

City of Prescott

CDBG Citizens Advisory Committee



November 19, 2025 | 1:00 PM
215 E Goodwin St.
Prescott Public Library, Founders Suite
Prescott, AZ 86303

AGENDA

The following Agenda will be considered by the **CDBG Citizens Advisory Committee** at their meeting to be held **November 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 August 20, 2025 CDBG Citizen Advisory Committee Meeting.
Recommended Action: MOVE to approve the minutes as presented
 - B. Presentation & Discussion Regarding the CDBG Program Year 2026 Community Needs Assessment Workshop.
Recommended Action: MOVE to open public hearing for Program Year 2026 CDBG Community Needs Workshop
4. **UPDATES**
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 11/13/25 at 11:00 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: November 19 CDBG Citizens Advisory Committee Community Needs Workshop
DATE: November 19, 2025
DEPT: Community Development
ITEM #: 3.A
SUBJECT: Approval of Minutes from August 20, 2025 CDBG Citizen Advisory Committee Meeting.

ITEM SUMMARY

This item is for the approval of meeting minutes from August 20, 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. August 20, 2025 CDBG Citizens Advisory Committee Minutes

City of Prescott

Citizen Advisory Committee

August 20th, 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
Member John Paris
Member Debbie Savoini

3. DISCUSSION & ACTION ITEMS

- A. Approval of Minutes from May 21, 2025, and June 5, 2025, CDBG Citizen Advisory Committee Meetings.

MOTION BY MEMBER HOWELL TO APPROVE THE MAY 21, 2025 MINUTES AS PRESENTED; SECONDED BY MEMBER PARIS: (PASSED 7-0).

MOTION BY CHAIR SUTTLES TO APPROVE THE JUNE 5, 2025 MINUTES AS PRESENTED; SECONDED BY MEMBER CUTTING: (PASSED 7-0)

- B. Presentation & Discussion Regarding the Program Year 2024 Consolidated Annual Performance Evaluation Report (CAPER).

Michael McInnes, CDBG Coordinator, presented the required annual report to HUD showing CDBG program accomplishments for Program Year 2024. The report is scheduled for City Council public hearing on September 9, 2025, and is due to HUD by September 28, 2025.

Program Year 2024 highlights included three successful public service programs. People Who Care served 317 residents, exceeding their target of 300. New Horizons transported 152 low-moderate income residents to medical appointments. Prescott Meals on Wheels served 614 clients with CDBG funding.

The current financial status shows total funding of \$521,213.07, with \$182,090.11 already drawn and a current balance of \$339,122.96 remaining across all projects.

Mr. McInnes explained that projects take time for several reasons. CDBG often

serves as seed money that organizations use to leverage additional funding from other sources. Procurement requirements mandate three bids for projects costing \$50,000 or more. Contractor and material shortages continue to impact timelines. Environmental reviews remain the biggest cause of delays, especially for projects involving multiple agencies like the County, VA, federal government, City, and tribal nations.

C. Presentation & Discussion Regarding the Prescott Cares Progress and Year-End Accomplishments.

Sherry Heiney, Prescott Chamber of Commerce President, reported on the COVID relief funding program, which received an original allocation of \$427,000.

The program now includes a rental assistance component providing up to six months of rent plus utilities for qualifying Prescott residents. Two residents are currently receiving assistance, and six applications are pending. Services are limited to City of Prescott residents only.

Mrs. Heiney explained that the Minor Home Repair Program operates separately from Prescott Cares. Six projects are currently active with three applications pending. The current funding is expected to last approximately one year.

Member Howe asked about financial counseling for rental assistance recipients.

Mrs. Heiney explained that while counseling is encouraged but not required, the Chamber has connected residents with NACOG's Aging Services and other support providers for comprehensive wraparound services.

Bryan Campbell, Executive Director of Prescott's US VETs, shared CDBG-CV program accomplishments which went towards feeding homeless veterans. US VETs was awarded \$117,000 through Prescott Cares (CDBG-CV).

