

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.

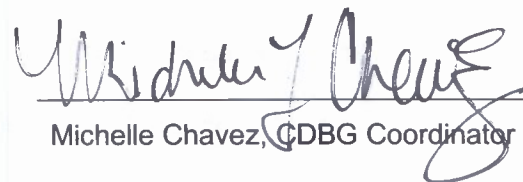
Member Painter nominated Member Suttles to the committee. Member Griffis seconded.

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