

**Approved Minutes of the Maricopa HOME Consortium  
Public Hearing and Meeting  
March 17, 2016  
9:30 a.m.**

**Present:** Matt Hess, City of Avondale  
Barbara Bellamy, City of Chandler  
Melissa Vizzerra, City of Chandler  
Andrew Carlson, Town of Gilbert  
Diane Ethington, City of Scottsdale  
Jason Hughes, City of Surprise (telephonically)  
Amy Jacobson, Maricopa County  
Regina Marette, Maricopa County  
Lisa Lowery, Maricopa County

Amy opened the Public Hearing at 9:30 A.M. The purpose of the Public Hearing is to obtain Citizen Input and Comment on the draft Maricopa HOME Consortium FY2016-2017 Annual Action Plan. The public comment period is from March 11<sup>th</sup> through April 13<sup>th</sup>. All documents are available for comment on our website and at our office. Amy asked if there were any comments. No comments were made. Amy then closed the Public Hearing.

**Public Meeting:**

**1. Call to Order and Roll Call-**

At 9:35 a.m., Amy Jacobson called to order March 17, 2016 Maricopa HOME Consortium Public Meeting held in the Roosevelt Room, at 234 North Central Ave., 3<sup>rd</sup> Floor, Phoenix, Arizona 85004. Regina Marette called the roll and a quorum was established.

**2. Approval of Minutes (2/18/16)-**

Amy called for a motion to approve the minutes of the February 18, 2016 monthly HOME Consortium Public Meeting, unless there were any changes or corrections to the minutes. Matt Hess motioned to approve the February 18, 2016 minutes. The motion was seconded by Barbara Bellamy and passed unanimously.

**3. Program Year Expenditure Update Report-**

Lisa passed out the expenditures as of February 29<sup>th</sup> and the individual city spreadsheets by year. Currently, the County has only processed a little more than \$1 million. Lisa reminded the consortium that all 2009 HOME funds have a HUD expenditure deadline of September 30, 2016.

The County is implementing a new computer system on July 1 and if there are any problems, we need have time to correct the deficiencies. Any expenditures for the end of the fiscal year, June 30, 2016, should be submitted by May 15, 2016. This early date is to compensate for any glitches which may occur in the new system. Lisa reminded everyone to review their individual financials to make sure your records reconcile with the County records.

Lisa noted that she has added receipted program income to the spreadsheets that will tie to individual activities. This notation should help everyone use their own program income first before we draw down entitlement funds. Regina noted that the Reimbursement Request has a column for program income, which is not a cumulative number. It pertains to the current request only. It doesn't matter if you use recaptured funds (HP in IDIS) or program income first.

Barbara asked about allocating program income that is generated from a specific program and using it for a specific activity in that program. Regina clarified that program income does not have an identity and should be considered cash on hand, and therefore used with the next draw regardless of the program or activity that funds are requested for.

It is important to submit your Program Income/Recapture Funds monthly, if you are receiving program income.

**4. Reallocation of Surprise HOME funds \$8,534.66 discussion-**

Amy explained that the County received funds back from the City of Surprise. Due to the small amount of funds we are not having a formal application process like we did last year. The County is asking the members if they have a shovel-ready project or a project that already has a committed activity in IDIS, we do have the funds available. The funds are pre-2014 so they would have to be committed in IDIS. There would have to be a contract amendment. Please send Amy an email if you are interested. If a jurisdiction is interested, the reallocation will be put on the April 14 Special Meeting agenda as an action item.

**5. Commitment Shortfall as of 03/11/16 is \$1,727,206 and HOME Commitment Deadline is 07/31/16**

Amy said the HOME Commitment deadline for all funds for 2014 and prior need to be committed by July 31, 2016 or they will be swept by HUD. Refer to the back of the agenda for all relevant dates. For 2015, the regulations state a 24 month commitment deadline, however the consortium contracts only have a one year commitment deadline in order to have time to reallocate funds, if necessary. The current shortfall is \$1.7 million.

