CITY OF PRESCOTT
ARIZONA

CITIZENS ADVISORY COMMITTEE
COMMUNITY DEVELOPMENT BLOCK GRANT
AGENDA

CITIZENS ADVISORY COMMITTEE - CDBG
REGULAR MEETING
Wednesday, September 5, 2018
2:00 PM

BASEMENT
CONFERENCE ROOM
201 S CORTEZ ST
PRESCOTT, ARIZONA
(928) 777-1207

The following agenda will be considered by the CITIZENS ADVISORY COMMITTEE (COMMUNITY DEVELOPMENT BLOCK GRANTS) at the Committee Meeting held at 201 S Cortez Street, Prescott, AZ 86303. Notice of this meeting is given pursuant to Arizona Revised Statutes, Section 38-431.02.

I. CALL TO ORDER

II. INTRODUCTIONS

MEMBERS	
Jerry Jones, Chair	Connie Cantelme
Mary Ann Suttles, Vice-Chair	Mel Roop
Bob Painter	Tom Benson

III. REGULAR ITEMS

1. Approval of the August 17, 2018 Meeting Minutes
2. Budget Update (discussion and action of carryover funds, review scopes of work)
3. Review of Proposal from Prescott Area Shelter Services for Potential Funding

IV. ADJOURNMENT

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Prescott City Hall and on the City's website on August 31, 2018 at 12:00 p.m. in accordance with the statement filed with the City Clerk's Office.

Maureen Scott, City Clerk

THE CITY OF PRESCOTT ENDEAVORS TO MAKE ALL PUBLIC MEETINGS ACCESSIBLE TO PERSONS WITH DISABILITIES. With 48 hours advanced notice, special assistance can be provided for sight and/or hearing-impaired persons at this meeting. Reasonable accommodations will be made upon request for persons with disabilities or non-English speaking residents. Please call the City Clerk (928) 777-1272 to request an accommodation to participate in this public meeting. Prescott TDD number is (928) 445-6811. Additionally, free public relay service is available from Arizona Relay Service at 1-800-367-8939 and more information at www.azrelay.org.

CITY OF PRESCOTT
Everybody's Hometown

CITIZENS ADVISORY COMMITTEE
AUGUST 17, 2018
PRESCOTT, ARIZONA

MINUTES OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CITIZENS ADVISORY COMMITTEE (CAC) MEETING held on August 17, 2018 at 2:00pm in the Parks and Recreation Department FLAGSTONE CONFERENCE ROOM, located at 824 Gurley Street, Prescott, Arizona.

I. CALL TO ORDER

Chairman Jerry Jones called the meeting to order at 2:00 p.m. He welcomed Councilman Goode to the meeting.

II. ATTENDANCE

MEMBERS PRESENT	***STAFF PRESENT***
Jerry Jones, Chair	Darla Eastman, Grant Administrator
Mary Ann Suttles, Vice-Chair	***COUNCIL PRESENT***
Robert Painter	Phil Goode, Council Liaison
Tom Benson	
Mel Roop	
Connie Cantelme	

III. REGULAR AGENDA ITEMS

1. Welcome Mel Roop, Connie Cantelme, and Tom Benson

Chairman Jones welcomed Mel Roop, Connie Cantelme, and Tom Benson, as well as, the other Committee Members.

Chairman Jones asked about the vacancy for the Committee Member seat, vice-Vasquez, and when will it be filled. Ms. Eastman responded that the City Clerk's office is charged with organizing a meeting with the Council to make that decision. Sandy Griffis has put in her application for the position.

2. Approve the March 23, 2018 meeting minutes

Ms. Suttles, MOTION to approve March 23, 2018 meeting minutes. **Mr. Painter, 2nd. VOTE 6-0; passed.**

3. PY16/17/18 Program Status Update

Ms. Eastman presented the program status update. She said that the program year 2018 projects are being developed with most of the environmental reviews and subrecipient agreements being completed for the public service projects. We are well into the process with the construction projects and pre-construction photos have been taken for all the construction projects. Program year 2017 projects are completed with the exception of two Americans with Disabilities Act (ADA) bathroom construction projects. Ms. Eastman went into some detail of the bid process and how the two projects are progressing. The last

project in program year 2016 is the Coalition for Compassion and Justice's (CCJ) Home Repair Program. Ms. Eastman said that there is $8,000 remaining in the project and she has been contacting CCJ to submit plans for their home repair projects. She said CCJ needs to provide these plans so that the U. S. Department of Housing and Urban Development (HUD) requirements are met and the funds are not "at risk." HUD will flag project funds until the reporting requirements are met. Ms. Eastman said that she and the CAC Chair have spent a great deal of time with CCJ to help them with their past home repair program projects by setting up monthly progress meetings, monitoring eligibility records, and providing construction contacts to do the work.

