



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

**CDBG CITIZENS ADVISORY COMMITTEE
REGULAR MEETING
WEDNESDAY, January 15, 2020
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 January 15, 2020 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

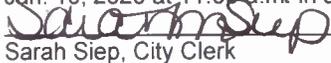
III. REGULAR AGENDA ITEMS

- 1. Approve the minutes of the November 20th and December 18th meetings.
- 2. Communications Update
- 3. Application Examples
- 4. Workshop Agenda

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 Jan. 10, 2020 at 11:00 a.m. in accordance with the statement filed with the City Clerk's Office.


Sarah Siep, 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.



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

MINUTES OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CITIZENS ADVISORY COMMITTEE (CAC) MEETING held on November 20, 2019 at 1:30pm in the City Council Chambers, located at 201 South Cortez Street, Prescott, Arizona.

I. CALL TO ORDER

Vice Chair Suttles called the meeting to order at 1:30 p.m.

II. ATTENDANCE

MEMBERS PRESENT	STAFF PRESENT
Jerry Jones, Chair (Absent)	Michelle Chavez, CDBG Program Coordinator
Mary Ann Suttles, Vice-Chair	Bryn Stotler, Director of Comm. Development
Robert Painter	George Worley, Planning Manager
Tom Benson	Tammy DeWitt, Community Planner
Kristy Snyder	
Connie Cantelme	COUNCIL PRESENT
Sandy Griffis	Phil Goode

III. REGULAR ITEMS

1. Approve Minutes from the February 13th, March 13th and March 20th meetings.

A motion was made by Member Cantelme, seconded by Member Snyder and passed unanimously.

2. CDBG Program Update

Michelle Chavez gave an update on completed projects since the last meeting in March. There were six projects finished; Recreation Services ADA Bathroom, Boys and Girls Club ADA Bathroom, NACOG Temporary Wheelchair Ramp Program, and two low income transportation programs.

Projects Begun: The Launch Pad Outdoor Learning Center, Prescott Area Shelter Services Expansion Project.

Future Projects: Prescott Area Habitat (PAHH) – Still deliberating with HUD on approved project work, USVETS Whipple Street – Bathroom Fixtures need to be approved by City Council.

Current Program Year 2019: Peer Mentoring at West Yavapai Guidance Clinic, People Who Care transportation program, Launch Pad Workforce Development program, US VETS Elevator project, and CCJ expansion which is still under environmental review.

Ms Chavez shared photos from Grace Sparks Bathroom and Boys and Girls Club Bathroom ADA remodel projects.

Staff and Members discussed the NACOG Wheelchair Ramp Program, US VETS Elevator Project Scope Change, Madison Park Cottages funding, and future project updates to the committee.

3. Timeline for PY20 CDBG Program

Ms. Chavez gave the committee an update on the CDBG 2020 timeline, 5 year Consolidated Plan outreach, and online applications.

Staff and committee members discussed the pros and cons of one year and three year grant projects, and the pros and cons of having a potential sub-committee of the CAC to review the grant scores and comments from readers.

4. Timeline for 5 Year Consolidated Plan / Citizen Engagement

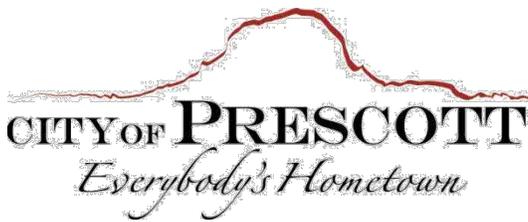
Ms. Chavez gave an overview updated schedule for the 5 year consolidated plan

IV. ADJOURNMENT

A motion to adjourn was made by Member Painter, seconded by Member Cantelme and approved unanimously. Meeting was adjourned at 2:23pm

Jerry Jones, Chairman

Michelle Chavez, CDBG Coordinator



**CITIZENS ADVISORY COMMITTEE
December 18, 2019 MINUTES
PRESCOTT, ARIZONA**

MINUTES OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CITIZENS ADVISORY COMMITTEE (CAC) MEETING held on December 18, 2019 at 1:30pm in the City Council Basement Conference Room, located at 201 South Cortez Street, Prescott, Arizona.

I. CALL TO ORDER

Chair Jones called the meeting to order at 1:30 p.m.

II. ATTENDANCE

MEMBERS PRESENT	STAFF PRESENT
Jerry Jones, Chair	Michelle Chavez, CDBG Program Coordinator
Mary Ann Suttles, Vice-Chair	Bryn Stotler, Director of Comm. Development
Robert Painter	George Worley, Planning Manager
Tom Benson	Tammy DeWitt, Community Planner
Kristy Snyder	
Connie Cantelme	COUNCIL PRESENT
Sandy Griffis	Phil Goode

III. REGULAR ITEMS

1. CDBG CAPER – 2018 Consolidated Annual Performance Evaluation Report (CAPER)

Ms. Chavez gave an overview of the 2018 CAPER which is under 15 day public review and comment.

