

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

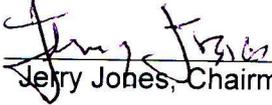
Ms. Eastman indicated that there used to be a minimum grant base of \$5000. The committee changed this because they see it as a grassroots program to kick start and work with smaller non-profits. So there currently is no minimum or maximum on the grants.

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.

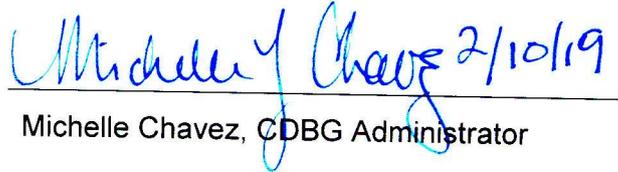
The CAC and staff discussed the CDBG program in depth and how individuals benefit from the program. They discussed how non-profits are eligible, how neighborhood development corporations can apply, the scalability of the program, funding via consensus on the CAC, and reaching the most people with the 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