Original

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: ____**Partnership Carson City**_____
2. Agency Mailing Address: **1711 North Roop Street; Carson City, NV 89706**
3. Project Name: **Partnership and Latino Services Building Upgrade**_____
4. Project Address/location: **1711 North Roop Street; Carson City; NV 89706**
5. Agency Director: **Kathlyn Bartosz**
6. Board Chairperson: **Dr. Jack Araza**
7. Contact person (see instructions): **Kathlyn Bartosz**
   Phone number: **(775) 841-4730** E-Mail: **Kathy@partnershipcarsoncity.org**
   Fax: **(775) 841-4733** Website (if applicable) **N/A**
8. What is your funding request for FY 2010–2011? **$ 26,322.00**
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).
Provide energy efficiency and office space upgrades to accommodate growing prevention and community referral services.

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.

____ ***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

__x__ 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.**
   The Five Year Consolidate Plan for Carson City identifies Neighborhood Facility as a high need. Other high needs are additional youth services, and employment training. These three needs will be addressed by this proposal to support the expansion of services to our low income Latino population. We propose adapting the **United Latino Community Office (ULC)**, 1711 North Roop Street, a city-owned building, to accommodate the expansion and enhancement of services and hours of operation. (See Attachment "6" for an overview of ULC),

2. **Describe who will benefit from the proposed activity:**
   The target population benefiting from the ULC building upgrades will be low income Latinos throughout Carson City in need of legal, educational, vocational and advocacy services made possible by increasing service capacity with additional office space, and longer hours of operation (evenings and weekends) made affordable by lower power bills (currently through the roof – and windows) resulting from improved energy efficiency.

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

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

   X Other: Latinos in need of free or reduced fee services available in Spanish as well as English.

   a. **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:**
      Case workers request an intake application that includes documentation of income, and often use the verification from their client's child's school showing they qualify for free and reduced lunch. Additionally, landlords are called to verify rent and Section 8 Housing qualifications when applicable.

5. **How will the CDBG funds be used on this project?**
   This application requests 1) modest changes to one interior temporary wall and the purchase of three cubical portable walls to create additional office space 2) the replacement of a sink in the kitchen that is currently a bathroom style sink, and 3) improved energy efficiency by installing insulation in the ceiling and replacing old windows, adding two windows for natural circulation,

and a breezeway around the entrance. A more detailed explanation of the requested modifications are provided in Attachment "7".

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

   X☐ Target Area (specify geographic area) __**The project is located at 1711 North Roop Street, but services will be available to all within Carson City.**
   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.)**
   This will be a stand alone project.

2. **Can this project be done in different phases? ___x__ Yes _____ No**
   If YES, explain.
   We would like to have the insulation, window upgrades, and moving of the walls done first, the purchase of portable cubicle walls and the sink replacement next, then the breezeway.

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

4. **Who currently holds title to the property involved?** The city of Carson City

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, have they been acquired the project requires water rights or well permits**?
   _____ Yes _____ No **N/A**

For Economic Development projects: N/A

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: N/A

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.**

The addition of three portable walls, and two windows added in two large storage rooms, and the moving of one wall will create four additional office spaces to accommodate: one more para-legal staff, a youth project coordinator, and vocational counselor. One office will be used to accommodate staff from other service organizations such as the Sheriff's Dept., the Mexican Consulate, the Health Dept. and others identified as wanting to provide on site services to outreach with the Latino population. The energy efficiency upgrades will make affordable additional service hours during the evenings and weekends, thereby allowing for weekend/evening classes in computer literacy, parenting, citizenship and vocational workshops, and additional one on one and service consultation hours.

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

Based on this year's actual service numbers, and projected number to be served, it is estimated that **an additional** 1,160 service participants will be supported. This number will probably include some duplicated count if the same individual is taking advantage of more than one added service. (See breakdown under number 4 below)

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

According to the past two years of clients, over 90% are very low or low income level.

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?)**

400 clients will receive one on one/family assistance and advocacy services, 240 will receive para-legal services, a Youth Team will be created of approximately 20 students, and 500 will receive computer, parenting, citizenship, and vocational workshops.

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

Under a new ULC director with non-profit experience, a ULC Strategic Planning Team has been created and one of their priorities is to better measure the service needs, utilization of services provided by ULC, collection of the demographic information of clients served, and the evaluation of service impact in outcome. This is a work in progress, and this evaluation plan is projected to be completed by March, 2010.

