

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
CITIZEN ADVISORY COMMITTEE
AGENDA

**CDBG CITIZEN ADVISORY COMMITTEE
REGULAR MEETING
December 16, 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 **December 16, 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: Dec 16, 2020 01:30 PM Arizona

Join Zoom Meeting

<https://us02web.zoom.us/j/89107961146?pwd=S0pST1oxYzkzTWlwdUZ5dmVBYTd4QT09>

Meeting ID: 891 0796 1146

Passcode: 696234

Dial by your location

+1 346 248 7799

- 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 October 21, 2020 CDBG Citizen Advisory Committee meeting.
- 2. Staff Report on CDBG Program Timelines
- 3. a). Timeline for CDBG COVID funds
b). Timeline for CDBG Entitlement Funds
c). Workshop Flyer with Dates
- 4. Staff Report on 2019 CAPER

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 12/11/20 at 4:30 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
October 21, 2020 MINUTES
PRESCOTT, ARIZONA**

MINUTES OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CITIZENS ADVISORY COMMITTEE (CAC) MEETING held on October 21, 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	Tammy DeWitt, Community Planner
Deborrah Miller	
Jon Rocha	COUNCIL PRESENT
Debbie Savoini	Phil Goode

III. REGULAR ITEMS

1. Approve the minutes of the September 16, 2020 CDBG Citizen Advisory Committee meeting.

A motion to approve the September 16, 2020 minutes was made by Member Griffis. The motion was seconded by Member Miller 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.

The City has decided after conversations with many stakeholders to split the funds into two pots. One pot for Economic Relief for Businesses and another for Economic Relief to Residents.

Ms Chavez went over a draft Request for Qualifications for a sub recipient to help the City distribute the CDBG-CV funds in first quarter of 2021. She described what items can be paid for with the funds and the condensed timeline.

Staff and CAC discussed the timeline of COVID-CV and Entitlement dollars, upcoming workshops, language regarding the expenditures that could be revised, amending the City budget to add the dollars, duplication of benefits, allowing all types of non-profits to apply, CDBG CAC's role in approving the sub-recipient, median income for Prescott and items to be followed up to the committee via email.

3. 2021 Meeting Dates

Staff presented the committee with a handout of dates for CDBG Citizen Advisory Committee meetings in 2021.

IV. ADJOURNMENT

Member Painter made a motion to adjourn the meeting. This motion was seconded by Member Griffis and passed unanimously. Meeting adjourned at 2:10 pm

Mary Ann Suttles, Chairwoman

Michelle Chavez, CDBG Coordinator



CDBG Citizens Advisory Committee MEMO

MEETING DATE: December 16, 2021

AGENDA ITEM: Report on Prescott timelines for 2021 CDBG CV and Entitlement Funds

Approved By:		Date:
Director:	Bryn Stotler	
Planning Manager:	George Worley	
CDBG Coordinator:	Michelle Chavez	

Item Summary

This item is to provide a Staff Report on the CDBG-CV (COVID) and Entitlement Fund timelines. .

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

The proposed timeline for the CDBG-CV Dollars is:

CDBG-CV Application Timeline (Subject to Change)

January 6, 2021 – CDBG-CV Information Webinar – Applications Open (2 weeks)

January 20, 2021 – Applications Due

January 27, 2021 – Decisions on Sub Recipients

January 28, 2021 - Notice to Courier on Substantial Amendment to Consolidated Plan (to include CDBG-CV)

February 3, 2021 – Publication of Public Hearing on Substantial Amendment to Consolidated Plan. Note 5 day public comment period and CDBG-CV waiver.

February 9, 2021 – City Council Closes Public Hearing and Adopts Amendment

February 9, 2021 – City Council Accepts CDBG COVID Grant Dollars and Amends 2021 Budget

March, 2021 – Signed Contracts Routed and Funds Get Allocated

The City of Prescott typically is awarded between \$240,000 and \$250,000 in CDBG dollars via the entitlement formula. These dollars have to be approved and allocated similar to all previous CDBG program years.

CDBG 2021 Application Timeline – (Subject to Change)

January 20, 2021 – CDBG Grant Application Workshop- 1:30pm to 3:00pm Virtual Zoom Webinar. (Applications Open 4 weeks)

February 17, 2021 – Grant Applications due to the City

February 24, 2021 – Applications distributed to all CAC members

March 17, 2021 – CDBG Citizen Advisory Committee Meeting - Annual Plan Public Hearing #1 – project presentations

March 19, 2021 – Scores Due

March 24, 2021 – CAC Subcommittee meets

April 21, 2021 – CDBG Citizen Advisory Committee Meeting- Annual Plan Public Hearing #2 – Project Award Decisions

April 27, 2021 – Annual Action Plan Hearing #3; Plan is presented at City Council (30 Day Public Comment Period Begins)

May 27, 2012 – 30 Day Public Comment Period Ends

June 8, 2021 – Public Hearing #4 – City Council Approves Annual Action Plan, Passes Resolution and approves submittal to HUD.

June 9, 2021- Annual Action Plan is Submitted to HUD

July 1, 2021 – Funding Year begins (note that funds can only be spent after contracts are finalized)

Recommended Action: Receive and File

Attachments: 2021 Workshop Flyers
CDBG COVID RFQ Draft



Save the Date - 2021 CDBG Virtual Grant Application Workshops for Agencies Serving Prescott Residents

The City of Prescott invites representatives of local nonprofit organizations, City Departments, and for profit organizations to attend our virtual 2021 CDBG grant application workshops.

This year there are TWO pots of CDBG Funds and TWO separate workshops.

Workshop #1 – CDBG-CV Workshop (COVID Dollars) – Wednesday January 6, 2021 at 1:30pm via ZOOM.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82316067533?pwd=cmVqL2NpSXlSb2R1enNpYlpkc2k2QT09>

Webinar ID: 823 1606 7533

Passcode: 908729

Dial US: +1 346 248 7799 or +1 669 900 6833 or +1 253 215 8782 or +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592

Topics to be discussed during the workshop include application timelines, eligibility requirements, guidelines, and instructions for applying on-line.

