

City of Prescott

CDBG Citizens Advisory Committee



June 19, 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 **June 19, 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 May 22, 2024 CDBG Citizen Advisory Committee Meeting.
Recommended Action: MOVE to approve the minutes as presented
 - B. Presentation & Discussion Regarding the Final Review of Program Year 2024 Draft Annual Action Plan (AAP).
Recommended Action: This item is for discussion only. No formal action will be taken.
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 6/13/24 at 2:00 p.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: June 19 CDBG Citizens Advisory Committee Meeting Agenda
DATE: June 19, 2024
DEPT: Community Development
ITEM #: 3.A
SUBJECT: Approval of Minutes from the May 22, 2024 CDBG Citizen Advisory Committee Meeting.

ITEM SUMMARY

This item is for the approval of meeting minutes from the May 22, 2024 CDBG Citizens Advisory Committee 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. May 22, 2024 CDBG Citizens Advisory Committee Minutes



City of Prescott

Citizen Advisory Committee

May 22nd, 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 1:30 p.m.

2. ROLL CALL

Chair Mary Ann Suttles
Vice Chair Deborrah Miller (Excused)
Member Jinger Cutting
Member Janie Evans
Member Jim Howell
Member John Paris
Member Debbie Savoini

3. DISCUSSION & ACTION ITEMS

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

MOTION BY MEMBER HOWELL TO APPROVE THE MINUTES AS PRESENTED; SECONDED BY MEMBER CUTTING: PASSED (6 - 0)

B. Presentation, Discussion, and Action Regarding Adjustments to Program Year 2024 CDBG Project Allocation Amounts.

Mr. McInnes shared with the Committee that HUD released its estimated allocation for the City of Prescott's CDBG program. The estimated allocation amounts to \$269,584 for Program Year 2024.

- Public Service (15%) = \$40,437.60
- Administration (20%) = \$53,916.80
- Construction = \$175,229.60

Mr. McInnes stated the allocation is an estimate which might change in early Fall when the City receives its final allocation notice from HUD.

Member Cutting asked if there was a shortfall of funding, how would the gap in funding be made whole. Mr. McInnes replied that if the final allocated amount is less than the estimated allocation presented today, an adjustment would be made to all applicant funding requests equally.

Regarding public service funding, Meals on Wheels awarded \$16,175.05 (40% of \$40,437.60), People Who Care awarded \$13,344.40 (33% of \$40,437.60), and New Horizons awarded \$10,918.15 (27% of \$40,437.60).

Chair Suttles asked for clarity on how the adjustment was made. Mr. McInnes stated the public service allocation was set at \$37,500 prior to the release of HUD's estimated allocations. The percentage breakdown used for the March 20th, 2024 applicants award amounts was the same percentage used to calculate the new HUD estimated allocations.

MOTION BY MEMBER PARIS TO APPROVE PUBLIC SERVICE FUNDING AS RECOMENDED; SECONDED BY MEMBER CUTTING: PASSED (6 - 0)

Mr. McInnes presented an increased construction allocation amount of \$12,729.60. Committee engaged in open discussion on where to allocate increased funding.

Member Cutting presented the option to fund the Adult Center project to \$45,000 from \$42,500. The remaining balance to the Polara Health project.

Member Howell supports the \$2,500 increase to the Adult Center.

Chair Suttles asked what options are available regarding the increased funding amount.

Mr. McInnes stated it is important to discuss the reasoning behind the funding ideas by Committee members. Polara Health's project has room to be funded more. The only project which could be funded over the amount requested was Prescott's Minor Home Repair Program.

Member Cutting highlighted the Adult Center's program of aiding the elderly in the community. There need for space is needed.

Chair Suttles recuses herself from the discussion regarding the Adult Center funding.

Member Savoini stated in the past, the Committee reallocated increased funding by a percentage which proved fair to all applicants. Mr. McInnes responded that since some of the applicants had already been funded at 100% of their requests, reallocating funds by percentage would not work.

Member Paris recalled hesitation in funding Polara Health's project. Member Paris asked for clarification around why there was hesitation in funding the Polara Health's project.

Member Evans stated the reason for the hesitation was due to the financial need of the other applicants seemed both more evident as well as urgent than Polara Health. Member Savoini concurred with Member Evans assessment.

Member Cutting asked if there were other construction projects besides the four being discussed.

Mr. McInnes responded that there were only four construction project applicants.

Chair Suttles recognized Sheri Heiney from the Prescott Chamber of Commerce Foundation to discuss the Minor Home Repair Program.

Sheri Heiney gave the Committee a summary of the Minor Home Repair Program.

Member Cutting stated that an increase in funding to the Minor Home Repair Program could benefit two additional Prescott citizens.

MOTION BY MEMBER HOWELL TO INCREASE FUNDING OF THE ADULT CENTER BY \$2,500 TO A FINAL AMOUNT OF \$45,000. SECONDED BY MEMBER CUTTING: PASSED (5 - 0) CHAIR SUTTLES RECUSING

MOTION BY MEMBER CUTTING TO INCREASE FUNDING OF PRESCOTT'S MINOR HOME REPAIR PROGRAM BY \$10,229.60 TO A FINAL AMOUNT OF \$75,229.60. SECONDED BY MEMBER HOWELL: PASSED (6 - 0)

C. Presentation, Discussion & Opening of 30-Day Public Comment Period Regarding Program Year 2024 Annual Action Plan.

Mr. McInnes presented the draft AAP to the CAC. The Community Development Block Grant (CDBG) program requires the City to develop an Annual Action Plan each year. This plan outlines the proposed uses of the City's annual CDBG entitlement allocation from the U.S. Department of Housing and Urban Development (HUD). It serves as the annual implementation component under the City's 5-Year Consolidated Plan that guides community development priorities and goals.

The Annual Action Plan development involves public input, review of funding proposals by City staff and the Citizen Advisory Committee (CAC), and plan document preparation. The CAC evaluates proposals and provides funding allocation recommendations to the City Council for the draft plan. After Council approval and a public comment period, the finalized Annual Action Plan is submitted to HUD for review.

Mr. McInnes stated that today is the first day of a 30-day public comment period for Program Year 2024 Draft Annual Action Plan. A public notice was posted in the Daily Courier which has this meeting noticed as a public hearing. The draft AAP will be posted on the City's website. A hard copy will be available for the public in the public library and at the Community Development customer service desk. On June 25th, 2024, the draft AAP will be present to City Council for final approval.

