



# STAFF REPORT

**Report To:** Board of Supervisors

**Meeting Date:** April 7, 2016

**Staff Contact:** Janice Keillor, Grants Administrator

**Agenda Title:** For Possible Action: To recommend to the U.S. Department of Housing and Urban Development (HUD) approval of the Carson City 2016-17 Annual Action Plan to implement programs associated with the Community Development Block Grant (CDBG) and to forward the plan to HUD. (Janice Keillor, jkeillor@carson.org)

**Staff Summary:** The Annual Action Plan establishes the distribution of CDBG funds between public services activities, public facilities and improvements, and planning, research, reports and administrative functions in accordance with HUD regulations. The CDBG funding available to Carson City for fiscal year 2016-17 is \$368,516.

**Agenda Action:** Formal Action/Motion

**Time Requested:** 10 minutes

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## **Proposed Motion**

I move to recommend to the U.S. Department of Housing and Urban Development (HUD) approval of the Carson City 2016-17 Annual Action Plan to implement programs associated with the Community Development Block Grant (CDBG) and to forward the plan to HUD.

## **Board's Strategic Goal**

Quality of Life

## **Previous Action**

At the March 3, 2016 Board of Supervisors meeting, the Board reviewed and approved the 2016-17 CDBG Public Services and Public Improvements funding recommendations and opened a 30-day comment period for the 2016-17 Annual Action Plan.

## **Background/Issues & Analysis**

HUD requires the City to conduct public hearings and recommend approval of the Annual Action Plan prior to submitting the Plan to HUD. The CDBG funding becomes available to the City only upon approval of the Annual Action Plan by HUD. See the attached staff report for additional information.

## **Applicable Statute, 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.

## **Financial Information**

Is there a fiscal impact?  Yes  No

If yes, account name/number:

Is it currently budgeted?  Yes  No

Explanation of Fiscal Impact:

**Alternatives**

Provide other direction.

**Board Action Taken:**

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

1) \_\_\_\_\_

2) \_\_\_\_\_

Aye/Nay

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Vote Recorded By)

## 2016 Final CDBG Allocations

Public Service Project	Requested	FINAL CDBG
Ron Wood Family Resource Center-Reach Up	\$35,000	<b>\$32,103</b>
Food For Thought	\$12,000	<b>\$12,000</b>
ESL In Home Program of Northern Nevada	\$30,000	<b>\$11,174</b>
NV Rural Counties RSVP-Respite Care	\$19,999	
Big Brothers Big Sisters	\$20,000	
<b>Total requested</b>	\$116,999	\$55,277
<b>Total available:</b>	\$55,277	\$55,277
<b>Difference</b>	-\$61,722	\$0
Public Improvement Project	Requested	FINAL CDBG
Clear Creek Bowmen/Parks and Recreation	\$18,062	<b>\$18,062</b>
Nevada Rural Housing Authority	\$225,000	<b>\$221,474</b>
Carson City Public Works Department	\$227,000	
Carson City Harvest Hub	\$227,000	
Carson City Fire Department	\$203,506	
<b>Total requested:</b>	\$900,568	\$239,536
<b>Total available:</b>	\$239,536	\$239,536
<b>Difference</b>	-\$661,032	\$0



## CARSON CITY, NEVADA CONSOLIDATED MUNICIPALITY AND STATE CAPITAL

### MEMORANDUM

Board of Supervisors Meeting of April 7, 2016

**To:** Mayor and Board of Supervisors  
**From:** Janice Keillor, Grants Administrator  
**Date:** March 25, 2016  
**Subject:** CDBG 2016-17 Annual Action Plan

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On March 3, 2016, the Board of Supervisors opened a 30-day public comment period for the draft Community Development Block Grant (CDBG) 2016-17 Annual Action Plan and recommended funding for three public services projects and two public improvement projects. The 2016 CDBG funding allocation is \$368,516.

The Annual Action Plan was open for public comment from March 3-April 1. Notice was posted in the newspaper and copies were made available at various locations throughout the City. No public comment was received.

#### **REQUIRED ACTION:**

The Board of Supervisors must recommend the final Annual Action Plan to HUD. The attached "2016 Final CDBG Allocations" spreadsheet shows the funding recommendations that were recommended on March 3. The Board of Supervisors may modify the funding in another manner with the final adoption of the Plan.

Please contact Janice Keillor ([jkeillor@carson.org](mailto:jkeillor@carson.org)) at 283-7069 or Lee Plemel ([lplemel@carson.org](mailto:lplemel@carson.org)) at 283-7075 if you have any questions regarding this memo or the CDBG program.

On the following pages is general information regarding the CDBG program, for your reference, which has been included to the Board of Supervisors at prior meetings.

#### **CDBG General Program Overview**

The CDBG program is administered by the U.S. Department of Housing and Urban Development (HUD). Carson City has been an "entitlement" community under the program since 2004, meaning the city gets a lump sum allocation each year that may be used at the city's discretion within HUD guidelines and requirements. Prior to 2004, Carson City had to apply and compete for CDBG funds through the State of Nevada along with other non-entitlement rural counties.

The objectives of the CDBG program are to:

- Create suitable living environments
- Provide decent affordable housing
- Create economic opportunities

#### **DEPARTMENT OF FINANCE**

201 North Carson Street, Suite #3, Carson City, NV 89701 - (775) 887-2133 (775) 887-2107 fax

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**Eligibility Requirement**

In order to be eligible for funding, every CDBG-funded activity (excluding planning and administration) *must* qualify as meeting one of the three national objectives of the program:

- Benefiting low- and moderate-income (LMI) persons or a low income area,
- Preventing or eliminating slums or blight, or
- Meeting an urgent community development need due to threat to community health and welfare (e.g. natural disaster emergencies).

Past CDBG public facility and public service projects in Carson City have met the LMI criteria. This means projects that get funded qualify by either:

1. Limited Clientele criteria: Serving persons where at least 51% of the clientele are LMI persons (senior citizens are also classified as LMI under this category); or
2. Area Benefit criteria: Meeting the needs within a service area where at least 51% of the residents in that area are LMI persons. (HUD provides data on the percentage of LMI persons within the Census Block Groups.)

It is very important that projects are able to document the number of LMI persons served for grant monitoring and audit purposes.

No matching funds are required for CDBG activities. However, CDBG funds are often leveraged with other funding for projects.

