

Item # 14B

**City of Carson City
Agenda Report**

Date Submitted: February 22, 2008

Agenda Date Requested: March 6, 2008

Time Requested: 30 minutes

To: Board of Supervisors

From: Javier Ramirez, Citizen Outreach/CDBG Coordinator - City Manager's Office

Subject Title: Action to review, evaluate and recommend for approval the Community Development Block Grant (CDBG) projects funding recommendations for the FY 2008-09, and to open a 30-day public comment period from March 17, 2008 to April 17, 2008 the Carson City CDBG FY 2008-09 Annual Action Plan to implement Department of Housing and Urban Development (HUD) programs associated with the Community Development Block Grant (CDBG) Program.

Staff Summary: In early 2008, the U.S. Department of Housing and Urban Development (HUD) notified Carson City that it was awarded \$436,345 in Community Development Block Grant Funds for the FY 2008-09 annual cycle. Fifteen percent (15%), or \$65,452, is available for public services activities. Sixty-five percent (65%), \$283,624 is earmarked for public facilities and improvements. The remaining twenty percent (20%), \$87,269, is allocated to planning, research, reports and administrative functions. In addition, there is \$22,842.57 in unallocated funds from the FY 2006-07 that can be used for capital improvements or economic development projects. A community-based Application Review Workgroup oversaw the application review process and ranked the applications.

Type of Action Requested: (check one)
☐ Resolution ☐ Ordinance
☒ Formal Action/Motion ☐ Other (Specify) - None

Does This Action Require A Business Impact Statement: ☐ Yes ☒ No

Recommended Board Action: I move to recommend for approval the Community Development Block Grant project funding priorities for FY 2008-09 and action to open a 30-day public comment period from March 17, 2008 to April 17, 2008 for review of the Carson City CDBG FY 2008-09 Annual Action Plan to implement Department of Housing and Urban Development (HUD) programs associated with the Community Development Block Grant (CDBG) Program.

Explanation for Recommended Board Action: CDBG's national objectives include awarding projects that focus a maximum priority on one of the following:

1. Provide primary benefit to low-to-moderate income (LMI) persons/households
2. Aid in the prevention or elimination of slums or blight
3. Meet other development needs having a particular urgency

Projects may include a range of activities directed at improving facilities and services and economic development. Letters and emails were sent to the non-profit community and three public application meetings were held. As a result, three proposals for public services and two for public improvements were received. The requests for funding total more than the amounts available for both public services and public facilities and improvements. The Application Review Workgroup evaluated and ranked the applications, then made funding recommendations based on both meeting the CDBG national objectives and the community priorities as determined in Carson City's Five-Year Consolidated Plan, which was

approved in 2004 for 2004-2009.

Once the Board has reviewed, discussed and approved the proposed CDBG funding proposals, they will be incorporated into Carson City's CDBG FY 2008-09 Annual Action Plan. Part of the HUD requirements is to have a 30-day period for the public to comment on the Action Plan. We request that the Board direct staff to open the draft Annual Action Plan for public comment from March 17, 2008, through April 17, 2008. At the May 1, 2008, meeting, the Board of Supervisors will discuss, review, amend and approve the Annual Action Plan based on public comment and recommendations and then forward its document to HUD for final consideration.

Applicable Statue, 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

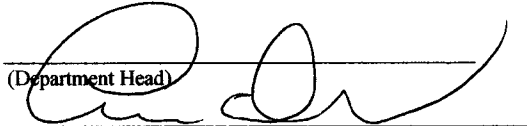
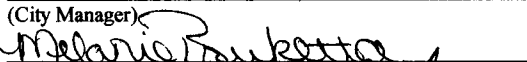


Funding Source: N/A

Alternatives: Provide other direction.

Supporting Material: Staff has attached a detailed memo that lists Public Services and Public Improvements and Facilities projects for the Board to consider for funding in the CDBG FY 2008-09 Annual Action Plan.

Prepared By: Javier Ramirez, Citizen Outreach/CDBG Coordinator

Reviewed By:


(Department Head)

(City Manager)

(District Attorney)

(Finance Director)

Date: _____

Date: 2/26/08

Date: 2-26-08

Date: 2-26-08

Board Action Taken:

Motion: _____

1) _____
2) _____

Aye/Nay

(Vote Recorded By)

To: Board of Supervisors
From: Javier Ramirez / CDBG Coordinator
Date: February 21, 2008
Subject: CDBG FY 2008-09 Funding Proposals

Below is a summary list of the CDBG funding proposals and recommendations for FY 2008-09, as ranked by the Application Review Workgroup. The Application Review Workgroup consisted of five community members. We held two public meetings in early January and solicited applications through February 4, 2008 for public services and for public facilities and improvements. On February 20, 2008 the Application Review Workgroup held a publicly noticed meeting where they were able to converse with applicants directly and hear comments from the public. Using detailed ranking criteria, they were charged with scoring, ranking and evaluating proposed project applications for completeness, community need and compliance with HUD requirements. Copies of projects recommended for funding are attached.

Public Services Rankings/Recommendations:

1) Project Name: Reach Up!

Agency: Ron Wood Family Resource Center

Funding Request: \$31,520

Recommendation: \$31,520

Description: "Reach Up" is a comprehensive mental health treatment program designed to identify, support and counsel Carson City youth from 3-17 years of age in crisis due to loss of a loved one, at-risk of suicide, dysfunctional family issues, poor educational performance, truancy and/or chemical dependency. "Reach Up" will provide mental health counseling to assist youth and their families in gaining the ability to communicate in a healthy environment, to interact with mental health professionals, work with mentors and peers toward realizing appropriate methods of dealing with catastrophic issues, improve critical thinking skills, develop a network of individuals to work alongside and to methodically deal with overwhelming situations.

2) Project Name: Methamphetamine Treatment Project

Agency: Community Counseling Center

Funding Request: \$65,455

Recommendation: \$33,932

Description: The Community Counseling Center (CCC) wants to continue to provide one counselor position. This counseling position will provide the more unique practices necessary to treat meth addiction.

This entity did not show up to the interview. The Application Review Workgroup members were disappointed. They did recommended partial funding due to the need in the community.

- 3) Project Name:** Nevada Legacy Corps – Respite Care
Agency: Nevada Rural Counties RSVP
Funding Request: \$30,000
Recommendation: \$ 0
Description: The Nevada Legacy Corps – Respite Care Program will provide more respite volunteers for senior and disabled populations so caregivers can get a break from their care giving responsibilities.

This application was not recommended for funding due to the lack of clarity on the application. Additional information was requested and the responses were not adequate. The applicant came to the interview and the Application Review Workgroup was still unclear on how the funds were going to be utilized.

Total CDBG allocation for public services projects = \$65,452

Public Facilities and Improvements Rankings/Recommendations

- 1) Project Name:** ADA Sidewalk Improvements – Downtown Transit Accessibility
Agency: Carson City Public Works
Funding Request: \$296,000
Recommendation: \$283,624
Description: Improvements will result in ADA-compliant infrastructure and the removal of barriers to the mobility of all residents, particularly disabled residents.
- 2) Project Name:** Remodel of Long Street Thrift Store Facade
Agency: The FISH Emergency Referral Services Program, Inc., aka FISH
Funding Request: \$75,000
Recommendation: \$0
Description: This project consists of ADA upgrades to the bathroom and dressing rooms to the Long Street facility.

Additional information was requested by the Application Review Workgroup, but the information was not received. In addition, FISH did not show up to the interview.

Total CDBG allocation for public improvements projects \$283,624

Carson City
Community Development Block Grant Program (CDBG)
Fiscal Year 2008–2009

******Request for Proposals******

*An electronic version of this document is available from the CDBG Coordinator
Email request to: jramirez@ci.carson-city.nv.us*

WHERE TO **CARSON CITY HEALTH AND HUMAN SERVICES**
TURN IN: **900 EAST LONG STREET**
 CARSON CITY, NV 89706

WHEN: **FEBRUARY 4, 2008, 5:00 P.M.**

DEADLINE: *The date and hour deadline established is FIRM. Any proposal received AFTER the deadline WILL NOT be considered for funding.*

APPLICATION COVER SHEET

1. Name of Agency: Ron Wood Family Resource Center
2. Project Title: Reach Up!
3. Mailing Address: 212 East Winnie Lane – Carson City, Nevada 89706

Physical Address: 212 East Winnie Lane, Carson City, Nevada 89706
4. Agency Director: Joyce Buckingham
5. Board Chairperson: Paul R Saucedo
6. Contact person (see instructions): Joyce Buckingham
Phone number: (775) 884-2269 E-Mail: Executive_Director@carson-family.org
Fax: (775) 884-2730
7. What is your funding request for FY 2008–2009? \$ \$31,520.00
8. Type of Grant (Check One):

<u>XXXX</u> Public Service	<u> </u> Community Facilities/Improvements
<u> </u> Economic Development	<u> </u> Housing Rehabilitation

9. Proof of non-profit status for private agencies (governmental entities and schools are exempt):

Date of incorporation	4-9-97
Date of IRS certification	5-23-97
Tax exempt number	IRS – 86-0865470 NV – RCE-012-907

10. DUNS Number: 867923401

For information on DUNS, go to: <http://www.ccr.gov/pdfs/DUNSGuideGovVendors.pdf>

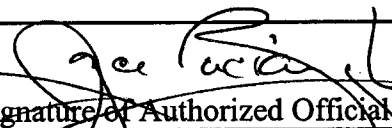
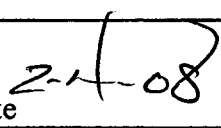
11. Attach the following to each copy of the Proposal for Funding

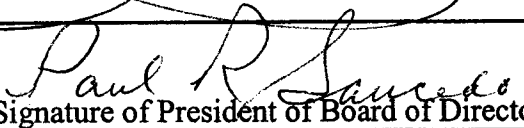
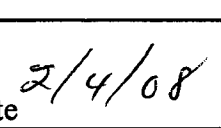
(If you are a previous recipient of CDBG funding and have already submitted this information, and it is still current, you do not have to submit it again. Then check the box on the right: ☒ Previous recipient / Information on file (except the current Board of Directors)

- IRS Tax Exempt "501(c)(3)" letter.
- Proof of incorporation from Secretary of State (CERTIFICATE ONLY)
- Current organization chart with names of staff members. Staff members may not serve as a Board Member of the agency they work for.
- List of current Board of Directors and terms of office. If a member of your Board of Directors is in a position to obtain a financial benefit or interest from your proposed project, you may be ineligible for CDBG funds (See 24 CFR 570.611).
- For all 501(c)(3) non-profit organizations:* a copy of the organization's most recently submitted Federal Tax Return (Form 990 or 990EX). Governmental bodies and schools are exempt from this requirement.

