



**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
CITIZEN ADVISORY COMMITTEE
A G E N D A**

**CDBG CITIZENS ADVISORY COMMITTEE
REGULAR MEETING
WEDNESDAY, November 20, 2019
1:30 PM**

**Council Chambers
201 S CORTEZ ST
PRESCOTT, ARIZONA
(928) 777-1205**

The following agenda will be considered by the CDBG **CITIZENS ADVISORY COMMITTEE** (COMMUNITY DEVELOPMENT BLOCK GRANTS) at its Committee Meeting to be held on **Wednesday November 20, 2019 at 1:30 PM in Council Chambers, City Hall, located at 201 S Cortez St.** Notice of this meeting is given pursuant to Arizona Revised Statutes, Section 38-431.02.

- I. CALL TO ORDER**
- II. ATTENDANCE**

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

III. REGULAR AGENDA ITEMS

1. Approve Minutes from the February 13, 2019 March 13, 2019, and March 20, 2019 meetings.
2. CDBG Program Update
 - Completed Projects
 - Projects Begun
 - Future Projects
3. Timeline for PY20 CDBG Program
 - 3 Year Applications vs. 1 Year Applications
 - On-Line Applications
 - Grant Review Process
4. Timeline for 5 Year Consolidated Plan / Citizen Engagement

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 11-18-19 at 12:00 p.m. in accordance with the statement filed with the City Clerk's Office.

Maureen Scott
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.



**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
CITIZEN ADVISORY COMMITTEE
AGENDA**

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MINUTES OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CITIZENS ADVISORY COMMITTEE (CAC) MEETING held on February 13, 2019 at 2:00pm in the COUNCIL CHAMBERS, located at 201 South Cortez Street, Prescott, Arizona.

I. CALL TO ORDER

Chair Jones called the meeting to order at 2:00 p.m.

II. ATTENDANCE

<i>MEMBERS PRESENT</i>	<i>STAFF PRESENT</i>
Jerry Jones, Chair	Michelle Chavez, CDBG Grant Coordinator
Mary Ann Suttles, Vice-Chair	Bryn Stotler, Director of Comm. Development
Robert Painter	
Tom Benson	<i>COUNCIL PRESENT</i>
Mel Roop	Councilman Goode
Connie Cantelme	
Sandy Griffis	

III. REGULAR AGENDA ITEMS

Introductions were given.

1. Approve the November 7, 2018 meeting minutes

Member Roop motioned to approve the November 7, 2018 meeting minutes. Member Griffis seconded the motion and the item passed unanimously.

2. Recap of the CDBG Application Workshops

Staff gave a brief overview of the attendance at the two CDBG information workshops that were held. Staff and committee felt that the workshops were well attended and people had good questions.

3. Reallocation of PY16 funds to PY17 Boys and Girls Club Bathroom Project

Staff gave an overview that the project was bid twice and still came in almost twice as high as the grant amount. Staff indicated that they would like to reallocate dollars from the earlier year PY16 as there is a chance that CDBG dollars that are unspent can become unavailable after three years.

A motion to approve the reallocation of funds was made by member Painter and seconded by member Cantelme. The motion passed unanimously.

Staff and committee members discussed the project in relationship to their larger project at the Boys and Girls club, bidding processes, bid amounts for ADA Restrooms, nature of the construction market, CDBG project oversight, hiring local contractors and the challenges of getting companies to bid on smaller projects like CDBG.

4. Review PY19 Application Process and Score Sheet

Staff gave an overview of the CDBG Grant Evaluation / Score Sheet. The total evaluation sheet is 100 points.

Members discussed the pros and cons of the evaluation sheet and the weighting of various questions, and where to place the five year consolidated plan priorities for the City of Prescott in relationship to the evaluation sheet.

Vice President Suttles made a motion to change all the questions to the weight of 20. Member Roop seconded the motion and the motion passed unanimously.

