

MINUTES

**CITY OF GLENDALE
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE
GLENDALE CITY HALL – ROOM B-3
5850 W. GLENDALE AVENUE**

**Thursday, February 20, 2014
6:30 p.m.**

MEMBERS PRESENT: Cherie Hudson, Vice Chair
Matthew Versluis
Chuck Jared
Marcellous Sanders
Cathy Cheshier
Pattie Johnston
Sue Pederson
John Torres

MEMBERS ABSENT: Arthur Swander Jr., Chair
Randy Miller
Ronald Jauregui
Shirley Wong

STAFF PRESENT: Gilbert Lopez, Revitalization Administrator
Sam McAllen, Executive Director
Elaine Adamczyk, Community Housing Administrator
Jana Kelly, Community Housing Supervisor

I. Call to Order

Vice Chair Hudson called the meeting to order at 6:30 p.m.

II. Roll Call

Vice Chair Hudson conducted roll call.

III. Minutes

Committee-member Sanders motioned to approve the January 15, 2014 meeting minutes as written. Committee-member Torres made the second. The motion passed 8 – 0.

Committee-member Jared motioned to approve the January 22, 2014 meeting minutes as written. Committee-member Johnston made the second. The motion passed 8 – 0.

Committee-member Torres motioned to approve the January 23, 2014 meeting minutes as written. Committee-member Jared made the second. The motion passed 8 – 0.

IV. Business from the Floor

None.

V. The Reallocation of \$127,177 in Fiscal Year (FY) 2010-11 HOME Investment Partnerships Program Funding from Newtown Community Development Corporation to Glendale's Community Revitalization Division

Mr. Lopez noted that at the CDBG grant hearings in January, there was no representative present for the Newtown Community Development Corporation. In FY 2010-11, \$127,177 in HOME funds was awarded to Newtown CDC for their Land Trust Model. Since that time, HUD has introduced a variety of programmatic changes that require a different approach to that type of development. Based on those changes and the proposed terms in a recent draft contract with the City, Newtown has decided not to pursue further housing development work in Glendale at this time.

Mr. Lopez asked the Committee to consider reallocating \$127,177 in FY 2010-11 HOME grant funds from Newtown Community Development Corporation to Glendale's Community Revitalization Division. Mr. Lopez explained that the funds would be used by the City for rehabilitation or replacement housing. The funds would be utilized as soon as possible.

Committee-member Sanders noted that there are a few homes in the City that have been destroyed by fire and wondered if the funds could be used to rebuild those homes. Mr. Lopez stated that these funds would be used to replace or rehabilitate homes for qualified homeowners. Mr. Lopez stated that homes destroyed by fire should be covered by insurance. Mr. Lopez stated that even if a homeowner does receive assistance from HOME funds, the homeowner is required to have insurance on the home.

Committee-member Torres asked if staff had applicants already lined up for use of the funds to be reallocated. Mr. Lopez replied in the negative but added that it will not be difficult to find applicants. Mr. Lopez stated that staff also receives suggestions from Code Compliance in regards to homes in disrepair.

Committee-member Johnston motioned to approve the reallocation of \$127,177 in FY 2010-11 HOME Investment Partnerships Program grant funds from Newtown Community Development Corporation to Glendale's Community Revitalization Division. Committee-member Jared made the second. The motion passed 8 – 0.

VI. Review of the Agency Plan for FY 2014

Ms. Adamczyk stated that federal regulation requires housing authorities to have an Agency Plan and that the Plan be updated and submitted to HUD annually. Ms. Adamczyk noted that the update this year is smaller than those in the past. Ms. Adamczyk praised the Community Housing staff, indicating that staff was running like a well oiled machine.

Ms. Adamczyk explained that the Agency Plan encompasses the following documents:

- Public Housing Authority (PHA) Five-Year and Annual Plan (form HUD-50075)
- The Public Housing Admissions and Continuing Occupancy Policy (ACOP)
- The Section 8 Administrative Plan
- Violence Against Women Act Addendum (VAWA)

Ms. Adamczyk announced that there were no changes to the VAWA this year.

Ms. Adamczyk explained that the revisions to the policy documents are submitted to HUD on the template form HUD-50075, titled, “The PHA 5-Year and Annual Plan,” with an attached summary memorandum that outlines the sections of the Plan with our proposed changes.

Ms. Adamczyk added that HUD also requires a 45-day public comment period, which has been met. Ms. Adamczyk stated that tonight’s meeting will also include a public hearing opportunity for public comments.

The Committee-members were provided with the Public Housing Authority (PHA) Five-Year and Annual Plan.

