

City of Prescott
CDBG Citizens Advisory Committee



August 20, 2025 | 1:30 PM
201 N. Montezuma Street
Council Chambers, 1st Floor
Prescott, AZ 86301

AGENDA

The following Agenda will be considered by the **CDBG Citizens Advisory Committee** at their meeting to be held **August 20, 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 May 21, 2025 and June 5, 2025, CDBG Citizen Advisory Committee Meetings.
Recommended Action: MOVE to approve the minutes as presented
 - B. Presentation & Discussion Regarding the Program Year 2024 Consolidated Annual Performance Evaluation Report (CAPER).
Recommended Action: This item is for discussion only. No formal action will be taken.
 - C. Presentation & Discussion Regarding the Prescott Cares Progress and Year-End Accomplishments.
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 8/15/25 at 10:00 a.m. in accordance with the statement filed by the Prescott City Council with the City Clerk.

Sarah M. Thornhill

Sarah M. Thornhill, City Clerk



TO: MAYOR AND CITY COUNCIL
AGENDA: August 20 CDBG Citizens Advisory Committee
DATE: August 20, 2025
DEPT: Community Development
ITEM #: 3.A
SUBJECT: Approval of Minutes from May 21, 2025 and June 5, 2025, CDBG Citizen Advisory Committee Meetings.

ITEM SUMMARY

This item is for the approval of meeting minutes from May 21, 2025 and June 5, 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. May 21, 2025 CDBG Citizens Advisory Committee Minutes
2. June 5, 2025 CDBG Citizens Advisory Committee Minutes



City of Prescott

Citizen Advisory Committee

May 21, 2025 | 1:30pm
201 N. Montezuma Street
1st 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 Betsy Howe
Member Jim Howell (arrived during Item 3.B)
Member John Paris
Member Debbie Savoini (excused)

3. DISCUSSION & ACTION ITEMS

A. Approval of Minutes from April 23, 2025, CDBG Citizen Advisory Committee Meeting.

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

B. **Presentation & Discussion Regarding Program Year 2025 Annual Action Plan Allocation Adjustments**

CDBG Coordinator Michael McInnes presented to the Committee updated HUD allocation information. The City received an updated HUD allocation of **\$275,024** for Program Year 2025, representing a **\$25,024 increase** from the previous estimate of \$250,000 (10% increase).

New Allocation Breakdown:

- Administration (20%): \$55,005
- Public Service Cap (15%): \$41,254
- Construction: \$178,766
- **Total: \$275,024**

Public Service Allocation Discussion

Mr. McInnes presented recommendations for the public service allocation, proposing to fully fund the top three previously selected organizations:

- Diaper Bank: \$5,392 (fully funded at requested amount)
- People Who Care: maxed out funding to \$20,000
- New Horizons: maxed out funding to \$15,000

- **Total Public Service Allocation: \$40,392**

Mr. McInnes reiterated the public service cap limit of 15% leaves a remaining balance **\$862** towards construction projects. There is no cap limit on construction projects.

Member Cutting inquired about the fourth-ranked organization, which was identified as NACOG workforce seminar workshop.

MOTION BY MEMBER CUTTING TO ALLOCATE THE TOP THREE PUBLIC SERVICE ORGANIZATIONS THEIR MAXIMUM REQUESTED AMOUNTS AND MOVE THE REMAINING \$862 TO THE CONSTRUCTION FUND; SECONDED BY MEMBER EVANS. PASSED (6-0)

Construction Project Allocations

Mr. McInnes stated with the addition of \$862 from public services plus the increase to the total allocation, the Committee had **\$14,628** to reallocate towards construction projects

Member Howe noted the Boys and Girls Club fencing request was actually \$30,000, not \$35,000, allowing \$5,000 to be reallocated. New reallocation amount at **\$19,628**

The Committee proceeded through construction allocations:

1. ADA Bathroom Project: \$50,000

Discussion occurred about reconsidering this allocation.

Member Paris noted his previous opposition but supported honoring the commitment.

Member Howell agreed to maintain the allocation as previously decided.