**Questions? Contact: Michelle Chavez - CDBG- Grant Coordinator
928.777.1205 or michelle.chavez@prescott-az.gov**

***** Agencies can apply for BOTH funding sources in 2021*****



Save the Date - 2021 CDBG Virtual Grant Application Workshops for Agencies Serving Prescott Residents

Workshop #2 – CDBG Regular 2021 Funds Workshop Wednesday January 20, 2021 at 1:30pm via ZOOM.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85346496122?pwd=SzRHU1hUK1FsMnorU2F0cTlpOVBHQT09>

Webinar ID: 853 4649 6122

Passcode: 908729

Dial US: +1 346 248 7799 or +1 669 900 6833 or +1 253 215 8782 or +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592

Topics to be discussed during the workshop include application timelines, eligibility requirements, guidelines, and instructions for applying on-line.

**Questions? Contact: Michelle Chavez - CDBG- Grant
Coordinator 928.777.1205 or michelle.chavez@prescott-az.gov**

**Project examples benefitting low to moderate income persons living in Prescott:
Infrastructure (neighborhood) improvements including: accessibility, support for homeless and highly mobile, support for veterans, seniors and youth, affordable housing projects and more.**

***** Agencies can apply for BOTH funding sources in 2021*****



Request for Qualifications - Notice of Funding Availability

In response to the Coronavirus Pandemic (COVID-19), the US Congress authorized the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136 which was signed by the President on March 27, 2020. As a result, the U.S. Department of Housing and Urban Development (HUD) awarded the City of Prescott \$427,198 in Community Development Block Grant Coronavirus (CDBG-CV) funds to prevent, prepare for, and respond to COVID-19. The City may also allocate additional funds as they are available through this solicitation.

The City of Prescott is seeking applications for eligible activities from non-profit, for profit, or government entities that have an active registration in SAMs and a DUNS number*. Applicants must be able to provide audited financial statements, and comply with all other CDBG regulations. This application process is intended to identify and secure contract(s) with non-profit agencies, for profit businesses, or government entities who demonstrate experience, commitment and capacity to carry out one or more of the proposed services defined in the following Scopes of Work. The City of Prescott will work to execute contracts as soon as possible based on City Council and HUD approval.

Scopes of Work

1. Administration of the Prescott Small Business Grant Program: Economic Assistance for Small or Micro Business: Maximum Award Amount: \$213,599

In response to the economic hardships experienced by businesses resulting from the COVID-19 pandemic, the City of Prescott is launching the Small Business Grant Program. The goal is to keep businesses open and retain jobs. It is a grant program in response to businesses that are at-risk of closing or laying off employees a result of COVID-19 restrictions. Applicants must have experience working with small business owners of low or moderate income; experience delivering financial assistance; and ability to adhere to rigorous paperwork requirements, tracking job retention and creation, monitoring outcomes and providing reports. Applicants will certify eligible participants under the following parameters (subject to change):

Microenterprise Assistance: 24 CFR 570.201 (o)(1)(i)

Eligible applicants have five or fewer employees including the business owner. Owner and /employees must have a household income at or below 80% of the Area Median Income*. The contractor / sub-recipient will collect income and employee information as of now, not as it was prior to the COVID 19 emergency. For example, the business may have had six employees, but laid off 3 and now may qualify as a microenterprise as long as the owner's income is below 80% AMI now.

Special Economic Development Activities 24 CFR 570.203(b)

Small Businesses that do not qualify as microenterprise may be assisted as a Special Economic Development Activity. To qualify as a Special Economic Development Activity, the business must meet a public benefit: This means jobs made available to low/moderate persons are created or retained. In accordance with 24 CFR 570.209(b) one Full Time Equivalent, permanent job must be created or retained for each \$35,000 CDBG funds. This must be documented. If a business applicant has laid off some or all employees, but reports they intend to hire once this crisis ends, this can be job creation. There is an alternative public benefit standard related to providing goods and services to a neighborhood, see 24 CFR 570.209(b)(ii).

Additional Eligibility Requirements

- Can provide financial evidence of potential job loss as a result of COVID-19
- Can provide evidence of being able to retain jobs for at least 6 months as a result of grant
- Not in bankruptcy, current with all local, state and federal taxes, fees, and any other debt payments to the City of Prescott.
- Brick and Mortar Business
- Not more than 30 employees
- Applicant owns 51%+ majority of business

2. Administration of the Prescott Cares Program: Economic Assistance for Individuals (Rent and Utility Assistance) Maximum Award Amount \$213,599

COVID-19 has resulted an unprecedented rise in unemployment. Persons with low and moderate income are less likely to have savings or access to other types of financial support to see them through a sudden and significant loss of income. Although there is a temporary moratorium on eviction and termination of utility services, payment for these services will be due when restrictions are lifted. It is anticipated that many households will be unable to obtain gainful employment and catch up with rent and utility payments quickly enough to avoid eviction. In response to the increasing need, the City of Prescott is seeking applications from experienced providers to distribute rent and utility assistance on behalf of households with low or moderate income facing eviction or hardship as a result of COVID-19.

Services must provide an increased level of rent and utility assistance to be distributed to Prescott residents to alleviate the immediate crisis. Assistance must not exceed 3 months per CDBG eligible recipient household. Applicants must have experience working with individuals with low or moderate income; experience delivering financial assistance; and ability to connect recipients to supportive services such as case management, financial planning and coaching; and special needs housing resources and providers.

Application Timeline (Subject to Change)

January 6, 2021 – CDBG-CV Information Webinar – Applications Open (2 weeks)

January 20, 2021 – Applications Due

January 27, 2021 – Decisions on Sub Recipients

January 28, 2021 - Notice to Courier on Substantial Amendment to Consolidated Plan (to include CDBG-CV)

February 3, 2021 – Publication of Public Hearing on Substantial Amendment to Consolidated Plan

February 9, 2021 – City Council Closes Public Hearing and Adopts Amendment

March, 2021 – Signed Contracts Routed and Funds Get Allocated

Scoring Criteria – TBD

Special Provisions

Successful applicants will be required to deliver services in coordination with the City of Prescott Community Development Department. All activities must be CDBG eligible and delivered in compliance with CDBG regulations, 24 CFR Part 570 and 2 CFR Part 200. Funds must be used to prevent, prepare for, and respond to COVID-19 and all other funding options must be used prior to using CDBG-CV funding. Funding will be provided on a cost reimbursement basis. However, eligible CDBG expenditures incurred as of March 1, 2020 used to prevent, prepare for, or respond to COVID-19, and paid for with nonfederal funds, may be eligible for reimbursement with CDBG-CV funding with approval from the City of Prescott.