Ms. Cantelme asked why we are providing funds to CCJ. The Committee responded and gave Ms. Cantelme a brief description of how proposals are requested for CDBG funding and how the proposal process works. Ms. Cantelme commented on their account. The Committee explained how CCJ provides for the homeless and people in poverty and that CCJ is a co-cooperator of the project for the panhandling reduction assistance. Ms. Eastman reported that HUD, after their review of the 2018 Annual Action Plan, deemed the project ineligible as written and said that she will be working with US Vets, the other co-cooperator, on revising the scope of work to request eligibility.

Ms. Cantelme reported that she has done a lot of research with the CDBG funding and has discussed the program with former Mayor Oberg in the past. She said she questioned where the money was going because she is an advocate of neighborhood revitalization. She said she looked back the last 7 years and nothing has gone to neighborhood revitalization, except funds through shelters. The Committee provided Ms. Cantelme with a spreadsheet that showed where the CDBG funds were spent in the Dexter Neighborhood and other projects where major infrastructure support was provided. Chairman Jones commented that is handled through the census process where HUD determines the low-to-moderate income neighborhoods within the Prescott area.

The Committee suggested that the new members attend a workshop that will provide members with an introduction to CDBG and the details of the City of Prescott's program. Tom Benson, Mel Roop and Connie Cantelme set a date with Ms. Eastman to attend the workshop on August 29, 2018 at 2:00pm.

As part of the $50,000 of unspent funds, Mr. Benson asked if he could contact CCJ as a Committee member to understand what CCJ needs are, do some fact finding, and to help them with communications between the CCJ and the CDBG program. The Committee responded to Mr. Benson that it may not be advisable as a Committee Member, to ensure compliance with the Open Meeting Laws, but that he could talk with them as a Prescott citizen. It was recommended that Committee Members contact Matt Podracky with the City's Legal Department for any questions in regards to their responsibilities on the Committee. Committee Members commented on how CCJ helps the community and provides a valuable service to our homeless and that the CAC CDBG program needs to be able to work collaboratively with CCJ.

Liaison Goode commented that it all comes down to process. The applicants and the City's CDBG program have requirements that must be met. If reports are not complete or deadlines are not met, the applicants do not get funded, and in turn, the City does not get funded. The CDBG program is allocating funds under the assumption that the applicant will completed their projects as required. If that doesn't happen then there is the potential for funds to be shifted to other applicants to make sure the funds do get allocated and spent, otherwise the funds are lost, not only for the current year, but future years as well.

4. HUD Monitoring Review Update

The Committee decided to ask Ms. Eastman questions regarding the recent HUD Monitoring Review on their own if needed.

5. Budget Update (Review, discussion and action of carryover funds)

The Committee went through the budget table. Chairman Jones mentioned that it was predicted that we would receive around $232,000 as our annual allocation; however, our final allocation came to $250,000 this year. We will carryover the remaining balance and add it to the program year 2019 request for proposals and annual action plan.

Chairman Jones reported that there may be carried over from program year 2015 funds and we want to gear up for that if needed. It was decided that the Committee Members would get copies of the scopes of work for active construction projects and provide their input at the next meeting.

6. Review Calendar for PY18/19

The Committee set a date for the next meeting to be held September 5, 2018, at 2:00pm. The Committee also went over the proposed dates for the upcoming request for proposals and public meetings for the 2019 funding year.

7. Part 2 of the CDBG Program Tour

The Committee toured the Grace Sparkes ADA restroom project at the Armory.

IV. ADJOURNMENT

Chairman Jones adjourned the meeting at 3:15 p.m.

Jerry Jones, Chairman

Darla Eastman,
CDBG Administrator

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

ACTIVE CONSTRUCTION PROJECTS

AVAILABLE FOR FUNDING

SCOPES OF WORK

SCOPE OF SERVICE
PRESCOTT AREA HABITAT FOR HUMANITY (PAHH) FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

The Subrecipient will be responsible for administering a CDBG Year 2018 project in a manner satisfactory to the Grantee and consistent with any standards required as a condition of providing these funds. Such program will include the following activities eligible under the Community Development Block Grant program: to purchase the wood package for the houses at our Madison Park Cottage project. The wood package includes the framing materials, trusses, sheathing and siding plus items like house wrap and OSB plywood to close in the house. Volunteers provide most of the labor for each house under the supervision of a Certified- Competent Person with Safety Awareness as required by Habitat for Humanity International. The site location is: Madison Park Cottage Project, 319 Madison Avenue, Prescott, AZ, Lots: 4-R, 5-R, 6-R, APN: 113-14-015. Site Map:

Program Delivery

Activity # 1 – Subrecipient will purchase the wood package for the first house at our Madison Park Cottage project. The wood package includes the framing materials, trusses, sheathing and siding plus items like house wrap and OSB plywood to close in the house.

