

## City of Carson City Agenda Report

**Date Submitted:** February 24, 2009

**Agenda Date Requested:** March 5, 2009

**Time Requested:** 30 minutes

**To:** Mayor and Board of Supervisors

**From:** Development Services – Planning Division

**Subject Title:** Action to recommend for approval the Community Development Block Grant (CDBG) project funding priorities for FY2009-10, and to open a 30-day public comment period from March 12, 2009 to April 13, 2009, for review of the Carson City CDBG 2009-10 Annual Action Plan to implement Department of Housing and Urban Development (HUD) programs associated with the CDBG Program.

**Staff Summary:** As of February 2009, the U.S. Department of Housing and Urban Development (HUD) has not announced the funding awards to its recipients. In 2008 Carson City received \$436,345 in Community Development Block Grant Funds. Fifteen percent, or \$65,451, was available for public services activities, 65%, or \$283,625, was available for public facilities and improvements and 20%, or \$87,269, was available for planning, research, reports and administrative functions. The funding for fiscal year 2009-10 is expected to be similar to that of last year. A community-based Application Review Workgroup (ARW) oversaw the application review process and ranked the applications.

**Type of Action Requested:**

Resolution

Ordinance

Formal Action/Motion

Other (Specify)

**Does This Action Require A Business Impact Statement:**  Yes  No

**Recommended Board Action:** I move to recommend for approval the Community Development Block Grant project funding priorities for FY2009-10 as identified in Attachment A, and open a 30-day public comment period from March 12, 2009, to April 13, 2009, for review of the Carson City CDBG 2009-10 Annual Action Plan to implement Department of Housing and Urban Development programs associated with the Community Development Block Grant (CDBG) Program.

**Explanation for Recommended Board Action:** Four proposals for public services and four for public improvements were received. The requests for funding total more than the amounts available for both public services and public facilities and improvements. The ARW evaluated and ranked the applications, then 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 Carson City's CDBG 2009-10 Annual Action Plan. Part of the HUD requirements is to have a 30-day period for the public to comment on the Action Plan. We request that the Board direct staff to open the draft Annual Action Plan for public comment from March 12,

2009 through April 13, 2009. At the May 7, 2009 meeting, the Board of Supervisors will discuss, review, amend and approve the Annual Action Plan based on public comment and recommendations and then forward its document to HUD for final consideration.

**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.*

**Fiscal Impact:** N/A


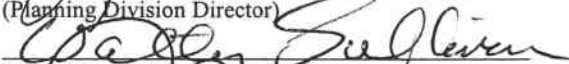


**Explanation of Impact:** N/A

**Funding Source:** N/A

**Alternatives:** Provide other direction.

- Supporting Material:** 1) Attachment A (ARW recommendations)  
2) Attachment B (Funding proposals)  
3) CDBG program summary memo from 2-5-09 BOS  
4) CDBG applications

**Prepared By:** Janice Brod, Management Assistant V

**Reviewed By:**  Date: 2/24/09  
(Planning Division Director)  
 Date: 2-24/09  
(Development Services Director)  
 Date: 2/24/09  
(City Manager)  
 Date: 2-24-09  
(District Attorney's Office)

**Board Action Taken:**

Motion: \_\_\_\_\_ 1) \_\_\_\_\_ Aye/Nay  
2) \_\_\_\_\_  
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\_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)

## Application Review Workgroup Recommendations 2/12/2009

<b>Total Funds for Allocation*:</b>	<b>\$436,345</b>	(% of total)
Funds Available for Public Improvements:	\$283,624	(65%)
Funds Available for Public Services:	\$65,452	(15%)
Funds Available for Planning & Admin:	\$87,269	(20%)

\* Total available funds are based on a continuing resolution by HUD to fund at the prior year's level; actual funding amounts have not been received from HUD for 2009, and may vary from those shown.

**PUBLIC IMPROVEMENT PROJECTS: Total Available\*: \$283,624**

Project / Rank	Requested Funding	Recommended Funding	Difference
1. CASA Foster Kids Closet Improvements	\$10,000	\$7,600	-\$2,400
2. Community Center ADA Improvements	\$104,498	\$104,498	\$0
3. Public Works Empire School Area ADA-Sidewalk Improvements	\$283,000	\$171,526	-\$111,474
4. Brewery Arts Center Campus Development Plan	\$40,000	\$0	-\$40,000
5. Community Center Gym Bleachers and Playground	\$127,574	\$0	-\$127,574
Totals:	\$565,072	\$283,624	-\$281,448

## Notes:

1. CASA: \$2,400 of the request falls under the "Public Services" category and therefore is excluded from the recommended funding.
2. Community Center requests ranked 2 and 5 were submitted together. The bleachers and playground portions of the project were deemed to not meet CDBG qualification requirements for serving LMI persons.
3. The Public Works sidewalk project was recommended for any additional CDBG funds that come available above the anticipated funding, and subject to completing Stanton Drive improvements first.
4. The Brewery Arts Center project was deemed to not meet CDBG qualification requirements for serving LMI persons.

**PUBLIC SERVICES PROJECTS: Total Available: \$65,452**

Project / Rank	Requested Funding	Recommended Funding	Difference
1. Ron Wood "Reach Up" Family Crisis Counseling	\$34,178	\$31,452	-\$2,726
2. Community Counseling Center Meth Treatment Project	\$50,055	\$34,000	-\$16,055
3. Health & Human Services Family Enrichment Program	\$55,000	\$0	-\$55,000
4. RSVP Nevada Legacy Respite Care Program	\$15,000	\$0	-\$15,000
Totals:	\$154,233	\$65,452	-\$88,781

## Notes:

1. Ron Wood program was funded by CDBG in 2008-09 at \$31,250.
2. Meth Treatment program was funded by CDBG in 2008-09 at \$33,932.
3. The Family Enrichment Program was recommended to receive any additional CDBG funds that come available above the anticipated funding.

Note: If available funds are less than anticipated, funding would be reduced proportionately for each funded project.



## Carson City Planning Division

2621 Northgate Lane, Suite 62

Carson City, Nevada 89706

(775) 887-2180

[Plandiv@ci.carson-city.nv.us](mailto:Plandiv@ci.carson-city.nv.us)

[www.carson-city.nv.us](http://www.carson-city.nv.us)

### MEMORANDUM

Board of Supervisors Meeting of March 5, 2009

**To:** Mayor and Board of Supervisors  
**From:** Lee Plemel, Director  
 Janice Brod, CDBG Coordinator/Management Assistant  
**Date:** February 25, 2009  
**Subject:** CDBG 2009-10 Funding Proposals

The Board of Supervisors is required to annually recommend approval of funding for Community Development Block Grant (CDBG) projects. Upon approval of the funding for the 2009-10 CDBG projects, the projects will be incorporated into the draft Annual Action Plan, which will then be open for public review and brought back to the Board of Supervisors in May for a final recommendation of approval to the U.S. Department of Housing and Urban Development.

Below is a summary list of the CDBG funding proposals and recommendations for the 2009-10 fiscal year, as ranked by the Application Review Workgroup (ARW). The ARW consisted of five members:

- Sarah Adler – Works for the Carson City School District as a Grants and Special Projects Manager.
- Thomas Keeton – Has served on the Carson City Parks and Recreation Commission since 2002; served on the Economic Vitality Committee.
- Rob Galloway – Advertising Manager for the Nevada Appeal.
- Tom Young – Location Principal of Lumos & Associates.
- Dee Steel – A retired teacher and CASA volunteer.

As part of the CDBG Citizen Participation requirement, applications were solicited in the Nevada Appeal from December 14, 2008 to January 4, 2009. Two publicly noticed meetings were also held in January for CDBG application training. The ARW held a publicly noticed meeting on February 12<sup>th</sup> where they were able to converse with applicants directly and hear comments from the public. Using detailed ranking criteria, the ARW scored, ranked and evaluated the proposed project applications for completeness, community need and compliance with HUD requirements. Copies of the applications are attached.

**Public Facilities and Improvements Rankings/Recommendations:**  
**Total Expected Available Allocation = \$283,624 (65% of total allocation)**

**1) Project Name: Improvement of “Maintenance Building” at Juvenile Court for the Foster Kids Closet**

Agency: CASA (Court Appointed Special Advocates for Children) of Carson City  
Funding Request: \$10,000  
Recommendation: **\$7,600**  
CDBG Objective: Serving low- to moderate-income (LMI) persons.  
Description: The Foster Kids Closet is a project of the Carson City Foster Home Support and Recruitment Coalition, consisting of CASA of Carson City, the Division of Child and Family Services (DCFS) and the Sierra Association of Foster Families, plus foster parents and community members. The Foster Kids Closet provides clothing for children in the foster care and juvenile justice systems and is located temporarily at FISH. Currently, agencies are not adequately equipped to meet the clothing needs of children and families during times of crisis. CDBG funds would allow CASA to move the Foster Kids Closet to the Juvenile Court premises where the items will be much more readily available to DCFS social workers and CASA volunteers. The funds will be used to purchase shelving, tubs, racks, paint supplies and some miscellaneous improvements. Approximately 100 children will be served each year, all being low to moderate income.

**2) Project Name: Community Center ADA Restroom and Access Improvements**

Agency: Carson City Parks and Recreation Department  
Funding Request: \$104,498  
Recommendation: **\$104,498**  
CDBG Objective: Disabled persons/ADA access improvements.  
Description: The Carson City Community Center gymnasium currently has restrooms that are not ADA compliant. Disabled employees and patrons have to either traverse the parking lot on the south side of the gymnasium in order to use the restroom facilities at the Aquatic Center or exit the gymnasium on the west or east side to access restrooms from the front of the Community Center. CDBG funds would be used to remodel the existing locker rooms in the gymnasium into ADA compliant restrooms.

**3) Project Name: ADA Sidewalk Improvements-Empire School Area**

Agency: Carson City Public Works  
Funding Request: \$283,000  
Recommendation: **\$171,526 plus any additional available CDBG funds**  
CDBG Objective: Serving a low- to moderate-income (LMI) area.  
Description: There are numerous sidewalks in the Empire Elementary School neighborhood without corner curb ramps. The lack of ramps means that the sidewalks do not comply with the Americans with Disabilities Act (ADA) and hinders the mobility of disabled and ambulatory persons. There are also sections along the north side of Stanton Drive which completely lack sidewalks. The ADA Sidewalk Improvements project would consist of constructing ADA-compliant sidewalks primarily on Stanton Drive and miscellaneous sidewalk replacement, curb ramp constructions, and painting/repainting of crosswalks in the neighborhood

bounded by Fairview Drive on the East, Desatoya Drive on the South, Lompa Lane and Airport Road on the West, and East William Street on the North. Approximately 56% of the residents in the project area are low-to-moderate income. The improvements will result in ADA-compliant infrastructure, a safe walking environment for elementary school students, and the removal of barriers to the mobility of all residents, particularly disabled residents. CDBG funds will be used to pay the cost of the contract that will make the improvements. Carson City will design the improvements, manage the construction and inspect the improvements upon completion.

**TOTAL FOR FIRST 3 PUBLIC FACILITIES PROJECTS = \$283,624**

(Total CDBG allocation for public facilities projects)

The following two proposals were not recommended for funding at this time.

**4) Project Name: Campus Development Plan**

Agency: Brewery Arts Center

Funding Request: \$40,000

Recommendation: \$0

CDBG Objective: Does not appear to meet a CDBG National Objective; facility provides a community-wide benefit and is not within an LMI area; may not be able to verify serving primarily LMI persons.

Description: This project would provide an accommodation of safe and efficient public and handicap accessible pathways between the two arts and culture historical buildings that are consistent with other city public parks and facilities. CDBG funds would be used to create a plan for mitigating storm drainage, utility relocation, parking and sidewalks, and curb and gutter replacement. Approximately 7,700 citizens would benefit from the project and it is anticipated that 4,000 would be low-to-moderate income.

**5) Project Name: Community Center Gym Bleachers and Playground**

Agency: Carson City Parks and Recreation Department

Funding Request: \$127,574

Recommendation: \$0

CDBG Objective: Does not appear to meet a CDBG National Objective; facility provides a community-wide benefit and does not target LMI persons; may not be able to verify serving primarily LMI persons.

Description: This project would add bleacher seating to the Carson City Community Center gymnasium and create a controlled playground west of the facility. The existing bleacher facilities are inadequate for the current program occupancy load which requires patrons to stand in foyers and hallways. The proposed bleachers would increase seating by 86% and have ADA compliant cut-outs and/or articulated sections for wheelchairs and teams. This would reduce congestion in the foyer and hallways and improve emergency facility egress. The addition of a playground to the west side of the Community Center would provide much needed recreational services to children of parents or with siblings that are participating in or watching recreational programs. CDBG funds would be used for equipment and construction of the bleachers and playground. It is not known how many patrons are of low-to-moderate income.

**Public Services Rankings/Recommendations:**

**Total Expected Available Allocation = \$65,452 (15% of total allocation)**

**1) Project Name: Reach Up!**

Agency: Ron Wood Family Resource Center

Funding Request: \$34,178

Recommendation: **\$31,452**

CDBG 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 due to the loss of a loved one, the risk of suicide, dysfunctional family issues, poor educational performance, and truancy and chemical dependency issues. "Reach Up" provides mental health counseling to assist youth and their family in gaining the ability to communicate in a healthy environment, to interact with mental health professionals, work with mentors and peers toward realizing appropriate methods of dealing with catastrophic issues, improve critical thinking skills, develop a network of individuals to work with, and methodically deal with overwhelming situations. Approximately 150 youth and associated parents/guardians and siblings will benefit from the program and approximately 80%-90% are low-to-moderate income. CDBG funds will offset the services of LCSW and BSW mental health professionals, provide five hours of wages per week for the Family Advocate, and pay for minimal printing and postage costs.

**2) Project Name: Methamphetamine Treatment Project**

Agency: Community Counseling Center

Funding Request: \$50,055

Recommendation: **\$34,000**

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

Description: The Community Counseling Center will continue to expand services to meet the particularly urgent community development need which is methamphetamine use in Carson City. The Partnership of Carson City, which deals with the ongoing issues of methamphetamine use, heroin use, alcohol and other drug issues in the Carson City community, has estimated that over 900 substance abuse evaluations will be necessary yearly beginning in 2006. The Methamphetamine Counseling Project is intended to work toward creating a suitable living environment for addicts and their families and all citizens of the Carson City community. Due to the unique treatment needs of the methamphetamine addict, placing these clients in a specific program that addresses these needs decreases criminal recidivism and relapse. All of the clients in the program are low-to-moderate income. CDBG funds will be used to pay the salary, federal taxes, benefits, and training of the counselor to allow them to provide treatment.

**TOTAL FOR FIRST 2 PUBLIC SERVICES PROJECTS = \$65,452**

(Total CDBG allocation for public services projects)

The following proposal was recommended to receive any additional CDBG funds that come available above the anticipated funding.

**3) Project Name: Family Enrichment Program**

Agency: Carson City Health and Human Services

Funding Request: \$55,000

Recommendation: **\$0 plus any additional CDBG funds above the anticipated amount**

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

Description: The Family Enrichment Program is designed to give housing assistance to low-income individuals and families in order to help them achieve self sufficiency. Currently, Human Services can only provide one-time emergency rental assistance and does not offer an opportunity for people to improve their current situation. Clients who meet eligibility criteria and agree to the guidelines of the program will receive case management, direct support services, and financial assistance with housing. The housing assistance will be designed to assist with rent up to six months (three months with CDBG funds), at a maximum of \$750 per month, or 30%, whichever is less. Clients will pay a percentage of the rent, which will gradually increase through their participation in the program, providing for a transition to total client pay within the six month program. The role of the Case Manager will be to mutually develop strategies for self-sufficiency while providing advocacy and referrals for the client. The ultimate outcome for the client is to leave the program with the skills they need to build a better life. CDBG funds will be used to pay for the tenant-based rental assistance and for a portion of the salary and benefits of the Case Manager. The program will begin by assisting 10 families or individuals and increase to 20 by the end of the year. All of the participants of the program will be low-to-moderate income.

The following proposal was not recommended for funding at this time.

**4) Project Name: Nevada Legacy Corps**

Agency: Nevada Rural Counties-RSVP Program

Funding Request: \$15,000

Recommendation: **\$0**

CDBG Objective: Serving elderly persons, which categorically qualifies as meeting a CDBG National Objective.

Description: The Nevada Legacy Corps Program would provide free or affordable, non-medical, in-home respite care of those suffering from Dementia, Alzheimer's, and a host of other ailments and disorders. This community service will lower the stress levels of caregivers by giving them a break from 24/7 care-giving, which allows for a healthier existence, a longer life expectancy, and prevents the institutionalization of their loved ones and themselves. This program will recruit volunteer members to relieve caregivers for up to 4 hours a day, 2 days a week. CDBG funding would be used to recruit and train volunteer members and to provide background checks and mandatory licenses (CPR, etc.) Approximately 110 clients will be served, 85% being low to moderate income.



