

City of Prescott

CDBG Citizens Advisory Committee



January 21, 2026 | 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 **January 21, 2026**. 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 November 19, 2025 CDBG Citizen Advisory Committee Meeting (Community Needs Assessment Workshop).
Recommended Action: MOVE to approve the minutes as presented
 - B. Presentation & Discussion Regarding the CDBG Program Year 2026 Process and Timelines.
Recommended Action: This item is for discussion only. No formal action will be taken.
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 1/15/26 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: January 21 CDBG Citizens Advisory Committee
DATE: January 21, 2026
DEPT: Community Development
ITEM #: 3.A
SUBJECT: Approval of Minutes from November 19, 2025
CDBG Citizen Advisory Committee Meeting
(Community Needs Assessment Workshop).

ITEM SUMMARY

This item is for the approval of meeting minutes from November 19, 2025 CDBG Citizens Advisory Committee Meeting (Community Needs Assessment Workshop). 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. November 19, 2025 CDBG Community Needs Assessment Meeting Minutes



Citizen Advisory Committee

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

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 Jinger Cutting (Arrived at Approx. 1:05 p.m.)

Member Betsy Howe

Member Jim Howell

Member John Paris (Absent)

Member Debbie Savoini

3. DISCUSSION & ACTION ITEMS

- A. Approval of Minutes from August 20, 2025, CDBG Citizen Advisory Committee Meetings.

MOTION BY MEMBER EVANS TO APPROVE THE MINUTES AS PRESENTED; SECONDED BY MEMBER HOWE: PASSED (4-0). MEMBER HOWELL ABSTAINING AND MEMBER CUTTING ARRIVED AFTER THE VOTE

- B Presentation & Discussion Regarding the CDBG Program Year 2026 Community Needs Assessment Workshop

Michael McInnes, CDBG Coordinator, provided an overview of the Community Needs Workshop process. He explained that this public hearing is required by the city's Citizen Participation Plan and HUD regulations, providing an opportunity to hear directly from community stakeholders about needs affecting low- and moderate-income residents in Prescott.

Mr. McInnes reviewed that CDBG is a federal HUD program that the city has participated in since 2003, receiving approximately \$250,000 to \$260,000 annually. He noted that while funding is limited, it is strategically leveraged to maximize community impact. Eligible activities include minor home repair, public infrastructure improvements in low-moderate income areas, rehabilitation of community facilities, job training, transportation services, and parks and recreational improvements.

City Departments Presentations:

Community Development – Workforce Housing

Mr. McInnes reported on the Workforce Housing Committee's recent completion of a policy framework accepted by City Council. He noted increasing community attention on workforce housing, defined as serving households between 60% and 120% of area median income. This population faces particular challenges as they earn too much to qualify for traditional low-income housing but cannot afford market-rate rentals or home purchases in Prescott.

Public Works - Dexter Neighborhood Drainage Project

Eric Sparkman, City Drainage Engineer, provided an update on the Dexter neighborhood drainage improvement project. The project received CDBG funding for design work and design completion is scheduled for June 30, 2026 (end of fiscal year 2026), with construction costs estimated between \$1.2 million and \$1.5 million. Construction is targeted for fiscal year 2027, though may extend to fiscal year 2028 depending on available funding.

Parks and Recreation - Community Nature Center

Kristy Diaz-Trahan, Recreation Services Director, thanked the Committee for funding the Community Nature Center restroom facility project. She reported that cost estimates have tripled from original projections. The city will request additional CDBG funding while also pursuing Arizona State Parks grants to leverage multiple funding sources. The facility serves hundreds of children through the school district's outdoor education program and provides one of the only ADA-accessible walkways in the city for residents with mobility challenges. The restroom addition will enable visitors to stay longer at the facility.

Housing Organization Presentations:

US VETS

Bryan Campbell, Executive Director, expressed concern about the recently released HUD Notice of Funding Opportunity showing an approximately 70% decrease in permanent housing subsidies available for veterans. This represents a \$392,000 budget impact as federal priorities shift from permanent housing to transitional models. US VETS is preparing to open 103 permanent housing units for senior veterans at the Fort Whipple campus, with 23 units opening in January and 80 units in June. The organization served 531 veterans in the past year, with 100 receiving permanent housing, 72 gaining employment, and over 71,000 meals served on-site at Liberty Point.

