



CITIZENS ADVISORY COMMITTEE
COMMUNITY DEVELOPMENT BLOCK GRANT
AGENDA

CITIZENS ADVISORY COMMITTEE - CDBG
REGULAR MEETING
WEDNESDAY, FEBRUARY 13, 2019
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 **Wednesday February 13, 2019 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

MEMBERS	
Jerry Jones, Chair	Connie Cantelme
Mary Ann Suttles, Vice-Chair	Mel Roop
Robert Painter	Tom Benson
Sandy Griffis	Council Liaison
	Councilman Phil Goode

III. REGULAR ITEMS

- 1. Approval of the November 7, 2018 Meeting Minutes
- 2. Recap of the CDBG Workshops
- 3. Re-allocation of PY16 funds to PY18 Boys and Girls Club Bathroom Project
- 4. Review PY19 Application Process and Score Sheet

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 February 12, 2019 at 12:30 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 72 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 November 7, 2018 at 2:00pm in the COUNCIL CHAMBERS, located at 201 South Cortez Street, Prescott, Arizona.

I. CALL TO ORDER

Vice Chair Mary Ann Suttles called the meeting to order at 2:00 p.m.

II. ATTENDANCE

MEMBERS PRESENT	STAFF PRESENT
Jerry Jones, Chair (Absent)	Darla Eastman, Grant Administrator
Mary Ann Suttles, Vice-Chair	George Worley, Planning Manager
Robert Painter	Bryn Stotler, Director of Comm. Development
Tom Benson (Absent)	COUNCIL PRESENT
Mel Roop	Councilman Goode
Connie Cantelme	
Sandy Griffis	

III. REGULAR AGENDA ITEMS

1. Approve the September 5, 2018 meeting minutes

Member Painter motioned to approve the September 5, 2018 meeting minutes. Member Cantelme second the motion and the item passed unanimously.

2. Project Status and Budget Review

Ms. Eastman introduced the new Community Development Director Bryn Stotler and George Worley, Planning Manager and also welcomed Councilman Goode.

There are PY16 (Program Year) leftover funds from CCJ (Coalition for Compassion and Justice). Staff looked to other CDBG (Community Development Block Grant) sub-recipients to spend unspent funds. CCJ needs assistance in identifying homeowners who are eligible for CDBG.

PY17: The Boys and Girls Club just opened their bid for a second round of proposals for accessible restrooms. The City is working with them to make sure they can get their project completed.

Also PY17: The City of Prescott Recreation Services, Grace Sparks ADA restroom project at the Armory is in process. Bid process is complete.

PY18 – The environmental review is done on almost all projects. Most agreements are signed and in process. PASS (Prescott Area Shelter Services) flooring project is complete and Habitat for Humanity is nearing completion.

There was a discussion between the CAC (Citizen Advisory Committee) and staff regarding an “unqualified activity” comment from HUD about USVETS. Issues discussed were: definitions of “Coordinated Entry Outreach,” “Change for the Better,” City of Prescott initiatives to reduce panhandling, how CDBG projects are vetted by the committee and City staff and how changes to sub-recipient contracts are reported to the committee. Staff indicated that the issue of the “unqualified activity” is that HUD does not have a panhandling national initiative. They have a national objective for helping homeless people. So it was changing the language of the US Vets scope of service. The programming didn’t change.

There was discussion between City staff and CAC regarding monitoring outcomes and expenditures for grantees. Topics covered were; quarterly and annual reporting, on-site monitoring, HUD on-site monitoring, and payment oversight. Several committee members spoke to the rigor of applying for and obtaining CDBG funds.

Ms. Eastman indicated the City is going to re-allocate \$50,000 from PY15. The CAC determined last meeting how those dollars were to be spent. Those dollars need to be spent by June 30, 2019.

Member Cantelme spoke at length regarding Neighborhood Revitalization objectives and the CAC and City staff discussed how to best address the topic and determine how to communicate these outcomes back.

Ms. Eastman gave an update on 2019 funds. Currently there is an estimated \$38,702 in Public Service funds and \$167,708 in construction. The CAC and City staff discussed the best way to report out unspent funds.

3. Review and Discuss PY19 Application Process Documents
 - a) Review Consolidated Plan Priorities
 - b) Application Form
 - c) Application Information
 - d) Ranking Worksheet

Ms. Eastman indicated that there used to be a minimum grant base of \$5000. The committee changed this because they see it as a grassroots program to kick start and work with smaller non-profits. So there currently is no minimum or maximum on the grants.

Staff indicated the City’s five year CDGB priorities will be set up in 2019 with the assistance of the CAC. The consolidated plan priorities are not ranked. Affordable housing is always an important issue.

The CAC and staff discussed the CDBG program in depth and how individuals benefit from the program. They discussed how non-profits are eligible, how neighborhood development corporations can apply, the scalability of the program, funding via consensus on the CAC, and reaching the most people with the dollars. Staff indicated that over fifteen years ago the City did administer funds directly to homeowners. That would, however, require more staff and administration and a shift from how the program is currently being administered. Verification of non-profit “good standing” was also discussed.

IV. ADJOURNMENT

Vice Chair Suttles adjourned the meeting at 3:15 p.m.

Jerry Jones, Chairman

Michelle Chavez, CDBG Administrator

MEETING DATE: February 13, 2019

AGENDA ITEM: Proposed re-allocation of unspent CDBG dollars to Boys and Girls Club PY17 project – ADA Restrooms. These funds remain unspent from previous program years PY14-16. Dollar amount requested is \$37,699.06

Approved by:

Director:	Bryn Stotler	
Planning Manager:	George Worley	

Summary

This is a request for approval of re-allocation of CDBG dollars from unspent past program years to an existing approved CDBG PY17 project for an ADA approved restroom at the Boys and Girls Club.

After two rounds of bids, the grant amount remains only half of the cost of the lowest project bid of \$67,699.06. Bids came in much higher than the grantee anticipated and they approached the City to see if there were any additional funds available to complete the project.

Preliminary design work has taken place, but otherwise \$30,000 remains unspent in the PY17-005 subrecipient agreement. Re-allocating the \$37,699.06 will bring the available budget to \$67,699.06 and allow the project to proceed.

Some program dollars not spent by June 30, 2019 may be re-captured by HUD. This re-allocation will reduce the chance of funds being re-captured.

Recommended Action: Move to recommend approval of re-allocating \$37,699.06 of unspent PY14-16 CDBG dollars to PY17 Project: Boys and Girls Club restroom remodel (PY17-005).



CDBG CITIZEN ADVISORY COMMITTEE MEMO

MEETING DATE: February 13, 2019

AGENDA ITEM: Review current CDBG Evaluation Form for PY19

Approved by:

Director:	Bryn Stotler	
Planning Manager:	George Worley	

Summary

A copy of the existing CDBG Proposal Evaluation form is attached for review by CAC members. If any changes are desired, the CAC can discuss and provide direction to staff.

Recommended Action: Review and comment

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			Reviewer's Initials:
Outcomes/Evaluation Subtotal		out of 50	
Organizational Capacity Subtotal		out of 15	
Application Total Score (100 pt. Maximum)		out of 35	
Additional Comments:			