



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

**CDBG CITIZEN ADVISORY COMMITTEE
REGULAR MEETING
May 19, 2021
1:30 PM**

**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 **May 19, 2021 at 1:30 PM in Person at 201 S. Cortez St., Prescott AZ.** Notice of this meeting is given pursuant to Arizona Revised Statutes, Section 38-431.02.

I. **CALL TO ORDER** – Housekeeping – Please keep your phone on mute and speak into the microphone.

II. ATTENDANCE

MEMBERS	
Mary Ann Suttles, Chair	Jon Rocha
Sandy Griffis, Vice-Chair	Deborrah Miller
Bob Painter	Tom Benson
Debbie Savoini	Council Liaison
	Clark Tenney

III. REGULAR AGENDA ITEMS

1. Approve the minutes of the April 21, 2021 CDBG Citizen Advisory Committee meeting.
2. Staff Report on Unspent Funds
3. Staff Report on Prescott Cares Program

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 5/6/21 at 2:00pm 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
April 21, 2021 MINUTES
PRESCOTT, ARIZONA

MINUTES OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CITIZENS ADVISORY COMMITTEE (CAC) MEETING held on April 21 2021 at 1:30pm Via Zoom (Virtual Meeting).

I. CALL TO ORDER

Chair Suttles called the meeting to order at 1:31 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	
Deborrah Miller (Absent)	
Jon Rocha	COUNCIL PRESENT
Debbie Savoini	Clark Tenney

III. REGULAR ITEMS

1. Approve the minutes of the March 17, 2021 CDBG Citizen Advisory Committee meeting.

A motion to approve the March 17, 2021 minutes was made by Member Griffis. The motion was seconded by Member Painter and the motion passed unanimously.

2. Staff Report on PY21 Funding Recommendations

Staff gave a summary report of the process of reviewing 2021 CDBG Grant Applications to date. Staff and CDBG Advisory Committee members discussed the decision making process for determining the PY21 awards. The initial discussion was regarding the Public Service projects. Committee members did not have any changes to the subcommittee recommendations.

Chair Suttles recused herself from the Adult Center conversation and explained that she did not take part in the subcommittee discussion / decision either because she is on their board.

Member Benson made a motion to accept the subcommittee’s recommendation for all Public Service grant awards. Member Painter seconded the motion to approve Public Service recommendations. The motion passed unanimously.

Members next discussed the Construction Projects. The committee and staff discussed the proposal from the subcommittee to set aside \$20,329 for future projects. Committee members and subcommittee members talked about how the decision to allocate all funds was made. Staff updated the committee on the 1.5% timeliness test that HUD holds all the grantees to. The City has to remain in good standing so that they do not get into punitive actions.

Members discussed concerns about certain projects and opted to re-allocate \$20,000 from The Prescott Adult Center and West Yavapai Guidance Clinic, to The Launch Pad Teen Center and Boys and Girls Club. The committee added \$10,000 to each award for the two youth-serving organizations. The CAC committee recommended zero funding for the lowest scoring two applicants (WYGC and Prescott Adult Center).

Member Benson made a motion to move \$10K to The Launch Pad Teen Center, Member Painter seconded. Chair Suttles opposed moving funds from West Yavapai Guidance Clinic to the Launch Pad. Members Savoini, Griffis, and Rocha voted yes. Motion Passed 5-1, with Chair Suttles voting against the motion.

Member Painter moved to move \$10K to Boys and Girls Club of Prescott, Member Rocha Seconded. Motion passed unanimously.

Member Painter moved to approve all the other projects as amended, with \$20,329 to be carried forward for future projects. Member Benson seconded the motion and the motion passed unanimously.

Member Griffis moved to approve the Draft 2021 Annual Action Plan to be submitted to the City Council with new recommendations from the CAC. Member Rocha seconded the motion and the motion passed unanimously.

3. Staff Report on Prescott Cares Program

Michelle Chavez, CDBG Coordinator, and Sheri Heiney, the CEO of the Prescott Chamber of Commerce, gave an overview of the Prescott Cares Program that included: marketing materials, web page navigation, training workshops, radio interviews, TV interviews, applications, and more.

Round one will be open until May 15th. If there are funds left over, the applications will be re-opened. We have up to three years to spend the funds. The phases of open enrollment will continue until all the funds are spent.