Staff and the committee discussed the CAPER:

- Noted there was a typo on page three.
- Noted the number of residents served and how the City of Prescott has used its funds over the years.
- Noted the Launch Pad project is going on in PY19 and was funded in 2018
- Noted NACOG program served 2 homes and goal was 4, asked to follow up with NACOG on what the cycle will be to re-use the wheelchair ramps.
- Page 2 under the five year goals and outcomes is confusing. Please refer to the chart in Appendix on page 13.
- What does “decent” affordable housing mean? This will be explained more at the application workshop. It’s a term that HUD uses and staff will make sure to include a better definition in the upcoming five year plan.
- Discussed the homeless vs. non-homeless numbers.
- Why is there money about the water supply credits in the report? The reason is that HUD asks questions beyond what the CDBG program is doing. This was a program from the last consolidated plan and will not be in the new plan. What is the City doing to lessen the impediments to fair housing in the Community is part of the CAPER.
- Discussed lead based paint eligibility and mitigation.

2. CDBG Workshop flyer and web page update

Staff and committee discussed the workshop for CDBG applicants, new information shared, welcome, co-chair presentations, marketing of the workshop – Prescott Media Center, Daily

Courier, Constant Contact, CDBG Mailing List, Timeline of CDBG and Workshop, Social Media promotion, City Department participation, and adding a link to the web page on the workshop flyer.

3. Timeline for PY20 CDBG Program

Staff reported on online application process and the benefits of streamlining the application process in PY20.

Staff and committee discussed 3 year vs. 1 year projects and how that will be managed and reported on annually. The CDBG members went around and each indicated that they are ok with trying out this process.

Staff and committee discussed the upcoming grant review process and discussed the pros and cons of having a sub-committee to do the first level application analysis.

Member Suttles made a motion to elect three people to the subcommittee and nominated Sandy Griffis to be on the sub-committee, that motion was seconded by Member Painter.

Chair Jones made a motion to nominate Member Contelme to the sub-committee, Member Snyder seconded the motion.

Member Griffis nominated Member Painter, Chair Jones seconded. Member Painter declined the nomination.

Member Painter nominated Member Suttles to the committee. Member Griffis seconded.

The motions passed unanimously for the creation of the sub-committee of Griffis, Cantelme, and Suttles.

IV. ADJOURNMENT

Meeting adjourned at 3:00pm

Jerry Jones, Chairman

Michelle Chavez, CDBG Coordinator

CDBG Citizens Advisory Committee MEMO

MEETING DATE: **January 15, 2019**

AGENDA ITEM: Update on CDBG Communications Strategy

Approved By:		Date:
Director:	Bryn Stotler	<i>B. Stotler</i> 1/9/20
Planning Manager:	George Worley	<i>G. Worley</i> 1/8/20
CDBG Coordinator:	Michelle Chavez	<i>M. Chavez</i> 1/9/20

Item Summary

This item is to provide an update on the Communications Plan for the CDBG 2020 Program

Background

The following items are part of the strategic communications plan for CDBG 2020.

1. YCCA donated ad banner space in newsprint – Pre Workshop
2. CDBG Web Page and City of Prescott News Page – Pre Workshop and Post Workshop
3. 30 second radio spots pre-workshop.
4. Prescott Media Center advertising the Workshop
5. Press release to the media pre-workshop
6. Pre and Post workshop Facebook posts advertising the workshop and the application timeline.

Attachments

1. YCCA Banner Ad

Recommended Action: **Information only**



— *SAVE THE DATE* —

2020 CDBG Grant Application Workshop
For Agencies Serving Prescott Residents

Wednesday, January 22, 2020 from 1:30pm to 3pm
PRESCOTT PUBLIC LIBRARY Founders Suite A and B
215 E GOODWIN ST, PRESCOTT AZ 86303

Learn more at: [www.prescott-az.gov/business-development/community-grants/
community-development-block-grants/](http://www.prescott-az.gov/business-development/community-grants/community-development-block-grants/)

CDBG Citizens Advisory Committee MEMO

MEETING DATE: January 15, 2019

AGENDA ITEM: Update on CDBG On-Line Applications

Approved By:		Date:
Director:	Bryn Stotler	1/9/20
Planning Manager:	George Worley	1/8/20
CDBG Coordinator:	Michelle Chavez	1/9/20

Item Summary

This item is to provide an update on the On-Line applications for the CDBG 2020 Program

Background

The CDBG 2020 Program applications will be submitted on-line. There are two separate applications. One is for construction related projects and the other is for public service related projects.

All applications will be printed out for all the CAC members including financial reports and any other important attachments that are submitted. Examples are: PAC letters, bids, contractors quotes, program brochures, etc.

Staff will go over the applications in real time at the workshop on January 22, 2020.

Attachments

1. CDBG Construction Application
2. CDBG Public Service Application

Recommended Action: Information only



2020 City of Prescott CDBG Grant Application (Construction)

1. Application Deadline is February 24, 2020 at 2:00 pm

Failure to complete this application completely with all required attachments may result in your application being rejected. All applicants must be in good standing with the IRS and have a registered DUN and Bradstreet Number. Call 1-866-705-5711 for free DUNS #

NEW! Construction Applicants can apply for one, two or three years of project funding for a single project. Applicants cannot apply for multiple years for multiple projects. Separate projects must be applied for individually on an annual basis.