Prescott Area Shelter Services (PASS)

Carmen Frederic, Executive Director, described their 90-day emergency shelter for women and children, plus three additional transitional housing properties

serving low-income families, single fathers, and women over 60 on fixed incomes. Primary concerns include severe lack of affordable housing for clients on disability or social security (\$800-\$1,200 monthly income). Many women choose to sleep in cars, shelters, or move between cities rather than remain in unstable housing situations. The emergency shelter currently serves predominantly women over 60, highlighting critical need for senior housing options in the Prescott area.

Agape House of Prescott

Becky Mitchell, Executive Director, reported serving 57 families including over 120 children. The organization provides discipleship, mentoring, life skills training, and interim housing for families overcoming homelessness. She identified a significant gap affecting the "missing middle" - families earning \$45,000-\$60,000 annually who are employed but lack down payment funds and earn too much for low-income housing qualification. Of families served, 30% access low-income housing (typically after two-year waiting lists) while others can purchase homes with bank partnerships. However, 40% remain stuck unable to afford either option. Following completion of the Prescott Valley project, Agape House will serve 13 families simultaneously. The organization has partnered with CDBG for over 10 years, including renovation of a 9-unit apartment complex.

Prescott Chamber of Commerce Foundation - Minor Home Repair Program

Sheri Heiney, President and CEO, reported on the Minor Home Repair Program, which has transitioned from pilot status to an established successful program serving residents who own homes but cannot afford necessary repairs to remain housed. The program provides up to \$5,000 in grant assistance and has served over eight households this year with many applications in process. Projects have included hot water heater replacements for residents without hot water for five years, ADA ramps, and critical electrical repairs preventing potential house fires.

Ms. Heiney emphasized this program addresses significant community need by enabling residents to safely remain in their homes.

Village of Hope

Lindsay Chatham, Executive Director, described services for pregnant women in crisis situations, providing safe housing and teaching life skills and parenting. The two biggest concerns are childcare and transportation. Affordable infant childcare is extremely limited in the area, creating a barrier to employment and education. Even when childcare is located, lack of transportation prevents women from accessing work, school, and services. Village of Hope is developing internal childcare and transportation programs to address these gaps, though this significantly increases budget and staffing requirements.

Coalition for Compassion and Justice (CCJ)

Allison Lenocker, Executive Director, operates the only true emergency low-barrier shelter in the county, receiving referrals from law enforcement, EMTs, fire

department, mental health agencies, and the jail. She reported unprecedented demand for emergency shelter services, turning away 15-20 people nightly during summer months. The winter season is life-or-death, with people already suffering frostbite requiring amputations. Point in time count numbers increased 161% last year, indicating homelessness is growing not shrinking. Currently, half of shelter residents are full-time employed (some with multiple jobs), while the other half are over 65 and disabled. CCJ's affordable housing units (\$350-\$650 monthly) primarily house seniors over 65 on fixed incomes. She emphasized the prevention value of home repair programs, as seniors becoming wheelchair-bound without ramps can lose housing access, leading to homelessness.

Ms. Lenocker noted that Point in Time counts are flawed as they exclude people in hospitals, jails, couch-surfing, or hotels, and counts done in January miss transient populations who move to warmer counties during winter.

Salvation Army

Emily Reed, Commanding Officer, described the winter emergency shelter program that opens the kitchen for 30-35 single men to sleep on the dining room floor for five months annually. This life-saving service receives no dedicated funding support. The Salvation Army also allocates approximately \$30,000 from operation funds for rental assistance, primarily serving seniors over 60 and families with multiple children. The organization expects to be unable to sustain these programs from operational budgets within the next few years without additional funding support.