Allocation maintained at \$50,000

2. Meals on Wheels:

Previously allocated \$15,500 of \$23,430 requested.

Member Howell recused himself from discussion.

MOTION BY MEMBER PARIS TO INCREASE MEALS ON WHEELS TO THE FULL REQUESTED AMOUNT OF \$23,430; SECONDED BY MEMBER EVANS. PASSED (6-0)

3. Boys and Girls Club:

MOTION BY MEMBER CUTTING TO MAINTAIN FUNDING AT \$30,000 FOR FENCING PROJECT; SECONDED BY MEMBER HOWE. PASSED (6-0)

4. Agape House:

Previously allocated \$22,750 of \$24,800 requested.

MOTION BY MEMBER CUTTING TO FULLY FUND AGAPE HOUSE AT \$24,800; SECONDED BY MEMBER HOWELL. PASSED (6-0)

5. **The Prescott Community Cupboard:** Fully funded (no change needed)

6. **Launchpad:** Maintained at \$16,750

Remaining Funds: \$9,648

Discussion centered on the remaining \$9,648.

Chair Suttles suggested funding the Public Works project that had received no funding

Member Cutting opposed, preferring to focus on nonprofit organizations.

Member Evans stated support for funding Public Works project.

Discussion about HUD's preference for low-to-moderate income benefit regardless of nonprofit status

MOTION BY CHAIR SUTTLES TO ALLOCATE THE REMAINING \$9,648 TO THE PUBLIC WORKS DEPARTMENT PROJECT; SECONDED BY MEMBER EVANS. PASSED (5-1) MEMBER CUTTING DISSENTING

Mr. McInnes noted that organizations will be notified of allocations, though final numbers remain estimates until October confirmation from HUD.

C. Presentation & Discussion Related to Review and Potential Action on 2025-2029 Consolidated Plan Draft

Mr. McInnes presented the status of the 2025-2029 Consolidated Plan development, noting that HUD allocation delays had pushed back timelines.

Chair Suttles acknowledged Council Member Brandon Montoya's arrival to the meeting.

CAC Survey Results Presentation

McInnes presented updated survey results (noting corrections from the packet due to a late submission):

Housing Needs (ranked by priority):

1. Workforce housing development and support (4.3)
2. ADA for seniors and disabled individuals (3.5)
3. Homeless prevention to rental assistance (3.1)
4. Maintenance and rehab/minor home repair (3.0)

Public Facilities & Infrastructure:

1. Infrastructure improvement to facilities serving vulnerable populations (highest)
2. ADA in public spaces
3. Neighborhood infrastructure in LMI areas

Public Services:

1. Transportation services (highest)
2. Senior services
3. Mental health services
4. Basic needs for low-income families

Homelessness:

1. Emergency shelter facilities and improvements (highest)
2. Transitional housing
3. Homeless prevention services
4. Supportive services for homeless populations

Member Howe emphasized the distinction between volunteer transportation services for seniors (which the committee supports) versus public transit, noting concerns about how "transportation" might be interpreted by the public.

Members Cutting and Howe discussed the concept of standardized rental applications to reduce costs for renters.

Member Howe researched the issue and found applications are non-standardized, with legitimate costs to landlords. The committee agreed this could be explored through transitional housing nonprofits.

Discussion about partnering with the City's Workforce Housing Committee, which will present policy recommendations to City Council on May 27th. Community Development Director Chelsea Walton explained the committees would likely interface on specific projects requiring CDBG funding.

Extended discussion about city infrastructure projects in low-to-moderate income areas:

Member Cutting expressed resistance, preferring nonprofit focus.

Member Howell supported infrastructure but noted insufficient funding levels.

Member Howe emphasized preference for volunteer-supported nonprofits for maximum impact

Survey Critique: Member Cutting criticized the Prescott Housing Needs Assessment survey, noting that 69% of respondents were homeowners with median income of \$92,900, questioning its relevance to CDBG target populations.

