

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 on 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 it reflects, or corresponds with the questions asked within the application.

Mr. McInnes stated that it does.

Council Liaison Montoya asked if the 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.

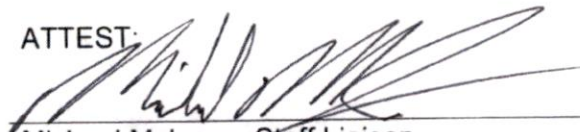
Next meeting is January 15, 2025.

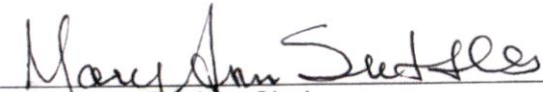
Mr. McInnes will be presenting to the City's Continuum of Care providers on February 18, 2025 and Committee members (no more than three in attendance) are requested to attend.

5. ADJOURNMENT

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

ATTEST:


Michael McInnes, Staff Liaison


Mary Ann Suttles, Chair