

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 complete 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

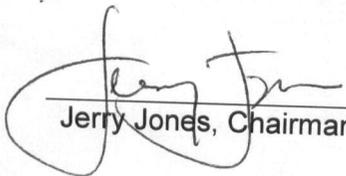
The Committee set a date for the next meeting to be held September 5, 2018, at 2:00pm. The Committee also went over the proposed dates for the upcoming request for proposals and public meetings for the 2019 funding year.

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