

City of Prescott
CDBG Citizens Advisory Committee



March 19, 2025 | 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 **March 19, 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 February 19, 2025 CDBG Citizen Advisory Committee Meeting.
Recommended Action: MOVE to approve the minutes as presented
 - B. Approval of Minutes from the March 6, 2025 Subcommittee Meeting of the CDBG Citizen Advisory Committee.
Recommended Action: MOVE to approve the minutes as presented
 - C. Discussion & Possible Action Regarding Citizen Advisory Committee's CDBG Program Year 2025 Funding Recommendations to City Council.
Recommended Action: MOVE to approve forwarding the funding recommendations to City Council through the Program Year Annual Action Plan with the understanding that the funding amounts may be adjusted using a weighted formula that maintains the proportional allocations set forth in the Committee's recommendations
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 3/13/25 at 3:30 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: March 19 CDBG Citizens Advisory Committee Meeting
DATE: March 19, 2025
DEPT: Community Development
ITEM #: 3.A
SUBJECT: Approval of Minutes from the February 19, 2025 CDBG Citizen Advisory Committee Meeting.

ITEM SUMMARY

This item is for the approval of meeting minutes from the February 19, 2025 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. February 19, 2025 CDBG Citizens Advisory Committee Minutes

City of Prescott
Citizen Advisory Committee

February 19, 2025 | 1:30pm
201 N. Montezuma Street
3rd Floor Council Chambers
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 Betsy Howe
Member Jim Howell
Member John Paris
Member Debbie Savoini

3. DISCUSSION & ACTION ITEMS

A. Approval of Minutes from January 15, 2025, CDBG Citizen Advisory Committee Meeting.

MOTION BY MEMBER PARIS TO APPROVE THE MINUTES AS PRESENTED; SECONDED BY MEMBER CUTTING: PASSED (7 - 0).

B. Presentation & Discussion Regarding the Selection of Three Committee Members to the Program Year 2025 Ranking Subcommittee.

Michael McInnes, City CDBG Coordinator, presented on the role of the three-member subcommittee in regard to the application selection process. Nominations by the CAC for the three-member subcommittee included Chair Mary Ann Suttles, Vice Chair Janie Evans, and member Jim Howell

MOTION BY MEMBER CUTTING TO SELECT CHAIR SUTTLES, VICE CHAIR EVANS, AND MEMBER HOWELL TO THE CITIZEN ADVISORY SUBCOMMITTEE; SECONDED BY MEMBER JOHN PARIS: PASSED (7 - 0).

C. Presentation & Discussion Regarding the 2025 CDBG Program Applications.

The committee heard presentations from the following applicants:

Public Service Applicants:

1. **Wrapped in Love Diaper Bank** - Lori Deutsch, Executive Director

- Requested funding for diapers, wipes, and continence supplies
 - Will support at least 160 unduplicated individuals monthly
 - Works with over 20 local agencies
2. **People Who Care** - Barry DeKemper
- Requested funding for transportation and non-medical services for adults who can't drive
 - Served 325 Prescott residents in 2024 (69% of total clients)
 - Provided 8,300 services to Prescott residents with 12,800 volunteer hours donated
3. **YES (Yavapai Exploration and Science)** - Amanda Voss, Executive Director
- Requested funding for Nature Niños program for families with children ages 0-8
 - Program provides free outdoor activities, guided nature walks, and educational programming
 - Served 2,022 participants in 2023-24 with 4,044 hours of family time spent outdoors
4. **United Way of Yavapai County** - Gary Janchik, Communications Manager, and David Seagler, Executive Director
(Chair Suttles recuses herself due to being a past board member of this organization for many years)
- Requested funding for Center for Organizational Excellence workshops
 - Workshops focus on strengthening local nonprofit organizations
 - Topics include board development, financial management, and governance
5. **NACOG** - Art Askew, Program Specialist
- Requested \$126,000 to assist with occupational and vocational training
 - Will provide up to \$3,000 for at least 30 low to moderate income Prescott residents
 - Training includes nursing assistant programs, EMT training, CDL training, and more

Construction Applicants:

6. **City of Prescott Public Works** - Randy Perham, Deputy Director and City Engineer
- Requested \$100,000 for the Dexter neighborhood project
 - Project addresses flooding issues in a low-income area
 - Will benefit approximately 4,000 residents, 75% of whom are low to moderate income
7. **City of Prescott Parks and Recreation** - Ellen Basher, Park Ranger
- Requested funding for an ADA-compliant restroom at Community Nature Center

- Would be the first ADA-compliant trail system with an ADA-compliant bathroom in Prescott
 - Over 6,000 Prescott residents use mobility devices.
8. **Boys and Girls Club** - Alex Heinemann, CEO
- Requested funding for playground improvements and safety fence
 - Playground is shared between the club and City of Prescott
 - Safety fence is required by national organization standards
9. **The Center (formerly Adult Center)** - Kathy McFadden, Executive Director

