

## Carson City Agenda Report

**Date Submitted:** February 8, 2011

**Agenda Date Requested:** February 17, 2011

**Time Requested:** 30 minutes

**To:** Mayor and Board of Supervisors

**From:** Public Works – Planning Division

**Subject Title:** Action to prioritize the Community Development Block Grant (CDBG) project funding for FY2011-12, and to open a 30-day public comment period from March 1 to March 30, 2011, for review of the Carson City draft CDBG 2011-12 Annual Action Plan to implement the Department of Housing and Urban Development (HUD) CDBG Program. (Lee Plemel)

**Summary:** The CDBG funding available to Carson City for fiscal year 2011-12 is expected to be approximately \$474,000. It is estimated that there will be approximately \$71,000 (15% maximum) for public services activities, \$308,000 for public facilities and improvements and \$95,000 (20% maximum) for planning and administration. A community-based Application Review Workgroup conducted a public meeting with the applicants on January 25, 2011, and ranked the applications for recommendation to the Board of Supervisors.

**Type of Action Requested:**

Resolution  
 Formal Action/Motion

Ordinance  
 Other (Specify)

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

**Recommended Board Action:** I move to approve the Community Development Block Grant project funding priorities for FY2011-12 as presented by staff, and to open a 30-day public comment period from March 1 to March 30, 2011, for review of the Carson City draft CDBG 2011-12 Annual Action Plan to implement the CDBG Program..

**Explanation for Recommended Board Action:** Seven proposals for public services and two for public improvements were received. The requests for funding total more than the amounts available for both public services and public facilities and improvements. An Application Review Workgroup (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 draft CDBG 2011-12 Annual Action Plan. Part of the HUD requirements is to have a 30-day period for the public to comment on the Action Plan. At the April 7, 2011 meeting, the Board of Supervisors will discuss, review, make any desired amendments 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

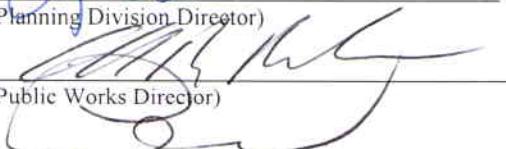
**Alternatives:** Provide other direction.

**Supporting Material:**

- 1) ARW Recommendation Summary Table
- 2) Memorandum-ARW recommendations and CDBG program summary
- 3) CDBG Consolidated Plan Priority Needs table
- 4) ARW meeting minutes
- 5) 2011 CDBG applications

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

**Reviewed By:**

  
(Planning Division Director) Date: 2-8-11  
  
(Public Works Director) Date: 2-8-11  
  
(City Manager) Date: 2/8/11  
  
(District Attorney's Office) Date: 2/8/11

**Board Action Taken:**

Motion:	1)	Aye/Nay
	2)	

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(Vote Recorded By)



# Carson City Planning Division

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## MEMORANDUM

Board of Supervisors Meeting of February 17, 2011

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**To:** Mayor and Board of Supervisors  
**From:** Lee Plemel, Director  
Janice Brod, CDBG Coordinator/Management Assistant  
**Date:** February 4, 2011  
**Subject:** CDBG 2011-12 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 to the U.S. Department of Housing and Urban Development (HUD). Upon approval of the funding for the 2011-12 CDBG projects by the Board of Supervisors, 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 April for a final recommendation of approval to HUD.

As part of the CDBG Citizen Participation requirement, applications were solicited in the Nevada Appeal from November 17, 2010 to December 5, 2010, as well as by individual letters to local community service organizations. Two publicly noticed meetings were also held in December for CDBG application information and training.

After applications were received by January 18, 2011, the Application Review Workgroup (ARW) held a publicly noticed meeting on January 25, 2011, where they were able to converse with applicants directly. Using detailed ranking criteria, the ARW scored, ranked and evaluated the proposed project applications for completeness, community need and compliance with HUD requirements. The ARW consisted of five members:

- Thomas Keeton – Retired Air Force pilot, served on the Carson City Parks and Recreation Commission for eight years.
- Jennifer Scanland – Parks and Recreation Program Manager for the Nevada Division of State Parks.
- Rob Galloway – Advertising Manager for the Nevada Appeal.
- Steve Lasco – Marketing Associate for Lumos & Associates.
- Craig Steele – Retired engineer.

