City of Carson City
Agenda Report

Date Submitted: February 9, 2010

Agenda Date Requested: February 18, 2010
Time Requested: 30 minutes

To: Mayor and Board of Supervisors

From: Public Works – Planning Division

Subject Title: Action to prioritize the Community Development Block Grant (CDBG) project funding for FY2010-11, and to open a 30-day public comment period from March 1 to March 30, 2010, for review of the Carson City draft CDBG 2010-11 Annual Action Plan to implement Department of Housing and Urban Development (HUD) programs associated with the CDBG Program. (Lee Plemel)

Summary: The CDBG funding available to Carson City for fiscal year 2010-11 is expected to be approximately $440,000. It is estimated that there will be approximately $66,000 (15% maximum) for public services activities, $286,000 for public facilities and improvements and $88,000 (20% maximum) for planning and administration. A community-based Application Review Workgroup conducted a public meeting with the applicants on January 29, 2010, and ranked the applications for recommendation to the Board of Supervisors.

Type of Action Requested:

(____) Resolution
(__X_) Formal Action/Motion
(____) Ordinance
(____) Other (Specify)

Does This Action Require A Business Impact Statement: (___) Yes (_X_) No

Recommended Board Action: I move to approve the Community Development Block Grant project funding priorities for FY2010-11, and to open a 30-day public comment period from March 1 to March 30, 2010, for review of the Carson City draft CDBG 2010-11 Annual Action.

Explanation for Recommended Board Action: Four proposals for public services and seven 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 ARW evaluated and ranked the applications, then made funding recommendations based on both meeting the CDBG national objectives and the community priorities.

Once the Board has reviewed, discussed and approved the proposed CDBG funding proposals, they will be incorporated into Carson City's draft CDBG 2010-11 Annual Action Plan. Part of the HUD requirements is to have a 30-day period for the public to comment on the Action Plan. At the April 15, 2010 meeting, the Board of Supervisors will discuss, review, make any desired amendments 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:
1) ARW Recommendation Summary Table
2) Memorandum-ARW recommendations and CDBG program summary
3) CDBG Consolidated Plan Priority Needs table
4) ARW meeting minutes
5) 2010 CDBG applications

Prepared By: Janice Brod, Management Assistant V

Reviewed By:

(Planning Division Director) Date: 2/9/10

(Public Works Director) Date: 2/10/10

(City Manager) Date: 2/9/10

(District Attorney's Office) Date: 2-10-10

Board Action Taken:

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

_____
(Vote Recorded By)

CDBG Application Review Workgroup Summary and Consolidated Plan Conformance

					CDBG Consolidated Plan Conformance		
Rank	**Weighted Ranking**	**Public Services Project**	**Requested Funding**	**Recom-mended**	**Priority Need**	**Priority**	**Identified 5-yr Goal**
1	7	Ron Wood Center, Reach Up!	$56,423	$47,500	Youth & substance abuse services	High	Yes
2	8	CASA, Transition items/publicity supplies	$11,000	$11,000	Youth services	High	Yes
3	16	RSVP, Home Companions Respite Care Program	$15,000	$7,500	Senior services	Medium	No
4	19	Brewery Arts Center, Art Education Program	$40,000	$0	Youth services	High	Yes
		Total:	**$122,423**	**$66,000**			
		Total Public Services Funding Available**:	$66,000				

					CDBG Consolidated Plan Conformance		
Rank	**Weighted Ranking**	**Public Improvements/ Econ. Development Project**	**Requested Funding**	**Recom-mended**	**Priority Need**	**Priority**	**Identified 5-yr Goal**
1	11	Partnership Carson City, Building upgrade	$26,322	$26,322	Public services	High	Yes
2	12	FISH, Facility improvement project	$43,300	$43,300	Health facilities & neighborhood fac.	High	Yes
3	12	CC Public Works, Long Street ADA sidewalks	$285,000	$121,378	Infrastructure, sidewalks	High	Yes
4	17	Carson City Community Center, ADA upgrades	$273,130	$127,000	Public facilities, general	High	Yes
5	24	Nevada Health Centers, Sierra Family Health Cntr*	$181,500	$0	Health facilities	Medium	No
6	29	Community Greenhouse and Garden	$105,904	$0	Other public facility needs	Medium	No
7	35	Carson City Redev., Downtown Business Incubator***	$115,000	$0	Econ. Development, Assistance to for-profit; jobs created	Medium	No
		Total:	**$1,030,156**	**$318,000**			
		Total Public Facilities Funding Available****:	$318,000				

Total Requested: **$1,152,579**
Total Available: $384,000

Other Recommendations:

*- Any extra public impr. funding of $10K-$50K to Health Center, remainder should be allocated to Public Works sidewalks.
- Any extra public service funding should be allocated to Ron Wood.
- If less public service funding is allocated, cut each by percentage.
- If less public improvement funding is allocated, cut from PW sidewalk project.