12. Required Certification (see instructions):

Applicant certifies that to the best of his/her knowledge, all information submitted as part of this application is true. Applicant will comply with all grant and contract requirements if funding is approved.

	
Signature of Authorized Official	Date
Joyce Buckingham, Executive Director	(775) 884-2269
Typed Name and Title of Authorized Official	Phone Number

	
Signature of President of Board of Directors	Date
Paul R. Saucedo	(775) 884-2269
Typed Name of President of Board of Directors	Phone Number

Carson City Community Development Block Grant Program (CDBG) Application

I. PROJECT DESCRIPTION AND NEEDS ANALYSIS

HUD has outlined three objectives for the CDBG Program with expected outcomes. When developing your proposal, please adhere to the CDBG Objectives and Outcomes.

Objectives

1. Create suitable living environments
2. Provide decent affordable housing
3. Create economic opportunities

Outcomes

1. Availability/accessibility
2. Affordability
3. Sustainability

A. What is the problem the proposed project is designed to solve?

1. Teen & Youth Grief/Bereavement issues and Teen & Youth suicide prevention.
 2. Gross family dysfunction and mental health issues that face our community's youth.
- Carson City youth are dangerously underserved when it comes to mental health services and counseling dealing with family crisis, loss of a loved one, drug, alcohol and sexual abuse issues, suicide prevention and loss or death of family and friends.

B. Which CDBG objective (listed above) will you be meeting?

- Suitable Living Environment

C. How is the problem being dealt with at the present time?

- Carson City does not have immediate accessibility to an entity or service provider that offers free services, outreach and counseling for the low to moderate income families that desperately need mental health counseling and support group services for troubled youth. The exception would be the *Reach Up* program through the Ron Wood Family Resource Center which was initiated on a very limited basis in September 2007 through a \$9982.00 grant award through CDBG for 2007 – 2008 grant year.
- Currently, family mental health issues are addressed through cost prohibitive private therapy and the highly utilized state mental health service providers. State mental health service providers are many times the only option for low income families. Unfortunately families are not able to schedule appointments in an urgent and or consecutive manner as the waiting time can be unreasonable when a child is in need.
- The narrow availability of professional counseling and services are only offered for individuals that can afford the professional care of qualified therapists. Low income families are forced to locate doctors and counseling that are available through Medicaid, Nevada Check-up or hard to find sliding scale services. These providers often have extensive waiting lists or are located out of the Carson City area.

- The underserved low income youth of our community are many times overlooked and as a result are not able to process emotional trauma and move through life-changing events and situations that many times result in long-term behavioral problems, drug abuse, criminal activity, truancy and poor performance in school and the inability to have healthy and productive social and family relationships.
- Nevada ranked 1st (worst) in the nation with 42% of the population reporting poor mental health in the prior 30 days. *
- * (2003 Report – Kaiser Family Foundation Report)

D. What is the project or activity you want to undertake to solve the problem?

- “*Reach Up*” is a comprehensive mental health treatment program designed to identify, support and counsel the Carson City youth from 3 – 17 years of age in crisis due to loss of a loved one, at-risk of suicide, dysfunctional family issues, poor educational performance, truancy and chemical dependency issues. “*Reach Up*” will offer bilingual services to insure outreach to the Hispanic community as well.
- “*Reach Up*” will provide mental health counseling to assist youth and their family in gaining the ability to communicate in a healthy environment, to interact with mental health professionals, work with mentors and peers toward realizing appropriate methods of dealing with catastrophic issues, improve critical thinking skills, develop a network of individuals to work alongside and methodically deal with overwhelming situations.
- “*Reach Up*” will offer:
 1. *Reach Up* intake to determine family need including but not limited to: initial contact with the Family Advocate to pre-screen participants for appropriateness of services and to evaluate other family needs, determine income status, family size, residence, areas of concern, development of family goal worksheet and referral to a *Reach Up* mental health professional.
 2. *Reach Up* counseling will consist of up to 10 individual weekly counseling sessions per youth with a qualified mental health professional and referral to the weekly *Reach Up* support group for ongoing support and follow-up as needed.
 3. *Reach Up* support group will be offered for age specific groups. Targeted ages for the *Reach Up* program will be from 3 – 17 years of age. *Reach Up* support groups will be facilitated by a licensed mental health professional and co-facilitated by a mental health intern. Parents of youth that are involved in the *Reach Up* support groups will be encouraged to attend a *Reach Up* parents support group that will be scheduled at the same time as the youth support group. The parental group will focus on identifying areas of concern with other parents, support of the youth group and offer the availability of networking with other parents that are having same or similar issues. In conducting both a youth

and parental support group simultaneously we hope to instill consistency and cooperation to insure parents are aware and communicating with their children as well as other family members in an appropriate and positive manner.

4. *Reach Up* will make direct referrals to in-house programs such as our evidence-based program, Positive Action, in which the youth and parents attend classes simultaneously in separate groups and a joint "wrap-up" session after every class. Positive Action focuses on working together as a family in a holistic manner to elicit positive communication and positive change for the benefit of all family members.
5. *Reach Up* will also provide follow-up services for up to a year to insure youth and family needs are being met and constructive behaviors and relationships ensue.
6. *Reach Up Response Team* will be available to offer support services on an emergency response basis. Carson City has a history of gang activity and consequently the victims of criminal activity are often times the associated family, friends and community surrounding an incident. The *Reach Up Response Team* would be available for counseling and support immediately. With a focus on availability and accessibility of services, the *Reach Up Response Team* would offer services at the Ron Wood Family Resource Center, school locations and residential visits as needed.

E. How will the proposed project solve the problem?

- *Reach Up* has realized tremendous success for the first 5 months of the CDBG 07-08 fiscal year.*
* (See Attachment 8 – *Reach Up* Data Analysis through CDBG 07-08 Grant Year)
- *Reach Up* will offer low income families the same accessibility to therapy and counseling services that presently are mostly utilized by moderate – higher income families and households.*
* (See Attachment 7 – DHHS Director's Biennial Report – Insurance Eligibility)
- *Reach Up* will offer services and support to youth and families in the Carson City area and serve as supplemental services for low-moderate income individuals that "slip-through-the cracks" with state and private mental health service providers.*
* (NVDHHS - MHDS Projected Persons Served 4/03 to 3/06)
- *Reach Up* as with associated drop-in and family resource centers will offer services and support deemed essential in treating those in need to meet the demand in Nevada.*
* (UNLV – Nevada Mental Health Problems and Needs Handbook – 2006)
- Unmet need: An estimated 31,969 children and adults did not receive services.*
* (MHDS 2004 Prevalence Study)

- Children and youth ages 17 and under make up 22.5% of all Mental Health and Development clients in Nevada.*

* NVDHHS – Director’s Report – 1/24/07)

F. How will you know if you have successfully solved the problem?

- Data collection through pre-assessment, case file documentation of sessions and activities, post-assessment, participant feedback and 1 year follow-up procedures.
- The problem of quality mental health services for everyone is a problem that is not likely to disappear. However, as a partial solution, *Reach Up* will offer a positive impact and opportunity to the low income youth and families that have no other options.
- Sustainability of the *Reach Up* program would offer continuous gain to the entire community.

G. What procedures will be put into effect to create, compile and maintain data to track performance measurement for this program/project?

- Youth and families seeking service will complete an intake procedure that is currently being utilized at the Ron Wood Family Resource Center.
- Reach Up intake to determine family need including but not limited to: initial contact with the Family Advocate to pre-screen and pre-assess participants for appropriateness of services and to evaluate other family needs, determine income status, family size, residence & evaluate other services and/or referrals.
- Development of family goal worksheet identifying measurable goals and objectives individualized to each youth and family. Focus in goal-setting is individualized attainable goals.
- Case management/case file maintenance to record chronological progress and activities throughout and after the counseling sessions.
- Post-assessment and participant feedback will be collected and documented accordingly.
- Participant follow-up for 1 year following counseling sessions to assist the youth and families in maintaining and continuing healthy relationships.

H. How will the CDBG funds be used on this project?

- CDBG funds will offset the services of mental health professionals, 5 hours of wages weekly for the Family Advocate and minimal printing, postage costs and refreshment costs during support group sessions. (Itemized Budget - Attachment 6) *

- Ron Wood Family Resource Center has an operating budget of approximately \$516,000.00 annually and operates under 11 separate grants and private donations. Operating costs, fixed costs, meeting facilities, support staff, use of equipment and center offices and meeting facilities will be provided through the Center as matching resources.