Following is a summary list of the CDBG applications and recommendations for the 2011-12 fiscal year, as ranked by the Application Review Workgroup. All projects meet CDBG requirements and are eligible for funding. More details regarding each individual project can be found in the applications attached with this memo.

**PUBLIC SERVICES RANKINGS/RECOMMENDATIONS:**

**Total Expected Available Allocation = \$71,000 (15% of total allocation)**

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

Agency: Ron Wood Family Resource Center  
Funding Request: \$57,460  
Recommendation: **\$38,000**  
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.

**2) Project Name: Youth Mentoring Initiative**

Agency: Big Brothers/Big Sisters  
Funding Request: \$25,000  
Recommendation: **\$16,500**  
CDBG Objective: Serving low- to moderate-income (LMI) youth.  
Description: Big Brother and Big Sisters of Northern Nevada will expand their mentoring program to include Carson City youth from low-income families and fractured homes. Mentoring has been shown to improve academic achievement and reduce delinquency, which increases graduation rates and results in a better quality of life. CDBG funds would be used for a part-time mentoring specialist and operating and occupancy expenses.

**3) Project Name: RSVP Home Companion Respite Care Program**

Agency: Nevada Rural Counties-RSVP Program  
Funding Request: \$25,000  
Recommendation: **\$16,500**  
CDBG Objective: Serving elderly persons, which categorically qualifies as meeting a CDBG National Objective.  
Description: The RSVP Home Companion Respite Care Program provides in-home respite care and caregiver support services to Carson City's low income senior population by helping families avoid the premature institutionalization of their loved ones and in some cases even the caregiver. CDBG funds would be used for program operation.

**4) Project Name: Evidence Based Best Practices for Substance Abuse Treatment for Youth and Adults**

Agency: Community Counseling Center  
Funding Request: \$59,200  
Recommendation: **\$0**  
CDBG Objective: Serving low- to moderate-income (LMI) persons.  
Description: The Community Counseling Center would like to expand their substance abuse treatment for youth and adults by funding a full-time counselor position to provide more extensive case management. Recovery from methamphetamine and other substance abuse requires prevention training and treatment on demand to avoid relapse.

**5) Project Name: Housing Assistance and Stability Program**

Agency: Carson City Health and Human Services  
Funding Request: \$51,665  
Recommendation: **\$0**  
CDBG Objective: Serving low- to moderate-income (LMI) persons.  
Description: Health and Human Services would provide a housing program with wrap-around support services to homeless and/or low-income families as they move from homelessness and/or poverty into a safe and secure environment.

**6) Project Name: Carson City Supportive Housing**

Agency: Nevada Rural Housing, Inc. DBA Desert Winds Development Group  
Funding Request: \$69,000  
Recommendation: **\$0**  
CDBG Objective: Serving low- to moderate-income (LMI) persons.  
Description: This pilot project would provide housing and supportive services to homeless and battered/abused persons throughout Carson City. CDBG funds would be used to fund a position to create and administer the supportive programs needed in conjunction with the proposed acquisition and construction of housing.

**7) Project Name: Affordable Home Care for Seniors**

Agency: Affordable Complete Home Care for Seniors  
Funding Request: \$25,000  
Recommendation: **\$0**  
CDBG Objective: Serving low- to moderate-income (LMI) persons.  
Description: This project would provide low cost services for seniors to include lawn and yard maintenance, in-home maintenance, home safety modifications, and maintenance of personal hygiene. CDBG funds would be used for salaries, equipment, and operating expenses.

The seven activities above are all worthy programs and qualify for CDBG funding. However, we received requests for more than four times the expected amount of CDBG Public Service funding. The Application Review Workgroup felt that programs that are funded should be given enough money to accomplish the program, and funding should not be spread too thin across too many programs. Therefore, the ARW recommended funding the top three ranked projects with the estimated funding of \$71,000, giving each activity approximately 66 percent of their requested funding.