The following is a table of the application rankings:

<b>Agency Name</b>	<b>Average score</b>
<b>Public Facilities and Improvements:</b>	
1. CASA of Carson City	86.6
2. Carson City Public Works	77.6
3. Carson City Community Center	63.8
4. Brewery Arts Center	47.2
<b>Public Services:</b>	
5. Ron Wood Family Resource Center	91.2
6. Community Counseling Center	89.6
7. Carson City Health and Human Services	81.8
8. Nevada Rural Counties-RSVP	66.8



## Carson City CDBG 2009-10 Project Evaluation Form

<b>Agency:</b>	<b>Program:</b>		
<b>Requested Amount:</b>	<b>Score:</b>		
	<b>Possible Points Available</b>	<b>Points Awarded</b>	
Section I: Project Description	15		
Needs Analysis	15		
Systems and Procedures - Tracking	10		
Section II: Project Measurements - Outputs	15		
Project Measurements - Outcomes	15		
Section III: Goals and Objectives	15		
Section IV: Project Budget	10		
Section V: Project Administration	5		
<b>TOTAL POINTS</b>	<b>100</b>		

Comments – Strengths of Proposal

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Comments – Weaknesses of Proposal

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Reviewer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section I: Project Description**

**Maximum Points for Section: 15**

Level I 0 - 5	Level II 6 - 10	Level III 11 - 15
Description of proposed project and how it will solve problem poorly/not defined	Incomplete or vague description of proposed project and how it will solve problem	Clear, and specific description of project and how it will solve problem

Comments/Questions:

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**Points this section**

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**Section I: Needs Analysis**

**Maximum Points for Section: 15**

Level I 0 - 5	Level II 6 - 10	Level III 11 - 15
Description of problem (needs) poorly/not defined and/or does not tie to program	Description of problem (needs) is limited and/or inaccurate or only loosely ties to program	Description of problem (needs) thorough, clearly defined and ties strongly to program

Comments/Questions:

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**Points this section**

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**Section I: Systems and Procedures - Tracking**

**Maximum Points for Section: 10**

Level I 0 - 3	Level II 4 - 6	Level III 7 - 10
Procedures for data management and tracking performance poorly/not defined; no project manager identified	Incomplete or vague description of procedures for data management and tracking	Clear, and specific description of procedures for data management and tracking; project manager identified

Comments/Questions:

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**Points this section**

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**Section II: Project Management – Outputs**  
**Maximum Points for Section: 15**

Level I 0 - 5	Level II 6 – 10	Level III 11 – 15
Description of expected project outputs (activities) poorly/not defined; LMI beneficiaries not quantified	Incomplete or vague description of expected project outputs (activities) and/or number and type of beneficiaries	Clear and specific description of expected project outputs (activities) with number and type of beneficiaries quantified

Comments/Questions:

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<b>Points this section</b>
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**Section II: Project Measurement - Outcomes**  
**Maximum Points for Section: 15**

Level I 0 - 5	Level II 6 – 10	Level III 11 – 15
Description of expected project outcomes (benefits) poorly/not defined; LMI beneficiaries not quantified	Incomplete or vague description of expected project outcomes (benefits) and/or number and type of beneficiaries	Clear and specific description of expected project outcomes (benefits) with number and type of beneficiaries quantified

Comments/Questions:

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<b>Points this section</b>
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**Section III: Goals and Objectives**  
**Maximum Points for Section: 15**

Level I 0 - 5	Level II 6 – 10	Level III 11 – 15
Project does not meet Carson City goal(s) of providing essential services to LMI population or protected class(es)	Project will serve LMI population or protected class(es) but not clear how they will be counted; project not high on list of Carson City goals	Project clearly meets Carson City goals; provides essential services to LMI population or protected class(es) and explains how they will be counted

Comments/Questions:

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<b>Points this section</b>
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**Section IV: Project Budget**  
**Maximum Points for Section: 10**

Level I 0 – 3	Level II 4– 6	Level III 7– 10
Budget is incomplete or proposes inappropriate expenditures for program proposed	Budget items are not clearly identified or incomplete for the program described and/or contains errors	All costs necessary to operate the proposed program are identified and appropriate for the program

Comments/Questions:

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<p><b>Points this section</b></p> <p>_____</p>
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**Section V: Project Administration**  
**Maximum Points for Section: 5**

Level I 0 – 1	Level II 2– 3	Level III 4– 5
All requested names/contact information not supplied	Incomplete information on contacts or person(s) not identified in all categories	All names, contact information in all categories complete

Comments/Questions:

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<p><b>Points this section</b></p> <p>_____</p>
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**EVALUATORS: Please return to the Chart on Page 1 and enter the number of points awarded for each section. Total the number of points for the proposal. Make any notations as necessary regarding strengths and weaknesses of the proposal. Turn evaluation form into CDBG staff.**



## Carson City Planning Division

2621 Northgate Lane, Suite 62

Carson City, Nevada 89706

(775) 887-2180

[Plandiv@ci.carson-city.nv.us](mailto:Plandiv@ci.carson-city.nv.us)

[www.carson-city.nv.us](http://www.carson-city.nv.us)

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### MEMORANDUM

Board of Supervisors Meeting of February 5, 2009

**TO:** Mayor and Supervisors

**FROM:** Lee Plemel, Director  
Janice Brod, CDBG Coordinator/Management Assistant

**DATE:** January 28, 2009

**SUBJECT:** Presentation to provide information regarding the Community Block Development Grant (CDBG) program, the Consolidated Plan and the Annual Action Plan

#### **Purpose**

The purpose of this item is to give an overview and update on past and future activities relating to the Community Development Block Grant (CDBG) program. The CDBG program has many detailed regulations, requirements and intricacies which cannot be covered in a brief summary. This memo and the presentation are only intended to give a brief overview of the program and the Board of Supervisors role in administering the program. More detailed inquiries regarding the program can be directed to CDBG staff in the Planning Division. The City's CDBG consultant, Bill Kubal, is also scheduled to be at the Board of Supervisors meeting to help answer more specific questions.

#### **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

Since 2004, the CDBG program has been administered through the Carson City Redevelopment Department, City Manager's office and Health Department at various times. The CDBG program administration has been under the Planning Division since October 2008.

### **Funding Amounts**

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

- 2004: \$536,000
- 2005: \$508,562
- 2006: \$457,592
- 2007: \$455,505
- 2008: \$436,345

Carson City will soon be allocating 2009 funding to projects. However, as of the writing of this memo, HUD has not announced how much funding will be made available for 2009. It is anticipated that it will at least be similar to the 2008 allocation, and there are indications that CDBG funding could be increased as part of the Economic Stimulus Package currently being considered by Congress. The City's HUD representative has informed staff that we can expect to be notified of the 2009 allocation some time between now and April.

### **Who's Eligible?**

CDBG funds can go to government agencies or non-profit organizations for qualifying activities. Funds can also go to qualifying individuals, families, and businesses for qualifying housing and economic development activities.

### **Eligible Activities**

Eligible activities for the use of CDBG funds include:

- Construction of public facilities and improvements
  - e.g. infrastructure improvements, senior center, parks, homeless shelters
- Public Services
  - e.g. 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
  - e.g. personnel costs, preparation of required documents, planning studies
  - Funding for these costs is limited to a maximum of 20% of the total allocation.

### **Eligibility Requirements**

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,
- Preventing or eliminating slums or blight, or
- Meeting a community development need due to threat to community health and welfare.

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 Census Block Groups.)

It is very important that projects, particularly public services, 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.

### **Past Projects Funded**

#### 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)
- Fritch Elementary School playground improvements (\$45,000)
- Saliman Road sidewalk improvements (\$79,800)

#### 2005:

- Boys and Girls Club, Kids on the Go program (\$35,000)
- Community Counseling Center, methamphetamine counseling/outpatient recovery (\$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)

#### 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)

#### 2007:

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

#### 2008:

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

### **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 investment 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. The Carson City Consolidated Plan must be updated this year.
- Consolidated Annual Performance 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.

### **2009 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 in the cycle of allocating CDBG funds for the 2009-10 grant period:

- February 2, 2009 – CDBG applications due to Planning Division
- February 12 – 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 5 – The Board of Supervisors takes action to allocate funding to projects.
- March 25 – The Planning Commission will take public comment regarding the Annual Action Plan and Consolidated Plan.
- May 7 – The Board of Supervisors takes action to recommend approval of the Annual Action Plan and Consolidated Plan to HUD.
- May 15 – The Annual Action Plan and Consolidated Plan are due to HUD.
- June/July – HUD informs Carson City of the award of funding for the recommended projects.
- Summer/fall – Prepare the Consolidated Annual Performance Report (CAPER) for HUD.

### **Key City CDBG Personnel**

For questions or more information regarding the CDBG program contact:

Janice Brod, CDBG Coordinator/Management Assistant  
887-2180 x 30069, [jbrod@ci.carson-city.nv.us](mailto:jbrod@ci.carson-city.nv.us)

Lee Plemel, Planning Director  
887-2180 x 30075, [lplemel@ci.carson-city.nv.us](mailto:lplemel@ci.carson-city.nv.us)

**CDBG APPLICATIONS**

- 1. Carson City Public Works Department**
- 2. Brewery Arts Center**
- 3. CASA of Carson City**
- 4. Carson City Community Center**
- 5. Nevada Rural Counties-RSVP**
- 6. Ron Wood Family Resource Center**
- 7. Community Counseling Center**
- 8. Carson City Health and Human Services**

**Carson City**  
**Community Development Block Grant (CDBG) Program**  
**Fiscal Year 2009–2010**

**\*\*\*\*Request for Proposals\*\*\*\***

*An electronic version of this document is available from the CDBG Coordinator  
Email request to: [jbrod@ci.carson-city.nv.us](mailto:jbrod@ci.carson-city.nv.us)*

**Return Completed Applications To:** CARSON CITY PLANNING DIVISION  
2621 NORTHGATE LANE, SUITE 62  
CARSON CITY, NV 89706

**APPLICATIONS ARE DUE:** FEBRUARY 2, 2009, 5:00 P.M.

**DEADLINE:** *The date and hour deadline established is FIRM. Any proposal received AFTER the deadline WILL NOT be considered for funding.*

**APPLICATION COVER SHEET**

1. Name of Agency: Carson City Public Works Department
2. Project Title: ADA Sidewalk Improvements – Empire Elementary School Area
3. Mailing Address: 3505 Butti Way, Carson City, NV 89701  
Physical Address: 3505 Butti Way, Carson City, NV 89701
4. Agency Director: Andrew Burnham
5. Board Chairperson: N/A
6. Contact person (see instructions): Patrick Pittenger  
Phone number: 775-887-2355 x 1070 E-Mail: ppittenger@ci.carson-city.nv.us  
Fax: 775-887-2112
7. What is your funding request for FY 2009–2010? \$ 283,000
8. Type of Grant (Check One):  

<input type="checkbox"/> Public Service	<input checked="" type="checkbox"/> Community Facilities/Improvements
<input type="checkbox"/> Economic Development	<input type="checkbox"/> Housing Rehabilitation

9. Proof of non-profit status for private agencies (governmental entities and schools are exempt):

Date of incorporation	N/A
Date of IRS certification	N/A
Tax exempt number	N/A

10. DUNS Number: 073787152

For information on DUNS, go to: <http://www.ccr.gov/pdfs/DUNSGuideGovVendors.pdf>

11. Attach the following to each copy of the Proposal for Funding:

- a. IRS Tax Exempt "501(c)(3)" letter.
- b. Proof of incorporation from Secretary of State (CERTIFICATE ONLY)
- c. Current organization chart with names of staff members. Staff members may not serve as a Board Member of the agency they work for.
- d. List of current Board of Directors and terms of office. If a member of your Board of Directors is in a position to obtain a financial benefit or interest from your proposed project, you may be ineligible for CDBG funds (See 24 CFR 570.611).
- e. *For all 501(c)(3) non-profit organizations:* a copy of the organization's most recently submitted Federal Tax Return (Form 990 or 990EX). Governmental bodies and schools are exempt from this requirement.

12. Required Certification (see instructions):

Applicant certifies that to the best of his/her knowledge, all information submitted as part of this application is true. Applicant will comply with all grant and contract requirements if funding is approved.

 Signature of Authorized Official	Date <u>1/20/09</u>
Andrew Burnham, Public Works Director Typed Name and Title of Authorized Official	775-887-2355 Phone Number

Signature of President of Board of Directors	Date
Typed Name of President of Board of Directors	Phone Number

**Carson City**  
**Community Development Block Grant Program (CDBG) Application**

**I. PROJECT DESCRIPTION AND NEEDS ANALYSIS**

HUD has outlined three objectives for the CDBG Program with expected outcomes for performance measurement. When developing your proposal, please adhere to the CDBG Objectives and Outcomes.

**Objectives**

1. Create suitable living environments
2. Provide decent affordable housing
3. Create economic opportunities

**Outcomes**

1. Availability/accessibility
2. Affordability
3. Sustainability

A. What is the problem the proposed project is designed to solve?

There are numerous sidewalks in the Empire Elementary School neighborhood without corner curb ramps. Please see Attachment A for a map of the project area. The lack of ramps means that the sidewalks do not comply with the Americans with Disabilities Act (ADA) and hinders the mobility of disable and ambulatory persons. In addition, there are sections, such as along the north side of Stanton Drive, which completely lack sidewalks. Please see Attachment B.

B. Which CDBG objective (listed above) will you be meeting?

#1 – Create a suitable living environment.

C. How is the problem being dealt with at the present time?

As provided under a compliance agreement with the U.S. Department of Justice, Carson City currently provides ADA-compliant corner curb ramps when any street is constructed or altered. However, there is a substantial amount of issues to be addressed.

D. What is the project or activity you want to undertake to solve the problem?

The project would consist of constructing ADA-compliant sidewalks primarily on Stanton Drive and miscellaneous sidewalk replacement, curb ramp construction, and painting/repainting of crosswalks in the neighborhood bounded by Fairview Drive on the east, Desatoya Drive on the South, Lompa Lane and Airport Rd on the West, and E . William Street on the north.

E. How will the proposed project solve the problem?

The result will be improved safety and accessibility within the neighborhood – including improved access to Empire Elementary School, as well as Eagle Valley Middle and Carson High Schools, and to bus stops on two routes of the JAC transit system. There would also be improved pedestrian access for trips between the neighborhood and other areas, such as Terrace Park.

- F. How will you know if you have successfully solved the problem?

The improvements will result in ADA-compliant infrastructure, a safe walking environment for elementary school students, and the removal of barriers to the mobility of all residents – particularly disabled residents.

- G. What procedures will be put into effect to create, compile and maintain data to track performance measurement for this program/project?

Carson City Public Works Department staff will be responsible for the design of the improvements and construction management functions, ensuring that the work is carried-out correctly.

- H. How will the CDBG funds be used on this project?

CDBG funds will be used to pay the cost of the contract that will make the improvements. Carson City will contribute by designing the improvements, managing the construction project, and inspecting the improvements upon completion.

- I. What will you do to solve the problem if the proposed project is not funded by CDBG?

While other potential funding sources will be pursued, the need for funding for this type of project is enormous. Improvements will be made over time as funds become available. CDBG funding provides a unique opportunity to specifically target improvements to an area with a significant low to moderate income population.

- J. Where will the project be located and what is the geographic target area that will be served by this project?

Target Area (specify geographic area): Empire Elementary School Area – East Central Portion of Carson City (Census Block Groups 1 and 2, Tract 10)

OR  Community-wide

***For Capital (Public) Improvement Projects only***

- K. Is the proposed project part of a larger project or is it a stand-alone project?

1. If part of a larger project, please describe the entire project.

This is a stand-alone project, but it is part of an effort to improve the pedestrian environment citywide.

2. Can this project be done in different phases?  Yes  No  
If YES, explain.

The more of this type of improvement that is made at the same time, the better due to economies to scale and in making it more attractive to potential bidder to encourage more competitive bids. However, the project could be staged due to funding considerations.

3. Have CDBG funds been used for an earlier phase?  Yes  No

L. Ownership Information

1. Who currently holds title to the property involved?

The project will be completed within the public rights-of-way (ROW).

2. With whom will title be vested upon completion?

Improvements in ROW will remain in the ownership of Carson City.

3. Do any rights-of-way, easements or other access rights need to be acquired?

Yes  No

4. If the project requires water rights or well permits, have they been acquired?

Yes  No  N/A

## II. PROJECT MEASUREMENT

The Carson City CDBG Program, in compliance with Department of Housing & Urban Development (HUD) directives, is implementing Performance Measures into the application and grant/project administration process. When completing this section, keep in mind that *outputs* are the products or activities of program implementation (such as numbers of clients served) and *outcomes* are the benefits or changes that result from the program (how well the service met the user needs).

1. Please identify the quantifiable, projected **outputs** of this program/project.

Construction of approximately 7,275 square feet of new sidewalk plus replacement of deteriorated sidewalk, painting/repainting of crosswalks, and construction of some curb ramps.

2. Please quantify the **total** number of persons intended to benefit from program/project output.

There are approximately 4,400 persons residing in the project area. These residents would benefit from the project output, as would residents of adjacent neighborhoods, particularly those families with children that attend Empire Elementary School, which is located within the project area.

3. Of the total number of persons in Question 2, above, how many of these are low-to-moderate income (LMI)?

In 2000, approximately 56% of the total persons in the project area lived in LMI households according to HUD data.

4. Please identify the quantifiable, projected **outcome** of this program/project. (How will the outputs benefit the total number of persons in Question 2, above?)

The residents will benefit from increased safety and accessibility for disabled persons to travel in general, and particularly to the neighborhood school and to bus stops where they can access ADA-compliant transit buses. The community in general will benefit from a safer walking environment for all students accessing the neighborhood school.

5. Please list the name, address, phone number and e-mail of the person responsible to track the performance measurement on this program/project.

Patrick Pittenger, Transportation Manager  
Carson City Public Works Department  
3505 Butti Way  
Carson City, NV 89701  
775-887-2355  
[ppittenger@ci.carson-city.nv.us](mailto:ppittenger@ci.carson-city.nv.us)



### III. GOALS AND OBJECTIVES

A. Mark all of the following Carson City goals that apply to this project:

1. Project has been identified as part of the local planning process.  
 2. Project addresses a problem that poses a health or safety concern in the community.

B. If your project is designed to serve a limited clientele, please indicate the population you will be serving with your project:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Abused Children      | <input type="checkbox"/> Illiterate Persons                      | <input type="checkbox"/> Homeless Persons                    |
| <input type="checkbox"/> Battered Spouses     | <input checked="" type="checkbox"/> Elderly                      | <input checked="" type="checkbox"/> Severely Disabled Adults |
| <input type="checkbox"/> Migrant Farm Workers | <input checked="" type="checkbox"/> Other (Please explain) _____ |  |

Any disabled traveler, including school children and transit passengers.

C. If your project will not be serving one of the above categories, explain (a) how you will document client income and (b) how you will document that at least 51% of your clientele will be low-to-moderate income:

N/A

D. How many unduplicated persons/households will benefit from this project?

Approximately 4,000 residents of the project area.

E. What level of benefit will each person receive?

Numerous school children will benefit every school day – disabled or not. Any person walking in the project area will benefit from a safer environment, with disabled persons particularly benefiting from a removal of barriers to mobility.

F. For economic development projects:

(a) identify the proposed employers that will be assisted with this project; (b) describe how they will comply with the requirement that at least 51% of the permanent full-time jobs created are either held by or made available to LMI persons; and (c) explain how they will document the jobs created and the income levels of the persons hired.

N/A

G. For housing projects, please indicate:

The number of homes to be rehabilitated: N/A

The number of persons to be benefited: N/A

### IV. CDBG PROJECT BUDGET

Itemize only those portions of the project and administrative costs that will be paid from CDBG funds as shown on the Project Cost Schedule. The total for this budget schedule must equal the total CDBG request for this project.

