



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

Wednesday, December 11, 2024 @ 6:00 PM
COUNCIL CHAMBERS
Amended on 12/9/24*

- 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 November 13, 2024 Veterans, Disability & Human Services Commission meeting minutes. | Human Svcs and Comm Vitality |
| 2. | Citywide | Discussion pertaining to 2024 GAIN Night. | Human Svcs and Comm Vitality |
| 3. | Citywide | Presentation and discussion pertaining to Community Development Block Grants (CDBG). | Human Svcs and Comm Vitality |
| 4. | Citywide | *Discussion and action pertaining to recognition of Mayor Skip Hall's years of service to the City of Surprise. | Human Svcs and Comm Vitality |
| G. | Other Business and Future Agenda Items | | |
| H. | Adjournment | | |

KRISTI PASSARELLI, CITY CLERK

POSTED: Thursday, December 5th, 2024 @ 2:30 PM
*Monday, December 9th, 2024 @ 2:45 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, Disability and Human Services
Commission

Council Meeting Date: December 11, 2024 Contact Person:
Submitting Department: Human Svcs and Comm District: Citywide
Vitality
Staff Recommendations:

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

Agenda Wording:

Consideration and action pertaining to the November 13, 2024 Veterans, Disability & Human Services Commission meeting minutes.

Motion:

I move to approve the November 13, 2024 Veterans, Disability and Human Services Commission meeting minutes.

Background:

n/a

Objective Analysis:

n/a

Policy Compliant:

This item is compliant with city and council policies.

Financial Impact:

n/a

Budget Impact:

n/a

FTE Impact:

n/a

ATTACHMENTS:

1. 11.13.24 VDHS Commission Minutes - DRAFT
-

**CITY OF SURPRISE
VETERANS, DISABILITY, AND HUMAN SERVICES COMMISSION
REGULAR MEETING MINUTES**

**November 13, 2024 | 6:00 PM
City Council Chambers
16000 N. Civic Center Plaza
Surprise, AZ 85374**

CALL TO ORDER:

Chair Wisniewski 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 November 13, 2024.

ROLL CALL

In attendance were Chair Allison Wisniewski, Vice-Chair Dr. Gwen Maxfield and Commissioners Shawna Daigle, Julie Kent- Partridge, John Billcheck, Olivia Fryer and Hasan Reed.

PLEDGE OF ALLEGIANCE

STAFF PRESENT:

Community Initiatives Supervisor Danielle Osborne, Administrative Specialist Athba Arnold, Administrative Specialist Victoria Simmons.

CURRENT EVENTS REPORT

Chair Wisniewski reported on the following:

- SciTech Festival
 - Saturday, November 16th from 10:00am – 2:00pm
 - Mark Coronado Park
 - STEAM demonstrations and giveaways
 - surpriseaz.gov/SciTech
- City offices will be closed on Thursday, November 28th, and Friday, November 29th, in observance of Thanksgiving

COMMISSIONER REPORTS

- Commissioner Kent-Partridge
 - Attended Disabilities Roundtable; collaborative conversation and many resources being shared
 - VA Pathways Mental Health Resilience Conference
 - GAIN Night: great turnout; would like to discuss more at a future meeting
 - City of Surprise Veteran's Day Parade; great turnout
- Commissioner Billcheck
 - Veteran's Day Parade: wonderful event

- Commissioner Fryer
 - West Valley Impact Collective: non-profits came together in Surprise
 - Roundtable on Autism
 - Mesa Community College: brown bag session for Vets, those with Disabilities, and the neurodiverse population
 - SAARC has scholarships available
 - Attended City Council Meeting for National Disability Employment Month Proclamation
 - Best of the West by WestMarc awards
 - GAIN Night
 - Disabilities Roundtable
 - Veteran's Day Parade
 - Challenge Coin provided to organization named Hadley's Hope
- Vice-Chair Maxfield
- Commissioner Reed
 - Lou Malnati's Alice Cooper Foundation event
 - Veteran's Day Parade; has ideas to make it better
- Chair Wisniewski
 - City Council Proclamation with Spencer's Place
 - GAIN Night; had a great time with a lot of people
 - Rotary Club of Surprise in Sun City West
 - All military branches were honored
 - Veteran's Day Parade; more people were in the parade; proud and honored to have been a part of it