If you need assistance, please contact Michelle Chavez at 928-777-1205 or email at michelle.chavez@prescott-az.gov



2020 City of Prescott CDBG Grant Application (Construction)

2. Organization Overview

* 1. Organization Name

* 2. Organization Address (City, State and Zip)

* 3. Organization Phone Number

* 4. Contact Person Name and Title

* 5. Contact Person Email Address

* 6. Web Site Address

* 7. Federal Tax ID Number

* 8. DUNS #

* 9. Fair Housing Policies

Yes

No

* 10. Procurement Policies

Yes

No

* 11. Equal Employment Opportunity Employer (EEOE)

Yes

No

* 12. Drug Free Policies

Yes

No



2020 City of Prescott CDBG Grant Application (Construction)

3. Project Description

* 13. PROJECT LOCATION INFORMATION

Project Name

Organization Name

Project Address

Prescott

Arizona

ZIP/Postal Code

Country

* 14. Please indicate the project years you are applying for. (Check all that apply)

- PY2020 - July 1, 2020- June 30, 2021
- PY2021 - July 1, 2021-June 30, 2022
- PY2022 - July 1, 2022 - June 30, 2023

15. Assessor Parcel Number of Project Location (APN)

* 16. Project Narrative: Please give a brief overview of your project (1000 character limit) and include the existing problem or need to be addressed.

* 17. How many LMI (Low to Moderate Income) Prescott residents will this project serve during each program year?

* 18. Annual Goals for the Number of Households Supported.

Homeless	<input type="text"/>
Non-Homeless	<input type="text"/>
Special-Needs	<input type="text"/>
Total	<input type="text"/>

* 19. Annual Goals for the Number of Households Supported Through

Rental Assistance	<input type="text"/>
The Production of New Units	<input type="text"/>
Rehab of Existing Units	<input type="text"/>
Acquisition of Existing Units	<input type="text"/>
Total	<input type="text"/>

* 20. Please indicate which HUD National Objective and priority areas that the project addresses (Check all that apply) CDBG Entitlement Law - Eligible Activities

- Public Facilities / Improvement Benefit (Neighborhood Revitalization) - LMJFI
- Rehab Multi Unit Residential - LMH (Low to Moderate Income)
- Infrastructure Revitalization - LMA
- OTHER

* 21. Does this construction project fall under a CDBG LMI Area Benefit Area for Prescott? See Area Benefit Map

- yes
- no



2020 City of Prescott CDBG Grant Application (Construction)

4. Organizational Capacity

* 22. Describe your organizational experience with grants including similar projects. Are you a past Prescott CDBG Grant recipient? Does your organization receive other federal funds?

23. Please provide funding source references

Name, Org., Address,
Phone, Email

Name, Org., Address,
Phone, Email

Name, Org., Address,
Phone, Email

* 24. Financial Audit and Reports - Indicate Yes with a check in the box. If the answer is no, please provide explanation.

- Are the financial statements of the organization prepared in accordance with generally accepted accounting principles?
- Was there accurate and complete disclosure of the financial expenditures of each federally-sponsored program?
- Was an audit of financial records obtained annually (or biennially)?

Please explain if one of the items above is not checked.

* 25. Please attach a copy of your most recent audit summary letter, and your income statement / balance sheet.

No file chosen

* 26. How will your organization's project be impacted if CDBG funds are not awarded?

* 27. Will you be able to implement your project with only partial funding? (Please explain).



2020 City of Prescott CDBG Grant Application (Construction)

5. PROJECT BUDGET AND TIMELINE

This section allows you to describe your project timeline and annual budget(s)

* 28. Please indicate your proposed project schedule/timeline. Please include each quarter and the major activities planned for that period. Include in the timeline; plans for environmental review, site plans, Pre-Application Conference (PAC), bids, final inspections, etc.

Year One	<input type="text"/>
Year Two (OPTIONAL)	<input type="text"/>
Year Three (OPTIONAL)	<input type="text"/>

CDBG PROPOSED BUDGET / PROJECT COST(S)

The CDBG Program uses the City of Prescott's Procurement Policy.

Purchases up to \$5,000 can be made without a purchase order or multiple quotes. Purchases should be made with as much economy as practicable in the open market place and prevailing price.

- Purchases from \$5,000 – \$25,000 will require three (3) written quotes.
- Purchases from \$25,000 – \$50,000 will require three (3) written quotes and must be approved by City Council.
- Purchases over \$50,000 shall be made only after formal competitive sealed bidding, solicited by public notification, and awarded by the City Council.

If possible attach estimates from professionals in the A/E, estimating or construction field for each component, i.e., roofing estimate, concrete estimate, window replacement estimate, etc.)

Davis Bacon Rules apply. Contractors must pay prevailing wage for Yavapai County and post this poster on the job site. If the CDBG dollars will be used for labor, it is advised to meet with the City before beginning work to discuss the documentation needed for Davis Bacon rules.

Construction projects must be reviewed by the City's PAC before approval. (PAC) Pre Application Conferences happen each Thursday at 2pm. The instructions for PAC are located here: http://www.prescott-az.gov/wp-content/uploads/2016/05/pre-applicant_conference_packet-1.pdf - Agendas are set one week before the meeting.

29. Attach any estimates, bids, PAC letters, or other documents.

No file chosen

30. Attach any other pertinent documents.

Choose File

No file chosen

* 31. CDBG Proposed Budget PY2020 - Please complete a budget sheet for each program year you are applying. Each year CDBG request needs to be the same amount if applying for multiple years.

