

City of Prescott

CDBG Citizens Advisory Committee



March 20, 2024 | 1:30 PM
201 N. Montezuma Street
Council Chambers, 3rd Floor
Prescott, AZ 86301

AGENDA

The following Agenda will be considered by the **CDBG Citizens Advisory Committee** at their meeting to be held **March 20, 2024**. Notice of this meeting is given pursuant to Arizona Revised Statutes, Section 38-431.02.

1. CALL TO ORDER

2. ROLL CALL

3. DISCUSSION & ACTION ITEMS

- A. Approval of Minutes from the February 21, 2024 CDBG Citizen Advisory Committee Meeting.

Recommended Action: MOVE to approve the minutes as presented

- B. Approval of Minutes from the March 5, 2024 Subcommittee Meeting of the CDBG Citizen Advisory Committee.

Recommended Action: MOVE to approve the minutes as presented

- C. Discussion & Possible Action Regarding Citizen Advisory Committee's CDBG Program Year 2024 Funding Recommendations to City Council.

Recommended Action: MOVE to approve forwarding the Citizen Advisory Committee funding recommendations to City Council through the Program Year Annual Action Plan with the understanding that the funding amounts may be adjusted using a weighted formula that maintains the proportional allocations set forth in the Committee's recommendations. Funding recommendations are as follows:

4. UPDATES

- A. Staff Announcements

5. ADJOURNMENT

Upon a public majority vote of a quorum of the Board, the Board may hold an executive session, which will not be open to the public, regarding any item listed on the agenda but only for the following purposes:

- (1) Discussion or consideration of personnel matters (A.R.S. §38-431.03(A)(1));
- (2) Discussion or consideration of records exempt by law (A.R.S. §38-431.03(A)(2));
- (3) Discussion or consultation for legal advice with the city's attorneys (A.R.S. §38-431.03(A)(3));
- (4) Discussion or consultation with the city's attorneys regarding the city's position regarding

contracts that are the subject of negotiations, in pending or contemplated litigation, or in settlement discussions conducted in order to avoid litigation (A.R.S. § 38-431.03(A)(4));

(5) Discussion or consultation with designated representatives of the city to consider its position and instruct its representatives regarding negotiations with employee organizations (A.R.S. §38-431.03(A)(5));

(6) Discussion, consultation or consideration for negotiations by the city or its designated representatives with members of a tribal council, or its designated representatives, of an Indian reservation located within or adjacent to the city (A.R.S. §38-431.03(A)(6));

(7) Discussion or consultation with designated representatives of the city to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property (A.R.S. §38-431.03(A)(7)).

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Prescott City Hall on 3/15/24 at 8:30 a.m. in accordance with the statement filed by the Prescott City Council with the City Clerk.



Sarah M. Siep, City Clerk



TO: MAYOR AND CITY COUNCIL
AGENDA: March 20 CDBG Citizens Advisory Committee Meeting
DATE: March 20, 2024
DEPT: Community Development
ITEM #: 3.A
SUBJECT: Approval of Minutes from the February 21, 2024 CDBG Citizen Advisory Committee Meeting.

ITEM SUMMARY

This item is for the approval of meeting minutes from the February 21, 2024, CAC Meeting. Staff recommends approving the minutes as presented.

BACKGROUND

None

FINANCIAL IMPACT

There is no fiscal impact associated with this item.

RECOMMENDED ACTION

MOVE to approve the minutes as presented

ATTACHMENTS

1. CAC Minutes (2-21-2024)

City of Prescott

Citizen Advisory Committee

February 21st, 2024 | 1:30pm
201 N. Montezuma Street
Council Chambers, 3rd Floor
Prescott, AZ 86301



MINUTES

1. CALL TO ORDER

Chair Suttles called the meeting to order at 1:30pm

2. ROLL CALL

Chair Mary Ann Suttles
Vice Chair Sandy Griffis
Deborrah Miller
Jon Rocha
Janie Evans
Debbie Savoini

Tom Benson (absent)

3. DISCUSSION & ACTION ITEMS

- A. Approval of the January 17th, 2024 Citizen Advisory Committee Meeting Minutes.