Employer Eligible Costs may include, but are not limited to: Basic operating capital for staff salaries, leasing space, insurance, and/or utilities. Requests for inventory, supplies, furniture, software, equipment, other may also be considered.

Individual Emergency grant payments for no more than 3 consecutive months **paid to a provider** on behalf of an individual or family including rent or utility assistance.

A full list of eligible expenses can be found in [2 CFR Part 200 and Title 24 Code of Federal Regulations, Part 570](#). Applicants are required to maintain client data demonstrating client eligibility for services provided. Data shall include, but not be limited to, client name, race/ethnicity, female headed household, handicap/disability, age, address, income level or other basis for determining eligibility, and description of service provided. Information shall be submitted upon request for reimbursement and made available to the City during monitoring or for review upon request.

*SAMS – SAMS Tracker – (and sign up) <https://sam.gov/SAM/pages/public/samStatusTracker.jsf>

*DUNS - DUNS Number (if you don't already have one, go here to get one ☺ <https://www.dnb.com/duns-number.html>)

DRAFT



CDBG Citizens Advisory Committee MEMO

MEETING DATE: December 16, 2020

AGENDA ITEM: 2019 CAPER – Consolidated Annual Performance Evaluation Report

Approved By:

Date:

Director:	Bryn Stotler	
Planning Manager:	George Worley	
CDBG Coordinator:	Michelle Chavez	

Item Summary

The 2019 CAPER will be available for public review and comment from December 11, 2020 through December 25, 2020.

Background

Each year the City of Prescott is required to submit a CAPER for the previous program year. The CAPER highlights annual as well as five year goals and outcomes.

The City is required to report on: primary activities and programs, demographics, resources and investments, affordable housing, homeless and other special needs, other actions that combat impediments to fair housing, lead based paint awareness activities, institutional structure and monitoring activities.

The creation of on-line annual reports from sub-recipients has greatly increased the efficiency of reporting outcomes.

Attachments

1. Draft 2019 CAPER

Recommended Action: Receive and File



City of
Prescott

2019

CDBG Consolidated Annual
Performance Evaluation Report
(CAPER)

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Executive Summary

CDBG Program Year 2019:

The Consolidated Annual Performance and Evaluation Report (CAPER) includes both a summary of the program accomplishments and an assessment of progress toward meeting the program goals during Program Year 2019.

The City of Prescott received CDBG funds in the amount of \$244,622 in Program Year 2019. Of the allocation, \$36,693 was set aside for public service projects. \$159,005 was set aside for construction projects at public facilities and \$48,924 was set aside for administration of the program. The 2019 Annual Action Plan outlined several goals and objectives.

Update on Program Year 2019 Primary Activities and Programs -

Public Service Activities

1. **The Launch Pad Teen Center** provided workforce development training to 42 LMI Youth.
2. **West Yavapai Guidance Clinic** – Senior Peer Mentoring Program. The program allowed for 82 LMI Senior residents to be served via local volunteers.
3. **People Who Care:** Assisted older and disabled adults who are unable to drive due to physical limitations. People Who Care clients, who are referred to as “Neighbors,” benefit from greater independence, social support, and general status check through the transportation services. Program served 160 LMI residents.

Public Facility Projects:

1. **The Launch Pad Outdoor Learning Center:** Project bids came in during the spring of 2019 and they accepted a low bidder in July of 2019. The project was completed in PY19 with funds from PY18. The Launch Pad served 1200 youth overall in PY19 and 200 LMI Youth with the Outdoor Learning center.
2. **Prescott Area Shelter Services (PASS):** PASS received CDBG funding to expand their capacity to serve families at the shelter. This program served 334 homeless women and children in PY19 and served a total of 334 extremely low income residents overall.
3. **US VETS Whipple Street Renovation:** This project is on-going in several phases. Phase I is complete and the organization is in the process of completing phase II. PY19 CDBG funds were used to construct an elevator for disabled veterans to be able to access the second floor. The agency served a total of 600 veterans. 340 received housing services, 252 received mental health counseling and assessments, 56, 857 meals were served and 68 veterans were placed into jobs. US vets has increased accessible housing by 61 units with PY19 CDBG funds.

4. **Prescott Area Habitat for Humanity:** This project was re-scoped for CDBG allowable expenditures and CDBG funded expenditure for sewer work was completed in PY19 with funds from PY18. There were two homes built that serve low income Prescott families.
5. **Coalition for Compassion and Justice:** This project was not completed due to environmental concerns and being able to meet all of the HUD requirements for funding in a special flood hazard area adjacent to a floodway. Prescott is in the process of amending the annual action plans to redirect these funds.

CR-05 – Five Year Goals and Outcomes

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee’s program year goals.

Assignment of priority does not reflect a lack of need for any particular population or activity; it merely identifies those conditions that are most likely to be addressed with limited CDBG funding. High priority activities are likely to be funded with CDBG resources during the next five years; low priority activities may be funded as opportunities arise. All priority needs, regardless of priority designation of high or low, are considered consistent with the City Consolidated Plan for the purpose of issuing consistency letters to third parties. To address infrastructure, facility, housing and public services needs, the City has developed goals and objectives for the use of CDBG funds in four need categories:

- 1. Neighborhood Revitalization, Public Facilities and Infrastructure Improvements.**
- 2. Public Services and Economic Opportunities.**
- 3. Homelessness.**
- 4. Decent Affordable Housing.**

SEE APPENDIX A (PAGE 13)

The following list summarizes planned CDBG activities and the priority level and 5-year numeric goal for each.

Public Facilities & Infrastructure Facilities & Infrastructure in Target Areas - High 4,700 people. The City has invested a majority of its CDBG funds into this area which is a high priority. Grace Sparks ADA Restrooms, Boys and Girls Club ADA Restrooms, US Vets Whipple Street Project, The Launch Pad Teen Outdoor Learning Center, Granite Creek Park Improvements, and improvements to Prescott Area Shelter Services residential housing, are all examples of public infrastructure and facilities improvements undertaken during the 5 year comprehensive plan. The City also is awaiting approval for a substantial amendment to the PY19 annual action plan to add dollars for the Prescott Adult Center to perform emergency repairs to their small kitchen.

Facilities & Infrastructure for Housing - High 220 - The City of Prescott has successfully improved the infrastructure at Prescott Area Shelter Services (PASS), Prescott Area Habitat for Humanity project, and USVETS Whipple Street housing project. The PY19 Annual Plan had set aside dollars for Coalition of

Compassion and Justice (CCJ) to improve their building, however that project was cancelled due to environmental assessment concerns.

