

City of Prescott

CDBG Citizens Advisory Committee



September 18, 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 **September 18, 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 June 19, 2024 CDBG Citizen Advisory Committee Meeting.

Recommended Action: MOVE to approve the minutes as presented

- B. Presentation, Discussion & Review of the CDBG Consolidated Annual Performance and Evaluation Report (CAPER).

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

- C. Presentation & Discussion Regarding the Upcoming CDBG 5-Year Consolidated Plan for 2025-2029.

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

4. UPDATES

- A. Staff Announcements & Updates.

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 9/12/24 at 10:00 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: September 18 CDBG Citizens Advisory Committee Meeting
DATE: September 18, 2024
DEPT: Community Development
ITEM #: 3.A
SUBJECT: Approval of Minutes from the June 19, 2024 CDBG Citizen Advisory Committee Meeting.

ITEM SUMMARY

This item is to approve meeting minutes from the June 19, 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. June 19, 2024 CDBG Citizens Advisory Committee Minutes

City of Prescott

Citizen Advisory Committee

June 19, 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
Member Jinger Cutting
Member Janie Evans
Member Jim Howell
Member John Paris (excused)
Member Debbie Savoini (excused)

3. DISCUSSION & ACTION ITEMS

A. Approval of the May 22nd, 2024, Citizen Advisory Committee Meeting Minutes.

MOTION BY MEMBER EVANS TO APPROVE THE MINUTES AS PRESENTED; SECONDED BY MEMBER CUTTING: PASSED (5 - 0) WITH MEMBER PARIS AND SAVIONI NOT IN ATTENDANCE.

B. Presentation & Discussion Regarding the Final Review of Program Year 2024 Draft Annual Action Plan (AAP).

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.

Mr. McInnes provided an update for the Program Year 2024 AAP. The AAP is currently in a public comment period. There has been no public comment as of today's meeting. The AAP is scheduled for Council approval at next week's Voting Session (Tuesday, May 28th, 2024). CAC Members are encouraged to attend the Council Voting Session.

Chair Suttles asked if any action is needed today regarding the AAP. Mr. McInnes stated no action necessary, and this is just a final review of the AAP draft.

Member Miller asked why we usually do not get public comment for the AAP. Mr. McInnes stated we do advertise both the AAP and the CAC meetings through the City's website. A future agenda item could be a strategy session on how best to engage the public about the City's CDBG program.

City Planner George Worley stated past public comments have come from previous subrecipients of the program. He suggested looking at public relation building opportunities.

Mr. McInnes stressed the outreach opportunity that is the Community Needs Assessment Workshop which will be scheduled in late Fall. Mr. Worley also mentioned the creation of the 5 – Year Consolidated Plan will require public engagement.

Member Cutting expressed the importance of more public exposure of the CDBG program and using social media to get the word out.

Member Miller suggested on-site presentations to the different non-profits in town.

Member Suttles asked about outreach for the Minor Home Repair Program (MHRP). Mr. McInnes answered that the Prescott Chamber of Commerce effectively advertises the program through their in-house marketing resources. Mr. McInnes shared with the Continuum of Care at the CIP meeting on June 18, 2024 about the MHRP.

Member Evans suggested using the City of Prescott's Facebook page.

4. STAFF UPDATES

Mr. McInnes provided the committee with a timeline of events for upcoming CAC meetings. No CAC meeting in July, 2024.

Update on Prescott Cares and the contract going in front of Council.

5. ADJOURNMENT

There being no further business to discuss, Chair Suttles adjourned the meeting at 2:00 p.m.

Mary Ann Suttles, Chair

ATTEST:

Michael McInnes, Staff Liaison



TO: MAYOR AND CITY COUNCIL
AGENDA: September 18 CDBG Citizens Advisory Committee Meeting
DATE: September 18, 2024
DEPT: Community Development
ITEM #: 3.B
SUBJECT: Presentation, Discussion & Review of the CDBG Consolidated Annual Performance and Evaluation Report (CAPER).

