

City of Prescott

CDBG Citizens Advisory Committee



December 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 **December 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 November 20, 2024 CDBG Citizen Advisory Committee Meeting.
Recommended Action: MOVE to approve the minutes as presented
 - B. Presentation & Discussion Regarding the Applicant Selection Rubric for CDBG Funding.
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 12/13/24 at 2:00 p.m. in accordance with the statement filed by the Prescott City Council with the City Clerk.

A handwritten signature in cursive script, reading "Sarah M. Siep".

Sarah M. Siep, City Clerk



TO: MAYOR AND CITY COUNCIL
AGENDA: December 18 CDBG Citizens Advisory Committee Meeting
DATE: December 18, 2024
DEPT: Community Development
ITEM #: 3.A
SUBJECT: Approval of Minutes from the November 20, 2024 CDBG Citizen Advisory Committee Meeting.

ITEM SUMMARY

This item is to approve meeting minutes from the November 20th, 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. November 20, 2024 CDBG Citizens Advisory Committee Minutes



City of Prescott

Citizen Advisory Committee

November 20, 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 Janie Evans
Member Jinger Cutting
Member Jim Howell
Member John Paris (excused)
Member Debbie Savoini

3. DISCUSSION & ACTION ITEMS

- A. Approval of the September 18th, 2024, Citizen Advisory Committee Meeting Minutes.

MOTION BY MEMBER CUTTING TO APPROVE THE MINUTES AS PRESENTED; SECONDED BY MEMBER HOWELL: PASSED (5 - 0).

- B. Presentation and Discussion Regarding Opening Public Hearing for the Prescott Community Needs Workshop

Mr. McInnes presented an update on the Consolidated Plan process and how today's Community Needs Workshop and public hearing are part of the City's continuing community outreach.

Regarding the Community Needs Workshop, Mr. McInnes stated the following to both the Committee as well as the public:

- The workshop acts as a public hearing which is required within our Citizen Participation Plan;
- A public notice was posted 15 days prior to today's meeting in the Daily Courier and through the City's social media platforms;
- The workshop acts as an opportunity to hear directly from community stakeholders regarding issues and needs affecting Prescott's low- and moderate-income LMI residents.

Mr. McInnes gave a brief summary describing Prescott's CDBG program and what CDBG funds may be used for.

City Departments

Public Works represented by Elise Anderson (Stormwater Specialist), Jeremy Cordova (Environmental Project Manager), Randy Perlman (Deputy Public Works Director).

Ms. Anderson described the Dexter neighborhood's existing drainage and flood issues. The Dexter neighborhood is home to approximately 2000 Prescott residents and it has received CDBG funds in the past. Flooding has entered residents' homes leading to structural damage and well as the potential for disease. Public Works is hoping to utilize CDBG funding for a hydrologic study of the Dexter neighborhood. The study would provide the necessary input and data to move forward with an infrastructure project to solve the problem.

Mr. Perlman stated past studies of the Dexter neighborhood have provided a foundation for a future area review with the goal of moving towards a 30% design plan.

Community Development Director Chelsea Walton discussed the City's Neighborhood Services role regarding citing residents that have amassed junk/trash/debris on their property. There are LMI residents, usually seniors living on fixed income, who are unable to either remove the debris themselves or hire someone to do it for them. Neighborhood Services is looking to set up a program to assist these LMI Prescott residents struggling with yard cleanups.

Mr. McInnes, as the Workforce Housing Committee staff liaison, stated that committee's mission statement. Mr. McInnes communicated the need in Prescott for affordable housing, especially in regard to the City's active workforce.

Chair Suttles asked Public Works what their timeline would be.

Mr. Perlman responded with six to eight months to get to the 30% design plan goal.

Member Cutting asked Public Works why the project has been delayed for so long after beginning in 2019 and what other funding options are pursued.

Mr. Perlman responded that funding is the reason for the delay and stated that the county is a source of funding.

Member Howell asked Public Works for an estimate on a drainage study and what matching funds might be utilized.