**Eligible Activities**

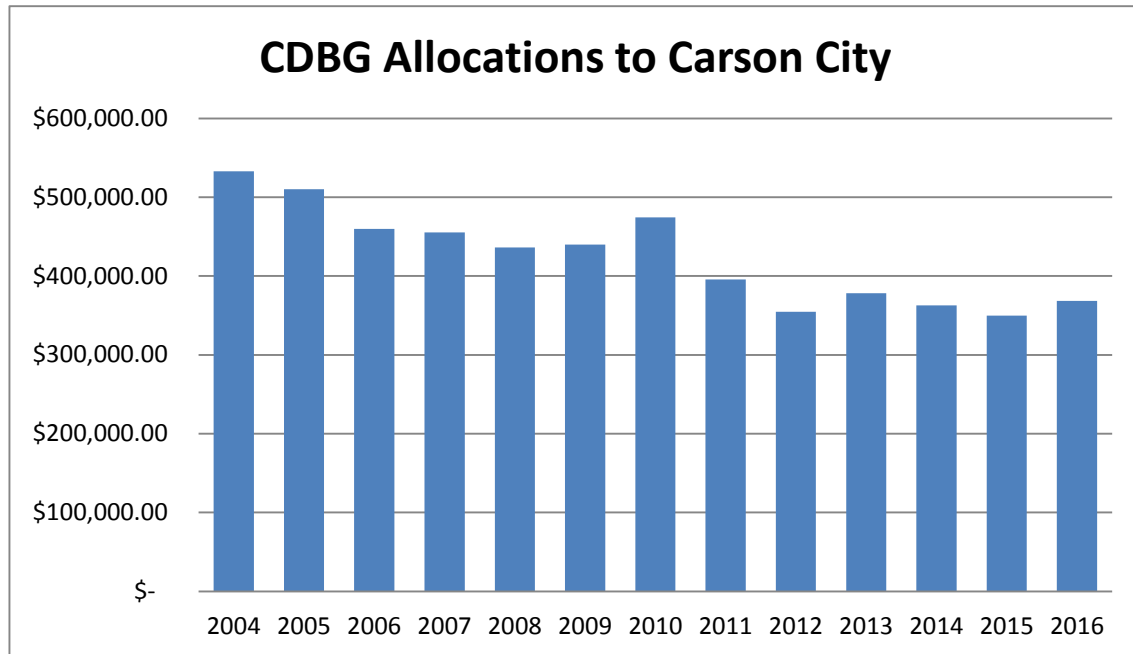
Eligible activities for the use of CDBG funds and examples of such activities include:

- Construction of public facilities and improvements
  - Infrastructure improvements, senior centers, parks, homeless shelters
- Public Services
  - Education programs, services for senior citizens, drug abuse counseling and treatment, low-income rental assistance
  - Public Services funding is limited to a maximum of 15% of the total allocation
- Housing
  - Minor rehabilitation (Emergency Repair, Lead Paint Removal)
  - Rehabilitation of affordable owner and rental housing
  - Down-payment assistance
  - Acquisition, new construction of housing
- Economic Development
  - Façade improvements
  - Loans to businesses (usually to create jobs)
  - Micro-enterprise assistance
- Planning and Administration
  - Personnel costs, preparation of required documents, planning studies
  - Funding for these costs is limited to a maximum of 20% of the total allocation

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**Carson City CDBG funding history**



**Past Projects Funded**

2015:

- Community Counseling Center, substance abuse treatment (\$52,442)
- ADA Sidewalk Improvements-Empire Elementary School Area (\$190,848)
- Carson City School District School-Based Health Center (\$46,406)

2014:

- Community Counseling Center, substance abuse treatment (\$54,444)
- FISH-Jeanell Drive Building Renovation Project (\$20,743)
- ADA Sidewalk Improvements-North Carson City (\$190,183)
- Ventana Sierra Youth Housing and Resource Initiative (\$25,000)

2013:

- Community Counseling Center, substance abuse treatment (\$56,710)
- FISH Facility Improvement Project (\$32,000)
- ADA Sidewalk Improvements-East 5<sup>th</sup> Street (\$224,000)

2012:

- Community Counseling Center, substance abuse treatment (\$45,223)
- FISH Facility Improvement Project (\$37,975)
- ADA Sidewalk Improvements-Long Street (\$203,658)
- Food For Thought (\$8,000)
- Carson City School District (\$25,000)

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2011:

- Ron Wood Family Resource Center, Reach Up! counseling program (\$31,755)
- RSVP Home Companions Respite Care (\$13,788)
- Community Counseling Center, methamphetamine treatment (\$13,788)
- FISH Facility Improvement Project (\$76,500)
- ADA Sidewalk improvements-Woodside Dr. (\$180,610)

2010:

- CASA Transition Items/Publicity Supplies (\$11,000)
- Ron Wood Family Resource Center, Reach Up! counseling program (\$50,168)
- RSVP Home Companions Respite Care (\$10,000)
- ADA Sidewalk Improvements-Long Street (\$121,378)
- Community Center ADA upgrades (\$127,000)
- Partnership Carson City Building Upgrade (\$26,322)
- FISH Facility Improvement Project (\$43,300)
- Community Greenhouse and Garden (\$29,288)

2009:

- CASA Facility Improvements (\$7600)
- Ron Wood Family Resource Center, Reach Up! counseling program (\$31,704)
- ADA Sidewalk Improvements-Empire Elementary (\$173,727)
- Community Counseling Center, methamphetamine treatment (\$34,255)
- Community Center ADA restrooms (\$104,498)

2008:

- Community Counseling Center, methamphetamine treatment (\$33,932)
- Ron Wood Family Resource Center, Reach Up! counseling program (\$31,520)
- ADA Sidewalk Improvements-Washington St/transit access (\$306,466)

2007:

- Community Counseling Center, methamphetamine treatment (\$58,343)
- Ron Wood Family Resource Center, Reach Up! counseling program (\$9,982)
- ADA Sidewalk Improvements-Empire Elementary School area (\$52,984)
- Boys and Girls Club play fields construction (\$253,500)

2006:

- Community Counseling Center, methamphetamine, additional counselor (\$38,437)
- Nevada Health Center bilingual Nevada Check-up and Medicaid eligibility worker (\$30,202)
- Carson City Fire Department fire engine purchase, serving LMI area (\$297,435)

2005:

- Boys and Girls Club, Kids on the Go program (\$35,000)
- Community Counseling Center, methamphetamine counseling (\$19,718)
- Carson City Health and Human Services, Disability Rental Assistance program (\$35,000)
- FISH down payment for purchase of property at its current location (\$330,565)

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2004:

- RSVP Elder Care Law Program legal services (\$35,000)
- Boys and Girls Club, Kids on the Go program, free rides to programs (\$35,000)
- FISH dental services (\$10,000)
- City water line improvements (\$214,000)
- Energy efficiency upgrades to LMI households (\$10,000)
- Fritsch Elementary School playground improvements (\$45,000)

**Key CDBG Program Documents**

The following documents are required by HUD in the administration of the program:

- Annual Action Plan – The Annual Action Plan is adopted after the Board of Supervisors selects projects and funding. It is a one-year spending plan that describes the uses of CDBG resources, specific housing and community development activities, and beneficiaries to be assisted in the coming fiscal year.
- Consolidated Plan – The Consolidated Plan is a five-year comprehensive planning document that identifies the City's overall need for affordable and supportive housing, and community development, and it outlines a strategy to address those needs. Carson City's Consolidated Plan has been updated for 2014-2018.
- Consolidated Annual Performance Evaluation Report (CAPER) – The CAPER is required each year by HUD to report on progress the City is making to meet the goals and objectives set forth in the Consolidated Plan.

**2016 Grant Cycle Key Dates**

The CDBG grant cycle is on a fiscal year running from July 1<sup>st</sup> through June 30<sup>th</sup>. The following are some key dates for the 2016-17 grant period:

- January 15, 2016 – CDBG applications due to Planning Division.
- February 11 – Application Review Workgroup, comprised of Carson City community members, reviews applications and makes recommendations to the Board of Supervisors regarding the ranking and funding of applications.
- March 3 – The Board of Supervisors takes action to allocate funding to projects
- March 3-April 1 – Public comment period for Annual Action Plan and Consolidated Plan.
- March/April – HUD informs Carson City of the award of funding for the recommended projects.
- April 7 – The Board of Supervisors takes action to approve the Annual Action Plan and Consolidated Plan.
- May 15 – The Annual Action Plan and Consolidated Plan is due to HUD.
- Summer/fall – Prepare the Consolidated Annual Performance Evaluation Report (CAPER) for HUD.



