



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 17th 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 19th 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.

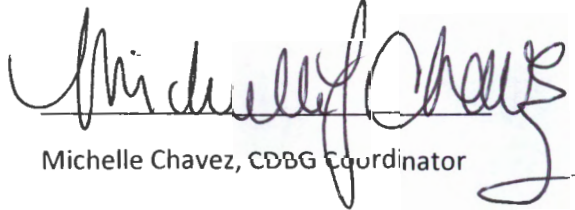
- Staff and committee members discussed the timeline

IV. ADJOURNMENT

Meeting adjourned at 2:47 pm



Mary Ann Suttles, Chairwoman



Michelle Chavez, CDBG Coordinator