CITY OF PRESCOTT
Everybody's Hometown

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CITIZEN ADVISORY COMMITTEE
AGENDA

CDBG CITIZENS ADVISORY COMMITTEE
REGULAR MEETING
WEDNESDAY, December 18, 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 December 18, 2019 at 1:30 PM in the Basement Conference Room, 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

Minutes of the November Meeting will be approved at the January Meeting.

1. CDBG CAPER – Consolidated Annual Performance Evaluation Report

2. CDBG Workshop flyer and web page update

3. Timeline for PY20 CDBG Program
   - 3 Year Applications (Construction) 1 Year Applications (Public Service)
   - On-Line Applications
   - Grant Review Process

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 Dec. 13, 2019 at 3:30pm in accordance with the statement filed with the City Clerk's Office.

Sarah Step, 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.

CITY OF PRESCOTT
Everybody's Hometown

CDBG Citizens Advisory Committee MEMO

MEETING DATE: **December 18, 2019**

AGENDA ITEM: CAPER – Consolidated Annual Performance Evaluation Report

Approved By:			**Date:**
Director:	Bryn Stotler	Bryn Stotler	12/13/19
Planning Manager:	George Worley		12/13/19
CDBG Coordinator:	Michelle Chavez		12.13.19

Item Summary

The 2018 CAPER will be available for public review and comment from December 18, 2019 January 3, 2020.

Background

Each year the City of Prescott is required to submit a CAPER for the previous program year. The CAPER highlights annual as well as five year goals and outcomes.

The City is required to report on: primary activities and programs, demographics, resources and investments, affordable housing, homeless and other special needs, other actions that combat impediments to fair housing, lead based paint awareness activities, institutional structure and monitoring activities.

The creation of on-line annual reports from sub-recipients has greatly increased the efficiency of reporting outcomes.

Attachments

1. Draft 2018 CAPER

Recommended Action: **Receive and File**

CITY OF PRESCOTT
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City of Prescott

2018

CDBG Consolidated Annual Performance Evaluation Report (CAPER)

DRAFT

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Executive Summary

CDBG Program Year 2018:

The Consolidated Annual Performance and Evaluation Report (CAPER) includes both a summary of the program accomplishments and an assessment of progress toward meeting the program goals during Program Year 2018.

The City of Prescott received CDBG funds in the amount of $258,032 in Program Year 2018. Of the allocation, $38,705 was set aside for public service projects. $167,721 was set aside for construction projects at public facilities and $51,606 was set aside for administration of the program. The 2018 Annual Action Plan outlined several goals and objectives.

Update on Program Year 2018 Primary Activities and Programs -

Public Service Activities

1. **Northern Arizona Council of Governments (NACOG)** provided temporary wheelchair ramps to two homes in Prescott for low income, elderly and disabled residents who are recovering from surgery and do not need to install permanent ramps. The hope is that this program can continue to be on-going in the coming years. Project complete.

2. **New Horizons Disability Empowerment Center** - Free Rides Advocacy Program. The program gave multiple rides to 70 low income, disabled and elderly residents in the program year. Project complete.

3. **People Who Care:** Assisted older and disabled adults who are unable to drive due to physical limitations. People Who Care clients, who are referred to as "Neighbors," benefit from greater independence, social support, and general status check through the transportation services. Program served 322 residents. Project complete.

4. **US VETS Coordinated Entry Outreach Project:** This project was able to provide outreach services to over 200 veterans experiencing homelessness during 2018. The majority (73%) of the participants were disabled and 30% were over the age of 62. Project complete.

Public Facility Projects:

1. **The Launch Pad Outdoor Learning Center:** Project bids came in during the spring of 2019 and they accepted a low bidder in July of 2019. The project has begun and will be completed in 2019 with final CAPER reporting in PY19.

2. **Prescott Area Shelter Services (PASS)**: PASS received CDBG funding to replace their existing flooring throughout the shelter. This program served 107 homeless women and 35 children in PY18 and served a total of 382 low to moderate income residents overall. Project complete.

3. **US VETS Whipple Street Renovation:** This project is on-going in several phases. Phase I is complete and the organization is in the process of assembling their expenditures for reimbursement. The project serves 88 formerly homeless veterans who are extremely low income. Phase I was to update the bathroom fixtures.

4. **Prescott Area Habitat for Humanity:** This project was originally out of scope for CDBG and the agency and Prescott staff are working to get a revised and approved scope for a sewer project approved by HUD.

CR-05 – Five Year Goals and Outcomes

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Assignment of priority does not reflect a lack of need for any particular population or activity; it merely identifies those conditions that are most likely to be addressed with limited CDBG funding. High priority activities are likely to be funded with CDBG resources during the next five years; low priority activities may be funded as opportunities arise. All priority needs, regardless of priority designation of high or low, are considered consistent with the City Consolidated Plan for the purpose of issuing consistency letters to third parties. To address infrastructure, facility, housing and public services needs, the City has developed goals and objectives for the use of CDBG funds in four need categories:

1. Neighborhood Revitalization, Public Facilities and Infrastructure Improvements.

2. Public Services and Economic Opportunities.

3. Homelessness.

4. Decent Affordable Housing.

The following list summarizes planned CDBG activities and the priority level and 5-year numeric goal for each.

