

City of Prescott

CDBG Citizens Advisory Committee



February 18, 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 **February 18, 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 January 21, 2026 CDBG Citizen Advisory Committee Meeting.

Recommended Action: MOVE to approve the minutes as presented

B. Discussion & Action Regarding Appointment of Three Committee Members to the Program Year 2026 (PY26) Ranking Subcommittee.

Recommended Action: MOVE to appoint three Committee Members to the CDBG Ranking Subcommittee

C. Presentation & Discussion Regarding the Annual Presentations from the 2026 CDBG Program Applicants.

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

4. 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 2/12/26 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: February 18 CDBG Citizens Advisory Committee
DATE: February 18, 2026
DEPT: Community Development
ITEM #: 3.A
SUBJECT: Approval of Minutes from January 21, 2026
CDBG Citizen Advisory Committee Meeting.

ITEM SUMMARY

This item is for the approval of meeting minutes from January 21, 2026 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. January 21, 2026 CDBG Citizens Advisory Committee Minutes



Citizen Advisory Committee

January 21, 2026 | 1:30pm
201 N. Montezuma Street
Council Chambers, 1st Floor
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 (Excused)
Member Debbie Savoini

3. DISCUSSION & ACTION ITEMS

- A. Approval of Minutes from November 19, 2025, CDBG Citizen Advisory Committee Meeting (Community Needs Assessment Workshop).

Staff presented the minutes from the November 19, 2025 CDBG Citizens Advisory Committee meeting for approval.

During discussion, Member Cutting stated that the minutes did not reflect a discussion from that meeting regarding the possibility of creating a platform for local nonprofit organizations to post immediate community needs for public awareness. She recalled that the discussion included suggestions that such a platform could be hosted on the City's website and potentially supported through social media.

Staff confirmed the meeting was recorded and advised that the minutes could be amended to include the referenced discussion. At the request of the Committee, the following summary was identified as the substance to be added to the November 19, 2025 minutes: **Amended Summary Added to November 19, 2025 Minutes:** During the Community Needs Assessment Workshop, Member Cutting asked whether housing and service organizations engage in collaborative brainstorming sessions focused on long-term solutions beyond immediate financial assistance.

Mr. McInnes responded that staff has had preliminary conversations with City Council members regarding the creation of a forum that would bring together nonprofit organizations, for-profit developers, and other community stakeholders

to collaboratively discuss housing solutions, noting that this effort remains a work in progress.

Community member John Duncan of Northland Cares further informed the Committee about the Continuum of Care / CIP meetings, which convene housing-related nonprofit agencies for coordinated communication and problem-solving while respecting privacy requirements, and encouraged Committee Members to attend CIP meetings and conduct site visits with organizations to gain deeper understanding of community needs.

MOTION BY MEMBER HOWELL TO APPROVE THE MINUTES WITH AMENDMENT AS DESCRIBED; SECONDED BY MEMBER SAVOINI: PASSED (6-0).

B. Presentation & Discussion Regarding the CDBG Program Year 2026 Process and Timelines

Michael McInnes, Community Development Department, provided an overview of the CDBG Program Year 2026 application process and timeline. He reported that the application period opened on December 1, 2025 and will close on January 30, 2026 at 5:00 p.m. Applications are currently being received, with the majority typically submitted closer to the deadline. Following the close of the application period, staff will review submissions for eligibility and compliance with HUD national objectives.

Mr. McInnes explained that applicant presentations will take place at the February 18th, 2026 CAC meeting. While presentations are optional, they are strongly encouraged, and the Committee will have the opportunity to ask questions and request clarification regarding proposed projects. He noted that CAC recommendations to City Council will be made in March 2026.

Mr. McInnes also reminded the Committee that all current members' terms are expiring and encouraged members to reapply by the January 26, 2026 deadline if they wish to continue serving. He explained that new committee members are appointed by City Council and will receive an orientation from staff, with participation beginning later in the program cycle.

The Committee then provided feedback on the November 2025 Community Needs Assessment Workshop. Members generally expressed that the workshop was valuable and informative. Suggestions included providing committee members with a list of presenters and their organizational affiliations in advance to improve clarity during the meeting. Members also discussed prior outreach efforts that used interactive tools such as text-based ranking and visual summaries, noting those methods were effective in gathering community input.