Activity # 2 – Volunteers provide most of the labor for each house under the supervision of a Certified- Competent Person with Safety Awareness as required by Habitat for Humanity International.

Activtiy #3 - Subrecipient will schedule a meeting with the Grantee immediately after the project is completed for a walk-through.

Activity # 4 – Provide the Grantee a PY 2018 year-end report with total number of persons benefited and the total cost of service provided with CDBG, attached as Exhibit One: Form B, no later than July 30, 2019.

CITY OF PRESCOTT AND NORTHERN ARIZONA COUNCIL OF GOVERNMENTS (NACOG)

I. SCOPE OF SERVICE

A. Activities

The Subrecipient will be responsible for administering a CDBG Year 2018 project in a manner satisfactory to the Grantee and consistent with any standards required as a condition of providing these funds. This project is for two modular ramps that will be available to the Prescott community. This will be done in collaboration with other housing services in the community, and would involve volunteer work to store and deliver these ramps to locations within the City based on need and availability. The availability of these ramps would be referred to our Area Agency on Aging (AAA) program, our Community Services Assistance (CSA) program, the Prescott Disabled American Veterans (DAV) chapter, the Prescott Area Habitat for Humanity, the Coalition for Compassion and Justice (CCJ) and the local U.S. Veterans Initiative.

This coordination will allow NACOG to maximize the use of these accessibility ramps; it would also fill a void in our community that exists for low-income elderly and disabled people who lack accessibility to their homes. This is a pilot program that will, hopefully, spur interest of other areas in Northern Arizona to become more aware of the needs of this demographic. A successful program in Prescott could have an influence on our state as a whole as NACOG facilitates the conversation about mobility with other COGs and departments within our organization. This is a project that has been discussed over the years between our organization and other emergency housing programs in our area, and will provide a great service to an underserved demographic in the Prescott community.

Program Delivery
Activity # 1 – Purchase modular ramps

Activity #2 – Store ramps locally and field requests from the community for use.

Activity #3 - Provide accessibility to the community.

Activity #4 - Complete final report.

Milestones:	**To Be Completed by:**
Activity # 1 – Purchase modular ramps	October 1, 2018
Activity #2 – Store ramps locally and field requests from the community for use.	On-going
Activity #3 - Provide accessibility to the community.	On-going
Activity #4 - Complete final report.	June 30, 2019

CITY OF PRESCOTT AND THE LAUNCH PAD OUTDOOR LEARNING CENTER

I. SCOPE OF SERVICE

The Subrecipient will be responsible for administering a CDBG Year 2018 project called the "The Launch Pad" that is a non-profit teen center in Prescott, AZ whose mission is "to incite teen confidence and empowerment through innovative community education and engagement." The Launch Pad opened its doors in November of 2013 and has been rapidly growing ever since. From serving around 20 teens a month when it opened with a small budget of $40,000.00, the Launch Pad now serves over 100 teens a month and has an annual operating budget of $200,000.

In the month of January 2018, The Launch Pad Teen Center served 126 different teens in an 1100 sq ft building for Drop In and an 1100 sq ft building next door that The Launch Pad uses as it's Tutoring Center and Homework Lab. New teens arrive everyday at The Launch Pad and the numbers continue to increase. The current space that The Launch Pad leases is a building on the corner of Sheldon and Grove on Prescott College Campus. The two buildings have served our communities' teens well over the last year. The Launch Pad has more than doubled its participants in the current space and now needs a larger building. The adolescents in the Prescott community would benefit from being able to access, in one location, all of The Launch Pad's programs. These programs include, but are not limited to the following: Project Launch Youth Workforce Development Program, leadership programs, tutoring and academic mentorship, six different after school clubs, art programs, 5 different summer camps, and weekend recreational activities, like music shows, open mics, and dances.

In order to address this problem of limited space so we can serve more teens, we are renovating a 3600' sq ft warehouse that we will also put a second floor in. This warehouse is located off of 6th street and the back of the property can be accessed on foot through the Depot Marketplace. Furthermore, to mitigate the financial impact this growth will have on The Launch Pad, to complement our youth workforce development program, Project Launch, and provide teens with opportunities for a paid apprenticeship, we are opening a non-profit coffee shop and teen apprenticeship program as part of The Launch Pad Teen Center in the renovated space.

On the first floor of The Launch Pad there will be the coffee shop, an art room, a game room, a large meeting space, a stage, and music area. On the second floor of The Launch Pad there will be a tutoring center, a large conference room for internal and external use, offices, and a meeting room.

