



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

**CDBG CITIZEN ADVISORY COMMITTEE  
REGULAR MEETING  
September 16, 2020  
1:30 PM**

**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 **September 16, 2020 at 1:30 PM 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**

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

**III. REGULAR AGENDA ITEMS**

- 1. Approve the minutes of the August 19, 2020 CDBG Citizen Advisory Committee meeting.
- 2. Staff Report on COVID 19 CDBG Dollars
  - a). Overview of Dollars
  - b). Ideas for expenditures
  - c). Next Steps

**IV. ADJOURNMENT**

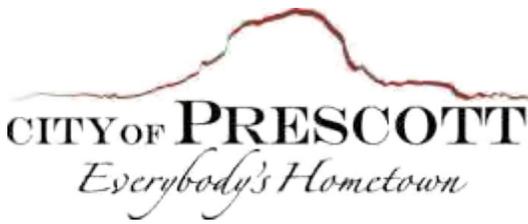
**CERTIFICATION OF POSTING OF NOTICE**

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 09/14/20 at 9:00 a.m. in accordance with the statement filed with the City Clerk's Office.

*Sarah M. Siep*

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](http://www.azrelay.org).**



**CITIZENS ADVISORY COMMITTEE**  
**August 19, 2020 MINUTES**  
**PRESCOTT, ARIZONA**

MINUTES OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CITIZENS ADVISORY COMMITTEE (CAC) MEETING held on August 19, 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	
Deborah Miller (Absent)	
Jon Rocha	COUNCIL PRESENT
Debbie Savoini	Phil Goode

III. REGULAR ITEMS

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

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

A motion to approve the July 1, 2020 minutes was made by Member Painter. The motion was seconded by Member Griffis and passed unanimously.

2. Staff Report on PY19 Unspent funds and application to re-allocate funds

Ms Chavez gave a summary of the unspent funds from program year 2019. She shared that the Prescott Adult Center had applied for \$38,000.

Chair Suttles recused herself from the discussion as she is on the board of the Prescott Adult Center.

Lucy Mason, the Executive Director of the Prescott Adult Center, answered questions from the CAC regarding the Center's kitchen project, financial needs, building ownership, and current reconstruction needs.

The committee and staff discussed past practice of funding grants between cycles and how funds are moved.

Member Painter made a motion to fund the Prescott Adult Center Project. Member Savoini, seconded. The motion passed 4 to 0. Chair Suttles did not vote, Member Miller was absent. Member Benson did not vote due to technical issues.

Member Griffis made a motion to amend the 2019 Annual Action Plan to move the dollars. This motion was seconded by Member Painter, the motion passed 4-0. Mr. Benson was not on-line, Member Miller was Absent and Chair Suttles did not vote.

3. Staff Report on Prescott COVID 19 CDBG Dollars

Ms. Chavez gave an overview of available dollars to Prescott. The CAC and staff discussed various ideas for expending funds and how the application process would work. It was recommended to have a similar program timeline for the COVID dollars as the regular entitlement allocation.

Staff and the committee looked at a two page list of project ideas from HUD for expenditure of CDBG COVID dollars. The staff and CAC discussed how the funding pot could be narrowed down. Member Savoini expressed a need for homeless people to isolate. She expressed that it has been difficult to find space for them and there is a need for homeless service based agencies to retrofit their spaces for isolation.

IV. ADJOURNMENT

Member Rocha made a motion to adjourn the meeting. This motion was seconded by Member Griffis and passed unanimously. Meeting adjourned at 2:40pm

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Mary Ann Suttles, Chairwoman

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Michelle Chavez, CDBG Coordinator



**CDBG Citizens Advisory Committee MEMO**

**MEETING DATE: September 16, 2020**

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

**Approved By:**

**Date:**

<b>Director:</b>	Bryn Stotler	<i>B. Stotler</i>	9-11-2020
<b>Planning Manager:</b>	George Worley	<i>G. Worley</i>	9/11/2020
<b>CDBG Coordinator:</b>	Michelle Chavez	<i>M. Chavez</i>	9.11.2020

**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 sub-recipients, 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 and August of 2021 to come up with a plan to spend them.