** Total available funds are based on a continuing resolution by HUD to fund at the prior year's level; actual funding amounts have not been received from HUD for 2010, and may vary from estimates. Public Services funding is limited to 15% of total CDBG allocation.

*** Total requested is estimate of payback each year for $2.1 million Section 108 HUD loan.

**** Note: Estimated available funding for public improvements includes $286,000 from 2010 CDBG funding plus $32,000 carryover from savings in 2009 Planning and Administration funds.

Note: A maximum of 20% of total CDBG allocation is reserved for Planning and Administration of the program.

Carson City Planning Division

2621 Northgate Lane, Suite 62
Carson City, Nevada 89706
(775) 887-2180
Plandiv@ci.carson-city.nv.us
www.carson-city.nv.us

MEMORANDUM

Board of Supervisors Meeting of February 18, 2010

To: Mayor and Board of Supervisors

From: Lee Plemel, Director
Janice Brod, CDBG Coordinator/Management Assistant

Date: February 5, 2010

Subject: CDBG 2010-11 Funding Proposals

The Board of Supervisors is required to annually recommend approval of funding for Community Development Block Grant (CDBG) projects to the U.S. Department of Housing and Urban Development (HUD). Upon approval of the funding for the 2010-11 CDBG projects by the Board of Supervisors, the projects will be incorporated into the draft Annual Action Plan, which will then be open for public review and brought back to the Board of Supervisors in April for a final recommendation of approval to HUD.

As part of the CDBG Citizen Participation requirement, applications were solicited in the Nevada Appeal from November 18, 2009 to December 6, 2009, as well as by individual letters to local community service organizations. Two publicly noticed meetings were also held in December for CDBG application information and training.

After applications were received by January 19, 2010, the Application Review Workgroup (ARW) held a publicly noticed meeting on January 29, 2010, where they were able to converse with applicants directly. Using detailed ranking criteria, the ARW scored, ranked and evaluated the proposed project applications for completeness, community need and compliance with HUD requirements. The ARW consisted of five members:

- Robinette Bacon – School Health Education Coordinator for the Nevada Department of Education.
- Thomas Keeton – Retired Air Force pilot, served on the Carson City Parks and Recreation Commission for eight years.
- Rob Galloway – Advertising Manager for the Nevada Appeal.
- Michael Bennett – Engineering Manager for Lumos & Associates.
- Craig Steele – Retired engineer.

Following is a summary list of the CDBG funding proposals and recommendations for the 2010-11 fiscal year, as ranked by the Application Review Workgroup. More details regarding each individual project can be found in the applications attached with this memo.

PUBLIC SERVICES RANKINGS/RECOMMENDATIONS:
Total Expected Available Allocation = $66,000 (15% of total allocation)

1) **Project Name:** **Reach Up!**
Agency: Ron Wood Family Resource Center
Funding Request: $56,423
Recommendation: **$47,500**
CDBG Objective: Serving low- to moderate-income (LMI) persons.
Description: "Reach Up" is a comprehensive mental health treatment and case management program designed to identify, support, and counsel Carson City youth from 3-17 years of age in crisis.

2) **Project Name:** **Transition Items for Children/Publicity Supplies**
Agency: CASA (Court Appointed Special Advocate) of Carson City
Funding Request: $11,000
Recommendation: **$11,000**
CDBG Objective: Serving low- to moderate-income (LMI) persons.
Description: This project would build on the Foster Kids Closet project grant of last year and would pay for items that are not regularly donated such as boys toddler clothing, toddler beds, shoes, scrapbook kits, and used computer systems.

3) **Project Name:** **RSVP Home Companion Respite Care Program**
Agency: Nevada Rural Counties-RSVP Program
Funding Request: $15,000
Recommendation: **$7,500**
CDBG Objective: Serving elderly persons, which categorically qualifies as meeting a CDBG National Objective.
Description: The RSVP Home Companion Respite Care Program provides in-home respite care and caregiver support services to Carson City's low income senior population by helping families avoid the premature institutionalization of their loved ones and in some cases even the caregiver.

4) **Project Name:** **Art Education Bus Service and Scholarship Program**
Agency: Brewery Arts Center
Funding Request: $40,000
Recommendation: **$0**
CDBG Objective: Serving low- to moderate-income (LMI) persons.
Description: This project would provide a mobile art service in Carson City (similar to Book Mobile), and offer scholarships to LMI clients who live in Carson City for art programs offered at the BAC.

