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: City of Carson City, Carson City Community Center
2. Agency Mailing Address: 851 East William St Carson City NV 89701
3. Project Name: Remediation of Remaining Community Center Handicapped Access Barriers
4. Project Address/location: 851 East William St Carson City NV 89701
5. Agency Director: Roger Moellendorf
6. Board Chairperson: The Honorable Mayor Bob Crowell
7. Contact person (see instructions): Mitch Ames
   Phone number: 775-887-2290x30419 E-Mail: mames@ci.carson-city.nv.us
   Fax: 775-887-2256 Website (if applicable)_____
8. What is your funding request for FY 2010–2011? $ 273,130.04
9. Type of funding requested (Check One):

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

BRIEF PROJECT DESCRIPTION:
Please provide a one-sentence description of your project (not your organization).

This project removes the remaining physical barriers to handicapped persons at the Carson City Center.

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
_____ 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:

____ ***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)

____ 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

_X_ 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.

   The project will complete the Removal of architectural barriers to handicapped accessibility at the Carson City Community Center a public recreation facility serving the entire community.

2. Describe who will benefit from the proposed activity:

   Handicapped persons attending events, community programs, meetings, classes, participating in/or watching sports events/programs or voting at the Community Center.

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 _____ Elderly ____ Severely Disabled Adults
   _____ Migrant Farm Workers _X_ Other (Handicapped Persons)

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:

   As a group the clientele to be served is presumed to be low-moderate income.

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

Final Architectural design for removal of remaining architectural barriers to handicapped accessibility at the Carson City Community Center.
Permit, construction and equipment costs for removal of remaining architectural barriers to handicapped accessibility at the Carson City Community Center.

6. Where will the project be located and what is the geographic target area that will be served by this project?
The project will be located at the Carson City Community Center.
☐ Target Area (specify geographic area) _____
OR
X 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 project completes the removal of remaining architectural barriers to handicapped accessibility at the Carson City Community Center. The work to remove architectural barriers to handicapped accessibility at the Carson City Community Center has been ongoing for many years and has been done as separate projects over time.

2. Can this project be done in different phases? __X__ Yes _____ No
If YES, explain.
The project planning identified the remaining architectural barriers to handicapped accessibility at the Carson City Community Center. The remediation of each of the barriers can be considered as a phase in this project.

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

4. Who currently holds title to the property involved?
City Of Carson City

5. With whom will title be vested upon completion?
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 __X__ No

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.
   N/A

For Housing Projects please indicate:

The number of homes to be rehabilitated: N/A

The number of persons to be benefited: N/A

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.
   Provision of architectural barrier free access for handicapped persons throughout the Community Center facility.

2. Please quantify the **total** number of persons intended to benefit from program/project output.
   Estimated 523 persons.

3. Of the total number of persons in Question 2, above, how many of these are low-to-moderate income (LMI)?
   This group is presumed to be low-to-moderate income; therefore, we would anticipate 523 persons.

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?)

   Architectural barriers to handicapped accessibility will have been removed from within the facility; therefore, the handicapped participants will now be able to freely traverse the facility instead of being stopped by the existing barriers and routed out of their way to their destination within the facility.

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

   A door counter will be placed at the areas (ramps, lifts and restroom entrance) of barrier removal. The total count will be multiplied by the last census percentage of disabled persons in Carson City NV. We will conduct a percentage of participant surveys for income data.

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 ADA lifts (3)	50,000.00	0.00	50,000.00
Equipment Maintenance & Repair			
Office Supplies			
Operating Supplies			
Postage and Shipping			
Printing and Publications			
Advertising and Promotion			
Subscriptions and Dues			
Liability/Other Insurance			
Professional Fees	15,460.19	0.00	15,460.19
Other project costs: (Specify Below)			
Construction and materials	189,676.15	0.00	189,676.15
Contingency	17,993.70	0.00	17,993.70
TOTALS	273,130.04	0.00	273,130.04

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:

   Mitch Ames Facility Operations Supervisor Carson City Community Center
   851 East William St. Carson City, NV 89701
   775-887-2290 X 30419
   mames@ci.carson-city.nv.us

2. The person directly responsible for on-site supervision of the project, such as a project manager:
   Tomas B Grundy P.E.
   Carson City Public Works Department
   Capital Projects
   3505 Butti Way Carson City NV 89701
   775-887-2355 X 30081
   Tgrundy@ci.carson-city.nv.us

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

   Mitch Ames Facility Operations Supervisor Carson City Community Center
   851 East William St. Carson City, NV 89701
   775-887-2290 X 30419
   mames@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.