**Alternatives:**

Staff supports the recommendation of the Application Review Workgroup. But the Board of Supervisors may approve alternative Public Service activities and modify funding amounts. All projects would help meet the goals and objectives of the City's CDBG Consolidated Plan.

Staff would note that there are two applications for housing services, and Carson City is obligated under the CDBG program to "affirmatively further fair housing" per HUD's Fair Housing and Equal Opportunity (FHEO) division's standards. Staff believes that funding one of these activities would help meet this objective.

Staff is currently working with the Nevada Rural Housing Authority to help fund a housing needs analysis that they will be conducting this year. We propose to use up to approximately \$20,000

in unused CDBG Administration and Planning funds for this purpose. We are anticipating that this updated housing needs analysis will identify specific housing needs in Carson City and can guide future decisions on CDBG funding towards fair housing activities.

**PUBLIC FACILITIES AND IMPROVEMENTS RANKINGS/RECOMMENDATIONS:**

**Total Expected Available Allocation = \$308,000**

**1) Project Name: FISH Facility Improvement Project**

Agency: Friends in Service Helping (FISH)

Funding Request: \$76,500

Recommendation: **\$76,500**

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

Description: This project would make repairs and improvements to their facility to include replacing the roof on three shelters and the main thrift store/dining room, sealing and leveling the concrete floor in the thrift store, resurfacing and painting the parking lot, and replacing the carpet in the client services area.

**2) Project Name: Residential ADA Sidewalk Improvements**

Agency: Carson City Public Works

Funding Request: \$308,000

Recommendation: **\$231,500**

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

Description: This project would construct new sections of sidewalk in LMI areas where there are currently gaps on Woodside Drive between Airport Road and Highway 50 East and in the neighborhood between 5<sup>th</sup> Street and Little Lane. The City will construct new sidewalks, replace degraded sidewalks, and add corner curb cut ramps in an effort to improve pedestrian safety and ADA-compliant accessibility. The City will contribute by designing the improvements, managing the construction project, and inspecting the improvements.

**Alternatives:**

Staff supports the ARW recommendations. The proposed funding would support the continued improvement to the FISH facility, which assists homeless and low-income persons in the community. This leaves a significant portion of the available funding for Public Works to continue to improve sidewalks and pedestrian access in LMI areas of our community.

However, the Board of Supervisors may modify the proposed project funding.

## CDBG General Program Overview

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

The objectives of the CDBG program are to:

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

### Eligibility Requirement

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

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

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

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

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

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

### Eligible Activities

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

- Construction of public facilities and improvements
  - Infrastructure improvements, senior centers, parks, homeless shelters
- Public Services
  - Education programs, services for senior citizens, drug abuse counseling and treatment, low-income rental assistance
  - Public Services funding is limited to a maximum of 15% of the total allocation
- Housing
  - Minor rehabilitation (Emergency Repair, Lead Paint Removal)
  - Rehabilitation of affordable owner and rental housing

- Down-payment assistance
- Acquisition, new construction of housing
- Economic Development
  - Façade improvements
  - Loans to businesses (usually to create jobs)
  - Micro-enterprise assistance
- Planning and Administration
  - Personnel costs, preparation of required documents, planning studies
  - Funding for these costs is limited to a maximum of 20% of the total allocation

### **Funding Amounts**

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

- 2010: \$474,456
- 2009: \$439,730
- 2008: \$436,345
- 2007: \$455,505
- 2006: \$457,592
- 2005: \$508,562
- 2004: \$536,000

As of the writing of this memo, HUD has not announced how much funding will be made available for 2011. It is anticipated that it will be similar to the 2010 allocation.

### **Past Projects Funded**

#### 2010:

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

#### 2009:

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

#### 2008:

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

2007:

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

2006:

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

2005:

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

2004:

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

**Key CDBG Program Documents**

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

- Annual Action Plan – The Annual Action Plan is adopted after the Board of Supervisors selects projects and funding. It is a one-year spending plan that describes the uses of CDBG resources, specific housing and community development activities, and beneficiaries to be assisted in the coming fiscal year.
- Consolidated Plan – The Consolidated Plan is a five-year comprehensive planning document that identifies the City's overall need for affordable and supportive housing, and community development, and it outlines a strategy to address those needs. The Carson City Consolidated Plan was updated in 2009.
- Consolidated Annual Performance Evaluation Report (CAPER) – The CAPER is required each year by HUD to report on progress the City is making to meet the goals and objectives set forth in the Consolidated Plan.