The Committee discussed the application review and presentation process for the upcoming funding cycle. Topics included the importance of staff screening

applications for completeness and responsiveness, limiting applicant presentation time to ensure fairness and efficiency, providing applicants with a structured outline to guide presentations, and using visual or timing tools to help presenters manage their allotted time. Staff noted that presentation time limits have historically been enforced and committed to continuing to manage time closely.

The Committee reviewed the 2026 CDBG Application Evaluation Worksheet and discussed potential refinements. Discussion included the clarity and consistency of financial information provided by applicants, how organizational capacity and reserves are evaluated, confirmation that the application includes a question regarding acceptance of partial funding awards, potential adjustments to point allocations within the Organizational Capacity section, and the idea of adding comment sections under individual scoring categories rather than a single comment section at the end of the form.

Staff explained that applicants submit a standardized budget template and provide financial statements and audits as part of the application. CDBG funds are reimbursed only after eligible expenses are incurred, that projects generally have up to three years to complete, and that any unspent funds are returned to the program for future use if a project does not move forward.

Public Comment

Gary Warab, a Prescott resident, addressed the Committee regarding alternative restroom solutions for the Community Nature Center. He described lower-cost, ADA-compliant composting restroom systems that have been successfully implemented in other locations and suggested that flexible design options could reduce overall project costs. Committee members acknowledged the comments and clarified that decisions regarding project implementation and facility design are the responsibility of City departments rather than the Citizens Advisory Committee.

Mr. McInnes reviewed the Program Year 2026 timeline, including key dates for application closure, distribution of applications to Committee members, applicant presentations, ranking subcommittee meetings, final funding recommendations, and subsequent Annual Action Plan meetings. Committee members were asked to submit completed ranking forms by Friday, February 27, 2026.

4. STAFF UPDATES

Mr. McInnes provided staff updates, including a reminder that CAC reappointment applications are due January 26, 2026. He stated that staff would follow up with the City Clerk's Office regarding confirmation notices. He also informed the Committee that he will attend a CDBG-related conference and conduct Hill visits in Washington, D.C. in early February, including a scheduled meeting with Representative Eli Crane's office. He noted that conference topics are expected to include down payment assistance and other HUD program updates, and that he will report back to the Committee following the conference.

5. ADJOURNMENT

There being no further business to discuss, Chair Suttles adjourned the meeting at 2:19 pm.

Mary Ann Suttles, Chair

ATTEST:

Michael McInnes, Staff Liaison



TO: MAYOR AND CITY COUNCIL
AGENDA: February 18 CDBG Citizens Advisory Committee
DATE: February 18, 2026
DEPT: Community Development
ITEM #: 3.B
SUBJECT: Discussion & Action Regarding Appointment of Three Committee Members to the Program Year 2026 (PY26) Ranking Subcommittee.

ITEM SUMMARY

This item is for the Committee to establish a Subcommittee of three CDBG Citizens Advisory Committee Members that will meet at a future date (prior to the March 18, 2026 Voting Meeting) to rank applicant submissions. This Subcommittee will present their rankings of CDBG applicants to the balance of the Committee at the March 18, 2026.

BACKGROUND

The Citizens Advisory Committee (CAC) forms a 3-member Subcommittee annually to review, assess, and rank the organizations applying for Community Development Block Grant (CDBG) funding. The Subcommittee will develop priority funding recommendation rankings of all applicant proposals to present to the full CAC Committee at the scheduled March 18, 2026 Voting Meeting. During this session, the Subcommittee will share their evaluation findings and overall CDBG applicant rankings. Afterward, the full CAC will discuss any questions on the process before holding a majority vote to establish the final approved order of the funding candidates.

FINANCIAL IMPACT

There is no fiscal impact associated with this item.

RECOMMENDED ACTION

MOVE to appoint three Committee Members to the CDBG Ranking Subcommittee

ATTACHMENTS

None



TO: MAYOR AND CITY COUNCIL
 AGENDA: February 18 CDBG Citizens Advisory Committee
 DATE: February 18, 2026
 DEPT: Community Development
 ITEM #: 3.C
 SUBJECT: Presentation & Discussion Regarding the Annual Presentations from the 2026 CDBG Program Applicants.