Member Savoini asked if the PY2024 AAP is the final year of the City's current 5-Year Consolidated Plan? Mr. McInnes answered in the affirmative and explained to the Committee that the City will begin working on its 5-Year Consolidated Plan starting late Summer, early Fall.

Member Cutting asked what public comment has looked like in the past. Mr. McInnes responded that there has not been public comment on any items since he started work as the CDBG Coordinator in February of 2023.

Planning Manager, George Worley, stated that in his over twenty-year tenure, the City rarely receives public comment on CDBG items.

Member Cutting proposed highlighting some of the recipients of CDBG funds to the general public more. Mr. McInnes shared that any opportunity to champion the CDBG program is always a good idea, especially in front of City Council.

Chair Suttles recognized Sheri Heiney. Mrs. Heiney stated that individual recipients of Prescott's Minor Home Repair Program are kept confidential. However, specifics of a project may be shared.

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 2:17 p.m.

ATTEST:

Mary Ann Suttles, Chair

Michael McInnes, Staff Liaison



TO: MAYOR AND CITY COUNCIL
AGENDA: June 19 CDBG Citizens Advisory Committee Meeting Agenda
DATE: June 19, 2024
DEPT: Community Development
ITEM #: 3.B
SUBJECT: Presentation & Discussion Regarding the Final Review of Program Year 2024 Draft Annual Action Plan (AAP).

ITEM SUMMARY

The Annual Action Plan (AAP) is the City's annual application outlining the proposed uses and allocation of its Community Development Block Grant funds from HUD. The AAP is developed through a process that incorporates both public input as well as oversight from the Citizen Advisory Committee. Today's meeting is the CAC's final review of the AAP before it is sent to City Council.

BACKGROUND

The Community Development Block Grant (CDBG) program requires the City to develop an Annual Action Plan each year. This plan outlines the proposed uses of the City's annual CDBG entitlement allocation from the U.S. Department of Housing and Urban Development (HUD). It serves as the annual implementation component under the City's 5-Year Consolidated Plan that guides community development priorities and goals. The Annual Action Plan development involves public input, review of funding proposals by City staff and the Citizen Advisory Committee (CAC), and plan document preparation. The CAC evaluates proposals and provides funding allocation recommendations to the City Council for the draft plan. After Council approval and a public comment period, the finalized Annual Action Plan is submitted to HUD for review.

FINANCIAL IMPACT

There is no financial impact from this item.

RECOMMENDED ACTION

This item is for discussion only. No formal action will be taken.

ATTACHMENTS

1. CDBG PY2024 Annual Action Plan

Community Development Block Grants

CDBG Annual Action Plan Program Year 2024



Community Development Department

Michael McInnes, CDBG Coordinator

City of Prescott, 201 S. Cortez Street, Prescott, AZ 86303

Phone: 928-777-1205

Email: michael.mcinnnes@prescott-az.gov

Website: <http://www.prescott-az.gov/business-development/community-grants/community-development-block-grants/>

CITY OF PRESCOTT

ANNUAL ACTION PLAN

Program Year 2024

CDBG Funding Cycle: July 1, 2024 – June 30, 2025

Mayor
Phil Goode

City Council Members
Connie Cantelme (Pro Tem)
Lois Fruhwirth
Ted Gambogi
Brandon Montoya (CDBG Liaison)
Eric Moore
Cathey Rusing

Citizens Advisory Committee
Mary Ann Suttles, Chair
Deborrah Miller, Vice Chair
Jinger Cutting
Janie Evans
Jim Howell
John Paris
Debbie Savoini

City Staff
Tyler Goodman, Interim City Manager
Chelsea Walton, Community Development Director
George Worley, Planning Manager
Tammy DeWitt, Community Planner

Contents

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)	4
PR-05 Lead & Responsible Agencies – 91.200(b).....	10
AP-10 Consultation – 91.100, 91.200(b), 91.215(l).....	11
AP-12 Participation – 91.105, 91.200(c)	14
AP-15 Expected Resources – 91.220(c)(1,2)	16
Projects	20
AP-35 Projects – 91.220(d)	20
AP-38 Project Summary	22
AP-50 Geographic Distribution – 91.220(f).....	23
AP-55 Affordable Housing – 91.220(g)	25
AP-60 Public Housing – 91.220(h)	27
AP-65 Homeless and Other Special Needs Activities – 91.220(i).....	28
AP-75 Barriers to affordable housing – 91.220(j)	30
AP-85 Other Actions – 91.220(k)	31

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The Annual Action Plan (Action Plan) is submitted to the U.S. Department of Housing and Urban Development (HUD) on an annual basis and serves as the formal application for the distribution of Community Development Block Grant (CDBG) entitlement funds received by the City of Prescott.

The City of Prescott's Annual Action Plan describes allocations for the Community Development Block Grant program for the coming year – Program Year 2024, the fifth year of the 2020 – 2024 Consolidated Plan. The Consolidated Plan guides the allocation of funds over the 5-year period and addresses the goals and priorities identified by the Community. New activities selected for funding were determined through a Notice of Funding Available and an application process approved by the Prescott City Council.

2. Summarize the objectives and outcomes identified in the Plan

The Annual Action Plan defines the one-year activities in relationship to the five-year goals and objectives of the Consolidated Plan covering Program Years 2020-2024, submitted to HUD on May 15, 2020. The Annual Action Plan provides a brief description of the programs and projects of the City of Prescott in Program Year 2024, as well as funding announcements for the CDBG program.

The City of Prescott's CDBG Program Year 2024 Annual Action Plan addresses the community public service and housing needs of Low- and Moderate-Income (LMI) residents living in the City of Prescott. Both the Consolidated Plan 2020-2024 and the 2023 Annual Action Plans are implemented by the City's Community Development Department.

2024 Public Facility/Infrastructure Objectives

- Provide improved residential housing quality for 10 LMI, elderly and disabled residents of Prescott via the City's Minor Home Repair Program.
- Acquisition of a prefabricated storage facility which would aid in the expansion of usable space within Prescott's Adult Center
- Aid Coalition for Compassion and Justice in the purchase of a manufactured home designated for LMI persons, or families, fixed at affordable rental rates.

2024 Public Services Objectives

- Providing essential transportation assistance for elderly and disabled adults via People Who Care and New Horizons Disability Empowerment Center.
- Delivery of uninterrupted, daily nourishment to in-need seniors via Prescott Meals on Wheels

program.