### **2011 Grant Cycle Key Dates**

The CDBG grant cycle is on a fiscal year running from July 1<sup>st</sup> through June 30<sup>th</sup>. The following are some key dates for the 2011-12 grant period:

- January 18, 2011 – CDBG applications due to Planning Division.
- January 25 – 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.
- February 17 – The Board of Supervisors takes action to allocate funding to projects
- March 1-30 – Public comment period for Annual Action Plan.
- April 21 – The Board of Supervisors takes action to approve the Annual Action Plan.
- May 15 – The Annual Action Plan is 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 Evaluation Report (CAPER) for HUD.

## APPENDIX III

**Table 2B: Priority Community Development Needs**

<b>Priority Need</b>	<b>Priority</b>	<b>Unmet Need*</b>	<b>Funds Needed*</b>	<b>5 Year Goal*</b>	<b>Annual Goal</b>	<b>Percent Completed</b>
Acquisition of Real Property	Medium					
Disposition	Low					
Clearance and Demolition	Medium					
Clearance of Contaminated Sites	Medium					
Code Enforcement	Medium					
<b>Public Facilities</b>	<b>Measured by # of Projects / Facilities</b>					
Public Facilities - General	High	2		2		
Senior Centers	Medium					
Handicapped Centers	Medium					
Homeless Facilities	Medium					
Youth Centers	Medium					
Neighborhood Facilities	High	1		1		
Child Care Centers	Medium					
Health Facilities	Medium					
Mental Health Facilities	Medium					
Parks and/or Recreation Facilities	High	1		1		
Parking Facilities	Medium					
Tree Planting	Low					
Fire Stations/Equipment	Medium					
Abused/Neglected Children Facilities	High	1		1		
Asbestos Removal	Low					
Non-Residential Historic Preservation	Medium					
Other Public Facility Needs	Medium					
<b>Infrastructure</b>	<b>Measured by # of Projects / Facilities</b>					
Water/Sewer Improvements	Medium					
Street Improvements	Medium					
Sidewalks	High	3		3		
Solid Waste Disposal Improvements	Medium					
Flood Drainage Improvements	Medium					
Other Infrastructure	Medium					

Priority Need	Priority	Unmet Need	Funds Needed	5 Yr Goal	Annual Goal	Percent Completed
<b>Public Services</b>	<b>Measured by # of Persons Served</b>					
Senior Services	Medium					
Handicapped Services	High			50		
Legal Services	Medium					
Youth Services	High			750		
Child Care Services	Medium					
Transportation Services	Medium					
Substance Abuse Services	High			500		
Employment/Training Services	High			100		
Health Services	High			1,000		
Lead Hazard Screening	Medium					
Crime Awareness	Medium					
Fair Housing Activities	Medium					
Tenant Landlord Counseling	High			500		
Other Services: Subsistence	High			100		
<b>Economic Development</b>	<b>Measured by Businesses Assisted and Jobs Created</b>					
C/I Land Acquisition/Disposition	Medium					
C/I Infrastructure Development	Medium					
C/I Building Acq/Const/Rehab	Medium					
Other C/I	Medium					
ED Assistance to For-Profit	Medium					
ED Technical Assistance	Medium					
Micro-enterprise Assistance	Medium					
Other	Medium					

**Carson City**  
**Community Development Block Grant (CDBG) Program**  
**Fiscal Year 2011–2012**  
**\*\*\*\*Request for Proposals\*\*\*\***