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: **Program Expenses FY 2010-11**	**CDBG Funds Requested**	**Leveraged Funds**	**Total Funds**
Salaries and Benefits	0	45,000.00	45,000.00
Rent and Utilities	0	2,400.00	2,400.00
Mortgage	0	0	0
Equipment	0	5,000.00	5,000.00
Equipment Maintenance & Repair	0	0	0
Office Supplies	0	$3,600.00	$3,600.00
Operating Supplies	0	$2,400.00	$2,400.00
Postage and Shipping	0	0	0
Printing and Publications	0	0	0
Advertising and Promotion	0	$1,200.00	$1,200.00
Subscriptions and Dues	0	0	0
Liability/Other Insurance	0	$500.00	$500.00
Professional Fees	0	0	0
Other project costs: (Specify Below)	**$26,322.00**	0	**$26,322.00**
1. Insulation added in the ceiling	$1,674.00	0	$1,674.00
2. New kitchen sink installation labor and materials	$625.00	0	$625.00
3. Replacement of office windows with energy efficient windows	$13,200.00	0	$13,200.00
4. Moving of one temporary wall labor and materials	$2,596.00	0	$2,596.00
5. Purchase of three portable cubicle walls	$627.00	0	$627.00
6. Construction of breezeway around entry door	$7,600.00	0	$7,600.00
TOTALS	**$26,322.00**	**$60,100.00**	**$86,422.00**

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:**
   Kathlyn Bartosz, Executive Director, Partnership Carson City
   (775)841-4730 kathy@partnershipcarsoncity.org

2. **The person directly responsible for on-site supervision of the project, such as a project manager:**
   Bob Keith, Facility Maintenance Supervisor, Carson City
   (775) 887-2262 x30132

3. **The person responsible for the financial management of the project, including preparation, review and approval of reimbursement requests:**
   Kathlyn Bartosz, Executive Director, Partnership Carson City,
   (775) 841-4730 kathy@partnershipcarsoncity.org

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.**

   Kathlyn Bartosz
   Partnership Carson City
   1711 North Roop Street
   Carson City, Nevada 89706

   (775) 8441-4730 kathy@partnershipcarsoncity.org

VI. AGENCY INFORMATION

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

Date of incorporation	10/19/89
Date of IRS certification	March, 1992
Tax exempt number	88-0249300

2. DUNS Number: _13 526 9756_____
   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	1/18/10 Date
Kathlyn Bartosz, Executive Director of PCC Typed Name and Title of Authorized Official	(775) 841-4730 Phone Number

Signature of President of Board of Directors	1/19/10 Date
Dr. Jack Araza, PCC Board President Typed Name of President of Board of Directors	(775) 841-4730 Phone Number

Attachment "6"

PARTNERSHIP CARSON CITY (PCC): UNITED LATINO COMMUNITY OFFICE CDBG SUPPORTED SERVICE ENHANCEMENT

The Partnership Carson City is the prevention coalition serving Carson City as recognized in a city resolution, and state -issued certification. The role of the coalition is to continually assess the community's quality of life, develop a community strategic plan to address identified concerns, and secure funding to support related community based services.

One of the primary organizations serving Carson City's Latino population, the Nevada Hispanic Services (NHS), could no longer afford to maintain their Carson City office, an outreach of the main office located in Reno. During 2008, the Carson Nevada Hispanic Services Office logged in 452 appointments for assistance with citizenship and other legal documents, and 1,144 for family and youth services. It was imperative that Carson City accept responsibility for ensuring these services are still available. Therefore, PCC met with the director of Nevada Hispanic Services, Jesse Gutierrez, to come up with an alternative to closing the office. It was agreed that PCC would help by providing free space for Nevada Hispanic Services to continue existing legal assistance services in Carson City. Additionally, family assistance, translation, and crisis intervention and referrals, would be continued under PCC with existing staff who proudly renamed themselves the *United Latino Community Office of Carson City.*

The Partnership became the oversight and fiscal agent for the United Latino Community (ULC) office in July, 2009, and both agencies are located in the same city-owned building. The Partnership applied for and received additional state funds doubling the amount for services for Latino residents. That is the good news. The bad news is the reason for this application: 1) In its current condition, the interior walls of the building do not accommodate the types of service enhancements needed, and 2) due to the lack of adequate energy efficiency we can't afford the energy bill increases that would result from expanded hours of operation to provide additional services.

NEIGHBORHOOD FACILITY – HIGH NEED

In the last sixteen years the Latino population in Carson City has grown from 8% to 33% of the total population. The majority of Latino citizens live in disenfranchised, low income neighborhood "pockets" scattered throughout the city. These areas are frequently associated with high crime rates, particularly related to gangs, drug trafficking and domestic violence. The current location of the ULC office is within walking distance of many of these neighborhoods, and the community bus system has a stop in front of the building to accommodate those living further away.