2024 CDBG Program Administration Objectives

- Continue to expand partnerships with non-profit groups, government agencies, and private entities to widen the reach of the Prescott CDBG Program.
- Lead and administer the PY23 CDBG Annual Action Plan according to federal guidelines.
- Work with the Prescott CDBG Citizen Advisory Committee to execute the CDBG 2020-2024 Comprehensive Plan.
- Coordinate with sub-recipients to ensure execution of projects and timely reporting of outcomes.
- Work to ensure completion of past CDBG programs and projects.
- Ensure required expenditures of CDBG program funds are met in a timely fashion.
- Purchase operational supplies and services associated with delivering the CDBG program.

2024 OUTCOMES SUMMARY

The City's outcomes for this planning period are directed at increased social service availability; and housing and accessibility improvement. The City anticipates the following outcomes from its PY24 Action Plan activities will serve 1501 LMI (or presumed benefit clientele) Prescott residents.

- Expand the internal service area of Prescott's Adult Center through the purchase of a storage shed. The extra space will allow for increased storage capacity and reorganization of program materials, providing more room for activities that serve approximately 800 elderly adults, many of whom are low- and moderate-income individuals.
- Improve the quality of housing for 10 LMI residents of the City of Prescott through the Minor Home Repair Program.
- Enhance the available affordable housing options by acquiring a manufactured home to provide safe, decent, and sustainable housing for low- and moderate-income individuals or families, thereby improving the existing housing stock to better meet the needs of the community.
- Free rides for approximately 406 people to meet transportation needs for the elderly, disabled and those with physical challenges in the City of Prescott (300 LMI individuals served through People who Care) and (106 LMI individuals through New Horizons).
- Repave the facility grounds of Polara Health's Haddon House. The Haddon House serves as transitional housing for LMI individuals struggling with mental illness.
- Through Prescott Meals for Wheels, serve uninterrupted nutritional meals to 275 elderly, oftentimes LMI, Prescott residents.

The Community Development Block Grant program is provided through the US Department of Housing and Urban Development (HUD) Office of Community Planning and Development. Due to its size and

composition, the City of Prescott is classified as an 'Entitlement Community'. This means that Prescott does not apply for the CDBG program but is awarded CDBG funds at a level based on a HUD formula involving population and demographics. To receive CDBG funds, every five years the City must complete a Consolidated Plan and an Annual Action Plan, based on the Consolidated Plan that details the uses of funds. Congress' primary objective for CDBG is to improve communities, principally for low- and moderate-income persons by:

- Providing Decent Housing,
- Providing a Suitable Living Environment, and
- Expanding Economic Opportunities.

The following table summarizes planned CDBG activities, aligned with determined priority level and five-year quantitative goal. Activities are targeted to unique populations meeting HUD LMI requirements.

5-year Consolidated Plan Goals (2020 – 2024)			
Activity	Special Population	Priority Level	5-year Goal
Revitalization, Public Facilities & Infrastructure			
Facilities & Infrastructure in Target Areas		High	4,700 people
Facilities & Infrastructure for Housing	X	High	220 people
Public/Human Services & Economic Opportunities			
Services to Meet Basic Needs	X	High	400 people
Health Related Services		High	200 people
Support Services & Shelter for People Experiencing Homelessness	X	High	100 people
Job Creation and/or Retention		Low	40 jobs
Homelessness			
Add Emergency Shelter & Transitional Housing Beds	X	Low	20 beds
Decent Affordable Housing			
Owner-occupied Housing Unit Rehabilitation	X	High	50 units
Renter Services	X	Low	50 people
Direct Assistance to 1 st -time Homebuyers		Low	10 households

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Each year, HUD assesses the City of Prescott's management of CDBG funds, the City's compliance with the Consolidated Plan and the extent to which the City is preserving and developing decent affordable housing, creating a suitable living environment, and expanding economic opportunities.

A program assessment is annually performed through HUD's review of the Consolidated Annual Performance and Evaluation Report (CAPER). The CAPER provided an estimate of output measures in compliance with HUD's data system. The CAPER includes measures of performance to quantify longer-term goals by incorporating projected outcome measures. Quantifiable results-oriented goals for capital programs are tied to a unified framework for the benefit of low- and moderate-income residents.

The City of Prescott is proud of its prior CDBG accomplishments and continues to utilize viable resources to improve quality of life in the community. In Program Year 2022, a major achievement was the Community Nature Center's ADA trail, enabling 3,895 low-income residents, including those with disabilities, to benefit from recreational and educational programs. Additionally, the transformational Minor Home Repair Program assisted 8 lower-income households by making essential home repairs that addressed critical housing needs and improved quality of life. The City also allocated CDBG funds to provide transportation access for low-income seniors and people with disabilities, allowing them to access critical services.

The City has made significant progress in all its priority areas. It has exceeded its five-year goal in year two of the five-year plan in several areas. Areas where goals have been met already are: Public Facility or Infrastructure Activities that benefit low/ mod income housing benefit. These improvements were located at Prescott Area Shelter Services and Agape House.

The City has also exceeded its five year goal on Economic Development / Jobs Created. This was accomplished by funding internships with The Launch Pad and Arizona Serve and funding job creation and retention with the Prescott Cares Program.

The City has exceeded its five year goal for basic needs via funding services at People Who Care, New Horizons, and the Prescott Chamber of Commerce / Prescott Cares Program.

4. Summary of Citizen Participation Process and consultation process

The City of Prescott's Annual Action Plan for Program Year 2024 has been developed in conjunction with input from citizens, social service agencies, non-profit providers, the Prescott's CDBG Citizens Advisory Committee (CAC) and other interested persons.

The Citizens Advisory Committee (CAC), appointed by the Mayor and City Council, consists of seven local residents. The CAC works with City staff, advisors, and the community on issues and subjects associated

with housing and community needs. The CAC then advises the City Council on the best way to address those needs. The meetings are open to the public. Prescott's City Council supports both the CAC recommendations as well as the collective community service providers' efforts in delivering programs and projects funded by Community Development Block Grants.

Public Meetings, Hearings, and Notifications:

The City of Prescott hosted a CDBG Needs Workshop and Public Hearing on November 15, 2023. There were 19 attendees for the Workshop representing local agencies interested in utilizing CDBG funding. City staff gave an overview of the CDBG program and answered questions from the community as well as the Citizen Advisory Committee (CAC).