Committee Discussion - Housing Application Fees

Member Howe raised concerns about rental application fees (\$25-\$75) charged to applicants even when no housing is available, creating significant financial burden for clients searching for housing. Several organizations confirmed they assist clients with application fees through advocacy budgets or grants, paying landlords directly. Representatives noted the challenge that with high housing demand, clients may apply repeatedly without success, depleting limited resources. Organizations carefully vet applications to ensure appropriate fit given income requirements.

Basic Needs and Senior Services Presentations:

Prescott Meals on Wheels

Jeff Lorig, Director of Program Services, thanked the committee for past food cost funding support and current kitchen equipment funding. Beyond delivering hot, fresh meals, volunteers provide wellness checks where approximately weekly they discover someone who has fallen in their home (city services are immediately contacted to assist). The program delivers dignity and companionship to isolated seniors, not just nutrition. Demand has increased 40% over recent years, and while there is currently no waiting list, kitchen space is becoming constrained. The dining room serves 60-80 people daily, providing community connection for isolated individuals including those living in vehicles.

Community Cupboard of Prescott

Bud Heitman, Board Chair, reported the food bank has operated since 1973 and now includes mobile delivery to food desert areas for residents lacking transportation. The organization is renovating their facility with CDBG grant support to create a shopper's model where clients select items from shelves like a grocery store, replacing the previous distribution model. In October, the Cupboard served over 7,200 clients, with 32% (approximately 2,300) being children and 28% (approximately 2,000) over age 65. This represents a 90% increase since January. Clients begin lining up at 11:00 AM for 2:30 PM opening, both to access fresh food before supply depletes and for socialization, as many live in vehicles or tents in Prescott National Forest. Following the federal SNAP funding cuts, the Prescott community responded with tremendous food and financial donations.

Salvation Army - Food Services

Emily Reed reported serving hot breakfast Monday through Friday and hot lunch Tuesday through Friday in their commercial kitchen, with 30-60 people served daily. Numbers increase during school breaks when children attend. The organization also operates a client choice food pantry set up like a grocery store with a point system for budgeting education. In recent months, 7-10 new clients monthly have been families with children or elderly residents affected by SNAP cuts.

Prescott Adult Center

Kathy McFadden, CEO, thanked the committee for past grants supporting senior services. She addressed the misconception that center members are wealthy, noting the center provides 400 memberships to low-income individuals who access free fitness classes through health insurance, though the center pays instructors. Since COVID, daily participation has increased from 200 to 2,000 people. The center shares the building with Meals on Wheels, with cross-pollination as members attend meals then participate in socialization and fitness activities. The center receives daily calls requesting assistance with housing, rides, and coats, functioning as an information hub. Biggest needs are space and transportation - many seniors cannot reach the center but would benefit from hot meals and socialization that prevents depression and isolation. The center provides wellness checks, following up when regular participants are absent, discovering falls, injuries, and deaths. The center is conducting a coat, glove, and hat drive with approximately 200 people needing coats. A kids' closet provides clothes and food boxes to homeless families nominated by schools or churches, giving seniors opportunity to serve the community.

Widows Might

Char Malone, Co-founder, described services for widows from their 40s through age 92, noting they are the only organization providing widow-specific services in Prescott. One client has moved three times recently, illustrating housing instability. The organization, which became eligible for grants last year, relies

entirely on community support without a budget. The board collectively represents 43 years of widowhood experience, enabling peer support for women who did not choose widowhood.

Other Public and Health Services Presentations:

MATFORCE - Yavapai Re-entry Project

Clarissa Nelson, Program Coordinator, described working with formerly incarcerated individuals returning to Prescott and Yavapai County who lack housing, transportation, employment, food, and clothing. She reports increased referrals from probation officers and behavioral health agencies for homeless individuals. Transitional sober living facilities require upfront payment, which individuals leaving incarceration typically cannot provide. Transportation barriers prevent employment applications, and finding employers supporting second chances is challenging. The program partners with multiple agencies for food and clothing assistance. Housing remains the primary barrier, as even when transitional housing is accessed, individuals face unrealistic requirements like three times monthly rent for permanent housing.