Implementation Approaches Identified

- Focus on high-impact projects serving the most people
- Enhance partnerships with existing organizations
- Maximize impact by supporting volunteer staff programs
- Establish clear prioritization framework
- Expand outreach to smaller nonprofits
- Consider multi-year projects
- Coordinate with animal shelters for pet-related housing barriers

Minor Home Repair Program Update: Mr. McInnes reported the program is fully funded with approximately \$90,000 balance, expecting to return for committee funding in about a year.

4. STAFF UPDATES

Mr. McInnes requested a special meeting for Thursday, June 5th at 11:00 AM to review the complete Consolidated Plan draft before public comment period begins. 30-day public comment period followed by City Council consideration targeted for Tuesday, July 8, 2025. The Consolidated Plan includes the first-year Annual Action Plan

Committee members encouraged to attend Workforce Housing Committee presentation to City Council on May 27, 2025.

5. ADJOURNMENT

There being no further business to discuss, Chair Suttles adjourned the meeting at 2:40 p.m.

Mary Ann Suttles, Chair

ATTEST:

Michael McInnes, Staff Liaison

City of Prescott

Citizen Advisory Committee

June 5, 2025 | 11:00am
201 N. Montezuma Street
1st Floor Conference Room
Prescott, AZ 86301



MINUTES

1. CALL TO ORDER

Chair Suttles called the meeting to order at 11:00 am

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 (excused)

3. DISCUSSION & ACTION ITEMS

- A. Presentation, Discussion & Action Regarding Recommendations for the 2025-2029 Consolidated Plan and Program Year 2025 Annual Action Plan to City Council

Mr. McInnes provided background on the consolidated plan process. The 5-year consolidated plan document is required by HUD for continued CDBG funding. HUD requires updates every five years to review the City's strategies and goals for CDBG. The process began in spring 2024 and included multiple components:

- Workshops and public outreach
- Stakeholder input
- Workforce housing forum input
- Housing needs assessment by consultant
- Ongoing CAC guidance throughout the process

Mr. McInnes stated that today's meeting focused on completing the strategic piece of the plan to enable a motion for forwarding to City Council for July 8th consideration. Mr. McInnes noted that at the last meeting on May 21st, 2025, the committee finished work on community needs and priorities.

Mr. McInnes acknowledged the uncertainty in federal funding, noting that while Prescott was fortunate to receive a larger allocation this year, other nonprofits like some Meals on Wheels programs experienced cuts, highlighting ongoing uncertainty in Washington D.C. budget processes.

Member Howell expressed that the report was ready to proceed and made the motion.

**MOTION BY MEMBER HOWELL TO APPROVE THE 2025-2029
CONSOLIDATED PLAN DRAFT TO BE SUBMITTED FOR THE 30-DAY
PUBLIC COMMENT PERIOD PRIOR TO CITY COUNCIL CONSIDERATION
ON JULY 8, 2025; SECONDED BY MEMBER PARIS. PASSED (6-0)**

4. STAFF UPDATES

Mr. McInnes stated next meeting to be August 20, 2025. All Committee members were encouraged to attend the July 8, 2025 City Council

5. ADJOURNMENT

There being no further business to discuss, Chair Suttles adjourned the meeting at 11:35 am.

Mary Ann Suttles, Chair

ATTEST:

Michael McInnes, Staff Liaison



TO: MAYOR AND CITY COUNCIL
AGENDA: August 20 CDBG Citizens Advisory Committee
DATE: August 20, 2025
DEPT: Community Development
ITEM #: 3.B
SUBJECT: Presentation & Discussion Regarding the Program Year 2024 Consolidated Annual Performance Evaluation Report (CAPER).

ITEM SUMMARY

This item is for staff to provide a presentation on the Program Year 2024 CDBG Consolidated Annual Performance Evaluation Report (CAPER) with an opportunity for Citizen Advisory Committee discussion.

BACKGROUND

The CAPER documents FY24 CDBG program performance and outcomes as required by HUD. Key accomplishments include transportation services exceeding targets (People Who Care served 317 residents, New Horizons served 152 residents), Prescott Meals on Wheels serving 614 clients, and completion of environmental reviews for infrastructure projects including Adult Center Storage, Coalition for Compassion and Justice manufactured homes, and US VETS Officer's Quarters. The program served 1,083 persons through basic needs services, achieving 159% of the program year target. Staff will present highlights and seek CAC input before the September 9th public hearing and Council presentation.