Since the time it was established 16 years ago, the ULC has been recognized by the Latino community as the primary provider of advocacy, legal, and bi lingual support services for Latinos. Unfortunately, in the past the office has not been able to fund increased staff to keep up with the growing need for bi lingual legal, parent support, employment counseling and educational services. Since the Partnership has taken over fiscal responsibility for the ULC, a

part time director is now under contract to create a Latino Advisory Board, and construct a strategic plan including small classroom education, Immigration and Citizenship services, youth development and tutoring programs, vocational/employment counseling and placement, and parent education and support.

Minor office structural changes are required to accommodate the delivery of the new programs. We are requesting minor changes to a large storage area by moving a temporary wall to convert it into a livable office space. A window will need to be cut to provide natural light. Another large storage area can also be converted into a small office with the addition of a window. The purchase of three movable cubicle walls will allow adjustable office space for a third and fourth office. A former examination room has been converted into a small kitchen, but an area for washing dishes is needed by replacing a hand washing sink with a kitchen sink unit.

Finally, the building is over 50 years old. There is significant energy loss through the windows and the roof resulting in inconsistent temperature and constant adjustment of the thermostat, resulting in high energy bills. The building could use more insulation in the ceiling, and out-dated "breathing" windows replaced with energy efficient windows.

YOUTH SERVICES and VOCATIONAL/EMPLOYMENT TRAINING SERVICES

The additional office spaces will support bringing in staff to provide one on one and small group vocational and employment counseling, a youth advocate to direct youth programs, and one additional legal service professional for immigration, citizenship and other legal needs such as domestic violence cases. We have identified the funds for part time counseling and instructional staff, and another immigration attorney.

By making the building more energy efficient, the Partnership will be able to afford to keep the building open longer to allow for evening and weekend hours for additional services, including evening and weekend classroom instruction. The current ULC schedule is only four days a week, 9 – 5PM. We have already identified classroom instructional needs among youth and adult populations such as computer literacy, parenting skills, job search skills, and citizenship. A Youth Team committed to promoting health messages among their peers would like to work in the agency on projects during the evening and weekend hours., As it is, the energy bills are too high to allow that much use of the building, and the rooms don't stay warm enough in the winter, or cool enough in the summer to be comfortable.

Attachment "7"

DETAIL OF CDBG SUPPORTED BUILDING UPGRADE

As outlined in Attachment "A", Partnership Carson City (PCC) is requesting minimal upgrades to the city owned building located at 1711 North Roop Street to accommodate growth in services for the United Latino Community Office located in the building along with PCC. The requests are two fold: Creation of additional office space, and improve energy efficiency.

OFFICE SPACE:
The building has served many purposes in its long history. Most recently, it was the Public Health Office. Temporary walls were designed to create waiting areas and exam rooms. The moving of one temporary wall between an open storage area and an exam room will create a decent sized office. By adding a window, the office will have eastern exposure of natural sunlight, reducing the need for artificial light sources for at least half the day.

There is another large storage closet that would be appropriate for use as another consultation room with clients, but it would need a window for lighting as well. The window would face West, again providing for natural sunlight for at least half of the day, reducing the need for artificial light use.

Purchasing three, portable cubicle walls would allow the agency to create spaces for at least two additional staff in the back of what used to be a large waiting room. The walls could be moved to the side to allow use of the full room for small classroom instruction in the evenings and weekends.

ENERGY EFFICIENCY:
The addition of two windows as mentioned above would decease the use of artificial light in two office areas, allowing workers to rely on the sun for lighting.

The windows throughout the rest of the building are either one solid piece, or old horizontal sliders. All of the windows leak terribly, to the point where not only cold/hot air but dirt comes in covering the window sills and the desks and floor by the windows. Thirteen windows of varying size need replacing.

According to the inspector, there is hardly any insulation in the ceiling. During the last snow storm in December, the snow on the roof of this building was melted DAYS before any other roofs on the low income housing in the area. This indicates significant heat loss through the ceiling, resulting in very high heating bills during these cold months. Even set at 62 degrees, the heat runs constantly due to the lack of insulation and leaking windows.

The front door to the building faces North, and when it opens a blast of cold air comes into the waiting area, and we have quite a few people coming in and out. A simple breezeway built around the front entrance would prevent the loss of heat and air conditioning when the door is opened.

CDBG Application Questions

Partnership Carson City

1. On page 6, #2, you mention serving an additional 1,160. How many do you presently serve?
   1172

2. How much are your current energy bills?
   $450/month for 1/3 of the building that they occupy

3. How much will you pay, after the insulation is installed? Or, how much will you save with the retrofit insulation project complete?
   Unknown at this time.

- Note: Application page 2, A (3) should not be checked as an "urgent community need." That is for things like declared emergencies (earthquake, flood, etc.). It is a low/mod income benefit.
- Note: Application page 3, C: The project falls under "Public Facilities and Improvements," not Public Services.