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

**Return Completed Applications To:**

**CARSON CITY PLANNING DIVISION  
108 E. PROCTOR ST.  
CARSON CITY, NV 89701**

**APPLICATIONS ARE DUE:**

**JANUARY 18, 4:00 P.M.**

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

**APPLICATION COVER SHEET**

1. Agency Name: Ron Wood Family Resource Center
2. Agency Mailing Address: 2621 Northgate Lane ~ Suite 62, Carson City, NV 89706
3. Project Name: Reach Up!
4. Project Address/location: 2621 Northgate Lane ~ Suite 62, Carson City, NV 89706
5. Agency Director: Joyce Buckingham
6. Board Chairperson: Paul R. Saucedo
7. Contact person (see instructions): Joyce Buckingham  
Phone number: (775) 884-2269 E-Mail: [executive\\_director@carson-family.org](mailto:executive_director@carson-family.org)  
Fax: (775) 884-2730 Website (if applicable) [www.carson-family.org](http://www.carson-family.org)
8. What is your funding request for FY 2011–2012? \$ 57,460.00
9. Type of funding requested (Check One):  
 XXXX Public Service  Public Facility/Improvement  
 Economic Development  Housing

**BRIEF PROJECT DESCRIPTION:**

*Please provide a one-sentence description of your project (not your organization).*

“Reach Up” is a comprehensive behavioral health treatment and case management program designed to identify, support and counsel the Carson City youth from 3 – 17 years of age that are in crisis.

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

**I. PROJECT ELIGIBILITY**

- A. This project meets at least ONE of the HUD national objectives listed below (please check all that apply)**

- XXXX1. Benefits low/moderate income individuals/households  
\_\_\_\_\_ 2. Addresses the prevention or elimination of slums or blight  
\_\_\_\_\_ 3. Meets a particularly urgent community development need

- B. Check all statements that describe HOW this project or activity meets one of the National Objectives above:**

\_\_\_\_\_ **L/M Area Benefit:** the project meets the identified needs of L/M income persons residing in an area where at least 51% of those residents are L/M income persons. The benefits of this type of activity are available to all persons in the area regardless of income. **Examples:** street improvements, water/sewer lines, neighborhood facilities, façade improvements in neighborhood commercial districts.

XXX **L/M Limited Clientele:** the project benefits a specific group of people (rather than all the residents in a particular area), at least 51% of whom are L/M income persons. The following groups are presumed to be L/M: abused children, elderly persons, battered spouses, homeless, handicapped, illiterate persons. **Examples:** construction of a senior center, public services for the homeless, meals on wheels for elderly, construction of job training facilities for the handicapped.

\_\_\_\_\_ **L/M Housing:** the project adds or improves permanent residential structures that will be occupied by L.M income households upon completion. Housing can be either owner or renter occupied units in either one family or multi-family structures. Rental units for L/M income persons must be occupied at affordable rents. Examples: acquisition of property for permanent housing, rehabilitation of permanent housing, conversion of non-residential structures into permanent housing.

\_\_\_\_\_ **L/M Jobs:** the project creates or retains permanent jobs, at least 51% of which are taken by L/M income persons or considered to be available to L/M income persons. **Examples:** loans to pay for the expansion of a factory, assistance to a business which has publicly announced its intention to close with resultant loss of jobs, a majority of which are held by L/M persons.

\_\_\_\_\_ **Microenterprise Assistance:** the project assists in the establishment of a microenterprise or assists persons developing a microenterprise. (A microenterprise is defined as having five or fewer employees, one or more of whom owns the business.) This activity must benefit low/moderate income persons, area or jobs as defined in previous sections.

- \_\_\_\_\_ ***Slum or Blighted Area:*** the project is in a designated slum/blight area and the result of this project addresses one or more of the conditions that qualified the area.
- \_\_\_\_\_ ***Spot Blight:*** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety. ***Examples:*** historic preservation of a public facility threatening public safety, demolition of a deteriorated, abandoned building.

**C. Project Category (check one):**

- Acquisition of Real Property
- Disposition of Real Property (sale, lease or donation)
- Public Facilities and Improvements (i.e., homeless shelter, water and sewer facilities, flood and drainage improvements, fire protection facilities/equipment, community, senior and health centers, parking, streets, curbs, gutters and sidewalks, parks and playgrounds).
- Privately-Owned Utilities
- Public Service (i.e., a new service or an **increase** in the level of service)
- Relocation Payments and Assistance to Displaced Persons
- Removal of Architectural Barriers, Handicapped Accessibility
- Housing Rehabilitation
- Historic Preservation
- Commercial or Industrial Rehabilitation, including façade improvements and correction of code violations
- Special Economic Development or assistance to microenterprises

## II. PROJECT DESCRIPTION

The Five-year Consolidated Plan identifies priority community development needs for Carson City (see Appendix III). The need for your proposed project will be determined by identifying how the project impacts upon the adopted Consolidated Plan Priority Needs. Greater consideration will be given to projects that provide a clear description of the project with supporting data and methodology of how the project will meet these needs.

