



## **2020 Public Housing Authority Commission Minutes**

### **Regular Meetings**

March 23, 2020

June 8, 2020

June 22, 2020

July 13, 2020

August 10, 2020

August 24, 2020

December 7, 2020

These minutes are fully searchable within this year by using the "Find Feature".



**PUBLIC HOUSING AUTHORITY COMMISSION**

Regular Meeting Minutes

Monday, March 23, 2020

MINUTES OF THE PUBLIC HOUSING AUTHORITY COMMISSION (PHAC) OF THE CITY OF CHANDLER, ARIZONA, held in the Council Chambers, 88 E. Chicago St., on Monday, March 23, 2020.

CHAIRMAN HARTKE CALLED THE MEETING TO ORDER at 6:00 p.m.

The following members answered roll call:

Kevin Hartke	Chairman
René Lopez	Vice Chairman
Vanessa Dearmon	Commissioner
*Jeremy McClymonds	Commissioner
Terry Roe	Commissioner
Sam Huang	Commissioner
Matt Orlando	Commissioner
Mark Stewart	Commissioner

Commissioner McClymonds attended the meeting telephonically.

Also in attendance:	Marsha Reed	City Manager
	Kelley Schwab	City Attorney
	Dana DeLong	Recording Secretary

UNSCHEDULED PUBLIC APPEARANCES

None.

CONSENT AGENDA – MOTION AND VOTE

COMMISSIONER LOPEZ MOVED TO APPROVE THE CONSENT AGENDA OF THE MARCH 23, 2020, PUBLIC HOUSING AUTHORITY COMMISSION MEETING; SECONDED BY COMMISSIONER ORLANDO.

MOTION CARRIED UNANIMOUSLY (8-0).

CONSENT AGENDA ITEMS

1. MINUTES of the Public Housing Authority Commission Meeting of January 6, 2020.

2. AGREEMENT NO. HR9-962-4000, with Devau Human Resources, for temporary staffing services for the Housing and Redevelopment Division, upon Council approval of the master Devau Agreement brought forward by Human Resources on March 26, 2020, for one year, in an amount not to exceed \$100,000 of the City's \$1,210,585 agreement.

BACKGROUND FROM COUNCIL MEMO:

Temporary staff is utilized by the Community Services Department to fill temporary staffing needs such as class instructors, coaches, sign language interpreters, swim coaches, library aides, teachers, and production assistants. Other City departments that require temporary positions, not available through temporary agencies under State contract, also utilize this contract to fill those temporary staffing needs. The contract was originally established when the IRS determined in December of 1992, that a number of temporary employees used by City departments should, in fact, be appointed contract employees through a temporary employment agency. Human Resources monitor the use of this agreement to ensure that it is used exclusively for this purpose.

3. AGREEMENT NO. H00-961-4166, with Vincon Engineering Construction, LLC, for Public Housing driveway and sidewalk repairs, in the amount of \$84,405.

BACKGROUND FROM COUNCIL MEMO:

This project consists of repairing cracked driveways in 13 scattered site homes and cracked sidewalks in the five Family Sites. The cracked concrete presents a tripping hazard and is deficiency according to HUD inspections. This project is part of the Housing Division's ongoing Capital Improvement Program. The U.S. Department of Housing and Urban Development previously approved the driveway repair project in the Housing Five-Year Action Plan.

ADJOURNMENT

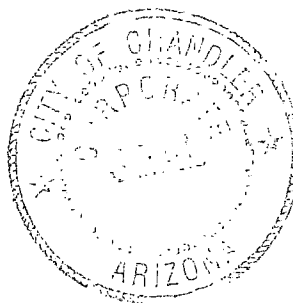
The meeting was adjourned at 6:02 p.m.

ATTEST: .

  
Dana DeLong, Recording Secretary

  
Kevin Hartke, Chairman

Approved: 6/8/ 2020





**PUBLIC HOUSING AUTHORITY COMMISSION**

Regular Meeting Minutes

Monday, June 8, 2020

MINUTES OF THE PUBLIC HOUSING AUTHORITY COMMISSION (PHAC) OF THE CITY OF CHANDLER, ARIZONA, held in the Council Chambers, 88 E. Chicago St., on Monday, June 8, 2020.

CHAIRMAN HARTKE CALLED THE MEETING TO ORDER at 6:00 p.m.

The following members answered roll call:

Kevin Hartke	Chairman
René Lopez	Vice Chairman
Jeremy McClymonds	Commissioner
Terry Roe	Commissioner
Sam Huang	Commissioner
Matt Orlando	Commissioner
Mark Stewart	Commissioner

Commissioner Dearmon was absent and excused.

Also in attendance:	Marsha Reed	City Manager
	Kelley Schwab	City Attorney
	Dana DeLong	Recording Secretary

UNSCHEDULED PUBLIC APPEARANCES

None.

CONSENT AGENDA DISCUSSION

COMMISSIONER ORLANDO said these programs are really good and have been funded for a long time.

CONSENT AGENDA – MOTION AND VOTE

COMMISSIONER LOPEZ MOVED TO APPROVE THE CONSENT AGENDA OF THE JUNE 8, 2020, PUBLIC HOUSING AUTHORITY COMMISSION MEETING; SECONDED BY COMMISSIONER HUANG.

MOTION CARRIED UNANIMOUSLY (7-0).

CONSENT AGENDA ITEMS

1. MINUTES of the Public Housing Authority Commission Meeting of March 23, 2020.
2. RESOLUTION NO. HO153, authorizing a two-year lease extension between the City of Chandler Housing Division and Maricopa County for space in the recreation building at 130 N. Hamilton Street, Chandler, Arizona, for use as a Head Start facility.

BACKGROUND FROM COUNCIL MEMO:

The Maricopa County Head Start organization has operated a Head Start pre-school program in the Recreation Building at 130 N. Hamilton Street since 1991. In 1995, the County contributed \$70,000 towards the remodeling of the existing Public Housing Recreation 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, 2020. 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 \$3,999.66 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 and disadvantaged children for a school environment.