I. What will you do to solve the problem if the proposed project is not funded by CDBG?

- Ron Wood Family Resource Center will continue to seek out sliding scale services or gratis services and refer individuals accordingly. Unfortunately most of the individuals through the center that request mental health services cannot afford sliding scale services and gratis services are scarce at best.

J. Where will the project be located and what is the geographic target area that will be served by this project?

☐ Target Area (specify geographic area) _____

OR ☒ Community-wide – Carson City Low Income Youth and Families

For Capital (Public) Improvement Projects only- N/A

K. Is the proposed project part of a larger project or is it a stand-alone project?

1. If part of a larger project, please describe the entire project.

2. Can this project be done in different phases? _____ Yes _____ No
If YES, explain.

3. Have CDBG funds been used for an earlier phase? _____ Yes _____ No

L. Ownership Information

1. Who currently holds title to the property involved?

2. In whom will title be vested upon completion?

3. Do any rights-of-way, easements or other access rights need to be acquired?
_____ Yes _____ No

4. If the project requires water rights or well permits, have they been acquired?
_____ Yes _____ No

II. PROJECT MEASUREMENT

The Carson City CDBG Program, in compliance with Department of Housing & Urban Development (HUD) directives, is implementing Performance Measures into the application and grant/project administration process. When completing this section, keep in mind that *outputs* are the products or activities of program implementation (such as numbers of clients served) and *outcomes* are the benefits or changes that result from the program (how well the service met the user needs).

1. Please identify the quantifiable, projected **outputs** of this program/project.
 - 100 - *Reach Up* intake sessions conducted by Ron Wood Family Resource Center Staff
 - 100 – 150 *Reach Up* Youth and Parental Support Group sessions facilitated by licensed mental health professionals
 - 200 – 400 *Reach Up* Youth individual counseling sessions
 - 100 - *Reach Up* case files with supporting documentation
 - Maintaining post-program communication:
 - 400 follow-up phone calls (1 per participant quarterly) to maintain relationships and assess further youth and family needs.
2. Please quantify the **total** number of persons intended to benefit from program/project output.
 - 100 youth and associated parents/guardians and siblings.
3. Of the total number of persons in Question 2, above, how many of these are low-to-moderate income (LMI)?
 - 80% – 90% are low income to moderate income.
4. Please identify the quantifiable, projected **outcome** of this program/project. (How will the outputs benefit the total number of persons in Question 2, above?)
 - 100 youth and 100 parents/guardians will receive mental health counseling, learning to cope with traumatic events, improve social skills, learn how to manage and adapt to severe emotional stress, improve healthy family relationships, reduce poor choices; criminal activity, substance abuse problems, improve education/academic performance and improve and instill asset building and increase self-esteem issues.
 - Pre and Post assessments as well as telephone follow-up will provide quantifiable data to measure demographics, outcomes and participant satisfaction.
5. Please list the name, address, phone number and e-mail of the person responsible to track the performance measurement on this program/project.
 - Joyce Buckingham – Executive Director (775-884-2269)
212 East Winnie Lane, Carson City, NV 89706
Executive_Director@carson-family.org

III. GOALS AND OBJECTIVES

A. Mark all of the following Carson City goals that apply to this project:

- _____ 1. Project has been identified as part of the local planning process.
X 2. Project addresses a problem that poses a health or safety concern in the community.

B. If your project is designed to serve a limited clientele, please indicate the population you will be serving with your project:

X Abused Children X Illiterate Persons X Homeless Persons
X Battered Spouses X Elderly X Severely Disabled Adults
X Migrant Farm Workers X Other (Please explain) _____
Teen/Youth in Crisis and Parents and family members suffering tremendous loss, tragic circumstances, teens with suicidal tendencies, substance abuse issues, dysfunctional family situations.

C. If your project will not be serving one of the above categories, explain (a) how you will document client income and (b) how you will document that at least 51% of your clientele will be low-to-moderate income: N/A

D. How many unduplicated persons/households will benefit from this project?

- 100 youth in need
- 100 parents/or family members

E. What level of benefit will each person receive?

- Minimum of 2 individual counseling sessions for youth ages 3 – 17 and up to 10 counseling sessions maximum per youth depending on the individual need of the youth.
- Unlimited support group sessions for each youth and parent.
- Quarterly follow-up for 1 year to insure each youth is moving forward and is sustaining healthy a healthy lifestyle.
- Resources and referrals for extended need as often as there is a participant need.

F. For economic development projects:

(a) identify the proposed employers that will be assisted with this project; (b) describe how they will comply with the requirement that at least 51% of the permanent full-time jobs created are either held by or made available to LMI persons; and (c) explain how they will document the jobs created and the income levels of the persons hired. N/A

G. For housing projects, please indicate: N/A

The number of homes to be rehabilitated: _____

The number of persons to be benefited: _____

IV. CDBG PROJECT BUDGET

Itemize only those portions of the project and administrative costs that will be paid from CDBG funds as shown on the Project Cost Schedule. The total for this budget schedule must equal the total CDBG request for this project.

Project Title: <i>Reach Up !</i>	FY 2007-08 Total Budget	FY 2007-08 Proposed CDBG Request	FY 2007-08 All Other Funding Sources
Program Expenses			
Salaries and Benefits	25,158.86	3900.00	21,258.86
Rent and Utilities	72,000.00	-0-	72000.00
Mortgage	-0-	-0-	-0-
Equipment	-0-	-0-	-0-
Equipment Maintenance & Repair	-0-	-0-	-0-
Office Supplies	1500.00	1500.00	-0-
Operating Supplies	-0-	-0-	-0-
Postage and Shipping	100.00	100.00	-0-
Printing and Publications	500.00	500.00	-0-
Advertising and Promotion	-0-	-0-	-0-
Subscriptions and Dues	-0-	-0-	-0-
Liability/Other Insurance	3600.00	-0-	3600.00
Professional Fees	24980.00	24980.00	-0-
Other project costs: (Specify Below)			
Refreshments for Support Groups	540.00	540.00	-0-
TOTALS	128,378.86	31520.00	96,858.86

V. PROJECT ADMINISTRATION

A. Provide the names, phone numbers and e-mails of the following people. (There may be more than one person responsible in each category. If the specific individual is not known, please give a job title):

1. The person to whom all questions regarding the application should be directed:

- Joyce Buckingham – Executive Director (775-884-2269)
212 East Winnie Lane, Carson City, NV 89706
Executive_Director@carson-family.org

2. The person directly responsible for on-site supervision of the project, such as a project manager:

- Joyce Buckingham – Executive Director (775-884-2269)
212 East Winnie Lane, Carson City, NV 89706
Executive_Director@carson-family.org

3. The person responsible for the financial management of the project, including preparation, review and approval of reimbursement requests:

- Lavon Sollberger – Fiscal Manager (775-884-2269)
212 East Winnie Lane, Carson City, NV 89706
lavons@sbcglobal.net
- Joyce Buckingham – Executive Director (775-884-2269)
212 East Winnie Lane, Carson City, NV 89706
Executive_Director@carson-family.org

APPENDIX I

CARSON CITY CITY MANAGER'S OFFICE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM SUBRECIPIENT QUESTIONNAIRE

(To be completed only in cases where applicant will contract for services with an additional party)

SUBRECIPIENT NAME: Lynne Anne Goldsmith, Certified Marriage and Family Counselor

SUBRECIPIENT ADDRESS: 407 North Walsh, Carson City, NV 89701

PROJECT NAME: Reach Up!

CDBG CONTACT PERSON: Joyce Buckingham

TITLE: Executive Director -- Ron Wood Family Resource Center

PHONE NUMBER: (775) 887-1313

YEARS IN CURRENT POSITION: 6 years experience as a therapist

FISCAL CONTACT PERSON: Lavon Sollberger

TITLE: Ron Wood Family Resource Center -- Fiscal Manager

PHONE NUMBER: (775) 884-2269

YEARS IN CURRENT POSITION: _____

AUDIT CONTACT PERSON (if different than fiscal contact person): - N/A

TITLE: _____

PHONE NUMBER: _____

YEARS IN CURRENT POSITION: _____

SUBRECIPIENT FISCAL YEAR END: June 30, 2009

APPENDIX I

CARSON CITY CITY MANAGER'S OFFICE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

SUBRECIPIENT QUESTIONNAIRE

(To be completed only in cases where applicant will contract for services with an additional party)

SUBRECIPIENT NAME: Valeri Bianchi-Wood, LCSW

SUBRECIPIENT ADDRESS: 407 North Walsh, Carson City, NV 89701

PROJECT NAME: Reach Up !

CDBG CONTACT PERSON: Joyce Buckingham

TITLE: Executive Director – Ron Wood Family Resource Center

PHONE NUMBER: (775) 887-1313

YEARS IN CURRENT POSITION: 13 years experience as a Certified Social Worker and Therapist

FISCAL CONTACT PERSON: Lavon Sollberger

TITLE: Ron Wood Family Resource Center – Fiscal Manager

PHONE NUMBER: (775) 884-2269

YEARS IN CURRENT POSITION:

AUDIT CONTACT PERSON (if different than fiscal contact person): - N/A

TITLE: _____

PHONE NUMBER: _____

YEARS IN CURRENT POSITION: _____

SUBRECIPIENT FISCAL YEAR END: June 30, 2009

APPENDIX I

CARSON CITY CITY MANAGER'S OFFICE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

SUBRECIPIENT QUESTIONNAIRE

(To be completed only in cases where applicant will contract for services with an additional party)

SUBRECIPIENT NAME: Lisa Yesitis, Social Work Intern

SUBRECIPIENT ADDRESS: 407 North Walsh, Carson City, NV 89701

PROJECT NAME: Reach Up !