FINANCIAL IMPACT

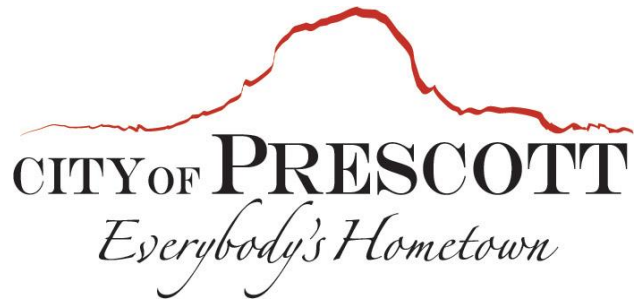
There is no fiscal impact associated with this item.

RECOMMENDED ACTION

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

ATTACHMENTS

1. PY 2024 CAPER Draft
2. CAPER Update



City of
Prescott

2024

CDBG Consolidated Annual
Performance Evaluation Report
(CAPER)

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CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The PY2024 grant cycle demonstrated significant progress and continued commitment by the City of Prescott in supporting low- and moderate-income (LMI) individuals and households. Despite facing ongoing challenges with funding limitations and project complexities, the City successfully executed key initiatives that directly addressed priority needs identified in the 2020-2024 Consolidated Plan.

Public Services: The City's public service initiatives exceeded expectations and demonstrated strong community impact. Transportation assistance programs proved highly successful, with People Who Care serving 317 Prescott residents (exceeding their target of 300 by 5.6%) and providing over 5,100 services, including nearly 3,100 escorted transportation services. Their volunteers drove almost 81,200 miles and donated more than 12,000 hours to meet community needs. New Horizons Disability Empowerment Center transported 152 low-income Prescott residents to vital medical and service appointments, expending all allocated CDBG funding by March 2025 due to increased demand.

Prescott Meals on Wheels continued its exceptional service delivery, serving the third-highest number of neighbors and meals in the program's history. The organization maintained its no-waitlist policy and no-financial-barriers approach, ensuring immediate access to nutritious meals for all eligible individuals. Their volunteer corps grew from approximately 250 to more than 300 individuals, demonstrating strong community engagement. CDBG funding specifically supported meals for 614 clients.

Public Facility/Infrastructure: Significant progress was made on infrastructure and housing projects during PY2024. Environmental reviews were successfully completed for the Adult Center Storage Facility, Coalition for Compassion and Justice manufactured home project, and the US VETS Officer's Quarters remodeling project. The completion of the environmental review process for the US VETS project represents a critical milestone in advancing housing for formerly homeless veterans, clearing the way for construction activities. Both the Adult Center and Coalition for Compassion and Justice projects are currently in the process of acquiring additional capital resources necessary to begin their respective activities. The completion timeline for these projects has been extended to June 30, 2026, reflecting the complex nature of these infrastructure and housing initiatives while ensuring quality outcomes for the community.

Program Administration: The City continued to expand partnerships with non-profit organizations, government agencies, and private entities, successfully widening the reach of the Prescott CDBG Program. Administrative oversight ensured compliance with federal guidelines while

coordinating effectively with subrecipients to ensure timely project execution and reporting. The program maintained strong collaboration with the Prescott CDBG Citizen Advisory Committee throughout the implementation of the 2020-2024 Consolidated Plan.

