is estimated to be \$5,308,838, and of that total, the estimated allocation to the Maricopa County Home Consortium would be \$2,057,196. Out of those funds, the proposal for Home funds to be spent is as follows:

- Avondale - Tenant-Based Rental Assistance (TBRA)
- Chandler (TBRA)
- Gilbert - Acquisition/ New Construction - Rental
- Glendale (TBRA)
- Mesa (TBRA), New Construction - Rental
- Peoria - Acquisition/ New Construction - Owner
- Scottsdale (TBRA)
- Surprise (TBRA)
- Tempe (TBRA)

Ms. DiLeo discussed the annual income needed to purchase a home in the current market. She explained that she used the Multiple Listing Service (MLS) to gather information, which was limited to Glendale, AZ. She provided an example of a median-priced home in Glendale for \$464,900. Using the median sales price in the last 30 days in Glendale for a home priced at \$424,990 using an FHA loan as an example, the closing costs would total \$34,801 using a 3.5% down payment, upfront PMI (1.75% for FHA), and closing costs estimated at 3%. Household income to qualify for that mortgage would need to total \$120,476. This amount exceeds the 80% AMI in the CPD homebuyer requirement.

Committee Member Vargas thanked Ms. DiLeo for compiling the information. He mentioned a house near his home sold near his home sold for \$360,000 and he mentioned there are 10 houses listed for less than \$350,000. He also stated there were over 2,000 homes sold under \$350,000 in the last year or so. He stated he got 293 results when he searched for a house under \$250,000. Committee Member Vargas suggested that the data may show the median list price is \$464,000, but wanted to state that Glendale has many homes available to purchase below \$350,000.

Ms. Moreno thanked Committee Member Vargas for his comments.

Vice Chair Gallegos asked for clarification and stated that someone making \$120,476 would not qualify for the HUD homebuyer assistance programs.

Ms. DiLeo confirmed Vice Chair Gallegos was correct and stated that there is a disproportion between income and the cost of housing currently in the Greater Maricopa County area.

Ms. DiLeo went on to discuss household incomes and how to qualify for CDBG or HOME funds. A person would need to make less than \$66,375, and the maximum affordable mortgage that person could afford with a 30% debt-to-income ratio at that price would be \$254,015. Based on those numbers, she explained there are only 20 homes that meet that criteria in the City of Glendale. (3 bedrooms or under)

Vice Chair Gallegos asked for clarification regarding the annual income and qualification for a mortgage under \$254,000.

Ms. DiLeo confirmed the information.

Committee Member Vargas stated that it would be doable if we had the funds available for one homeowner due to the availability of 20 homes under \$255,000.

Ms. DiLeo provided examples of employee wages provided by the Bureau of Labor Statistics, Occupational Employment, and Wage Statistics.

Mr. Hess discussed partnership opportunities with Trellis, Chicanos Por La Causa, Community Development Financial Institutions (CDFIs), Housing for Hope, and Habitat for Humanity. Mr. Hess also brought up the THRIVE program and one of the components of that program is working towards homeownership and currently there are 3 participants working towards that now.

Committee Member Vargas thanked the staff for putting together the presentation. He stated that it was absolutely necessary to take a look at these numbers. He referenced slides 10 and 11 and mentioned that a three-person household making \$66,375 or less would qualify for 20 homes right now in the City of Glendale.

Mr. Hess clarified and stated household income to qualify for that mortgage would need to total \$120,476 to qualify for a median-priced home, and a three-person household making \$66,375 or less would qualify for the \$255,000 mortgage or less and that they were 2 different metrics. He asked staff not to focus on the house that was \$464,000 and instead focus on the house that is \$250,000 and offered there was a window of affordability that fits the residents and the inventory in Glendale.

Ms. Moreno thanked Vice Chair Gallegos and Committee Member Vargas for their comments. She commented that this data was meant to be illustrative of a potential family that the Community Services program would deal with and reiterated one of the aspects of the THRIVE program is the aspect of homeownership and increasing wages and the steps needed to take to get them into homeownership.

Committee Member Vargas stated that maybe we don't have the funds to help 20 people, but maybe the funds could be used to help one family to help show that the City of Glendale is making homeownership a priority. He asked to share the data he was provided with by staff. He was concerned that the City of Glendale had 51% more affordable units available than surrounding communities and that you did not have to be a resident of Glendale to qualify to live in these units. He stated the City of Glendale is absorbing the affordable housing needs

for the West Valley while not focusing on growing our own homeownership and he believes a more balanced approach is needed.

Mr. Hess thanked Committee Member Vargas for his comment.

[Chair Baker arrived at the meeting at 6:22 p.m.]

Vice Chair Gallegos wanted to clarify the City of Glendale does not have a homeownership program.

Mr. Hess confirmed the City does not have a direct homebuyer program.

