



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** September 15, 2022

Staff Contact: Sheri Russell, Chief Financial Officer

Agenda Title: For Possible Action: Discussion and possible action regarding a proposed Notice to Submit a Letter of Intent for the American Rescue Plan Act ("ARPA") funding for programs or projects that support the Carson City Housing Plan ("Housing Plan"). (Sheri Russell, srussell@carson.org)

Staff Summary: The Board has designated ARPA funding for projects that support the Housing Plan. The funding will be awarded through a competitive grant process for a two-year program or project with a grant period from February 1, 2023, through December 31, 2024. The total available funding is \$1,160,414. The first step in the application process for these funds is the submission of a Letter of Intent. At its August 18, 2022, meeting, the Board of Supervisors asked to review the proposed Notice to Submit a Letter of Intent before its public release to ensure that it contains specific goals in support of the Housing Plan.

Agenda Action: Formal Action / Motion **Time Requested:** 15 minutes

Proposed Motion

I move to approve the Notice to Submit a Letter of Intent.

Board's Strategic Goal

Efficient Government

Previous Action

August 5, 2021 - The Board approved Carson City's Plan of Expenditure for ARPA funding with \$1.3 million designated for non-profits.

November 18, 2021 - The Board approved the appropriation of \$209,586 of the \$1.3 million of ARPA grant funds to five non-profit Carson City agencies.

August 18, 2022 - The Board approved the recommendation from the Board of Health to recognize that both unsheltered individuals and emergency housing are critical issues in Carson City and that the ARPA funding be awarded to programs or projects that support the Housing Plan, and directed staff to return to the Board with the notice of funding opportunity document for Board approval.

Background/Issues & Analysis

In August 2021, the Board designated \$1.3 million in ARPA grant funding for non-profits and \$209,586 was awarded to five non-profit Carson City agencies in the first round of grant awards, leaving \$1,090,414 available for subsequent rounds of applications. From the original award of \$209,586, \$70,000 was reverted back to

available ARPA funds because a project was later deemed ineligible for ARPA funding based on the "loss of revenue" criteria. The total ARPA funding now available is \$1,160.414.

At the August 18, 2022 Board meeting, the Board designated ARPA funding for projects that support the Housing Plan and asked to review the notice of funding opportunity document, here titled "Notice to Submit a Letter of Intent," before it is publicly released. After the Notice to Submit a Letter of Intent is released, a Letter of Intent is a mandatory first step in the review process for potential applicants and must include a description of the proposed program or project. Staff will review the Letters of Intent that are submitted to make sure that the program or project fits the criteria for Phase One - Survive and/or Phase Two - Stabilize as set forth in the Housing Plan and will also fit within the ARPA guidelines. Phase Three - Thrive will be addressed using existing Health and Human Services grants and other funding currently available for indigent programs.

A schedule of available funding from all sources is undergoing final edits and will be provided as late material.

Applicable Statute, Code, Policy, Rule or Regulation

N/A

Financial Information

Is there a fiscal impact? No

If yes, account name/number: N/A

Is it currently budgeted? Yes

Explanation of Fiscal Impact: The ARPA funds are budgeted. The item today is requesting input on the publication of the "Notice to Submit a Letter of Intent." An internal committee will review applications and letters of intent in light of ARPA rules and the housing plan and make funding recommendations to the Board at a later date.

Alternatives

Do not approve the Notice to Submit a Letter of Intent and/or provide alternative direction to staff.

Attachments:

[BOS - Carson City Notice to Submit Letter of Intent np sr.pdf](#)

[Carson_City_Housing_Presentation.pdf](#)

Board Action Taken:

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

(Vote Recorded By)



CARSON CITY, NEVADA CONSOLIDATED MUNICIPALITY AND STATE CAPITAL

Notice to Submit a Letter of Intent Due October 14, 2022, by 4:00 p.m.

On August 18, 2022, the Carson City Board of Supervisors (“Board”) approved the recommendation from the Carson City Board of Health to recognize that both unsheltered individuals and emergency housing, are critical issues in Carson City and that approximately \$1.1 million from the City’s American Rescue Plan Act (“ARPA”) funding be awarded to programs or projects that support the Carson City Housing Plan. The funding will be awarded through a competitive grant process for a two-year grant period from February 1, 2023, through December 31, 2024.

