



CITIZENS ADVISORY COMMITTEE
COMMUNITY DEVELOPMENT BLOCK GRANT
AGENDA

CITIZENS ADVISORY COMMITTEE - CDBG
REGULAR MEETING
WEDNESDAY, NOVEMBER 7, 2018
2:00 PM

COUNCIL CHAMBERS
201 S CORTEZ ST
PRESCOTT, ARIZONA
(928) 777-1205

The following agenda will be considered by the CITIZENS ADVISORY COMMITTEE (COMMUNITY DEVELOPMENT BLOCK GRANTS) at its Committee Meeting to be held on NOVEMBER 7, 2018 in the Council Chambers, located at 201 S Cortez St, Prescott, AZ 86303 at 2:00 PM. Notice of this meeting is given pursuant to Arizona Revised Statutes, Section 38-431.02.

- I. CALL TO ORDER
II. INTRODUCTIONS

Table with 2 columns and 5 rows listing members: Jerry Jones, Chair; Mary Ann Suttles, Vice-Chair; Robert Painter; Sandy Griffis; Connie Cantelme; Mel Roop; Tom Benson.

III. REGULAR ITEMS

- 1. Welcome Sandy Griffis.....back!
2. Approval of the September 5, 2018 Meeting Minutes
3. Project Status and Budget Review
4. Review and Discuss PY19 Application Process Documents
a) Review Consolidated Plan Priorities
b) Application Form
c) Application Information
d) Ranking Worksheet

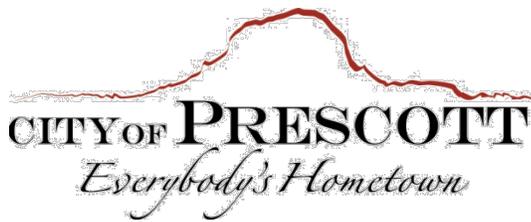
IV. ADJOURNMENT

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 October 31, 2018 at 5:00 p.m. in accordance with the statement filed with the City Clerk's Office.

Handwritten signature of 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.



MINUTES OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CITIZENS ADVISORY COMMITTEE (CAC) MEETING held on September 5, 2018 at 2:00pm in the DOWNSTAIRS CONFERENCE ROOM, located at 201 South Cortez 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	George Worley, Planning Manager
Robert Painter	
Tom Benson	COUNCIL PRESENT
Mel Roop	Phil Goode, Council Liaison
Connie Cantelme - Absent	

III. REGULAR AGENDA ITEMS

1. Approve the August 17, 2018 meeting minutes

Ms. Suttles, MOTION to approve August 17, 2018 meeting minutes. Mr. Painter, 2nd. VOTE 6-0; passed

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

Ms. Eastman went over the status of the budget and provided updates to the Committee. The main point was that the City received an increase in funding from the previous year. The PY2017 funds were \$232,935, and PY2018 funds were \$258,012, total of \$25,077 increase. The additional funds will be included in the PY2019 proposal funding cycle. Ms. Eastman continued the discussion of the unspent funds from the previous meeting. The Committee concluded that any unspent funds from previous years would be folded into the next proposal year.

The Committee discussed the possibility that Coalition for Compassion and Justice (CCJ) may not be in a position to spend a portion or all of the \$50,000 that was awarded to them from a Substantial Action Plan Amendment. Due to federal environmental regulations, CCJ did not get the opportunity to spend their funds.

With the possibility of the unspent funds, Ms. Eastman said that the Committee members were sent a list of active construction projects scopes of work to help them get reacquainted with the purpose of the projects and to help them prioritize the projects to use toward spending the \$50,000 funding.

The Committee prepared a matrix of each Committee Member's ranking of the projects from a scale of 1-10, 1 being the lowest and 10 being the highest on the list to receive funding. The Committee Members then attached a dollar amount to the project.

The final tally for project priority and funding was: 1) Prescott Area Shelter Services for \$15,000; and 2) Boys and Girls Club - \$35,000. Whatever the Coalition for Compassion and Justice can spend out of the \$50,000, the Boys and Girls Club funding will be reduced by that amount.

3. New Committee Member Orientation and Description Review of Current Active CDBG Projects

Chairman Jones mentioned that he attended the New Committee Member Orientation with Mr. Roop, Mr. Benson, and Ms. Cantelme attended the and he felt it went over very well. He said that some good information was provided and thanked the attendees for participating and said that he feels they will be a great addition to the Committee.

4. Review of Proposal from Prescott Area Shelter Services for Funding

The Committee members reviewed the proposal from Prescott Area Shelter Services on their own.

IV. ADJOURNMENT

Chairman Jones adjourned the meeting at 3:05 p.m.

