2021 Housing and Human Services Commission Minutes

Meetings

January 13, 2021

February 10, 2021

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MINUTES
HOUSING AND HUMAN SERVICES COMMISSION
Neighborhood Resources Department
Virtually via Webex
Phone: (415) 655-0001, Access Code: 145-850-7806
Wednesday, January 13, 2021 at 6:00 p.m.

1. **CALL TO ORDER / ROLL CALL**
Commission Chair Catrina Ulery called the meeting to order at 6:14 p.m.

Commissioners present on Webex: Catrina Ulery, Dylan Raymond, Leonard Navarrete, Vanessa Dearmon, Mekele Cole, Heather Mattisson, Steven Tepper, Tony Alcala, Cynthia Hardy, and David Gonzalez.

Commissioners absent: Greg Rodriguez (unexcused).

Staff present: Riann Balch, Amy Jacobson, Karin Bishop, and Monica Thompson.

Public present: None.

2. **APPROVAL OF MINUTES**
a. Minutes of the November 4, HHSC Meeting.

Motion: Commissioner David Gonzalez made a motion to approve the November 4, 2020, HHSC Meeting minutes. Commissioner Cynthia Hardy seconded the motion.

Discussion: None.

Results: The motion passed 10-0.

3. **SCHEDULED/UNSCHEDULED PUBLIC APPEARANCES/CALL TO PUBLIC**
(Members of the audience may address any item not on the agenda. State Statute prohibits the Housing and Human Services Commission from discussing an item that is not on the agenda, but the Housing and Human Services Commission does listen to your concerns and has staff follow up on any questions you raise).

None.

4. **ACTION AGENDA**

a. Evaluation, discussion and development of recommendations for Fiscal Year 2021-2022 CDBG and HOME Timeline.

Chair Ulery introduced Community Resources Supervisor Karin Bishop to discuss recommendations for Fiscal Year 2021-2022 CDBG and HOME Timeline. Ms. Bishop recommended moving one of the two Public Hearings for the Fiscal Year 2021-2022 Annual Action Plan in April to the next HHSC Meeting on Wednesday, February 10, 2021 to align with requirements of the Public Participation

Plan. She indicated the Second Public Hearing for Fiscal Year 2021-2022 Annual Action Plan will remain on Wednesday, April 7, 2021.

Motion: Vice Chair Dylan Raymond made a motion to approve the recommended revision for Fiscal Year 2021-2022 CDBG and HOME Timeline. Commissioner Heather Mattisson seconded the motion.

Discussion: None.

Results: The motion passed 10-0.

5. BRIEFING ITEMS

a. 2021 Housing Payment Standards

Chair Ulery introduced Housing and Redevelopment Manager Amy Jacobson, who provided an overview of the City if Chandler Housing and Redevelopment 2021 Housing Payment Standards for the Housing Choice Voucher Program (Section 8), which became effective January 1, 2021.

b. Additional CARES Act Allocation from City Council

Chair Ulery introduced Community Resources Manager Riann Balch to provide an update of the additional CARES Act Allocation from City Council. Ms. Balch stated that on December 10. 2020, City Council has approved an additional allocation of just over 4.1 million in CARES Act dollars to provide additional rent and utility assistance for Chandler residents. The funds will be distributed by non-profit partners AZCEND and the Salvation Army. The allocation also included $100,000 to extend the hotel program for persons experiencing homelessness who are at high risk of contracting COVID-19. Ms. Balch went on to explain that on January 9, 2020, the City submitted an application to receive funding from the US Department of the Treasury Emergency Rental Assistance Program (ERAP). It is anticipated the City may receive up to 7.8 million dollars to assist Chandler residents with past due rent and utility bills. In light of this new funding stream, which must be spent by December 31, 2021, the City will hold onto the CARES Act dollars for now.

c. CDBG-CV 3 Allocation Dollars

Ms. Balch shared that three applications were received for CDBG-CV3 funds, in the FY 2021/22 allocation process. The applications will be evaluated by the CDBG/HOME subcommittee, but due to the influx of emergency funding discussed earlier, may not be acted on at this time.

Commissioner Tony Alcala asked if there was a chance the City Council takes back the Cares Act funds allocated for rent and utilities. Ms. Balch indicated there was a possibility.