PUBLIC FACILITIES AND IMPROVEMENTS RANKINGS/RECOMMENDATIONS:

Total Expected Available Allocation = $318,000 ($286,000 + $32,000 Planning and Administration fund savings)

1) Project Name: **Partnership and Latino Services Building Upgrade**
Agency: Partnership Carson City
Funding Request $26,322
Recommendation **$26,322**
CDBG Objective Serving a low- to moderate-income (LMI) area.
Description This project would upgrade the United Latino Community Office at 1711 North Roop Street to accommodate growing prevention and community referral services. Upgrades would include the purchase of three cubicle portable walls to create additional office space, installing ceiling insulation and replacing old windows for significant energy savings, creating new windows to decrease the use of artificial light, and creating a breezeway around the entrance.

2) Project Name: **FISH Facility Improvement Project**
Agency: Friends in Service Helping (FISH)
Funding Request: $43,300
Recommendation: **$43,300**
CDBG Objective: Serving low- to moderate-income (LMI) persons.
Description: This project would make repairs and improvements to their facility to include replacing the roof on the Ross Medical Center and Education Room, updating the fire suppression system in the kitchen, removing the deteriorating tile floor in the thrift store, and repairing damage to the roof of the administration/food bank building and thrift store.

3) Project Name: **Long Street ADA Sidewalk Improvements**
Agency: Carson City Public Works
Funding Request: $285,000
Recommendation: **$121,378 (plus any additional CDBG funds under $10K or over $50K)**
CDBG Objective: Serving a low- to moderate-income (LMI) area.
Description: This prject would 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.

4) Project Name: **Remediation of Community Center Handicapped Access Barriers**
Agency: Carson City Parks and Recreation
Funding Request: $273,130
Recommendation: **$127,000**
CDBG Objective: Disabled persons/ADA access improvements.
Description: The Carson City Community Center has several architectural barriers to handicapped accessibility that will be removed. Improvements to be made include a wheelchair lift in the west upper hallway to the gymnasium, an interior accessible ramp from the lobby to the west restrooms and meeting rooms, and a remodel of the west upper restrooms.

5) Project Name: **Sierra Family Health Center Waiting Room and Children's Play Area**
Agency: Nevada Health Centers, Inc.
Funding Request: $181,500
Recommendation: **$0 (unless additional funds between $10K-$50K are received)**
CDBG Objective: Serving low- to moderate-income (LMI) persons.
Description: This project would construct a patient waiting area and children's play area as part of the new Sierra Family Health Center project.

6) Project Name: **Community Greenhouse and Garden**
Agency: The Greenhouse Project, a Ron Wood Family Resource Center Program
Funding Request: $105,904
Recommendation: **$0**
CDBG Objective: Serving low- to moderate-income (LMI) persons.
Description: This project would build a sustainable greenhouse at Carson High School to provide healthy food to LMI persons and school programs, provide educational opportunities to youth, and to produce flower baskets for downtown Carson City.

7) Project Name: **Downtown Redevelopment-Business Incubator**
Agency: Carson City Office of Business Development
Funding Request: $2,100,000 (approximately $115,000/year for 20 years)
Recommendation: **$0**
CDBG Objective: Job creation
Description: The business incubator would provide inexpensive space and assistance to new firms to help them become viable businesses and would benefit low- to moderate- income persons through the creation of jobs.

CDBG General Program Overview

The CDBG program is administered by the U.S. Department of Housing and Urban Development (HUD). Carson City has been an "entitlement" community under the program since 2004, meaning the city gets a lump sum allocation each year that may be used at the city's discretion within HUD guidelines and requirements. Prior to 2004, Carson City had to apply and compete for CDBG funds through the State of Nevada along with other non-entitlement rural counties.

The objectives of the CDBG program are to:

- Create suitable living environments
- Provide decent affordable housing
- Create economic opportunities

Eligibility Requirement

In order to be eligible for funding, every CDBG-funded activity (excluding planning and administration) *must* qualify as meeting one of the three national objectives of the program:

- Benefiting low- and moderate-income (LMI) persons,
- Preventing or eliminating slums or blight, or
- Meeting an urgent community development need due to threat to community health and welfare (e.g. natural disaster emergencies).

Past CDBG public facility and public service projects in Carson City have met the LMI criteria. This means projects that get funded qualify by either:

1. Limited Clientele criteria: Serving persons where at least 51% of the clientele are LIMI persons (senior citizens are also classified as LMI under this category); or
2. Area Benefit criteria: Meeting the needs within a service area where at least 51% of the residents in that area are LMI persons. (HUD provides data on the percentage of LMI persons within the Census Block Groups.)

