

## Carson City Agenda Report

**Date Submitted:** December 11, 2012

**Agenda Date Requested:** December 20, 2012

**Time Requested:** 10 minutes

**To:** Mayor and Board of Supervisors

**From:** Public Works – Planning Division

**Subject Title:** For Possible Action: To take public comment regarding a proposed amendment to Carson City’s Community Development Block Grant (CDBG) 2012-2013 Annual Action Plan and open a 30-day public comment period regarding the proposed amendment from December 20, 2012 to January 21, 2013. (Lee Plemel)

**Summary:** Since the 2012 Annual Action Plan was approved on April 19, 2012, the Public Works Department was able to acquire additional funding from Federal Transit Administration funds to pay for half of the Long Street ADA Sidewalk Improvements project. The Public Works Department would like to reallocate the remaining funds to another similar project. Federal regulation 24 CFR 91.505 and Carson City’s Citizen Participation Plan require a substantial amendment to the Annual Action Plan since there is a change in the use of CDBG funds from one eligible activity to another and a budget amendment of more than \$50,000.

**Type of Action Requested:**

Resolution

Ordinance

Formal Action/Motion

Other (Specify)

**Does This Action Require A Business Impact Statement:**  Yes  No

**Recommended Board Action:** I move to open a 30-day comment period from December 20, 2012 to January 21, 2013 regarding a proposed amendment to Carson City’s Community Development Block Grant (CDBG) 2012-2013 Annual Action Plan.

**Explanation for Recommended Board Action:** HUD requires the City to conduct public hearings and recommend approval of Annual Action Plan amendments prior to submitting the amendment to HUD. City staff will collect public comments regarding the proposed amendment and bring the item back to the Board of Supervisors for action in February 2013. Refer to the attached plan amendment for a more detailed description of the proposed project amendment.

**Applicable Statute, Code, Policy, Rule or Regulation:** Title 1 of the Housing and Community Development Act of 1974, Public Law 93-383 as amended; 42 U.S.C.-5301 *et seq.*

**Fiscal Impact:** N/A

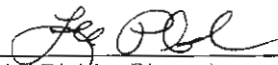

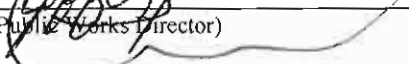
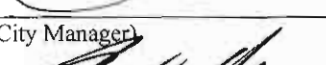
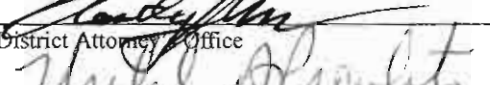
**Explanation of Impact:** N/A

**Funding Source:** N/A

**Alternatives:** Provide other direction.

**Supporting Material:** 1) CDBG Annual Action Plan Amendment

**Prepared By:** Janice Brod, Grants Program Coordinator

**Reviewed By:**  Date: 12-11-12  
(Planning Division Director)  
 Date: 12/11/12  
(Public Works Director)  
 Date: 12/4/12  
(City Manager)  
 Date: 12/11/12  
(District Attorney Office)  
 Date: 12/11/12  
(Finance Director)

**Board Action Taken:**

|               |          | Aye/Nay |
|---------------|----------|---------|
| Motion: _____ | 1) _____ | _____   |
|               | 2) _____ | _____   |
|               |          | _____   |
|               |          | _____   |

\_\_\_\_\_  
(Vote Recorded By)



**Carson City**  
**Substantial Amendment**  
**To the 2012-2013**  
**Annual Action Plan**

Prepared for and submitted to the  
U.S. Department of Housing and Urban Development  
in accordance with 24 CFR Part 91.505

Prepared by:

**Carson City**  
**108 E. Proctor St.**  
**Carson City, NV 89701**  
**(775) 887-2180**  
**EIN – 88-6000189**  
**Tax Exempt – A-440312**

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## **Introduction**

Carson City receives federal funds from the U.S. Department of Housing and Urban Development through the Community Development Block Grant (CDBG) entitlement program. The CDBG program is designed to assist in the development of viable communities by supporting projects that provide decent housing, suitable living environments, and expanded economic opportunities primarily for low- and moderate-income persons. In order to receive these funds, Carson City must submit a 5-year Consolidated Plan. For each year of the 5-year plan, Carson City is required under Title 24 Section 91.220 of the Code of Federal Regulations (CFR) to adopt an Annual Action Plan for the use of these funds, which serves as the means to meet the application and submission requirements for the CDBG program.

Carson City's fourth year 2012-2013 Annual Action Plan was approved the Board of Supervisors on April 19, 2012 and submitted to the U.S. Department of Housing and Urban Development on May 14, 2012. The plan allocated the City's CDBG funds in a manner consistent with CDBG regulations and Carson City's Consolidated Plan.

