

Carson City Agenda Report

Date Submitted: March 6, 2012

Agenda Date Requested: March 15, 2012

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) funding for FY2012-13, and to open a 30-day public comment period from March 16 to April 14, 2012, for review of the Carson City draft CDBG 2012-13 Annual Action Plan to implement the Department of Housing and Urban Development (HUD) CDBG Program. (Lee Plemel)

Summary: The CDBG funding available to Carson City for fiscal year 2012-13 is estimated to be \$354,973. There will be approximately \$52,245 (15% maximum) for public services activities, \$266,732 for public facilities and improvements, which includes \$36,000 of unobligated administrative funds from prior years, and \$70,994 (20% maximum) for planning and administration. A community-based Application Review Workgroup conducted a public meeting with the CDBG applicants on January 24, 2012 and ranked the applications for recommendation to the Board of Supervisors.

Type of Action Requested:

Resolution

Formal Action/Motion

Ordinance

Other (Specify)

Does This Action Require A Business Impact Statement: Yes No

Recommended Board Action: I move to approve the Community Development Block Grant project funding for FY2012-13 as recommended by the Application Review Workgroup and modified by staff, and to open a 30-day public comment period from March 16 to April 14, 2012, for review of the Carson City draft CDBG 2012-13 Annual Action Plan.

Explanation for Recommended Board Action: Nine proposals for public services and three for public improvements were received. The requests for funding total more than the amounts available for both public services and public facilities and improvements. An Application Review Workgroup (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 2012-13 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 19, 2012 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

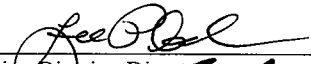
Funding Source: N/A

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) 2012 CDBG applications

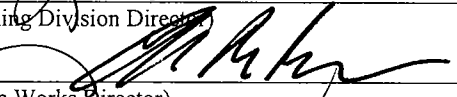
Prepared By: Janice Brod, Grants Program Coordinator

Reviewed By:



(Planning Division Director)

Date: 3-6-12



(Public Works Director)

Date: 3-6-12




(City Manager)

Date: 3/6/12



(District Attorney's Office)

Date: 3/6/12



(Finance Director)

Date: 3/6/12

Board Action Taken:

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

(Vote Recorded By)

Application Review Workgroup Recommendations

Public Service Project	Requested from CDBG	Recommended from CDBG	Requested from CSSG	Recommended from CSSG	Request Total	Recommended Total
Ron Wood Family Resource Center	\$35,730	\$30,000	\$16,500	\$16,500	\$52,230	\$46,500
Community Counseling Center	\$29,000	\$15,245	\$42,000	\$38,050	\$71,000	\$53,295
Food for Thought	\$12,000	\$8,000	\$10,000	\$5,000	\$22,000	\$13,000
Western Nevada College	\$50,000	\$0	\$13,578	\$0	\$63,578	\$0
Carson City Health & Human Services	\$19,188	\$0	\$0	\$0	\$19,188	\$0
Nevada Rural Counties-RSVP	\$25,000	\$0	\$35,000	\$35,000	\$60,000	\$35,000
CASA of Carson City	\$11,000	\$0	\$25,000	\$25,000	\$36,000	\$25,000
Brewery Arts Center	\$10,000	\$0	\$0	\$0	\$10,000	\$0
Nevada Health Centers, Inc.	\$15,000	\$0	\$0	\$0	\$15,000	\$0
FISH	\$0	\$0	\$14,000	\$14,000	\$14,000	\$14,000
Partnership Carson City	\$0	\$0	\$30,000	\$20,000	\$30,000	\$20,000
Advocates to End Domestic Violence	\$0	\$0	\$9,000	\$9,000	\$9,000	\$9,000
Ormsby Association of Carson City	\$0	\$0	\$13,950	\$13,950	\$13,950	\$13,950
Capital City Circles Initiative	\$0	\$0	\$7,500	\$7,500	\$7,500	\$7,500
Carson Area Wellness Association	\$0	\$0	\$5,000	\$0	\$5,000	\$0
Rural Center for Independent Living-Do Drop In	\$0	\$0	\$3,000	\$1,000	\$3,000	\$1,000

	CDBG	CDBG	CSSG	CSSG
Totals	\$206,918	\$53,245	\$224,528	\$185,000
Total available	\$53,245	\$53,245	\$185,000	\$185,000

Public Improvement Projects (CDBG Only)

Carson City School District	\$35,000	\$35,000		
Carson City Public Works	\$210,000	\$210,000		
FISH	\$37,975	\$21,732		

	CDBG	CDBG
Totals	\$282,975	\$266,732
Total available*	\$266,732	\$266,732

* Total available includes \$36,000 carryover of unused prior years' administrative funds.

Staff Recommended Modification

		Requested from CDBG	Recommended from CDBG	Requested from CSSG	Recommended from CSSG	Request Total	Recommended Total
ARW Recommendation	Project Ron Wood Family Resource Center	\$35,730	\$30,000	\$16,500	\$16,500	\$52,230	\$46,500
	Community Counseling Center	\$29,000	\$15,245	\$42,000	\$38,050	\$71,000	\$53,295
Staff Recommendation	Ron Wood Family Resource Center	\$35,730	\$0	\$16,500	\$46,500	\$52,230	\$46,500
	Community Counseling Center	\$29,000	\$45,245	\$42,000	\$8,050	\$71,000	\$53,295

Staff is recommending funding the same amount as recommended by the ARW but funding Ron Wood Center solely from the Community Support Services grant to simplify management of the CDBG funds



Carson City Planning Division

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MEMORANDUM

Board of Supervisors Meeting of March 15, 2012

To: Mayor and Board of Supervisors
From: Lee Plemel, Director
Janice Brod, Grants Program Coordinator
Date: March 2, 2012
Subject: CDBG 2012-13 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 2012-13 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 17, 2011 to December 4, 2011, 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 17, 2012, the Application Review Workgroup (ARW) held a publicly noticed meeting on January 24, 2012, where they were able to converse with applicants directly. The ARW scored, ranked and evaluated the proposed project applications for community need, projected outcome, and compliance with HUD requirements. The ARW consisted of seven volunteer community members primarily recruited from the Chamber of Commerce Leadership Program, which gives the participants a broad understanding of issues and needs facing the community. These members are:

- Rob Galloway – Key Account Manager for the Nevada Appeal.
- Ronni Hannaman – Executive Director of Carson City Chamber of Commerce
- Howard Houghton – Project Management/Organizational Management Consultant
- Susie Messina – Owner of Home Treasures in Carson City
- Jennifer Scanland – Parks and Recreation Program Manager for the Nevada Division of State Parks.
- Angie Smith – Real Estate Agent for Coldwell Banker Best Sellers
- Craig Steele – Retired engineer.

The ARW also reviewed applications for the Community Support Services Grant program concurrently with the CDBG applications. This allowed the ARW and will allow the Board of Supervisors to evaluate how funds are allocated to various public service organizations across

different funding sources. There were five organizations that requested funds from both the CDBG and CSSG programs. The ARW Recommendations Table attached with this memo shows the application requests and recommendations for each organization for both the CDBG and CSSG programs, with the combined totals requested and recommended from both grants in the far right columns. Note that the ARW recommended funding from each grant for Ron Wood Family Resource Center and Community Counseling Center, but staff recommends modifying the funding sources to allocate the recommended CDBG funding for Ron Wood to the Community Counseling Center and shifting the commensurate amount of CSSG funds to Ron Wood. This recommendation is shown on the second table labeled "Staff Recommended Modification." This will result in less administrative management of the CDBG program by reducing the number of subgrantees that need to be managed by City staff.

Following is a summary list of the CDBG applications and recommendations for the 2012-13 fiscal year, as ranked by the Application Review Workgroup. All projects meet CDBG requirements and are eligible for funding. More details regarding each individual project can be found in the applications attached with this memo.

PUBLIC SERVICES RANKINGS/RECOMMENDATIONS:

Total Expected Available Allocation = \$53,245 (15% of total allocation)

- 1) Project Name: Reach Up!**
Agency: Ron Wood Family Resource Center
Funding Request: \$35,730
Recommendation: **\$0 (Fund \$46,500 from CSSG = \$30,000 of CDBG request + \$16,500 of CSSG request)**
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: Evidence Based Best Practices for Substance Abuse Treatment for Youth and Adults**
Agency: Community Counseling Center
Funding Request: \$29,000
Recommendation: **\$45,245 (\$15,245 of CDBG request + \$30,000 of CSSG request = \$45,245 from CDBG)**
CDBG Objective: Serving low- to moderate-income (LMI) persons.
Description: The Community Counseling Center would like to expand their substance abuse treatment for youth and adults by funding a full-time counselor position to provide more extensive case management. Recovery from methamphetamine and other substance abuse requires prevention training and treatment on demand to avoid relapse.
- 3) Project Name: Food For Thought**
Agency: Summer Food Bridge for Hungry Children
Funding Request: \$12,000
Recommendation: **\$8,000**
CDBG Objective: Serving low- to moderate-income (LMI) persons.
Description: This project would provide lunch meals in cooperation with Carson City School District during the 2012 summer break for 200-300 LMI children in

a school area identified as having 88.16% free and reduced-price food eligibility.

4) Project Name: Initiative for Child Care Subsidy for Carson City Community Students and Job Searchers

Agency: Western Nevada College
Funding Request: \$50,000
Recommendation: **\$0**
CDBG Objective: Serving low- to moderate-income (LMI) persons.
Description: This project would create a child care subsidy program to support students and low income job seekers who were previously assisted by third-party tuition assistance provided by the Children's Cabinet.

5) Project Name: Family Enrichment Program

Agency: Carson City Health and Human Services
Funding Request: \$19,188
Recommendation: **\$0**
CDBG Objective: Serving low- to moderate-income (LMI) persons.
Description: This project would assist low-income individuals and families achieve self-sufficiency through case management, workforce assistance, direct supportive services, and housing assistance for up to six months.

6) Project Name: RSVP Home Companion Respite Care Program

Agency: Nevada Rural Counties-RSVP Program
Funding Request: \$25,000
Recommendation: **\$0**
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. CDBG funds would be used for program operation.

7) Project Name: Foster Kids Closet

Agency: CASA of Carson City
Funding Request: \$11,000
Recommendation: **\$0**
CDBG Objective: Serving low- to moderate-income (LMI) persons.
Description: This project would continue to provide the ongoing purchase of items not donated to the clothing closet, along with a small amount to fund arts activities for children in care.

8) Project Name: Moments of Change

Agency: Brewery Arts Center
Funding Request: \$10,000
Recommendation: **\$0**
CDBG Objective: Serving low- to moderate-income (LMI) persons.
Description: This project would provide art classes and performances at the Brewery Arts center to low income children.

- 9) **Project Name: Sierra Nevada Health Center**
Agency: Nevada Health Centers
Funding Request: \$15,000
Recommendation: **\$0**
CDBG Objective: Serving low- to moderate-income (LMI) persons.
Description: This project would furnish and equip two pediatric exam rooms at the new Sierra Nevada Health Center which would be used to serve at least 1200 LMI children.

The nine activities above are all worthy programs and qualify for CDBG funding. However, we received requests for almost four times the expected amount of CDBG Public Service funding. The Application Review Workgroup felt that programs that addressed Carson City's high priority needs take precedence over programs that addressed medium priority needs. Therefore, the ARW recommended funding two projects with the limited amount of Public Service funding and giving the Ron Wood Center funding from the Community Support Services grant in order to simplify the management of the CDBG program.

Alternatives:

Staff supports the recommendation of the Application Review Workgroup. But the Board of Supervisors may approve alternative Public Service activities and modify funding amounts. All projects would help meet the goals and objectives of the City's CDBG Consolidated Plan although some address higher priority needs than others.

PUBLIC FACILITIES AND IMPROVEMENTS RANKINGS/RECOMMENDATIONS:

Total Expected Available Allocation = \$308,000

- 1) **Project Name: Carson City School District Homeless Services Building Project**
Agency: Carson City School District
Funding Request: \$35,000
Recommendation: **\$35,000**
CDBG Objective: Serving low- to moderate-income (LMI) persons.
Description: This project would fund the removal and replacement of a portable classroom building that serves the homeless student and family population in the Carson City School District.
- 2) **Project Name: Long Street ADA Sidewalk Improvement and Fiber Optic Connection Project**
Agency: Carson City Public Works
Funding Request: \$210,000
Recommendation: **\$210,000**
CDBG Objective: Serving a low- to moderate-income (LMI) area.
Description: This project would construct new sections of sidewalk on East Long Street between Carson Street and Molly Drive and install a fiber optic line to connect Carson City Health and Human Services building to the rest of the City network. Construction would include new sidewalks, replacement of degraded sidewalks, and ADA compliant corner curb ramps.

3) Project Name: FISH Facility Improvement Project

Agency: Friends in Service Helping (FISH)

Funding Request: \$37,975

Recommendation: **\$21,732**

CDBG Objective: Serving low- to moderate-income (LMI) persons.

Description: This project would replace the HVAC equipment, recycled clothing storage unit, and roll-up door at the FISH building. Also included would be the installation of batting and insulation in the attics of the homeless shelters.

Alternatives:

Staff supports the ARW recommendations. The proposed funding would allow the Carson City School District to improve their homeless services building, support the continued improvement to the FISH facility, which assists homeless and low-income persons in the community, and continue to improve sidewalks and pedestrian access in LMI areas of our community.

However, the Board of Supervisors may modify the proposed project funding.

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 LMI 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:

- 2012: \$354,973
- 2011: \$395,549
- 2010: \$474,456
- 2009: \$439,730
- 2008: \$436,345
- 2007: \$455,505
- 2006: \$457,592
- 2005: \$508,562
- 2004: \$536,000

Past Projects Funded

2011:

- Ron Wood Family Resource Center, Reach Up! counseling program (\$31,755)
- RSVP Home Companions Respite Care (\$13,788)
- Community Counseling Center, methamphetamine treatment (\$13,788)
- FISH Facility Improvement Project (\$76,500)
- City sidewalk ADA-compliance improvements, Long Street (\$180,610)

2010:

- CASA Transition Items/Publicity Supplies (\$11,000)
- Ron Wood Family Resource Center, Reach Up! counseling program (\$50,168)
- RSVP Home Companions Respite Care (\$10,000)
- City sidewalk ADA-compliance improvements, Long Street (\$121,378)
- Community Center ADA upgrades (\$127,000)
- Partnership Carson City Building Upgrade (\$26,322)
- FISH Facility Improvement Project (\$43,300)
- Community Greenhouse and Garden (\$29,288)

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 in 2009.
- 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.

2012 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 2012-13 grant period:

- January 17, 2012 – CDBG applications due to Planning Division.
- January 24 – 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.
- March 15 – The Board of Supervisors takes action to allocate funding to projects
- March 16-April 14 – Public comment period for Annual Action Plan.
- April 19 – 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.

Table 2B: Priority Community Development Needs

Priority Need	Priority	Unmet Need*	Funds Needed*	5-Year Goal*	Annual Goal	Percent Completed
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 completed
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 24, 2012 Meeting
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A meeting of the Community Development Block Grant (CDBG) Application Review Work Group was scheduled for 2:00 p.m. on Tuesday, January 24, 2012, in the Business Resource Innovation Center, 108 East Proctor Street, Room A, Carson City, Nevada.

PRESENT: Chairperson Jenny Scanland
Member Rob Galloway
Member Ronni Hannaman
Member Howard Houghton
Member Susie Messina
Member Angie Smith
Member Craig Steele

STAFF: Lee Plemel, Planning Division Director
Janice Brod, CDBG Coordinator
Tamar Warren, 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 are available for review during regular business hours.

CALL TO ORDER (2:01:02) – Chairperson Scanland called the meeting to order at 2:00 p.m. A quorum was present. She also explained the process by which the applicants would be heard, and the decisions would be made.

1. APPLICANT INTERVIEWS

WNC CHILD DEVELOPMENT CENTER – INITIATIVE FOR CHILD CARE SUBSIDY FOR CARSON CITY COMMUNITY STUDENTS AND JOB SEARCHERS. (2:03:14) – Andrea Doran, Director of Child Development Center at Western Nevada College (WNC) introduced herself and gave background. She explained that in the past, they had received subsidies from the Children's Cabinet, for those unable to pay childcare tuition. She added that the center served job seekers, students, and low income families. Ms. Doran explained that they had lost that revenue, and requested funds to create an in-house ability to subsidize those populations, noting that they could only subsidize two families last summer, whereas in the spring 35 families had received 50 to 100 percent in subsidies. In response to Member Galloway's question, Ms. Doran explained that the cost per child was \$155 per week for pre-school children, with a 25 percent discount for students; and the part-time student rate was \$4.50 per hour, per student. She also noted that the full-time infant rate was \$205 per week, per student. Member Hannaman requested explanation regarding the \$5,000 per student rate, Ms. Doran clarified that they "had more children than those families". Chairperson Scanland inquired about the budget line items titled equipment, maintenance and repair, and Ms. Doran clarified that these expenses were for cribs, mats, snacks, and other classroom supplies. She also responded that she would accept less than the requested amount. In response to Member Smith's question, Ms. Doran explained that the student-family drop from 35 was a natural attrition, as the Children's Cabinet no longer provided for the tuition. She also clarified that they had two other billing agencies, the Washoe Tribe and the military subsidies. Chairperson Scanland inquired whether Ms. Doran would apply for the Carson City Community Services Grant and received confirmation that she would; however, for a different focus. Chairperson Scanland entertained public comments; however, none were forthcoming.

FOOD FOR THOUGHT – SUMMER FOOD BRIDGE FOR HUNGRY CHILDREN. (2:15:30) – Stephanie Gardner, Executive Director for Food for Thought, introduced herself and gave background noting that they provided weekend food to children, through elementary and middle schools. Ms. Gardner noted their focus on Empire Elementary School, which qualified for 100 percent free breakfast and lunch programs. She outlined the need for a summer feeding program, in correlation with the USDA and State child nutrition services. Ms. Gardner noted that they had chosen Empire Elementary to spearhead the program, which would be open to any child between the ages of one to 18, and expected as few as 10 or as many as 300 recipients, adding that they would not know until the first two weeks of the program. She requested funds to employ a cook for an hour a day, at \$20 per hour, five days per week, which would feed 200 to 300

**COMMUNITY DEVELOPMENT BLOCK GRANT
APPLICATION REVIEW WORK GROUP MEETING
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children per day. In response to Chairperson Scanland's question, Ms. Gardner explained that they could either be a sponsor, by purchasing the meals from the school at \$2.40 per lunch, reimbursable through the USDA, or they could be a site partner, where the school incurs the food costs and is reimbursed from the USDA. Member Steele received confirmation that they will do their best if the requested amount is not approved. Member Hannaman inquired about fundraising and was told they would be "working on it". Member Houghton inquired about the \$2,000 requested for brochures, and was told it was to be used for fundraising. Ms. Gardner explained to Member Hannaman that the rent and utilities request was for three months' rent in a new warehouse with air conditioning for the summer months. She also stated that the program would start at the end of the school year. Chairperson Scanland encouraged Ms. Gardner to apply for the Community Services Grant as well. Chairperson Scanland entertained public comments; however, none were forthcoming.