4. STAFF UPDATES

Mr. McInnes stated next CAC meeting to be October 21st, 2025, which would be the Community Needs Workshop. Application for Program Year 2026 will open on December 1, 2025, and will remain open through January 31, 2026.

The CAPER will be presented to City Council at their September 9, 2025, Voting Session Meeting.

5. ADJOURNMENT

There being no further business to discuss, Chair Suttles adjourned the meeting at 2:06 pm.

Mary Ann Suttles, Chair

ATTEST:

Michael McInnes, Staff Liaison



TO: MAYOR AND CITY COUNCIL
AGENDA: November 19 CDBG Citizens Advisory Committee Community Needs Workshop
DATE: November 19, 2025
DEPT: Community Development
ITEM #: 3.B
SUBJECT: Presentation & Discussion Regarding the CDBG Program Year 2026 Community Needs Assessment Workshop.

ITEM SUMMARY

This item is for the annual needs assessment workshop. The City of Prescott invites the public and local organizations to attend the Program Year 2026 CDBG Needs Assessment Workshop. This workshop provides an opportunity for nonprofit, public, and private sector partners to help shape Prescott's CDBG funding priorities.

BACKGROUND

The Community Development Block Grant (CDBG) program, funded through the U.S. Department of Housing and Urban Development (HUD), provides annual grants to support community development activities that benefit low- and moderate-income Prescott residents. The City is currently preparing the Program Year 2026 Annual Action Plan (AAP). The AAP, in accordance with the City's 5-Year Consolidated Plan, establishes the specific use of CDBG funding the given program year.

As part of this planning process, the City must conduct at least one public needs assessment workshop to gather community input on local priorities and needs. This workshop is particularly important as it will help shape the upcoming year's funding priorities.

Community input received during the workshop will help identifying community needs and gaps in services that could be addressed through CDBG funding. Topics typically discussed include affordable housing, public services, infrastructure improvements, economic development, and other eligible CDBG activities.

Public participation is essential to ensure CDBG funds are directed toward the community's most pressing needs over both the short and long term.

FINANCIAL IMPACT

There is no fiscal impact associated with this item.