The space outside The Launch Pad will have shared parking with Captain Crossfit, will include garden and green space, and will also have a walkway from the Depot Marketplace up to The Launch Pad.The coffeeshop and snack bar will provide 12 teens every year with a paid year long apprenticeship. The new location and renovation for The Launch Pad Teen Center will provide at a minimum 130 teens a month with wrap around services and programs and healthy after school snacks from the coffee shop and snack bar, and approximately 800 teens throughout the year with events and special programs. We will evaluate our ability to meet these outcomes through documentation of program participation. We will also evaluate the effectiveness of our programs through process and outcome based evaluations that happen throughout the year. An Impact evaluation of our new space and the coffee shop, on the lives of our teens and the betterment of the community overall, will be conducted at the end of our first year in operation at the new building.

US VETS
SCOPE OF SERVICE
Whipple Street TI Veterans Housing Project

The Subrecipient will be responsible for administering a CDBG Year 2018 project in a manner satisfactory to the Grantee and consistent with any standards required as a condition of providing these funds. Such program will include the following activities eligible under the Community Development Block Grant program: 1. Remodel bathroom, kitchen, transitional units, and administrative offices in the Outreach and Workforce Development Services to meet ADA compliance and increase accessibility by 10/31/18. 2. By 6/30/19 provide outreach services to 400 individuals experiencing homelessness. 3. By 6/30/19, provide workforce development and employment services to 150 individuals experiencing homelessness as a result of unemployment and/or underemployment.

U.S.VETS 25+ years of experience, strong collaborative relationships and dedicated board will continue to be invaluable in achieving our long-term objectives. A nationally-recognized leader in program development and service delivery, U.S.VETS has a history of innovation including development of a model dual-diagnosis program to address co-morbid mental illness and substance abuse among veterans and creation of ADVANCE, the first-of-its-kind program addressing military sexual trauma in female veterans. As the largest veteran specific non-profit service provider in the country with multiple sites in six states and the District of Columbia, U.S.VETS has the unique ability to create programs and activities at scale to effect change for the maximum number of veterans, as well as the programmatic capacity, military cultural competency and robust services to meet the varied needs of a heterogeneous veteran population.

Program Delivery

Activity # 1 – Acquire necessary permits for renovation.

Activity #2 – Work with Grant Administrator to carry out the environmental review, bid process, per the City of Prescott procurement requirements.

Activity #3 - Remodel bathroom, kitchen, transitional units, and administrative offices in the Outreach and Workforce Development Services to meet ADA compliance and increase accessibility by 10/31/18.

Activity #4 - Provide outreach services to 400 individuals experiencing homelessness.

Activity #5 – Provide workforce development and employment services to 150 individuals experiencing homelessness as a result of unemployment and/or underemployment.

Activity #6 - Complete the renovations and provide the inspection reports to the Grantee.

Activity #7 - Complete final report.

BOYS AND GIRLS CLUB OF CENTRAL ARIZONA

For Clubhouse Americans with Disabilities (ADA) Compliant Restrooms

I. SCOPE OF SERVICE

A. Activities

The Boys and Girls Club will accomplish enhancing existing facilities, which are old and were originally designed for seniors, not youth. The purpose of the project is to upgrade four restrooms in the Prescott Clubhouse. The downstairs restroom stalls and doors have become a safety issue and the toilets and sinks are non-functional.

The Subrecipient agrees to provide the following levels of program activity:

ACTIVITY 1. Develop a Scope of Work and project specifications, and coordinate with the City CDBG contact on bid documents which provide the project plan.

ACTIVITY 2. Installation Oversight – assign an on-site facility specialist who will serve as the primary contact for BGCCAZ, and be available at a scheduled time and date to meet with contractors in a pre-bid meeting and pre-construction meeting.

ACTIVITY 3. Approve the work plan developed by the selected contractor.

ACTIVITY 4. Approve the finished product (restrooms and related improvements).

ACTIVITY 5. **Provide a final summary report of accomplishments and beneficiaries. Final payment is contingent on completion of this activity.**

Activity Name: Dexter Neighborhood Sidewalks

ENVIRONMENTAL REVIEW RECORD
PROJECT NARRATIVE

1. Project Title: **Dexter Neighborhood Sidewalk and Pedestrian Access Improvements**

2. Project Description: (attach additional pages or forms from the CDBG application or contract scope of work as necessary)
   Sidewalk improvements along existing streets in dedicated R.O.W., approximately 2,000 lineal feet of sidewalk associated with W. Merritt Street, approximately 3,000 lineal feet of sidewalk associated with Lincoln Street and approximately 1,000 lineal feet of sidewalk associated with Madison Street.