Project Title:	FY 2009-10 Total Budget	FY 2009-10 Proposed CDBG Request	FY 2009-10 All Other Funding Sources
<b>Program Expenses</b>			
Salaries and Benefits			
Rent and Utilities			
Mortgage			
Equipment			
Equipment Maintenance & Repair			
Office Supplies			
Operating Supplies			
Postage and Shipping			
Printing and Publications			
Advertising and Promotion			
Subscriptions and Dues			
Liability/Other Insurance			
Professional Fees			
Other project costs: (Specify Below)			
Contractor Costs to Construct Project	\$300,000	\$283,000	\$17,000
<b>TOTALS</b>	<b>\$300,000</b>	<b>\$283,000</b>	<b>\$17,000</b>

## V. PROJECT ADMINISTRATION

A. Provide the names, phone numbers and e-mails of the following people. (There may be more than one person responsible in each category. If the specific individual is not known, please give a job title):

1. The person to whom all questions regarding the application should be directed:

Patrick Pittenger, Transportation Manager  
775-887-2355 x 1070  
[ppittenger@ci.carson-city.nv.us](mailto:ppittenger@ci.carson-city.nv.us)

2. The person directly responsible for on-site supervision of the project, such as a project manager:

Patrick Pittenger, Transportation Manager  
775-887-2355 x 1070  
[ppittenger@ci.carson-city.nv.us](mailto:ppittenger@ci.carson-city.nv.us)

3. The person responsible for the financial management of the project, including preparation, review and approval of reimbursement requests:

Patrick Pittenger, Transportation Manager  
775-887-2355 x 1070  
[ppittenger@ci.carson-city.nv.us](mailto:ppittenger@ci.carson-city.nv.us)

**APPENDIX I**

**CARSON CITY  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**SUBRECIPIENT QUESTIONNAIRE**

*(To be completed only in cases where applicant will contract for services with an additional party)*

SUBRECIPIENT NAME: \_\_\_\_\_

SUBRECIPIENT ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

CDBG CONTACT PERSON: \_\_\_\_\_

TITLE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

YEARS IN CURRENT POSITION: \_\_\_\_\_

FISCAL CONTACT PERSON: \_\_\_\_\_

TITLE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

YEARS IN CURRENT POSITION: \_\_\_\_\_

AUDIT CONTACT PERSON (if different than fiscal contact person):

\_\_\_\_\_

TITLE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

YEARS IN CURRENT POSITION: \_\_\_\_\_

SUBRECIPIENT FISCAL YEAR END: \_\_\_\_\_

## APPENDIX II

### INDEX OF ATTACHMENTS

**Required Attachments:** The required attachments as described on Page 2 are listed below. Please list and reference any additional attachments you are providing with your application. Do not include attachments unless they are needed to understand the project.

Attachment Number	Attachment Description	Application Page / Section Referenced	Attachment Included (✓)
1	IRS Tax Exempt 501(c)(3) letter	Page 2	N/A
2	Proof of incorporation from Secretary of State (Certificate Only)	Page 2	N/A
3	Current Organization Chart with names of staff members	Page 2	N/A
4	Current Board of Directors and terms of office	Page 2	N/A
5	<i>501(c)(3) non-profits</i> : Copy of the most recent Federal Tax Return (Form 990 or 990EX)	Page 2	N/A
6	Attachment A – Project Area Map	Page 3	✓
7	Attachment B – Photographs of the Empire Elementary School Neighborhood	Page 3	✓
8			
9			
10			
11			
12			
13			
14			
15			

## APPENDIX III

### APPLICATION CHECKLIST

This checklist should serve as a guide for the submission of a complete CDBG application. Applications that contain all relevant information and required attachments will receive prompt review.

PLEASE INCLUDE A COPY OF THIS CHECKLIST WITH YOUR APPLICATION.

- Grant Cover Sheet.
- Grant Application completed and signed by Agency representative.
- Section I: Project Description and Needs Analysis.
- Section II: Project Measurement.
- Section III: Goals and Objectives.
- Section IV: CDBG Project Budget.
- Section V: Project Administration.
- Appendix I: Subrecipient Questionnaire *(if applicable)*.
- Appendix II: Index of Attachments.

## Attachment A – Project Area



Note: Red line indicates sections of Stanton Drive that are missing sidewalks.

**Attachment B**  
**Photographs of the Empire Elementary School Neighborhood**

**Stanton Drive Looking West**



**Stanton Drive Looking West from La Loma Drive (by Empire Elementary)**





**Example of Sidewalk Upheaval**



**Crosswalk w/Curb Cut to Missing Sidewalk (at intersection by Empire Elementary)**



**Crosswalk to Missing Sidewalk (at intersection by Empire Elementary)**



**Example of Curb and Gutter Deterioration**



**Carson City**  
**Community Development Block Grant (CDBG) Program**  
**Fiscal Year 2009–2010**  
**\*\*\*\*Request for Proposals\*\*\*\***

*An electronic version of this document is available from the CDBG Coordinator  
Email request to: [jbrod@ci.carson-city.nv.us](mailto:jbrod@ci.carson-city.nv.us)*

**Return Completed Applications To:** CARSON CITY PLANNING DIVISION  
2621 NORTHGATE LANE, SUITE 62  
CARSON CITY, NV 89706

**APPLICATIONS ARE DUE:** FEBRUARY 2, 2009, 5:00 P.M.

**DEADLINE:** *The date and hour deadline established is FIRM. Any proposal received AFTER the deadline WILL NOT be considered for funding.*

**APPLICATION COVER SHEET**

1. Name of Agency: Brewery Arts Center \_\_\_\_\_
2. Project Title: Campus Development Plan \_\_\_\_\_
3. Mailing Address: 449 West King Street, Carson City, NV 89701 \_\_\_\_\_  
Physical Address: 449 West King Street, Carson City, NV 89701 \_\_\_\_\_
4. Agency Director: John Procaccini \_\_\_\_\_
5. Board Chairperson: Sally Zola \_\_\_\_\_
6. Contact person (see instructions): John Procaccini \_\_\_\_\_  
Phone number: 775-883-1976 x-151 or x-152E-Mail: [jproc@breweryarts.org](mailto:jproc@breweryarts.org), please copy to [kristi](mailto:kristi)  
Fax: 775-882-8970 \_\_\_\_\_
7. What is your funding request for FY 2009–2010? \$40,000.00
8. Type of Grant (Check One):  
 Public Service  
 Economic Development  
 Community Facilities/Improvements  
 Housing Rehabilitation

9. Proof of non-profit status for private agencies (governmental entities and schools are exempt):

Date of incorporation	September 19, 1975
Date of IRS certification	March, 1976
Tax exempt number	51-0183567

10. DUNS Number: 947422507 \_\_\_\_\_


For information on DUNS, go to: <http://www.ccr.gov/pdfs/DUNSGuideGovVendors.pdf>


11. Attach the following to each copy of the Proposal for Funding:

- a. IRS Tax Exempt "501(c)(3)" letter.
- b. Proof of incorporation from Secretary of State (CERTIFICATE ONLY)
- c. Current organization chart with names of staff members. Staff members may not serve as a Board Member of the agency they work for.
- d. List of current Board of Directors and terms of office. If a member of your Board of Directors is in a position to obtain a financial benefit or interest from your proposed project, you may be ineligible for CDBG funds (See 24 CFR 570.611).
- e. For all 501(c)(3) non-profit organizations: a copy of the organization's most recently submitted Federal Tax Return (Form 990 or 990EX). Governmental bodies and schools are exempt from this requirement.

12. Required Certification (see instructions):

Applicant certifies that to the best of his/her knowledge, all information submitted as part of this application is true. Applicant will comply with all grant and contract requirements if funding is approved.

	Date 2/2/09
Signature of Authorized Official	
John Procaccini, Brewery Arts Center Executive Director	775-883-1976 x-151 or x-152
Typed Name and Title of Authorized Official	Phone Number

	2/2/09
Signature of President of Board of Directors	Date
Sally Zola, Brewery Arts Center Board President	775-884-8308
Typed Name of President of Board of Directors	Phone Number

**Carson City  
Community Development Block Grant Program (CDBG) Application**

**I. PROJECT DESCRIPTION AND NEEDS ANALYSIS**

HUD has outlined three objectives for the CDBG Program with expected outcomes for performance measurement. When developing your proposal, please adhere to the CDBG Objectives and Outcomes.

<b>Objectives</b>	<b>Outcomes</b>
1. Create suitable living environments	1. Availability/accessibility
2. Provide decent affordable housing	2. Affordability
3. Create economic opportunities	3. Sustainability

A. What is the problem the proposed project is designed to solve?

This project would provide an accommodation of safe and efficient public and handicap accessible pathways between the two arts and culture historical buildings that are consistent with other city public parks and facilities.

B. Which CDBG objective (listed above) will you be meeting?

Create suitable living environments

C. How is the problem being dealt with at the present time?

Our patrons are cautious when crossing from one historical building to the other any time of the day or night. The children from the middle and elementary schools congregate at the Brewery Arts Center after school and it would be nice if they could enjoy a park setting and feel safe with not worrying about the traffic on the street dividing the two buildings.

D. What is the project or activity you want to undertake to solve the problem?

We want to develop phase one of our campus build out which requires to abandon Minnesota Street.

E. How will the proposed project solve the problem?

The engineering project will create a plan for mitigating storm drainage, utility relocation, parking and sidewalk, curb and gutter replacement.

F. How will you know if you have successfully solved the problem?

We will receive a detailed engineering plan that meets local, state and federal guidelines.

G. What procedures will be put into effect to create, compile and maintain data to track performance measurement for this program/project?

First item that went into place was the creation of the overall campus plan by an architect, then the Parks and Recreation compiled data 9.3 neighborhood parks analysis. Phase I which this grant request is for will be maintained by the architect, J. P. Copoulos. All data inclusive of drawings, plans, calculations and other pertinent data will be maintained and stored at the Brewery Arts Center by staff.

H. How will the CDBG funds be used on this project?

For the purposes of engineering and feasibility.

I. What will you do to solve the problem if the proposed project is not funded by CDBG?

We currently have commitments from neighboring citizens to match funds up to \$7,000.00. We expect additional support as the project develops.

J. Where will the project be located and what is the geographic target area that will be served by this project?

Target Area (specify geographic area) \_\_\_\_\_  
OR  Community-wide

***For Capital (Public) Improvement Projects only***

K. Is the proposed project part of a larger project or is it a stand-alone project? Larger

1. If part of a larger project, please describe the entire project.

Development of a contiguous two city block arts and culture facility, that includes two multi use historic buildings, and a planned outdoor performance area.

2. Can this project be done in different phases?  Yes  No  
If YES, explain.

Phase I - engineering, Phase II - street abandonment, utility relocation and storm drain management, Phase III - park build out Phase IV - amphitheater build out

3. Have CDBG funds been used for an earlier phase?  Yes  No

L. Ownership Information

1. Who currently holds title to the property involved?

Shared. Adjacent property to the East of proposed location, title held by Carson City, NV Parks and Recreation; adjacent property to the West, Brewery Arts Center.

2. With whom will title be vested upon completion?

Shared. Adjacent property to the East, of proposed location, title held by Carson City, NV Parks and Recreation; adjacent property to the West, Brewery Arts Center.

3. Do any rights-of-way, easements or other access rights need to be acquired?

Yes  No

4. If the project requires water rights or well permits, have they been acquired?

Yes  No

## II. PROJECT MEASUREMENT

The Carson City CDBG Program, in compliance with Department of Housing & Urban Development (HUD) directives, is implementing Performance Measures into the application and grant/project administration process. When completing this section, keep in mind that *outputs* are the products or activities of program implementation (such as numbers of clients served) and *outcomes* are the benefits or changes that result from the program (how well the service met the user needs).

1. Please identify the quantifiable, projected **outputs** of this program/project.

Facilitates active community involvement in development of programs, build upon current programs, recognize changing demographics and allow them to shape programming (i.e. Hispanic Population), encourage multi-generational uses to attract families, provide activities that appeal to people of all physical abilities, prioritize access to facilities by Carson City residents, maintain support for existing programs, build on prior planning efforts such as Partner with public and private groups for sharing facilities, support artistic and cultural expression, visual arts exhibit area.

2. Please quantify the **total** number of persons intended to benefit from program/project output.

As many as 7,700 citizens

3. Of the total number of persons in Question 2, above, how many of these are low-to-moderate income (LMI)?

Anticipated 4,000 are low to moderate income

4. Please identify the quantifiable, projected **outcome** of this program/project. (How will the outputs benefit the total number of persons in Question 2, above?)

Of the 4,000 LMI citizens it is anticipated that 60% or 2,400 annually will enjoy moderately priced performances free art exhibitions and free solo music performance in the outdoor facility. 20% or approximately 800 children will gain professional instruction and the ability to perform in this outdoor facility. Approximately 800 families will enjoy all around open space facilities on the campus.

5. Please list the name, address, phone number and e-mail of the person responsible to track the performance measurement on this program/project.

John Procaccini  
449 W. King St., Carson City, NV 89703  
775-883-1976 x- 151 or x-152  
jproc@breweryarts.org



### III. GOALS AND OBJECTIVES

A. Mark all of the following Carson City goals that apply to this project:

1. Project has been identified as part of the local planning process.  
 2. Project addresses a problem that poses a health or safety concern in the community.

B. If your project is designed to serve a limited clientele, please indicate the population you will be serving with your project:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Abused Children      | <input type="checkbox"/> Illiterate Persons  | <input type="checkbox"/> Homeless Persons         |
| <input type="checkbox"/> Battered Spouses     | <input type="checkbox"/> Elderly   | <input type="checkbox"/> Severely Disabled Adults |
| <input type="checkbox"/> Migrant Farm Workers | <input checked="" type="checkbox"/> Other (Please explain) <u>seniors &amp; families with affinity for not affording arts programs</u> |   |

C. If your project will not be serving one of the above categories, explain (a) how you will document client income and (b) how you will document that at least 51% of your clientele will be low-to-moderate income:

Brewery Arts Center prides itself on data collection of our patrons. We will require assistance in developing a professional, legal data collection process for this type of private information.

D. How many unduplicated persons/households will benefit from this project?

1,639.34 estimated households will benefit from this project.

E. What level of benefit will each person receive?

Each person will receive an enhanced Arts and Culture environment.

F. For economic development projects:

(a) identify the proposed employers that will be assisted with this project; (b) describe how they will comply with the requirement that at least 51% of the permanent full-time jobs created are either held by or made available to LMI persons; and (c) explain how they will document the jobs created and the income levels of the persons hired.

We are unable to verify, at this time, the architectural and engineering firms comply with LMI guidelines regarding employees/skill sets.

G. For housing projects, please indicate: N/A

The number of homes to be rehabilitated: \_\_\_\_\_

The number of persons to be benefited: \_\_\_\_\_

## IV. CDBG PROJECT BUDGET

Itemize only those portions of the project and administrative costs that will be paid from CDBG funds as shown on the Project Cost Schedule. The total for this budget schedule must equal the total CDBG request for this project.

Project Title:	FY 2009-10 Total Budget	FY 2009-10 Proposed CDBG Request	FY 2009-10 All Other Funding Sources
<b>Program Expenses</b>			
Salaries and Benefits			
Rent and Utilities			
Mortgage			
Equipment			
Equipment Maintenance & Repair			
Office Supplies			
Operating Supplies			
Postage and Shipping			
Printing and Publications			
Advertising and Promotion			
Subscriptions and Dues			
Liability/Other Insurance			
Professional Fees			\$2,950.00
Other project costs: (Specify Below)			
Planning & Design - Architect		\$3,750.00	
Planning & Design - Civil Engineer		\$8,000.00	
Planning & Design - Landscape Architect		\$4,800.00	
Drawings & Details Architect		\$2,500.00	
Drawings & Details Civil Engineer		\$18,000.00	
<b>TOTALS</b>		<b>\$37,050.00</b>	<b>\$2,950.00</b>

## V. PROJECT ADMINISTRATION

A. Provide the names, phone numbers and e-mails of the following people. (There may be more than one person responsible in each category. If the specific individual is not known, please give a job title):

1. The person to whom all questions regarding the application should be directed:

John Procaccini, 775-883-1976 x-151 or x-152, [jproc@breweryarts.org](mailto:jproc@breweryarts.org) / Assistant to ED,  
[kristi@breweryarts.org](mailto:kristi@breweryarts.org)

2. The person directly responsible for on-site supervision of the project, such as a project manager:

John P. Copoulus, Architect, 775-885-7907, [info@jpcarchitect.com](mailto:info@jpcarchitect.com)

3. The person responsible for the financial management of the project, including preparation, review and approval of reimbursement requests:

Starr Nixdorf, BAC Bookkeeper, 775-883-1976 x-113, [starr@breweryarts.org](mailto:starr@breweryarts.org)

**APPENDIX I**

**CARSON CITY  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**SUBRECIPIENT QUESTIONNAIRE**

*(To be completed only in cases where applicant will contract for services with an additional party)*

SUBRECIPIENT NAME: John P. Copoulos \_\_\_\_\_

SUBRECIPIENT ADDRESS: P.O. Box 2517, Carson City, NV 89702 \_\_\_\_\_

PROJECT NAME: Campus Development Plan \_\_\_\_\_

CDBG CONTACT PERSON: John P. Copoulos \_\_\_\_\_

TITLE: Architect \_\_\_\_\_

PHONE NUMBER: 775-885-7907 \_\_\_\_\_

YEARS IN CURRENT POSITION: See attached resume \_\_\_\_\_

FISCAL CONTACT PERSON: John Procaccini \_\_\_\_\_

TITLE: Brewery Arts Center Executive Director \_\_\_\_\_

PHONE NUMBER: 775-883-1976 x-151 or x-152 \_\_\_\_\_

YEARS IN CURRENT POSITION: 4 years \_\_\_\_\_

AUDIT CONTACT PERSON (if different than fiscal contact person):

Starr Nixdorf \_\_\_\_\_

TITLE: Bookkeeper \_\_\_\_\_

PHONE NUMBER: 775-883-1976 x-113 \_\_\_\_\_

YEARS IN CURRENT POSITION: 3 months plus a few days \_\_\_\_\_

SUBRECIPIENT FISCAL YEAR END: June, 2009 \_\_\_\_\_

## APPENDIX II

### INDEX OF ATTACHMENTS

**Required Attachments:** The required attachments as described on Page 2 are listed below. Please list and reference any additional attachments you are providing with your application. Do not include attachments unless they are needed to understand the project.

Attachment Number	Attachment Description	Application Page / Section Referenced	Attachment Included (✓)
1	IRS Tax Exempt 501(c)(3) letter	Page 2	✓
2	Proof of incorporation from Secretary of State (Certificate Only)	Page 2	✓
3	Current Organization Chart with names of staff members	Page 2	✓
4	Current Board of Directors and terms of office	Page 2	✓
5	<i>501(c)(3) non-profits</i> : Copy of the most recent Federal Tax Return (Form 990 or 990EX)	Page 2	✓
6	Carson City Demographics	Page 6	✓
7	John P. Copoulos Resume	Page 10	✓
8			
9			
10			
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12			
13			
14			
15			

## APPENDIX III

### APPLICATION CHECKLIST

This checklist should serve as a guide for the submission of a complete CDBG application. Applications that contain all relevant information and required attachments will receive prompt review.

PLEASE INCLUDE A COPY OF THIS CHECKLIST WITH YOUR APPLICATION.

- Grant Cover Sheet.
- Grant Application completed and signed by Agency representative.
- Section I: Project Description and Needs Analysis.
- Section II: Project Measurement.
- Section III: Goals and Objectives.
- Section IV: CDBG Project Budget.
- Section V: Project Administration.
- Appendix I: Subrecipient Questionnaire (*if applicable*).
- Appendix II: Index of Attachments.



