



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

**CDBG CITIZEN ADVISORY COMMITTEE  
REGULAR MEETING  
January 19, 2022  
1:30 PM**

**Council Chambers and Zoom  
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 **January 19, 2022 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.

The meeting will also be available via Zoom link: Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84281263685?pwd=SERrM3d4d1RleXNEWExTGpqbM8rQT09>

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

Webinar ID: 842 8126 3685

Passcode: 780713

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

**II. ATTENDANCE**

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

**III. REGULAR AGENDA ITEMS**

- 1. Approve the minutes of the October 20<sup>th</sup> and December 15<sup>th</sup> 2021 CAC meetings.
- 2. 2022 CDBG Application Presentations

<b>Agency</b>	<b>Type of Application</b>	<b>Presenter</b>	<b>Zoom / In Person</b>
US VETS	Construction	Carole Benedict	In Person / Zoom
City of Prescott Rec. Svcs.	Construction	Ellen Bashor	In Person
People Who Care	Public Service	Lisa McKinney	Zoom
WYGC dba Polara Health	Public Service	Darlene Golson / Connie Boston	In Person
New Horizons	Public Service	David Seigler	TBD
Arizona Serve	Public Service	Annie Reifsnyder	In Person
Yavapai Big Brothers Big Sisters	Public Service	Carol Henderson Dahms	TBD
Prescott Chamber of	Public Service	Sheri Heiney	In Person

Commerce Foundation			
Solari Inc.	Public Service	Justin Chase	TBD
MATFORCE	Public Service	Lori Deutsch	In Person

#### **IV. ADJOURNMENT**

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##### **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 1/14/22 at 4 pm in accordance with the statement filed with the City Clerk's Office.

*Sarah M. Siep*

Sarah Siep, City Clerk

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**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](http://www.azrelay.org).**



**CITIZENS ADVISORY COMMITTEE**  
**October 20, 2021 MINUTES**  
**PRESCOTT, ARIZONA**

MINUTES OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CITIZENS ADVISORY COMMITTEE (CAC) MEETING held on October 20th 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 (Absent)	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	Clark Tenney

III. REGULAR ITEMS

1. Staff Report on CDBG National Objectives and Eligible Activities

Ms. Chavez gave a presentation to the Citizen Advisory and interested guests in person and on Zoom. The agenda included how to determine eligibility for CDBG programs, what is new in 2022, questions and answers and important dates and deadlines.

Ms. Chavez went over the HUD National Objectives, Eligible Activities and City of Prescott Five Year Consolidated Plan Goals. All items must be certified under the Low / Moderate Income category. These can fall under: LMA (Area Benefit), LMC (Limited Clientele), LMH (Housing) or LMJ (Jobs).

Ineligible Activities Include:

- Religious Activities
- Income payments directly to clients
- General local government expenses
- Political Activities
- Purchase of Equipment except: Admin and Public Services
- Operating and Maintenance Expenses
- New Housing Construction with the exception of: Acquisition, Demolition, Infrastructure, Site Prep

Ms. Chavez went over what is new in 2022 including a residential home repair Request for Qualifications (RFQ) and tours of construction application project locations.

The CDBG Income Limits for 2021 were shared as well as photos of past CDBG funded projects.

2. Question and Answers about potential programs or projects: Members, guests and staff discussed potential projects, best times for application workshops, tours, posting of past applications, viewing past successful applications, how to find CDBG information on the web site.

3. Staff Report on the 2022 Program Timeline

Ms. Chavez gave an overview of the 2022 Program Timeline. The members discussed the updates to the timeline from the last meeting.

4. Prescott Cares Update – Sheri Heiney gave an update on Phase II of the Prescott Cares program. She indicated that fewer individuals in round two were able to qualify. There were approximately 12 businesses who applied in Phase II. The Chamber keeps the application on the web site.

Carole Benedict mentioned the State ERAP funds and to refer clients who do not qualify for HUD funds to look those funds.