The City of Prescott continued utilizing CDBG-CV funding to address pandemic-related impacts through a partnership with U.S. VETS Prescott, delivering critical services to veterans experiencing homelessness. This initiative provided 14,265 nutritious meals and 24 emergency hotel nights to veterans in crisis, serving 455 individuals with 87% classified as extremely low income. The emergency assistance addressed urgent basic needs while supporting the City's strategic priorities for homelessness prevention and serving special needs populations.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)
 Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Administration	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	3760	5752	152.98%			

Administration	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	940	3134	333.40%			
Basic Needs	Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	600	5154	859.00%	681	1083	159.03%
Basic Needs	Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	100	153	153.00%			
Basic Needs	Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Jobs created/retained	Jobs	40	59	147.50%			

CAPER

4

Decent Affordable Housing	Affordable Housing	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	50	9	18.00%			
Decent Affordable Housing	Affordable Housing	CDBG: \$	Rental units constructed	Household Housing Unit	0	0		1	0	0.00%
Decent Affordable Housing	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	50	9	18.00%	10	0	0.00%
Decent Affordable Housing	Affordable Housing	CDBG: \$	Direct Financial Assistance to Homebuyers	Households Assisted	10	0	0.00%			
Economic Development	Non-Housing Community Development	CDBG: \$	Jobs created/retained	Jobs	40	76	190.00%			
Emergency and Transitional Shelter	Homeless	CDBG: \$	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	20	9	45.00%			
Emergency and Transitional Shelter	Homeless	CDBG: \$	Homelessness Prevention	Persons Assisted	0	265		8	0	0.00%
Facilities and Infrastructure Improvements	Affordable Housing Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	4700	5752	122.38%	800	0	0.00%

Facilities and Infrastructure Improvements	Affordable Housing Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	220	657	298.64%			
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Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

The City of Prescott’s PY2024 CDBG allocation of \$269,584 directly addressed the highest priority activities identified in the 2020-2024 Consolidated Plan.

High Priority Activities Addressed: Services to Meet Basic Needs: The City allocated \$40,437 (15% maximum allowable) to transportation and nutrition services. People Who Care and New Horizons transported 469 low-income residents, while Prescott Meals on Wheels provided CDBG-funded meals to 614 clients, significantly exceeding the Consolidated Plan’s five-year goal of serving 400 people.

Facilities & Infrastructure for Housing: Environmental reviews were completed for the Coalition for Compassion and Justice manufactured home project, advancing decent affordable housing objectives and the goal of assisting 220 people through housing-related infrastructure.

Facilities & Infrastructure in Target Areas: The Adult Center Storage Facility project (environmental review completed) will benefit an estimated 800 elderly adults, contributing to the Consolidated Plan’s goal of serving 4,700 people through infrastructure improvements.

The fund distribution prioritized high-priority activities while maximizing the 15% public service cap and completing critical environmental clearances to advance infrastructure projects toward implementation.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG
White	1,050
Black or African American	8
Asian	4
American Indian or American Native	7
Native Hawaiian or Other Pacific Islander	1
Total	1,070
Hispanic	15
Not Hispanic	1,055

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

The data reflects the City's success in serving Prescott's aging population, which is a defining characteristic of the community. According to U.S. Census data, over one-third of Prescott's population is age 65 or older, with over 40% of residents over age 65 and a median age of 60.5 years. This makes Prescott's senior population significantly higher than the national average, emphasizing the critical importance of the transportation and nutrition services provided through CDBG funding.

The program demographics align closely with the community's overall composition: 98.1% of those served identified as White, reflecting Prescott's population demographics, while Hispanic residents comprised 1.4% of those served. The CDBG-funded services proved particularly vital for elderly residents facing mobility challenges and those on fixed incomes who struggle with transportation access and food security. Transportation services through People Who Care and New Horizons, along with nutrition services through Prescott Meals on Wheels, directly address the most pressing needs within Prescott's substantial elderly population, helping seniors maintain independence and quality of life.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	269,584	91,018
Other	public - federal	0	

Table 3 - Resources Made Available

Narrative

For Program Year 2024, the City of Prescott was allocated \$269,584 to continue its CDBG program. \$91,018.15 was expended during the program year. The majority of expenditures supported public service activities, with \$40,437 allocated for basic needs services including transportation and nutrition programs that were successfully completed. Administrative costs and preliminary work on infrastructure projects comprised the remaining expenditures. A balance of \$178,565.85 remains for Program Year 2024 allocated funds, primarily dedicated to infrastructure and housing projects including the Adult Center Storage Facility, Coalition for Compassion and Justice manufactured home acquisition, and continued work on multi-year initiatives. These projects progressed through environmental review phases during PY 2024 with completion timelines extending into PY 2025-2026.