   Mitch Ames Facility Operations Supervisor Carson City Community Center
   851 East William St. Carson City, NV 89701
   775-887-2290 X 30419
   mames@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	
Date of IRS certification	
Tax exempt number	

2. DUNS Number: 073-787-152
   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).

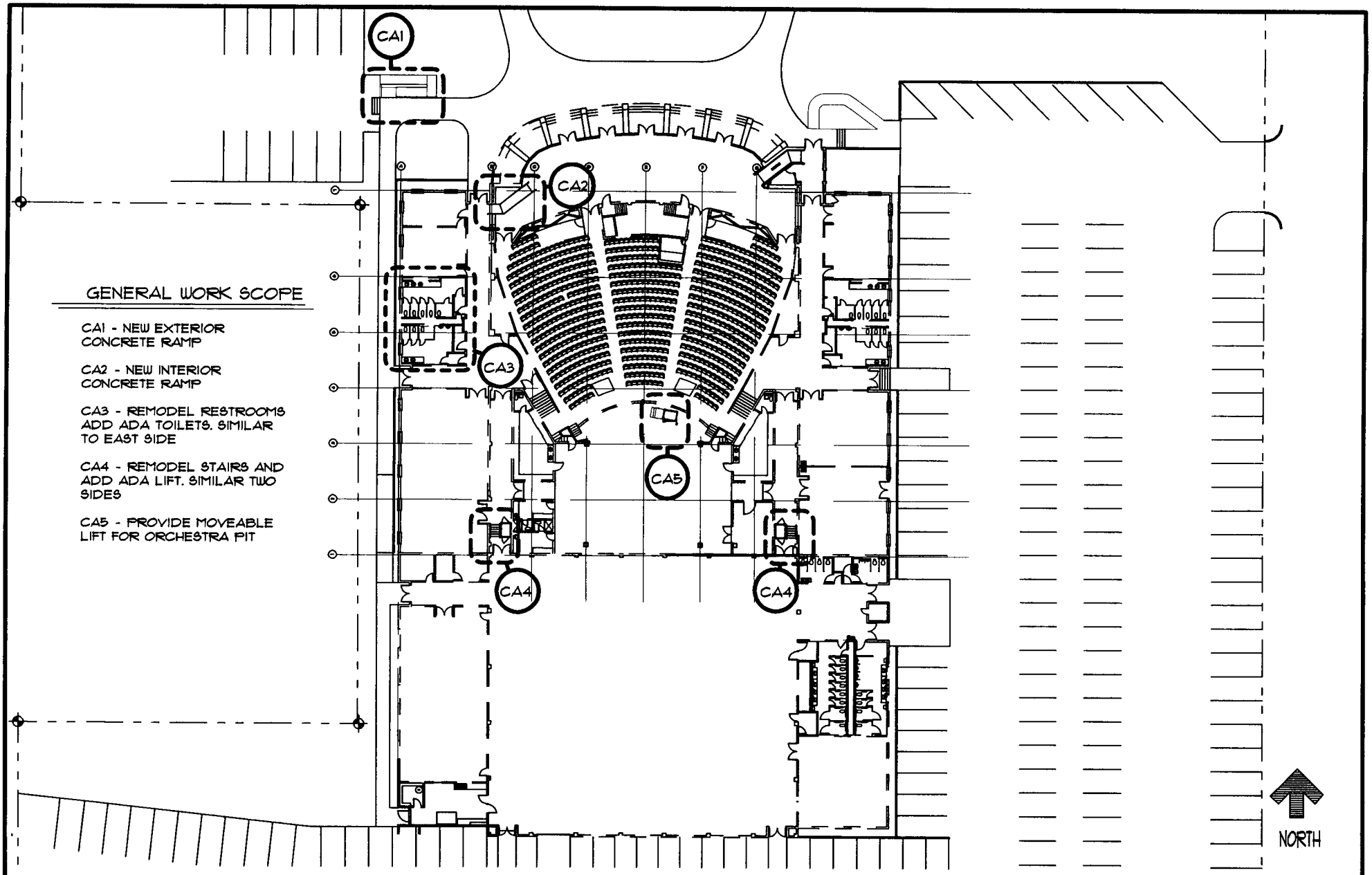
   e. *For all 501(c)(3) non-profit organizations*: a copy of the organization's most recently submitted Federal Tax Return (Form 990 or 990EX). Governmental bodies and schools are exempt from this requirement.