Members and Councilmember Goode discussed the 5 year consolidated plan, overall awareness of the plan, and its relationship to the general plan. They also discussed future infrastructure plans in the City and neighborhood needs. Chair Jones talked about the main priorities and the three main items they had chosen in the past:

- Decent (Affordable) Housing
- Suitable Living Environment
- Economic Opportunity

Member Cantelme asked how we can inform other stakeholders that are not non-profits that they can apply for these funds. Members discussed lack of number of applicants and if this could be a discussion in future meetings. Staff indicated that there can be future discussions that tackle these items and it can be integrated into the five year consolidated planning process.

Director Stotler mentioned the 2020 Census and how that could possibly impact Prescott's allocation of CDBG funds. Members also discussed the past history of how CDBG dollars were divided and distributed, visiting job sites, future meetings and timelines.

IV. ADJOURNMENT

Chairman Jones adjourned the meeting at 2:59

Jerry Jones, Chairman

Michelle Chavez, Grants Coordinator/
Recorder



CITIZENS ADVISORY COMMITTEE
March 13, 2019
PRESCOTT, ARIZONA

MINUTES OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CITIZENS ADVISORY COMMITTEE (CAC) MEETING held on March 13, 2019 at 2:00pm in the COUNCIL CHAMBERS, located at 201 South Cortez Street, Prescott, Arizona.

I. CALL TO ORDER

Chair Jones called the meeting to order at 2:00 p.m.

II. ATTENDANCE

MEMBERS PRESENT	STAFF PRESENT
Jerry Jones, Chair	Michelle Chavez, Grant Coordinator
Mary Ann Suttles, Vice-Chair	Bryn Stotler, Director of Comm. Development
Robert Painter	George Worley, Planning Manager
Tom Benson	COUNCIL PRESENT
Mel Roop	Phil Goode
Connie Cantelme	
Sandy Griffis	

III. REGULAR ITEMS

1. Presentations of Program Year 2019 CDBG Funding Proposals

The Launch Pad Teen Center presented on two projects: One is a workforce development project that includes internships for over 40 youth from local high schools. Overall the agency serves over 500 youth in various programs. The second project is a mentoring program for youth. The programs have grown significantly over the years.

The applicant and committee discussed the demographics of the youth, measuring success, business partnerships, duration of internships, workshops for job training and retention.

West Yavapai Guidance Clinic presented on a senior peer mentoring program. They have 62 volunteers and anticipate growing to 75. There is no charge for services and they primarily serve Prescott residents. They are looking to fund staff to oversee the volunteers.

The applicant and committee members discussed the volume of client visits, leadership of the program and the feedback the program receives in the community.

People Who Care presented on their transportation program which has been funded by CDBG in the past. Last year they provided over 3,000 rides. They are asking for support for their program coordinator and these dollars will be funded towards coordinating rides for Prescott residents.

The applicant and committee members discussed the number of rides given, goals for 2019, and sustainability of the program.

The Coalition for Compassion and Justice (CCJ) presented on their request for staff support to coordinate the services provided. They aim to place 30 more people in long term care or diversion programs. They also presented on their request for construction funds to expand their space to a second floor. Their expressed goal is to end homelessness in Prescott. They have seen the numbers go down due to their services and they need more space for their advocates.

Prescott Area Shelter Services (PASS) presented on their request for a community room and expansion to serve more homeless women and children.

The applicant and committee discussed bids, number of people served, pre-application conference, and increase in number served.

USVETS presented on their project to improve the Whipple Street location with added HVAC units. The outcome is 88 new studio units for formerly homeless vets.

The applicant and committee discussed the living spaces, total number served, connection to the Veterans Administration (they are a separate non-profit) but do get funding, services for mental health and addiction, overall impact to homeless population in Prescott.

Prescott Alternative Transportation presented to the committee regarding the importance of audible signals downtown. A blind citizen attested that the City had put in audible signals near Embry Riddle and Willow Lake. Last year they applied for 12 audible intersections downtown and were not funded. This year they are asking for funding for 4 intersections downtown.

Committee and applicant spoke about maintenance, automation, noise, retrofitting, City's role, public benefits and the number of hearing impaired residents in Prescott.