1. Describe the proposed activity, including how the activity will address the National Objective indicated and whether the activity is new, ongoing, or expanded from previous years.
  - *Reach Up* is an ongoing comprehensive behavioral 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, suffer from extreme dysfunctional family issues, are having poor educational performance, truancy or chemical dependency issues. *Reach Up* began in Carson City in 2007 serving low to moderate income youth. *Reach Up* specifically targets youth in crisis. The following proposal would allow us to serve more youth effectively both individually through our support groups.
  - *Reach Up* will provide educational & behavioral health counseling to assist youth and their family in gaining the ability to communicate in a healthy family environment, to interact responsibly, 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* is planning on expanding services by training and utilizing Youth Peer Counselors in newly formed therapeutic group sessions. These Youth Peer Counselors are recent graduates of the *Reach Up* program. Under the supervision of Valeri Bianchi-Wood, Licensed Clinical Social Worker, the newly formed therapeutic group sessions will be an additional 10 weeks long integrating a clinical team approach to addressing shared issues and concerns with seasoned professionals as well as youth peer counselors. These youth peer counselors will assist by mentoring incoming youth through the healing process that they have successfully completed themselves. Youth peer counselors have survived the loss of a loved one or experienced personal tragedy and can speak personally about their experiences and the methodology of healing and eventual acceptance.
  - *Reach Up* will offer:
    1. *Reach Up* intake to determine participant need including but not limited to: Initial contact with a Family Advocate to pre-screen participants for appropriateness of services and to evaluate other family needs, determine income status, family size, residency, race/ethnicity, areas of concern and referral to a *Reach Up* behavioral health professional.

2. *Reach Up* counseling will consist of up to 10 free individual weekly counseling/case management sessions per youth with a qualified professional Licensed Social Worker and referrals to the *Reach Up* process and therapeutic support groups for ongoing support and follow-up as needed. Group sessions are continued on a gratis basis as long as the youth and family exhibit the need and desire for services.
  3. *Reach Up* support groups will be offered for age specific groups and facilitated by our Licensed Social Worker and co-facilitated by a MSW Social Work Intern. *Reach Up* will be offering a new therapeutic support group that will be co-facilitated by a Licensed Clinical Social Worker and assisted by trained youth peer counselors. The youth peer counselors will receive training on confidentiality, boundaries, communication skills and empathetic processes. Youth graduates will have an opportunity to “give back” to the program once they have graduated.
  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 then attend a joint family “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 crime 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.
  7. *Reach Up* meets the HUD national objective and the Carson City Consolidated Plan. *Reach Up* services are offered to our low/moderate income youth that meet the screening criteria. Ron Wood Family Resource Center has also been designated as a LMI facility based on the youth and families that access services as well as the location of the center.
2. Describe who will benefit from the proposed activity:
- *Reach Up* will offer services and support to youth and families in the Carson City area and serve youth that “slip-through-the cracks” with state and private behavioral health service providers. *Reach Up* will offer low to moderate income families the same accessibility to therapy and counseling services that presently are mostly

utilized by moderate – higher income families and households. Ron Wood Family Resource Center is located in a LMI designated area in Carson City. Our walk-in center serves between 6000 – 8000 individuals per month. Of the individuals served, over 85% are in the LMI income category and are Carson City residents.