A. Specific Items List -
Materials, Labor (Davis
Bacon Rules Apply),
Admin.

Total - CDBG Amount
Requested

B. Other Funding Sources
Listed (Ex. Private
Donations, Other Grants,
etc.)

Total = Other Funding
Source Amount

A+ B. = Total cost of
activity

TOTAL CDBG REQUEST

TOTAL OTHER FUNDS

32. CDBG Proposed Budget PY2021 - Please complete a budget sheet for each program year you are applying. Each year CDBG request needs to be the same amount.

A. Specific Items List -
Materials, Labor (Davis
Bacon Rules Apply),
Admin.

Total - CDBG Amount
Requested

B. Other Funding Sources
Listed (Ex. Private
Donations, Other Grants,
etc.)

Total = Other Funding
Source Amount

A+ B. = Total cost of
activity

TOTAL CDBG REQUEST

TOTAL OTHER FUNDS

33. CDBG Proposed Budget PY2022 - Please complete a budget sheet for each program year you are applying. Each year CDBG request needs to be the same amount.

A. Specific Items List -
Materials, Labor (Davis
Bacon Rules Apply),
Admin.

Total - CDBG Amount
Requested

B. Other Funding Sources
Listed (Ex. Private
Donations, Other Grants,
etc.)

Total = Other Funding
Source Amount

A+ B. = Total cost of
activity

TOTAL CDBG REQUEST

TOTAL OTHER FUNDS

34. Combined CDBG Funding Request (If multiple years)



2020 City of Prescott CDBG Grant Application (Construction)

6. Program Organization

35. Is this a Collaborative Application?

36. If yes, please identify the name of the partner organization and the primary / lead staff person who will be working on the project.

Organization

Lead Staff Member Title

Lead Staff Member Contact Info

Lead Staff Member Background and Expertise

37. Please identify additional responsible parties and briefly note the experience that they have in this role.

Staff Member Name

Staff Member Title

Staff Member Contact Info

Staff Member Background and Expertise

*** 38. REQUIRED CERTIFICATIONS FOR CDBG PUBLIC SERVICES and CONSTRUCTION ACTIVITIES**

APPLICATION: The 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.

*** 39. Certification of above statements by binding authority.**

Signature of Authorized
Agent or Representative

Date

Title

Organization

Thank you for applying! If you need assistance, please contact Michelle Chavez at 928-777-1205 or email at michelle.chavez@prescott-az.gov



2020 City of Prescott CDBG Grant Application (Public Service)

1. Application Deadline is February 24, 2020 at 2:00 pm

Failure to complete this application completely with all required attachments may result in your application being rejected. All applicants must be in good standing with the IRS and have a registered DUN and Bradstreet Number. Call 1-866-705-5711 for a free DUNS #.

If you need assistance, please contact Michelle Chavez at 928-777-1205 or email at michelle.chavez@prescott-az.gov



2020 City of Prescott CDBG Grant Application (Public Service)

2. Organization Overview

* 1. Organization Name

* 2. Organization Address (City, State and Zip)

* 3. Organization Phone Number

* 4. Contact Person Name and Title

* 5. Contact Person Email Address

* 6. Web Site Address

* 7. Federal Tax ID Number

* 8. DUNS #

* 9. Fair Housing Policies

Yes

No

* 10. Procurement Policies

Yes

No

* 11. Equal Employment Opportunity Employer (EEOE)

Yes

No

* 12. Drug Free Policies

Yes

No



2020 City of Prescott CDBG Grant Application (Public Service)

3. Project Description

* 13. PROJECT LOCATION INFORMATION

Project Name	<input type="text"/>
Organization Name	<input type="text"/>
Project Address	<input type="text"/>
City (Must be Prescott)	<input type="text"/>
State (AZ)	<input type="text"/>
ZIP/Postal Code	<input type="text"/>
Country	<input type="text"/>

14. Assessor Parcel Number of Project Location (APN)

* 15. Project Narrative: Please give a brief overview of your project (1000 character limit) and include the existing problem or need to be addressed.

* 16. How many LMI (Low to Moderate Income) Prescott residents will this project serve during each program year?

* 17. Annual Goals for the Number of Households Supported.

Homeless

Non-Homeless

Special-Needs

Total

* 18. Annual Goals for the Number of Households Supported Through

Rental Assistance

The Production of New Units

Rehab of Existing Units

Acquisition of Existing Units

Total

* 19. Does this public service project fall under a CDBG LMI Area Benefit Area for Prescott? [See Area Benefit Map](#)

yes

no

* 20. Please indicate which HUD National Objective and priority areas that the project addresses (Check all that apply) [CDBG Entitlement Law - Eligible Activities](#)

Low / Mod Area Benefit - LMA (Area of Prescott is LMI)

Low/ Mod Limited Clientele Benefit - LMC (All participants are Low to Moderate Income)

Job Service Benefit - LMCSV (all participants are receiving LMI job services)

OTHER



2020 City of Prescott CDBG Grant Application (Public Service)

4. Organizational Capacity

* 21. Describe your organizational experience with grants including similar projects. Are you a past Prescott CDBG Grant recipient? Does your organization receive other federal funds?