The City of Prescott held a CDBG Application Workshop on December 15th, 2023. The workshop was virtual and open to the public. The application period opened on December 15th, 2023, and closed on January 31st, 2024. There were eight applications for public service projects and four applications for construction projects.

On February 21st, 2024, the CAC heard presentations from all 2024 CDBG Applications. There were twelve presentations.

On March 20th, 2024, the CAC made their final recommendations to move forward to the City Council after Public Review and Comment.

On May 22nd, 2024, the Citizen Advisory Committee held a public hearing regarding the Annual Action Plan and opened the 30-day review and comment period (May 22nd, 2024 to June 25th, 2024).

On May 22nd, 2024, a draft of the 2024 CDBG Annual Action Plan was made available at: City Hall, Office of Grants Administration and in the City Hall lobby area, 201 S. Cortez Street, Prescott; Prescott Downtown Library, 215 E. Goodwin Street, Prescott; and is posted on the City's CDBG web page.

5. Summary of public comments

TBD: 30-day public comment period will be open from May 22nd to June 25th, 2024.

6. Summary of comments or views not accepted and the reasons for not accepting them

TBD: 30-day public comment period will be open from May 22nd to June 25th, 2024.

7. Summary

The City's outcomes for this planning period are directed at increased social service availability; increased economic opportunities, and housing and accessibility improvements which serve LMI

veterans, elderly and people with disabilities. The City anticipates the sub recipients who are administering the PY24 Annual Action Plan will serve 919 LMI Prescott Residents.

DRAFT

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	PRESCOTT	Community Development

Table 1 – Responsible Agencies

Narrative (optional)

The City of Prescott Community Development Department administers the Prescott CDBG Program. The program is executed via a variety of sub-recipient non-profit and government agencies as outlined in the Annual Action Plan Executive Summary.

Consolidated Plan Public Contact Information

Michael McInnes, CDBG Coordinator
City of Prescott
Community Development Department
201 S. Cortez S.
Prescott AZ 86303
928-777-1205
michael.mcinnnes@prescott-az.gov

AP-10 Consultation – 91.100, 91.200(b), 91.215(I)

1. Introduction

The City of Prescott encourages citizen involvement in the planning, implementing, and evaluation of its CDBG Annual Action Plan. This includes activities intended to assist residents of the City, particularly those with low incomes and those with supportive housing needs. The following section details the opportunities for public involvement in preparing the Annual Action Plan.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))

The City of Prescott, as well as the county in which the City resides, Yavapai County, does not currently have a Public Housing Authority. The City participates in the Continuum of Care and hears regular feedback between public and private agencies regarding mental health and social services needed and provided.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City participates in monthly two-hour meetings with the Continuum of Care. This group includes all the local homeless providers, Veterans Services, public and private agencies. All of the CoC agencies that are eligible are current or past subrecipients of the City of Prescott CDBG program. They have done a tremendous job leveraging their CDBG dollars to greatly improve services and housing for homeless vets, families, and those transitioning out of homelessness.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The City of Prescott is not an ESG grantee.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

United Way of Yavapai County – Overall Community Needs and Services

Northern Arizona Council of Governments – LMI Home Repair Program and Eligibility

City of Prescott

- Planning Department – Challenges and trends in the City regarding development, affordable housing, transportation, and other planning needs.
- Building Department – Home Repair Needs, Frequent Code Violations

CDBG Citizen Advisory Committee – Overall Community Needs including Economic Development, Mental Health, Re-Entry Programs, Elderly and Disabled Needs, Workforce Development and Training Needs, Homelessness Needs, Transitional Housing Needs, Urgent Needs.

CDBG Sub Recipients and Applicants (PY 2024) – Polara Health, People Who Care, New Horizons, The Adult Center, The Launch Pad, Prescott Chamber of Commerce Foundation, FireMedx International, Coalition for Compassion and Justice, Jungle Haus, Yavapai Big Brothers Big Sisters, Northland Cares, Meals on Wheels RE: - Overall Community Needs including Economic Development, Mental Health, Re-Entry Programs, Elderly and Disabled Needs, Workforce Development and Training Needs, Homelessness Needs, Transitional Housing Needs, Urgent Needs.

Identify any Agency Types not consulted and provide rationale for not consulting

The City CDBG Program typically only consults the State of Arizona via their website at this time. Primary use is to refer residents to Public Housing resources.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	United Way / Catholic Charities / CCJ	Strategic goals overlap with the goal of ending homelessness.

Table 2 – Other local / regional / federal planning efforts

Narrative (optional)

The City meets monthly, or as needed, with the HUD Office in Phoenix and receives feedback on the programming and projects being considered. The City keeps in touch with other Yavapai County jurisdictions via the Continuum of Care / Collective Impact Group. This includes other Cities such as Cottonwood and Prescott Valley. It also includes Verde Valley Homeless Coalition and CYMPO - Central Yavapai Metropolitan Planning Organization.

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

The City of Prescott encourages citizen involvement in the planning, implementation, and evaluation of its CDBG Annual Action Plan. This includes activities intended to assist residents of the City, particularly those with low incomes and those with supportive housing needs. The following section details the opportunities for public involvement in the preparation of this Action Plan.

The City of Prescott's Annual Action Plan for Program Year 2024 has been developed in conjunction with input from citizens, social service agencies, non-profit providers, the Prescott CDBG Citizens Advisory Committee (CAC) and other interested persons.

The Citizens Advisory Committee (CAC), appointed by the Mayor and City Council is made up of a committee of seven local residents. The CAC works with City staff, advisors and the community on issues and subjects associated with housing and community needs and advises the City Council on the best way to address those needs. The meetings are open to the public and are **streamed online through YouTube**. Prescott City Council supports the CAC recommendations and collective community service providers' efforts in delivering programs and projects funded by Community Development Block Grants.

