

Carson City Agenda Report

Date Submitted: February 26, 2013

Agenda Date Requested: March 7, 2013

Time Requested: 2 hours

To: Mayor and Board of Supervisors

From: Public Works – Planning Division

Subject Title: For Possible Action: To allocate the Community Development Block Grant (CDBG) and Community Support Services Grant funding for FY2013-14, and to open a 30-day public comment period from March 8 to April 6, 2013 for review of the Carson City draft CDBG 2013-14 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 2013-14 is estimated to be \$354,973, which was the amount of funding for fiscal year 2012-2013. There will be approximately \$52,245 (15% maximum) for public services activities, \$230,732 for public facilities and improvements, and \$70,994 (20% maximum) for planning and administration. A community-based Application Review Workgroup conducted a public meeting to interview the CDBG applicants on January 29, 2013 and then 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 and Community Support Services Grant funding for FY2013-14 as recommended by the Application Review Workgroup and to open a 30-day public comment period from March 8 to April 6, 2013, for review of the Carson City draft CDBG 2013-14 Annual Action Plan to implement the Department of Housing and Urban Development CDBG Program.

Explanation for Recommended Board Action: Fourteen proposals for public services and four for public facilities and 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 2013-14 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 18, 2013 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: \$185,000

Explanation of Impact: General Fund-\$185,000

Funding Source: General Fund

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) 2013 CDBG and CSSG applications

Prepared By: Janice Brod, Grants Program Coordinator

Reviewed By: _____	Date: _____
(Planning Division Director)	
_____	Date: _____
(Public Works Director)	
_____	Date: _____
(City Manager)	
_____	Date: _____
(District Attorney's Office)	
_____	Date: _____
(Finance Director)	

Board Action Taken:

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

(Vote Recorded By)

CDBG and CSSG Application Review Workgroup Recommendations

Public Service Projects

	Requested from CSSG	Requested from CDBG	Requested from either	Total Requested	Recommended from CSSG	Recommended from CDBG	Recommended Total
Ron Wood Family Resource Center-Reach Up		\$40,000		\$40,000	\$35,000		\$35,000
Ron Wood Family Resource Center-Food Bank	\$16,500			\$16,500	\$12,500		\$12,500
Community Counseling Center			\$71,160	\$71,160	\$10,000	\$53,245	\$63,245
Food for Thought			\$15,000	\$15,000	\$10,000		\$10,000
Nevada Rural Counties-RSVP			\$45,000	\$45,000	\$35,000		\$35,000
CASA of Carson City	\$25,000			\$25,000	\$25,000		\$25,000
United Latino Community	\$31,400			\$31,400	\$20,000		\$20,000
Nevada Health Centers, Inc.		\$19,979		\$19,979			\$0
Best Buddies			\$20,000	\$20,000			\$0
Advocates to End Domestic Violence	\$9,000			\$9,000	\$9,000		\$9,000
Ormsby Association of Carson City	\$13,950			\$13,950	\$10,000		\$10,000
Capital City Circles Initiative	\$10,000			\$10,000	\$7,500		\$7,500
ESL In Home Program of Northern Nevada		\$15,000		\$15,000	\$10,000		\$10,000
Rural Center for Independent Living-Do Drop In	\$3,000			\$3,000	\$1,000		\$1,000
Totals:	\$108,850	\$74,979	\$151,160	\$334,989	\$185,000	\$53,245	\$238,245
Total available*:	\$185,000	\$53,245		\$238,245	\$185,000	\$53,245	\$238,245

Difference: -\$96,744

CDBG and CSSG Application Review Workgroup Recommendations

Public Facilities Projects

	Requested from CSSG	Requested from CDBG	Requested from either	Total Requested	Recommended from CSSG	Recommended from CDBG	Recommended Total
Ventana Sierra		\$200,000		\$200,000			\$0
Carson City Parks and Recreation		\$163,123		\$163,123			\$0
Carson City Public Works		\$230,000		\$230,000		\$200,732	\$200,732
FISH			\$34,632	\$34,632		\$30,000	\$30,000
Total:	\$0	\$593,123	\$34,632	\$627,755		\$230,732	\$230,732
Total available*:	\$0	\$230,732		\$230,732		\$230,732	\$230,732

