

City of Prescott

CDBG Citizens Advisory Committee



August 19, 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 **August 19, 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 the May 20, 2026 CDBG Citizen Advisory Committee Meeting.

Recommended Action: MOVE to approve the minutes as presented

- B. Presentation & Discussion Regarding the Program Year 2025 Consolidated Annual Performance Evaluation Report (CAPER).

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

- C. Presentation & Discussion Regarding Possible Modifications to the Citizens Advisory Committee Applicant Ranking Sheet.

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 8/13/26 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: August 19 CDBG Citizen Advisory Committee
DATE: August 19, 2026
DEPT: Community Development
ITEM #: 3.A
SUBJECT: Approval of Minutes from the May 20, 2026
CDBG Citizen Advisory Committee Meeting.

ITEM SUMMARY

This item is for the approval of meeting minutes from May 20, 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. May 20, 2026 CDBG Citizens Advisory Committee Minutes

City of Prescott
Citizen Advisory Committee

May 20, 2026 | 1:30 PM
201 N. Montezuma Street
Council Chambers, 1st Floor
Prescott, AZ 86301

MINUTES

1. CALL TO ORDER

Chair Mary Ann Suttles called the meeting to order at 1:30 p.m.

2. ROLL CALL

Chair Mary Ann Suttles

Member Jinger Cutting (absent for Item 3.A; arrived during Item 3.B)

Member Betsy Howe

Member Dan Hurlbert

Member Deborrah Miller

Member Debbie Savoini

Member Denise Mitten

Also present: Michael McInnes, CDBG Coordinator and Staff Liaison. Councilman Jay Ruby, Council Liaison, arrived during Item 3.B. Sheri Heiney, Prescott Chamber of Commerce Foundation, was present for Item 3.C.

3. DISCUSSION & ACTION ITEMS

A. Approval of Minutes from April 15, 2026 CDBG Citizen Advisory Committee Meeting.

Prior to the vote, Member Howe noted for the Committee's information that the Workforce Housing Committee had been disbanded, and that of the eleven recommendations it made to City Council, four were adopted. Member Howe asked that Mr. McInnes distribute a copy of the recommendations to the Committee to inform future planning.

MEMBER MILLER MOVED TO APPROVE THE APRIL 15, 2026 MINUTES AS PRESENTED. SECONDED BY MEMBER MITTEN. PASSED 6-0. (MEMBER CUTTING ARRIVED AFTER THE VOTE.)

B. Presentation & Discussion Regarding the Program Year 2026 Annual Action Plan, Multi-Year CDBG Award History, and Subrecipient Expenditure Status.

Mr. McInnes reviewed the Program Year 2026 CDBG cycle. He noted that the Committee's March 18, 2026 funding recommendations are reflected in the Annual Action Plan, which will go before City Council at its voting session on Tuesday, May 26th, 2026.

Mr. McInnes explained that following Council approval, the Annual Action Plan is submitted to HUD for review, a process that typically takes about 60 days, with a final approval letter expected in August and the Mayor's signature to follow. CDBG funding is typically received in October, with the next annual cycle beginning in November with the Community Needs Workshop.

Mr. McInnes then reviewed the status of CDBG funding balances by program year. He reported that the Prescott Cares (CDBG-CV) COVID-19 relief allocation of \$427,000, received in 2020, has been drawn down to an ending balance of approximately \$1,500.

For Program Year 2025, Mr. McInnes reported that public service activities — People Who Care, New Horizons Transportation, and Wrapped in Love Diaper Bank — are on pace to be expended by the June 30 program year deadline. Construction projects, which are generally given up to three years to complete, are also progressing: the Prescott Community Cupboard Food Bank renovation and the Agape House project are complete, and the Public Works drainage study on Dexter Street is complete. The Community Nature Center restroom project (Parks and Recreation) is still seeking additional funding, and the Launchpad project is nearing completion, expected in June.

Member Howe asked about the status of the Boys and Girls Club fencing project; Mr. McInnes confirmed the project is complete, noting that although \$30,000 was originally requested, the final project cost was approximately \$5,000, and the unspent balance will return to the CDBG program for future allocation.

Member Cutting noted the importance of subrecipients obtaining thorough cost estimates or bids before submitting funding requests, so that CDBG funds are not over-allocated relative to actual project need. Mr. McInnes agreed this is a consideration for future funding cycles and noted that staff works with applicants to obtain multiple bids where possible ahead of Committee review.