Jerry Jones, Chairman



Darla Eastman,
CDBG Administrator

PY16/PY17/PY18
CDBG PROGRAM PROJECT UPDATES
As of November 1, 2018

PY 16 PROJECT NUMBER	SUBRECIPIENT	STATUS
PY16-002	COALITION FOR COMPASSION AND JUSTICE	Remaining balance \$8,000 in the project. CCJ has requested assistance to spend out the remaining funds. Habitat for Humanity has been contacted.

PY 17 PROJECT NUMBER	SUBRECIPIENT	STATUS
PY17-005	BOYS AND GIRLS CLUB ADA Restrooms	Agreement and Environmental Review Completed. Bid packages for the 2 nd request for bids was due 11/1
PY17-007	CITY OF PRESCOTT ADA Restrooms	Agreement and Environmental Review Completed. Bid process completed on 8/9/18. Council approval on 8/26. In progress.

PY 18 PROJECT NUMBER	SUBRECIPIENT	STATUS
PY18-001	NEW HORIZONS Transportation	Environmental Review and Agreement Completed/Signed. In progress.
PY18-002	PEOPLE WHO CARE Elderly care and transportation	Environmental Review and Agreement Completed/Signed. In progress.
PY18-003	US VETS Panhandling Assistance	Environmental Review and Agreement Completed/Signed. Project changed to general outreach program due to unqualified activity per HUD. In progress.
PY18-004	THE LAUNCH PAD Outdoor Learning Center	Environmental Review Completed. Waiting for Agreement to be signed by The Launch Pad.
PY18-005	NO AZ COUNCIL OF GOVERNMENTS ADA Wheelchair Ramp Program	Environmental Review and Agreement Completed/Signed. In progress.
PY18-006	PRESCOTT AREA HABITAT FOR HUMANITY Madison Park Cottages	Environmental Review Competed.. Responses due 9/7/18. PAHH is providing bids. Project change to yardlines instead of purchasing wood package due to unqualified activity. Requested more detailed scope of work. In progress.
PY18-007	PRESCOTT AREA SHELTER SERVICES Flooring Project	Environmental Review/Agreement Signed. Project completed.
PY17-11 & PY18-008	US VETS Whipple Street Workforce/Veterans Housing Renovation Project	Environmental Review and RROF Completed. Waiting for US Vets to sign Agreement. In progress.

**PY16/PY17/PY18
CDBG PROGRAM BUDGET UPDATES
As of August 1, 2018**

PY18 FUNDS AWARDED: \$258,012 Category	Est. 2019 Funding Provided	Prior Year Carryover	Amount of Funds Un- allocated
Public Service	38,702	8,705	47,407
Construction	167,708		167,708
TOTAL	206,410	8,705	215,115

PY15 UNSPENT FUNDS

Unspent Construction Funds PY15: \$50,000. These funds expire on June 30, 2019.

Provide Update.

PY17 UNSPENT FUNDS

Options for Unspent Public Service Funds. \$5,000. Sewing works withdrew their agreement.

Carried over to PY19 proposal funding.

**5-Year Consolidated Plan Priorities
Fiscal Year 2015-2019**

Main Priorities	Activities
Neighborhood Revitalization	Facilities & Infrastructure in Target Areas
Public Services	Services to Meet Basic Needs, Families and Individuals Experiencing Homelessness, Seniors
Public Facilities	Fire Stations/Equipment
Economic Opportunities	Job Creation and/or Retention
Homelessness	Add Emergency Shelter & Transitional Housing Beds
Decent Affordable Housing	Owner-Occupied Housing Unit Rehabilitation
Transportation Services	Services to Meet Transportation Needs for the Elderly, Disabled and those with Physical Challenges
Community and Neighborhood Improvements	Water/Sewer Improvements, Streets and/or Sidewalks
Public Facility and Infrastructure	Wastewater and Stormwater System Improvements, Streets and/or Sidewalks, Water main Replacements, Accessibility Improvements

APPLICATION FOR CDBG-FUNDED ACTIVITIES

Please complete & submit all forms to:

CDBG Grants Administrator

City of Prescott, 201 S. Cortez Street, Prescott, AZ 86303

Deadline: 12:00 p.m., Monday, February 2), 201-

(The City of Prescott does not accept e-mailed or electronic submissions)

Project Title:		
CDBG Program Year:		
Name of Organization:		
Contact Person:		
Contact Person Title:		
Mailing Address:		
Street Address:		
Phone:		
E-mail:		
Website Address:		
Legal Status of Applicant	<p>Applicant must be a 501c(3) non-profit in good standing with the corporation commission, and registered with Dun and Bradstreet with a DUNs number. Please attach a current certificate of good standing</p> <p>Tax ID# _____</p> <p>DUNs # _____</p>	
Drug Free Policies	<input type="radio"/> Yes	<input type="radio"/> No
Fair Housing Policies	<input type="radio"/> Yes	<input type="radio"/> No
Procurement Policies	<input type="radio"/> Yes	<input type="radio"/> No
Equal Employment Opportunity Employer	<input type="radio"/> Yes	<input type="radio"/> No