-\$397,023

* Estimated total for CDBG



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MEMORANDUM

Board of Supervisors Meeting of March 7, 2013

To: Mayor and Board of Supervisors
From: Lee Plemel, Director
Janice Brod, Grants Program Coordinator
Date: February 22, 2013
Subject: CDBG and CSSG 2013-14 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 2013-14 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 11, 2012 to December 5, 2012, 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 18, 2013, the Application Review Workgroup (ARW) held a publicly noticed meeting on January 29, 2013, 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 five volunteer community members recruited from a variety of local interest groups. These members are:

- Ronni Hannaman – Executive Director of Carson City Chamber of Commerce
- Susie Messina – Owner of Home Treasures in Carson City
- Angie Smith – Real Estate Agent for Coldwell Banker Best Sellers
- Craig Steele – Retired engineer
- Kelly Larkin – Small business owner

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 with overlapping qualifications. 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 only the Community Counseling Center from the CDBG Public Services category, 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 2013-14 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.

CDBG PUBLIC SERVICES RANKINGS/RECOMMENDATIONS:

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

1) Project Name: Evidence Based Substance Abuse Treatment and Practices

Agency: Community Counseling Center

Funding Request: \$71,160

Recommendation: **\$53,245**

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.

CSSG PUBLIC SERVICES RANKINGS/RECOMMENDATIONS:

Total Expected Available Allocation = \$185,000

1) Project Name: Reach Up!

Agency: Ron Wood Family Resource Center

Funding Request: \$40,000

Recommendation: **\$35,000**

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: Ron Wood Community Essentials Food Bank

Agency: Ron Wood Family Resource Center

Funding Request: \$16,500

Recommendation: **\$12,500**

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

Description: The Food Bank supplies emergency food (approximately 2-3 days worth per family member) once a month to families suffering from food insecurity.

3) Project Name: Evidence Based Substance Abuse Treatment and Practices

Agency: Community Counseling Center

Funding Request: \$71,160

Recommendation: **\$10,000**

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.

- 4) Project Name: Guardian Ad Litem Program, Serving First Judicial District Courts**
Agency: CASA of Carson City
Funding Request: \$25,000
Recommendation: **\$25,000**
Objective: Serving low- to moderate-income (LMI) persons.
Description: CASA provides the First Judicial District of Nevada with trained child advocates to serve primarily in child welfare cases as mandated by NRS 432b.500.
- 5) Project Name: Food For Thought**
Agency: Summer Food Bridge for Hungry Children
Funding Request: \$15,000
Recommendation: **\$10,000**
Objective: Serving low- to moderate-income (LMI) persons.
Description: This project would provide lunch meals in cooperation with Carson City School District during the 2013 summer break for 60-120 LMI children a day in a school area identified as having 100% free and reduced-price food eligibility.
- 6) Project Name: Capital City Circles Initiative**
Agency: Capital City Circles Initiative
Funding Request: \$10,000
Recommendation: **\$7,500**
Objective: Serving low- to moderate-income (LMI) persons.
Description: Circles recruits motivated families from Carson City and assist them in getting out of poverty
- 7) Project Name: Emergency Shelter**
Agency: Advocates to End Domestic Violence
Funding Request: \$9,000
Recommendation: **\$9,000**
Objective: Serving low- to moderate-income (LMI) persons.
Description: The Emergency Shelter provides prevention, intervention, direct services, and support to aid socially and economically disadvantaged victims of domestic violence and their children.
- 8) Project Name: ESL In Home Program of Northern Nevada**
Agency: English As a Second Language for Work and Life
Funding Request: \$15,000
Recommendation: **\$10,000**
Objective: Serving low- to moderate-income (LMI) persons.
Description: This program uses volunteer tutors to teach low-income, illiterate, non-English speaking adults to speak, read, and write English.
- 9) Project Name: Senior Independent Living Programs**
Agency: Nevada Rural Counties RSVP, Inc.
Funding Request: \$45,000
Recommendation: **\$35,000**

Objective: Serving elderly persons over age 62 and disabled adults, which categorically qualifies as meeting a CDBG National Objective.