Business entities interested in applying for the ARPA funding will be required to submit a Letter of Intent including a program or project description to Carson City via e-mail to grants@carson.org by 10/14/2022, 4:00 p.m. Carson City staff will then determine if the submitted program or project is eligible to apply for the funding. If your entity’s program or project is eligible then the contact person, listed in the Letter of Intent, will receive an application from the Carson City Grants Administrator. Please note this is not the Grant Application.

ELIGIBLE ENTITIES:

In order to be eligible for grant funding entities must have a valid Unique Entity Identifier (UEI) number that is registered with the System for Award Management at SAM.gov prior to submitting the grant application. In addition, a Carson City Business License will be required upon grant award.

ELIGIBILITY AREA:

Eligible programs or projects must address at least one of two priorities outlined in the Carson City Housing Plan: (1) **Survive** - Street Outreach; and (2) **Stabilize** - Temporary Housing, Case Management and Wrap Around Services. In addition, the location of the project and/or program services must be provided within the boundaries of Carson City.

ALL PROGRAMS / PROJECTS:

If the program or project is determined to be eligible, the entity will receive an application; in addition, a representative will be invited to present the program or project to the Application Review Work Group in December of 2022. All programs or projects will be subject to federal guidelines (2 CFR Part 200-eCFR), which will be included with the application.

The amount requested and the program or project description outlined in the Letter of Intent must be included in the application.

DEPARTMENT OF FINANCE

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

CARSON CITY, NEVADA
CONSOLIDATED MUNICIPALITY AND STATE CAPITAL

Letter of Intent

AGENCY INFORMATION:

Name of Organization

UEI #: _____ or registration pending

Address:

Contact Person:

Telephone and E-mail:

Requested amount for a two-year period:

The proposed program or project needs to meet one or more of the criteria listed below and serve the residents of Carson City. Please check all boxes that apply.

Phase One – Survive

Street Outreach, applicants can apply for funding up to \$90,000.

Provide outreach services designed to build relationships with individuals who are without shelter, connect individuals with Carson City Health and Human Services (CCHHS) for shelter and services, and implement camp cleanup days.

Phase Two – Stabilize

Temporary Housing, applicants can apply for funding up to \$600,000.

Temporary housing for individuals without shelter.

- Length of stay approximately 180 days
- Examples: group living housing or modular shelters

Temporary housing operations including the following services:

Case Management

- Behavioral health (mental health, substance abuse, crisis intervention and other behavioral health services)
- Physical health
- Life skills
- Transportation

Wrap Around Services

- Access to transportation
- Assistance obtaining important documents: birth certificates, social security cards, or ID cards
- Address medical needs including setting appointments with primary care physician
- Assist with legal and financial services
- Rental lease compliance, housekeeping, hygiene, cooking, shopping, and yard maintenance

PROJECT DESCRIPTION: Please provide a description and brief budget for the proposed program or project. (Two page limit)

Please submit this form and the proposed program or project description via e-mail to

grants@carson.org

DEPARTMENT OF FINANCE

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

CARSON CITY HOUSING PLAN

AUGUST 18, 2022



February 24, 2022 ~ Point in Time Count: 69 unsheltered individuals

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HOUSING COMMITTEE FORMED TO ADDRESS UNSHELTERED INDIVIDUALS

Members of the committee include agency representatives from –

- Carson City Health and Human Services (CCHHS)
- Carson City Leadership
- Carson City Community Development Department
- Carson Tahoe Regional Healthcare
- Friends in Service Helping (FISH)
- Nevada Rural Housing Authority
- State of Nevada Housing Division

▪ Along with –

- Homeless advocates
- Housing developers
- Individuals who have experienced homelessness
- Multi-unit housing owners

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GOAL: UNSHELTERED TO SHELTERED

SURVIVE STABILIZE THRIVE

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STREET OUTREACH PROGRAM PHASE ONE: *SURVIVE*

Provide outreach services designed to build relationships with people who are without shelter.

Contract with vendor to provide a team to work toward building a plan.

Give notice and implement camp clean up day.

Connect residents to CCHHS for services and shelter.