FINANCIAL IMPLICATIONS:

All costs associated with the lease and the Head Start program are paid for by Maricopa County Head Start or by the United States Department of Housing and Urban Development through the Public Housing Operating budget.

3. RESOLUTION NO. HO154, authorizing a two-year lease extension between the City of Chandler Housing Division and Maricopa County for space in the recreation building at 660 S. Palm Lane, Chandler, Arizona, for use as a Head Start facility.

BACKGROUND FROM COUNCIL MEMO:

The Maricopa County Head Start organization has operated a Head Start pre-school program in the Recreation Building at 660 S. Palm Lane since 1993. In 1993, the County contributed \$60,000 towards the remodeling of the existing Public Housing Recreation 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, 2020. 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 and disadvantaged children for a school environment.

**FINANCIAL IMPLICATIONS:**

All costs associated with the lease and the Head Start program are paid for by Maricopa County Head Start or by the United States Department of Housing and Urban Development through the Public Housing Operating budget.

4. AGREEMENT NO. HO0-934-4203, with Artistic Land Management, Inc., for Public Housing irrigation replacement, in the amount of \$152,790.

**BACKGROUND FROM COUNCIL MEMO:**

The new irrigation will replace the existing irrigation at 660 S. Palm Lane that is over twenty years old and has deteriorated beyond repair. Work under this project includes the replacement of 21 sprinkler valves, 2 backflow preventers, drip system, sprinkler heads and associated piping for a 30,000 square feet of grass area. This project is part of the Housing Division's ongoing Capital Improvement Plan. This project is one of the projects previously approved in the Housing's Annual Plan by the U.S. Department of Housing and Urban Development.

5. RESOLUTION NO. HO155, authorizing the submission of a certification to the United States Department of Housing and Urban Development for its desire to renew the designation of 127 N. Kingston Street (Kingston Arms Apartments) for occupancy by elderly or near elderly families.

**BACKGROUND FROM COUNCIL MEMO:**

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 as elderly and near elderly units. 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 is recommending the continuation of this designation.

City of Chandler Public Housing Authority recognizes that the elderly residents of Public Housing may need additional supportive services when they reach the age of 62 years or older. To assist with this need, Kingston Arms Apartments were envisioned and constructed in the early 1970's as apartments designated for the purpose of serving "elderly and near elderly" low income residents.

HUD published a Public Housing Information (PIH) Notice requiring Public Housing Authorities to renew for the designation of housing for specific populations every two years. As a part of the renewal request, the Public Housing Authority Commission must submit a certification requesting the renewal and address four criteria regarding the location. The Public Housing Authority must:

- 1) identify the project by name and location
- 2) the number of units and percentage of the project

to be designated, 3) the total number of units in the affected project, 4) the population served in the designated units. This information is outlined in the certifying resolution.

If HUD grants the request to continue the designation, the elderly designation continues for two (2) additional years and is subject to another renewal. The designation only applies to Kingston Arms Apartments.

**FINANCIAL IMPLICATIONS:**

HUD funds the costs associated with the Public Housing Program. This request is to continue operations as they have been since the inception of Chandler's Public Housing Program. No cost impacts are anticipated with this request.

**ADJOURNMENT**

The meeting was adjourned at 6:03 p.m.

ATTEST:

  
Dana DeLong, Recording Secretary

  
Kevin Hartke, Chairman

Approved: June 22, 2020





**PUBLIC HOUSING AUTHORITY COMMISSION**

Regular Meeting Minutes  
Monday, June 22, 2020

MINUTES OF THE PUBLIC HOUSING AUTHORITY COMMISSION (PHAC) OF THE CITY OF CHANDLER, ARIZONA, held in the Council Chambers, 88 E. Chicago St., on Monday, June 22, 2020.

CHAIRMAN HARTKE CALLED THE MEETING TO ORDER at 6:00 p.m.

The following members answered roll call:

Kevin Hartke	Chairman
René Lopez	Vice Chairman
Vanessa Dearmon	Commissioner
Jeremy McClymonds	Commissioner
Terry Roe	Commissioner
Sam Huang	Commissioner
Matt Orlando	Commissioner
Mark Stewart	Commissioner

Also in attendance:

Marsha Reed	City Manager
Kelly Schwab	City Attorney
Dana DeLong	Recording Secretary

UNSCHEDULED PUBLIC APPEARANCES

None.

CONSENT AGENDA – MOTION AND VOTE

COMMISSIONER ROE MOVED TO APPROVE THE CONSENT AGENDA OF THE JUNE 22, 2020, PUBLIC HOUSING AUTHORITY COMMISSION MEETING; SECONDED BY COMMISSIONER LOPEZ.

MOTION CARRIED UNANIMOUSLY (8-0).

CONSENT AGENDA ITEMS

1. MINUTES of the Public Housing Authority Commission Meeting of June 8, 2020.



2. RESOLUTION NO. HO156 authorizing the approval of the write off of \$15,257.07 in Public Housing Tenant Accounts Receivable as uncollectible.

BACKGROUND FROM COUNCIL MEMO:

As Resolution No. HO156 indicates, the Housing and Redevelopment Division is requesting the write off of \$15,257.07 in tenant accounts. These tenants have left the public housing program owing the City of Chandler varying amounts for back rent, maintenance, and miscellaneous charges. All of the accounts have had no activity for approximately six months after having been forwarded to a collection agency in hopes that the debts could be collected. To date, no payments have been received through the collection agency on these accounts. At this time, Housing staff is requesting that the accounts be written off as uncollectible. Some families were evicted for negative behavior including criminal activity.

Some families vacated their housing units with substantial damage to the dwelling. In some cases, the level of labor and materials required to repair the units led to high maintenance charges.