## **Executive Summary**

### **AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)**

#### **1. Introduction**

Carson City begins the third year of its Consolidated Plan on July 1, 2016. With a population of over 50,000, Carson City is an entitlement community and receives an annual allocation of Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD). The goal of the CDBG program is to develop suitable living environments, provide decent and affordable housing, and expand economic opportunity, primarily for persons of low and moderate income (persons earning less than eighty percent of the area median income). Funded projects will help create a more suitable living environment by making needed services and public facilities more accessible and more affordable for low to moderate income residents.

In order to receive CDBG funds, the City must develop a document called a Consolidated Plan. The Consolidated Plan is carried out through Annual Action Plans, which provide a concise summary of the actions, activities, and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified by the Consolidated Plan. The Consolidated Plan allows the City to document its priority needs regarding affordable housing, community development and homelessness, and to develop a strategy to meet those needs over a five year period. The Annual Action Plan directs the City on the best way to use the funds received by HUD each year in order to meet its community development needs.

#### **2. Summarize the objectives and outcomes identified in the Plan**

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

Many factors influenced the City's assessment of community needs, including existing facilities, services, and programs, the availability of non-CDBG funding sources, and the ability to use CDBG to successfully serve the need given the limitations of the program. The City based its needs assessment on discussions with City staff and community service providers with first-hand experience in serving the community development needs of the area.

CDBG funds are limited and are not sufficient to meet all of a community's needs. Therefore, it is necessary that the City assigns relative priorities to each need, and use its limited resources to address the highest priorities. As part of the plan development, the City met with representatives from various city departments as well as non-profit service providers in the community to determine the relative priority to assign to non-housing community development needs. The City has assigned a priority level of high, medium, or low to each possible use of funds.

- High Priority: A high priority indicates the City will use CDBG funds to implement programs and projects to address this need.
- Medium Priority: A medium priority indicates the City acknowledges a need exists but that the need level is relatively low compared to other needs and/or the need is being addressed by another program or funding source. The City will partner with other agencies and organizations to apply for additional funding.
- Low Priority: A low priority indicates that the City does not perceive a need for this type of service or program.

### **3. Evaluation of past performance**

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The City completed its second five-year Consolidated Plan on June 30, 2014. Of the 53 projects funded to date, the City has completed 51 while 2 remain underway. The overall accomplishments of the program have been extensive, with all but two of the funded projects realizing their proposed goals. Of the two projects that were not completed, one was cancelled due to the lack of additional funding sources and the other was cancelled due to a change in the subrecipient's focus. The funding was reallocated for additional public improvements.

The third 5-year Consolidated Plan began on July 1, 2014 and will end on June 30, 2019. Carson City's priorities, goals, and objectives over the term of the five-year plan are determined by the City based on the information gathered in the planning process and the needs assessment. The City will use a Strategic Plan as the basis for selecting which projects to fund over the five-year period.

### **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

The City's Planning Division took the lead role in the development of the plan. The federal regulations that govern the planning process place a strong emphasis on community participation, especially by low-income persons and others who may benefit from the plan. The City's Citizen Participation Plan discusses the City's procedures and efforts in regard to public notices, public comment periods, public hearings, technical assistance to community partners, record retention, and complaints.

The City is also required to consult with public and private agencies that provide services to the community. When developing the plan, the City took several actions to include input from the community as a whole and from key stakeholders:

- The City consulted with representatives from other city departments on how CDBG could have the most beneficial community impact. This consultation included several departments, such as Planning, Public Works, Fire, Sheriff's Office, Health and Human Services, and Parks and Recreation.
- An Application Review Workgroup, comprised of six community members, held a public meeting on February 11, 2016 to interview applicants before making final funding recommendations for the Board of Supervisors. The Workgroup used detailed criteria to score and rank the proposals for completeness, community need, and compliance with HUD requirements.
- The City made the draft plan available for public comment from March 3 to April 1, 2016. Copies were made available at the City Library, Planning Department, City Hall, Partnership Carson City and on the City's website. The availability of the plan was announced in the Nevada Appeal newspaper on February 17, 2016.
- The City will hold a public hearing at the April 7, 2016 Board of Supervisors meeting to receive public comments and to make final approval of the plan and funding recommendations.
- In order to outreach to minorities and non-English speaking persons, notice of the availability of CDBG funding was published in Spanish in La Voz Hispana. The draft Annual Action Plan was also made available at the United Latino Community Office inside Partnership Carson City. Carson City has an agreement with the United Latino Community Office to provide translation services on an as-needed basis for the CDBG program.

## **5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

Carson City did not receive any public comments.

## **6. Summary of comments or views not accepted and the reasons for not accepting them**

Carson City did not receive any public comments.

## **7. Summary**

Carson City followed the requirements in its Citizen Participation Plan and did not receive any public comments.

**PR-05 Lead & Responsible Agencies – 91.200(b)**

**1. Agency/entity responsible for preparing/administering the Consolidated Plan**

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	CARSON CITY	Planning Division

**Table 1 – Responsible Agencies**

**Narrative (optional)**

The City’s Planning Division took the lead role in the development of the plan. Staff responsible for administration of the CDBG program are Janice Keillor, Grants Program Coordinator, and Lee Plemel, Community Development Director.

**Consolidated Plan Public Contact Information**

Janice Keillor, Grants Administrator  
Carson City Department of Finance  
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## **AP-10 Consultation – 91.100, 91.200(b), 91.215(I)**

### **1. Introduction**

The City is required to consult with public and private agencies that provide services to the community. When developing the plan, the City took several actions to include input from the community as a whole and from key stakeholders.

#### **Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))**

The institutional structure in Carson City is fairly effective in dealing with housing and community development issues and is working to provide financial resources to meet the demands. Local agencies meet regularly through the Carson City Circles Initiative to develop working relationships to address many of the most pressing problems in Carson City. Being the State Capital, local agencies also have direct access to state agencies serving a variety of needs throughout the state.

There are few areas requiring additional coordination in Carson City. The service network is well established and active. For problems that go beyond a single jurisdiction, Carson City will work with the State of Nevada, the City of Reno, Douglas County, Lyon County, and other surrounding units of government to implement this plan.

#### **Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

The Rural Nevada Continuum of Care (RNCOC) is comprised of 15 small, rural counties and is working on several strategies to ensure that adequate discharge planning procedures and policies are in place across the Continuum and within the institutions in Nevada include the following:

A formal protocol is in place and has been implemented statewide. The policy is to identify youth who are aging out of the foster care system prior to discharge. Youth between ages 18 to 20 who have aged out of foster care are eligible for a stipend through the Nevada Partnership for Homeless Youth. A stipend of \$250- \$1000 per youth is provided for individuals who left the foster care system after January 1, 2003. They also provide critical needs funds, up to \$1,000 per year, for former foster care youth up to age 21 years. These funds are meant to help with dental and vision care, rent, utilities, and supportive mentoring. Additional funds might be available for emergency requests until the youth turns 21 years. In addition, Assembly Bill 94 (passed in 2000), called Transition from Foster Care, created an

account by taxing real estate filing transactions throughout the state. This fund was specifically created to assist the former foster care youth of Nevada to attain economic self-sufficiency by providing goods and services, job training, housing assistance, case management and medical insurance. During 2000, this fund assisted 488 youth. The policies were summarized into a document published by the State entitled, "Into the World", a press release about foster care transition

Carson City coordinates with the RNCOC to assist homeless households achieve self-sufficiency by providing health services, enrolling people in job training and employment programs and by coordinating financial planning courses.