(Chair Suttles recuses herself due to being on the board of this organization)

- Requested \$15,000 for 75 tables and two table carts
 - Center serves over 98,000 individuals annually, most of which are seniors in the community
 - Hosted 110 activities, classes, or events last year
10. **DTL Real Estate Holdings** – Teresa Lohmeier
- Requested funding for accessibility improvements to rental properties
 - Six rental units are primarily occupied by low-income residents
 - Improvements would make property more accessible to elderly population
11. **Agape House** - Becky Mitchell, Executive Director
- Requested \$19,000 for HVAC units, shed, surge protectors, and mold remediation
 - Provides transitional housing for homeless families
12. **Aloha Gardens** - Kristen Kingsbury, Owner
- Requested funding for mobile home park improvements
 - Aims to provide safe, affordable housing options
 - Owner plans to install new, upgraded manufactured home
13. **The Launch Pad** – Courtney Osterfelt, Executive Director
- Requested funding for asphalt repairs
 - Teen center serves 60-80 teenagers daily and 1,200 kids annually
 - Repairs would improve accessibility for kids and senior volunteers with mobility restrictions
14. **NAZCARE** – Cassandra Neff
- Requested funding for roof replacement and drainage repairs
 - Organization serves individuals dealing with mental health and substance use recovery
 - Building has water damage issues and inefficient roofing
15. **Prescott Community Cupboard Food Bank** - Bud Heitman, Board Chair, and Joe Jenkins, Treasurer
- Requested \$25,000 for building remodel to improve client flow

- Served 43,000 people and distributed 550,000 pounds of food last year
- Remodel would create more efficient space and allow clients to shop with dignity

16. Meals on Wheels - Neil Sneller, Executive Director

- Requested funding for a commercial steam kettle for their kitchen
- Serves 63,500 meals in Prescott annually with 175 daily homebound clients
- Steam kettle would increase efficiency in meal production

17. Pronghorn Services - Gerald Stasko

- Requested funding for land acquisition for workforce housing
- Project would provide housing for essential workers at below-market rates
- Could help address Prescott's housing shortage for teachers, healthcare workers, and first responders

The committee noted that Village of Hope and New Horizons did not present but their applications will still be considered.

4. STAFF UPDATES

- 6. Subcommittee will meet during the first week of March. Next CAC meeting scheduled for March 19th, 2025.

5. ADJOURNMENT

There being no further business to discuss, Chair Suttles adjourned the meeting at 4:15 p.m.

Mary Ann Suttles, Chair

ATTEST:

Michael McInnes, Staff Liaison



TO: MAYOR AND CITY COUNCIL
AGENDA: March 19 CDBG Citizens Advisory Committee Meeting
DATE: March 19, 2025
DEPT: Community Development
ITEM #: 3.B
SUBJECT: Approval of Minutes from the March 6, 2025 Subcommittee Meeting of the CDBG Citizen Advisory Committee.

ITEM SUMMARY

Approval of Minutes from the March 6, 2025 Subcommittee Meeting of the CDBG Citizen Advisory Committee. 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. March 6, 2025 Subcommittee Minutes

City of Prescott
**CDBG Citizens Advisory Committee
Subcommittee**



March 6, 2025 | 1:00pm
201 N. Montezuma Street
3rd Floor Conference Room
Prescott, AZ 86301

MINUTES

1. CALL TO ORDER

Chair Suttles called the meeting to order at 1:00 p.m.

2. ROLL CALL

Chair Mary Ann Suttles

Vice Chair Janie Evans

Member Jim Howell (Excused)

Member John Paris was present as a member of the public.

3. DISCUSSION & ACTION ITEMS

- A. Presentation, Review, and Discussion Regarding CDBG Program Year 2025 Applicants. This item is for discussion only no formal action will be taken.

The Subcommittee reviewed scoresheets from the CDBG Citizens Advisory Committee and conducted an open discussion on how best to fund applicants commenced. Suggestions would be based on ranking and clarity of applications meeting HUD's CDBG criteria of meeting National Objectives benefiting low- and moderate-income persons. Due to the limited amount of funding available for Public Service activities, Subcommittee suggested the top three ranked public services activities receive funding.

For Public Service applicants, the subcommittee agreed to fund People Who Care at \$17,108, New Horizons at \$15,000, and Wrapped in Love Diaper Bank at \$5,392.

For Construction Projects, the subcommittee agreed to fund The Center at \$7,500, Prescott Meals on Wheels at \$11,750, the Agape House at \$19,000, Boys and Girls Club at \$19,000, City of Prescott Parks and Recreation at 35,000, City of Prescott Public Works at \$15,000, Prescott Community Cupboard Food Bank at 25,000, and the Launch Pad at 16,750.

