

Carson City Agenda Report

Date Submitted: June 11, 2013

Agenda Date Requested: June 20, 2013

Time Requested: 10 minutes

To: Mayor and Board of Supervisors

From: Public Works – Planning Division

Subject Title: For Possible Action: To conduct a public hearing and take public comment regarding a proposed amendment to Carson City's CDBG (Community Development Block Grant) 2013-2014 Annual Action Plan. (Lee Plemel)

Summary: On May 29, 2013 HUD announced a funding level of \$378,067 for Carson City's CDBG program, which is \$51,637 more than the amount estimated in the 2013 Annual Action Plan submitted on May 10, 2013. Federal regulation 24 CFR 91.505 and Carson City's Citizen Participation Plan require a substantial amendment to the Annual Action Plan since there is a budget amendment of more than \$50,000. A 30-day public comment period regarding the proposed amendment is open from June 18, 2013 to July 18, 2013. Comments may also be submitted in writing to Planning Division.

Type of Action Requested:

☐ Resolution

☒ Formal Action/Motion

☐ Ordinance

☐ Other (Specify)

Does This Action Require A Business Impact Statement: ☐ Yes ☒ No

Recommended Board Action: [No action required. Public comment only.]

Explanation for Recommended Board Action: HUD requires the City to conduct public hearings and recommend approval of Annual Action Plan amendments prior to submitting the amendment to HUD. Refer to the attached plan amendment for a more detailed description of the proposed project amendment.

HUD staff had informed City CDBG staff to expect approximately an 8% reduction in CDBG funding versus the prior year. Unexpectedly, the City received an allocation approximately 8% higher than last year, resulting in a total budget increase of over \$50,000. The proposed amendment generally distributes the additional money equally between the approved public facilities projects, the public services project, and administration.

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

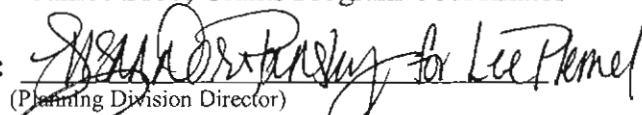
Funding Source: N/A

Alternatives: Provide other direction.

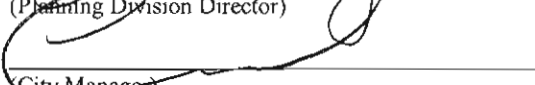
Supporting Material: 1) CDBG Annual Action Plan Amendment

Prepared By: Janice Brod, Grants Program Coordinator

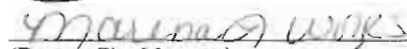
Reviewed By:


(Planning Division Director)

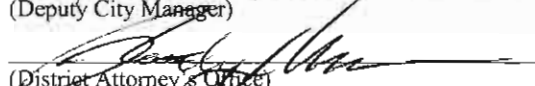
Date: 6.11.13


(City Manager)

Date: 6/11/13


(Deputy City Manager)

Date: 6-11-13


(District Attorney's Office)

Date: 6/11/13


(Finance Director)

Date: 6/11/13

Board Action Taken:

Motion: _____

1) _____
2) _____

Aye/Nay

(Vote Recorded By)



Carson City
Substantial Amendment
To the 2013-2014
Annual Action Plan

Prepared for and submitted to the
U.S. Department of Housing and Urban Development
in accordance with 24 CFR Part 91.505

Prepared by:

Carson City
108 E. Proctor St.
Carson City, NV 89701
(775) 887-2180
EIN – 88-6000189
Tax Exempt – A-440312

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Introduction

Carson City receives federal funds from the U.S. Department of Housing and Urban Development (HUD) through the Community Development Block Grant (CDBG) entitlement program. The CDBG program is designed to assist in the development of viable communities by supporting projects that provide decent housing, suitable living environments, and expanded economic opportunities primarily for low- and moderate-income persons. In order to receive these funds, Carson City must submit a 5-year Consolidated Plan. For each year of the 5-year plan, Carson City is required under Title 24 Section 91.220 of the Code of Federal Regulations (CFR) to adopt an Annual Action Plan for the use of these funds, which serves as the means to meet the application and submission requirements for the CDBG program.

