



COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
CITIZEN ADVISORY COMMITTEE
AGENDA

**CDBG CITIZEN ADVISORY COMMITTEE
REGULAR MEETING
August 19, 2020
1:30 PM**

**Virtual Zoom Meeting
201 S CORTEZ ST
PRESCOTT, ARIZONA
(928) 777-1205**

The following agenda will be considered by the **CDBG** (COMMUNITY DEVELOPMENT BLOCK GRANT) **CITIZEN ADVISORY COMMITTEE** at its meeting to be held on **August 19, 2020 at 1:30 PM via Zoom Virtual Meeting**. Notice of this meeting is given pursuant to Arizona Revised Statutes, Section 38-431.02.

City of Prescott is inviting you to a scheduled Zoom meeting.

**Topic: CDBG Citizen Advisory Committee
Time: Aug 19, 2020 01:30 PM Arizona**

Join Zoom Meeting
<https://us02web.zoom.us/j/85852491889>

Meeting ID: 858 5249 1889

Dial by your location
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+1 253 215 8782 US
+1 346 248 7799 US

- I. **CALL TO ORDER** – Housekeeping – Please keep your phone or PC microphone on mute unless you are speaking to minimize background noise.

Please identify yourself each time you speak so that we can record your comments in the minutes and properly count motions and votes.

II. ATTENDANCE

MEMBERS	
Mary Ann Suttles, Chair	Jon Rocha
Sandy Griffis, Vice-Chair	Deborrah Miller
Bob Painter	Tom Benson
Debbie Savoini	Council Liaison
	Phil Goode

III. REGULAR AGENDA ITEMS

1. Approve the minutes of the July 1, 2020 CDBG Citizen Advisory Committee meeting.
2. Staff Report on Prescott PY19 Unspent funds and application to re-allocate
 - a). Overview of PY19 Unspent funds
 - b). Application from Prescott Adult Center
 - c). Next Steps

3. Staff Report on Prescott COVID 19 CDBG Dollars
 - a).Overview of Dollars
 - b). Ideas for expenditures
 - c). Next Steps

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 08-14-2020 at 4:15 p.m. in accordance with the statement filed with the City Clerk's Office.

Michelle Shaw For:
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
July 1, 2020 MINUTES
PRESCOTT, ARIZONA**

MINUTES OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CITIZENS ADVISORY COMMITTEE (CAC) MEETING held on July 1, 2020 at 1:30pm Via Zoom (Virtual Meeting).

I. CALL TO ORDER

Chair Suttles called the meeting to order at 1:31 p.m.

II. ATTENDANCE

III.

MEMBERS PRESENT	STAFF PRESENT
Mary Ann Suttles, Chair	Michelle Chavez, CDBG Program Coordinator
Sandy Griffis, Vice-Chair	Bryn Stotler, Director of Comm. Development
Robert Painter	George Worley, Planning Manager
Tom Benson	
Deborrah Miller	
Jon Rocha	COUNCIL PRESENT
Debbie Savoini	Phil Goode

III. REGULAR ITEMS

1. Approve the minutes of the May 20, 2020 CDBG Citizen Advisory Committee meeting.

CM Goode mentioned that he was not at the last meeting.

A motion to approve the May 20, 2020 minutes was made by Member Benson. The motion was seconded by Member Painter and passed unanimously.

2. Staff Report on Prescott 2020-2024 Consolidated Plan
 - a). Updated Consolidated Plan Timeline
 - b). Summary of Plan

Ms Chavez gave a summary of the 2020-2024 Consolidated Plan. Staff and committee also discussed the additional COVID dollars and how those could be spent. The committee discussed feedback in the comments section and in particular adding priorities around renters and health services, how to service first time home buyers, assisting with affordable housing and more.

CM Goode recommended adding the Creekview Apartments to the affordable housing chart on page 37.

Member Painter made a motion to accept the Prescott CDBG 2020-2024 Consolidated Plan. Member Griffis seconded. The motion passed unanimously.

Member Griffis made a motion to open the public hearing for the Prescott CDBG 2020-2024 Consolidated Plan that will be open for public review and comment for ten days from July 1, 2020 to July 10, 2020. Member Benson seconded the motion and it passed unanimously.

3. Staff Report on Prescott 2020 CDBG Annual Action Plan
 - a).Summary of Plan

Ms Chavez gave a summary of the 2020 Annual Action Plan.

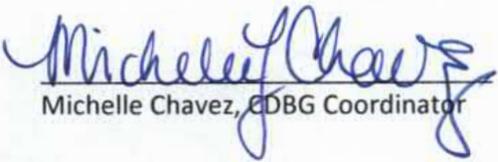
Member Painter made a motion to accept the draft 2020 Annual Action Plan. This motion was seconded by Member Griffis and passed unanimously.

