

## **Citizen Advisory Subcommittee**

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March 5, 2026 | 11:00 am  
201 N. Montezuma Street  
Council Chambers, 1<sup>st</sup> Floor  
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

**3. DISCUSSION & ACTION ITEMS**

- A. Presentation, Review & Discussion Regarding the CDBG Program Year 2026 Applicants.

Staff Liaison, Michael McInnes, provided an overview of the Program Year 2026 CDBG application review process and the materials provided to the subcommittee.

Mr. McInnes explained that the subcommittee's purpose was to review the applications and develop funding recommendations for the full Citizens Advisory Committee. Members referred to the scoring summaries and ranking spreadsheets throughout the discussion.

Chair Suttles opened the discussion and invited members to review the rankings and discuss priorities before determining recommended funding allocations.

Mr. McInnes noted that approximately \$39,000 was anticipated to be available for Public Service activities based on the projected annual allocation.

Member Jinger Cutting stated that during the past month she had spent significant time reviewing community needs and attending housing-related meetings, including a regional meeting focused on "Missing Middle" housing. She stated that housing was consistently identified as one of the most pressing issues facing Prescott residents, particularly for low- and moderate-income households.

Member Cutting explained that her review of the Public Service applications focused on programs that directly or indirectly support housing stability, employment opportunities, or services that help individuals transition into stable housing situations.

Member Cutting also noted that while the committee's scoring sheets provide a structured framework, the scoring system may not fully reflect the current priorities or community impact of certain programs, as many organizations receive high scores simply by completing the application requirements.

Chair Suttles acknowledged that the ranking sheets are a guide but that committee discussion and community priorities are also considered when forming recommendations.

Mr. McInnes added that the ranking sheet has been reviewed and modified in prior years, but it remains difficult to create a scoring system that fully captures all program impacts, and the committee's discussion helps provide additional context.

Following discussion of priorities, the subcommittee began reviewing applications starting with the lower-ranked proposals on the summary spreadsheet.

Programs discussed during this stage included:

- Widow's Might
- Village of Hope
- Chicanos Por La Causa
- Yavapai Exploration & Science (Library STEAM Program)
- Northland Cares
- Polara Health

Members discussed program scope, service area, and whether the programs primarily served low- and moderate-income residents within Prescott.

#### **Yavapai Exploration & Science (Library STEAM Program)**

Vice Chair Evans noted that while the program provides educational programming for youth, it may be difficult to determine whether participants are low- and moderate-income Prescott residents, as the library serves individuals from neighboring communities as well.

Member Cutting also noted that similar STEM programming is available through local schools and expressed concern that the program may not directly address the most pressing community needs identified during the review process.

Members agreed not to recommend funding for this program.

#### **Northland Cares**

Members acknowledged the organization's important work but noted that the program did not align as closely with the subcommittee's focus on housing-related services.

The subcommittee agreed not to recommend funding for this application.

### **Polara Health – Senior Peer Program**

The subcommittee discussed the proposed Senior Peer Program.

Member Cutting stated that while the program provides beneficial services, she did not believe it aligned with what she viewed as the most urgent needs currently facing Prescott residents, particularly the need for housing support.

After discussion, the subcommittee did not recommend funding for the application.

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### **Firemedx International – Workforce Reentry Program**

Member Cutting spoke in support of the Firemedx International program, explaining that it provides housing, job training, and employment opportunities for formerly incarcerated individuals transitioning back into the community.

Members discussed comments included in the application review regarding the portion of funding that would support staff salaries. Members acknowledged that staffing costs are often necessary to operate new or expanding programs.

Chair Suttles stated that while the request amount might require adjustment, the program appeared to provide valuable services that support housing and employment stability.

### **People Who Care – Transportation Program**

The subcommittee discussed the transportation services provided by People Who Care, which support seniors and individuals with disabilities.

Vice Chair Evans noted that the organization performs important work in the community, particularly assisting residents with limited mobility and vision impairments.

Member Cutting acknowledged the value of the program but noted that the organization appears to have multiple funding sources and owns its facility, and suggested that the funding level could potentially be reduced while still supporting the program.

Members agreed the program remained important but considered recommending less than the requested amount.

### **Wrapped in Love Diaper Bank**

Members discussed the organization's request to support the diaper bank program serving low-income families.

Members noted that the request amount was relatively small and that the program provides direct assistance to families with young children, and agreed it would be appropriate to provide funding.

### **The Salvation Army – Winter Warm Up Program**

Members discussed the Salvation Army's proposal and noted that the organization had not applied for CDBG funding in recent years.

Members agreed the program provides important assistance to residents during colder months and should receive funding support.

### **The Launch Pad Teen Center**

Members discussed the services provided by the Launch Pad Teen Center, including youth programming, literacy support, and meal programs.

Members acknowledged the positive impact of the program but noted that it does not directly address housing needs, which was identified as the subcommittee's primary priority.

Members agreed to recommend partial funding.

### **Development of Public Service Funding Recommendations**

Staff assisted the subcommittee in reviewing potential funding scenarios using a spreadsheet that tracked allocations against the available Public Service funding amount.

