

**Housing Trust Subcommittee: Emergency Rental Assistance Program**

2020 AUG 10 AM 8:50

**Minutes**

July 10, 2020

2-3pm

Remote Meeting

**Attendance:** Judie Feins, Gloria Leipzig, Rachel Heller, Betsy Lipson

**AGENDA**

Review draft contract for Metro West Collaborative Development (MWCD).

**Discussion:**

- Gloria agrees to finalize this contract draft and send it to Patrice Garvin, Town Manager, for review by the Town Counsel.
- Some points we raised that Gloria agreed to follow up with MWCD director about:
  - Based on MWCD's experience with similar program in Newton: does MWCD disburse funds to landlords checks once per month or all at once? Who in City of Newton approves funds prior to payment? Is payment from city to MWCD made on a schedule or by request? Add a checkbox onto application asking if applicant is willing to be contacted by the Housing Trust. Ask her about passing on to the Housing Trust applicants who are ineligible due to subsidized tenancy so that HT can follow up with advice for other means of assistance.
- Revise MWCD reporting to weekly reports to the Trust with number of applications received, number completed, number ineligible and reasons for ineligibility, number landlords declining to participate. Revise language on security and disposal of private records.

Submitted by Betsy Lipson July 10, 2020