2. Review of CDBG Program Timelines

The committee discussed when decisions will be made, the need for more time to review proposals, process for ranking and evaluating proposals, adding character limits on answers, recusing for conflicts of interest, past City funded projects, and future marketing of the program,

Meeting adjourned 4:26pm

IV. ADJOURNMENT

Chairman Jones adjourned the meeting at 3pm

Jerry Jones, Chairman

Michelle Chavez, CDBG Coordinator



**CITIZENS ADVISORY COMMITTEE
March 20, 2019 MINUTES
PRESCOTT, ARIZONA**

MINUTES OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CITIZENS ADVISORY COMMITTEE (CAC) MEETING held on March 20, 2019 at 2:00pm in the Basement Conference Room, located at 201 South Cortez Street, Prescott, Arizona.

I. CALL TO ORDER

Chair Jones called the meeting to order at 2:00 p.m.

II. ATTENDANCE

MEMBERS PRESENT	STAFF PRESENT
Jerry Jones, Chair	Michelle Chavez, Grant Coordinator
Mary Ann Suttles, Vice-Chair	Bryn Stotler, Director of Comm. Development
Robert Painter	George Worley, Planning Manager
Tom Benson	Jon Paladini, City Attorney
Member Roop	
Connie Cantelme	COUNCIL PRESENT
Sandy Griffis	Phil Goode

III. REGULAR ITEMS

1. Staff Report: CDBG Overview and Next Steps

Michelle Chavez gave an overview of the history of the Prescott CDBG program including HUD funding requirements and the breakdown of expenditures going back to 2014. She indicated that the program received nine applications for 2019 CDBG funds from seven agencies and that the purpose of this meeting is for the CDBG Advisory Committee to determine how to divide the current allocation which is approximately \$206,000 available for sub recipients. She also shared that the agencies who applied for funds received over \$500,000 in matching funds for their projects.

Member Roop asked about the percentages of expenditures and how those are determined. Staff indicated that the break out of CDBG expenditures is determined at the federal level and divided among administration, construction and public service.

2. Ranking of Program Year 2019 CDBG Applications

Staff shared a chart that showed the cumulative scores for various applications. Chair Jones spoke to the totals for the public service projects first. West Yavapai Guidance Clinic came in first, and People Who Care came in second. The committee discussed the proposals from various agencies and how they determined their decisions. They also discussed how to allocate the dollars.

Member Cantelme made a motion to fund the top two agencies at their full request, the motion was seconded by Member Painter and the motion failed (3-4).

Vice Chair Suttles made a motion to fund the top three agencies divided equally. There was no second and that motion failed.

Member Roop made a motion to fund the top agency at their full request. Member Cantelme seconded this motion. The motion passed (5-2).

Member Painter made a motion to split the rest of the funds equally among the next three agencies. This motion failed for lack of second.

Member Painter made a motion to fund People Who Care at the full amount. Member Cantelme seconded the motion and that motion failed (3-4)

Member Roop moved to give the full amount to West Yavapai and People Who Care and the remainder to the third ranked agency The Launch Pad Teen Center. The motion was seconded by Member Painter and the motion passed (6-1)

Vice Chair Suttles led the discussion regarding CDBG construction project proposals. The committee discussed their decision making process for determining their scores.

The committee discussed funding the first two agencies at the full amount and funding the third ranked agency CCJ, with the remaining funds.

Mr. Paladini clarified that the vote for CCJ needs to be separate because Member Benson has acknowledged a conflict and recused himself.

Member Roop made a motion to recommend the top two agencies be funded at their full amount and that leftover funds would not be allocated. Member Cantelme seconded the motion.

Member Roop withdrew the motion.

Member Roop made a motion to fund the top two agencies at their full amount, the motion was seconded by Member Painter and the motion passed (5-1).

Member Painter made a motion to fund CCJ with the remaining funds, Member Griffis seconded and the motion passed (4-2).