BREWERY ARTS CENTER – MOMENTS OF CHANGE. (2:27:37) – John Shelton, Executive Director of the Brewery Arts Center (BAC) introduced himself and Tami Shelton, the Director of Programs. Mr. Shelton explained that he was requesting funds to serve those who can't afford to go to performances or attend classes. In response to a question by Chairperson Scanland, Mr. Shelton elaborated that professional fees were a portion of the payments to artists for services provided, as they were paid based on admissions. Mr. Shelton also explained that organizations that served the low-income children had requested these services, and would identify those who could benefit from the program. In response to a question by Member Galloway, Mr. Shelton anticipated the grant to provide 400 attendees to performances, and 30 students to participate in classes, in addition to "a small administrative fee". In response to Member Galloway's question, Ms. Shelton explained that the attendance estimates would be "developed hand-in-hand with the service organizations". As for transportation, she noted that they would partner with different sponsors. Member Steele received confirmation that the BAC could accomplish some of their plans with fewer funds, if needed. In response to a question by Chairperson Scanland regarding what would be funded with the \$9,000, Ms. Shelton highlighted certain coursework, and noted that the numbers were derived from working with organizations such as CASA. Mr. Shelton also noted that they were applying for the Community Services Grant for other programs. Chairperson Scanland entertained public comments and Ms. Shelton was asked about surveying the children's interests. She responded that surveys would be conducted, and the information would be disseminated through service organizations.

PUBLIC WORKS DEPARTMENT – LONG STREET ADA SIDEWALK IMPROVEMENT PROJECT AND FIBER OPTIC CONNECTION PROJECT. (2:46:24) – Patrick Pittenger, Transportation Manager for Carson City Public Works Department, introduced himself and gave background on the project noting that it was partially approved "two cycles ago". Mr. Pittenger gave success stories of past projects, stating that this year, there were no funds for sidewalks in the Regional Transportation Commission's (RTC) budget. In response to a question by Chairperson Scanland, Mr. Pittenger clarified that conduit would be installed for future use for traffic signals, etc., and the fiber optic cable would be installed for the Senior Center and the Health Department use. In response to a question by Member Steele, Mr. Pittenger explained that a city-wide storm water policy is being implemented, and that every time street work is performed, storm water improvements are included in the project. Mr. Pittenger agreed that they could work with fewer funds, as bids were beginning to come in. He also added that they were using some Federal funds, but they would have to be used for certain roads. Chairperson Scanland entertained public comments; however, none were forthcoming.

RON WOOD FAMILY RESOURCE CENTER – REACH UP! (3:01:59) – Joyce Buckingham, Executive Director of Ron Wood Family Resource Center (RWFRC), introduced herself and gave background information on the organization and the project. She called Reach Up!, a behavioral treatment program, serving children three to 17 years old, in "extreme dysfunctional" family situations. Ms. Buckingham explained that some of the programs, such as grief counseling, are "triage" emergency situations with follow up care, adding that they had served 354 youth with last year's grant. A licensed clinical social worker who accompanied Ms. Buckingham, explained that RWFRC acts as a referral resource to the children and works around long waits to address immediate needs. In response to Chairperson Scanland's question about the difference between RWFRC and the Community Counseling Center, Ms. Buckingham explained that they are able to offer substance abuse counseling if needed; however, she could not speak for the Community Counseling

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Center. In response to Member Galloway's question, Ms. Buckingham noted that they were most likely "a year out" from the five-year sustainability program. She also responded to Member Galloway that they could still serve their clients with fewer funds. Chairperson Scanland entertained public comments; however, none were forthcoming.

FRIENDS IN SERVICE HELPING (FISH) – 2012 FISH FACILITY IMPROVEMENT PROJECT.

(3:13:24) – Jim Peckham introduced himself as Executive Director of FISH, adding that they were one of the few non-profit organizations in the City with a mortgage. He requested the funds for infrastructure, to "take care of facilities that have been neglected" and render them safe for volunteers and clients. When asked if he would accept less money, Mr. Peckham responded that the projects were substantial but they were independent from each other. He also added that they were working with organizations to help with weatherization and making their appliances more efficient, however, they were not working with NV Energy. In response to Member Hannaman's questions, Mr. Peckham noted that the project included six houses, and that they would receive bids first. He also informed Member Houghton that the 40-foot long, 16-foot high, and 80-foot deep storage units were for storing old and torn clothing bales. Chairperson Scanland entertained public comments; however, none were forthcoming.

CASA OF CARSON CITY – FOSTER KIDS CLOTHING CLOSET. (3:23:03) – Chris Bayer introduced himself, Laurie Nichols, Foster Home Recruiter from the Division of Child and Family Services, and Julia Rhodes, Adoptive Home Recruiter from the Division of Child and Family Services. Mr. Bayer explained that the Foster Kids Clothing Closet program would provide needed items such as coats, shoes, high chairs, mattresses, and cribs. He also added that he would accept less money, adding that if the BAC program were funded, they would require less money. Ms. Nichols called the Closet a valuable resource for foster families, and explained the importance of BAC events to foster children and families. In response to a question by Chairperson Scanland, Mr. Bayer noted that there were 30 CASA volunteers and 66 children in the system, noting that this was an all-time high. He also explained to Member Steele that requisition processes did not work, explaining that they had to be flexible. Chairperson Scanland entertained public comments; however, none were forthcoming.

(3:37:50) – Chairperson Scanland recessed the meeting for 15 minutes.

HEALTH AND HUMAN SERVICES – FAMILY ENRICHMENT PROGRAM. (3:52:57) – Francis Ashley introduced herself as a Case Manager, and stated that they would like to receive a CDBG grant to provide client families one to six months of assistance, stressing that this was not a welfare program. Ms. Ashley showed a video of two clients describing their success stories. In response to an inquiry by Member Galloway on exit strategies, Ms. Ashley explained that a successful completion of the program would mean the clients are self sufficient by being employed and are able to pay their bills. She also responded to Member Hannaman's question by noting that once a client had completed the program, they needed an ally to continue to work with, and Circles of Support provided that assistance to continue to move them forward. Member Hannaman inquired about duplication of effort between non-profit agencies and the State, and Chairperson Scanland inquired about additional funding. Ms. Ashley responded to Member Hannaman's question by noting that they could not operate with less money. Discussion ensued regarding the growing needs and the caseloads of the Case Managers. Ms. Ashley clarified that they had just received a Shelter Plus Grant funding and thanked the Group for informing her of the Community Service Grant opportunity. Chairperson Scanland entertained public comments; however, none were forthcoming.

COMMUNITY COUNSELING CENTER – EVIDENCE-BASED PRACTICES FOR SUBSTANCE ABUSE FOR YOUTH, FAMILIES AND YOUNG ADULTS. (4:13:07) – Mary Bryan introduced herself and gave background on the Community Counseling Center, which provides substance abuse counseling, to those who are not casual drinkers, but can not afford treatment. She explained that alcohol and drug-related crime is on the rise. In response to Chairperson Scanland's question, Ms. Bryan explained that the majority of their clients were "court-ordered", and they paid based on a sliding scale, adding that minors were evaluated and treated for free. In response to Member Galloway's question, Ms. Bryan considered treatments a success when they lasted longer than 30 days and met the legal requirements,

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tested positive “occasionally”, were employed, and were integrated within a community. She also explained that they tracked their expenses and clients “to the penny”, noting that they had applied for several other grants. Chairperson Scanland entertained public comments; however, none were forthcoming.

NEVADA HEALTH CENTERS, INC. – SIERRA NEVADA HEALTH CENTER. (4:22:12) – Sandra Wallace introduce herself and Gayl Fording, a Nurse Practitioner, and gave background information, noting that they served one of every 12 Carson City residents. She explained that they would like to request funds to serve an additional 1,200 children. She stated that the funds would be used to purchase equipment for two additional exam rooms, \$7,500 each, for their new center, to be opened in June 2012. Ms. Wallace responded to Chairperson Scanland that anyone can use the Health Center as they are a federally qualified health center that accepted everyone and provided services on a sliding scale, and would accept insured and uninsured patients. Chairperson Scanland entertained public comments; however, none were forthcoming.

NEVADA RURAL COUNTIES RSVP – HOME RESPITE CARE. (4:36:55) – Janice Ayers, Executive Director, introduced herself and Susan Haas, Program Coordinator. She gave background on Nevada Rural Counties RSVP and stated that this request was only for Carson City, adding that their goal is to maintain seniors in their homes as long as possible, as an alternative to institutional care. She described the program as twofold; one to fund programs such as taking patients to doctor appointments, and the other would entail giving caregivers some respite. She mentioned that 60% of caregivers were dying before the patients, because of the physical and emotional demands placed on them. She described the program as twofold; one to fund programs such as taking patients to doctor appointments. Ms. Haas explained to Member Houghton that the operating costs consisted of supplies. In response to a question by Chairperson Scanland, Ms. Haas explained that the funds would be used to “get the word out about our program” and advertising, adding that training would also be part of operating supplies, as they have been innovative and are using video training as a medium. Member Galloway received clarification from Ms. Ayers that her newspaper column, Volunteer Connection, allows her to write about the program, and presentations in senior centers and their web site also bring interest to the program. Ms. Ayers also noted that they had television commercials that generated a response. Member Steele inquired about volunteers and was told there were 500 in Carson City. Ms. Ayers clarified that the requested funds would be used for respite care, and when asked if she would accept less money, she stated they would “do less”. Chairperson Scanland entertained public comments; however, none were forthcoming. Ms. Haas provided a PowerPoint presentation printout for the members to read. Chairperson Scanland entertained public comments; however, none were forthcoming.

CARSON CITY SCHOOL DISTRICT – CARSON CITY SCHOOL DISTRICT HOMELESS BUILDING SERVICES PROJECT. (4:56:59) – Dr. Steve Pradere, Director of Grants and Special Projects, Carson City School District, introduced himself and gave background on the program. He noted that out of 7,500 students in the District, 458 fell into the homeless or transitional category, anticipating as many as 800 students, or 1 in 10 being considered homeless. Dr. Pradere explained that the District provides research for birth certificates, immunization records, food services, referrals for parents, and other necessary services such as shoe and coat drives. Dr. Pradere explained that the current portable building is old and has connectivity issues. He added that a new building has been identified, with better amenities and is well-equipped; however, the requested funds are needed to remove the portable building, and provide utility hookups for the new location, with a cost of \$50,000, \$15,000 of which would be funded by the District. Member Hannaman wondered if the City could waive the hookup fees and was told it would not. Dr. Pradere also explained that they could not complete the project with less money, and noted that the majority of the students were from Carson City; however, some were from other areas. Member Smith received clarification that the students would receive counseling and other services in this building; however, they would attend school elsewhere. Chairperson Scanland entertained public comments; however, none were forthcoming.

2. **PUBLIC COMMENT** (5:12:03) – Chairperson Scanland entertained public comments once again; however, none were forthcoming.

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Chairperson Scanland recessed the meeting to prepare for the closed session which began at 5:30 p.m. The applications were ranked and prioritized as exhibited on the following page.

The Minutes of the January 24, 2012 Community Development Block Grant Application Review Work Group Meeting are respectfully submitted this 21st day of February, 2012.

ALAN GLOVER, Clerk - Recorder

By: _____
Tamar Warren, Deputy Clerk/Recording Secretary

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Public Service Project	Requested from CDBG	Recommended from CDBG	Requested from CSSG	Recommended from CSSG	Request Total	Recommended Total
Ron Wood Family Resource Center	\$35,730	\$30,000	\$16,500	\$16,500	\$52,230	\$46,500
Community Counseling Center	\$29,000	\$15,245	\$42,000	\$38,050	\$71,000	\$53,295
Food for Thought	\$12,000	\$8,000	\$10,000	\$5,000	\$22,000	\$13,000
Western Nevada College	\$50,000	\$0	\$13,578	\$0	\$63,578	\$0
Carson City Health & Human Services	\$19,188	\$0	\$0	\$0	\$19,188	\$0
Nevada Rural Counties-RSVP	\$25,000	\$0	\$35,000	\$35,000	\$60,000	\$35,000
CASA of Carson City	\$11,000	\$0	\$25,000	\$25,000	\$36,000	\$25,000
Brewery Arts Center	\$10,000	\$0	\$0	\$0	\$10,000	\$0
Nevada Health Centers, Inc.	\$15,000	\$0	\$0	\$0	\$15,000	\$0
FISH	\$0	\$0	\$14,000	\$14,000	\$14,000	\$14,000
Partnership Carson City	\$0	\$0	\$30,000	\$20,000	\$30,000	\$20,000
Advocates to End Domestic Violence	\$0	\$0	\$9,000	\$9,000	\$9,000	\$9,000
Ormsby Association of Carson City	\$0	\$0	\$13,950	\$13,950	\$13,950	\$13,950
Capital City Circles Initiative	\$0	\$0	\$7,500	\$7,500	\$7,500	\$7,500
Carson Area Wellness Association	\$0	\$0	\$5,000	\$0	\$5,000	\$0
Rural Center for Independent Living-Do Drop In	\$0	\$0	\$3,000	\$1,000	\$3,000	\$1,000

	CDBG	CDBG	CSSG	CSSG
Totals	\$206,918	\$53,245	\$224,528	\$185,000
Total available	\$53,245	\$53,245	\$185,000	\$185,000

Public Improvement Projects (CDBG Only)

Carson City School District	\$35,000	\$35,000		
Carson City Public Works	\$210,000	\$210,000		
FISH	\$37,975	\$21,732		

	CDBG	CDBG
Totals	\$282,975	\$266,732
Total available*	\$266,732	\$266,732

* Total available includes \$36,000 carryover of unused prior years' administrative funds.

Carson City
Community Development Block Grant (CDBG) Program
Fiscal Year 2012–2013

Request for Proposals

An electronic version of this document is available from the CDBG Coordinator
Email request to: jbrod@carson.org

Return Completed Applications To: CARSON CITY PLANNING DIVISION
108 E. PROCTOR ST.
CARSON CITY, NV 89701

APPLICATIONS ARE DUE: JANUARY 17, 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

- Agency Name: RON WOOD FAMILY RESOURCE CENTER
- Agency Mailing Address: 2621 Northgate Lane #62, Carson City, NV 89706
- Project Name: Reach Up!
- Project Address/location: 2621 Northgate Lane #62, Carson City, NV 89706
- Agency Director: Joyce Buckingham
- Board Chairperson: Fred Redican
- Contact person (see instructions): Joyce Buckingham
Phone number: (775) 884-2269 E-Mail: executive_director@carson-family.org
Fax: (775) 884-2730 Website (if applicable) www.carson-family.org
- What is your funding request for FY 2011–2012? \$ 35,730.00
- Type of funding requested (Check One):
 Public Service Public Facility/Improvement
 Economic Development Housing

BRIEF PROJECT DESCRIPTION:

Please provide a one-sentence description of your project (not your organization).

"Reach Up" is a comprehensive behavioral health treatment and case management program designed to identify, support and counsel the Carson City youth from 3 – 17 years of age that are in crisis.

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)

- XXXX 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.

XXX ***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

XXX 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.

- *Reach Up* is an ongoing comprehensive behavioral health treatment and case management program designed to identify, support and counsel the Carson City youth from 3 – 17 years of age in crisis due to loss of a loved one, at-risk of suicide, suffer from extreme dysfunctional family issues, are having poor educational performance, truancy or chemical dependency issues. *Reach Up* began in Carson City in 2007 serving very low to moderate income youth. *Reach Up* specifically targets youth in crisis. The following proposal would allow us to serve youth with additional services effectively both individually through our support groups.
- *Reach Up* will provide educational & behavioral health counseling to assist youth and their family in gaining the ability to communicate in a healthy family environment, to interact responsibly, work with mentors and peers toward realizing appropriate methods of dealing with catastrophic issues, improve critical thinking skills, develop a network of individuals to work alongside and methodically deal with overwhelming situations.
- *Reach Up* is planning on expanding services by offering outreach and services targeting at-risk youth including but not limited to foster youth (both in and out of care), youth on probation, youth that are raised by their grandparents or another family member and youth at risk of running away. *Reach Up* will also provide free substance abuse assessments and ongoing counseling through Carson Professional Group as deemed appropriate. Carson Professional Group will offer qualified *Reach Up* clients free services based on their eligibility with the *Reach Up* program.
- *Reach Up* will offer:
 1. *Reach Up* intake to determine participant need including but not limited to: Initial contact with a Family Advocate to pre-screen participants for appropriateness of services and to evaluate other family needs, determine income status, family size, residency, race/ethnicity, areas of concern and referral to a *Reach Up* behavioral health professional.
 2. *Reach Up* counseling will consist of up to 10 free individual weekly counseling/case management sessions per youth with a qualified professional Licensed Social Worker and referrals to the *Reach Up* process and therapeutic support groups for ongoing support and follow-up as needed. Group sessions

are continued on a gratis basis as long as the youth and family exhibit the need and desire for services.

3. *Reach Up* support groups will be offered for age specific youth and facilitated by our Licensed Social Worker and co-facilitated by UNR Social Work Interns. *Reach Up* will also be offering therapeutic support groups that will be co-facilitated by a Licensed Clinical Social Worker.
4. *Reach Up* will make direct referrals to in-house programs such as our evidence-based program, Positive Action, in which the youth and parents attend classes' simultaneously in separate groups and then attend a joint family "wrap-up" session after every class. Positive Action focuses on working together as a family in a holistic manner to elicit positive communication and positive change for the benefit of all family members. Anger Management (F.I.R.E.) classes are also offered to youth in age specific workshops.
5. *Reach Up* will also provide follow-up services for up to a year to insure youth and family needs are being met and constructive behaviors and relationships ensue.
6. *Reach Up Response Team* will be available to offer support services on an emergency response basis. In 2010 – 11, *Reach Up* responded to incidents including but not limited to the deaths of 4 students, victims of gang activity and other occurrences that affect the associated family, friends and community surrounding an incident. The *Reach Up Response Team* is available for counseling and support immediately. With a focus on availability and accessibility of services, the *Reach Up Response Team* offers services at the Ron Wood Family Resource Center, school locations and residential visits.
7. *Reach Up* meets the HUD national objective and the Carson City Consolidated Plan. *Reach Up* services are offered to our very low/moderate income youth that meet the screening criteria. Ron Wood Family Resource Center has also been designated by HUD/CDBG as a LMI facility based on the youth and families that access services as well as the location of the center. *Reach Up* meets 5 of the 7 priority needs as stated by the Carson City Consolidated Plan; Youth Services, Substance Abuse Services, Health Services, Other Services/Subsistence.

