



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

**CDBG CITIZEN ADVISORY COMMITTEE
REGULAR MEETING
October 21, 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 **October 21, 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

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 September 16, 2020 CDBG Citizen Advisory Committee meeting.
2. Staff Report on COVID 19 CDBG Dollars
 - a).Draft Request for Qualifications
3. 2021 Meeting Dates

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 10/16/20 at 5:00 pm 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.



**CITIZENS ADVISORY COMMITTEE
September 16, 2020 MINUTES
PRESCOTT, ARIZONA**

MINUTES OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CITIZENS ADVISORY COMMITTEE (CAC) MEETING held on September 16, 2020 at 1:30pm Via Zoom (Virtual Meeting).

I. CALL TO ORDER

Chair Suttles called the meeting to order at 1:33 p.m.

II. ATTENDANCE

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 (Absent)	Tammy DeWitt, Community Planner
Deborrah Miller (Absent)	
Jon Rocha	COUNCIL PRESENT
Debbie Savoini	Phil Goode

III. REGULAR ITEMS

- 1. Approve the minutes of the August 19, 2020 CDBG Citizen Advisory Committee meeting.**

A motion to approve the August 19, 2020 minutes was made by Member Griffis. The motion was seconded by Member Rocha and passed unanimously.

- 2. Staff Report on COVID 19 CDBG Dollars**

Ms Chavez gave a summary of the CDBG COVID allocation for Prescott. As of September 11, 2020, that amount increased from the original allocation in March from approximately \$150,000 to \$427,198. These dollars are available for CDBG related expenses that are directly related to the COVID pandemic.

Ms Chavez gave an overview of ideas received from the non-profit community and other Cities. Ideas such as hand-washing stations, vouchers for homeless, direct economic assistance to residents, small business assistance, etc. The City will need to revise its action plan to include the plans for the COVID dollars.

Staff and the CAC discussed the pros and cons of various types of expenditures, who can apply for the COVID funds, timeliness of expenditures, timelines for applications, workshops in January, potential partners in the community to administer funds, and different uses for other CARES funds managed by the State of AZ.

IV. ADJOURNMENT

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

Mary Ann Suttles, Chairwoman

Michelle Chavez, CDBG Coordinator



CDBG Citizens Advisory Committee MEMO

MEETING DATE: October 21, 2020

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

Approved By:

Date:

Director:	Bryn Stotler	<i>B. Stotler</i>	10/16/2020
Planning Manager:	George Worley		
CDBG Coordinator:	Michelle Chavez	<i>M. Chavez</i>	10/16/20

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 \$427,198 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

Staff has had an ongoing dialogue with several stakeholders regarding the CDBG-CV dollars and potential needs in the community. Staff has met with the City Manager, CDBG Citizen's Advisory, United Way of Yavapai County, Prescott Chamber of Commerce, and more. Staff has queried the non-profit community and has been on several regional and national calls regarding the allocation of CDBG-CV dollars.

Following the ongoing conversations and inquiry, the City is proposing to divide the CDBG-CV dollars into two categories.

1. Economic Assistance for Individuals
2. Economic Assistance for Small Businesses

The City will seek an RFQ (Request for Qualifications) for a non-profit or for-profit partner to provide these services to the community.

Agencies may apply for one or both RFQs and will receive hands on support from City of Prescott staff as to what the HUD requirements are for eligibility and record keeping.

The timeline for the RFQ will follow a similar timeline for the existing CDBG Entitlement funds that the City of Prescott distributes annually.

Non-Profits can apply for the CDBG-CV RFQ and the CDBG Annual Grant simultaneously.

The agencies who apply for the RFQ will be asked several questions regarding their work with low to moderate income residents in Prescott, their experience working with Federal funds, experience with income eligibility paperwork, record keeping systems, etc.

Recommended Action: Receive and File