ITEM SUMMARY

The Community Development Block Grant (CDBG) Consolidated Annual Performance and Evaluation Report (CAPER) for Program Year 2023 is presented for committee review and discussion. A 15-day public comment period for the CAPER began on September 9, 2024 and will conclude through a public hearing during the City Council voting session on September 24, 2024. This report outlines the City's use of CDBG funds and progress toward meeting goals outlined in the 2020-2024 Consolidated Plan.

BACKGROUND

The CAPER is an annual report required by the U.S. Department of Housing and Urban Development (HUD) that evaluates the City's performance in using CDBG funds to address community needs. Key highlights from PY2023 include the completion of the Agape House rehabilitation project, progress on US VETS housing for formerly homeless veterans, expansion of transportation services for elderly and disabled residents, and continued support for workforce development programs. The CAPER demonstrates the City's ongoing commitment to improving housing conditions, increasing access to services, and creating economic opportunities for low- and moderate-income residents. Following committee review, the CAPER will be presented to the City Council for final approval at the Voting Session on September 24, prior to submission to HUD.

FINANCIAL IMPACT

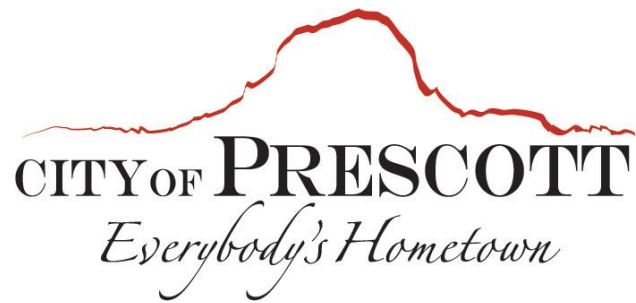
No financial impact associated with this item.

RECOMMENDED ACTION

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

ATTACHMENTS

1. Prescott CDBG Program Year 2023 CAPER (Draft)



City of
Prescott

2023

CDBG Consolidated Annual
Performance Evaluation Report
(CAPER)

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The PY2023 grant cycle demonstrated significant progress and impact for the City of Prescott, with a continued focus on supporting low- and moderate-income (LMI) individuals and households. Key highlights included:

- Public Services:
 - o Expanded transportation assistance for elderly and disabled adults through partnerships with People Who Care and New Horizons Disability Empowerment Center.
 - o Supported basic needs of LMI households through Community Counts' Wrapped in Love Diaper Bank, providing diapers, incontinence supplies, and period products.
 - o Implemented workforce development initiatives, including a needs assessment for youth aged 18-24 by Yavapai Big Brothers Big Sisters and skills training through the Launch Pad.
- Public Facility/Infrastructure:
 - o VA Officer's Quarters remodeling (US VETS): Project is scheduled to commence in Fall of 2024. While still in progress, this initiative is on track to provide 24 housing units to homeless Veterans.
 - o New Hope Wellness Center rehabilitation (NAZCARE): Project has started with a completion date of November 2024. Upon completion, it is projected to benefit 14 LMI individuals in transitional housing and serve 82 individuals annually.
 - o Minor Home Repair Program continued to support local residents and maintain existing housing stock.
- Program Administration:
 - o Expanded partnerships with non-profit groups, government agencies, and private entities.
 - o Successfully administered the PY2023 CDBG Annual Action Plan in accordance with federal guidelines.
 - o Coordinated effectively with subrecipients to ensure timely project execution and reporting.

The ongoing status of the US VETS and NAZCARE projects reflects the complex nature of these substantial facility improvements. Despite not being completed within this program year, both projects have made significant strides and remain on track to deliver vital services to our community. The phased approach to these projects ensures that we maintain high standards of quality while working towards completion. We

anticipate that the full impact of these initiatives will be realized in the coming year, demonstrating our long-term commitment to improving facilities and services for our most vulnerable residents.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Administration	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	3760	0	0.00%			
Administration	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	940	0	0.00%			

Basic Needs	Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	600	782	130.33%	609	782	128.41%
Basic Needs	Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	100	0	0.00%			
Basic Needs	Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Jobs created/retained	Jobs	40	0	0.00%			
Decent Affordable Housing	Affordable Housing	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	50	0	0.00%			
Decent Affordable Housing	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	50	0	0.00%			
Decent Affordable Housing	Affordable Housing	CDBG: \$	Direct Financial Assistance to Homebuyers	Households Assisted	10	0	0.00%			