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.

Mitch Ames Signature of Authorized Official	1-19-2010 Date
Mitch Ames Facility Operations Supervisor Carson City Community Center Typed Name and Title of Authorized Official	775-887-2290 Phone Number

Signature of President of Board of Directors	1-19-2010 Date
The Honorable Bob Crowell Mayor City Of Carson City Nevada Typed Name of President of Board of Directors	775 887-2000 Phone Number



GENERAL WORK SCOPE

CA1 - NEW EXTERIOR CONCRETE RAMP

CA2 - NEW INTERIOR CONCRETE RAMP

CA3 - REMODEL RESTROOMS ADD ADA TOILETS. SIMILAR TO EAST SIDE

CA4 - REMODEL STAIRS AND ADD ADA LIFT. SIMILAR TWO SIDES

CA5 - PROVIDE MOVEABLE LIFT FOR ORCHESTRA PIT

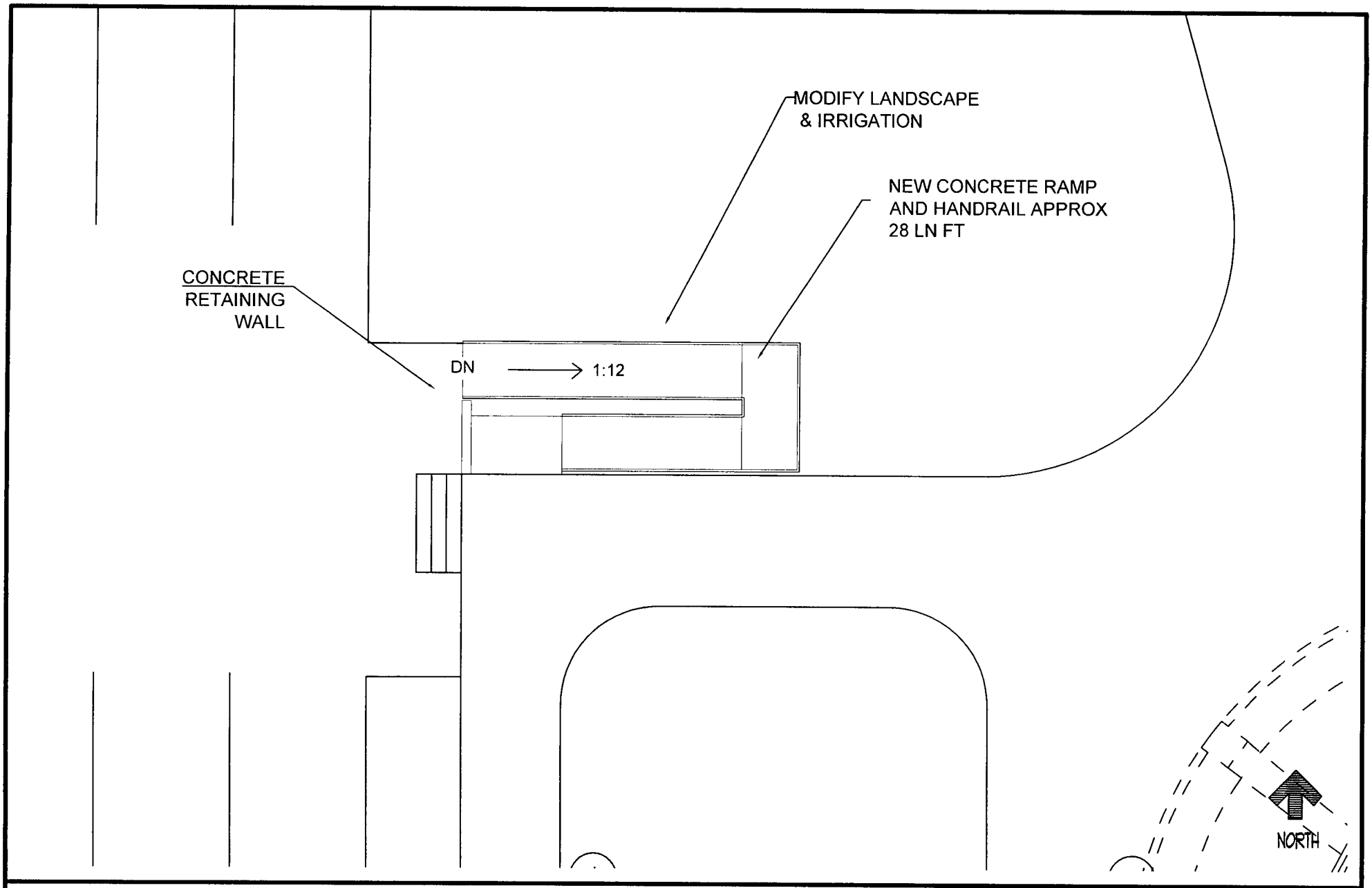
COMMUNITY CENTER ADA PLANNING

CARSON CITY PARKS & RECREATION - CARSON CITY, NV