ITEM SUMMARY

This item is for nineteen (19) organizations to present the funding request presentations as follows:

AGENCY	APPLICATION TYPE	PRESENTER
Parks and Recreation	Construction	TBD
Community Development	Public Service/Construction	Michael McInnes
Public Works	Construction	Eric Sparkman
Wrapped in Love Diaper Bank	Public Service	Lori Deusch
Chicanos Por La Causa	Public Service	Tina Boden
Euphemedia	Public Service	Richard Shope
Firemedx International	Public Service	Kenneth Rhodes
NAMI Yavapai County	Public Service	Nicole Reesman
Northland Cares	Public Service	John Duncan
People Who Care	Public Service	Barry DeKemper
Polara Health	Public Service	Deanna Eder
The Launch Pad	Public Service	Catherine Robbins
Salvation Army	Public Service	Emily Reed
Village of Hope	Public Service	Lindsay Chatham
Widow's Might	Public Service	Char Malone
YES!	Public Service	Amanda Voss
The Center	Construction	Kathy McFadden
Agape House	Construction	Becky Mitchell
CCJ	Construction	Allison Lenocker
NAZCARE	Construction	Greg Billi
Polara Health	Construction	Cindy Brown
Prescott Cupboard Food Bank	Construction	Joseph Jenkins

US VETS	Construction	Bryan Campbell
USA Housing Inc	Construction	William Spreitzer
Woda Cooper Development	Construction	Omer Sarig

BACKGROUND

The Citizen Advisory Committee will hear CDBG funding presentations from nineteen organizations proposing projects or activities. Each presentation will be 5 to 7 minutes long, providing background on the requesting group, summarizing the community needs to be addressed, outlining the proposed project, specifying the funding amount sought, and noting the expected impact. After each overview, committee members will have time to ask questions regarding the presentations that fit CDBG priorities.

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 Score Sheet
2. Applicant Presentations

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			

Reviewer Comments:

Organizational Capacity	Financial statements current and in good standing.	10		
	Proposal describes experience with similar projects and / or programs.	5		
	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		
	Project includes secured matching funds.	5		
	Applicant will accept a partial award.	5		
<i>Total Points:</i>		40		

Reviewer Comments:

2026 CDBG Application Evaluation Worksheet (page 2)

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	
<i>Total Points:</i>		100	

Reviewer Comments:

City Departments

Parks and
Recreation

Community
Development

Public Works

Dexter Neighborhood Flood Mitigation

- Project Goals: Improve quality of life for the residents of the Dexter Neighborhood
- Wilson & Company providing design professional design services
- Budget: Design \$149,907, Construction \$1.5M-1.7M
- Timeline: Complete design end of FY26, Construction FY27/FY28
- Expected Impact: Reduction of flooding in this historically low-income, underserved area.

Presented by: Eric Sparkman, P.E., CFM
Drainage Engineer



Dexter Neighborhood Flood Mitigation



Questions?



Photograph 1-4. Flood mitigation measures (sand bags) by resident. Located on Lincoln Avenue, south of Merritt Street.



Photograph 1-3. Intersection of Lincoln Avenue and Merritt Street (view to the southeast). Storm event on October 3rd, 2022.



Photograph 1-8. Property flooding on Lincoln Avenue, south of Merritt Street (August 10th, 2021).

Public Service Applicants

Wrapped in Love
Diaper Bank

Salvation Army

People Who Care

Euphemedia

YES!