CAPER

3

Economic Development	Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	32		90	32	35.56%
Economic Development	Non-Housing Community Development	CDBG: \$	Jobs created/retained	Jobs	40	0	0.00%	50	0	0.00%
Emergency and Transitional Shelter	Homeless	CDBG: \$	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	20	0	0.00%			
Emergency and Transitional Shelter	Homeless	CDBG: \$	Homelessness Prevention	Persons Assisted	0	0		14	0	0.00%
Facilities and Infrastructure Improvements	Affordable Housing Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	4700	0	0.00%	138	0	0.00%
Facilities and Infrastructure Improvements	Affordable Housing Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	220	0	0.00%			

Facilities and Infrastructure Improvements	Affordable Housing Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Rental units rehabilitated	Household Housing Unit	0	0		124	0	0.00%
Facilities and Infrastructure Improvements	Affordable Housing Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Homeowner Housing Added	Household Housing Unit	0	0		5	0	0.00%
Facilities and Infrastructure Improvements	Affordable Housing Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Homelessness Prevention	Persons Assisted	0	0		138	0	0.00%

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan,

giving special attention to the highest priority activities identified.

In PY2023, the City of Prescott continued to strategically deploy CDBG funds to address key Consolidated Plan priorities and meet the CDBG National Objective of benefitting low- and moderate-income (LMI) households and individuals.

A significant focus this year was on improving housing conditions and access to services for LMI residents. The Minor Home Repair Program, building on its success from the previous year, assisted [insert number] lower-income households by making essential home repairs. These improvements addressed critical housing needs and enhanced the quality of life for vulnerable residents, including the elderly and disabled.

Transportation access remained a priority, with CDBG funds allocated to provide crucial transportation services for low-income seniors and people with disabilities. This initiative, carried out in partnership with People Who Care and New Horizons Disability Empowerment Center, enabled LMI residents to access essential services, medical appointments, and community resources.

The City also made strides in addressing the needs of LMI families through support for Community Counts' Wrapped in Love Diaper Bank. This program provided essential supplies to [insert number] LMI households, alleviating financial stress and improving health outcomes for families with young children.

Workforce development was another key area of investment. Through partnerships with Yavapai Big Brothers Big Sisters and the Launch Pad, the City supported job training and skills development for [insert number] LMI youth and young adults, fostering economic opportunities and self-sufficiency.

While still in progress, the rehabilitation of NAZCARE's New Hope Wellness Center and the remodeling of the former Officer's Quarters at the Prescott VA (in collaboration with US VETS) demonstrate the City's commitment to improving facilities that serve vulnerable populations. These projects, once completed, will significantly enhance support for individuals with co-occurring disorders and provide improved housing for formerly homeless veterans.

These initiatives, along with ongoing investments in housing rehabilitation and social services, showcase the City's effective use of CDBG funds to advance Consolidated Plan priorities and serve LMI populations in accordance with the

CDBG National Objective. The City remains committed to championing high-impact CDBG projects that make a tangible difference for priority low-income populations, including the disabled, elderly, at-risk of homelessness, and unemployed youth.

As we move forward, the City will continue to refine its approach, ensuring that our limited CDBG funds are used in ways that lead to maximum benefits for our most vulnerable residents. By maintaining our focus on housing quality, access to services, and economic opportunities, we aim to create lasting positive change in our community.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG
White	731
Black or African American	28
Asian	3
American Indian or American Native	23
Native Hawaiian or Other Pacific Islander	0
Total	785
Hispanic	166
Not Hispanic	619

Table 2 – Table of assistance to racial and ethnic populations by source of funds

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	255,754	89,482

Table 3 - Resources Made Available

Narrative

For Program Year 2023, all public service activities have been funded and grand monies dispersed. Construction projects, which include US Officer Quarters and NAZCARE's Hope Wellness Center are still in process.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Census Tract 10, Group 6			
Census Tract 3, Block Group 2			
Census Tract 9, Group 1			
Census Tract 9, Group 2			
Census Tract 9, Group 4			
Citywide	100		
Dexter Neighborhood			
Gail Gardner Neighborhood			
West Side Neighborhood			