Public Facilities & Infrastructure Facilities & Infrastructure in Target Areas - High 4,700 people. The City has invested a majority of its CDBG funds into this area which is a high priority. Grace Sparks ADA Restroom, Boys and Girls Club ADA Restroom, US Vets Whipple Street Project, The Launch Pad Teen Outdoor Learning Center, and Granite Creek Park Improvements, are all examples of public infrastructure and facilities improvements undertaken during the 5 year comprehensive plan.

Facilities & Infrastructure for Housing - High 220 - The City of Prescott has successfully improved the infrastructure at the Prescott Area Shelter Services (PASS), and continues to work with USVETS to improve the Whipple Street Veterans Housing project. The PY19 Annual Plan has set aside dollars for Coalition of Compassion and Justice (CCJ) to improve their building also.

Public/Human Services & Economic Opportunities Services to Meet Basic Needs - High 400 - Prescott continues to fund transportation services to meet the basic needs of low income residents. The City lacks a

public transportation system and this expenditure fills an important safety net for low income residents. The City has well exceeded its "services to meet basic needs" 5 year goals.

Support Services & Shelter for People Experiencing Homelessness - High 100 - The City funded PASS, CCJ and US VETS to provide services and shelter for those experiencing homelessness.

Homelessness Add Emergency Shelter & Transitional Housing Beds - Low 20 beds - PASS has added 12 new beds in PY18 bringing the City closer to

Decent Affordable Housing Owner-occupied Housing Unit Rehabilitation - High 50 units - When the US VETS Whipple Street project is complete in PY19, there will be 88 new homes for formerly homeless vets which will exceed the 5 year CDBG goals.

Direct Assistance to 1st -time Homebuyers - Low 10 households - Prescott has not done down payment loan programs to date.

2018 Program Year Accomplishment Table

Table 1 - Accomplishments - Program Year

Goal	Category	Funding	Outcome				
Administration	Other - Successful and efficient administration of Prescott CDBG program		**Indicator**	**Expected**	**Actual**	**Unit of Measure**	**Percent complete**
			Public service activities other than Low/Moderate Income Housing Benefit	10	10	Persons Assisted	100.00 %
Basic Needs	Homeless Non-Homeless Special Needs Non-Housing Community Development		**Indicator**	**Expected**	**Actual**	**Unit of Measure**	**Percent complete**
			Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	200	201	Persons Assisted	100.50 %
Emergency & Transitional Shelter	Homeless		**Indicator**	**Expected**	**Actual**	**Unit of Measure**	**Percent complete**
			Homelessness Prevention	88	0	Persons Assisted	0.00 %
Facilities and Infrastructure Improvements	Affordable Housing Non-Homeless Special Needs Non-Housing Community Development		**Indicator**	**Expected**	**Actual**	**Unit of Measure**	**Percent complete**
			Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	205	0	Persons Assisted	0.00 %
			Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	428	340	Households Assisted	79.44 %
			Public service activities other than Low/Moderate Income Housing Benefit	500	792	Persons Assisted	158.40 %
Owner Occupied Housing Rehabilitation	Affordable Housing Non-Homeless Special Needs		**Indicator**	**Expected**	**Actual**	**Unit of Measure**	**Percent complete**
			Homeowner Housing Rehabilitated	4	2	Household Housing Unit	50.00 %