New Horizons

NAMI Yavapai
County

Firemedx
International

The Launch Pad

Northland Cares

Village of Hope

Widow's Might

Chicanos Por La
Causa

Wrapped in Love Diaper Bank

Chicanos Por La Causa

Euphemdia



Firemedx International



NAMI Yavapai County

Northland Cares



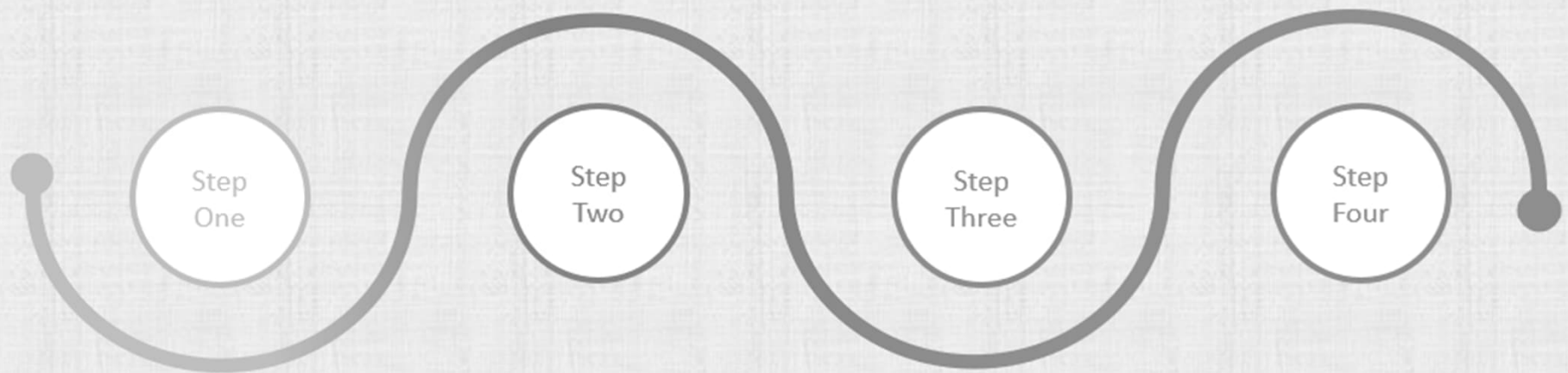
Northland Cares

John Duncan
Development Coordinator

Servicing all Northern Arizona for
HIV/AIDS & STI Education,
Prevention, & Care.

- Founded in 2002
- 501c3 Non-Profit Organization
- Two Clinics: Prescott Valley and Cottonwood Arizona
 - Fast, Free and confidential HIV Testing, Counseling and Education
 - Medical Case Management
 - PEP and PrEP Navigation
 - AIDS Drugs Assistance Program
 - Outpatient HIV and STI medical Care
- Ryan White Medical, Dental, and Other Supportive Services
- Housing Opportunities for Persons With AIDS/HIV (HOPWA)
 - Tenant Based Rental Assistance (TBRA)
 - Short Term Rental Mortgage Utilities (STRMU)

Northland Cares Path



Step One

Step Two

Step Three

Step Four

TESTING

Through Outreach, Education, Prevention and Testing we can get people on the Northland Cares Path

MED Navigation

PEP/PrEP Navigator and AIDS Drugs Assistance Program we offer our clients low to no cost for life saving medications

Specialty Care

Outpatient HIV Medical Care
Mental Health, Dental &
Personal Case Management
moves our clients towards better health and selfcare

U=U

The goal making our clients
Undetectable = Untransmittable

95–98%

Viral Suppression
(U=U)
vs. 79% Yavapai County
(highest in AZ)

71

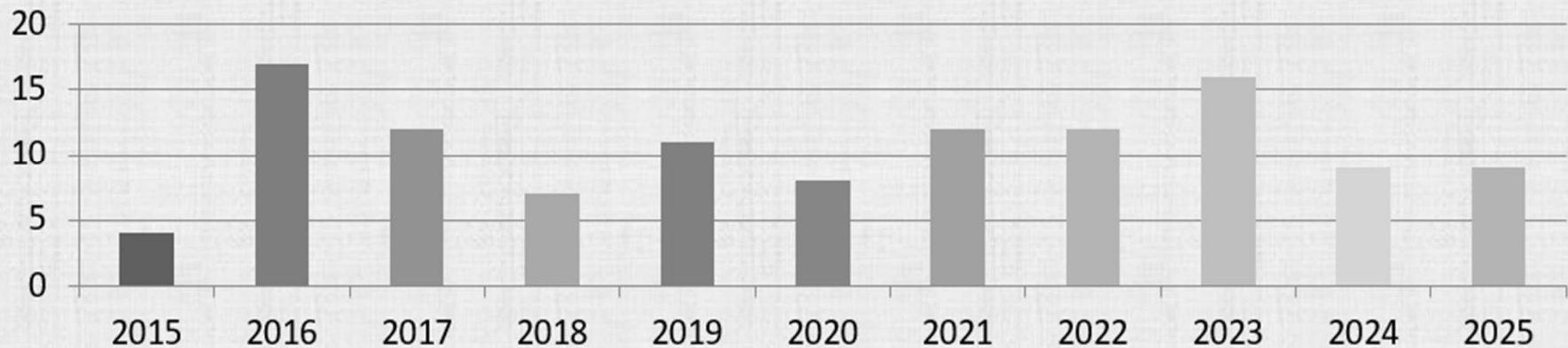
Prescott-area clients served
Part of 291 unduplicated clients
across central & northern Arizona