FINANCIAL IMPLICATIONS:

Of the \$15,257.07 staff is requesting in write-offs, the amount is categorized as follows: \$6,251.35 for rent, \$8,479.22 for maintenance charges, and \$526.50 for late and miscellaneous charges. Please note that in the case of each of these accounts, the debt information has been entered into a nationwide HUD Housing Authority network. Each housing agency in the country belongs to this network and all new housing applicants are checked for debts owing as part of the program screening process. Should any of the parties on the list attempt to be housed on any federally subsidized housing program in the nation, their name and information will appear flagged and they should not be housed until the full debt is repaid to the housing agency who is owed the funds.

ADJOURNMENT

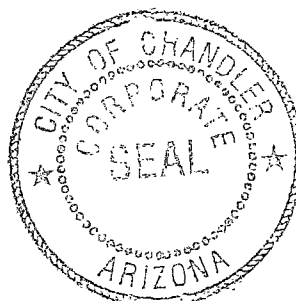
The meeting was adjourned at 6:02 p.m.

ATTEST:

  
Dana DeLong, Recording Secretary

  
Kevin Hartke, Chairman

Approved: July 13, 2020





**PUBLIC HOUSING AUTHORITY COMMISSION**

Regular Meeting Minutes

Monday, July 13, 2020

MINUTES OF THE PUBLIC HOUSING AUTHORITY COMMISSION (PHAC) OF THE CITY OF CHANDLER, ARIZONA, held in the Council Chambers, 88 E. Chicago St., on Monday, July 13, 2020.

CHAIRMAN HARTKE CALLED THE MEETING TO ORDER at 6:15 p.m.

The following members answered roll call:

Kevin Hartke	Chairman
René Lopez	Vice Chairman
Vanessa Dearmon	Commissioner
Jeremy McClymonds	Commissioner
Terry Roe	Commissioner
Sam Huang	Commissioner
Matt Orlando	Commissioner
Mark Stewart	Commissioner

Also in attendance:

Marsha Reed	City Manager
Kelly Schwab	City Attorney
Dana DeLong	Recording Secretary

UNSCHEDULED PUBLIC APPEARANCES

None.

CONSENT AGENDA DISCUSSION

2. AGREEMENT NO. HO0-918-4191, with SWCA, Inc., dba, SWCA Environmental Consultants, for Public Housing environmental review consulting services, in the amount of \$60,000, for one year, July 1, 2020, through June 30, 2021, with the option of up to four additional one-year extensions.

COMMISSIONER ORLANDO asked for explanation of Item No. 2.

MARSHA REED, City manager, responded that environmental services are needed in order to have clearance; the consulting firm will help with the environmental work.

COMMISSIONER ORLANDO asked if this was a normal process.

MS. REED responded that it is part of the U.S. Department of Housing and Urban Development's (HUD) process.

#### CONSENT AGENDA – MOTION AND VOTE

COMMISSIONER ORLANDO MOVED TO APPROVE THE CONSENT AGENDA OF THE JULY 13, 2020, PUBLIC HOUSING AUTHORITY COMMISSION MEETING; SECONDED BY COMMISSIONER HUANG.

MOTION CARRIED UNANIMOUSLY (8-0).

#### CONSENT AGENDA ITEMS

1. MINUTES of the Public Housing Authority Commission Meeting of June 22, 2020.
2. AGREEMENT NO. HO0-918-4191, with SWCA, Inc., dba, SWCA Environmental Consultants, for Public Housing environmental review consulting services, in the amount of \$60,000, for one year, July 1, 2020, through June 30, 2021, with the option of up to four additional one-year extensions.

#### BACKGROUND FROM COUNCIL MEMO:

HUD requires the Housing & Redevelopment Division to perform an environmental review of each public housing project(s) prior to expending federal funds through the Capital Fund Grant program and other HUD funds. This consultant contract will provide the necessary services to perform the environmental reviews. The consultant will also be able to provide redevelopment environmental reviews, if necessary.

#### FINANCIAL IMPLICATIONS:

Cost:	\$60,000
Savings:	N/A
Long Term Costs:	N/A
Acct. No.:	234.4650.5219.3CG019.0
Fund:	Public Housing Capital Grants
Program Name:	Professional Services
Funds:	\$60,000

#### ADJOURNMENT

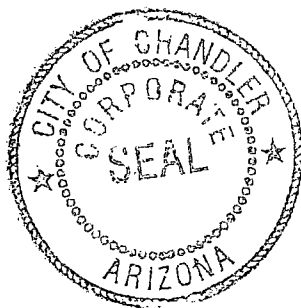
The meeting was adjourned at 6:17 p.m.

ATTEST:

  
Dana DeLong, Recording Secretary

  
Kevin Hartke, Chairman

Approved: Aug. 10, 2020





**PUBLIC HOUSING AUTHORITY COMMISSION**

Regular Meeting Minutes

Monday, August 10, 2020

MINUTES OF THE PUBLIC HOUSING AUTHORITY COMMISSION (PHAC) OF THE CITY OF CHANDLER, ARIZONA, held in the Council Chambers, 88 E. Chicago St., on Monday, August 10, 2020.

CHAIRMAN HARTKE CALLED THE MEETING TO ORDER at 6:00 p.m.

The following members answered roll call:

Kevin Hartke	Chairman
René Lopez	Vice Chairman
Vanessa Dearmon	Commissioner
*Jeremy McClymonds	Commissioner
Terry Roe	Commissioner
Sam Huang	Commissioner
Matt Orlando	Commissioner
Mark Stewart	Commissioner

\*Commissioner McClymonds attended the meeting telephonically.

Also in attendance:	Marsha Reed	City Manager
	Kelly Schwab	City Attorney
	Dana DeLong	Recording Secretary

UNSCHEDULED PUBLIC APPEARANCES

None.

CONSENT AGENDA DISCUSSION

CHAIRMAN HARTKE said Consent Agenda Item No 2. Chaired the Countywide Homeless Initiative for Maricopa and they had pushed for a larger portfolio of tenant based rental assistance for the community. This program takes people off the streets and puts them in a place and services to continue to not be homeless. Chairman Hartke thanked staff for their work.

