



COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
CITIZEN ADVISORY COMMITTEE  
AGENDA

**CDBG CITIZEN ADVISORY COMMITTEE  
REGULAR MEETING  
July 20, 2022  
1:30 PM**

**Council Chambers and Zoom  
201 S Cortez St  
Prescott, Arizona 86303  
(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 **July 20, 2022 at 1:30 PM in Person at 201 S. Cortez St., Prescott AZ and via Zoom**. Notice of this meeting is given pursuant to Arizona Revised Statutes, Section 38-431.02. Zoom Information is located below.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/88613197271?pwd=NlBtRzhJZ0V5NTZQZ3hacnU5QnV0dz09>

**Passcode: 555180**

**Webinar ID: 886 1319 7271**

Or Telephone: 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

**1. Call to Order** – Housekeeping – Please keep your phone on mute and speak into the microphone.

**2. Roll Call**

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

**3. Discussion and Action Items**

A. Approve the minutes of the April 20, 2022 CAC meeting.

B. Update on Prescott Cares –

1. Phase I Update
2. Phase II Proposal
3. Discuss Program Timeline

**4. Adjournment**

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Prescott City Hall on 7/14/22 at 4 pm in accordance with the statement filed by the Prescott City Council with the City Clerk.

*Sarah M. Siep*

Sarah Siep, City Clerk

**THE CITY OF PRESCOTT ENDEAVORS TO MAKE ALL PUBLIC MEETINGS ACCESSIBLE TO PERSONS WITH DISABILITIES. With 48 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) 777-1437 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**

**April 20, 2022, MINUTES**

**PRESCOTT, ARIZONA**

**MINUTES** OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CITIZENS ADVISORY COMMITTEE (CAC) MEETING held on April 20, 2022, 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**

<b>MEMBERS PRESENT</b>	<b>STAFF PRESENT</b>
Mary Ann Suttles, Chair	Michelle Chavez, CDBG Program Coordinator
Sandy Griffis, Vice Chair	George Worley, Planning Manager
Janie Evans	Tammy DeWitt, Community Planner
Tom Benson (Absent)	Bryn Stotler, Community Development Director
Deborrah Miller	
Jon Rocha	<b>COUNCIL PRESENT</b>
Debbie Savoini	Clark Tenney

**III. REGULAR ITEMS**

1. **Approve the minutes of the March 16 2022 CAC meeting** – A motion to approve these minutes was made by member Miller, seconded by member Rocha, and approved 6-0.

2. **Discuss the City of Prescott – Minor Home Repair Program, Policies and Procedures, Handbook and Infographic**

Ms. Chavez gave an overview of the policies and procedures, handbook, infographic and responded to questions from the committee. She indicated that the five-year time frame is not necessary with this type of program. This agreement is optional and this type of arrangement is more common when it is a loan program and the funds are supplemented with HOME funds in addition to CDBG.

Members of the committee and staff discussed the lead-based paint eligibility, competitive bids, ranking of applications, language on “life-safety,” City procurement process, scope changes, homeowner insurance deductible (not eligible), timeline of repairs, insurance requirements, duplication of benefits, and applicant tracking.

Members and staff looked over the infographic of how the program will play out and what applicants can expect to experience once approved for the program. They also discussed Lead Based Paint Testing, timelines for applications, and changes needed to be made to the policy and procedures. Staff will check the definition of “Senior” or “Elderly.”

3. **Announcements – Fair Housing Workshop April 27th, Fair Housing Proclamation and Annual Action Plan presentation April 26th.**

Ms. Chavez spoke about the Fair Housing Workshop, City Council Proclamation and the Annual Action Plan being on the City Council Agenda April 26<sup>th</sup> 2022.

**IV. ADJOURNMENT**

*Meeting adjourned at 2:42pm*

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Mary Ann Suttles, Chairwoman

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Michelle Chavez, CDBG Coordinator



**CDBG Citizens Advisory Committee MEMO**

**MEETING DATE: July 20, 2022**

**AGENDA ITEM: Staff Report on Prescott Cares**

<b>Approved By:</b>		<b>Date:</b>
<b>Planning Manager:</b> George Worley	<i>gw</i>	<b>7/14/22</b>
<b>CDBG Coordinator:</b> Michelle Chavez	<i>MC</i>	<b>7/14/22</b>

**Item Summary**

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

**Background**

**Prescott Cares – CDBG-CV Dollars PY20**

The City of Prescott awarded the Prescott Chamber of Commerce Foundation a sub-recipient contract in early PY21 to administer the CDBG-CV (CARES ACT) dollars that the City was allocated. The City was awarded \$427,198 with 15% allocated to administrating the program.

- So far, the City has spent \$161,705.98 in CDBG-CV dollars
- 20 Small and Micro Businesses have been assisted with Prescott Cares Dollars
- 17 Low Income Prescott residents have been assisted with Prescott Cares Dollars.

The City wishes to continue to spend down it’s remaining \$265,492 in CARES ACT funds. Attached to this report is proposed Phase II RFQ that would allow various agencies to apply for the remainder of the funds. The RFQ outlines what types of projects could be eligible based on HUD’s guidelines. All the proposed criteria fit both outcomes.

1. The projects must tie back to the prevention or response to current or future pandemics
2. The projects must fall under traditional CDBG allowable expenses.

The attached draft RFQ has a tentative outline for applications and review. There is the option of running Phase II of the Cares Act funding in concurrence with the Annual CDBG Program. This means we would include the CARES Act dollars in our Needs Workshop in October and open the applications in December.