Member Griffis made a motion to open the public hearing for the 2020 Action Plan. This motion was seconded by Member Miller and passed unanimously.

IV. ADJOURNMENT

Member Miller made a motion to adjourn the meeting. This motion was second by Member Painter and passed unanimously. Meeting adjourned at 2:28pm

Mary Ann Suttles, Chairwoman



Michelle Chavez, CDBG Coordinator

MEETING DATE: August 19, 2020

AGENDA ITEM: Report on unspent 2019 CDBG dollars and request to amend action plan

Approved By:		Date:
Director:	Bryn Stotler <i>B. Stotler</i>	8/14/20
Planning Manager:	George Worley <i>George Worley</i>	8/14/20
CDBG Coordinator:	Michelle Chavez <i>MJC</i>	8.14.20

Item Summary

This item is to provide a Staff Report on the unspent 2019 CDBG dollars and ask for approval to move the dollars to a new project and amend the 2019 Annual Action Plan.

Background

The City of Prescott had one project from the PY19 Annual Action plan that did not come to fruition due to several compounding environmental assessment factors. That agency (CCJ) has determined that they would like the funds to go back into the pool so that another agency can utilize the funds.

There was one agency (Prescott Adult Center) that had approached the City with a project. They have filled out an application for funds of in the amount of \$38,000. That application is attached to this agenda.

The dollars that are left over from 2019 are \$52,903. Less the \$38,000 would leave \$14,903 unspent to be re-allocated to additional projects and/or services in the future.

Attachments

1. Prescott Adult Center CDBG Application

Recommended Action: Approve amending the 2019 Annual Action Plan to include \$38,000 for a kitchen remodel project at Prescott Adult Center.

#9

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Friday, July 31, 2020 3:39:51 PM
Last Modified: Monday, August 03, 2020 3:48:09 PM
Time Spent: Over a day
IP Address: 159.118.229.126

Page 2: Organization Overview

Q1

Organization Name

Adult Center of Prescott

Q2

Organization Address (City, State and Zip)

1280 E. Rosser St. Prescott, Arizona 86301

Q3

Organization Phone Number

(928)778-3000

Q4

Contact Person Name and Title

Lucy Mason - Exceutive Director

Q5

Contact Person Email Address

acpdirector1280@gmail.com

Q6

Web Site Address

www.adultcenterofprescott.org

Q7

Federal Tax ID Number

23-7432741

Q8

DUNS #

038011525

Q9

No

Fair Housing Policies

Q10

No

Procurement Policies

Q11

Yes

Equal Employment Opportunity Employer (EEOE)

Q12

Yes

Drug Free Policies

Page 3: Project Description

Q13

PROJECT LOCATION INFORMATION (All Projects must be within Prescott City limits)

Project Name	Small Commercial Kitchen Rehab
Organization Name	Adult Center of Prescott
Project Address	1280 E. Rosser St -Ste B
City	Prescott
State	Arizona
ZIP/Postal Code	86301
Country	United States

Q14

PY2020 - July 1, 2020- June 30, 2021

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

Q15

Assessor Parcel Number of Project Location (APN)

105-04-026

Q16

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

Due to an antiquated malfunctioning leaking refrigerator and separate freezer causing black mold, a mouse infestation, flammable wall paneling, and generally rundown condition of everything in the kitchen including the stove, and small dilapidated cabinets that provided little storage, we have had to completely gut the kitchen. We solved the mouse problem by changing the pest control company, and removed the flooring and flammable wall paneling. But to serve our members and event needs, and meet kitchen health and fire standards, we learned that we are required to install all National Safety Foundation (NSF) certified equipment. This includes stainless steel work tables, three compartment sink w/ drain boards, natural gas range/oven and required hood and fire suppression system, non-flammable wall paneling, grease trap, hand-sink, two-section refrigerator, warming cabinet, and freezer, and cabinetry to meet kitchen storage needs.

Q17

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

1200

Q18

Annual Goals for the Number of Households Supported.

Homeless	0
Non-Homeless	800
Special-Needs	100
Total	900

Q19

Annual Goals for the Number of Households Supported Through

The Production of New Units	0
Rehab of Existing Units	0
Acquisition of Existing Units	0
Total	0

Q20

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

Q21

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

no

Q22

Please describe your organizational experience with grants including similar projects.

We have received grants from the Yavapai-Prescott Indian Tribe for expensive equipment, and donations from members for sound equipment.

Q23

Are you a past Prescott CDBG Grant recipient? If yes, please describe.

NO

Q24

Does your organization receive other federal funds? If yes, please describe.

We received a grant from PPP for \$65,000 for employees due to COVID-19.

Q25

Please provide past funding source references

Name, Org., Address, Phone, Email

**Yavapai-Prescott Indian Tribe, 530 E. Merritt St.,
Prescott, (928)445-8790AZ 86301**

Q26

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?