9. Proof of non-profit status for private agencies (governmental entities and schools are exempt):

Date of incorporation	1997
Date of IRS certification	March 1999
Tax exempt number	31-1624090

10. DUNS Number: 078016339

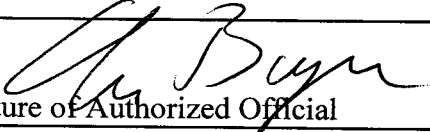
For information on DUNS, go to: <http://www.ccr.gov/pdfs/DUNSGuideGovVendors.pdf>


11. Attach the following to each copy of the Proposal for Funding:

- a. IRS Tax Exempt "501(c)(3)" letter.
- b. Proof of incorporation from Secretary of State (CERTIFICATE ONLY)
- c. Current organization chart with names of staff members. Staff members may not serve as a Board Member of the agency they work for.
- d. List of current Board of Directors and terms of office. If a member of your Board of Directors is in a position to obtain a financial benefit or interest from your proposed project, you may be ineligible for CDBG funds (See 24 CFR 570.611).
- e. *For all 501(c)(3) non-profit organizations:* a copy of the organization's most recently submitted Federal Tax Return (Form 990 or 990EX). Governmental bodies and schools are exempt from this requirement.

12. Required Certification (see instructions):

Applicant certifies that to the best of his/her knowledge, all information submitted as part of this application is true. Applicant will comply with all grant and contract requirements if funding is approved.

 Signature of Authorized Official	1/30/09 Date
Chris Bayer Typed Name and Title of Authorized Official	882-6776 Phone Number

 Signature of President of Board of Directors	1-30-09 Date
Don Johnson Typed Name of President of Board of Directors	720-6599 Phone Number



# Carson City Community Development Block Grant Program (CDBG) Application

## I. PROJECT DESCRIPTION AND NEEDS ANALYSIS

HUD has outlined three objectives for the CDBG Program with expected outcomes for performance measurement. When developing your proposal, please adhere to the CDBG Objectives and Outcomes.

Objectives	Outcomes
1. Create suitable living environments	1. Availability/accessibility
2. Provide decent affordable housing	2. Affordability
3. Create economic opportunities	3. Sustainability

A. What is the problem the proposed project is designed to solve?

**The need is for children in foster care to have clothing during transition. Children often arrive in care with inadequate clothing. Though in state custody, the state voucher system takes too long—the need is immediate.**

**The need is for low income children who come to the attention of Juvenile Probation to have adequate clothing. With the economy in bad shape, now is the time to ensure that children have basics. The children who come into the foster care system and who come into contact with Juvenile Probation are the most at risk in every sense.**

**Currently, agencies are not adequately equipped to meet such a mundane need as clothing during times of family or economic crisis. With, a few dollars and the help of the community, the benefits of doing so greatly exceed the cost.**

**Note, 20% of Nevada children live in poverty. (Kaiser Family State Health Facts.**

**<http://www.statehealthfacts.kff.org/profileind.jsp?ind=10&cat=1&rgn=30>**

**Poverty is a documented factor in juvenile delinquency.**

**<http://journals.cambridge.org/action/displayAbstract;jsessionid=DCBBB38AF6EB9AC8CF2552F9D60A4E4B.tomcat1?fromPage=online&aid=10957>**

**The culture of poverty and alienation can become self-perpetuating. One of the strengths of this project is that it places a tangible and mundane help to children in the hands of professionals already working with children. More is happening than just a transfer of clothing. It is part of a larger picture in which encouragement and redirection are constant. While the simple (and real) need is clothing, the less measurable outcomes lie in improving our dialog about healthy growth and opportunity.**

B. Which CDBG objective (listed above) will you be meeting?

**Create suitable living environments. (Food, clothing, shelter—basics to life.)**

C. How is the problem being dealt with at the present time?

**CASA of Carson City has a temporary Foster Kids Closet location at FISH but needs to find a permanent home. The Closet is open to CASA volunteers and DCFS social workers who now regularly bring foster parents and children arriving in care to the Closet.**

**Juvenile Probation has conducted clothing drives but needs to incorporate this service year round.**

**Currently, no one is assigned to oversee these specifically. This creates a problem in soliciting donations and processing them.**

D. What is the project or activity you want to undertake to solve the problem?

**Shelving, tubs, clothing racks, paint supplies and misc. improvements for the rooms inside the "Maintenance Building" across the parking lot from the Juvenile Court.**

**Juvenile Probation will provide youth doing community service to accomplish the painting.**

**A part-time Closet Coordinator will be hired to run the closet. For both "closets" this person will look for donations, receive donations, check/sort donations, oversee storage and actively help hand out donations. For the Foster Kids Closet, that person will be on-call—providing the clothing as needed 24/7.**

E. How will the proposed project solve the problem?

**Managing donations of clothing requires shelving, racks and tubs. People will donate excellent quality clothing but it needs to be stored well.**

**This grant will move the Foster Kids Closet to the premises of the Juvenile Court...where the items will be much more readily available to DCFS social workers CASA volunteers as they visit court for hearings. The co-located Juvenile Services Closet will be readily available to Juvenile Probation as well.**

**The Closet Coordinator will ensure consistency and quality.**

F. How will you know if you have successfully solved the problem?

**We will have created a place for ongoing clothing help to at risk children in need identified through the foster care and juvenile justice systems.**

G. What procedures will be put into effect to create, compile and maintain data to track performance measurement for this program/project?

**Funds will be placed in a separate account.**  
**All checks will be two signature.**  
**All receipts will be kept.**

H. How will the CDBG funds be used on this project?

Funds will be used to purchase shelving, tubs, racks, paint supplies and some misc improvements for the Foster Kids Closet and the Juvenile Services Closet. This would be located in the old "Maintenance Building" across the driveway from the Juvenile Court/Detention. Funds will also be used to hire and part-time Closet Coordinator.

CASA would act as the fiscal agent for this grant.

The funds would be spent by CASA as fiscal agent. The Foster Kids Closet and Juvenile Services Closet will be co-located. This means that tubs and shelves are labled to one use or the other. Also, CASA and Juvenile Probation will separately be stocking their shelves and tubs.

Juvenile Probation would provide youth from community service to do the interior reorganizing and painting.

I. What will you do to solve the problem if the proposed project is not funded by CDBG?

CASA will continue the Foster Kids Closet in its temporary location as long as possible but will be unable to expand it.

Juvenile Probation will only be able to offer clothing help once a year—Xmas.

These will be insufficient measures.

J. Where will the project be located and what is the geographic target area that will be served by this project?

XXTarget Area (specify geographic area) Old Maintainence Building, Juvenile Court location.

OR  Community-wide

*For Capital (Public) Improvement Projects only*

K. Is the proposed project part of a larger project or is it a stand-alone project?

1. If part of a larger project, please describe the entire project.

This project is an extension of initial efforts by both CASA and Juvenile Probation. Those efforts showed that, with just a little infrastructure in place, the community will respond and help warmly—making a big difference for kids. Across the board, the teamwork involved helps create healthy dialog about families and children.

The Foster Kids Closet is a project of the Carson City Foster Home Support and Recruitment Coalition—consisting of Casa of Carson City, The Division of Child and Family Services and the Sierra Association of Foster Families plus foster parents and community



## II. PROJECT MEASUREMENT

The Carson City CDBG Program, in compliance with Department of Housing & Urban Development (HUD) directives, is implementing Performance Measures into the application and grant/project administration process. When completing this section, keep in mind that *outputs* are the products or activities of program implementation (such as numbers of clients served) and *outcomes* are the benefits or changes that result from the program (how well the service met the user needs).

1. Please identify the quantifiable, projected **outputs** of this program/project.

**100 children served each year. Many years use expected.  
Each use will be recorded numerically.**

2. Please quantify the **total** number of persons intended to benefit from program/project output.

**100 children served each year. Many years use expected.**

3. Of the total number of persons in Question 2, above, how many of these are low-to-moderate income (LMI)?

**All.**

4. Please identify the quantifiable, projected **outcome** of this program/project. (How will the outputs benefit the total number of persons in Question 2, above?)

**School age children with adequate clothing do better in school. All children with adequate clothing are healthier. School performance and health are monitored for foster children by CASA of Carson City. School performance is often monitored by Juvenile Probation.**

5. Please list the name, address, phone number and e-mail of the person responsible to track the performance measurement on this program/project.

**Chris Bayer, Director, CASA of Carson City, 1545 E. 5h St. Carson City NV 89703  
[casaofcc@earthlink.net](mailto:casaofcc@earthlink.net)**

**John Simms, Juvenile Probation Dept. 1545 E. 5<sup>th</sup> St. Carson City, NV 89701. 887-2033**

### III. GOALS AND OBJECTIVES

A. Mark all of the following Carson City goals that apply to this project:

- 1. Project has been identified as part of the local planning process.
- 2. Project addresses a problem that poses a health or safety concern in the community.

B. If your project is designed to serve a limited clientele, please indicate the population you will be serving with your project:

- Abused Children                       Illiterate Persons                       Homeless Persons
- Battered Spouses                       Elderly                       Severely Disabled Adults
- Migrant Farm Workers                       Other (Please explain) \_\_\_\_\_

**Two groups of children: foster children with whom CASA and local child welfare come into contact. Also, children who come to notice of Juvenile Probation.**

C. If your project will not be serving one of the above categories, explain (a) how you will document client income and (b) how you will document that at least 51% of your clientele will be low-to-moderate income:

**All clients will be either abused and neglected children or low income at-risk children.**

D. How many unduplicated persons/households will benefit from this project?

**Currently, about 20 children per year benefit from the Foster Kids Closet (temporary location) . Juvenile Probation's initial clothing effort suggests at least 80 children will benefit each year.**

E. What level of benefit will each person receive?

**Children in foster care will get clothing at the time of transition—as they come into care or during other transitions where they need immediate clothing.**

**Children interacting with Juvenile Probation will receive needed clothing.**

F. For economic development projects:

- (a) identify the proposed employers that will be assisted with this project; (b) describe how they will comply with the requirement that at least 51% of the permanent full-time jobs created are either held by or made available to LMI persons; and (c) explain how they will document the jobs created and the income levels of the persons hired.

**N/A**

G. For housing projects, please indicate:

The number of homes to be rehabilitated: \_\_\_\_\_

The number of persons to be benefited: \_\_\_\_\_

### IV. CDBG PROJECT BUDGET

Itemize only those portions of the project and administrative costs that will be paid from CDBG funds as shown on the Project Cost Schedule. The total for this budget schedule must equal the total CDBG request for this project.

Project Title:	FY 2009-10 Total Budget	FY 2009-10 Proposed CDBG Request	FY 2009-10 All Other Funding Sources
<b>Program Expenses</b>			
Salaries and Benefits	\$4800	\$4800	
Rent and Utilities			
Mortgage			
Equipment	\$5200	\$5200	
Equipment Maintenance & Repair			
Office Supplies			
Operating Supplies			
Postage and Shipping			
Printing and Publications			
Advertising and Promotion			
Subscriptions and Dues			
Liability/Other Insurance			
Professional Fees			
Other project costs: (Specify Below)			
<b>TOTALS</b>	<b>\$10,000</b>	<b>\$10,000</b>	



## V. PROJECT ADMINISTRATION

A. Provide the names, phone numbers and e-mails of the following people. (There may be more than one person responsible in each category. If the specific individual is not known, please give a job title):

1. The person to whom all questions regarding the application should be directed:

**Chris Bayer, Director, CASA of Carson City, 775 882-6776, casaofcc@earthlink.net**

2. The person directly responsible for on-site supervision of the project, such as a project manager:

**Chris Bayer, Director, CASA of Carson City, 775 882-6776, casaofcc@earthlink.net**

3. The person responsible for the financial management of the project, including preparation, review and approval of reimbursement requests:

**Chris Bayer, Director, CASA of Carson City, 775 882-6776, casaofcc@earthlink.net**

## APPENDIX II

### INDEX OF ATTACHMENTS

**Required Attachments:** The required attachments as described on Page 2 are listed below. Please list and reference any additional attachments you are providing with your application. Do not include attachments unless they are needed to understand the project.

Attachment Number	Attachment Description	Application Page / Section Referenced	Attachment Included (✓)
1	IRS Tax Exempt 501(c)(3) letter	Page 2	X
2	Proof of incorporation from Secretary of State (Certificate Only)	Page 2	X
3	Current Organization Chart with names of staff members	Page 2	X
4	Current Board of Directors and terms of office	Page 2	X
5	<i>501(c)(3) non-profits:</i> Copy of the most recent Federal Tax Return (Form 990 or 990EX)	Page 2	X
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

## APPENDIX III

### APPLICATION CHECKLIST

This checklist should serve as a guide for the submission of a complete CDBG application. Applications that contain all relevant information and required attachments will receive prompt review.

PLEASE INCLUDE A COPY OF THIS CHECKLIST WITH YOUR APPLICATION.

- Grant Cover Sheet.
- Grant Application completed and signed by Agency representative.
- Section I: Project Description and Needs Analysis.
- Section II: Project Measurement.
- Section III: Goals and Objectives.
- Section IV: CDBG Project Budget.
- Section V: Project Administration.
- Appendix I: Subrecipient Questionnaire (*if applicable*).
- Appendix II: Index of Attachments.

**Carson City**  
**Community Development Block Grant (CDBG) Program**  
**Fiscal Year 2009–2010**

**\*\*\*\*Request for Proposals\*\*\*\***

*An electronic version of this document is available from the CDBG Coordinator  
Email request to: [jbrod@ci.carson-city.nv.us](mailto:jbrod@ci.carson-city.nv.us)*

**Return Completed Applications To:** CARSON CITY PLANNING DIVISION  
2621 NORTHGATE LANE, SUITE 62  
CARSON CITY, NV 89706

**APPLICATIONS ARE DUE:** FEBRUARY 2, 2009, 5:00 P.M.

**DEADLINE:** *The date and hour deadline established is FIRM. Any proposal received AFTER the deadline WILL NOT be considered for funding.*

**APPLICATION COVER SHEET**

1. Name of Agency: City of Carson City, Carson City Community Center
2. Project Title: Carson City Community Center Gymnasium Improvements
3. Mailing Address: 851 East William St. Carson City NV 89701  
Physical Address: 851 East William St. Carson City NV 89701
4. Agency Director: Roger Moellendorf
5. Board Chairperson: The Honorable Mayor Bob Crowell
6. Contact person (see instructions): Mitch Ames  
Phone number: 775-887-2290 E-Mail: mames@ci.carson-city.nv.us  
Fax: 775-887-2256
7. What is your funding request for FY 2009–2010? \$ 232,072.00
8. Type of Grant (Check One):  
 Public Service  
 Economic Development  
 Community Facilities/Improvements  
 Housing Rehabilitation

9. Proof of non-profit status for private agencies (governmental entities and schools are exempt):

Date of incorporation	
Date of IRS certification	
Tax exempt number	

10. DUNS Number: 073-787-152  
 For information on DUNS, go to: <http://www.ccr.gov/pdfs/DUNSGuideGovVendors.pdf>

11. Attach the following to each copy of the Proposal for Funding:

- a. IRS Tax Exempt "501(c)(3)" letter.
- b. Proof of incorporation from Secretary of State (CERTIFICATE ONLY)
- c. Current organization chart with names of staff members. Staff members may not serve as a Board Member of the agency they work for.
- d. List of current Board of Directors and terms of office. If a member of your Board of Directors is in a position to obtain a financial benefit or interest from your proposed project, you may be ineligible for CDBG funds (See 24 CFR 570.611).
- e. *For all 501(c)(3) non-profit organizations:* a copy of the organization's most recently submitted Federal Tax Return (Form 990 or 990EX). Governmental bodies and schools are exempt from this requirement.

12. Required Certification (see instructions):

Applicant certifies that to the best of his/her knowledge, all information submitted as part of this application is true. Applicant will comply with all grant and contract requirements if funding is approved.

Signature of Authorized Official	Date February 2, 2009
Typed Name and Title of Authorized Official	Phone Number 775-887-2290

Signature of President of Board of Directors	Date February 2, 2009
Typed Name of President of Board of Directors	Phone Number 775-887-2000

**Carson City  
Community Development Block Grant Program (CDBG) Application**

**I. PROJECT DESCRIPTION AND NEEDS ANALYSIS**

HUD has outlined three objectives for the CDBG Program with expected outcomes for performance measurement. When developing your proposal, please adhere to the CDBG Objectives and Outcomes.

**Objectives**

1. Create suitable living environments
2. Provide decent affordable housing
3. Create economic opportunities

**Outcomes**

1. Availability/accessibility
2. Affordability
3. Sustainability

A. What is the problem the proposed project is designed to solve?

Improve an existing facility to meet growing community service demands. ADA compliant restrooms, Additional bleacher seating and a lack of a play ground for children.

B. Which CDBG objective (listed above) will you be meeting?

1. Create sustainable living environments.

C. How is the problem being dealt with at the present time?

Disabled facility patrons and employees must traverse a busy parking lot to use compliant rest room facilities, program participants must stand wherever space allows, children play in the parking lots without permission.

D. What is the project or activity you want to undertake to solve the problem?

Remodel existing non-compliant rest room facilities, add bleacher seating, construct a controlled playground adjacent to the facility.

E. How will the proposed project solve the problem?

The needed facilities will be constructed.

F. How will you know if you have successfully solved the problem?

Disabled employees and patrons will not have to traverse the parking lot to use compliant facilities. Participants will be able to be seated during programs. Children will not play in the parking lots.

G. What procedures will be put into effect to create, compile and maintain data to track performance measurement for this program/project?

Compliant rest room complaints will be tracked.  
Bleacher seating count will be taken daily.  
A daily playground sign-in sheet and parking lot inspection sheet will be utilized

H. How will the CDBG funds be used on this project?

For equipment and construction.

I. What will you do to solve the problem if the proposed project is not funded by CDBG?

Continue to search for funding.

J. Where will the project be located and what is the geographic target area that will be served by this project?

- Target Area (specify geographic area) \_\_\_\_\_
- OR  Community-wide

***For Capital (Public) Improvement Projects only***

K. Is the proposed project part of a larger project or is it a stand-alone project?

Part of a larger improvement project

1. If part of a larger project, please describe the entire project.

Renovation of a 40 year old community wide recreation resource.

2. Can this project be done in different phases?  Yes  No  
If YES, explain.

Each component could be done alone , but for optimum cost effectiveness it should be performed as one project.

3. Have CDBG funds been used for an earlier phase?  Yes  No

L. Ownership Information

1. Who currently holds title to the property involved?

City of Carson City NV

2. With whom will title be vested upon completion?

City of Carson City NV

3. Do any rights-of-way, easements or other access rights need to be acquired?  
 Yes  No

4. If the project requires water rights or well permits, have they been acquired?  
 Yes  N/A  No

## II. PROJECT MEASUREMENT

The Carson City CDBG Program, in compliance with Department of Housing & Urban Development (HUD) directives, is implementing Performance Measures into the application and grant/project administration process. When completing this section, keep in mind that *outputs* are the products or activities of program implementation (such as numbers of clients served) and *outcomes* are the benefits or changes that result from the program (how well the service met the user needs).

1. Please identify the quantifiable, projected **outputs** of this program/project.

Enhance services provided to over 5,500 participants each week.

2. Please quantify the **total** number of persons intended to benefit from program/project output.

132,000 derived as follows: 5,500 people x 24 weeks indoor Futsal/soccer program.  
52,000 derived as follows: 1,000 people x 52 weeks general programs.

