



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: June 7, 2018

Staff Contact: Ana Jimenez, Grants Administrator

Agenda Title: For Possible Action: To allocate the Community Development Block Grant (CDBG) funding for FY19 and to approve funding recommendations to The State of Nevada's Governor's Office of Economic Development (GOED) CDBG Program. (Ana Jimenez; ajimenez@carson.org)

Staff Summary: The CDBG funding available to Carson City for FY19 is approximately \$475,428. A maximum of 15% is allowed for public services which is \$71,315 and a minimum of 65% for public improvements. There is no limit on the funding amount for public improvement projects. A maximum of 10% is allowed for planning and administration which is \$47,503. A community-based Application Review Workgroup (ARW) conducted a public meeting to interview the CDBG applicants on April 26, 2018 and then ranked the applications for recommendation to the Board of Supervisors.

Agenda Action: Formal Action/Motion

Time Requested: 30 minutes

Proposed Motion

I move to approve the Community Development Block Grant funding for FY19 as recommended by the Application Review Workgroup.

Board's Strategic Goal

Economic Development

Previous Action

N/A

Background/Issues & Analysis

Carson City received 3 proposals for public services and 2 for public improvements. An Application Review Workgroup formed by staff evaluated and ranked the applications and made funding recommendations based on both meeting the CDBG national objectives and the community priorities.

Once the Board has reviewed, discussed and approved the proposed CDBG funding proposals, they will be incorporated into State of Nevada's Governor's Office of Economic Development draft CDBG 2018-19 Annual Action Plan (AAP).

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: Grant Fund 275-0620-465

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: \$427,000 was budgeted for FY19. Once we know the final award amount the FY19 budget will be augmented.

Alternatives

Provide other direction

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)



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MEMORANDUM Board of Supervisors Meeting of June 07, 2018

To: Mayor and Board of Supervisors
From: Ana Jimenez, Grants Administrator
Date: June 07, 2018
Subject: CDBG FY 19 Funding Proposals

The Board of Supervisors is required to annually recommend approval of funding for Community Development Block Grant (CDBG) projects to The Governor's Office of Economic Development. Carson City's CDBG allocation for FY19 is \$475,428 of which \$33,596 will be used for grant administration. The remaining \$441,832 will be allocated to Public Improvement Projects and Public Services.

As part of the CDBG Citizen Participation requirement, a request for proposals was posted at City Hall, Carson City Library, State Library and Archives and Carson City Community Development. Applications were also solicited by individual letters to local community service organizations.

Applications were due on January 16, 2018. The Application Review Workgroup (ARW) held a public meeting on April 26, 2018, where applicants had the opportunity to answer questions from the ARW. The ARW ranked and evaluated the proposed project applications for community need, projected outcome, and compliance with State and HUD requirements. The ARW consisted of four volunteer community members recruited by staff from a variety of local community groups. These members are:

- Ale Avila - Commercial Sales and Leasing agent at NAI Alliance
- Rob Joiner - Land Use Planner and Real Estate Agent
- JoAnn Carpenter – Retired, CDBG Program Administrator
- Steven Grundy – Retired, Nevada Energy

Following is a list of the CDBG applications and recommendations for the 2019 fiscal year. All projects met CDBG requirements and are eligible for funding.

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CDBG PUBLIC SERVICES RECOMMENDATIONS:

Estimated funding = \$33,000 (7% of total allocation)

1) Project Name: Reach Up!

Agency: Ron Wood Family Resource Center

Funding Request: \$50,000

Recommendation: \$20,000

Objective: Serving low- to moderate-income (LMI) persons.

Description: “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.

Funding Recommendation Rationale: Ron Wood’s “Reach Up!” program was funded by CDBG in FY2017 & FY2018. Although under Section 105(a)(8) of The Housing and Community Development Act of 1974 (HCDA) “ongoing grants” under Public Services are not eligible, Ron Wood is planning on expanding services by including self-harming prevention and emotional regulation workshops. Showing a quantifiable increase in the level of service above that which has been provided in the past, makes them eligible for CDBG funding.

