Carson City
Community Development Block Grant (CDBG) Program
Fiscal Year 2010–2011
****Request for Proposals****

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

Return Completed Applications To: **CARSON CITY PLANNING DIVISION**
2621 NORTHGATE LANE, SUITE 62
CARSON CITY, NV 89706

APPLICATIONS ARE DUE: **JANUARY 19, 4:00 P.M.**

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

APPLICATION COVER SHEET

1. Agency Name: Carson City Public Works Department
2. Agency Mailing Address: 3505 Butti Way, Carson City, NV 89701
3. Project Name: Long Street ADA Sidewalk Improvements
4. Project Address/location: East Long Street between Carson Street and Saliman Road
5. Agency Director: Andrew Burnham
6. Board Chairperson: N/A
7. Contact person (see instructions): Patrick Pittenger
   Phone number: 775-887-2355 x 30396 E-Mail: ppittenger@ci.carson-city.nv.us
   Fax: 775-887-2112 Website (if applicable) N/A
8. What is your funding request for FY 2010–2011? $285,000
9. Type of funding requested (Check One):

   _____ Public Service __X__ Public Facility/Improvement
   _____ Economic Development _____ Housing

BRIEF PROJECT DESCRIPTION:
Please provide a one-sentence description of your project (not your organization).
Construct new sections of sidewalk in areas where there are currently gaps along East Long Street, replace degraded sections of sidewalk, and improve access to those with disabilities and the public in general by constructing ADA-compliant ramps at intersections.

Carson City
Community Development Block Grant Program (CDBG) Application

I. PROJECT ELIGIBILITY

A. This project meets at least ONE of the HUD national objectives listed below (please check all that apply)

__X__ 1. Benefits low/moderate income individuals/households
_____ 2. Addresses the prevention or elimination of slums or blight
__X__ 3. Meets a particularly urgent community development need

B. Check all statements that describe HOW this project or activity meets one of the National Objectives above:

_X_ ***L/M Area Benefit***: the project meets the identified needs of L/M income persons residing in an area where at least 51% of those residents are L/M income persons. The benefits of this type of activity are available to all persons in the area regardless of income. ***Examples:*** street improvements, water/sewer lines, neighborhood facilities, façade improvements in neighborhood commercial districts.

_X_ ***L/M Limited Clientele:*** the project benefits a specific group of people (rather than all the residents in a particular area), at least 51% of whom are L/M income persons. The following groups are presumed to be L/M: abused children, elderly persons, battered spouses, homeless, handicapped, illiterate persons. ***Examples:*** construction of a senior center, public services for the homeless, meals on wheels for elderly, construction of job training facilities for the handicapped.

____ ***L/M Housing:*** the project adds or improves permanent residential structures that will be occupied by L.M income households upon completion. Housing can be either owner or renter occupied units in either one family or multi-family structures. Rental units for L/M income persons must be occupied at affordable rents. Examples: acquisition of property for permanent housing, rehabilitation of permanent housing, conversion of non-residential structures into permanent housing.

____ ***L/M Jobs:*** the project creates or retains permanent jobs, at least 51% of which are taken by L/M income persons or considered to be available to L/M income persons. ***Examples:*** loans to pay for the expansion of a factory, assistance to a business which has publicly announced its intention to close with resultant loss of jobs, a majority of which are held by L/M persons.

____ ***Microenterprise Assistance:*** the project assists in the establishment of a microenterprise or assists persons developing a microenterprise. (A microenterprise is defined as having five or fewer employees, one or more of

whom owns the business.) This activity must benefit low/moderate income persons, area or jobs as defined in previous sections.

____ ***Slum or Blighted Area:*** the project is in a designated slum/blight area and the result of this project addresses one or more of the conditions that qualified the area.

____ ***Spot Blight:*** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety. ***Examples:*** historic preservation of a public facility threatening public safety, demolition of a deteriorated, abandoned building.

C. Project Category (check one):

____ Acquisition of Real Property

____ Disposition of Real Property (sale, lease or donation)

__X__ Public Facilities and Improvements (i.e., homeless shelter, water and sewer facilities, flood and drainage improvements, fire protection facilities/equipment, community, senior and health centers, parking, streets, curbs, gutters and sidewalks, parks and playgrounds).