3. Of the total number of persons in Question 2, above, how many of these are low-to-moderate income (LMI)?

The Futsal/soccer program serves primarily Hispanic patrons.

4. Please identify the quantifiable, projected **outcome** of this program/project. (How will the outputs benefit the total number of persons in Question 2, above?)

Provide for enhanced facility services to over 184,00 people.

5. Please list the name, address, phone number and e-mail of the person responsible to track the performance measurement on this program/project.

Joel Dunn 851 East William St. Carson City NV 89701 phone 775-887-2290 Email Jdunn@ci.carson-city.nv.us



### III. GOALS AND OBJECTIVES

A. Mark all of the following Carson City goals that apply to this project:

1. Project has been identified as part of the local planning process.  
 2. Project addresses a problem that poses a health or safety concern in the community.

B. If your project is designed to serve a limited clientele, please indicate the population you will be serving with your project:

- Abused Children       Illiterate Persons       Homeless Persons  
 Battered Spouses       Elderly       Severely Disabled Adults  
 Migrant Farm Workers       Other (Please explain) N/A

C. If your project will not be serving one of the above categories, explain (a) how you will document client income and (b) how you will document that at least 51% of your clientele will be low-to-moderate income:

We will conduct participant surveys.

D. How many unduplicated persons/households will benefit from this project?

6,500 or more.

E. What level of benefit will each person receive?

Access to enhanced facility services.

F. For economic development projects:

(a) identify the proposed employers that will be assisted with this project; (b) describe how they will comply with the requirement that at least 51% of the permanent full-time jobs created are either held by or made available to LMI persons; and (c) explain how they will document the jobs created and the income levels of the persons hired.

N/A

G. For housing projects, please indicate:

The number of homes to be rehabilitated: N/A  
The number of persons to be benefited: N/A

### IV. CDBG PROJECT BUDGET

Itemize only those portions of the project and administrative costs that will be paid from CDBG funds as shown on the Project Cost Schedule. The total for this budget schedule must equal the total CDBG request for this project.

Project Title:	FY 2009-10 Total Budget	FY 2009-10 Proposed CDBG Request	FY 2009-10 All Other Funding Sources
<b>Program Expenses</b>			
Salaries and Benefits			
Rent and Utilities			
Mortgage			
Equipment	\$82,424.00	\$82,424.00	
Equipment Maintenance & Repair			
Office Supplies			
Operating Supplies			
Postage and Shipping			
Printing and Publications			
Advertising and Promotion			
Subscriptions and Dues			
Liability/Other Insurance			
Professional Fees	\$7,250.00		\$7,250.00
Other project costs: (Specify Below)			
Building permits	\$2,648.00	\$2,648.00	
Construction costs	\$147,000.00	\$147,000.00	
<b>TOTALS</b>	<b>\$239,322.00</b>	<b>\$232,072.00</b>	<b>\$7,250.00</b>

## V. PROJECT ADMINISTRATION

A. Provide the names, phone numbers and e-mails of the following people. (There may be more than one person responsible in each category. If the specific individual is not known, please give a job title):

1. The person to whom all questions regarding the application should be directed:

Mitch Ames  
Phone: 775-887-2290, Fax: 775-887-2256  
Email: mames@ci.carson-city.nv.us

2. The person directly responsible for on-site supervision of the project, such as a project manager:

Mitch Ames  
Phone: 775-887-2290, Fax: 775-887-2256  
Email: mames@ci.carson-city.nv.us

3. The person responsible for the financial management of the project, including preparation, review and approval of reimbursement requests:

Mitch Ames  
Phone: 775-887-2290, Fax: 775-887-2256  
Email: mames@ci.carson-city.nv.us

**APPENDIX I**

**CARSON CITY  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**SUBRECIPIENT QUESTIONNAIRE**

*(To be completed only in cases where applicant will contract for services with an additional party)*

SUBRECIPIENT NAME: The project will be put out to competitive bid.

SUBRECIPIENT ADDRESS: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

CDBG CONTACT PERSON: \_\_\_\_\_

TITLE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

YEARS IN CURRENT POSITION: \_\_\_\_\_

FISCAL CONTACT PERSON: \_\_\_\_\_

TITLE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

YEARS IN CURRENT POSITION: \_\_\_\_\_

AUDIT CONTACT PERSON (if different than fiscal contact person):

TITLE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

YEARS IN CURRENT POSITION: \_\_\_\_\_

SUBRECIPIENT FISCAL YEAR END: \_\_\_\_\_

## APPENDIX II

### INDEX OF ATTACHMENTS

**Required Attachments:** The required attachments as described on Page 2 are listed below. Please list and reference any additional attachments you are providing with your application. Do not include attachments unless they are needed to understand the project.

Attachment Number	Attachment Description	Application Page / Section Referenced	Attachment Included (✓)
1	IRS Tax Exempt 501(c)(3) letter	Page 2	x
2	Proof of incorporation from Secretary of State (Certificate Only)	Page 2	N/A
3	Current Organization Chart with names of staff members	Page 2	x
4	Current Board of Directors and terms of office	Page 2	x
5	<i>501(c)(3) non-profits</i> : Copy of the most recent Federal Tax Return (Form 990 or 990EX)	Page 2	N/A
6			
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## APPENDIX III

### APPLICATION CHECKLIST

This checklist should serve as a guide for the submission of a complete CDBG application. Applications that contain all relevant information and required attachments will receive prompt review.

PLEASE INCLUDE A COPY OF THIS CHECKLIST WITH YOUR APPLICATION.

- \_\_\_\_\_ Grant Cover Sheet.
- \_\_\_\_\_ Grant Application completed and signed by Agency representative.
- \_\_\_\_\_ Section I: Project Description and Needs Analysis.
- \_\_\_\_\_ Section II: Project Measurement.
- \_\_\_\_\_ Section III: Goals and Objectives.
- \_\_\_\_\_ Section IV: CDBG Project Budget.
- \_\_\_\_\_ Section V: Project Administration.
- \_\_\_\_\_ Appendix I: Subrecipient Questionnaire *(if applicable)*.
- \_\_\_\_\_ Appendix II: Index of Attachments.

Submit by Email



9. Proof of non-profit status for private agencies (governmental entities and schools are exempt):

Date of incorporation	July 16, 1992
Date of IRS certification	September 14, 1992
Tax exempt number	94-3164032

10. DUNS Number: 06-786-7080

For information on DUNS, go to: <http://www.ccr.gov/pdfs/DUNSGuideGovVendors.pdf>


11. Attach the following to each copy of the Proposal for Funding:

- a. IRS Tax Exempt "501(c)(3)" letter.
- b. Proof of incorporation from Secretary of State (CERTIFICATE ONLY)
- c. Current organization chart with names of staff members. Staff members may not serve as a Board Member of the agency they work for.
- d. List of current Board of Directors and terms of office. If a member of your Board of Directors is in a position to obtain a financial benefit or interest from your proposed project, you may be ineligible for CDBG funds (See 24 CFR 570.611).
- e. *For all 501(c)(3) non-profit organizations:* a copy of the organization's most recently submitted Federal Tax Return (Form 990 or 990EX). Governmental bodies and schools are exempt from this requirement.

12. Required Certification (see instructions):

Applicant certifies that to the best of his/her knowledge, all information submitted as part of this application is true. Applicant will comply with all grant and contract requirements if funding is approved.

Janice Ayres 	January, 26, 2009
Signature of Authorized Official	Date
Janice Ayres, Executive Director & CEO	687-4680, Ext. 2
Typed Name and Title of Authorized Official	Phone Number

Jerry Thurman 	January 26, 2009
Signature of President of Board of Directors	Date
Jerry Thurman	882-5937
Typed Name of President of Board of Directors	Phone Number



**Carson City**  
**Community Development Block Grant Program (CDBG) Application**

**I. PROJECT DESCRIPTION AND NEEDS ANALYSIS**

HUD has outlined three objectives for the CDBG Program with expected outcomes for performance measurement. When developing your proposal, please adhere to the CDBG Objectives and Outcomes.

<b>Objectives</b>	<b>Outcomes</b>
1. Create suitable living environments	1. Availability/accessibility
2. Provide decent affordable housing	2. Affordability
3. Create economic opportunities	3. Sustainability

A. What is the problem the proposed project is designed to solve?

The RSVP Nevada Legacy Corps Program (NLC) addresses a critical need in the community, that of free or affordable, non-medical in-home respite care for those suffering from Dementia, Alzheimer's, and a host of other ailments and disorders. This community service is key in lowering the stress levels of caregivers, by giving them time for themselves to allow for a healthier existence and longer life expectancy, and preventing the institutionalization of their loved ones or even themselves by never having a break from 24/7 care giving.

B. Which CDBG objective (listed above) will you be meeting?

Create suitable living environments.

C. How is the problem being dealt with at the present time?

This is newly identified problem in Carson City where there is currently no program that provides free or low cost in-home respite care for family caregivers.

D. What is the project or activity you want to undertake to solve the problem?

The recruitment of volunteer members to help give caregivers a break up to 4 hours a day, 2 days a week so that they can have some time for themselves outside of the home.

E. How will the proposed project solve the problem?

Caregivers will be relieved of the stress of 24/7 care by having regular breaks to tend to their own needs, preventing illness or even institutionalization themselves. Those being cared for will be able to remain in their own homes where they are healthiest and happiest, preventing premature institutionalization.

F. How will you know if you have successfully solved the problem?

The caregivers are healthier, both mentally and physically, and the clients are able to remain at home.

G. What procedures will be put into effect to create, compile and maintain data to track performance measurement for this program/project?

Activity/client reports are completed after each volunteer visit and compiled on a monthly basis.

H. How will the CDBG funds be used on this project?

The funding will be used to recruit and train (both pre and post service, intake, etc.) volunteer members and to provide background checks and mandatory licenses (CPR, etc.)

I. What will you do to solve the problem if the proposed project is not funded by CDBG?

Fewer caregivers and clients will be able to avail themselves of this critical service. Private Foundation funding will continue to be sought for growth and sustainability.

J. Where will the project be located and what is the geographic target area that will be served by this project?

Target Area (specify geographic area) \_\_\_\_\_  
OR  Community-wide

***For Capital (Public) Improvement Projects only***

K. Is the proposed project part of a larger project or is it a stand-alone project?

1. If part of a larger project, please describe the entire project.

2. Can this project be done in different phases? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If YES, explain.

3. Have CDBG funds been used for an earlier phase? \_\_\_\_\_ Yes \_\_\_\_\_ No

L. Ownership Information

1. Who currently holds title to the property involved?

2. With whom will title be vested upon completion?

3. Do any rights-of-way, easements or other access rights need to be acquired?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

4. If the project requires water rights or well permits, have they been acquired?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

## II. PROJECT MEASUREMENT

The Carson City CDBG Program, in compliance with Department of Housing & Urban Development (HUD) directives, is implementing Performance Measures into the application and grant/project administration process. When completing this section, keep in mind that *outputs* are the products or activities of program implementation (such as numbers of clients served) and *outcomes* are the benefits or changes that result from the program (how well the service met the user needs).

1. Please identify the quantifiable, projected **outputs** of this program/project.  
110 low to moderate income clients will have in-home respite care services.
2. Please quantify the **total** number of persons intended to benefit from program/project output.  
110.
3. Of the total number of persons in Question 2, above, how many of these are low-to-moderate income (LMI)? 85% or 93 persons.
4. Please identify the quantifiable, projected **outcome** of this program/project. (How will the outputs benefit the total number of persons in Question 2, above?)  
The clients will be able to remain in their own homes rather than be prematurely institutionalized because of the illness or institutionalization of the caregiver.
5. Please list the name, address, phone number and e-mail of the person responsible to track the performance measurement on this program/project.  
Susan Haas, Program Director, 3303 Butti Way, Building 1, 687-4680, Ext.7, [shaas@rsvp.carson-city.nv.us](mailto:shaas@rsvp.carson-city.nv.us)

### III. GOALS AND OBJECTIVES

A. Mark all of the following Carson City goals that apply to this project:

1. Project has been identified as part of the local planning process.  
 2. Project addresses a problem that poses a health or safety concern in the community.

B. If your project is designed to serve a limited clientele, please indicate the population you will be serving with your project:

- Abused Children                       Illiterate Persons                       Homeless Persons  
 Battered Spouses                       Elderly                       Severely Disabled Adults  
 Migrant Farm Workers                       Other (Please explain) Clients with Alzheimer's, Dementia and other debilitating diseases.
- 

C. If your project will not be serving one of the above categories, explain (a) how you will document client income and (b) how you will document that at least 51% of your clientele will be low-to-moderate income:

D. How many unduplicated persons/households will benefit from this project? 110.

E. What level of benefit will each person receive?

The benefit to the client is the ability to remain in their own home rather than having to be placed in a care facility, and the benefit to the caregiver is reduced stress for a healthier quality of life.

F. For economic development projects:

(a) identify the proposed employers that will be assisted with this project; (b) describe how they will comply with the requirement that at least 51% of the permanent full-time jobs created are either held by or made available to LMI persons; and (c) explain how they will document the jobs created and the income levels of the persons hired.

G. For housing projects, please indicate:

The number of homes to be rehabilitated: \_\_\_\_\_

The number of persons to be benefited: \_\_\_\_\_

## IV. CDBG PROJECT BUDGET

Itemize only those portions of the project and administrative costs that will be paid from CDBG funds as shown on the Project Cost Schedule. The total for this budget schedule must equal the total CDBG request for this project.

Project Title:	FY 2009-10 Total Budget	FY 2009-10 Proposed CDBG Request	FY 2009-10 All Other Funding Sources
<b>Program Expenses</b>			
Salaries and Benefits	36,913		36,913
Rent and Utilities	13,704		13,704
Mortgage			
Equipment (Telephone/DSL)	4,300		4,300
Equipment Maintenance & Repair	1,020		1,020
Office Supplies	2,400	1,200	1,200
Operating Supplies	2,100	1,800	300
Postage and Shipping	1,200	1,000	200
Printing and Publications	3,300	3,300	
Advertising and Promotion	6,000	6,000	
Subscriptions and Dues	775	500	275
Liability/Other Insurance	520		520
Professional Fees	2,000	1,200	800
Other project costs: (Specify Below)			
Volunteer Monthly Stipends/Mileage	67,200		67,200
Background Checks/CPR Train./TB Tests	1,680		1,680
Volunteer Logo Shirts	750		750
Staff Annual Required Training	1,200		1,200
Staff Mileage	700		700
<b>TOTALS</b>	<b>145,822</b>	<b>15,000</b>	<b>130,822</b>

## V. PROJECT ADMINISTRATION

A. Provide the names, phone numbers and e-mails of the following people. (There may be more than one person responsible in each category. If the specific individual is not known, please give a job title):

1. The person to whom all questions regarding the application should be directed:

Susan Haas, Program Director, 687-4680, Ext.7, [shaas@rsvp.carson-city.nv.us](mailto:shaas@rsvp.carson-city.nv.us)

Mike Hughes, Director of Development, 687-4680, Ext.4, [branded@rsvp.carson-city.nv.us](mailto:branded@rsvp.carson-city.nv.us)

2. The person directly responsible for on-site supervision of the project, such as a project manager:

Susan Haas, Program Director, 687-4680, Ext.7, [shaas@rsvp.carson-city.nv.us](mailto:shaas@rsvp.carson-city.nv.us)

3. The person responsible for the financial management of the project, including preparation, review and approval of reimbursement requests:

Donna Dorris, Controller, 687-4680, Ext.5, [ddorris@rsvp.carson-city.nv.us](mailto:ddorris@rsvp.carson-city.nv.us)

**APPENDIX I**

**CARSON CITY  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**SUBRECIPIENT QUESTIONNAIRE**

*(To be completed only in cases where applicant will contract for services with an additional party)*

SUBRECIPIENT NAME: \_\_\_\_\_

SUBRECIPIENT ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

CDBG CONTACT PERSON: \_\_\_\_\_

TITLE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

YEARS IN CURRENT POSITION: \_\_\_\_\_

FISCAL CONTACT PERSON: \_\_\_\_\_

TITLE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

YEARS IN CURRENT POSITION: \_\_\_\_\_

AUDIT CONTACT PERSON (if different than fiscal contact person):  
\_\_\_\_\_

TITLE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

YEARS IN CURRENT POSITION: \_\_\_\_\_

SUBRECIPIENT FISCAL YEAR END: \_\_\_\_\_

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4	Current Board of Directors and terms of office	Page 2	✓
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## APPENDIX III

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PLEASE INCLUDE A COPY OF THIS CHECKLIST WITH YOUR APPLICATION.

- Grant Cover Sheet.
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**Carson City**  
**Community Development Block Grant Program (CDBG)**  
**Fiscal Year 2009-2010**

**\*\*\*\*Request for Proposals\*\*\*\***

*An electronic version of this document is available from the CDBG Coordinator  
Email request to: [jbrod@ci.carson-city.nv.us](mailto:jbrod@ci.carson-city.nv.us)*

**Return Completed Applications To:** CARSON CITY PLANNING DIVISION  
2621 NORTHGATE LANE, SUITE 62  
CARSON CITY, NV 89706

**APPLICATIONS ARE DUE:** FEBRUARY 2, 2008, 4:00 P.M.

**DEADLINE:** *The date and hour deadline established is FIRM. Any proposal received AFTER the deadline WILL NOT be considered for funding.*

**APPLICATION COVER SHEET**

1. Name of Agency: Ron Wood Family Resource Center
2. Project Title: Reach Up!
3. Mailing Address: 212 East Winnie Lane – Carson City, Nevada 89706  
Physical Address: 212 East Winnie Lane, Carson City, Nevada 89706
4. Agency Director: Joyce Buckingham
5. Board Chairperson: Paul R Saucedo
6. Contact person (see instructions): Joyce Buckingham  
Phone number: (775) 884-2269 E-Mail: Executive\_Director@carson-family.org  
Fax: (775) 884-2730
7. What is your funding request for FY 2008–2009? \$ \$31,520.00
8. Type of Grant (Check One):  
 XXXX Public Service  
 Economic Development  
 Community Facilities/Improvements  
 Housing Rehabilitation

9. Proof of non-profit status for private agencies (governmental entities and schools are exempt):

Date of incorporation	4-9-97
Date of IRS certification	5-23-97
Tax exempt number	IRS - 86-0865470 NV - RCE-012-907

10. DUNS Number: 867923401

For information on DUNS, go to: <http://www.ccr.gov/pdfs/DUNSGuideGovVendors.pdf>

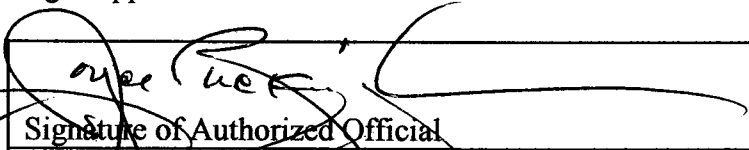
11. Attach the following to each copy of the Proposal for Funding

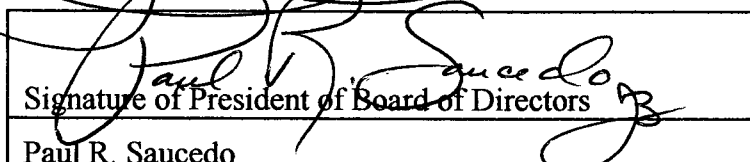
*(If you are a previous recipient of CDBG funding and have already submitted this information, and it is still current, you do not have to submit it again. Then check the box on the right:  Previous recipient / Information on file (except the current Board of Directors)*

- a. IRS Tax Exempt "501(c)(3)" letter.
- b. Proof of incorporation from Secretary of State (CERTIFICATE ONLY)
- c. Current organization chart with names of staff members. Staff members may not serve as a Board Member of the agency they work for.
- d. List of current Board of Directors and terms of office. If a member of your Board of Directors is in a position to obtain a financial benefit or interest from your proposed project, you may be ineligible for CDBG funds (See 24 CFR 570.611).
- e. *For all 501(c)(3) non-profit organizations:* a copy of the organization's most recently submitted Federal Tax Return (Form 990 or 990EX). Governmental bodies and schools are exempt from this requirement.