It is very important that projects are able to document the number of LMI persons served for grant monitoring and audit purposes.

No matching funds are required for CDBG activities. However, CDBG funds are often leveraged with other funding for projects.

Eligible Activities

Eligible activities for the use of CDBG funds and examples of such activities include:

- Construction of public facilities and improvements
  - Infrastructure improvements, senior centers, parks, homeless shelters
- Public Services
  - Education programs, services for senior citizens, drug abuse counseling and treatment, low-income rental assistance
  - Public Services funding is limited to a maximum of 15% of the total allocation
- Housing
  - Minor rehabilitation (Emergency Repair, Lead Paint Removal)
  - Rehabilitation of affordable owner and rental housing
  - Down-payment assistance

    - Acquisition, new construction of housing
- Economic Development
    - Façade improvements
    - Loans to businesses (usually to create jobs)
    - Micro-enterprise assistance
- Planning and Administration
    - Personnel costs, preparation of required documents, planning studies
    - Funding for these costs is limited to a maximum of 20% of the total allocation

Funding Amounts
CDBG funding amounts to Carson City in prior years was as follows:
- 2009: $439,730
- 2008: $436,345
- 2007: $455,505
- 2006: $457,592
- 2005: $508,562
- 2004: $536,000

Carson City will soon be allocating 2010 funding to projects. However, as of the writing of this memo, HUD has not announced how much funding will be made available for 2010. It is anticipated that it will be similar to the 2009 allocation.

Past Projects Funded
2009:
- CASA Facility Improvements ($7600)
- Ron Wood Family Resource Center, Reach Up! counseling program ($31,704)
- City sidewalk ADA-compliance improvements, Empire Elementary ($173,727)
- Community Counseling Center, methamphetamine treatment ($34,255))
- Community Center ADA restrooms ($104,498)

2008:
- Community Counseling Center, methamphetamine treatment ($33,932)
- Ron Wood Family Resource Center, Reach Up! counseling program ($31,520)
- City sidewalk ADA-compliance improvements, Washington St/transit access ($306,466)

2007:
- Community Counseling Center, methamphetamine treatment ($58,343)
- Ron Wood Family Resource Center, Reach Up! counseling program ($9,982)
- City sidewalk ADA-compliance improvements, Empire Elementary School area ($52,984)
- Boys and Girls Club play fields construction ($253,500)

2006:
- Community Counseling Center, methamphetamine, additional counselor ($38,437)
- Nevada Health Center bilingual Nevada Check-up and Medicaid eligibility worker ($30,202)
- Carson City Fire Department fire engine purchase, serving LMI area ($297,435)

2005:
- Boys and Girls Club, Kids on the Go program ($35,000)
- Community Counseling Center, methamphetamine counseling/outpatient recovery ($19,718)
- Carson City Health and Human Services, Disability Rental Assistance program ($35,000)
- FISH down payment for purchase of property at its current location ($330,565)

2004:
- RSVP Elder Care Law Program legal services ($35,000)
- Boys and Girls Club, Kids on the Go program, free rides to programs ($35,000)
- FISH dental services ($10,000)
- City water line improvements ($214,000)
- Energy efficiency upgrades to LMI households ($10,000)
- Fritsch Elementary School playground improvements ($45,000)

Key CDBG Program Documents
The following documents are required by HUD in the administration of the program:

- Annual Action Plan – The Annual Action Plan is adopted after the Board of Supervisors selects projects and funding. It is a one-year spending plan that describes the uses of CDBG resources, specific housing and community development activities, and beneficiaries to be assisted in the coming fiscal year.

- Consolidated Plan – The Consolidated Plan is a five-year comprehensive planning document that identifies the City's overall need for affordable and supportive housing, and community development, and it outlines a strategy to address those needs. The Carson City Consolidated Plan was updated last year.

- Consolidated Annual Performance Evaluation Report (CAPER) – The CAPER is required each year by HUD to report on progress the City is making to meet the goals and objectives set forth in the Consolidated Plan.

2010 Grant Cycle Key Dates
The CDBG grant cycle is on a fiscal year running from July 1st through June 30th. The following are some key dates for the 2010-11 grant period:

- January 19, 2010 – CDBG applications due to Planning Division.
- January 29 – Application Review Workgroup, comprised of Carson City community members, reviews applications and makes recommendations to the Board of Supervisors regarding the ranking and funding of applications.
- February 18 – The Board of Supervisors takes action to allocate funding to projects
- March 1-30 – Public comment period for Annual Action Plan.
- April 15 – The Board of Supervisors takes action to approve the Annual Action Plan.
- May 15 – The Annual Action Plan is due to HUD.
- June/July – HUD informs Carson City of the award of funding for the recommended projects.
- Summer/fall – Prepare the Consolidated Annual Performance Evaluation Report (CAPER) for HUD.