CDBG CONTACT PERSON: Joyce Buckingham

TITLE: Executive Director – Ron Wood Family Resource Center

PHONE NUMBER: (775) 887-1313

YEARS IN CURRENT POSITION: 8 years experience in social work/new intern

FISCAL CONTACT PERSON: Lavon Sollberger

TITLE: Ron Wood Family Resource Center – Fiscal Manager

PHONE NUMBER: (775) 884-2269

YEARS IN CURRENT POSITION:

AUDIT CONTACT PERSON (if different than fiscal contact person): - N/A

TITLE: _____

PHONE NUMBER: _____

YEARS IN CURRENT POSITION: _____

SUBRECIPIENT FISCAL YEAR END: June 30, 2009

APPENDIX I

CARSON CITY CITY MANAGER'S OFFICE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

SUBRECIPIENT QUESTIONNAIRE

(To be completed only in cases where applicant will contract for services with an additional party)

SUBRECIPIENT NAME: Rebecca Phillipsen, Licensed Clinical Social Work (LCSW)

SUBRECIPIENT ADDRESS: 407 North Walsh, Carson City, NV 89701

PROJECT NAME: Reach Up!

CDBG CONTACT PERSON: Joyce Buckingham

TITLE: Executive Director – Ron Wood Family Resource Center

PHONE NUMBER: (775) 887-1313

YEARS IN CURRENT POSITION: 10 years experience

FISCAL CONTACT PERSON: Lavon Sollberger

TITLE: Ron Wood Family Resource Center – Fiscal Manager

PHONE NUMBER: (775) 884-2269

YEARS IN CURRENT POSITION:

AUDIT CONTACT PERSON (if different than fiscal contact person): - N/A

TITLE: _____

PHONE NUMBER: _____

YEARS IN CURRENT POSITION: _____

SUBRECIPIENT FISCAL YEAR END: June 30, 2009

APPENDIX II

INDEX OF ATTACHMENTS

Required Attachments: The required attachments as described on Page 2 are listed below. Please list and reference any additional attachments you are providing with your application. Do not include attachments unless they are needed to understand the project.

Attachment Number	Attachment Description	Application Page / Section Referenced	Attachment Included (✓)
1	IRS Tax Exempt "501(c)(3) letter	Page 2	Previously Submitted
2	Proof of incorporation from Secretary of State (Certificate Only)	Page 2	Previously Submitted
3	Current Organization Chart with names of staff members	Page 2	Previously Submitted
4	Current Board of Directors and terms of office	Page 2	X
5	<i>501(c)(3) non-profits</i> : Copy of the most recent Federal Tax Return (Form 990 or 990EX)	Page 2	Previously Submitted
6	Itemized CDBG Budget Breakdown	Page 6	X
7	DHHS Director's Biennial Report – Insurance Eligibility	Page 5	X
8	<i>Reach Up</i> Data Analysis through CDBG 07-08 Grant Year	Page 5	X
9			
10			
11			
12			
13			
14			
15			

APPENDIX III

APPLICATION CHECKLIST

This checklist should serve as a guide for the submission of a complete CDBG application. Applications that contain all relevant information and required attachments will receive prompt review.

PLEASE INCLUDE A COPY OF THIS CHECKLIST WITH YOUR APPLICATION.

- XX Grant Cover Sheet.
- XX Grant Application completed and signed by Agency representative.
- XX Section I: Project Description and Needs Analysis.
- XX Section II: Project Measurement.
- XX Section III: Goals and Objectives.
- XX Section IV: CDBG Project Budget.
- XX Section V: Project Administration.
- XX Appendix I: Subrecipient Questionnaire *(if applicable)*.
- XX Appendix II: Index of Attachments.

*Ron Wood Family Resource Center
Board Of Directors – 2008 – 2009*

Attachment 4

Name	Work Address	Home Address	Numbers	Email Address
Paul Saucedo, Chair	N/A - Retired	1231 Chaparral Drive Carson City, NV. 89703	(H) 883-3626 (F) 883-7650	psauce@sbcglobal.net
Valeri Wood, Vice Chair	Carson Professional Group 407 North Walsh Street Carson City, NV. 89701	456 Genoa Lane Minden, NV. 89423	(W) 887-1313 (C) 781-2468 (F) 887-0466	valgal0199@aol.com
Jack Wilson, Secretary	N/A – Retired	1279 Koontz Lane Carson City, NV. 89701	(H) 882-7685 (C) 722-7685	wilsons1279@sbcglobal.net
J.R. Clark Treasurer	N/A – Retired	2555 Waterford Place Carson City, NV. 89703	(H) 882-0856	millardclark@sbcglobal.net
Trina Dahlin	State of Nevada Attorney General's Office	330 Crystal Water Way Carson City, NV. 89701	(H) 887-0629 (F) 887-2129 (W) 684-1133	trinadahlin@yahoo.com
Ruth Aberasturi	N/A - Retired	2050 Jodi Lane Carson City, NV. 89701	(H) 882-3649 (C) 722-3649	Ruth6mary@yahoo.com
Ken Furlong	Carson City Sheriff's Office 901 East Musser Street Carson City, NV. 89701	N/A	(W) 887-2020 ext. 1900 or 1901	kfurlong@ci.carson-city.nv.us
Rick Redican	N/A - Retired	4257 Combs Canyon Road Carson City, NV. 89703	(H) 882-6911	Frannrick@sbcglobal.net
Kim Carrubba	Western Nevada College 2201 W Nye Lane Carson City, NV. 89706	957 Lindsay Lane Carson City, NV. 89706	(W) 445-3219 (H) 883-7435 (F) 886-3134 (C) 560-7435	kcarrubb@wnc.edu
RoseMary Wornack	Legislative Building 401 South Carson St. Carson City, NV. 89701-4747	2518 Jarbidge Carson City, NV. 89706	(C) 702-524-6631 (W) 684-8503 (F) 684-8533	rosemarywornack@hotmail.com

Attachment 6

ITEM	CALCULATION	TOTAL BUDGET AMT
Family Advocate's wage /intake with family for initial meeting	5 hrs per week x 15.00 per hour x 52 weeks	\$3900.00
Individual Youth Counseling Sessions Intern - BSW	50 youth x 10 sessions x 25.00 per hour	12500.00
Individual Youth Counseling Sessions Intern - BSW	50 youth x 10 sessions x \$0.00 per hour	Gratis
Group Youth Counseling Sessions (up to 10 per group)	Age Group 1: 52 sessions x \$60.00 Age Group 2: 52 sessions x \$60.00	3120.00 3120.00
Group Parent Counseling Sessions (up to 10 per group)	52 sessions x \$60.00 52 sessions x \$60.00	3120.00 3120.00
Office Supplies	File Folders materials, pens, printer ink, etc.	1500.00
Postage	Sending reminders/follow-up information	100.00
Printing and Publications	Youth Directories, flyers	500.00
Refreshments	Pizza for support Groups	540.00
TOTAL BUDGET		31520.00

92% of the requested funding will fund direct participant services.

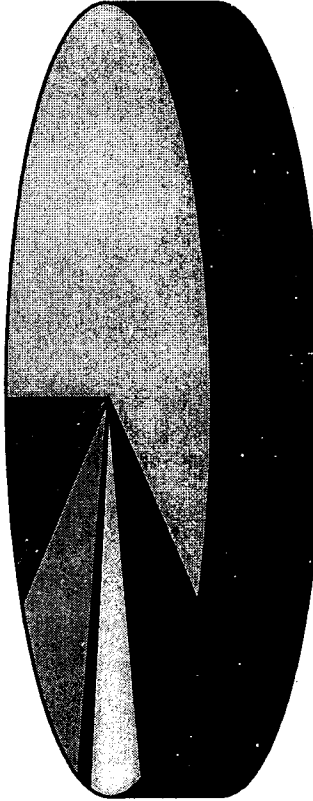
8% of the requested funding will fund materials and supplies for program

Inkind/matching funds will fund all expenses associated with operating the *Reach Up* program including administrative and operating costs such as phone, power, equipment, liability insurance, receptionist support, office space, mileage, etc.