Integrated Client Services

- Medical care
- Behavioral health
- Case management
- Housing navigation
- HIV prevention & PrEP/PEP

New HIV Cases in Yavapai County (2015–2025)

New HIV Cases



Source: Yavapai County reported new HIV diagnoses by year

People Who Care

Polara Health

The Launch Pad

Salvation Army

Village of Hope

Widow's Might



YES!



STEAM Lab

Prescott Public Library







STEAM Students learn to:

- Identify Problems
- Brainstorm, Test and Refine Solutions
- Collaborate with Peers

By the Numbers:

- 317 community members served
- 15 free events
- More events on the schedule!

Public Service Applicants

The Center

Agape House

CCJ

Polaris Health

Community
Cupboard Food
Bank

US VETS

Woda Cooper
Development

USA Housing

NAZCARE



The Center

Agape House



At "Agapeville" apartments, families have a beautiful, safe, and a stable place to call home to start rebuilding their lives.



Agape House of Prescott
Transforming Lives
AgapeHousePrescott.org
(928) 910-1089



AGAPE HOUSE OF PRESCOTT

Thank you Prescott! 9-Unit Apartment Renovated!

57 families
35 babies
97 children
71 adults



PROUD OF OUR FAMILIES!



Pathway to Independence

We teach the PATHWAY to Independence. First, we provide stability within the first 30 days, then they progress and take care of personal wellness. After self-confidence has been added into the equation, Agape House begins to teach life-skills and end with a plan for a sustainable independent future.

Independence

Life Skills

- Focus on discipleship to strengthen relationship with God.
- Life Skills and External Health.
- Begin re-entry, debt reduction, healthy choices with mentor guidance.
- Find support group.
- Making better choices in healthy relationships.

Sustainability

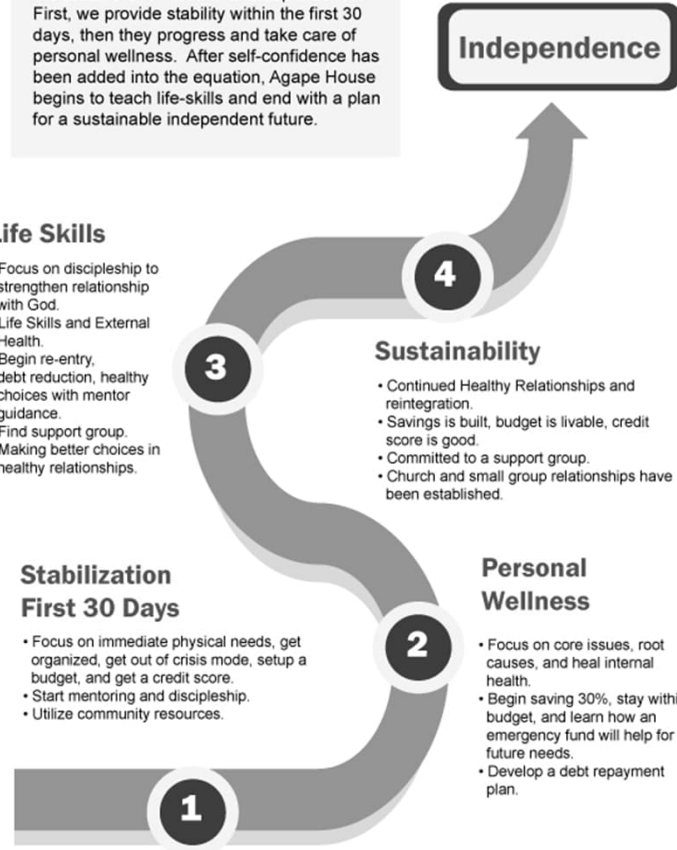
- Continued Healthy Relationships and reintegration.
- Savings is built, budget is livable, credit score is good.
- Committed to a support group.
- Church and small group relationships have been established.