One of the most pressing needs in Carson City is to increase the availability of mental health services. Additionally, demands for substance abuse are increasing. Additional financial resources are needed to address both.

During the Consolidated Plan period, Carson City will pursue two projects directed at the homeless and those threatened with homelessness. The Nevada Rural Housing Authority (NRHA), with support from the Nevada Housing Division and Friends in Service Helping (FISH), are developing a supportive housing facility to help low-income families transition to self-sufficiency. They will also construct a training center in conjunction with the supportive housing facility to provide job and life skills to residents and other low-income individuals. The NRHA is also actively pursuing the development of a low-income housing development in the Brown Street neighborhood and is currently designing the project and seeking funding sources.

In addition, both FISH and Carson City Health and Human services use housing resources to help the homeless and those threatened with homelessness to achieve self-sufficiency. The NRHA maintains vouchers for chronic homeless with disabilities.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

The RNCOC developed a 3-5 year Strategic Plan for ending homelessness, including the chronically homeless. The plan will leverage and align existing plans, goals, and objectives throughout the 15 county areas and will help determine how to allocate ESG funds and administer HMIS.

**2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities**



**Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	NEVADA RURAL HOUSING AUTHORITY
	<b>Agency/Group/Organization Type</b>	PHA
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Market Analysis Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Carson City collaborated with the Nevada Rural Housing Authority on a Regional Housing Demand Study, which analyzed the housing needs, market analysis, and economic development strategies for Carson City. Carson City anticipates using information from the study to determine the best use of a property on Brown Street and to assist the community with decisions related to future housing developments in Carson City.
2	<b>Agency/Group/Organization</b>	NEVADA HOUSING DIVISION
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Service-Fair Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Public Housing Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Carson City consulted with the Nevada Housing division on public housing and chronically homeless needs in Carson City and the possibility of creating supportive housing to address those needs. Carson City will work with the Nevada Housing Division to fund a supportive housing project in Carson City.

3	<b>Agency/Group/Organization</b>	Silver State Fair Housing
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Service-Fair Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Public Housing Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Carson City consulted with the Silver State Fair Housing Council via email, phone consultation, and in-person discussions. We anticipate improved outreach through distribution of fair housing information and fair housing trainings in Carson City for both the public and City staff.
4	<b>Agency/Group/Organization</b>	CASA
	<b>Agency/Group/Organization Type</b>	Child Welfare Agency
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	CASA was consulted by email and discussed the need for state child welfare workers and funding for arts and culture in our community. Carson City is addressing these concerns through the Community Support Services Grant program and will work to increase coordination with CASA.
5	<b>Agency/Group/Organization</b>	Ron Wood Family Resource Center
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services - Victims

	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Homelessness Strategy Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Ron Wood Family Resource Center was consulted by email and discussed the need for transitional housing, youth programming, and food security programming. We are currently coordinating with Ron Wood and are implementing and/or funding programs in Carson City that address these needs.
6	<b>Agency/Group/Organization</b>	COMMUNITY COUNSELING CENTER
	<b>Agency/Group/Organization Type</b>	Services-substance abuse counseling
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Community Counseling Center was consulted by email and discussed the need for continued funding for substance abuse treatment. Carson City will continue to fund their program through the CDBG program and the City's Community Support Services Grant.
7	<b>Agency/Group/Organization</b>	CARSON CITY FRIENDS IN SERVICE HELPING
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-homeless Services-Health

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Carson City consulted with FISH and discussed the need for transitional housing and improvements to the FISH facility. Carson City will continue to support FISH through the use of CDBG funding to improve their facility and is working with them on a supportive housing project using HOME funds and tax credits.
8	<b>Agency/Group/Organization</b>	CARSON CITY ADVOCATES TO END DOMESTIC VIOLENCE
	<b>Agency/Group/Organization Type</b>	Services-Victims of Domestic Violence Services - Victims
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Families with children
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Advocates to End Domestic Violence was consulted by email and discussed the difficulties that women have transitioning from a shelter to a home of their own due to limited job skills, education, and available affordable housing. More programs are needed that provide skills for higher paying employment or trades. Carson City will continue to fund their program through the City's Community Services Support Grant.
9	<b>Agency/Group/Organization</b>	Rural Nevada Continuum of Care
	<b>Agency/Group/Organization Type</b>	Continuum of Care

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Rural Nevada Continuum of Care was consulted by phone and they emphasized the need for a plan to end homelessness. The City will work with the RNCoc to ensure the units are available to persons transitioning into permanent housing and residents have access to necessary supportive services.
10	<b>Agency/Group/Organization</b>	Nevada Rural Counties RSVP
	<b>Agency/Group/Organization Type</b>	Services-Elderly Persons Services-Persons with Disabilities
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Nevada Rural Counties RSVP attended the Consolidated Plan stakeholder meeting and discussed the importance of continued funding for programs to assist the elderly, such as a suicide program and early intervention programs. Also needed is veteran assistance and better access to transportation. Carson City will continue to fund their agency through the City's Community Support Services Grant program.

11	<b>Agency/Group/Organization</b>	CARSON CITY HEALTH AND HUMAN SERVICES
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services - Victims Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Carson City Health and Human Services attended the Consolidated Plan stakeholder meeting and discussed the need for insurance programs for the uninsured and for primary health care for women. Health and Human Services will continue to partner with other agencies to create and provide programs that meet the community's needs.

**Identify any Agency Types not consulted and provide rationale for not consulting**

Not applicable.

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Rural Nevada Continuum of Care	Goals are consistent with overall goals of Carson City
Barriers to Affordable Housing Development	Carson City	Goals are consistent with overall goals of Carson City
A Study of Homeless in Rural Counties of Nevada	Rural Nevada Continuum of Care	Goals are consistent with overall goals of Carson City
Get Healthy Carson City, a 2020 Health Action Plan	Carson City Health and Human Services	Goals are consistent with overall goals of Carson City
Disabilities Five Year Plan	Nevada Governor's Council on Development	Goals are consistent with overall goals of Carson City
Healthy Home Initiative	Nevada Health Division	Goals are consistent with overall goals of Carson City

**Table 3 – Other local / regional / federal planning efforts**

**Narrative (optional)**

## **AP-12 Participation – 91.105, 91.200(c)**

### **1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting**

The Citizen Participation Plan discusses the City's procedures and efforts in regards to the Consolidated Plan and Annual Action Plan development, public notices, public comment periods, public hearings, plan amendments, performance reports, technical assistance to community partners, record retention, and complaints.

