



**CITY OF SURPRISE**  
**Veterans, Disabilities and Human Services Commission**  
**16000 N. Civic Center Plaza**  
**Surprise, AZ 85374**

Thursday, January 13, 2022 @ 10:00 AM  
**SPECIAL MEETING**  
**COMMUNITY ROOM**

- A. Call To Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Current Events and Reports
- E. Staff Reports
- F. Veterans, Disability and Human Services Commission

**CALL TO THE PUBLIC:**

**INSTRUCTIONS:** In order to address the Board\Commission, you will need to fill out a Call to the Public Form available at the front counter, and then turn it in to the Secretary before the meeting begins.

**Note:** A.R.S. 38-431.01(H) - During this time members of the public may address the Board\Commission only on issues within the jurisdiction of the Board\Commission which are not an item on the agenda. At the conclusion of the open call, the Board\Commission may respond to criticism, may ask staff to review the matter or may ask that the matter be put on a future agenda. No discussion or action shall take place on any item raised.

**CONSENT AGENDA:**

**REGULAR AGENDA ITEM - PUBLIC HEARING:**

**REGULAR AGENDA ITEM - NON-PUBLIC HEARING:**

- |    |          |   |                                      |
|----|----------|---|--------------------------------------|
| 1. | Citywide | Consideration and action pertaining to the approval of the December 8, 2021 Veterans, Disability & Human Services Commission meeting minutes. | Human Svcs and Comm Vitality         |
| 2. | Citywide | Presentation and discussion pertaining to HUD Community Development Block Grant (CDBG).   | None<br>Human Svcs and Comm Vitality |

G. Other Business and Future Agenda Items

H. Executive Session

For information purposes: Upon a public majority vote of a quorum (“Commission”), the Commission may hold an executive session, which will not be open to the public, but for only the following purposes: discussion or consideration of records exempt by law from public inspection (A.R.S. §38-431.03(A)(2));

or discussion or consultation for legal advice with the attorney or attorneys of the public body (A.R.S. §38-431.03(A)(3)).

**Confidentiality Requirements:** Pursuant to A.R.S. §38-431.03(C)(D), any person receiving executive session information pursuant to A.R.S. §38-431.02 shall not disclose that information except to the Attorney General or County Attorney or by agreement of the Commission, or as otherwise ordered by a court of competent jurisdiction.

The Commission may vote to hold an executive session for the purpose of obtaining legal advice from the Commission’s attorney on any matter listed on the agenda pursuant to A.R.S. § 38-431.03(A)(3).

I. Adjournment

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SHERRY ANN AGUILAR, CITY CLERK, MMC

POSTED: January 11, 2022 at 3:25 PM

**SPECIAL NOTE: PERSONS WITH SPECIAL ACCESSIBILITY NEEDS, INCLUDING LARGE PRINT MATERIALS OR INTERPRETER, SHOULD CONTACT THE CITY CLERK'S OFFICE @ 623.222.1200 OR TTY 623.222.1002, BY NO LATER THAN 24 HOURS IN ADVANCE OF THE REGULAR SCHEDULED MEETING TIME.**



**CITY OF SURPRISE**  
**Veterans, Disabilities and Human Services**  
**Commission**

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Council Meeting Date: January 13, 2022      Contact Person:  
Submitting Department: Human Svcs and Comm      District: Citywide  
Vitality  
Staff Recommendations:

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Consent: No      Regular: Yes      Public Hearing: No      Report/Discussion: No

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**Agenda Wording:**

Consideration and action pertaining to the approval of the December 8, 2021 Veterans, Disability & Human Services Commission meeting minutes.

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**Motion:**

I move to approve the December 8, 2021 Veterans, Disability and Human Services Commission meeting minutes.

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**Background:**

N/A

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**Objective Analysis:**

N/A

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**Policy Compliant:**

N/A

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**Financial Impact:**

N/A

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**Budget Impact:**

N/A

**FTE Impact:**

N/A

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**ATTACHMENTS:**

1. 12.8.21 VDHS Commission Minutes Draft
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**CITY OF SURPRISE  
VETERANS, DISABILITY, AND HUMAN SERVICES COMMISSION**

**MEETING MINUTES-DRAFT**

**December 8, 2021 / 6:00 PM**

**COUNCIL CHAMBERS  
16000 North Civic Center Plaza  
Surprise, AZ 85374**

**A. CALL TO ORDER.**

Chair Karissa Perry called the Veterans, Disability, and Human Services Commission Meeting to order at 6:00 p.m. at Surprise City Hall, 16000 North Civic Center Plaza, Surprise, Arizona 85374, on December 8, 2021.

**A. PLEDGE OF ALLEGIANCE**

**B. ROLL CALL**

In attendance were Chair Karissa Perry, Commissioners; John Billcheck, Steffen Hanzel, Gwen Mendez, Jason Cooper, Phillip Lair, Harrylouis Rodriguez and Nickolas Kupper.

Commissioner Daigle joined the meeting at 6:04 pm

Absent: Vice-Chair Julie Kent-Partridge, Commissioner Lisa Everett, (excused).

**STAFF PRESENT:**

Human Service & Community Vitality Administrator Danielle Osborne, and Administrative Specialist Karina Caraveo were present.