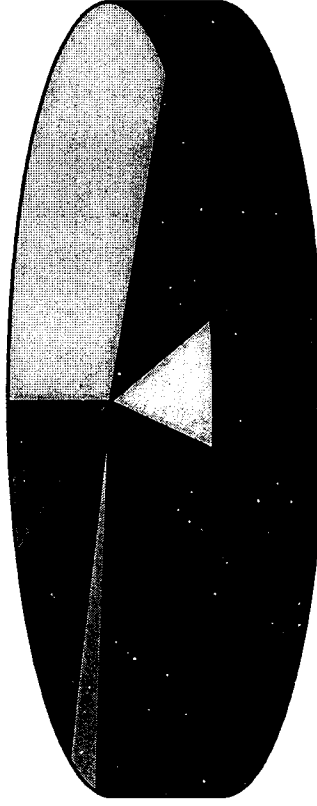
INSURANCE ELIGIBILITY

June 2006	NNAMHS	Rural Clinics	SNAMHS	Statewide
No Insurance	59%	35%	63%	57%
Medicaid Only	12%	12%	16%	15%
Medicare Only	8%	5%	3%	4%
Private Insurance Only	2%	25%	1%	6%
Medicaid & Medicare	11%	4%	2%	4%
Medicaid & Private Insurance	1%	12%	0%	3%
Medicare & Private Insurance	5%	4%	6%	6%
Medicaid, Medicare & Private Insurance	2%	2%	9%	6%

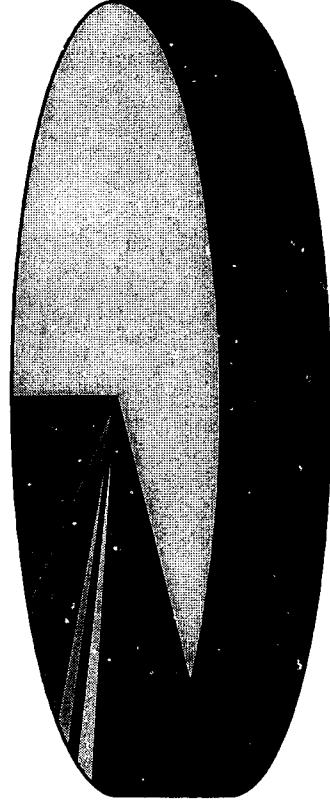
NNAMHS



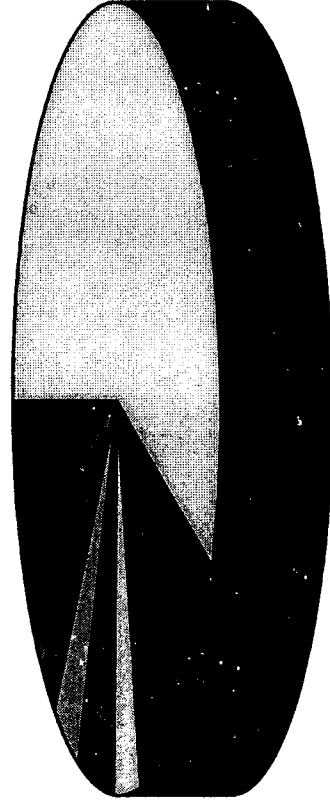
Rural Clinics



SNAMHS



Statewide



Reach Up Data Analysis
CDBG 07-08 Grant Year

Attachment 8

Overview

Ron Wood Family Resource Center was allocated 9,982.00 to initiate the *Reach Up* program beginning in September 2007. The initial grant request was for 31,520.00 and subsequently was reduced to 9,982.00. The following data collection and information is derived from the first 5 months the grant was implemented for fiscal year 2007-2008.

Data Analysis – September 1, 2007 to February 1, 2008

Number of Youth Served	23
Number of Parents/Family Served	19
Victims of Alleged Sexual Assault	5% - Adults 4 % - Youth
Victims of Domestic Violence	11% - Adults 17% - Youth
Victims of Substance Abuse	42% - Adults 26% - Youth
Youth with Truancy Issues	26%
Youth with Loss/Grief/Bereavement Issues	52%
Mental Health Issues	17% - Family

Referral Origin

DCFS/CPS Referred	30%
Carson City School District Referred	30%
Juvenile Parole and Probation Referred	15%
Self-Referrals	20%
Miscellaneous Referrals	5%

Conclusion

Ron Wood Family Resource Center has met the program goal of serving 77% of the youth and 63% of the parents targeted during the first 5 months of the CDBG grant period. Ron Wood Family Resource Center will exceed the targeted number of persons intended to benefit from the *Reach Up* program by 3-1-08. The program is recognized as a viable resource filling a dire need in the community. The perceived value of this resource has been widely acclaimed through many of our community partners; State of Nevada Child and Family Services, Child Protective Services, Carson City School District, Drug Court, School Attendance Review Board (SARB) and Carson City Juvenile Probation.

Carson City
Community Development Block Grant Program (CDBG)
Fiscal Year 2008–2009

******Request for Proposals******

*An electronic version of this document is available from the CDBG Coordinator
Email request to:*

WHERE TO **CARSON CITY HEALTH AND HUMAN SERVICES**
TURN IN: **900 EAST LONG STREET**
 CARSON CITY, NV 89706

WHEN: **FEBRUARY 4, 2008, 5:00 P.M.**

DEADLINE: *The date and hour deadline established is FIRM. Any proposal received AFTER the deadline WILL NOT be considered for funding.*

APPLICATION COVER SHEET

1. Name of Agency: Community Counseling Center
2. Project Title: Methamphetamine Treatment Project
3. Mailing Address: 205 South Pratt Ave., Carson City, Nevada 89701

Physical Address: same as above
4. Agency Director: Mary K Bryan
5. Board Chairperson: Thomas Perkins
6. Contact person (see instructions): Mary Bryan
Phone number: 775.882.3945 E-Mail: meadowmary@aol.com
Fax: 775.882.6126
7. What is your funding request for FY 2008–2009? \$65,455
8. Type of Grant (Check One):

<u>XX</u> Public Service _____ Economic Development	_____ Community Facilities/Improvements _____ Housing Rehabilitation
--	---

9. Proof of non-profit status for private agencies (governmental entities and schools are exempt):

Date of incorporation	5/31/85
Date of IRS certification	2/16/99
Tax exempt number	880212354

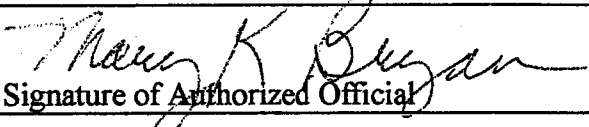
10. DUNS Number: 782755326
For information on DUNS, go to:

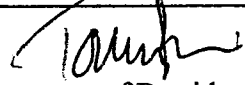
11. Attach the following to each copy of the Proposal for Funding
(If you are a previous recipient of CDBG funding and have already submitted this information, and it is still current, you do not have to submit it again. Then check the box on the right: xx Previous recipient / Information on file

- IRS Tax Exempt "501(c)(3)" letter.
- Proof of incorporation from Secretary of State (CERTIFICATE ONLY)
- Current organization chart with names of staff members. Staff members may not serve as a Board Member of the agency they work for.
- List of current Board of Directors and terms of office. If a member of your Board of Directors is in a position to obtain a financial benefit or interest from your proposed project, you may be ineligible for CDBG funds (See 24 CFR 570.611).
- For all 501(c)(3) non-profit organizations: a copy of the organization's most recently submitted Federal Tax Return (Form 990 or 990EX). Governmental bodies and schools are exempt from this requirement.

12. Required Certification (see instructions):

Applicant certifies that to the best of his/her knowledge, all information submitted as part of this application is true. Applicant will comply with all grant and contract requirements if funding is approved.

 Signature of Authorized Official	<u>1/31/08</u> Date
Mary K Bryan Typed Name and Title of Authorized Official	775.8823945 Phone Number

 Signature of President of Board of Directors	<u>1/30/08</u> Date
Thomas Perkins Typed Name of President of Board of Directors	7758823945 Phone Number

Carson City

Community Development Block Grant Program (CDBG) Application

I. PROJECT DESCRIPTION AND NEEDS ANALYSIS

HUD has outlined three objectives for the CDBG Program with expected outcomes. When developing your proposal, please adhere to the CDBG Objectives and Outcomes.

Objectives	Outcomes
1. Create suitable living environments	1. Availability/accessibility
2. Provide decent affordable housing	2. Affordability
3. Create economic opportunities	3. Sustainability

A. What is the problem the proposed project is designed to solve?

Response: The Community Counseling Center (CCC) will continue to expand services to meet the particularly urgent community development need which is methamphetamine use in Carson City. The illegal drug use and distribution in the community is an ongoing problem for our citizens. It has been determined by experts that merely arresting drug addicts does not stop their use and crimes; intervention and treatment is required to change their negative behaviors and impact on the community.

Substance abuse counseling and treatment is designed to create a safer community. It is intended to provide all citizens with freedom from fear of theft by the addicts for cash and products to buy drugs. Counseling will also reduce other crimes committed by addicts to maintain their habit. An often overlooked impact of methamphetamine use is the impaired driving that results from addicts moving around to do drug deals. The counseling program is intended to change criminal and addictive thinking and behaviors.

B. Which CDBG objective (listed above) will you be meeting?

Response: The Methamphetamine Counseling Project is intended to work toward creating a suitable living environment for addicts and their families. There continues to be an urgent need for treatment and intervention because of the conditions caused by the meth epidemic in our community and the negative impact it is having on our community's health and welfare.

C. How is the problem being dealt with at the present time?

Response: There is currently a methamphetamine counselor funded by the CDBG grant which allows very focused treatment of addicts in order to restore them to healthy functioning. There are

treatment groups held on Saturday, Tuesday, Thursday and Friday. These groups total 10 ½ hours per week and each group can have up to 15 clients.

D. What is the project or activity you want to undertake to solve the problem?

Response: The Center wants to continue to provide one counselor position to partially meet the basic needs of the community. However to simply keep up with the client load, The Center will need to increase the counseling staff in direct relationship to the increase clients. The increase from 2006 to 2007 of meth clients seen by CCC was 30%. Therefore, The Center needs to employ between 1.3 and 1.5 staff devoted solely to this activity. Since CCC wants to be conservative in the use of grant dollars, we are only requesting 1.3 counselors rather than 1.5 counselors.

Funding counseling positions allows CCC to provide the more unique practices necessary to treat meth addiction. The meth client is not a "typical" addict or alcoholic. Meth clients require extensive case management, an increased number of hours of service are required each week, and an increased length of treatment duration (up to two years instead of one year). Relapse prevention training and counseling is a necessity with each meth client and CCC provides individualized relapse prevention efforts for our clients.