12. Required Certification (see instructions):

Applicant certifies that to the best of his/her knowledge, all information submitted as part of this application is true. Applicant will comply with all grant and contract requirements if funding is approved.

	2-2-09
Signature of Authorized Official	Date
Joyce Buckingham, Executive Director	(775) 884-2269
Typed Name and Title of Authorized Official	Phone Number

	2-2-09
Signature of President of Board of Directors	Date
Paul R. Saucedo	(775) 884-2269
Typed Name of President of Board of Directors	Phone Number

**Carson City  
Community Development Block Grant Program (CDBG) Application**

**I. PROJECT DESCRIPTION AND NEEDS ANALYSIS**

HUD has outlined three objectives for the CDBG Program with expected outcomes. When developing your proposal, please adhere to the CDBG Objectives and Outcomes.

**Objectives**

1. Create suitable living environments
2. Provide decent affordable housing
3. Create economic opportunities

**Outcomes**

1. Availability/accessibility
2. Affordability
3. Sustainability

- A. What is the problem the proposed project is designed to solve?
1. Teen & Youth Grief/Bereavement issues and Teen & Youth suicide prevention.
  2. Gross family dysfunction and mental health issues that face our community's youth.
- Carson City youth are dangerously underserved when it comes to mental health services and counseling dealing with family crisis, loss of a loved one, drug, alcohol and sexual abuse issues, suicide prevention and loss or death of family and friends.
- B. Which CDBG objective (listed above) will you be meeting?
- Suitable Living Environment
- C. How is the problem being dealt with at the present time?
- Carson City does not have immediate accessibility to an entity or service provider that offers free services, outreach and counseling for the low to moderate income families that desperately need mental health counseling and support group services for troubled youth. The exception would be the *Reach Up* program through the Ron Wood Family Resource Center which was initiated on a very limited basis in September 2007. The Center then received full funding for the 2008-09 FY.
  - Currently, family mental health issues are addressed through cost prohibitive private therapy and the highly utilized state mental health service providers. State mental health service providers are many times the only option for low income families. These facilities have been cut with current budget shortfalls and service levels are expected to realize more cuts in the year ahead. Unfortunately families are not able to schedule appointments in an urgent and or consecutive manner as the waiting time can be unreasonable when a child is in need.
  - The narrow availability of professional counseling and services are only offered for individuals that can afford the professional care of qualified therapists. Low income families are forced to locate doctors and counseling that are available through

Medicaid, Nevada Check-up or hard to find sliding scale services. These providers often have extensive waiting lists or are located out of the Carson City area.

- The underserved low income youth of our community are many times overlooked and as a result are not able to process emotional trauma and move through life-changing events and situations that many times result in long-term behavioral problems, drug abuse, criminal activity, truancy and poor performance in school and the inability to have healthy and productive social and family relationships.
- Assessments in 2003 found that for children in the juvenile justice system found that 79% of the juvenile offenders need some level of behavioral health services and 54% need intensive levels of community-based services. Within the juvenile justice system, 71.1% of youth with a need for mental health services were underserved and 36.7% of youth with SED (Severe Emotional Disturbances) were receiving no behavioral health services. Update surveys of this information find no improvement in these statistics in 2006\*. \* NV Rural Mental Health Consortium Annual Plan - 2006
- Nevada ranked 1st (worst) in the nation with 45% of the population reporting poor mental health in the prior 30 days. \*  
\* (2005 Report – Kaiser Family Foundation Report )

D. What is the project or activity you want to undertake to solve the problem?

- “*Reach Up*” is a comprehensive mental health treatment and case management program designed to identify, support and counsel the Carson City youth from 3 – 17 years of age in crisis due to loss of a loved one, at-risk of suicide, dysfunctional family issues, poor educational performance, truancy and chemical dependency issues. “*Reach Up*” will offer bilingual services to insure outreach to the Hispanic community as well.
- “*Reach Up*” will provide mental health counseling to assist youth and their family in gaining the ability to communicate in a healthy environment, to interact with mental health professionals, work with mentors and peers toward realizing appropriate methods of dealing with catastrophic issues, improve critical thinking skills, develop a network of individuals to work alongside and methodically deal with overwhelming situations.
- “*Reach Up*” will offer:
  1. *Reach Up* intake to determine family need including but not limited to: initial contact with the Family Advocate to pre-screen participants for appropriateness of services and to evaluate other family needs, determine income status, family size, residence, areas of concern, development of family goal worksheet and referral to a *Reach Up* mental health professional.
  2. *Reach Up* counseling will consist of up to 10 individual weekly counseling/case management sessions per youth with a qualified mental health professional and

referral to the weekly *Reach Up* support group for ongoing support and follow-up as needed.

3. *Reach Up* support group will be offered for age specific groups. Targeted ages for the *Reach Up* program will be from 3 – 17 years of age. *Reach Up* support groups will be facilitated by a BSW mental health professional and co-facilitated by a MSW mental health intern. Parents of youth that are involved in the *Reach Up* support groups will be encouraged to attend a *Reach Up* parents support group that will be scheduled at the same time as the youth support group. The parental group will focus on identifying areas of concern with other parents, support of the youth group and offer the availability of networking with other parents that are having same or similar issues. In conducting both a youth and parental support group simultaneously we hope to instill consistency and cooperation to insure parents are aware and communicating with their children as well as other family members in an appropriate and positive manner.
4. *Reach Up* will make direct referrals to in-house programs such as our evidence-based program, Positive Action, in which the youth and parents attend classes simultaneously in separate groups and a joint “wrap-up” session after every class. Positive Action focuses on working together as a family in a holistic manner to elicit positive communication and positive change for the benefit of all family members.
5. *Reach Up* will also provide follow-up services for up to a year to insure youth and family needs are being met and constructive behaviors and relationships ensue.
6. *Reach Up Response Team* will be available to offer support services on an emergency response basis. Carson City has a history of gang activity and consequently the victims of criminal activity are often times the associated family, friends and community surrounding an incident. The *Reach Up Response Team* would be available for counseling and support immediately. With a focus on availability and accessibility of services, the *Reach Up Response Team* would offer services at the Ron Wood Family Resource Center, school locations and residential visits as needed.

E. How will the proposed project solve the problem?

- *Reach Up* has realized tremendous success for the first 18 months of the CDBG 07-08 and 08-09 fiscal years. \*
- \* (See Attachment 8 – *Reach Up* Data Analysis through CDBG 07-08 Grant Year)
- *Reach Up* will offer low income families the same accessibility to therapy and counseling services that presently are mostly utilized by moderate – higher income families and households.

- *Reach Up* will offer services and support to youth and families in the Carson City area and serve as supplemental services for low-moderate income individuals that “slip- through-the cracks” with state and private mental health service providers.\*  
\* (NVDHHS - MHDS Projected Persons Served 4/03 to 3/06)
- *Reach Up* as with associated drop-in and family resource centers will offer services and support deemed essential in treating those in need to meet the demand in Nevada.\*  
\* (UNLV – Nevada Mental Health Problems and Needs Handbook – 2006)
- Unmet need: An estimated 31,969 children and adults did not receive services.\*  
\* (MHDS 2004 Prevalence Study)
- Children and youth ages 17 and under make up 22.5% of all Mental Health and Development clients in Nevada.\*  
\* NVDHHS – Director’s Report – 1/24/07)

F. How will you know if you have successfully solved the problem?

- Data collection through pre-assessment, case file documentation of sessions and activities, post-assessment, participant feedback and 1 year follow-up procedures.
- The problem of quality mental health services for everyone is a problem that is not likely to disappear. However, as a partial solution, *Reach Up* will offer a positive impact and opportunity to the low income youth and families that have no other options.
- Sustainability of the *Reach Up* program would offer continuous gain to the entire community.

G. What procedures will be put into effect to create, compile and maintain data to track performance measurement for this program/project?

- Youth and families seeking service will complete an intake procedure that is currently being utilized at the Ron Wood Family Resource Center.
- Reach Up intake to determine family need including but not limited to: initial contact with the Family Advocate to pre-screen and pre-assess participants for appropriateness of services and to evaluate other family needs, determine income status, family size, residence & evaluate other services and/or referrals.
- Development of family goal worksheet identifying measurable goals and objectives individualized to each youth and family. Focus in goal-setting is individualized attainable goals.
- Case management/case file maintenance to record chronological progress and activities throughout and after the counseling sessions.

- Post-assessment and participant feedback will be collected and documented accordingly.
- Participant follow-up for 1 year following counseling sessions to assist the youth and families in maintaining and continuing healthy relationships.

H. How will the CDBG funds be used on this project?

- CDBG funds will offset the services of LCSW and BSW mental health professionals, 5 hours of wages weekly for the Family Advocate and minimal printing, postage costs and refreshment costs during support group sessions. (Itemized Budget - Attachment 6) \*
- Ron Wood Family Resource Center has an operating budget of approximately \$900,000.00 annually and operates under 16 separate grants and private donations. Operating costs, fixed costs, meeting facilities, support staff, use of equipment and center offices and meeting facilities will be provided through the Center as matching resources.

I. What will you do to solve the problem if the proposed project is not funded by CDBG?

- Ron Wood Family Resource Center will continue to seek out sliding scale services or gratis services and refer individuals accordingly. Unfortunately most of the individuals through the center that request mental health services cannot afford sliding scale services and gratis services are scarce at best.

J. Where will the project be located and what is the geographic target area that will be served by this project?

Target Area (specify geographic area) \_\_\_\_\_

OR  Community-wide – Carson City Low Income Youth and Families

***For Capital (Public) Improvement Projects only- N/A***

K. Is the proposed project part of a larger project or is it a stand-alone project?

1. If part of a larger project, please describe the entire project.

2. Can this project be done in different phases? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If YES, explain.

3. Have CDBG funds been used for an earlier phase? \_\_\_\_\_ Yes \_\_\_\_\_ No

L. Ownership Information



1. Who currently holds title to the property involved?
  
2. In whom will title be vested upon completion?
  
3. Do any rights-of-way, easements or other access rights need to be acquired?  
\_\_\_\_\_ Yes    \_\_\_\_\_ No
  
4. If the project requires water rights or well permits, have they been acquired?  
\_\_\_\_\_ Yes    \_\_\_\_\_ No

## II. PROJECT MEASUREMENT

The Carson City CDBG Program, in compliance with Department of Housing & Urban Development (HUD) directives, is implementing Performance Measures into the application and grant/project administration process. When completing this section, keep in mind that *outputs* are the products or activities of program implementation (such as numbers of clients served) and *outcomes* are the benefits or changes that result from the program (how well the service met the user needs).

1. Please identify the quantifiable, projected **outputs** of this program/project.
  - 200 - *Reach Up* intake sessions conducted by Ron Wood Family Resource Center Staff
  - 150 -200 *Reach Up* Youth and Parental Support Group sessions facilitated by mental health professionals
  - 300 – 500 *Reach Up* Youth individual counseling sessions
  - 150 - *Reach Up* case files with supporting documentation
  - Maintaining post-program communication:
  - 600 follow-up phone calls (1 per participant quarterly) to maintain relationships and assess further youth and family needs.
2. Please quantify the **total** number of persons intended to benefit from program/project output.
  - 150 youth and associated parents/guardians and siblings.
3. Of the total number of persons in Question 2, above, how many of these are low-to-moderate income (LMI)?
  - 80% – 90% are low income to moderate income.
4. Please identify the quantifiable, projected **outcome** of this program/project. (How will the outputs benefit the total number of persons in Question 2, above?)
  - 150 youth and 100 parents/guardians will receive mental health counseling, learning to cope with traumatic events, improve social skills, learn how to manage and adapt to severe emotional stress, improve healthy family relationships, reduce poor choices; criminal activity, substance abuse problems, improve education/academic performance and improve and instill asset building and increase self-esteem issues.
  - Customer Service Satisfaction assessments as well as telephone follow-up will provide quantifiable data to measure demographics, outcomes and participant satisfaction.
5. Please list the name, address, phone number and e-mail of the person responsible to track the performance measurement on this program/project.
  - Joyce Buckingham – Executive Director (775-884-2269)  
212 East Winnie Lane, Carson City, NV 89706  
[Executive\\_Director@carson-family.org](mailto:Executive_Director@carson-family.org)

### III. GOALS AND OBJECTIVES

A. Mark all of the following Carson City goals that apply to this project:

1. Project has been identified as part of the local planning process.  
 2. Project addresses a problem that poses a health or safety concern in the community.

B. If your project is designed to serve a limited clientele, please indicate the population you will be serving with your project:

- Abused Children                       Illiterate Persons                       Homeless Persons  
 Battered Spouses                       Elderly                       Severely Disabled Adults  
 Migrant Farm Workers                       Other (Please explain) \_\_\_\_\_  
Teen/Youth in Crisis and Parents and family members suffering tremendous loss, tragic circumstances, teens with suicidal tendencies, substance abuse issues, dysfunctional family situations.

C. If your project will not be serving one of the above categories, explain (a) how you will document client income and (b) how you will document that at least 51% of your clientele will be low-to-moderate income: N/A

D. How many unduplicated persons/households will benefit from this project?

- 150 youth in need
- 150 parents/or family members

E. What level of benefit will each person receive?

- Minimum of 2 individual counseling sessions for youth ages 3 – 17 and up to 10 counseling sessions maximum per youth depending on the individual need of the youth.
- Unlimited support group sessions for each youth and parent.
- Quarterly follow-up for 1 year to insure each youth is moving forward and is sustaining healthy a healthy lifestyle.
- Resources and referrals for extended need as often as there is a participant need.

F. For economic development projects:

(a) identify the proposed employers that will be assisted with this project; (b) describe how they will comply with the requirement that at least 51% of the permanent full-time jobs created are either held by or made available to LMI persons; and (c) explain how they will document the jobs created and the income levels of the persons hired. N/A

G. For housing projects, please indicate: N/A

The number of homes to be rehabilitated: \_\_\_\_\_

The number of persons to be benefited: \_\_\_\_\_

### IV. CDBG PROJECT BUDGET

Itemize only those portions of the project and administrative costs that will be paid from CDBG funds as shown on the Project Cost Schedule. The total for this budget schedule must equal the total CDBG request for this project.

Project Title: <i>Reach Up!</i>	FY 2007-08 Total Budget	FY 2007-08 Proposed CDBG Request	FY 2007-08 All Other Funding Sources
<b>Program Expenses</b>			
Salaries and Benefits (CDBG Coordinator+Advocate)	31,378.00	31,378.00	-0-
Rent and Utilities	72,000.00	-0-	72000.00
Mortgage	-0-	-0-	-0-
Equipment	-0-	-0-	-0-
Equipment Maintenance & Repair	-0-	-0-	-0-
Office Supplies	1500.00	1500.00	-0-
Operating Supplies	-0-	-0-	-0-
Postage and Shipping	200.00	200.00	-0-
Printing and Publications	500.00	500.00	-0-
Advertising and Promotion	-0-	-0-	-0-
Subscriptions and Dues	-0-	-0-	-0-
Liability/Other Insurance	3600.00	-0-	3600.00
Professional Fees	-0-	-0-	-0-
Other project costs: (Specify Below)			
Refreshments for Support Groups	600.00	600.00	-0-
<b>TOTALS</b>	109,778.00	34,178.00	75,600.00

## V. PROJECT ADMINISTRATION

A. Provide the names, phone numbers and e-mails of the following people. (There may be more than one person responsible in each category. If the specific individual is not known, please give a job title):

1. The person to whom all questions regarding the application should be directed:

- Joyce Buckingham – Executive Director (775-884-2269)  
212 East Winnie Lane, Carson City, NV 89706  
[Executive\\_Director@carson-family.org](mailto:Executive_Director@carson-family.org)

2. The person directly responsible for on-site supervision of the project, such as a project manager:

- Joyce Buckingham – Executive Director (775-884-2269)  
212 East Winnie Lane, Carson City, NV 89706  
[Executive\\_Director@carson-family.org](mailto:Executive_Director@carson-family.org)

3. The person responsible for the financial management of the project, including preparation, review and approval of reimbursement requests:

- Lavon Sollberger – Fiscal Manager (775-884-2269)  
212 East Winnie Lane, Carson City, NV 89706  
[lavons@sbcglobal.net](mailto:lavons@sbcglobal.net)
- Joyce Buckingham – Executive Director (775-884-2269)  
212 East Winnie Lane, Carson City, NV 89706  
[Executive\\_Director@carson-family.org](mailto:Executive_Director@carson-family.org)

**APPENDIX I**

**APPENDIX I**

**CARSON CITY  
CITY MANAGER'S OFFICE  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**SUBRECIPIENT QUESTIONNAIRE**

*(To be completed only in cases where applicant will contract for services with an additional party)*

SUBRECIPIENT NAME: Valeri Bianchi-Wood, LCSW

SUBRECIPIENT ADDRESS: 407 North Walsh, Carson City, NV 89701

PROJECT NAME: Reach Up!

CDBG CONTACT PERSON: Joyce Buckingham

TITLE: Executive Director – Ron Wood Family Resource Center

PHONE NUMBER: (775) 887-1313

YEARS IN CURRENT POSITION: 13 years experience as a Licensed Certified Social Worker and Therapist

FISCAL CONTACT PERSON: Lavon Sollberger

TITLE: Ron Wood Family Resource Center – Fiscal Manager

PHONE NUMBER: (775) 884-2269

YEARS IN CURRENT POSITION:

AUDIT CONTACT PERSON (if different than fiscal contact person): - N/A

TITLE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

YEARS IN CURRENT POSITION: \_\_\_\_\_

SUBRECIPIENT FISCAL YEAR END: June 30, 2010

**Working Grants**

**APPENDIX I**

**CARSON CITY  
CITY MANAGER'S OFFICE  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**SUBRECIPIENT QUESTIONNAIRE**

*(To be completed only in cases where applicant will contract for services with an additional party)*

SUBRECIPIENT NAME: Lisa Yesitis, Bachelor Social Work Case Manager (Sitting for LSW exam)

SUBRECIPIENT ADDRESS: 407 North Walsh, Carson City, NV 89701

PROJECT NAME: Reach Up!

