



COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
CITIZEN ADVISORY COMMITTEE
AGENDA

**CDBG CITIZEN ADVISORY COMMITTEE
REGULAR MEETING
March 17, 2021
1:30 PM**

**Virtual Zoom Meeting and In
City Council Chambers
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 **March 17, 2021 at 1:30 PM in Person at 201 S. Cortez St., Prescott AZ and via Zoom Virtual Meeting.** Notice of this meeting is given pursuant to Arizona Revised Statutes, Section 38-431.02.

You are invited to a Zoom webinar.
When: Mar 17, 2021 01:30 PM Arizona
Topic: March 2021 CDBG Citizen Advisory Committee

Please click the link below to join the webinar:
<https://us02web.zoom.us/j/82236310890?pwd=L1RxMnF6T2JVenEzQlhwaDZoMGZrQT09>
Webinar ID: 822 3631 0890
Passcode: 148288

Dial(for higher quality, dial a number based on your current location):
US: +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833 or +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099

- 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 February 17, 2021 CDBG Citizen Advisory Committee meeting.
2. Presentations from 2021 CDBG Applicants
 1. Southwest Fair Housing Council – Jay Young and Tasha Lynch – Zoom
 2. Arizona Serve at Prescott College – Annie Reifsnyder- In Person
 3. People Who Care – CJ Meldahl - In Person

4. New Horizons – David Seigler - Zoom
5. The Launch Pad Teen Center – Courtney Osterfelt and Catherine Robbins In Person

6. Prescott Area Shelter Services – Carmen Frederic – Zoom
7. Agape House of Prescott – Jim Flower– In Person
8. West Yavapai Guidance Clinic – Deanna Eder and Paul Fromholtz - Zoom
9. Adult Center of Prescott – Lucy Mason - In Person
10. Boys and Girls Club of Central Arizona – Nicole Kennedy - Zoom
11. The Launch Pad – Courtney Osterfelt and Catherine Robbins- In Person

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 3/12/2021 at 2:30 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
February 17, 2021 MINUTES
PRESCOTT, ARIZONA**

MINUTES OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CITIZENS ADVISORY COMMITTEE (CAC) MEETING held on February 17 2021 at 1:30pm Via Zoom (Virtual Meeting).

I. CALL TO ORDER

Chair Suttles called the meeting to order at 1:42 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)	
Deborrah Miller	
Jon Rocha	COUNCIL PRESENT
Debbie Savoini	Phil Goode

III. REGULAR ITEMS

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

A motion to approve the December 16, 2020 minutes was made by Jon Rocha. The motion was seconded by Member Miller and passed unanimously.

2. Staff Report on CDBG-CV RFQ Responses and Timeline

Ms Chavez gave a staff report on the timeline for the CDBG COVID Dollars and CDBG Entitlement funds. She discussed the RFQ respondents, the RFQ Workshop, Public Comment Period, Program Timeline, City Council Action, HUD review, and working with the Chamber of Commerce on the project.

Staff and Committee discussed the applicants who submitted proposals and those who did not. They also discussed timelines, referrals, communicating about the program, staffing the program. The committee would like the Chamber CEO to present each month on the CDBG-CV COVID dollars.

3. Staff Report on Entitlement Applications and Timeline

a). Appoint Sub-Committee for Initial Review

Ms. Chavez gave the committee an overview of the 2021 Entitlement funds. She spoke about applications received, new applicants, public process timeline and the need to appoint the sub-committee for initial review.

Mary Ann Suttles and Sandy Griffis indicated they would like to continue on the subcommittee and Chair Suttles recommended Jon Rocha for the third person on the committee.

Ms. Chavez said that she would set up the sub-committee for March 24th at 1:30pm.

Vice Chair Griffis made a motion to continue herself and Chair Suttles on the sub-committee and to add Jon Rocha. This motion was seconded by Member Miller and approved unanimously.

Staff and committee discussed the number of applicants, communications strategy to potential applicants, outreach to the Latino Community, and how the City can continue to reach out to new applicants.

IV. ADJOURNMENT

Member Rocha made a motion to adjourn the meeting. Member Savoini seconded the motion to adjourn. The motions passed unanimously.

Meeting adjourned at 2:49 pm

Mary Ann Suttles, Chairwoman

Michelle Chavez, CDBG Coordinator



CDBG Citizens Advisory Committee MEMO

MEETING DATE: March 17, 2021

AGENDA ITEM: Staff Report on 2021 CDBG Presentations

Approved By:			Date:
Director:	Bryn Stotler	<i>BS</i>	3/11/21
Planning Manager:	George Worley	<i>GW</i>	3/11/21
CDBG Coordinator:	Michelle Chavez	<i>MLC</i>	3/11/21

Item Summary

This item is to provide a Staff Report on the CDBG 2021 Presentations.

Background

The City anticipates \$248,199 in CDBG Entitlement 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. This breaks out to \$37,229.85 for Public Service Projects and \$161,329.35 for Construction Projects.

The City has received a total of eleven applications. Five applications were for Public Service Projects and six were for Construction Projects. We will hear from all applicants today.

Presentations from 2021 CDBG Applicants

1. Southwest Fair Housing Council – Jay Young and Tasha Lynch – Zoom
2. Arizona Serve at Prescott College – Annie Reifsnyder- In Person
3. People Who Care – CJ Meldahl - In Person
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The City requests that all application score sheets are turned in by EOB Friday March 18th.

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

Recommended Action: Receive and File