

**Draft Minutes of the Maricopa HOME Consortium Public Meeting**  
**January 17, 2019**  
**9:30 a.m.**

Consortium Members Present:

Matthew Hess, City of Avondale  
Karin Bishop, City of Chandler  
Melanie Dykstra, Town of Gilbert  
Charyn Eirich-Palmisano, City of Glendale  
Rachel Milne, Chair, Maricopa County  
Jaime Gonzalez, City of Peoria  
Michele Payakovich, City of Scottsdale (Telephonically)  
Deborah Perry, City of Surprise (Telephonically)  
LeVon Lamy, City of Tempe

Others Present:

Renee Ayres-Benavidez, City of Glendale  
Buzz Essel, City of Glendale  
Jamie MacFarlane, City of Glendale  
Kinari Patel, MAG  
Carissa Cyr, Maricopa County  
Regina Marette, Maricopa County  
Lina Alam, Maricopa County  
Matt Utryo, Maricopa County  
Zelia Miranda, Maricopa County  
Stephanie Brewer, Newtown CDC  
David Crummey, Newtown CDC  
Allen Carlson, Newtown CDC  
Steve Langstaff, Save the Family  
Krista Shockey, ARM of Save the Family  
Elizabeth Garcia, City of Tempe  
Glenn Karlson, Trellis  
Jack Evans, Trellis

**1. Call to Order**

At 9:40 a.m., Rachel Milne, the Chair, called to order the January 17, 2019 Maricopa HOME Consortium Public Meeting, held in the Roosevelt Room, at 234 North Central Ave., 3<sup>rd</sup> Floor, Phoenix, Arizona 85004.

**2. Roll Call**

Regina Marette called the roll and a quorum was established.

**3. Introductions**

Members in the room and on the conference call introduced themselves.

**4. Approval of Minutes (10/18/18)**

Rachel Milne called for a motion to approve the minutes of the October 18, 2018 monthly HOME Consortium Public Meeting. Melanie Dykstra motioned to approve. The motion was seconded by Jaime Gonzalez and passed unanimously.

## **5. CHDO Presentations**

Three applications were received for CHDO funding and were presented in alphabetical order.

ARM: Steve presented the ARM of Save the Family application for \$487,600 with a match of \$121,900 from the Federal Home loan bank to acquire, rehabilitate, and rent two single family units in Chandler (one with two bedrooms and one with three bedrooms). ARM units are monitored/serviced on a 24 hour a day basis. ARM residents are offered career and educational assistance as well as parenting classes and financial services. The average stay for an ARM unit resident is currently about 3 years and about 70% of the residents increase income within first year of occupancy. There are currently 1,000 total families on the wait list. Tenants are selected from the top of the wait list on a first come first serve basis. One house would be \$265,137 minimum.

Newtown CDC: David presented the Newtown CDC application for \$650,000 for the new construction and sale of thirteen single family micro-units in Tempe. Twelve of the units will be 2-story lofts (one bedroom/one bathroom) and one unit will be fully ADA accessible. Each home will be energy star certified and will follow the existing Community Land Trust model. There will be an HOA that will be run by the residents. The fees will cover sewer, trash, electricity, and maintenance. The property will also include a shared laundry facility, community garden, and a community room with a kitchen. Units to be priced at \$100,000 per unit.

Trellis: Glenn presented the Trellis application for \$350,000 for the new construction and sale of three single family units in Avondale with an \$87,500 match of various sources. Two of the units will include 3 bedrooms and the other will include 4 bedrooms, with an option to scale back. The prospective buyers are prepared for home ownership through counseling services. Loans are forgivable after 10 years or due on sale if sold prior. Units expected to be priced between \$215,000 and \$230,000.

## **6. Reallocation of CHDO Funding**

Regina made the Consortium aware that the City of Guadalupe was allocated \$80,000 in 2017 but have chosen not to accept. The reallocation must be committed by October therefore funds will be reallocated to an existing CHDO contract. Newtown CDC and ARM of Save the Family have submitted proposals to the CHDO subcommittee, who are meeting after this Consortium meeting, to determine the 2019-20 CHDO allocations and to make recommendations to the full Consortium for the 2017 funds as outlined in the handout included in today's packet. The recommendations will be submitted for approval at the next Consortium meeting.

## **7. Update on the 2019 Annual Plan and the 2020-2025 Consolidated Plan**

Carissa thanked the members who have submitted their schedules and normal annual contributions. She asked those that have not submitted to please send those in to be compiled into one master schedule. Carissa informed the Consortium a Funding Contingency tab was added to the Excel Contributions form. The contingencies allow the County to put the draft 2019 Action Plan out for public comment in the event funding allocations are not received by the comment period start date.

Carissa reminded the Consortium that the 2020 Consolidated Plan and the Analysis of Impediments to Fair Housing Choice (AI) are due to HUD on May 15, 2020. The County is placing RFPs through their procurement office. There will be two separate RFPs with an estimated start date for the consultants of July 1<sup>st</sup>. The AI will be updated from the Regional 2015 AI, which covers all HOME Consortium cities. The County is currently

working with OPS to add Cooperative Purchasing language to the Consolidated Plan RFP so that individual cities can hire the consultant, if needed.

## **8. Environmental Reviews**

As a result of the recent Tempe audit evaluation, Maricopa County has taken a closer look at all environmental reviews which adds additional layers of requirements and has taken additional time. Rachel apologized for the length of time this process is taking but assured the Consortium the goal is to expedite reviews and have a reliable checklist going forward. In order to alleviate any and all concerns Rachel suggested a training be held on CEST and the steps needed to complete a review. The hands on training is available to CHDO and Consortium members and will take place on February 25<sup>th</sup> at 9 a.m. at the Security Building computer lab.

Consortium Members expressed their concerns with the length of time, amount of new requirements and perceived inconsistencies with the county's review. Matt suggested a subcommittee be formed to review and come to a consensus on verbiage, documentation, and forms by activity prior to the CEST training. The subcommittee was formed and includes Avondale (Matt), Glendale (Jamie), Tempe (LeVon) and Maricopa County (Regina and Matt) and will meet prior to February 12<sup>th</sup> at 10 a.m.

## **9. Announcements**

- Quarterly performance reports were due 1/15 and only half have been received. The reports are required even if there is no activity. Per request Regina will include a program income section on the report.
- HOME Consortium 3 Year IGA – Rachel advised this is the last chance to submit attorney comments.
- Federal government shutdown – Members discussed how their programs have been affected as a result of the shutdown.
- New Request for Reimbursement Form – Program income has been broken out entirely. Today's packet includes a copy of the new form.

## **10. Call to the Public**

The public had no comment.

## **11. Adjournment**

There being no other business, the Chair entertained a motion for adjournment by Melanie Dykstra and seconded by Matthew Hess. The motion passed unanimously. The meeting was adjourned at approximately 10:55 a.m. The next scheduled public meeting will be 2/21/2019 unless there are no discussion items, in which case it will be cancelled.

Respectfully submitted,

Zelia Miranda  
Recording Secretary