Description: RSVP's mission is to provide quality Independent Living Programs to assist frail, home bound, low-income senior citizens with basic needs and services so they can remain in their home for as long as possible. The Carson and Rural Elder Law program provides pro-bono legal service to low-income seniors.

10) Project Name: United Latino Community Client Advocates

Agency: United Latino Community

Funding Request: \$31,400

Recommendation: **\$20,000**

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

Description: United Latino Community addresses the needs of the Latino community through integration, advocacy, and education. They assist individuals and families with referrals, translations, service applications, job placement, advocacy, citizenship classes, and legal advice.

11) Project Name: Do Drop In Support Services

Agency: Rural Center for Independent Living and Do Drop In

Funding Request: \$3,000

Recommendation: **\$1,000**

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

Description: This program serves individuals with disabilities that are homeless or in danger of becoming homeless, providing free bus passes and fees for background checks, birth certificates, and identification cards.

12) Project Name: Self Sufficiency for Adults With Developmental Disabilities

Agency: Ormsby Association of Carson City

Funding Request: \$13,950

Recommendation: **\$10,000**

Objective: Serving individuals with developmental disabilities.

Description: This program serves individuals with disabilities that are homeless or in danger of becoming homeless, providing free bus passes and fees for background checks, birth certificates, and identification cards.

13) Project Name: Best Buddies Nevada Carson City Friendship Program

Agency: Best Buddies Nevada

Funding Request: \$20,000

Recommendation: **\$0**

Objective: Serving disabled youth.

Description: This program would work within three Carson City District schools to provide social and recreational opportunities to students with intellectual and developmental disabilities.

14) Project Name: Sierra Nevada Health Centers Exam Room Equipment

Agency: Nevada Health Centers

Funding Request: \$19,979

Recommendation: **\$0**

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

Description: This project would furnish and equip two exam rooms at the new Sierra Nevada Health Center which would be used to serve approximately 930 LMI people.

The fourteen activities above are all worthy programs and qualify for both CDBG and CSSG funding. However, the applications requested more funding than is available. 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 one project for the limited amount of CDBG Public Services allocation and funding 12 projects 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.

CDBG PUBLIC FACILITIES AND IMPROVEMENTS RANKINGS/RECOMMENDATIONS:

Total Expected Available Allocation = \$230,000

1) Project Name: FISH Facility Improvement Project

Agency: Friends in Service Helping (FISH)

Funding Request: \$34,632

Recommendation: **\$30,000**

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

Description: This project would construct a storage unit for recycled clothing, purchase an electric pallet stacker, provide gas and maintenance for the shelter van, and pay stipends to dentists who provide emergency tooth extractions to patients at the Ross Clinic.

2) Project Name: ADA Sidewalk Improvements

Agency: Carson City Public Works

Funding Request: \$230,000

Recommendation: **\$200,732**

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

Description: This project will install ADA accessible curb ramps and replace damaged sections of sidewalks in the neighborhood south of 5th Street between Roop Street and Saliman Road.

3) Project Name: Housing For At-Risk Youth Trying to Improve Their Lives

Agency: Ventana Sierra

Funding Request: \$200,000

Recommendation: **\$0**

CDBG Objective: Serving low- to moderate-income (LMI) at-risk youth.

Description: This project would fund the purchase and rehabilitation of a home for economically disadvantaged young women to live during their 2 ½ year educational and vocational training commitment. The home would be renovated by four disadvantaged young men as part of their vocational training.

- 4) Project Name:** **Community Center’s Universally Accessible Playground Project**
Agency: Carson City Parks and Recreation
Funding Request: \$163,123
Recommendation: **\$0**
CDBG Objective: Serving a low- to moderate-income (LMI) area.
Description: This project would construct Carson City’s first universally accessible playground at the Community Center to include fencing, outdoor lighting, limited landscaping, and other associated site amenities.