**COUNCIL MEMBERS PRESENT:**

**C. CURRENT EVENTS REPORT**

Chair Perry reported on the following upcoming events:

- Day of Service
  - December 11, 2021 from 8:00 am to 12:00 pm.
- Heartsy Adaptive free virtual art lesson
  - December 14, 2021 at 5:30 pm.
- Zoom calls with Santa
  - December 16, 2021. Registration required
- Cookies & Crafts with Santa
  - December 18, 2021 from 9:00 am to 1:15 pm.
- Martin Luther King Jr. celebration

- January 12, 2022 from 6:00 to 8:00 pm at Willow Canyon HS.
- January 15, 2022 at 8:30 am at City Hall courtyard.
- City offices will be closed
  - December 24, 2021 in observance of Christmas Day

Commissioner Lair reported on the following event:

- Veteran Roundtable

#### D. STAFF REPORT

Administrator Danielle Osborne reported the following:

- CDBG training
- Maricopa Association of Governments
- Veterans Day Parade
- Veteran Roundtable
- West Valley Veteran Success Center
- Surprise Resource Center
- MSW/LCSW Internship Program update

#### CALL TO THE PUBLIC:

None.

#### CONSENT AGENDA:

None

#### REGULAR AGENDA ITEMS PUBLIC HEARING:

None

#### REGULAR AGENDA ITEMS NON-PUBLIC HEARING:

**Item 1 – Citywide – Consideration and action pertaining to the approval of the November 3, 2021 Veterans, Disability & Human Services Commission meeting minutes.**

Chair Perry asked to correct the roster of commissioners within the Roll Call section.

Commissioner Rodriguez pointed out that his name was not included in the roster.

Commissioner Hanzel moved to approve the November 3, 2021 Veterans, Disability & Human Services Commission meeting minutes with amendments. Commissioner Daigle seconded the motion. Motion carried with 9 Yes votes, 2 absent (Everett and Kent-Partridge).

**Item 2 – Citywide – Presentation and discussion pertaining to the Division of Developmental Disabilities programs**

Statewide Community Relations Liaison Edd Schommer made the presentation to the Commission.

**Item 3 – Citywide – Presentation and discussion pertaining to the 2021 Care & Share Expo.**

Ms. Osborne made the presentation to the Commission.

Upon discussion, a consensus was reached that the Commission would like to join efforts with the annual G.A.I.N. Night event, as well as move future Care & Share Expo dates to the spring as opposed to the fall. Ms. Osborne said that she would look into opportunities for further enhancement of the event.

**OTHER BUSINESS AND FUTURE AGENDA ITEMS:**

- Vangaurd Veteran

**ADJOURNMENT:**

Commissioner Daigle made a motion to adjourn the meeting of the Veterans, Disability & Human Services Commission of December 8, 2021 at 7:44 p.m. Commissioner Hanzel seconded the motion. The motion carried with 9 Yes votes, 2 Absent (Everett and Kent-Partridge).

\_\_\_\_\_  
Danielle Osborne  
HSCV Administrator

\_\_\_\_\_  
Karissa Perry  
Veterans, Disability and Human Services Commission Chair

The foregoing instrument is a full, true, and correct copy of the original document on file in the office of the City Clerk, City of Surprise, Arizona.

ATTEST BY: \_\_\_\_\_  
Karina Caraveo, Commission Liaison

DATE: \_\_\_\_\_



**CITY OF SURPRISE**  
**Veterans, Disabilities and Human Services**  
**Commission**

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Council Meeting Date: January 13, 2022      Contact Person:  
Submitting Department: Human Svcs and Comm      District: Citywide  
Vitality  
Staff Recommendations: None

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Consent: No      Regular: Yes      Public Hearing: No      Report/Discussion: No

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**Agenda Wording:**

Presentation and discussion pertaining to HUD Community Development Block Grant (CDBG).

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**Motion:**

Discussion Only.

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**Background:**

This presentation will provide a background and overview regarding the CDBG program.

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**Objective Analysis:**

This presentation will provide the Commission with knowledge of the CDBG program.

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**Policy Compliant:**

This presentation is compliant with City and Council policies.

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**Financial Impact:**

N/A

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**Budget Impact:**

N/A

**FTE Impact:**

N/A

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**ATTACHMENTS:**

1. VDHS Staff Report
  2. CDBG TRAINING VDHS Presentation
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## HUMAN SERVICE AND COMMUNITY VITALITY



**Date:** January 13, 2022  
**To:** Veteran, Disability & Human Service Commission Members  
**From:** Adam Lane, Neighborhood Services Supervisor  
**Re:** Community Development Block Grant (CDBG) Training

As an entitlement city, Surprise receives a yearly allocation of Community Development Block Grant (CDBG) funding from the Department of Housing and Urban Development (HUD).

Today's session is being presented to the Commission by the Neighborhood Services Division to provide a basic overview of the CDBG program, and to help define the Commission's roles and responsibilities in the process.

The session is designed exclusively for the Commission to help facilitate future program planning cycles that create funding plans that make quality investments in the community. These investments will address critical housing and public facility needs in the City of Surprise, as well as support community services for those most vulnerable in the community.

The training session will run approximately 90 minutes with time for questions and discussion. It is our hope that the session will not only help provide the basics of the program, but spark discussions to foster new and innovative ways the program can solve the highest priority needs of the community.