The City is also required to consult with public and private agencies that provide services to the community. When developing the plan, the City took several actions to include input from the community as a whole and from key stakeholders:

- The City consulted with representatives from other city departments on how CDBG could have the most beneficial community impact. This consultation included several departments, such as Planning, Public Works, Fire, Sheriff's Office, Health and Human Services, and Parks and Recreation.
- An Application Review Workgroup, comprised of six community members, held a public meeting on February 11, 2016 to review projects with applicants before making final funding recommendations to the Board of Supervisors. The Workgroup used detailed criteria to score and rank the proposals for completeness, community need, and compliance with HUD requirements.
- The City made the draft plan available for public comment from March 3 to April 1, 2016. Copies were made available at the City Library, Planning Department, City Hall, Partnership Carson City and on the City's website. The availability of the plan was announced in the Nevada Appeal newspaper on February 17, 2016.
- The City will hold a public hearing on April 7, 2016 at the Board of Supervisors meeting to receive public comments and to make final approval of the plan and funding recommendations.
- In order to outreach to minorities and non-English speaking persons, notice of the availability of CDBG funding was published in Spanish in La Voz Hispana and the Annual Action Plan was made available at the United Latino Community Office.

The citizen participation process assists Carson City in establishing its priority needs and making funding decisions based on those needs.



**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Hearing	Non-targeted/broad community	approximately 25 people from different agencies that applied for CDBG funding	Applicants discussed the need for funding their specific projects	Not applicable	
2	Newspaper Ad	Non-targeted/broad community	Not applicable	None	Not applicable	
3	Newspaper Ad	Minorities Non-English Speaking - Specify other language: Spanish	N/A	N/A	N/A	
4	Internet Outreach	Non-targeted/broad community	N/A	N/A	N/A	<a href="http://carson.org/cdbg">http://carson.org/cdbg</a>

**Table 4 – Citizen Participation Outreach**



## Expected Resources

### AP-15 Expected Resources – 91.220(c) (1, 2)

#### Introduction

Carson City begins the third year of its Consolidated Plan on July 1, 2016, and will receive a new allocation of \$368,516 of Community Development Block Grant (CDBG) funds. Funded projects will help create a more **suitable living environment** by making needed services and public facilities more **accessible** and more **affordable** for low to moderate income residents.

#### Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	368,516	0	0	368,516	0	

Table 5 - Expected Resources – Priority Table

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

2016 CDBG funds will be used by Food For Thought to leverage funding from the USDA.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

Carson City owns property on Brown Street and on Palo Verde Drive that may be used for affordable housing with the collaboration of the Nevada Rural Housing Authority.

**Discussion**

Carson City only receives CDBG funding. The State of Nevada receives HOME, ESG, HOPWA, Section 8, and Low-Income Housing Tax Credits which are used for many programs that address the needs of the low income population in Carson City.

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Public Services/Youth Services	2014	2019	Non-Housing Community Development	Community Wide	Youth Services	CDBG: \$44,103	Public service activities other than Low/Moderate Income Housing Benefit: 4800 Persons Assisted
2	Infrastructure/Neighborhood Facility Improvements	2014	2019	Homeless Non-Homeless Special Needs Non-Housing Community Development	Community Wide	Homeless Facilities Neighborhood Facilities General Infrastructure	CDBG: \$221,474	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 225 Persons Assisted
3	Infrastructure/Public Facilities ADA Improvements	2014	2019	Non-Housing Community Development	Community Wide	Parks and Recreation Facilities	CDBG: \$18,062	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 100 Persons Assisted
4	Provide counseling and financial assistance	2014	2019	Homeless	Community Wide		CDBG: \$11,174	Public service activities other than Low/Moderate Income Housing Benefit: 260 Persons Assisted

Table 6 – Goals Summary

## Goal Descriptions

1	<b>Goal Name</b>	Public Services/Youth Services
	<b>Goal Description</b>	<p>“Reach Up” is a comprehensive mental health treatment and case management program designed to identify, support, and counsel Carson City youth from 3-17 years of age in crisis. Program costs include salaries, supplies, insurance, and fees for audit and tax preparation.</p> <p>The Summer Food Bridge program provides free, nutritious lunch meals during the summer for 4500 low and moderate income children in Carson City.</p>
2	<b>Goal Name</b>	Infrastructure/Neighborhood Facility Improvements
	<b>Goal Description</b>	The Jeanell Drive Supporting Housing Project Training Center will construct a training center as part of the Jeanell Drive Supportive Housing project currently underway. The Training Center will provide on-site life skills and on-the-job training opportunities to qualified Carson City residents.
3	<b>Goal Name</b>	Infrastructure/Public Facilities ADA Improvements
	<b>Goal Description</b>	The Centennial Park Archery Range project will fund the permit, construction, and material costs of ADA improvements to the City-owned Centennial Park Archery Range to allow access for wheelchair bound individuals who would like to use the range.
4	<b>Goal Name</b>	Provide counseling and financial assistance
	<b>Goal Description</b>	The ESL In-Home program uses volunteer tutors to teach low-income, illiterate, non-English speaking adults to speak, read, and write English. This program also assists students to become citizens and achieve their high school equivalency.

Table 7 – Goal Descriptions

**Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):**

Carson City is not a housing authority and does not provide housing for extremely low-income, low-income, and moderate-income families.

## AP-35 Projects – 91.220(d)

### Introduction

In program year 2016, the City will administer five projects. Eighty percent of the City's total allocation will be dedicated to serving LMI clientele

#	Project Name
1	Ron Wood Family Resource Center Reach Up
2	Food For Thought Summer Food Bridge Program
3	ESL In-Home Program of Northern Nevada
4	Centennial Park Archery Range ADA Improvements
5	Jeanell Drive Supportive Housing Project Training Center

Table 8 – Project Information

### Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The priorities were allocated based on recommendations from the Application Review Workgroup and Board of Supervisors approval. Obstacles to addressing underserved needs stem from a lack of funding, although Carson City will partner with other agencies to address any shortfalls.



## Projects

### AP-38 Projects Summary

#### Project Summary Information

Table 9 – Project Summary

<b>1</b>	<b>Project Name</b>	Ron Wood Family Resource Center Reach Up
	<b>Target Area</b>	Community Wide
	<b>Goals Supported</b>	Public Services/Youth Services
	<b>Needs Addressed</b>	Youth Services
	<b>Funding</b>	CDBG: \$32,103
	<b>Description</b>	Reach Up is a comprehensive mental health treatment and case management program designed to identify, support, and counsel Carson City youth from 3-17 years of age in crisis. Program costs include salaries, supplies, insurance, and fees for audit and tax preparation.
	<b>Target Date</b>	6/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	300 low to moderate income families
	<b>Location Description</b>	Project will take place at the Ron Wood Family Resource Center office at 2621 Northgate Lane in Carson City

	<b>Planned Activities</b>	Reach Up will provide counseling and support groups for youth ages 3-17 that are experiencing a crisis. The program will provide free services for qualified youth and families and will serve as a triage point to access additional free or low cost services outside of their scope. New services will include preventative individual and group support at schools for youth suffering from substance abuse, negative peers, family conflict, lack of support, poor academic performance, bullies, gangs and low self-esteem.
<b>2</b>	<b>Project Name</b>	Food For Thought Summer Food Bridge Program
	<b>Target Area</b>	LMI areas East Carson City
	<b>Goals Supported</b>	Public Services/Youth Services
	<b>Needs Addressed</b>	Youth Services
	<b>Funding</b>	CDBG: \$12,000
	<b>Description</b>	This project will provide free, nutritious lunch meals during the 2016 summer break for 4500 low and moderate income children in Carson City. Food service locations are selected to target LMI neighborhoods with a high incidence of children receiving free and reduced price lunches during the school year.
	<b>Target Date</b>	6/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 4500 LMI youth will receive free lunch meals at two food service locations, with an average of 80 children per day.
	<b>Location Description</b>	The project will take place at Park Terrace Park at 1327 La Loma and at the Bridge Church at 901 N. Stewart Street in Carson City.
	<b>Planned Activities</b>	Food For Thought staff will prepare and serve lunch meals to LMI youth, Monday through Friday during the 2016 summer. Food For Thought will also conduct organized activities and distribute free books, backpacks, school supplies, and hygiene kits to children that participate in the program.
<b>3</b>	<b>Project Name</b>	ESL In-Home Program of Northern Nevada
	<b>Target Area</b>	Community Wide