Boys and Girls Clubs of Central Arizona

Alex Heinemann, Executive Director, clarified that despite having a national brand, the local Boys and Girls Clubs are an independent local nonprofit serving Prescott and Prescott Valley, not placed by the national organization. The club serves as preventative investment in youth, providing environments where young people develop values and skills to become productive citizens and future philanthropists. The organization serves 250-270 children daily year-round, operating more days than local school districts. He thanked the committee for funding the shared playground safety fence project.

NAZCARE Wellness Center

Greg Billi, CEO, described NAZCARE organization which serves people with serious mental illness, substance use disorders, low-income, and typically physical disabilities, providing day services including living skills, life skills, community integration, and transportation. The center also provides housing. Services keep participants stable, reducing demand on crisis services, inpatient care, and medical services while building social support networks.

Arizona Serve - AmeriCorps Program

Annie Haseley, Executive Director, described providing AmeriCorps members as human capital to nonprofits and public entities. Federal funding consolidation has reduced their funding 40-50% over the past year, while member needs have increased. The program has shifted to higher living stipends for fewer members. The member demographic has changed from recent college graduates seeking gap-year service to mid-career individuals pursuing graduate degrees while supporting families. Many current members need paid internships to complete degree requirements (like 700-hour nursing internships) while supporting 2-3 children. AmeriCorps matches community funding, so increased local support

multiplies available positions. The organization sees significant shift in who needs workforce development support.

Yavapai Humane Society

Greg Neneman, Board Member, presented information about animal welfare services. The organization holds contracts with Yavapai County, Prescott, and Prescott Valley for animal control services, operating the shelter for lost and found animals, owner surrenders, animal hoarding cases, and cruelty investigations. The organization provides animal medical services, spay/neuter programs, and animal vaccines for seniors, veterans, and low-income residents. They also board animals at reduced rates for seniors requiring hospitalization or medical care in Phoenix.

United Way of Yavapai County

Gary Janchik, Communications Manager, described United Way's 38 partner agencies and Center for Organizational Excellence program conducting eight annual courses, including two partnership sessions with ACF called Yavapai Connects. These courses address nonprofit accounting, HR development, board strengthening, and financial malfeasance prevention. The initiative responds to several local nonprofits experiencing preventable financial problems.

Northland Cares

Johnny Martinez, Executive Director of Northland Cares, leads a 501(c)(3) clinic providing comprehensive medical care, prevention, and wraparound services for people living with HIV/AIDS, Hepatitis C, and STIs in Yavapai County. As the county's only Ryan White service provider, Northland Cares offers free HIV testing, low-cost treatment, prevention services, and critical supports such as housing and food assistance that are essential for medication adherence and health stability.

Recent funding cuts have significantly reduced service capacity. A roughly 50% reduction in Ryan White funding forced staff and hours cuts, halving food assistance at a time of rising need. While HOPWA funding helps with rental assistance, it excludes one-time housing costs like deposits and moving expenses, creating major barriers. Client examples highlight these gaps amid an extremely tight housing market, where fair market rent for a one-bedroom is \$1,293 and affordable units are nearly unavailable.

Yavapai Exploration and Science

Amanda Voss, Founder and Executive Director, noted that by age seven, children decide whether they can do science, representing a critical opportunity gap since afterschool STEAM (Science, Technology, Engineering, Art, Math) programs are limited in Prescott. STEAM education develops critical thinking and problem-solving skills valued by employers. The organization has served 12,000 community members this year through 70 events, partnering with Prescott, Prescott Valley, and Chino Valley libraries to provide free programs. Research found very few consistent affordable STEAM opportunities locally. Schools

cannot meet these needs alone. Families actively seek these opportunities - the organization has served 16,000 community members in 18 months of operation. As a 100% volunteer-based organization currently using paid event revenue to subsidize free programs, they will seek grant support to sustain free programming.

Launchpad Teen Center

Catherine Robbins, Director of Fund Development, outlined comprehensive youth services for ages 12–18, including weekday afterschool drop-in programs, workforce development and internships, a youth-run café, outdoor adventure camps, and weekend excursions. Programs also include academic mentoring, school and tribal partnerships, youth leadership through a Teen Advisory Council, and mentoring for justice-involved youth. Fifty-seven percent of participants are from low- to moderate-income households, with many others from ALICE families facing housing and food insecurity. The All Access Pass provides fee scholarships, meals, and sack lunches, and demand for this support has increased 26% in five months.

