

CATEGORY FIVE: Board Governance

Community Action boards are uniquely structured to ensure maximum feasible participation by the entire community, including those the network serves. By law, Community Action boards are comprised of at least 1/3 low-income consumers (or their representatives), 1/3 elected officials (or their appointees), and the remainder private-sector community members. To make this structure work as intended, CAAs must recruit board members thoughtfully, work within communities to promote opportunities for board service, and orient, train, and support them in their oversight role. Boards are foundational to good organizational performance and the time invested to keep them healthy and active is significant, but necessary.

Standard 5.1 | Private The organization's governing board is structured in compliance with the CSBG Act:

1. At least one third democratically-selected representatives of the low-income community;
2. One-third local elected officials (or their representatives); and
3. The remaining membership from major groups and interests in the community.

Standard 5.1 | Public The department's tripartite board/advisory body is structured in compliance with the CSBG Act, by either:

1. Selecting the board members as follows:
 - At least one third are democratically-selected representatives of the low-income community;
 - One-third are local elected officials (or their representatives); and
 - The remaining members are from major groups and interests in the community; or
2. Selecting the board through another mechanism specified by the State to assure decision-making and participation by low-income individuals in the development, planning, implementation, and evaluation of programs.

Standard 5.2 | Private The organization's governing board has written procedures that document a democratic selection process for low-income board members adequate to assure that they are representative of the low-income community.

Standard 5.2 | Public The department's tripartite board/advisory body either has:

1. Written procedures that document a democratic selection process for low-income board members adequate to assure that they are representative of the low-income community, or
2. Another mechanism specified by the State to assure decision-making and participation by low-income individuals in the development, planning, implementation, and evaluation of programs.

Please note under IM 82 for Public Entities the law also requires that a minimum of 1/3 of tripartite board membership be comprised of representatives of low-income individuals and families who reside in areas served.

Standard 5.3 Private	The organization's bylaws have been reviewed by an attorney within the past 5 years.
Standard 5.3 Public	Not applicable: Review of bylaws by an attorney is outside of the purview of the department and the tripartite board/advisory body, therefore this standard does not apply to public entities.
Standard 5.4 Private	The organization documents that each governing board member has received a copy of the bylaws within the past 2 years.
Standard 5.4 Public	The department documents that each tripartite board/advisory body member has received a copy of the governing documents, within the past 2 years.
Standard 5.5 Private	The organization's governing board meets in accordance with the frequency and quorum requirements and fills board vacancies as set out in its bylaws.
Standard 5.5 Public	The department's tripartite board/advisory body meets in accordance with the frequency and quorum requirements and fills board vacancies as set out in its governing documents.
Standard 5.6 Private	Each governing board member has signed a conflict of interest policy within the past 2 years.
Standard 5.6 Public	Each tripartite board/advisory body member has signed a conflict of interest policy, or comparable local government document, within the past 2 years.
Standard 5.7 Private	The organization has a process to provide a structured orientation for governing board members within 6 months of being seated.
Standard 5.7 Public	The department has a process to provide a structured orientation for tripartite board/advisory body members within 6 months of being seated.
Standard 5.8 Private	Governing board members have been provided with training on their duties and responsibilities within the past 2 years.
Standard 5.8 Public	Tripartite board/advisory body members have been provided with training on their duties and responsibilities within the past 2 years.
Standard 5.9 Private	The organization's governing board receives programmatic reports at each regular board meeting.
Standard 5.9 Public	The department's tripartite board/advisory body receives programmatic reports at each regular board/advisory meeting.

CATEGORY THREE: Community Assessment

Local control of Federal CSBG resources is predicated on regular comprehensive community assessments that take into account the breadth of community needs as well as the partners and resources available in a community to meet these needs. Regular assessment of needs and resources at the community level is the foundation of Community Action and a vital management and leadership tool that is used across the organization and utilized by the community to set the course for both CSBG and all agency resources.