____ Privately-Owned Utilities

____ Public Service (i.e., a new service or an **increase** in the level of service

____ Relocation Payments and Assistance to Displaced Persons

____ Removal of Architectural Barriers, Handicapped Accessibility

____ Housing Rehabilitation

____ Historic Preservation

____ Commercial or Industrial Rehabilitation, including façade improvements and correction of code violations

____ Special Economic Development or assistance to microenterprises

II. PROJECT DESCRIPTION

The Five-year Consolidated Plan identifies priority community development needs for Carson City (see Appendix III). The need for your proposed project will be determined by identifying how the project impacts upon the adopted Consolidated Plan Priority Needs. Greater consideration will be given to projects that provide a clear description of the project with supporting data and methodology of how the project will meet these needs.

1. Describe the proposed activity, including how the activity will address the National Objective indicated and whether the activity is new, ongoing, or expanded from previous years.

   This project will provide continuity in the sidewalks along East Long Street thereby removing barriers to mobility for disabled citizens and the public in general. The pedestrian facilities will be made ADA-compliant through the provision of curb ramps at all intersections and marked crosswalks. This project serves several unmet needs that have been given high priority (as shown in Appendix III), such as improvements to public facilities and sidewalks. This project is new for this geographic area, but is part of an ongoing effort to improve connectivity and pedestrian mobility throughout the City, especially in areas where the majority of residents are elderly and are more dependent on pedestrian facilities and transit service to get around. Please see Attachments 1 and 2 containing photographs of the existing project area and a sketch of the proposed improvements, respectively.

2. Describe who will benefit from the proposed activity:

   The proposed project is located in a low to moderate income area near senior housing and the Carson City Senior Citizen's Center. There are three bus routes which have stops along Long Street. The proposed improvements will benefit everyone, but particularly seniors, disabled, and transit-dependent populations due to the nature of the facilities located along the project area.

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

   _____ Abused Children _____ Illiterate Persons _____ Homeless Persons
   _____ Battered Spouses __X__ Elderly ___X_ Severely Disabled Adults
   _____ Migrant Farm Workers _____ Other (Please explain)

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

   N/A

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

The CDBG funds will be used to construct new sections of sidewalk that are currently missing, repair sections that have deteriorated, and construct ADA curb ramps where applicable.

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

☒ Target Area Along E. Long St., but will serve broader community as this area is served by 3 bus routes.

OR

☐ Community-wide

For Public Improvement Projects only

1. Is the proposed project part of a larger project or is it a stand-alone project? (If part of a larger project, please describe the entire project.)

The proposed improvements are part of a larger project in the sense that the City is continuing to improve sidewalk connectivity and make all pedestrian facilities ADA-compliant citywide.

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

It can be done in phases, but it is preferable to finish the entire contiguous area so that further improvements are not deferred due to budget constraints or other priorities.

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

4. Who currently holds title to the property involved?

All of the proposed improvements are within the City of Carson City right-of-way.

5. With whom will title be vested upon completion?

The City of Carson City

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

_____ Yes __X__ No

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

_____ Yes _____ No __X__ N/A

For Economic Development projects:

1. 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.

For Housing Projects please indicate:

The number of homes to be rehabilitated: _____

The number of persons to be benefited: _____

III. PROJECT MEASUREMENT

The Carson City CDBG Program, in compliance with Department of Housing & Urban Development (HUD) directives, has implemented a Performance and Outcome Measurement System into the application and grant/project administration process. When completing this section, keep in mind that ***outputs*** are specific descriptions of what your project is intended to accomplish (such as serve a total of 20 clients) and ***outcomes*** are the benefits or changes that result from the program (such as how well the service met the client needs).

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

   Remove & replace 6,052 square feet (SF) of driveway, remove & replace 15,207 SF of sidewalk, construct 3,458 SF of ramps/valleys & spandrels, and construct 215 linear feet of retaining wall.

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

   It is difficult to quantify the total number of persons that would benefit from these improvements as the sidewalks are part of the larger infrastructure intended for public use. However, the residents living in the area and the travelling public visiting businesses and services in the area will certainly benefit. At the time of the 2000 census, there were 3,152 people living in the block groups included within the project area.

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

   At the time of the 2000 census, there were 1,737 people in the project area (more than half of the residents) that were defined as low-to-moderate income (LMI). However, there are three separate bus routes operated by the Jump Around Carson (JAC) transit system that have stops along Long Street that connect several residents, including the elderly and disabled, from other LMI areas of the city to vital services and businesses (such as grocery stores) within the project area.