	<b>Goals Supported</b>	Public Services/Youth Services
	<b>Needs Addressed</b>	Youth Services
	<b>Funding</b>	CDBG: \$11,174
	<b>Description</b>	This program uses volunteer tutors to teach low-income, illiterate, non-English speaking adults to speak, read, and write English. This program also assists students to become citizens and achieve their high school equivalency.
	<b>Target Date</b>	6/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 260 low to moderate income clients will benefit from the proposed project.
	<b>Location Description</b>	This program will take place in the student's or tutor's home or at public sites convenient for the tutor and student.
	<b>Planned Activities</b>	Volunteers will provide free in-home tutoring, books and materials to low-income, illiterate, non-English speaking students. Students will be taught to speak, read, and write English, and in some cases, will receive assistance obtaining their citizenship and achieving their high school equivalency.
<b>4</b>	<b>Project Name</b>	Centennial Park Archery Range ADA Improvements
	<b>Target Area</b>	Community Wide
	<b>Goals Supported</b>	Infrastructure/Public Facilities ADA Improvements
	<b>Needs Addressed</b>	Parks and Recreation Facilities
	<b>Funding</b>	CDBG: \$18,062
	<b>Description</b>	This project will fund the permit, construction, and material costs to make ADA improvements to the Centennial Park Archery Range to allow access for wheelchair bound individuals who would like to use the range.

	<b>Target Date</b>	6/30/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 100 disabled individuals will benefit from this activity
	<b>Location Description</b>	The Centennial Park Archery Range is located just east of Centennial Park on east Highway 50
	<b>Planned Activities</b>	This project will construct an ADA concrete walkway from the parking lot to the archery range. Also included in the project are handicapped signs and a sanitary facility.
5	<b>Project Name</b>	Jeanell Drive Supportive Housing Project Training Center
	<b>Target Area</b>	Community Wide
	<b>Goals Supported</b>	Infrastructure/Neighborhood Facility Improvements
	<b>Needs Addressed</b>	Neighborhood Facilities
	<b>Funding</b>	CDBG: \$221,474
	<b>Description</b>	This project will construct a training center as part of the Jeanell Drive Supportive Housing project. The Training Center will provide on-site life skills and on-the-job training opportunities to qualified Carson City residents.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 225 low to moderate income individuals will benefit from the proposed activity.
	<b>Location Description</b>	The project will be located at 430 Jeanell Drive in Carson City.

	<b>Planned Activities</b>	Funds will be used to construct an on-site training center as part of the Jeanell Drive Supportive Housing Project. The training center will be attached to the housing project and will provide on-site life skills and on-the-job training opportunities to qualified Carson City residents.
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## **AP-50 Geographic Distribution – 91.220(f)**

### **Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

Carson City will direct assistance to one geographic area for the Food For Thought Program. It will take place in an LMI neighborhood in east Carson City.

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>
LMI areas East Carson City	3
Community Wide	77

**Table 10 - Geographic Distribution**

### **Rationale for the priorities for allocating investments geographically**

This target area was identified in the Consolidated Plan as a low-income minority concentration area. Providing services for the low- to moderate-income population in this area would create a more suitable living environment.

### **Discussion**

Carson City has been addressing the need for sidewalk improvements in low- to moderate-income neighborhoods for the past 9 years and has seen a tremendous increase in accessibility and connectivity in these neighborhoods. In 2016 the City will focus its efforts on a geographic target area with a high population of LMI individuals in order to create a suitable living environment.

# Affordable Housing

## AP-55 Affordable Housing – 91.220(g)

### Introduction

The City did not identify any current public policies related to the development of affordable housing. In Carson City, current public policies do not create a significant regulatory barrier to the development of such housing. The Planning Department completed a HUD survey regarding regulatory barriers to affordable housing. The survey identified the following areas where improvements could be made to lower the cost of affordable housing:

- The City has not modified infrastructure standards or authorized the use of new infrastructure technologies (i.e. water, sewer) to significantly reduce the cost of housing. However, the City Engineer may allow reduced street widths on a case-by-case basis, which can reduce the cost of development.
- The City does not give “as-of-right” density bonuses sufficient to offset the cost of building below market units as an incentive for any market rate residential development that includes units as an incentive.
- The City does not provide for expedited permitting and approvals for affordable housing projects.
- The City does not have an explicit policy that adjusts or waives existing parking requirements for affordable housing developments. However, the City code does provide for reduced parking requirements for senior housing projects.
- The City allows accessory apartments in residential districts zoned for single-family housing, but does not allow rentals.

<b>One Year Goals for the Number of Households to be Supported</b>	
Homeless	0
Non-Homeless	0
Special-Needs	0
Total	0

**Table 11 - One Year Goals for Affordable Housing by Support Requirement**

<b>One Year Goals for the Number of Households Supported Through</b>	
Rental Assistance	30
The Production of New Units	0
Rehab of Existing Units	0

One Year Goals for the Number of Households Supported Through	
Acquisition of Existing Units	0
Total	30

**Table 12 - One Year Goals for Affordable Housing by Support Type**

## Discussion

Several policy recommendations from the Land Use Master Plan are under review by the Board of Supervisors, and their implementation will enable Carson City to maximize its livable space by creating several zoning districts that are appropriate for the construction of higher density multi-family housing, much of it affordable. They include:

- Identify public lands, including City-owned properties that would be appropriate for affordable housing development.
- Identify privately held lands for the development of affordable and workforce housing projects.
- Promote the development of attached housing such as condominiums, town homes, and multi-story residential housing.
- Develop specific regulatory incentives to encourage/require the development of workforce housing. Consideration should be given to creating inclusionary housing ordinances.
- Include appropriate standards in the Carson City Municipal Code for permitting and construction of attached or detached accessory dwelling units that allow rental of the units.
- Implement regulatory actions that reduce housing-related costs.
- Encourage the development of new energy efficient housing and energy retrofitting for existing housing stock to lower average monthly housing costs.
- Enforce appropriate standards for safe and decent affordable housing in Carson City.
- Prohibit the use or limit the length of stay in recreational vehicle parks and motels.
- Establish permit requirements for short-term residential housing at recreational vehicle parks and local motels.
- Encourage and support efforts to create more affordable housing on a regional basis.

The City will work with NRHA to facilitate the development of affordable housing on a property owned by Carson City known as “Brown Street” and on a property at 430 Jeanell Drive. Carson City will also donate a single-family residential lot to a Community Housing Development Organization (CHDO) for the development of an affordable home. It’s required that the home be made available to low- to moderate-income families per HUD income limits.



## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

The Nevada Rural Housing Authority (NRHA) is the public housing authority for Carson City and all areas in Nevada except for Clark County and Washoe County. While NRHA does not manage any properties in Carson City, approximately 594 Section 8 vouchers are used for elderly and low-income families in Carson City. According to NRHA there are approximately 700 Carson City households on the Sec 8 Housing Choice Voucher Waiting List.

