



CITIZENS ADVISORY COMMITTEE
July 20, 2022, MINUTES
PRESCOTT, ARIZONA

MINUTES OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CITIZENS ADVISORY COMMITTEE (CAC) MEETING held on July 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

MEMBERS PRESENT	STAFF PRESENT
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	Sedona Ortega – Planning Intern
Deborrah Miller	
Jon Rocha	COUNCIL PRESENT
Debbie Savoini	Clark Tenney (Absent)

III. REGULAR ITEMS

1. **Approve the minutes of the April 20, 2022 CAC meeting** – A motion to approve these minutes was made by member Griffis, seconded by member Miller and approved 7-0.

2. **Staff Report on Prescott Cares**

Phase I Update

Ms. Chavez gave an overview of Phase I of Prescott Cares and updated the committee on the residents and businesses served. There were 20 Micro and Small Businesses served and 17 low-income families assisted with the CDBG – CV dollars. Ms. Chavez indicated that they had seen a significant drop off in applications after the fourth round and have paused the Prescott Cares program for now. She indicated there may be one or two additional applications and that there was a significant pot of dollars left that needed to be 80% spent by the end of 2023 (approximately \$265,492). Member Griffis asked about the breakdown of admin dollars and staff clarified that was included in the \$161,705.98 spent thus far.

Phase II Proposal

Ms. Chavez updated the committee on the proposal to have another round of funding for the CARES Act funds in the Fall / Winter of 2022/2023 that will focus on prevention and preparing for the current and future pandemics.

There was a draft RFQ handout given to the CAC members that indicated the different types of facilities that could be eligible for CDBG-CV funds. The list of facilities are: Medical Facilities and Clinics, Emergency Shelters, Non-Congregate Shelter, Day Access Shelter, Social Services Facilities, Childcare Facilities, and Outdoor Recreation Facilities.

Ms. Chavez gave some examples of projects at these type of facilities that could apply such as: modifying shelters to allow for physical distancing, creating quarantine spaces at public facilities, adding more advanced HEPA filters to Adult and Child Day Care settings, adding outdoor learning spaces, adding drive throughs or walk up windows, and expanding accessibility to public buildings and public infrastructure.

Staff and the committee members discussed the potential timeline for the applications, workshops, review timelines, types of applicants, complexity of the application, if applicants can apply for both pots of funds (CARES ACT and Entitlement Funds). Staff would not be inclined to limit applicants to one type of application. CAC members discussed what types of agencies may apply (not just health care facilities).

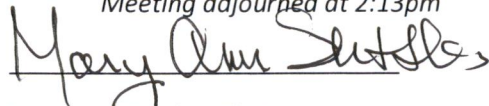
Staff and members discussed the potential timeline and future presentations on the program.

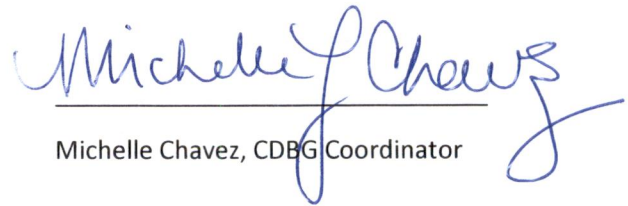
Staff gave a recap of NCDCA Conference, Grant Management Software costs, advantages of staying with Survey Monkey which is around \$365 per year, how to promote the fall workshops, when the workshops should occur, environmental reviews, and what should be in the CAC August updates.

Program Timeline

IV. ADJOURNMENT

Meeting adjourned at 2:13pm


Mary Ann Suttles, Chairwoman


Michelle Chavez, CDBG Coordinator