RECOMMENDED ACTION

MOVE to open public hearing for Program Year 2026 CDBG Community Needs Workshop

ATTACHMENTS

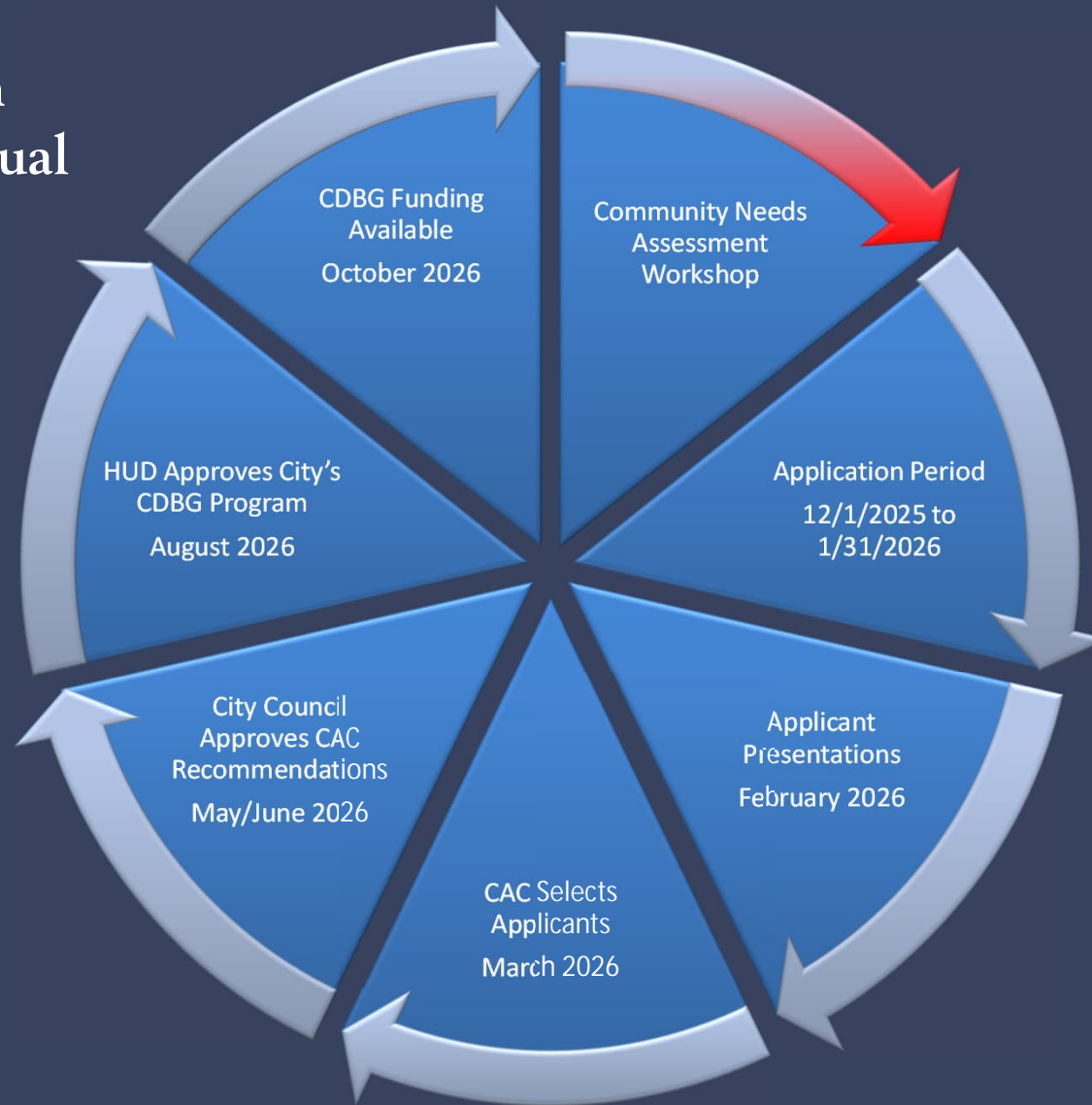
1. Program Year 2026 Community Needs Workshop Presentation

Agenda



- Approve the Minutes from the August 20th, 2025, CAC Meeting
- Program Year 2026 Community Needs Workshop and Public Hearing
- Staff Announcements

CDBG Program Year 2026 Annual Action Plan



CDBG Community Needs Workshop



For the Committee

- Public hearing required within our Citizen Participation Plan
- Public notice posted 15 days prior to today's meeting in the Daily Courier and through the City's social media platforms
- Opportunity to hear directly of community stakeholders regarding issues and needs affecting Prescott's low- and moderate-income LMI residents
- Please feel free to ask questions of stakeholders after their short presentations

CDBG Community Needs Workshop



What is CDBG?

- Community Development Block Grant
- HUD Program utilized by the City of Prescott to benefit low- and moderate-income (LMI) residents
- CDBG funds may be used for the following:
 - Housing related projects (i.e. Minor Home Repair Program)
 - Public infrastructure improvements in LMI areas
 - Rehabilitation of community centers, health centers, homeless shelters, transitional housing
 - Job training programs
 - Transportation services
 - Park and recreational space improvements

CDBG Community Needs Workshop



For the Stakeholders

- Please introduce yourself and the organization you are representing
- Provide a concise overview of:
 - Community needs (as it pertains to your organization's purview)
 - Current trends
- Limit presentation of needs to 3 to 5 minutes

Information shared today will be recorded and included within the City's upcoming Program Year 2026 Annual Action Plan

Motion to close Program Year 2025 Community Needs Workshop and Public Hearing