Ms. Adamczyk reviewed the changes to the 2014 Community Housing Division (CHD) Agency Plan as follows:

Element #3 – Rent Determination

1. Income Verification

- Conventional Public Housing Admissions and Continued Occupancy Policy
 - Section 12.2, Types of Verification
- Section 8 Administrative Plan
 - Section 10.2, Types of Verification

Summary: Allows Credit Bureau Reports to be used to verify income through expenses.

Element #4 – Rent Determination

1. Section 8 Owner Responsibility

- 2.2.C.3-4, Owner Responsibility
- 12.2.B.5, Owner and Family Responsibility (HQS)

Summary:

- CHD must approve all persons in the assisted household. This change will add landlord/owner/manager responsibility to notify CHD of unapproved persons living in their rental unit.
- When the owner/landlord/manager has knowledge of unit damages caused by the family, the owner/landlord/manager must notify CHD.

2. Persons no Longer Residing with the Family

- Section 8 Administrative Plan
 - Section 2.4.I.3., Obligations of the Participant

Summary: If the head of household does not reside in the unit for 30 days, the family must notify CHD. CHD will review for change to head of household or termination depending upon family composition. (Domestic violence situations will be considered.)

3. Live-in Aide

- Section 8 Administrative Plan
 - 6.11., Live-in Aide
- Conventional Public Housing Admissions and Continued Occupancy Policy
 - 10.10., Live-in Aide

Summary: If a live-in aide is employed outside of the home of the individual needing the aide, CHD will request verification regarding the extent of the care needed and if applicable, request information regarding who is caring for the individual while the approved live-in aide is at work. If it is determined that this is a rotating aide situation, the live-in aide will not be approved, in accordance with HUD Public and Indian Housing (PIH) Notice 2010-51 and related federal program regulations.

4. Section 8 Owner Responsibility

- Section 8 Administrative Plan
 - 12.2.A., Owner Responsibility for Initial Inspections

Summary: The owner must have the utilities turned on in the rental unit for the initial inspection. The landlord/owner/manager cannot require the family turn on the utilities for the purpose of the initial inspection.

5. HQS Inspection Extensions to Allow for Repairs, Initial Inspection

- Section 8 Administrative Plan
 - Section 12.7.A.3., HQS Fail Items for Initial Inspections

Summary: Specifies that CHD has the discretion to allow time for the repairs for a unit not yet under contract, if it will not impede the progress of the family moving into an approved unit. (No regulatory citation, as the unit is not yet controlled by federal regulations. CHD will control this process via this policy.)

6. HQS Inspection Extensions to Allow for Repairs, Units Under Contract

- Section 8 Administrative Plan
 - Section 12.7.C.3., HQS Fail Items for Units Under Contract

Summary: To correct past policy inadvertently not spelled out, the extension for repairs is also extended to family repairs for units under contract in which the family resides.

7. Termination of a Contract

- Section 8 Administrative Plan
 - Section 18.2.C.6.f., Owner Breach

Summary: CHD requires landlords annually to submit a current city sales tax license; ongoing proof that the rental property is listed with Maricopa County as a residential rental; if the owner resides outside of Maricopa County, a local representative; and if a mortgage is on the property, proof that it is current in payments. If the landlord/owner/manager fails to submit all required documentation annually, by the due date, CHD will suspend and then cancel the assistance payments. If the landlord submits the documents in full before the cancellation date, CHD will release the suspended assistance payments. If the documentation is not submitted and the contract is cancelled, CHD will not release the payments, the family will be issued a voucher to move if the family wishes to continue to receive assistance, and the landlord/owner/manager will be reviewed for noncompliance and denial of future requests for tenancy approval.

8. Section 8 Vouchers as Accessible Public Housing Units

- Conventional Public Housing Admissions and Continued Occupancy Policy
 - Section 2.3, Alternative Voucher Use as Reasonable Accommodation

Summary: This is not a new policy; however, the following verbiage is now included in the Conventional Public Housing Admissions and Continued Occupancy Policy for purposes of clearly defining the use of a Section 8 Housing Choice Voucher as an alternative in order to meet the requirement of five percent (5%) of conventional public housing units handicapped accessible.

In order to meet requirements of HUD Public and Indian Housing (PIH) Notice 2006-13, Non-discrimination and Accessibility for Persons with Disabilities, if the accessible conventional public housing unit does not meet the needs of the person/family requesting a reasonable accommodation, and if the change will create an undue financial hardship or administrative burden, Glendale Housing will make available a Section 8 Voucher. There are a limited number of vouchers available for this purpose to ensure Glendale Housing can meet the requirement for five percent of units in a project to be accessible and up two percent accessible for persons with hearing impairment.