Mr. Perlman gave a rough estimate of \$100,000 to \$200,000, and stated that there is potential for using funding from the county to offset to cost of the study.

Member Howell asked Neighborhood Services for clarification on who owns the properties being cited and whether any of the distressed properties rental properties. He also asked who would be responsible for the cleanup

Ms. Walton responded that the department does not have ownership details at this time, but that information would be part of the program when created, and that cleanup services would be outsourced.

Member Cutting asked how much funding would be needed.

Ms. Walton responded that a rough estimate would be \$2,000 to \$4,000.

Member Savoini asked for details of the Dexter Neighborhood regarding low- and moderate-income residents.

Mr. McInnes responded that the neighborhood has been designated at a low- and moderate-income area (LMA).

Housing and Shelter Services

U.S.VETs Executive Director Bryan Campbell addressed the Committee and described U.S.VETs existing operation in Prescott which serves homeless and LMI Veterans. Meals, case management, and housing is provided. Mr. Campbell stated the point-in-time count (PIT count) which is soon to take place in the community. There are discrepancies with the PIT count due to when it is taking place (winter season) and the small-time window allowed to collect homelessness information. Grant assistance for veterans has decreased over the past year and the increasing needs to serve homeless and LMI Veterans continues to put strain on existing available resources. Immediate needs include security measures installed at housing facilities.

Executive Director of the Coalition for Compassion and Justice (CCJ) Allison Lenocker addressed the Committee and described CCJ as providing emergency, transitional, and affordable housing to Prescott residents experiencing homelessness. CCJ is currently at maximum occupancy as the demand for housing remains great. According to last year's PIT count, 527 people were experiencing homelessness throughout Yavapai County. Ms. Lenocker stated this number is flawed due to the means of which it was collected, and the real number is probably much higher. Also, the data might not reflect the number of individuals living in their vehicles and not reporting their status because of the stigma associated with being homeless. 68% of the homeless individuals providing information during the PIT count had lived here five years or longer. There are people falling into homelessness that were once housed. The neighboring city, Prescott Valley, lacks homelessness services; therefore, local Prescott services are further stressed by the influx of Prescott Valley homeless individuals seeking aid. Many residents are working, and some have two jobs. There has also been a huge increase in seniors needing affordable housing and that population has become more and more a part of the CCJ program.

Housing Manager for Prescott Catholic Charities KC Brown addressed the Committee and described Catholic Charities services as providing housing to anyone experiencing housing instability or homelessness. They have eviction prevention and rapid rehousing programs as well as housing options. Ms. Brown reported a huge increase in seniors needing services and housing. Rent prices

in the community have go up which have further put pressure on the demand for their services. Catholic Charities is looking to use CDBG funds for their rental assistance program with an estimated need of \$80,000.

Executive Director of the Prescott Chamber of Commerce Sheri Heiney addressed the Committee regarding the Prescott Minor Home Repair Program (MHRP) stating that the program continues to benefit LMI Prescott residents in the community. Most of the residents applying for the MHRP are seniors on fixed income. Due to the limited amount of income, these residents are not able to hire repairmen to fix issues with their homes when problems do arise.

Director of Administration & Fundraising for Destiny House Lisa Mitts addressed the Committee and described the need in the community to support and aid survivors of sex trafficking. The Destiny House is a future housing development and case management program to serve this need.

Administrative Director for Agape House Becky Mitchel addressed the Committee regarding the organizations transitional housing and case management program for LMI families. There are over 200 children experiencing homelessness within the Prescott Unified School District. There is an increasing demand for affordable housing.

Member Suttles asked Agape House what they were looking to use CDBG funds for.

Ms. Mitchel responded funds are needed for an afterschool program.

Basic Needs

Executive Director for New Horizons Transportation Services Darlen Golson addressed the Committee and described the New Horizon program and stated their goal of keeping senior, or those with physical handicaps, mobile and independent through free rides. Ms. Golson shared funding from grants have decreased in recently, but the demand for their services have only increased. Grants have also become more competitive.