The consultation and public participation process for the development of this year's Annual Action Plan consisted of three public meetings, a request for proposal process, and an invitation for written comment. Forums and meetings were conducted to solicit information on housing and community development needs and to elicit public comment on planned activities. The draft Annual Action Plan was made available for public comment from May 22nd, 2024, to June 25th, 2024.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Newspaper Ad	Non-targeted/broad community	Advertisement of the Needs Assessment Workshop	n/a	n/a	
2	Public Meeting	Non-targeted/broad community	A variety of non-profit, for profit, and advisory board members attended.	They were enthusiastic about applying for CDBG funds.	n/a	
3	Public Meeting	Non-targeted/broad community	All 2024 CDBG applicants presented their projects. There were 12 presentations to the Citizen Advisory Committee. City Council Liaison also attended.	Mostly presentation and question and answers from the Citizen Advisory Committee.		
7	Public Hearing	Non-targeted/broad community	Citizen Advisory Committee Annual Action Plan Review	See Minutes		
8	Newspaper Ad	Non-targeted/broad community	No responses			
9	Public Hearing	Non-targeted/broad community	Presentation of the Annual Action Plan			

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
10	Newspaper Ad	Non-targeted/broad community	Ad for upcoming public hearing at the City Council for Annual Action Plan.	Not completed		

Table 3 – Citizen Participation Outreach

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

A City and HUD CDBG program goal is to increase the ability to leverage federal, state and local funds to support community development and housing improvements. The following amounts are based on the *anticipated* funding and are subject to change:

Of the approximate \$269,584 amount, a maximum of 15% (\$40,437.60) may be used for public service projects; 20% for administrative costs (\$53,916.80) which include legal notification, advertisements, fair housing workshop, administrator training, personnel and (non-construction) contractor costs. The balance (\$175,229.6) will be programmed and available for infrastructure development.

In order to address community needs and the goals identified in the Consolidated Plan, the City may augment CDBG funds using additional funding sources. These funding sources may include the City's General Fund, Public Works, Capital improvement one cent sales tax funds, and other local public and not for profit resources.

The City received a total of twelve applications for PY24 CDBG dollars. There were eight public service applications and four construction applications. Although a majority of the agencies applying are previous CDBG grantees, there were three new public service applicants with one of those applicants being a for-profit entity.

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The total amount of funding for public service and construction project is \$215,667.20 with matching dollars in the amount of approximately \$400,120.88.

If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

Not Applicable.

Discussion

All members of the Citizen Advisory Committee reviewed and scored the applications. A subcommittee met on March 5th to discuss the scores, applications, and funding available.

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Facilities and Infrastructure Improvements	2024	2025	Accessibility	Citywide	Revitalization, Public Facilities/Infrastructure		Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 800 Persons Assisted
2	Basic Needs	2024	2025	Non-Homeless Special Needs	Citywide	Public Services and Economic Opportunities		Public service activities other than Low/Moderate Income Housing Benefit: 681 Persons Assisted
3	Emergency and Transitional Shelter	2024	2025	Affordable Housing Homeless	Citywide	Address Homelessness Decent Affordable Housing		Homelessness Prevention: 8 Persons Assisted
4	Decent Affordable Housing	2024	2025	Affordable Housing	Citywide	Address Homelessness Decent Affordable Housing		Rental units constructed: 1 Household Housing Unit Homeowner Housing Rehabilitated: 10 Household Housing Unit

Table 4 – Goals Summary

Goal Descriptions

1	Goal Name	Facilities and Infrastructure Improvements
	Goal Description	The plan will create space inside Prescott's Adult Center through the purchase of a storage shed. Services for 800 elderly adults, many of whom are LMI, will benefit from the expanded space within the public facility.
2	Goal Name	Basic Needs
	Goal Description	The 2024 Annual Action Plan will serve approximately 681 residents with services that meet their basic needs such food and transportation.
3	Goal Name	Emergency and Transitional Shelter
	Goal Description	The 2024 Plan will improve the quality of Polara Health's Haddon House which provides transitional housing for 8 LMI and mentally ill individuals.
4	Goal Name	Decent Affordable Housing
	Goal Description	This plan will aid CCJ in the acquisition of a manufactured home to replace an existing, unsafe rental property. The rent will remain affordable for LMI individuals or families. This plan will help 10 LMI homeowners repair their homes.
5	Goal Name	Administration
	Goal Description	

Projects

AP-35 Projects – 91.220(d)

Introduction

The City's key objectives for the PY 2024 funding period will address the 2020 – 2024 Consolidated Plan's priorities which included Public Services, Public Facility/Infrastructure Development, and Decent Affordable Housing.

The public service activities address the community needs which directly serve at least 51% Low- and Moderate-Income persons and/or families. Transportation and Senior Services continue to be of the highest need.

2024 Public Services Objectives

- Providing essential transportation assistance for elderly and disabled adults via People Who Care and New Horizons Disability Empowerment Center.
- Delivery of uninterrupted, daily nourishment to in-need seniors via Prescott Meals on Wheels program.

2024 Public Facility/Infrastructure Objectives

- Provide improved residential housing quality for 10 LMI, elderly and disabled residents of Prescott via the City's Minor Home Repair Program.
- Acquisition of a prefabricated storage facility which would aid in the expansion of usable space within Prescott's Adult Center
- Aid Coalition for Compassion and Justice in the purchase of a manufactured home designated for LMI persons, or families, fixed at affordable rental rates.

2024 CDBG Program Administration Objectives

- Continue to expand partnerships with non-profit groups, government agencies, and private entities to widen the reach of the Prescott CDBG Program.
- Lead and administer the PY24 CDBG Annual Action Plan according to federal guidelines.
- Work with the Prescott CDBG Citizen Advisory Committee to execute the CDBG 2020-2024 Comprehensive Plan.
- Coordinate with sub-recipients to ensure execution of projects and timely reporting of

outcomes.

- Work to ensure completion of past CDBG programs and projects.
- Ensure required expenditures of CDBG program funds are met in a timely fashion.
- Purchase operational supplies and services associated with delivering the CDBG program.

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

All of the allocation priorities fall under our five-year plan goals. We are especially excited in the City Minor Home Repair Program. The challenge currently is we have many more public service-related requests than we are allowed to fund per the HUD funding distribution rules. It would be good to have more flexibility in how we can allocate dollars between services and construction projects.