IV. ADJOURNMENT

Meeting adjourned at 2:38 pm

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Mary Ann Suttles, Chairwoman

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Michelle Chavez, CDBG Coordinator



**CITIZENS ADVISORY COMMITTEE**

**December 15, 2021 MINUTES**

**PRESCOTT, ARIZONA**

MINUTES OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CITIZENS ADVISORY COMMITTEE (CAC) MEETING held on December 15, 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, 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	Clark Tenney

**III. REGULAR ITEMS**

1. Approve the minutes of the November 17, 2021 CAC meeting – A motion to approve the November 17<sup>th</sup> minutes was made by member Miller, seconded by member Griffis and approved unanimously.
2. Staff Report on the 2022 CDBG Application Process – Ms. Chavez gave a staff report on the three types of applications available for 2022. There is a construction project application, a public service project application and a residential home repair Request for Qualifications (RFQ).

Ms. Chavez went over how projects are qualified as eligible via HUD National Objectives, Prescott’s Five Year CDBG Consolidated Plan Goals and HUD’s National Eligible Activities. Other topics included on-line application process, the Pre-Application Conference (PAC) Process for Construction Projects, tips for good proposals, Prescott income limits, post funding expectations, project examples, how applications are evaluated, and important dates and deadlines.

The Citizen Advisory Committee and staff discussed the Emergency Home Repairs RFQ in depth and talked about how the policies and procedures will be developed and brought back to the CAC with the definition of “emergency.”

The Committee and Staff discussed the program timeline in relation to other years and the PAC Process.

3. Q and A regarding the 2022 CDBG Application Process –

The potential applicants asked questions regarding PAC, future training, and January 19<sup>th</sup> presentation agenda. The Committee asked questions regarding income eligibility verification, post funding process, and application process for home repairs.

4. CAC Schedule for 2022

- Staff went over the schedule for 2022 and they discussed the Citizen Advisory Committee Sub Committee who helps decide grant allocations. They discussed re-appointments for the same three committee members that were assigned the year before.
  
- Ms. Chavez estimated she could bring back the Emergency Home Repair program parameters in February or March of 2022.
  
- Staff and committee members discussed the timeline

IV. ADJOURNMENT

Meeting adjourned at 2:47 pm

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Mary Ann Suttles, Chairwoman

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Michelle Chavez, CDBG Coordinator



MEETING DATE: January 19, 2022

AGENDA ITEM: Staff Report on 2022 Applications

Approved By:

Date:

Director:	Bryn Stotler	<i>BS</i>	1/13/22
Planning Manager:	George Worley	<i>gw</i>	1/13/22
CDBG Coordinator:	Michelle Chavez	<i>MC</i>	1/13/22

Item Summary

This item is to provide a Staff Report on the 2022 CDBG Applications

Background

The City of Prescott opened applications for 2022 CDBG Grant Funds on December 1, 2021 and closed applications on January 10, 2022.

The City received a total of ten applications. Two Construction and Eight Public Service Applications were received. One Request for Qualifications was received from the Prescott Chamber of Commerce Foundation. Below is a list of applications and presenters.

Agency	Type of Application	Presenter	Zoom / In Person
US VETS	Construction	Carole Benedict	In Person / Zoom
City of Prescott Rec. Svcs.	Construction	Ellen Bashor	In Person
People Who Care	Public Service	Lisa McKinney	Zoom
WYGC dba Polara Health	Public Service	Darlene Golson / Connie Boston	In Person
New Horizons	Public Service	David Seigler	TBD
Arizona Serve	Public Service	Annie Reifsnyder	In Person
Yavapai Big Brothers Big Sisters	Public Service	Carol Henderson Dahms	TBD
Prescott Chamber of Commerce Foundation	Public Service	Sheri Heiney	In Person
Solari Inc.	Public Service	Justin Chase	TBD
MATFORCE	Public Service	Lori Deutsch	In Person

## Types of Applications

1. CDBG Construction Application – Open to agencies who would like to improve facilities or infrastructure that serve low to moderate income Prescott residents. Examples include improvements to bathrooms, outdoor spaces, new roofs, expansion of buildings, improvements to sidewalks, curbs and gutters in LMI neighborhoods.
2. CDBG Public Service Application – Open to agencies who provide direct services to low to moderate income families and residents. Examples include: Transportation for disabled and seniors, peer to peer mentoring services, job training and placement, mentorship training, etc.
3. Request for Qualifications (RFQ) to Administer a New Home Repair Program: Open to agencies who have experience verifying applicants for federal programs and /or have experience working directly with residential licensed and insured contractors. (15% of funds will be for administering the program).

Staff will introduce the CDBG presenters. Each person will have approximately 5 minutes to present and then CAC members can ask questions.

Recommended Action: Receive and File