Development Director of People Who Care Barry Dekemper addressed the Committee and described the People Who Care program which provides rides to seniors in the community who are unable to drive. They also offer in-home technology assistance and a low-vision program. Over 70% of clients live alone. Due to an increasing number of seniors in the area, demand for services remain stressed.

Executive Director for The Center Kathy McFadden addressed the Committee regarding the Center (formerly the Adult Center) and their services provided mostly to seniors in the community by providing a social gathering place with many healthy activities to partake in (yoga, exercise, crafts, etc.). Membership has increased by 50% over the last year with many of those new members being LMI and, therefore, receiving free memberships. Meals on Wheels is located

within their facility. It has been difficult to staff the facility. There is a need for chairs.

Executive Director of Prescott Meals on Wheels Neil Sneller addressed the Committee regarding the group's exponential growth of clients to the Meals on Wheels program. Prescott's demographic continues to age, and new retirees continue to move to the community. There is a need for more storage space, a larger facility, and new kitchen appliances.

Director of Community Counts Lori Deutsch addressed the Committee and described Community Counts' diaper bank program and its success. The program distributes diapers, period products, and incontinence supplies. The past year was the diaper bank's first year serving the community, and this service was in high demand.

Member Savioni asked for clarification from New Horizons and People Who Care transportation services.

New Horizons can transport individuals in wheelchairs, while PWC cannot.

Member Howell asked Meals on Wheels if they are looking at constructing a new facility or adding on to their existing footprint within the Center.

Mr. Sneller responded that they are hoping to expand their current footprint and not build a new and separate facility.

Other Public and Health Services

Development Coordinator for Northland Cares John Duncan addressed the Committee stating that the group provides care and support for individuals affected by HIV/AIDS. They utilize HOPWA grants. There is a need for moving costs and other housing assistance which would provide gap funding when HOPWA is not available.

Program Coordination Specialist for First Things First Shawn Soumilas addressed the Committee stating that First Things First is an early childhood agency committed to supporting healthy development and learning of the young children in the area. Many young children in Arizona face significant barriers to their success, including poverty, trauma and lack of access to needed resources. There is a lack of affordable options for childcare in the region. Cost of childcare has been rising twice the amount of inflation.

CEO for NAZCARE Greg Billi addressed the Committee regarding the organization's behavioral health services and transitional housing provided through their New Hope Wellness Center located in Prescott, AZ. Their clientele is LMI and on AHCCCS. AHCCCS has been reducing their funding which has put stress on existing programming. Facility restoration, which funding has already been awarded, remains an important need.

Launch Pad Teen Center Representative Kei'Ana Nabor addressed the Committee describing the teen center as providing a safe place for teens to socialize and participate in after-school activities. The Launch Pad offers internships through their Moon Café and job training/life skills program called Project Launch. The Launch Pad also offers free lunches to those in need. Over 40% of teens utilizing free services through the Launch Pad center come from LMI households. Transportation via a shuttle is in high demand and they are looking at purchasing a new shuttle.

Member Suttles asked Northland Cares how they would plan to use CDBG funds.

Mr. Duncan responded that it would go towards housing moving costs for their in-need LMI clientele.

Member Suttles asked First Things First what they would be using CDBG funds for.

Ms. Soumilas responded that CDBG funds would be used as a childcare subsidy.

MOTION BY CHAIR SUTTLES TO CLOSE PUBLIC HEARING; MEMBER EVANS SECONDED THE MOTION. PASSED (5-0)

4. STAFF UPDATES

Mr. McInnes stated next CAC Meeting scheduled for December 18, 2024.

Application period for CDBG Program Year 2025 will open on December 15, 2024, and remain open until January 31, 2025. Mr. McInnes stated that applicant presentations will be scheduled for the February 2025 CAC Meeting.

Regarding the Consolidated Plan, city staff will be organizing an open house in early spring.

Chair Suttles asked if CDBG funds could be used for a study and/or design.

Mr. McInnes responded in the affirmative as long as the study and/or design meets HUD's National Objectives and LMI benefit criteria.

Member Savioni asked which allocation of CDBG funding, public service or construction, would pay for a study and/or design.