CHAIRMAN HARTKE said staff has worked hard on Consent Agenda Item No. 3 to give people in the housing units the skills to be successful. It has been a great program as well.

COMMISSIONER ORLANDO asked for a staff presentation.

AMY JACOBSON, Housing and Redevelopment Manager, said the average length of stay is about four to four and a half years. About 46 graduates have graduated from the self-sufficiency program and about half of those families have purchased their own home. The current increase in household earnings for the vouchers is about \$26,000. For public housing, it is a little less at \$15,000. It is a five-year program with a two-year extension and the goal is to increase their household income and provide additional services such as classes and job training.

COMMISSIONER ORLANDO asked how many people are involved in the self-sufficiency program.

MS. JACOBSON said 120 slots are available.

COMMISSIONER ORLANDO asked how often this was done over a period of years.

MS. JACOBSON said the program is up to seven years and it is a voluntary program. There is a wait list for each program.

COMMISSIONER ORLANDO said these are great programs to help improve the lives of citizens.

#### CONSENT AGENDA – MOTION AND VOTE

COMMISSIONER ORLANDO MOVED TO APPROVE THE CONSENT AGENDA OF THE AUGUST 10, 2020, PUBLIC HOUSING AUTHORITY COMMISSION MEETING; SECONDED BY COMMISSIONER LOPEZ.

MOTION CARRIED UNANIMOUSLY (8-0).

#### CONSENT AGENDA ITEMS

1. MINUTES of the Public Housing Authority Commission Meeting of July 13, 2020.
2. RESOLUTION NO. HO158, approving the City of Chandler Housing and Redevelopment Division's Tenant Based Rental Assistance Administrative Plan and certifying to compliance with the HOME related regulations.

#### BACKGROUND FROM MEMO:

On June 25, 2020, City Council approved an award of HOME Investment Partnerships Program (HOME) funds to the Housing and Redevelopment Division (Housing Division) to provide rental housing assistance to approximately 20 individuals or families experiencing chronic homelessness in Chandler. TBRA funds are provided to assist clients for a period of up to 24 months per household. The TBRA participants receive individualized case management services provided by AZCEND and the housing component is administered by the City's Housing Division.

TBRA is available to qualified individuals and families in a similar manner as the Housing Choice Voucher program (Section 8). One of the major differences between the Section 8 program and TBRA program is TBRA participants must accept rental assistance in conjunction with case

management services. AZCEND will provide intensive targeted intervention and ongoing client based case management to TBRA eligible clients.

AZCEND will conduct initial screening and refer potential TBRA participants to the City of Chandler TBRA program. When a TBRA opening occurs, the Housing and Redevelopment Division (Housing Division) will determine the eligibility of the AZCEND referred applicant(s). Chandler Housing Division's staff will determine income eligibility for each applicant, conduct background screenings, and verify other application information to determine final eligibility. Selected applicants will be scheduled for a housing assistance program orientation. AZCEND's case manager and the Housing Division will work with landlords and TBRA recipients to determine rent affordability and housing options. Housing Division staff will conduct initial Housing Quality Standards inspections and special inspections to ensure the rental units are decent, safe, and sanitary.

Rent amounts will be determined by the Housing Division based on the federal HOME TBRA regulations. Participants will contribute approximately 30% of their adjusted income toward monthly rent and utilities. Utility deposits and security deposits required by the landlord are paid by the Housing Division using HOME TBRA funds and are considered a grant to program participants.

Together with AZCEND case management services, the goal is to achieve a level of self-sufficiency for TBRA participants to enable those individuals and families to successfully integrate into society and remain in a "housed" situation.

#### FINANCIAL IMPLICATIONS:

The U.S. Department of Housing and Urban Development funds the costs associated with the HOME Investment Partnerships Program for the TBRA program.

3. RESOLUTION NO. HO157, approving the City of Chandler Housing and Redevelopment Division's Family Self-Sufficiency Action Plan, and certifying to compliance with the related United States Department of Housing and Urban Development regulations.

#### BACKGROUND FROM MEMO:

The FSS Program is a voluntary program designed to assist low income families participating in Public Housing and Housing Choice Voucher programs (Section 8 Program) in achieving economic independence and self-sufficiency through goal setting and specialized case management. The 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 of welfare cash assistance for a minimum of 12 months. FSS is up to a seven 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 Section 8.

An annual grant from HUD provides funding for two full-time FSS positions. The Housing Division has participated in this program since 2000.

The FSS Program is available to qualified individuals and families in the Public Housing and Section 8 programs and each program has its own assigned staff person to provide case management. A participant may choose not to continue with the FSS Program and still maintain housing assistance. Generally, participants who have zero or extremely low income, attending college or a training program, or whose financial circumstances are anticipated to change positively due to earned income, are ideal candidates for this program since there is the potential for their earned income to increase. As a Participant's earned income increases and their rental portion increases, the housing assistance payments saved is the amount put into an interest bearing escrow account. Once a Participant has met their goals, the escrow balance will then be released to them, better preparing the Participant to be more self-sufficient.

FINANCIAL IMPLICATIONS:


HUD provides funding for the two (2) FSS Specialist positions.

ADJOURNMENT

The meeting was adjourned at 6:06 p.m.

ATTEST:

  
Dana DeLong, Recording Secretary

  
Kevin Hartke, Chairman

Approved: Aug 24, 2020







## **PUBLIC HOUSING AUTHORITY COMMISSION**

Regular Meeting Minutes  
Monday, August 24, 2020

MINUTES OF THE PUBLIC HOUSING AUTHORITY COMMISSION (PHAC) OF THE CITY OF CHANDLER, ARIZONA, held in the Council Chambers, 88 E. Chicago St., on Monday, August 24, 2020.

CHAIRMAN HARTKE CALLED THE MEETING TO ORDER at 6:00 p.m.

The following members answered roll call:

Kevin Hartke	Chairman
René Lopez	Vice Chairman
*Vanessa Dearmon	Commissioner
Jeremy McClymonds	Commissioner
Terry Roe	Commissioner
Sam Huang	Commissioner
Matt Orlando	Commissioner
Mark Stewart	Commissioner

\*Commissioner Dearmon arrived at 6:02p.m.