Alternatives:

Staff supports the ARW recommendations. The proposed funding would 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 PLANNING AND ADMINISTRATION RECOMMENDATION:

Total Expected Available Allocation = \$70,994 (20% of total allocation)

- 1) Project Name:** **Carson City Weatherization Assistance Program**
Agency: Carson City
Recommendation: **\$10,000**
CDBG Objective: Serving low- to moderate-income (LMI) persons.
Description: The Department of Housing and Urban Development (HUD) has recommended that Carson City spend a portion of its CDBG allocation on a housing-related program. Staff would like to contribute \$10,000 of CDBG Planning and Administration funds towards Nevada Rural Housing Authority’s Weatherization Assistance Program. This program would qualify as a Homeowner Rehabilitation activity under HUD’s guidelines, with a national objective of benefitting low-to moderate-income people.

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

2012:

- Community Counseling Center, substance abuse treatment (\$45,223)
- FISH Facility Improvement Project (\$37,975)
- City sidewalk ADA-compliance improvements, Long Street (\$203,658)
- Food For Thought (\$8,000)
- Carson City School District (\$25,000)

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.

2013 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 2013-14 grant period:

- January 18, 2013 – CDBG applications due to Planning Division.
- January 29 – Application Review Workgroup, comprised of Carson City community members, reviews applications and makes recommendations to the Board of Supervisors regarding the ranking and funding of applications.
- March 7 – The Board of Supervisors takes action to allocate funding to projects
- March 8-April 6 – Public comment period for Annual Action Plan.
- April 18 – 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.

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
COMMUNITY SUPPORT SERVICE GRANT
APPLICATION REVIEW WORK GROUP MEETING
Minutes of the January 29, 2013 Meeting
Page 1**

DRAFT

A meeting of the Community Development Block Grant (CDBG) and Community Support Service Grant (CSSG) Application Review Work Group was scheduled for 12:30 p.m. on Tuesday, January 29, 2013, in the Business Resource Innovation Center, 108 East Proctor Street, Room A, Carson City, Nevada.

PRESENT: Chairperson Ronni Hannaman Member Kelly Larkin Member Susie Messina Member Angie Smith Member Craig Steele	STAFF: Lee Plemel, Planning Division Director Janice Brod, CDBG/CSSG Coordinator Tamar Warren, Deputy Clerk/Recording Secretary
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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/CSSG application materials are on file in the Planning Division, and are available for review during regular business hours.

CALL TO ORDER (12:34:18) – Chairperson Hannaman called the meeting to order at 12:30 p.m. A quorum was present. Chairperson Hannaman explained the process by which the applicants would be heard, and the decisions would be made. She noted that the applicants would have five minutes to present their request and the workgroup members would have a total of five minutes to ask questions to the applicants.

1. APPLICANT INTERVIEWS

PUBLIC WORKS DEPARTMENT – ADA SIDEWALK IMPROVEMENTS. (12:35:34) – Patrick Pittenger, Transportation Manager for the Carson City Public Works Department, introduced himself and gave background on the project for which he was requesting funds. Mr. Pittenger indicated that he was requesting \$230,000 for ADA sidewalk improvements and ADA accessible curb ramps at street intersections, in an older neighborhood South of Fifth Street, between Roop Street and Saliman Road. He also noted that less money would be acceptable, and stated that funds awarded could be used as local matches to Federal Transit Administration grants, adding that every \$20,000 in grants could be used as a match for up to \$80,000 in Federal funds. Member Steele received clarification that the CDBG and CSSG grant funds could only be used for the specific projects for which they are allocated. Mr. Pittenger noted that many areas in the City were in need of repairs or improvements.