PROJECT DESCRIPTION

Check all applicable CDBG National Objective(s): at least one must apply	
<input type="radio"/> Benefit to low and moderate income persons or Clientele (LMI, LMC)	
<input type="radio"/> Aid in the prevention or elimination of slums or blight	
<input type="radio"/> Meet a need having a particular urgency (referred to as urgent need)	
Check applicable priority areas that the project addresses:	
<input type="radio"/> Public safety services	<input type="radio"/> Fair Housing
<input type="radio"/> Service for senior and or disabled	<input type="radio"/> Affordable Housing
<input type="radio"/> Service for homeless persons	<input type="radio"/> Sustainable housing (repairs, energy or water conservation, ADA accessibility)
<input type="radio"/> Counseling and/or treatment centers	<input type="radio"/> Education, job training
<input type="radio"/> Other (Please describe)	
Please provide a scope of work and a detailed description of the proposed project, include the existing problem or need to be addressed:	
Project Location and Service Area. Describe the area to be served by the project. (If possible, attach a map).	
Targeted population or demographic. (ex: low-income, abused women and children, etc.):	
Proposed Measurable Outcomes – Please provide an outcome statement to be achieved with the use of CDBG funding: (ex: the fair housing workshop will provide information to twenty four low-moderate income persons)	

ORGANIZATIONAL CAPACITY

Please describe organization's history and prior experience with grants, including a list of similar projects: (Please attach extra sheets if needed)

Please provide funding source references (attach extra sheets if needed).

<p>Financial Audit and Reports (per CDBG/HUD requirements, a non-profit provider 501C(3) may be required to furnish a copy of its financial audit and report):</p>	<p><i>Indicate yes or no If the answer is no, please attach an explanation on a separate page</i></p>	
<p>1) Are the financial statements of the organization prepared in accordance with generally accepted accounting principles?</p>	<p><input type="radio"/> Yes</p>	<p><input type="radio"/> No</p>
<p>2) Was there accurate and complete disclosure of the financial expenditures of each federally-sponsored program?</p>	<p><input type="radio"/> Yes</p>	<p><input type="radio"/> No</p>
<p>3) Was an audit of the financial records obtained annually (or at least biennially) in accordance with federal regulations and local requirements?</p>	<p><input type="radio"/> Yes</p>	<p><input type="radio"/> No</p>

Please furnish a copy of your most recent audit summary letter, and your income statement and balance sheet.

PROJECT MANAGEMENT DETAILS

Amount and source of other funds leveraged for this project (please submit documentation if applicable):	Source	Funding Year	Amount

PROJECT SUSTAINABILITY:

1) How will your organization’s project or service be impacted if CDBG funds are not awarded during the upcoming CDBG year or if the project is not fully funded?

2) Will your organization be able to implement the project with only partial funding? (Please explain)

PROJECT TIMELINE/MILESTONES*

Start Date:		Completion Date:	
<p><i>Applicants must provide a schedule for the program that lists major activities and indicates when the activities will be occurring. Additional information such as specifications for building projects, bid packages, contractor award, final inspection, etc., should be included when known.</i></p>			
Proposed Project Schedule			
Major Program Activity or Project:		June 1, 2019 – June 30, 2020:	
Major Activity 1-			
Major Activity 2-			
Major Activity 3-			
Major Activity 4-			
Final Activity & Result-			

** If the project includes construction or rehabilitation, an Environmental Assessment will need to be conducted prior to the release of funding. City of Prescott, CDBG Program Administrator conducts this activity. Please allocate the months of October and November to complete this requirement).*

PROPOSED BUDGET / PROJECT COST(S)

Specific Cost; Item description <i>E.g. Salaries, Travel, Materials, Equipment, Supplies, etc....</i>	A. CDBG Amount Requested	Other Funds Source	B. Other Fund Amount	A. + B. =Total cost of activity
TOTAL CDBG REQUEST		TOTAL OTHER FUNDS		
PROJECT TOTAL ALL FUNDING RESOURCES				

*IF THIS IS A CONSTRUCTION PROJECT - (Attach two cost estimates from professionals in the A/E, estimating or construction field for each component, i.e., roofing estimate, concrete estimate, window replacement estimate, etc.) **Account for federal wage requirements.** Construction projects must be reviewed by the City's PAC before approval.*

PROGRAM ORGANIZATION

Is this a Collaborative Application with another Not For Profit Organization(s) or organized coalition?	<input type="radio"/> Yes	<input type="radio"/> No
If yes please list below the name of the primary Contact or Staff Member of the other Not for Profit Organizations.		