2. If the proposed activity already exists, please describe your success rates in providing services to low- to moderate-income persons:

MEASURABLE PROGRAM OUTPUTS	GOAL	ACTUAL	+/-%
# <i>Reach Up</i> intake sessions to determine eligibility to program	400	354	-9%
# <i>Reach Up</i> Youth served (1 – 10 sessions each)	400	354	-9%
# <i>Reach Up</i> counseling sessions to be conducted	800	928	+116%

MEASURABLE PROGRAM OUTPUTS (continued)	GOAL	ACTUAL	+/-%
# <i>Reach Up</i> youth support group sessions to be conducted	180	524	+344%
# <i>Reach Up</i> case files documenting activities	400	354	-9%
# <i>Reach Up</i> families receiving a closing letter and satisfaction survey	400	354	-9%
% <i>Reach Up</i> families responding to the survey will indicate a favorable evaluation of the program	90%	94%	+4%

The goal of 400 was based on a proposed funding level of \$51K per year. 2010 – 11 CDBG funding was reduced to \$31K and goals were not modified. With the limited funding available, CDBG was only able to fund 60% of the proposed budget and *Reach Up* was still able to meet the 4 goals within 9% and still exceed the 3 other goals.

3. Describe who will benefit from the proposed activity.

- *Reach Up* will offer services and support to youth and families in the Carson City area and serve youth that “slip-through-the cracks” with state and private behavioral health service providers. *Reach Up* will offer low to moderate income families the same accessibility to therapy and counseling services that presently are mostly utilized by moderate – higher income families and households. Ron Wood Family Resource Center is located in a LMI designated area in Carson City. Our walk-in center serves between 6000 – 8000 individuals per month. Of the individuals served, over 95%+ are in the LMI income category and are Carson City residents.
- The underserved low income youth of our community are many times overlooked and as a result are not able to process emotional trauma and move through life-changing events and situations that many times result in long-term behavioral problems, drug abuse, criminal activity, truancy, poor performance in school and the inability to have healthy and productive social and family relationships.
- The Rural Children’s Mental Health Consortium (RCMHC) has advocated for increased mental health services for children, youth, and their families. The RCMHC actively pursues partnerships, with both public and private agencies, to help enhance the availability of services throughout the state and we will continue to do so. Unfortunately, mental health services remain a needed commodity in most of Nevada’s rural and frontier communities. Dedicated Public Employees, especially those working for DCFS, Rural Clinics, Juvenile Justice, and Education, carry large workloads and become overburdened with service delivery needs. Particularly true with services to children and families, high workloads contribute to staff turnover and impair the ability of clinicians to learn and implement new service delivery models, such as evidence-based practices. Taken together, these factors decay the performance rate leading to long waitlists, inefficient service delivery, and demands for system change. *

* NV Rural Mental Health Consortium Annual Plan – 2007 - 2008

- In rural Nevada, State of Nevada Rural Clinics is merely addressing the tip of a children’s mental health crisis. For every child currently in service, there are likely 14 – 16 youth in need of behavioral health services. Rather than contemplating an

expansion of programs to meet this need, Rural Clinics is facing a downsizing initiative. **

** Rural Nevada Children's Mental Health Consortium – Annual Report June 2008

- Nevada ranked 47th on the percent of its children uninsured in 2007 (1 = best, 50 = worst). Seventeen percent of the state's children were without health-insurance coverage. At 115,000, Nevada ranked 30th among the states on the number of uninsured children. When compared to Nevada's neighbors, the state had the highest percentage of uninsured children. Arizona followed closely at 16 percent. Younger children, ages 5 and under, were slightly more at risk of being uninsured than older children, ages 6 to 17.***

*** Nevada Kids Count State-Level Data Online – 10/22/09

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

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

* *Reach Up* will serve youth 3 – 17 years of ages that are in crisis due to abuse or neglect, suffering from extreme dysfunctional personal/family situations, distraught due to the loss of a loved one, are at-risk of suicide, are trying to work through poor educational performance, are truant and/or have chemical dependency issues. Many of our *Reach Up* participants are in a homeless situation as well.

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

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

- CDBG funding will be utilized to support 100% direct costs of the *Reach Up* program. Ron Wood Family Resource Center will provide an additional \$52,265.00 funding support for most operating expenses including extra clerical support, Positive Action and other class instruction costs and operating costs at the center. Saint Mary's Bereavement Program and Carson Professional Group will provide the oversight of the program by Licensed Clinical Social Workers. LCSWs will provide mental health assessments, extensive counseling/therapy (as needed), oversight of the therapeutic support groups and the availability of substance abuse assessments. These services will be provided on a gratis basis. A funding commitment matrix is included in this proposal outlining leverage funding. (Attachment 7)

7. Describe how your organization plans to reduce the need for grant funding in the future:

- Ron Wood Family Resource Center is working toward a 5 year plan which incorporates Licensed Clinical Social Workers, Marriage and Family Therapists, Substance Abuse Counselors and an agency Psychologist in the delivery of mental

health services particularly for youth. Utilizing the internship program at University of Nevada – Reno, Ron Wood is continuing to grow an active social work program offering opportunities for learning at Ron Wood while providing youth and families quality mental health assistance under the guidance of qualified licensed experts. With the opportunity to become Medicaid certified, Ron Wood plans to offer *Reach Up* clinical services through Medicaid, at no cost or at a reduced rate depending on each particular family’s situation and ability to contribute. The hope is funds will be generated and need for grant funding will be greatly reduced. Additional grant resources are also being explored to reduce the need for CDBG funding.

8. Could your organization use less than the amount of funds requested to provide the proposed services?
- Yes - Services could be provided for fewer youth. This does not diminish the demand for these services which continue to increase as affordable services are decreasing. During the 09-10 fiscal year we served over 400 youth with CDBG funds of \$51K. Last fiscal year 10-11, our funding decreased from \$51K to \$31K and we were still able to serve 354 youth and increase the number of support groups to address the need in a more cost effective manner.

9. Are there other agencies or organizations that provide the same service as your organization? If so, how do you coordinate your services with that organization?

No – There is not another agency in our rural area that provides free individual and group sessions. The only option these LMI families have is to utilize State of Nevada - Carson Mental Health. Carson Mental Health serves the most extreme cases only. CMH also schedules their appointments weeks to months down the road unable to address critical issues with immediate service. Carson Mental Health also charges a fee and many of our families are unable to afford any type of fee.

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

Target Area (specify geographic area) _____

OR

Community-wide

For Public Improvement Projects only – N/A

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.)
2. Can this project be done in different phases? _____ Yes _____ No
If YES, explain.
3. Have CDBG funds been used for an earlier phase? _____ Yes _____ No
4. Who currently holds title to the property involved?

5. With whom will title be vested upon completion?
6. Do any rights-of-way, easements or other access rights need to be acquired?
 Yes No
7. If the project requires water rights or well permits, have they been acquired?
 Yes No

For Economic Development projects only: 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.

Reach Up will provide:

- 350+ *Reach Up* intake sessions (15 - 30 minutes each) to determine eligibility of youth in need of services
- 350+ *Reach Up* LMI targeted youth will be served (up to 10 x 50 minute sessions)
- 800 *Reach Up* youth counseling sessions (50 minutes each) will be conducted
- 500 *Reach Up* youth process/therapeutic support group sessions (1 ½ hours each) will be conducted
- All *Reach Up* client case files will document all activities including; intake, welcome form, family goal worksheets, release of information (if applicable), progress notes and program follow-up information.
- All *Reach Up* families will receive a closing letter, satisfaction surveys to determine program satisfaction and to determine the need for additional services for 1 year after services were delivered.

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

- 350 *Reach Up* LMI targeted youth will be served (up to 10 - 50 hour sessions each)
- 350 *Reach Up* families will be invited to participate in family classes
- 500 *Reach Up* group sessions will be completed
- 800 *Reach Up* counseling sessions will be conducted

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

- 90%+ of the participants will be LMI (2010-11 – 100% were LMI participants)
- 95%+ of all participants will be Carson City residents

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

- 100% of 350 *Reach Up* targeted clients will complete intake sessions
- 100% of 350 *Reach Up* targeted clients will attend 1 - 10 individuals sessions including behavioral and educational counseling, learning how to cope with traumatic events, anger management training, learning to reduce poor decision making; criminal activity, substance abuse behaviors, truancy and academic apathy. *Reach Up* will instill positive communication for positive results, work toward building personal assets while improving self-esteem.

- 100% of *Reach Up* participants will have case files documenting all eligibility criteria, counseling sessions, goal attainment, program activities, referrals, assessments and post-program survey outcomes.
 - 90% of 350 families responding to the survey will indicate a favorable evaluation of the *Reach Up* program
5. What procedures will be put into effect to create, compile and maintain data to track performance measurement for this program/project?
- Systems are currently in place to document, monitor and report data for the *Reach Up* program. Our CDBG Coordinator inputs outcomes on an Excel spreadsheet for easy calculation and access. Data collection has been in place for CDBG since 2007.
 - Our CDBG Coordinator /Licensed Social Worker captures all daily activities and documents all information in case files on a timely basis.
 - Our CDBG Coordinator /Licensed Social Worker reports all program data to the Executive Director on a monthly, quarterly and annual basis.
 - Intake Form: First contact information to determine appropriateness for services
 - Welcome Form: Captures demographics on income, family size, residency, family individual members, race/ethnicity, other services requested through our center and community partners.
 - Family Goal Worksheets: The Licensed Social Worker assists the youth in setting attainable self-directed goals and documents progress.
 - Progress Notes: Chronological case management in all activities, referrals & sessions
 - Post-Program Satisfaction Survey: Results are documented in each case file.
 - Mental Health Assessments: Mental health assessments are conducted through Carson Professional Group as needed.
 - Substance Abuse Assessments: Substance abuse assessments are conducted through Carson Professional Group as needed.
 - Valeri Wood, LCSW from Saint Mary's Bereavement Program and Carson Professional Group will oversee the *Reach Up* Rapid Response Team, mental health assessments, substance abuse assessments and act as consultant when dealing with youth with specific mental health issues. Valeri Wood is offering all of her services gratis.
 - *Reach Up* data for the 10-11 fiscal year support the need and expansion of our existing program. (Attachment 7)

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: <i>Reach Up</i>	CDBG Funds Requested	Leveraged Funds	Total Funds
Program Expenses FY 2012-13			
Salaries and Benefits	34980.00	15,300.00	50,280.00
Rent and Utilities (power, phone)	-0-	20,000.00	20,000.00
Mortgage	-0-	-0-	-0-
Equipment	-0-	-0-	-0-
Equipment Maintenance & Repair (copier lease, phone lease, Internet)	-0-	3,600.00	3,600.00
Office Supplies	200.00	-0-	200.00
Operating Supplies	-0-	-0-	-0-
Postage and Shipping	100.00	300.00	400.00
Printing and Publications	-0-	500.00	500.00
Advertising and Promotion	-0-	-0-	-0-
Subscriptions and Dues	-0-	265.00	265.00
Liability/Other Insurance	250.00	4,400.00	4,650.00
Professional Fees (Fiscal Manager)	-0-	2,600.00	2,600.00
Other project costs: (Specify Below)			
Audit	200.00	5,300.00	5,500.00
TOTALS	35,730.00	52,265.00	87,995.00

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:

- Joyce Buckingham – Executive Director
2621 Northgate Lane ~ Suite 62
Carson City, NV 89706
775-884-2269 – Phone
775-884-2730 - Fax
Executive_director@carson-family.org

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

- Joyce Buckingham – Executive Director
2621 Northgate Lane ~ Suite 62
Carson City, NV 89706
775-884-2269 – Phone
775-884-2730 - Fax
Executive_director@carson-family.org

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

Patti Romanelli
2621 Northgate Lane #62
Carson City, NV 89706
775-884-2269 – Phone
775-884-2730 - Fax
Sierrabks@gmail.com

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.

- Lisa Yesitis – CDBG Coordinator
2621 Northgate Lane ~ Suite 62
Carson City, NV 89706
775-884-2269 – Phone
775-884-2730 - Fax
lisa@carson-family.org

VI. AGENCY INFORMATION

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

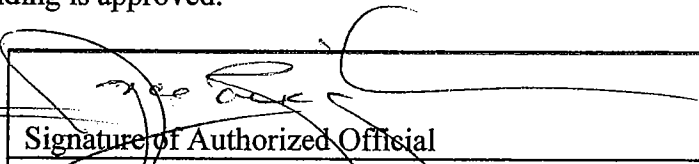
Date of incorporation	4-9-97
Date of IRS certification	5-23-97
Tax exempt number	IRS – 86-0865470 NV – RCE-012-907


2. DUNS Number: : 867923401

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

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

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

	
Signature of Authorized Official	Date 1/17/12
Joyce Buckingham – Executive Director	(775) 884-2269
Typed Name and Title of Authorized Official	Phone Number

	
Signature of President of Board of Directors	Date 1/17/12
Fred Redican	(775) 884-2269
Typed Name of President of Board of Directors	Phone Number

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)

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.

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.

CCC proposes the equivalent of a fulltime counselor to provide evidence based substance abuse treatment in the Carson City community for adolescents and young adults. The age group 12-17 is a great concern as children who begin using before age 13 have a 43% chance of becoming alcoholic and a person who starts drinking at 21 has only a 10% chance. Age 18-22 young adults are also a targeted group as the opportunity to intervene is possibly the last one there will be before criminality and addiction set a path that will be difficult to escape. Youth who don't receive enough natural rewards from their social environment are more susceptible to stimulating their neglected reward pathway with drugs. With the increase of opiates/heroin use in Carson City and the theft that goes along with the need to fund the purchase of the drugs, treatment is critical to end the cycle. The increased drug use locally poses a serious threat to the health and welfare of the community. On 12/31/11, Sheriff Furlong stated "our crime statistics are not falling like they have been, and we...know that they are absolutely drug-related." Without treatment the substance problems continue and the negative behaviors and thought processes remain unchanged and continue to impact our community. The project is an ongoing one, but is desperate to expand due to the increasing numbers.

2. If the proposed activity already exists, please describe your success rates in providing services to low- to moderate-income persons:

In 2011, we provided 217% of the units of service to adolescents that we had expected. The number of adolescent evaluations were expected to be approximately 52 and CCC provided 196 comprehensive assessments, up from 2010 when 162 were done. All adolescents who received treatment were from low and income families, or had moved out and were on their own, with no income. CCC agreed to provide 1000 adolescent units of service, but actually provided over 4000. These services were provided to over 50 different youth. Young adults received over 5000 units.

3. Describe who will benefit from the proposed activity.

Clients and their families benefit from Substance Abuse treatment in multiple ways, e.g., abstinence from alcohol and drugs allows them to complete their education, find employment, diminish their involvement with crime and the criminal justice system, establish stability in housing, re-acquire social connectedness, and re-establish and heal family connections. Citizens are benefited by diminished threat from impaired driving, crime and overuse of social services and the Emergency Room.

4. 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 Addicts Other (Please explain)

5. 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:

All clients complete a statement of income when they are accepted into the program. The income level is verified through required documentation of income which is part of each client file. CCC's clients are typically 90% low or no income.

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

CDBG funds will be used to pay the salary, federal taxes, and health benefits for the counselor who will be licensed and fully trained in evidence based substance abuse recovery counseling for youth and young adults.

7. Describe how your organization plans to reduce the need for grant funding in the future: Each year CCC coordinates with Partnership Carson City, the City Supervisors, and other agencies to leverage new grants and develop new partnerships to establish new funding paths. As a nonprofit, CCC is bound to provide services without client payment. New avenues are constantly sought and ongoing research grants and collaborations are the future hope to provide best practice treatment and funding to augment it.

8. Could your organization use less than the amount of funds requested to provide the proposed services?

CCC will use any amount received to apply to the needed full time position. We appreciate any support we are able to obtain. It merely increases the number of clients we can serve.

9. Are there other agencies or organizations that provide the same service as your organization? If so, how do you coordinate your services with that organization?

CCC is the only State of Nevada Certified and licensed non-profit treatment agency in Carson City for adolescents, young adults and substance challenged families.

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

Target Area (specify geographic area) _____

OR

Community-wide

For 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.)

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

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

4. Who currently holds title to the property involved?

5. With whom will title be vested upon completion?

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

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

For Economic Development projects only:

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

For Housing Projects please indicate:

The number of homes to be rehabilitated: _____

The number of persons to be benefited: _____

III. PROJECT MEASUREMENT

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

1. Please identify the quantifiable, projected outputs of this program/project.
The adolescents, young adults, and families who receive these services will each have a detailed and thorough comprehensive substance abuse evaluation with recommendations for treatment including timelines, and prognosis. The clients will participate in the placement recommended for their individual treatment. At least 23 different clients would receive treatment each 6 month period, for a total of 46 per year. These clients will each receive a comprehensive evaluation and all treatment recommended from the outpatient treatment to residential, which could be as little as 1.5 hours per week up to 7 – 8 hours per week, depending on the findings of the original assessment. Clients include all family members who need service due to substance issues.
2. Please quantify the total number of persons intended to benefit from program/project output. A full time counselor can accommodate 23 – 26 clients each week, for a total of 1,352 clients each year. The number of times each week varies and is described in section number 1 above.
3. Of the total number of persons in Question 2, above, how many of these are low-to-moderate income (LMI)? How many are Carson City residents?
One hundred percent of the 23-26 clients will be low income and Carson City residents. See number 1 for total units of service
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?)
In calendar year 2011 CCC provided adolescent services to 104 outpatient youth, when we had committed to 87. This was with the grant award of \$13,788 for the year. In 2012 we intend to continue increasing the treatment for youth and families and 18 – 25 year olds as best we can depending on the funding CCC receives. Units of services were promised at 1150 for the 2011 grant and at the 5 month mark, CCC had exceeded that number by 7% (1227). With this number already receiving services, in the next 7 months, we expect our numbers to swell in the future.
5. What procedures will be put into effect to create, compile and maintain data to track performance measurement for this program/project?
The quantifiable outcome for the clients listed in Question 2 includes being gainfully employed, participating in a drug free environment, and repairing relationships with family members and friends. Decreased involvement with law enforcement, increased educational opportunities and grades, and healthy socialization opportunities with sobriety a mainstay of the program are all projected outcomes of this project. These outcomes will be captured in our electronic NHIPPS system which allows us to enter all these statuses when clients enter treatment and again when they are discharged.