Also in attendance:	Marsha Reed	City Manager
	Kelly Schwab	City Attorney
	Dana DeLong	Recording Secretary

### UNSCHEDULED PUBLIC APPEARANCES

None.

### CONSENT AGENDA DISCUSSION

CHAIRMAN HARTKE introduced the consent agenda items and called for a staff presentation.

LEAH POWELL, Neighborhood Resources Director, said the Five Year and Annual Plan is done on a regular basis, but this year is special. Ms. Powell asked staff to continue the presentation.

AMY JACOBSON, Housing and Redevelopment Manager, presented the following Power Point presentation.

- PHA PLAN

- PHA Plan Includes:
  - Five Year Plan 2020-2025
  - Fiver Year 2020-2025 Strategic Plan
  - Annual Plan July 1, 2020-July 30, 2021
  - Administrative Plan for Housing Choice Voucher (HCV)
  - Admissions and Continued Occupancy Policy for Public Housing (ACOP)
  - Public Housing Policies
- Public Process
  - Requires 45 day public comment period Jan 27 through March 12, 2020
  - Public Hearing Feb. 12, 2020
  - Resident Advisory Board Meetings Nov. 14, 2019, Dec. 17. 2019, Feb. 21, 2020, & Mar. 13, 2020
- Summary of Policy changes
  - Updated Utility Allowance 2020
  - Placement on Waitlist Notification from 30 days up to 90 days
  - Over Income Tenant Requirement Evaluation
  - COVID-19 Waivers
  - Updated Fiver Year Strategic Plan 2020-2025 and approval of application to HUD for public housing conversion

COMMISSIONER ROE asked if over income allows people to stay in public housing for 24 months.

MS. JACOBSON said yes.

COMMISSIONER ROE clarified that is what it is currently.

MS. JACOBSON said yes.

COMMISSIONER ROE clarified that was per HUD.

MS. JACOBSON said yes.

COMMISSIONER ROE asked if we have an option to extend it or not.

MS. JACOBSON said HUD allows public housing residents to stay in housing. If they increase their income over the income caps, we allow them to stay and reevaluate their income over the next year. There could be income changes that allow them to stay longer if they have a decrease. HUD says to keep them in housing for another year and evaluate then. The residents continue to pay flat rent, which is 30% of their income.

COMMISSIONER ROE said if they exceed the over income and they do it for 24 months, Commissioner Roe asked if that was the period.

MS. JACOBSON said every 12 months staff evaluates their income.

COMMISSIONER ROE asked at what point do we say to the residents that they need to do something different.

MS. JACOBSON said if their income is still over income we would continue to work with that family to provide other additional housing options to allow others that are currently on our Public Housing waitlist to go into housing. HUD says that we cannot evict them only because they are over income within that year.

COMMISSIONER ROE asked for how long.

MS. JACOBSON said they would continue to evaluate them year after year. If they were still over income, we would continue to work with them. HUD would continue to provide us additional guidance as a Housing Authority, but it is required in our plan that we do not evict families because they make \$1,000 to \$2,000 over the income.

CHAIRMAN HARTKE said Commissioner Roe asked at what point do we tell families that we would like to make this space available for another family. Chairman Hartke asked what the criteria is that we would assist them in moving out of public housing.

COMMISSIONER ROE said at some point they would move toward a market rate. Commissioner Roe asked if there was a point where they are paying market rate so we can assist someone else.

MS. JACOBSON said the issue is in regards to the timeframe. HUD just provided us guidance related to the evaluation of their income. Ms. Jacobson said they would continue to work with that family to provide them other affordable housing resources or units whether they are located in Chandler or elsewhere to continue stabilization for that family. Ultimately, the goal is to reach self-sufficiency so they are not utilizing our public housing unit if they are over income. It is a responsibility as a Housing Authority to make sure that we document that file year after year for that family. There could be a lot of changes that happen with that family and it is important that we work with them and document their income. HUD would still release additional guidance that staff is waiting for. It is clear that they must continue to work with the family even if they are over income.

COMMISSIONER ROE said if their income continues to exceed there should be a very clear path to help the families move on. He asked if that was possible.

MS. JACOBSON said absolutely, we do work with our families and we do have a self-sufficiency program. This is a regulatory requirement and they are able to stay in housing as long as we document the file and provide resources so they could transition out.

COMMISSIONER LOPEZ asked if there are any families that are currently living in housing that are over income for more than a year.

MS. JACOBSON she did not have that specific number, but would be able to provide it at a later time.

CHAIRMAN HARTKE asked Ms. Jacobson to provide the criteria for residents staying in and moving out. Chairman Hartke asked for clarification about what evaluation means and the criteria that moves them out other than their income.

MS. JACOBSON said public housing properties are owned and operated by the Chandler Public Housing Authority. During the opening of a waitlist, staff completes pre-screening and background checks to make sure that applicants do not have any negative credit checks or other backgrounds that would flag them to be not allowed to live in public housing, including debts owed from other public housing authorities. Once that is completed the applicants are placed on the waiting list. The family is called when we have an available unit in Public Housing. The family signs a lease, works with staff, and continues living in public housing for as long as they may need to. Ms. Jacobson said there is the family self-sufficiency program with 60 slots. Housing specialists work with our public housing families on a yearly basis. Any income changes depends on how much rent they pay. Public housing families pay 30% of their income to rent and the difference is subsidized by the federal government. The rent is paid to the Housing Authority. In the instances of families that have higher income, higher rental payments are received from those families. For families with incomes that are above the cap for low-income families, they pay a flat rent. They would continue to pay the flat rent and staff would continue to evaluate the income and ensure they can exit out of public housing and have stability. Ms. Jacobson said there are over a 1,000 families on our waiting list that is now closed. Ms. Jacobson said there are only 303 public housing units.