22. Please provide funding source references

Name, Org., Address,
Phone, Email

Name, Org., Address,
Phone, Email

Name, Org., Address,
Phone, Email

* 23. Financial Audit and Reports - Indicate Yes with a check in the box. If the answer is no, please provide explanation.

- Are the financial statements of the organization prepared in accordance with generally accepted accounting principles?
- Was there accurate and complete disclosure of the financial expenditures of each federally-sponsored program?
- Was an audit of financial records obtained annually (or biennially)?

Please explain if one of the items above is not checked.

* 24. Please attach a copy of your most recent audit summary letter, and your income statement / balance sheet.

Choose File

No file chosen

* 25. How will your organization's project be impacted if CDBG funds are not awarded?

* 26. Will you be able to implement your project with only partial funding? (Please explain).



2020 City of Prescott CDBG Grant Application (Public Service)

5. PROJECT BUDGET AND TIMELINE

This section allows you to describe your project timeline and annual budget(s)

* 27. Please indicate your proposed project schedule/timeline. Please include each quarter and the major activities planned for that period - July 1, 2020 to Jun 30, 2021

Quarter 1 -	
Quarter 2 -	
Quarter 3 -	
Quarter 4 -	

CDBG PROPOSED BUDGET / PROJECT COST(S)

The CDBG Program uses the City of Prescott's Procurement Policy.

Purchases up to \$5,000 can be made without a purchase order or multiple quotes. Purchases should be made with as much economy as practicable in the open market place and prevailing price.

- Purchases from \$5,000 – \$25,000 will require three (3) written quotes.
- Purchases from \$25,000 – \$50,000 will require three (3) written quotes and must be approved by City Council.
- Purchases over \$50,000 shall be made only after formal competitive sealed bidding, solicited by public notification, and awarded by the City Council.

28. Attach any pertinent documents that pertain to your project or program.

No file chosen

29. Attach any other pertinent documents.

No file chosen

* 30. CDBG Proposed Budget PY2020

A. Specific Items List -
Materials, Labor (Davis
Bacon Rules Apply),
Admin.

Total - CDBG Amount
Requested

B. Other Funding Sources
Listed (Ex. Private
Donations, Other Grants,
etc.)

Total = Other Funding
Source Amount

A+ B. = Total cost of
activity

TOTAL CDBG REQUEST



2020 City of Prescott CDBG Grant Application (Public Service)

6. Program Organization

31. Is this a Collaborative Application?

32. If yes, please identify the name of the partner organization and the primary / lead staff person who will be working on the project.

Organization

Lead Staff Member Title

Lead Staff Member Contact Info

Lead Staff Member Background and Expertise

33. Please identify additional responsible parties and briefly note the experience that they have in this role.

Staff Member Name

Staff Member Title

Staff Member Contact Info

Staff Member Background and Expertise

*** 34. REQUIRED CERTIFICATIONS FOR CDBG PUBLIC SERVICES and CONSTRUCTION ACTIVITIES**

APPLICATION: The 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.

*** 35. Certification of above statements by binding authority.**

Signature of Authorized Agent or Representative	<input type="text"/>
Date	<input type="text"/>
Title	<input type="text"/>
Organization	<input type="text"/>

Thank you for applying! If you need assistance, please contact Michelle Chavez at 928-777-1205 or email at michelle.chavez@prescott-az.gov

CDBG Citizens Advisory Committee MEMO

MEETING DATE: **January 15, 2019**

AGENDA ITEM: Update on CDBG 2020 Application Workshop

Approved By:		Date:
Director:	Bryn Stotler	<i>Bryn Stotler</i> 1/9/20
Planning Manager:	George Worley	<i>G. Worley</i> 1/9/20
CDBG Coordinator:	Michelle Chavez	<i>M Chavez</i> 1-9-20

Item Summary

This item is to provide an update on the agenda for the January 22nd CDBG Application Workshop.

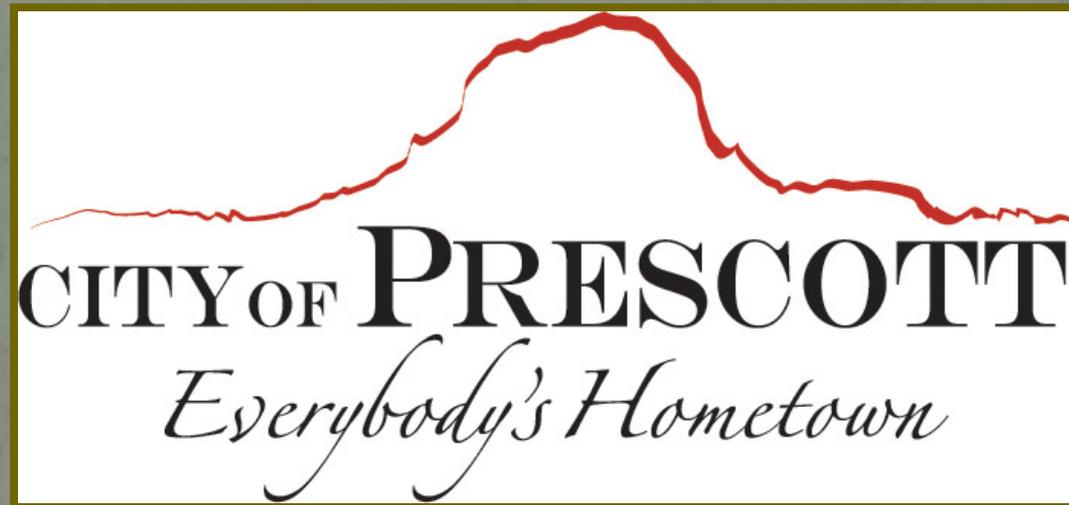
Agenda

1. Welcome and Introductions by CM Goode – 5 minutes
2. Guidelines and Eligibility – 10 minutes
3. What's new for 2020 – 15 minutes
4. On-Line Application Process – 15 minutes
5. Important Dates and Deadlines – 5 minutes
6. Questions and Answer – 30 minutes