2) Project Name: Summer Food Bridge for Hungry Children

Agency: Food For Thought

Funding Request: \$12,000

Recommendation: \$10,000

Objective: Serving low- to moderate-income (LMI) persons.

Description: The Summer Food Bridge for Hungry Children program provides free lunches to low and moderate income students at risk for food insecurity. This is accomplished by establishing feeding sites in proximity to elementary schools with a high incidence of subsidized meal programs during the school year. They currently service two locations; Terrace Park and the Bridge Church.

Funding Recommendation Rationale: Food For Thought’s “Summer Food Bridge for Hungry Children” program was funded by CDBG in FY2017 & FY2018. Although under Section 105(a)(8) of The Housing and Community Development Act of 1974 (HCDA) “ongoing grants” under Public Services are not eligible, Food For Thought is looking to increase their number of sites to increase the number of clientele served. Showing a quantifiable increase in the level of service above that which has been provided in the past, makes them eligible for CDBG funding.

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3) Project Name: Emergency Financial Assistance

Agency: St. Vincent de Paul

Funding Request: \$6,000

Recommendation: \$3,000

Objective: Serving low- to extremely low-income (LMI) persons.

Description: This program provides emergency financial assistance to low and extremely low income individuals and families. Services include eviction prevention, security deposits, utilities, fuel cards, bus passes, medicine, minor auto repairs, replacement ID cards, food and clothing.

Funding Recommendation Rationale: St. Vincent de Paul's "Emergency Financial Assistance" program is a new program and has never been funded by CDBG. The Application Review Workgroup is recommending partial funding contingent upon St. Vincent de Paul's ability to track demographics and proof of low-to-moderate income levels for CDBG reporting requirement purposes. St. Vincent de Paul has also applied for funding through the St. Vincent de Paul Diocese which they will use to match any CDBG funding they receive.

Alternatives:

Staff supports the recommendation of the ARW, but the Board of Supervisors may approve alternative Public Service activities and modify funding amounts.

CDBG PUBLIC FACILITIES AND IMPROVEMENTS RECOMMENDATIONS:

Total Expected Available Allocation = \$408,832 (86% of total allocation)

1) Project Name: Pedestrian Improvements

Agency: Carson City Public Works

Funding Request: \$268,892

Recommendation: \$268,892

CDBG Objective: Serving low- to moderate-income (LMI) area & ADA Compliance.

Description: This project would improve ADA compliance on Carson City's Transportation Network. The project will replace sub-standard sidewalks and curb ramps along College Parkway, between Carson Street and Northgate Road. The roadway is between two low-to-moderate block groups. This corridor has been identified in Carson City's ADA Transition Plan. Additionally, the improvements will benefit users of Carson City's bus service as the bus route travels through this corridor.

Funding Rationale Recommendation: Under Section 105(a)(5) of The Housing and Community Development Act of 1974 (HCDA) "special projects directed to the removal of material and architectural barriers which restrict the mobility and accessibility of elderly and handicapped persons" are eligible activities. The ARW is recommending to fully fund Carson City Public Work's ADA Compliance project because of the community's need of ADA compliant infrastructure.

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2) Project Name: Long Ranch Park Pedestrian Access Ramp Replacement

Agency: Carson City Parks & Recreation

Funding Request: \$198,070

Recommendation: \$139,940

CDBG Objective: Limited Clientele.

Description: The Long Ranch Park Pedestrian Access Ramp Replacement is on Carson City Parks & Recreation's Asset Management List. The existing 45 handicapped access ramps in the Long Ranch Estates development do not meet current ADA compliance for accessibility. Included with the scope of work there will be a ten-foot asphalt path patch behind the access ramps to provide ADA slope transition from the ramps to existing paths.

Funding Rationale Recommendation: Under Section 105(a)(5) of The Housing and Community Development Act of 1974 (HCDA) "special projects directed to the removal of material and architectural barriers which restrict the mobility and accessibility of elderly and handicapped persons" are eligible activities. The ARW is recommending partial funding based on the funding available.