COMMISSIONER ORLANDO said staff is getting conflicting guidelines. There is nothing the Chandler Housing Authority could do and we would need to lobby our legislature to make those guidelines more clear.

MS. JACOBSON said that is right. When we do a public housing plan, we look at regulatory changes and administrative changes. This was a regulatory change that we had to change.

COMMISSIONER ORLANDO stated if we want to do something about it then it needs to be done from the federal level.

MS. JACOBSON said that is correct.

COMMISSIONER HUANG asked how many openings do they have each year.

MS. JACOBSON said we currently have 303 public housing units and 486 housing choice vouchers, known as Section 8. In addition to 11 affordable housing units that the housing authority owns and operates, that is all that we have in our current inventory.

COMMISSIONER HUANG asked how many new tenants could move in each year.

MS. JACOBSON said depending on how many people move out of public housing that is how many people we could serve. On average, we have about one turnover every month.

COMMISSIONER HUANG said that is about 12 households per year.

MS. JACOBSON said yes.

MS. JACOBSON continued the presentation.

- Strategic Plan 2020-2025
  - Updated Goals and Objectives
  - Served low income public housing residents since 1972
  - Community needs have changed
  - Updated vision for affordable housing
  - Upgrade and modernize public housing developments
  - Applying for Rental Assistance Demonstration (RAD)
  - Maintain and strengthen financial viability
- Five Year PHA Plan 2020-2025
  - Why repositioning?
    - Federal Funding (Capital Fund) cannot meet the demands of public housing rehabilitation needs
    - Reduce administrative burden of maintaining outdated housing
    - PHA can replace units in other areas of opportunity and leverage the property's value
- Five Year PHA Plan 2020-2025
  - How do we meet our objectives?
  - Repositioning public housing units to Section 8 platform
  - Facilitate the rehabilitation or demolition and new construction of units by forming Public/Private partnerships
  - Leverage private financing to reduce reliance on federal funding
- Five Year PHA Plan 2020-2025
  - Progress to date:
    - Retain new Consultant for site feasibility and development structure
    - Develop Public Housing 2020-2025 Five-Year Plan and Annual Plan
    - Public Housing resident Input meetings
  - Next Steps:
    - Submit PHA Plan to HUD for approval, including RAD Application
    - Issue RFQ/RFP for Co-developer(s) repositioning for Public Housing
    - Housing Residents meeting and feedback

COMMISSIONER STEWART said there is a \$21 million dollar delta based on the infrastructure needs and the federal government would not be supporting that. Commissioner Stewart asked if the goal of the five-year plan is to look for private public partnerships or if staff was looking for additional direction.

MS. JACOBSON said staff was looking for Council approval to submit a rental assistance demonstration application to HUD, which includes multiple layers of different financing. The majority of affordable

housing created nationally is with the low income housing tax credit program, bond allocation, and additional soft money. The goal is to reduce the debt so equity is higher. One of the ways to do this is by applying through RAD that then takes you out of public housing and into a Section 8 contract. That allows the property to be repositioned with other financing options. There are options depending on how the project is structured.

COMMISSIONER ORLANDO said they are moving towards the goal of the private/public partnership. Commissioner Orlando asked if this is normally self-funded by the developer themselves and the City's part is the land.

MS. JACOBSON said that is possible in a development structure.

COMMISSIONER ORLANDO said it is a matter of approving the plan. Commissioner Orlando said we have the consultant on board and would provide options at a later date. The majority of the options were funded by the developer agreements.

MS. JACOBSON said that was correct. If the development structure was that the Housing Authority owns a land and leases it, possibly to a developer, there are multiple ways the partnership could look. If we transition right into RAD there is minimal financing and there would not be a lot of additional debt to the project. The developer would use their own experience and the developers' fee may be deferred for a few years depending on how the deal is done.

COMMISSIONER ORLANDO asked if IDA bonds be used for this.

MS. JACOBSON said yes, the developer would bring different ways of financing the project into Section 8 housing.

COMMISSIONER ORLANDO said there is a need and it was important to be creative. Commissioner Orlando looked forward to future options.

COMMISSIONER HUANG clarified the program is annually renewable for the applicants who are admitted, as long as their income and other qualifications meet the standards, they could continue to renew every year.

MS. JACOBSON asked if the question is in regards to residents being qualified for public housing.

COMMISSIONER HUNAG asked if the qualified tenants' contract is renewed every year as long as they are qualified.

MS. JACOBSON said that is correct.

COMMISSIONER HUANG asked if the City has the power to apply a termination limit and have them go back to the waiting list.

MS. JACOBSON said she would have to research whether it is allowed under regulatory requirement. HUD is issuing additional guidance related to that.

COMMISSIONER HUANG said it seems unfair for those who are waiting for years. Commissioner Huang asked if they had the power to apply that kind of provision.

MS. JACOBSON said she would have to research whether or not we could terminate a lease that we have with a family if they are over income for a certain number of years.

COMMISSIONER HUANG said we have two types of properties, either individual houses within the communities or concentrated units. Commissioner Huang asked if we would change to only have one housing type and if there are any recommendations.

MS. JACOBSON said the consultant would help us devise a development plan that would address your questions. Whether we continue to keep our 103 scattered sites or focus more on our five multi-family properties. As we further develop our development plan and after we retain a co-developer because financially we want to make the best decision for the City. Ms. Jacobson said it is something they are working through as they continue this.

COMMISSIONER HUANG asked for a timeframe regarding an update to the Commission.

MS. JACOBSON said the goal is within the next 60 days to apply for the rental assistance demonstration. By just applying to HUD, it does not mean we are approved. It could take up to 90 days for HUD to respond to a housing authority regarding housing inventory. At that point, staff would have a better understanding of what development scenarios would look like.

COMMISSIONER HUANG asked when staff expects to make that recommendation.

COMMISSIONER HARTKE said early next year.

#### CONSENT AGENDA – MOTION AND VOTE

COMMISSIONER LOPEZ MOVED TO APPROVE THE CONSENT AGENDA OF THE AUGUST 24, 2020, PUBLIC HOUSING AUTHORITY COMMISSION MEETING; SECONDED BY COMMISSIONER McCLYMONDS.