Table 4 – Identify the geographic distribution and location of investments

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

The City of Prescott works with subrecipients to carry out most activities funded by CDBG. Subrecipients include private non-profit organizations and other public agencies. Some subrecipients are identified through the consolidated planning process, where housing strategies are continually discussed and structured. Other subrecipients apply through the City of Prescott's open CDBG proposal process. In both cases, the City of Prescott carefully evaluates each agency's capacity and project proposals to ensure they align with the objectives in the Five-Year Consolidated Plan and follow federal spending guidelines.

The Program Year 2023 CDBG program leveraged approximately \$487,227 in matching funds for project and activities. While a match is not required through our application process, it does figure into how dollars are awarded and who gets funded.

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	19	0
Number of Non-Homeless households to be provided affordable housing units	0	0
Number of Special-Needs households to be provided affordable housing units	0	0
Total	19	0

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	19	0
Number of households supported through Acquisition of Existing Units	0	0
Total	19	0

Table 6 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

Some goals for the year were not fully met due to delays with two key construction projects. The Agape House project aims to rehabilitate their transitional housing facility for families in need. The Agape House continues operating their existing transitional housing program, providing 6-9 month stays for families overcoming homelessness.

The US Vets Officer Quarters project has faced a delay in breaking ground due to difficulties securing water utility permissions. This project will provide vital permanent supportive housing for up to 24 previously homeless veterans once constructed. Despite diligent work by US Vets, complex coordination with multiple jurisdictions has postponed the start.

Discuss how these outcomes will impact future annual action plans.

The City of Prescott CDBG program continues to function successfully, and key goals across housing, homelessness, and community development are on target. Implementation of strategies in the Consolidated Plan have made a major impact, improving the lives of low- and moderate-income residents.

Future Annual Action Plans will continue responding to pressing needs like the lack of affordable housing. However, outcomes will ultimately depend on the level of CDBG funding and other resources available.

The City of Prescott is grateful for CDBG resources and looks forward to continued success in leveraging these funds to address priority community needs. Careful targeting of resources and collaboration with partners will be key in future Annual Action Plans.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	0	0
Low-income	0	0
Moderate-income	0	0
Total	0	0

Table 7 – Number of Households Served

Narrative Information

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

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

The City does provide fair housing resources to residents in need and provides referrals to a network of non-profit partners in the community who serve the homeless population. These agencies are CCJ, US VETS, PASS, Catholic Charities, and many more. These agencies provide wrap around services to the homeless and highly mobile populations. The primary homeless serving agencies we funded in PY21 are PASS - Prescott Area Shelter Services (PASS) -temporary shelter for women and children, and Agape House (transitional housing for homeless families).

These subrecipients serve unsheltered families individually and assess their needs.

Addressing the emergency shelter and transitional housing needs of homeless persons

Yavapai County has a coalition of providers who include many of the past, current, and future CDBG grant recipients. This coalition is called "Collective Impact" and is working together to eliminate homelessness in the County. The Collective Impact group also serves as the area's "Continuum of Care" in terms of HUD reporting. The City meets with this group every month for two hours to hear about Community Needs and give updates on the City's CDBG program. By meeting on a regular basis, the City can assess the emergency shelter and transitional housing needs of homeless persons.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after 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); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The Collective Impact group also serves as the area's "Continuum of Care." The City meets with this group every month for two hours to hear about Community Needs and give updates on the City's CDBG program. By meeting on a regular basis, the City can assess the emergency shelter and transitional housing needs of homeless persons. This is a unique way for the City to reach out to residents who are at risk of becoming homeless who are exiting publicly funded institutions of care.

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

A significant achievement in PY2023 was the completion of our three-year rehabilitation project with Agape House. This milestone represents a major step forward in our efforts to help homeless individuals and families transition to permanent housing and independent living. The newly renovated Agape House facilities now provide enhanced support for chronically homeless individuals and families, families with children, and those at risk of homelessness.