APPENDIX III

Table 2B: Priority Community Development Needs

Priority Need	Priority	Unmet Need*	Funds Needed*	5 Year Goal*	Annual Goal	Percent ompleted
Acquisition of Real Property	Medium					
Disposition	Low					
Clearance and Demolition	Medium					
Clearance of Contaminated Sites	Medium					
Code Enforcement	Medium					
Public Facilities	**Measured by # of Projects / Facilities**					
Public Facilities - General	High	2		2		
Senior Centers	Medium					
Handicapped Centers	Medium					
Homeless Facilities	Medium					
Youth Centers	Medium					
Neighborhood Facilities	High	1		1		
Child Care Centers	Medium					
Health Facilities	Medium					
Mental Health Facilities	Medium					
Parks and/or Recreation Facilities	High	1		1		
Parking Facilities	Medium					
Tree Planting	Low					
Fire Stations/Equipment	Medium					
Abused/Neglected Children Facilities	High	1		1		
Asbestos Removal	Low					
Non-Residential Historic Preservation	Medium					
Other Public Facility Needs	Medium					
Infrastructure	**Measured by # of Projects / Facilities**					
Water/Sewer Improvements	Medium					
Street Improvements	Medium					
Sidewalks	High	3		3		
Solid Waste Disposal Improvements	Medium					
Flood Drainage Improvements	Medium					
Other Infrastructure	Medium					

Priority Need	Priority	Unmet Need	Funds Needed	5 Yr Goal	Annual Goal	Percent ompleted
Public Services	**Measured by # of Persons Served**					
Senior Services	Medium					
Handicapped Services	High			50		
Legal Services	Medium					
Youth Services	High			750		
Child Care Services	Medium					
Transportation Services	Medium					
Substance Abuse Services	High			500		
Employment/Training Services	High			100		
Health Services	High			1,000		
Lead Hazard Screening	Medium					
Crime Awareness	Medium					
Fair Housing Activities	Medium					
Tenant Landlord Counseling	High			500		
Other Services: Subsistence	High			100		
Economic Development	**Measured by Businesses Assisted and Jobs Created**					
C/I Land Acquisition/Disposition	Medium					
C/I Infrastructure Development	Medium					
C/I Building Acq/Const/Rehab	Medium					
Other C/I	Medium					
ED Assistance to For-Profit	Medium					
ED Technical Assistance	Medium					
Micro-enterprise Assistance	Medium					
Other	Medium					

COMMUNITY DEVELOPMENT BLOCK GRANT
APPLICATION REVIEW WORK GROUP MEETING
Minutes of the January 29, 2010 Meeting

A meeting of the Community Development Block Grant (CDBG) Application Review Work Group was scheduled for 2:00 p.m. on Friday, January 29, 2010 in the UNR Cooperative Extension Room, 2621 Northgate Lane, Suite 12, Carson City, Nevada.

PRESENT: Michael Bennett, Chair
Member Robinette Bacon
Member Rob Galloway
Member Tom Keeton
Member Craig Steele

STAFF: Lee Plemel, Planing Division Director
Janice Brod, CDBG Coordinator
Jano Barnhurst, Recording Secretary

NOTE: A recording of these proceedings, the work group's agenda, and any written comments or documentation provided to the recording secretary during the meeting are public record. These materials are on file in the Clerk-Recorder's Office, and available for review during regular business hours. The CDBG application materials are on file in the Planning Division, and available for review during regular business hours.

CALL TO ORDER (1-0026) - Chair Bennett called the meeting to order at 2:00 p.m.

NEVADA HEALTH CENTERS - SIERRA FAMILY HEALTH CENTER WAITING ROOM AND CHILDREN'S PLAY AREA (1-0027) - Tom Chase, Chief Executive Officer of Nevada Health Centers (NVHC), and Sandy Wallace distributed copies of the NVHC ARRA Funding Facts and 2009 ARRA IDS Results which Mr. Chase explained to the group members. He gave background information on the project referring to the application materials which are incorporated into the record requesting additional funding for the Facility Investment Program (FIP). He advised that while the projects were approved by the Health Resources and Services Administration (HRSA), they weren't approved as proposed because of design contingencies. He pointed out that NVHC "gets the job done"...and "we're good at what we do and know how to do it."