The City of Prescott does not receive Program Income from any past projects or activities.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Census Tract 10, Group 6			
Census Tract 3, Block Group 2			
Census Tract 9, Group 1			
Census Tract 9, Group 2			
Census Tract 9, Group 4			
Citywide	100	100	All PY 2024 activities served citywide
Dexter Neighborhood			
Gail Gardner Neighborhood			
West Side Neighborhood			

Table 4 – Identify the geographic distribution and location of investments

Narrative

CDBG Program projects and activities during Program Year 2024 occurred citywide, ensuring broad access to services for low- and moderate-income residents throughout Prescott. Transportation services through People Who Care and New Horizons served residents across all neighborhoods, while Prescott Meals on Wheels provided nutrition services to eligible clients throughout the city limits. Infrastructure projects, while in preliminary phases, are designed to benefit residents citywide through expanded Adult Center capacity and increased affordable housing options.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

The City of Prescott works with subrecipients to carry out most activities funded by CDBG. Subrecipients include private non-profit organizations and other public agencies, carefully evaluated for capacity and alignment with Five-Year Consolidated Plan objectives. While matching funds are not required through the application process, they factor into funding decisions and demonstrate organizational commitment to project success. CDBG-funded organizations contributed additional resources through volunteer time, organizational capacity, and leveraged funding that extended the impact of federal investments throughout the community.

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	10	0
Number of Non-Homeless households to be provided affordable housing units	10	0
Number of Special-Needs households to be provided affordable housing units	0	0
Total	20	0

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	18	0
Number of households supported through Acquisition of Existing Units	2	0
Total	20	0

Table 6 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

Discuss how these outcomes will impact future annual action plans.

Include the number of extremely low-income, low-income, and moderate-income persons

served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	0	0
Low-income	0	0
Moderate-income	0	0
Total	0	0

Table 7 – Number of Households Served

Narrative Information

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The City continues to provide fair housing resources to residents in need and maintains an extensive network of referrals to non-profit partners in the community who serve the homeless population. These agencies include Coalition for Compassion and Justice (CCJ), US VETS, Prescott Area Shelter Services (PASS), Catholic Charities, and many others. These agencies provide wrap-around services to the homeless and highly mobile populations. During PY2024, the City advanced environmental reviews for the Coalition for Compassion and Justice manufactured home project and US VETS Officer's Quarters remodeling project, both designed to directly serve homeless individuals and families by assessing and meeting their housing needs.

Addressing the emergency shelter and transitional housing needs of homeless persons

Yavapai County has a coalition of providers called "Collective Impact" that includes many past, current, and future CDBG grant recipients working together to eliminate homelessness in the County. The Collective Impact group also serves as the area's "Continuum of Care" for HUD reporting purposes. The City meets with this group quarterly to hear about community needs and provide updates on the City's CDBG program. Through regular participation, the City can assess emergency shelter and transitional housing needs of homeless persons. The City has previously improved the quality of family shelters at PASS and transitional housing at Agape House through roof replacements, additions, and accessibility improvements. The City continues outreach and engagement with all homeless service providers, encouraging them to apply for annual CDBG funds.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The Collective Impact group also serves as the area's "Continuum of Care." The City meets with this group quarterly to hear about Community Needs and give updates on the City's CDBG program. By meeting on a regular basis, the City can assess the emergency shelter and transitional housing needs of homeless persons. This is a unique way for the City to reach out to residents who are at risk of becoming homeless who are exiting publicly funded institutions of care.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City's CDBG Coordinator works with the Collective Impact Coalition to reach out to the agencies who serve the homeless, mentally ill, formerly incarcerated, and others to provide access to CDBG dollars. The City continues to work with agencies that serve these populations to help them transition to permanent housing and prevent them from slipping into homelessness again.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

The City of Prescott continues to support those organizations that provide services because we do not currently have a public housing authority. The City participates in the quarterly Continuum of Care meetings via Collective Impact to help agencies in the area partner to reach needs.