A common theme among addiction personnel is the need for "treatment on demand." With the meth clients in Carson City this is especially important. If CCC cannot provide the immediate intervention needed by the client, the client can be lost to the treatment system. The client knows that all he or she needs to do to relieve any withdrawal pains is to steal some money or other item and then they can easily purchase their drug of choice—methamphetamine. This is an even greater problem in Carson City because of the ready availability of methamphetamine. Treatment needs to be available in a timely manner. Clients cannot be made to wait too long to get into treatment or they lose whatever motivation they have to get clean and change. Without adequate counseling staff it is difficult to see clients when they need the services.

Providing the services described above (which are above and beyond the needs of the typical CCC client) is how CCC will use the CDBG grant funds.

E. How will the proposed project solve the problem?

Response: Criminal recidivism decreases with treatment. Employment increases. Clients are placed in the specific intense treatment program that immediately meets their needs. It begins the reversal of negative behaviors that permeate our community to at least a neutralizing of those behaviors until treatment effects begin to be effective and the client behavior begins to be positive. Along with the reversal from negative behaviors, we anticipate a decrease in the usage of medical and social services here in the community. The impact on law enforcement and legal services also diminishes. The Carson City Sheriff's Office will still be called out on domestic battery charges, but the officers will see a decrease in the number of cases where they have to deal with the psychosis of an angry meth addict who is willing to harm family members and the officers.

F. How will you know if you have successfully solved the problem?

Response: Recidivism of methamphetamine related cases in those who have been treated will continue to decrease. The numbers of clients using meth as a primary, secondary and tertiary substance will decrease. Client employment status will also indicate the success of changing their previous behaviors. We would expect that the successful treatment of meth users would also show up in decreased numbers of clients reporting meth as a major problem in the community in sheriff department statistics as well.

G. What procedures will be put into effect to create, compile and maintain data to track performance measurement for this program/project?

Response: The easiest procedure to develop to maintain data to track performance measurement would be to simply say we plan to increase the number of clients seen. However that is not a realistic method of determining effectiveness. The more clients seen will definitely impact performance measure, but that is not the only method used by CCC. The Counseling Center has a data management system which tracks client attendance, progress, drugs of choice, and a variety of other demographic data like employment status, education, etc. that allows to measure a variety of areas. Sliding fee scales are based on financial information which is collected on all clients. Comparison of statistics and data between years and comparing Carson City judicial records will be an additional tool for performance measurement.

H. How will the CDBG funds be used on this project?

Response: CDBG funds will be used to pay the salary, federal taxes, benefits, and training to provide this specialized treatment for methamphetamine addicts.

I. What will you do to solve the problem if the proposed project is not funded by CDBG?

Response: The Center will make its best effort to maintain the services at a lower level. Funding for the position will be sought from private donations and fundraisers. However, considering the current fiscal impacts imposed by the State of Nevada on many entities, we are not extremely optimistic of finding additional funding.

J. Where will the project be located and what is the geographic target area that will be served by this project?

☐ Target Area (specify geographic area) _____
OR ☒ Community-wide

For Capital (Public) Improvement Projects only

K. Is the proposed project part of a larger project or is it a stand-alone project?

1. If part of a larger project, please describe the entire project.

2. Can this project be done in different phases? _____ Yes _____ No
If YES, explain.

3. Have CDBG funds been used for an earlier phase? _____ Yes _____ No

L. Ownership Information

1. Who currently holds title to the property involved?

2. In whom will title be vested upon completion?

3. Do any rights-of-way, easements or other access rights need to be acquired?
_____ Yes _____ No

4. If the project requires water rights or well permits, have they been acquired?
_____ Yes _____ No

II. PROJECT MEASUREMENT

The Carson City CDBG Program, in compliance with Department of Housing & Urban Development (HUD) directives, is implementing Performance Measures into the application and grant/project administration process. When completing this section, keep in mind that *outputs* are the products or activities of program implementation (such as numbers of clients served) and *outcomes* are the benefits or changes that result from the program (how well the service met the user needs).

1. Please identify the quantifiable, projected outputs of this program/project.

Response: The clients who receive these services will report at the end of the treatment period that they have obtained gainful employment, have not been re-arrested after the first 12 months and that they are generally satisfied with the services at a rate of 85% or better. Clients will report attendance at Self Help Groups at a rate of 90% or better and abstinence at a rate of 85% or better.

2. Please quantify the total number of persons intended to benefit from program/project output.

Response: Since groups are allowed to have no more than 15 clients (State of Nevada licensing requirement), and there are 10.5 hours available per week, we would expect to provide a minimum of 136.5 hours of methamphetamine counseling per week. **The services would be provided to at least 26 different clients per week.**

3. Of the total number of persons in Question 2, above, how many of these are low-to-moderate income (LMI)?

Response: 100 % of the clients will be low to moderate income. This project will assist them in leaving this category by assisting them with job seeking skills. In addition to obtaining employment, the program will have a goal to assist in maintaining employment. The combination of these activities will result in clients no longer being classified as low-to-moderate income individuals.

4. Please identify the quantifiable, projected outcome of this program/project. (How will the outputs benefit the total number of persons in Question 2, above?)

Response: The outputs of employment, no new arrests, and abstinence will benefit the total number of persons (26 per week) by improving their lives, allowing them to be gainfully employed, and participate in the community in a drug free environment. However, the outcomes of this program will benefit the entire community. This program can result in some or all of the following:

- Decreased petty theft and grand theft
- Decreased drunk driving charges
- Increased sense of security for all citizens

- Decreased gang activity
- Decreased assaults
- Decreased use of other social services such as emergency room visits

This list could cover several pages, but we want to point out some of the ways this program can improve the quality of life in Carson City.

5. Please list the name, address, phone number and e-mail of the person responsible to track the performance measurement on this program/project.

Response: Mary Bryan 205 South Pratt Ave., Carson City, Nevada 89701
775.882.3945
meadowmary@aol.com

III. GOALS AND OBJECTIVES

A. Mark all of the following Carson City goals that apply to this project:

- X 1. Project has been identified as part of the local planning process.
 X 2. Project addresses a problem that poses a health or safety concern in the community.

B. If your project is designed to serve a limited clientele, please indicate the population you will be serving with your project:

<u> </u> Abused Children	<u> </u> Illiterate Persons	<u> </u> Homeless Persons
<u> </u> Battered Spouses	<u> </u> Elderly	<u> </u> Severely Disabled Adults
<u> </u> Migrant Farm Workers	<u> X </u> Other (Please explain)	Methamphetamine Users/Abusers/Addicts

C. If your project will not be serving one of the above categories, explain (a) how you will document client income and (b) how you will document that at least 51% of your clientele will be low-to-moderate income:

Response: All clients complete a statement of income when they are accepted into the program. The income level is verified through required documentation of income which is part of the client file.

D. How many unduplicated persons/households will benefit from this project?

Response: Twenty-six clients per week. As clients progress through the program, we estimate 91 different clients will receive over 10,000 hours of service in the course of a year.

E. What level of benefit will each person receive?

Response: The clients will receive the service benefits at 100% for a period of 30 days if they are unemployed. They will then have the sliding fee scale applied which will require them to participate at a percentage of their treatment not to exceed 50% of the full cost.

F. For economic development projects:

(a) identify the proposed employers that will be assisted with this project; (b) describe how they will comply with the requirement that at least 51% of the permanent full-time jobs created are either held by or made available to LMI persons; and (c) explain how they will document the jobs created and the income levels of the persons hired.

Response: N/A

G. For housing projects, please indicate:

The number of homes to be rehabilitated: _____

The number of persons to be benefited: _____

Response: N/A

IV. CDBG PROJECT BUDGET

Itemize only those portions of the project and administrative costs that will be paid from CDBG funds as shown on the Project Cost Schedule. The total for this budget schedule must equal the total CDBG request for this project.

Project Title:	FY 2008-09 Total Budget	FY 2008-09 Proposed CDBG Request	FY 2008-09 All Other Funding Sources
Program Expenses			
Salaries and Benefits	\$75,845	65,455	10390
Rent and Utilities			
Mortgage			
Equipment			
Equipment Maintenance & Repair			
Office Supplies			
Operating Supplies			
Postage and Shipping			
Printing and Publications			
Advertising and Promotion			
Subscriptions and Dues			
Liability/Other Insurance			
Professional Fees			
Other project costs: (Specify Below)			
TOTALS	\$75,845	64,455	10,390

V. PROJECT ADMINISTRATION

A. Provide the names, phone numbers and e-mails of the following people. (There may be more than one person responsible in each category. If the specific individual is not known, please give a job title):

1. The person to whom all questions regarding the application should be directed:

Mary Bryan Administrator, 775.882.3945, meadowmary@aol.com

2. The person directly responsible for on-site supervision of the project, such as a project manager:

Mary Bryan 775.882.3945, meadowmary@aol.com

3. The person responsible for the financial management of the project, including preparation, review and approval of reimbursement requests:

Barbara Brownlee, Bookkeeper, 775.882.3945

APPENDIX I

CARSON CITY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

SUBRECIPIENT QUESTIONNAIRE

(To be completed only in cases where applicant will contract for services with an additional party)

SUBRECIPIENT NAME: _____

SUBRECIPIENT ADDRESS: _____

PROJECT NAME: _____

CDBG CONTACT PERSON: _____

TITLE: _____

PHONE NUMBER: _____

YEARS IN CURRENT POSITION: _____

FISCAL CONTACT PERSON: _____

TITLE: _____

PHONE NUMBER: _____

YEARS IN CURRENT POSITION: _____

AUDIT CONTACT PERSON (if different than fiscal contact person):

TITLE: _____

PHONE NUMBER: _____

YEARS IN CURRENT POSITION: _____

SUBRECIPIENT FISCAL YEAR END: _____

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This checklist should serve as a guide for the submission of a complete CDBG application. Applications that contain all relevant information and required attachments will receive prompt review.