,

Please explain if one of the items above is not checked.:
We audit our financial records every 4 years, and provide annual detailed financial IRS Tax records.

Q27

Please attach a copy of your current audit summary letter, and/or your income statement / balance sheet.

Balance Sheet.pdf (36.7KB)

Q28

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

We will not be able to proceed with the kitchen project.

Q29

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

No. Because of the black mold, we need to replace all sheet roc, wall covering, flooring and all kitchen equipment with NSF certified installations.

Page 5: PROJECT BUDGET AND TIMELINE

Q30

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

Once funding is secured we estimate that the project should be completed in two to three months. The time frame to receive appliances after the initial order may be longer due to COVID 19. The site plan has been completed and we are in the process of the pre-application conference. Bids are being finalized from three vendors.

Q31

Respondent skipped this question

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

Q32

Attach any other pertinent documents.

DOC161.pdf (1.9MB)

Q33

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.	The bids for the appliances, cupboards other equipment needed for the kitchen are being finalized.
Total - CDBG Amount Requested	\$38,000
B. Other Funding Sources Listed (Ex. Private Donations, Other Grants, etc.)	0
Total = Other Funding Source Amount	0
A+ B. = Total cost of activity	\$38,000
TOTAL CDBG REQUEST	\$38,000
TOTAL OTHER FUNDS	\$0

Q34

Respondent skipped this question

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.

Q35

Respondent skipped this question

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.

Q36

Combined CDBG Funding Request (If multiple years)

\$38,000

Page 6: Program Organization

Q37

No

Is this a Collaborative Application?

Q38

Respondent skipped this question

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

Q39

Respondent skipped this question

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

Q40

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).

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.

Q41

Certification of above statements by binding authority.

Signature of Authorized Agent or Representative

Lucy Mason

Date

08/03/2020

Title

Executive Director

Organization

Adult Center of Prescott



CDBG Citizens Advisory Committee MEMO

MEETING DATE: August 19, 2020

AGENDA ITEM: Report on Prescott CDBG COVID Dollar allocation from the CARES ACT

Approved By:		Date:
Director:	Bryn Stotler	8/14/20
Planning Manager:	George Worley	8/14/20
CDBG Coordinator:	Michelle Chavez	8.14.20

Item Summary

This item is to provide a Staff Report on the CDBG-CV (COVID) dollars that have been allocated via the Federal CARES Act.

Background

The City of Prescott has been allocated an additional \$150,208 in CDBG-CV dollars via the CARES Act. These dollars have to be approved and allocated similar to all the other CDBG related projects and services with the exception of:

1. Public Service Cap of 15% removed
2. Virtual meetings allowed
3. Public Comment Period decreased from 30 days to minimum of 5

The City does not need to allocate the dollars competitively to subrecipients, but needs to follow the competitive procurement process and all environmental review processes. The initial ideas that were floated were PPE and hand washing stations, along with increased infectious disease training for health care, school staff, etc.

HUD has indicated that any PPE, hand washing stations, training, must occur at agencies providing public services to LMI residents. The City has until 2023 to spend the CDBG-CV funds.

In an inquiry to our non-profit subrecipients, the following needs were expressed for low to moderate income residents:

- Hand Washing Stations
- Economic Assistance for Homeless Individuals
- Computer Adaptations for Mentoring Programs, Distance Learning for PUSD Students

Decisions do not need to be made immediately. The purpose is to get some ideas of how to allocate funds and where to put priorities.

Attachments

1. Quick Guide to CDBG Eligible Activities to Support Coronavirus and Other Infectious Disease Response REVISED April 6, 2020.

Recommended Action: Receive and File.

Quick Guide to CDBG Eligible Activities to Support Coronavirus and Other Infectious Disease Response

REVISED April 6, 2020

Grantees should coordinate with local health authorities before undertaking any activity to support state or local pandemic response. Grantees may use Community Development Block Grant (CDBG) funds for a range of eligible activities that prevent and respond to the spread of infectious diseases such as the coronavirus.

Examples of Eligible Activities to Support Coronavirus and Other Infectious Disease Response