Commissioner David Gonzalez asked Ms. Balch how residents are made aware of the assistance available. Ms. Balch explained that the Chandler Cares Team has used many strategies including establishing a dedicated resource (phone) line and email address, developing and distributing print materials, and using social media and the City website. The team is available to assist

residents in completing applications for rent and utility assistance and refer residents to a variety of additional services. The team also monitors the Court calendar for eviction hearings and reaches out to residents to connect them to assistance. Finally, the team is available to provide case management services to residents at-risk of financial or housing instability, and actively recruits landlords to participate in the Housing Choice Voucher (Section 8) program.

6. **MEMBERS COMMENTS / ANNOUNCEMENTS**

   a. Housing and Redevelopment Manager Amy Jacobson announced the new Increase Rental Opportunities in Chandler (IROC) program, which provides a financial incentive to landlords to participate on the Housing Choice Voucher (Section 8) Program.

7. **CALENDAR**

   a. Next HHSC Meeting scheduled for Wednesday, February 10, 2020.

   *Note: This is a typo and next HHSC Meeting is scheduled for Wednesday, February 10, 2021.

8. **INFORMATION ITEMS**

   a. None.

9. **ADJOURNMENT** The meeting adjourned at 6:49 p.m.

Dated: 2/16/2021

Commission Chair Catrina Ulery

Recording Secretary Monica Thompson

MINUTES
HOUSING AND HUMAN SERVICES COMMISSION
Neighborhood Resources Department
Virtually via Webex
Phone: (415) 655-0001, Access Code: 145-512-3805
Wednesday, February 10, 2021, 6:00 p.m.

1. **CALL TO ORDER / ROLL CALL**

Commission Chair Catrina Ulery called the meeting to order at 6:02 p.m.

Commissioners present on Webex: Catrina Ulery, Tony Alcala, Mekele Cole, Vanessa Dearmon, Cynthia Hardy, Heather Mattisson, Leonard Navarrete, Greg Rodriquez, and Steve Tepper.

Commissioners absent: David Gonzalez (excused).

Staff present: Leah Powell, Riann Balch, Amy Jacobson, Karin Bishop, Deborah Cooke, Breena Meng, and Monica Thompson.

Public present: None.

2. **APPROVAL OF MINUTES**

a. Minutes of the January 13, 2021, HHSC Meeting.

Motion: Commissioner Greg Rodriquez made a motion to approve the January 13, 2021, HHSC Meeting minutes. Commissioner Cynthia Hardy seconded the motion.

Discussion: None.

Results: Motion passed 9-0.

b. Minutes of the January 13, 2021, CDBG/HOME Subcommittee Orientation Meeting.

Motion: Commissioner Heather Mattisson made a motion to approve the January 13, 2021, CDBG/HOME Subcommittee Orientation Meeting minutes. Commissioner Leonard Navarrete seconded the motion.

Discussion: None.

Results: Motion passed 9-0.

c. Minutes of the January 26, 2021, CDBG/HOME Subcommittee Meeting.

Motion: Commissioner Steve Tepper made a motion to approve the January 26, 2021, CDBG/HOME Subcommittee Meeting minutes. Commissioner Rodriquez seconded the motion.

Discussion: None.

Results: Motion passed 9-0.

d. Minutes of the February 2, 2021, Basic Needs, Special Populations and Youth Subcommittees' Orientation Meeting.

Motion: Commissioner Rodriquez made a motion to approve the February 2, 2021, Basic Needs, Special Populations and Youth Subcommittees' Orientation Meeting minutes. Commissioner Mattisson seconded the motion.

Discussion: None.

Results: Motion passed 9-0.

3. SCHEDULED/UNSCHEDULED PUBLIC APPEARANCES/CALL TO PUBLIC

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

None.

4. PUBLIC HEARING

a. City of Chandler 2021 Public Housing Authority Plan.

Chair Ulery opened the public hearing at 6:08 p.m. and introduced Housing and Redevelopment Manager, Amy Jacobson, to provide a staff presentation.

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).

Ms. Jacobson explained the 2021 Public Housing Authority Plan (Annual Plan) is a prescribed guide set by the U.S. Department of Housing and Urban Development (HUD). The Annual Plan is a comprehensive guide to PHA policies, programs, operations, and strategies for meeting local housing needs and goals. The PHA is required to submit the Annual Plan to HUD by April 17, 2021, for its housing programs.