- 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, poor performance in school and the inability to have healthy and productive social and family relationships.
- Assessments in 2003 found that for Nevada children in the juvenile justice system 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

- In rural Nevada, State of Nevada Rural Clinics is merely addressing the tip of a children's mental health crisis. For every child currently in service, there are likely 14 – 16 youth in need of behavioral health services. Rather than contemplating an expansion of programs to meet this need, Rural Clinics is facing a downsizing initiative. \*
- \* Rural Nevada Children's Mental Health Consortium – Annual Report June 2008
- Nevada ranked 47th on the percent of its children uninsured in 2007 (1 = best, 50 = worst). Seventeen percent of the state's children were without health-insurance coverage. At 115,000, Nevada ranked 30th among the states on the number of uninsured children. When compared to Nevada's neighbors, the state had the highest percentage of uninsured children. Arizona followed closely at 16 percent. Younger children, ages 5 and under, were slightly more at risk of being uninsured than older children, ages 6 to 17.

\* Nevada Kids Count State-Level Data Online – 10/22/09

3. 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)\*

\* *Reach Up* will serve youth 3 – 17 years of ages that are in crisis due to abuse or

neglect, suffering from extreme dysfunctional personal/family situations, distraught due to the loss of a loved one, are at-risk of suicide, are trying to work through poor educational performance, are truant and/or have chemical dependency issues. Many of our *Reach Up* participants are in a homeless situation as well.

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

N/A

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

- CDBG funding will be utilized to support 100% direct costs of the *Reach Up* program. Ron Wood Family Resource Center will provide an additional \$74K funding support for most operating expenses including extra clerical support, Positive Action instruction and operating costs at the center. Saint Mary's Bereavement Program and Carson Professional Group will provide the oversight of the program by Licensed Clinical Social Workers. LCSWs will provide mental health assessments, oversight of the therapeutic support groups and the new peer counseling program. These services will be provided on a gratis basis. A funding commitment matrix is included in this proposal outlining leverage funding. (Attachment 7)

6. 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 Public Improvement Projects only – N/A**

1. Is the proposed project part of a larger project or is it a stand-alone project? (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
4. Who currently holds title to the property involved?
5. With whom will title be vested upon completion?

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

Yes  No

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

Yes  No

**For Economic Development projects: N/A**

1. 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.

**For Housing Projects please indicate: N/A**

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

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

### III. PROJECT MEASUREMENT

The Carson City CDBG Program, in compliance with Department of Housing & Urban Development (HUD) directives, has implemented a Performance and Outcome Measurement System into the application and grant/project administration process. When completing this section, keep in mind that *outputs* are specific descriptions of what your project is intended to accomplish (such as serve a total of 20 clients) and *outcomes* are the benefits or changes that result from the program (such as how well the service met the client needs).

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

*Reach Up* will provide:

- 400 *Reach Up* intake sessions ( 15 - 30 minutes each ) to determine eligibility of youth in need of services
- 400 *Reach Up* LMI targeted youth will be served (up to 10 – 50 minute sessions)
- 800 *Reach Up* youth counseling sessions (50 minutes each) will be conducted
- 180 *Reach Up* youth process/therapeutic support group sessions ( 1 ½ hours each) will be conducted
- 6 to 10 *Reach Up* graduates of the *Reach Up!* program will be trained to become peer counselors for incoming youth.
- 400 *Reach Up* case files will document all activities including; intake, welcome form, family goal worksheets, release of information (if applicable), progress notes and program follow-up information.
- 400 *Reach Up* families will receive a closing letter, satisfaction surveys to determine program satisfaction and to determine the need for additional services for 1 year after services were delivered.

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

- 400 *Reach Up* LMI targeted youth will be served (up to 10 - 1 hour sessions each)
- 400 *Reach Up* families will be invited to participate in family classes
- 30 *Reach Up* new therapeutic group sessions will be completed (30 x 8 youth)
- 6 – 10 *Reach Up* graduates will complete the Youth Peer Counselor training

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

- 80 – 90% of the participants will be LMI

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?)

- 100% of 400 *Reach Up* targeted youth will complete intake sessions
- 100% of 400 *Reach Up* targeted youth will attend at least 2 individuals sessions including behavioral and educational counseling, learning how to cope with traumatic events, anger management training, learning to reduce poor decision making; criminal activity, substance abuse behaviors, truancy and academic apathy. *Reach Up* will instill positive

communication for positive results, work toward building personal assets while improving self-esteem.