**SURPRISE**  
ARIZONA

# Community Development Block Grant (CDBG) Basics

Presented to the City of Surprise  
Veterans, Disability & Human Services Commission

Human Service & Community Vitality | January 13, 2022





# Welcome

Training Presented by:  
Human Service & Community Vitality  
Neighborhood Services Division

**Adam Lane**

Neighborhood Services Supervisor

**Janae Mitchell**

Senior Program Coordinator





# Training Objectives

## Purpose of the training:

- Provide overview of key CDBG topics
- Answer common questions
- Serve as a resource for new Commissioners and staff

## Other CDBG resources:

- Statute at Section 101 – 122 of the Housing and Community Development Act (HCDA) of 1974, as amended
- Regulations at 24 CFR Part 570
- Guide to Eligible Activities and National Objectives
- Basically CDBG Training manual

# CDBG History

**Authorized under Title I of the Housing and Community Development Act of 1974**



# CDBG Primary Objective

- Development of viable urban communities, principally for low/mod persons, through:
  - Decent housing
  - Suitable living environment
  - Expanded economic opportunity



# Key Terms

- Entitlement Program
- CDBG Recipient/Grantee
- Consolidated Plan (Con Plan)
- Action Plan
- Consolidated Annual Performance & Evaluation Report (CAPER)
- Low and Moderate Income Person
- Household v. Family



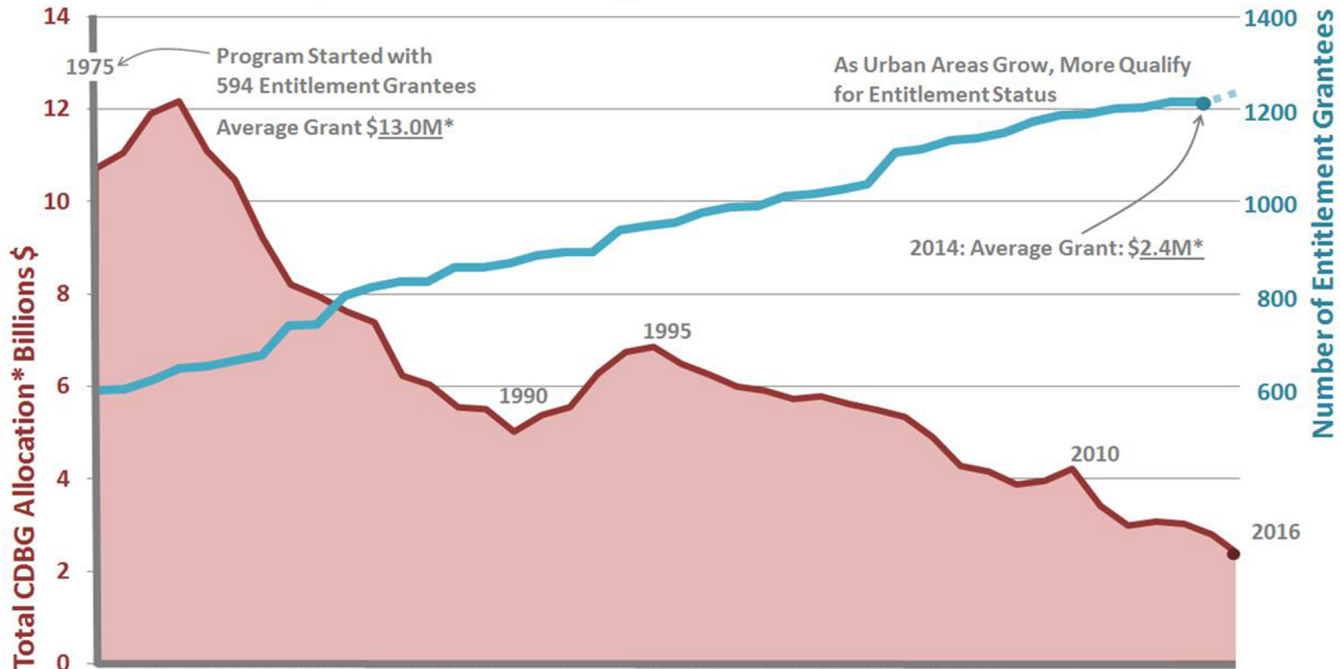
# CDBG Roles

Key partners in CDBG programs include:

- HUD
- Entitlements (cities and urban counties)
- States
- Units of General Local Government (UGLGs)
- Subrecipients
- Community Based Development Organizations (CBDOs)
- Contractors
- Beneficiaries