MOTION CARRIED UNANIMOUSLY (8-0).

#### CONSENT AGENDA ITEMS

1. MINUTES of the Public Housing Authority Commission Meeting of August 10, 2020.
2. RESOLUTION NO. HO152, approving the submission of the City of Chandler Housing and Redevelopment 2020-2025 Five-Year Plan, 2020 Annual Plan and Capital Fund for the Fiscal Year beginning July 1, 2020 and certifying compliance with the related regulations.

BACKGROUND FROM COUNCIL MEMO:

The City of Chandler Housing and Redevelopment Division (the Public Housing Agency/PHA) administers 303 units of Low Rent Public Housing and 486 Housing Choice Vouchers (formerly known as Section 8).

The Public Housing Agency (PHA) is required to submit the PHA plan to the U.S. Department of Housing and Urban Development (HUD) by April 17 for its housing programs. However, HUD released PIH Notice 2020-05 issued on April 10, 2020 that described COVID-19 Statutory and Regulatory Waivers available to PHAs pursuant to the authority provided under the Coronavirus Aid, Relief and Economic Security (CARES) Act (Public Law 116-136). HUD waived and established alternative requirements for numerous statutory and regulatory requirements for the Public Housing program, Housing Choice Voucher (HCV) program, as detailed in the City of Chandler Housing and Redevelopment Waivers attached to the PHA Five Year and Annual Plan submission. PHAs with 6/30/20 fiscal year-end (FYE) dates must submit their 5-Year and Annual Plans or civil rights certification for qualified PHAs no later than October 18, 2020.

There are two parts to the PHA Plan: (1) The 5-Year Plan, which each PHA submits to HUD once every fifth PHA fiscal year, and (2) The Annual Plan, which is submitted to HUD every year. The PHA 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.

A 45-day public comment period began January 27, 2020 through March 12, 2020 and a public hearing was conducted on February 12, 2020.

This year we will be submitting the 2020-2025 Five-Year PHA Plan, 2020 Annual Plan and Five-Year Capital Fund. The five-year PHA plan is a longer term strategy laying out the PHA plans for the next five year period.

The PHA Plan includes a Five-Year Strategic Plan, which identifies goals to deliver affordable housing that meets a higher innovative community vision. This transition involves the potential disposition, demolition, new construction or conversion of existing public housing properties. Through the evaluation phase, the PHA will determine whether existing public housing will be rehabilitated or replaced with new construction, when feasible to increase livability and sustainability of our community. The approach includes an assessment and application to HUD to formally analyze repositioning strategies to leverage a public private partnership.

The Housing and Redevelopment 2020-2025 Five Year is the first year of the five-year plan. The PHA Plan can be found at on our website at [chandleraz.gov/affordablehousing](http://chandleraz.gov/affordablehousing) and attached herein.

The Housing Choice Voucher Administrative Plan and Public Housing Admissions and Continued Occupancy Policy (ACOP) were revised to incorporate policy changes. A summary of updates are outlined below:



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

### *Grievance Policy*

Changes proposed in the grievance procedure must provide for at least 30 days' notice to tenants and resident organizations to provide an opportunity to present comments.

### *Over-Income Requirement – Public Housing*

HUD authorizes the eviction or termination of a tenant whose income exceeds the income limits for a period of 24 months. The proposed policy does not allow for the eviction or termination of tenancy solely because the family's household income exceeding the over income limit. The family's income will be reviewed at the second year of continued over income to determine if the tenant rent will be the higher of the applicable fair market rent (FMR) or the amount of monthly subsidy for the unit. \*\*Future guidance pending from HUD.

### *Placement on the Waitlists*

With the implementation of the online portal called RENTCafé and the change to the Lottery selection system, applicants will receive written notification through the mail via the U.S. Postal Service that their pre-application has been placed on the waitlist or that their pre-application has been denied. Notification will be done within 60 to 90 days of closing of the pre-application period.

### *Violence Against Women Act Addendum to FY 2020 PHA Plan*

This addendum was created to show the goals, objectives, and policies that enable COCHRD to serve the needs of victims of domestic violence, dating violence, sexual assault, and stalking, as defined in the federal register titled Violence Against Women Reauthorization Act of 2013 (FR-5720-F-03).

### *Utility Allowance*

The utility allowance is the amount that a housing authority determines necessary to cover the tenant'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 2020 was established for both programs.

### FINANCIAL IMPLICATIONS:

HUD funds the costs associated with the Public Housing and Housing Choice Voucher Programs.

## ADJOURNMENT

The meeting was adjourned at 6:35 p.m.

ATTEST:

*Dana R DeLong*  
Dana DeLong, Recording Secretary

*Kevin Hartke*  
Kevin Hartke, Chairman

Approved: 12-7-, 2020





**PUBLIC HOUSING AUTHORITY COMMISSION**

Regular Meeting Minutes  
Monday, December 7, 2020

MINUTES OF THE PUBLIC HOUSING AUTHORITY COMMISSION (PHAC) OF THE CITY OF CHANDLER, ARIZONA, held in the Council Chambers, 88 E. Chicago St., on Monday, December 7, 2020.

CHAIRMAN HARTKE CALLED THE MEETING TO ORDER at 6:00 p.m.

The following members answered roll call:

Kevin Hartke	Chairman
René Lopez	Vice Chairman
Vanessa Dearmon	Commissioner
Jeremy McClymonds	Commissioner
Terry Roe	Commissioner
Sam Huang	Commissioner
Matt Orlando	Commissioner
Mark Stewart	Commissioner

Also in attendance:

Marsha Reed	City Manager
Kelly Schwab	City Attorney
Dana DeLong	Recording Secretary

UNSCHEDULED PUBLIC APPEARANCES

None.

