



# Carson City Planning Division

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## MEMORANDUM

Planning Commission meeting of March 25, 2009

**TO:** Planning Commission Item H-4

**FROM:** Lee Plemel, Director *JP*

**DATE:** March 18, 2009

**SUBJECT:** **MISC-09-016** – Public comments regarding the Community Development Block Grant (CDBG) program 5-year Consolidated Plan and the 2009-2010 Annual Action Plan

**Recommended Motion:** (No action required. Staff will incorporate public and Planning Commission comments into the record for the subject plans.)

**Discussion:**

The purpose of this item is to provide a public forum to comment on the Community Development Block Grant (CDBG) program 5-year Consolidated Plan and the 2009-2010 Annual Action Plan. The U.S. Department of Housing and Development (HUD) requires that recipients of CDBG funds provide opportunities for citizen participation by encouraging citizens to participate in the development of the Consolidated Plan and Annual Action Plan. The Consolidated Plan is created every five years and describes community needs, resources, priorities, and proposed activities to be undertaken under certain HUD programs. The Annual Action Plan is a yearly plan that describes the specific planned uses for HUD programs.

Note: As of the completion of Planning Commission packets for distribution, all the materials for the Consolidated Plan and Annual Action Plan were not available. Staff will distribute these plans to the Commission the week of March 23, prior to the meeting, when completed. The complete documents will be available for review for a minimum of 30 days prior to Board of Supervisors approval.

The following attachments provide further explanation regarding the CDBG program:

Attachment A lists all the CDBG applications for projects in the 2009-10 program period and the recommended funding as approved by the Board of Supervisors on March 5, 2009.

Attachment B provides a summary of the review and ranking of projects as well as a general summary of each project, as presented to the Board of Supervisors.

Attachment C provides general information regarding the CDBG program.

Contact Lee Plemel or Janice Brod, CDBG Coordinator, at the Planning Division (887-2180) for more information.

## 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
<b>Totals:</b>	<b>\$565,072</b>	<b>\$283,624</b>	<b>-\$281,448</b>

## 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
<b>Totals:</b>	<b>\$154,233</b>	<b>\$65,452</b>	<b>-\$88,781</b>

## 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.



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## MEMORANDUM

Board of Supervisors Meeting of March 5, 2009

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**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

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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:

Agency Name	Average score
<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

Agency:	Program:		
Requested Amount:	Score:		
		Possible Points Available	Points Awarded
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**

<b>Level I</b> <b>0 - 5</b>	<b>Level II</b> <b>6 - 10</b>	<b>Level III</b> <b>11 - 15</b>
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:

Points this section \_\_\_\_\_

## Points this section

## 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:

## Points this section

## 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:

	Points this section
	_____

## Points this section

## 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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Points this section

## 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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Points this section

## 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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Points this section

**Section IV: Project Budget**  
**Maximum Points for Section: 10**

<b>Level I 0–3</b>	<b>Level II 4–6</b>	<b>Level III 7–10</b>
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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**Points this section**  

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**Section V: Project Administration**  
**Maximum Points for Section: 5**

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

Comments/Questions:

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**Points this section**  

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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

ATTACHMENT C

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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)