Stabilization First 30 Days

- Focus on immediate physical needs, get organized, get out of crisis mode, setup a budget, and get a credit score.
- Start mentoring and discipleship.
- Utilize community resources.

Personal Wellness

- Focus on core issues, root causes, and heal internal health.
- Begin saving 30%, stay within budget, and learn how an emergency fund will help for future needs.
- Develop a debt repayment plan.





Confident We Could Find Jobs and Save Money!



THANK YOU.....
FOR WALKING WITH US!

Most Expensive Key Ever!



Coalition of Compassion and Justice

NAZCARE

Polara Health



Prescott Cupboard Food Bank

US VETS

USA Housing

INCLUDED

DISHWASHER

DISPOSAL

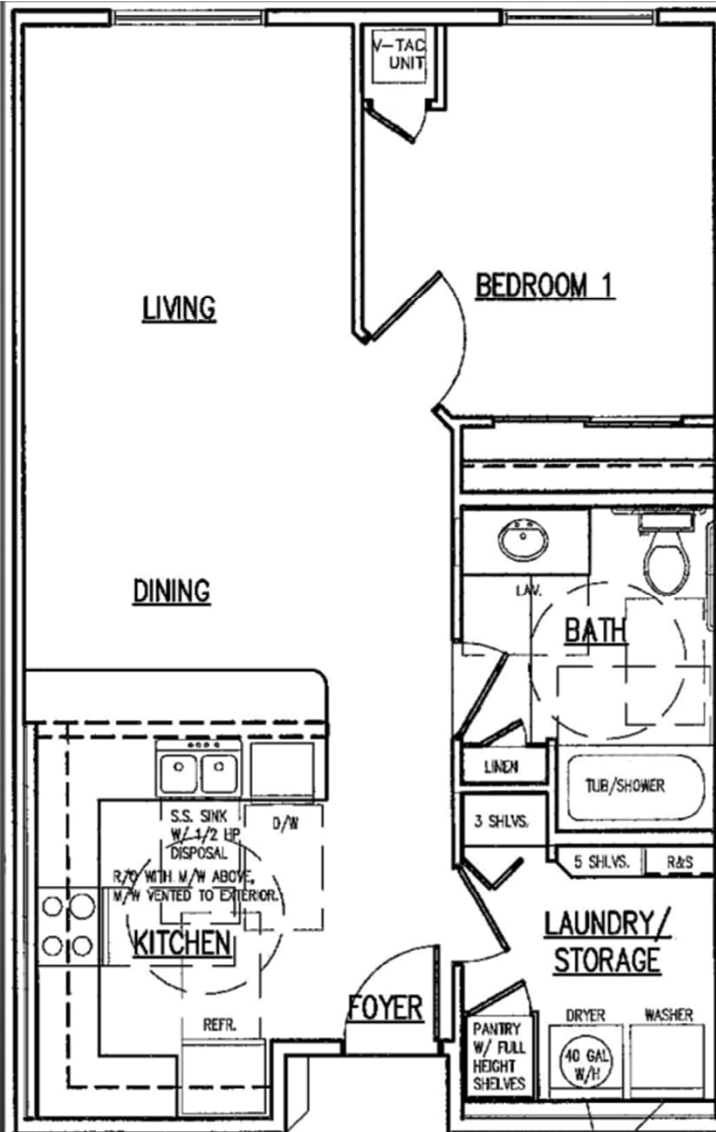
MICROWAVE

REFRIGERATOR

WASHER

DRYER

COMMUNITY WIFI



42 Units

One-Bedroom

735 S.F.

RENTS

(BASED ON 2025 RENTAL LIMITS)