Mr. McInnes responded that the construction allocation would pay for a study and/or design.

Member Cutting acknowledged the existing infrastructure issues with Dexter Neighborhood, but stated concern that it has taken so long to address these issues (referring to the 2019 study).

Member Howell stated his preference for CDBG funds to be used for actual construction projects instead of studies.

Chair Suttles acknowledged a high need for transportation services.

Member Cutting asked for more details on workforce housing needs. Mr. McInnes shared that CDBG funds could be used for workforce housing development by paying for utility infrastructure. Mr. McInnes explained Section 108 loans and how multiple years of CDBG funding could be accumulated for the front-end financing of a project.

Member Howell asked for future reports on subrecipient spending activity with the goal of ensuring that they are utilizing the awards in a timely manner.

Mr. McInnes responded that he could include a report at future CAC meetings.

5. ADJOURNMENT

There being no further business to discuss, Chair Suttles adjourned the meeting at 3:19 p.m.

MARY ANN SUTTLES, Chair

ATTEST:

MICHAEL MCINNES, Staff Liaison



TO: MAYOR AND CITY COUNCIL
AGENDA: December 18 CDBG Citizens Advisory Committee Meeting
DATE: December 18, 2024
DEPT: Community Development
ITEM #: 3.B
SUBJECT: Presentation & Discussion Regarding the Applicant Selection Rubric for CDBG Funding.

ITEM SUMMARY

The Committee will review and evaluate the current applicant selection rubric for CDBG funding to ensure a comprehensive and fair assessment process. Discussion will focus on examining the existing scoring sheet, identifying potential improvements, and making necessary modifications to enhance the selection criteria.

BACKGROUND

The applicant selection rubric serves as a critical tool in the CDBG funding allocation process, providing a structured approach to assessing and ranking project proposals. Periodic review and refinement of this rubric are essential to ensure that it accurately reflects the community's current needs, priorities, and strategic objectives. By critically examining the existing scoring mechanism, the committee can strengthen its ability to support projects that most effectively address local community development challenges and maximize the impact of available funding resources.

FINANCIAL IMPACT

No financial impact with this item.

RECOMMENDED ACTION

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

ATTACHMENTS

1. 2024 CDBG Applicant Score Sheet

2024 CDBG Application Evaluation Worksheet

Organization Name:

Reviewer's Name:

Can you fairly judge this application without a conflict of interest?

__Yes __No

Does the project or activity benefit Low- and Moderate-Income persons?

__Yes __No

Is the project or activity within the Prescott City limits?

__Yes __No

Criteria	Measure	Points Available	Reviewer Point Total
Project Description	The proposal clearly states the problem or need to be addressed.	20	
	Prescott residents served is clearly stated.	5	
	The project narrative is clear, concrete, and concise and how goals will be met.	15	
	<i>Total Points:</i>	40	
Organizational Capacity	Proposal describes experience with similar projects and / or programs.	10	
	Organization has previous experience with CDBG or other grant funding.	5	
	Organization has previous experience with other federal funds.	2	
	Past funding resources given.	5	
	Financial statements current and in good standing.	8	
	Project includes matching funds.	10	
<i>Total Points:</i>		40	
Project Budget and Timeline	Project Schedule is clear and includes quarterly breakdown.	10	
	Documents attached that describe program or project.	5	
	Budget is clear and accurate according to prescribed instructions.	5	
<i>Total Points:</i>		20	
<i>Total Points:</i>		100	

Reviewer Comments:



TO: MAYOR AND CITY COUNCIL
AGENDA: December 18 CDBG Citizens Advisory
Committee Meeting
DATE: December 18, 2024
DEPT: City Clerk
ITEM #: 4.A
SUBJECT: Staff Announcements

ITEM SUMMARY

Staff will provide an update on the current CDBG program and progress towards developing the new 5-Year Consolidated Plan.

BACKGROUND

None

FINANCIAL IMPACT

No financial impact with this item.

RECOMMENDED ACTION

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

ATTACHMENTS

None