3. Finalization of Program Year 2019 Recommendations for City Council

Ms. Chavez shared the final numbers after the committee made their decisions. She thanked all the applicants, City Attorney and Committee members for their time.

IV. ADJOURNMENT

Vice Chair Suttles summarized upcoming meetings and Chair Jones adjourned the meeting at 3:12pm.

Jerry Jones, Chairman

Michelle Chavez, CDBG Coordinator

CDBG Citizens Advisory Committee MEMO

MEETING DATE: November 20, 2019

AGENDA ITEM: Update on CDBG Projects; Completed, Begun and to Begin.

Approved By:		Date:
Director:	Bryn Stotler <i>B. Stotler</i>	11-15-19
Planning Manager:	George Worley <i>G. Worley</i>	11/15/19
CDBG Coordinator:	Michelle Chavez <i>M. Chavez</i>	11.15.19

Item Summary

This item is an update on completed, existing and future Prescott CDBG Projects.

Background

Completed Projects (Since April 2019)

- PY18-001 – New Horizons Transportation Services for Disabled and Elderly
- PY18-003 – US Vets Coordinated Entry Outreach
- PY17-007 – City of Prescott Recreation Services ADA Restroom Remodel
- PY17-005 – Boys and Girls Club ADA Restroom Remodel
- PY18-005 – NACOG Temporary Wheelchair Ramp Program
- PY18-002 – People Who Care Transportation Services for Disabled and Elderly

CDBG Projects that have begun

- PY18-004 – The Launch Pad Outdoor Learning Center
- PY19-004 – Prescott Area Shelter Services Expansion Project

CDBG Projects Pending

PY18-006 – Prescott Area Habitat for Humanity Madison Park Cottages– Still deliberating scope with HUD.

PY18-008 – USVETS Whipple Street Bathroom Fixtures – Project needs to go through City Council for approval of previous bids. Contract will be back dated as original allocation was from PY17-18.

CDBG Projects with Contracts in Process

- PY19-002 – West Yavapai Guidance Clinic Senior Peer Mentoring
- PY19-001 – People Who Care Transportation Services for Disabled and Elderly
- PY19-003 – The Launch Pad Workforce Development for LMI Youth

CDBG Projects with Contracts and Bids in Process

PY19-005- US VETS Whipple Street Project – Elevator Installation

Still under environmental review

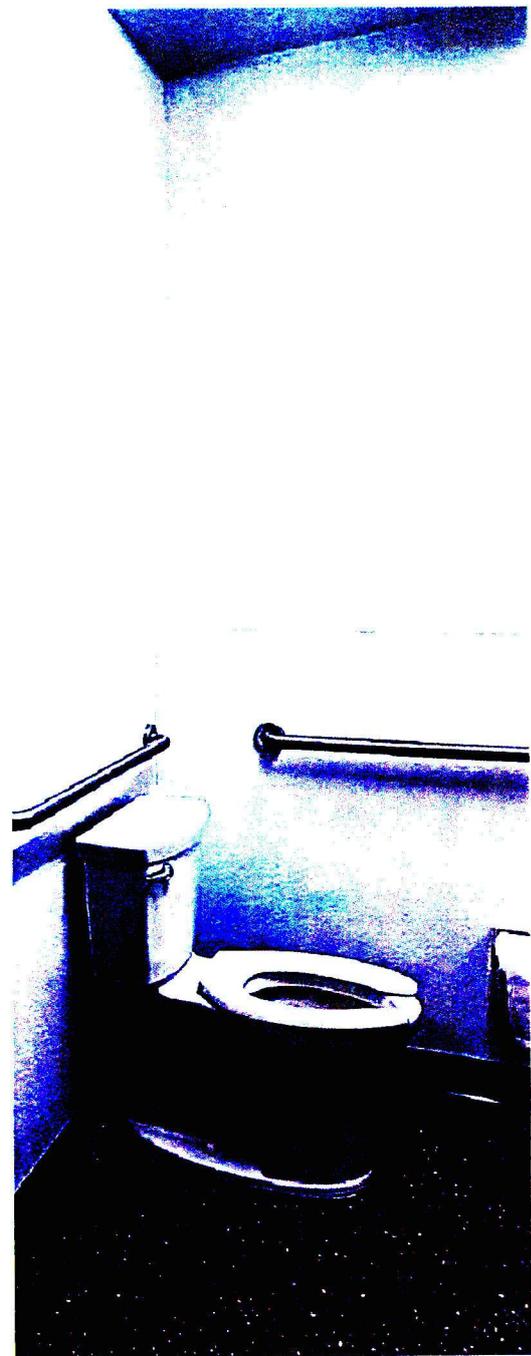
PY19-006 – CCJ Addition to 531 Madison Ave – Solar Installation. There is still environmental review occurring due to being in the floodplain.