Hope Incorporated

Timothy McGarvey, an Outreach Specialist with a consumer-run peer support provider, serves people with mental illness, substance use disorders, and criminal justice involvement across Yavapai County as part of the State Opioid Response team. He conducts community outreach in businesses, public spaces, and senior centers, connects individuals to detox and treatment services, partners with local organizations, and provides Narcan training and distribution. His work highlights the widespread impact of the fentanyl and heroin crisis, with businesses reporting frequent overdose-related concerns.

Public Comment:

Feather (Community Member)

She shared that on Tuesday, a friend attempted suicide and is currently stable in a crisis stabilization unit. The primary reason for this crisis is months of housing instability, living on her sister's couch. Her friend has disabilities, attends medical school to become a nurse, but cannot afford housing. Without affordable housing, she will continue struggling to live the life she wants.

Shea Richland (Senior Housing Resident)

Ms. Richland, a resident of a senior LIHTC property in Prescott, spoke on behalf of senior women living on fixed Social Security incomes who face immediate housing instability. Rents have risen about 10% annually while Social Security has increased only 2%, making housing unaffordable for residents—mostly women aged 60 to 100, many with disabilities and limited transportation. The Prescott Housing Needs Assessment identifies single women as having a “critical” housing need. Temporary grant assistance has helped some residents,

but many remain unsure how they will pay future rent. Shay called for greater awareness and rent stabilization to prevent senior homelessness.

Member Cutting asked whether housing organizations hold brainstorming meetings to discuss solutions beyond immediate funding. She expressed interest in exploring options like purchasing and renovating apartment complexes, creating walkable villages near services, or enhanced bus services.

Mr. McInnes confirmed conversations with council members about creating forums bringing together stakeholders including nonprofits, for-profit developers, and community partners to collaboratively address housing challenges. This remains a work in progress.

John Duncan (Northland Cares and community member) informed the committee about the Continuum of Care (CIP) organization that convenes monthly meetings of housing-related nonprofits for communication and coordination. CIP provides a network for sharing client care needs across agencies while maintaining necessary healthcare privacy protections. He encouraged committee members to attend CIP meetings, which alternate between agency-only and public-open sessions. CIP is organized through Catholic Charities in their board room. CIP also coordinates with US VETS, CCJ, Northland Cares, and other agencies on the annual Point in Time count, currently preparing for the upcoming count.

Mr. Duncan strongly encouraged Committee Members to conduct site visits with presenting organizations, noting that agencies welcome opportunities to show facilities and meet with executive directors, providing more detailed understanding than emails can convey.

**MOTION BY MEMBER HOWELL TO CLOSE THE PROGRAM YEAR 2026
COMMUNITY NEEDS WORKSHOP AND PUBLIC HEARING; SECONDED BY
MEMBER SAVOINI: (PASSED 6-0)**

4. STAFF UPDATES

Mr. McInnes announced that the Committee will not meet in December. The next meeting will be held in January during the middle of the application period. The grant application opens December 1, 2025 and closes January 31, 2026. Organizations that have never applied for CDBG should communicate directly with staff, as the HUD grant has specific requirements and staff can ensure applications have the best chance of success. A grant application how-to workshop video will be posted on the CDBG website (not mandatory but recommended). All information shared today will be recorded in the Annual Action Plan. Mr. McInnes encouraged first-time applicants to contact him directly to discuss project eligibility before investing time in applications.

5. ADJOURNMENT

There being no further business to discuss, Chair Suttles adjourned the meeting at 2:51 pm.

Mary Ann Suttles, Chair

ATTEST:

Michael McInnes, Staff Liaison



TO: MAYOR AND CITY COUNCIL
AGENDA: January 21 CDBG Citizens Advisory Committee
DATE: January 21, 2026
DEPT: Community Development
ITEM #: 3.B
SUBJECT: Presentation & Discussion Regarding the CDBG Program Year 2026 Process and Timelines.