# CDBG History

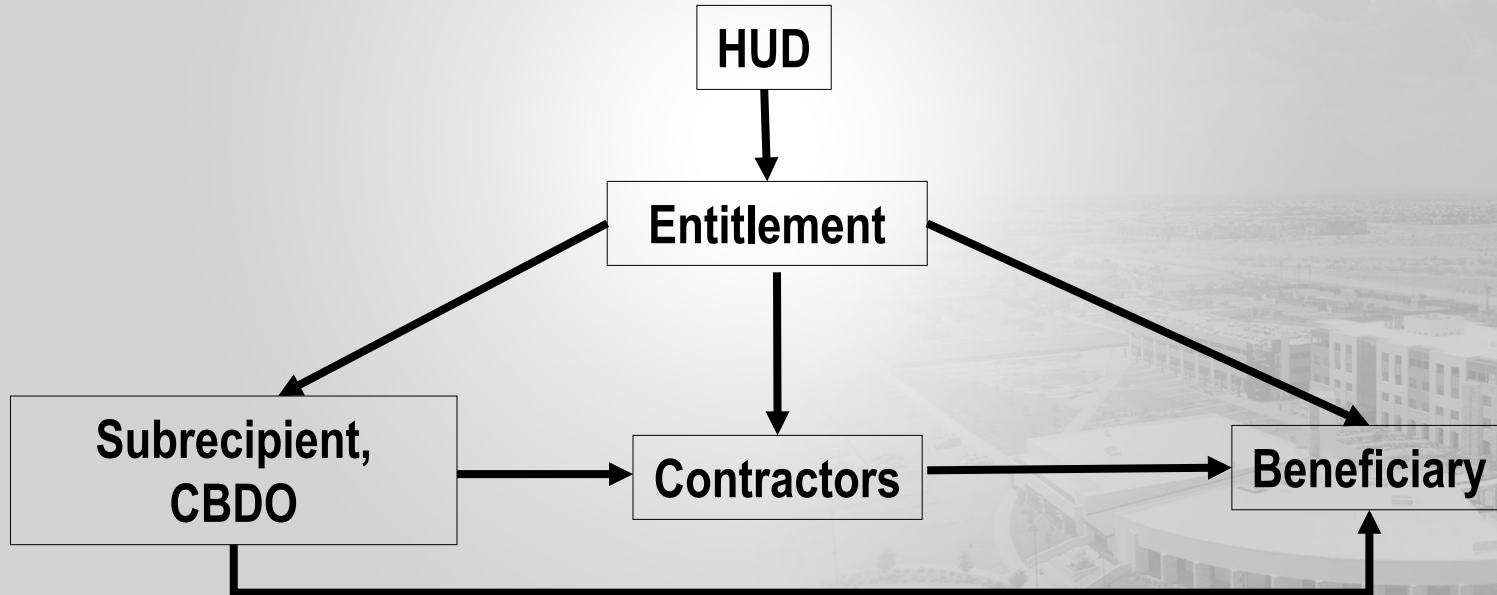
## History of CDBG Funding & Number of Grantees



\*Each Allocation from 1975 to 2013 has been adjusted for inflation to value of the dollar in 2013 by using the annual average Consumer Price Index for the corresponding years. <http://www.bls.gov/cpi>. Average grant amounts take into account State & Insular CDBG grantees as well.

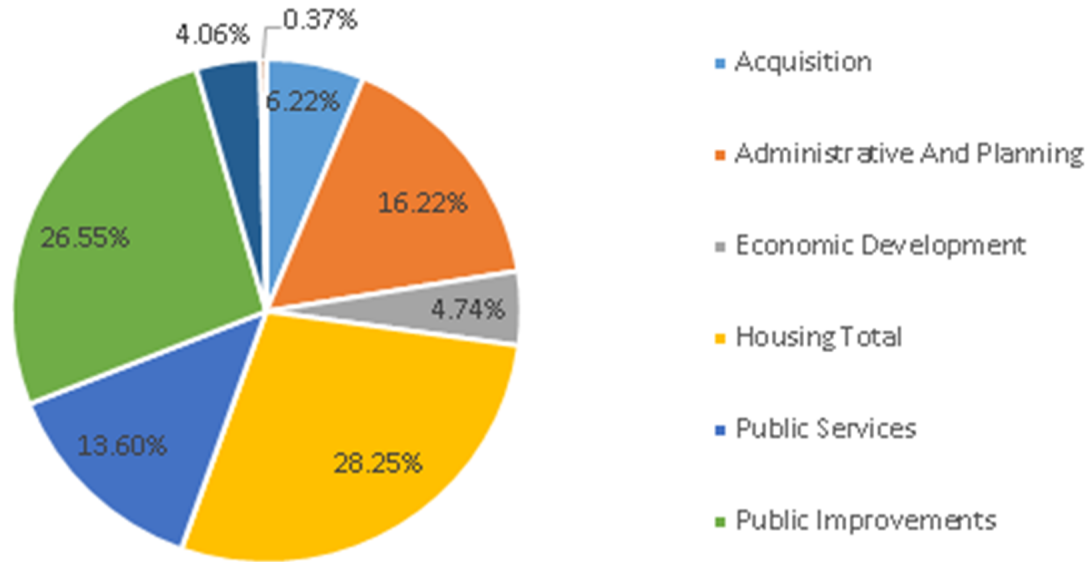
# CDBG Money Flow

Entitlement grantees have options in funding projects



# Where the \$ Goes

Use of CDBG Funds by Entitlement Communities in F16



# Where the \$ Goes

## Ten Largest CDBG Entitlement Grants

	NAME	STATE	CDBG16
1.	New York	NY	\$151,460,389
2.	Chicago	IL	\$72,220,468
3.	Los Angeles	CA	\$49,744,488
4.	Philadelphia	PA	\$38,807,206
5.	Detroit	MI	\$31,372,385
6.	Houston	TX	\$22,140,237
7.	Los Angeles County	CA	\$20,750,346
8.	Cleveland	OH	\$19,382,724
9.	Baltimore	MD	\$19,099,736
10.	San Francisco	CA	\$16,485,875