Attachments

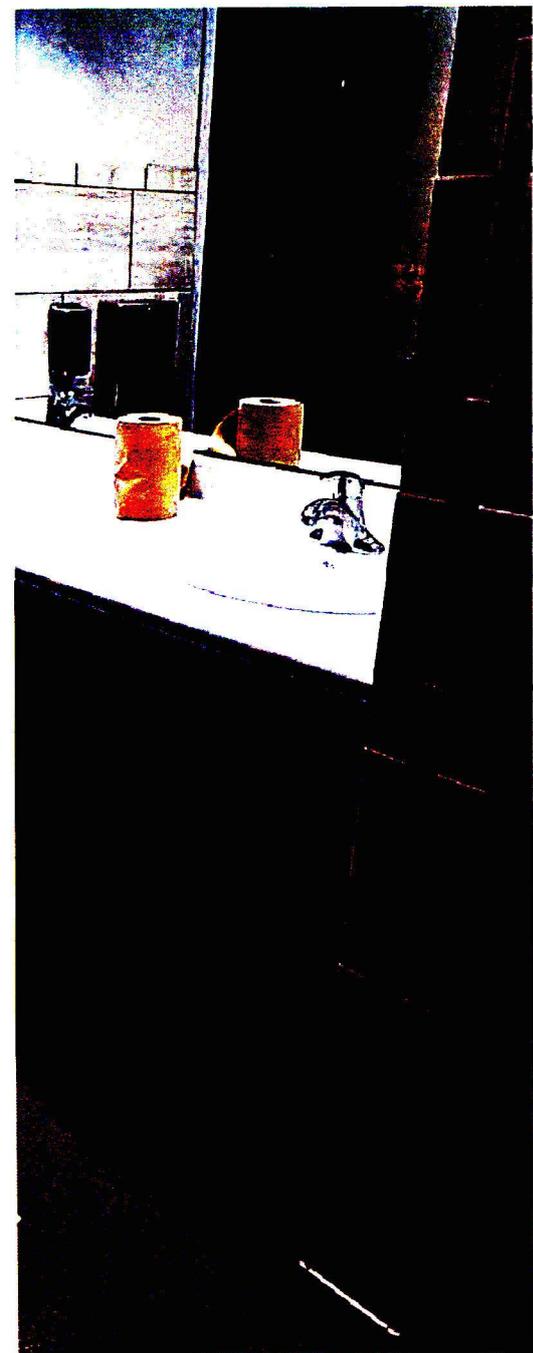
1. Photos of Grace Sparks and Boys and Girls Club Restrooms

Recommended Action:

Receive and File







CDBG Citizens Advisory Committee MEMO

MEETING DATE: November 20, 2019

AGENDA ITEM: Timeline for PY20 CDBG Program

Approved By:		Date:
Director:	Bryn Stotler	11/15/19
Planning Manager:	George Worley	11/15/19
CDBG Coordinator:	Michelle Chavez	11/15/19

Item Summary

This item is to provide an update for the PY20 CDBG Program timeline along with some administrative program changes.

Background

The CDBG timeline for program year 2020 has been updated and is attached to this report. There will be some changes to how the CDBG Program is administered beginning in PY20.