ITEM SUMMARY

This item is for staff to present an overview of the Community Development Block Grant (CDBG) Program Year 2026 (PY26) application process and timelines. Committee Members will also review and discuss the CDBG ranking sheet.

BACKGROUND

The city is currently in the second year of its five-year Consolidated Plan (2025–2029), which establishes priority needs and funding strategies for its CDBG program. Committee Members are encouraged to review the Consolidated Plan and consider its goals and priorities when evaluating applications and making funding recommendations.

Applications for CDBG PY26 are currently being accepted and will close on January 30, 2026. As part of the evaluation process, the Committee will review the CDBG ranking sheet which is used to score and prioritize applications. Any recommended updates or refinements to the ranking criteria will be discussed at this meeting. The ranking sheet is included as Attachment A.

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. 2026 CDBG Applicant Ranking Sheet
2. Program Year 2026 Processes & Timelines Presentation

2026 CDBG Application Evaluation Worksheet

Organization's Name:	Reviewer's Name:	Type of activity or project?	
		Construction <input type="checkbox"/>	Public Service <input type="checkbox"/>
Can you fairly judge this application without a conflict of interest?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the project or activity benefit Low- and Moderate-Income persons?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the project or activity within the Prescott City limits?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

Criteria	Measure	Points Available	Reviewer Point Total
Project Description	The proposal clearly states the problem or need to be addressed.	20	
	Prescott residents served is clearly stated.	5	
	The project narrative is clear, concrete, and concise and how goals will be met.	15	

<i>Total Points:</i>		40	
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Organizational Capacity	Proposal describes experience with similar projects and / or programs.	10	
	Organization has previous experience with CDBG or other grant funding.	5	
	Organization demonstrates sufficient staff capacity to manage proposed project or program.	5	
	Past funding resources given.	5	
	Financial statements current and in good standing.	10	
	Project includes secured matching funds.	5	