(Chair Suttles recused herself from discussion of United Way and The Center due to potential conflict of interest)

4. ADJOURNMENT

There being no further business to discuss, Chair Suttles adjourned the meeting at 3:00 p.m.

Mary Ann Suttles, Chair

ATTEST:

Michael McInnes, Staff Liaison



TO: MAYOR AND CITY COUNCIL
AGENDA: March 19 CDBG Citizens Advisory Committee Meeting
DATE: March 19, 2025
DEPT: Community Development
ITEM #: 3.C
SUBJECT: Discussion & Possible Action Regarding Citizen Advisory Committee's CDBG Program Year 2025 Funding Recommendations to City Council.

ITEM SUMMARY

This item allows the Committee to discuss and potentially take action to approve the proposed CDBG Program Year 2025 funding recommendations to be forwarded to Council. Applications have been reviewed by the Committee and applicant presentations occurred at the February 19, 2025 CDBG Citizens Advisory Committee meeting.

BACKGROUND

The Community Development Block Grant (CDBG) program, administered by the U.S. Department of Housing and Urban Development (HUD), provides annual funding to municipalities to carry out a wide range of projects and activities to meet HUD's National Objectives. The City receives an annual CDBG allocation to invest in serving the needs of its low- and moderate-income residents. Each program year, the City solicits applications from non-profit organizations, City departments, and other eligible entities proposing CDBG-eligible activities and projects.

The Citizen Advisory Committee (CAC), comprised of local residents appointed by the City Council, plays a crucial role in this process. The CAC's mission is to ensure maximum community participation and oversight in determining how CDBG funds are allocated. Committee members review and evaluate all funding proposals based on compliance with CDBG regulations, consistency with the City's Consolidated Plan priorities, community needs assessments, public input received from the Needs Workshop, and the potential benefit to low-income areas and populations.

FINANCIAL IMPACT

There is no fiscal impact associated with this item at this time.

RECOMMENDED ACTION

MOVE to approve forwarding the funding recommendations to City Council through the Program Year Annual Action Plan with the understanding that the funding amounts may be adjusted using a weighted formula that maintains the proportional allocations set forth in the Committee's recommendations

ATTACHMENTS

1. Funding Recommendations Presentation

Citizens Advisory Committee

**MICHAEL
MCINNES**



March 19th, 2025



Agenda



- Approve the Minutes from the February 19th, 2025, CAC Meeting
- Approve the Minutes from the March 6th, 2025, Citizen Advisory Subcommittee Meeting
- 2025 – 2029 Consolidated Plan Review
- Staff Announcements

Public Service Rankings



PUBLIC SERVICE PROJECTS	PROJECT DESCRIPTION	Average	Funds Requested	Other Funding Source Amount	Funding Recommendation	Comments
People Who Care	Transportation Program	92	\$ 20,000.00	\$ 56,500.00	\$17,108.00	Excellent use of volunteers to extend services. Are they holding large assets? Not good for a nonprofit. I do not like money being used for salaries. Not a priority. Yes, transportation is urgently needed.
New Horizons	Transportation Program	87	\$ 15,000.00	\$ -	\$15,000.00	Correction: New Horizons is a nonprofit. Has applied many times. No show on presentation day. Cause is high on our list. Yes, transportation is needed.
Wrapped in Love (Diaper Bank)	Diapering Essentials: Supporting the Health and Wellbeing of Prescott's Struggling Families	84	\$ 5,392.00	\$ 18,000.00	\$ 5,392.00	Heavy use of volunteer support. Good networking with other service organizations. Includes supplies for seniors. Great program serving diverse age groups. No audit information because new program.

Public Service Rankings



PUBLIC SERVICE PROJECTS	PROJECT DESCRIPTION	Average	Funds Requested	Other Funding Source Amount	Funding Recommendation	Comments
NACOG	Workforce Occupational Training for LMI Residents of Prescott	77	\$ 126,000.00	\$ 1,581,907.00		High overhead. High cost per client. Low priority. No. I do not think we should be giving money to salaries. No.
YES! (Nature Ninos)	Youth Services through Outdoor Education	73	\$ 20,000.00	\$ -		Strong use of volunteers. Percent of low-income Prescott residents is questionable. No audit. Early childhood education is very important. Not a necessary need.
United Way	Training Workshops for Non-Profits	72	\$ 23,202.00	\$ -		This serves organizational staff - not target population. Large portion of money is for catering. Great program, meets need for all non-profits. Rather see it go directly to LMI project instead of conference. No.
Village of Hope	Mental Health Services for Transitional Housing Clientele	68	\$ 13,500.00	\$ -		Impacts only 4 people who already receive services. Benefit is more to professionals than target group. Proposal left me with many unanswered questions. Not recommended. Did not present. Worthwhile project. No.
		Total Funds Requested:	\$ 223,094.00	Funding Recommendation:	\$ 37,500.00	

