

**Carson City
Agenda Report**

Date Submitted: June 23, 2015

Agenda Date Requested: July 2, 2015

Time Requested: 15 minutes

To: Mayor and Board of Supervisors

From: Community Development – Planning Division

Subject Title: For Possible Action: To amend Carson City’s Community Development Block Grant (CDBG) 2014-2015 Annual Action Plan to reallocate \$25,000 to another eligible public improvement project. (Lee Plemel, lplemel@carson.org)

Summary: Ventana Sierra was awarded \$25,000 in CDBG funds in FY 2014-15 for the Youth Housing and Resource Initiative but they have since cancelled their project. 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 amend Carson City’s Community Development Block Grant (CDBG) 2014-2015 Annual Action Plan to reallocate \$25,000 to _____.

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.

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) Staff memo
 - 2) CDBG Basic Eligible Activities
 - 3) Letter from FISH
 - 4) Letter from Carson City School District
 - 5) Letter from Public Works
 - 6) Call back timeline from Koch Elevator
 - 7) CDBG Annual Action Plan Amendment


Prepared By: Janice Keillor, Grants Program Coordinator

Reviewed By:



(Community Development Director)

Date: 6-23-15




(District Attorney's Office)

Date: 6/23/15



(Finance Director)

Date: 6/23/15



(City Manager)

Date: 6/23/15

Board Action Taken:

Motion: _____ 1) _____
2) _____

Aye/Nay

(Vote Recorded By)



Carson City Planning Division

108 E. Proctor St.
Carson City, Nevada 89701
(775) 887-2180
Plandiv@carson.org
www.carson.org

MEMORANDUM

Board of Supervisors Meeting of July 2, 2015

To: Mayor and Board of Supervisors
From: Janice Keillor, Grants Program Coordinator
Date: June 23, 2015
Subject: 2014 CDBG Annual Action Plan Amendment

On April 17, 2015 Ventana Sierra notified staff that they were cancelling their Youth Housing and Resource Initiative project. The \$25,000 of CDBG funds that had been awarded for that project is now available for reallocation to another eligible public improvement project. Staff previously recommended that the funding be used to replace the ADA lift at the Community Development building due to on-going mechanical issues with the current lift. Repairs are frequent and difficult because parts are no longer available (see attached call back timeline). There are no funds available in the Capital Improvement budget to replace the lift and staff believes that using the newly available CDBG funds for this purpose is the best option.

On May 21, 2015, the Board of Supervisors discussed the possibilities but did not specify a use for the funds. The Board then opened a 30-day public comment period from May 21 to June 19 to solicit comments regarding an amendment of the 2014 Community Development Block Grant (CDBG) Annual Action Plan. Notice was posted in the Nevada Appeal and copies were made available at various locations throughout the City. No public comment was received.

There are other activities that are eligible to receive the funding. The Public Works Department and FISH were funded in 2014 and Public Works and the Carson City School District were funded in 2015. Letters from each of these previous recipients are attached and describe how they could use the additional funds. Another option is for the Board to choose an eligible activity that is not currently being funded. A description of basic eligible public improvement activities is attached.

Please contact Lee Plemel (lplemel@carson.org) or Janice Keillor (jkeillor@carson.org) at 887-2180 if you have any questions regarding this memo or the Action Plan amendment requirements.

Approved CDBG Public Improvement Projects		
Year	Project Name	Funding
2014-15	FISH Facility Improvements	\$20,743
2015-16	Public Works- ADA Sidewalks Empire Elementary Area	\$190,848
2015-16	Carson City School District – School Based Health Center	\$46,406

(5) CDBG funds may not be used for the acquisition, construction, or rehabilitation of structures to the extent that those structures are used for inherently religious activities. CDBG funds may be used for the acquisition, construction, or rehabilitation of structures only to the extent that those structures are used for conducting eligible activities under this part. Where a structure is used for both eligible and inherently religious activities, CDBG funds may not exceed the cost of those portions of the acquisition, construction, or rehabilitation that are attributable to eligible activities in accordance with the cost accounting requirements applicable to CDBG funds in this part. Sanctuaries, chapels, or other rooms that a CDBG-funded religious congregation uses as its principal place of worship, however, are ineligible for CDBG-funded improvements. Disposition of real property after the term of the grant, or any change in use of the property during the term of the grant, is subject to government-wide regulations governing real property disposition (see 24 CFR parts 84 and 85).