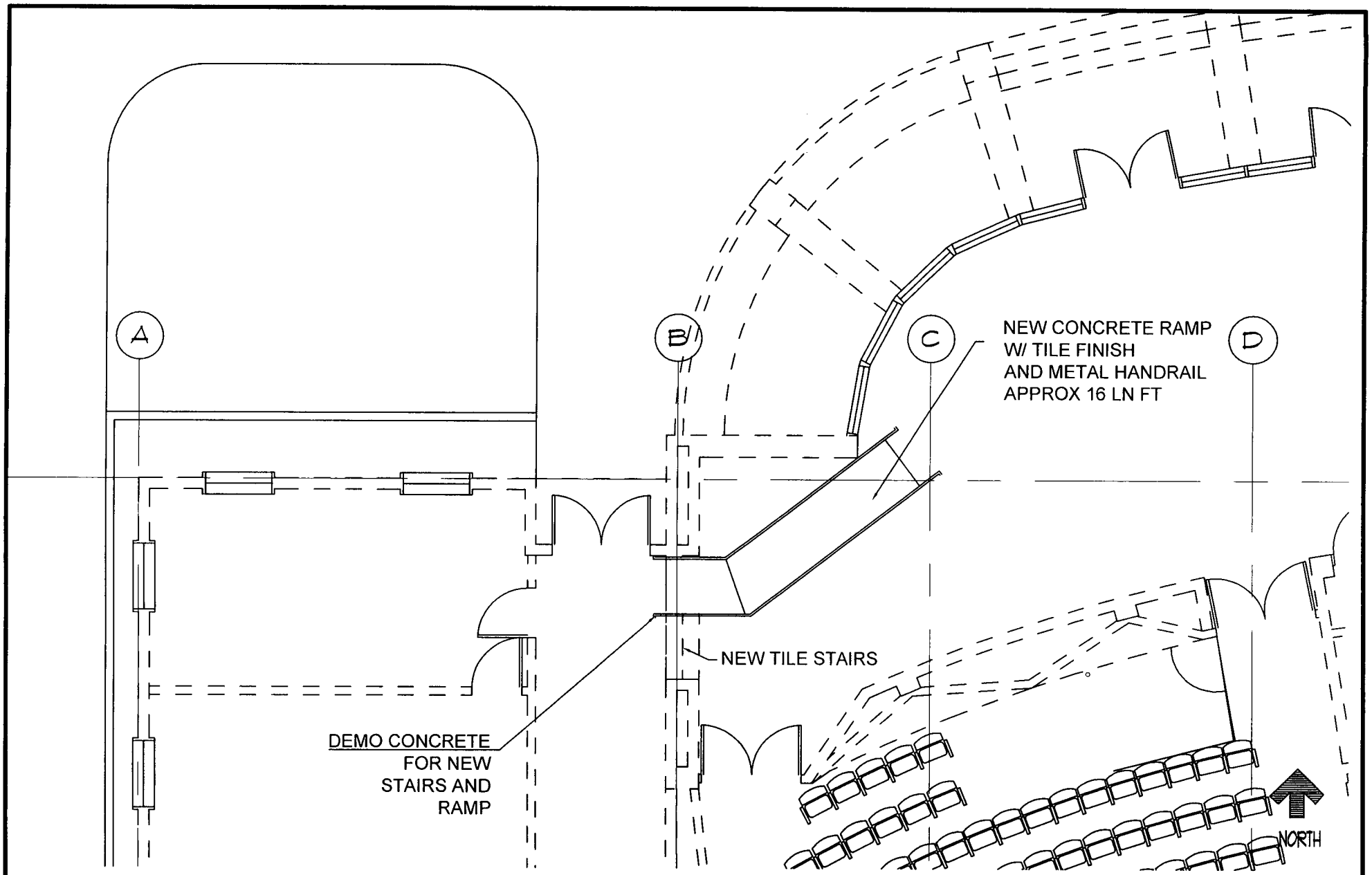
J.P. COPOULOS, ARCHITECT

1/15/10

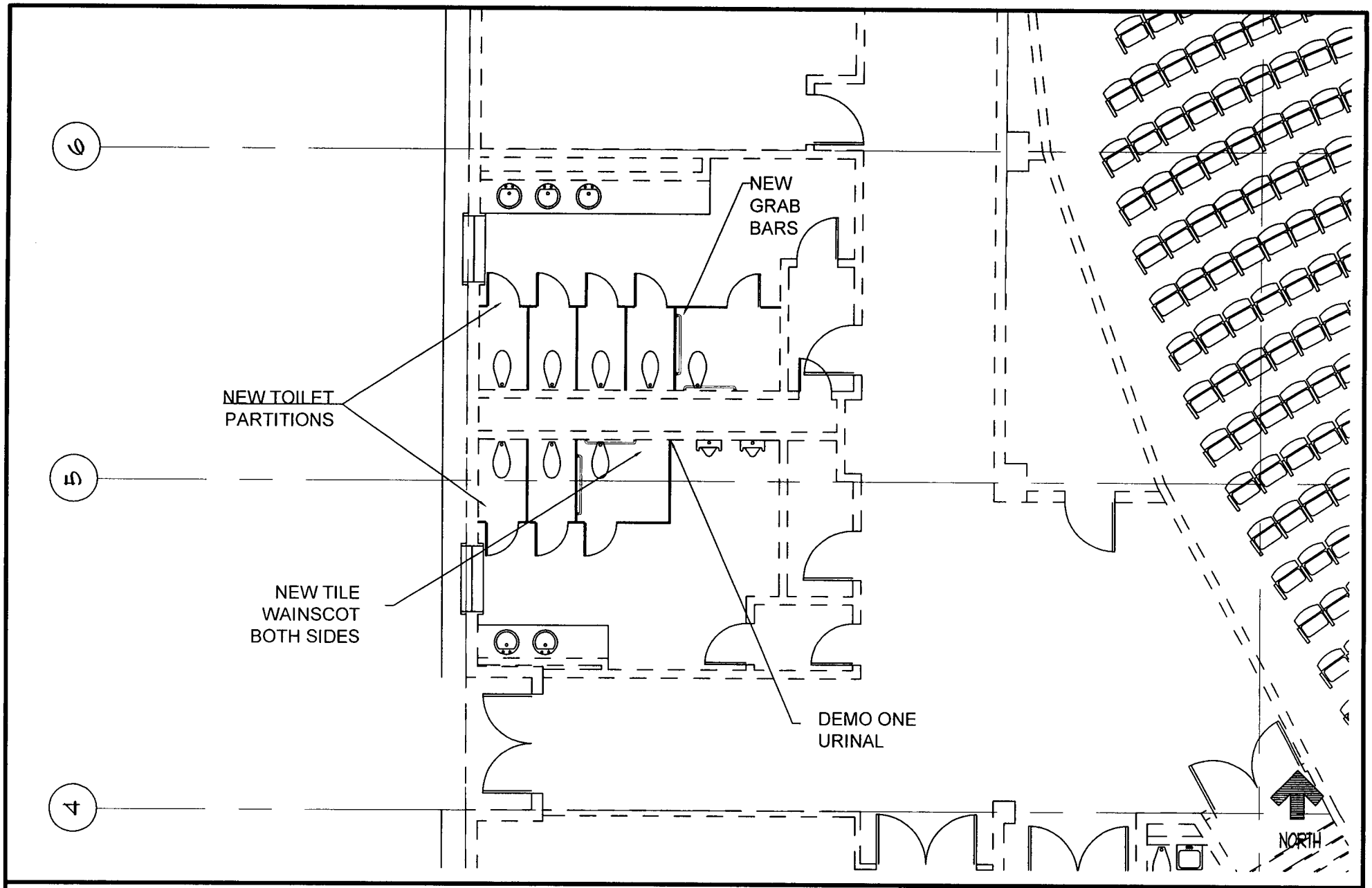
A*1



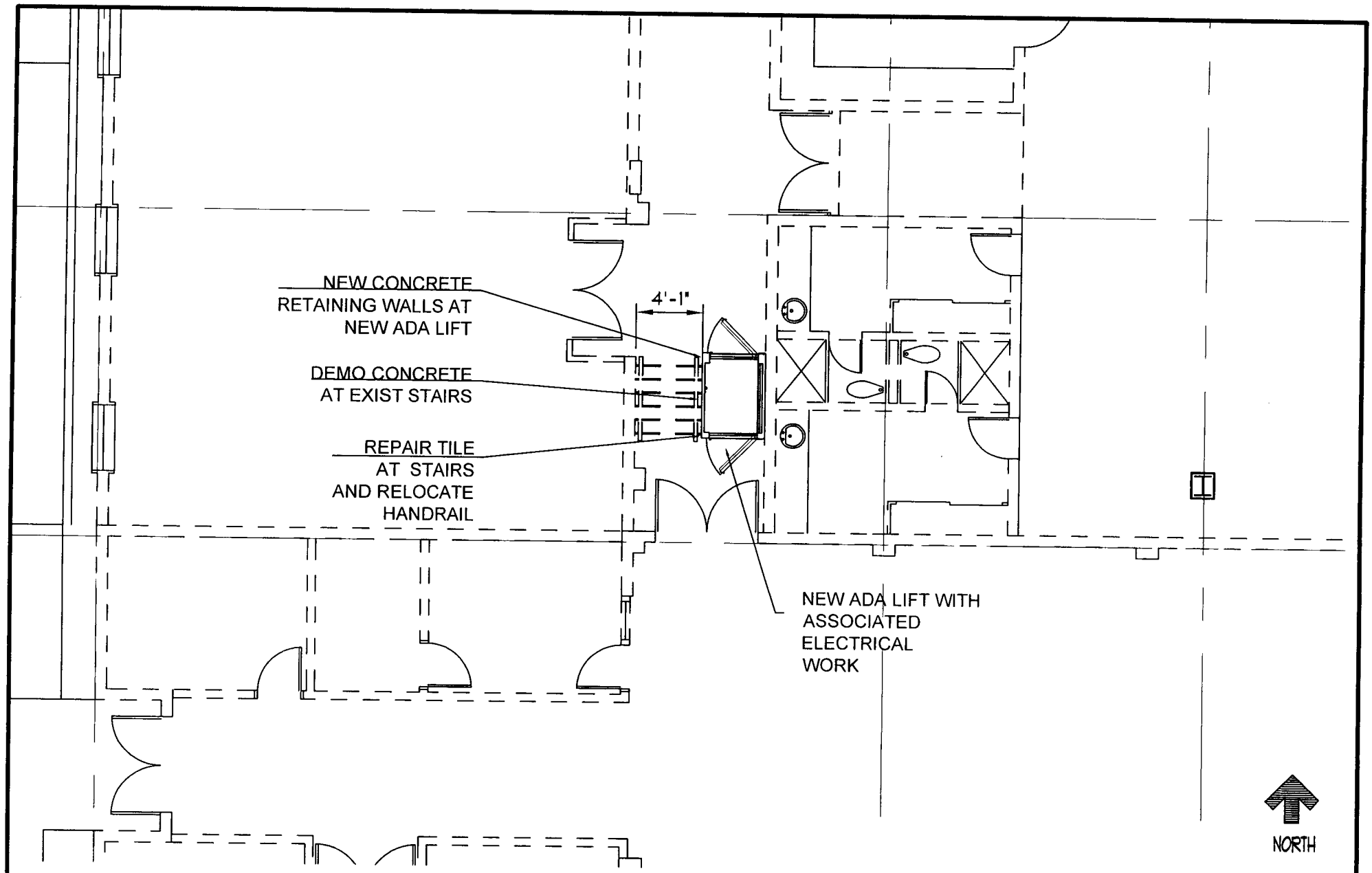
COMMUNITY CENTER ADA PLANNING		CA*1
CARSON CITY PARKS & RECREATION - CARSON CITY, NV	1/8"=1'-0"	
J.P. COPOULOS, ARCHITECT	1/15/10	