FOOD FOR THOUGHT – SUMMER FOOD BRIDGE FOR HUNGRY CHILDREN. (12:45:36) – Stephanie Gardner, Executive Director for Food for Thought, introduced herself and gave background noting their sponsorships by the USDA and the Nevada Department of Education. She also stated that they provided weekend food to children, through elementary and middle schools. Ms. Gardner noted their focus last summer had been Harris Park, near the Empire Elementary School, which benefited 200 children. She outlined the need for a summer feeding program, in collaboration with the USDA, and explained that many grandmothers brought their grandchildren to the park to receive food and to socialize the children, citing examples of how parents and grandparents benefited from the program. In response to Chairperson Hannaman's question, Ms. Gardner explained that they wished to provide weekend food for the families. Member Steele received confirmation that over 3,000 meals were served last year. In response to another question, Ms. Gardner clarified that this program was similar to the lunch program provided during the school year and that \$2,000 of last year's CDBG grant was used to produce flyers to promote the program. In response to a question, Ms. Gardner defined operating supplies as plastic utensils, cups, hand sanitizers, etc.

RON WOOD FAMILY RESOURCE CENTER – REACH UP! (12:56:07) – Joyce Buckingham, Executive Director of Ron Wood Family Resource Center (RWFCR), introduced herself and gave background information on the organization and the project. She called Reach Up!, a behavioral treatment program, serving children in poverty, three to 17 years old, and in dire need for mental health services. Ms. Buckingham, referred to several reference letters including one from Sheriff Ken Furlong, highlighting some of the proactive approaches they have engaged in. In response to

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Chairperson Hannaman's question Ms. Buckingham noted that they could still serve their clients with fewer funds. She also clarified that they had the capability to serve the schools in a "damage control" capacity during a crisis. In response to another question, Ms. Buckingham outlined the differences between RWFC and the Community Counseling Center, noting that they would be considered "generalists". She also confirmed for Member Steele that they had reached out to the schools during the IHOP shooting.

RON WOOD FAMILY RESOURCE CENTER – COMMUNITY ESSENTIALS EMERGENCY FOOD BANK (1:06:32) – Ms. Buckingham also gave background information and informed the Work Group that their food bank was for emergency situations only, and families or individuals received emergency food for two to three days, once-a-month, adding that the numbers had grown by 40 percent in the last three years. She described how the program would become more self-sustaining every year. Ms. Buckingham responded to Chairperson Hannaman's question on duplicating effort by explaining that there definitely were people who took advantage and received duplicate services. However, Ms. Buckingham assured the Work Group that, especially over the Holidays, the local groups coordinated their efforts to avoid double-dipping. She also stated that most of the service recipients from RWFC came from Carson City, and thanked the Greenhouse Garden Project at Carson High School for their food donations.

ADVOCATES TO END DOMESTIC VIOLENCE – EMERGENCY SHELTER (1:15:48) – Lisa Lee, Director of Advocates to End Domestic Violence, gave background and presented their grant application. She requested \$9,000 for funds to be applied towards the 55-bed shelter care such as food, utilities, etc. She stated that they provide birth certificates, job search, protection of the kids at school, etc. When asked about the "hotline", Ms. Lee explained that they were still staffing the hotline by volunteers who took the calls at home. She also detailed the buildings and living arrangements that were provided to the women with and without children, and outlined the incentives associated with returning to the workforce. In response to a question, Ms. Lee noted that they could accept fewer funds, but noted that the expenses were quite high.

ORMSBY ASSOCIATION OF CARSON CITY – SELF-SUFFICIENCY FOR THOSE WITH DEVELOPMENTAL DISABILITIES (1:22:29) – Mary Winkler, Executive Director of Ormsby Association of Carson City, introduced herself, noting that they served adults with developmental disabilities, and advocated for children with developmental disabilities as well. Ms. Winkler outlined the types of assistance and job training they provided to disabled individuals. She stated that many of their clients had jobs; however, many employers were experiencing budget cuts. Ms. Winkler also noted that many of the population they serve were unable to manage their own finances, and some would be homeless because of that. Discussion ensued regarding state funding for the program and the budget cuts. Chairperson Hannaman thanked Ms. Winkler for coming.