3. Complete a. and b. if the information is not included in the attachment.
   a. Geographic Location (street names, compass direction, relation to town limit):
      1) **Lincoln St.: A North South street bounded on the north by Whipple Street and dead-ending into Grove Avenue to the South, located in the Dexter Neighborhood approximately one mile from the city center and within five miles of major employment.**
      2) **Merritt Street: An East West street bounded on the west by Division Street and to the east by 1st St., located in the Dexter Neighborhood approximately one mile from the city center and within five miles of major employment.**
      3) **Madison Avenue: An East West street, bounded on the west by 1st St. and the east by Natural Open Space located in the Dexter Neighborhood, approximately one mile from the city center and within five miles of major employment.**

   b. Size and/or Area (sq. ft. of building, size and length of pipe):
      1) **Lincoln Street: 3000 lineal feet of sidewalk.**
      2) **Merritt Street: 2000 lineal feet of sidewalk.**
      3) **Madison Avenue: 1000 lineal feet of sidewalk.**

   c. Existing Environmental Conditions (no sewer system, river contamination, unpaved streets, residential area, fully developed):
      Fully developed residential neighborhood.

   d. Purpose (to improve traffic and driving conditions by widening roads):
      Improvements will aid pedestrians to move safely through the neighborhood on primary routes. The improvements include primary routes to/from area schools and will also enhance the safety of children in this low to moderate income neighborhood.

PRESCOTT AREA HABITAT FOR HUMANITY/COALITION FOR COMPASSTION AND JUSTICE For HOME REPAIRS FOR LOW- TO MODERATE-INCOME PERSONS/CLIENTS AT VARIOUS LOCATIONS IN THE CITY OF PRESCOTT, AZ

I. SCOPE OF SERVICE

A. Activities

CDBG funding is for the purpose of Housing Rehabilitation to livability standards for low- to moderate-income persons owning their own home. Activities may include one or more of the following: 1) replacing or repairing roofs; 2) repairing or replacing heating/cooling units 3) accessibility upgrades; 4) new hot water heaters and/or 5) other code or safety items. The installation of backflow valves which is required by City Code will be included into each home's scope of work as needed.

Program Delivery

Habitat for Humanity will identify and qualify clients based on HUD requirements. See attached **Exhibit One: Form A.**

Upon completion, PAHH will provide a program year, documented record of the number of clients served by this funded project, including demographic information. See attached **Exhibit One: Form B.** The purpose of the requested documentation is for Grantee reporting purposes, as required, by the Department of Housing and Urban Development.

Although Exhibit One refers to monthly reports, reporting will be done at the completion of the grant using the attached forms.

Invoices can be submitted to grant administrator monthly until the $0.00 in CDBG funds is exhausted.

General Administration

B. National Objectives

All activities funded with the CDBG funds must meet one of the CDBG program's National Objectives: **benefit low- to moderate-income persons**; aid in the prevention or elimination of slums or blight; or meet community development needs having a particular urgency, as defined in 24 CFR 570-208.

The Subrecipient certifies that the activity(ies) carried out under this Agreement will benefit Low- to Moderate-Income Clientele.

C. Levels of Accomplishment – Goals and Performance Measures

The Subrecipient agrees to provide the following levels of program services and reporting:

Activity # 1 – Subrecipient shall maintain the private client certification provided for each household "**Exhibit One: Form A Client Certification**" or it's like approved form and make available to City of Prescott, CDBG Grant Administrator during project monitoring or upon request. Approximately 15 households will be served.

Activity # 2 – Provide the Grantee monthly or quarterly invoices on PAHH letterhead requesting reimbursement for services rendered.

Activity # 3 – Submit to the Grantee a short narrative PY2015 year-end report with total number of persons served, accomplishments, and the total cost of service provided with CDBG funding for the CDBG program year (ending June 30, 2016).

Prescott Area Shelter Services
FROM CRISIS TO STABILITY

August 27, 2018

Request for additional 2018 CDBG Funding

Prescott Area Shelter Services is requesting additional funding for 2018.

The Prescott Area Shelter Services (PASS) facilities are in need of improvements, which will ensure project sustainability. 'Project Restore' is a multi-faceted plan for improving the building structures to increase the efficient use of energy and rehabilitation of shelter items used specifically in support of homeless individuals.

Project Restore Progress:
The city of Prescott has helped PASS upgrade our facility over the course of the last ten years. Projects done have included Fire Alarm/Sprinklers systems, added bathrooms and showers, new HVAC units, and new Flooring.
The new flooring is the most recent CDBG project done this past month and recently completed. It has helped to renew our shelter space while making it a more sanitary space to serve homeless women and children. The flooring is great because it not only looks beautiful but because of its industrial strength so it can be mopped on a daily basis and it will last for years to come! Thank you for the new flooring!

