

**Approved Minutes of the Maricopa HOME Consortium Public Meeting
August 20, 2020 9:30 am**

Consortium Members Present:

Marsha Chavez, City of Avondale
Karin Bishop, City of Chandler
Melanie Dykstra, Town of Gilbert
Trilese DiLeo, City of Glendale
Rachel Milne, Chair, Maricopa County
Jaime Gonzalez, City of Peoria
Diane Ethington, City of Scottsdale
Adam Lane, City of Surprise
Elizabeth Garcia, City of Tempe

Others Present:

Jamie Macfarlane, City of Glendale
Regina Marette, Maricopa County
Carissa Cyr, Maricopa County
Lori Francisco, Maricopa County
Stephanie Brewer, Newtown CDC

1. Call to Order

At 9:31 a.m., Rachel Milne, the Chair, called to order the August 20, 2020 Maricopa HOME Consortium Public Meeting, held telephonically as a response to COVID-19.

2. Roll Call

Regina Marette called the roll and a quorum was established.

3. Approval of Minutes (07/16/20)

Rachel Milne called for a motion to approve the minutes of the July 16, 2020 monthly HOME Consortium Public Meeting. Rachel Milne asked for a motion to approve the minutes. Melanie Dykstra motioned to approve the minutes. The motion was seconded by Jaime Gonzalez and passed unanimously.

4. Newtown Community Development Corporation-Environmental Reviews

The Executive Director of Newtown CDC, Stephanie Brewer, presented the Consortium with Newtown's new Price Sheet to offer consulting services for Environmental Reviews. The Price Sheet includes the following services: CENST, Appendix A, and CEST reviews. Newtown is not currently consulting on Environmental Assessments but may provide that service in the future.

5. Upcoming Reports

CAPER - Carissa confirmed that the County is not seeking a waiver to delay the submission of the CAPER. Consortium contributions are due next Friday, August 28th. She said the County is working to streamline the HOME CAPER reporting from the Consortium so that the County reporting request focuses on HOME funds. The match portion of the contributions request was eliminated, and the County will use consortium members' Match Logs and IDIS reports to capture the matching requirements in the CAPER.

Regina explained that the TBRA reporting for the CAPER is unlike other activities, in that all TBRA clients are counted if they received a housing assistance payment during the reporting period regardless of whether the activity is completed in IDIS. She sent emails to capture the number and demographic data of the TBRA beneficiaries served during the Program Year.

Section 3 - The reporting period for Section 3 Summary Reports (Form HUD-60002) is 07/01/19-06/30/20. The County will send you a request for your information and will submit the compiled report to HUD by September 30, 2020.

MBE/WBE-There are two reporting periods for the MBE/WBE report. The first report is due with the CAPER and accomplishments are reported in Table CR-15. The reporting period is the Program Year and we are only counting information on the CR-15 for activities that have been *completed in IDIS*.

The MBE/WBE HUD form 2516 is due to HUD September 30th, but the reporting period is the federal fiscal year October 1, 2019 through September 30, 2020. An email will be sent out soon with the 2516 form to be completed.

Davis-Bacon- The semi-annual report is also due October 15th for the reporting period of 04/01/20 through 09/30/2020.

Quarterly Performance Reports- Quarterly reports will begin for Program Year 2020 when the first milestones on the Work Statement in the IGA are due to be completed. So please be realistic when completing your milestones in the Work Statement.

Match Logs-Please be sure to keep these current and to track all additional contributions if you “bank” match. If you require a subrecipient or CHDO to contribute 100% of their matching liabilities, your contributions will be zero. The only “bankable” match is match generated by the consortium member.

6. County Announcements:

Match Waiver clarification- This waiver means that all funds drawn in IDIS between 10/01/19-09/30/2021 have no required matching contributions. Because of the lag time between reimbursements, please plan to submit all draws by August 1, 2021 to receive the waiver. Again, the funds must be drawn in IDIS by 09/30/21 to receive the match waiver.

TBRA update- Submit TBRA reimbursements no less than quarterly. Be sure to submit a new set up report any time there are new beneficiaries to the program. Remember to only submit reimbursements once rent has been paid. Reimbursements, including all program delivery costs, are ineligible unless they are tied to a housing assistance payment.

- PY2020 IGAs- The County is requiring all agreements be signed by third parties before the Board of Supervisor approves them. Regina said to let her know when you are ready to start the process to execute your PY 20 agreement and she will send you a work statement to complete.

7. Round Table-Consortium Member Updates

Rachel announced that Shawn Pierce will be replacing Matt Utyro and has 20 years CDBG experience. Shawn will eventually be the contact person for Environmental Reviews for the County. Rachel also announced that Lina Alam is no longer our Grants Accountant and that Lori Francisco will be taking over the position.

Regina announced that Trellis is moving forward on their new construction of three single family homes in Avondale. Rachel said it is exciting to see some CHDO activity on the West side.

The Region IX Part 58 Environmental Review training that was previously scheduled in Phoenix in August will now be through a webinar for the month of September on Tuesdays and Wednesdays.

8. Call to Public

The public had no comment.

9. Adjournment

There being no other business, the Chair entertained a motion for adjournment by Melanie Dykstra and seconded by Karin Bishop. The motion passed unanimously. The meeting was adjourned at approximately 10:06 a.m.

Respectfully submitted,

Regina Marette

Regina Marette, Recording Secretary.