COMMUNITY COUNSELING CENTER – EVIDENCE-BASED PRACTICES FOR SUBSTANCE ABUSE FOR YOUTH, FAMILIES AND YOUNG ADULTS. (1:32:30) – Mary Bryan and Diana Ortiz introduced themselves 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. They provided references from the four sitting judges who believed substance abuse counseling and evaluation were essential to the courts. They also provided a copy of their Annual Utilization Report, explained that methamphetamine use had increased from 21 percent to 27 percent in the past year. 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. Ms. Ortiz believed that they would take less money; however, she noted that their request was to hire additional staff members, adding that they currently had 29 full-time counselors. Ms. Bryan confirmed that they had received funds from Douglas County as well. She also responded to a question by stating that they were the only non-profit drug counseling service in the area, and that they did not provide al-anon services.

VENTANA SIERRA – HOUSING FOR AT-RISK YOUTH TRYING TO IMPROVE THEIR LIVES. (1:41:35) – Chairperson Hannaman welcomed Ventana Sierra as a new Chamber of Commerce Member. Kelly Fouts, CEO gave background and invited Molly Taylor, Independent Living Social Worker with the Division of Child and Family Services, to elaborate. Ms. Taylor explained that many of the local youth "age out" of foster care and have no

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place to go, and Sierra Ventana would provide housing, food, clothing education, and vocational training to them. Chris Bayer, CASA Director, also confirmed that the youth who are in the custody of the state are eligible to live on their own at the age of 17, but are not quite capable of managing on their own. Chairperson Hannaman suggested renting a house since the funds were low. Ms. Fouts explained that they were closing on their first house that week, and preferred to purchase the houses, but rentals were always a possibility. Member Larkin received confirmation that the expenses for utilities and other expenditures would be generated by collecting a small amount of rent from the occupants, who would receive funds. Member Steele was informed that the first house was purchased by their non profit, “specifically to lease-option it back”. The Working Group was informed that the residents would either work or participate in vocational training with mentors.

NEVADA RURAL COUNTIES RSVP PROGRAM – SENIOR INDEPENDENT LIVING PROGRAM

(1:52:22) – Susan Haas, Development Director, introduced herself and gave background on Nevada Rural Counties RSVP and stated that they provided seniors with companionship, transportation, and legal services for seniors, and respite programs and relief for care takers. Ms. Haas noted that they are able to keep low-income homebound seniors maintained in their homes instead of living in an institution, saving the city millions in institutionalization fees. She noted that they did not offer means testing; however, they focused on seniors over 60 years of age, adding that many liked the companionship

(2:03:56) – Chairperson Hannaman recessed the meeting for 20 minutes.

CARSON CITY PARKS AND RECREATION DEPARTMENT – COMMUNITY CENTER’S UNIVERSALLY ACCESSIBLE PLAYGROUND PROJECT. (2:19:17) – Vern Krahn, Park Planner, delivered a PowerPoint presentation outlining the proposed location of the project, its design components, and its benefits. Mr. Krahn noted that the project site was at the Community Center, and explained that current programs were ADA compliant; however they were not universally accessible. It was noted that the park would not only benefit children, but many of the disabled family members such as grandparents, who could now spend time near their grandchildren instead of watching from far away. In response to a question, Mr. Krahn indicated that this playground would expand Parks and Recreation programs and make them more inclusionary. He also noted that the facility would attract many people with disabilities. It was also indicated that disabled children are now present in the Community Center and the Aquatic Facility. Mr. Krahn confirmed that the project could not go on without funding; however, with partial funding, fewer pieces of equipment would be installed.

CAPITAL CITY CIRCLES INITIATIVE. (2:33:36) – Brenda Silis, Capital City Circles Initiative Coordinator introduced herself and her team, and they presented their request of \$10,000 to help pay for a coordinator’s salary and for educational materials. Ms. Silis highlighted the important role of the volunteers, also known as allies, who are matched with the families in the program, and noted the goals of the program as education and support to get families out of poverty; noting that participants were encouraged to give back to the community. Rueben Hernandez, a recent graduate of the program, gave testimony on how the program had changed his life and the life of his children. Another team member and volunteer stated the level of involvement and dedication to the program. Ms. Silis stated that they would take fewer funds, if needed. She also stated that the last class had nine participants and eight graduating families, and this session had seven participants and seven graduating families. Member Steele received confirmation that the program had 44 full-time Allies and the rest were volunteers.