**Attachments: Prescott CARES Phase II Draft RFQ**



## **Request for Qualifications - Notice of Funding Availability Prescott CARES Phase II**

In response to the Coronavirus Pandemic (COVID-19), the US Congress authorized the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136 which was signed by the President on March 27, 2020. As a result, the U.S. Department of Housing and Urban Development (HUD) awarded the City of Prescott \$427,198 in Community Development Block Grant Coronavirus (CDBG-CV) funds to prevent, prepare for, and respond to COVID-19. The City may also allocate additional funds as they are available through this solicitation.

The original allocation has been partially spent via the administration of a Small and Micro Business Grant Program and an Individual Family Assistance program. As of June 1, 2022 - \$161,705.98 has been spent with 15 percent going to the administration of the program via the Prescott Chamber of Commerce Foundation.

The City of Prescott wishes to make available the rest of the funds - \$265,492.02 for competitive projects in the community that can modify public facilities and infrastructure to respond to the on-going COVID pandemic and future pandemics.

The City of Prescott is seeking applications for eligible activities from non-profit, for profit, or government entities that have an active registration in SAMs and a DUNS number\*. Applicants must be able to provide audited financial statements, and comply with all other CDBG regulations. This application process is intended to identify and secure contract(s) with non-profit agencies, for profit businesses, or government entities who demonstrate experience, commitment and capacity to carry out one or more of the proposed services defined in the following Scopes of Work. The City of Prescott will work to execute contracts as soon as possible based on City Council and HUD approval.

### **Scopes of Work**

#### **1. Public Facility and Infrastructure Projects: Total Dollars Available \$265,492**

The City of Prescott desires to spend down the remaining amount of the federal CARES Act dollars that it was awarded via the US Housing and Urban Development's (HUD) Community Development Block Grant Program (CDBG). The goal is to help local agencies prepare for and respond to current and future pandemics.

Applicants may fall under the following parameters (subject to change):

##### **Medical Facilities and Clinics**

Creation or modification of buildings to provide medical facilities for testing, treatment, recovery, or isolation; or to establish separated areas or remote access to appropriately treat people who have been diagnosed or exposed to the coronavirus. Creation or modification of residential facilities for people recovering from COVID-19.

##### **Emergency Shelters**

Creation, expansion, or modification of emergency shelters, auxiliary congregate shelter space, and non-congregate facilities for people experiencing homelessness to provide shelter options that allow for physical distancing within the shelter system and prevent the current and future spread of the coronavirus.

##### **Non-Congregate Shelter**

Acquisition and modification of underutilized structures such as motels and schools to create shelter for people experiencing homelessness and for individuals and households unable to practice social distancing due to overcrowding or shared living spaces. This model could also be used to support the development of related short-term

shelter for medical workers or vulnerable populations who need to be isolated to avoid contracting the virus. Residential uses that provide permanent housing may be eligible as a CDBG housing activity rather than as a public facility activity.

### **Day Access Shelter**

Creation, expansion, or modification of day-access centers to meet social distancing requirements and prevent the spread of the coronavirus. Such facilities include centers for people experiencing homelessness, neighborhood centers, senior centers, or other places that serve low- and moderate-income households or people who are presumed to be low-income.

### **Social Services Facilities**

Expansion or modification of social service facilities to meet social distancing requirements and to enable remote access that would make these facilities safe for both clients and employees. Examples include reconfiguration of reception areas and meeting rooms; conversion of open office spaces; improving heating, ventilation, and air conditioning (HVAC) to reduce transmission risks; and technology upgrades to provide services remotely.

### **Childcare Facilities**

Creation, expansion, or modification of childcare facilities to encourage social distancing and reduce the transmission of the virus. Activities that address the effects of the current pandemic and mitigate the future spread of a coronavirus could include HVAC improvements, plumbing upgrades to improve sanitation, and the creation or improvement of outdoor spaces for childcare programs.

### **Outdoor Recreation Facilities**

Transformation of local streets into "neighborhood greenways" that welcome pedestrians and bicyclists while limiting vehicles to local traffic, providing additional space for outdoor activity, and encouraging physical distancing. CDBG-CV funds can be used for the purchase and installation of new gates, for removing architectural barriers that restrict the accessibility or mobility of elderly or disabled persons, for realigning and narrowing roadways, for expanding existing trail systems, and for repurposing surplus parking areas to allow outdoor recreational activity.

### **Application Timeline (Subject to Change)**

July 20, 2022	Present to CAC
TBD	Present to City Council
TBD	Applications Open
TBD	Applications Due
TBD	CAC Begins to Review Applications
TBD	CAC Scores due to the City
TBD	Sub-Committee Meets

Scoring Criteria – TBD

### **Special Provisions**

Successful applicants will be required to provide an application, financial report, scope, budget and project timeline. All activities must be CDBG eligible and in accordance with, 24 CFR Part 570 and 2 CFR Part 200. Funds must be used to prevent, prepare for, and respond to COVID-19 and all other funding options must be used prior to using CDBG-CV funding.

Funding will be provided on a cost reimbursement basis.

A full list of eligible expenses can be found in [2 CFR Part 200 and Title 24 Code of Federal Regulations, Part 570.](#)

\*SAMS – SAMS Tracker – (and sign up) <https://sam.gov/SAM/pages/public/samStatusTracker.jsf>

\*DUNS - DUNS Number (if you don't already have one, go here to get one ☺ <https://www.dnb.com/duns-number.html>)