In response to a question, Mr. Chase replied that funding received from this application will not go to Las Vegas because that project is much less defined. In response to another question, he acknowledged that $300 per square foot is "a little rich but consistent with the overall cost...on the building." Ms. Wallace added that a construction firm and architect helped determine the cost. In response to another question, she replied that the project cannot be done in phases because of a two year funding period for the federal grant on the majority of the building. In response to another question, she replied that through a five year health plan with HRSA, all patients are tracked on an electronic health record which shows health improvements. Mr. Chase added that Sierra is the best of their facilities. In response to another question, he replied that the City has been "extremely generous" with a piece of land that would work well but time is an issue. He added that "Jim's project is shovel ready"...and another option needs site development and has similar delay issues as the City property. He admitted that he may not know until their February 5 board meeting which site to recommend but is leaning towards "the folks that worked with us to get the application in order." In response to another question, he replied that if a City site was chosen, construction could begin in August but "Jim's property could be done by April." In response to another question, he replied that grant monies

cannot be used for property purchase. In response to another question, he replied that low to moderate income (LMI) tracking would be consistent with the provided statistical figures.

CARSON CITY PUBLIC WORKS DEPARTMENT - LONG STREET ADA SIDEWALK IMPROVEMENTS (1-0315) - Patrick Pittinger, Public Works Transportation Manager, advised that ADA is a priority because it impacts more than the disabled and low income overlaps with "transit dependent populations" which they are targeting. He presented background information on the project referring to the application materials which are incorporated into the record. He referred to a "transition plan" being developed by the City stating "progress is the key" and added that it ties in with the Roop Street project. He noted the support of the Safe Routes to School Coordinator and Supervisor Aldean. He mentioned that CDBG also funded a project on Washington Street and expected it to be awarded March 10. He noted about ten other valid area projects adding that they could have a smaller project but the priority is to fill in the gap on the eastern portion of the project.

Member Bacon disclosed her position on the Nevada Bicycle Advisory Board which approves plans for Safe Routes to School funding. In response to a comment, Mr. Pittinger replied that they received $150,000 for the sidewalks at Bordewich Bray and Carson Middle Schools. In response to a question, he replied that their priority is the north side of the road on the eastern portion of the project area which is estimated at $100,000. In response to another question, he replied that an RTC fund still exists and he is responsible for leveraging as much funding as possible. In response to another question, he replied that it may be possible to pay for the drainage feature through the Storm Water Utility Program but they would rather not tap another fund for that small portion of a project.

FRIENDS IN SERVICE HELPING (FISH) - FISH FACILITY IMPROVEMENT PROJECT (1-0572) - Jim Peckham, FISH Executive Director, presented background information on their mission of helping those in need and reported that they average 100 new clients every month. He reviewed the application materials which are incorporated into the record stating that their top priority is the replacement of aging fire suppression units in the dining room. He explained in detail how the roofs on three of their buildings need repair and potentially hazardous flooring needs to be removed.

In response to a question, Mr. Peckham replied that the Fire Chief has not looked at the fire suppression units but he was told that they don't meet code. In response to another question, he replied that their first priority is fire suppression, secondly the roof, and lastly the floor.

CARSON CITY COMMUNITY CENTER - GYMNASIUM IMPROVEMENTS (1-0772) - Mitch Ames, Operations Manager of the Carson City Community Center and Joel Dunn, Recreation Operations Manager introduced themselves. Mr. Ames presented background information on the project referring to the application materials incorporated into the record. He advised of only one compliant route into the facility and of the attempt to eliminate architectural barriers. Mr. Dunn advised that Carson City is one of only a few communities offering programs for disabled participants but they are being forced to go around the building to address certain needs. Mr. Ames added that each barrier is considered a separate project.

In response to a question, Mr. Ames replied that the most beneficial upgrades are the west lobby ramp and a lift to the gym. In response to another question, he replied that the restrooms on the east side are compliant but there is no route to the Sierra Room. In response to a question, Mr. Dunn replied that accessibility from the ramp at the east parking lot would allow the disabled an opportunity to go to the front of the theater, the office, and access the gym. Mr. Ames added that lifts are recommended rather than ramps because they won't fit in the physical area and would interfere with basketball and volleyball. In response to another question, he replied that last year's project is underway and should be completed this summer. In response to another question, he reiterated that restrooms would be completed in the gym along with an accessible route from the lobby to the Sierra Room and gym; but a lift on the other side, restrooms on the west and a lift into the stage area are still needed.

PARTNERSHIP CARSON CITY - PARTNERSHIP AND LATINO SERVICES BUILDING UPGRADE (1-0952) - Kathy Bartosz, Executive Director of Partnership Carson City gave background information on the organization and program, referring to the application materials which are incorporated into the record. She requested upgrades to their aging building by converting storage areas into office space and making it more energy efficient. She then reviewed the Application Questions which are also incorporated into the record.