For Program Year 2024, Mr. McInnes reported that the Minor Home Repair Program is well funded and active, with a per-project cap of \$5,000. The Coalition for Compassion and Justice (CCJ) manufactured home replacement project is still seeking additional funding; Mr. McInnes noted he has a meeting scheduled this week to discuss next steps. The Adult Center storage addition project has available funding, with a possible delay related to an expansion of project scope. Mr. McInnes also noted that \$5,000 originally allocated to Polara Health was redirected to a different facility on Cortez Street rather than the Hatten House. In response to a question about the remaining term for Program Year 2024 projects, Mr. McInnes confirmed the Committee's general three-year completion target, noting that the U.S. VETS VA campus project was an exception that extended beyond three years due to its complexity.

For Program Year 2023, the New Hope Wellness Center project is nearing completion, with final completion expected by the end of summer.

Mr. McInnes presented a summary of top subrecipients by CDBG award since Program Year 2020, including Prescott Cares (CDBG-CV) awards.

Member Cutting asked for clarification around funding to US VETs. Mr. McInnes confirmed that the total shown for U.S. VETS includes both CDBG-CV funding used for meals for veterans on the VA campus and CDBG funding for the renovation of officer quarters, including appliance purchases; those units are now fully occupied.

Mr. McInnes presented HUD's FY2026 income limits for the Prescott/Yavapai County area, noting the 80% Area Median Income (AMI) threshold as the level CDBG funding is intended to target.

Member Howe asked whether this information could be incorporated into the Committee's subrecipient evaluation/ranking sheet to better assess an applicant's target population. Mr. McInnes agreed to note this for consideration when the ranking sheet is revisited later in the year.

In response to a related question regarding LMI (low- and moderate-income) requirements from Member Savioini, Mr. McInnes confirmed that for construction and housing projects, at least 51% of those benefiting from a project must meet the LMI threshold.

Mr. McInnes also reviewed HUD's timeliness ratio, which measures the pace at which a grantee spends its CDBG funds relative to other Arizona CDBG communities; a ratio above 1.5 triggers a HUD audit. He reported that the City has consistently remained below the 1.5 threshold, indicating the City is on pace with HUD expectations.

This item was for presentation and discussion only. No action was taken.

C. Presentation & Discussion Regarding an Update on the Minor Home Repair Program and the Prescott Cares Program.

Sheri Heiney, of the Prescott Chamber of Commerce Foundation, presented an update on the Minor Home Repair Program. She described the program's application and qualification process, including HUD eligibility screening, an environmental review conducted by Mr. McInnes to confirm the property is within city limits and not in a flood zone, and a joint site visit with a City building inspector to develop a scope of work, which is then bid out to contractors. Mrs. Heiney noted the program provides grants of up to \$5,000 for repairs such as electrical, plumbing, accessibility modifications, smoke detectors, and water heaters, and confirmed the program serves owner-occupied homes only; applicants must demonstrate paid property taxes and current homeowner's insurance.

In response to a question from Member Miller, Mrs. Heiney stated that rising project costs are prompting consideration of whether the \$5,000 grant cap should be increased, noting that three current projects have exceeded the cap, with the affected homeowners agreeing to cover the difference. She indicated this would be a topic for further discussion with Mr. McInnes.

Mrs. Heiney then provided an update on the Prescott Cares Program (CDBG-CV). She reviewed the program's origin approximately five years ago with an initial allocation of \$427,000, administered by the Prescott Chamber of Commerce Foundation, which was established in 2005. She described Phase 1 of the program as providing grants of up to \$5,000 each to small businesses and to residents/families affected by COVID-19-related closures. She described Phase 2 as a rental and utility assistance program providing up to \$8,000 per household over a six-month period, which assisted approximately 21 households, and a partnership with U.S. VETS that provided over 14,000 meals and more than 24 emergency hotel nights for veterans. Mrs. Heiney explained that the Foundation fronted program costs and was subsequently reimbursed by the City.

In response to a question from Member Cutting, Mrs. Heiney described the rental assistance application and eligibility process, noting that eligibility was evaluated against HUD's income limit thresholds.

Mrs. Heiney noted that all Prescott Cares (CDBG-CV) funds have now been expended, but that the Foundation continues to seek additional funding sources and partnerships to sustain similar programming going forward.

This item was for presentation and discussion only. No action was taken.

4. ADJOURNMENT

CHAIR SUTTLES ADJOURNED THE MEETING AT 2:14 P.M.