In 2013, the City contributed \$20,000 of CDBG Administrative and Planning funds towards a Regional Housing Demand Analysis being undertaken by NRHA. This Analysis will provide critical data for planning of affordable housing programs and to justify funding requests. The City also allocated CDBG funding for a homeless needs assessment as part of the Jeanell Drive Supportive Housing Project and for a traffic study associated with the redevelopment of the Brown Street neighborhood.

### **Actions planned during the next year to address the needs to public housing**

In 2016-2017, the City will continue to work with NRHA to facilitate the development of affordable housing on a property owned by Carson City known as “Brown Street”. The City will also continue working with NRHA on the development of the Jeanell Drive Supportive Housing Project, which will provide 39 units for low-income housing.

### **Actions to encourage public housing residents to become more involved in management and participate in homeownership**

There are no public housing residents in Carson City.

### **If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

NRHA has not been identified as a troubled agency by HUD.

### **Discussion**

The City will work with NRHA to facilitate the development of any future public housing projects.

## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

### **Introduction**

The City has set four homeless objectives as part of its Strategic Plan. The first goal is to partner with local service providers and the Rural Nevada Continuum of Care (RNCOC) to address homeless prevention and provide counseling services and financial assistance to households facing homelessness. The second goal is to provide emergency shelter and transitional housing by continuing to partner with F.I.S.H. and Advocates to End Domestic Violence. The third goal is to develop transitional and permanent supportive housing through the redevelopment of a suitable property. The fourth goal is to provide supportive services in the form of employment counseling and job training in order to prevent homelessness.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including**

#### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

Carson City adopted a 10-year plan to prevent and end poverty and homelessness in June 2006 and is actively involved in a partnership with the RNCOC, Churchill, Douglas, and Lyon counties to implement the strategies of the plan. The City is also the recipient of two Shelter Plus Care grants that provide up to 8 permanent supportive housing units to chronically homeless individuals and families. In addition, the State Rural Services Division receives Shelter Plus Care funding from HUD to provide mentally ill clients permanent housing and supportive care, including participants who live in Carson City.

Carson City is an active member in the RNCOC through its Health and Human Services office. The RNCOC is a fifteen-county organization that broadly defines the needs of the homeless throughout much of Nevada. In 2012 the RNCOC began the development of a 3-5 year Strategic Plan for ending homelessness, including the chronically homeless. The plan will leverage and align existing plans, goals, and objectives throughout the 15 county areas. Participants in the development of the plan includes county and city representatives, schools, the Veterans Administration, the NRHA, and homeless service providers.

The RNCOC will continue to encourage the creation of additional permanent supportive housing units in rural areas. The City will explore the potential redevelopment of a property into transitional housing for very low income individuals. The City will work with the RNCOC to ensure the units are available to persons transitioning into permanent housing and residents have access to necessary supportive services.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

The best method for addressing homelessness is to prevent the household from losing their housing in the first place. The risk of homelessness is prevalent despite today's improving economic conditions and housing market. Households that lost jobs in the sagging construction, landscaping and real estate industries and who have not been able to secure full-time employment are among those facing homelessness. The City will utilize Emergency Solutions Grant funding it receives from the State to provide counseling services and financial assistance to these households. The City will also work with the RNCOC to monitor the success of the discharge policies in place.

Carson City Health and Human Services was granted \$18,000 from the Nevada Low-Income Housing Trust Fund to provide emergency assistance to households and persons who are in imminent danger of losing housing. Also awarded to Health and Human Services in 2009 was \$17,777 of CDBG-R funds for the Family Enrichment Program, which provides support services and financial assistance to prevent families from becoming homeless. The agency also provides rental assistance to those individuals who are pending approval for disability benefits through the Disability Rental Assistance Program. This program was originally funded with CDBG funds and is now using revolving funds from Social Security.

The Circles of Support program continues to receive funding from Carson City to support activities aimed at reducing and preventing poverty and homelessness in Carson City.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

Carson City is working with the Nevada Rural Housing Authority and Friends in Service Helping (FISH) to develop a supportive housing facility for homeless individuals.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

Carson City will help homeless persons make the transition to permanent housing and independent living by providing emergency shelter and transitional housing by continuing to partner with F.I.S.H. and Advocates to End Domestic Violence. Carson City will also develop transitional and permanent supportive housing through the redevelopment of a suitable property.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

The RNCOC has four discharge policies in place to ensure that persons leaving institutional care do not become homeless, including Foster Care, Mental Health, Corrections and Health Care.

The Foster Care protocol is in place and has been implemented statewide. The policy is to identify youth who are aging out of the foster care system prior to discharge. Those youth are eligible for a stipend of \$250 through the Nevada Partnership for Homeless Youth if they completed an intake form prior to their 18th birthday, enroll in the Independent Living Program, and complete an exit survey within 6 months. Another program called Step Up provides stipends for former foster care youth ages 18 to 21 years for signing up for the program and for either receiving a high school diploma or a GED. These funds are meant to help with rent, utilities, and supportive mentoring. Additional funds might be available for emergency requests until the youth turns 21 years.

The Mental Health discharge protocol is based on a Memorandum of Understanding (MOU) between Mental Health and Disability Services (Rural Clinics/AdultMH Services) and Division of Child and Family Services to ensure effective transition of those leaving mental health treatment, in particular children and families served by DCFS. The protocol has been agreed upon and is being actively carried out by the RNCOC and the publicly funded agencies and systems of care. Corresponding policies and procedures are in place to ensure that persons leaving publicly funded institutions do not end up homeless when discharged from facilities.

The Corrections discharge protocol is followed by the Department of Corrections (DOC) and provides referrals and information regarding permanent housing. The DOC provides services and programs that will prepare the offender at specific stages of his/her sentence for re-entry and release into society. In addition, the DOC has an MOU with the Division of Mental Health and Disability Services (rural clinics) to provide services for inmates with mental health disorders to avoid discharging the individual without care.

Health care discharge protocol is done at the county level. Carson City has not finalized a discharge protocol as of yet, but may choose to follow the model used by Churchill County and Lyon County. These counties developed a broad approach that incorporates health care, law enforcement, treatment, social services and juvenile probation.

## Discussion

With the collaboration of other service agencies, Carson City has created a protocol and objectives for helping the homeless and others with special needs. These objectives are being implemented by Carson City Health and Human Services, the Rural Nevada Continuum of Care, FISH, Advocates to End Domestic Violence, and Circles of Support.

<b>One year goals for the number of households to be provided housing through the use of HOPWA for:</b>
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family
Tenant-based rental assistance
Units provided in housing facilities (transitional or permanent) that are being developed, leased, or operated
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds
Total

## **AP-75 Barriers to affordable housing – 91.220(j)**

### **Introduction**

The City did not identify any current public policies related to the development of affordable housing. In Carson City, current public policies do not create a significant regulatory barrier to the development of such housing.

### **Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

The Planning Department completed a HUD survey regarding regulatory barriers to affordable housing. The survey identified the following areas where improvements could be made to lower the cost of affordable housing:

- The City has not modified infrastructure standards or authorized the use of new infrastructure technologies (i.e. water, sewer) to significantly reduce the cost of housing. However, the City Engineer may allow reduced street widths on a case-by-case basis, which can reduce the cost of development.
- The City does not give “as-of-right” density bonuses sufficient to offset the cost of building below market units as an incentive for any market rate residential development that includes units as an incentive.
- The City does not provide for expedited permitting and approvals for affordable housing projects.
- The City does not have an explicit policy that adjusts or waives existing parking requirements for affordable housing developments. However, the City code does provide for reduced parking requirements for senior housing projects.
- The City allows accessory apartments in residential districts zoned for single-family housing, but does not allow rentals.