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 2012-13			
Salaries and Benefits	\$29000	\$31000	\$60000
Rent and Utilities			
Mortgage			
Equipment			
Equipment Maintenance & Repair			
Office Supplies			
Operating Supplies			
Postage and Shipping			
Printing and Publications			
Advertising and Promotion			
Subscriptions and Dues			
Liability/Other Insurance			
Professional Fees			
Other project costs: (Specify Below)			
TOTALS	\$29,000		

V. PROJECT ADMINISTRATION

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

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

Mary K Bryan, Administrator, 775+882-3945; Susan Centanni, Deputy Administrator,
775+882-3945
meadowmary@aol.com

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

Susan Centanni, Deputy Administrator; Donya Jenkins, Administration

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

Barbara Brownlee, 775+882-3945

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.
Donya Jenkins, 205 S Pratt Ave Carson City NV 89701 775+882-3945
meadowmary@aol.com

VI. AGENCY INFORMATION

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

Date of incorporation	5/31/1985
Date of IRS certification	2/16/99
Tax exempt number	88-0212354

2. DUNS Number: 78-2755326
 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.

<i>Mary K Bryan</i> Signature of Authorized Official	1/13/2012 Date
MARY K BRYAN Typed Name and Title of Authorized Official	7754509001 Phone Number
Mary K. Bryan	
<i>Noel Waters (Acting)</i> Signature of President of Board of Directors	1/13/2012 Date
Noel Waters Typed Name of President of Board of Directors	7757825177 Phone Number

APPENDIX II

INDEX OF ATTACHMENTS

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

Attachment Number	Attachment Description	Application Page / Section Referenced	Attachment Included (✓)
1	IRS Tax Exempt 501(c)(3) letter	Page 17	
2	Proof of incorporation from Secretary of State (Certificate Only)	Page 18	
3	Current Organization Chart with names of staff members	Page 19	
4	Current Board of Directors and terms of office	Page 20	
5	<i>501(c)(3) non-profits</i> : Copy of the most recent Federal Tax Return (Form 990 or 990EX)	Page 21	
6	Letter of Support, Sheriff K. Furlong	Page 11	
7	Letter of Support, CJPO, John Simms	Page 12	
8	Letter of Support, Chief DAS, Rory Planeta	Page 13	
9	Letter of Support, Four Judges	Page 14	
10	Letter of Support, Judge Archie Blake	Page 15	
11	Letter of Support, DA Neil Rombardo	Page 16	
12	Appendix III	Page 22	
13			
14			
15			



Ken Furlong
Sheriff

911 E. Musser St.
Carson City, NV 89701

775-887-2500
Fax: 775-887-2026

December 13, 2011

Attn: Ms. Mary Bryan
Community Counseling Center
205 S. Pratt Street
Carson City, NV 89701

Re: Appreciation for Continued Support

From: Sheriff Ken Furlong:

Ms. Bryan,

During my tenure as Sheriff of Carson City, I have witnessed a striking evolution in the perspective of community health and addictions in our society. This was largely due to the collaborative efforts we have jointly undertaken to address not just the drug and alcohol issues, but the underlying individual characteristics that are often seen as the roots of addictive behaviors.

Led by the Community Counseling Center, there have been many successful moments over the years. Most admirable, your services have provided attentive counseling and evaluation processes at the Detention Facility, active and aggressive referral services, ongoing treatment, and a sincere philosophy by your agency that no one will ever be turned away or given up for loss. This visionary approach has had an immeasurable positive impact on the overall health of the Carson City Community.

It is my sincerest recommendation that the impeccable direction and innovative practices of the Community Counseling Center continue in our future efforts. You and your staff have proven there are no single solutions and that collaboration across traditional responsibilities creates opportunities. With your relentless efforts, one person at a time, lives are returned to individuals and dreams of a better life remain real possibilities.


Ken Furlong
Sheriff

//

www.ccsheff.com

CARSON CITY / STOREY COUNTY JUVENILE SERVICES

JUVENILE PROBATION DEPARTMENT

JUVENILE DIVISION

of the

FIRST JUDICIAL DISTRICT COURT

James T. Russell
District Judge Dept. I

James E. Wilson, Jr.
District Judge Dept. II



John B. Simms
Chief Probation Officer

Ben Bianchi
Deputy Chief-Probation

Scott Davis
Deputy Chief-Detention

December 29, 2011

To whom it may concern,

The Carson City Juvenile Probation Department supports the efforts of the Community Counseling Center and the services it provides the youth and families who reside in the Carson City area.

During the past several years, the Carson City Juvenile Probation Department has worked diligently with the Center on a daily basis in hopes of steering young people away from the consequences of drug and alcohol abuse. The alcohol and drug treatment services they provide are critical for our community, particularly those involved in the legal system. The free evaluations are a necessary component of treatment that assist families who cannot afford services, or just reticent to spend money as they don't understand the seriousness of drug and alcohol abuse.

The staff at the Center continues to demonstrate dedication and committed in their efforts at providing treatment related services to our population. Resources that allow ongoing services to the many at-risk youth in our community is always a wise investment in the intervention and treatment of substance abuse and addiction in this troubled population.

Over the years, this Department has referred hundreds of youth to the Center. The staff often will come to our facility to conduct evaluations on site when it is needed. We strongly support the services provided by the Community Counseling Center.

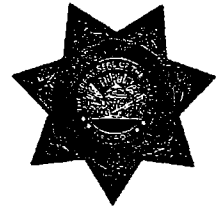
In a time with resources seem to be diminishing; it is nice to know that we can rely on the services of the Community Counseling Center.

Sincerely,

John B. Simms, Chief Juvenile Probation Officer



Department of
ALTERNATIVE SENTENCING



Carson City

Rory Planeta, Chief

December 30, 2011

Re: Community Counseling Center
205 So. Pratt St.
Carson City, NV 89701

To Whom It May Concern:

This letter is in support of the Community Counseling Center in Carson City, NV. I have been the Chief of the Department of Alternative Sentencing for over 5 years. During that time, I have had the opportunity and privilege to work closely with the Community Counseling Center.

CCC provides much needed services to our community. They offer counseling in a clean environment and use evidence based practices. They work with those in need by providing services on a sliding scale, or even waive fees. They send counselors (evaluators) to our jail to complete substance abuse evaluations while the subjects are still in custody, thus giving this department the ability to assist the client in finding the proper counseling even before the subject leaves the jail. This timely intervention leads to greater success.

CCC also provides In Patient Services in Carson City. This service is also used by neighboring jurisdictions. I have personally heard Judges Blake and Breen, of the Western Regional Drug and DUI Courts refer to CCC as one of the finest available anywhere. These Judges hold court in several rural counties as well as in the city of Reno, NV. CCC gets clients into the program quickly and easily.

The staff is very caring and professional; the buildings are clean and conveniently located near the center of town. I personally believe Carson City is fortunate to have such a fine facility located in our area. Without the continued operation of CCC, I believe we would be left with a large void in our community. Drug addiction is a very serious issue in Carson City and the entire United States. We need these professionals to continue the battle against addiction.

Respectfully Submitted,

Rory C. Planeta, Chief



FIRST JUDICIAL DISTRICT
DISTRICT COURT
CARSON CITY
JUSTICE AND MUNICIPAL COURT



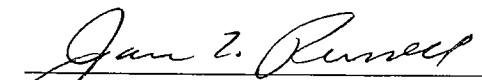
December 14, 2011

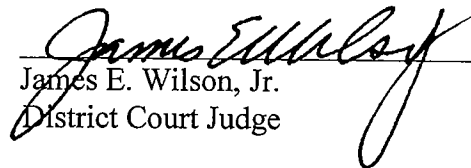
To Whom It May Concern,

Mary Bryan and the Community Counseling Center provide a valuable service to the community, but in particular, to the courts. The Center conducts substance abuse evaluations for prisoners in the custody of the Carson City Jail at very short notice for no cost. They also provide inexpensive, or free, evaluations to individuals who are required to obtain one as a result of a sentence. Additionally, the center provides long term outpatient counseling at an affordable rate by way of a sliding scale. Finally, the center has the intensive inpatient substance abuse counseling program. There are many people through the courts who are chronic abusers of drugs/alcohol that must have inpatient counseling or would face long jails sentences, or even death, if not treated.


The Community Counseling Center is a tool afforded to the courts that is essential. Without the center, there would be a rise in population at the jail and drug abusers would go untreated. This would affect not only the abuser, but the community as a whole.

Sincerely,


James T. Russell
District Court Judge


James E. Wilson, Jr.
District Court Judge


Thomas Armstrong
Justice/Municipal Court Judge


John Tatro
Justice/Municipal Court Judge



SECOND JUDICIAL DISTRICT COURT
STATE OF NEVADA
WASHOE COUNTY

ARCHIE E. BLAKE
SENIOR DISTRICT JUDGE

P.O. 30083
RENO, NEVADA 89520-3083

December 16, 2011

Dear Grantors,

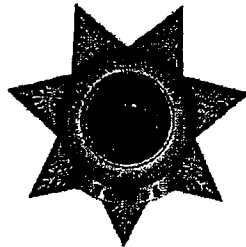
The Community Counseling Center and the Western Nevada Regional Drug Court have collaborated for 9 years on providing substance abuse services, evaluations and case management for adult drug court clients. CCC has maintained a cooperative approach with the drug court team, which consists of the District Attorney's Office, the Public Defender's Office, the treatment personnel and the judge.

We have experienced much success in our partnership with CCC and are pleased with the quality of the service they provide to our clients. The Community Counseling Center uses the most current evidence based practices with clients. We support and endorse CCC and the services they provide for alcohol and drug abuse programs. Their interaction with the other agencies to coordinate the client care has always been thorough and timely.

Sincerely,

A handwritten signature in black ink, appearing to read "A. Blake".

NEIL A. ROMBARDO
District Attorney



GERALD J. GARDNER
ASSISTANT DISTRICT ATTORNEY

RANDAL R. MUNN
CHIEF DEPUTY DISTRICT ATTORNEY

<http://www.carson-city.nv.us>

**OFFICE OF THE DISTRICT ATTORNEY
CARSON CITY**

885 EAST MUSSER STREET, SUITE 2030
CARSON CITY, NEVADA 89701
Fax: (775) 887-2129

CRIMINAL DIVISION
(775) 887-2072

CIVIL DIVISION
(775) 887-2070

VICTIM - WITNESS SERVICES
(775) 887-2268

INVESTIGATIONS
(775) 887-2098

December 23, 2011


To Whom It May Concern:

It is my pleasure to write this letter of support for the Carson City Community Counseling Center. The services the Community Counseling Center and Mary Bryan provide for our community are invaluable.

In addition to providing treatment to individuals assigned to Western Nevada Regional Drug Court, Mary Bryan is an integral member of Partnership Carson City and volunteers her time to the projects the partnership sponsors to promote a drug free community.

In this office's day-to-day activities with the Community Counseling Center, we have found their evaluations and recommendations to be honest and always in the best interests of the client.

Sincere Regards,


NEIL A. ROMBARDO
District Attorney

NAR:kc

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Carson City
Community Development Block Grant (CDBG) Program
Fiscal Year 2012-2013

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

*An electronic version of this document is available from the CDBG Coordinator
Email request to: jbrod@carson.org*

Return Completed Applications To: CARSON CITY PLANNING DIVISION
108 E. PROCTOR ST.
CARSON CITY, NV 89701

APPLICATIONS ARE DUE: JANUARY 17, 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: Food for Thought
2. Agency Mailing Address: P.O. Box 656, 3579 Highway 50 E. Ste 221, Carson City, NV 89702
3. Project Name: Summer Food Bridge for Hungry Children
4. Project Address/location: Empire Elementary School, 1260 Monte Rosa Dr. Carson City
5. Agency Director: Stephanie Gardner, Executive Director
6. Board Chairperson: Nancy Yamamoto
7. Contact person (see instructions): Stephanie Gardner
Phone number: 775-885-7770 E-Mail: execdirector.foodforthought@yahoo.com
Fax: _____ Website (if applicable) www.nvfoodforthought.org
8. What is your funding request for FY 2012-2013? \$ \$12,000
9. Type of funding requested (Check One):
 Public Service Public Facility/Improvement
 Economic Development Housing

BRIEF PROJECT DESCRIPTION:

Please provide a one-sentence description of your project (not your organization).
Project will provide lunch meals in cooperation with Carson City School District during summer break for 200-300 L/M income children in a school area identified as having 88.16% free and reduced-price food eligible.

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

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.

Project expands services provided by Food For Thought that are on-going throughout school year for L/M income school students. Schools identify students eligible for Free and Reduced-price food programs that Food For Thought supplements with nutritious weekend meals to nourish their hunger through the weekend. The summer project will bridge school terms with daily lunch provisions for these children on an approved school site.

2. If the proposed activity already exists, please describe your success rates in providing services to low- to moderate-income persons:

The Food For Thought program is on-going throughout school year, each Friday providing a weekend nutritious food supplement for identified L/M income students. Food For Thought has been successful for 5 years serving this population, which has continued to increase in numbers and demand. Frequent meetings with school coordinators indicate success in reaching students who need this service.

3. Describe who will benefit from the proposed activity.

Children from ages 1-18 will be fed lunch daily. A group of 20 dedicated volunteers will serve the project and benefit through service. The school nutrition program will be put to use during the summer break. Families in the surrounding community will benefit with their children enjoying daily, nutritious meals.

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

<input type="checkbox"/> Abused Children	<input type="checkbox"/> Illiterate Persons	<input checked="" type="checkbox"/> Homeless Persons
<input type="checkbox"/> Battered Spouses	<input type="checkbox"/> Elderly	<input type="checkbox"/> Severely Disabled Adults
<input type="checkbox"/> Migrant Farm Workers	<input checked="" type="checkbox"/> Other (Please explain) CHILDREN IDENTIFIED AS ELIGIBLE FOR FREE/REDUCED FEDERAL FOOD PROGRAM	

5. 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:

6. How will the CDBG funds be used on this project?
Administrative and operating costs include hand-sanitizing wipes, advertising flyers, letters home to parents, brochures, signage, employment of school district employee (required), trash cleanup, \$.22 per copy of adv. materials. Also, a truck purchase from state agency, 2 mo.s gasoline, auto service, tires, if needed. Toothbrushes and paste may be purchased, if not donated.

7. Describe how your organization plans to reduce the need for grant funding in the future: Food For Thought exists on private and business donations previously funded 100%. Grant funding is for extended (i.e. summer) projects only.

8. Could your organization use less than the amount of funds requested to provide the proposed services?
No, all are justified costs.

9. Are there other agencies or organizations that provide the same service as your organization? If so, how do you coordinate your services with that organization?
No, there are no other organizations providing weekend or summer food assistance for the public in Carson City. The Boys & Girls Club provides food assistance to members only, not the general public.

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

- Target Area (specify geographic area) Empire Elementary School where 88.16% qualify
- OR
- Community-wide

For Public Improvement Projects only

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

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

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

4. Who currently holds title to the property involved?

5. With whom will title be vested upon completion?

6. Do any rights-of-way, easements or other access rights need to be acquired?
 Yes No N/A

7. If the project requires water rights or well permits, have they been acquired?
 Yes No N/A

For Economic Development projects only:

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

For Housing Projects please indicate:

The number of homes to be rehabilitated: _____

The number of persons to be benefited: _____

III. PROJECT MEASUREMENT

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

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

Outputs: 200-300 nutritious lunch meals provided by school district nutrition program. Also, instruction in hygienic handwashing and in eating nutritious food. We intend to pass out toothbrushes and paste and instruct in dental hygiene (local dentist volunteers). We will instruct students in cleaning up after their meals.

2. Please quantify the **total** number of persons intended to benefit from program/project output. The intention, but unknown until tested, is to serve 200-300 L/M income students per day.

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

All served are Carson City students in the L/M income geographical area served by Empire Elem. school zone.

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

The projected outcome is that 200-300 L/M students, aged 1-18, will eat a healthy well-balanced lunch 5 days a week during the summer. Other outcomes are education of handwashing, hygiene, and nutrition.

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

The project will create a spreadsheet to track meals purchased, food costs, number of children attending, and volunteer hours. Receipts and sales slips of gasoline for truck transportation of meals, food costs, handwipes, advertising and signage, copied materials and literature will be kept and filed. The salary of the school employee (required) will be documented

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 2012-13			
Salaries and Benefits	1500		1500
Rent and Utilities	3600		3600
Mortgage			
Equipment	300		300
Equipment Maintenance & Repair	1300		1300
Office Supplies			
Operating Supplies			
Postage and Shipping			
Printing and Publications	2000		2000
Advertising and Promotion	1500		1500
Subscriptions and Dues			
Liability/Other Insurance	300		300
Professional Fees			
Other project costs: (Specify Below)			
Food Delivery	1500		1500
Administration		500	500
TOTALS	12000	500	12,500

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:

Stephanie Gardner, Executive Director

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

Stephanie Gardner, Executive Director

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

Stephanie Gardner, Executive Director

George Allbritten, Bookkeeper

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.