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?)

   Residents and visitors alike will be able to safely traverse East Long Street without having to navigate around obstacles such as missing sidewalk, deteriorated sidewalk, or intersections without curb ramps. This will greatly improve the safety and ease of travel for those with limited mobility or a disability.

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

   Due to the nature of this project, it would be difficult to track the performance of the improvements to the sidewalks in the project area. Other than counting the number of pedestrians that use the sidewalk (which is not practical) or trying to assess the degree at which pedestrians feel safer because of the improvements, there are not many available methods to track the performance of the project.

IV. CDBG PROJECT BUDGET

Complete the Budget Summary chart. More detailed budgets may be attached in support of the proposal. Identify sources of leveraged funding for the activity. Include the status of these funds (i.e. cash on hand, grants received, planned fund-raising, etc.) Attach copies of funding commitment letters or other evidence of funding support.

Project Title:	**CDBG Funds Requested**	**Leveraged Funds**	**Total Funds**
Program Expenses FY 2010-11			
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)			
Please See Attachment 3			
TOTALS			

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
   775-887-2355 x 30396
   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
   775-887-2355 x 30396
   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
   775-887-2355 x 30396
   ppittenger@ci.carson-city.nv.us

4. Please list the name, address, phone number and e-mail of the person responsible for preparing the quarterly reports and tracking the performance on this program/project.

   Patrick Pittenger
   775-887-2355 x 30396
   ppittenger@ci.carson-city.nv.us

VI. AGENCY INFORMATION

1. 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

2. DUNS Number: 073787152
   For information on DUNS, go to: http://www.ccr.gov/pdfs/DUNSGuideGovVendors.pdf

3. Attach the following to each copy of the Proposal for Funding:

   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.

4. 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 1/13/10
Andrew Burnham 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