The Carson City Public Works Department was granted \$203,658 for the Long Street ADA Sidewalk Improvement project. Since the 2012 Annual Action Plan was approved, the Public Works Department was able to acquire additional funding from a different source to pay for half of their project. The Public Works Department would like to reallocate the remaining funds to another similar project.

Federal regulation 24 CFR 91.505 and Carson City's Citizen Participation Plan require a substantial amendment to the Annual Action Plan if there is a change in funding allocation priorities described in the consolidated plan, a new activity not previously described in an annual action plan, a change in the use of CDBG funds from one eligible activity to another, or a budget amendment of more than \$50,000.

Carson City must complete a substantial amendment to the 2012-2013 Annual Action Plan since there will be a change in the use of CDBG funds from one eligible activity to another and the budget amendment is more than \$50,000.

## **Proposed Action Plan Amendment**

Carson City is proposing a substantial amendment that will make changes to the Long Street ADA Sidewalk Improvement project and the budgeted amounts in the 2012-2013 Annual Action Plan. The following changes will include:

- A decrease in the amount allocated to the Long Street ADA Sidewalk Improvement project from \$203,658 to \$103,658.
- Creation of a similar sidewalk improvement project called the ADA/Transit Access Sidewalk Improvement project. Improvements will take place in three different areas: the area bounded by Airport Road, Desatoya Drive, and Woodside Drive; the area bounded by Hot Springs Road, College Parkway, and Northgate Lane; the area bounded by Northgate Lane, College Parkway, Arrowhead Drive, and Carson Street. This project will be added to the 2012-2013 Annual Action Plan and receive reallocated funds in the amount of \$100,000.





## **Project Description and Objectives**

The ADA/Transit Access Sidewalk Improvement project will construct new sections of sidewalk, replace degraded sections of sidewalk, and construct curb ramps at intersections and crosswalks in order to improve access to those with disabilities and the public in general in three areas along the JAC bus route in Carson City. These areas currently lack connectivity for disabled pedestrians to access the bus stops in a safe manner. Improvements are part of an ongoing effort by Carson City to improve connectivity and pedestrian mobility throughout the City, especially in areas where residents are dependent on pedestrian facilities and transit service for their mobility.

The objective of this project is to increase the mobility of all users but particularly to those restricted to wheelchairs or other mobility devices.

## **Citizen Participation**

In accordance with 24 CFR 91.105(c)(3) for local governments, Carson City will provide citizen's the opportunity to review and comment on the substantial amendment by following the procedures outlined in the Citizen Participation Plan. To encourage citizen participation in the review and approval of the substantial amendment, Carson City will:

- Publish a notice of availability of the draft amendment in the Nevada Appeal a minimum of 14 days before the public hearing and public comment period. The notice will include a summary of the amendment and a list of the locations where copies of the amendment may be examined. The City will also maintain a mailing list of all interested parties and send information regarding the amendment to all members of the mailing list.
- Hold a public hearing on the proposed substantial amendment. Notice of the public hearing will be released to area media and published in the local newspaper at least 14 days in advance of the hearing.
- Provide a period of at least 30 days to receive comments on the substantial amendment before the amendment is implemented. The City will consider any comments or views of citizens received in writing, or orally at public hearings, if any, when adopting the amendment. The City will attach a summary of these comments and the City's response to the final adopted amendment.

## **Public Hearing and Comment Period**

The notice of public hearing and notice of comment period for the substantial amendment will appear in the Nevada Appeal on December 4, 2012. The 30 day comment period will begin on December 20, 2012 and end on January 21, 2013. Carson City will consider any comments received before approval of the proposed substantial amendment. A summary of the comments will be included in the substantial amendment submitted to HUD for approval.

Approval of the final Annual Action Plan amendment will take place during the Board of Supervisors meeting to be held on February 7, 2013 at 8:30 a.m. in the Sierra Room, 851 E. William Street, Carson City, NV 89701.



**NOTICE OF PUBLIC HEARING  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM  
ANNUAL ACTION PLAN AMENDMENT REVIEW**

On December 20, 2012, the Carson City Board of Supervisors will conduct a public hearing and accept public comment regarding a proposed amendment to Carson City's Community Development Block Grant (CDBG) 2012-2013 Annual Action Plan and open a 30-day public comment period from December 20, 2012 to January 21, 2013. The Board of Supervisors will review and invite additional comments before approving the final 2012 CDBG Annual Action Plan amendment at its regularly scheduled meeting on February 7, 2013. Both meetings will be held at the Community Center, Sierra Room, 851 East William Street, Carson City, Nevada.

The amendment is available for the public to review at the following locations:

Planning Division  
108 E. Proctor St.  
Carson City, NV

City Hall  
201 North Carson Street  
Carson City, NV

Library  
900 North Roop Street  
Carson City, NV

Carson City's website:  
<http://www.carson.org/cdbg>

Comments regarding the plans are due January 22, 2013.

Comments and/or additional questions should be directed to:

Janice Brod  
Grants Program Coordinator  
108 E. Proctor St.  
Carson City, NV 89701  
775-283-7069 office  
775-887-2278 fax  
[jbrod@carson.org](mailto:jbrod@carson.org)

Carson City does not discriminate with regard to race, color, creed, religion, national origin, sex, age, physical or mental handicap or other non-merit factors. This program is funded by the US Department of Housing and Urban Development.

**2012 Annual Action Plan Listing of Projects**

**Jurisdiction's Name** Carson City, Nevada

**Priority Need**  
INFRASTRUCTURE

**Project Title**  
Long Street ADA Sidewalk Improvements

**Description**  
There are sections of sidewalk on Carson City's east side that are inadequate or that do not comply with Americans with Disabilities Act (ADA) standards. This project would construct new sections of sidewalk and replace degraded sections of sidewalk and improve access to those with disabilities and the public in general on East Long Street between Carson Street and Molly Drive and to perform all work necessary to complete the project. Also included will be the installation of a fiber optic line to connect Carson City Health and Human Services building to the rest of the City network.

**Objective category:**  Suitable Living Environment  Decent Housing  
 Economic Opportunity

**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area**  
The target area is in Census Tract 5, Block Group 5.

|   |   |
|---|---|
| Objective Number<br>CD-2                    | Project ID<br>4                               |
| HUD Matrix Code<br>03L – Sidewalks          | CDBG Citation<br>570.201 (c)                  |
| Type of Recipient<br>none                   | CDBG National Objective<br>Low Mod Area (LMA) |
| Start Date<br>(mm/dd/yyyy)<br>July 01, 2012 | Completion Date (mm/dd/yyyy)<br>June 30, 2013 |
| Performance<br>Indicator                    | Annual Units<br>1                             |
| Local ID<br>2012 - 04                       | Units Upon Completion<br>1                    |

|                         |                  |
|-------------------------|------------------|
| <b>Funding Sources:</b> |                  |
| CDBG                    | <b>\$103,658</b> |
| ESG                     |                  |
| HOME                    |                  |
| HOPWA                   |                  |
| Total Formula           |                  |
| Prior Year<br>Funds     |                  |
| Assisted<br>Housing     |                  |
| PHA                     |                  |
| Other Funding           |                  |
| <b>Total</b>            | <b>\$103,658</b> |

The primary purpose of the project is to help:  
 the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**2012 Annual Action Plan Listing of Projects**

**Jurisdiction's Name** Carson City, Nevada

**Priority Need**  
INFRASTRUCTURE

**Project Title**  
ADA/Transit Access Sidewalk Improvements

**Description**

There are sections of sidewalk on Carson City's east side that are inadequate or that do not comply with Americans with Disabilities Act (ADA) standards. This project would construct new sections of sidewalk and replace degraded sections of sidewalk and improve access to those with disabilities and the public in general in the area bounded by Airport Road, Desatoya Drive, and Woodside Drive; the area bounded by Hot Springs Road, College Parkway, and Northgate Lane; the area bounded by Northgate Lane, College Parkway, Arrowhead Drive, and Carson Street and to perform all work necessary to complete the project.

**Objective category:**  Suitable Living Environment  Decent Housing  
 Economic Opportunity

**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area**

The target areas are in Census Tract 10, Block Groups 1 and 2; Census Tract 5, Block Group 2; and Census Tract 4, Block Groups 2 and 3.

|   |   |
|---|---|
| Objective Number<br>CD-2                        | Project ID<br>7                               |
| HUD Matrix Code<br>03L – Sidewalks              | CDBG Citation<br>570.201 (c)                  |
| Type of Recipient<br>none                       | CDBG National Objective<br>Low Mod Area (LMA) |
| Start Date<br>(mm/dd/yyyy)<br>February 01, 2013 | Completion Date (mm/dd/yyyy)<br>June 30, 2013 |
| Performance<br>Indicator                        | Annual Units<br>1                             |
| Local ID<br>2012 - 07                           | Units Upon Completion<br>1                    |

|                         |                  |
|-------------------------|------------------|
| <b>Funding Sources:</b> |                  |
| CDBG                    | <b>\$100,000</b> |
| ESG                     |                  |
| HOME                    |                  |
| HOPWA                   |                  |
| Total Formula           |                  |
| Prior Year<br>Funds     |                  |
| Assisted<br>Housing     |                  |
| PHA                     |                  |
| Other Funding           |                  |
| <b>Total</b>            | <b>\$100,000</b> |

The primary purpose of the project is to help:

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