Standard 3.1 Private	The organization conducted a community assessment and issued a report within the past 3 years.
Standard 3.1 Public	The department conducted or was engaged in a community assessment and issued a report within the past 3 years, if no other report exists.
Standard 3.2 Private	As part of the community assessment, the organization collects and includes current data specific to poverty and its prevalence related to gender, age, and race/ethnicity for their service area(s).
Standard 3.2 Public	As part of the community assessment, the department collects and includes current data specific to poverty and its prevalence related to gender, age, and race/ethnicity for their service area(s).
Standard 3.3 Private	The organization collects and analyzes both qualitative and quantitative data on its geographic service area(s) in the community assessment.
Standard 3.3 Public	The department collects and analyzes both qualitative and quantitative data on its geographic service area(s) in the community assessment.
Standard 3.4 Private	The community assessment includes key findings on the causes and conditions of poverty and the needs of the communities assessed.
Standard 3.4 Public	The community assessment includes key findings on the causes and conditions of poverty and the needs of the communities assessed.
Standard 3.5 Private	The governing board formally accepts the completed community assessment.
Standard 3.5 Public	The tripartite board/advisory body formally accepts the completed community assessment.

ORDINANCE O22-40

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF GLENDALE, MARICOPA COUNTY, ARIZONA, AMENDING THE GLENDALE CITY CODE CHAPTER 28, ARTICLE III COMMUNITY DEVELOPMENT ADVISORY COMMITTEE AND DECLARING AN EMERGENCY.

WHEREAS, the Glendale City Charter provides that the council may, by ordinance, create boards or commissions as in its judgment are required or as are now or hereafter provided by law, and may grant to them such power and duties as are not consistent with the provisions of the charter;

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF GLENDALE as follows:

SECTION 1. That Chapter 28, Article III be amended as follows:

Sec. 28-41. Community Development Advisory Committee.

- (a) Mission. Pursuant to the City Charter of the city of Glendale, Article V, Section 1, the city council does hereby create a Community Development Advisory Committee.
- (b) Bylaws. Unless otherwise delineated within this section, the bylaws contained in Chapter 2, Article VIII shall apply.
- (c) Composition. The committee shall consist of nine (9) members, as follows: three (3) representatives of low-income residents/neighborhoods, who shall be Glendale residents and shall be democratically selected; three (3) representatives of community groups, organizations, or businesses; and three (3) representatives of City Council districts and/or Mayoral Office. At large appointments to the committee shall be made by the City Council. The community services director or his/her delegate shall act as secretary for the committee and shall keep a record of all proceedings of the committee.
- (d) Powers, duties, and responsibilities. The community development advisory committee shall have the following powers and duties:
 - (1) to advise, counsel and aid the city in developing, implementing and evaluating the city's community development block grant program; and
 - (2) to advise, counsel and aid the city regarding rules, regulations and policies governing the maintenance and operation of housing programs and proposals for development of additional housing.
 - (3) to advise, counsel and aid the city in developing, implementing and evaluating the city's Community Action Program and community needs assessment.
 - (4) to optionally form subcommittees of no more than four (4) interested members to study or recommend actions or strategies to be considered by the full committee on any of the following topics:
 - Any matter relating to the adopted goals of the committee.
 - Reviewing and scoring grant applications.

- Reviewing solicitation responses or serving on evaluation panels for same.
- Reviewing implementation or action plans associated with the required 5-Year Consolidated Plan, 3-Year Community Needs Assessment, and Annual Agency Plan.

SECTION 2. That the Glendale City Council hereby declare an emergency and that provisions of this ordinance shall become effective immediately after the passage by the Glendale City Council.