Public/Human Services & Economic Opportunities Services to Meet Basic Needs - High 400 - Prescott continues to fund transportation services to meet the basic needs of low income residents. The City lacks a public transportation system and this expenditure fills an important safety net for low income residents. The City also has funded wrap around services for homeless vets, peer counseling for seniors, and more. The City has well exceeded its "services to meet basic needs" 5 year goals.

Support Services & Shelter for People Experiencing Homelessness - High 100 - The City funded PASS, CCJ and US VETS to provide services and shelter for those experiencing homelessness. The City has exceeded its five year goals.

Homelessness Add Emergency Shelter & Transitional Housing Beds - Low 20 beds - PASS has added 12 new beds in PY19.

Decent Affordable Housing Owner-occupied Housing Unit Rehabilitation - High 50 units - When the US VETS Whipple Street project is complete in PY19, there will be 88 new homes for formerly homeless vets which will exceed the 5 year CDBG goals.

Direct Assistance to 1st -time Homebuyers - Low 10 households - Prescott has not done down payment loan programs to date.

2019 Program Year Accomplishment Table

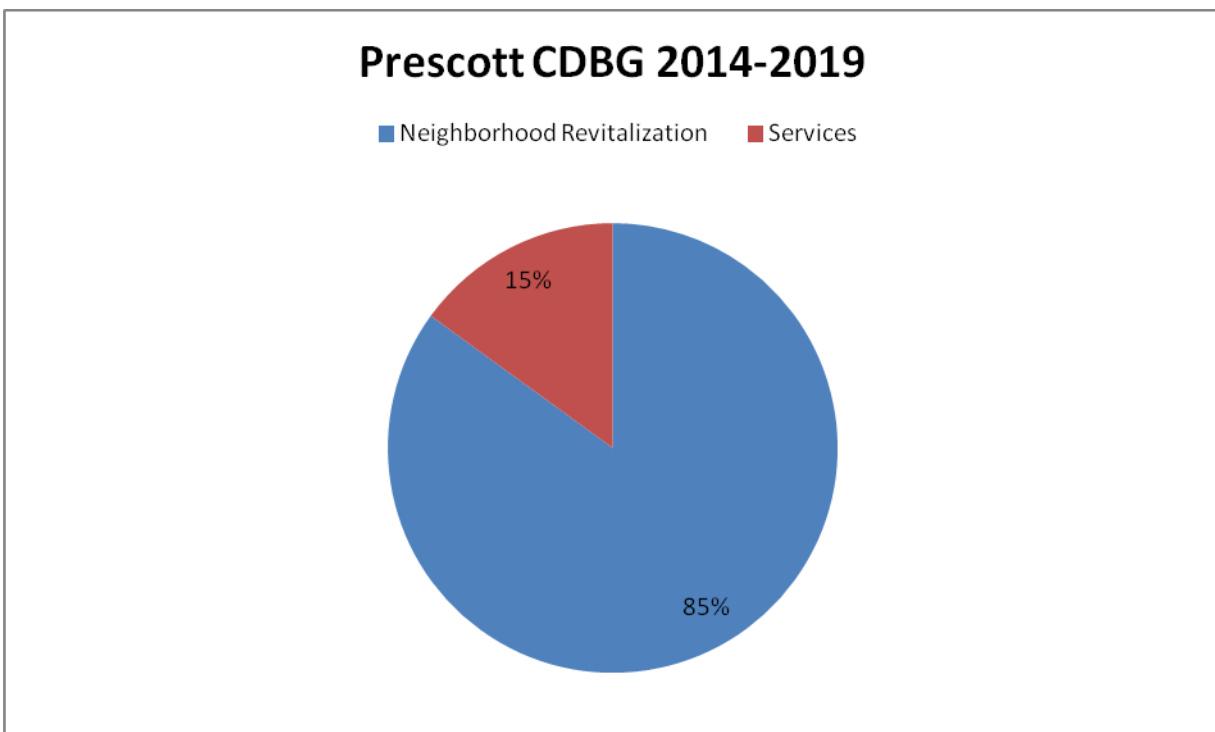
Table 1 - Accomplishments - Program Year

Goal	Category	Funding	Outcome				
Increase Services to Homeless and Special Needs	Affordable Housing Homeless Non-Homeless Special Needs		Indicator	Expected	Actual	Unit of Measure	Percent complete
			Public service activities for Low/Moderate Income Housing Benefit	2775	534	Households Assisted	19.24 %
			Homeless Person Overnight Shelter	200	334	Persons Assisted	167.00 %
			Homelessness Prevention	124	600	Persons Assisted	483.87 %
			Jobs created/retained	35	0	Jobs	0.00 %
			Housing for Homeless added	124	63	Household Housing Unit	50.81 %
N/A B54F8F7366259CA4E053674515AC07A4							
Provide balanced and diverse housing types	Affordable Housing		Indicator	Expected	Actual	Unit of Measure	Percent complete
			Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	123	90	Households Assisted	73.17 %
			Overnight/Emergency Shelter/Transitional Housing Beds added	9	12	Beds	133.33 %

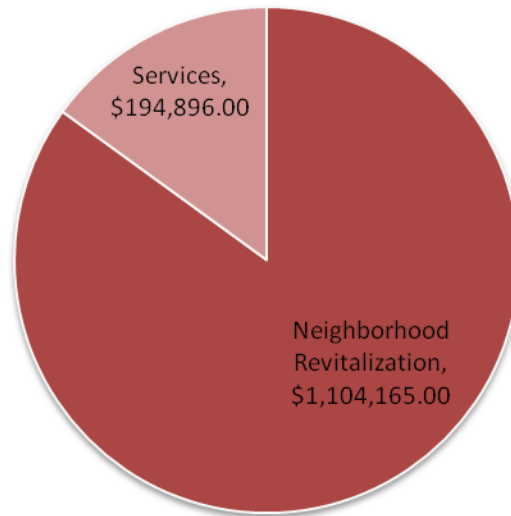
Use of Funds

The City of Prescott leverages CDBG funds primarily through projects which could be classified as "neighborhood revitalization." These are projects which benefit a larger section of the community at public facilities such as recreation centers, infrastructure projects by public works, health clinics, public parks and trails, and shelters. Since PY14 Prescott allocated approximately \$1.1 million dollars or 85% of its non-administrative dollars to brick and mortar improvements to facilities and parks.