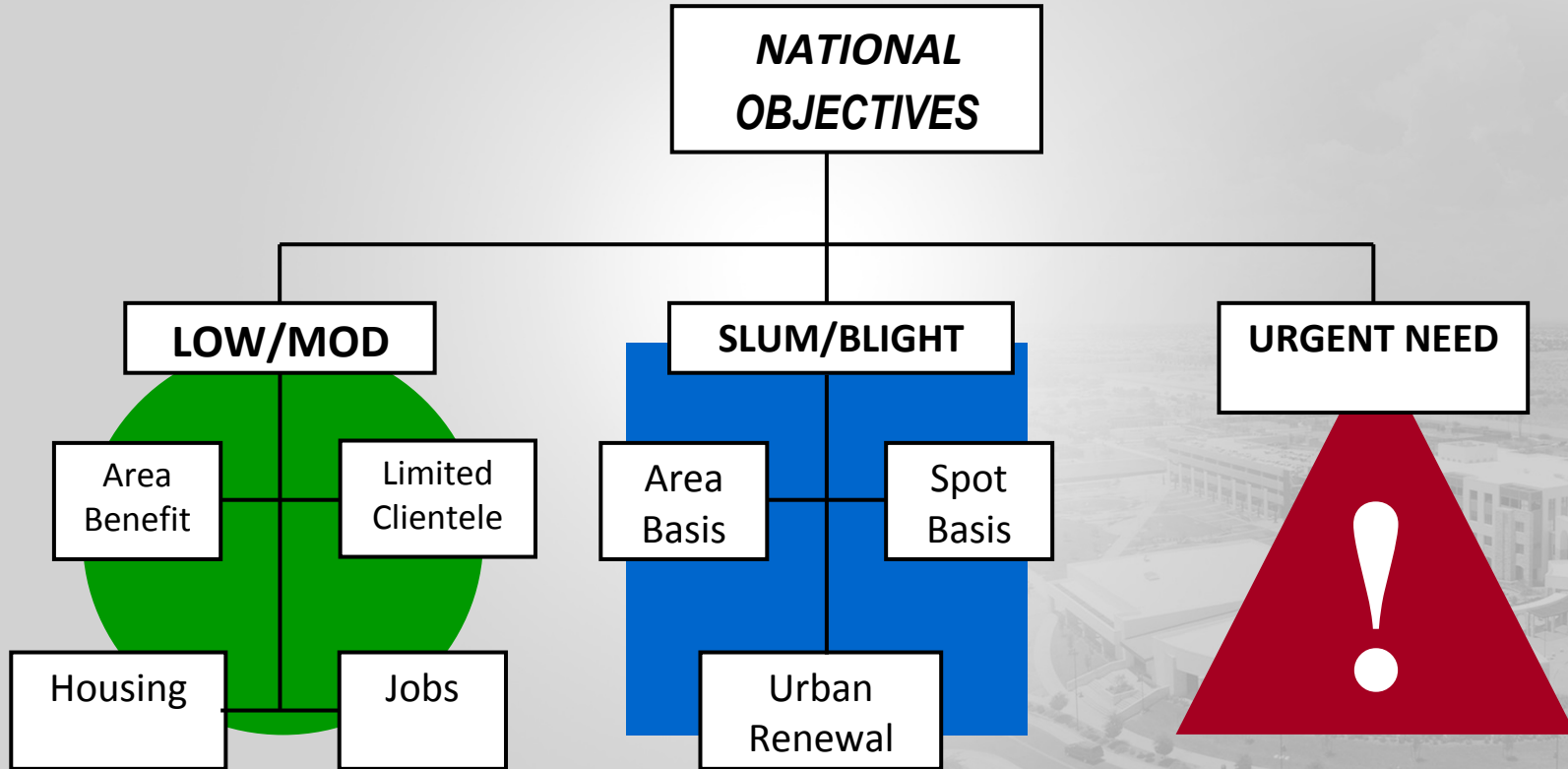
City of Surprise PY2021 = \$666,084



# National Objective

- All CDBG activities must:
  - Benefit low/mod income persons
  - Prevent or eliminate slums and blight OR
  - Meet an urgent need
- Regulatory citations §570.208, 570.480

# National Objective





# Key Questions to Consider

- What are our community development needs, especially for LMI persons?
- How can CDBG be used to address these needs?
- Do we have effective procedures for CDBG grant administration & oversight?
- Do we have a process for timely collection and reporting of outcome and eligibility data?
- How will we evaluate and improve our program results?