AP-38 Project Summary

2024 CDBG Application Overview and Funding Recommendations			
CONSTRUCTION PROJECTS	PROJECT DESCRIPTION	Other Funding Source Amount	Funding* Recommendation
The Adult Center	Storage Shed	\$ 15,000.00	\$ 45,000.00
CCJ	Manufactured home acquisition	\$ 32,174.52	\$ 50,000.00
Polara Health	Asphalt removal and paving for transitional housing.	\$ 3,397.36	\$ 5,000.00
Minor Home Repair Program	Home repair program for LMI local residents	\$ -	\$ 75,229.60
		Funding Recommendation:	\$ 175,229.60
PUBLIC SERVICE PROJECTS	PROJECT DESCRIPTION	Other Funding Source Amount	Funding* Recommendation
Meals on Wheels	Purchase of freeze, food, and supplies	\$ -	\$ 16,175.05
People Who Care	Transportation Program	\$ 349,549.00	\$ 13,344.40
New Horizons	Transportation Program	\$ -	\$ 10,918.15
		Funding Recommendation:	\$ 40,437.60

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

All of the 2024 CDBG public service programs and construction projects are channeling the funds to support low- and moderate- income and disabled residents. **Figure 1** Is an updated CDBG LMI map with the HUD exception criteria. If the City decides to apply CDBG funds to benefit an eligible area, this is the map that will determine which areas are eligible.

Geographic Distribution

Target Area	Percentage of Funds
Citywide	100

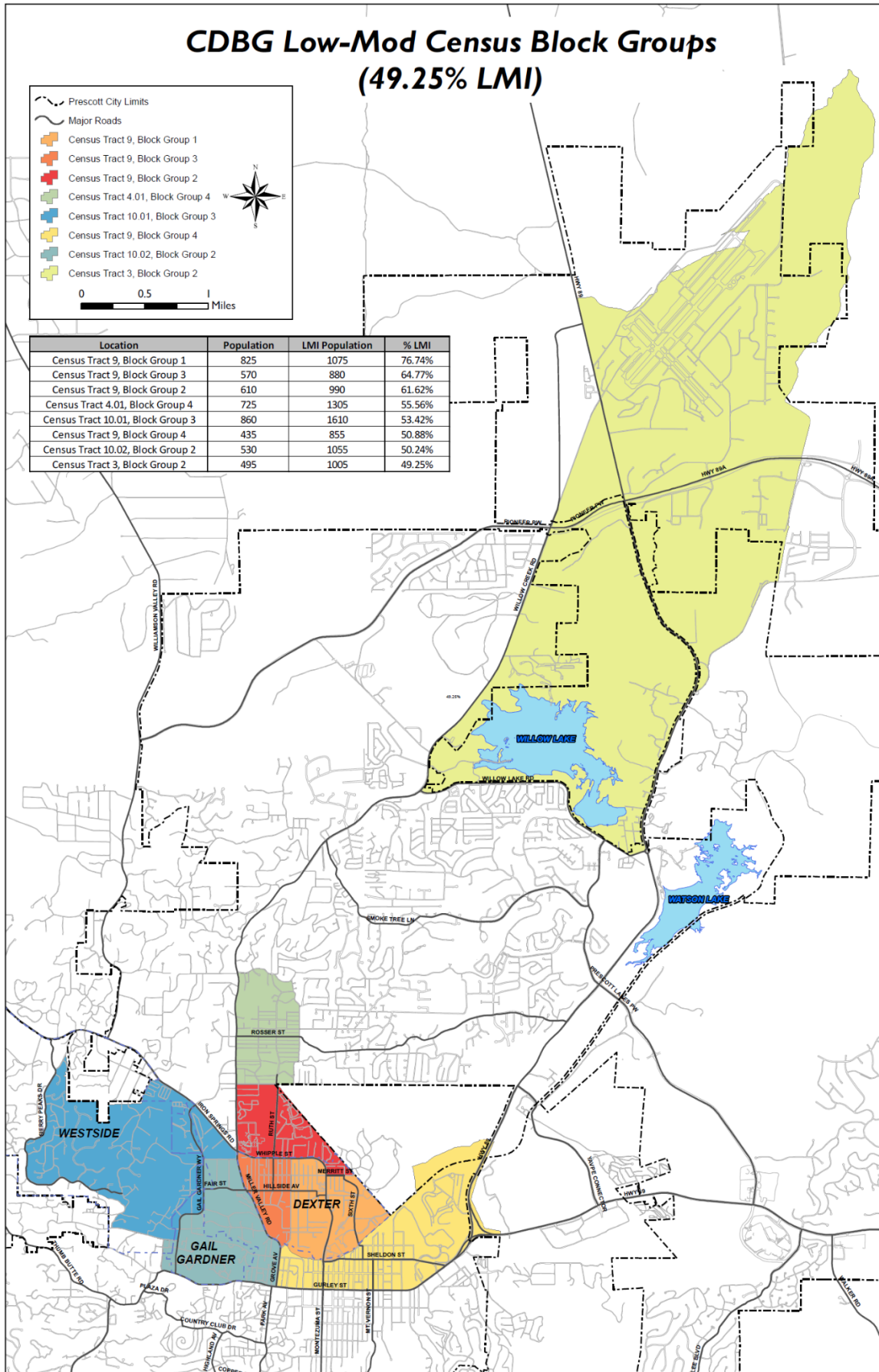
Rationale for the priorities for allocating investments geographically

The City is allocating investments City Wide.

Discussion

If the City deems it necessary in future program years, it will designate CDBG funds geographically.

Figure 1



AP-55 Affordable Housing – 91.220(g)

Introduction

Prescott comprises about 44.9 square miles of land and has 45,827 residents. Prescott does have significant low- and moderate-income households. The City also continues to experience a shift in the age demographic towards older individuals. Over 40% of the local population is over 65 years of age. The current median age in Prescott is 60.5 years old. Although many new residents have moved to Prescott for its vibrant retirement community, many elderly individuals have financially struggled with limited fixed income resources. With increased inflation and cost of living expenses, elderly adults who depend solely of Social Security monthly payments have found themselves in the need of many services which have been funded by Prescott's CDBG program. The community needs found within Prescott include lack of affordable housing, homelessness resources, and basic need services.

Housing is generally considered affordable when a household pays not more than 30% of gross household income for total housing cost (mortgage or rent plus utilities). Households paying more than 30% of household income for housing are considered cost burdened, while households paying more than 50% of household income for housing are considered severely cost burdened.

Housing costs, when above the 30% threshold, burden low- and moderate-income persons by restricting their ability to pay for the essentials such as clothing, food, transportation and child-care, while higher income households may choose to pay more for housing and still have sufficient income remaining for the essentials. Cost burdened households at all income levels impact local businesses that rely on discretionary spending.