PLEASE INCLUDE A COPY OF THIS CHECKLIST WITH YOUR APPLICATION.

- X Grant Cover Sheet.
- X Grant Application completed and signed by Agency representative.
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- X Section IV: CDBG Project Budget.
- X Section V: Project Administration.
- N/A Appendix I: Subrecipient Questionnaire *(if applicable)*.
- X Appendix II: Index of Attachments.

Dear Mary,

The Application Review Workgroup has reviewed your request for funding. They would like clarification on the following questions:

Please address audit findings and steps that have been taken for better internal control based on audit recommendations should funding be awarded to your organization for the proposed Methamphetamine Treatment Project.

Page 9 of 15 - Please explain your data management system, tracking clients and clarify 26 clients/weekly for 91 different clients. How was the total (?) number of clients obtained?

Quantifiable projected outputs seem to be answered in generalities. Could you please be more specific?

Attached please find the agenda with the time when your application will be presented. Please let me know if you have any questions.

Hello Javier,

In response to the number of clients served, we provide services to groups of 15. There are two different groups targeted in this grant for a possible total of 30 clients. Since there are always a few people absent for a variety of reasons, we use an average number of 4 who will not be attending in any given week for a total of 26 clients present each week between the two groups.

These groups turn over every 3 months for a total of 4 times a year. Since there are about 12% of the clients who need to stay longer because they missed groups because of illness, jail time, court time, and other reasons, there are usually around 91 different clients served rather than the 104 which is the maximum possibility if everyone performed perfectly and everyone finished exactly on time.

In response to the audit which offered us some opportunities for strengthening internal controls and operating efficiency, we discussed them all at a board meeting and the following occurred. Under Payroll and General Disbursements the Center's documentation practices regarding paid invoices has been changed to include not only attaching the invoice to the check stub, but also stamping the invoice paid. A part-time bookkeeper has also been retained to replace an administrative aid that used to assist with the operation. Under the Youth Account recommendations, the youth account has been closed to avoid further confusion. Under the Therapist Helper recommendations, the Office Manager has revised some policies and segregated duties wherever possible. Under the Property and Equipment recommendation, the Center has changed the threshold minimum to \$500 per the auditor's recommendations.

Regarding the quantifiable outcomes for clients who have been treated for methamphetamine abuse, we believe that the best measure of treatment is ameliorating the crime in the community, the medical risks, the abuse of children, the abuse of spouses, a reduction in arrests, and actually having the opportunity to see the clients. We count their attendance as a huge measurement of success since it can be very difficult to get them to come in for evaluations and treatment. We track their attendance carefully as well as their progress, e.g. any new arrests for drug use, battery, child abuse etc. We require them to attend self help groups in the community to supplement their treatment. We have them complete satisfaction surveys at the end of their treatment to see if they responded to anything in a particularly positive way that we can focus on in the future. We consider success as being clean and sober, exhibiting more positive behaviors, developing improved work habits, having a job, paying their bills, and generally being responsible and dependable. These are difficult to measure, but they are the goals we hope to achieve with the clients.

I am unable to attend the meeting tomorrow, unfortunately, the ongoing reduction of funding by all of our sources, requires a very careful use of time for all of us with schedules stretching out two to three weeks in advance.

I hope these answers complete the information you requested. Mary Bryan

Carson City
Community Development Block Grant Program (CDBG)
Fiscal Year 2008–2009

******Request for Proposals******

*An electronic version of this document is available from the CDBG Coordinator
Email request to: jramirez@ci.carson-city.nv.us*

WHERE TO **CARSON CITY HEALTH AND HUMAN SERVICES**
TURN IN: **900 EAST LONG STREET**
 CARSON CITY, NV 89706

WHEN: **FEBRUARY 4, 2008, 5:00 P.M.**

DEADLINE: *The date and hour deadline established is **FIRM**. Any proposal received **AFTER** the deadline **WILL NOT** be considered for funding.*

APPLICATION COVER SHEET

1. Name of Agency: Carson City Public Works
2. Project Title: ADA Sidewalk Improvements – Downtown Transit Accessibility
3. Mailing Address: 3505 Butti Way, Carson City, NV, 89701
Physical Address: 3505 Butti Way, Carson City, NV, 89701
4. Agency Director: Andrew Burnham
5. Board Chairperson: _____
6. Contact person (see instructions): Patrick Pittenger
Phone number: 887-2355 E-Mail: ppittenger@ci.carson-city.nv.us
Fax: 887-2112
7. What is your funding request for FY 2008–2009? \$ 296,000
8. Type of Grant (Check One):

<u> </u> Public Service	<u> X </u> Community Facilities/Improvements
<u> </u> Economic Development	<u> </u> Housing Rehabilitation

9. Proof of non-profit status for private agencies (governmental entities and schools are exempt):

Date of incorporation	N/A
Date of IRS certification	N/A
Tax exempt number	N/A

10. DUNS Number: 073787152

For information on DUNS, go to: <http://www.ccr.gov/pdfs/DUNSGuideGovVendors.pdf>


11. Attach the following to each copy of the Proposal for Funding

(If you are a previous recipient of CDBG funding and have already submitted this information, and it is still current, you do not have to submit it again. Then check the box on the right: ☒ Previous recipient / Information on file

- a. IRS Tax Exempt "501(c)(3)" letter.
- b. Proof of incorporation from Secretary of State (CERTIFICATE ONLY)
- c. Current organization chart with names of staff members. Staff members may not serve as a Board Member of the agency they work for.
- d. List of current Board of Directors and terms of office. If a member of your Board of Directors is in a position to obtain a financial benefit or interest from your proposed project, you may be ineligible for CDBG funds (See 24 CFR 570.611).
- e. *For all 501(c)(3) non-profit organizations:* a copy of the organization's most recently submitted Federal Tax Return (Form 990 or 990EX). Governmental bodies and schools are exempt from this requirement.

12. Required Certification (see instructions):

Applicant certifies that to the best of his/her knowledge, all information submitted as part of this application is true. Applicant will comply with all grant and contract requirements if funding is approved.

 Signature of Authorized Official	February 1, 2008 Date
Andrew Burnham, Public Works Director Typed Name and Title of Authorized Official	(775) 887-2355 Phone Number

Signature of President of Board of Directors	Date
Typed Name of President of Board of Directors	Phone Number

Carson City
Community Development Block Grant Program (CDBG) Application

I. PROJECT DESCRIPTION AND NEEDS ANALYSIS

HUD has outlined three objectives for the CDBG Program with expected outcomes. When developing your proposal, please adhere to the CDBG Objectives and Outcomes.

Objectives

1. Create suitable living environments
2. Provide decent affordable housing
3. Create economic opportunities

Outcomes

1. Availability/accessibility
2. Affordability
3. Sustainability

A. What is the problem the proposed project is designed to solve?

There are numerous sidewalks in the neighborhood without corner curb ramps. The lack of ramps means that the sidewalks do not comply with the Americans with Disabilities Act (ADA) and hinders the mobility of disabled and ambulatory persons.

B. Which CDBG objective (listed above) will you be meeting?

#1 – Create suitable living environment.

C. How is the problem being dealt with at the present time?

As provided under a compliance agreement with the U.S. Department of Justice, Carson City currently provides ADA-compliant corner curb ramps when any street is constructed or altered. However, there is a substantial amount of issues that need to be addressed.

D. What is the project or activity you want to undertake to solve the problem?

The project would consist of constructing ADA-compliant corner curb ramps at 54 locations in the neighborhood bounded approximately by Division Street on the east, Robinson Street on the south, Roop Street on the west, and Washington Street on the north. An additional 18 ADA-compliant corner ramps would be constructed on East 5th Street between Stewart Street and South Carson Meadow Drive.

E. How will the proposed project solve the problem?

The result will be improved accessibility within the downtown area – including improved access to government buildings, museums, and bus stops for all four routes of the JAC transit system. There would also be improved pedestrian access to senior and disabled housing facilities on East 5th Street and for trips between the neighborhood and other areas.

F. How will you know if you have successfully solved the problem?

The improvements will result in ADA-compliant infrastructure and the removal of barriers to the mobility of all residents, particularly disabled residents.

G. What procedures will be put into effect to create, compile and maintain data to track performance measurement for this program/project?

Carson City Public Works Department staff will be responsible for the design of the improvements and construction management functions, ensuring that the work is carried-out correctly.

H. How will the CDBG funds be used on this project?

CDBG funds will be used for paying a portion of the cost of the contract that will make the improvements. Carson City will contribute by designing the improvements, managing the construction project, and inspecting the improvements upon completion.

I. What will you do to solve the problem if the proposed project is not funded by CDBG?

While other potential funding sources will be pursued, the need for funding for this type of project is enormous. Improvements will be made over time as funds become available.

CDBG funding provides a unique opportunity to specifically target improvements to a high pedestrian traffic area, thereby assuring equal access for those with limited mobility.

J. Where will the project be located and what is the geographic target area that will be served by this project?

☒ Target Area (specify geographic area) Downtown Carson City and East 5th Street, though improved access to transit will have positive impacts community-wide.

OR ☐ Community-wide

For Capital (Public) Improvement Projects only

K. Is the proposed project part of a larger project or is it a stand-alone project?

1. If part of a larger project, please describe the entire project.

This is a stand-alone project, but it is part of an effort to improve the pedestrian environment citywide.

2. Can this project be done in different phases? X Yes No

If YES, explain.