2018 Strategic Plan Accomplishment to Date

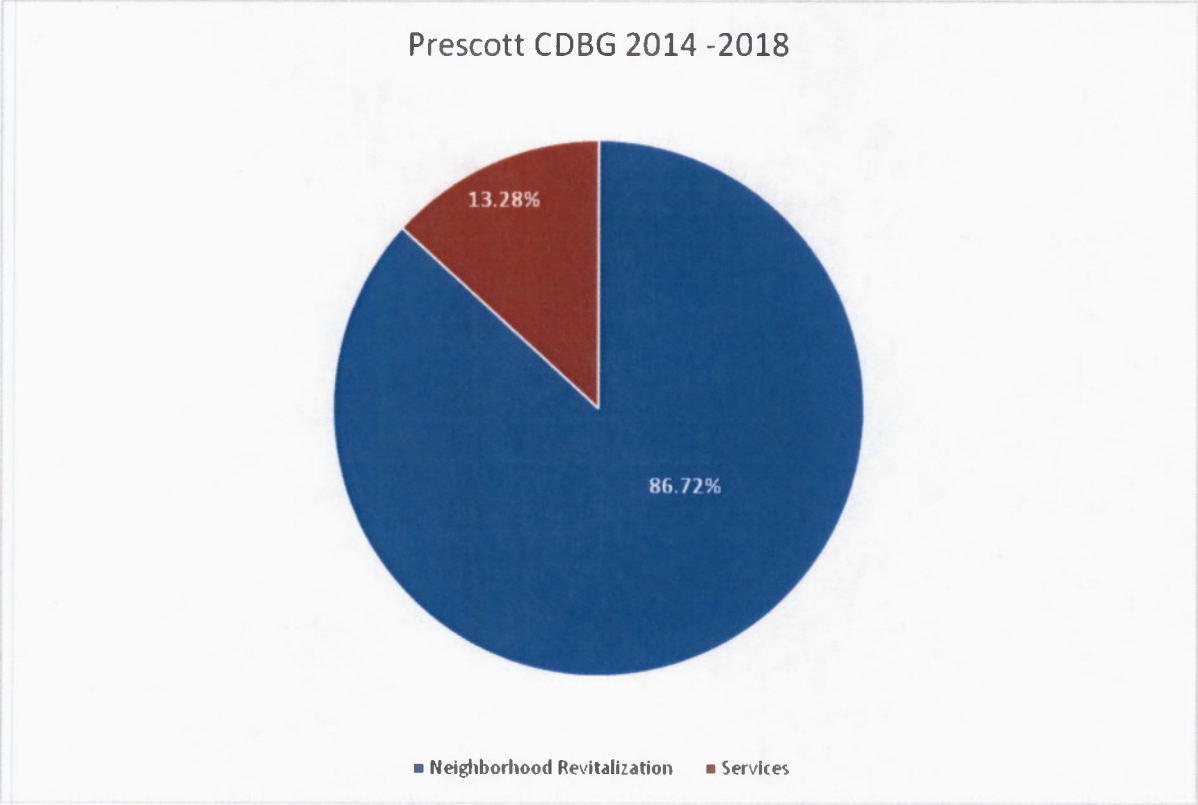
Table 2 - Accomplishments - Strategic Plan to Date

Goal	Category	Funding		Outcome				
		Source	Amount	Indicator	Expected	Actual	Unit of Measure	Percent complete
Administration	Other - Successful and efficient administration of Prescott CDBG program	CDBG	$234,142.00	Public service activities other than Low/Moderate Income Housing Benefit	0	0	Persons Assisted	0 %
				Other	0	0	Other	0 %
Basic Needs	Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG	$175,607.00	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	4700	8502	Persons Assisted	180 89 %
				Public service activities other than Low/Moderate Income Housing Benefit	400	792	Persons Assisted	198 00 %
				Public service activities for Low/Moderate Income Housing Benefit	100	135	Households Assisted	135 00 %
Economic Development	Non-Housing Community Development	CDBG	$100,000.00	Jobs created/retained	40	0	Jobs	0 00 %
Emergency & Transitional Shelter	Homeless	CDBG	$100,000.00	Overnight/Emergency Shelter/Transitional Housing Beds added	20	12	Beds	60 00%
				Homelessness Prevention	100	200	Persons Assisted	200 00%
Facilities and Infrastructure Improvements	Affordable Housing Non-Homeless Special Needs Non-Housing Community Development	CDBG	$313,193.00	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	4700	500	Persons Assisted	10 64 %
				Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	135	340	Households Assisted	251 85 %
				Public service activities other than Low/Moderate Income Housing Benefit	220	8642	Persons Assisted	3928 18 %
Home Purchase Assistance	Affordable Housing	CDBG	$47,768.00	Direct Financial Assistance to Homebuyers	10	0	Households Assisted	0 00%
Owner Occupied Housing Rehabilitation	Affordable Housing Non-Homeless Special Needs	CDBG	$200,000.00	Homeowner Housing Rehabilitated	50	10	Household Housing Unit	20 00%