<i>Total Points:</i>		40	
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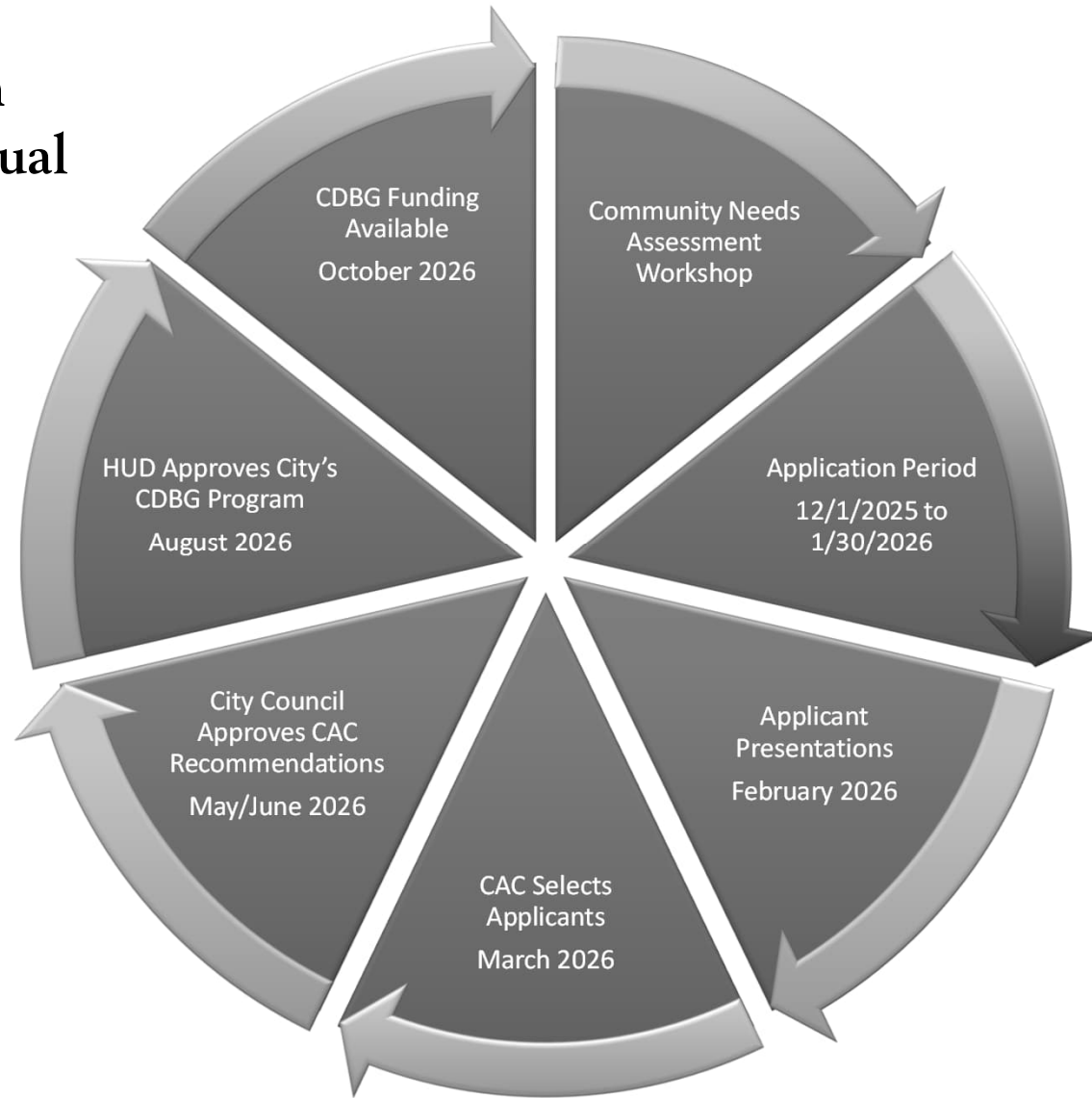
Project Budget and Timeline	Project Schedule is clear and includes quarterly breakdown.	10	
	Documents attached that describe program or project.	5	
	Budget is clear and accurate according to prescribed instructions.	5	

<i>Total Points:</i>		20	
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<i>Total Points:</i>		100	
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Reviewer Comments:

CDBG Program Year 2026 Annual Action Plan





CDBG Community Needs Workshop Wrap-up Discussion

2026 CDBG Application Evaluation Worksheet

Organization's Name:		Reviewer's Name:		Type of activity or project?	
				Construction <input type="checkbox"/>	Public Service <input type="checkbox"/>
				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Can you fairly judge this application without a conflict of interest?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the project or activity benefit Low- and Moderate-Income persons?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the project or activity within the Prescott City limits?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Criteria	Measure	Points Available	Reviewer Point Total		
Project Description	The proposal clearly states the problem or need to be addressed.	20			
	Prescott residents served is clearly stated.	5			
	The project narrative is clear, concrete, and concise and how goals will be met.	15			
Total Points:			40		

Organizational Capacity	Proposal describes experience with similar projects and / or programs.	10	
	Organization has previous experience with CDBG or other grant funding.	5	
	Organization demonstrates sufficient staff capacity to manage proposed project or program.	5	
	Past funding resources given.	5	
	Financial statements current and in good standing.	10	
	Project includes secured matching funds.	5	
Total Points:		40	
Project Budget and Timeline	Project Schedule is clear and includes quarterly breakdown.	10	
	Documents attached that describe program or project.	5	
	Budget is clear and accurate according to prescribed instructions.	5	
Total Points:		20	
Total Points:		100	

Reviewer Comments:

CDBG Program Year Timeline

- Friday, January 30th application period closes
- Wednesday, February 11th, applications available for pick-up
- Wednesday, February 18th, applicant presentations
- Wednesday, March 4th, Ranking Subcommittee Meeting
- Wednesday, March 18th, CAC Final Applicant Recommendation Meeting
- Wednesday, April 15th, CAC Meeting (Annual Action Plan)
- Wednesday, May 20th, CAC Meeting
- June 2026 Annual Action Plan presented to City Council for approval