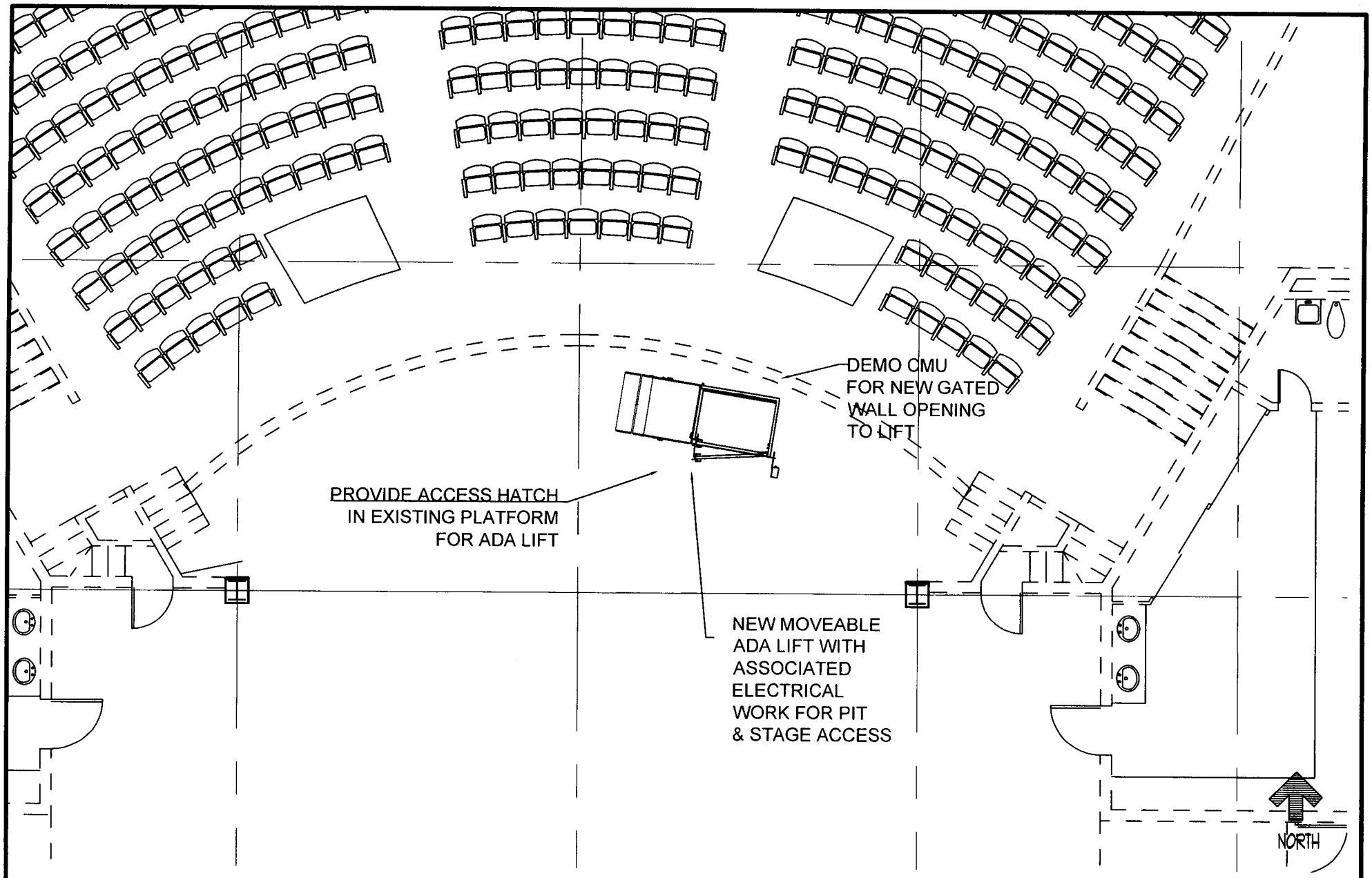
COMMUNITY CENTER ADA PLANNING		CA*2
CARSON CITY PARKS & RECREATION - CARSON CITY, NV	1/8"=1'-0"	
J.P. COPOULOS, ARCHITECT	1/15/10	