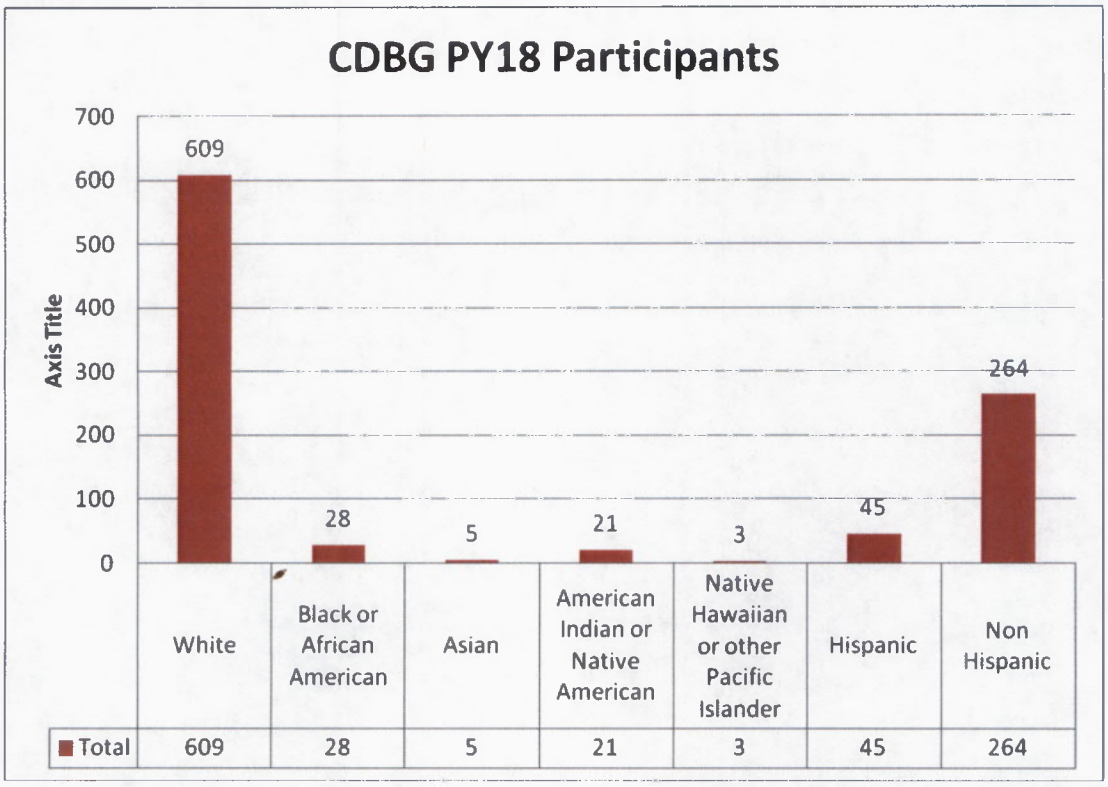
Use of Funds

The City of Prescott leverages CDBG funds primarily through projects which could be classified as "neighborhood revitalization." These are projects which benefit a larger section of the community at public facilities such as recreation centers, infrastructure projects by public works, health clinics, public parks and trails, and shelters. Since PY14 Prescott allocated approximately $954,620 or 86.72% of its non-administrative dollars to brick and mortar improvements to facilities and parks.

The remaining $146,196 or 13.28% of non-admin CDBG dollars have gone to providing direct services to LMI residents. The City of Prescott funds sub-recipients in the non-profit community to provide basic needs such as access to food, transportation and shelter. These LMI residents are primarily seniors, veterans, homeless and disabled adults.



CR-10 Racial and Ethnic composition of (person/households/families) assisted



In 2018, activities implemented with CDBG funds served approximately 672 individuals via direct service and improvements to public facilities. The improvements to these facilities will continue to serve many thousands in future years. Prescott uses their CDBG funds primarily to serve low and moderate income families, many of who are disabled, homeless and elderly.

The City of Prescott has a population of approximately 41,468 residents of which 95.3% identify as white, 1.2% Black or African American, 2.3% American Indian and Alaskan Native, 2.1% Asian,.2% Native Hawaiian and other Pacific Islander, and 7.9% of the population identifies as Hispanic or Latino. (Source: American Community Survey 2013-2017).

Data received via the Client Benefit Reports demonstrate that participants in CDBG funded programming are sometimes slightly more diverse than the overall population of the City. At other times they are slightly less diverse. For example, CDBG participants are 4% African American (3 points higher), 6% Hispanic (1.9 points lower) and 90% White (5.3 points lower).

CR-15 Resources and Investments 91.520(a)

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	258,032	104,255

Geographic Location of investments

Insert Chart

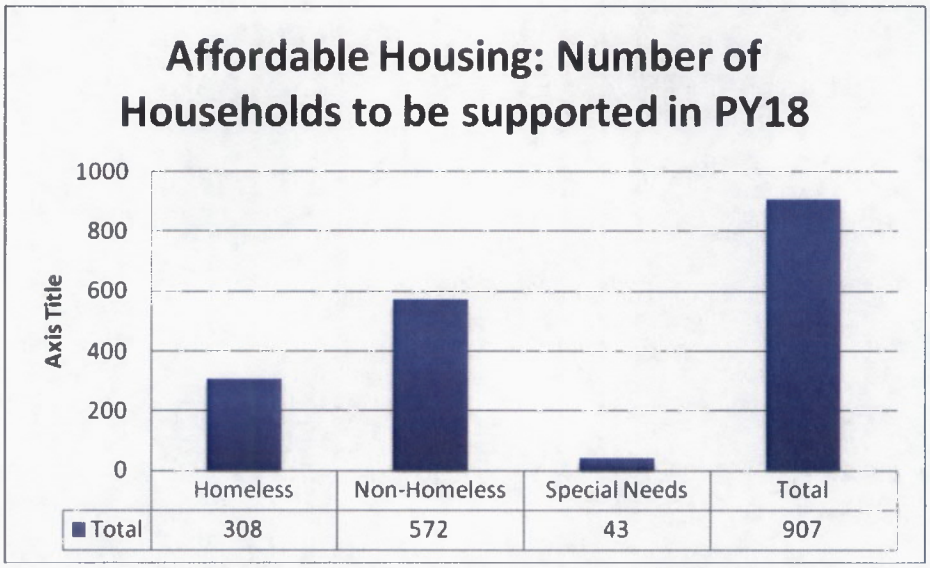
Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

The PY 2018 CDBG program in Prescott leveraged approximately $92,995 in matching funds for Public Service projects and approximately $17,020 for the public facility projects. While a match is not required through our application process, it does figure into how dollars are awarded and who gets funded.

The City of Prescott did not receive any state or private funds to use toward housing or community development.