UNITED LATINO COMMUNITY – UNITED LATINO COMMUNITY CLIENT ADVOCATES.

(2:44:38) – John Childress introduced himself and gave background on the formation of the organization, the services they provide, and the strategic gaps they filled. He explained that United Latino Community had been separated from Partnership Carson City. Mr. Childress stated that they assisted individuals in referrals, translations, service applications,

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job placement, advocacy, citizenship classes, and legal services. He noted their end goal as assimilation and indicated that they had served 3,000 clients. Mr. Childress also stated that they were the only agency in Northern Nevada providing these services to the Latino Community.

CASA OF CARSON CITY – GUARDIAN AD LITEM PROGRAM, SERVING FIRST JUDICIAL COURTS. (2:54:09) – Chris Bayer introduced himself and Ron Knecht, Board Chairperson. Mr. Bayer gave background on CASA and provided information on their funding sources. He noted that there were over 30 assigned CASA volunteers and six were waiting for cases, adding that they had been closing a number of cases recently. Member Steele received confirmation that there were three staff members, and that each CASA worker would ideally work one case.

ESL IN HOME PROGRAM OF NORTHERN NEVADA – ENGLISH AS A SECOND LANGUAGE FOR WORK AND LIFE. (3:04:32) – Kate High introduced herself and noted that she was representing Executive Director Florence Phillips. Ms. High also introduced Jasmine, a program participant, who recounted her success story, going from a dishwasher to a waitress in a restaurant as a result of learning English through the ESL in Home Program. Ms. High shared data regarding kids doing poorly in school without the knowledge of the English Language. She cited the example of a mother who was able to communicate with healthcare workers as a result of the program. Ms. High clarified that the classes would take place in the schools, at home, or at the students' place of employment. She explained that the funding would help pay salaries. In response to a question, she noted that each student progressed differently, adding that the number of students was dependent upon the number of available tutors. Jasmine explained that it had taken her two years to confidently communicate in English.

NEVADA HEALTH CENTERS, INC. – SIERRA NEVADA HEALTH CENTER. (3:16:08) – Shirley Hampton, RN and Chief Development Officer, and Katie Murphy, Development Manager, introduced themselves and gave background information. Ms. Hampton explained that they were seeking a grant for almost \$20,000 to purchase examination room furniture for Sierra Health Center in Carson City. She noted that they were not a free service; however, their fees were based on the clients' ability to pay. Ms. Hampton explained that they operated 17 centers within the State, and provided free mammograms. She explained that they would like to request funds to purchase equipment for two additional exam rooms in Carson City. Chairperson Hannaman inquired whether other counties contributed to their funding and Ms. Hampton believed it was an idea worth pursuing. Ms. Hampton stressed that they could not furnish the rooms without the funding from this grant.

FRIENDS IN SERVICE HELPING (FISH) – 2013 FISH FACILITY IMPROVEMENT PROJECT – No representative from FISH was available to present.

BEST BUDDIES NEVADA – BEST BUDDIES NEVADA CARSON CITY FRIENDSHIP PROGRAM. (3:27:34) – Jason Smith, State Director of Best Buddies, Nevada, introduced himself and his team. He noted that the program had been in place in Southern Nevada since 2008, and had expanded to 6,000 students. Mr. Smith explained that Best Buddies was a one-to-one volunteer friendship program that provided friendship to disabled students and adults. He wished to expand the program in two Carson City Middle Schools and in Carson High School. In response to a question, Mr. Smith noted that he was working with the Carson City School District. He also noted they would like to begin the program in Carson City within three months. Chairperson Hannaman suggested working closely with Partnership Carson City to avoid duplication. Member Steele disclosed that his wife was a special education teacher and wished Mr. Smith the best. Mr. Smith confirmed that the requested \$20,000 grant would be used to hire a coordinator. He also stated that they were passionate about the program and would pursue other means to launch it. Chairperson Hannaman wished to know how many participants would Best Buddies serve in Carson City.