The more of this type of improvement that can be implemented at one time, the better, due to economies to scale and in making it more attractive to potential bidders to encourage more competitive bids.

3. Have CDBG funds been used for an earlier phase? Yes X No

CDBG funds have not been used in this area, but recently used on a similar project in the Empire School area.

L. Ownership Information

1. Who currently holds title to the property involved?

The project will be completed within the public rights-of-way (ROW).

2. In whom will title be vested upon completion?

Improvements in ROW will remain in the ownership of Carson City.

3. Do any rights-of-way, easements or other access rights need to be acquired?

 Yes X No

4. If the project requires water rights or well permits, have they been acquired?

 Yes No X N/A

II. PROJECT MEASUREMENT

The Carson City CDBG Program, in compliance with Department of Housing & Urban Development (HUD) directives, is implementing Performance Measures into the application and grant/project administration process. When completing this section, keep in mind that *outputs* are the products or activities of program implementation (such as numbers of clients served) and *outcomes* are the benefits or changes that result from the program (how well the service met the user needs).

1. Please identify the quantifiable, projected **outputs** of this program/project.

The number of non-ADA compliant curb corners in the project area will be reduced by 72.

2. Please quantify the **total** number of persons intended to benefit from program/project output.

There are approximately 4,180 persons residing in the combined project areas. These residents would benefit from the project output, as would residents and visitors using the JAC transit system to access downtown Carson City and beyond. The project area includes the central transfer point of the JAC transit system, which provides about 11,000 trips per month; primarily to low income and/or disabled persons.

3. Of the total number of persons in Question 2, above, how many of these are low-to-moderate income (LMI)?

In 2000, approximately 60 percent of the total population living in the project area, or slightly more than 2,500 persons, lived in households with an annual income of less than \$40,000. Over 50% of transit users reside in households with an annual income of less than \$20,000 according to a December 2007 public transportation survey on the JAC transit system.

4. Please identify the quantifiable, projected **outcome** of this program/project. (How will the outputs benefit the total number of persons in Question 2, above?)

The residents will benefit from increased accessibility for disabled persons to travel, particularly to the neighborhood bus stops where they can access ADA-compliant transit buses. The community in general will benefit from a safer walking environment for all pedestrians in the downtown area.

5. Please list the name, address, phone number and e-mail of the person responsible to track the performance measurement on this program/project.

Patrick Pittenger, Transportation Manager
Carson City – Public Works Department
3505 Butti Way
Carson City, NV 89701
(775) 887-2355
ppittenger@ci.carson-city.nv.us

III. GOALS AND OBJECTIVES

A. Mark all of the following Carson City goals that apply to this project:

- X 1. Project has been identified as part of the local planning process.
 X 2. Project addresses a problem that poses a health or safety concern in the community.

B. If your project is designed to serve a limited clientele, please indicate the population you will be serving with your project:

<u> </u> Abused Children	<u> </u> Illiterate Persons	<u> X </u> Homeless Persons
<u> X </u> Battered Spouses	<u> X </u> Elderly	<u> X </u> Severely Disabled Adults
<u> </u> Migrant Farm Workers	<u> X </u> Other (Please explain)	<u> </u> Residents and visitors to

downtown Carson City and any user of the JAC transit system, disabled or otherwise.

C. If your project will not be serving one of the above categories, explain (a) how you will document client income and (b) how you will document that at least 51% of your clientele will be low-to-moderate income:

N/A

D. How many unduplicated persons/households will benefit from this project?

Over 4,000 residents within the project area will benefit from this project as well as countless other visitors and transit riders coming to the downtown area. There are approximately 11,000 transit trips per month on the JAC system.

E. What level of benefit will each person receive?

Any person walking in the project area will benefit from a safer environment, with disabled persons particularly benefiting from a removal of barriers to mobility.

F. For economic development projects:

(a) identify the proposed employers that will be assisted with this project; (b) describe how they will comply with the requirement that at least 51% of the permanent full-time jobs created are either held by or made available to LMI persons; and (c) explain how they will document the jobs created and the income levels of the persons hired.

N/A

G. For housing projects, please indicate:

The number of homes to be rehabilitated: N/A

The number of persons to be benefited: N/A

IV. CDBG PROJECT BUDGET

Itemize only those portions of the project and administrative costs that will be paid from CDBG funds as shown on the Project Cost Schedule. The total for this budget schedule must equal the total CDBG request for this project.

Project Title:	FY 2008-09 Total Budget	FY 2008-09 Proposed CDBG Request	FY 2008-09 All Other Funding Sources
Program Expenses			
Salaries and Benefits			
Rent and Utilities			
Mortgage			
Equipment			
Equipment Maintenance & Repair			
Office Supplies			
Operating Supplies			
Postage and Shipping			
Printing and Publications			
Advertising and Promotion			
Subscriptions and Dues			
Liability/Other Insurance			
Professional Fees			
Other project costs: (Specify Below)			
Contractor cost to construct improvements	\$360,000	\$296,000	\$64,000
In-kind Carson City Public Works through project design and management	\$20,000		\$20,000
TOTALS	\$380,000	\$296,000	\$84,000

V. PROJECT ADMINISTRATION

A. Provide the names, phone numbers and e-mails of the following people. (There may be more than one person responsible in each category. If the specific individual is not known, please give a job title):

1. The person to whom all questions regarding the application should be directed:

Patrick Pittenger, Transportation Manager
(775) 887-2355
ppittenger@ci.carson-city.nv.us

2. The person directly responsible for on-site supervision of the project, such as a project manager:

Patrick Pittenger, Transportation Manager
(775) 887-2355
ppittenger@ci.carson-city.nv.us

3. The person responsible for the financial management of the project, including preparation, review and approval of reimbursement requests:

Patrick Pittenger, Transportation Manager
(775) 887-2355
ppittenger@ci.carson-city.nv.us

APPENDIX I

CARSON CITY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM SUBRECIPIENT QUESTIONNAIRE

(To be completed only in cases where applicant will contract for services with an additional party)

SUBRECIPIENT NAME: _____

SUBRECIPIENT ADDRESS: _____

PROJECT NAME: _____

CDBG CONTACT PERSON: _____

TITLE: _____

PHONE NUMBER: _____

YEARS IN CURRENT POSITION: _____

FISCAL CONTACT PERSON: _____

TITLE: _____

PHONE NUMBER: _____

YEARS IN CURRENT POSITION: _____

AUDIT CONTACT PERSON (if different than fiscal contact person):

TITLE: _____

PHONE NUMBER: _____

YEARS IN CURRENT POSITION: _____

SUBRECIPIENT FISCAL YEAR END: _____

APPENDIX II

INDEX OF ATTACHMENTS

Required Attachments: The required attachments as described on Page 2 are listed below. Please list and reference any additional attachments you are providing with your application. Do not include attachments unless they are needed to understand the project.

Attachment Number	Attachment Description	Application Page / Section Referenced	Attachment Included (✓)
1	IRS Tax Exempt "501(c)(3) letter	Page 2	
2	Proof of incorporation from Secretary of State (Certificate Only)	Page 2	
3	Current Organization Chart with names of staff members	Page 2	✓
4	Current Board of Directors and terms of office	Page 2	
5	<i>501(c)(3) non-profits</i> : Copy of the most recent Federal Tax Return (Form 990 or 990EX)	Page 2	
6	Map of the location of the proposed curb ramp improvements.		✓
7			
8			
9			
10			
11			
12			
13			
14			
15			

APPENDIX III

APPLICATION CHECKLIST

This checklist should serve as a guide for the submission of a complete CDBG application. Applications that contain all relevant information and required attachments will receive prompt review.

PLEASE INCLUDE A COPY OF THIS CHECKLIST WITH YOUR APPLICATION.

- X Grant Cover Sheet.
- X Grant Application completed and signed by Agency representative.
- X Section I: Project Description and Needs Analysis.
- X Section II: Project Measurement.
- X Section III: Goals and Objectives.
- X Section IV: CDBG Project Budget.
- X Section V: Project Administration.
- Appendix I: Subrecipient Questionnaire (*if applicable*).
- X Appendix II: Index of Attachments.

Dear Patrick,

The Application Review Workgroup has reviewed your request for funding. They would like clarification on the following questions:

The project indicates a reduction by 72 in the project area, please clarified. What is the total number of ADA non compliant curb corners?

The project identifies a limited clientele (page 6 of 11) served by this proposal. How were these categories checked, determined?

There are about 2,100 corners in the City that are not ADA compliant.

Regarding the clientele to be served, there will actually be a very broad spectrum of persons served, but we wanted to highlight the categories we selected because we have specific knowledge about those groups. For example, we've heard recently from organizations such as FISH, RCIL/Do Drop In, and Advocates to End Domestic Violence that their clients use the JAC transit service. Route 3 will actually change in March 2008 to better serve their facilities. We also have extensive information on the use of the transit system by elderly and disabled persons - those persons are charged (by law) a reduced fare, so we can track their usage. Additionally, the improvements along E. 5th Street would provide a route to access bus service on Roop. There are housing facilities on 5th Street for elderly and disabled persons, and as there is no bus service on 5th Street, it will allow them to get to Roop better to get to the bus. The improvements will serve anyone downtown as well - a mother pushing a stroller and not using a bus will have an easier time getting around.

Please tell me if you any additional information.

Patrick Pittenger, AICP
Transportation Program Manager, Carson City
3505 Butti Way, Carson City, NV, 89701
Phone: (775) 887-2355 x 1070
Fax: (775)887-2112
E-mail: ppittenger@ci.carson-city.nv.us