The City answers questions from the Community regarding Section 8 vouchers and public housing authorities.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

The City does not currently have a public housing authority, however, a Workforce Housing Committee has been created to further survey local affordable housing options and effective strategies.

Actions taken to provide assistance to troubled PHAs

The City does not have a public housing authority.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

The City of Prescott maintained its partnership with the Southwest Fair Housing Council (SWFHC) and continued to refer residents with housing fairness questions to both SWFHC and Community Legal Services of Arizona.

The City's zoning ordinances continue to allow for a variety of housing types, including mobile homes and manufactured homes.

The Workforce Housing Committee continued its assessment of building codes and incentives to encourage development.

The Rowle P. Simmons Adult Center continued to offer services, activities, and meals for the aging senior population. The "Change for the Better" initiative continued to provide support for homeless outreach and prevention.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

The City continued to work with various agencies and stakeholders to understand community needs. Public services continued through partnerships with People Who Care and New Horizons Disability Empowerment Center for transportation assistance and Prescott Meals on Wheels for nutrition services.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

Lead-based paint testing is conducted as part of the CDBG rehabilitation programs as needed. The Minor Home Repair Program (MHRP) for Prescott residents continues to address lead-based paint hazards when encountered during rehabilitation activities. Testing and remediation recommendations are followed as required by federal regulations.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

The City's CDBG program continued to address poverty through support services. Transportation assistance helped low-income residents access employment, healthcare, and essential services. Nutrition services through Prescott Meals on Wheels addressed food insecurity among vulnerable seniors. Housing assistance through the Minor Home Repair Program and affordable housing projects helped provide stable housing options for low- and moderate-income families.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The City maintained partnerships through continued participation in the Collective Impact Coalition, serving as the area's Continuum of Care. Quarterly meetings ensured coordinated approach to addressing community needs. The City's collaboration with subrecipients and community partners continued the delivery system for CDBG-funded activities.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

The City enhanced coordination through participation in the Collective Impact Coalition meetings, fostering communication between public agencies, private housing providers, and social service organizations. The CDBG application and award process continued to bring together partners working toward common goals of serving low- and moderate-income residents.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

The City continued to work with the Southwest Fair Housing Council and Community Legal Services of Arizona to address fair housing concerns. The City maintained zoning ordinances that allow for various housing types and continued efforts to prevent artificial barriers to affordable housing development.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The City of Prescott monitors all CDBG-funded activities to ensure that the activity is in compliance with all applicable federal, state and local regulations and to ensure timely expenditure of funds. The administrative staff offers technical support to assist applicants in managing funding according to procurement standards of HUD and the City of Prescott. The grant administrator is involved with all construction projects to ensure compliance with procurement regulations and Davis Bacon Labor Standards.

The City has created a CDBG Program Handbook and Monitoring Guide and conducts mandatory training for all subrecipients. The City also creates a monitoring schedule each year and lets the subrecipients know what to expect and how to prepare for a monitoring visit. On-site monitoring visits of each subrecipient are done by the CDBG Grant Coordinator.

Local non-profits receiving CDBG funding must enter into subrecipient contracts prior to the release of funding and submit annual progress reports. Expenditures are monitored for appropriateness and eligibility before payment.

Annual Reports are required from all subrecipients and all construction projects are photographed before, during and after completion.

Comprehensive Planning includes outreach to all the Citizens of Prescott, community-based partner agencies, our Citizen Advisory Committee (CAC) and a community-wide needs assessment.