However, we still have Project Restore items to be completed. The last of our project restore items are:
1. Replacing our old aluminum windows with up to date energy efficient windows.
2. Upgrading our lighting from florescent bulb lights to LED energy efficient bulbs, which require new valances.
3. New Kitchen sink and garbage disposal
4. Replacing an old skylight in the bathroom area.
5. Replacing and upgrading our main back door frame and door to include a push out bar.
6. Add ceiling fans to the Dorm sleeping area for better airflow.

Prescott Area Shelter Services
336 N. Rush Street
Prescott, AZ 86301
www.prescottshelters.org
928-778-5933

The project I am currently working on and have bids for are for new windows. I have had two bids so far and this project can start in September and be completed by the end of September 2018.

Window Project: The Shelter is in need of replacing 8 windows that are currently of aluminum frame from the 1980's. The windows are not energy efficient and offer no protection from hot or cold weather. We would like to replace all 8 windows with Milgard windows and dispose of our old windows. We are not replacing any frames. The most reasonable bid I have received is from Lowes who works directly with a local contactor called Zink Windows. Lowes can have the windows ordered and here by September 24th. Zink Windows can do the install on the windows on September 25th and 26th. The cost of this project is $4544.70.

The lighting project needs to be completed by an electrician. I have had one electrician come walk thru but has not provided me with a bid yet.

The sink and new facet can be done quickly, as I would purchase the sink and garbage disposal on my own and then hire a company to install it. Able and Ready construction are finishing up a current project for us and could install the both these items for us, so it would be just the purchase of the items which a sink is around 279.00 and a garbage disposal is around 150.00.

The door project consists of replacing our main back door in which our clients use to get in and out of the sleeping area of the shelter called the "dorm room". The current door sticks and is hard to open and the frame is falling apart. The new door would be not only a building improvement but also help in the safety of the people we serve. I do not have a bid on this yet.

The ceiling fan project would be to add 2-3 ceiling fans to the dorm area to provide better air circulation. The dorm room has a very high ceiling and the heat rises and is not dispersed as well as it could be in the winter months. In the summer month, it would provide better circulation of the AC and help keep it cooler in the summer months. There are no windows in the dorm room and we are unable to put a screen door on our back door due to the door opening out instead of in. Adding ceiling fans would help us to achieve better air circulation.

Prescott Area Shelter Services
336 N. Rush Street
Prescott, AZ 86301
www.prescottshelters.org
928-778-5933

The skylight in our shower area is the lowest ranked of the projects, however, does need to be addressed at some point. The skylight is one that opens up with a crank stick. You can close it, have it cracked open a bit or have it fully open. It is hard to prevent mold build up and we would like to have it either replaced with something that is more appropriate for that area, which at this point, I am not sure what would work best and would need some professional advice.

Once we are finished with these projects listed above our Project Restore will be completed and we will have a shelter in good shape and operational for years to come.

Thank you for your consideration.

Sincerely,

Carmen Frederic
Executive Director
passdirector@prescottshelters.org

PRESCOTT AREA HABITAT FOR HUMANITY/COALITION FOR COMPASSTION AND JUSTICE For HOME REPAIRS FOR LOW- TO MODERATE-INCOME PERSONS/CLIENTS AT VARIOUS LOCATIONS IN THE CITY OF PRESCOTT, AZ

I. SCOPE OF SERVICE

A. Activities

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Program Delivery

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General Administration

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The Subrecipient certifies that the activity(ies) carried out under this Agreement will benefit Low- to Moderate-Income Clientele.

C. Levels of Accomplishment – Goals and Performance Measures

The Subrecipient agrees to provide the following levels of program services and reporting:

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Activity # 2 – Provide the Grantee monthly or quarterly invoices on PAHH letterhead requesting reimbursement for services rendered.

Activity # 3 – Submit to the Grantee a short narrative PY2015 year-end report with total number of persons served, accomplishments, and the total cost of service provided with CDBG funding for the CDBG program year (ending June 30, 2016).

Prescott Area Shelter Services
FROM CRISIS TO STABILITY

August 17, 2018

INVOICE FOR CDBG REIMBURSEMENT

2018 CDBG Funding Invoice for Work completed at Prescott Area Shelter Services.

Replaced all flooring at 336 N. Rush Street buildings. Removed existing flooring and hauled away, installed new flooring and base throughout, reset all appliances, including toilets and sinks and added any molding necessary once completed.

Total for all work: $20,664.82

All work has been completed as of today. The flooring has made a huge improvement to the shelter and we thank you so much for your generosity in granting us the funds to do this project! The shelter is much more sanitary and safer thanks to the new flooring installed!