Ms. Moreno stated the City does not fund homeownership down payment assistance with our CDBG or HOME funds however the City does provide the Family Self Sufficiency program (FSS), which provides those families that participate have funds deposited into an escrow account that can be used for a down payment for a new home and it does not have to be limited to the City of Glendale. The fund can also be used for educational expenses. She stated she wanted to provide clarification that the FSS program does provide homeownership opportunities.

Vice Chair Gallegos also commented that he appreciated the data the staff provided. He stated in his personal experience that homeownership has been the difference in getting a family out of poverty. He agreed with Committee Member Vargas comments that even one is better than none.

Vice Chair Gallegos yielded the meeting to Chair Baker.

- e. FY 2024–25 HUD Community Planning and Development (CPD) Allocations and FY 2023-24 Reallocations - For information, discussion and possible action.

Mr. Hess stated he wanted to formally present the Annual Action Plan (AAP) and the Substantial Plan Amendment for 2024-25 to CDAC before presenting it to the City Council. He requested that the CDAC vote in favor of the staff recommendations.

Committee Member Vargas asked if the allocations were final if they approved it.

Mr. Hess responded that the staff request is to approve as presented by staff with an up or down vote, and those recommendations will go forward to the council.

Committee Member Vargas followed up and asked what portion of the reallocation could be used for a homeownership program.

Ms. Moreno stated that staff does not currently have direction from the City Council to proceed with a homeownership program, but if the commission desires to recommend to the City Council that staff study the implementation of a homeownership program, the committee could bring this recommendation before the City Council.

Committee Member Vargas asked if homeownership was one of the objectives in the goals of the City Council.

Ms. Moreno stated in the packet that there is a document called Community Planning and Grants Overview, and approved policies are on the back of that document. She stated that his suggestion to have a homeownership program could be a separate item and brought forward as a committee member's comment and suggestion.

Chair Baker inquired about the CBDG -CV3 funds and where they would be spent.

Mr. Hess stated that \$52,000 of the CBDG - CV3 funds would go to Case Management at the Heat Relief Network and the remainder to go to Glendale Works, but a grant has been applied for through Gila River Indian Community to be able to sustain that program, but an answer would not be expected until July or August. If the grant were received, the City would withdraw the \$126,000 for that purpose and return to the CDAC, and propose a different purpose for those funds.

Ms. Moreno stated that the current policy direction regarding Cares Act program income or remnant funding is to reinvest it in public services for vulnerable populations.

Chair Baker asked if the \$179,000 would be reallocated to Heat Relief and Glendale Works.

Mr. Hess affirmed that was correct.

Chair Baker asked for clarification regarding Glendale Works and funding.

Mr. Hess clarified it was the Hope for Hunger Program.

Chair Baker asked if the CDAC could get metrics on Glendale Works, including the number of people served and income limits. She asked if it could be provided at the next meeting.

Ms. Moreno confirmed that the information could be brought to the next meeting.

Motioned by Vice Chair Moises Gallegos, seconded by Committee Member David Giles to approve staff recommendations for allocating and reallocating funding.

AYE: Chair Lisa Baker  
Vice Chair Moises Gallegos  
Committee Member Kirstin Flores  
Committee Member David Giles  
Committee Member Theodora Hackenberg  
Committee Member Brandon Hiller  
Committee Member Carlos Vargas

Passed

7. ~~\*Homeownership Programming Discussion - For information and discussion.~~
8. ~~\*FY 2024-25 HUD Community Planning and Development (CPD) Allocations and FY 2023-24 Reallocations. For information, discussion, and possible action.~~
9. **DIRECTOR'S REPORT**

Ms. Moreno commented that this will be the second year of Heat Relief Respite Centers. She explained that Respite Centers are differentiated from cooling centers because participants can lie down and get a meal. This year, Maricopa County Public Health took over the grant program, and the City of Glendale will have two respite centers. She added that due to extreme heat, those centers save lives.

**10. COMMITTEE MEMBER COMMENTS AND SUGGESTIONS**

Mr. Vargas commented that he would like the tables printed on larger paper. He also commented on development and queried how our actions impact poverty, hunger, health, education, equality, water, energy, and decent work. He explained that we should consider where the money can be spent to serve the residents of Glendale best.

**11. NEXT MEETING**

The next regular meeting of the Community Development Advisory Committee will be held on May 16 at 5:30 p.m., in the Sapphire Room at the Glendale Civic Center, located at 5750 W. Glenn Dr., Glendale, Arizona, 85301.

**12. ADJOURNMENT**

Motioned by Committee Member Theodora Hackenberg, seconded by Vice Chair Moises Gallegos to adjourn the meeting.

AYE: Chair Lisa Baker  
Vice Chair Moises Gallegos  
Committee Member Kirstin Flores  
Committee Member David Giles  
Committee Member Theodora Hackenberg  
Committee Member Brandon Hiller  
Committee Member Carlos Vargas

Passed

The meeting adjourned at 6:42 p.m.

The Community Development Advisory Committee meeting minutes of April 18, 2024 were submitted and approved on this 16th day of May, 2024.

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Yolanda Poole  
Administrative Support Specialist