Consolidated Annual Performance Evaluation Report (CAPER)



- Required annual report to HUD summarizing program performance for the completed program year
- Documents progress toward meeting goals outlined in the Consolidated Plan and Annual Action Plan
- Allows HUD to assess City's management of CDBG funds and compliance with regulations
- Gives citizens opportunity to see how CDBG funds were used to benefit the community (public hearing scheduled for September 9th City Council meeting)
- Due to HUD by September 28, 2024

Program Year 2024 Accomplishments



Public Services (*Successfully Completed*)

- **People Who Care:** Served 317 residents (exceeded target of 300) 5,100+ services provided; 81,200 miles driven by volunteers
- **New Horizons:** Transported 152 LMI residents to medical appointments
- **Prescott Meals on Wheels:** Served 614 clients with CDBG funding

Public Facility/Infrastructure (*Environmental Reviews Completed*)

- **Adult Center Storage Facility** - Will benefit 800 elderly adults
- **Coalition for Compassion & Justice** - Manufactured home project for affordable housing
- **US VETS Officer's Quarters** - Remodeling for formerly homeless veterans

Project	Funded Amount	Drawn Amount	Current Balance
US VETS Officer Quarters (2022-2023)	\$ 123,023.63	\$ -	\$ 123,023.63
NAZCARE New Hope Wellness Center (2023)	\$ 90,885.00	\$ (61,380.66)	\$ 29,504.34
Minor Home Repair Program (2023-2024)	\$ 89,379.70	\$ (2,784.71)	\$ 86,594.99
CCJ Manufactured Home Replacement (2024)	\$ 50,000.00	\$ -	\$ 50,000.00
Adult Center Storage Addition (2024)	\$ 45,000.00	\$ -	\$ 45,000.00
Polara Health Paving Project (2024)	\$ 5,000.00	\$ -	\$ 5,000.00
Prescott Cares (US VETs Homeless Outreach)	\$ 117,924.74	\$ (117,924.74)	\$ -
<i>Totals</i>	\$ 521,213.07	\$ (182,090.11)	\$ 339,122.96

What Causes Project Delays?

- Funding issues:
 - CDBG funding often does not satisfy complete capital needs of construction projects
 - CDBG used as seed money, or initial investment
- Procurement policy
 - 3 bids for projects costing \$50,000 or more
- Contractor delays
 - Materials and labor
- Environmental Reviews (required by HUD for all projects)



TO: MAYOR AND CITY COUNCIL
AGENDA: August 20 CDBG Citizens Advisory Committee
DATE: August 20, 2025
DEPT: Community Development
ITEM #: 3.C
SUBJECT: Presentation & Discussion Regarding the Prescott Cares Progress and Year-End Accomplishments.

ITEM SUMMARY

This item is for staff and Prescott Chamber of Commerce Foundation to present progress and year-end accomplishments on the City's Prescott Cares program (CDBG-CV).

BACKGROUND

Prescott Cares was established in Program Year 2020 using CDBG-CV (Community Development Block Grant - Coronavirus) funding from the federal CARES Act. CDBG-CV funds were allocated by HUD to help communities prevent, prepare for, and respond to COVID-19. The City of Prescott received \$427,198 in CDBG-CV funding and created the Prescott Cares program to provide critical economic assistance for low- and moderate-income residents, including rental and utility assistance for residents facing housing instability, COVID-related emergency expenses, and economic support to prevent homelessness. The program is administered by the Prescott Chamber of Commerce Foundation and has evolved beyond its original COVID response to become an integral part of the City's strategy for meeting five-year Consolidated Plan goals. The program has invested \$117,924.74 in the US VETS Homeless Outreach Program to support veterans experiencing homelessness. Prescott Cares' rental assistance program is now actively helping Prescott residents maintain stable housing, directly supporting the City's objectives of preventing homelessness and providing decent affordable housing. The program has contributed significantly to the City exceeding its five-year goals for basic needs services and continues to serve as a vital safety net for families and individuals at risk of housing displacement. With \$120,227.46 remaining in CDBG-CV funding, the program continues to provide essential rental assistance to Prescott residents in need.

FINANCIAL IMPACT

There is no fiscal 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: August 20 CDBG Citizens Advisory Committee
DATE: August 20, 2025
DEPT: Community Development
ITEM #: 4.A
SUBJECT: Staff Announcements

ITEM SUMMARY

This item is for staff to provide any updates regarding Prescott's CDBG program to Citizen Advisory Committee.

BACKGROUND

None

FINANCIAL IMPACT

There is no fiscal impact associated with this item.

RECOMMENDED ACTION

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

ATTACHMENTS

None