

Approved Minutes of the Maricopa HOME Consortium Public Meeting
May 21, 2020 9:30 am

Consortium Members Present:

Marsha Chavez, City of Avondale
Karin Bishop, City of Chandler
Melanie Dykstra, Town of Gilbert
Matthew Hess, City of Glendale
Rachel Milne, Chair, Maricopa County
Jaime Gonzalez, City of Peoria
Michele Payakovich, City of Scottsdale
Adam Lane, City of Surprise
Elizabeth Garcia, City of Tempe

Others Present:

Regina Marette, Maricopa County
Carissa Cyr, Maricopa County
Lina Alam, Maricopa County
Renee Ayres-Benavides, City of Peoria
Trilese DiLeo, City of Glendale
Irma Hollamby, City of Scottsdale
Adriane Clark, City of Surprise

1. Call to Order

At 9:32 a.m., Rachel Milne, the Chair, called to order the May 21, 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 (04/16/20)

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

4. Planning Processes

- Consolidated Plan/2020 Action Plan/AI Submission to HUD- Carissa announced that the County received everyone's schedules, and we are on track for submission to HUD by July 15th. Please email Carissa as soon as you are ready to submit to HUD. The County will submit all plans as soon as we have confirmation from everyone. We will send everyone the two updated Citizen Participation Plans and the final Analysis of Impediments to Fair Housing Choice documents for their records.
- PY 2019 Action Plan Substantial Amendment to add CARES funds- Carissa noted that Avondale and Glendale have elected not to make a 2019 Action Plan amendment to add CARES, and they will instead add CARES funds to their PY2020 Action Plan. For those jurisdictions that are making 2019 amendments, HUD is allowing the use of a new process for Consortiums to submit plans to HUD on an as-needed basis, rather than all submitting together on June 15th as we had originally planned. Each city will need to email Rachel and Carissa when they are ready to submit their amendment to HUD. If there are any amendments that are ready to be submitted, the County will 'Submit' the plans in IDIS weekly on Fridays at 3pm until the final submission on or before June 15th. Our HUD CPD Representatives have discussed and will coordinate to complete their reviews in approximately 3-5 days. During this time, all plans will be locked for edits. After they

place the plans back into 'Reviewed and Awaiting for Modifications' status, everyone will be able to continue to make edits to their plans.

Carissa also mentioned that HUD held a webinar related to CARES amendments that is now posted online, and that they also released a guide for 'Setting Up a Substantial Amendment for CARES Act Funding' that will be helpful as we input items into IDIS. HUD discusses which SF-424s and Certifications to use for CARES funds in the guide.

5. HOME Waivers

Regina announced that Maricopa County notified HUD of its intent to use HOME waivers on April 29, 2020 after HUD advised the County that the waivers must be submitted by the Responsible Entity. A copy of HOME Waivers that the County requested from HUD on behalf of the entire consortium was sent to members in an email. Regina explained that the County elected to request waivers for most of the HOME waivers available, with the intention of not exercising all the waivers requested, but if there was a possibility of using them in the future.

In order to keep track of the consortium's waivers, Regina asked each member to complete the "HOME Waiver Elections" form and return to the County. The form corresponds directly to the HUD waiver request, so refer to HUD's form for explanation. Please make sure to document each project file if electing to use a waiver. Please pay careful attention to the dates that the waivers are in effect.

- Administration- This waiver is for PY 2019 and PY2020 and increases the cap from 10% to 25%. Regina reminded everyone that the County is allocated administrative funds from the members in the amount of 5% of each member's pro rata-share of HOME program allocations. Therefore, the eligible increase in administration funds with this waiver is nearly 20%. It is important to note that if a member elects to utilize the administration waiver, the additional administrative funds will be transferred from the entitlement funds, so the overall contract amount for each consortium member will stay the same, but less money will be allocated for program activities. Regina said that she needs to know whether a member is electing to use this waiver for PY20, prior to contract execution. For PY19, she said that the County can execute a budget adjustment and amend work statements. An Action Plan amendment might also need to be submitted.
- Match - The match waiver eliminates the 25% matching requirement on all expenditures for HOME funds expended between October 1, 2019 and September 30, 2021. Regina suggested documenting this waiver by writing "Waived" on the reimbursement request at the bottom of the form under "Match." Regina advised members to still track match on the Match Log so that the funds can be "banked" for future use.

6. Round Table-Consortium Member Updates

HOME Consortium 3 Year IGA-Regina reported that the County Board of Supervisors approved the IGA on May 20th and that she will forward a scanned copy to each member once it is executed by the Chairman. Regina reminded members to submit audits and Quarterly Performance Reports.

7. Call to Public

The public had no comment.

8. Adjournment

There being no other business, the Chair entertained a motion for adjournment by Michele Payakovich and seconded by Melanie Dykstra. The motion passed unanimously. The meeting was adjourned at approximately 10:13 a.m.

Respectfully submitted,

Regina Marette, Recording Secretary.