Attachments: Workshop Presentation

Recommended Action: Information only

Community Development Block Grant
(CDBG) Grant Application Workshop
January 22, 2020



Welcome To The CDBG Workshop

Welcome by Councilman Goode

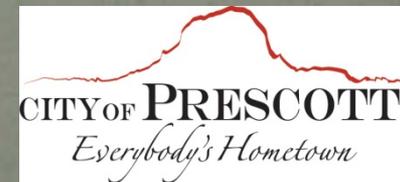
Staff Introductions

- Michelle Chavez, CDBG Program Coordinator
- Bryn Stotler, Community Development Director
- George Worley, Planning Manager
- Tammy DeWitt, Community Planner

Citizen Advisory Committee (CAC) Member Introductions

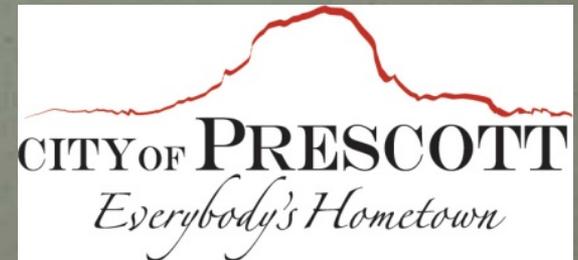
- Jerry Jones, Chair
- Mary Ann Suttles, Vice-Chair
- Robert Painter, Member
- Tom Benson, Member
- Connie Cantelme, Member
- Kristy Snyder, Member
- Sandy Griffis, Member

Applicant Introductions - Name, Agency and Function



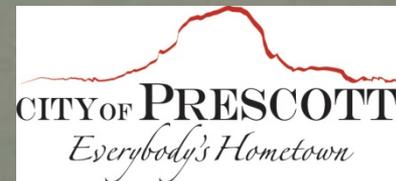
Agenda

- CDBG Guidelines and Eligibility
- What's new for 2020
- Online Application Process
- Important Dates and Deadlines
- Questions & Answers



CDBG Guidelines and Eligibility

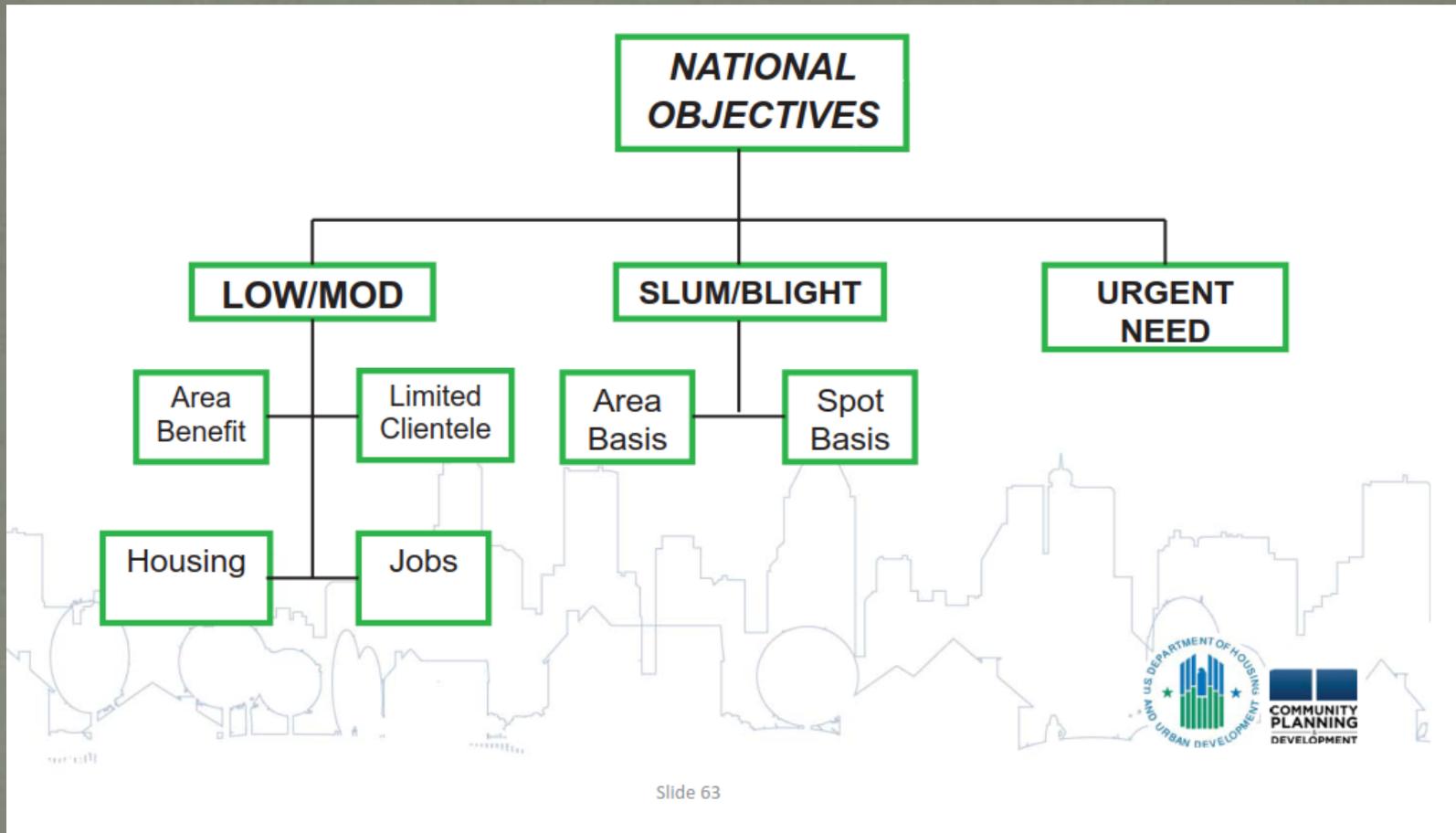
- The *primary* objective of the CDBG program is the development of viable communities, principally for low-income persons through the provision of the following:
 - decent housing
 - a suitable living environment
 - economic opportunity