In response to a question, Ms. Bartosz replied that before they absorbed the United Latino Community Office (ULCO), $400 a month was budgeted for the energy bill. In response to another question, she explained in detail the desire to make the building a center point for numerous Latino services and plans to use the entire building. In response to another question, she replied that the building has a lot of temporary walls with the exterior walls being cinder block. In response to another question, she replied that they share the building with the ULCO which occupies two thirds of the building. In response to another question, she explained the Partnership Carson City's mission to address unmet needs and support organizations to meet those needs. In response to another question, she replied that leverage funds are service dollars and the match pays for services going into the spaces being created.

CARSON CITY OFFICE OF BUSINESS DEVELOPMENT - DOWNTOWN REDEVELOPMENT-BUSINESS INCUBATOR (1-1259) - Tammy Westergard, Deputy Manager of the Office of Business Development and Sara Jones, Carson City Librarian introduced themselves. Ms. Westergard narrated a PowerPoint presentation into the record.

In response to a question, Ms. Jones advised of the Henderson Business Resource Center and C4Cube in Reno and explained that people incubate because they don't have their own resources. In response to another question, Ms. Westergard replied that all of the pieces of the project would open concurrently in a projected three year construction period. Ms. Jones added that the library and business incubator are planned as one facility. In response to another question, Ms. Westergard replied that some beneficiaries of the incubator will meet LMI qualifications as well as incubator employees and explained how LMI individuals will be reported and tracked. In response to another question, she estimated 100 new jobs will be created by the incubator system. In response to a question, Mr. Plemel explained that under the CDBG program, a loan for a public improvement project can be granted based on five years worth of their

allocation with a 20 year payback term. In response to another question, Ms. Jones replied that the incubator will be tech focused but anyone can come in and vet the process. Ms. Westergard added that "white collar workers" are becoming very specialized and are not necessarily predicated by a college degree. In response to another question, she replied that it is a public/private partnership anchored by the community, a charitable and philanthropic partner, and a private development/financing partner. She explained that a private developer will build the project and the City will repay its share over 20 years after which time it owns all of the public pieces. The private side will invest in the community by creating housing, retail, and office space creating an enormous community stimulus. Ms. Jones finished by advising that the business plan is located on Downtownanswers.com.

NEVADA RURAL COUNTIES, RSVP - RSVP HOME COMPANION RESPITE CARE PROGRAM (1-1858) - Janice Ayres, Executive Director of Nevada Rural Counties RSVP introduced herself and Susan Haas, Program Coordinator. She presented background information on the organization and program, referring to the application materials which are incorporated into the record. She described care giving as "emotional, physical and exhausting" and their mission to do anything possible to help keep seniors at home. She explained that care giving is difficult for the individual needing care as well as the caregiver who "becomes a virtual prisoner of his loved one's disease." She explained how volunteers are trained to take care of the individual so the caregiver can do normal things. She stated, "it's the right thing to do...and seniors deserve an opportunity to stay home."

In response to a question, Ms. Haas replied that stipends are at the AMERICOR rate of $175 per month plus mileage reimbursement of 30 cents per mile. Ms. Ayres added that volunteers are insured with five types of insurance and undergo background checks. In response to another question, she replied that stipends do not include the aforementioned costs. In response to another question, Ms. Haas replied that seniors fear institutionalization more than death and the program provides volunteers with meaningful work keeping them vital for a longer period of time. Ms. Ayres added that people are getting older but not necessarily aging better. In response to a question, Ms. Haas acknowledged that the CDBG funds would be used for operational expenses. In response to another question, Ms. Ayres acknowledged that their request is to attract more caregivers.

CASA OF CARSON CITY - TRANSITION ITEMS FOR CHILDREN/PUBLICITY SUPPLIES (1-2195) - Chris Bayer, CASA Director presented background information on the organization and program, referring to the application materials which are incorporated into the record. He advised that CASA has 26 volunteers advocating for 45 children. He gave a detailed description of the Foster Kids Closet adding that it will provide clothing for children in transition. He advised that Kiwanis have volunteered to help with construction. He added that certain necessities aren't donated and discussed the immediate need for clothing for foster children, particularly boys. He added that "the purpose of these items is to help foster homes and children in transition and is about building relationships with the foster parents and Child Welfare." He explained another portion of their request is to display posters around Carson City in an attempt to recruit foster homes as children are being sent out of the community for care. "Foster homes are needed now and displays need to be put up." Chair Bennett called for questions but none were forthcoming.