Additionally, the ongoing project with US VETS to create low-income apartments for formerly homeless and LMI veterans at the former Officer's Quarters at the Prescott VA, while still in progress, continues to demonstrate our commitment to serving veterans and their families. Once completed, this project will further expand our capacity to provide stable, affordable housing to this vulnerable population.

The successful completion of the Agape House project, coupled with our ongoing efforts and partnerships, underscores the City of Prescott's dedication to addressing homelessness comprehensively. We continue to leverage our CDBG funds and community partnerships to create lasting positive change, with a focus on providing pathways to permanent housing and independent living for our most vulnerable residents.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

The City of Prescott continues to support those organizations that provide services because we do not currently have a public housing authority. The City participates in the monthly Continuum of Care meetings via Collective Impact to help agencies in the area partner to reach needs and discuss what the options are for starting a Public Housing Authority.

The City answers questions from the Community regarding Section 8 vouchers and public housing authorities.

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

The City does not currently have a public housing authority, however, a Workforce Housing Committee has been created to further survey local affordable housing options and effective strategies.

Actions taken to provide assistance to troubled PHAs

The City does not have a public housing authority at this time.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken 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. 91.220 (j); 91.320 (i)

The City of Prescott remained committed to addressing barriers to affordable housing throughout PY2023. While a formal Fair Housing Workshop was not conducted this year, the City maintained its strong partnership with the Southwest Fair Housing Council (SWFHC). We continued to refer residents with housing fairness questions to both SWFHC and Community Legal Services of Arizona, ensuring ongoing support for fair housing practices. Recognizing the importance of education in this area, we are actively planning a Fair Housing Workshop for the late fall to bolster awareness and understanding within our community.

Our commitment to diverse housing options remained steadfast, with zoning ordinances continuing to allow for a variety of housing types, including mobile homes and manufactured homes. The City remained vigilant in protecting these affordable housing options and preventing the institution of artificial barriers to new affordable housing projects.

The Workforce Housing Committee pressed forward with its assessment of building codes and incentives to encourage development. Building upon the success of the previously completed teacherage project, the City continues to make strides in providing affordable housing options for the workforce in Prescott.

Support for underserved populations remains a priority. The Rowle P. Simmons Adult Center continued to offer an array of services, activities, and meals for our aging senior population. Our "Change for the Better" initiative, which raises funds through downtown donation meters, continued to provide crucial support for homeless outreach and prevention.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

The City of Prescott took comprehensive action to address obstacles in meeting underserved needs during PY2023. We continued to work closely with various agencies and stakeholders to maintain a deep understanding of our community's evolving needs.

Our public services saw significant enhancement this year. We expanded transportation assistance for elderly and disabled adults through strengthened partnerships with People Who Care and New Horizons Disability Empowerment Center. Support for basic needs of LMI households was bolstered through Community Counts' Wrapped in Love Diaper Bank. Additionally, we implemented targeted workforce development initiatives for youth and young adults in collaboration with Yavapai Big Brothers Big Sisters and the Launch Pad.

Housing improvements were a key focus area. The City's Minor Home Repair Program continues to stabilize existing housing stock and address the needs of LMI, elderly, and disabled homeowners. Substantial progress was made on the rehabilitation of NAZCARE's New Hope Wellness Center, which, upon completion, will enhance support for individuals with co-occurring disorders and provide improved transitional housing. The remodeling project of the former Officer's Quarters at the Prescott VA, in partnership with US VETS, continued to advance, promising improved housing for formerly homeless veterans upon its completion.

To widen the reach of the Prescott CDBG Program and better address underserved needs, we expanded our network of partnerships with non-profit groups, government agencies, and private entities. The number of overall new applicants increased by three.

These multifaceted actions underscore the City's ongoing dedication to addressing the diverse needs of its underserved populations. Our focus remains on improving access to services, enhancing housing quality, and expanding economic opportunities for LMI residents. While challenges persist, we are committed to continually adapting our strategies to overcome obstacles and better serve our community's most vulnerable members.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

We maintained clear language in our subrecipient agreements regarding lead-based paint regulations. This language ensures that any construction or rehabilitation of residential structures assisted under the agreement is subject to HUD Lead-Based Paint Regulations at 24 CFR 570.608, and 24 CFR Part 35, Subpart B. These regulations apply to all CDBG-assisted housing and require proper notification of potential lead-based paint presence to all owners, prospective owners, and tenants of properties constructed prior to 1978.