CDBG Guidelines and Eligibility

- The Community Development Block Grant (CDBG) Program is authorized under Title I of the Housing and Community Development Act of 1974, as amended.
- The Community Development Block Grant (CDBG), one of the longest-running programs of the U.S. Department of Housing and Urban Development (HUD), and it funds local community development activities such as affordable housing, anti-poverty programs, and infrastructure development. CDBG funds are allocated to local and state governments on a formula basis every year.
- Local governments participate in either the Entitlement Program or the States and Small Cities Program. Prescott is a CDBG entitlement community and receives funds every year.
- The regulations implementing the CDBG Program are found at 24CFR Part 570 (To review 24 CFR 570 in its entirety, visit HUD's website at www.hud.gov).

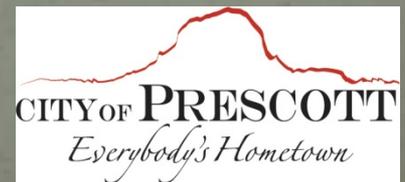
CDBG Guidelines and Eligibility



Slide 63

CDBG Guidelines and Eligibility

- The City of Prescott does not currently have designated “Slum and Blight” or an “Urgent Need” due to an emergency.
- All programs and projects have to fall under one of the “Low/Mod” categories.
- LMI means – Serving “Low to Moderate Income” residents
- All applicants must be in good standing with the IRS and have a DUN and Bradstreet (DUNS) number. Call 1-866-705-5711 for a free DUNS #.



CDBG Guidelines and Eligibility

Low / Mod Area Benefit

- Activity must benefit all residents in an area where at least 51% of the residents are Low- and/or Moderate income ****Map is Linked in Application****
- The service area must be clearly delineated on the Census map and be primarily residential

Low / Mod Limited Clientele

- Activity must service based (non housing) and serve low to moderate income Prescott residents . Must be verified individually unless clients are “presumed benefit.” Presumed benefit includes: abused children, battered spouses, elderly persons, severely disabled adults (as defined by Census), homeless persons, illiterate adults, persons living with AIDS and migrant farm workers.

Low/ Mod Housing

- Activity must be housing related and serve LMI residents

Low / Jobs

- Activity must be workforce development / jobs related and serve LMI residents

****A link to CDBG Entitlement Law and Eligible Activities will also be in the application****

CDBG Guidelines and Eligibility

Government Services 1st time CDBG funding must be:

- A new service; or
- A quantifiable increase in the level of an existing service.
- Public Service Funds can be used for: Labor, Supplies, Equipment and Furnishings *some limitations*

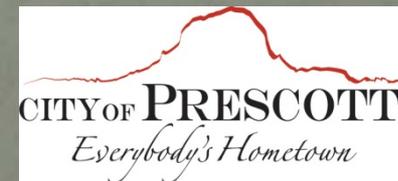
CDBG Guidelines and Eligibility

Ineligible Activities

- Religious Activities
- Income payments directly to clients.
- General local government expenses
- Political Activities
- Purchase of Equipment except: Admin and Public Services
- Operating and Maintenance Expenses
- New Housing Construction Except: Acquisition, Demolition, Infrastructure, Site Prep

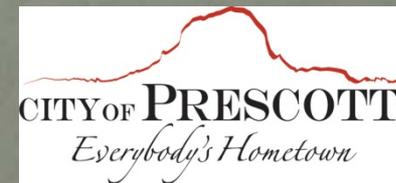
What's New for 2020

- Online Applications Only
- Public Service Applications – One Year
- Construction Applications – One, Two or Three Years
- Sub-Committee Review – CDBG Citizen Advisory Committee