The caps on the grants in Prescott Cares are \$3,000 for individual and \$5,000 for businesses. There is a possibility to adjust the maximum grant award in future phases. The total pot has been split 50% to each, individual and business.

Member Painter asked if the City could move up the CAC final decision making meeting up closer to the initial proposal review and sub-committee meeting. Ms. Chavez indicated that she would look into moving the April CAC meeting up three weeks in 2022.

IV. ADJOURNMENT

Meeting adjourned at 2:41 pm

Mary Ann Suttles, Chairwoman

Michelle Chavez, CDBG Coordinator



CDBG Citizens Advisory Committee MEMO

MEETING DATE: May 19, 2021

AGENDA ITEM: Staff Report on CDBG Unspent Funds PY14-PY21

Approved By:		Date:
Director:	Bryn Stotler <i>BS</i>	5/6/21
Planning Manager:	George Worley <i>gw</i>	5/6/21
CDBG Coordinator:	Michelle Chavez <i>MC</i>	5/6/21

Item Summary

This item is to provide a Staff Report on the CDBG unspent funds from 2014 to 2021

Background

The City receives an annual grant award from the US Dept. of Housing and Urban Development each year. The allocation is typically between \$240K and \$250K. As the CDBG annual programs and projects are completed, often there are small amounts of the grants left over. Also there are rare times when projects are unable to be completed and the funds are re-allocated to other projects.

The City is in danger of losing a small amount of unallocated funds from 2014 (\$2,773.81) if a decision is not made before September 11, 2021 on how the funds should be spent. Staff felt that now is a good time to look at all unspent funds and propose a strategy for spending them. Staff is recommending unspent funds be re-allocated to the five year goal: **Decent Affordable Housing, Owner-occupied Housing Unit Rehabilitation, High Priority, 50 units**

Unspent Funds in IDIS 2014-2018	\$14,052.87
Unspent Funds in IDIS 2019	\$13,153.00
Unspent Funds in IDIS 2021	\$20,329.00
Total	\$47,534.87

The City will then at a future date, look for a sub-recipient to administer a residential rehab program on behalf of the residents of Prescott. At that time, a plan amendment will need to be made to the Annual Action Plan (New Program).

City of Prescott Five Year Consolidated Plan Goals – 2020-2024

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
Health Related Services		High	200 people
Support Services & Shelter for People Experiencing Homelessness	X	High	100 people
Job Creation and/or Retention		Low	40 jobs
Homelessness			
Add Emergency Shelter & Transitional Housing Beds	X	Low	20 beds
Decent Affordable Housing			
Owner-occupied Housing Unit Rehabilitation	X	High	50 units
Renter Services	X	Low	50 people
Direct Assistance to 1 st -time Homebuyers		Low	10 households

Recommended Action: *Approve* the funding allocation of \$47,534.87 to the 2020-2024 Consolidated Plan Goal: **Decent Affordable Housing, Owner-occupied Housing Unit Rehabilitation, High Priority, 50 units.**



CDBG Citizens Advisory Committee MEMO

MEETING DATE: May 19, 2021

AGENDA ITEM: Staff Report on the Prescott Cares Program and CDBG-CV Dollars

Approved By:		Date:
Director:	Bryn Stotler <i>BS</i>	5/6/21
Planning Manager:	George Worley <i>GW</i>	5/6/21
CDBG Coordinator:	Michelle Chavez <i>MC</i>	5/6/21

Item Summary

This item is to provide a Staff Report on the Prescott Cares Program

Background

The City has partnered with the Prescott Chamber of Commerce Foundation via a Request for Qualifications (RFQ) process to manage the Prescott Cares Program.

Prescott Cares is made available via the Federal CARES Act passed in 2020 by the US Congress. Through the formula used for entitlement grants, Prescott was awarded \$427,198 in funds to help our community “Prevent, Prepare for and Respond to the Coronavirus Pandemic.”

The City and Chamber have worked closely over the past few months to come up with a strategic communications and marketing plan for the Prescott Cares Program.

Applications will be accepted in hard copy from **April 19 to May 15 2021**. Residents can fill out the forms on line, but due to the confidential nature of the documents, they need to be delivered or mailed in person to the Chamber.

The purpose of this memo is to give an update on the applications received so far.



Recommended Action: Receive and File