



**CITIZENS ADVISORY COMMITTEE**

**August 17, 2022, MINUTES**

**PRESCOTT, ARIZONA**

**MINUTES OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CITIZENS ADVISORY COMMITTEE (CAC) MEETING** held on August 17, 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	
Deborrah Miller (Absent)	
Jon Rocha	<b>COUNCIL PRESENT</b>
Debbie Savoini	Clark Tenney

**III. REGULAR ITEMS**

- 1. Approve the minutes of the July 20, 2022 CAC meeting** – A motion to approve these minutes was made by member Griffis, seconded by member Rocha and approved 6-0.

**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 18 low-income families assisted with the CDBG – CV dollars. She anticipated that there would be one more individual approved for Phase I.

**Phase II Draft Application**

Ms. Chavez indicated that she did not significantly change the Phase II Program Overview with the exception of the change from a DUNS number to a Unique Entity Identification (UEI) number.

Ms. Chavez went over the updated Program Timeline and indicated that this would run parallel with the traditional CDBG Entitlement fund timelines.

Members and staff discussed the differences between the Prescott Cares Phase II dollars and entitlement dollars, potential substantial amendment, concerns of pandemic needs having passed, prices of projects, what types of projects could apply, how the decisions were made to give examples of types of projects, and giving more examples of projects to the applicants. Staff stated they would send the committee the

worksheet with examples from HUD and add it to a web page. A link to the examples will be added to the Prescott Cares Phase II Application.

Upon member questions, staff expressed the UEI number is fairly easy to obtain. This is located at SAM.gov and as one signs up, they get the UEI number immediately.

Staff and members talked about the health care industry and doing outreach to them. Staff would like to hear from the committee members on potential sites such as sober homes and Matforce. There could be outreach to the Adult Center and the outdoor learning center. Outreach will be done mid-September up until the October workshop. Staff welcomes any suggestions for outreach via email.

The application is very similar to the traditional CDBG application: Project Scope, Budget, Timeline, Procurement Rules, Pre-Application Conference (PAC), Davis Bacon Rules, Staff lead, etc.

- 3. Upcoming Items – Analysis of Impediments to Fair Housing (AI)** – The City is required to do this report every five years as part of the Consolidated Plan. The City is using the most recent 2020 Census Data to update this report and will present this report at a future meeting. Staff hopes to co-present with former intern Sedona Ortega.

**Minor Home Repair Program Update** – Ms. Chavez indicated that there are currently five approved applications. She has taken photos of the projects and Ryan Greene is writing up the scopes of work. Residents are very grateful for the program. The repairs are life safety, heating and cooling, and building code violations.

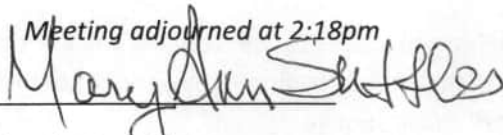
CM Tenney discussed the need in the community to avoid condemnation and that small grants can be very helpful to keep folks in their homes and help them keep their homes up to code.

Madame Chair asked if the funding would run out and staff indicated that there can be dollars added to the program as needed. Member Rocha reminded the committee that they can chose to add dollars to the Minor Home Repair Program as needed as part of the annual entitlement allotment.

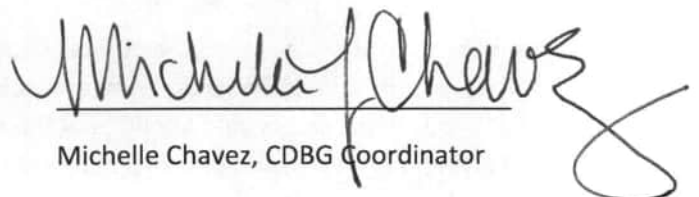
Member Griffis indicated that she has some matching grant dollars for needs that are life safety and they could help folks who do not qualify or contribute the YCCA resources where there may be a shortfall. Staff indicated that they would connect the Chamber with YCCA for referrals.

#### IV. ADJOURNMENT

*Meeting adjourned at 2:18pm*



Mary Ann Suttles, Chairwoman



Michelle Chavez, CDBG Coordinator