



City of Prescott

CDBG Citizen Advisory Committee

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

MINUTES

1. CALL TO ORDER

Chair Suttles called the meeting to order at 1:30 p.m.

2. ROLL CALL

Chair Mary Ann Suttles
Vice Chair Janie Evans
Member Jinger Cutting
Member Jim Howell
Member John Paris
Member Debbie Savoini

3. DISCUSSION & ACTION ITEMS

A. Approval of Minutes from the December 18, 2024 CDBG Citizen Advisory Committee Meeting.

MOTION BY MEMBER PARIS TO APPROVE THE MINUTES AS PRESENTED; SECONDED BY MEMBER CUTTING: PASSED (6 - 0).

B. Presentation & Discussion Regarding the City's CDBG (Community Development Block Grant) 5-Year Consolidated Plan (2025-2029).

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.

Michael McInnes, City CDBG Coordinator, provided an update to the CAC on the current phase of public outreach and community engagement for the Program Year 2025 Annual Action Plan and 5-Year Consolidated Plan. He reported on several initiatives:

- The Community Needs Workshop held on November 20th, 2024, launched the outreach phase for developing both planning documents.
- Recent outreach efforts included a radio appearance on January 10th, 2025, to promote community participation in the planning process.

- Two surveys are in development to gather data for the plans: a Housing Survey to be conducted by a consulting firm, and a Consolidated Plan-specific survey. Discussion included survey distribution methods (paper and electronic formats) and target audience considerations.
- An Active Online Forum has been established to gather ongoing community input for both the Annual Action Plan and Consolidated Plan.
- Upcoming events include a Workforce Housing Town Hall scheduled for January 30th, 2025, at 5:30 PM, and a presentation to the Continuum of Care CIP on February 18th, 2025, at 1:00 PM, both designed to gather additional community input for the planning documents.

Chair Suttles, Member Evans, and Member Cutting stated they would attend the January 30th, 2025, Workforce Housing Town Hall. The event will also be available via Zoom.

Member Cutting asked about social media outreach efforts. Mr. McInnes stated that social media will be part of our continued community outreach campaign.

Mr. McInnes presented key takeaways from the November 20th Community Needs Workshop, seeking CAC input on prioritizing needs for the 5-Year Consolidated Plan. The workshop identified several critical community needs across multiple categories:

Infrastructure and Housing Needs:

- Flood control and drainage improvements in the Dexter neighborhood
- Home repair assistance for low-to-moderate income (LMI) residents and seniors
- Security enhancements for veteran housing facilities
- Expanded emergency and transitional housing capacity
- Housing support for specific vulnerable populations, including trafficking survivors and persons with HIV/AIDS

Housing Stability and Support Services:

- Rental assistance and eviction prevention programs
- Support services focused on homeless families with children
- Assistance program for seniors and LMI residents facing yard cleanup citations

Senior Services:

- Transportation services for seniors and disabled residents
- Senior center facility improvements and increased staffing
- Expanded meal delivery service capacity and facilities
- Social and wellness activity programming

Additional Community Services:

- Affordable childcare solutions
- Mental health and behavioral services
- Teen center transportation and programming
- Hygiene and diaper supplies for families in need

Member Howell expressed concerns about conducting a flood control and drainage improvement survey in the Dexter neighborhood at this time, noting that while actual construction improvements would be beneficial, a survey may

not be the best use of current resources. Member Howell expressed strong support for the proposed senior center improvements and related services.

Member Cutting concurred with Member Howell's assessment and emphasized the importance of prioritizing senior services. Additionally, Member Cutting advocated for prioritizing emerging programs that currently lack established funding streams, specifically citing the diaper bank.

Chair Suttles directed the Committee to focus on narrowing down the list of community needs to establish clear priorities for the 5-Year Consolidated Plan.

Member Evans stated needing more information, or data, regarding some of the community needs (i.e. human trafficking) presented at the Workshop.

Member Paris asked for clarification on how CDBG funds can be used for rental assistance.

Mr. McInnes stated that CDBG funds may be used for rental assistance, however, HUD has place limitations on that sort of use. For example, no more than 3 months of rental assistance is allowed. HUD would rather see construction projects. Also, there is an existing rental/mortgage assistance program through the Chamber of Commerce Prescott Cares (CDBG-CV).

Member Cutting stated the importance of supporting local emergency shelters (i.e. PASS) and transitional housing (Agape House).

4. STAFF UPDATES

Mr. McInnes shared the updated application ranking rubric with the committee.

Member Savoini asked if the application clearly informs the applicants about the low- and moderate-income criteria required by HUD to receive funding.

Mr. McInnes answered in the affirmative.

Mr. McInnes briefed CAC about the upcoming application presentation meeting scheduled for February 19th, 2025.

CAC will be voting on the members of their subcommittee prior to presentations.

5. ADJOURNMENT

There being no further business to discuss, Chair Suttles adjourned the meeting at 2:25 p.m.

Mary Ann Suttles
Mary Ann Suttles, Chair

ATTEST:

Michael McInnes
Michael McInnes, Staff Liaison