Attachment 1 – Existing Project Area

Missing Sidewalk Near School Bus Stop

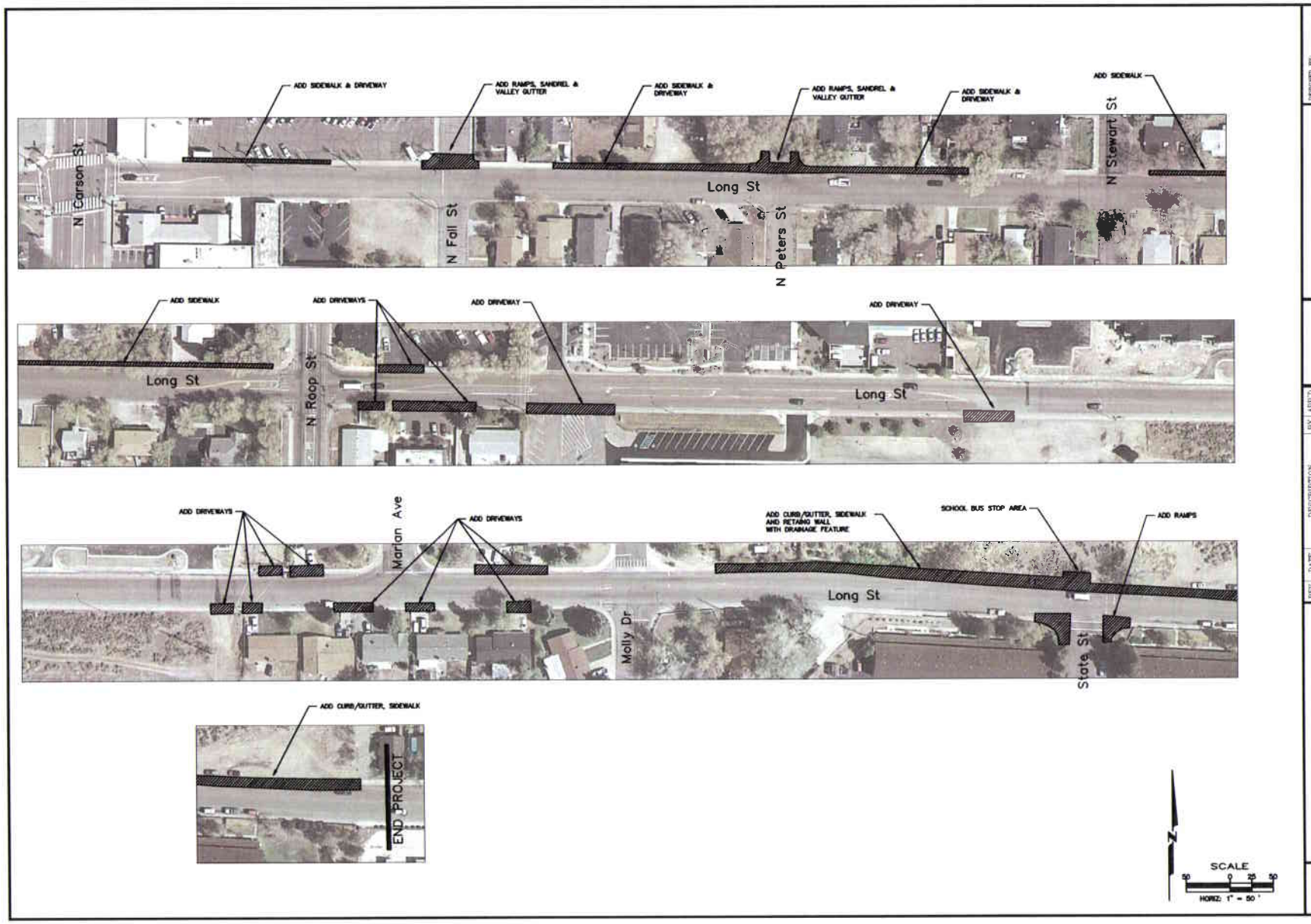
Sidewalk Ending in Dirt

Missing Sidewalk and ADA-Compliant Ramps/Spandrels

Loose Gravel Where Sidewalk and Curb Ramps Should Be

Deteriorated Driveway

Attachment 2



DESIGNED BY:
DRAWN BY:
CHECKED BY:
DWG NO.
SCALE (HORIZ)
SCALE (VERT)

CARSON CITY
PUBLIC WORKS DEPARTMENT
3505 BUTTI WAY CARSON CITY, NEVADA 89701
PH: 887-2355 FAX: 887-2112

REV	DATE	DESCRIPTION	BY	APP'D

PROPOSED LONG STREET
PEDESTRIAN IMPROVEMENTS
CDBG APPLICATION 2010
FROM N. CARSON ST TO STATE ST

SHEET 1 OF 1

Attachment 3

Long Street Pedestrian Improvement
Preliminary Statement of Probable Costs
January 8, 2010

Starting at Carson Street to 230 feet west of Saliman Road more or less

Item	Description	Quantity	Unit	Price	Amount
1	Driveway removal & replace	6052	SF	$8.00	$48,416.00
2	Sidewalk removal & replace	15207	SF	$6.00	$91,242.00
3	Ramps/valleys & spandrels	3458	SF	$15.00	$51,870.00
4	Retaining wall	215	LF	$25.00	$5,375.00
5	Drainage accommodations	1	LS	$10,000.00	$10,000.00
6	Topo Survey	1	LS	$7,200.00	$7,200.00
7	Engineering	1	LS	$7,000.00	$7,000.00
8	Testing	1	LS	$5,000.00	$5,000.00
9	CM	1	LS	$18,897.00	$18,897.00
10	Contingency	1	LS	$40,000.00	$40,000.00
				Total	$285,000.00

Public Works answers to ARW questions

1. There are no plans to widen Long Street- current or long-range - to provide more lanes. There will be some widening just west and north of State Street to provide uniform pavement width where it currently does not exist. The cost of the asphalt concrete patch is included in the cost estimate.

2. The street currently meets requirements for vehicular traffic, and is maintained along with other roads in the City. There are no significant deficiencies with the pavement itself. However, the sidewalks are deficient.

3. The priority would be to start at the east end of the project - where there is a significant gap. Less funds could be used. A partial implementation would provide improvements, but would not provide a complete, ADA compliant, route.

4. There is a transportation plan that does indicate the provision of improved pedestrian facilities. This project is consistent with that plan, but no single project is identified as the single highest priority. The plan envisions the pursuit of grant funding and the use to implement elements as the opportunities arise. The project was targeted because it meets the criteria of the grant and serves low income seniors, transit users, and children walking to school. The project is supported by the Carson City Supervisor Shelly Aldean and the School District's Safe Routes to School Coordinator.

5. Carson City underground utilities in Long Street do not affect any of the proposed pedestrian improvements.