Stephanie Gardner, Executive Director execdirector.foodforthought@yahoo.com 885-7770

George Allbritten, Bookkeeper george.foodforthought@yahoo.com


VI. AGENCY INFORMATION

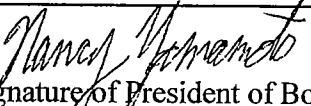
1. Proof of non-profit status for private agencies (governmental entities and schools are exempt):

Date of incorporation	January 8, 2008
Date of IRS certification	May 15, 2009
Tax exempt number	51-0664783

2. DUNS Number: 899244442
 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:
- IRS Tax Exempt "501(c)(3)" letter.
 - Proof of incorporation from Secretary of State (CERTIFICATE ONLY)
 - Current organization chart with names of staff members. Staff members may not serve as a Board Member of the agency they work for.
 - List of current Board of Directors and terms of office. If a member of your Board of Directors is in a position to obtain a financial benefit or interest from your proposed project, you may be ineligible for CDBG funds (See 24 CFR 570.611).
 - For all 501(c)(3) non-profit organizations:* a copy of the organization's most recently submitted Federal Tax Return (Form 990 or 990EX). Governmental bodies and schools are exempt from this requirement.
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	1-11-12 Date
STEPHANIE GARDNER EXECUTIVE DIRECTOR Typed Name and Title of Authorized Official	775-885-7770 Phone Number

 Signature of President of Board of Directors	1-13-12 Date
Nancy Yamamoto Typed Name of President of Board of Directors	775-883-2678 Phone Number

**Carson City
Community Development Block Grant (CDBG) Program
Fiscal Year 2012–2013
Request for Proposals**

*An electronic version of this document is available from the CDBG Coordinator
Email request to: jbrod@carson.org*

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108 E. PROCTOR ST.
CARSON CITY, NV 89701

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APPLICATION COVER SHEET

1. Agency Name: WNC Child Development Center
2. Agency Mailing Address: 2201 West College Parkway, Carson City, NV 89703
3. Project Name: Initiative for Child Care Subsidy for Carson City Community Students and Job Searchers
4. Project Address/location: 2201 West College Parkway, Carson City, NV 89703
5. Agency Director: Daniel J. Neverett
6. Board Chairperson: _____
7. Contact person (see instructions): Andrea M. Doran
Phone number: (775) 445-4265 E-Mail: abennett@wnc.edu
Fax: (775) 445-3305 Website (if applicable) www.wnc.edu/cdc
8. What is your funding request for FY 2012–2013? \$ 150,000.000
9. Type of funding requested (Check One):
 Public Service
 Economic Development
 Public Facility/Improvement
 Housing

BRIEF PROJECT DESCRIPTION:

Please provide a one-sentence description of your project (not your organization).
Having recently lost a significant amount of subsidy for the students and low-income families who were previously able to attend the WNC Child Development Center due to the funding cuts for the Children’s Cabinet, we propose instituting a subsidy program for that population.

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)

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.

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 purpose of this request is to create a child care subsidy program initiative to support students and low income job searchers who were previously assisted by third-party tuition assistance provided by the Children's Cabinet. It is our goal to provide child care tuition assistance to this population because we have seen a sharp decrease in families in these two categories with the loss of Children's Cabinet funding specific to these two target populations.

We propose providing 25%-95% child care subsidy for students of the Nevada System of Higher Education (NSHE) and those individuals who are in the process of job searching in the Carson City community. Because the Children's Cabinet funding reduction hit this population the hardest, and because the Child Development Center's mission is to provide quality child care for the Carson City community and the Western Nevada College community, we propose instituting a program that could once again assist these families in pursuing their degrees and/or finding gainful employment in situations where they may not be able to do so without financial assistance.

In the event that Children's Cabinet is not fully funded in years in the future and the subsidy cannot be reinstated for families in these populations, the grant funding provided by the CDBG would be a positive supplement to the WNC Child Development Center and our mission to provide quality child care to the Carson City community and to the students of NSHE, specifically those of Western Nevada College.

2. If the proposed activity already exists, please describe your success rates in providing services to low- to moderate-income persons:

This program does not exist as proposed in this grant request; however the Children's Cabinet has provided this type of service for low-income families. The request comes because of a sharp reduction in Children's Cabinet funding for the specific populations discussed in our proposal.

3. Describe who will benefit from the proposed activity.

The populations we are targeting for this request are low-income families where the primary care-giver/s are currently attending classes in the NSHE system or low-income families where the primary caregiver/s is actively seeking employment.

4. 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 Other (Please explain) Student and Job Seekers

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

N/A

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

To provide child care subsidies for families who may have lost this benefit previously provided by the Children's Cabinet and to expand eligibility to low-income families who are actively seeking employment.

7. Describe how your organization plans to reduce the need for grant funding in the future:

The Center has always accepted third-party billing subsidy from various agencies so if Children's Cabinet was to become fully funded again, and subsequently reinstated the subsidy for the target population of this request, we would be able to fulfill their needs with such assistance. In addition, it is anticipated that improvement in the current economic situation of these families would enable them to self-fund the costs associated with child care.

8. Could your organization use less than the amount of funds requested to provide the proposed services?

The estimated request is based on the loss of revenue that we have incurred given the reduction in funding from the Children's Cabinet for families who were previously eligible. If we were not able to recruit the same number of families as previously assisted we would likely use less of the grant request.

9. Are there other agencies or organizations that provide the same service as your organization? If so, how do you coordinate your services with that organization?

Children's Cabinet is still able to provide subsidy to some families who participate in our center, however, it was the student population that was hit with the greatest reduction in funding. We continue to partner with Children's Cabinet for the individuals who still qualify for the child care subsidy but would like to reinstate funds to students and job seekers.

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

Target Area (specify geographic area) Carson City OR
 Community-wide

For Public Improvement Projects only

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

The proposal is a stand-alone project.

The proposal is a stand-alone project, although it relates to the Center's ongoing relationship with the Children's Cabinet.

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

It might be necessary to establish the project in phases to account for recruiting eligible families and to keep in mind the availability of space at the center. This is to say that we may need to consider getting the word out about the program while considering the center's classroom capacity.

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

4. Who currently holds title to the property involved?

Nevada System of Higher Education, Board of Regents, Western Nevada College for the Child Development Center

5. With whom will title be vested upon completion?

Nevada System of Higher Education, Board of Regents, Western Nevada College for the Child Development Center

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

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

For Economic Development projects only:

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

For Housing Projects please indicate:

The number of homes to be rehabilitated: _____

The number of persons to be benefited: _____

III. PROJECT MEASUREMENT

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

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

We would target 15 to 20 families, both existing families who would be eligible and newly recruited families outside our current population. Availability of space in the center will be a crucial component for meeting the goal, but given our current capacity, we anticipate that this goal could be attained especially considering if some of those families were already enrolled and could benefit from the subsidy.

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

Again, the target would be 15 to 20 families which may translate to between 15 and 30 children depending on the number of children needing the care per family unit.

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

Because of the nature of the proposal 100% of the persons targeted for subsidy would be low-to-moderate income.

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

The benefits will help families in procuring full- or part-time care for their infant to preschool age children. Attached are the current rates for child care and a sliding fee schedule that we will use to develop subsidy formulation. Our goal would be to provide anywhere between 50% to 100% subsidy for these families for the duration of their educational pursuits or to the fruition of their job seeking activities.

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

Please see attached addendums for policies and procedures pertinent to this project proposal.

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 2012-13			
Salaries and Benefits	\$20,000.00		\$20,000.00
Rent and Utilities			
Mortgage			
Equipment	\$10,000.00		\$10,000.00
Equipment Maintenance & Repair	\$1,000.00		\$1,000.00
Office Supplies			
Operating Supplies	\$9,000.00		\$9,000.00
Postage and Shipping			
Printing and Publications			
Advertising and Promotion	\$500.00		\$500.00
Subscriptions and Dues			
Liability/Other Insurance			
Professional Fees			
Other project costs: (Specify Below)			
<i>Child Care Tuition Subsidy for Families</i>	\$110,000.00		\$110,000.00
TOTALS	\$150,500.00		\$150,500.00

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:

Andrea M. Doran, Director
775-445-4265
abennett@wnc.edu

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

Andrea M. Doran, Director
775-445-4265
abennett@wnc.edu

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

Andrea M. Doran, Director
775-445-4265
abennett@wnc.edu

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.

Andrea M. Doran, Director
775-445-4265
abennett@wnc.edu

Linda Jacobsen, Administrative Assistant IV
775-445-4262
lindaj@wnc.edu

**Carson City
Community Development Block Grant (CDBG) Program**

Fiscal Year 2012–2013

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

*An electronic version of this document is available from the CDBG Coordinator
Email request to: jbroad@carson.org*

Return Completed Applications To: CARSON CITY PLANNING DIVISION
108 E. PROCTOR ST.
CARSON CITY, NV 89701

APPLICATIONS ARE DUE: JANUARY 17, 4:00 P.M.

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

APPLICATION COVER SHEET

1. Agency Name: Carson City Health & Human Services
2. Agency Mailing Address: 900 E. Long Street, Carson City, Nevada 89706
3. Project Name: Family Enrichment Program
4. Project Address/location: Same as above
5. Agency Director: Marena Works
6. Board Chairperson: N/A
7. Contact person (see instructions): Kathy Wolfe
Phone number: 775-887-2190 E-Mail: kwolfe@carson.org
Fax: 775-887-2539 Website (if applicable) _____
8. What is your funding request for FY 2012–2013? \$ 19,188.00
9. Type of funding requested (Check One):
 Public Service Public Facility/Improvement
 Economic Development Housing

BRIEF PROJECT DESCRIPTION:

Please provide a one-sentence description of your project (not your organization).
The Family Enrichment Program is designed to assist low-income individuals and families achieve self-sufficiency, through case management, workforce assistance, direct supportive services and housing assistance for up to six months.

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)**

- 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.

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

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 Family Enrichment Program is an on-going income eligible program is designed to assist low-income individuals and families achieve self-sufficiency. Clients who meet the eligibility criteria, and agree to the guidelines of the program, will receive case management, work force development assistance, direct support services and financial assistance for housing needs.

The Family Enrichment Program will exclusively benefit a clientele who are generally presumed by HUD to be principally L/M income persons. The Program will require information on family size and income so that it is evident that at least 51 percent of the clientele are persons whose family income does not exceed the L/M income limit. (This includes the case where the activity is restricted exclusively to L/M income persons).

The Family Enrichment Program is designed to provide job training and placement and/or other employment support services, including, but not limited to, peer support programs, counseling, child care, transportation, and other similar services, in which the percentage of low- and moderate-income persons assisted is less than 51 percent which qualifies under the Limited Clientele national objective in the following limited circumstance:

In such cases where such training or provision of supportive services assists business(es), and the only use of CDBG assistance is to provide the job training and/or supportive services; and the proportion of the total cost of the services borne by CDBG funds is no greater than the proportion of the total number of persons benefiting from the services who are L/M income

2. If the proposed activity already exists, please describe your success rates in providing services to low- to moderate-income persons:

Since the Family Enrichment Program was started in 2010, thirty-two (32) clients have been enrolled; eighteen (18) clients have successfully exited the program. Thirteen (13) of those clients were enrolled in our Work Force Assistance Program of which all have become employed through assistance of the program.

3. Describe who will benefit from the proposed activity.
Low income families/individuals will continue to benefit from this program, receiving financial assistance for housing coupled with case management, work force assistance and supportive services.

4. 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 Other (Please explain) Low income families/individuals

5. 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:
All clients are screened for income eligibility as described in our program guidelines, using the Federal Poverty Guidelines.

6. How will the CDBG funds be used on this project?
The CDBG funds will help to support the Family Enrichment Specialist in order to continue moving this program forward. Funding for administrative support is very difficult to obtain, but without staff programs can't continue to function.

7. Describe how your organization plans to reduce the need for grant funding in the future:
We continue to search for other opportunities to fund staff as well as provide increased services for the low income population.

8. Could your organization use less than the amount of funds requested to provide the proposed services?
The amount requested will provide funding for eight months of salary to support the program. Clearly, any amount that is funded will help move the program forward and will be appreciated.

9. Are there other agencies or organizations that provide the same service as your organization? If so, how do you coordinate your services with that organization?
We are the only agency providing this specific service, however we do coordinate our supportive services with our Community Agencies in order not to duplicate services which allows for a wider range of services.
10. Where will the project be located and what is the geographic target area that will be served by this project?
- Target Area (specify geographic area) _____
OR
 Community-wide

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.
Financial housing assistance provided for a minimum of 40 clients
Work Force Development Assistance
Case Management for each client for a minimum of six months
Supportive Services to meet individual needs
2. Please quantify the **total** number of persons intended to benefit from program/project output.
The number of persons intended to benefit from this program will be a minimum of 20 in the first six months and 20 in the second six months of the program.
3. Of the total number of persons in Question 2, above, how many of these are low-to-moderate income (LMI)? How many are Carson City residents?
100% of the persons served in this program will be Carson City residents and will be of low-income-to-moderate income. (LMI)

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?)

*At a minimum 20 program clients will become stably housed
25-30 program clients will become employed
25-30 program clients will receive transportation assistance
All program clients (participants) will receive case Management.*

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

*Client's files are maintained on all clients, data is tracked in three data bases
1- HMIS (HUD mandated data system), 2-Human Services Program Data System; and
3-Carson City Active Strategy*

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 2012-13			
Salaries and Benefits	\$19,188.00	\$58,000.00(Case Mgr);\$5,885.00 (FEP Specialist)	\$83,073.00
Rent and Utilities		45,000.00	\$45,000.00
Mortgage Assistance		\$10,000.00	\$10,000.00
Equipment			
Equipment Maintenance & Repair			
Office Supplies		\$400.00	\$400.00
Operating Supplies		\$1,500.00	\$1,500.00
Postage and Shipping		\$500.00	\$500.00
Printing and Publications		\$150.00	\$150.00
Advertising and Promotion		\$200.00	\$200.00
Subscriptions and Dues			
Liability/Other Insurance			
Professional Fees			
Other project costs: (Specify Below)			
TOTALS	\$19,188.00	121,635.00	\$140,823.00

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:
Kathy Wolfe, Carson City Human Services Program Manager

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

Kathy Wolfe, Carson City Human Services Program Manager

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

Jo Welch-Phillips

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.

Kathy Wolfe

775-887-2190

kwolfe@carson.org

VI. AGENCY INFORMATION

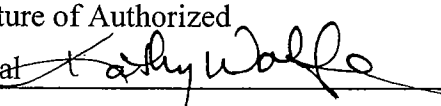
1. Proof of non-profit status for private agencies (governmental entities and schools are exempt):

Date of incorporation	
Date of IRS certification	
Tax exempt number	

2. DUNS Number: #073787252
 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 	<i>January 16, 2012</i>
<i>Carson City Human Services Program Manager</i>	<i>775-887-2190</i>
Typed Name and Title of Authorized Official	Phone Number

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

Carson City

Community Development Block Grant (CDBG) Program

Fiscal Year 2012–2013

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

*An electronic version of this document is available from the CDBG Coordinator
Email request to: jbrod@carson.org*

Return Completed Applications To: CARSON CITY PLANNING DIVISION
108 E. PROCTOR ST.
CARSON CITY, NV 89701

APPLICATIONS ARE DUE: JANUARY 17, 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: Nevada Rural Counties RSVP Program
- 2. Agency Mailing Address: P.O. Box 1708, Carson City, NV 89702
- 3. Project Name: RSVP Home Companion and Respite Care Program
- 4. Project Address/location: 2621 Northgate Lane, Suite 6, Carson City, NV 89706
- 5. Agency Director: Janice R. Ayres
- 6. Board Chairperson: Jerry Thurman
- 7. Contact person (see instructions): Susan Haas
Phone number: 785-687-4680, ext.2 E-Mail: branded@rsvp.carson-city.nv.us
Fax: 775-687-4494 Website (if applicable) www.nevadaruralrsvp.org
- 8. What is your funding request for FY 2012–2013? \$ 25,000
- 9. Type of funding requested (Check One):

<input checked="" type="checkbox"/> Public Service	<input type="checkbox"/> Public Facility/Improvement
<input type="checkbox"/> Economic Development	<input type="checkbox"/> Housing

BRIEF PROJECT DESCRIPTION:

Please provide a one-sentence description of your project (not your organization).
The RSVP Home Companion and Respite Care Program provides basic needs services including respite care services to low-income seniors and their families, with the goal of keeping the seniors independent and in their own homes as long as possible, thereby preventing premature institutionalization.

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)

- 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.

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 RSVP Home Companion and Respite Care Program is an expanded program from previous years that utilizes volunteers to provide low-income seniors with the assistance they need with basic needs such as companionship, help with simple tasks, transportation to medical appointments, to pick up prescriptions, go grocery shopping, etc., so that they can remain independent in their own homes rather than become prematurely institutionalized. RSVP also provides respite care volunteers to low-income family caregivers. Trained RSVP volunteers give 24/7 caregivers of a loved one to two, 4 hour breaks each week so that they can engage in activities outside of the home to attend to their own needs and enjoy some relaxation and refresh so that they don't succumb to exhaustion, illness themselves or death.

2. If the proposed activity already exists, please describe your success rates in providing services to low- to moderate-income persons:

Our success rates are above 85% in keeping seniors at home through this volunteer program, measured by the monthly time and activity reports required of each volunteer caregiver for each senior they serve. In addition to this at-home success, 90% of caregivers of a loved one report that their stress levels are significantly reduced and that they are much healthier and enjoy a better quality of life as a result of the volunteer respite care volunteers assistance each week, measured by a biannual survey of the caregivers.

3. Describe who will benefit from the proposed activity.

Very low to moderate income seniors in Carson City, and their families.

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

<input type="checkbox"/> Abused Children	<input type="checkbox"/> Illiterate Persons	<input type="checkbox"/> Homeless Persons
<input type="checkbox"/> Battered Spouses	<input checked="" type="checkbox"/> Elderly	<input type="checkbox"/> Severely Disabled Adults
<input type="checkbox"/> Migrant Farm Workers	<input type="checkbox"/> Other (Please explain)	

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

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

The funding will be used to recruit and train additional volunteers to meet the needs of low-income seniors and also needed for required background checks, licenses and volunteer insurance. This funding will also give RSVP the kind of leverage it needs to secure grants from private foundations and businesses.

7. Describe how your organization plans to reduce the need for grant funding in the future:

By increasing our reaching out to private foundations and corporations, building on our annual fundraising activities, and launching an online individual donation program. In addition, by continually educating state legislators on the benefits of funding community-based home care non-profit agencies, to ease the high costs of long term care in Nevada, including Medicare and Medicaid expenses.

8. Could your organization use less than the amount of funds requested to provide the proposed services?

Yes we could try operating on less funds; however, that would seriously impact the number of seniors we are endeavoring to keep at home and out of costly institutions, adding to Medicare and Medicaid costs.

9. Are there other agencies or organizations that provide the same service as your organization? If so, how do you coordinate your services with that organization?

Not in Carson City. There are private pay in-home care companies, but most are too expensive for our low-income seniors to utilize. An adult day care business was started in 2010 at the Carson City Senior Center, but closed after a only a few months because low-income families could not afford the high cost.

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

- Target Area (specify geographic area) Very low/Moderate income areas of Carson City
OR
 Community-wide

For Public Improvement Projects only N/A

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.)

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

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

4. Who currently holds title to the property involved?

5. With whom will title be vested upon completion?

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

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

For Economic Development projects only: 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:

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.