Sincerely,

Carmen Frederic

Carmen Frederic
Executive Director
928-778-5933
passdirector@prescottshelters.org

ok to pay

8/31/18

PRESCOTT FLOORING BROKERS

Mon - Fri 8-4 | Sat 9-12

Serving Prescott and Surrounding Areas Since 1973

PrescottFlooringBrokers.com
Mark@PrescottFlooringBrokers.com

401 W. Goodwin
Prescott, AZ 86303
ROC192753 K-08

Bus. 928-445-2544
Fax 928-445-2547

ORDER DATE	SOLD BY	REFERENCE#	PO#
7/20/18			NO 7295

SOLD TO	SIDEMARK	ETA
Prescott Area Shelter Services		

ADDRESS
3316 N. Rush St.

CITY	STATE	ZIP
Prescott	AZ	86301

JOB PHONE	CELL PHONE	EMAIL
928-775-5933		

JOB LOCATION	INSTALL DATE
	8/1 - 9/1/18

MFG./DISTR.	STYLE No.	PRODUCT NAME	COLOR No.	COLOR NAME	WIDTH	LENGTH	TOTAL SQ.YD./FT.	PRICE PER SQ.YD./FT.	AMOUNT

GROUT COLOR	PAD/UNDERLAYMENT

ALL WOOD FLOORING -HUMIDITY SHOULD BE BETWEEN 35% & 60% DURING ACCLIMATION/INSTALLATION AND FOREVER
NO RETURNS OR REFUNDS ON WOOD, WPC, LAMINATE & CERAMIC TILE. THE UNDERSIGNED AGREES TO PAY BALANCE UPON COMPLETION OF JOB!

MATERIALS ONLY TO BE PAID IN FULL WHEN ORDER PLACED

PRINT NAME	SIGNATURE X	DATE

PAYMENT METHOD	PAYMENT DATE	PICKED UP BY	PICKUP DATE
CK #5502	7/20/18		

SUBTOTAL	$19,600.98
SALES TAX	$ 1063.54
TOTAL	$20,664.52
DEPOSIT	$ 10,000.00
BALANCE DUE	$10,664.52

PRESCOTT FLOORING BROKERS

Cell phone 928-910-6333

Prescott Area Shelter Services, Carmen Fredric Nov. 14, 2017
336 N. Rush St, Prescott, AZ, 86301
928-778-5933 Passdirector@prescottShelters.org

Gemcore Topaz Rigidcore waterproof Hybrid with Preattached underlayment for installed on all floors as shown	2,755.52	Sq Ft	@	$ 5.52	Sq Ft	$ 15,210.47
Remove existing laminate & haul away	1,280.00	Sq Ft	@	$ 0.75	Sq Ft	$ 960.00
Remove existing glue down carpet & haul away	947.00	Sq Ft	@	$ 0.33	Sq Ft	$ 312.51
New rubber cove base for kitchen & shower wet areas	76.00	L/F	@	$ 1.75	Sq Ft	$ 133.00
New white 4" paint grade Base, customer to paint in all other areas	480.00	L/F	@	$ 1.25	L/F	$ 600.00
New base labor	480.00	L/F	@	$ 2.00	L/F	$ 960.00
Remove & reset toilets includes new wax ring	2.00	L/F	@	$ 55.00	L/F	$ 110.00
Remove & reset appliances	4.00	Each	@	$ 37.50	Each	$ 150.00
Remove and reset utility sink	1.00	Each	@	$ 37.50	Each	$ 37.50
Remove & reset furniture	7.00	Room	@	$ 65.00	Room	$ 455.00
T-molding	2.00	Each	@	$ 32.50	Each	$ 65.00
End Molding / Threshold	10.00	Each	@	$ 32.50	Each	$ 325.00
Reducers	1.00	Each	@	$ 32.50	Each	$ 32.50
Approximate floor prep.	1.00	Job	@	$ 250.00	Job	$ 250.00
Sub Total						$ 19,600.98
Tax based on 65% of entire job per Az law		Tax	@		8.35%	$ 1,063.84
Total						$ 20,664.82
Possible floor prep would be additional after removal of existing floor covering.						
Payment Type: CK #5502 Payment date: 7/26/18	Deposit	Amt.				$10,000.00
Balance Due Upon Completion						$10664.82
Thank you for the opportunity to bid this project.						

ALL WOOD FLOORING -Humidity should be between 35% & 60% during acclimation/installation & forever

No returns or refunds on wood, laminate & ceramic tile.