Our partnership with the Yavapai County Contractors Association remains strong, allowing us to provide subrecipients with current LEAD and EPA rules. This collaboration ensures that all parties involved in housing rehabilitation projects are well-informed about the latest safety standards and regulations.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

The City of Prescott continued its multifaceted approach to reducing poverty, guided by insights from our annual community Needs Workshop. Our referral system remained a crucial tool in connecting families to vital social services, including food banks, housing aid, and job programs. The Collective Impact Partnership continued to play a pivotal role, convening monthly meetings that brought together government entities, non-profits, and other stakeholders to collaborate on addressing poverty comprehensively.

Additionally, our housing rehabilitation programs, including the Minor Home Repair Program, continued to help low-income families maintain quality housing, an essential factor in poverty reduction. Through

these strategic investments, collaborative efforts, and direct relief programs, we've worked diligently to create and strengthen pathways out of poverty for our community members.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The City of Prescott continues to make progress towards institutional structure and community delivery systems which address affordable housing, homelessness, and community development needs. This includes involvement Collective Impact Partnership comprised of the City's Community Development department, Prescott Police, County agencies, numerous non-profits, and all CDBG-funded organizations.

Together, these partners work to increase access to affordable housing, reduce homelessness through prevention and support services, revitalize communities, and promote economic opportunity. The Collective Impact Partnership facilitates collaboration, coordinates service delivery, and aligns resources for maximum impact.

The City's CDBG program has developed an extensive network of partner organizations to connect residents to available social services. CDBG funding supports non-profits providing housing, homeless services, community health services, youth programs, disability services, food access, and more.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

The City does not currently have a Public Housing Authority. The City works in coordination with the non-profit and public based coalition "Collective Impact" to keep abreast of any unmet community needs and to make continuous improvements to the public services provided to City residents and the public grants made available via CDBG.

The City of Prescott is working on updating the impediments to fair housing choice and included a survey in our CDBG Consolidated Plan Needs Assessment. These responses and more community outreach will be used in our update.

Public Agencies in Prescott work daily in coordination to meet private housing needs, refer residents to social service agencies and public housing authorities.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

The City continues to partner with the Southwest Fair Housing Council to provide an annual "Fair Housing Workshop" and refers residents who have housing fairness questions to the SWFHC, Attorney General, ADOH AND Community Legal Services of Arizona.

The City has a Fair Housing Web Page and takes complaints from the community members when they feel they have been discriminated against. The City is in the process of updating its “Impediments to Fair Housing” report and will add two new strategies that were not in the report published five years ago.

1. Create a worksheet on how to avoid breaking fair housing laws and market to rental companies and the Prescott Area Association of Realtors (PAAR)
2. Create a worksheet on how to make new development projects more accessible by utilizing the current Building Code and Zoning Code.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The City of Prescott monitors all CDBG-funded activities to ensure that the activity is in compliance with all applicable federal, state and local regulations and to ensure timely expenditure of funds. The administrative staff offers technical support to assist applicants in managing funding according to procurement standards of HUD and the City of Prescott. The grant administrator is involved with all construction projects to ensure compliance with procurement regulations and Davis Bacon Labor Standards.

The City has created a CDBG Program Handbook and Monitoring Guide and conducts mandatory training for all subrecipients. The City also creates a monitoring schedule each year and lets the subrecipients know what to expect and how to prepare for a monitoring visit. On-site monitoring visits of each subrecipient are done by the CDBG Grant Coordinator.

Local non-profits receiving CDBG funding must enter into subrecipient contracts prior to the release of funding and submit annual progress reports. Expenditures are monitored for appropriateness and eligibility before payment.

Annual Reports are required from all subrecipients and all construction projects are photographed before, during and after completion.

