

## Carson City Agenda Report

**Date Submitted:** May 12, 2015

**Agenda Date Requested:** May 21, 2015

**Time Requested:** 10 minutes

**To:** Mayor and Board of Supervisors

**From:** Community Development – Planning Division

**Subject Title:** For Possible Action: To take public comment regarding a proposed amendment to Carson City's Community Development Block Grant (CDBG) 2014-2015 Annual Action Plan to reallocate \$25,000 to ADA improvements at the Community Development offices at 108 E. Proctor Street and take action to open a 30-day public comment period regarding the proposed amendment from May 21, 2015 to June 19, 2015. (Janice Keillor)

**Summary:** Ventana Sierra was awarded \$25,000 in CDBG funds in FY 2014-15 for the Youth Housing and Resource Initiative project. They have decided not to purchase a property for youth as originally planned and the funding is now available for another use. Staff would like to reallocate the funding to pay for an ADA lift for the Community Development building to replace the existing dysfunctional lift. 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

**Recommended Board Action:** I move to open a 30-day comment period from May 21, 2015 to June 19, 2015 regarding a proposed amendment to Carson City's Community Development Block Grant (CDBG) 2014-2015 Annual Action Plan to reallocate \$25,000 to ADA improvements at the Community Development offices at 108 E. Proctor 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 July 2, 2015. 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:** Provide other direction.

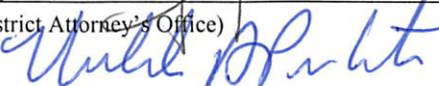
**Supporting Material:** 1) CDBG Annual Action Plan Amendment


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

**Reviewed By:**

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

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

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

  
 \_\_\_\_\_  
 (City Manager)

Date: 5.12.15

Date: 5/12/15

Date: 5/12/15

Date: 5/12/15

**Board Action Taken:**

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

\_\_\_\_\_  
(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.

Ventana Sierra was awarded \$25,000 in CDBG funds in FY2014 for the Youth Housing and Resource Initiative project. They have decided not to purchase a property for youth as originally planned and the funding is now available for another use. Carson City would like to reallocate the funding to pay for an ADA lift for the Community Development building to replace the current lift, which regularly breaks and is difficult to fix because parts are no longer available.

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 Ventana Sierra Youth Housing and Resource Initiative project and replace it with the Community Development ADA Lift Replacement project. The new project would take place at the Carson City Community Development building at 108 E. Proctor Street and would include the following activities:

- Removal of existing ADA lift
- Installation of new ADA lift

## **Project Description and Objectives**

The Community Development ADA Lift Replacement project will replace the existing ADA lift in the Carson City Community Development building and install a new ADA lift. The current lift breaks regularly and replacement parts are no longer available. Without a working lift to access the second floor of the Community Development building, Carson City would not be ADA compliant. This project would improve the safety and accessibility of the building for disabled patrons.

## **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 May 5, 2015. The 30 day comment period will begin on May 21, 2015 and end on June 19, 2015. 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 2, 2015 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**  
Community Development ADA Lift Replacement project

**Description**

The Community Development ADA Lift Replacement project will replace the existing ADA lift in the Carson City Community Development building and install a new ADA lift.

**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 03 – Other Public Facilities & Improvements	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) December 31, 2015
Performance Indicator FACILITY	Annual Units 1
Local ID 2014 - 03	Units Upon Completion 1

<b>Funding Sources:</b>	
CDBG	<b>\$25,000</b>
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
<b>Total</b>	<b>\$25,000</b>

The primary purpose of the project is to help:

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



# NEVADA APPEAL

580 Mallory Way, Carson City, NV 89701  
P.O. Box 1888 Carson City, NV 89702  
(775) 881-1201 FAX: (775) 887-2408

**Customer Account: # 1060829**

### Legal Account

Carson City Planning & Comm Develop  
108 E. Proctor St.  
CARSON CITY, NV 89701  
**Attn:** Janice Keillor

### Cora Jeffreys says:

That (s)he is a legal clerk of the **NEVADA APPEAL**, a newspaper published Tuesday through Sunday at Carson City, in the State of Nevada.

### Copy Line

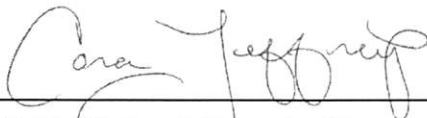
AAP Amended Notice

### PO#:

**Ad #: 11162318D**

of which a copy is hereto attached, was published in said newspaper for the full required period of **1** time(s) commencing on **5/5/2015**, and ending on **5/5/2015**, all days inclusive.

Signed: \_\_\_\_\_



Date: 05/05/2015 State of Nevada, Carson City

**Price: \$ 228.89**

Subscribed and sworn to before me this \_\_\_\_ day  
of \_\_\_\_\_

\_\_\_\_\_  
Notary Public

## Proof and Statement of Publication

Ad #: 11162318D

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

On May 21, 2015, the Carson City Board of Supervisors will conduct a public hearing and accept public comment regarding a proposed amendment to Carson City's Community Development Block Grant (CDBG) 2014-2015 Annual Action Plan and open a 30-day public comment period from May 21, 2015 to June 19, 2015. The Board of Supervisors will review and invite additional comments before approving the final 2014 CDBG Annual Action Plan amendment at its regularly scheduled meeting on July 2, 2015. 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, NV

City Hall  
201 North Carson Street  
Carson City, NV

Library  
900 North Roop Street  
Carson City, NV

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

Comments regarding the plans are due July 2, 2015.

Comments and/or additional questions should be directed to:

Janice Keillor  
Grants Program Coordinator  
108 E. Proctor St.  
Carson City, NV 89701  
775-283-7069 office  
775-887-2278 fax  
[jkeillor@carson.org](mailto:jkeillor@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.

**PUB: 05/05/15**  
**AD# 11162318**