PASSED, ADOPTED AND APPROVED by the Mayor and Council of the City of Glendale, Maricopa County, Arizona, this 14th day of June 2022



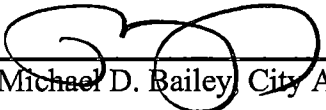
Mayor Jerry R. Weiers

ATTEST:



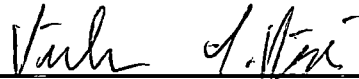
Julie K. Bower, City Clerk (SEAL)

APPROVED AS TO FORM:



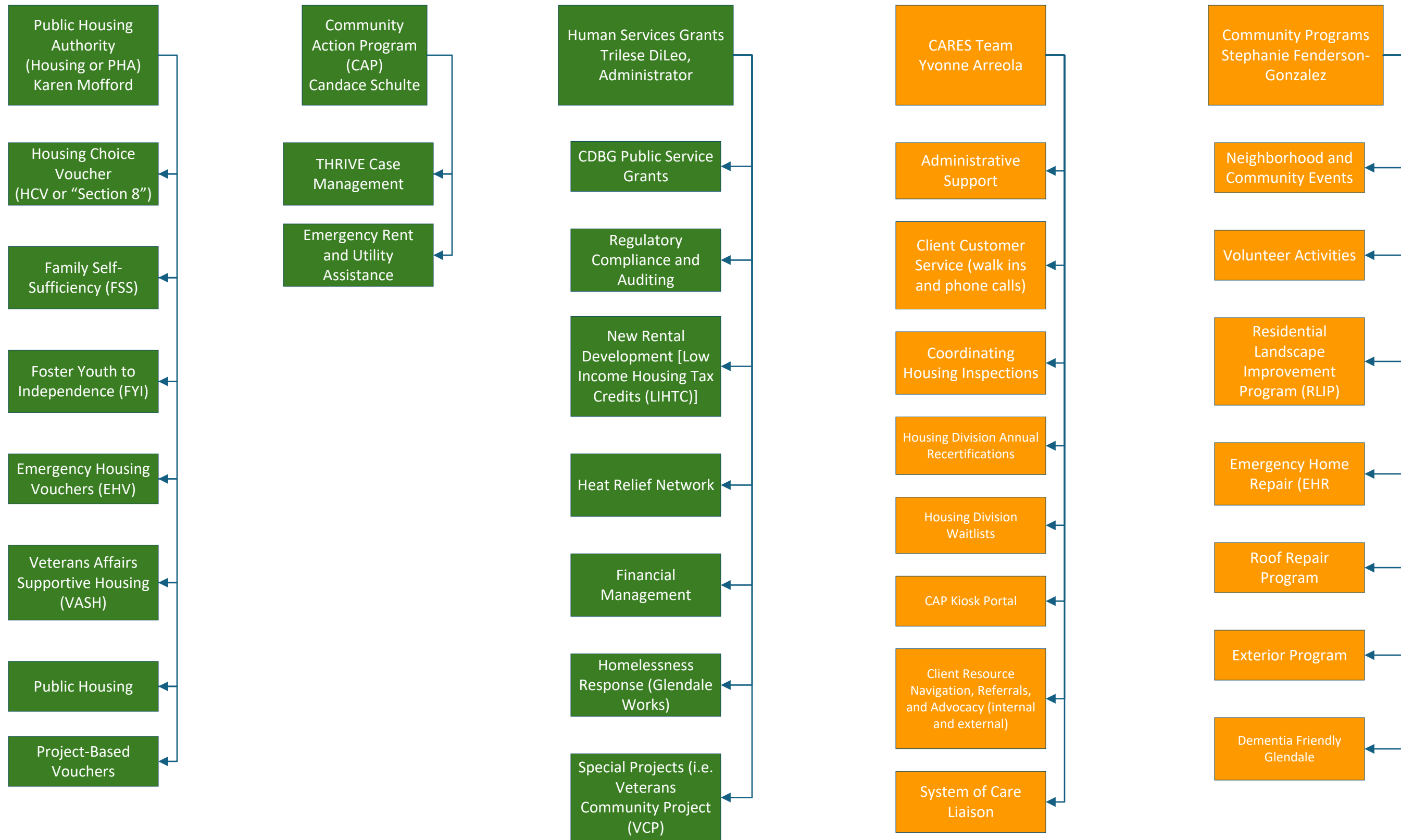
Michael D. Bailey, City Attorney

REVIEWED BY:



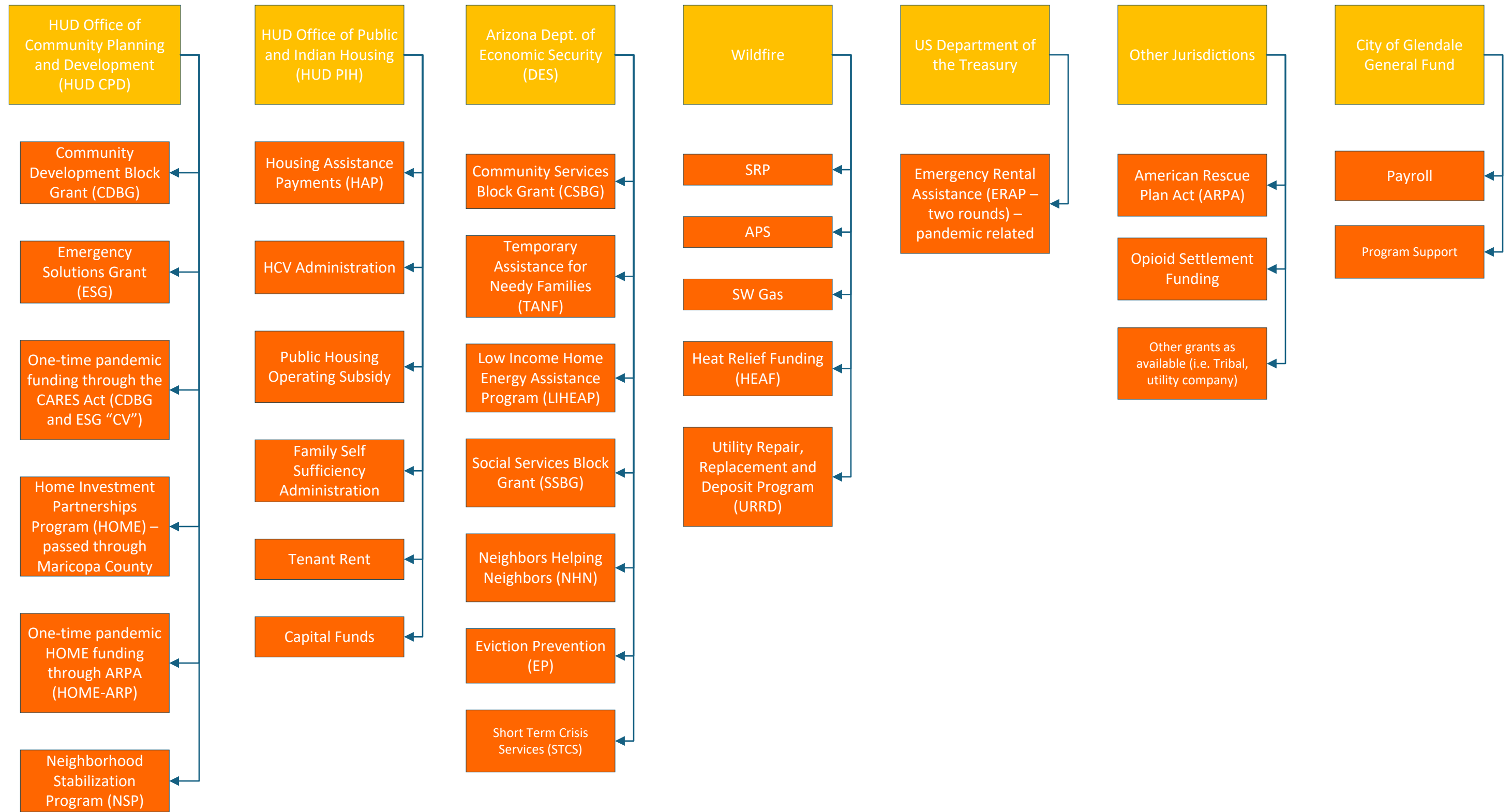
Kevin R. Phelps, City Manager

Community Services Department Human Services Divisions



Note: Divisions in green fall within the CDAC's advisory purview

Community Services Department Funding Sources



Community Services Department Common Acronyms *Human Services Divisions*

Acronym	Full Name
AAP	Annual Action Plan
ACFR	Annual Comprehensive Financial Report (formerly CAFR)
ADOH	Arizona Department of Housing
AHCCCS	Arizona Health Care Cost Containment System (Medicaid)
AI	Analysis of Impediments to Fair Housing
ALN	Assistance Listing Number
AMI	Area Median Income
ARPA	American Rescue Plan Act
CAA	Community Action Agency
CAO	City Attorney's Office
CAP	Community Action Program
CAPER	Consolidated Annual Performance and Evaluation Report
CAPLAW	Community Action Program Legal Services
CARES Act	The Coronavirus Aid Relief and Economic Security Act of 2020
CDBG	Community Development Block Grant
CDBG-CV	One-time CDBG funding received through the CARES Act
CFR	Code of Federal Regulations
CHDO	Community Housing Development Organization
CMO	City Manager's Office
CNA	Community Needs Assessment
CoC	Continuum of Care
COG	City of Glendale
Con Plan	Consolidated Plan
CPD	(HUD Office of) Community Planning and Development
CSBG	Community Services Block Grant
DBRA	Davis-Bacon and Related Acts
DES	(Arizona) Department of Economic Security
DRGR	(HUD) Disaster Recovery Grant Reporting System
EHR	Emergency Home Repair Program
EIV	(HUD) Enterprise Income Verification
EOY	End of Year
EP	Eviction Prevention
ESG	Emergency Solutions Grant
ESG-CV	One-time ESG funding received through the CARES Act
FMR	Fair Market Rent
