

City of Prescott

CDBG Citizen Advisory Committee



April 17th, 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 Deborrah Miller
Member Jinger Cutting
Member Janie Evans
Member Jim Howell
Member John Paris
Member Debbie Savoini

3. DISCUSSION & ACTION ITEMS

A. Approval of the March 20th, 2024, Citizen Advisory Committee Meeting Minutes.

**MOTION BY MEMBER EVANS TO APPROVE THE MINUTES AS
PRESENTED; SECONDED BY MEMBER MILLER: PASSED (4 - 0) WITH
MEMBERS CUTTING, HOWELL, AND PARIS ABSTAINING**

B. New Member Introductions and Orientation.

New and existing Members introduced themselves and shared their professional background to the Committee.

Council Liaison Montoya was recognized by Chair Suttles and he introduced himself to new Committee Members. Councilmember Montoya shared his role and duties as a Council Liaison with the Committee.

Mr. McInnes presented a brief overview of Prescott's CDBG program. Within the presentation, Mr. McInnes covered the following topics:

- CDBG stands for Community Development Block Grant
- The grant is funded by the U.S. Department of Housing and Urban Development, or HUD
- Prescott's average annual CDBG allocation since 2018 is \$250,682

- Prescott has had a CDBG Program since 2004

Member Cutting asked if this grant was only for the City of Prescott. Mr. McInnes answered in the affirmative.

- The Role of the CAC (Citizen Advisory Committee):
 - Gathering community input through a Needs Workshop.
 - Reviewing and evaluating all CDBG funding proposals.
 - Recommending to the City Council which CDBG projects and activities to fund.
 - The CAC provides input and recommendations to the City during the development of the 5-Year Consolidated Plan that guides CDBG funding priorities.

Member Cutting asked for clarification on the current grant cycle. Mr. McInnes confirmed that what was voted on in the last CAC meeting (3-20-2024) represented an application process which began with the Needs Assessment.

- The Role of the CDBG Coordinator:
 - Serving as the primary staff liaison to the Citizen Advisory Committee
 - Administering the City's overall CDBG program, ensuring compliance with all HUD regulations and requirements.
 - Preparing and submitting the Annual Action Plan and other required HUD reporting (Con Plan, ERRs, CAPERs).
 - Providing guidance, technical assistance, and monitoring for CDBG subrecipients on eligibility, reporting, and program implementation
- National Objectives a CDBG program must meet (at least one):
 - Benefit to low- and moderate- income (LMI) persons
 - Aid in the prevention or elimination of slums or blight; and
 - Meet a need having a particular urgency (referred to as urgent need)
- Allocation of Funds which include a 15% cap on public service activities and a 20% cap on administration.

Chair Suttles asked Mr. McInnes to elaborate on the partnership between the City and Prescott's Chamber of Commerce Foundation. Mr. McInnes explained the partnership and how the Chamber Foundation administers Prescott's Minor Home Repair Program and Prescott Cares Program (CDBG-CV).

- Prescott's CDBG Program Timeline

Member Howell asked about the Minor Home Repair Program and how it is monitored. Mr. McInnes answered with a description of the vetting process and how each property is inspected by the City building inspector, along with the CDBG Coordinator. Onsite visits occur before the project commences and upon final completion of each project.

Member Miller stated that she thought the Minor Home Repair Program budget had increased from \$5,000 to \$8,000. Mr. McInnes clarified that the Committee increased the budget of the Prescott Cares program from \$5,000 to \$8,000. Minor Home Repair Program maximum budget per home remains at \$5,000.

4. STAFF UPDATES

Mr. McInnes provided the committee with a timeline of events for upcoming CAC meetings.

5. ADJOURNMENT

There being no further business to discuss, Chair Suttles adjourned the meeting at 2:22pm.

ATTEST:


Michael McInnes, Staff Liaison


Mary Ann Suttles, Chair