Carson City's fifth year 2013-2014 Annual Action Plan was approved the Board of Supervisors on April 18, 2013 and submitted to the U.S. Department of Housing and Urban Development on May 10, 2013. The plan allocated an estimated amount of \$326,430 of the City's CDBG funds in a manner consistent with CDBG regulations and Carson City's Consolidated Plan.

On May 29, 2013 HUD announced the funding levels for the CDBG program. Carson City has been allocated \$378,067, which is \$51,637 more than the amount estimated. Federal regulation 24 CFR 91.505 and Carson City's Citizen Participation Plan require a substantial amendment to the Annual Action Plan if there is a change in funding allocation priorities described in the consolidated plan, a new activity not previously described in an annual action plan, a change in the use of CDBG funds from one eligible activity to another, or a budget amendment of more than \$50,000.

Carson City must complete a substantial amendment to the 2013-2014 Annual Action Plan since there is a budget amendment of more than \$50,000.

Proposed Action Plan Amendment

Carson City is proposing a substantial amendment that will make changes to the funding allocations for four of the proposed activities. The changes will include:

- An increase in the funding allocated to the Community Counseling Center for the Evidence Based Best Practices for Substance Abuse Treatment for Youth and Adults program from \$48,964 to \$56,710.
- An increase in the funding allocated to FISH for the Facility Improvement Project from \$27,583 to \$31,946.
- An increase in the funding allocated to Carson City Public Works for the Residential Sidewalk Improvements project from \$184,597 to \$213,798.
- An increase in the funding allocated for Planning and Administration from \$55,286 to \$65,613.

Project	Approved Amount	Amended Amount
Community Counseling Center	\$48,964	\$56,710
FISH Facility Improvement Project	\$27,583	\$31,946
ADA Sidewalk Improvements	\$184,597	\$213,798
Planning & Administration	\$55,286	\$65,613
Weatherization Program	\$10,000	\$10,000
Total	\$326,430	\$378,067

Project Description and Objectives

The descriptions and objectives of the proposed projects will remain the same as described in the Annual Action Plan submitted on May 10, 2013.

Citizen Participation

In accordance with 24 CFR 91.105(c)(3) for local governments, Carson City will provide citizen's the opportunity to review and comment on the substantial amendment by following the procedures outlined in the Citizen Participation Plan. To encourage citizen participation in the review and approval of the substantial amendment, Carson City has:

- Published a notice of availability of the draft amendment in the Nevada Appeal a minimum of 14 days before the public hearing and public comment period. The notice included a summary of the amendment and a list of the locations where copies of the amendment may be examined. The City also has a mailing list of all interested parties and sent information regarding the amendment to all members of the mailing list.
- Held a public hearing on the proposed substantial amendment. Notice of the public hearing was released to area media and published in the local newspaper at least 14 days in advance of the hearing.
- Provided a period of at least 30 days to receive comments on the substantial amendment before the amendment was implemented. The City considered any comments or views of citizens received in writing, or orally at public hearings, if any, when adopting the amendment. The City attached a summary of these comments and the City's response to the final adopted amendment.

Public Hearing and Comment Period

The notice of public hearing and notice of comment period for the substantial amendment will appear in the Nevada Appeal on June 4, 2013. The 30 day comment period will begin on June 18, 2013 and end on July 18, 2013. Carson City will consider any comments received before approval of the proposed substantial amendment. A summary of the comments will be included in the substantial amendment submitted to HUD for approval.

Approval of the final Annual Action Plan amendment will take place during the Board of Supervisors meeting to be held on July 18, 2013 at 8:30 a.m. in the Sierra Room, 851 E. William Street, Carson City, NV 89701.

**NOTICE OF PUBLIC HEARING
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
ANNUAL ACTION PLAN AMENDMENT REVIEW**

Carson City will open a 30-day public comment period from June 18, 2013 to July 18, 2013 to accept public comment regarding a proposed amendment to Carson City's Community Development Block Grant (CDBG) 2013-2014 Annual Action Plan. The amendment is to increase the overall CDBG budget from \$326,430 to \$378,067 based on actual funding from HUD, and to increase individual project funding commensurately. On June 20, 2013, the Carson City Board of Supervisors will conduct a public hearing and accept public comment regarding the proposed amendment. On July 18, 2013, The Board of Supervisors will review and invite additional comments before approving the final 2013 CDBG Annual Action Plan amendment. Both meetings will be held at the Community Center, Sierra Room, 851 East William Street, Carson City, Nevada.

The amendment is available for the public to review at the following locations:

Planning Division
108 E. Proctor St.
Carson City, Nevada

City Hall
201 North Carson Street
Carson City, Nevada

Library
900 North Roop Street
Carson City, Nevada

Carson City's website:
<http://www.carson.org/cdbg>

Comments regarding the plans are due July 18, 2013.

Comments and/or additional questions should be directed to:

Janice Brod
Grants Program Coordinator
108 E. Proctor St.
Carson City, NV 89701
775-283-7069 office
775-887-2278 fax
jbrod@carson.org

Carson City does not discriminate with regard to race, color, creed, religion, national origin, sex, age, physical or mental handicap or other non-merit factors. This program is funded by the US Department of Housing and Urban Development.

2013 Annual Action Plan Listing of Projects

Jurisdiction's Name Carson City, Nevada

Priority Need

SPECIAL NEEDS / PUBLIC SERVICES

Project Title

Evidence Based Best Practices for Substance Abuse Treatment for Youth and Adults

Description

Through consultation with local service providers, the City has identified an on-going need to provide supportive services for persons struggling with drug abuse. In recent years, the Community Counseling Center has reported significant drops in the use of methamphetamine as a primary drug and credits the CDBG-funded program as a key component in realizing that goal. CDBG funds will be used by the Community Counseling Center to provide case management to these clients through a unique recovery process, thereby reducing recidivism in the methamphetamine-addicted population.

Objective category: ☒ Suitable Living Environment ☐ Decent Housing ☐ Economic Opportunity

Outcome category: ☒ Availability/Accessibility ☐ Affordability ☐ Sustainability

Location/Target Area

N/A

Objective Number SN -1	Project ID 1
HUD Matrix Code 05F – Substance Abuse Services	CDBG Citation 570.201 (e)
Type of Recipient 501c3 Subrecipient	CDBG National Objective Limited Clientele (LMC)
Start Date (mm/dd/yyyy) July 01, 2013	Completion Date (mm/dd/yyyy) June 30, 2014
Performance Indicator PEOPLE	Annual Units 46
Local ID 2013 - 01	Units Upon Completion 46

Funding Sources:	
CDBG	\$56,710
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$56,710

The primary purpose of the project is to help:

☐ the Homeless ☐ Persons with HIV/AIDS ☐ Persons with Disabilities ☐ Public Housing Needs

2013 Annual Action Plan Listing of Projects

Jurisdiction's Name Carson City, Nevada

Priority Need
INFRASTRUCTURE

Project Title
Long Street ADA Sidewalk Improvements

Description

There are sections of sidewalk on Carson City's east side that are inadequate or that do not comply with Americans with Disabilities Act (ADA) standards. This project would construct new sections of sidewalk and replace degraded sections of sidewalk and improve access to those with disabilities and the public in general in the neighborhood south of 5th Street between Roop Street and Saliman Road and to perform all work necessary to complete the project.

Objective category: ☒ Suitable Living Environment ☐ Decent Housing
☐ Economic Opportunity

Outcome category: ☒ Availability/Accessibility ☐ Affordability ☐ Sustainability

Location/Target Area

The target area is south of 5th Street and bounded by Roop St. on the West and Saliman Rd. on the East (Census Tract 6, Block Group 4).

Objective Number CD-2	Project ID 2
HUD Matrix Code 03L – Sidewalks	CDBG Citation 570.201 (c)
Type of Recipient none	CDBG National Objective Low Mod Area (LMA)
Start Date (mm/dd/yyyy) July 01, 2013	Completion Date (mm/dd/yyyy) June 30, 2014
Performance Indicator PUBLIC FACILITY	Annual Units 1
Local ID 2013 - 02	Units Upon Completion 1

Funding Sources:	
CDBG	\$213,798
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$213,798

The primary purpose of the project is to help:

☐ the Homeless ☐ Persons with HIV/AIDS ☒ Persons with Disabilities ☐ Public Housing Needs

2013 Annual Action Plan Listing of Projects

Jurisdiction's Name Carson City, Nevada

Priority Need

PUBLIC FACILITIES

Project Title

FISH Facility Improvement Project

Description

Friends in Service Helping (FISH) is a neighborhood facility that provides food, shelter, medical, and referral services to homeless and low-income people and is funded in part by their thrift store. The FISH Facility Improvement Project will construct a storage unit for recycled clothing and make other necessary improvements to the facility.

Objective category: ☒ Suitable Living Environment ☐ Decent Housing
☐ Economic Opportunity

Outcome category: ☒ Availability/Accessibility ☐ Affordability ☐ Sustainability

Location/Target Area

N/A

Objective Number CD-2	Project ID 3
HUD Matrix Code 03E – Neighborhood Facilities	CDBG Citation 570.201 (c)
Type of Recipient none	CDBG National Objective Limited Clientele (LMC) Low Mod Area (LMA)
Start Date (mm/dd/yyyy) July 01, 2013	Completion Date (mm/dd/yyyy) June 30, 2014
Performance Indicator PERSONS	Annual Units 20,000+
Local ID 2013 - 03	Units Upon Completion 20,000+

Funding Sources:	
CDBG	\$31,946
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$31,946

The primary purpose of the project is to help:

☐ the Homeless ☐ Persons with HIV/AIDS ☒ Persons with Disabilities ☐ Public Housing Needs

2013 Annual Action Plan Listing of Projects

Jurisdiction's Name Carson City, Nevada

Priority Need

PLANNING AND ADMINISTRATION

Project Title

CDBG Program Administration

Description

These funds will be used by the City to ensure that all other funded projects are properly managed and fully comply with all federal laws and regulations governing the use of CDBG funds. Funds will also go toward the development of plans, reports, and citizen outreach.

Objective category: ☐ Suitable Living Environment ☐ Decent Housing ☐ Economic Opportunity

Outcome category: ☐ Availability/Accessibility ☐ Affordability ☐ Sustainability

Location/Target Area

N/A

Objective Number Not Applicable	Project ID 4
HUD Matrix Code 21A – General Program Administration	CDBG Citation 570.206
Type of Recipient none	CDBG National Objective Not Applicable
Start Date (mm/dd/yyyy) July 01, 2013	Completion Date (mm/dd/yyyy) June 30, 2014
Performance Indicator Not Applicable	Annual Units Not Applicable
Local ID 2013 - 04	Units Upon Completion Not Applicable

Funding Sources:	
CDBG	\$65,613
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$65,613

The primary purpose of the project is to help:

☐ the Homeless ☐ Persons with HIV/AIDS ☐ Persons with Disabilities ☐ Public Housing Needs

2013 Annual Action Plan Listing of Projects

Jurisdiction's Name Carson City, Nevada

Priority Need

HOMEOWNER REHABILITATION

Project Title

Weatherization Program

Description

These funds will be used by the City to assist at least 5 homeowners in Carson City with an income of at least 50% of median. The Nevada Rural Housing Authority (NRHA) will perform the weatherization services, which qualifies as a rehabilitation activity, on qualifying homes in Carson City.

Objective category: ☒ Suitable Living Environment ☐ Decent Housing ☐ Economic Opportunity

Outcome category: ☒ Availability/Accessibility ☐ Affordability ☐ Sustainability

Location/Target Area

N/A

Objective Number CD-2	Project ID 5
HUD Matrix Code 14F – Rehab: Energy Efficiency Improvements	CDBG Citation 570.202
Type of Recipient none	CDBG National Objective Housing Activities (LMH)
Start Date (mm/dd/yyyy) July 01, 2013	Completion Date (mm/dd/yyyy) June 30, 2014
Performance Indicator HOUSING UNITS	Annual Units 5
Local ID 2013 - 05	Units Upon Completion 5

Funding Sources:	
CDBG	\$10,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$10,000

The primary purpose of the project is to help:

☐ the Homeless ☐ Persons with HIV/AIDS ☐ Persons with Disabilities ☐ Public Housing Needs