CR-20 Affordable Housing 91.520(b)



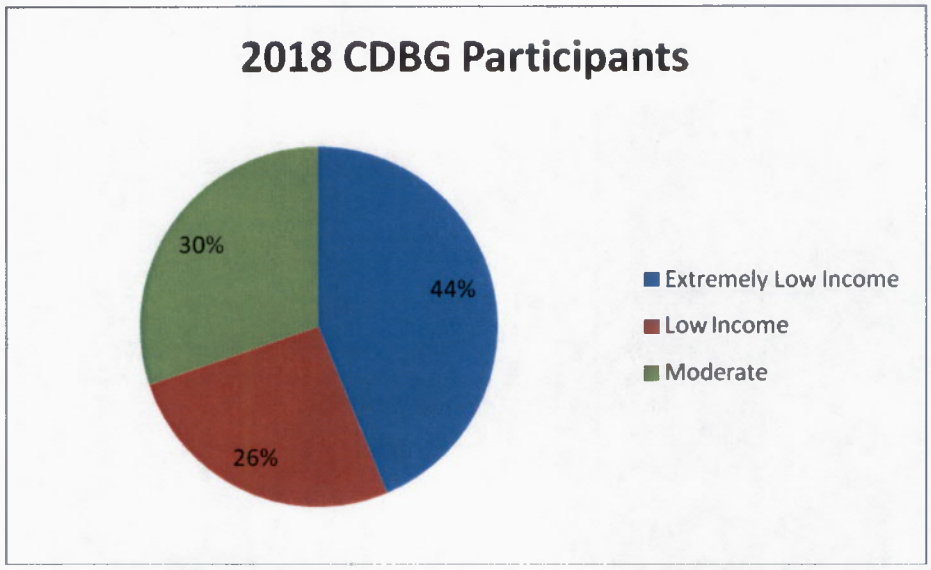
The City of Prescott served approximately 907 residents to obtain or retain affordable housing in PY18. Approximately one-third of those served by CDBG dollars in PY18 were homeless. These residents were primarily served via USVETS and Prescott Area Shelter Services.

The City has successfully met its annual and five year consolidated plan goals for serving the homeless, non-homeless and special needs population via CDBG. The City will have assisted with the rehab of 88 units of existing affordable housing when the Whipple Street project is complete.

The City of Prescott does not currently utilize funds for new affordable multi-family housing because the CDBG Entitlement dollars do not allow for new build expenditures.

These outcomes will help inform future CDBG planning efforts by using best practices for construction and rehab programs. There are many lessons learned with the challenges of using federal grant dollars to fund projects in the community. There have been challenges with getting bids and bids being too high in a competitive construction market. Future potential sub recipients will be asked to plan out their projects in phases so that we can have more timely outcomes and expenditures.

The City of Prescott did not do individual home rehab programs in PY18.



Future Annual Action Plans

The City of Prescott's CDBG program has been critical in supporting the affordable housing activities in the community. Many of the current, past and future capital construction projects support renovations and expansions of existing shelters or building new housing for the homeless. Some CDBG projects span multiple years with several phases. The City has a coalition of providers who include many of the past and future CDBG grant recipients. This coalition is called "Collective Impact" and is working together to move Prescott to a Housing First model of addressing the homeless situation. This model reduces the amount of needed shelter beds to zero.

The vast majority of CDBG funds for Program Year 2018, other than administrative costs and fair housing education, were used to benefit extremely low-income, low-income and moderate-income persons, and areas in which these persons work and live. Prescott focuses on LMI and Area Benefit and does not do programming on individual homes at this time.

Examples of LMI and Area Benefit Services are: transportation for disabled residents to and from doctors appointments, grocery stores, delivery of meals to home bound seniors, providing direct service to homeless veterans, improving the quality of a homeless shelter at Prescott Area Shelter Services, and improving accessibility for our local disabled residents through the temporary wheelchair ramp program.

The City continues to focus its efforts for affordable housing and plans to incorporate priorities of affordable housing in the next Consolidated Plan, 2019-2024.

CR-25 Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

The City does not provide direct assistance in this category, but works with and funds via CDBG several homeless shelters who provide wrap around services to the homeless and highly mobile populations. The City sees these agencies thriving and working together to meet a collective goal to end homelessness in the City. The primary agencies we funded are USVETS (Working on Small Cottages to permanently house formerly homeless disabled Vets), PASS - Prescott Area Shelter Services, (temporary shelter for women and children).

In PY18 US VETS provided street outreach to 201 participants, conducted 175 mental health / substance abuse assessments and / or referrals and placed 60 individuals into meaningful employment.

PASS was able to improve the living conditions and provide services for 107 women and 21 children.

CR-30 Public Housing 91.220(h); 91.320(j)

The City of Prescott continues to support those organizations that provide services because we do not currently have a public housing authority.

CR-35 Other Actions 91.220(j)-(k); 91.320(i)-(j)

The City is working on restoring the Water Management Policy to allocate a percentage of available water for development with demonstrated affordable or workforce housing units. Unused balances of that water allocation are rolled over into succeeding years and are only available for allocation to affordable/workforce housing projects in following years. The City continues to partner with the Southwest Fair Housing Council to provide an annual "Fair Housing Workshop." In PY18, 20 persons attended.