MOTION BY MEMBER MILLERTO APPROVE THE MINUTES AS PRESENTED; SECONDED BY MEMBER ROCHA: PASSED (5 - 0) WITH MEMBER GRIFFIS ABSTAINING.

- B. Selection of Three Committee Members to the Program Year 2024 Ranking Subcommittee

To replace outgoing subcommittee members, Jon Rocha and Sandy Griffis, Chair Suttles nominates Member Miller and Member Savoini. Discussion opens and both members are willing to be on the subcommittee. **MOTION BY MEMBER GRIFFIS TO APPROVE DEBORAH SAVIONI AND DEBORRAH MILLER TO THE SUBCOMMITTEE; SECONDED BY MEMBER ROCHA: PASSED (6-0)**

Mr. McInnes proposes the date of March 6th, at 1:30pm, for the Subcommittee to meet. Subcommittee agrees with proposed date and time.

- C. 2024 CDBG Program Application Presentations

Mr. McInnes stated four construction applications and eight public service applications were received. All applicants chose to present to the committee. Construction applicants to present first.

Prescott's Adult Center**Presenter: Kathy McFadden, CEO**

Construction project is a storage shed which will facilitate expansion of programming for low- and moderate- income seniors.

Chair Suttles recused herself from Committee and left the Chamber room due to being on the Board of Directors for the Adult Center.

Member Miller asked for clarification around the number of individuals served once the space is opened. Presenter stated the facility will be available for more people when important spaces are clear, and the storage shed used.

Member Savoini asked why the lowest bid is not being used. Presenter stated the lowest bid was just the cost of the building.

Member Rocha asked if rooms were currently being used as storage. Presenter stated one room is full of tables and chairs. This space could be used for programming. Also, the hallways have been used for storage, which has been dangerous due to the elderly clientele being served (some of which use walkers). Other storage areas include the facility stage. 2000 square feet is being used for storage.

Member Griffis asked for further clarification on how LMI clientele will benefit from more space becoming available. Presenter stated that the space being open will allow for more programming specifically the clientele which receives free membership, due to LMI status, to the Adult Center facilities.

Once the presentation was complete, Chair Suttles rejoined the Committee on the dais.

Coalition for Compassion and Justice (CCJ)**Presenter: Allison Lenocker, Executive Director**

Construction Project is the acquisition of a manufactured home to replace an existing, dilapidated manufactured home in the Kodiak mobile home park. The manufactured home is owned by CCJ that rents to LMI persons.

Member Rocha recused himself from Committee and left the Chamber room due to being on the Board of Directors for CCJ.

Mr. McInnes stated this type of project is both new to HUD, as well as the City.

Member Miller asked how a person would discover a housing opportunity, like the project under consideration, from CCJ. Presenter stated prioritization of rentals first going to individuals living in the shelters. If no one is ready to be housed from shelters, CCJ will then reach out to community partners like US VETs or Prescott Area Shelter Services.

Member Griffis asked about repair possibilities for the unit being replaced. Presenter stated they regularly do repairs on the property. A new roof was installed a year ago, only to start leaking with all the rain and snow. Fiscally does not make sense to continue repairs.

Member Savioni asked why CCJ was not able to use a past CDBG funding award. Presenter stated because of time restraints which was pushed the opening date and the pandemic, they were not able to utilize the past award.

Once the presentation was complete, Member Rocha rejoined the Committee on the dais.

Polara Health

Presenter: David Norvel Site Manager for Haddon House

Construction project to replace asphalt outside of the Haddon House (transitional living for SMI adults).

Chair Suttles confirmed the capacity of the house at 8 individuals. Currently there are seven residents. It is a co-ed housing space.

Member Griffis asked about the parking lot being shared with another facility owned and operated by Polara Health. Is there other funding? Presenter stated there is other funding but that is usually earmarked for other projects.

Member Rocha asked about two more bids of the project. Presenter was unsure if more bids are in process.