Members adjusted proposed funding levels and discussed the balance between supporting multiple programs and maintaining meaningful funding levels. After discussion, the subcommittee reached consensus on the following funding recommendations:

<b>Organization</b>	<b>Recommendation</b>
People Who Care	\$12,000
Wrapped in Love Diaper Bank	\$5,000
Salvation Army	\$7,000
Launch Pad Teen Center	\$5,000
Firemedx International	\$10,000

The subcommittee then reviewed Construction project applications. Members again referred to the application summary spreadsheet and scoring sheets during the discussion.

Members noted that projects supporting housing stability, safety improvements, or services for low-income residents were important considerations when developing recommendations.

During discussion of housing-related applications, members reviewed proposals submitted by private housing developers seeking CDBG assistance in support of affordable housing projects.

Members noted that this is the first time the committee has been approached by a private developer seeking CDBG funding primarily to support a competitive financing application.

Members were concerned that CDBG funds could potentially be committed to projects that may not proceed if the developers are not awarded tax credit funding, which could result in the funds remaining unused for an extended period.

Mr. McInnes confirmed that the developer applications involved requests for both a grant and a loan, and that the loan funds would be repaid to the CDBG program as program income if the project proceeded.

Members discussed the potential timelines associated with such developments, noting that projects receiving tax credit funding may take several years to complete due to financing, design, and permitting processes.

During discussion, members also considered the limited funding available through the City's CDBG allocation and the significant number of competing applications.

Following discussion, members expressed concern that the developer applications involved timelines that may not align with the CDBG program year schedule and that the projects relied heavily on external funding decisions.

Member Cutting requested that the record reflect that the developer applications were not being advanced due to timeline constraints and uncertainty associated with the external funding process.

Members agreed that the committee should prioritize projects that could directly deploy funds to benefit low- and moderate-income residents within the program year.

#### **NAZCARE – New Hope Housing Roof Replacement**

Members noted that a similar request had been made in a prior funding cycle and that the organization had previously been encouraged to explore more cost-effective roofing alternatives.

Due to limited CDBG funds and competing priorities, the subcommittee did not recommend the project for funding.

#### **Adult Center of Prescott – ADA Restroom Accessibility Project**

Chair Suttles recused herself from discussion.

Members Cutting and Evans discussed the proposed ADA restroom accessibility project at the Adult Center. During discussion, members expressed different opinions regarding the appropriate funding level.

Two different recommendations were noted:

- **\$5,000 (recommended Member Cutting)**
- **\$30,000 (recommended by Vice Chair Evans)**

Both recommendations were forwarded for consideration by the full Citizens Advisory Committee.

#### **City of Prescott Parks and Recreation – ADA Bathroom**

Members noted that partial funding had been awarded for related work in a previous year but expressed concern about committing additional CDBG funds given the limited funding available and competing housing-related priorities.

Following discussion, the subcommittee did not advance the project for funding consideration.

#### **City of Prescott Public Works – Dexter Neighborhood Flood Mitigation**

The subcommittee reviewed the City of Prescott Public Works request for funding related to flood mitigation improvements in the Dexter Neighborhood.

Members acknowledged the flooding issues affecting the area but discussed whether the project was more appropriately addressed through City infrastructure funding rather than CDBG program funds.

Given the limited funding available and competing priorities focused on housing and direct services, the subcommittee did not recommend the project for funding.

#### **Polara Health – Facility Improvements**

Member agreed to recommend the reallocation of past awarded funds to new project (Haddon House project PY 2025)

Members discussed facility improvements supporting services for children and families.

**Recommendation:** \$5,000

#### **U.S. VETS – Campus Security Access Improvements**

Members acknowledged the importance of the services provided by U.S. VETS and noted that CDBG funding had supported housing development at the facility in previous years.

Given the limited funding available and competing priorities focused on housing creation and other direct housing needs, the subcommittee did not advance the project for funding consideration.

**Coalition for Compassion and Justice – Manufactured Home Replacement**

Members discussed the project request related to the replacement of a manufactured home in the Kodiak Mobile Home Park. Concern from members regarding only one LMI household being served.

**Recommendation:** \$5,000

**City of Prescott – Down Payment Assistance Program**

Members discussed the City's Down Payment Assistance Program, a pilot program, with the goal of assisting low- and moderate-income households with home purchases.

Members noted the program would help address housing affordability challenges within Prescott.

**Recommendation:** \$50,000

**Prescott Chamber of Commerce Foundation – Minor Home Repair Program**

Members discussed the Minor Home Repair Program, which assists low-income homeowners with needed repairs to remain safely in their homes.

Members noted the program has a strong history of serving Prescott residents.

**Recommendation:** \$30,000

**Agape House – Prescott Facility Improvements**

Members discussed improvements proposed for the Agape House facility, which provides transitional housing services.

Members agreed the project strongly aligned with the subcommittee's housing priority.

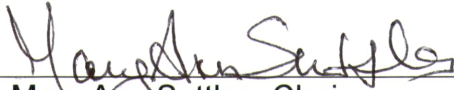
**Recommendation:** \$50,000

Chair Suttles heard Public Comment:

Councilmember Ruby addressed the subcommittee and expressed appreciation for the committee's efforts reviewing the applications and discussing community needs.

**4. ADJOURNMENT**

There being no further business to discuss, Chair Suttles adjourned the meeting at 12:30 pm.

  
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Mary Ann Suttles, Chair

ATTEST:

  
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Michael McInnes, Staff Liaison