Mary Ann Suttles, Chair

ATTEST:

Michael McInnes, Staff Liaison



TO: MAYOR AND CITY COUNCIL
AGENDA: August 19 CDBG Citizen Advisory Committee
DATE: August 19, 2026
DEPT: Community Development
ITEM #: 3.B
SUBJECT: Presentation & Discussion Regarding the
Program Year 2025 Consolidated Annual
Performance Evaluation Report (CAPER).

ITEM SUMMARY

This item is for staff to provide a presentation on the Program Year 2025 CDBG Consolidated Annual Performance Evaluation Report (CAPER) with an opportunity for Citizen Advisory Committee discussion.

BACKGROUND

The CAPER documents PY25 CDBG program performance and outcomes as required by HUD. Key accomplishments include the completion of several multi-year projects: the US VETS Officer's Quarters renovation, Agape House transitional housing renovation, and the Prescott Community Cupboard Food Bank renovation. Public service partners continued strong performance, including transportation services through People Who Care and New Horizons, and essential hygiene supplies distributed through Wrapped in Love Diaper Bank. The City also provided rental assistance to low-income households through Prescott Cares Phase II, helping residents avoid housing instability. Staff will present highlights and seek CAC input before the public hearing and Council presentation on August 25, 2026.

FINANCIAL IMPACT

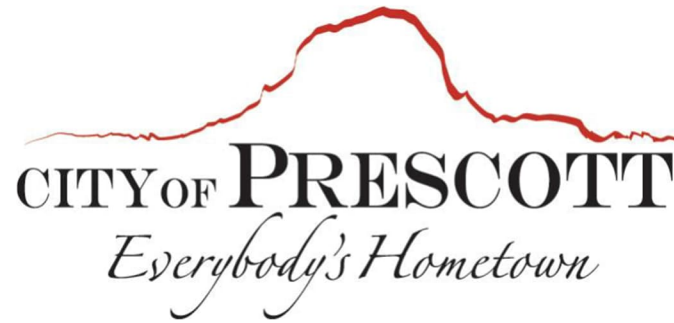
No financial impact from this item.

RECOMMENDED ACTION

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

ATTACHMENTS

1. PY 2025 CAPER Presentation



PROGRAM YEAR 2025 CDBG CONSOLIDATED ANNUAL PERFORMANCE EVALUATION PLAN (CAPER)

CITY OF PRESCOTT
201 N Montezuma St.
Prescott, AZ 86303

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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.

PY2025 was a landmark year for Prescott's CDBG program, with \$467,635.80 in CDBG and CDBG-CV funds drawn down — the culmination of several multi-year projects reaching completion. PY2025 also marks the first year of the City's new 2025-2029 Consolidated Plan. Despite the modest CDBG annual allocation, this past year has shown the real impact sustained investment can achieve.

Completed Projects: The US VETS Officer's Quarters Renovation was completed, delivering 23 of a planned 103 veteran housing units at the Fort Whipple location. The Agape House transitional housing renovation was completed, serving 40 people within 14 families. The Prescott Community Cupboard renovation was completed, converting to a shoppers-choice model and driving a 40% increase in unique guests. The Boys and Girls Club playground safety fence was completed.

Public Services: People Who Care provided 5,600+ services and nearly 3,600 transportation trips to 273 residents. New Horizons provided 490 trips to 59 residents. Wrapped in Love Diaper Bank distributed 211,000+ hygiene items.

Housing Stability: Prescott Cares Phase II (CDBG-CV), administered by the Prescott Chamber of Commerce Foundation, provided rental assistance to 24 households. The Prescott Minor Home Repair Program, also administered by the Prescott Chamber of Commerce, completed 4 projects.

Continuing into PY2026: The Meals on Wheels steam kettle, Nature Center ADA bathroom, and CCJ replacement housing projects remain in process; the Nature Center and CCJ projects continue to pursue additional funding.