### **Discussion**

Several policy recommendations from the Land Use Master Plan are under review by the Board of Supervisors, and their implementation will enable Carson City to maximize its livable space by creating several zoning districts that are appropriate for the construction of higher density multi-family housing,

much of it affordable. They include:

- Identify public lands, including City-owned properties that would be appropriate for affordable housing development.
- Identify privately held lands for the development of affordable and workforce housing projects.
- Promote the development of attached housing such as condominiums, town homes, and multi-story residential housing.
- Develop specific regulatory incentives to encourage/require the development of workforce housing. Consideration should be given to creating inclusionary housing ordinances.
- Include appropriate standards in the Carson City Municipal Code for permitting and construction of attached or detached accessory dwelling units that allow rental of the units.
- Implement regulatory actions that reduce housing-related costs.
- Encourage the development of new energy efficient housing and energy retrofitting for existing housing stock to lower average monthly housing costs.
- Enforce appropriate standards for safe and decent affordable housing in Carson City.
- Prohibit the use or limit the length of stay in recreational vehicle parks and motels.
- Establish permit requirements for short-term residential housing at recreational vehicle parks and local motels.
- Encourage and support efforts to create more affordable housing on a regional basis.

The City will work with NRHA to facilitate the development of affordable housing on a property owned by Carson City known as “Brown Street” and on a property at 430 Jeanell Drive. Carson City will also donate a single-family residential lot to a Community Housing Development Organization (CHDO) for the development of an affordable home. It’s required that the home be made available to low- to moderate-income families per HUD income limits.



## **AP-85 Other Actions – 91.220(k)**

### **Introduction**

Many factors influenced the City's assessment of community needs, including existing facilities, services, and programs, the availability of non-CDBG funding sources, and the ability to use CDBG to successfully serve the need given the limitations of the program. The City based its needs assessment on discussions with City staff and community service providers with first-hand experience in serving the community development needs of the area.

### **Actions planned to address obstacles to meeting underserved needs**

Carson City will partner with local social service providers, local affordable housing developers, and other government agencies to address obstacles to meeting underserved needs.

### **Actions planned to foster and maintain affordable housing**

Carson City will do the following to foster and maintain affordable housing:

- Identify public lands, including City-owned properties that would be appropriate for affordable housing development.
- Identify privately held lands for the development of affordable and workforce housing projects.
- Promote the development of attached housing such as condominiums, town homes, and multi-story residential housing.
- Develop specific regulatory incentives to encourage/require the development of workforce housing. Consideration should be given to creating inclusionary housing ordinances.
- Include appropriate standards in the Carson City Municipal Code for permitting and construction of attached or detached accessory dwelling units that allow rental of the units.
- Implement regulatory actions that reduce housing-related costs.
- Encourage the development of new energy efficient housing and energy retrofitting for existing housing stock to lower average monthly housing costs.
- Enforce appropriate standards for safe and decent affordable housing in Carson City.
- Prohibit the use or limit the length of stay in recreational vehicle parks and motels.
- Establish permit requirements for short-term residential housing at recreational vehicle parks and local motels.
- Encourage and support efforts to create more affordable housing on a regional basis.

## **Actions planned to reduce lead-based paint hazards**

The National Health and Nutrition Examination Survey (NHANES) found that children in low-income households were eight times as likely to be lead poisoned. The City's Health Department will serve as the lead agency for addressing the issues of lead poisoning and lead-based paint. The Health Department is coordinating with other service providers in the state to eliminate childhood lead poisoning. Currently, the City has a passive lead poisoning surveillance and testing system in place and currently lacks the capacity to administer an aggressive testing program. If other funds become available to increase capacity, the City will purchase testing equipment and implement a plan to screen at-risk children within the City. Where elevated levels of lead are detected, the City will address the lead exposure through rehabilitation. The City will ensure that all contractors and workers involved with any CDBG-funded housing rehabilitation are properly trained and certified in lead-safe work practices.

## **Actions planned to reduce the number of poverty-level families**

As part of the Consolidated Plan, the City is required to devise a strategy to reduce the number of poverty-level families within its jurisdiction. According to the 2014 American Community Survey conducted by the U.S. Census, an estimated 15.2 percent of Nevada residents were below the Federal poverty level.

The largest assistance programs available to households in poverty are coordinated by the State and include Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (Food Stamps), Employment and Supportive Services (E&SS), Child Care Development Fund (CCDF), Medicaid, and Energy Assistance Program (EAP).

The City will coordinate with these state programs to ensure that the programs administered by the City are complementary to the existing state programs and do not overlap. The City created the Family Enrichment Program, which assists low-income individuals and families achieve self-sufficiency through graduated rental assistance. The City will also coordinate with the United Way and other service providers to ensure that working poor families take advantage of programs like the Earned Income Tax Credit to help build self-sufficiency.

The City will increase coordination among housing and human services providers to enable them to serve poverty level households more effectively with case management/housing counseling services. Carson City contributed \$9,000 to the Circles of Support Program which helps the homeless transition out of poverty.

The Nevada Department of Transportation has previously provided bus services throughout the area within the WNHC to assist poverty-level persons and households access employment opportunities, services and training. Additional funds have been provided to transit services in Churchill, Douglas

County and Carson City for welfare-to-work programs.

### **Actions planned to develop institutional structure**

For 2016, the City has identified three areas to improve its institutional structure. First, the City will work with the Nevada Rural Housing Authority and other partners to increase the capacity of non-profit housing developers. Second, the City will work with the Continuum of Care to strengthen coordination in the delivery of homeless services. And lastly, the City's Health Department will coordinate with other agencies in the state to address the threat of lead-based paint. The City hopes to build its capacity to identify lead-based paint hazards in the community.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

To enhance coordination and communication with service providers and other public agencies, City staff will continue to hold periodic meetings, workgroups, and consultations with partners and community stakeholders including but not limited to:

- Local social service providers
- Nevada Rural Housing Authority (NRHA)
- Local affordable housing developers
- City Health and Human Services Department
- CDBG applicants

### **Discussion**

CDBG funds are limited and are not sufficient to meet all of a community's needs. Therefore, it is necessary that the City assigns relative priorities to each need and use its limited resources to address the highest priorities. The City has assigned a priority level of high, medium, or low to each possible use of funds.

- High Priority: A high priority indicates the City will use CDBG funds to implement programs and projects to address this need.
- Medium Priority: A medium priority indicates the City acknowledges a need exists but that the need level is relatively low compared to other needs and/or the need is being addressed by another program or funding source. The City will partner with other agencies and organizations

to apply for additional funding.

- Low Priority: A low priority indicates that the City does not perceive a need for this type of service or program.

Carson City will coordinate with other social service, housing, and government agencies in order to address the highest priority needs of its community.

## Program Specific Requirements

### AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

#### Introduction

Carson City will use 100% of its CDBG allocation to benefit low- to moderate-income individuals.

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>0</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

## **Discussion**

This Annual Action Plan will cover the period from July 1, 2015 to June 30, 2017. One hundred percent of CDBG funds will be used for activities that benefit persons of low and moderate income.