Please identify the name of the responsible parties and briefly note the experience that they have in this role. Team members identified after the application will need to be added. Attach extra sheets if necessary.

Staff Member	Background and Expertise of Personnel
Name	
Title	
Contact info	
Name	
Title	
Contact info	
Name	
Title	
Contact info	
Name	
Title	
Contact info	
Name	
Title	
Contact info	

**REQUIRED CERTIFICATIONS FOR CDBG PUBLIC SERVICES ACTIVITIES
APPLICATION**

The signature of the non-profit 501c(3) Agency Representative with Binding Authority below certifies the following statements:

- The organization has no conflict of interest with the City of Prescott appointed or elected representatives under the provisions of ARS Title 38, Chapter 3, Article 8 regarding conflict of interest and exceptions thereto, and including the City of Prescott Procurement Code dated September 23, 2004.

- The organization will comply with federal requirements to be observed by organizations being funded with CDBG/HUD funds, including compliance with Federal Labor Standards, Section 3, Segregated Facilities, Equal Opportunity, and Non-Discrimination; Section 109, Title VI and EO 11246. All requirements are described in 24 CFR 570 (CDBG Entitlement Grants).

- Sufficient supplementary funds are available from non-CDBG sources to complete the project, as described, if CDBG funds are allocated to the applicant.

- The authorized official's signature below certifies that this CDBG Application Package has been reviewed and all information provided in this application and any attachment(s) thereto are true and correct.

Signature of Authorized Agent or Representative

Date

Printed Name

Title

Organization



City of Prescott 2019 CDBG APPLICATION INFORMATION

Eligible applicants are 501c3 organizations that serve Prescott residents and are in good standing with the corporation commission.

CDBG Funds may be used to provide public services (including labor, supplies, materials and other costs), provided the public service is:

- A new service
- A quantifiable increase in the level of an existing service

CDBG can also be used to fund construction activities.

For your project to be eligible for funding the activity must ultimately serve low to moderate income persons.

SUBMIT ONE ORIGINAL APPLICATION AND 7 COPIES:

- **In an envelope or package marked “CDBG Application 2019”**
- **To the Planning and Zoning Counter at 201 South Cortez Street, Prescott**
- **No later than 12:00 noon on Monday, February 25, 2019**
- **Single sided only**
- **Include most recent financial statement**

No electronic or emailed applications will be accepted.

Applications may be typed or hand-written. Keep additional attachments to a minimum.

CDBG Timeline

January 11, 2019 – Application Workshop

January 31, 2019 - PAC Meeting for Construction Projects

February 25, 2019 – Grant Applications due to the City

March 12, 2010 – Annual Plan Public Hearing #1 – project presentations (Council Chambers, 2:00 p.m.)

March 20, 2019 – Citizen Advisory Committee Ranks Projects

April 19, 2019- Fair Housing Workshop

April 23, 2019 – Annual Plan Hearing #2; Plan is presented to Council and the Public

May 7, 2019 – Public Hearing #3 – Council Approves Plan

July 1, 2019 – Funding Year begins (note that funds can only be spent after contracts are finalized)

The Program Year 2019 application package is available on the City’s website for review, download and printing at:
<http://www.prescott-az.gov/business-development/community-grants/>

Organization Name:		Can you fairly judge this application without any conflicts of interest? _____ Yes _____ No	
Reviewer:			
Criteria	Measure	Out of	Ranking Score
Purpose of Grant / Quality of Proposal	COMMUNITY NEED - The stated need corresponds to a high priority in the City's Consolidated Plan; proposal activities clearly address the need; and primarily low-to-moderate income persons are being served.	1-15	
	PROPOSAL DESIGN - The proposal is complete and ready to move forward; the activities and timelines clear and achievable within the PY; the estimated size and range of population served is meaningful and appropriate; appropriate resources are available including partnerships and leverage; and if a public service - provides a new service or increases services.	1-35	
Outcomes/ Evaluation	The proposal goals are clear and measurable and will achieve the desired outcomes; the outcomes are significant and demonstrable.	1-15	
Organizational Capacity	MANAGEMENT & ADMINISTRATIVE CAPACITY - The organization's history, prior experience, references and qualifications of administrative staff are adequate to achieve objectives; the objectives are consistent with the organization's mission.	1-15	
	FINANCIAL INDICATORS - The cost estimates are realistic and reasonable; the organization is able to implement the project with partial funding; the proposed project expenses are clear and feasible; the organization has financial stability (based on financial reports and audits.)	1-20	
Purpose of Grant Subtotal			out of 50
Outcomes/Evaluation Subtotal			out of 15
Organizational Capacity Subtotal			out of 35
Application Total Score (100 pt. Maximum)			out of 100
Reviewer's Initials:			
<i>Additional Comments:</i>			