STAFF REPORT

- Ms. Osborne discussed:
 - Mayor's Veterans Roundtable
 - Wednesday, November 20th, from 8:00am – 10:00am at the Surprise Regional Library
 - Representatives from Surprise-area organizations who serve Veterans will share and collaborate on programs and resources available to them
 - Housing & Community Services team was a finalist for a Best of the West award through WestMarc
 - Introduced Human Services & Community Vitality Administrative Specialist, Victoria Simmons, who will serve as new VDHS liaison

CALL TO THE PUBLIC:

Steffan Hanzel: spoke on his time on the VDHS Commission; urges the Commission to reach out to Council to get the City of Surprise certified as Autism-friendly; Working groups: would love to see the Commission engage and collaborate more in the community

CONSENT AGENDA:

None.

REGULAR AGENDA ITEMS - PUBLIC HEARING:

None.

REGULAR AGENDA ITEMS - NON-PUBLIC HEARING:

Item 1 – Citywide – Consideration and action pertaining to the October 9, 2024 Veterans, Disability & Human Services Commission meeting minutes.

Commissioner Daigle moved to approve the October 9, 2024 Veterans, Disability & Human Services Commission meeting minutes. Commissioner Billcheck seconded the motion. The motion passed unanimously with 7 Yes votes.

Item 2 – Citywide – Presentation and discussion pertaining to MIND 24-7.

Vice President of Partner Strategy, Libby Pierce, presented on MIND 24-7's catalog of programs and services offered.

Item 3 – Citywide – Presentation and discussion pertaining to the Native American Connections HomeBase.

Senior Director of Property Management, Jennifer Jennings, presented on the mission and services offered by HomeBase in Surprise.

OTHER BUSINESS AND FUTURE AGENDA ITEMS:

- Hadley's Hope
- G.A.I.N. Night
- Commissioner Daigle stepped down from the Commission

ADJOURNMENT:

Commissioner Daigle moved to adjourn the meeting of the Veterans, Disability & Human Services Commission on November 13, 2024 at 7:13pm. Commissioner Billcheck seconded the motion. The motion passed unanimously with 7 Yes votes.

Danielle Osborne
Community Initiatives Supervisor

Allison Wisniewski
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:

Athba Arnold
Administrative Specialist

DATE:

DRAFT



CITY OF SURPRISE
Veterans, Disability and Human Services
Commission

Council Meeting Date: December 11, 2024 Contact Person:
Submitting Department: Human Svcs and Comm District: Citywide
Vitality
Staff Recommendations:

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

Agenda Wording:

Discussion pertaining to 2024 GAIN Night.

Motion:

Discussion only.

Background:

The Commission previously voted to participate in GAIN Night in October. This discussion will cover their thoughts and experiences on the event.

Objective Analysis:

To discuss the commission's participation in the 2024 GAIN Night.

Policy Compliant:

This item is compliant with City and Council policies.

Financial Impact:

n/a

Budget Impact:

n/a

FTE Impact:

n/a

ATTACHMENTS:



CITY OF SURPRISE
Veterans, Disability and Human Services
Commission

Council Meeting Date: December 11, 2024 Contact Person:
Submitting Department: Human Svcs and Comm District: Citywide
Vitality
Staff Recommendations:

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

Agenda Wording:

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

Motion:

Presentation and discussion only.

Background:

This presentation will discuss CDBG objectives, roles, and requirements to serve as a resource for Commissioners and staff.

Objective Analysis:

To provide an overview of key CDBG topics and answer common questions.

Policy Compliant:

This item is compliant with City and Council policies.

Financial Impact:

n/a

Budget Impact:

n/a

FTE Impact:

n/a

ATTACHMENTS:

1. CDBG TRAINING VDHS Presentation_2024
-



Community Development Block Grant (CDBG) Basics

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

Human Service & Community Vitality | December 11, 2024



Welcome

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

Adam Lane

Housing & Community Services Manager





Training Objectives

Purpose of the training:

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

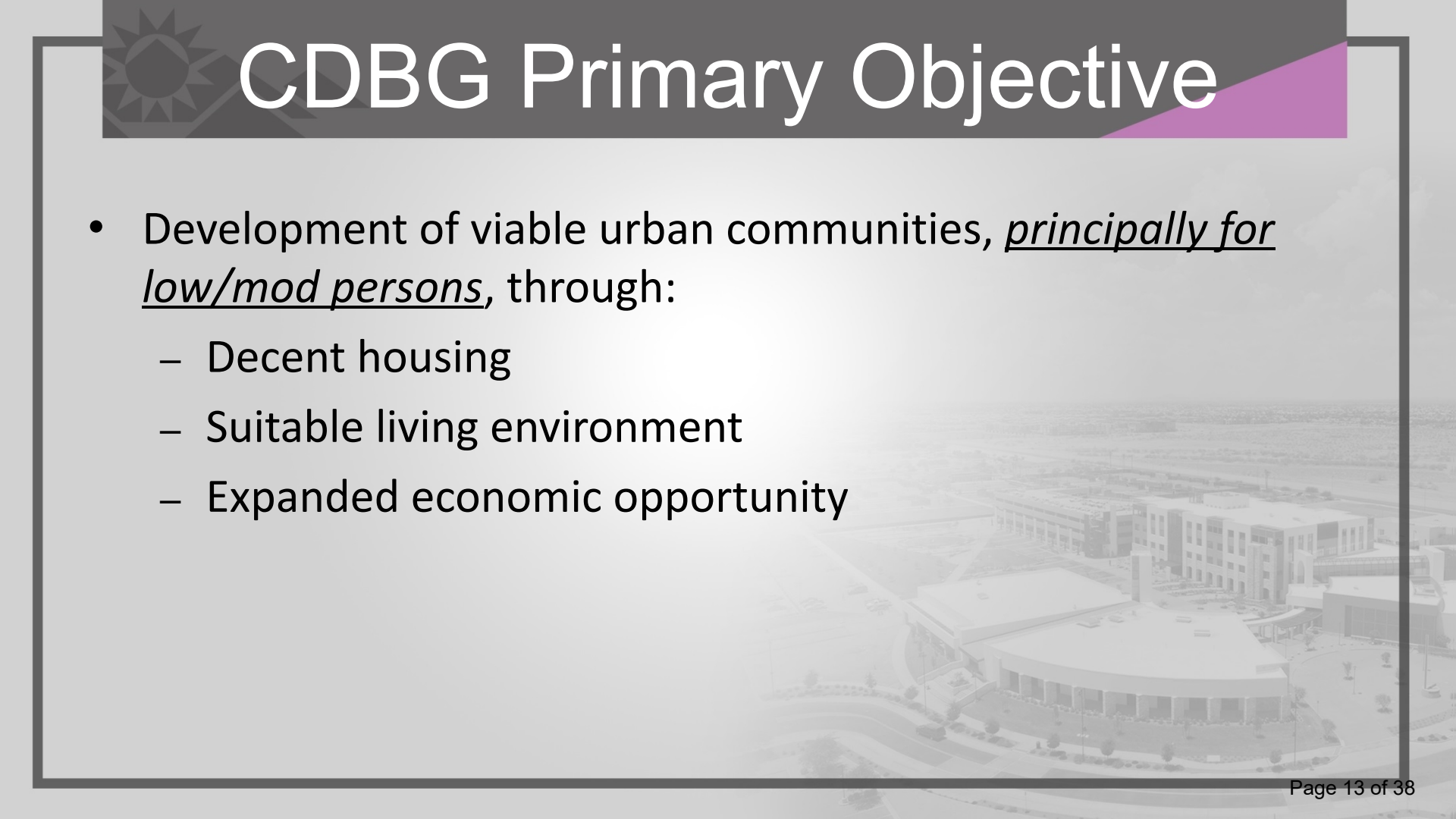
Other CDBG resources:

- 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



The slide features a dark grey header with a white sunburst logo on the left. The title 'CDBG Primary Objective' is in large white font. The main content area is light grey with a faint background image of a modern city skyline. A purple triangle is in the top right corner of the header.