Approval Signature: Carmen Fredric Please Print Name: Carmen Fredric

7/25/18

PRESCOTT

FLOORING BROKERS

Prescott Area Shelter Services, Carmen Fredric Nov. 14, 2017
336 N. Rush St, Prescott, AZ, 86301
928-778-5933 Passdirector@prescottShelters.org

Gemcore Topaz Rigidcore waterproof Hybrid with Preattached underlaymentfor installed on all floors as shown	2,755.52	Sq Ft	@	$ 5.52	Sq Ft	$ 15,210.47
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New base labor	480.00	L/F	@	$ 2.00	L/F	$ 960.00
Remove & reset toilets includes new wax ring	2.00	L/F	@	$ 55.00	L/F	$ 110.00
Remove & reset appliances	4.00	Each	@	$ 37.50	Each	$ 150.00
Remove and reset utility sink	1.00	Each	@	$ 37.50	Each	$ 37.50
Remove & reset furniture	7.00	Room	@	$ 65.00	Room	$ 455.00
T-molding	2.00	Each	@	$ 32.50	Each	$ 65.00
End Molding / Threshold	10.00	Each	@	$ 32.50	Each	$ 325.00
Reducers	1.00	Each	@	$ 32.50	Each	$ 32.50
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Sub Total						$ 19,600.98
Tax based on 65% of entire job per Az law		Tax	@		8.35%	$ 1,063.84
Total						$ 20,664.82
Possible floor prep would be additional after removal of existing floor covering.						
Payment Type:_____ Payment date:_____	Deposit	Amt.				
Balance Due Upon Completion						
Thank you for the opportunity to bid this project.						

ALL WOOD FLOORING -Humidity should be between 35% & 60% during acclimation/installation & forever

No returns or refunds on wood, laminate & ceramic tile.

Approval Signature:_____ Please Print Name:_____

Prescott Area Shelter Services INC

5502

Prescott Flooring Brokers

7/20/2018

New Flooring CDBG grant project 10,000.00

1st payment

National Bank of Arizo 10,000.00

Prescott Area Shelter Services INC

5506

Prescott Flooring Brokers

8/8/2018

New Flooring CDBG grant project 10,000.00
New Flooring CDBG grant project 664.82

2 & Final payment

National Bank of Arizo Balance on flooring 10,664.82

Total 20,664.82

U.S. Department of Labor
Wage and Hour Division

PAYROLL

(For Contractor's Optional Use; See Instructions at www.dol.gov/whd/forms/wh347instr.htm)

Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

U.S. Wage and Hour Division
Rev. Dec. 2008
OMB No.:1235-0008
Expires: 04/30/2021

NAME OF CONTRACTOR ☑ OR SUBCONTRACTOR ☐: Prescott Flooring Brokers LLC

ADDRESS: 401 W. Goodwin St Prescott Az 86303

PAYROLL NO.:

FOR WEEK ENDING: 8/7/18

PROJECT AND LOCATION: Prescott Area Shelter Services 336 N. Rush St Prescott Az 86301

PROJECT OR CONTRACT NO.:

(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) NO. OF WITHHOLDING EXEMPTIONS	(3) WORK CLASSIFICATION	OT. OR ST.	(4) DAY AND DATE — HOURS WORKED EACH DAY							(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS						(9) NET WAGES PAID FOR WEEK
				S				TH	F	S				FICA	WITH-HOLDING TAX			OTHER	TOTAL DEDUCTIONS	
				5				2	3	4										
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While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction contracts to respond to the information collection contained in 29 C.F.R. §§ 3.3, 5.5(a). The Copeland Act (40 U.S.C. § 3145) contractors and subcontractors performing work on Federally financed or assisted construction contracts to "furnish weekly a statement with respect to the wages paid each employee during the preceding week." U.S. Department of Labor (DOL) regulations at 29 C.F.R. § 5.5(a)(3)(ii) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits.

Public Burden Statement

We estimate that it will take an average of 55 minutes to complete this collection, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S3502, 200 Constitution Avenue, N.W. Washington, D.C. 20210

(over)

Date 8/24/18

I Garin Becker (Name of Signatory Party) General Manager (Title)

do hereby state:

(1) That I pay or supervise the payment of the persons employed by

Prescott Flooring Brokers LLC (Contractor or Subcontractor) on the

Prescott Area Shelter Serv. (Building or Work); that during the payroll period commencing on the

2nd day of August, 2018, and ending the 5th day of August, 2018;

all persons employed on said project have been paid the full weekly wages earned; that no rebates have been or will be made either directly or indirectly to or on behalf of said

Prescott Flooring Brokers LLC (Contractor or Subcontractor) from the full

weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 C.F.R. Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. § 3145), and described below:

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor; or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

☐ – in addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

☐ – Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in section 4(c) below.

(c) EXCEPTIONS

EXCEPTION (CRAFT)	EXPLANATION

REMARKS

NAME AND TITLE	SIGNATURE

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.