Assist 1,150 low to moderate income seniors and caregivers/loved ones to remain independent and in their own homes. When you consider that it costs a minimum of \$75,000 a year to institutionalize one senior, our request for funding is only about 1/3 of that amount to keep 1,150 seniors at home.

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

1,150 seniors and caregivers/loved ones.

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

100%. 1,150.

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

The seniors and caregiver loved ones will be enabled to remain in their own homes, living out their lives with dignity rather than having to be prematurely institutionalized at great cost to the community as a whole for long term care.

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

RSVP utilizes the 'Volunteer Reporter' tracking system for monthly volunteer hours and activities reports, in addition to the 'Social Assistance Management System' (SAMS) which we utilize to track all senior client information monthly. RSVP also conducts an in-home client survey biannually, and a volunteer survey annually.

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 2012-13			
Salaries and Benefits			44,500
Rent and Utilities			
Mortgage			
Equipment			
Equipment Maintenance & Repair			
Office Supplies - 2,750			
Operating Supplies - 3,000	18,750		
Postage and Shipping - 1,000			
Printing and Publications - 5,550			
Advertising and Promotion - 6,000			
Subscriptions and Dues - 500			
Liability/Other Insurance			
Professional Fees	6,250		50,000
Other project costs: (Specify Below)			
TOTALS	25,000		94,500

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:

Janice R. Ayres, 775-687-4680, ext.2, branded@rsvp.carson-city.nv.us

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

Susan Haas, 775-687-4680, ext.7, shaas@rsvp.carson-city.nv.us

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

Donna Dorris, 775-687-4680, ext.5, ddorris@rsvp.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.

Susan Haas, 775-687-4680, ext.7, shaas@rsvp.carson-city.nv.us

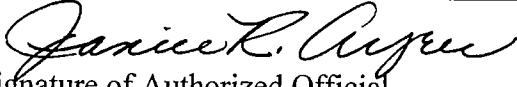
VI. AGENCY INFORMATION


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

Date of incorporation	July 16, 1992
Date of IRS certification	June 18, 1992
Tax exempt number	94-3164032

2. DUNS Number: 06-786-7080
 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	January 13, 2012 Date
Janice R. Ayres, Executive Director Typed Name and Title of Authorized Official	775-687-4680, ext.2 Phone Number

 Signature of President of Board of Directors	January 13, 2012 Date
Jerry Thurman Typed Name of President of Board of Directors	775-882-9537 Phone Number

ORIGINAL

Carson City
Community Development Block Grant (CDBG) Program
Fiscal Year 2012-2013

Request for Proposals

An electronic version of this document is available from the CDBG Coordinator
Email request to: jbrod@carson.org

Return Completed Applications To: CARSON CITY PLANNING DIVISION
108 E. PROCTOR ST.
CARSON CITY, NV 89701

APPLICATIONS ARE DUE: JANUARY 17, 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: CASA OF CARSON CITY
2. Agency Mailing Address: 1545 E. 5th St.
3. Project Name: FOSTER KIDS CLOSET
4. Project Address/location: 1539 E. 5th St. Carson City 89701
5. Agency Director: CHRIS BAYER
6. Board Chairperson: BOB WHITE
7. Contact person (see instructions): CHRIS BAYER
 Phone number: 775 291-7014
 E-Mail: casaofcc@earthlink.net
 Fax: 887-2513 Website (if applicable) www.casaofcc.org
8. What is your funding request for FY 2012-2013? \$ 11,000
9. Type of funding requested (Check One):

<input type="checkbox"/> Public Service	<input type="checkbox"/> Public Facility/Improvement
<input type="checkbox"/> Economic Development	<input type="checkbox"/> Housing

BRIEF PROJECT DESCRIPTION:

Please provide a one-sentence description of your project (not your organization).
The Foster Kids Closet provides clothing to abused and neglected children in transition, cribs and other items to foster and relative care parents, and immediate funding for children's activities.

Carson City

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)**

- 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.

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.

This would be the third grant request to the City's CDBG grant fund in support of the Foster Kid's Closet. The first grant built the facility—remodeling a room in the old Maintenance Building at the Juvenile Court/Probation facility. The second grant allowed purchase of items—both shelving and tubs as well as clothing for children. (Things that would not be donated.) During the second phase, the facility doubled in size—adding a second room thanks to ongoing support from Juvenile Probation. Additionally, the grant funded some publicity materials—foster and adoptive home recruitment banners that are now in the Carson City Library, Community Center and businesses in Carson City.

RSVP volunteers now come weekly to maintain sorting and organization of donations. This means that the closet is well organized. Many times foster parents or social workers are in a rush. Everything is folded and labeled and tubbed—easy to find.

This grant allows for ongoing purchase of items not donated (things like shoes, jackets, cribs, highchairs) as well as a small amount to fund arts activities for children in care. \$10,000 of this grant is for tangible items for the closet—the things that are not donated. It is hard to express how helpful it has been to have a few dollars for a crib, a high chair, a mattress, a toddler bed etc. when a child needs it right now.

\$1000 is for participation by children in care at the BAC. Just as it took time to get the Closet up and running. This will take time. Art is not the first thing people think of for abused and neglected children—though maybe it should be one of the first.

2. If the proposed activity already exists, please describe your success rates in providing services to low- to moderate-income persons:

Over 100 children have received items during the last year. Typically, social workers, foster parents and CASA volunteers come (sometimes with children) to obtain items. See the letter attached from The Division Of Child and Family Services. One of the great benefits to this approach is its immediacy and flexibility—bypassing the delays and silos that children in state care may encounter. Supporting these children and the foster and relative care parents who care for them creates a strong partnership between the community and state run child welfare. And it provides a happy moment for caregivers who (to put it gently) on some days may feel a bit overwhelmed—it's a good way for the community to say thank-you! (And I get a lot of hugs from foster parents.)

3. Describe who will benefit from the proposed activity. **Abused and neglected children. To give you some idea....during November children in care numbered 4848 statewide, 3610 Clark Co., 759 Washoe County, 479 Rural Nevada, and 63 Carson City. Those 63 are split roughly in half between placement with relatives and**

placement in foster care. Those in foster care are typically placed in home licensed for up to 5 children. So those 63 children are conceivably in homes affecting 300 children though the actual number, because of sibling placement, is probably more like 200. In other words, the foster homes serving Carson City children house as many as 200 children from rural Nevada.

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

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

5. 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:

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

To purchase items for the Foster Kids Closet—things that do not get donated...shoes, cribs, high chairs, toddler coats, etc.

Most of the items are donated. Donations from the community to the Closet are ongoing. The Republican Women's Club has donated suitcases for years. Grandma Merna knits caps. Foster parents bring items they are not using. DCFS brings items they are given. The Ron Wood Center and Reno Rodeo have donated.

What this grant provides is funding for things that are not donated—helping to ensure that we have the full range of immediate needs for children in transition.

7. Describe how your organization plans to reduce the need for grant funding in the future:

We continue to expand our donation base.

8. Could your organization use less than the amount of funds requested to provide the proposed services? **Yes. We could use \$5000 per year.**

9. Are there other agencies or organizations that provide the same service as your organization? If so, how do you coordinate your services with that organization? **No other organization provides this service.**

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

Target Area (specify geographic area) **_At Juvenile Court building, serving the families that house Carson City children in state care.**

OR

Community-wide

For Public Improvement Projects only

1. Is the proposed project part of a larger project or is it a stand-alone project? (If part of a larger project, please describe the entire project.)
2. Can this project be done in different phases? _____ Yes _____ No
If YES, explain.
3. Have CDBG funds been used for an earlier phase? _____ Yes _____ No
4. Who currently holds title to the property involved?
5. With whom will title be vested upon completion?
6. Do any rights-of-way, easements or other access rights need to be acquired?
_____ Yes _____ No
7. If the project requires water rights or well permits, have they been acquired?
_____ Yes _____ No

For Economic Development projects only:

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

For Housing Projects please indicate:

The number of homes to be rehabilitated: _____

The number of persons to be benefited: _____

III. PROJECT MEASUREMENT

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

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

Over 75 abused and neglected children will receive items from the FOSTER KIDS CLOSET. To date, it has actually been about 100 per year.

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

Over 75 abused and neglected children.

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

100% low income. The Closet is open to local foster rural region foster parents and relative caregivers providing temporary homes to abused and neglected children taken into state custody under the jurisdiction of the Carson City courts.

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?)

Over 75 children will be adequately clothed sooner after their removal from the home due to abuse and neglect—promoting their sense of well-being, allowing them to go to school, keeping them healthier.

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

CASA of Carson City tracks the age, ethnicity, adult arriving, items given or loaned on a spreadsheet for all children who receive items from the Foster Kids Closet. It then submits a quarterly report with totals to the Carson City Planning Dept.

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 2012-13			
Salaries and Benefits	1000		1000
Rent and Utilities			
Mortgage			
Equipment			
Equipment Maintenance & Repair			
Office Supplies			
Operating Supplies			
Postage and Shipping			
Printing and Publications			
Advertising and Promotion			
Subscriptions and Dues			
Liability/Other Insurance			
Professional Fees			
Other project costs: (Specify Below)			
ITEMS FOSTER KIDS CLOSET	9000		9000
ARTS PARTICIPATION FOR KIDS IN CARE	1000		1000
TOTALS	11000		11000

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:

Chris Bayer, Director, 291-7014 casaofcc@earthlink.net

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

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

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.

Chris Bayer, Director, 291-7014 casaofcc@earthlink.net

VI. AGENCY INFORMATION

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

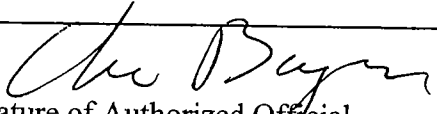
Date of incorporation	1997
Date of IRS certification	1999
Tax exempt number	31-1624090

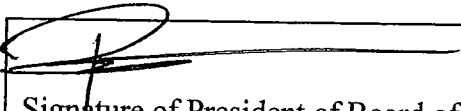
2. DUNS Number: _____ 078016339 _____

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.

	Jan 13 '12
Signature of Authorized Official	Date
CHRIS BAYER DIRECTOR	775 291-7014
Typed Name and Title of Authorized Official	Phone Number

	Jan 13, 2012
Signature of President of Board of Directors	Date
BOB WHITE BOARD PRESIDENT	291-0014
Typed Name of President of Board of Directors	Phone Number

Carson City
Community Development Block Grant (CDBG) Program
Fiscal Year 2012–2013

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

*An electronic version of this document is available from the CDBG Coordinator
Email request to: jbrod@carson.org*

Return Completed Applications To: CARSON CITY PLANNING DIVISION
108 E. PROCTOR ST.
CARSON CITY, NV 89701

APPLICATIONS ARE DUE: JANUARY 17, 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: THE BREWERY ARTS CENTER
2. Agency Mailing Address: 449 W. King St. Carson City NV 89703
3. Project Name: **MOMENTS OF CHANGE**
4. Project Address/location: 449 W. King St. Carson City NV 89703
5. Agency Director: **JOHN SHELTON**
6. Board Chairperson: **SCOTT ANDERSON**
7. Contact person (see instructions): **TAMI SHELTON**
Phone number: 883-1976 E-Mail: **tami@breweryarts.org**
Fax: _____ Website (if applicable) www.breweryarts.org
8. What is your funding request for FY 2012–2013? **\$ 10,000**
9. Type of funding requested (Check One):
 Public Service _____ Public Facility/Improvement
 Economic Development _____ Housing

BRIEF PROJECT DESCRIPTION:

Please provide a one-sentence description of your project (not your organization).
MOMENTS OF CHANGE is an arts scholarship fund for that flexibly provides arts experiences for low income children referred by human services agencies in Carson City.

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)

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.

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.

MOMENTS OF CHANGE provides arts classes and performances at the Brewery Arts Center to low income children, meeting the national objective and local priorities of Recreation and Health. The 2009 Carson City Recreation Dept indoor needs assessment survey identified “performing arts” as the No. 1 requested recreation need and identified teens (13-17) and youth (5-12) as the No.1 and No. 2 priority age groups for recreational services. (attached)

MOMENTS OF CHANGE is based on recognition that creative experiences, either as audience or participant, are life experiences critical to healthy choices and economic success for individuals and communities. Low income children deserve the opportunity to have these experiences as much as anyone and are potentially more in need of them. See <http://www.edutopia.org/arts-music-curriculum-child-development> Prior to this grant application, there has been no vehicle for this to occur in Carson City.

MOMENTS OF CHANGE will occur as low income children are referred from local human service organizations to the Brewery Arts Center and then enrolled in classes or seeing performances along with others from the community.

Average performance costs are \$15 each. Average class costs are \$100 each. Estimating 400 performance attendees (\$6000), 30 class attendees (\$3000), and admin costs of \$1000, this grant application totals \$10,000. The actual ratio of class and performance attendees may vary and these sub-total may be adjusted during the grant period. We will also look at doing partial scholarships—reduced costs for some children. This is the first year of this grant and we look forward to learning more about the need.

2. If the proposed activity already exists, please describe your success rates in providing services to low- to moderate-income persons: **Does not now exist.**
3. Describe who will benefit from the proposed activity. **Low income children referred by Carson City human services agencies (Referring agencies receive no monies).**
4. 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 Other (Please explain)

5. 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: **The BAC will rely on the screening already in place by the referring agencies. We have spoken to Joyce Buckingham at the Ron Wood Family Resource Center, Ruth Gordon at the Mentor Center and Chris Bayer at CASA of Carson City. All of these agencies deal only with low-income children. They are all very excited by this project and hope it happens. CASA children are abused and neglected children.**
6. How will the CDBG funds be used on this project? **CDBG funds will pay for the cost of the child's attendance at a performance or class. Note that, for Mentor Center children and children from CASA, we would like the project funds to also cover costs for the Mentor or the Foster or Relative Care Parent when attending a performance.**
7. Describe how your organization plans to reduce the need for grant funding in the future: **As this project moves forward, we will have a better idea of the actual need—how many children attend. With this information, we may be able to structure a broader program based on donations and foundation grants. The Brewery Arts Center sees a need for performances in the schools and other outreach to children who do not now attend the arts. The climate and mechanisms for this within the schools are not currently in place but may be in the future. In that event, this project may be the foundation for additional Moments of Change efforts.**
8. Could your organization use less than the amount of funds requested to provide the proposed services? **Yes. The incremental nature of the project means that Moments of Change will serve as many children as possible.**
9. Are there other agencies or organizations that provide the same service as your organization? If so, how do you coordinate your services with that organization? **There are no other organizations providing a range of art performances and classes to low income children at no cost through referral from human service organizations in Carson City. The Brewery Arts Center is Carson City's Local Arts Agency—a Nevada Arts Council designation—and has that responsibility.**
10. Where will the project be located and what is the geographic target area that will be served by this project?

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

For 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.)

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

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

4. Who currently holds title to the property involved?

5. With whom will title be vested upon completion?

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

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

For Economic Development projects only:

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

For Housing Projects please indicate:

The number of homes to be rehabilitated: _____

The number of persons to be benefited: _____

III. PROJECT MEASUREMENT

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

1. Please identify the quantifiable, projected **outputs** of this program/project.
Between 200 and 500 low income children will attend arts performances or arts classes (sometimes plus foster parent or mentor) at the Brewery Arts Center.
2. Please quantify the **total** number of persons intended to benefit from program/project output.
Between 200 and 500 children (sometimes plus foster parent or mentor or other caregiver) will benefit from MOMENTS OF CHANGE.
3. Of the total number of persons in Question 2, above, how many of these are low-to-moderate income (LMI)? How many are Carson City residents?
100% with the caveat that some Carson City children are placed in foster homes outside of Carson City.
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?)
Children will be happier, better adjusted and healthier. Both the Mentor Center and CASA have long-term relationships with children that may allow some long-term results reporting. Our quarterly email to these agencies will ask for input in a quantified manner: How many children have shown a most positive view of themselves and their potential?
5. What procedures will be put into effect to create, compile and maintain data to track performance measurement for this program/project?
Measurement will be by quantitative and qualitative.

The Brewery Arts Center will track tickets and class registrations per month and then with quarterly totals on a spreadsheet. The Brewery Arts Center will ask referring agencies for an email quarterly describing participation, challenges, successes.

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 2012-13			
Salaries and Benefits	1000		1000
Rent and Utilities			
Mortgage			
Equipment			
Equipment Maintenance & Repair			
Office Supplies			
Operating Supplies			
Postage and Shipping			
Printing and Publications			
Advertising and Promotion			
Subscriptions and Dues			
Liability/Other Insurance			
Professional Fees	9000		9000
Other project costs: (Specify Below)			
TOTALS	10000		10000

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:

TAMI SHELTON. 775-883-1976 xt.114 tami@breweryarts.org

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

TAMI SHELTON. 775-883-1976 xt.114 tami@breweryarts.org

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

TAMI SHELTON. 775-883-1976 xt.114 tami@breweryarts.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.

TAMI SHELTON. 775-883-1976 xt.114 tami@breweryarts.org


VI. AGENCY INFORMATION

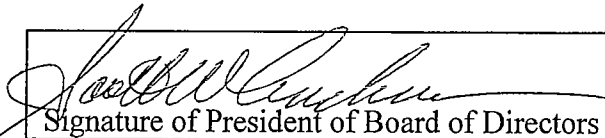
1. Proof of non-profit status for private agencies (governmental entities and schools are exempt):

Date of incorporation	09-01-1976
Date of IRS certification	01-21-2005
Tax exempt number	51-0183567

2. DUNS Number: 947422507
 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	1/17/2012 Date
John M Shelton Typed Name and Title of Authorized Official	775-883-1976 xt.115 Phone Number

 Signature of President of Board of Directors	1/17/2012 Date
Scott Anderson Typed Name of President of Board of Directors	775-846-6729 Phone Number

Carson City
Community Development Block Grant (CDBG) Program
Fiscal Year 2012–2013

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

*An electronic version of this document is available from the CDBG Coordinator
Email request to: jbrod@carson.org*

Return Completed Applications To: CARSON CITY PLANNING DIVISION
108 E. PROCTOR ST.
CARSON CITY, NV 89701

APPLICATIONS ARE DUE: JANUARY 17, 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: Nevada Health Centers, Inc.
2. Agency Mailing Address: 1802 N Carson St, Ste 100, Carson City, NV 89701
3. Project Name: Sierra Nevada Health Center
4. Project Address/location: 3325 Research Way, Carson City, NV 89706
5. Agency Director: Thomas G. Chase, Chief Executive Officer
6. Board Chairperson: William G. Gordon
7. Contact person (see instructions): Shirley A. Hampton, RN, Chief Development Officer
Phone number: 775/888-6619 E-Mail: shampton@nvhealthcenters.org
Fax: 775/887-7047 Website (if applicable) www.nvhealthcenters.org
8. What is your funding request for FY 2012–2013? \$ 15,000
9. Type of funding requested (Check One):
 Public Service Public Facility/Improvement
 Economic Development Housing

BRIEF PROJECT DESCRIPTION:

Please provide a one-sentence description of your project (not your organization).