1. All grant applications will be submitted online through a simple online submittal form. The application will be updated to follow the HUD Activity and Accomplishments entry and to assure that all the applications follow the submittal requirements. The goal is to make application review much easier for the grant review team.
2. Grant applicants will be allowed to apply for three years of funding as opposed to just one year. This will allow for greater flexibility of projects and improve the City's ability to administer the program.
3. Grant reviews will be done by the CDBG CAC members individually as usual. Scores will be compiled by staff and reviewed by a small subcommittee before final recommendation to full CAC and City Council.

Attachments

1. Updated CDBG Program Timeline
2. Grant Review Chart

Recommended Action: Receive and File



Community Development Department
CDBG Program Coordinator
Michelle Chavez
michelle.chavez@prescott-az.gov
(928) 777-1205
201 S. Cortez St.
Prescott, AZ 86303

City of Prescott 2020 Program Timeline and Information

Eligible applicants may be public or private entities that serve Prescott residents and are in good standing with the corporation commission. The primary purpose of CDBG is the development of viable communities, principally for low-income persons through the provision of:

Decent Housing
A Suitable Living Environment
Economic Opportunity

CDBG funded projects must meet a HUD National Objective AND be an eligible activity to be considered. The City of Prescott currently does not have certified slum or blight or an urgent need, therefore all projects must fall under the Low to Moderate Income National Objective. Under the Low to Moderate Objective there are four categories that may qualify for CDBG funds: Area Benefit, Limited Clientele, Housing and Jobs. For information on the program and to see if your project may qualify, please contact the CDBG Program Coordinator michelle.chavez@prescott-az.gov or call 928-777-1205.

Some past examples of CDBG funded projects are: Park Building Improvements such as ADA accessibility projects, City street and lighting improvements, upgrades to City Parks, improvements to buildings that serve and shelter low income residents, transportation for the elderly and disabled, youth workforce development, and direct meal service to low income seniors.

CDBG can be used to fund construction activities or direct service activities.

DRAFT CDBG 2020 Timeline – (Subject to Change)

January 29, 2020 – CDBG Program Workshop / Information Session

February 24, 2020 – Grant Applications due to the City

March 18, 2020 – CDBG Citizen Advisory Committee Meeting - Council Chambers, 1:30 p.m. - Annual Plan Public Hearing #1 – project presentations

April 15, 2020 – CDBG Citizen Advisory Committee Meeting - Council Chambers, 1:30 p.m. - Annual Plan Public Hearing #2 – Project Award Decisions

April 28, 2020 – Annual Action Plan Hearing #3; Plan is presented at City Council