Each year, staff reviews and updates, as necessary, the Housing Choice Voucher Administrative Plan and Public Housing Admissions and Continued Occupancy Policy (also known as ACOP).

To comply with the U.S. Housing and Urban Development (HUD) requirements, currently, the public comment period is from January 24, 2021 to March 8, 2021, for the City of Chandler Housing and Redevelopment Division's 2021 Annual Housing Plan and Five-Year Capital Fund Action Plan. Two Resident Advisory Board (RAB) Meetings were held on December 17, 2020, one in English and the one in Spanish. Additional meetings are scheduled for February 25, 2021, with one in English and the other in Spanish.

Ms. Jacobson explained the purpose of tonight's public hearing is to solicit comments from the public and any additional changes to the plan. She stated the due date for public comment is March 8, 2021, at 5:00 p.m. She said residents may also contact the Housing and Redevelopment office at 480-782-3200 with any questions or comments. All proposed policies are available at the Housing Office in hardcopy and on the website at www.chandleraz.gov/affordablehousing.

Ms. Jacobson introduced Housing and Redevelopment Supervisor, Deborah Cooke, to provide a briefing on the changes made to the Housing Choice Voucher Administrative Plan and Public Housing Admissions and Continued Occupancy Policy (ACOP). The Housing Choice Voucher Administrative Plan and Public Housing Admissions and Continued Occupancy Policy (ACOP) include changes to the denial of admission, denial of assistance, earned income disallowance, income and assets, online annual re-examination process, online processing for interim re-examinations (change reports), remote informal hearings, utility allowance, briefing, foreclosure protection, assistance animals, grievance policy, lease termination due to repeated late payments, and over-income families.

There were no comments from the public. Chair Ulery closed the public hearing on the 2021 Public Housing Authority Plan at 6:23 p.m.

b. City of Chandler 2021 Annual Action Plan.

Chair Ulery opened the public hearing at 6:24 p.m., and introduced Community Development and Resources Supervisor, Karin Bishop, to provide a staff presentation.

Ms. Bishop explained the City of Chandler is in the process of preparing its draft Annual Action Plan for Program Year 2021-2022. The Annual Action Plan is the specific one-year plan for the use of U.S. Department of Housing and Urban Development (HUD) formula grant funds. The formula grant programs included in the plan are the Community Development Block Grant (CDBG) and the HOME Investment Partnerships Program (HOME).

The one-year action plan is based on priority needs, which are defined in the Five-Year 2020-2025 Consolidated Plan strategy section and available HUD resources, which have not been released by HUD. The action plan will guide the allocation of resources and other investment decisions along with projected performance goals for the upcoming year. The strategy establishes the general priorities for assisting Chandler residents and neighborhoods with low and moderate income.

The purpose of this public hearing is to solicit feedback regarding the Draft 2021 Annual Action Plan for Program Year 2021-2022. Interested parties may provide comments on this plan.

There were no comments from the public. Chair Ulery closed the public hearing at 6:27 p.m.

5. ACTION

a. Revision of Fiscal Year 2021-2022 CDBG and HOME funding priorities.

Chair Ulery invited Community Development and Resources Manager, Riann Balch, to present an update on the revisions to the Fiscal Year 2021-2022 CDBG and HOME funding priorities.

Ms. Balch explained various ways cities use their Community Development Block Grant (CDBG) federal entitlement funding. Some cities utilize CDBG funds for internal programs, subcontract funds to non-profit organizations, or support a mixture of both. She informed Commissioners that the City of Chandler uses a mixed approach utilizing CDBG funds to support internal programs and non-profit organizations serving the Chandler community. Ms. Balch explained that if staff proposes to utilize CDBG funds internally it is because the City is obligated to perform a particular service or it is the most effective use of funding. Ms. Balch cited a few examples of how internal programs are considered for funding, and how they are represented in the Fiscal Year 2021-2022 Funding Priorities Chart.