One Year Goals for the Number of Households to be Supported	
Homeless	15
Non-Homeless	1249
Special-Needs	237
Total	1501

Table 5 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	18
Acquisition of Existing Units	2
Total	20

Table 6 - One Year Goals for Affordable Housing by Support Type

Discussion

According to the most recent Comprehensive Housing Affordability Strategy (CHAS) Data (2016-2020) and 2020 Census Data, the City of Prescott has 25,367 total households and of these 5,270 of them are cost burdened*** (Greater than 30% of total income goes to housing).

The most recent data also shows that 5,565 households have at least one housing problem*. 3,055 households have at least one of four severe housing problems**.

*1. The four housing problems are: incomplete kitchen facilities, incomplete plumbing facilities, more than 1 person per room, and cost burden greater than 30%.

**2. The four severe housing problems are: incomplete kitchen facilities, incomplete plumbing facilities, more than 1 person per room, and cost burden greater than 50%.

***3. Cost burden is the ratio of housing costs to household income. For renters, housing cost is gross rent (contract rent plus utilities). For owners, housing cost is "select monthly owner costs", which includes mortgage payment, utilities, association fees, insurance, and real estate taxes.

With a portion of the population being cost burdened when it comes to housing, the City of Prescott will continue to focus on how to alleviate the housing cost burdens and eliminate housing quality problems with CDBG dollars.

AP-60 Public Housing – 91.220(h)

Introduction

The City of Prescott does not currently have a public housing authority.

Actions planned during the next year to address the needs to public housing

We do not feel that it is our City's role to manage the Public Housing Authority. We see the housing crisis as a regional issue and believe that if there is a Public Housing Authority set up, it should be a County-Wide, regional body with representatives from local towns and cities.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

We will continue to collaborate with our Continuum of Care partners, Yavapai County, and other Cities and Towns in the Quad City Area of Arizona. There is little coordination with the state housing authority that serves Yavapai County because they only offer 89 vouchers for Section 8 and the waiting list is closed. The best that the City of Prescott can do to assist residents with affordable housing and statewide public housing is to connect them to the three links that ADOH has on their web page. There they can sort by area, find all statewide Public Housing Contacts, and also link to a HUD GIS map that shows where all low-income tax credit apartments and senior housing is in the State.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The City of Prescott CDBG Program works with the non-profit community each year to address the needs of the homeless population as well as special needs. All of our programs serve homeless and special needs population to some extent.

Virtually all of the local and County-Wide organizations that serve the homeless and special needs populations participate in “Collective Impact” which also serves as our area’s CoC. This group convenes on a monthly basis to discuss progress on ending homelessness and serving those who are highly mobile or choosing to live outdoors. The City meets with the CoC each month.

This group has a “Housing First” approach to meeting the needs of the homeless and highly mobile population. They help produce a resource brochure and are uniquely connected to track services as they are provided. All of the homeless serving organizations in Prescott practice “Coordinated Intake” to make sure that special populations are not falling through the cracks.

Given the limited financial resources and the combined capacity of the City and other jurisdictions to deliver needed housing services, the system functions satisfactorily. With the availability of CDBG funds annually, and with a CDBG-dedicated staff person, the delivery system may be further refined as needed.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including:

1. Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The City has the opportunity to volunteer for the Point in Time Count each year and can speak directly with homeless and highly mobile residents. Residents call the CDBG Grant Coordinator to get emergency housing and services information. The City coordinates outreach via our subrecipients also.

2. Addressing the emergency shelter and transitional housing needs of homeless persons

The City has improved the quality of our family shelters at PASS and transitional housing at Agape House of Prescott by replacing roofs, adding an addition, improving accessibility, and much more. The City will continue outreach and engagement to all homeless services and encourage them to apply for annual CDBG funds.

3. Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period

of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City's CDBG Coordinator works with the Collective Impact Coalition to reach out to the agencies who serve the homeless, mentally ill, formerly incarcerated, and others to provide access to CDBG dollars. CDBG Funded Agencies: PASS, Agape House, US VETS, Polara Health, and MATFORCE and The Launch Pad all work with these populations to help them and prevent them from slipping into homelessness again.

- 4. Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

The City works with several transportation companies to assist low income families from becoming homeless by providing free rides to grocery stores and medical appointments.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

The Prescott City Council has identified workforce housing as a planning priority with an expectation that a housing plan will be developed. The City's General Plan will be updated in the next five years and will include a more robust focus on affordable housing.

Both the five-year plan and general plan address government policies, regulations and procedures that may impede development and/or increase the cost of development. Both plans provide information on the local real estate market, the increasing land values and increasing construction costs. Other impacts will be explored such as the impact of vacation rental home conversions and remote work policies.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The City prioritizes keeping the variety of zoning options that allow for trailers, modular homes, etc. within the City limits. The goal of the City is to keep our housing options flexible. The City will undertake a housing needs assessment as part of our General Plan Update.

AP-85 Other Actions – 91.220(k)

Introduction:

The City partakes in several other strategies to eliminate barriers to affordable housing. This includes Affirmatively Furthering Fair Housing, working on a housing needs assessment, including affordable housing goals in our future updated General Plan (required every 10 years by the State of Arizona).

Actions planned to address obstacles to meeting underserved needs

Fair Housing

The City has and continues to make use of media tools (public service announcements, advertisements and mailings) to apprise the public on fair housing topics including predatory lending practices and landlord-tenant rights. The City holds annual Fair Housing Workshops with SWFHC. Our target audience are our local realtors, landlords and tenants. The fair housing seminar notification was promoted on-line, radio ads, and emailed out to interested stakeholders. Ensure equal housing access for all persons regardless of race, color, religion, sex, handicap, familial status or national origin. Develop a partnership with the local real estate sales industry to promote fair housing and justice in determining housing values and insurance ratings, especially in older neighborhoods and those undergoing transition.

Actions planned to foster and maintain affordable housing

Provide for a balanced community with a diversity of neighborhoods and residential housing types and prices. Update the General Plan and Five-Year Consolidated Plan to include a housing needs assessment. Update the plans on affordability with the most recent data from CHAS on cost burdened households.

Actions planned to reduce lead-based paint hazards

The Residential Lead-Based Paint Hazard Reduction Act of 1992 emphasizes prevention of childhood lead poisoning through housing-based approaches. The City has established the following goals and strategies to address lead-based paint hazards. Houses or facilities built before 1978 that are being rehabilitated with CDBG assistance will be tested for lead in painted surfaces; consequently, if lead is present, it will be abated through removal or encapsulation as part of the rehabilitation contract. Strengthen efforts to educate the public and private sector about lead-based paint poisoning hazards. Incorporate lead-based paint information and notification procedures into appropriate city-operated and sponsored housing and public service programs. Ensure sufficient equipment and environmental service resources are available to provide the testing necessary to conduct public facility and housing

rehabilitation programs or projects.

