



Carson City
Grants Program Application
Fiscal Year 2013–2014

An electronic version of this document is available at carson.org/cdbg

APPLICATIONS ARE DUE*: **JANUARY 18, 2013, 4:00 P.M.**

PLEASE SUBMIT 2 COPIES TO: **CARSON CITY PLANNING DIVISION**
108 E. PROCTOR ST.
CARSON CITY, NV 89701

*The deadline established is **firm**. Any proposal received **after** the deadline **will not** be considered for funding. **Applications must be unstapled. See attached instructions pg 15.**

GRANT APPLYING FOR: (check all that apply)

- ☒ **Community Development Block Grant (CDBG)**
☐ **Community Support Services Grant (CSSG)**

Total funding requested:

\$230,000

1. Agency Name: Carson City Public Works Department
2. Agency Mailing Address: 3505 Butti Way, Carson City, NV 89701
3. Project/Program Name: ADA Sidewalk Improvements
4. Project/Program Address/location: Neighborhood south of 5th St between Roop St & Saliman Rd
5. Agency Director: Andy Burnham, Public Works Director
6. Board Chairperson: Shelly Aldean, Regional Transportation Commission (RTC) Chair
7. Contact person: Patrick Pittenger, Transportation Manager
Phone number: 283-7396 E-Mail: ppittenger@carson.org
Fax: 887-2112 Website (if applicable) www.carson.org
8. How long has your organization been in existence? N/A In Carson City? N/A
9. What is the overall mission of your organization?
N/A
10. Type of funding requested (CDBG ONLY) (Check One):
☐ Public Service ☒ Public Facility/Improvement
☐ Economic Development ☐ Housing

BRIEF PROJECT DESCRIPTION:

Please provide a short description of your project/program (not your organization).

The project will replace damaged sections of sidewalk that present safety issues and will remove barriers to connectivity. The project will also install ADA accessible curb ramps at street intersections that are currently not in compliance with federal regulation (please see Attachment 1 for photos of the existing project area).

I. PROJECT ELIGIBILITY

A. Check all statements that describe HOW this project/program meets one of Carson City's goals:

- ☒ A Safe and Secure Community
- ☒ A Healthy Community
- ☒ An Active and Engaged Community
- ☐ A Clean and Healthy Environment
- ☐ A Vibrant, Diverse and Sustainable Economy
- ☐ A Community Rich in History, Culture and the Arts
- ☐ A Community Dedicated to Excellence in Education
- ☒ A Physically and Socially Connected Community
- ☐ A Community Where Information is Available to All

B. For CDBG ONLY. This project/program 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

C. For CDBG ONLY. Check all statements that describe HOW this project/program 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/Program Category (check one):

- _____ Public Service (i.e., a new service or an **increase** in the level of service)
- 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).
- _____ Acquisition of Real Property
- _____ Disposition of Real Property (sale, lease or donation)
- _____ Privately-Owned Utilities
- _____ 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 II). 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/programs that provide a clear description of the project/program with supporting data and methodology of how the project will meet these needs.

1. Describe the proposed project/program, including how the project/program will address the National Objective indicated (CDBG ONLY) and whether the project/program is new, ongoing, or expanded from previous years.
This project will improve accessibility and mobility for residents living in the neighborhood south of 5th Street between Roop Street and Saliman Road. The pedestrian facilities will be made ADA-compliant through the provision of curb ramps at street intersections. This project serves several needs that have been given high priority in the Priority Community Development Needs table shown in the Appendix such as improvements to sidewalks. The project is a continuation of previous projects to the extent that it is part of an ongoing effort to improve connectivity and pedestrian mobility throughout the city.

2. If the proposed project/program 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, especially for those confined to wheelchairs or other mobility devices. In these circumstances, disabled residents have gone from dependence on others to complete independence after barriers had been removed.

3. Describe who will benefit from the proposed project/program.
The project is located in a low to moderate income area. The improvements will allow residents of this neighborhood to more easily access Fifth Street, a significant east-west roadway that connects to businesses, institutions, and services in downtown Carson City to the west and to Eagle Valley Middle School to the east. Fifth Street also provides access to virtually every part of the city through connections with other major north-south roadways.