CDBG CONTACT PERSON: Joyce Buckingham

TITLE: Executive Director – Ron Wood Family Resource Center

PHONE NUMBER: (775) 887-1313

YEARS IN CURRENT POSITION: 8 years experience in social work/new intern

FISCAL CONTACT PERSON: Lavon Sollberger

TITLE: Ron Wood Family Resource Center – Fiscal Manager

PHONE NUMBER: (775) 884-2269

YEARS IN CURRENT POSITION: \_\_\_\_\_

AUDIT CONTACT PERSON (if different than fiscal contact person): - N/A

TITLE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

YEARS IN CURRENT POSITION: \_\_\_\_\_

SUBRECIPIENT FISCAL YEAR END: June 30, 2010

**APPENDIX I**

**CARSON CITY  
CITY MANAGER'S OFFICE  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**SUBRECIPIENT QUESTIONNAIRE**

*(To be completed only in cases where applicant will contract for services with an additional party)*

SUBRECIPIENT NAME: Rebecca Phillipsen, Licensed Clinical Social Work (LCSW)

SUBRECIPIENT ADDRESS: 407 North Walsh, Carson City, NV 89701

PROJECT NAME: Reach Up!

CDBG CONTACT PERSON: Joyce Buckingham

TITLE: Executive Director – Ron Wood Family Resource Center

PHONE NUMBER: (775) 887-1313

YEARS IN CURRENT POSITION: 10 years experience

FISCAL CONTACT PERSON: Lavon Sollberger

TITLE: Ron Wood Family Resource Center – Fiscal Manager

PHONE NUMBER: (775) 884-2269

YEARS IN CURRENT POSITION: \_\_\_\_\_

AUDIT CONTACT PERSON (if different than fiscal contact person): - N/A

TITLE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

YEARS IN CURRENT POSITION: \_\_\_\_\_

SUBRECIPIENT FISCAL YEAR END: June 30, 2010



## APPENDIX II

### INDEX OF ATTACHMENTS

**Required Attachments:** The required attachments as described on Page 2 are listed below. Please list and reference any additional attachments you are providing with your application. Do not include attachments unless they are needed to understand the project.

Attachment Number	Attachment Description	Application Page / Section Referenced	Attachment Included (✓)
1	IRS Tax Exempt "501(c)(3) letter	Page 2	Previously Submitted
2	Proof of incorporation from Secretary of State (Certificate Only)	Page 2	Previously Submitted
3	Current Organization Chart with names of staff members	Page 2	Previously Submitted
4	Current Board of Directors and terms of office	Page 2	X
5	<i>501(c)(3) non-profits:</i> Copy of the most recent Federal Tax Return (Form 990 or 990EX)	Page 2	Previously Submitted
6	Itemized CDBG Budget Breakdown	Page 6	X
7	<i>Reach Up</i> Data Analysis through CDBG 08-09 Grant Year	Page 5	X
8			
9			
10			
11			
12			
13			
14			
15			

## APPENDIX III

### APPLICATION CHECKLIST

This checklist should serve as a guide for the submission of a complete CDBG application. Applications that contain all relevant information and required attachments will receive prompt review.

PLEASE INCLUDE A COPY OF THIS CHECKLIST WITH YOUR APPLICATION.

- XX Grant Cover Sheet.
- XX Grant Application completed and signed by Agency representative.
- XX Section I: Project Description and Needs Analysis.
- XX Section II: Project Measurement.
- XX Section III: Goals and Objectives.
- XX Section IV: CDBG Project Budget.
- XX Section V: Project Administration.
- XX Appendix I: Subrecipient Questionnaire *(if applicable)*.

Ron Wood Family Resource Center  
Board Of Directors – 2008 -09

Attachment 4

Name	Work Address	Home Address	Numbers	Email Address
Paul Saucedo, Chair	N/A - Retired	1231 Chaparral Drive Carson City, NV. 89703	(H) 883-3626 (F) 883-7650	psauce@sbcglobal.net
Valeri Wood, Vice Chair	Carson Professional Group 407 North Walsh Street Carson City, NV. 89701	456 Genoa Lane Minden, NV. 89423	(W) 887-1313 (C) 781-2468 (F) 887-0466	valgal0199@aol.com
Jack Wilson, Secretary	N/A – Retired	1279 Koontz Lane Carson City, NV. 89701	(H) 882-7685 (C) 722-7685	wilsons1279@sbcglobal.net
J.R. Clark Treasurer	N/A – Retired	2555 Waterford Place Carson City, NV. 89703	(H) 882-0856	millardclark@sbcglobal.net
Trina Dahlin	State of Nevada Attorney General's Office	330 Crystal Water Way Carson City, NV. 89701	(H) 887-0629 (F) 887-2129 (W) 684-1133	trinadahlin@yahoo.com
Ruth Aberasturi	N/A - Retired	2050 Jodi Lane Carson City, NV. 89701	(H) 882-3649 (C) 722-3649	Ruth6mary@yahoo.com
Ken Furlong	Carson City Sheriff's Office 901 East Musser Street Carson City, NV. 89701	N/A	(W) 887-2020 ext. 1900 or 1901	kfurlong@ci.carson-city.nv.us
Rick Redican	N/A - Retired	4257 Combs Canyon Road Carson City, NV. 89703	(H) 882-6911	Franrick@sbcglobal.net
VACANT				
RoseMary Womack	Legislative Building 401 South Carson St. Carson City, NV 89701- 4747	2518 Jarbidge Carson City, NV 89706	(C) 220-7400 (H) 461-0209 (F) 684-8533	rosemarywomack@hotmail.com

ITEM	CALCULATION	TOTAL BUDGET AMT
CDBG Coordinator's wage	20 hours per week x 25.00 per hour x 52 weeks (+ benefit package)	27,478.00
Family Advocate's wage /intake with family for initial meeting	5 hrs per week x 15.00 per hour x 52 weeks	\$3900.00
Office Supplies	File Folders materials, pens, printer ink, etc.	1500.00
Postage	Sending reminders/follow-up information	200.00
Printing and Publications	Youth Directories, flyers	500.00
Refreshments	Pizza for support Groups	600.00
<b>TOTAL BUDGET</b>		34,178.00

**92% of the requested funding will fund direct participant services.**

**8% of the requested funding will fund materials and supplies for program**

Inkind/matching funds will fund all expenses associated with operating the *Reach Up* program including administrative and operating costs such as phone, power, equipment, liability insurance, receptionist support, office space, mileage, etc.

**Reach Up Data Analysis**  
**CDBG 08-09 Grant Year**

Attachment 7

Overview

Ron Wood Family Resource Center was allocated 9,982.00 to initiate the *Reach Up* program beginning in September 2007. The initial grant request was for 31,520.00 and subsequently was reduced to 9,982.00. Ron Wood Family Resource Center was granted 31,520.00 for the following fiscal year. The following data represents the first 6 months for fiscal year 08-09 .

Data Analysis – July 1, 2008 to December 31, 2008

Number of Youth Served	84 (100 – targeted goal)
Number of Parents/Family Served	63 (100 targeted goal)
Victims of Alleged Sexual Assault	8% - Adults 7 % - Youth
Victims of Domestic Violence	15% - Adults 18% - Youth
Victims of Substance Abuse	47% - Adults 27% - Youth
Youth with Truancy Issues	28%
Youth with Loss/Grief/Bereavement Issues	54%
Mental Health Issues	36% - Family

Referral Origin

DCFS/CPS Referred	30%
Carson City School District Referred	30%
Juvenile Parole and Probation Referred	15%
Self-Referrals	20%
Miscellaneous Referrals	5%

Conclusion

Ron Wood Family Resource Center is meeting the program goal of serving 100 of the youth and 100% of the parents targeted during the first six months of the CDBG grant period. Ron Wood Family Resource Center will exceed the targeted number of persons intended to benefit from the *Reach Up* program by 3-1-09. Factors that have been present such as high unemployment rate, high foreclosures and higher number of community members applying for food stamps, welfare benefits and services through Ron Wood Family Resource Center.

The *Reach Up!* program is recognized as a viable resource filling a dire need in the community. The perceived value of this resource has been widely acclaimed through many of our community partners; State of Nevada Child and Family Services, Child Protective Services, Carson City School District, Drug Court, School Attendance Review Board (SARB) and Carson City Juvenile Probation.

**Carson City**  
**Community Development Block Grant (CDBG) Program**  
**Fiscal Year 2009–2010**

**\*\*\*\*Request for Proposals\*\*\*\***

*An electronic version of this document is available from the CDBG Coordinator  
Email request to: [jbrod@ci.carson-city.nv.us](mailto:jbrod@ci.carson-city.nv.us)*

**Return Completed Applications To:** CARSON CITY PLANNING DIVISION  
2621 NORTHGATE LANE, SUITE 62  
CARSON CITY, NV 89706

**APPLICATIONS ARE DUE:** FEBRUARY 2, 2009, 5:00 P.M.

**DEADLINE:** *The date and hour deadline established is **FIRM**. Any proposal received **AFTER** the deadline **WILL NOT** be considered for funding.*

**APPLICATION COVER SHEET**

1. Name of Agency: Community Counseling Center
2. Project Title: Methamphetamine Treatment Project
3. Mailing Address: 205 South Pratt Ave., Carson City, Nevada 89701  
Physical Address: same as above
4. Agency Director: Mary K Bryan
5. Board Chairperson: Thomas Perkins
6. Contact person (see instructions): Mary Bryan  
Phone number: 775.882.3945 E-Mail: meadowmary@aol.com  
Fax: 775.882.6126
7. What is your funding request for FY 2009–2010? \$ 50,055
8. Type of Grant (Check One):  
 Public Service  
 Economic Development  
 Community Facilities/Improvements  
 Housing Rehabilitation

9. Proof of non-profit status for private agencies (governmental entities and schools are exempt):


Date of incorporation	5/31/85
Date of IRS certification	2/16/99
Tax exempt number	88-0212354


10. DUNS Number: 78-2755326  
 For information on DUNS, go to: <http://www.ccr.gov/pdfs/DUNSGuideGovVendors.pdf>

11. Attach the following to each copy of the Proposal for Funding:
- IRS Tax Exempt "501(c)(3)" letter.
  - Proof of incorporation from Secretary of State (CERTIFICATE ONLY)
  - Current organization chart with names of staff members. Staff members may not serve as a Board Member of the agency they work for.
  - List of current Board of Directors and terms of office. If a member of your Board of Directors is in a position to obtain a financial benefit or interest from your proposed project, you may be ineligible for CDBG funds (See 24 CFR 570.611).
  - For all 501(c)(3) non-profit organizations: a copy of the organization's most recently submitted Federal Tax Return (Form 990 or 990EX). Governmental bodies and schools are exempt from this requirement.

12. Required Certification (see instructions):

Applicant certifies that to the best of his/her knowledge, all information submitted as part of this application is true. Applicant will comply with all grant and contract requirements if funding is approved.

 Signature of Authorized Official	1/27/09 Date
MARY K BRYAN ADMIN. Typed Name and Title of Authorized Official	775 882 3945 Phone Number

 Signature of President of Board of Directors	1/27/09 Date
THOMAS E. PERKINS Typed Name of President of Board of Directors	775 782 4033 Phone Number

**Carson City  
Community Development Block Grant Program (CDBG) Application**

**I. PROJECT DESCRIPTION AND NEEDS ANALYSIS**

HUD has outlined three objectives for the CDBG Program with expected outcomes for performance measurement. When developing your proposal, please adhere to the CDBG Objectives and Outcomes.

<b>Objectives</b>	<b>Outcomes</b>
1. Create suitable living environments	1. Availability/accessibility
2. Provide decent affordable housing	2. Affordability
3. Create economic opportunities	3. Sustainability

A. What is the problem the proposed project is designed to solve?

**Response:** The Community Counseling Center (CCC) will continue to expand services to meet the particularly urgent community development need which is methamphetamine use in Carson City. The Partnership of Carson City which deals with the ongoing issues of methamphetamine use, heroin use, alcohol and other drug issues in the Carson City community has estimated that over 900 substance abuse evaluations will be necessary yearly beginning in 2006. This number was estimated to increase each year with methamphetamine being either the primary or secondary drug of choice. The numbers of clients reporting methamphetamine use as their primary drug rose from 29% in 2004 to a high of 42% in 2006. By 2007, the primary use of meth was reduced to 33% and in 2008 the primary percentage was down 25%, the 2003 rate. We believe this reduction was directly related to the focus of all resources in Carson City to bring this drug problem under control; however, this crisis is certainly not over. We are making excellent progress in meeting the goals of this grant.

In 2007, an estimated 19.9 million Americans aged 12 or older had used illicit drugs during the month prior to the survey. This estimate represents 8 percent of the population aged 12 years old or older. These illicit drugs include pot, cocaine (including crack), heroin, hallucinogens, inhalants, or prescription-type psychotherapeutics used non-medically. While these statistics are nationally based, the numbers for the West USA are higher than the other areas of the country. The rate of current illicit drug use among persons aged 12 or older in 2007 was similar to the rate in 2006 (8.3%) and in the West, these percentages are closer to 9%.

The need for services in the local community, Carson City, Douglas County, Washoe Valley and other rural areas that feed in to the Carson area continues to increase from year to year. The information received from the Carson City Sheriff's Department indicates there were 892 drug related charges and another 601 DUI charges from October



1, 2007 through September 30, 2008. Of 4269 bookings in the Carson City sheriff's Office, there were 814 arrests that were DUI and Drug related charges, or 19%. Other arrests that were not counted in this number were probation violations which were almost all drug and alcohol related.

The Highlights of the 2007 Nevada High School Youth Risk Behavior Survey demonstrate that 12.3% of high school participants report that they drove when they had been drinking during the past 30 days. 19.7% of high school participants stated they had smoked cigarettes in the past 30 days. Of these students 42.7% stated that they had drunk alcohol in the past 30 days. Participants said they had 5 or more drinks of alcohol within a few hours in past 30 days at a rate of 29.6%. Eighteen (18.4 %) and four tenths percent stated they had used marijuana one or more times during the past 30 days.

The Highlights of the 2007 Nevada High School YRBS demonstrate that in the middle school responses, 32.9% of the participants stated they rode with drivers who had been drinking. 11.5% of the respondents had smoked cigarettes in the past 30 days. Thirty nine point nine percent of participants stated they had drunk alcohol. 33.5 % said they had their first drink of alcohol other than a few sips before age 13. 13.5% stated they had ever used marijuana and 39.9% said they tried marijuana for the first time before age 13.

While the primary drug of abuse in Carson City is alcohol, marijuana and meth continue to be second in primary use. Most clients use these drugs in combination so to focus on the primary drug only might be misleading.

Meth users typically use their drug on a daily basis, use marijuana more often and experience more severe medical and psychiatric consequences. Methamphetamine use also leads to violent behavior, anxiety, confusion and insomnia. It also causes people to display a number of psychotic features, including paranoia, hallucinations, mood disorders and possibly suicidal or homicidal thoughts. There are also times the chronic meth use can lead to out-of-control rages that can be coupled with extremely violent behavior, increasing the use of criminal justice resources.

It has been determined by experts that merely arresting drug addicts does not stop their drug use and crimes; intervention and treatment is required to change their negative behaviors and impact on the community.

Substance abuse counseling and treatment is designed to create a safer community. It is intended to provide all citizens with freedom from fear of theft by the addicts for cash and products to buy drugs. Counseling will also reduce other crimes committed by addicts to maintain their habit. An often overlooked impact of methamphetamine is the impaired driving that results from addicts moving around to do their drug deals. The counseling program is intended to change criminal and addictive thinking and behaviors.

B. Which CDBG objective (listed above) will you be meeting?

**Response:** The Methamphetamine Counseling Project is intended to work toward creating a suitable living environment for addicts and their families and all the citizens of the Carson City Community. There continues to be a great need for treatment and intervention because of the conditions caused by the meth epidemic in our community and the negative impact it is having on our community's health and welfare. The existing conditions pose a serious threat to the health and welfare of the community where other financial resources are not available to meet such needs.

C. How is the problem being dealt with at the present time?

**Response:** There is currently a methamphetamine counselor partially funded by the CDBG grant which allows very focused treatment of addicts in order to restore them to healthy functioning. There are treatment groups held on Tuesday, Thursday, Friday, and Saturday which are specific to the meth recovery process. These groups total 10 ½ hours per week and each group can have up to 15 clients. The optimal length of time for a meth abuser is 2 years. Programming is very specific to educate clients and set recovery goals of a clean and sober lifestyle.

D. What is the project or activity you want to undertake to solve the problem?

**Response:** CCC will endeavor to continue to provide unique treatment groups for meth addicts and the case management of these clients to lengthen their treatment, to prevent relapse, and to make substance abuse evaluations available to the criminal justice system at low or no cost.

CCC wants to continue to provide a minimum of one counselor position to partially meet the needs of the community. Funding counseling positions allows CCC to provide the more extensive case management needed for meth clients. This type of recovery requires an increased number of hours of service per week and an increased length of treatment duration. Relapse prevention training and counseling is necessary with each meth client and CCC provides individualized relapse prevention efforts for our clients.

A common theme among addiction personnel is the need for "treatment on demand." With the meth clients in Carson City this is especially important. If CCC cannot provide the immediate intervention needed by the client, the client can be lost to the treatment system. The client knows that all he or she needs to do to relieve any withdrawal pains is to steal some money or other item and then they can easily procure their drug of choice---methamphetamine. This is an even greater problem in Carson City because of the ready availability of methamphetamine. Treatment needs to be available in a timely manner. Clients cannot be made to wait too long to get into treatment or they lose whatever motivation they have to get clean and change. Without adequate counseling staff it is difficult to see clients when they need the services.

E. How will the proposed project solve the problem?

**Response:** Due to the unique treatment needs of the meth addict, placing these clients in a specific treatment program that addresses these needs decreases criminal recidivism and relapse. Criminal recidivism decreases with treatment. Employment increases. Clients are placed in the specific intense treatment program that immediately meet their needs. It begins the reversal of negative behaviors that permeate our community to at least a neutralizing of those behaviors until treatment effects begin to be effective and the client behavior begins to be positive. Along with the reversal from negative behaviors, we anticipate a decrease in the usage of medical and social services here in the community. The impact on law enforcement and legal services also diminishes. The Carson City Sheriff's Office has seen a decrease in the number of cases where they have to deal with the psychosis of angry meth addicts who are menacing family members and law enforcement officers.

F. How will you know if you have successfully solved the problem?

**Response:** Recidivism of meth related cases in those who have been treated will continue to decrease. The numbers of clients using meth as a primary drug will decrease. Client employment status will indicate the success of their changing lives and previous behaviors will improve.

G. What procedures will be put into effect to create, compile and maintain data to track performance measurement for this program/project?

