

City of Prescott

CDBG Citizens Advisory Committee



January 15, 2025 | 1:30 PM
201 N. Montezuma Street
3rd Floor Legal Conference Room
Prescott, AZ 86301

AGENDA

This Agenda was Amended on Monday, January 13, 2025 Updating the Location to the 3rd Floor Conference Room due to a scheduling conflict.

The following Agenda will be considered by the **CDBG Citizens Advisory Committee** at their meeting to be held **January 15, 2025**. 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 December 18, 2024 CDBG Citizen Advisory Committee Meeting.
Recommended Action: MOVE to approve the minutes as presented
 - B. Presentation & Discussion Regarding the City's CDBG (Community Development Block Grant) 5-Year Consolidated Plan (2025-2029).
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 1/13/25 at 3:15 p.m. in accordance with the statement filed by the Prescott City Council with the City Clerk.

Sarah M. Siep

Sarah M. Siep, City Clerk



TO: MAYOR AND CITY COUNCIL
AGENDA: January 15 CDBG Citizens Advisory Committee
DATE: January 15, 2025
DEPT: Community Development
ITEM #: 3.A
SUBJECT: Approval of Minutes from the December 18, 2024
CDBG Citizen Advisory Committee Meeting.

ITEM SUMMARY

This item is to approve meeting minutes from the December 18, 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. December 18, 2024 CDBG Citizens Advisory Committee Minutes

City of Prescott

Citizen Advisory Committee

December 18, 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 (excused)
Member Jinger Cutting
Member Jim Howell (excused)
Member John Paris
Member Debbie Savoini

3. DISCUSSION & ACTION ITEMS

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

MOTION BY MEMBER CUTTING TO APPROVE THE MINUTES AS PRESENTED; SECONDED BY MEMBER SAVOINI: PASSED (4 - 0).

B. Presentation and Discussion Regarding the Applicant Selection Rubric for CDBG Funding

Michael McInnes, City CDBG Coordinator, described the application selection process. The Program Year 2025 application period opened December 16th, 2024, and will close of Friday, January 31, 2025. Applicants will have an opportunity to present their proposed projects at the February meeting. CAC members will utilize a scoring rubric to rank each applicant. The purpose of today's meeting is to review the existing rubric and have the committee discuss any possible changes that might be needed.

Member Savoini asked about the structure of the existing rubric and if reflects, or correspond with the questions asked within the application.

Mr. McInnes stated that it does.

Council Liaison Montoya asked if existing rubric allows for scoring by city staff.

Mr. McInnes stated city staff involvement is limited to screening initial applicants for HUD CDBG eligibility. City staff does not score the eligible applicants, only

the CAC members utilize the scoring rubric to rank applicants for potential CDBG funding.

Member Savoini asked where our current application form originated from and if it is a HUD template.

Mr. McInnes responded that the current application form was in place before he took the CDBG Coordinator position. Using resources provided by HUD, Mr. McInnes is updating the application form to make it more user-friendly.

Member Cutting stated the importance that an organization has the appropriate staff capacity to complete a project. A question within the application should address that. Also, include a question which asks if matching funds are secured.

Member Savoini recommended the following changes to the existing rubric:

- “Organization has previous experience with other federal funds” to be set out of 5 possible points;
- “Financial statements current and in good standing,” to be set out of 10 possible points;
- “Projects include matching funds,” to include **secured** matching funds and to be set out of 5 possible points.

Member Cutting suggested, with concurrence from the rest of the committee, that “Organization has previous experience with other federal funds,” be changed to “Organization has the staff capacity to administer their proposed program.”

City Planning Manager George Worley, stated HUD’s preference for new applicants versus funding the same program in consistent years.

Committee discussion regarding how new applicants should get bonus points, and not be penalized because they have never applied for CDBG before.

Committee requested quotes for construction projects to be included within application.

Member Paris asked if the existing rubric looks like the Program Year (PY) 2023 rubric.

Mr. McInnes stated minor changes were made to the PY 2023 rubric to turn it into the PY 2024 rubric. The Committee did not have a meeting last year to discuss the grading rubric.

4. STAFF UPDATES

Mr. McInnes shared that a Housing Needs Assessment for the City of Prescott, and Prescott Valley, is in progress. The assessment should be completed by April of 2025 and will be utilized in creating the upcoming 5 Year Consolidated Plan.

Next meeting is January 15, 2025.

Mr. McInnes will be presenting to the City's Continuum of Care providers on February 18, 2025 and Committee members (no more than three in attendance) are requested to attend.

5. ADJOURNMENT

There being no further business to discuss, Chair Suttles adjourned the meeting at 2:13 p.m.

Mary Ann Suttles, Chair

ATTEST:

Michael McInnes, Staff Liaison



TO: MAYOR AND CITY COUNCIL
AGENDA: January 15 CDBG Citizens Advisory Committee
DATE: January 15, 2025
DEPT: Community Development
ITEM #: 3.B
SUBJECT: Presentation & Discussion Regarding the City's CDBG (Community Development Block Grant) 5-Year Consolidated Plan (2025-2029).

ITEM SUMMARY

Staff will present an overview of the upcoming CDBG 5-year Consolidated Plan process, including timeline, community engagement requirements, and key focus areas. The committee will discuss priorities and provide input to guide plan development.

BACKGROUND

The Community Development Block Grant (CDBG) 5-year Consolidated Plan is a HUD-mandated strategic document that outlines how the city will utilize federal CDBG funding to address community development needs, particularly for low and moderate-income residents. The plan analyzes housing needs, economic conditions, public infrastructure requirements, and social services gaps to establish funding priorities and goals. HUD requires extensive community engagement, data analysis, and annual performance reporting throughout the plan's implementation.

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: January 15 CDBG Citizens Advisory Committee
DATE: January 15, 2025
DEPT: Community Development
ITEM #: 4.A
SUBJECT: Staff Announcements

ITEM SUMMARY

Staff to update Committee on current CDBG application process and upcoming applicant presentations. The next CDBG Citizens Advisory Committee meeting will be on February 19, 2025.

BACKGROUND

None.

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