The City updated all their building codes in 2018 and worked with an Advisory and Appeals Board made up of citizen volunteers. They worked to give the City feedback on how proposed changes could impact residents.

The City of Prescott continues to support those organizations that provide services to the underserved population. The Rowle P. Simmons Adult Center offers an array of services, activities and meals for the aging senior population. The Code Compliance Division of the City of Prescott works proactively with neighborhood residents to resolve code issues. Neighborhood cleanup projects are sponsored throughout the city, and include the Dexter LMI neighborhood each year.

Lead-based paint testing is conducted as part of the CDBG rehabilitation programs as needed. The City did send out two lead-based paint information flyers to previous program participants from a PY16 project that were found to be built before 1978. Language was added to the sub-recipient agreements where the Sub recipient agrees that any construction or rehabilitation of residential structures with assistance provided under this agreement shall be subject to HUD Lead-Based Paint Regulations at 24 CFR 570.608, and 24 CFR Part 35, Subpart B. Such regulations pertain to all CDBG-assisted housing and require that all owners, prospective owners, and tenants of properties constructed prior to 1978 be properly notified that such properties may include lead-based paint.

Our local Yavapai County Contractors Association website offers education resources on Lead training, certification and EPA Lead Program Rules: **http://ycca.org/v1/general-resources/epa.html**

By directing a majority of CDBG funds to Non-Profits serving residents in poverty, Prescott's CDBG dollars have a significant impact on providing assistance and helping families move out of a crisis and into a more stable home and life.

As described in the plan, the "institutional structure" is the overall community delivery system. This system was structured to assist with affordable housing, community and economic development needs. There is a coalition of agencies (Collective Impact) that includes Prescott Community Development, Prescott Police, County wide agencies, Many CDBG funded Non-Profits who play a part in the provision of affordable housing,

community development, and economic development. The City of Prescott continues to work with these entities to address these specific needs. As described by the listing of services offered from the City of Prescott, the City's CDBG Program has formed an extensive network of support organizations and partner agencies in order to help meet the social services needs of residents.

Links to resources and partners: **http://www.prescott-az.gov/wp-content/uploads/2018/11/Community-Resource-Guide.pdf**

http://www.prescott-az.gov/city-management/leadership/programs-2/homelessness-initiative/

The City of Prescott will work on re-evaluating the impediments to fair housing choice as we do our next comprehensive plan for CDBG.

CR-40 Monitoring 91.220(d, e); 91.520(c)

The City of Prescott monitors all CDBG-funded activities to ensure that the activity is in compliance with all applicable federal, state and local regulations and to ensure timely expenditure of funds. The administrative staff offers technical support to assist applicants in managing funding according to procurement standards of HUD and the City of Prescott. The grant administrator is involved with all construction projects to ensure compliance with procurement regulations and Davis Bacon Labor Standards.

Local non-profits receiving CDBG funding must enter into sub-recipient contracts prior to release of funding and submit annual progress reports. Expenditures are monitored for appropriateness and eligibility before payment. On-site monitoring visits of each sub-recipient are done by the CDBG Grant Coordinator.

This year the City instituted new on-line annual reports for all sub-recipients including the PY18 recipients. This has made aggregating the data for the annual CAPER much more easy and efficient.

Public Notice on CAPER

The 2018 CAPER will be made available at the following prominent locations: Prescott City Hall Lobby and Office of the CDBG Coordinator; 201 S. Cortez Street, Prescott, AZ 86303 and on the City of Prescott website: **http://www.prescott-az.gov/business-development/community-grants/community-development-block-grants/** Public notification will be given in the local newspaper for public comment on the CAPER for 15 days prior to final submittal to HUD.

CR-45-CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

The City would like to encourage sub-recipients to plan their construction projects out in phases.

The City is looking at other jurisdictions across the US for examples of CDBG program handbooks to assist in the development of a program handbook and guidelines for the City of Prescott.

The City will be joining the National Community Development Association to obtain access and insight into best practices for use of CDBG Entitlement dollars in urban areas.

Prescott plans to explore the goals and priorities via the next Consolidated Plan process. There may be ways to improve the administration and diversity of programs projects. One example is to move from a one year grant cycle to a three year grant cycle with potential renewals in year 4 and 5. This would allow for larger projects over multiple years and increase staff efficiency of grant administration. It would also allow the grants to run in the same cycle as the consolidated plan.

Prescott currently does five public hearings for the CDBG grant program with a public discussion of grant decisions. It may be beneficial to cut back on public hearings and lean towards the federal CDBG requirement (2). The program will still be transparent, yet this would allow for more time to be spent on program monitoring, reporting and outcomes and less on administering public meetings.

Prescott has CDBG allocations decided by a seven member citizen advisory and they do their vetting publicly. There could be a variety of styles of a sub-committee such as: one council member, three CAC members and the CDBG administrator evaluating proposals for CDBG funding. This way the discussion of data is protected and volunteers can be honest about their concerns without putting the City or volunteers at risk.