# What's Eligible?



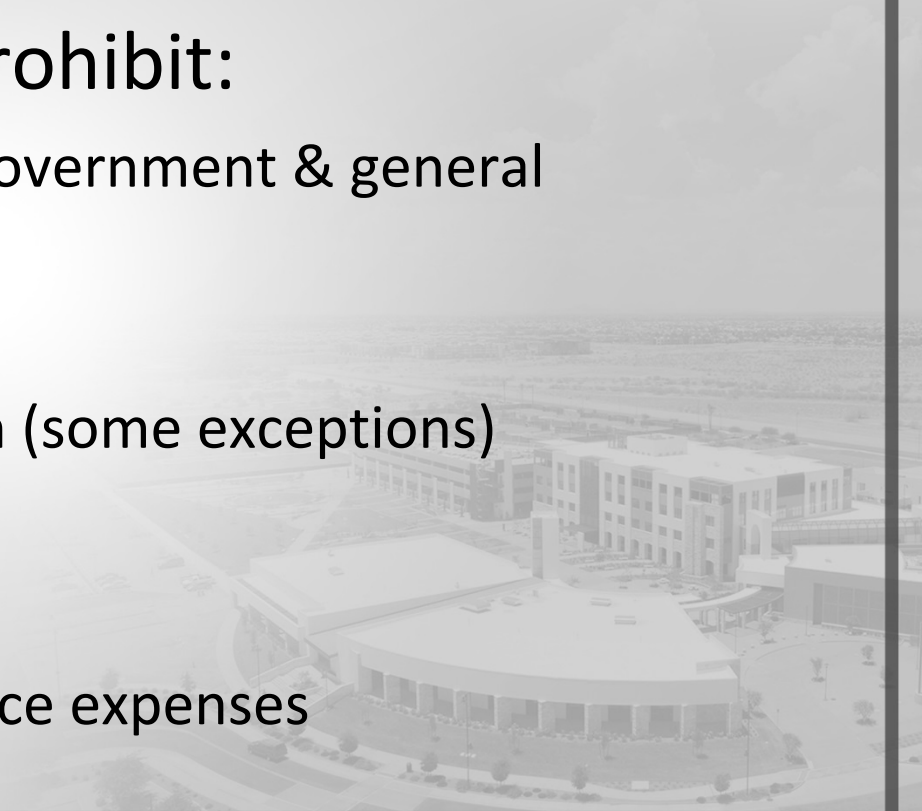
## Wide variety possible

- Housing & other real property activities
- Economic development
- Public facilities
- Public services
- CBDO activities
- Planning and administration
- Others



# What's Not Eligible?

## Regulations expressly prohibit:

- Buildings for conduct of government & general government expenses
  - Political activities
  - New housing construction (some exceptions)
  - Income payments
  - Purchase of equipment
  - Operating and maintenance expenses
- 

# Other Requirements?

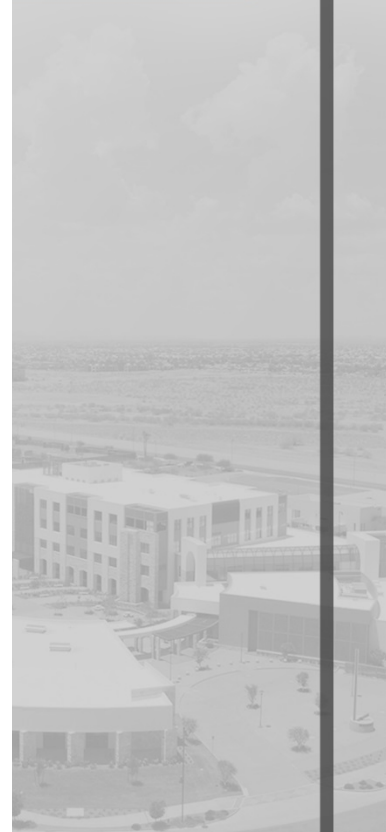
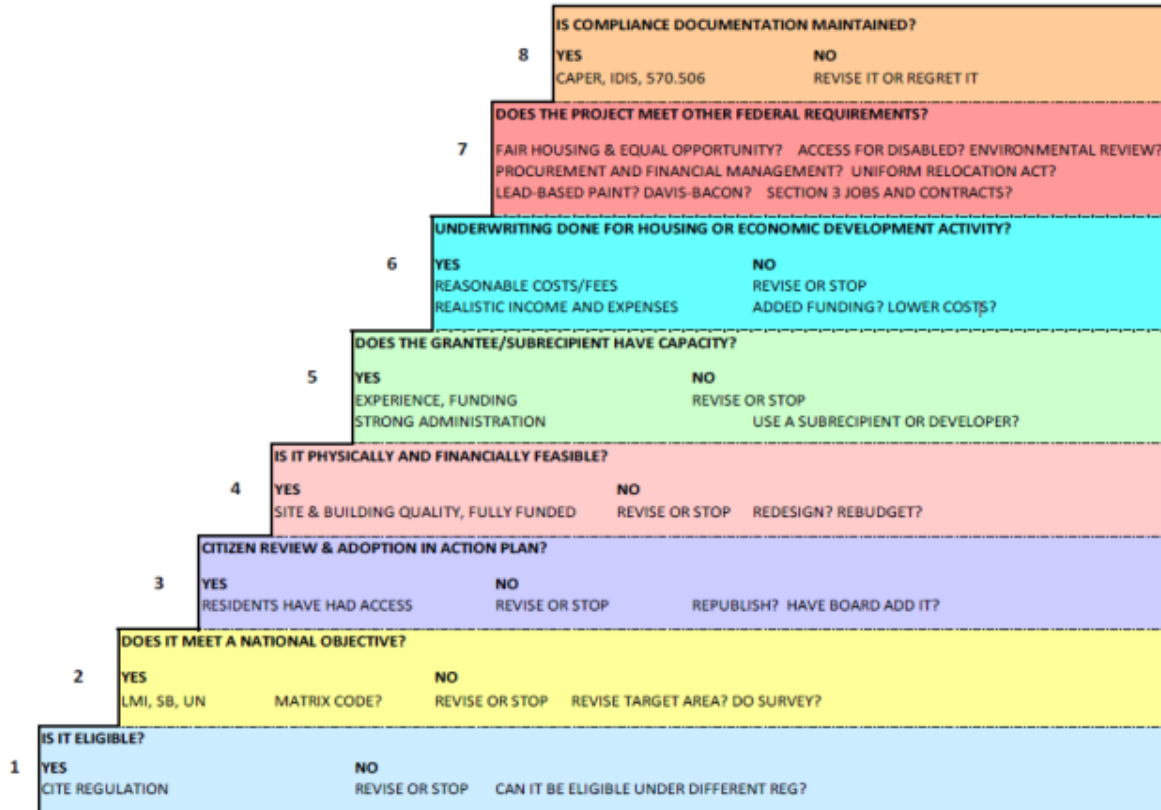
- Administration and Planning capped at 20%
- Public Service spending capped at 15%
- 70% of expenditures must benefit low/mod persons(meet LMI national objective)
- Timely spending – 1.5 of allocation 60 days prior to end of PY
- Ongoing monitoring of projects
- Record retention