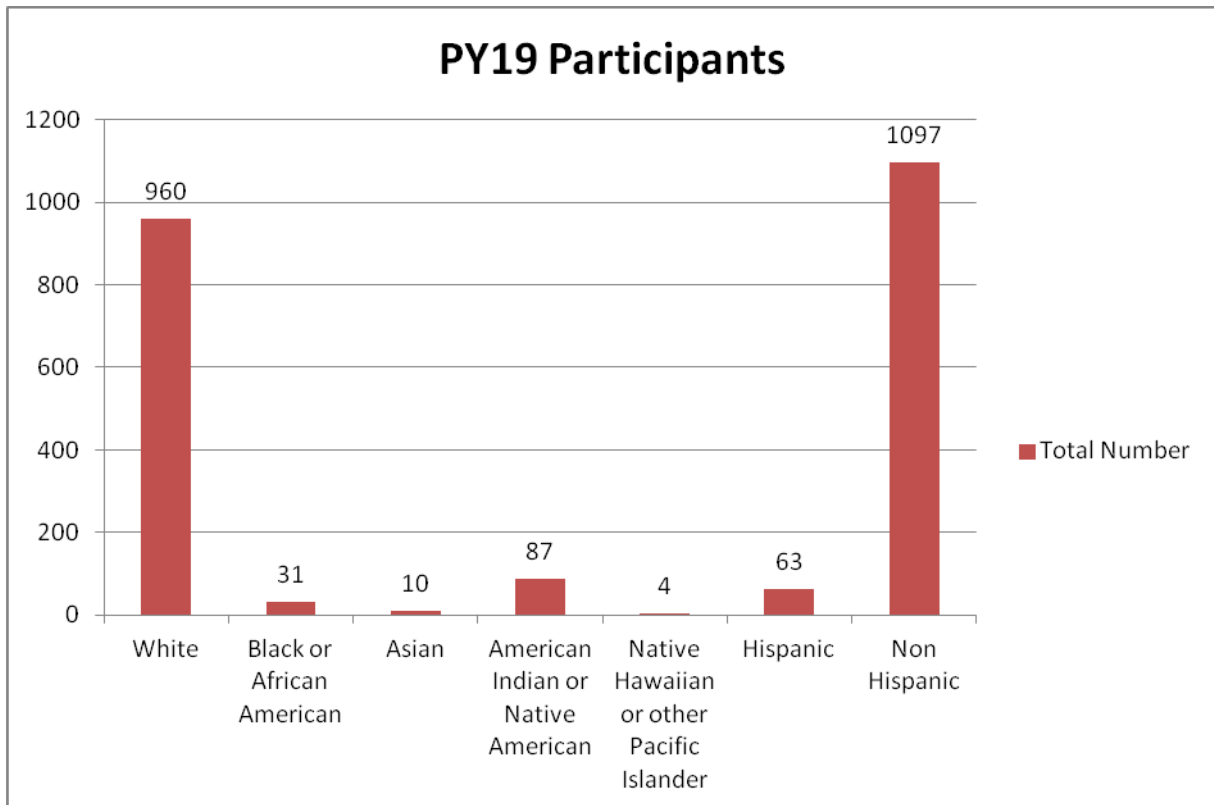
The remaining \$194,896 or 15% of non-admin CDBG dollars have gone to providing direct services to LMI residents. The City of Prescott funds sub-recipients in the non-profit community to provide basic needs such as access to food, transportation and shelter. These LMI residents are primarily seniors, veterans, homeless and disabled adults.



Prescott CDBG 2014-2019



CR-10 Racial and Ethnic composition of (person/households/families) assisted

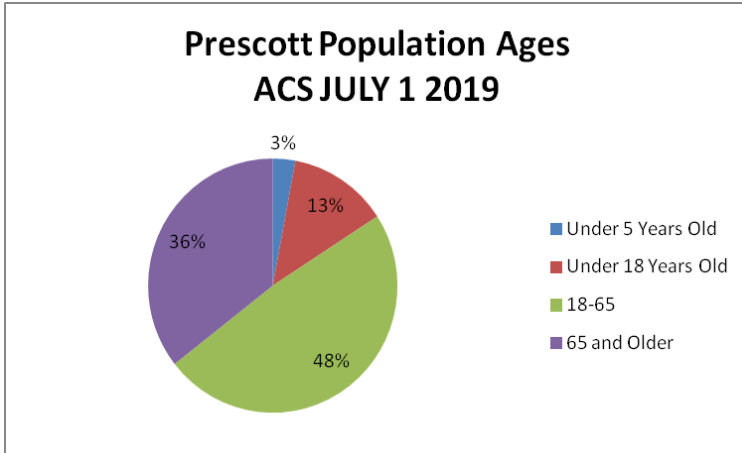


In 2019, activities implemented with CDBG funds served approximately 1160 individuals via direct service and improvements to public facilities, multi-family residences and two Habitat homes. The improvements to these

facilities will continue to serve many more Prescott residents in future years. Prescott uses their CDBG funds primarily to serve low and moderate income families, many of who are disabled, homeless and elderly.

The economy continued to improve after the Great Recession, and Prescott grew as anticipated. Natural growth – about 1.5% occurred up until 2020 and the population grew to 44,299 as of 2019. It remains to be seen what impacts the Coronavirus pandemic will have on the economy going forward between 2020 and 2024.

Age of the Population



Prescott’s popularity as a retirement community is evident in its demographics. In 2019, over one third of the population was age 65 or older. Prescott also has a significant adult population.

From 2010 to 2019, Prescott’s population increased 11.4%. Nearby town of Chino Valley grew by 14.4% and Prescott Valley grew by 19.6% respectively.

While a large percentage of the population identifies as White, the Hispanic population has steadily increased to almost 10%. The nearby towns of Chino Valley and Prescott Valley have much larger Hispanic / Latino populations. Prescott Valley is 20.8% and Chino Valley is 16.7%.