Comprehensive Planning includes outreach to all the Citizens of Prescott, community-based partner agencies, our Citizen Advisory Committee (CAC) and a community-wide needs assessment.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

The 2023 CAPER will be made available at the following prominent locations: Prescott City Hall Lobby and Office of the CDBG Coordinator; 201 S. Cortez Street, Prescott, AZ 86303, the Prescott Public Library, and on the City of Prescott website: <https://prescott-az.gov/planning-and-zoning/cdbg/>

From September 9th, 2024 to September 24th, 2024, the CAPER was available to the public for review and comment. A public hearing was held to discuss the PY 2023 CAPER with the City Council on September 24th, 2024.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

The City does not currently recommend any changes to the program objectives in its 2020-2024 plan. During the needs assessment and public outreach portion of the 2020-2024 Consolidated Planning process, the City residents and Community Advisory Committee recommended adding two new priority areas. Renter and Health related priorities were added to the 2020-2024 approved consolidated plan.

The City continuously assesses the community needs each year with a "Needs Assessment" workshop as well as numerous public meetings, public hearings, and community outreach.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

The City does not currently recommend any changes to the program objectives in its 2020-2024 plan. During the needs assessment and public outreach portion of the 2020-2024 Consolidated Planning process, the City residents and Community Advisory Committee recommended adding two new priority areas. Renter and Health related priorities were added to the 2020-2024 approved consolidated plan.

The City continuously assesses the community needs each year with a "Needs Assessment" workshop as well as numerous public meetings, public hearings, and community outreach.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
Total Number of Activities	0	0	0	0	0
Total Labor Hours					
Total Section 3 Worker Hours					
Total Targeted Section 3 Worker Hours					

Table 8 – Total Labor Hours

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
Outreach efforts to generate job applicants who are Public Housing Targeted Workers					
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.					
Direct, on-the job training (including apprenticeships).					
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.					
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).					
Outreach efforts to identify and secure bids from Section 3 business concerns.					
Technical assistance to help Section 3 business concerns understand and bid on contracts.					
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.					
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.					
Held one or more job fairs.					
Provided or connected residents with supportive services that can provide direct services or referrals.					
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.					
Assisted residents with finding child care.					
Assisted residents to apply for, or attend community college or a four year educational institution.					
Assisted residents to apply for, or attend vocational/technical training.					
Assisted residents to obtain financial literacy training and/or coaching.					
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.					
Provided or connected residents with training on computer use or online technologies.					
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.					
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.					

Other.					
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Table 9 – Qualitative Efforts - Number of Activities by Program

Narrative



TO: MAYOR AND CITY COUNCIL
AGENDA: September 18 CDBG Citizens Advisory Committee Meeting
DATE: September 18, 2024
DEPT: Community Development
ITEM #: 3.C
SUBJECT: Presentation & Discussion Regarding the Upcoming CDBG 5-Year Consolidated Plan for 2025-2029.

ITEM SUMMARY

Staff will present an overview of the upcoming Community Development Block Grant (CDBG) 5-Year Consolidated Plan for 2025-2029. The Committee will discuss the plan's development process, key components, and timeline for completion.

BACKGROUND

The U.S. Department of Housing and Urban Development (HUD) requires CDBG entitlement communities to submit a 5-Year Consolidated Plan to outline their strategies for utilizing CDBG funds. Our current plan expires in 2024, necessitating the development of a new plan for 2025-2029. This plan will assess community needs, establish priorities, and guide the allocation of CDBG funds over the next five years. The planning process involves extensive community engagement, data analysis, and collaboration with various stakeholders to ensure the plan effectively addresses our city's most pressing community development needs.

FINANCIAL IMPACT

No financial impact associated with this item.

RECOMMENDED ACTION

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

ATTACHMENTS

None



TO: MAYOR AND CITY COUNCIL
AGENDA: September 18 CDBG Citizens Advisory Committee Meeting
DATE: September 18, 2024
DEPT: Community Development
ITEM #: 4.A
SUBJECT: Staff Announcements & Updates.

ITEM SUMMARY

Staff will provide updates regarding Prescott's CDBG Program.

BACKGROUND

None.

FINANCIAL IMPACT

None.

RECOMMENDED ACTION

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

ATTACHMENTS

None