COMMUNITY CENTER ADA PLANNING		CA*3
CARSON CITY PARKS & RECREATION - CARSON CITY, NV	1/8"=1'-0"	
J.P. COPOULOS, ARCHITECT	1/15/10	



COMMUNITY CENTER ADA PLANNING		CA*4
CARSON CITY PARKS & RECREATION - CARSON CITY, NV	1/8"=1'-0"	
J.P. COPOULOS, ARCHITECT	1/15/10	



COMMUNITY CENTER ADA PLANNING		CA*5
CARSON CITY PARKS & RECREATION - CARSON CITY, NV	1/8"=1'-0"	
J.P. COPOULOS, ARCHITECT	1/15/10	

Budget for phasing of the Remediation of Remaining Community Center Disability Access Barriers

CA1	Exterior asessable ramp from west parking lot to west building entrance.	$ 46,513.62
CA2	Interior assessable ramp from lobby to west restrooms, meeting room and Recreation Department office.	$ 37,544.23
CA3	Remodel of west restroom for ADA compliance.	$ 36,249.52
CA4	Wheel chair lift from West upper hallway to gymnasium.	$ 52,523.07
CA4	Wheel chair lift from East upper hallway to gymnasium.	$ 52,523.07
CA5	Wheel chair lift from auditorium floor to stage and from auditorium floor to orchestra pit floor.	$ 47,776.53
Total project all phases		$273,130.04

CDBG Application Answers-Community Center

1. How was the estimated number of 523 under #2 calculated?

   I first calculated the percentage of disability status versus the total population in Carson City. Both numbers were derived from the last full census. The result of this calculation was 18%. I used what I considered to be a conservative estimate that 5% of the disability status group would visit the Community Center in a year. This equates to .9% of the general population. I then calculated the estimated number by multiplying the attendance in the upper building FY 08-09 by the .9%. The math is as follows:
   9,564 (persons with a disability status) divided by 52,457 (total population of Carson City) = 18%. 18% X.5%=.9%. 58,133 (The counted upper building attendance)X .9% = 523.

2. What is allocated to "Contingency" of $17,991?

   The "Contingency" is 10% of the construction, materials and equipment estimate. The contingency does not reflect contractor overhead and profit, state wage rates and architectural and engineering fees which are factored into the total project estimate. A 10% contingency is customary to provide for unexpected issues in construction projects.

3. Was the West bathroom included in last year's proposal?

   No the restroom in last years proposal was in the Gymnasium. The proposed restroom remodel is located on the West side upper building.

4. Has Carson City received any complaints regarding the adequacy of the existing HC facilities?

To my knowledge we have not received written complaints only verbal complaints during events such as performances, public meetings, voting, etc. I have witnessed handicapped persons in wheelchairs or with walkers reach the stairs from the upper building to the gym or the West lobby and have to turn around and go back to try to find an accessible route outside thru the parking lot.

5. Has Carson City missed any financial, loan, or grant opportunities because the proposed facilities were not yet constructed?

   Not to my knowledge.

6. ADA has requirements for many accessibility conditions. Are any of the proposed project elements (e.g. the stage access) not mandatory?

   The west parking lot currently does not have accessible parking as there is no ramp. The accessible ramp was proposed in the project for future needs. As to the stage lift, there is not a compliant route to the stage. The stage door ramps do not meet ADA guidelines and a compliant ramp required would extend onto and thus interfere with the stage.

7. Does it meet ADA requirements for a building such as the Community Center to provide accessibility to meet all requirements, but not necessarily to do 100% conversion of the entire facility?

   I do not believe so, especially given the existing architectural barriers that exist in the building.

8. Could less than the full amount of funds be used to accomplish some upgrades? How much, at a minimum?

   Yes, any upgrades would improve the accessibility of the facility.
   I would suggest two upgrades that total $90,067.30 and provide for interior accessibility at the West lobby and from the West upper building to the gymnasium.

9. It appears that there are five major work items. What is the priority of the items in the event that the entire project cannot be funded?

   1. *Wheel chair lift West upper hallway to Gymnasium.*
   2. *Interior accessible ramp from lobby to West restrooms and meeting rooms.*
   3. *Remodel of West upper restrooms.*
   4. *Wheel chair lift East upper hallway to Gymnasium.*
   5. *Wheel chair lift from auditorium floor to orchestra pit floor or stage.*
   6. *Accessible ramp from West parking lot to building entrance.*