<i>For more information, refer to applicable sections of the Housing and Community Development Act of 1974 (for State CDBG Grantees) and CDBG regulations (for Entitlement CDBG grantees).</i>	
Buildings and Improvements, Including Public Facilities	
Acquisition, construction, reconstruction, or installation of public works, facilities, and site or other improvements. <i>See section 105(a)(2) (42 U.S.C. 5305(a)(2)); 24 CFR 570.201(c).</i>	Construct a facility for testing, diagnosis, or treatment.
	Rehabilitate a community facility to establish an infectious disease treatment clinic.
	Acquire and rehabilitate, or construct, a group living facility that may be used to centralize patients undergoing treatment.
Rehabilitation of buildings and improvements (including interim assistance). <i>See section 105(a)(4) (42 U.S.C. 5305(a)(4)); 24 CFR 570.201(f); 570.202(b).</i>	Rehabilitate a commercial building or closed school building to establish an infectious disease treatment clinic, e.g., by replacing the HVAC system.
	Acquire, and quickly rehabilitate (if necessary) a motel or hotel building to expand capacity of hospitals to accommodate isolation of patients during recovery.
	Make interim improvements to private properties to enable an individual patient to remain quarantined on a temporary basis.
Assistance to Businesses, including Special Economic Development Assistance	
Provision of assistance to private, for-profit entities, when appropriate to carry out an economic development project. <i>See section 105(a)(17) (42 U.S.C. 5305(a)(17)); 24 CFR 570.203(b).</i>	Provide grants or loans to support new businesses or business expansion to create jobs and manufacture medical supplies necessary to respond to infectious disease.
	Avoid job loss caused by business closures related to social distancing by providing short-term working capital assistance to small businesses to enable retention of jobs held by low- and moderate-income persons.
Provision of assistance to microenterprises. <i>See section 105(a)(22) (42 U.S.C. 5305(a)(22)); 24 CFR 570.201(o).</i>	Provide technical assistance, grants, loans, and other financial assistance to establish, stabilize, and expand microenterprises that provide medical, food delivery, cleaning, and other services to support home health and quarantine.

Provision of New or Quantifiably Increased Public Services	
<p>Following enactment of the CARES Act¹, the public services cap² has no effect on CDBG-CV grants and no effect on FY 2019 and 2020 CDBG grant funds used for coronavirus efforts.</p> <p><i>See section 105(a)(8) (42 U.S.C. 5305(a)(8)); 24 CFR 570.201(e).</i></p>	Carry out job training to expand the pool of health care workers and technicians that are available to treat disease within a community.
	Provide testing, diagnosis or other services at a fixed or mobile location.
	Increase the capacity and availability of targeted health services for infectious disease response within existing health facilities.
	Provide equipment, supplies, and materials necessary to carry-out a public service.
	Deliver meals on wheels to quarantined individuals or individuals that need to maintain social distancing due to medical vulnerabilities.
Planning, Capacity Building, and Technical Assistance	
<p>States only: planning grants and planning only grants.</p> <p><i>See section 105(a)(12).</i></p>	Grant funds to units of general local government may be used for planning activities in conjunction with an activity, they may also be used for planning only as an activity. These activities must meet or demonstrate that they would meet a national objective. These activities are subject to the State's 20 percent administration, planning and technical assistance cap.
<p>States only: use a part of to support TA and capacity building.</p> <p><i>See section 106(d)(5) (42 U.S.C. 5306(d)(5)).</i></p>	Grant funds to units of general local government to hire technical assistance providers to deliver CDBG training to new subrecipients and local government departments that are administering CDBG funds for the first time to assist with infectious disease response. This activity is subject to the State's 3 percent administration, planning and technical assistance cap.
<p>Entitlement only: data gathering, studies, analysis, and preparation of plans and the identification of actions that will implement such plans. <i>See 24 CFR 570.205.</i></p>	Gather data and develop non-project specific emergency infectious disease response plans.

Planning Considerations

Infectious disease response conditions rapidly evolve and may require changes to the planned use of funds:

- CDBG grantees must amend their Consolidated Annual Action Plan (Con Plan) when there is a change to the allocation priorities or method of distribution of funds; an addition of an activity not described in the plan; or a change to the purpose, scope, location, or beneficiaries of an activity (24 CFR 91.505).
- If the changes meet the criteria for a "substantial amendment" in the grantee's citizen participation plan, the grantee must follow its citizen participation process for amendments (24 CFR 91.105 and 91.115).
- Under the CARES Act, CDBG grantees may amend citizen participation and Con Plans concurrently in order to establish and implement expedited procedures with a comment period of no less than 5-days.

Resources

The Department has technical assistance providers that may be available to assist grantees in their implementation of CDBG funds for activities to prevent or respond to the spread of infectious disease. Please contact your local CPD Field Office Director to request technical assistance from HUD staff or a TA provider.

- Submit your questions to: CPDQuestionsAnswered@hud.gov
- Coronavirus (COVID-19) Information and Resources: <https://www.hud.gov/coronavirus>
- CPD Program Guidance and Training: <https://www.hudexchange.info/program-support/>

¹ On March 27, 2020, President Trump approved the Coronavirus Aid, Relief, and Economic Security Act (Public Law 116-136) (CARES Act). The CARES Act makes available \$5 billion in CDBG coronavirus response (CDBG-CV) funds to prevent, prepare for, and respond to coronavirus.

² Section 105(a)(8) of the HCD Act caps public service activities at 15 percent of most CDBG grants. Some grantees have a different percentage cap.