Construction Project Rankings



CONSTRUCTION PROJECTS	PROJECT DESCRIPTION	Average Score	Funds Requested	Other Funding Source Amount	Funding Recommendation	Comments
The Center	Enhancing Community Accessibility: Tables Initiative for	95	\$ 15,000.00	\$ 7,500.00	\$ 7,500.00	Serves large number of the target population. They can adapt their expenditures if less money is available. High priority at \$5k to \$10k.
Prescott Meals on Wheels	Purchase of New Kitchen Equipment	94	\$ 23,430.00	\$ 3,200.00	\$11,750.00	Good track record of serving target group. Growing client base. Seems like a lot of money for a steam kettle. This is what I think we should focus on - need for the community of those that need and use it.
Agape House	Transitional Housing Rehabilitation	90	\$ 24,800.00	\$ 5,540.00	\$19,000.00	5 distinct projects. Can accomplish a few with less money. Past recipient. High priority at \$5k to \$10k. No schedule or breakdown included. Applied many times. This is a top priority for me. Usually childhood trauma is a big part of homelessness. This is a valid request and I would support as much as possible to \$19,000.
Boys and Girls Club	Expansion and Revitalization of Community Playground	87	\$100,000.00	\$ -	\$35,000.00	Highest priority is fencing for \$30k. Medium priority for portion of fencing \$5k to \$10k. Said they would match. Has applied before. Large request. Safety first -- fencing could be \$50,000. Not a top priority. If funds are allotted, I would only recommend safety.
City of Prescott (Parks and Rec)	ADA Compliant Accessible Restroom	85	\$ 75,000.00	\$ 3,000.00	\$35,000.00	Population served doesn't emphasize LMI over general population. Will partial funding reach the goal? Low priority due to amount of money being asked for. Isn't this the city's responsibility? Not a top priority. The need is great for ADA restrooms.
City of Prescott (Public Works)	Dexter Neighborhood Flood Mitigation	83	\$100,000.00	\$100,000.00	\$15,000.00	Money requested wasn't clear what portion would be completed if not fully funded. It would impact a lot of Prescott residents. Not sure why this is qualified for CDBG. The city should fund this improvement. Isn't this the city's responsibility. Not top priority.

Construction Project Rankings



CONSTRUCTION PROJECTS	PROJECT DESCRIPTION	Average Score	Funds Requested	Other Funding Source Amount	Funding Recommendation	Comments
Prescott Community Cupboard Food Bank	Building Rehabilitation	83	\$ 25,000.00	\$ 25,000.00	\$25,000.00	Big bang for the money. Serves huge population base. Good use of volunteers vs paid staff. High priority. First time applying for funds and they are ready. I strongly support this request.
The Launch Pad	Parking Lot Replacement	82	\$ 30,605.10		\$16,750.00	Received multiple CDBG funding before. Give others a chance. Not recommended. Will this really help serve the kids or just provide parking. Not a priority.
NAZCARE Hope Wellness Center	Roof Replacement and Drainage Mitigation	76	\$ 75,630.00	\$ -		Serves a small group but certainly in need. Mid priority. \$5k to \$10k. Would have been good to see bids for tile and shingles. Expensive roof materials with weak justification. Not a top priority. Change from metal roof to shingles? Should consider other types of less expensive roofing.
DTL RE Holdings	Multi-family Housing Rehabilitation	56	\$ 25,000.00	\$ 25,000.00		Information, planning, and budgeting provided are limited. Does not answer how many LMI will benefit. Proposal was confusing. No.
Aloha Gardens	Manufactured Home Replacement	47	\$ 50,000.00	\$ 50,000.00		Impacts only one person/family. Applicant is not experienced. Quote has no price. No guarantee that a Prescott resident will live there. First time applying for funds. No.
Pronghorn Services	Land Acquisition for Affordable Home Project	30	\$250,000.00			They aren't ready. Not clear the property would be in Prescott. Rent rate too high. No active project in the works. No specific program, location, or budget. No. No.
		Total Funds Requested:	\$ 794,465.10	Funding Recommendation:	\$ 165,000.00	

Staff Announcements



TO: MAYOR AND CITY COUNCIL
AGENDA: March 19 CDBG Citizens Advisory Committee Meeting
DATE: March 19, 2025
DEPT: Community Development
ITEM #: 4.A
SUBJECT: Staff Announcements.

ITEM SUMMARY

This item is for staff to provide an update to the Committee regarding the CDBG program year timeline.

BACKGROUND

None.

FINANCIAL IMPACT

No financial impact from this item.

RECOMMENDED ACTION

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

ATTACHMENTS

None