Ms. Balch explained that the Fiscal Year 2021-2022 Funding Priorities Chart originally shared with the HHSC at the September 9, 2020 meeting did not reflect the proposed use of CDBG funds to support the City's Rental Assistance Demonstration (RAD) Program, which will redevelop the City's public housing assets and increase the City's affordable housing stock. She reminded Commissioners that when the new 2020-2025 Consolidated Plan (ConPlan) was presented to the HHSC at the June 10, 2020 meeting, the ConPlan included CDBG funding in the amount of $250,000 per year to support the RAD Program. Because RAD is a priority for the remainder of the ConPlan, it is likely that staff will be discussing additional priorities in support of RAD at a future HHSC meeting. Ms. Balch also noted that Fair Housing was moved from the Public Service Category to Administration to provide an opportunity for additional public services to receive Public Services funds and because we have learned this is a best practice.

Motion: Commissioner Tony Alcala made a motion to approve the revision of the Fiscal Year 2021-2022 CDBG and HOME funding priorities. Commissioner Hardy seconded the motion.

Discussion: None.

Results: Motion passed 9-0.

b. Approval of future meeting dates of the Basic Needs, Special Populations and Youth Subcommittees.

Ms. Bishop shared the future meeting dates of the Basic Needs, Special Populations and Youth Subcommittees for general fund allocations for FY 2021-2022.

Motion: Commissioner Navarrete made a motion to approve the future meeting dates of the Basic Needs, Special Populations and Youth Subcommittees for general fund allocations for FY 2021-2022. Commissioner Rodriquez seconded the motion.

Discussion: None.

Results: Motion passed 9-0.

6. BRIEFING

Chair Ulery pulled briefing items a. and b. out of order.

a. Review of draft of City of Chandler 2021 Public Housing Authority Plan.

Ms. Jacobson presented a briefing on the draft copy of the City of Chandler 2021 Public Housing Authority Plan and Capital Fund. Ms. Jacobson explained that the Public Housing Authority Plan is guided by Public Housing Admissions and Continued Occupancy Policy (ACOP).

Ms. Jacobson introduced Ms. Cooke to give a summary of the updates to the 2021 Annual Plan and Capital Fund. Ms. Cooke reiterated that the City is currently in a public comment period for its 2021 Annual Plan and Capital Fund, which began January 24, 2021, and ends March 8, 2021. She reported that there were two Resident Advisory Board (RAB) meetings in both English and Spanish on December 17, 2020. Ms. Cooke reported a third and fourth RAB meeting, one in English and another in Spanish, is scheduled for February 25, 2021. Ms. Cooke provided a summary of updates to the Housing Choice Administrative Plan and ACOP.

b. Status update of the City of Chandler 2021 Annual Action Plan.

Ms. Bishop explained that the City of Chandler receives federal CDBG funds from HUD and HOME funds, administered by HUD, through the Maricopa HOME Consortium each year. An Annual Action Plan (AAP), an element of the Consolidated Plan, is required by HUD for the City of Chandler to receive these federal funds.

Ms. Bishop said the purpose of this briefing item is to receive feedback from HHSC on identifying the needs of the community and suggestions on how to allocate these federal funds for the development of the AAP. She reported to the commission that HUD is expected to release the FY 2021-2022 annual formula allocation information on February 25, 2021, and Maricopa County is expected to release its HOME allocations soon thereafter. The CDBG/HOME Subcommittee, a subcommittee of the HHSC, will make initial funding recommendations for CDBG and HOME funds, along with a contingency plan, that will be presented to HHSC at the March 3, 2021 meeting.

7. MEMBERS COMMENTS / ANNOUNCEMENTS

Commissioner Alcala announced he will be the new principal at Galveston Elementary School in July.

Chair Ulery and Commissioner Dearmon announced that they are pregnant.

Commissioner Navarrete shared that his wife passed her boards and is a doctor.

Ms. Balch shared that Vice Chair Dylan Raymond was not in attendance because he resigned from the Housing and Human Services Commission to accept a part-time position with the Neighborhood Resources Department.

8. CALENDAR

a. Next meeting scheduled for Wednesday, March 3, 2021, at 6:00 p.m.
b. CDBG/HOME Subcommittee meeting scheduled for Wednesday, February 17, 2021, at 6:00 p.m.

9. INFORMATION ITEMS

a. None.

10. ADJOURNMENT

The meeting adjourned at 7:08 p.m.

Dated: 3/5/2021

Commission Chair Catrina Ulery

Recording Secretary Monica Thompson