CONSENT AGENDA – MOTION AND VOTE

COMMISSIONER ORLANDO MOVED TO APPROVE THE CONSENT AGENDA OF THE DECEMBER 7, 2020, PUBLIC HOUSING AUTHORITY COMMISSION MEETING; SECONDED BY COMMISSIONER MCCLYMONDS.

MOTION CARRIED UNANIMOUSLY (8-0).

CONSENT AGENDA ITEMS

1. August 2020 Public Housing Authority Commission Meeting Minutes  
Move to approve the Public Housing Authority Commission Meeting minutes of the Regular Meeting of August 24, 2020.

2. Resolution No. HO159 approval of Increased Payment Standards for the Housing Choice Voucher Program (Section 8 Program). Move the Public Housing Authority Commission pass and adopt Resolution No. HO159 revising and increasing the Payment Standards for the Housing Choice Voucher Program (Section 8 Program).

#### BACKGROUND FROM COUNCIL MEMO

The U.S. Department of Housing and Urban Development (HUD) allows Public Housing Authorities (PHAs) to set the Payment Standards for the Housing Choice Voucher Program. Payment Standards are used to calculate the housing assistance payment that the PHA pays to the landlord on behalf of the family leasing the unit. Family contribution to rent is set at 30 to 40 percent of the family's adjusted income. Each PHA has latitude in establishing its schedule of Payment Standard amounts by bedroom size. The range of possible Payment Standard amounts is based on HUD's published Fair Market Rent (FMR) schedule for the area in which the PHA has jurisdiction. A PHA may set its Payment Standard amounts from 90 percent to 110 percent of the published FMRs.

The 2021 FMR increased; therefore, staff wishes to conservatively increase the current Payment Standards. The Housing Choice Voucher Program's Payment Standards are currently set between a range of 95 and 108 percent of the FMR and staff requests to increase the current Payment Standards by an average of 4 percent to help offset the continued increases in market rents which results in a 96 percent to 105 percent range of the current published FMRs.

Since 1998, Chandler's Payment Standards have varied within the Program but generally have hovered around an average of 99 percent of the published FMR. The current Payment Standard for Chandler was changed December 1, 2019, in response to the rising costs in the rental market. Rental rates have increased significantly in the last few years in the Chandler rental market and are hampering the City's voucher participants' ability to find reasonably priced rental units within the existing Payment Standards. These factors limit choices for prospective renters in the Housing Choice Voucher Program, increase the time in searching for rental units, and, in some cases, eliminate the option to renew a lease where a tenant is currently leasing. Currently, there are 104 voucher holders searching.

The increase in Payment Standards will increase the housing assistance payments, which is the amount the PHA pays monthly to landlords on behalf of the tenants. The current rental conditions has resulted in a more competitive market therefore, we have increased our voucher issuance to keep up with leasing goal of 486 total vouchers. There is adequate funding within the remaining Housing Choice Voucher Program budget year to accommodate the increased costs and rate of voucher issuance. Alternatively, if the Payment Standards are not increased, prospective tenants may not be able to find dwelling units to rent and Housing Choice Vouchers will go underutilized. Any underutilized Housing Choice Voucher Program funding at the end of the year is returned to HUD and future Housing Choice Voucher Program budgets are adjusted downward based on past performance. All costs associated with the Housing Choice Voucher Program are funded by HUD.

3. Agreement No. HO0-914-4143, Amendment No. 1, with Jovos, Inc., for Plumbing Services Move that Public Housing Authority Commission (PHAC) approve Agreement No. HO0-914-4143,

Amendment No. 1, with Jovos, Inc., for plumbing services as required, increasing the existing spending limit by \$70,000 for a revised amount not to exceed \$100,000.

#### BACKGROUND FROM COUNCIL MEMO

The City of Chandler Housing Division maintains 303 public homes. This plumbing maintenance contract services these homes for emergency and non-emergency plumbing issues and has spent an average of \$35,000 per year for this service. However, COVID-19 has prevented our maintenance staff from entering these homes to perform basic plumbing issues. This contract now services all plumbing needs for these homes thus the needed increase in this contract. The requested increase will continue to provide this needed service to our residents. COVID-19 funding is currently being provided by HUD to assist with additional maintenance costs, once these funds are expended then PHA operating funds and affordable housing fund will be used.

On March 3, 2020, the City Manager approved an agreement with Jovos, Inc., for plumbing services as required, for a one-year period, with the option of up to four one-year extensions. The using department has identified additional work to be performed exceeding the award threshold, which now requires PHAC approval. The current term is still in effect, however, staff is requesting an increase to the spending limit.

4. Agreement No. H00-914-4195, Amendment No. 1, with PM Plumbing & Mechanical, Inc., for HVAC Services Move that Public Housing Authority Commission (PHAC) approve Agreement No. H00-914-4195, Amendment No. 1, with PM Plumbing & Mechanical, Inc., for HVAC services as required, increasing the existing spending limit by \$70,000 for a revised amount not to exceed \$100,000.

#### BACKGROUND FROM COUNCIL MEMO

The City of Chandler Housing Division maintains 303 public homes. This HVAC maintenance contract services these homes for emergency and non-emergency HVAC issues. Due to COVID-19 it has prevented our maintenance staff from entering these homes to perform maintenance issues, including HVAC related items. This contract services all HVAC needs for these homes thus the needed increase in this contract. The requested increase will continue to provide this needed service to our residents. COVID-19 PHA Cares Act funding will be used until funding is expended then, PHA operating funds will be used.

On July 28, 2020, the City Manager approved an agreement with PM Plumbing & Mechanical, Inc., for HVAC services as required, for a one-year period, with the option of up to four one-year extensions. The using department has identified additional work to be performed exceeding the award threshold, which now requires PHAC approval. The current term is still in effect, however, staff is requesting an increase to the spending limit.

#### ADJOURNMENT

The meeting was adjourned at 6:03 p.m.

ATTEST:

*Dana R. DeLong*  
Dana DeLong, Recording Secretary

*Kevin Hartke*  
Kevin Hartke, Chairman

Approved: Jun. 25, 2021