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



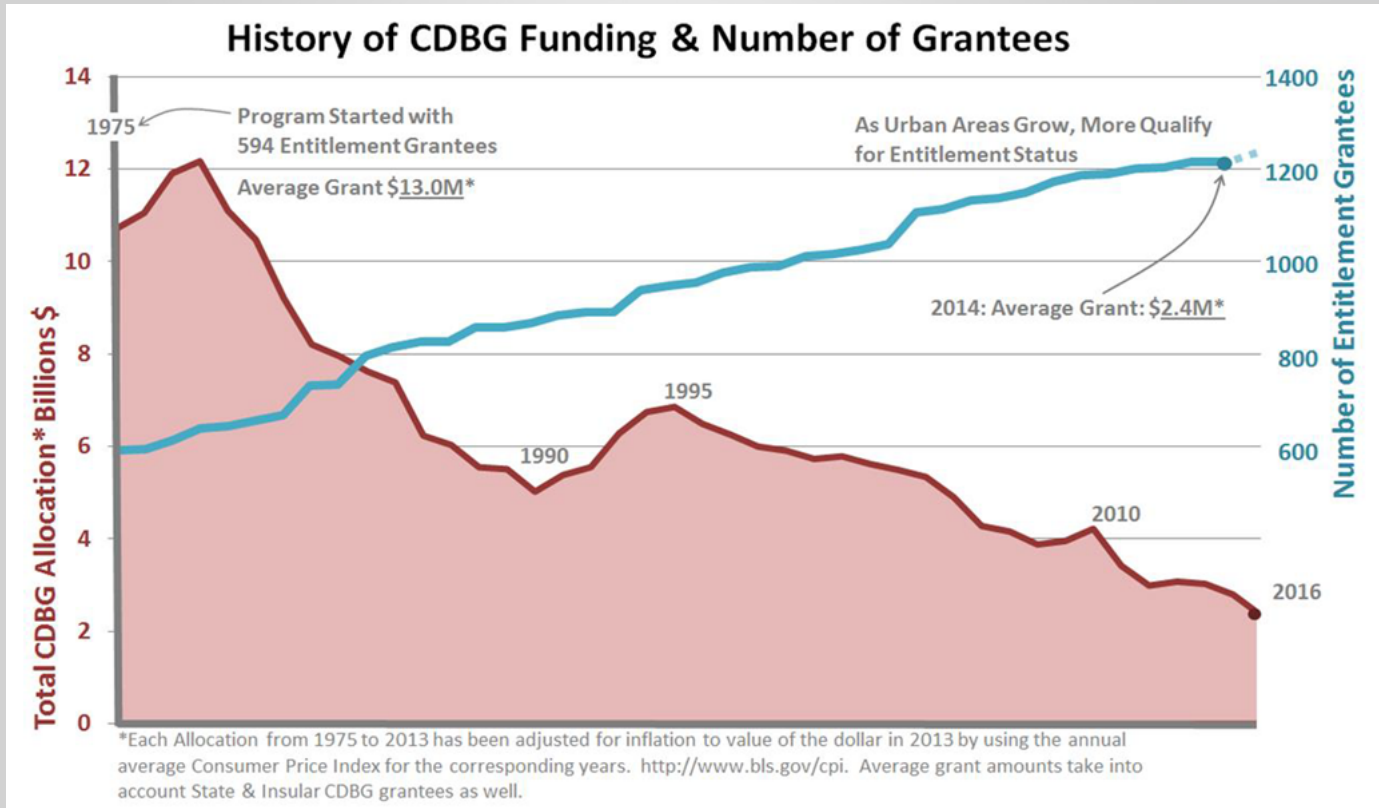


CDBG Roles

Key partners in CDBG programs include:

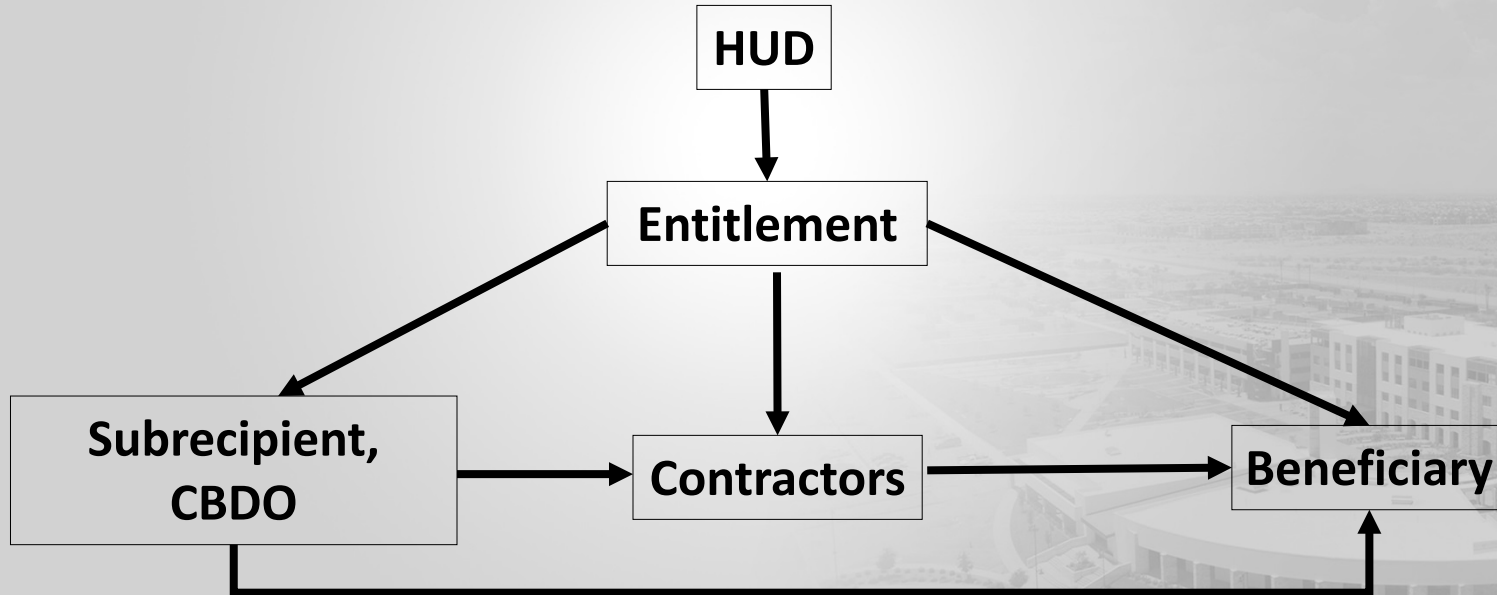
- HUD – Community Planning & Development(CPD)
 - Entitlements (cities and urban counties)
 - States
 - Units of General Local Government (UGLGs)
 - Subrecipients
 - Community Based Development Organizations (CBDOs)
 - Contractors
 - Beneficiaries
- 

