



CITIZENS ADVISORY COMMITTEE
August 18, 2021 MINUTES
PRESCOTT, ARIZONA

MINUTES OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CITIZENS ADVISORY COMMITTEE (CAC) MEETING held on August 18 2021 at 1:30pm in Council Chambers and 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, (Absent)	Bryn Stotler, Director of Comm. Development
Robert Painter	George Worley, Planning Manager
Tom Benson	Tammy Dewitt, Community Planner
Deborrah Miller (Absent)	
Jon Rocha	COUNCIL PRESENT
Debbie Savoini	Clark Tenney

III. REGULAR ITEMS

1. Approve the minutes of the July 21, 2021 CDBG Citizen Advisory Committee meeting.

A motion to approve the July 21, 2021 minutes was made by Member Benson. The motion was seconded by Member Painter and the motion passed unanimously.

2. Staff Report on Substantial Amendment to 2020 and 2021 Annual Action Plans

Staff gave a summary report of the need for an amendment to the PY20 and PY21 Annual Action Plans. The Boys and Girls Club would like to combine their two grant years into one to update the warming kitchen. The bids for the warming kitchen came in quite high which is not uncommon considering pricing in the construction industry at this time. This amendment would eliminate the bathroom project from the PY21 Annual Action Plan.

Staff noted that the Residential Rehab program will need to be added to the PY21 Annual Action Plan also.

Staff and committee members discussed the impact to the CDBG Budget (Neutral), CDBG Program Year Timelines, funding availability, and other uses of the warming kitchen.

Member Rocha made a motion to authorize staff to create a substantial amendment to the CDBG 2020 and 2021 Annual Action Plans creating a Residential Rehab Program via RFQ in PY21 and Combining Boys and Girls Clubs PY20 and PY21 Grants together to total \$73,970 for the warming kitchen renovation. This motion was seconded by Member Benson and passed unanimously.

3. Staff Report on the 2020 CAPER – Consolidated Annual Performance and Evaluation Report

Ms. Chavez gave the committee an overview of the 2020 CAPER which highlights program activities of the previous 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.

Staff and committee members talked about the distribution of funds, relationship to COVID dollars, percentage of construction funds, timeline to complete the CAPER, how the five year goals are determined and approved by HUD, public comment timeline and submittal timeline to HUD.

Ms. Chavez indicated she would bring a staff report in the future on what the HUD National Objectives and HUD Authorized Activities are.

4. Staff Report on Prescott Cares Program

Michelle Chavez, CDBG Coordinator and gave an update on the Prescott Cares Program. During the first round there were approximately 25 applications split between individuals and businesses. There were approximately 9 individuals and 9 businesses that were funded in Phase I.

Phase II applications opened on Monday July 19, 2021 and the application period will be extended through August 31, 2021. Ms. Chavez indicated that there have been new banners hung up around Prescott, radio ads done, and new flyers at various outreach locations.

Staff and committee members discussed the Prescott Cares program, community demand, duration of funding availability and length of Cares applications.

5. Other

Staff and committee members also discussed future tours for the members of CDBG projects during the application process. Staff indicated they would talk with the City Clerk and City Attorney on how to do tours w/ out violating open meeting law. Perhaps splitting the group into groups of three would work.

IV. ADJOURNMENT

Meeting adjourned at 2:18 pm

Sandra Coruffis Vice-Chair
Mary Ann Suttles, Chairwoman
*for Chairwoman
Mary Ann Suttles*

Michelle Chavez
Michelle Chavez, CDBG Coordinator