Included in your packet is a letter that was received by the County Manager from HUD identifying the amount of the shortfall. Amy explained that there would be letters going out to all department heads of the consortium members with a shortfall of commitments. Please submit Set Up forms as soon as possible.

Barbara Bellamy asked if there will be contract amendments, if any funds are swept by HUD. Amy said the County would have to amend the contracts affected by the action.

**6. Announcements and Information**

- Bulletins & Trainings--will continue to be issued and posted on the County website related to the HOME program. Amy announced the following:
  - Arizona Healthy Communities conference in Mesa on March 23<sup>rd</sup>.
  - Fair Housing Partnership Conference on April 8<sup>th</sup>.
  - CHDO training is provided by HUD on April 12<sup>th</sup> and 13<sup>th</sup>.
  - Environmental Review Training is from April 18<sup>th</sup> – 20<sup>th</sup>.
- Notice from HUD regarding Affirmatively Furthering Fair Housing (AFFH). Amy noted that the County has already completed a regional Analysis to Impediments (AI) which is the direction HUD is moving towards. The next County AI will not be due until the next Consolidated Plan is due and will be called an Assessment of Fair Housing, per HUD.
- Matt inquired an update from the County attorney regarding the language in the SHPO Programmatic Agreements. Amy said that the agreement is with our attorney. The new language will allow the County to acknowledge that there is a programmatic agreement in place and the cities would be the lead agencies that will be doing the actual review of the activity. The County can not sign off on the agreement because they are not a party to it, but a separate legal document will be in place so that the County will acknowledge the

SHPO language that the cities have signed off on. The County will remain the certifying officer. The programmatic agreements will have to be specific as to which funds the agreement pertains to.

If a jurisdiction is working on a new Programmatic Agreement, the County will be able to sign off on it as long as it clearly delineates the role of the County as certifying officer for HOME funds, and the city as lead agency for SHPO only. Please submit draft Programmatic Agreements to Amy for review. The term of the agreement will probably depend on SHPO.

- HOME Contract Performance Reports—Regina asked everyone to please submit their Contract Performance Reports which are required per the HOME agreements. Everyone should have received their 2015 Contract Performance Reports. The next reports are due on April 15<sup>th</sup> and you will have two reports due, one for 2014 and one for 2015.
- Annual Plan Update—The plan is completed in draft form. If there are any updates, please email Carissa.
- ZoomGrants—Amy said the County is considering purchasing ZoomGrants, an on-line grants application management system. ZoomGrants will allow us to receive and score applications, issue RFPs, track funding reimbursements and quarterly reports online, among other things. The County will pay for the HOME applicants' registration fees.
- Special Consortium Public Meeting--The special consortium meeting will allow the consortium to approve the plan and review any comments prior to submitting the plan to the BOS. The consortium special meeting will be held via conference call on April 14<sup>th</sup> at 9:30 a.m. (the day after the comment period ends) to approve the AAP.

#### **7. Call to the Public-**

Call to the Public is an opportunity for the public to address the Consortium concerning a subject that is not on the agenda. Public comment is encouraged. At the conclusion of an open call to the public, individual members of the Consortium may respond to criticism made by those who have addressed the Consortium, may ask staff to review a matter, or may ask that a matter be put on a future agenda. However, members of the Consortium shall not discuss or take legal action on matters raised during an open Call to the Public unless the matters are properly noticed for discussion and legal action. *No response from the public.*

#### **8. Adjournment-**

There being no other business, the Chair entertained a motion for adjournment by Matt Hess and seconded by Barbara Bellamy. The motion passed unanimously. The meeting was adjourned at approximately 10:25 a.m. The next scheduled special public meeting will be April 14, 2016 and the next scheduled public meeting will be April 21, 2016.

Respectfully submitted,



Regina Marette  
Recording Secretary