# Other Requirements?

Myriad of other Federal regulations may apply to CDBG-funded activities

- Fair housing and equal opportunity
- Handicapped accessibility
- Financial management
- Environmental review
- Lead paint hazard reduction
- Relocation/acquisition and one-for-one replacement
- Davis Bacon labor standards and related acts
- Excluded parties (debarred/suspended)
- Others, as applicable

# Putting it All Together



# Now What?

How do we decide what to fund?





# Con Plan

## What is a Con plan?

The Five-Year Consolidated Plan identifies specific Housing and Community Development needs, priorities, goals, and strategies. The Plan must also stipulate how funding will be allocated to address these stated housing and community development needs.

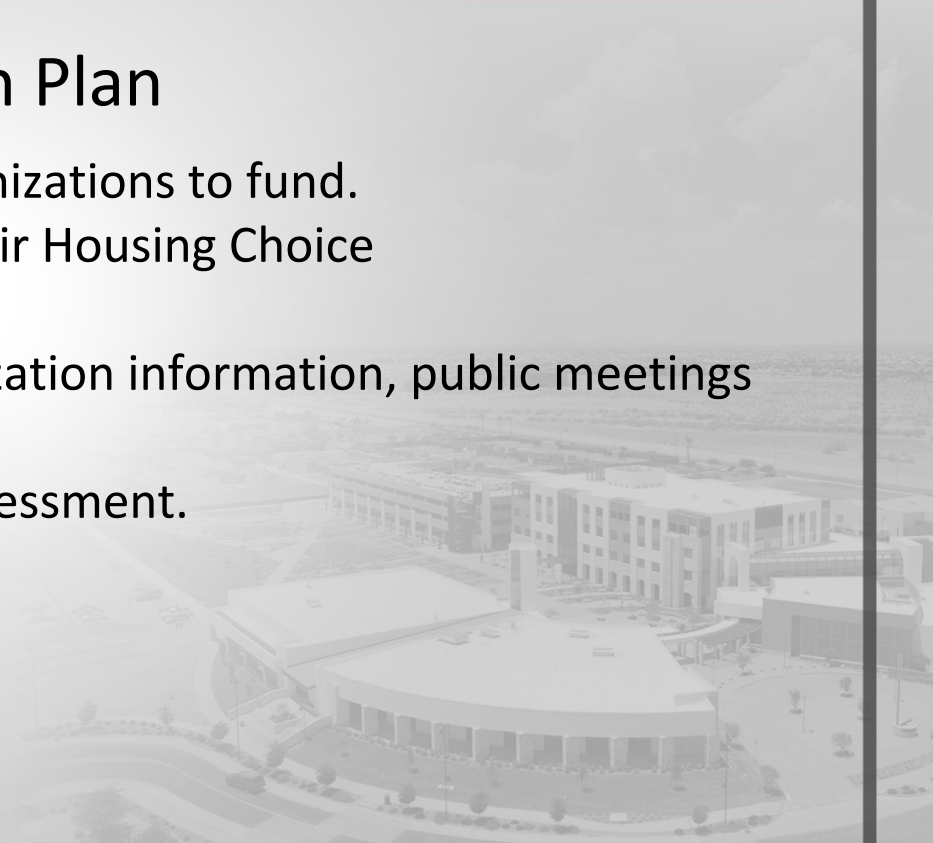




# Con Plan

## Consolidated Plan and Action Plan

- Needs determine activities and organizations to fund.
- Assessment of Impediment (AI) to Fair Housing Choice
- Consolidated plan Components
  - Executive summary, Lead organization information, public meetings and comments.
  - Housing and homeless needs assessment.
  - Housing market analysis
  - Five-year Plan—Strategic Plan
  - One-Year Plan –Action Plan





# Con Plan

Citizen participation is required

Con Plan is reviewed and approved by HUD

- Submitted to HUD field office at least 45 days prior to start of the program year

Amendments allowed

Annual performance reporting measured against Con Plan goals and activities.



# Citizen Participation

## Summary of Citizen Participation and Outreach:

- Stakeholder Meetings
- Community Organization Consultation
- Subrecipient Technical Assistance
- Public Notices
- Press Releases
- Social Media
- Public Hearing on “Needs”



# Con Plan Identified Needs

## High Priority Needs:

- Maintain and increase the availability of **Affordable Housing.**
- Invest in **Public Facility Improvements.**
- Support **Public Services.**
- Continue the **Planning and Administration** of HUD funded programs.



# Con Plan Goals

## 5-Year goals

- **Housing Rehab:** Homeowner housing rehabilitated 125 household housing unit.
- **Housing Services:** Tenant based rental assistance/Rapid Rehousing: 130 Households assisted .
- **Affordable Rental Housing:**Rental units constructed/rehabilitated 14 Household Housing Units .
- **Public Facility Improvements:** Public Facility or Infrastructure activities other than Low/Moderate Income Housing Benefit: 20,000 Persons assisted.
- **Public Services:** Public service activities other than Low/Moderate Income Housing Benefit: 615 Persons Assisted Homeless Person Overnight Shelter: 50 Persons Assisted .
- **Planning & Administration:**



# Con Plan Projects

- **Housing Rehab**
- **Housing Services**
- **Affordable Rental Housing**
- **Public Facility Improvements**
- **Public Services**
- **Planning & Administration**

The City of Surprise chooses projects based upon the needs of the community identified from stakeholders and residents, and the recommendation identified in the Maricopa HOME Consortium - Assessment of Impediments to Fair and Affordable Housing.



# Annual Action Plan

## Annual Action Plan (AAP)

The purpose of the AAP is to review and update those assessments presented in the Consolidated Plan; to inventory resources that will be available during a giving program year (fiscal year); and to identify the specific actions that will be taken in that program year to meet the city's Housing and Community Development needs and to implement the strategies set forth in the consolidated plan.



# What is a CAPER?

The **Consolidated Annual Performance and Evaluation Report**. (CAPER) provides annual performance reporting on client outputs and outcomes that enables an assessment of grantee performance in achieving the housing stability outcome measure.



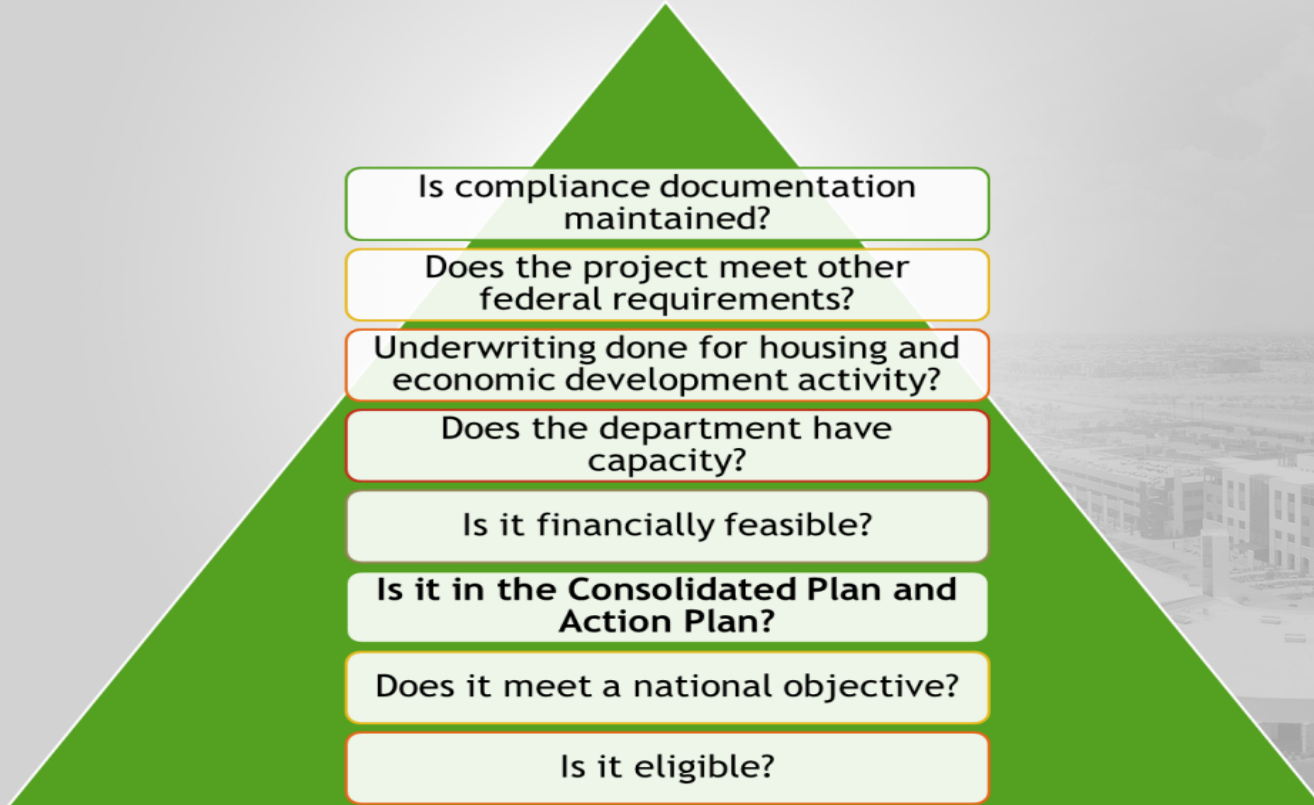
# CAPER

## End of year accomplishments:

- Goal: Report and assess the progress made towards achieving strategic plan goals
- Due 90 days after the end of the program year



# Summary





# Thank You

## QUESTIONS OR COMMENTS?

Adam Lane  
Human Service & Community Vitality  
Neighborhood Services Supervisor

Janae Mitchell  
Human Service & Community Vitality  
Senior Program Coordinator