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 and Program Management	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$275,000	Other	Other	0	0				
Basic Needs and Essential Services	Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$200,000	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	7500	2668	35.57%	580	2668	460.00%
Basic Needs and Essential Services	Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$200,000	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	100	0	0.00%			

Basic Needs and Essential Services	Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$200,000	Homelessness Prevention	Persons Assisted	30	0	0.00%			
Economic Development and Job Creation	Non-Housing Community Development	CDBG: \$25,000	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	25	0	0.00%			
Emergency Shelter and Transitional Housing	Homeless	CDBG: \$100,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	40		0	40	
Emergency Shelter and Transitional Housing	Homeless	CDBG: \$100,000	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0		55	0	0.00%
Emergency Shelter and Transitional Housing	Homeless	CDBG: \$100,000	Homeless Person Overnight Shelter	Persons Assisted	0	0		0	0	
Emergency Shelter and Transitional Housing	Homeless	CDBG: \$100,000	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	20	0	0.00%	0	0	
Housing Support and Rehabilitation	Affordable Housing	CDBG: \$350,000	Homeowner Housing Rehabilitated	Household Housing Unit	80	4	5.00%			

CAPER

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Housing Support and Rehabilitation	Affordable Housing	CDBG: \$350,000	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	25	24	96.00%			
Public Facilities and Infrastructure Improvements	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$400,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	10000	7140	71.40%	12784	7140	55.85%
Public Facilities and Infrastructure Improvements	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$400,000	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	250	0	0.00%	4000	0	0.00%
Public Facilities and Infrastructure Improvements	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$400,000	Homeless Person Overnight Shelter	Persons Assisted	0	0		0	0	

Public Facilities and Infrastructure Improvements	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$400,000	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	0	0		0	0	
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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's PY2025 CDBG allocation of \$275,024, together with \$160,134.96 in continuing CDBG-CV drawdowns, was directed almost entirely toward the High priority needs identified in the 2025-2029 Consolidated Plan: Housing Activities, Public Facilities and Infrastructure, and Public Services.

Public Facilities and Infrastructure (High Priority): The largest share of funding supported this priority, including completion of the Prescott Community Cupboard renovation, the Boys and Girls Club playground safety fence, and continued work on the Dexter Neighborhood drainage study — directly advancing the Consolidated Plan’s identified needs for ADA accessibility, drainage improvements in the CDBG-eligible Dexter target area, and facilities serving vulnerable populations.

Housing Activities (High Priority): CDBG and CDBG-CV funds supported completion of the US VETS Officer's Quarters renovation and the Agape House transitional housing rehabilitation, addressing the Plan's identified gaps in supportive and transitional housing for homeless and formerly homeless individuals, including veterans. Prescott Minor Home Repair Program continues to serve Prescott residents, most of which struggle with disabilities, are elderly, and survive off of social security fixed income only.

Public Services (High Priority): The City again allocated funding at the maximum 15% public service cap, supporting transportation services (People Who Care, New Horizons) and basic needs assistance (Wrapped in Love Diaper Bank) — addressing transportation for elderly and

disabled residents, identified as the Plan's highest-priority public service need.

Administration and Planning (Low Priority): Program administration was funded at the statutory cap to ensure effective oversight and compliance, consistent with its Low priority designation as a support function rather than a direct community need.

PY2025 funding decisions reflect continued alignment with the Consolidated Plan's priority structure, concentrating resources on High-priority housing, infrastructure, and public service activities while completing several projects that had been advanced across multiple program years.

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	2,572
Black or African American	14
Asian	1
American Indian or American Native	95
Native Hawaiian or Other Pacific Islander	1
Total	2,683
Hispanic	351
Not Hispanic	2,329

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

Narrative

The data reflects the City's continued success in serving Prescott's aging population, which remains a defining characteristic of the community. According to 2024 ACS Census data, 41% of Prescott's population is age 65 or older, with a median age of 59.7 years, emphasizing the ongoing importance of the transportation and nutrition services provided through CDBG funding.

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	275,024	149,902

Table 3 - Resources Made Available

Narrative

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.

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	10		
Census Tract 9, Group 2			
Census Tract 9, Group 4			
Citywide	85	95	
Dexter Neighborhood	5	5	
Gail Gardner Neighborhood			
West Side Neighborhood			

Table 4 – Identify the geographic distribution and location of investments

Narrative

CDBG funds supported projects and activities benefitting residents citywide.

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	55	40
Number of Non-Homeless households to be provided affordable housing units	0	0
Number of Special-Needs households to be provided affordable housing units	0	0
Total	55	40

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	24
Number of households supported through The Production of New Units	0	23
Number of households supported through Rehab of Existing Units	12	4
Number of households supported through Acquisition of Existing Units	0	0
Total	12	51

Table 6 – Number of Households Supported

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

Homeless numbers came in under goal. This was due not from a shortfall, but because residents stayed longer to reach self-sufficiency, and renovation work took units offline. Rehabilitation of Existing Units (a data point set by our Minor Home Repair Program) was low as CDBG-CV and rental assistance took priority, with numbers expected to climb now that program has wound down.