Prescott will evaluate the CDBG Grant Application form to ensure that it flows with the outcomes described in the consolidated plan and the annual action plan. This will make it much easier for proposal reviewers and the CDBG Program Coordinator to obtain quantitative data in a timely fashion.

Some citizen feedback we have received is to explore using dollars toward housing rehab and water conservation. These are items that will be looked at in the next five year plan.

Does this jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants? No

APPENDIX A - 5 Year Consolidated Plan Priorities

5-year Consolidated Plan Goals			
Activity	**Special Population**	**Priority Level**	**5-year Goal**
Revitalization, Public Facilities & Infrastructure			
Facilities & Infrastructure in Target Areas		High	4,700 people
Facilities & Infrastructure for Housing	X	High	220 people
Public/Human Services & Economic Opportunities			
Services to Meet Basic Needs	X	High	400 people
Support Services & Shelter for People Experiencing Homelessness	X	High	100 people
Homelessness			
Add Emergency Shelter & Transitional Housing Beds	X	Low	20 beds
Decent Affordable Housing			
Owner-occupied Housing Unit Rehabilitation	X	High	50 units
Direct Assistance to 1st-time Homebuyers		Low	10 households

APPENDIX B - Photos

NACOG Wheelchair Ramp Volunteers

Boys and Girls Club Restrooms

Grace Sparks ADA Restrooms

CITY OF PRESCOTT
Everybody's Hometown

CDBG Citizens Advisory Committee MEMO

MEETING DATE: **December 18, 2019**

AGENDA ITEM: January CDBG Grant Application Workshop and Updated Web Page

Approved By:			**Date:**
Director:	Bryn Stotler	Bryn Stotler	12/15/19
Planning Manager:	George Worley	G Worley	12/12/19
CDBG Coordinator:	Michelle Chavez	M Chavez	12.13.19

Item Summary

This item is to provide an overview of the CDBG Application Workshop and Update to the CDBG web page.

Background

The CDBG Workshop will be held on January 22nd, 2020 from 1:30pm to 3:00pm in the Founders Suite at the Prescott Public Library. All interested parties are encouraged to attend.

Draft Workshop Agenda

CDBG Overview – Guidelines and eligibility
Important dates and deadlines
On-Line Application Process
Question and Answer

Attachments

1. Workshop Flyer
2. Updated Web Page

Recommended Action: **Receive and File**

CITY OF PRESCOTT
ARIZONA
Everybody's Hometown

Save the Date -2020 CDBG Grant Application Workshop

The City of Prescott invites representatives of local nonprofit organizations, City Departments, and for profit organizations to attend our CDBG grant application workshop.

Topics to be discussed during the workshop include application timelines, eligibility requirements, guidelines, and instructions for applying on-line.

Wednesday January 22, 2020
Time: 1:30pm to 3:00 PM

- **PRESCOTT PUBLIC LIBRARY - Founders Suite A and B**
  215 E GOODWIN ST, PRESCOTT AZ 86303
- **Contact: Michelle Chavez - CDBG- Grant Coordinator**
  928.777.1205 or michelle.chavez@prescott-az.gov

Project examples benefitting low to moderate income persons living in Prescott: Infrastructure (neighborhood) improvements including accessibility, support for homeless and highly mobile, support for veterans, seniors and youth, affordable housing projects and more.

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.

CDBG 2020 Timeline – *(Subject to Change)*

January 22, 2020 – CDBG Grant Application Workshop- 1:30pm to 3:00pm at Prescott Public Library (Founders Suite)

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.

Community Development Block Grants

The Community Development Block Grant program is funded by the U.S. Department of Housing and Urban Development (HUD). Community Development Block Grants help communities provide decent housing, a suitable living environment, and expanded economic opportunities, principally for persons of low and moderate income.

HUD awards grants to entitlement community grantees to carry out a wide range of community development activities directed toward revitalizing neighborhoods, economic development and providing improved community facilities and services. Entitlement communities develop their own programs and funding priorities.

- Prescott qualified as an entitlement community in 2005 and has since developed the three Five Year Consolidated Plans 2005 – 2009, **2010-2014**, and **2015-2019**

Prescott is currently writing its 2020-2025 Consolidated Plan and will be doing community surveys and engagement to determine the priorities for the next five years. The Five-Year Plan provides the framework for the use of CDBG funding received by the City of Prescott from the US Department of Housing and Urban Development (HUD). CDBG funds must be used to benefit low and moderate income (LMI) households and neighborhoods. Eligible CDBG activities fall into three broad categories:

1. Neighborhood Revitalization, Public Services and Facilities
2. Human Services and Economic Opportunities
3. Decent Affordable Housing

The Prescott CDBG Program has facilitated and funded: Area LMI benefit infrastructure improvements, (sidewalks and street paving), rehab of low income limited clientele rental units, renovation at residential treatment facilities, a tool lending program, transportation for low income seniors and disabled residents, renovation of two ADA restrooms in public buildings, improved Granite Creek Park, created an outdoor learning center for LMI youth, upgraded veterans affordable housing, coordinated outreach for homeless veterans, improved the quality, efficiency and safety of local shelters, supported Meals on Wheels programming and more.