NVHC is requesting funding to provide pediatric health care to at least 1,200 new child patients from low-to moderate income households in Carson City at our new Sierra Nevada Health 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)

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.

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

XXX 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.

At our new Sierra Nevada Health Center, we will provide pediatric health services in FY12-13 to at least 1,200 additional children from low-to-moderate income households in Carson City. This new, larger, health center is scheduled to open in May 2012. We have hired an additional family practice physician, Dr. Shahin, who is starting in January 2012 and will be working at our current health center on Mountain Way until the move to the new center. These children will be his patients. We now have a total of four providers at Sierra.

Nevada ranks at or near the bottom on many of the most important measures of health and health status in the country. Overall, in 2010, Nevada ranked 48th among the states in overall population health. We led the nation in the 19.9% of children not covered by health insurance, more than doubling the national average of 9.9%. Nearly one in every three children, age 19-35 months old, is not fully immunized while the national average is less than one in every four.

Numerous independent studies show that community health centers like NVHC provide high-quality and cost-effective care, reduce racial and ethnic health disparities and generate large costs savings to the health care system. According to a recent study, medical expenses for patients who receive most of their care at a community health center are 41% lower compared to patients seen elsewhere.

2. If the proposed activity already exists, please describe your success rates in providing services to low- to moderate-income persons:

On average, a health care provider serves at least 2,136 patients each year with an average of 2.2 visits per year. Based on the current percentage of low-to-moderate income patients we serve at Sierra, we estimate that at least 1,200 of the children Dr. Shahin serves will be low-to-moderate income.

3. Describe who will benefit from the proposed activity.

The Sierra health center serves the general public including those who are uninsured or underinsured. In 2011 we served 5,940 patients. Sierra is one of our busiest health centers and we estimate the number of patients as we move to the new health center will increase. The new building is larger than our existing health center and will allow us to serve additional patients and provide new services in the future. In 2011, 14 percent of our patients were children aged 17 and under. Our patient's race and ethnicity reflect the Carson City community. In 2011, 97% of patients were White, 1% Asian, 1% African-American, and 1% American Indian. Also, 23% of patients reported a Hispanic/Latino ethnicity.

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

Not applicable. NVHC is open to all people.

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

5. 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:

NVHC uses electronic health records to document all patient demographics and treatment. We verify incomes of all uninsured patients who apply for our sliding fee program by requiring copies of pay stubs, bank statements, etc. Our sliding fee scale is based on federal DHHS poverty guidelines. In 2011, 82% percent of children ages 0-17 served at SFHC were on Medicaid and 4% percent qualified for our sliding fee scale. This is a total of at least 85% percent of children from families who were low-to-moderate income. We project these percentages will be very similar in 2012.

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

We are requesting a grant of \$15,000 to furnish and equip two pediatric exam rooms at the new Sierra Nevada Health Center. The children to be served with this grant will be treated in these exam rooms. The furniture and equipment will include a cabinet set, exam table, pediatric digital scale table, and a provider stool. Decorative art and patient educational information such as posters will also be included to create an inviting, informative and non-threatening atmosphere for the children.

7. Describe how your organization plans to reduce the need for grant funding in the future:

One of the ways we work to reduce dependency on grant funding for our health center operations is to enroll as many patients as possible into public or private insurance health plans such as Medicaid and Medicare or the Access to Healthcare Network. This revenue then becomes an ongoing funding source from that patient. The mission of Access is to increase access to primary and specialty health care services for the under and uninsured, working poor, Nevada residents, through shared responsibility and community wide partnerships. NVHC is a provider partner with Access and patients who enroll with Access receive discounts for health care with specialty and ancillary providers. Other ways we reduce dependency on grants is through our fundraising efforts to individuals and businesses. Most importantly, if health care reform is fully implemented as it is envisioned in 2014, most of our patients will either be eligible for Medicaid or required to have at least some form of health insurance. This will dramatically change the funding of NVHC and all federally qualified health centers nationwide.

8. Could your organization use less than the amount of funds requested to provide the proposed services?

If we received less funding than requested, we would search for alternative sources of funding. However, due to the economy, the competition for funding has increased. We would also consider either eliminating some of the furniture and equipment items we've requested or only furnishing one pediatric exam room. Eliminating furniture and equipment would, of course, have an impact on the quality of the health care experience provided to the children.

9. Are there other agencies or organizations that provide the same service as your organization? If so, how do you coordinate your services with that organization?

The Friends in Service Helping (FISH) agency operates the Ross Medical Clinic, a free medical clinic, in Carson City that serves approximately 1,235 patients per year. The FISH Clinic is open by appointment only whereas NVHC's Sierra Family Health Center is open Monday-Friday. Most of the Ross Medical Clinic patients are very low-income individuals and we frequently refer patients who cannot afford our sliding fee program to the FISH clinic. Our staff have maintained a good collaborating relationship with FISH over the years.

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

Target Area (specify geographic area) _____

OR

Community-wide

For 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.)

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

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

4. Who currently holds title to the property involved?

5. With whom will title be vested upon completion?

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

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

For Economic Development projects only:

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

For Housing Projects please indicate:

The number of homes to be rehabilitated: _____

The number of persons to be benefited: _____

III. PROJECT MEASUREMENT

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

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

Nevada Health Centers, Inc. will provide primary health care services to an additional 1,200 pediatric patients from Carson City at the new Sierra Nevada Health Center in FY12-13.

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

These funds will assist us in serving 1,200 new pediatric patients ages 0-17 from families living in Carson City, NV. This is in addition to at least 5,900 total patients served each year.

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

We estimate that 100% of these new patients will be from low to moderate income families.

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?)

NVHC has a five-year Health Care Plan (2009-2014) to improve targeted health outcomes of our patients. We are currently developing new outcomes and new goals for the following health indicators:

- Immunizations: Percentage of children with a second birthday during the measurement year will have appropriate immunizations.
- Body Mass Index: Percentage of patients age 2 to 17 years who had a visit during the current year who had Body Mass Index (BMI) Percentile documentation and received counseling for nutrition and physical activity during the measurement year.
- Asthma: Percentage of patients age 5 to 40 years with a diagnosis of persistent asthma (either mild, moderate, or severe) who were prescribed either the preferred long term control medication or an acceptable alternative pharmacological therapy during the current year.

NVHC is willing to share this data with the Carson City Health and Human Services Department as well as other interested parties.

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

NVHC is required by the federal Health Resources and Services Administration (HRSA) to report annually on our progress on the above Health Care Plan. NVHC maintains electronic records for all patients we serve using the NextGen software program. This program allows us to create, compile and maintain data on each measure listed above.

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: Sierra Nevada Health Center	CDBG Funds Requested	Leveraged Funds	Total Funds
Program Expenses FY 2012-13			
Salaries and Benefits		1,064,283	1,064,283
Rent and Utilities		126,662	126,662
Mortgage			-
Equipment	15,000	3,500	18,500
Equipment Maintenance & Repair			-
Office Supplies		11,166	11,166
Operating Supplies		39,461	39,461
Postage and Shipping			-
Printing and Publications			-
Advertising and Promotion		500	500
Subscriptions and Dues		4,500	4,500
Liability/Other Insurance		383	383
Professional Fees		86,788	86,788
Other project costs: (Specify Below)			-
Travel and Continuing Education		18,232	18,232
Telephone		11,808	11,808
Tax & License		4,273	4,273
Administration/Indirect		214,550	214,550
			-
TOTALS	15,000	1,586,106	1,601,106

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:

Shirley A. Hampton, RN, Chief Development Officer

775/888-6619

shampton@nvhealthcenters.org

or

Sandy Wallace, Development Director

775/888-6678

swallace@nvhealthcenters.org

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

Gayl Fording, RN, Practice Manager, Sierra Nevada Health Center

775/887-5140 x1219

gfording@nvhealthcenters.org

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

Linda Stewart, Accounting Manager

775/887-1590 x1165

lstewart@nvhealthcenters.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.

Sandy Wallace, Development Director

775/888-6678

swallace@nvhealthcenters.org

VI. AGENCY INFORMATION

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



Date of incorporation	June 1976
Date of IRS certification	July 9, 2001
Tax exempt number	94-3199117

2. DUNS Number: 139767255
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.

	01-09-2012
Signature of Authorized Official	Date
Thomas G. Chase, Chief Executive Officer	775/887-1590 x1114
Typed Name and Title of Authorized Official	Phone Number
	1-6-12
Signature of President of Board of Directors	Date
Bill Gordon	
Typed Name of President of Board of Directors	Phone Number

Carson City
Community Development Block Grant (CDBG) Program
Fiscal Year 2012–2013

****Request for Proposals****

*An electronic version of this document is available from the CDBG Coordinator
 Email request to: jbrod@carson.org*

Return Completed Applications To: **CARSON CITY PLANNING DIVISION
 108 E. PROCTOR ST.
 CARSON CITY, NV 89701**

APPLICATIONS ARE DUE: **JANUARY 17, 4:00 P.M.**

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

APPLICATION COVER SHEET

1. Agency Name: Carson City School District
2. Agency Mailing Address: 1402 W. King St – PO Box 603, Carson City, Nev. 89703
3. Project Name: Carson City School District Homeless Services Building Project
4. Project Address/location: Gleason Campus, 604 W. Musser St., Carson City, Nev. 89702
5. Agency Director: Carson City School District Superintendent Richard Stokes
6. Board Chairperson: Steve Reynolds
7. Contact person (see instructions): Dr. Steven Pradere
 Phone number: (775) 283-2012 E-Mail: spradere@carson.k12.nv.us
 Fax: (775) 283- 2090 Website (if applicable) _____
8. What is your funding request for FY 2012–2013? \$ 35,000.00
9. Type of funding requested (Check One):

<input type="checkbox"/> Public Service	<input checked="" type="checkbox"/> Public Facility/Improvement
<input type="checkbox"/> Economic Development	<input type="checkbox"/> Housing

BRIEF PROJECT DESCRIPTION:

Please provide a one-sentence description of your project (not your organization).

The funds sought for this project will be used to address the cost of removing an obsolete portable building and transporting and setting up a replacement portable classroom building that serves the homeless student/family population of the Carson City School District. The current building housed on the Gleason Campus does not have water or other basic amenities that these families desperately need; the new portable building that the district already owns is equipped with these items.

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)

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.

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

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

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

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

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

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

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

C. Project Category (check one):

___ Acquisition of Real Property

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

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

___ Privately-Owned Utilities

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

___ Relocation Payments and Assistance to Displaced Persons

___ Removal of Architectural Barriers, Handicapped Accessibility

___ Housing Rehabilitation

___ Historic Preservation

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

___ Special Economic Development or assistance to microenterprises

II. PROJECT DESCRIPTION

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

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

The Carson City School District currently operates a McKinney Vento Homeless program to provide support services to homeless students and their families within the Carson City School district. At this time the district is providing services to 410 students and their families; by the conclusion of the school year the district will serve approximately 650 students and their families.

The services that are provided to these students and families include:

- Identifying school of service once students are identified in the homeless category
- Connection to free lunch services within 24 hours.
- Student transportation to the school of origin
- School fee waivers
- Basic school supplies – (backpacks, general school supplies, etc.)
- School referral services
 - Tutoring and mentoring opportunities within the school district
 - Tutoring and mentoring opportunities not offered within the school district
 - Services for pre-school students, Head Start, Early Childhood Programs
 - Housing programs, food pantries, and other economic supports
 - Free or low cost health care and insurance
 - Adult education or job training programs
 - Counseling, domestic violence services or substance abuse treatment.
 - Legal aid

Focus for this application: The primary focus of this application is to improve the services available to the Carson City School District homeless students who are being served by this program. Currently the homeless student service center is located on the Gleason Campus in a portable classroom building. This portable building has reached the end of its service life and is not currently equipped with basic amenities such as bathrooms or running water. The school district does have a portable building that will meet the needs of this population and is seeking funding to address the cost of removing and disposing the obsolete portable building and

replacing it with a more efficient and properly equipped building. This change in buildings will provide the homeless clientele access to a facility that is much better equipped to meet the needs of this highly vulnerable population.

2. If the proposed activity already exists, please describe your success rates in providing services to low- to moderate-income persons:

This program is extremely successful in providing support to homeless students and their families.

Carson City School District
Number of Homeless Students (and families) served

2009-2010	246 students and their families
2010-2011	400 students and their families
2011-2012	650 students and their families (estimate)

- District has served 458 year to date and at the current rate, 650 students will be served during the year.

All of the families that were identified in this program met were screened and received services that are listed above. All the Carson City School District homeless program eligible students fall within the low to moderate income level classification.

3. Describe who will benefit from the proposed activity.

The movement of this building will allow the district to better meet the needs of the homeless student population and their families. Currently the district is providing services to four hundred and fifty eight students. The change in the portable building will provide the families who receive services to have a place to shower, wash clothes, access the internet, and to receive referral services. In addition the new building has an improved classroom environment and this new building will provide a more efficient place for students to receive tutoring as well as having a meeting place that families can gather with district service providers.

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

<input type="checkbox"/> Abused Children	<input type="checkbox"/> Illiterate Persons	<input checked="" type="checkbox"/> Homeless Persons
<input type="checkbox"/> Battered Spouses	<input type="checkbox"/> Elderly	<input type="checkbox"/> Severely Disabled Adults
<input type="checkbox"/> Migrant Farm Workers	<input type="checkbox"/> Other (Please explain)	

5. **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:**

Not Applicable

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

CDBG funds will be used to address the cost of removing and disposing of an obsolete portable building and replacing that building with a more efficient and better equipped portable building that the district already owns. Funds will also be used to address costs of gathering permits and completing utility hook-ups for the replacement building.

7. **Describe how your organization plans to reduce the need for grant funding in the future:**

This grant request is a standalone application and once the new building is in place the district does not currently foresee a need to apply for these funds as they relate to the Carson City School District Children in Transition (Homeless) program.

8. **Could your organization use less than the amount of funds requested to provide the proposed services?**

The amount requested in the application is the amount the district is seeking to address the cost. This is the minimum amount that the district will need to complete the task. Due to economic hardships the district does not currently have funds available to complete this project, thus is the reason for developing this application. (The district is already addressing all other costs to operate and maintain the program, facilities, and equipment associated with the homeless project either through grants or general fund expenditures and will continue to do so in the future.)

9. **Are there other agencies or organizations that provide the same service as your organization? If so, how do you coordinate your services with that organization?**

The primary answer to this question is no. The school district is the primary service provider for this homeless student population. However, one of the services the district provides to families is referral to community services. This specific task is also performed by other service groups throughout the city, but we find that we are often the first contact for these families and we our organization is very strong in the process of connecting homeless families with available community resources.

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

Target Area (specify geographic area) _____

OR

Community-wide –

The Carson City School District homeless program provides services to students who attend one of ten campuses throughout the city. Services originate from the Homeless student services also known as Students in Transition building housed on the Gleason Campus.

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 project is a stand-alone project

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

If YES, explain.

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

4. Who currently holds title to the property involved?

Carson City School District

5. With whom will title be vested upon completion?

Carson City School District

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 only:

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

For Housing Projects please indicate:

The number of homes to be rehabilitated: _____

The number of persons to be benefited: _____

III. PROJECT MEASUREMENT

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

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

Every Carson City School District student who is identified as homeless will receive the following services:

- District will collaborate with families to identify a school of service
- Homeless students will receive immediate access to free lunch services
- Student transportation to the school of origin or the zoned school as needed
- School fee waivers will be provided to all students
- Basic school supplies - (backpacks, general school supplies, etc.)
- School referral services will be provided as needed and or as requested
 - Tutoring and mentoring opportunities within the school district
 - Tutoring and mentoring opportunities not offered within the school district
 - Services for pre-school students, Head Start, Early Childhood Programs
 - Housing programs, food pantries, and other economic supports
 - Free or low cost health care and insurance
 - Adult education or job training programs
 - Counseling, domestic violence services or substance abuse treatment.
 - Legal aid

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

At the current identification rate the Carson City School District will serve at least 650 students during the 2011-2012 school year and anticipates to serve that same number in the coming year 2012 – 2013 school year.

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

One hundred percent of the students served by this program are low to moderate income and Carson City Residents.

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

The Carson City School District currently collects data that monitors services provided through this program for the categories listed above. In addition the district monitors student academic progress for this group. If the Carson City School District is fortunate enough to receive this grant it will develop grant specific reports to meet the needs of the grantee.

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

The Carson City School District Homeless Student Program is part of a federally funded project and the data being collected for that project is in alignment with the data to be collected for this project. In addition the Carson City School Districts current practices a quarterly report will be derived from the data set and forwarded on to the appropriate parties to monitor the effective use of CDBG grant funds if the school district is fortunate enough to be awarded the grant.

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 2012-13			
Salaries and Benefits		\$ 92,000.00	\$ 92,000.00
Rent and Utilities			
Mortgage			
Equipment			
Equipment Maintenance & Repair			
Office Supplies			
Operating Supplies		\$ 58,000.00	\$ 58,000.00
Postage and Shipping			
Printing and Publications			
Advertising and Promotion			
Subscriptions and Dues			
Liability/Other Insurance			
Professional Fees			
Other project costs: (Specify Below)			
Removing Obsolete Portable Building	\$ 5,000.00		\$ 5,000.00
Moving Portable Building from ___ campus	\$ 5,000.00		\$ 5,000.00
Permits and utility hook up costs for new building	\$ 25,000.00		\$ 20,000.00
Student Transportation		\$ 5,000.00	\$ 5,000.00
Value of portable building		\$ 50,000.00	\$ 50,000.00
TOTALS	\$ 35,000.00	\$ 205,000.00	\$ 240,000.00

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:

Dr. Steven Pradere
(775) 283- 2012
spradere@carson.k12.nv.us

Mark Korinek
(775) 283 – 2181
mkorinek@carson.k12.nv.us

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

Dr. Steven Pradere
(775) 283- 2012
spradere@carson.k12.nv.us

Mark Korinek
(775) 283 – 2181
mkorinek@carson.k12.nv.us

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

Dr. Steven Pradere
(775) 283- 2012
spradere@carson.k12.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.