Member Miller asked about ADA compliance. Presenter stated they have a portable ramp. The condition of the asphalt is a potential slip and fall risk, especially if someone is using a walker. Was ADA grant funding pursued? Presenter stated they have in the past and will in the future. Not for this specific project at this time.

Prescott Chamber of Commerce Foundation

Minor Home Repair Program

Presenter: Sheri Heiney

Construction projects requesting continued funding for Prescott's Minor Home Repair Program. Presenter clarified the difference between Prescott Cares (CDBG-CV) and Prescott's Minor Home Repair Program (CDBG).

Member Griffis asked for 2023 accounting data and the presenter stated they would email that data to Mr. McInnes to disseminate.

Firemedx International
Presenter: Ken Rhodes

Public Service activity to aid in the re-entry of incarcerated individuals back into the workforce. In connection with Prescott Sober Living, housing would be made available.

Member Miller asked for clarification on where the money would be spent. Presenter stated the money would be spent on housing through their partner, Prescott Sober Living.

Member Rocha asked for clarification around the re-entry program and how it works. Presenter stated that workforce training is part of the program along with housing. Recidivism is at 15% for participants of the wildfire workforce program (compared to 85% of those not in their program).

Member Miller requested the presenter to work with Mr. McInnes to address some of the confusion found in the application.

Jungle Haus
Presenter: Chalease Linderman

Public Service activity focused on economic development. For-profit entity requesting funding to alleviate start-up cost.

Chair Suttles asked if the business has received any other government funding. Presenter stated the CDBG opportunity is their first attempt at funding.

Member Evans asked about the property the business is using and if it is currently operational. Presenter stated they are under construction at this time and will be open in May.

Member Griffis asked what the applicant would do if not awarded the full amount being requested. Presenter stated they would buy cheaper equipment that will do the job, but not as well as the more expensive equipment they would be able to purchase with full funding.

Meals on Wheels
Presenter: Neal Sneller

Public Service activity focused on providing meals for the elderly.

Chair Suttles asked for specifics around the funding request. Presenter stated the funding would assist in the purchase of a freezer chest with the rest of the grant funds going to food costs. The freezer will help expand capacity.

New Horizons**Presenter: Gary Janchik**

Public Service activity focused on transportation of elderly and physically disabled.

Member Griffis asked how the program will be affected with partial funding. Presenter stated it will utilize partial funding, however, the cost of fuel has been detrimental. Funds are only going to the transportation of their clients.

Northland Cares**Presenter: John Duncan**

Public Service activity expanding STD clinic to include syphilis testing through the purchase of syphilis testing kits. Also, funding requested for operational costs, outreach events, and housing.

Member Rocha asked if services were specific to the Prescott area. Presenter responded in the affirmative.

Member Savoini asked about data around cases of syphilis in the Prescott area. Presenter responded that the Arizona has the most syphilis cases in the country, but he does not have Prescott specific data. Presenter stated he would get that data.

Member Griffis asked for clarification around the housing element. Presenter stated funding for housing is meant as a stopgap measure for when HOPWA runs out.

People Who Care**Presenter: Barry Dekemper, Development Director**

Public Service activity focused on transportation of elderly LMI clientele.

Member Rocha asked about the level of physical disability that they can serve. Presenter stated clients need to be mobile without assistance. Oxygen tanks are ok if the client is able to manage the tank on their own. What is the paid labor include? Call center staff and Development Director salary. All the drivers are volunteers. What is the biggest source of funding? ADOT.

The Launch Pad**Presenters: Catharine Robbins, Director of Fund Development, and Natalie Amadio, Director of Youth Employment and Leadership Programs**

Public Service activity focused on workforce development of LMI youths. Funding would also include on-the-job training through the facilities Moon Café.

Chair Suttles asked for clarification regarding the Moon Cafe. Is it open to the public? Presenter responded in the affirmative. Where do program participants

get jobs after completing the program? Usual in the food industry (i.e. In-and-Out, Frys). One teen went to work for an accounting firm.

Member Griffis asked for clarification around the cohort staggering process. Presenter responded that the cohorts are not fixed groups and individuals join the programs at different times of the year.

