



COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
CITIZEN ADVISORY COMMITTEE
AGENDA

**CDBG CITIZEN ADVISORY COMMITTEE
REGULAR MEETING
February 17, 2021
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 **February 17, 2021 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: Feb 17, 2021 01:30 PM Arizona

Join Zoom Meeting
<https://us02web.zoom.us/j/89055438130>

Meeting ID: 890 5543 8130

Dial by your location

- +1 669 900 6833 US (San Jose)
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 929 205 6099 US (New York)
- +1 301 715 8592 US (Washington DC)
- +1 312 626 6799 US (Chicago)

- 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 December 16, 2020 CDBG Citizen Advisory Committee meeting.
- 2. Staff Report on CDBG-CV RFQ Responses and Timeline

3. Staff Report on CDBG Entitlement Applications and Timeline
 - a). Appoint Sub-Committee for Initial Review

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 2/12/2021 at 1:00 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
December 16, 2020 MINUTES
PRESCOTT, ARIZONA**

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

I. CALL TO ORDER

Chair Suttles called the meeting to order at 1:30 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	
Tom Benson	
Deborrah Miller	
Jon Rocha	COUNCIL PRESENT
Debbie Savoini	Phil Goode

III. REGULAR ITEMS

1. Approve the minutes of the October 21, 2020 CDBG Citizen Advisory Committee meeting.

A motion to approve the October 21, 2020 minutes was made by Member Miller. The motion was seconded by Member Griffis and passed unanimously.

2. Staff Report on COVID 19 CDBG Program Timelines
 - A. Timeline for CDBG COVID Funds
 - B. Timeline for CDBG Entitlement Funds
 - C. Workshop Flyers with Dates

Ms Chavez gave a staff report on the timeline for the CDBG COVID Dollars and CDBG Entitlement funds. She shared that there would not be a regularly scheduled CDBG CAC meeting in January. Instead there will be two informational webinar / workshops; One on January 6, 2021 and one on January 20, 2021.

Staff and CAC members discussed the timing of the workshops, marketing strategy, email list, and attending the workshops.

3. Staff Report on 2019 CAPER

Ms. Chavez gave the committee an overview of the 2019 CAPER. She explained the different demographics, projects, overall purpose of the report and how long the public comment period was.

Staff and committee members discussed the process for moving CDBG dollars, COVID dollars, reporting for COVID dollars, possible upcoming COVID emergency bill, data in the CAPER, and clarifying the numbers on homeless, non-homeless, disabled, veterans, etc. Staff agreed to update the summary data on page one (63 special needs). Staff agreed to send the committee more detailed numbers on question number 8.

IV. ADJOURNMENT
Meeting adjourned at 2:10 pm

Mary Ann Suttles, Chairwoman

Michelle Chavez, CDBG Coordinator



CDBG Citizens Advisory Committee MEMO

MEETING DATE: February 17, 2021

AGENDA ITEM: Staff Report on CDBG-CV RFQ Responses and Timeline

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) Request for Qualifications and Timeline for CDBG-CV programs.

Background

The City of Prescott issued a Request for Qualifications (RFQ) on January 6, 2021 to help administer the distribution of approximately \$427,000 in CDBG-CV to COVID impacted small businesses and residents.

The RFQ closed on January 20th. The City received two proposals for individual economic assistance to individuals and one proposal for economic assistance to businesses. The proposal that ranked highest for both programs was the Prescott Chamber of Commerce Foundation.

The City will need to write a substantial amendment to its 2020 Annual Action Plan to add the CDBG-CV dollars. There is currently a public review and comment period open through February 23rd.

On February 23rd the City Council will be asked to amend the City budget to add the CDBG-CV dollars, close the public hearing, and approve the substantial amendment to be sent in to HUD.

After this public approval process is completed, the City can enter into a sub-recipient agreement to administer both the Prescott Cares Program and the Prescott Small and Micro Business Grant Program.

The goal is to begin expending the CDBG-CV dollars in March of 2021.

Recommended Action: Receive and File



CDBG Citizens Advisory Committee MEMO

MEETING DATE: February 17, 2021

AGENDA ITEM: Staff Report on 2021 CDBG Applications and Timeline and Appointment of 3 person sub committee

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 2021 Applications and Timeline for CDBG 2021 dollars.

Background

The City anticipates anywhere from \$240,000 to \$250,000 in CDBG funds to be available. No more than 15 percent of CDBG may be spent on Public Service projects and no more than 20 percent may be spent on administration of the program.

The City of Prescott began accepting CDBG 2021 Applications on January 20, 2021. Applicants may apply for Construction and /or Public Service dollars. Applications are due on February 17 at 2pm.

The City has so far received two Public Service applications and one Construction application. There have been several inquiries for new Public Service projects that have not been previously funded. Some of these projects are; Food Banks, On-Line Resources for Homeless and Homeless Prevention, Job Training programs for low income young students and apprentices, and fair housing webinars and seminars (including targeted workshops for the Latino community).

It is expected that several more applications will be submitted after the publication of this memo. The March 17, 2021 Citizen Advisory Committee (CAC) will be dedicated to hearing from the applicants and allowing the CAC to ask questions.

The goal is to present the 2021 Annual Action Plan at the May 11th City Council meeting. Then on June 8th the City Council will close the public hearing, pass a resolution and approve submittal of the plan to HUD.

Sub-Committee - Each CDBG Citizen Advisory Committee member will receive paper copies of all

applications along with score sheets. After the member calculates the total scores and turns them in to staff, staff will compile all scores and meet with a subcommittee of the CAC to determine a recommendation to the full committee.

The CDBG Sub Committee will bring final recommendations to the committee on April 21, 2021.

Recommended Action: Appoint Sub-Committee

Attachment – CDBG PY21 Public Approval Process



Prescott CDBG Public Approval Process PY2021

- Feb 24- March 19 – CAC Review Applications
- March 24– Sub Committee Meets
- April 21 – CAC Makes final decisions on Grant Awards, Reviews AAP
Public Comment Period Open April 28 to May 28
- May 11 - Annual Action Plan is submitted to City Council
- June 8 – City Council Closes the Public Hearing, Passes Resolution,
and approves submittal to HUD