(6) If a State or local government voluntarily contributes its own funds to supplement federally funded activities, the State or local government has the option to segregate the Federal funds or commingle them. However, if the funds are commingled, this section applies to all of the commingled funds.

[53 FR 34439, Sept. 6, 1988, as amended at 54 FR 47031, Nov. 8, 1989; 57 FR 27119, June 17, 1992; 60 FR 1943, Jan. 5, 1995; 60 FR 17445, Apr. 6, 1995; 60 FR 56910, Nov. 9, 1995; 61 FR 11476, Mar. 20, 1996; 61 FR 18674, Apr. 29, 1996; 65 FR 70215, Nov. 21, 2000; 68 FR 56404, Sept. 30, 2003; 69 FR 32778, June 10, 2004; 70 FR 76369, Dec. 23, 2005; 72 FR 46370, Aug. 17, 2007]

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§570.201 Basic eligible activities.

CDBG funds may be used for the following activities:

(a) *Acquisition.* Acquisition in whole or in part by the recipient, or other public or private nonprofit entity, by purchase, long-term lease, donation, or otherwise, of real property (including air rights, water rights, rights-of-way, easements, and other interests therein) for any public purpose, subject to the limitations of §570.207.

(b) *Disposition.* Disposition, through sale, lease, donation, or otherwise, of any real property acquired with CDBG funds or its retention for public purposes, including reasonable costs of temporarily managing such property or property acquired under urban renewal, provided that the proceeds from any such disposition shall be program income subject to the requirements set forth in §570.504.

(c) *Public facilities and improvements.* Acquisition, construction, reconstruction, rehabilitation or installation of public facilities and improvements, except as provided in §570.207(a), carried out by the recipient or other public or private nonprofit entities. (However, activities under this paragraph may be directed to the removal of material and architectural barriers that restrict the mobility and accessibility of elderly or severely disabled persons to public facilities and improvements, including those provided for in §570.207(a)(1).) In undertaking such activities, design features and improvements which promote energy efficiency may be included. Such activities may also include the execution of architectural design features, and similar treatments intended to enhance the aesthetic quality of facilities and improvements receiving CDBG assistance, such as decorative pavements, railings, sculptures, pools of water and fountains, and other works of art. Facilities designed for use in providing shelter for persons having special needs are considered public facilities and not subject to the prohibition of new housing construction described in §570.207(b)(3). Such facilities include shelters for the homeless; convalescent homes; hospitals, nursing homes; battered spouse shelters; halfway houses for run-away children, drug offenders or parolees; group homes for mentally retarded persons and temporary housing for disaster victims. In certain cases, nonprofit entities and subrecipients including those specified in §570.204 may acquire title to public facilities. When such facilities are owned by nonprofit entities or subrecipients, they shall be operated so as to be open for use by the general public during all normal hours of operation. Public facilities and improvements eligible for assistance under this paragraph are subject to the policies in §570.200(b).

June 16, 2015

City of Carson
Janice Keillor
Grants Program Coordinator
Carson City Planning
108 E. Proctor St.
Carson City, NV 89701

Janice,

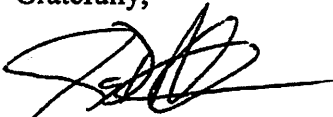
Based on our conversation I understand you are contacting current CDBG awardees to see how we might use funds that were returned from another awardee that is not able to use funds allocated to them.

FISH has plans to make the bathrooms in our Carson City thrift store ADA compliant, but having found some asbestos, we have had to delay this project which we now expect to cost about \$5,000 (\$2,000 of this goes to abatement).

In addition, we have not yet been able to replace an HVAC unit that was a part of our plans for CDBG funds made available to us last June. Our CDBG related expenditures year-to-date have already exceeded our allotment (waiting on cleared checks so they can be submitted). So this \$3500 expenditure will still need to happen as our 20 yr old HVAC unit is still on its last leg. CDBG funding to replace this unit would also be very helpful.

If you or the Board of Supervisors has any questions, please contact me at your earliest convenience. Thank you all for your consideration.

Gratefully,



Jim Peckham
Executive Director
FISH

FISH tax id #: 94-2590904

THE FISH MISSION:

To provide food, clothing, shelter and medical aid to the homeless and hungry within our community, with the objective to provide programs and referrals to families and individuals so they may become self sufficient.