RURAL CENTER FOR INDEPENDENT LIVING AND DO DROP IN – DO DROP IN SUPPORT SERVICES. (3:40:43) – Dee Dee Foremaster, Director of the Rural Center for Independent Living, an organizations providing services for people with disabilities to have a better quality of life, introduced herself. She also introduced the drop in center, "Do Drop In", as a safe environment for people with disabilities to come in and rest their eyes or get a bite

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to eat, between 9 a.m. until 3 p.m. She also believed that when people had access to housing, their mental health status was better, and less costly than an emergency shelter. Ms. Foremaster outlined the steps to their program beginning with outreach, assessment, then identification (especially a birth certificate), transportation, housing, mental health and social security assistance. In response to a question by Member Steele, Ms. Foremaster stated that their budget was around \$1,500 a month for rent and utilities; however, they received many donations. She also clarified for Member Smith that they served around 10 people per day, adding that she was requesting the funds for obtaining birth certificates. Ms. Foremaster explained that she has a relationship with FISH as their clients came to the drop-in center during the day. She noted as well that FISH provided temporary relief; however, her organization worked with individuals on a permanent basis.

2. PUBLIC COMMENT (3:56:45) – Chairperson Hannaman entertained public comments; however, none were forthcoming.

Chairperson Hannaman recessed the meeting to prepare for the closed session which began at 4:00 p.m. The applications were ranked and prioritized as exhibited on the following page.

The Minutes of the January 29, 2013 Community Development Block Grant and Community Support Service Grant Application Review Work Group Meeting are respectfully submitted this 22nd day of February, 2013.

ALAN GLOVER, Clerk - Recorder

By: _____
Tamar Warren, Deputy Clerk/Recording Secretary

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	Public Service Projects						
	Requested from CSSG	Requested from CDBG	Requested from either	Total Requested	Recommended from CSSG	Recommended from CDBG	Recommended Total
Ron Wood Family Resource Center-Reach Up		\$40,000		\$40,000	\$35,000		\$35,000
Ron Wood Family Resource Center-Food Bank	\$16,500			\$16,500	\$12,500		\$12,500
Community Counseling Center			\$71,160	\$71,160	\$10,000	\$53,245	\$63,245
Food for Thought			\$15,000	\$15,000	\$10,000		\$10,000
Nevada Rural Counties-RSVP			\$45,000	\$45,000	\$35,000		\$35,000
CASA of Carson City	\$25,000			\$25,000	\$25,000		\$25,000
United Latino Community	\$31,400			\$31,400	\$20,000		\$20,000
Nevada Health Centers, Inc.		\$19,979		\$19,979			\$0
Best Buddies			\$20,000	\$20,000			\$0
Advocates to End Domestic Violence	\$9,000			\$9,000	\$9,000		\$9,000
Ormsby Association of Carson City	\$13,950			\$13,950	\$10,000		\$10,000
Capital City Circles Initiative	\$10,000			\$10,000	\$7,500		\$7,500
ESL In Home Program of Northern Nevada		\$15,000		\$15,000	\$10,000		\$10,000
Rural Center for Independent Living-Do Drop In	\$3,000			\$3,000	\$1,000		\$1,000
Totals:	\$108,850	\$74,979	\$151,160	\$334,989	\$185,000	\$53,245	\$238,245
Total available*:	\$185,000	\$53,245		\$238,245	\$185,000	\$53,245	\$238,245
			Difference:	-\$96,744			
	Public Facilities Projects						
	Requested from CSSG	Requested from CDBG	Requested from either	Total Requested	Recommended from CSSG	Recommended from CDBG	Recommended Total
Ventana Sierra		\$200,000		\$200,000			\$0
Carson City Parks and Recreation		\$163,123		\$163,123			\$0
Carson City Public Works		\$230,000		\$230,000		\$200,732	\$200,732
FISH			\$34,632	\$34,632		\$30,000	\$30,000
Total:	\$0	\$593,123	\$34,632	\$627,755		\$230,732	\$230,732
Total available*:	\$0	\$230,732		\$230,732		\$230,732	\$230,732
				-\$397,023			
* Estimated total for CDBG							