On-Line Application Process

- Public Service -
<https://www.surveymonkey.com/r/R8W33TY>
- Construction -
<https://www.surveymonkey.com/r/TVN9JKN>
- Most of the questions are the same
- Attachments are the same
- Deadline is February 24, 2020 at 2:00pm

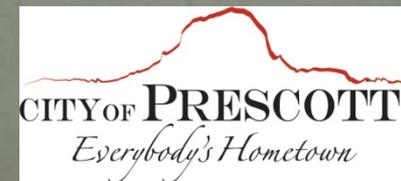


Tips for Good Proposals

- Leverage matching funds
- Answer all questions completely
- Include the required attachments
- Clear, concise, compelling, well written applications
- A project that supports your organization's Mission
- Well substantiated needs, based on documented community data
- Clearly revealed capacity to be successful and sustained

Application Pitfalls

- Any past delinquent report
- Grants are sole source of income
- Incomplete and/or poorly written proposal
- Didn't answer the application questions directly & concisely
- Project is a mission drift
- Outdated annual budget in your organizational profile



Funding Available

In the past the City has funded a mix of City and non-profit projects. The City HUD CDBG Funding varies year to year:

Results Page 1 of 2

Program	Grant Year	Grant #	Current Authorized Amount
CDBG	2019	B-19-MC-04-0512	\$244,622.00
CDBG	2018	B-18-MC-04-0512	\$258,032.00
CDBG	2017	B-17-MC-04-0512	\$232,935.00
CDBG	2016	B-16-MC-04-0512	\$233,755.00
CDBG	2015	B-15-MC-04-0512	\$234,142.00
CDBG	2014	B-14-MC-04-0512	\$238,655.00

- The City expects to receive in the range of \$230,000 to \$240,000 annually. Based on the higher number annual allocations are:
- 20% goes to administration - \$48,000
- Up to 15% can be spent on *public service projects* - \$36,000 available (for the most part this refers to program expenses or non-construction expenses)
- Up to 65% may be used on *construction projects*, or construction related items such as engineering \$156,000

5 –Year Consolidated Plan Priorities

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

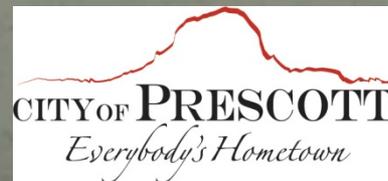
- Wastewater and storm water system improvements, Streets and/or sidewalks, Water main replacements, Accessibility improvements

Income Limits

2019 Arizona Income Limits for State Housing Fund and CDBG HOME, HOPWA, State HTF, NSP and CDBG Program Income Limits

% of Median	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
30% (Extremely Low)	13,900	15,900	17,900	19,850	21,450	23,050	24,650	26,250
50% (Very Low)	23,150	26,450	29,750	33,050	35,700	38,350	41,000	43,650
80% (Low)	37,050	42,350	47,650	52,900	57,150	61,400	65,600	69,850

Source: <https://housing.az.gov/sites/default/files/documents/files/2019-SHF-CDBG-Median-Income-Guidelines-Rev-6.5.19.pdf>



Post Funding Expectations

- Do not start CDBG funded work without a contract and notice to proceed (including purchasing materials).
- Follow all procurement guidelines including bids for materials
- Follow through with sub recipient agreement
- Provide monthly client benefit reports (for Public Service)
- Submit detailed timesheets for all public service staff paid with CDBG
- Adhere to Davis Bacon Labor rules and pay prevailing wage for Yavapai County for all construction projects
- Keep the city informed of any scope changes, need for extension, news releases, etc.
- Allow on-site monitoring and photography
- Fill out on-line annual report when the project is finished
- Include photos and brochures with annual report

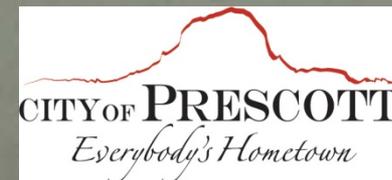
Application Evaluation

- Section 1 – General Info. – Not scored
- Section 2 – Organization Overview – Mandatory Information - not scored
- Section 3 – Project Description – 40 points
- Section 4 – Organizational Capacity – 40 points
- Section 5 – Project Budget and Timeline – 20 points
- Section 6 – Program Organization - Optional Collaboration – Not scored

Total available score = 100

Important Dates and Deadlines

- **January 22, 2020** – Application Workshop
- **February 24, 2020** – Grant Applications due to the City (by Noon)
- **March 18, 2020** – Public Hearing #1 – Project Presentations CDBG Citizen Advisory Committee (Council Chambers, 1:30 p.m.)
- **April 15, 2020**– Public Hearing #2 – Project Award Decisions CDBG Citizen Advisory Committee (Council Chambers, 1:30 p.m.)
- **April 28, 2020** – Public Hearing #3; Plan is presented to Council and the Public (Council Chambers 3:00 p.m.)
- **May 26, 2020** – Public Hearing #4 – City Council Approves Plan (After 30 day review and comment period) Council Chambers 3:00pm
- **July 1, 2020** – Funding Year begins (note that funds can only be spent after contracts are finalized)



Questions?

Michelle Chavez

CDBG Grant Administrator

(928) 777-1205

michelle.chavez@prescott-az.gov