In an inquiry to our non-profit sub recipients, 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

Following the initial discussion with the CAC, staff investigated other communities that are providing funding for COVID 19 services and economic assistance. Some examples are:

- Converting vacant city buildings into shelters, providing housing assistance for homeless or at risk of homelessness, medical outreach for homeless, upgrading shelters to include isolated rooms with private bathrooms.
- Rental Assistance – Payments for utilities or rent directly to landlords or utility companies (CDBG cannot be paid as direct income).
- Small Business Assistance – Emergency Grants

**Here is an example of an existing application that could be offered at the same time as traditional entitlement funds. This community's allocation is much larger – 920K.**

**1. LIST OF ELIGIBLE ACTIVITIES:** In addition to meeting a National Objective, each project must be an Eligible CDBG-CV Activity including but not limited to:

- a. **Microenterprise Loan/Grant Program-** Small loans or grants for businesses owned by a low or moderate income person. The business must be able to prove financial hardship due to the Coronavirus (See *Separate Document A* for more details about this type of program)
- b. **Small Business Job Creation or Retention Program-** Financial assistance to small businesses that employ LMI persons. The business must be able to prove they are hiring new employees to grow their business in response to Coronavirus OR they are at risk of losing employees because of the Coronavirus. (See *Separate Document B* for more details about this type of program)
- c. **Rental and Mortgage Assistance Program** – Financial assistance, paid directly to the landlord or bank, for LMI families who have been financially impacted by the Coronavirus. (See *Separate Document C* for more details about this type of program)
- d. **Homeless Prevention Program** –Resource and financial assistance (for qualifying expenses) to LMI families who are at risk of or have recently become homeless due to the Coronavirus.
- e. **Food Assistance Program** – Financial assistance to food pantries, food banks, meal delivery programs, and other food assistance programs that are serving LMI clients in need of these services because of the Coronavirus.

**2. LIST OF INELIGIBLE CDBG-CV ACTIVITIES**

- a. Any activity that is not directly related to the prevention of, preparation for, or response to the Coronavirus
- b. Reimbursement for expenses that have already been accrued – other than rental assistance
- c. Income payments.
- d. Supplanting or substituting expenses currently paid for by other sources.
- e. Improvements to buildings for the general conduct of government.
- f. General government expenses.
- g. Political activities and lobbying.

- h. Purchase of equipment, specifically for construction but also including fire protection equipment, furnishings and personal properties.
- i. Operating and maintenance expenses.
- j. New housing construction.

Below is an example of an existing CDBG-CV Plan Amendment with an allocation similar to Prescott.

<b>2019 Action Plan CDBG-CV Amendment Summary</b>		
Total funding available = \$151,013 Administration of CDBG COVID response funds = \$30,013 \$121,000 for funding with public service cap waived		
Community Partner	National Objective  Eligible Activity	Funding
Thrive Central Oregon	Low/Mod Clientele Referral and Case Management Services  05Z	\$20,000 Case management and service referrals for COVID affected residents
Thrive Central Oregon	Low/Mod Clientele Rental and utility assistance – up to 90 days per household in need 05Q	\$53,000 for Homelessness Prevention Rent/utility arrears
Redmond Senior Center Meals on Wheels	Low/Mod Clientele Senior Services 05A or 05Z other – if expanded to meet additional needs	\$18,000 expansion to meet food insecurity increased needs in Redmond for those COVID affected
Latino Community Association	05Q  See above for description	\$30,000 for Homelessness Prevention Rent/utility arrears

**Narrative for amendment allocations-**

*In a survey of area non-profits providing services to LMI clientele, the majority identified homelessness prevention (rental and utility arrears), food support and the need to connect people to resources.*

- Meals on Wheels has seen more than a 50% increase in requests for meals between mid-March – mid-May. Trend is likely to continue for a number of months.
- Thrive is a vital partner in helping those most in need and at risk access the services they require. Case management for those affected by COVID will be key during recovery.
- Thrive and Latino Community Association have processes and programs currently in place that will be retooled to meet the needs of Redmond residents in danger of becoming homeless.

**Recommended Action:** Receive and File