Dr. Steven Pradere
Carson City School District
1402 W. King St.
PO box 603
Carson City, Nevada 89702
(775) 283- 2012
spradere@carson.k12.nv.us

VI. AGENCY INFORMATION

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

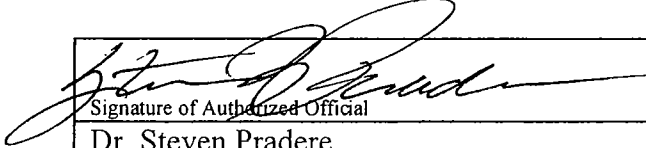
Date of incorporation	
Date of IRS certification	
Tax exempt number	


2. DUNS Number: 184211134
 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	1-9-12 Date
Dr. Steven Pradere spradere@carson.k12.nv.us Typed Name and Title of Authorized Official	(775) 283-2012

 Signature of Authorized Official	1-10-2012 Date
Steve Reynolds sreynolds@carsoncityschools.com Typed Name and Title of Authorized Official	(775) 283-2014

Carson City
Community Development Block Grant (CDBG) Program
Fiscal Year 2012–2013
*****Request for Proposals*****

*An electronic version of this document is available from the CDBG Coordinator
Email request to: jbrod@carson.org*

Return Completed Applications To: **CARSON CITY PLANNING DIVISION**
 108 E. PROCTOR ST.
 CARSON CITY, NV 89701

APPLICATIONS ARE DUE: **JANUARY 17, 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

- Agency Name: Carson City Public Works Department
- Agency Mailing Address: 3505 Butti Way, Carson City, NV 89701
- Project Name: Long Street ADA Sidewalk Improvement & Fiber Optic Connection Project
- Project Address/location: E Long St (Roop to Molly), Fiber Optic to CC Health & Human Services
- Agency Director: Andrew Burnham
- Board Chairperson: Shelly Aldean
- Contact person (see instructions): Patrick Pittenger
Phone number: 283-7396 E-Mail: ppittenger@carson.org
Fax: 887-2112 Website (if applicable) www.carson.org
- What is your funding request for FY 2012–2013? \$ 210,000
- Type of funding requested (Check One):
 Public Service Public Facility/Improvement
 Economic Development Housing

BRIEF PROJECT DESCRIPTION:

Please provide a one-sentence description of your project (not your organization).

Construct new sections of sidewalk in areas where there are currently gaps, replace degraded sections of sidewalk, and improve access/connectivity for the general public, including those with disabilities, with the construction of ADA-compliant curb ramps at street intersections. Install fiber optic line to connect Carson City Health & Human Services building to the rest of the City network.

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)**

- 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.

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

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

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

Microenterprise Assistance: the project assists in the establishment of a microenterprise or assists persons developing a microenterprise. (A microenterprise is defined as having five or fewer employees, one or more of whom owns the business.) This activity must benefit low/moderate income persons, area or jobs as defined in previous sections.

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

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

C. Project Category (check one):

___ Acquisition of Real Property

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

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

___ Privately-Owned Utilities

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

___ Relocation Payments and Assistance to Displaced Persons

___ Removal of Architectural Barriers, Handicapped Accessibility

___ Housing Rehabilitation

___ Historic Preservation

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

___ Special Economic Development or assistance to microenterprises

II. PROJECT DESCRIPTION

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

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

This project will provide continuity in the sidewalks along East Long Street. The proposed improvements will remove barriers to mobility for disabled citizens and the public in general. The pedestrian facilities will be made ADA-compliant through the provision of curb ramps at intersections and marked crosswalks. This project serves several unmet needs that have been given high priority (as shown in Appendix III), such as improvements to public facilities and sidewalks. This project is a continuation of previous improvements on Long Street, though the fiber optic connection will be new. The proposed fiber optic will provide a stable connection from City servers to the Health and Human Services building, as well as the Senior Center. The building is currently served by a wireless connection which is often unreliable. The overall improvements are part of an ongoing effort to improve connectivity and pedestrian mobility throughout the City, especially in areas where many residents are elderly and more dependent on pedestrian facilities and transit service for their mobility. Please see Attachment 1 containing photographs of the existing project area.

2. If the proposed activity already exists, please describe your success rates in providing services to low- to moderate-income persons:

Improvements to the City's sidewalk network dramatically increases the mobility of all users, but particularly to those restricted to wheelchairs or other mobility devices. In these circumstances, some residents have gone from nearly complete dependence on others to complete freedom once existing barriers had been removed.

3. Describe who will benefit from the proposed activity.

The proposed project is located in a low to moderate income area. The project will provide improved access to Carson City Health and Human Services and the Senior Citizen's Center. In addition, both areas are served by transit. The proposed improvements will benefit everyone, but particularly seniors, disabled, and transit-dependent populations due to the types of land uses in the project areas.

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

<input type="checkbox"/> Abused Children	<input type="checkbox"/> Illiterate Persons	<input type="checkbox"/> Homeless Persons
<input type="checkbox"/> Battered Spouses	<input checked="" type="checkbox"/> Elderly	<input checked="" type="checkbox"/> Severely Disabled Adults
<input type="checkbox"/> Migrant Farm Workers	<input type="checkbox"/> Other (Please explain)	

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

N/A

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

The CDBG funds will be used to construct new sections of sidewalk that are currently missing, repair sections that have deteriorated, and construct ADA curb ramps where appropriate. The funds will also be used to install a fiber optic connection to the Health and Human Services building.

7. Describe how your organization plans to reduce the need for grant funding in the future:

Unfortunately, the cost of complying with the Federal mandate to make all City sidewalks ADA accessible far exceeds the available resources to achieve this. Oftentimes, the sidewalk that is in the worst state of disrepair or in most need of an upgrade is in low-to-moderate income areas, as these are generally older developments. The City pursues many grant opportunities to improve the sidewalk network, and makes improvements as part of a larger roadway or utility project when ever and where ever possible. However, the need for grant funding for these types of improvements will not likely subside in the near future, especially during the current economic climate.

8. Could your organization use less than the amount of funds requested to provide the proposed services?

Much depends on how the bids for the project come in, but if funds are awarded that are less than the amount requested, then the scope of the project may have to be scaled back to reduce the amount of work done. Any amount awarded would be used to its maximum potential, and any improvements made to the sidewalk network would greatly increase connectivity and accessibility.

9. Are there other agencies or organizations that provide the same service as your organization? If so, how do you coordinate your services with that organization?

Yes, the Nevada Department of Transportation (NDOT) will occasionally make pedestrian improvements on their own facilities, but most of the local roadways that were owned by NDOT have been transferred to the City. NDOT will not make improvements on facilities that they do not own.

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

Target Area (specify geographic area) E Long St (Roop St to Molly Dr) & 900 E Long

OR

Community-wide

For Public Improvement Projects only

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

The proposed improvements are part of a larger project in the sense that the City is continuing to improve sidewalk connectivity and make all pedestrian facilities ADA-compliant citywide. This project is a continuation of one that was previously proposed, but was not fully funded.

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

The sidewalk portion can be done in different phases, but it is preferable to finish the entire contiguous area so that further improvements are not deferred due to budget constraints or other priorities. The installation of the fiber optic cable cannot be done in phases.

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

4. Who currently holds title to the property involved?

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

5. With whom will title be vested upon completion?

Carson City.

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

Yes No

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

Yes No N/A

For Economic Development projects only:

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

For Housing Projects please indicate:

The number of homes to be rehabilitated: _____

The number of persons to be benefited: _____

III. PROJECT MEASUREMENT

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

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

The project will replace/construct 8,544 square feet (SF) of driveway, 1,776 SF of sidewalk, 1,320 SF of spandrels and valley gutter. In addition, the project will replace/construct 260 linear feet (LF) of curb and gutter and install approximately 1,000 LF of conduit for the fiber optic connection to the Health and Human Services Building.

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

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

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

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

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

Residents and visitors alike will be able to safely traverse the project area without having to navigate around obstacles such as missing sidewalk, deteriorated sidewalk, or intersections without curb ramps. This will greatly improve the safety and ease of travel for those with limited mobility or a disability. The fiber optic cable will provide a reliable connection from City servers to the Health and Human Services building, benefiting all employees and clients.

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

Due to the nature of this project, it would be difficult to track the performance of the improvements to the sidewalks in the project area. Other than counting the number of pedestrians that use the sidewalk (which is not practical) or trying to assess the degree at which pedestrians feel safer because of the improvements, there are not many available methods to track the performance of the sidewalk portion of the project. The improved connection to the Health and Human Services building would be instantaneous and nearly constant. The frequency at which a connection would be lost would dramatically decrease and only happen during those rare moments when the entire City network goes down.

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: ADA Sidewalk Improvements	CDBG Funds Requested	Leveraged Funds	Total Funds
Program Expenses FY 2012-13			
Salaries and Benefits			
Rent and Utilities			
Mortgage			
Equipment			
Equipment Maintenance & Repair			
Office Supplies			
Operating Supplies			
Postage and Shipping			
Printing and Publications			
Advertising and Promotion			
Subscriptions and Dues			
Liability/Other Insurance			
Professional Fees			
Other project costs: (Specify Below)			
Construction Estimate (labor & materials) -			
includes traffic control & mobilization/demob	\$210,000	\$0	\$210,000
TOTALS	\$210,000		

V. PROJECT ADMINISTRATION

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

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

Patrick Pittenger
283-7396
ppittenger@carson.org

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

Patrick Pittenger
283-7396
ppittenger@carson.org

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

Patrick Pittenger
283-7396
ppittenger@carson.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.

Patrick Pittenger
283-7396
ppittenger@carson.org

VI. AGENCY INFORMATION

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


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

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

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

4. Required Certification (see instructions):

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

	Date <u>12/22/11</u>
Signature of Authorized Official	
Andrew Burnham	Phone Number <u>887-2355</u>
Typed Name and Title of Authorized Official	

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

Carson City
Community Development Block Grant (CDBG) Program
Fiscal Year 2012–2013

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

*An electronic version of this document is available from the CDBG Coordinator
Email request to: jbrod@carson.org*

Return Completed Applications To: CARSON CITY PLANNING DIVISION
108 E. PROCTOR ST.
CARSON CITY, NV 89701

APPLICATIONS ARE DUE: JANUARY 17, 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: FISH Emergency Referral Services Inc.
2. Agency Mailing Address: 138 E. Long St, Carson City, NV 89706
3. Project Name: 2012 FISH Facility Improvement Projects
4. Project Address/location: 138 E. Long St, Carson City, NV 89706
5. Agency Director: Jim Peckham
6. Board Chairperson: Jan McCauley
7. Contact person (see instructions): Jim Peckham
Phone number: 775-450-9180 E-Mail: Jim@nvfish.com
Fax: 775-884-0308 Website (if applicable) www.nvfish.com
8. What is your funding request for FY 2012–2013? \$37,975
9. Type of funding requested (Check One):
 Public Service Public Facility/Improvement
 Economic Development Housing

BRIEF PROJECT DESCRIPTION:

Please provide a one-sentence description of your project (not your organization).

Maintaining 50+year old facilities so we can continue to provide Food, Independence, Shelter, Health Care, etc to those in need.

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)**

- 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.

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

_____ 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 FISH facilities on average are more than 50 years old and have not been well maintained in the recent past. Over the past two years we have developed priority lists of the most critical issues in need of repair. The items are prioritized according to maintaining the viability of our infrastructure, and the health and safety concerns... for our needy clients, our customers/donors who fund 95% of our budget, and our employees/volunteers who help us meet the community's need.

Over the last two years with the help of CDBG, we have repaired/replaced roofs, eliminated dangers pot holes in our parking lot, removed asbestos tile, and are in the process of replacing dangerously worn carpeting. In addition, other fund raising (outside of CDBG) has helped us to replace outdated/dangerous equipment, provide for a functional phone system, install fire suppression systems, paint most of our facilities, install double paned windows at our homeless shelters, repair our 5 aging vehicles so they are street worthy, and repair some of our aging HVAC equipment.

This year with CDBG help, we hope to replace our un-repairable (due to age) HVAC equipment, replace our recycled clothing storage unit which is falling apart, replace our dysfunctional and damaged roll-up door, and install batting and insulation in the attics of our shelters to eliminate our on-going problems with frozen pipes and the related water damage. Other sources of income will be focused on lighting, security issues, plumbing/electrical, and vehicle repairs.

2. If the proposed activity already exists, please describe your success rates in providing services to low- to moderate-income persons:

The services we provide have been consistently increasing in recent years. Many of our previous clients have left the area, and now well educated, previously employed clients are coming in at a record pace. In 2011, we served over 19,000 clients, provided over 200,000 meals, over 17,000 shelter nights, provided medicine and care to nearly 1200 patients (including 90+ with advance diabetic care/supplies).

We also take pride in working closely with other City/State agencies, and non-profits to efficiently assist our community with its social services needs.

3. Describe who will benefit from the proposed activity.
Virtually all clients, customers, volunteers, and employees will benefit from these infrastructure improvements since they keep our facilities viable for doing business.

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

<input type="checkbox"/> Abused Children	<input type="checkbox"/> Illiterate Persons	<input checked="" type="checkbox"/> Homeless Persons
<input type="checkbox"/> Battered Spouses	<input checked="" type="checkbox"/> Elderly	<input type="checkbox"/> Severely Disabled Adults
<input type="checkbox"/> Migrant Farm Workers	<input checked="" type="checkbox"/> Other (Low income/unemployed)	

5. 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:

NA

6. How will the CDBG funds be used on this project?
To reimburse contractors and to purchase materials for use by volunteers to maintain our facilities and infrastructure.

7. Describe how your organization plans to reduce the need for grant funding in the future:
FISH will be focused over the next several years on eliminating or significantly reducing its current \$1.7 million mortgage. Success will allow much of our current \$14,589 monthly mortgage payment to be reallocated to facility maintenance and services. Additionally, these expenditures will have a long life, and our new focus on keeping our facilities and equipment from falling into extended dis-repair should reduce the need for the significant funding that has been needed to meet building codes, safety standards and energy saving standards.

8. Could your organization use less than the amount of funds requested to provide the proposed services?

Projects will be completed based on funds made available through CDBG or other sources, but sometimes "haste makes waste" (i.e. using our 3 functional HVAC units in a building designed to be heated by 4 HVAC units, can greatly reduce the life of the functional units). Additionally, safety issues could restrict our processes and impact services if we allow our storage units, and roll-up door to further deteriorate.

9. Are there other agencies or organizations that provide the same service as your organization? If so, how do you coordinate your services with that organization?

FISH has taken the lead to invite and meet with other local agencies who share many of the same clients (Ron Wood, Circles Initiative, Salvation Army, Food For Thought) and works closely with the schools, and other city and state service agencies. We have adapted our policies, experimented with other agency data bases, and have shared

client lists (while following confidentiality procedures), created “pan-handler cards”, etc. to coordinate, and efficiently synergize with our other local service providers and the community as a whole.

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

- Target Area (specify geographic area) _138 E. Long St, and Shelters at the Stewart Indian Colony____
OR
 Community-wide

For Public Improvement Projects only

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

This is the 3rd phase of prioritized facility/infrastructure improvements focused on business viability, and safety/health issues.

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

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

4. Who currently holds title to the property involved?

FISH has the title to 138 E. Long St. and the State of NV leases FISH the property/buildings where we have our homeless shelters.

5. With whom will title be vested upon completion?

As above

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?
 N/A Yes _____ No

For Economic Development projects only:

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: _____

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.

These projects will improve the safety and create a healthier environment for the public/clients/volunteers/employees of FISH as we continue to provide services to over 19,000 people a year.

The specific goal for the shelter batting/insulation project will be to eliminate broken pipes due to freezing that creates a cost for FISH and the clients, and eliminates housing for families and individuals during the time of the year when shelters are needed the most (our most recent break occurring at the end of 2011 is in week 3 of a 5 week repair requiring a single mother and her children to find alternative housing until the repairs are complete).

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

In 2011, FISH provided for 19,092 clients... including up to 6 families at a time in our transitional housing units and up to 28 homeless individuals at a time in our emergency homeless shelters.

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

All clients are low-to-moderate income and 79% of our clients (15,082 men, women and children) are or were Carson City residents.

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

The projects keep our facilities useable and safe for the individuals mentioned above.

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

We will continue to use our internal and federally mandated data tracking methods to track services and the demographics of our clients.

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 2012-13			
Salaries and Benefits			
Rent and Utilities			
Mortgage			
Equipment			
Equipment Maintenance & Repair			
Office Supplies			
Printing and Publications			
Advertising and Promotion			
Professional Fees			
Other project costs: (Specify Below)			
Roll-up Door/vinyl curtain Replacement	\$2,100		\$2,100
HVAC replacement	\$14,175		\$14,175
Shelter insulation/ batting	\$6,700		\$6,700
Storage Unit	\$15,000		\$15,000
Indoor Lighting		\$6,000	\$6,000
Exterior Lighting and Security		\$3,500	\$3,500
Shelter Door Replacement		\$1,500	\$1,500
Vehicle Maintenance		\$5,000	\$5,000
Plumbing/Electrical		\$10,000	\$10,000
TOTALS	\$37,975	\$26,000	\$63,975

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:

Jim Peckham: jim@nvfish.com Cell ph: 775-450-9180

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

Jim Peckham: jim@nvfish.com Cell ph: 775-450-9180

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

Jim Peckham: jim@nvfish.com Cell ph: 775-450-9180

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.

Samuel Green: samuel@nvfish.com Office ph: 775-882-3474
138 E. Long St.
Carson City, NV 89706

VI. AGENCY INFORMATION

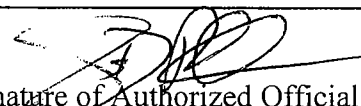
1. Proof of non-profit status for private agencies (governmental entities and schools are exempt):

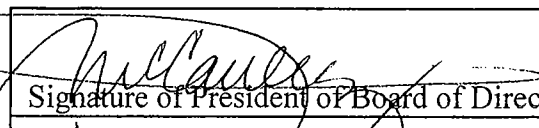
Date of incorporation	May 1, 1979
Date of IRS certification	May 1979
Tax exempt number	94-2590904

2. DUNS Number: 196334291
 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	1/16/12 Date
Jim Peckham Exec DIR Typed Name and Title of Authorized Official	882-3474 Phone Number

 Signature of President of Board of Directors	1-16-12 Date
JANICE A. McCauley Pres Typed Name of President of Board of Directors	775-684-9889 Phone Number