The number of vouchers available for this use is minimal, and only six total vouchers will be made available. The six vouchers are comprised of:

- One Bedroom Unit – 1
- Two Bedroom Unit – 2

- Three Bedroom Unit – 2
- Four Bedroom Unit – 1

As Glendale Housing increases its number of accessible public housing units, the vouchers available will be reduced significantly.

9. Absence from the Unit

- Conventional Public Housing Admissions and Continued Occupancy Policy
 - Section 10.11, Absence from the Unit

Summary: To make Conventional Public Housing policy consistent with Section 8 Housing Choice Voucher policy, a family's unapproved absence from the public housing unit cannot exceed 30 days. Authorized absence cannot exceed 180 consecutive calendar days, in any circumstance or for any reason. CHD can contact others to review suspected unauthorized absence. CHD will also act in accordance with the Arizona Residential Landlord Tenant Act, Section 33-1370, "Abandonment; notice; remedies, personal property; definition." As the purpose for the public housing program is to give a low income family an affordable home, if the family is not using it as their sole residence, and is absent for more than 30 calendar days without authorization, the family will be terminated from the program.

10. Move Out Inspection

- Conventional Public Housing Admissions and Continued Occupancy Policy
 - Section 17.1.D, Types of Inspections

Summary: If the tenant fails to attend the move-out inspections, it will not be rescheduled and the tenant will waive all right to appeal damage charges. Arizona Landlord Tenant Act requires CHD provide a detailed accounting of all charges deducted from the security deposit. Rescheduling a move-out inspection may cause noncompliance.

Element #11 – Fiscal Year Audit

Glendale Community Housing had no audit findings for the period ending June, 30, 2013.

Ms. Adamczyk asked if the Committee-members had any questions.

Committee-member Cheshier asked how many units were in the programs. Ms. Adamczyk stated that there are 155 units in three Public Housing locations and Glendale owns 1,054 Section 8 Vouchers. Ms. Adamczyk noted that Glendale administers over 352 portability vouchers, which allow a tenant to use a voucher anywhere in the country. Ms. Adamczyk stated that Glendale is a net winner in regards to portability vouchers because there are 352 that have come into Glendale and only 60 that have transferred out of Glendale. Ms. Adamczyk stated that the receiving city of the portability voucher is responsible for administering the voucher. Therefore, staff in Glendale must administer

the 352 that have come into Glendale. Ms. Adamczyk stated that eventually, the portability voucher can be absorbed.

Ms. Adamczyk again praised the work of the CHD staff on the Agency Plan efforts.

Vice Chair Hudson opened the public hearing.

No comments were made.

Vice Chair Hudson closed the public hearing.

Committee-member Johnston motioned to recommend to City Council approval of the Community Housing Division 2014 Agency Plan for submittal to HUD. Committee-member Jared made the second. The motion passed 8 – 0.

VII. Review of the Capital Fund Annual Statement/Performance and Evaluation Report and Updated Capital Fund 5-Year Action Plan

Ms. Adamczyk stated that in October 2013, HUD published a Final Rule officially “de-coupling” the Capital Fund reporting from the Agency Plan process. Ms. Adamczyk stated that while the public comment period and public hearing can be held at the same time as the Agency Plan, each requires a separate agenda item and separate review and approval.

The Capital Fund Annual Statement/Performance and Evaluation Report and Updated Capital Fund 5-Year Action Plan were reviewed by the Committee-members with facilitation by Ms. Kelly. Ms. Kelly stated that all of the capital items potentially needed by Public Housing are included in the Plan.

Committee-member Cheshier wondered how the Five Year Action Plan held up last year. Ms. Kelly stated that the Five Year Action Plan is updated every year and, each year, the funds that have been received have decreased. Ms. Kelly stated that the actual funds to be received will not be known until the April to September 2014 time frame.

Ms. Adamczyk thanked the Committee for the recommendation of CDBG grant funds which helps to supplement the Capital Fund.

Vice Chair Hudson opened the public hearing.

No comments were made.

Vice Chair Hudson closed the public hearing.

Committee-member Torres motioned to recommend to City Council approval of the Capital Fund Plan Annual Statement/Performance and Evaluation Report and the

Updated Capital Fund 5-Year Action Plan for submittal to HUD. Committee-member Johnston made the second. The motion passed 8 – 0.

VIII. Committee Comments and Suggestions

None.

IX. Adjournment

Committee-member Torres motioned to adjourn at 7:25 p.m. Committee-member Johnston made the second. The motion passed 8 – 0.

Respectfully submitted,

Recording Secretary
Denise Kazmierczak