Yavapai Big Brothers Big Sister

Presenters: Heather Seets, Donor Relations Director, and Carole Henderson-Dahms, Grant Administrator

Public Safety activity focusing on workforce development for youths and young adults up to 24 years old. The clientele is LMI.

Chair Suttles asked if the funding will benefit only Prescott area residence. Presenter answered in the affirmative.

Member Griffis asked if the over 18-year-old clients were once “Littles” and if that has been a mandatory requirement. Presenter stated that has been the case so far but is not a necessary requirement.

Member Miller asked for specific information around the events being held. Presenter described “Night at the Movies” event and meeting with the Sheriff’s office for a training. Events are meant to enhance critical thinking skills. How many “Littles” attended the events last year? 38 youth from the area (not Prescott specific). Roughly 80% of attendees are from Prescott.

This item was for presentations only, no formal action was taken.

4. STAFF UPDATES

Mr. McInnes stated no Minor Home Repair updates. Next CAC meeting will be on March 20th, 2024 and the committee will vote on their applicant recommendations to City Council.

5. ADJOURNMENT

There being no further business to discuss, Chair Suttles adjourned the meeting at 4:51pm.

Mary Ann Suttles, Chair

ATTEST:

Michael McInnes, Staff Liaison



TO: MAYOR AND CITY COUNCIL
AGENDA: March 20 CDBG Citizens Advisory Committee Meeting
DATE: March 20, 2024
DEPT: Community Development
ITEM #: 3.B
SUBJECT: Approval of Minutes from the March 5, 2024 Subcommittee Meeting of the CDBG Citizen Advisory Committee.

ITEM SUMMARY

This item is for the approval of meeting minutes from the March 5, 2024, CAC Subcommittee Meeting. Staff recommends approving the minutes as presented.

BACKGROUND

None

FINANCIAL IMPACT

There is no fiscal impact associated with this item.

RECOMMENDED ACTION

MOVE to approve the minutes as presented

ATTACHMENTS

1. CAC Subcommittee Minutes (3-5-2024)

City of Prescott
**Subcommittee for the
Citizen Advisory Committee**



March 5th, 2024 | 1:00pm
201 N. Montezuma Street
Council Chambers, 3rd Floor
Prescott, AZ 86301

MINUTES

1. CALL TO ORDER

Chair Suttles called the meeting to order at 1:00pm

2. ROLL CALL

Chair Mary Ann Suttles
Deborrah Miller
Debbie Savoini

3. DISCUSSION & ACTION ITEMS

A. Review and Discussion Regarding CDBG Program Year 2024 Applicants.

Subcommittee reviewed Citizen Advisory Committee scoresheets and an open discussion on how best to fund applicants commenced. Suggestions would be based on ranking and clarity of applications meeting HUD's CDBG criteria of meeting National Objectives benefiting low- and moderate-income persons. Due to the limited amount of funding available for Public Service activities, Subcommittee suggests the top three ranked public services activities receive funding.

Subcommittee agreed to fully fund both the Minor Home Repair Program and the Coalition for Compassion and Justice (CCJ) construction projects. Subcommittee agrees to partially fund the Adult Center and Polara Health projects.

Subcommittee agreed to partially fund People Who Care, Meals on Wheels, and New Horizons.

This item was for discussion only, no formal action was taken.

4. ADJOURNMENT

There being no further business to discuss, Chair Suttles adjourned the meeting at 2:15pm.

Mary Ann Suttles, Chair

ATTEST:

Michael McInnes, Staff Liaison



TO: MAYOR AND CITY COUNCIL
AGENDA: March 20 CDBG Citizens Advisory Committee Meeting
DATE: March 20, 2024
DEPT: Community Development
ITEM #: 3.C
SUBJECT: Discussion & Possible Action Regarding Citizen Advisory Committee's CDBG Program Year 2024 Funding Recommendations to City Council.

ITEM SUMMARY

This agenda item allows the Citizen Advisory Committee to discuss and potentially take action to approve the proposed CDBG Program Year 2024 funding recommendations to forward to the City Council. Applications have been reviewed by the Committee and applicant presentations occurred on the February 21st, 2024 CAC meeting.

BACKGROUND

The Community Development Block Grant (CDBG) program, administered by the U.S. Department of Housing and Urban Development (HUD), provides annual funding to municipalities to carry out a wide range of projects and activities to meet HUD's National Objectives. The City receives an annual CDBG allocation to invest in serving the needs of its low- and moderate-income residents. Each program year, the City solicits applications from non-profit organizations, City departments, and other eligible entities proposing CDBG-eligible activities and projects.

The Citizen Advisory Committee (CAC), comprised of local residents appointed by the City Council, plays a crucial role in this process. The CAC's mission is to ensure maximum community participation and oversight in determining how CDBG funds are allocated. Committee members review and evaluate all funding proposals based on compliance with CDBG regulations, consistency with the City's Consolidated Plan priorities, community needs assessments, public input received from the Needs Workshop, and the potential benefit to low-income areas and populations.

FINANCIAL IMPACT

There is no fiscal impact associated with this item.

RECOMMENDED ACTION

MOVE to approve forwarding the Citizen Advisory Committee funding recommendations to City Council through the Program Year Annual Action Plan with the understanding that the funding amounts may be adjusted using a weighted formula that maintains the proportional allocations set forth in the Committee's recommendations. Funding recommendations are as follows:

ATTACHMENTS

1. Scoring Sheet 2024

Program Year 2024 Estimated Funds	\$250,000.00
Public Service (15%)	\$37,500.00
Administration (20%)	\$50,000.00
Construction	\$162,500.00

2024 CDBG Application Overview and Funding Recommendations					
CONSTRUCTION PROJECTS	PROJECT DESCRIPTION	Average Score	Funds Requested	Other Funding Source Amount	Funding Recommendation
Minor Home Repair Program	Home repair program for LMI local residents	86	\$ 60,000.00	\$ -	\$ 60,000.00
The Adult Center	Storage Shed	78	\$ 45,000.00	\$ 15,000.00	\$ 42,500.00
CCJ	Manufactured home acquisition	77	\$ 50,000.00	\$ 32,174.52	\$ 50,000.00
Polara Health	Asphalt removal and paving for transitional housing.	77	\$ 20,000.00	\$ 3,397.36	\$ 10,000.00
		Total Funds Requested: \$ 175,000.00		Funding Recommendation: \$ 162,500.00	

PUBLIC SERVICE PROJECTS	PROJECT DESCRIPTION	Average	Funds Requested	Other Funding Source Amount	Funding Recommendation
People Who Care	Transportation Program	94	\$ 19,199.00	\$ 349,549.00	\$ 15,000.00
Meals on Wheels	Purchase of freeze, food, and supplies	90	\$ 17,500.00	\$ -	\$ 12,500.00
New Horizons	Transportation Program	86	\$ 16,000.00	\$ -	\$ 10,000.00
Big Brothers Big Sisters	Youth Workforce Development	80	\$ 15,000.00	\$ 360,000.00	\$ -
Northland Cares	Expansion of their free STD testing to include Syphilis and further outreach	77	\$ 10,000.00	\$ 10,000.00	\$ -
The Launch Pad	Youth Workforce Development	75	\$ 10,028.00	\$ 347,354.00	\$ -
Jungle Haus	Start-up equipment	66	\$ 30,000.00	\$ 25,000.00	\$ -
Firemedx International	Re-entry program and housing for first responders and Veterans	53	\$ 40,000.00	\$ -	\$ -
		Total Funds Requested:	\$ 157,727.00	Funding Recommendation:	\$ 37,500.00



TO: MAYOR AND CITY COUNCIL
AGENDA: March 20 CDBG Citizens Advisory Committee Meeting
DATE: March 20, 2024
DEPT: Community Development
ITEM #: 4.A
SUBJECT: Staff Announcements

ITEM SUMMARY

Staff report with program updates.

BACKGROUND

None

FINANCIAL IMPACT

There is no fiscal impact associated with this item.

RECOMMENDED ACTION

No action is required for this item.

ATTACHMENTS

None