FPL	Federal Poverty Level
FSS	Family Self-Sufficiency Program
FY	Fiscal Year
GAAP	Generally Accepted Accounting Principles
GASB	Government Accounting Standards Board

HAP	Housing Assistance Payment
HCV	Housing Choice Voucher (formerly Section 8)
HHS	(US Department of) Health and Human Services
HMIS	Homeless Management Information System
HOME	Home Investment Partnerships Program
HOME-ARP	One-time HOME program funding received through ARPA
HUD	(US Department of) Housing and Urban Development
IDIS	(HUD) Integrated Disbursement and Information System
ISB	Initial Subrecipient Budget
LIHEAP	Low Income Home Energy Assistance Program
LIHTC	Low-Income Housing Tax Credit Program
MAG	Maricopa Association of Governments
NHN	Neighbors Helping Neighbors
NPI	National Performance Indicator
NSP	Neighborhood Stabilization Program
OMB	(US) Office of Management and Budget
Opioid	Opioid Settlement funding received through the One Arizona Agreement
PBV	Project-Based Voucher
PHA	Public Housing Authority
PIH	(HUD Office of) Public and Indian Housing
PIT	(Homeless) Point in Time (Count)
PSH	Permanent Supportive Housing
ROMA	Results-Oriented Management and Accountability
ROSS	Resident Opportunities (and) Self Sufficiency
RR	Rapid Rehousing
SEFA	Schedule of Expenditures of Federal Awards
SNAP	Supplemental Nutrition Assistance Program
SO	(Homelessness) Street Outreach
SSBG	Social Services Block Grant
STCS	Short-Term Crisis Services
TANF	Temporary Assistance to Needy Families
TBRA	Tenant-Based Rental Assistance
TH	Transitional Housing
URRD	Utility Repair Replacement Deposit
VCP	Veterans Community Project
VMS	(HUD) Voucher Management System