Actions planned to reduce the number of poverty-level families

The City will continue to support LMI families with basic needs, transportation, rental assistance, home repair and more. Supporting these functions allows families to stay out of poverty. Planning future affordable housing needs will reduce the amount of cost burdened families. Providing job training and placement services for LMI youth will help them avoid poverty by obtaining living wage jobs.

Actions planned to develop institutional structure

Continue to work with the Continuum of Care organizations who implement the programs that have shown the most success. Continue to update the General Plan and Five-Year Consolidated plan to come up with assessments and strategies to develop an institutional structure.

Actions planned to enhance coordination between public and private housing and social service agencies

Work with Yavapai County and other jurisdictions on coordinating our services to maximize impact and success.

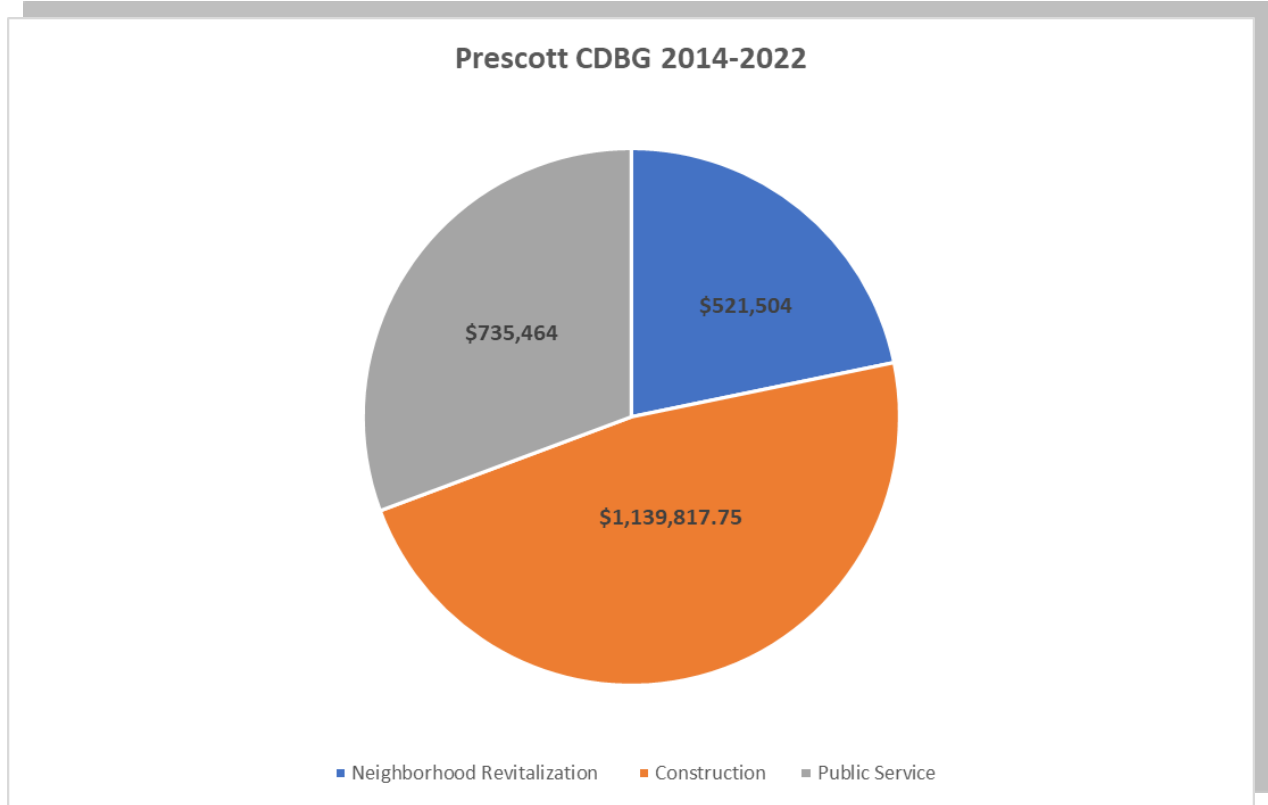
AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction:

The City of Prescott was designated a “CDBG Entitlement Community” through HUD in 2003 and has updated its Consolidated Plan for 2020-2024. Since designation, the City of Prescott has submitted HUD approved annual plans which include sub-recipient grants for HUD approved programs and projects. The City does not currently have an "Urgent Need" designation. Therefore 100% of the CDBG funds will be allocated to serving LMI Prescott residents.

Since 2014, the City of Prescott has awarded over 2.3 million dollars in CDBG funds to improve the quality of life for Prescott residents primarily of low to moderate income (LMI). The chart shown in **Figure 2 explains the breakout of the funds. Overall, the funds break out to 31% Public Service** and**

21% Neighborhood Revitalization and 48% Construction.



The Draft CDBG Annual Action Plan for 2024 is similar to what the City of Prescott has funded in past years and assists residents who are most in need of services and housing improvement.

Program monitoring will ensure that the statutory and regulatory requirements of the CDBG program are being met. City staff will determine whether a project is eligible under the CDBG program and the National Objectives of the HUD Program: 1) benefiting low- and moderate-income persons/clientele; 2) preventing or eliminating slums or blight on a spot or area basis; and 3) addressing an urgent community need.

City staff will conduct required environmental assessments, assist with competitive bidding processes, and assure all projects and programs comply with local, state and federal regulations.

Staff and subrecipients will report program completion and accomplishments within the Consolidated Annual Performance Evaluation Report (CAPER). The Program Year 2024 CAPER will be presented to the City Council in early Fall of 2025.



TO: MAYOR AND CITY COUNCIL
AGENDA: June 19 CDBG Citizens Advisory Committee Meeting Agenda
DATE: June 19, 2024
DEPT: Community Development
ITEM #: 4.A
SUBJECT: Staff Announcements

ITEM SUMMARY

Staff will present on upcoming meetings and important CDBG dates. During Staff Updates, Committee Members are free to request future agenda items.

BACKGROUND

None

FINANCIAL IMPACT

None

RECOMMENDED ACTION

No action needed.

ATTACHMENTS

None