CDBG History



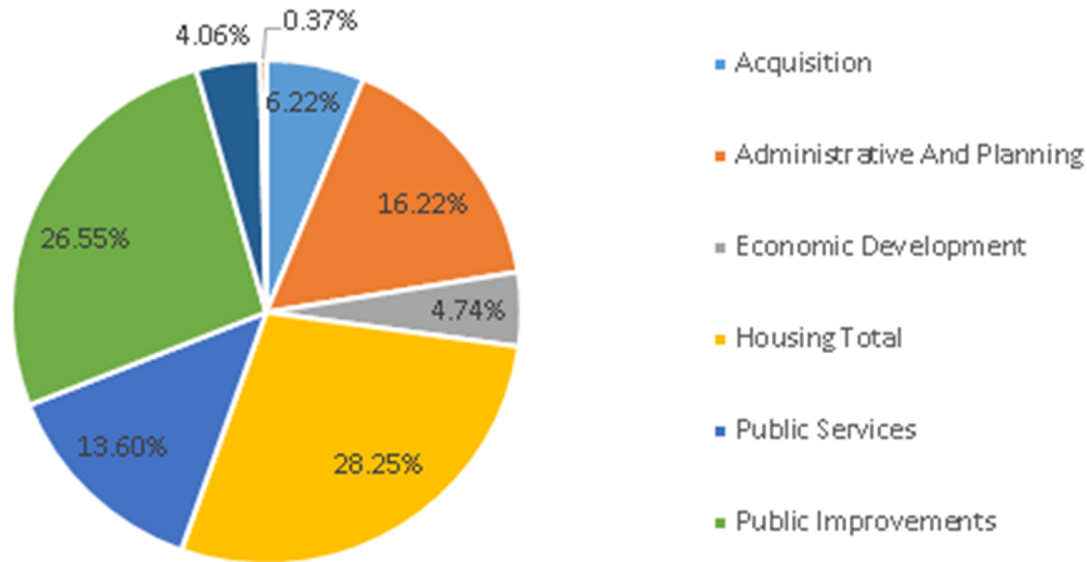
CDBG Money Flow

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

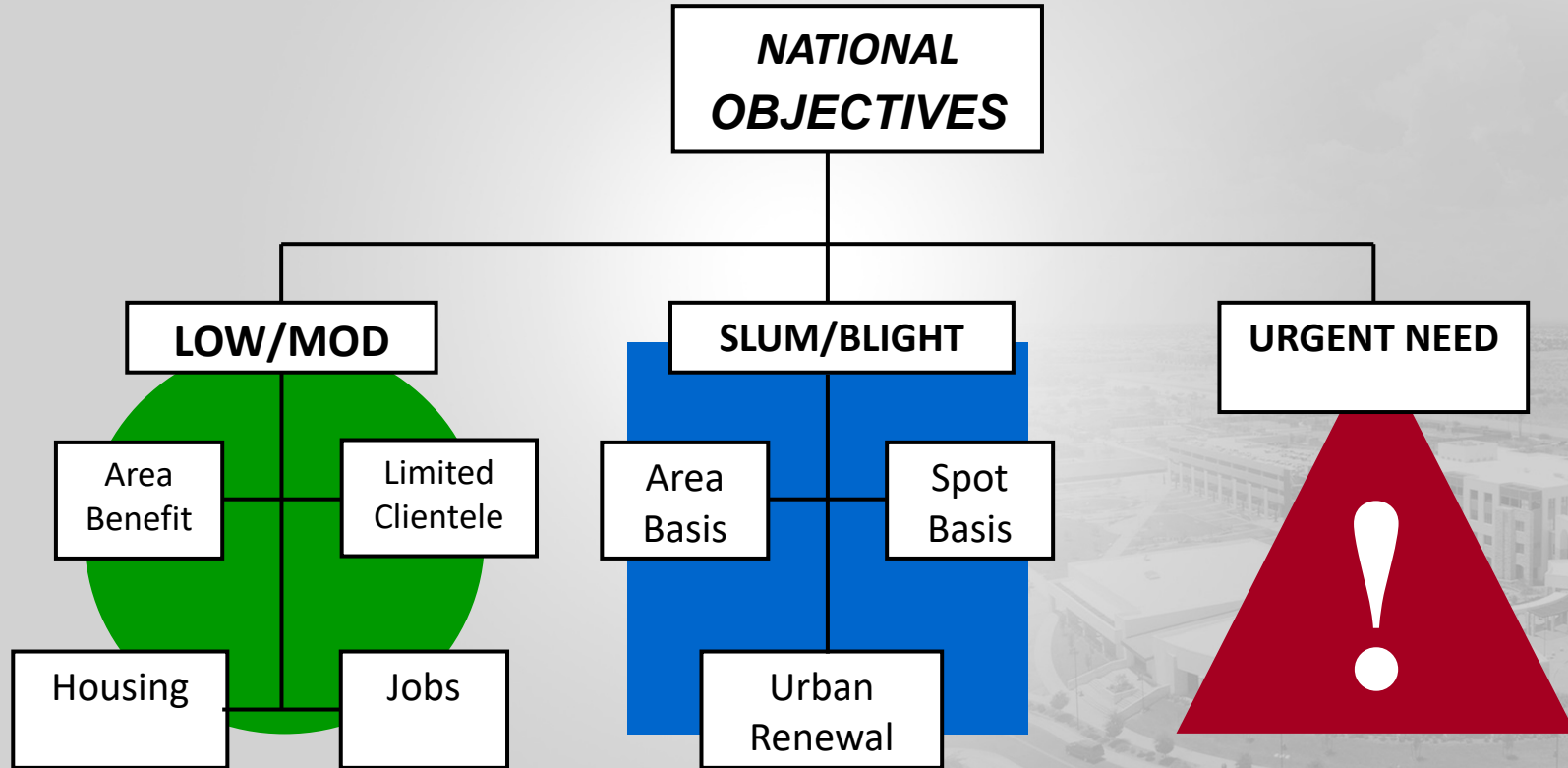
City of Surprise PY2024 = \$702,302



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
- ADA accessibility
- Financial management
- Environmental review
- Section 3 labor
- Build America Buy America (BABA)
- Davis Bacon labor standards and related acts
- Documentation and Record Retention
- Others, as applicable

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 Projects



- **Affordable Housing Rehab/Acquisition**
- **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 given 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.