TREND IN RACE/ETHNICITY (2008 – 2019)			
	ACS 2006/08	ACS 2009/13	ACS 2019
White	94.1%	93.4%	91.8%
Black or African American	1.3%	1.1%	.6%
Amer. Indian / Alaska Native	2.5%	1.8%	.5%
Asian	2.4%	3.3%	1.4%
Other Race	2.1%	2.3%	2.3%
Hispanic or Latino (of any race)	6.4%	8.7%	9.5%

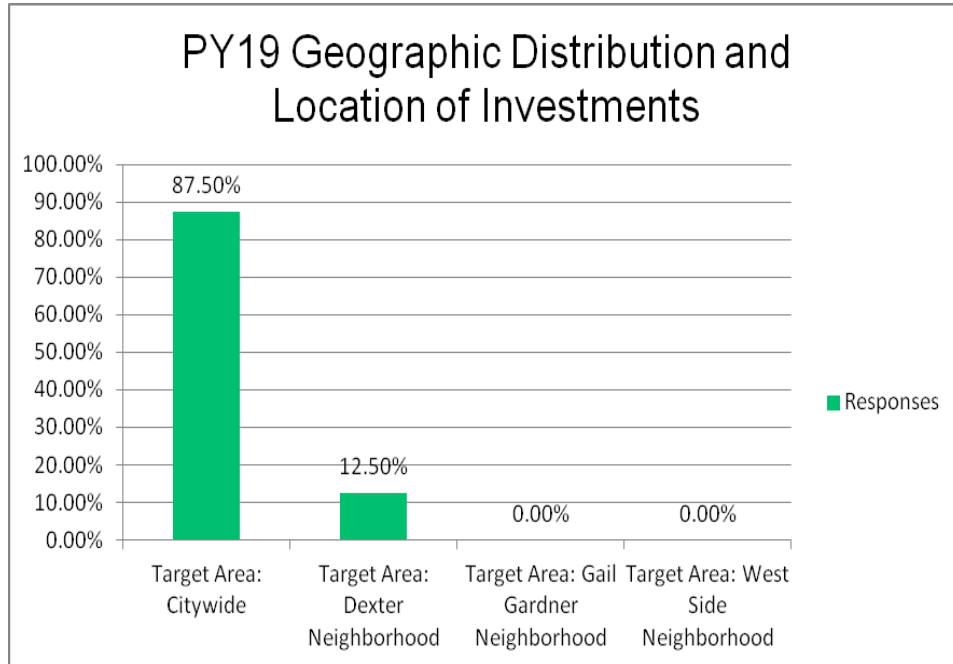
Data received via the Client Benefit Reports and Annual Reports demonstrate that participants in CDBG funded programming are slightly more diverse than the overall population of the City. The minority population of Prescott is 14.3 percent overall. The CDBG program participants who identify other than white are 16.8% of the population served.

CR-15 Resources and Investments 91.520(a)

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	244,622	127,520

Geographic Location of investments

A majority of PY19 CDBG funds were spent Citywide. There were approximately 12.5% of funds spent in the targeting LMI area of Dexter neighborhood.



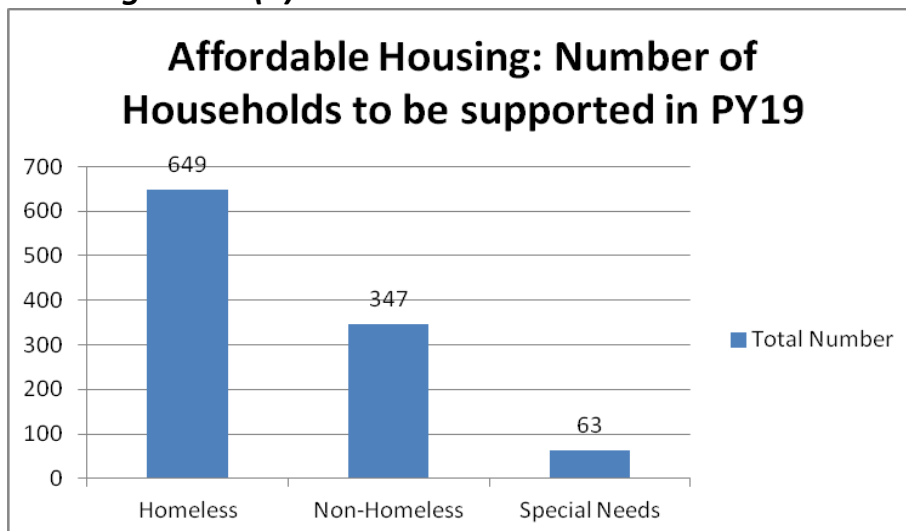
Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

The PY 2019 CDBG program in Prescott leveraged approximately \$305,212.00 in matching funds for Public Service projects and facility projects. While a match is not required through our application process, it does figure into how dollars are awarded and who gets funded.

The City of Prescott did not receive any state or private funds to use toward housing or community development.

CR-20 Affordable Housing 91.520(b)



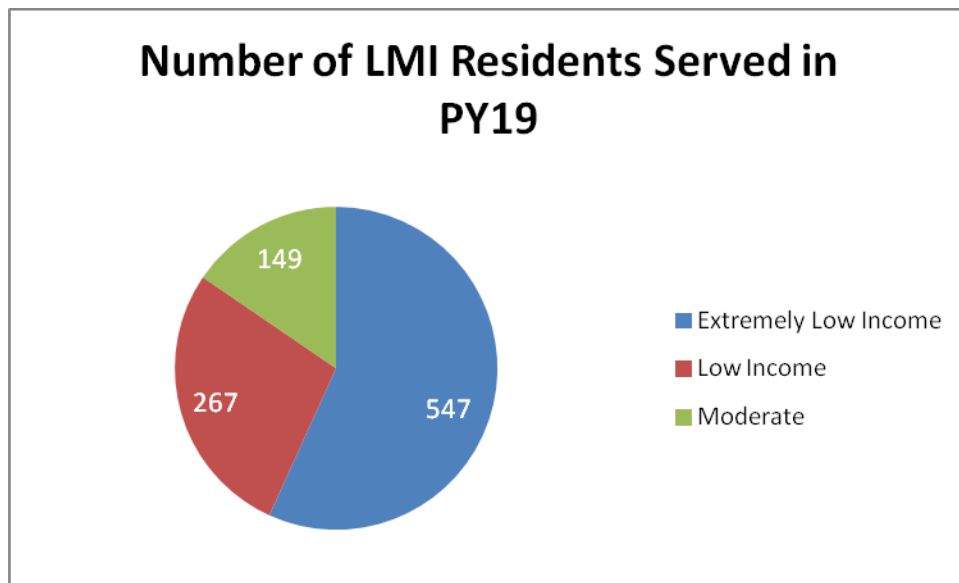
The City of Prescott served approximately 1059 residents to obtain or retain affordable housing in PY19. Approximately two thirds of those served by CDBG dollars in PY19 were homeless. These residents were primarily served via USVETS and Prescott Area Shelter Services.

The City has successfully met its annual and five year consolidated plan goals for serving the homeless, non-homeless and special needs population via CDBG. The City will have assisted with the rehab of 88 units of existing affordable housing when the Whipple Street project is complete. The City will have assisted in the creation of two new Habitat for Humanity homes for formerly homeless families.

The City of Prescott does not currently utilize funds for new affordable multi-family housing because the CDBG Entitlement dollars do not allow for new build expenditures.

These outcomes will help inform future CDBG planning efforts by using best practices for construction and rehab programs. There are many lessons learned with the challenges of using federal grant dollars to fund projects in the community. There have been challenges with getting bids and bids being too high in a competitive construction market. Future potential sub recipients will be asked to plan out their projects in phases so that we can have more timely outcomes and expenditures.

The City of Prescott did not do individual home rehab programs in PY19.



Future Annual Action Plans

The City of Prescott's CDBG program has been critical in supporting the affordable housing activities in the community. Many of the current, past and future capital construction projects support renovations and expansions of existing shelters or building new housing for the homeless. Some CDBG projects span multiple years with several phases. The City has a coalition of providers who include many of the past and future CDBG grant recipients. This coalition is called "Collective Impact" and is working together to move Prescott to a Housing First model of addressing the homeless situation. This model reduces the amount of needed shelter beds to zero.

The vast majority of CDBG funds for Program Year 2019, other than administrative costs and fair housing education, were used to benefit extremely low-income, low-income and moderate-income persons, and areas

in which these persons work and live. Prescott focuses on LMI and Area Benefit and does not do programming on individual homes at this time.

Examples of LMI and Area Benefit Services are: transportation for disabled residents to and from doctors appointments, grocery stores, delivery of meals to home bound seniors, providing direct service to homeless veterans, improving the quality of a homeless shelter at Prescott Area Shelter Services, and improving accessibility for our local disabled residents through the temporary wheelchair ramp program.

The City continues to focus its efforts for affordable housing and plans to incorporate priorities of affordable housing in the next Consolidated Plan, 2019-2024.

CR-25 Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

The City does not provide direct assistance in this category, but works with and funds via CDBG several homeless shelters who provide wrap around services to the homeless and highly mobile populations. The City sees these agencies thriving and working together to meet a collective goal to end homelessness in the City. The primary agencies we funded are USVETS (Working on Small Cottages to permanently house formerly homeless disabled Vets), PASS - Prescott Area Shelter Services, (temporary shelter for women and children).

In PY19 US VETS served a total of 600 veterans. 340 received housing services, 252 received mental health counseling and assessments, 56, 857 meals were served and 68 veterans were placed into jobs. US vets has increased accessible housing by 61 units with PY19 CDBG funds.

PASS served 334 homeless women and children in PY19 and served a total of 334 extremely low income residents overall

CR-30 Public Housing 91.220(h); 91.320(j)

The City of Prescott continues to support those organizations that provide services because we do not currently have a public housing authority.

CR-35 Other Actions 91.220(j)-(k); 91.320(i)-(j)

The City continues to partner with the Southwest Fair Housing Council to provide an annual "Fair Housing Workshop" and refers residents who have housing fairness questions to the SWFHC.

The City of Prescott is fortunate to have zoning ordinances that allow for a diversity of housing options including mobile homes and manufactured homes. The City will work to ensure that the diversity of affordable housing options is protected and that artificial barriers to new affordable housing projects are not instituted.

The City of Prescott continues to support those organizations that provide services to the underserved population. The Rowle P. Simmons Adult Center offers an array of services, activities and meals for the aging senior population.

The City has an initiative called "Change for the Better" which raises funds via donation meters downtown. These funds go to directly help the homeless. Since the inception of the program, the City has been able to

grant \$11,500 to non-profit agencies who work on homeless outreach and prevention. Almost all of the agencies who received funds via "Change for the Better," also receive CDBG grant funds. For more information you can go to the program web-site: <http://www.prescott-az.gov/city-management/programs/homelessness-initiative/>

Lead-based paint testing is conducted as part of the CDBG rehabilitation programs as needed. The City did send out two lead-based paint information flyers to previous program participants from a PY16 project that were found to be built before 1978. Language was added to the sub-recipient agreements where the Sub recipient agrees that any construction or rehabilitation of residential structures with assistance provided under this agreement shall be subject to HUD Lead-Based Paint Regulations at 24 CFR 570.608, and 24 CFR Part 35, Subpart B. Such regulations pertain to all CDBG-assisted housing and require that all owners, prospective owners, and tenants of properties constructed prior to 1978 be properly notified that such properties may include lead-based paint. The City works closely with our Yavapai County Contractors Association to provide sub recipients with current LEAD and EPA rules. <https://ycca.org/General-Resources-EPA-Issues>

By directing a majority of CDBG funds to Non-Profits serving residents in poverty, Prescott's CDBG dollars have a significant impact on providing assistance and helping families move out of a crisis and into a more stable home and life.

As described in the plan, the "institutional structure" is the overall community delivery system. This system was structured to assist with affordable housing, eliminate homelessness, and address community and economic development needs. There is a coalition of agencies (Collective Impact) that includes Prescott Community Development, Prescott Police, County wide agencies, many non-profits, including all CDBG funded agencies.

These partners assist in the provision of affordable housing, reduction in homelessness, prevention of homelessness, community development, and economic development in our community and throughout Yavapai County. As described by the listing of services offered from the City of Prescott, the City's CDBG Program has formed an extensive network of support organizations and partner agencies in order to help meet the social services needs of residents.

Links to resources and partners: <http://www.prescott-az.gov/wp-content/uploads/2018/11/Community-Resource-Guide.pdf>

The City does not currently have a Public Housing Authority. The City works in coordination with the non-profit and public based coalition "Collective Impact" to keep abreast of any unmet community needs and to make continuous improvements to the public services provided to City residents and the public grants made available via CDBG.

The City of Prescott is working on re-evaluating the impediments to fair housing choice and included a survey in our CDBG Consolidated Plan Needs Assessment.

CR-40 Monitoring 91.220(d, e); 91.520(c)

The City of Prescott monitors all CDBG-funded activities to ensure that the activity is in compliance with all applicable federal, state and local regulations and to ensure timely expenditure of funds. The administrative staff offers technical support to assist applicants in managing funding according to procurement standards of

HUD and the City of Prescott. The grant administrator is involved with all construction projects to ensure compliance with procurement regulations and Davis Bacon Labor Standards.