OFFICE OF THE SUPERINTENDENT

1402 W. King Street
P. O. Box 603
Carson City, Nevada 89702

Telephone 775/283-2100
Fax 775/283-2090
E-Mail: rstokes@carson.k12.nv.us

June 12, 2015

Ms. Janice Keillor, Grants Program Coordinator
Carson City Planning Commission
108 E. Proctor Street
Carson City, NV 89701

Dear Ms. Keillor:

We respectfully ask the Carson City Planning Commission and the Board of Supervisors to consider additional support for the renovation of a portable building that will house the Carson City School District School Based Health Center. The District appreciates our initial CDBG award of \$46,406. As shown below, additional costs in the amount of \$19,946 remain unfunded:

School Based Health Center Cost:	\$83,598
CDBG Grant Award	\$46,406
CCSD Contribution	\$15,000
Carson City Schools Foundation	\$ 2,500
Remaining Costs	\$19,946

Nevada Health Centers, our partner in this project, will provide staffing, equipment and supplies for the health center in the amount of \$112,200 annually. CCSD will maintain the building and cover all utility costs; and no additional city funds will be needed to maintain this project.

There is a great need for a school-based health center in our community. Health services in Carson City are limited, and the wait time for appointments is high. The following are the latest statistics on the families we serve:

- Each of our schools refers an average of 3 students to a doctor each day
- At least 11% of our families remain un-insured
- 2% of our families are underinsured
- 33% of our families utilize Medicaid and Nevada Check Up
- 427 homeless children and their families will be able to receive health care at this facility
- We estimate that the center will serve 1,100 patients the first year.

Any consideration that is given to this request for additional support of the Carson City School District School Based Health Center is appreciated.

Sincerely,

Richard Stokes
Superintendent



CARSON CITY NEVADA
Consolidated Municipality and State Capital
PUBLIC WORKS

June 4, 2015



Ms. Janice Keillor
Grants Program Coordinator
Carson City Planning
108 E. Proctor Street
Carson City, NV 89701

RE: Request for Additional CDBG Funds

Dear Ms. Keillor:

Thank you for informing me of the potential availability of unused CDBG funds in the amount of \$25,000. If these additional funds were made available to Carson City Public Works, we could utilize the funds to expand upon the recently awarded 2015 CDBG project to construct sidewalk improvements in the vicinity of Empire Elementary School. Specifically, the additional funds would provide for improvements to approximately 600 feet of additional sidewalk, construction of five new ADA-compliant curb ramps, or a combination of these improvements. The current grant has been approved for about \$190,000 in funding. Staff is in the process of determining the amount of additional matching funds to be used on the project that will come from the Federal Transit Administration (FTA). Both the FTA funds and the potential increase in CDBG funds will allow for an expansion of the project scope to cover a larger geographic area where improvements are certainly needed and would be of great benefit to the neighborhood.

Thank you for your assistance on bringing this request to the Board of Supervisors for their consideration.

Sincerely,

Patrick Pittenger, AICP, PTP
Transportation Manager
Carson City Public Works

Hello Ron,

Here is an unofficial time line of calls for the WCL located at 108 E Proctor – Brick Bldg.

1/31/14 Call: check out unit, employee fell and got hurt. Found: unit in service; Rhea (employee) opened door and unit was 2” below floor tripped and hit the back side of her hand breaking skin. Recommend replacing top floor electric strike.

3/5/14 Call: unit shut down just below top floor, ordered strike coil (Von Duprin door strike)

5/8/14 Get info for obtaining new style replacement strike for upper door.

5/14/14 Von Duprin latch removed from job site to take to Anchor locks.

5/21/14 Re-installed old Von Duprin electric strike at top floor, so Rhea can at least use the unit while waiting for MFG., to get strike.

6/10/14 Installation of new strike.

12/17/14 Pull sheet metal panels, load full load on lift and inspect for unit hanging up. Lubricated bearing & inspected. Rated load 750lbs.

1-15-15 Measure H/W and unit for replacement.

4/23/15 Call: unit stops 4” from top floor, Found: unit stopping 4” from top level; checked limit switches; safety switch traveler is opening, temporary spliced new 14-2 terminal in to get unit working for up-stairs staff, will return on Tuesday 4/28/15 need to remove c.o.p. wall from platform to R&R to switch.

4/28/15 R&R safety switch traveler.



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

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

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

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**