Alternatives:

Staff supports the ARW recommendations. The proposed funding would be used for street and park repairs to meet ADA standards. However, the Board of Supervisors may modify the proposed project funding.

Potential Additional Funding Available: Carson City may receive additional funding from the State of Nevada Governor's Office of Economic Development. The possibility of additional funding was discussed during the ARW meeting on April 26, 2018 where it was determined that if additional funding became available, the recommendation would be to fully fund Carson City's Parks & Recreation Public Improvement Project.

Currently, Carson City Parks & Recreation's Long Ranch Park Pedestrian Access Ramp Replacement Project needs an additional \$58,130. In the event Carson City receives more than the \$58,130 the Carson City Grant's Administrator will open a second round of request for grant proposals.

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).

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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.

Eligible Activities

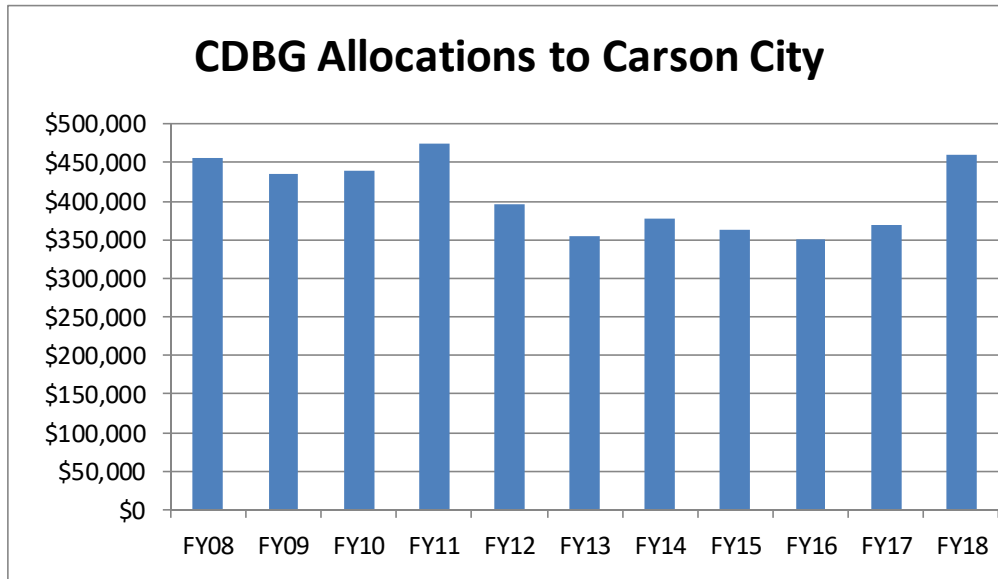
Eligible activities for the use of CDBG funds and examples of such activities include:

- 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 10% of the total allocation

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Funding Amounts

CDBG funding amounts to Carson City in prior years were as follows:



Past Projects Funded

FY18:

- Ron Wood Family Resource Center – (\$35,000)
- Food For Thought – (\$12,000)
- RSVP – (\$8,277)
- Carson City Parks & Recreation – (\$91,664)
- Carson City Public Works – (\$227,190)
- Yasmer Estates – (\$53,015)

FY17:

- Ron Wood Family Resource Center – (\$32,103)
- Food for Thought – (\$12,000)
- Nevada Rural Housing Authority (\$221,474)
- Carson City Parks and Recreation (\$18,062)

FY16:

- 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)

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FY15:

- 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)

FY14:

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

CDBG Application Timeline

The CDBG grant cycle is on a fiscal year running from July 1st through June 30th. The following are some key dates for the FY20 grant period:

- July 1 – October – ZoomGrants opens and can start working on next grant cycle. Start working on eligibility in ZoomGrants. Hold public meetings.
- October 16th – Eligibility due to State CDBG in ZoomGrants.
- October – January – Work on approved applications and prioritize applications for ARW.
- January 16th – Final applications due in ZoomGrants.
- March – April – ARW Public meetings to make funding recommendations.
- June – State of Nevada Office of Economic Development CDBG Trainings.

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