Local non-profits receiving CDBG funding must enter into sub-recipient contracts prior to release of funding and submit annual progress reports. Expenditures are monitored for appropriateness and eligibility before payment. On-site monitoring visits of each sub-recipient are done by the CDBG Grant Coordinator.

Annual Reports are required from all sub recipients and all projects are photographed before and after completion.

Comprehensive Planning includes outreach to all the community based partner agencies, Citizen Advisory Committee and a Community Wide needs assessment.

Minority Business Outreach is done primarily via the Prescott Chamber of Commerce and the Downtown Business Association.

Public Notice on CAPER

The 2019 CAPER will be made available at the following prominent locations: Prescott City Hall Lobby and Office of the CDBG Coordinator; 201 S. Cortez Street, Prescott, AZ 86303 and on the City of Prescott website: <http://www.prescott-az.gov/business-development/community-grants/community-development-block-grants/> Public notification was given in the local newspaper for public comment on the CAPER for 15 days prior to final submittal to HUD. The public comment period will be open from December 11, 2020 to December 26, 2020. Public Comments will also be taken at the December 16, 2020 CDBG Citizen's advisory committee meeting and will be shared with HUD as part of the on-line CAPER submittal.

CR-45-CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

The City does not recommend any changes to the program objectives in its 2014-2019 plan. During the needs assessment and public outreach portion of the 2020-2024 Consolidated Planning process, the City residents and Community Advisory Committee recommended adding two new priority areas. Renter and Health related priorities were added to the 2020-2024 approved consolidated plan.

Some citizen feedback we have received is to explore using dollars toward housing rehab and water conservation. City departments may be exploring water infrastructure hook ups for low income neighborhoods, and a permanent cold weather homeless shelter.

Most of the changes the City recommends are administrative in nature. A few examples are:

- Three year construction applications
- New CDBG program handbook

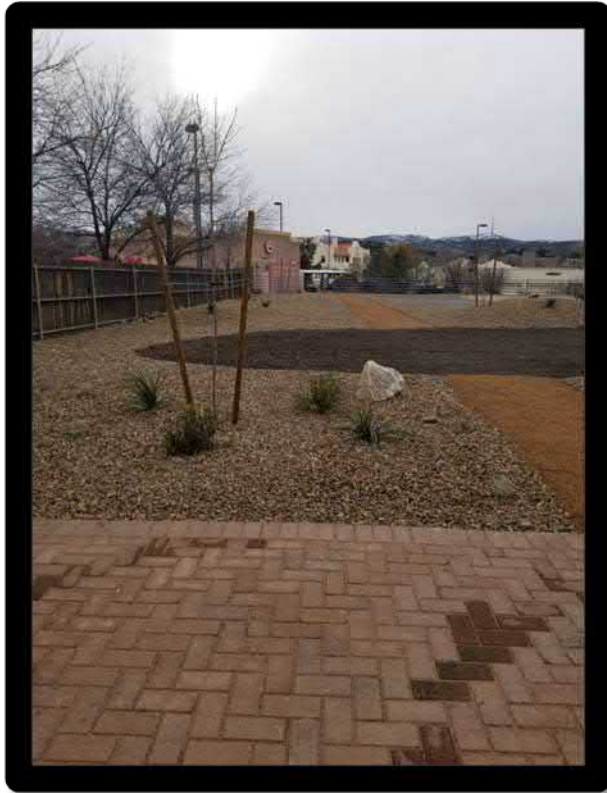
- Evaluate the CDBG Grant Application form to ensure that it flows with the outcomes described in the consolidated plan and the annual action plan. This will make it much easier for proposal reviewers and the CDBG Program Coordinator to obtain quantitative data in a timely fashion.

Does this jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants? No

APPENDIX A - 5 Year Consolidated Plan Priorities

5-year Consolidated Plan Goals			
Activity	Special Population	Priority Level	5-year Goal
Revitalization, Public Facilities & Infrastructure			
Facilities & Infrastructure in Target Areas		High	4,700 people
Facilities & Infrastructure for Housing	X	High	220 people
Public/Human Services & Economic Opportunities			
Services to Meet Basic Needs	X	High	400 people
Support Services & Shelter for People Experiencing Homelessness	X	High	100 people
Homelessness			
Add Emergency Shelter & Transitional Housing Beds	X	Low	20 beds
Decent Affordable Housing			
Owner-occupied Housing Unit Rehabilitation	X	High	50 units
Direct Assistance to 1 st -time Homebuyers		Low	10 households

APPENDIX B - Photos



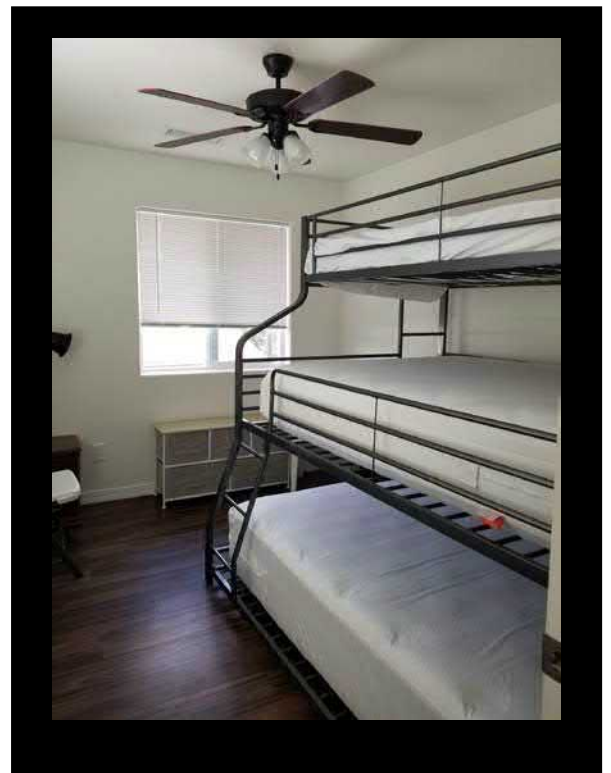
The Launch Pad Outdoor Learning Center



US VETS Elevator (Awaiting State Inspection to Complete)



Prescott Area Shelter Services Expansion (PASS)



Prescott Area Shelter Services Expansion (PASS)