April 29, 2020- Fair Housing Workshop with the Southwest Fair Housing Council

May 26, 2020 – Public Hearing #4 – City Council Approves Annual Action Plan

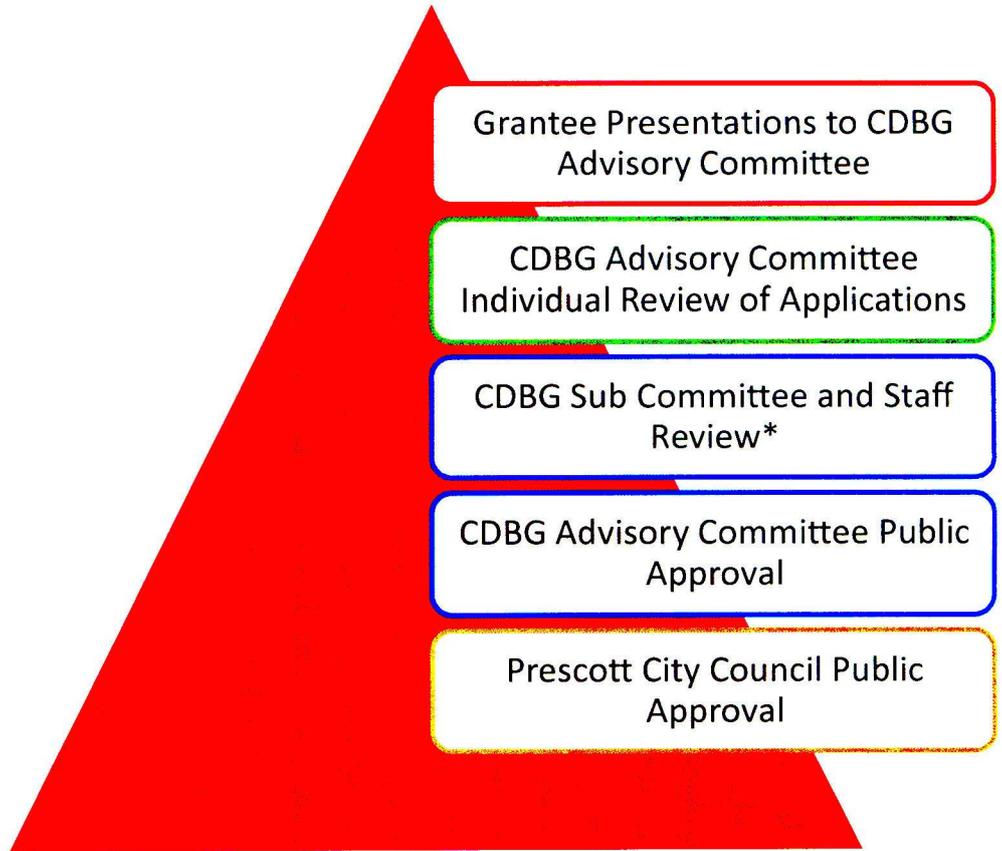
June 2, 2020- Annual Action Plan is Submitted to HUD

July 1, 2020 – Funding Year begins (note that funds can only be spent after contracts are finalized)

Projects that are not eligible for CDBG funding – Construction projects that are in a FEMA floodway, new home construction and projects that cause the relocation of residents.



Prescott CDBG Grant Review Process PY2020



*CDBG Sub Committee Members will be chosen at a future advisory committee meeting



Community Development Department
CDBG Program Coordinator
Michelle Chavez
michelle.chavez@prescott-az.gov
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201 S. Cortez St.
Prescott, AZ 86303

City of Prescott 2020-2024 CDBG Consolidated Plan

The City of Prescott is required to update its CDBG Consolidated Plan every five years. The primary purpose of CDBG is the development of viable communities, principally for low-income persons through the provision of:

Decent Housing
A Suitable Living Environment
Economic Opportunity

The Consolidated Plan is designed to be a collaborative process whereby a community establishes a unified vision for community development actions. It offers local jurisdictions the opportunity to shape the various housing and community development programs into effective, coordinated neighborhood and community development strategies. It also creates the opportunity for strategic planning and citizen participation to take place in a comprehensive context, and to reduce duplication of effort at the local level. A copy of the City of Prescott Consolidated Plan 2015-2019 is available on-line http://www.prescott-az.gov/wp-content/uploads/2016/02/cdbg_draft_con_plan.pdf

Some of the elements of the plan that will require consultation and coordination are: Homeless Strategy, Lead Based Paint reduction, adjacent government notification of non-housing community development needs, metropolitan planning (transportation, workforce, etc.), and public housing.

DRAFT CDBG Consolidated Plan Timeline – (Subject to Change)

December 2019 – Data Gathering, Analysis, Development and Completion of Draft Survey

January, February 2020 -- Completion of required consultation, community needs assessment forums, survey

End of February 2020 – Needs assessment and consultation summary due

End of February 2020 – Final Draft of Consolidated Plan (CP) Due

Mid March – Mid April – Public Comment Period

April 15, 2019 – CDBG Citizen Advisory Committee Meeting – Public Hearing #1 of Consolidated Plan

April 28, 2020 – Consolidated Plan is presented at City Council

May 15, 2020 – Consolidated Plan is due to HUD

The CDBG Citizen’s Advisory Committee will be asked to assist with coordination and outreach regarding the CDBG Five Year Consolidated Plan. The plan must have at least one public hearing and provide time for residents to comment on the plan before it is submitted to HUD.