60% AMI – \$ 952

50% AMI – \$ 782

40% AMI – \$ 612

BRADSHAW III SENIOR COMMUNITY

121 BRADSHAW DRIVE

50+ YEARS

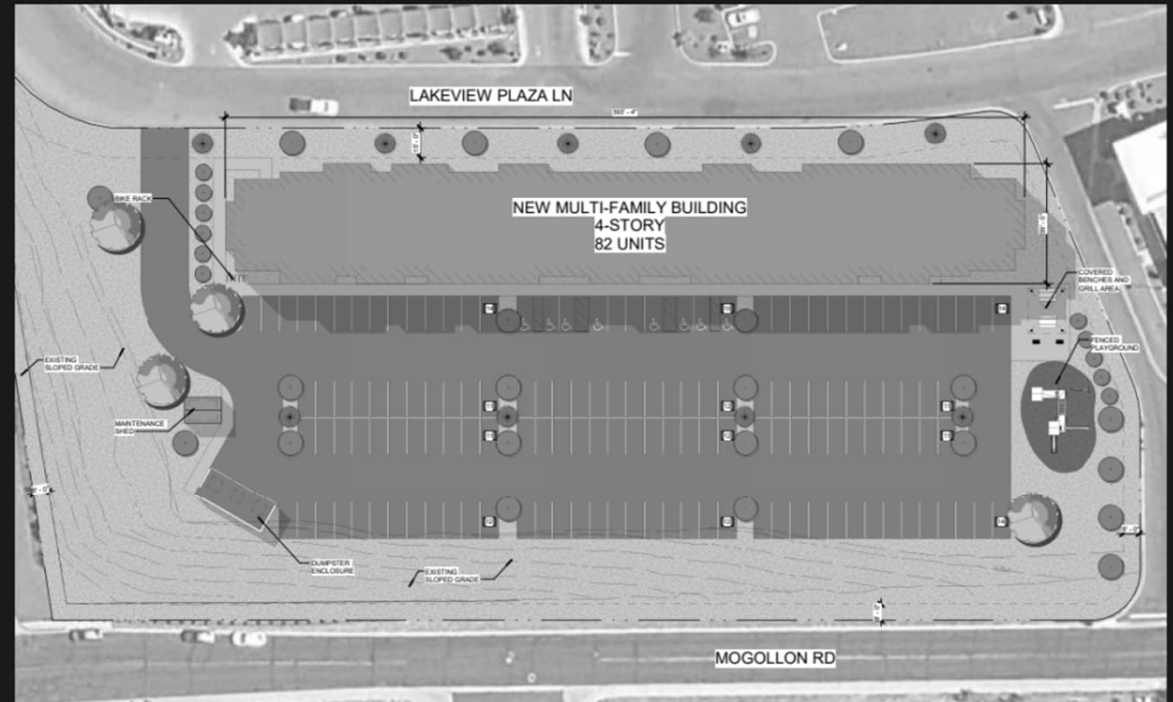
OF AFFORDABLE SENIOR HOUSING



Woda Cooper Development

LAKEVIEW GROVE

- 4-story building
- 82 units
 - 40 one-bedroom
 - 22 two-bedroom
 - 20 three-bedroom
- Serving 30-80% AMI
- Amenities
 - Elevator
 - Grill area
 - Playground
 - Fitness center



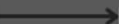
3111 Lakeview Plaza Lane, Prescott, AZ

WODA COOPER COMPANIES

- Founded in 1990
- Vertically integrated employee-owned company
- 365+ communities
- Over 120 Green Certifications including 10 Platinum Certifications
- Committed to long-term ownership



DEVELOPMENT



CONSTRUCTION



PROPERTY MANAGEMENT



HOUSING NEEDS

More than half of Prescott renters are cost-burdened

Over 52% of renter households in Prescott spend more than 30% of their income on housing, equating to roughly 4,000 cost-burdened renter households citywide

Market rents exceed what 30–80% AMI households can afford

Market rents exceed affordable levels by 70–190%, leaving low- and moderate-income households with no viable options.

82 units address only a fraction of documented need

With 4,000 cost-burdened renter households in Prescott, an 82-unit attainable housing project serves about 2% of existing need.