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STREET OUTREACH PROGRAM PHASE ONE: *SURVIVE*

Projected Costs: \$67,000 to \$88,000



Emergency Solutions Grant (ESG)
Indigent Accident Fund
American Rescue Plan

**Create an opportunity to
contribute to one's own success.**

Implementation timeline: 2-3 months

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POTENTIAL STREET OUTREACH TEAM PHASE ONE: *SURVIVE*

Previously Homeless Individuals

Management Team/Leader

Volunteer Advocates

Veteran Volunteers

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HOUSING PRIORITIES PHASE TWO: *STABILIZE*

- Housing First Model – make housing available
- Supportive Services - Case Management
 - ✓ Behavioral Health (mental health and substance abuse, crisis intervention and other behavioral health services)
 - ✓ Physical Health
 - ✓ Life Skills
 - ✓ Transportation

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HOUSING PRIORITIES PHASE TWO: *STABILIZE* GROUP LIVING HOUSING

- Short Term Housing
- Wrap Around Services (services or outreach to achieve access to health and social services)
 - ✓ Access to transportation
 - ✓ Assistance with obtaining important documents: birth certificates, social security cards, ID
 - ✓ Address medical needs including set up appointment with primary care physician
 - ✓ Assist with legal and financial services
 - ✓ Rental lease compliance, housekeeping, hygiene, cooking, shopping and yard maintenance

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HOUSING PRIORITIES PHASE TWO: *STABILIZE* GROUP LIVING HOUSING

§ Projected Costs: \$600,000
2 homes, staffed 24/7

Indigent Accident Fund
American Rescue Plan
Once implemented: Sheltering grants

Implementation timeline: 3 – 6 months

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HOUSING PRIORITIES PHASE TWO: *STABILIZE* GROUP LIVING HOUSING

NEXT STEPS

- Locate and lease housing unit(s)
- Furnish and prepare home for occupancy

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HOUSING PRIORITIES PHASE TWO: STABILIZE MODULAR SHELTER

- Minimum 8 x 8 per bedroom
- Electricity to each unit, option solar panels
- Proposed minimum 20 units
- Bathroom and showers facilities provided
- Community room/flex space
- 180-day maximum stay
- Case Management services provided

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HOUSING PRIORITIES PHASE TWO: STABILIZE MODULAR SHELTER



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HOUSING PRIORITIES PHASE TWO: *STABILIZE* MODULAR SHELTER

- \$** Projected Costs:
- \$200,000 shelter purchases
 - \$300,000 / year operations

Indigent Accident Fund
American Rescue Plan

Cost of Homelessness to a Community - \$40,000 to \$60,000 per person / per year

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HOUSING PRIORITIES PHASE TWO: *STABILIZE* MODULAR SHELTER

NEXT STEPS

- ENTITLEMENTS & PERMITTING
- RFP FOR VENDOR PROPOSALS

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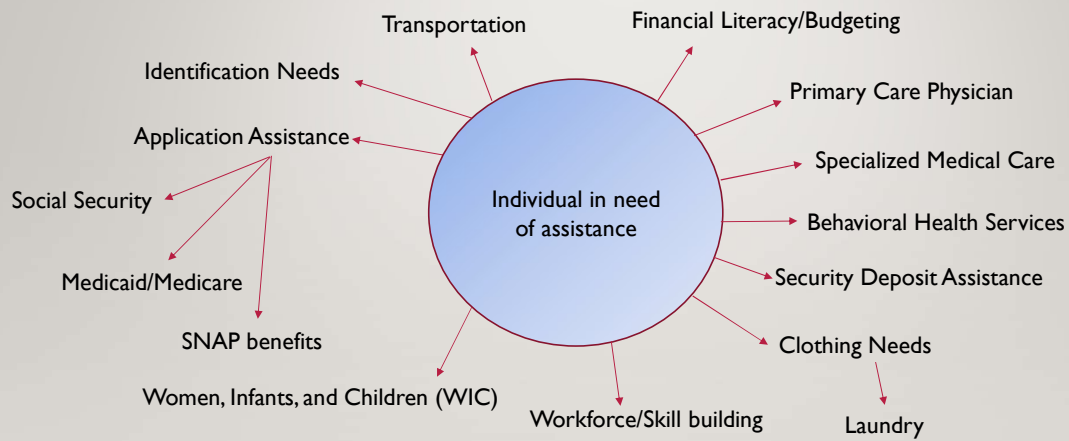
PHASE THREE: *THRIVE*

- Move into independent living

\$ PRICELESS...

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PHASE THREE: *THRIVE*

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RECOMMENDATION FROM BOARD OF HEALTH

Proposed recommendation to the Board of Supervisors to recognize that both unsheltered individuals and emergency housing are critical issues in Carson City and that the American Rescue Plan Act ("ARPA") funding be awarded for programs that support unsheltered individuals and emergency housing, as well as the Carson City Housing Plan ("Housing Plan").

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THANK YOU FOR YOUR CONSIDERATION



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