**Response:** CCC has a sophisticated data management system that tracks client attendance, progress, drug of choice and various demographic data that allows the measurement of performance toward goals. The Center will continue to be available to an increasing number of clients and to meet the substance abuse treatment needs of the community as they emerge. Comparison of statistics and data between years and comparing CC judicial records will be an additional tool for performance measurement.

H. How will the CDBG funds be used on this project?

**Response:** CDBG funds will be used to pay the salary, federal taxes, benefits, and training to provide this specialized treatment for meth addicts

I. What will you do to solve the problem if the proposed project is not funded by CDBG?

**Response:** The Center will make its best effort to maintain the services at a lower level. Funding for the position, if not granted by the City, will be sought from a variety of private donations and fundraisers. Considering the current fiscal impact imposed by the State of Nevada, we are not extremely optimistic of finding additional funding at this time.

J. Where will the project be located and what is the geographic target area that will be served by this project?

**Response:** Community Wide

*For Capital (Public) Improvement Projects only*

K. Is the proposed project part of a larger project or is it a stand-alone project?

1. If part of a larger project, please describe the entire project.

2. Can this project be done in different phases? \_\_\_\_\_ YES \_\_\_\_\_ NO  
If YES, explain.

2. Have CDBG funds been used for an earlier phase? \_\_\_\_\_ YES \_\_\_\_\_ NO

L. Ownership Information

1. Who currently holds title to the property involved?

2. In whom will title be vested upon completion?

3. Do any rights-of-way, easements or other access rights need to be acquired?  
\_\_\_\_\_ YES \_\_\_\_\_ NO

4. If the project requires water rights or well permits, have they been acquired?  
\_\_\_\_\_ YES \_\_\_\_\_ NO

## II. PROJECT MEASUREMENT

The Carson City CDBG Program, in compliance with Department of Housing & Urban Development (HUD) directives, is implementing Performance Measures into the application and grant/project administration process. When completing this section, keep in mind that outputs are the products or activities of program implementation (such as numbers of clients served) and *outcomes* are the benefits or changes that result from the program (how well the service met the user needs).

1. Please identify the quantifiable, projected **outputs** of this program/project.

**Response:** The clients who receive these services will report at the end of the treatment period that they have obtained gainful employment, have not been re-arrested after the first 12 months and that they are generally satisfied with the services at a rate of 85% or better. Clients will report attendance at Self Help Groups at a rate of 90% or better and abstinence at a rate of 85% or better.

2. Please quantify the **total** number of persons intended to benefit from program/project output.

**Response:** Since groups are allowed to have no more than 15 clients (State of Nevada licensing requirement), and there are 10.5 hours available per week, we would expect to provide a minimum of 68.25 hours of methamphetamine counseling per week. **The services would be provided to at least 15 different clients per week.**

3. Of the total number of persons in Question 2, above, how many of these are low-to-moderate income (LMI)?

**Response:** 100% of the clients will be low to moderate income. This project will assist them in leaving this category by assisting them with job seeking skills. In addition to obtaining employment, the program will have a goal to assist in maintaining employment. The combination of these activities will result in clients no longer being classified as low-to-moderate income individuals.

4. Please identify the quantifiable, projected **outcome** of this program/project. (How will the outputs benefit the total number of persons in Question 2, above?)

**Response:** The outputs of employment, no new arrests, and abstinence will benefit the total number of persons (26 per week) by improving their lives, allowing them to be gainfully employed, and participate in the community in a drug free environment. However, the outcomes of this program will benefit the entire community. This program can result in some or all of the following.

- Decreased petty theft and grand theft
- Decreased drunk driving charges
- Increased sense of security for all citizens

- Decreased gang activity
- Decreased assaults
- Decreased use of other social services such as emergency room visits

This list could cover several pages, but we want to point out some of the ways this program can improve the quality of life in Carson City.

5. Please list the name, address, phone number and e-mail of the person responsible to track the performance measurement on this program/project.

**Response:** Mary Bryan 205 South Pratt Ave., Carson City, NV 89701  
775.882.3945  
[meadowmary@aol.com](mailto:meadowmary@aol.com)

### III. GOALS AND OBJECTIVES

A. Mark all of the following Carson City goals that apply to this project:

1. Project has been identified as part of the local planning process.  
 2. Project addresses a problem that poses a health or safety concern in the community.

B. If your project is designed to serve a limited clientele, please indicate the population you will be serving with your project:

Abused Children     Illiterate Persons     Homeless Persons  
 Battered Spouses     Elderly     Severely Disabled Adults  
 Migrant Farm Workers     Other (please explain) Methamphetamine  
Users/Abusers/Addicts

C. If your project will not be serving one of the above categories, explain (a) how you will document client income and (b) how you will document that at least 51% of your clientele will be low-to-moderate income:

**Response:** All clients complete a statement of income when they are accepted into the program. The income level is verified through required documentation of income which is part of the client file.

D. How many unduplicated persons/households will benefit from this project?

**Response:** Fifteen clients per week. As clients progress through the program, we estimate 30 different clients will receive over 5,000 hours of service in the course of a year.

E. What level of benefit will each person receive?

**Response:** The clients will receive the service benefits at 100% for a period of 30 days if they are unemployed. They will then have the sliding fee scale applied which will require them to participate at a percentage of their treatment not to exceed 50% of the full cost.

F. For economic development projects:

- (a) identify the proposed employers that will be assisted with this project; (b) describe how they will comply with the requirement that at least 51% of the permanent full-time jobs created are either held by or made available to LMI persons; and (c) explain how they will document the jobs created and the income levels of the person hired.

**Response:** N/A

G. For housing projects, please indicate:

The number of homes to be rehabilitated: \_\_\_\_\_

The number of persons to be benefited: \_\_\_\_\_



### IV. CDBG PROJECT BUDGET

Itemize only those portions of the project and administrative costs that will be paid from CDBG funds as shown on the Project Cost Schedule. The total for this budget schedule must equal the total CDBG request for this project.

<b>Project Title:</b>	<b>FY 2009-10 Total Budget</b>	<b>FY 2009-10 Proposed CDBG Request</b>	<b>FY 2009-10 All Other Funding Sources</b>
<b>Program Expenses</b>			
Salaries and Benefits	\$50,055		
Rent and Utilities			
Mortgage			
Equipment			
Equipment Maintenance & Repair			
Office Supplies			
Operating Supplies			
Postage and Shipping			
Printing and Publications			
Advertising and Promotion			
Subscriptions and Dues			
Liability/Other Insurance			
Professional Fees			
Other project costs: (Specify Below)			
<b>TOTALS</b>	<b>\$50,055</b>		

## V. PROJECT ADMINISTRATION

A. Provide the names, phone numbers and e-mails of the following people. (There may be more than one person responsible in each category. If the specific individual is not known, please give a job title):

1. The person to whom all questions regarding the application should be directed:

Mary Bryan Administrator, 775.882.3945, meadowmary@aol.com

2. The person directly responsible for on-site supervision of the project, such as a project manager:

Mary Bryan 775.882.3945, meadowmary@aol.com

3. The person responsible for the financial management of the project, including preparation, review and approval of reimbursement requests:

Barbara Brownlee, Bookkeeper, 775.882.3945

**APPENDIX I**

**CARSON CITY  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**SUBRECIPIENT QUESTIONNAIRE**

*(To be completed only in cases where applicant will contract for services with an additional party)*

SUBRECIPIENT NAME: \_\_\_\_\_

SUBRECIPIENT ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

CDBG CONTACT PERSON: \_\_\_\_\_

TITLE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

YEARS IN CURRENT POSITION: \_\_\_\_\_

FISCAL CONTACT PERSON: \_\_\_\_\_

TITLE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

YEARS IN CURRENT POSITION: \_\_\_\_\_

AUDIT CONTACT PERSON (if different than fiscal contact person):  
\_\_\_\_\_

TITLE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

YEARS IN CURRENT POSITION: \_\_\_\_\_

SUBRECIPIENT FISCAL YEAR END: \_\_\_\_\_

## APPENDIX II

### INDEX OF ATTACHMENTS

**Required Attachments:** The required attachments as described on Page 2 are listed below. Please list and reference any additional attachments you are providing with your application. Do not include attachments unless they are needed to understand the project.

Attachment Number	Attachment Description	Application Page / Section Referenced	Attachment Included (✓)
1	IRS Tax Exempt 501(c)(3) letter	Page 2	X
2	Proof of incorporation from Secretary of State (Certificate Only)	Page 2	X
3	Current Organization Chart with names of staff members	Page 2	X
4	Current Board of Directors and terms of office	Page 2	X
5	<i>501(c)(3) non-profits</i> : Copy of the most recent Federal Tax Return (Form 990 or 990EX)	Page 2	X
6	Annual utilization report	Section 1, F+G	X
7	Primary Drugs of Choice	Section 1, A	X
8			
9			
10			
11			
12			
13			
14			
15			

## APPENDIX III

### APPLICATION CHECKLIST

This checklist should serve as a guide for the submission of a complete CDBG application. Applications that contain all relevant information and required attachments will receive prompt review.

PLEASE INCLUDE A COPY OF THIS CHECKLIST WITH YOUR APPLICATION.

- Grant Cover Sheet.
- Grant Application completed and signed by Agency representative.
- Section I: Project Description and Needs Analysis.
- Section II: Project Measurement.
- Section III: Goals and Objectives.
- Section IV: CDBG Project Budget.
- Section V: Project Administration.
- Appendix I: Subrecipient Questionnaire (*if applicable*).
- Appendix II: Index of Attachments.



9. Proof of non-profit status for private agencies (governmental entities and schools are exempt):

Date of incorporation	
Date of IRS certification	
Tax exempt number	

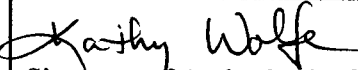
10. DUNS Number: 073787152  
 For information on DUNS, go to: <http://www.ccr.gov/pdfs/DUNSGuideGovVendors.pdf>

11. Attach the following to each copy of the Proposal for Funding:

- a. IRS Tax Exempt "501(c)(3)" letter.
- b. Proof of incorporation from Secretary of State (CERTIFICATE ONLY)
- c. Current organization chart with names of staff members. Staff members may not serve as a Board Member of the agency they work for.
- d. List of current Board of Directors and terms of office. If a member of your Board of Directors is in a position to obtain a financial benefit or interest from your proposed project, you may be ineligible for CDBG funds (See 24 CFR 570.611).
- e. *For all 501(c)(3) non-profit organizations:* a copy of the organization's most recently submitted Federal Tax Return (Form 990 or 990EX). Governmental bodies and schools are exempt from this requirement.

12. Required Certification (see instructions):

Applicant certifies that to the best of his/her knowledge, all information submitted as part of this application is true. Applicant will comply with all grant and contract requirements if funding is approved.

 Signature of Authorized Official	Date 02/02/2009
Kathy Wolfe, Human Services Program Manager Typed Name and Title of Authorized Official	775-887-2190 Phone Number

Signature of President of Board of Directors	Date
Typed Name of President of Board of Directors	Phone Number

### **I. Project Description and Needs Analysis**

**A. What is the problem the proposed project is designed to solve?**

Family Enrichment Program (FEP) is designed to assist low-income individuals and families achieve self sufficiency through a graduated rental assistance program.

**B. Which CDBG objective will you be meeting?**

Objectives # 1-Create suitable living environments, #2-Provide decent affordable housing Outcomes-#3-Sustainability

**C. How is the problem being dealt with at the present time?**

Currently Human Services can only provide one-time emergency rental assistance that many times only provides a Band-Aid to the situation and does not offer any opportunity to move out their current situation.

**D. What is the project or activity you want to undertake to solve the problem?**

The FEP will be designed to assist low-income individuals and families achieve self sufficiency. Clients who meet eligibility criteria, and agree to the guidelines of the program, will receive case management, direct support services and financial assistance with housing. The housing assistance will be designed to assist with rent up to six months, at a maximum of \$750.00 per month, or 30%, whichever is less. Clients will pay a percentage of the rent, which will gradually increase throughout their participation in the program, providing for a transition to total client pay within the six month program.

**E. How will the proposed project solve the problem?**

Throughout the six-months, the client(s) will meet with the Case Manager at least weekly to establish, review and monitor goals and resources. The role of the Case Manager (CM) will be to mutually develop strategies for self-sufficiency while providing advocacy and referrals for the client. The CM and the participant will identify the participant's strengths, assets, goals and career interests. This may include setting up job training, encouraging participation in support groups for drug/alcohol abuse, or scheduling budgeting classes to develop financial management skills. The CM may also perform random home visits and request random drug/alcohol testing.

**F. How will you know if you have successfully solved the problem?**

The FEP is designed for adults who want to make the changes necessary to improve their lives. The ultimate outcome would be that participants leave the FEP with the skills they need to build a better life. They will be able to obtain and manage monthly income, maintain a home and use community resources. They will be prepared to support their families and handle unexpected setbacks, thus becoming independent from social programs.



**G. What procedures will be put into effect to create, compile and maintain data to track performance measurement for this program/project?**

Currently Human Services participates in the Homeless Management Information System (HMIS) required by any agency that receives HUD dollars; this system tracks individuals and their specific data. Participants are also tracked through an internal data base for each of the programs that Human Services provide as well as being connected to the new Capital City Circles Initiative.

**H. How will the CDBG funds be used on this project?**

CDBG dollars intended use is to provide a funding source for this program in its infancy and to be used as seed dollars for future funding opportunities to grow this program into a well developed Transitional Housing Program that will provide opportunities to those families and individuals wanting to improve their living situation without having to rely on the hotels and motels as their means for shelter.

**I. What will you do to solve the problem if the proposed project is not funded by CDBG?**

As mentioned previously, the dollars from CDBG would hopefully help to kick off this program as seed money, however realizing the limited dollars available it will most certainly require that other funding requests be made as the demands become greater with the economy directly effecting so many in our community. It goes without saying that we need to continually be searching any and all areas that are aimed at the housing crisis so many counties are facing.

**J. Where will the project be located and what is the geographic target area that will be served by this project?**

This project will be community-wide basing eligibility on income guidelines and not a specific geographic area.

## II. Project Measurement

**1. Please identify the quantifiable, projected outputs of this program.**

The client must maintain employment throughout the six-month program. If the client loses his/her job during the program participation, he/she must stabilize new employment within 30 days. If a participant does not have established employment at the beginning of the program, the case may be presented to a staff review panel for eligibility determination. The decision will be based on the circumstances presented. If the application is approved, the client will be required to establish stable employment within 15 days of entering the program.

**2. Please quantify the total number of persons intended to benefit from program/project output.**

Initially, the program will enlist 10 families or individuals to begin participating in the program and at year's end 20 families or individuals will have been afforded an opportunity to participate in the program.

**3. Of the total number of persons in Question 2, above, how many of these are low-to-moderate income (LMI)?**

100% of all eligible participants will be low-to-moderate income.

**4. Please identify the quantifiable, projected outcome of this program/project. (How will the outputs benefit the total number of persons in Question 2, above?)**

**Short-term:** Case Management and participant identify barriers to self-sufficiency; individual/family develops goals and six-month plan; participant is linked to community and mainstream resources (support services); participant demonstrates (or develops) abilities in problem solving, conflict management, and self-reliance; participant enrolls job placement, education, life skills, or other training programs.

**Intermediate:** Progress toward long-term goals, including completion of an education or employment training program; increased employment wage or addition of benefits; participant experiences fewer crisis that impede growth; reduction in use and dependency of social welfare programs.

**Long-term:** Family/individual achieves self-sufficiency.

**5. Please list the name, address, phone number and e-mail of the person responsible to track the performance measurement on this program/project.**

Frances Ashley, 900 E. Long Street, 775-887-2190, [FAshley@ci.carson-city.nv.us](mailto:FAshley@ci.carson-city.nv.us)

### III. GOALS AND OBJECTIVES

A. Mark all of the following Carson City goals that apply to this project:

1. Project has been identified as part of the local planning process.  
 2. Project addresses a problem that poses a health or safety concern in the community.

B. If your project is designed to serve a limited clientele, please indicate the population you will be serving with your project:

- Abused Children                       Illiterate Persons     Homeless Persons  
 Battered Spouses                       Elderly                       Severely Disabled Adults  
 Migrant Farm Workers                       Other (Please explain) Families/Individuals, who have low to moderate income

C. If your project will not be serving one of the above categories, explain (a) how you will document client income and (b) how you will document that at least 51% of your clientele will be low-to-moderate income:

N/A

D. How many unduplicated persons/households will benefit from this project?  
Twenty families per year (ten per six month period)

E. What level of benefit will each person receive?  
Each participant will have full level of benefits of the program, based on self determination.

F. For economic development projects:  
(a) identify the proposed employers that will be assisted with this project; (b) describe how they will comply with the requirement that at least 51% of the permanent full-time jobs created are either held by or made available to LMI persons; and (c) explain how they will document the jobs created and the income levels of the persons hired.

N/A

G. For housing projects, please indicate:

N/A

The number of homes to be rehabilitated: \_\_\_\_\_

The number of persons to be benefited: \_\_\_\_\_

#### IV. CDBG PROJECT BUDGET

Itemize only those portions of the project and administrative costs that will be paid from CDBG funds as shown on the Project Cost Schedule. The total for this budget schedule must equal the total CDBG request for this project.

Project Title:	FY 2009-10 Total Budget	FY 2009-10 Proposed CDBG Request	FY 2009-10 All Other Funding Sources
<b>Program Expenses</b>			
Salaries and Benefits	15,000	15,000	25,000
Rent and Utilities			
Mortgage			
Equipment			
Equipment Maintenance & Repair			
Office Supplies			500.00
Operating Supplies			
Postage and Shipping			250.00
Printing and Publications			
Advertising and Promotion			
Subscriptions and Dues			
Liability/Other Insurance			
Professional Fees			
Other project costs: (Specify Below)			
Tenant-Based Rental Assistance	40,000	40,000	10,000
<b>TOTALS</b>	<b>55,000</b>	<b>55,000</b>	<b>35,750</b>

## V. PROJECT ADMINISTRATION

A. Provide the names, phone numbers and e-mails of the following people. (There may be more than one person responsible in each category. If the specific individual is not known, please give a job title):

1. The person to whom all questions regarding the application should be directed:

Kathy Wolfe, Human Services Program Manager, 775-887-2190, [kwolfe@ci.carson-city.nv.us](mailto:kwolfe@ci.carson-city.nv.us)

2. The person directly responsible for on-site supervision of the project, such as a project manager:

Kathy Wolfe, Human Services Program Manager, 775-887-2190, [kwolfe@ci.carson-city.nv.us](mailto:kwolfe@ci.carson-city.nv.us)

3. The person responsible for the financial management of the project, including preparation, review and approval of reimbursement requests:

Connie Lucido, Admin. Assistant, 775-887-2190, [clucido@ci.carson-city.nv.us](mailto:clucido@ci.carson-city.nv.us)

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X Section IV: CDBG Project Budget.

X Section V: Project Administration.

N/A Appendix I: Sub recipient Questionnaire (*if applicable*).

X Appendix II: Index of Attachments