Discuss how these outcomes will impact future annual action plans.

These outcomes will inform PY2026 targets. Agape House stays are running longer as residents work toward self-sufficiency, which will be factored into future homeless housing goals. With Prescott Cares CDBG-CV funding now concluded, CDBG capacity should shift back toward Minor Home Repair, and Rehab of Existing Units targets will be adjusted accordingly.

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	41	0
Low-income	26	0
Moderate-income	1	0
Total	68	0

Table 7 – Number of Households Served

Narrative Information

Of the 68 households served, 41 fell within the extremely low income tier and 26 within low income, together accounting for 99% of participants. This reflects the program's consistent focus on households with the greatest need.

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 maintains an extensive referral network to non-profit partners serving the homeless population, including Coalition for Compassion and Justice (CCJ), US VETS, Prescott Area Shelter Services (PASS), and Catholic Charities, who provide wrap-around services to homeless and highly mobile individuals.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City participates quarterly in "Collective Impact," a Yavapai County coalition of homeless service providers that also serves as the area's Continuum of Care, to assess ongoing shelter and transitional housing needs. In PY2025, the City completed renovations at Agape House transitional housing — including mold remediation, electrical upgrades, and HVAC replacement — serving 40 individuals in 14 families. The City also completed the US VETS Officer's Quarters renovation, delivering 23 units of supportive veteran housing

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

Through its role in Collective Impact, the City coordinates with partner agencies to identify and support individuals at risk of homelessness, including those 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 Officer's Quarters project directly facilitated veterans' access to permanent, affordable housing following homelessness. Through Prescott Cares Phase II, the City also provided rental assistance to low income households, most of which were elderly residents on fixed incomes with disabilities, helping prevent housing instability from progressing to homelessness.

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 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.

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

The City does not have a public housing authority.

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's zoning ordinances continue to allow for a variety of housing types, including mobile homes and manufactured homes. The Workforce Housing Committee completed a Workforce Housing Policy Framework and presented it to City Council. The Rowle P. Simmons Adult Center continued to offer services, activities, and meals for the aging senior population.

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)

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.

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 a 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.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

The City of Prescott provided reasonable notice and opportunity for citizens to review and comment on the PY2025 CAPER. The CAPER was made available at the Community Development Customer Service kiosk, the City Library, and on the City's website.

A 15-day public comment period was established from August 10, 2026, through August 25, 2026, and the required public hearing was held during the City Council meeting on August 25, 2026.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

N/A

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No



TO: MAYOR AND CITY COUNCIL
AGENDA: August 19 CDBG Citizen Advisory Committee
DATE: August 19, 2026
DEPT: Community Development
ITEM #: 3.C
SUBJECT: Presentation & Discussion Regarding Possible Modifications to the Citizens Advisory Committee Applicant Ranking Sheet.

ITEM SUMMARY

This item is for a review, discussion and possible modification to the applicant ranking sheet used by the CAC to score CDBG applications.

BACKGROUND

The CAC uses an applicant ranking sheet to aid in CDBG award selection. The current worksheet evaluates applications across four categories: Project Description (40 points, including problem/need statement, number of Prescott residents served, and narrative clarity), Organizational Capacity (40 points, including financial standing, prior project experience, CDBG or other grant history, staff capacity, matching funds, and willingness to accept a partial award), and Project Budget and Timeline (20 points, including a clear quarterly schedule, supporting documentation, and budget accuracy), for a total of 100 possible points. Reviewers also confirm threshold eligibility questions, including whether the project benefits low- and moderate-income persons, is located within Prescott city limits, and whether the reviewer has a conflict of interest. Staff will present the current scoring sheet for CAC review, discussion, and possible modification ahead of the 2026 CDBG application cycle.

FINANCIAL IMPACT

No financial impact from this item.

RECOMMENDED ACTION

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

ATTACHMENTS

1. 2026 CDBG Applicant Score Sheet

2026 CDBG Application Evaluation Worksheet

Organization's Name:		Reviewer's Name:		Type of activity or project?	
				Construction ☐	Public Service ☐
Can you fairly judge this application without a conflict of interest?		Yes ☐	No ☐		
Does the project or activity benefit Low- and Moderate-Income persons?		Yes ☐	No ☐		
Is the project or activity within the Prescott City limits?		Yes ☐	No ☐		
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	
Total Points:		20	
Total Points:		100	
Reviewer Comments:			