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

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

5. For CDBG ONLY. If your project/program will not be serving one of the above limited clientele 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 funds be used on this project/program?
Funds will be used to replace sections of sidewalk that present safety concerns and barriers to mobility. The project will also install curb ramps at intersections where they are currently lacking.
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 available resources. The City pursues many grant opportunities to improve the sidewalk network and makes improvements as part of a larger roadway/utility project when possible. However, the need for grant funding is not likely to subside in the near future.
8. Could your organization use less than the amount of funds requested for the proposed project/program? Please explain.
Possibly, but much depends on the bids that are received. If funds awarded are less than the amount requested, the scope of the project might need to be scaled back. However, staff intends to use available Federal Transit Administration (FTA) funds to leverage the amount awarded. Any amount awarded will be used to its maximum potential.
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 State of Nevada occasionally makes pedestrian improvements to their own facilities. However, with the exception of portions of the U.S. highways in Carson City, most of the roadways that were owned by the State have been transferred to the City.
10. What is the geographic target area that will be served by this project/program?
- ☒ Target Area (specify geographic area) Area south of 5th between Roop & Saliman
OR
☐ Community-wide

For Public Improvement (construction) Projects only

1. Is the proposed project part of a larger project or is it a stand-alone project? (If part of a larger project, please describe the entire project.)
The project is part of a larger project to the effect that Carson City is continuing to improve sidewalk connectivity and make pedestrian facilities ADA-compliant citywide.

2. Can this project be done in different phases? ☒ Yes ☐ No
 If YES, explain.
 The project can be done in different phases, but it is preferable to finish the entire area to maximize the connectivity of the neighborhood.

3. Have CDBG or CSSG funds been used for an earlier phase? ☐ Yes ☒ No
4. Who currently holds title to the property involved?
 All proposed work is within Carson City right-of-way.

5. With whom will title be vested upon completion?
 City of Carson City.

6. Do any rights-of-way, easements or other access rights need to be acquired?
☐ Yes ☒ No ☐ N/A
7. If the project requires water rights or well permits, have they been acquired?
☐ Yes ☐ No ☒ N/A

For CDBG 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 CDBG Housing Projects please indicate:

The number of homes to be rehabilitated: _____

The number of persons to be benefited: _____

III. PROJECT MEASUREMENT

Carson City 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. What are the projected **outputs**, or total number of people served, from this program/project? The projected outputs include significant improvements to the sidewalk network within the project area.

There are over 1,800 residents in the project area. However, the proposed improvements would benefit anyone that is a pedestrian in the project area, not only the people that reside there.

2. Of the total number of people in Question 1, how many of these are low-to-moderate income (LMI)? How many are Carson City residents?

Approximately 950 (53%) residents within the project area are classified as low-to-moderate income.

All are Carson City residents.

3. What is the projected **outcome** of this program/project? (How will the outputs benefit the total number of people in Question 1?)

Pedestrians will be able to safely traverse the sidewalks in the neighborhood without having to navigate around obstacles or intersections missing curb ramps. This will greatly improve the safety and ease of travel for those with limited mobility or a disability.

4. 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 network or trying to assess the degree at which pedestrians feel safer because of the improvements, of which neither are practical, there are not many options to track the performance of the improvements.

IV. 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/Program Title:	Funds Requested	Leveraged Funds	Total Funds
Project/Program Expenses FY 2013-14			
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	\$230,000		
TOTALS			

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, Transportation Manager, 283-7396, ppittenger@carson.org

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

John Platt, Senior Public Works Construction Inspector, 283-7375, jplatt@carson.org

Rick Cooley, Construction Manager, 283-7302, rcooley@carson.org

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

Dan Doenges, Senior Transportation Planner, 283-7387, ddoenges@carson.org

Patrick Pittenger, Transportation Manager, 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.

Dan Doenges, Senior Transportation Planner, 283-7387, ddoenges@carson.org

Patrick Pittenger, Transportation Manager, 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

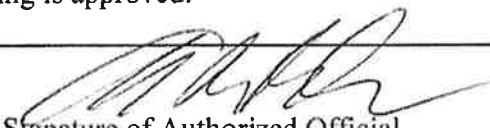
2. DUNS Number: 073787152
For information on DUNS, go to: <http://www.ccr.gov/pdfs/DUNSGuideGovVendors.pdf>

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.

 Signature of Authorized Official	1/9/13 Date
Andrew Burnham Typed Name and Title of Authorized Official	283-7367 Phone Number

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

Attachment 1 – Project Area Existing Conditions



Existing Northwest Corner of Elaine St & Jerry Ln – No Curb Ramp



Existing Northeast Corner of Ruth St & Jerry Ln – No Curb Ramp

ATTACHMENT 2 – PROJECT AREA