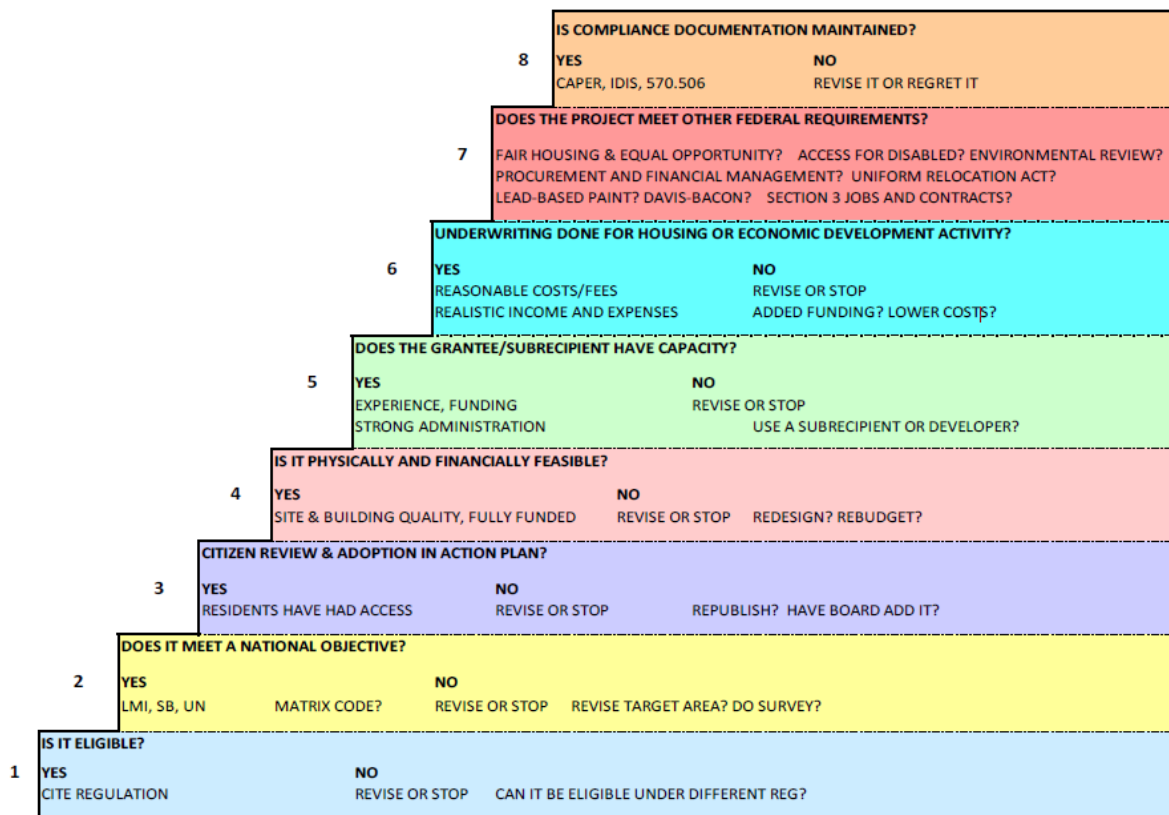


End of year accomplishments:

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



Putting it All Together





Thank You

QUESTIONS OR COMMENTS?

Adam Lane
Human Service & Community Vitality
Housing & Community Services Manager



CITY OF SURPRISE
Veterans, Disability and Human Services
Commission

Council Meeting Date: December 11, 2024 Contact Person:
Submitting Department: Human Svcs and Comm District: Citywide
Vitality
Staff Recommendations:

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

Agenda Wording:

*Discussion and action pertaining to recognition of Mayor Skip Hall's years of service to the City of Surprise.

Motion:

Discussion only.

Background:

This item was requested by Commissioner Maxfield to discuss how the commission can recognize Mayor Skip Hall's years of service to the City of Surprise.

Objective Analysis:

To discuss ways in which the commission can honor Mayor Skip Hall.

Policy Compliant:

This item is compliant with City and Council policies.

Financial Impact:

n/a

Budget Impact:

FTE Impact:

ATTACHMENTS:
