

## Carson City Agenda Report

**Date Submitted:** December 9, 2014

**Agenda Date Requested:** December 18, 2014

**Time Requested:** 10 minutes

**To:** Mayor and Board of Supervisors

**From:** Community Development – Planning Division

**Subject Title:** For Possible Action: To approve a proposed amendment to Carson City's Community Development Block Grant (CDBG) 2014-2015 Annual Action Plan to reallocate the funds dedicated for the FISH Jeanell Drive Building Renovation project to be used for improvements at the FISH facility at 138 E. Long Street. (Lee Plemel)

**Summary:** FISH was awarded \$20,743 in CDBG funds in FY2014 for the Jeanell Drive Building Renovation project. Since the 2014 Annual Action Plan was approved on May 1, 2014, FISH has determined that the property on Jeanell Drive has the potential for a large supportive housing project funded by tax credits and HOME funds and that the CDBG funding would be better used at their facility located at 138 E. Long Street. 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 the use of CDBG funds from one eligible activity to another.

**Type of Action Requested:**

Resolution

Formal Action/Motion

Ordinance

Other (Specify)

**Does This Action Require A Business Impact Statement:**

Yes  No

**Prior Board Action:** On November 6, 2014 the Board of Supervisors opened a 30-day public comment period regarding the proposed amendment from November 6, 2014 to December 5, 2014.

**Recommended Board Action:** I move to approve a proposed amendment to Carson City's Community Development Block Grant (CDBG) 2014-2015 Annual Action Plan to reallocate the funds dedicated for the FISH Jeanell Drive Building Renovation project to be used for improvements at the FISH facility at 138 E. Long Street.

**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. City staff will collect public comments regarding the proposed amendment and bring the item back to the Board of Supervisors for action on December 18, 2014. Refer to the attached plan amendment for a more detailed description of the proposed project amendment.

**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:** Do not approve amendment and roll funds to FY2015-16 CDBG budget.


**Supporting Material:** 1) CDBG Annual Action Plan Amendment

**Prepared By:** Janice Keillor, Grants Program Coordinator


**Reviewed By:**

  
\_\_\_\_\_  
(Community Development Director)

Date: 12-9-14

  
\_\_\_\_\_  
(District Attorney's Office)

Date: 12/9/14

  
\_\_\_\_\_  
(Finance Director)

Date: 12/9/14

Marena Dunks DCM  
\_\_\_\_\_  
(City Manager)

Date: 12-9-14

**Board Action Taken:**

Motion: \_\_\_\_\_

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_

Aye/Nay

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)



**Carson City**  
**Substantial Amendment**  
**To the 2014-2015**  
**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 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 first year 2014-2015 Annual Action Plan was approved the Board of Supervisors on May 1, 2014 and submitted to the U.S. Department of Housing and Urban Development on July 14, 2014. The plan allocated the City's CDBG funds in a manner consistent with CDBG regulations and Carson City's Consolidated Plan.

Friends in Service Helping (FISH) was granted \$20,743 for the Jeanell Drive Building Renovation project. Since the 2014 Annual Action Plan was approved, FISH has determined that the property on Jeanell Drive has the potential for a large supportive housing project funded by tax credits and HOME funds and that the CDBG funding would be better used at their facility located at 138 E. Long Street.

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 2014-2015 Annual Action Plan since there will be a change in the use of CDBG funds from one eligible activity to another.

## **Proposed Action Plan Amendment**

Carson City is proposing a substantial amendment that will eliminate the originally approved Jeanell Drive Building Renovation project and replace it with the 2014 FISH Facility Improvement Project. The new project would take place at the FISH facility at 138 E. Long Street and would include the following activities:

- Replacement of outdated HVAC equipment
- Mechanical, electrical, and plumbing renovations
- Restroom and thrift store renovations

## **Project Description and Objectives**

The FISH Facility Improvement project will replace the outdated HVAC equipment and improve the facility to include mechanical, electrical, plumbing, restroom, and thrift store renovations. FISH has received CDBG funding for the past 4 years and has significantly improved their facilities. These additional renovations would further improve the safety, efficiency, and appearance of the facility that serves the low-income and homeless population of Carson City.

## **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 will:

- Publish 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 will include a summary of the amendment and a list of the locations where copies of the amendment may be examined. The City will also maintain a mailing list of all interested parties and send information regarding the amendment to all members of the mailing list.
- Hold a public hearing on the proposed substantial amendment. Notice of the public hearing will be released to area media and published in the local newspaper at least 14 days in advance of the hearing.
- Provide a period of at least 30 days to receive comments on the substantial amendment before the amendment is implemented. The City will consider any comments or views of citizens received in writing, or orally at public hearings, if any, when adopting the amendment. The City will attach 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 October 19, 2014. The 30 day comment period will begin on November 6, 2014 and end on December 5, 2014. 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 December 18, 2014 at 8:30 a.m. in the Sierra Room, 851 E. William Street, Carson City, NV 89701.

**Table 3C**  
**2014 Annual Action Plan Listing of Projects**

**Jurisdiction's Name** Carson City, Nevada

**Priority Need**  
PUBLIC FACILITIES

**Project Title**  
2014 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 replace the outdated HVAC equipment and improve the facility to include mechanical, electrical, plumbing, restroom, and thrift store renovations.

**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)
Start Date (mm/dd/yyyy) July 01, 2014	Completion Date (mm/dd/yyyy) June 30, 2015
Performance Indicator FACILITY	Annual Units 1
Local ID 2014 - 03	Units Upon Completion 1

<b>Funding Sources:</b>	
CDBG	\$20,743
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
<b>Total</b>	<b>\$20,743</b>

The primary purpose of the project is to help:

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