BREWERY ARTS CENTER - ART EDUCATION BUS SERVICE & SCHOLARSHIP PROGRAM (1-2435) - John Procaccini, Executive Director of the Brewery Arts Center (BAC) and Donna Walden introduced themselves. They presented background information on the organization and program, referring to the application materials which are incorporated into the record.

In response to a question, Mr. Procaccini acknowledged that a van could pick up and return children or equipment could be taken to them. Ms. Walden added that sometimes children are interested in a program but cannot arrange transportation. In response to a question, she indicated the possibility of serving Douglas County schools but they would initially focus on the BAC campus. In response to another question, Mr. Procaccini replied that they are requesting $10,000 in instructor fees to allow them an opportunity to teach more students and earn more revenue. Ms. Walden added that they would use the existing BAC staff and spread the responsibility among the existing staff members. In response to another question, Mr. Procaccini replied that a grant was received for an initial build out of their studio and new capital investments are made with profits from the service part of the contract. He opined that other granting institutions would like to see them provide arts services to many demographics. In response to another question, he anticipated purchasing a bus for $15,000 and they are trying to show that the program is worthy of public/private buy-in. In response to a comment, Ms. Walden replied that summer workshops attract a lot more children.

RON WOOD CENTER - REACH UP! (2-0016) - Joyce Buckingham, Executive Director presented background information on the organization and program referring to the application materials which are incorporated into the record. She explained that they have already been awarded two CDBG grants which served over 500 children, adding that their food bank serves over 7,000 people per month. She described their services and classes and explained that children otherwise unable to obtain mental health counseling are provided with ten free sessions and unlimited support groups. "...kids are extremely satisfied, coming back and getting other services..." She discussed the responsibilities of the staff who "wrap ourselves around the youth" and provide services at low to no cost. She reported that they had a 95 percent satisfaction rating the last two years and served over 90 percent LMI. She advised that her staff of twenty "loves everything they do...and have tremendous results." She explained that they are hoping to extend social worker hours by ten hours a week. She finished by advising that she "would consider less" of the amount requested.

Ms. Bacon commented that Ms. Buckingham exceeded her goals and gave kudos for a well written application. In response to a question, Ms. Buckingham replied that candidates that don't fit the LMI category and/or extreme situations are offered gratis services. She added that children are also seen at the Boys and Girls Club. She noted that 800 holiday baskets were sent out and over 7,000 a month coming through the center is overwhelming.

THE GREENHOUSE PROJECT - COMMUNITY GREENHOUSE & GARDEN (2-0181) - Karen Abowd, President of the Greenhouse Project and Janette Bloom, Treasurer introduced themselves. Ms. Abowd read their mission statement into the record. She presented background information on the

organization, referred to the application materials which are incorporated into the record and identified their program partners.

In response to a question, Ms. Abowd replied that the Ron Wood Center will be one of the major benefactors of their food production. In response to another question, she replied that they are selling perennial type flowers which florists don't sell because they don't keep as well. She added that "it's a great opportunity for kids to gain work experience and add to their resume." In response to another question, she acknowledged that the heating and cooling systems, turbine and back up generator, and electrical service center and monitoring systems are one time costs. In response to another question, she replied that through WNC, a work/study program allows students to earn a wage, and by hiring full and part time greenhouse managers, food can be produced year round. In response to another question, she replied that the concept was conceived as a pilot program that could be placed elsewhere. In response to another question, Ms. Buckingham replied that she goes through over 1,200 to 1,500 pounds of produce a month. In response to another question, Ms. Abowd explained the difference between the flower basket program and the cut flowers program. In response to a question, Ms. Abowd replied that a $50,000 pledge matches ongoing needs. Ms. Bloom added that their biggest expense is the greenhouse and the second is the heating system.

Chair Bennett recessed the meeting at 4:45 p.m. and reconvened at 4:55 p.m.

(2-0438) Member Bacon noted the improvement of the caliber of applications and the excellent presentations. She expressed appreciation and gave kudos to Mr. Plemel and Ms. Brod for growing the program.

ARW DISCUSSION AND RANKING OF APPLICATIONS (2-0483) - Extensive discussion took place to prioritize and rank the applications, and develop a recommendation as shown on Exhibit A attached hereto.

ADJOURNMENT (2-1630) - The meeting was adjourned at 6:05 p.m.

The Minutes of the January 29, 2010 Community Development Block Grant Application Review Work Group Meeting are respectfully submitted this 8th day of February, 2010.

ALAN GLOVER, Clerk - Recorder

By: Jano Barnhurst

Jano Barnhurst, Deputy Clerk/Recording Secretary