CDBG Program Year 2020 Application Materials

The City of Prescott will be holding a grant application workshop on Wednesday January 22nd from 1:30pm to 3:00pm at the Public Library Founders Suite.

All interested grant applicants are encouraged to attend.

- **Workshop Flyer**
- **Application Timeline**

- **2020 CDBG Application – All applications must be done on-line**
- **Workshop Presentation**
- **CDBG MAP**

2018 Consolidated Annual Performance Evaluation Report (CAPER)

Each year, in addition to submitting an Annual Action Plan to HUD, the City is required to report on program activities. The 2018 CAPER is now available for public review and comment. It will be submitted to HUD in early January after the review period has passed.

2018 CAPER (Draft)

CDBG Annual Allocation Plan

Each year the City funds a number of projects with the CDBG funds available. Those projects are included in an Annual Action Plan (AAP). Contact the CDBG Grant Coordinator for more information.

- **Program Year 2019 Annual Action Plan**
- **Program Year 2018 Annual Action Plan**
- **Program Year 2017 Annual Action Plan**
- **Program Year 2016 Annual Action Plan**
- **Program Year 2015 Annual Action Plan**
- **Program Year 2014 Annual Action Plan**

CITY OF PRESCOTT
Everybody's Hometown

CDBG Citizens Advisory Committee MEMO

MEETING DATE: **December 18, 2019**

AGENDA ITEM: Update on administrative changes

Approved By:			**Date:**
Director:	Bryn Stotler	Bryn Stotler	12/13/19
Planning Manager:	George Worley	G Worley	12/12/19
CDBG Coordinator:	Michelle Chavez	M Chavez	12.13.19

Item Summary

This item is to provide an update on administrative changes to the CDBG Program.

Background

The CDBG Program has proposed administrative changes to improve outcomes and project planning. These items were presented at the last CAC meeting and are being further adjusted based on feedback from CDBG expert and CAC members.

1. All grant applications will be submitted online through an online submittal form. The application will be updated to follow the HUD Annual Action Plan and Consolidated Plan.

2. Grant applicants will be allowed to apply for three years of funding for construction projects and one year of funding for public service projects. City contracts will all be contingent on HUD funding and applicants will still need to report annually on outcomes. City staff will still report annually to HUD via the CAPER.

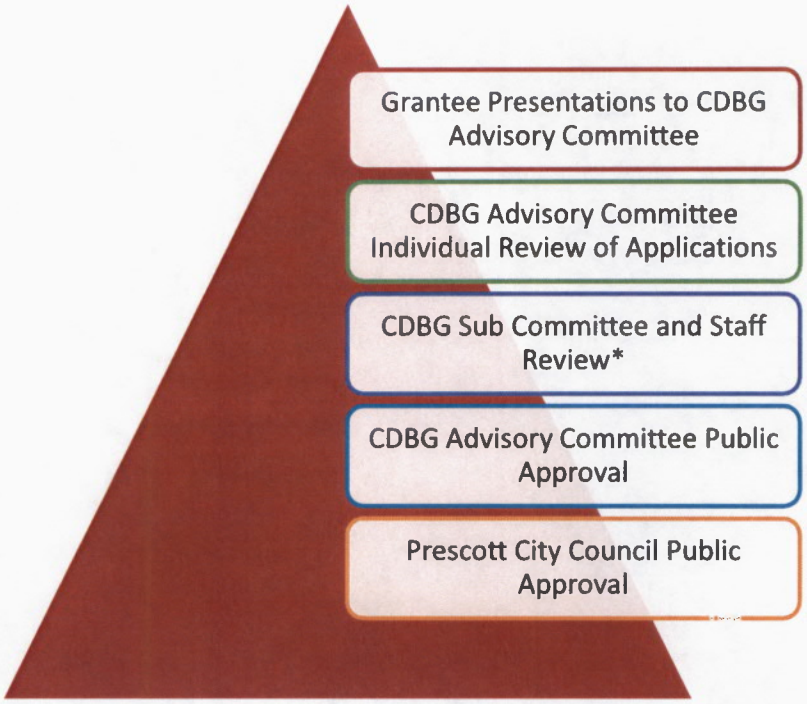
3. Grant reviews will be done by all seven CDBG Citizen Advisory Committee (CAC) members. Staff will report out application scores to a sub-committee of the CAC. Sub-committee will make allocation recommendation to the full CAC after meeting with staff. Full CAC will still be able to interview applicants at a full CAC during the grant review process and after they have scored the applications.

Attachments

1. Grant Review Chart
2. CDBG Grant Review Timeline

Recommended Action: **Select CAC Grant Sub Committee** – 3 members

Prescott CDBG Grant Review Process PY2020



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

CDBG Grant Review Timeline

- Feb 28 - Grant Applications Distributed to Committee
- March 18 - Applicants Present Projects to CAC
- March 20 - Final scores due to CDBG Staff (3 weeks of review time)
- April 1 – Subcommittee Meets with City Staff
- April 15 – Full CAC Approves Grants