- 100% of 400 *Reach Up* case files will document all eligibility criteria, counseling sessions, goal attainment, program activities, referrals, assessments and post-program survey outcomes.
  - 90% of 400 families responding to the survey will indicate a favorable evaluation of the *Reach Up* program
5. What procedures will be put into effect to create, compile and maintain data to track performance measurement for this program/project?
- Systems are currently in place to document, monitor and report data for the *Reach Up* program. Our CDBG Coordinator inputs outcomes on an Excel spreadsheet for easy calculation and access.
  - Our CDBG Coordinator /Licensed Social Worker captures all daily activities and documents all information in case files on a timely basis.
  - Our CDBG Coordinator /Licensed Social Worker reports all program data to the Executive Director on a monthly, quarterly and annual basis.
  - Intake Form: First contact information to determine appropriateness for services
  - Welcome Form: Captures demographics on income, family size, residency, family individual members, race/ethnicity, other services requested through our center
  - Family Goal Worksheets: The Licensed Social Worker assists the youth in setting attainable self-directed goals and documents progress.
  - Progress Notes: Chronological case management in all activities, referrals & sessions
  - Post-program Satisfaction Survey: Results are documented in each case file.
  - Mental Health Assessments: Mental health assessments are conducted through Carson Professional Group as needed.
  - Valeri Wood, LCSW from Saint Mary's Bereavement Program and Carson Professional Group will oversee the *Reach Up* Rapid Response Team, mental health assessments and act as consultant when dealing with youth with specific mental health issues. Valeri Wood is offering all of her services gratis.
  - *Reach Up* data for the 09 – 10 fiscal year support the need and expansion of our existing program. (Attachment 6)

## IV. CDBG PROJECT BUDGET

Complete the Budget Summary chart. More detailed budgets may be attached in support of the proposal. Identify sources of leveraged funding for the activity. Include the status of these funds (i.e. cash on hand, grants received, planned fund-raising, etc.) Attach copies of funding commitment letters or other evidence of funding support. \*

**\* Grant Funding Matrix, Funding Map and projected funding spreadsheets-Attachment 7**

Project Title: REACH UP!	CDBG Funds Requested	Leveraged Funds	Total Funds
<b>Program Expenses FY 2011-12</b>			
Salaries and Benefits	48,720.00	15,300.00	64,020.00
Rent and Utilities	1700.00	15,000.00	16,700.00
Mortgage	-0-	-0-	-0-
Equipment	-0-	-0-	-0-
Equipment Maintenance & Repair	-0-	-0-	-0-
Office Supplies	400.00	10,000.00	10,400.00
Operating Supplies	300.00	10,000.00	10,300.00
Postage and Shipping	300.00	2,500.00	2,800.00
Printing and Publications	700.00	6,800.00	7,500.00
Advertising and Promotion	100.00		100.00
Subscriptions and Dues	-0-	265.00	265.00
Liability/Other Insurance	250.00	4400.00	4,650.00
Professional Fees	3640.00	4,500.00	8,140.00
Other project costs: (Specify Below)	-0-		
Stipends for Youth Peer Counseling Program 10 youth x 100.00 each	1000.00	-0-	1,000.00
Mileage	150.00	-0-	150.00
Audit	200.00	5300.00	5,500.00
<b>TOTALS</b>	<b>57,460.00</b>	<b>74,065.00</b>	<b>131,525.00</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:

- Joyce Buckingham – Executive Director  
2621 Northgate Lane ~ Suite 62  
Carson City, NV 89706  
775-884-2269 – Phone  
775-884-2730 - Fax  
[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  
2621 Northgate Lane ~ Suite 62  
Carson City, NV 89706  
775-884-2269 – Phone  
775-884-2730 - Fax  
[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  
4141 Spring Street  
Carson City, NV 89706  
775-884-2269 – Phone  
775-884-2730 - Fax  
[Lavons@sbcglobal.net](mailto:Lavons@sbcglobal.net)

4. Please list the name, address, phone number and e-mail of the person responsible for preparing the quarterly reports and tracking the performance on this program/project.

- Lisa Yesitis – CDBG Coordinator  
2621 Northgate Lane ~ Suite 62  
Carson City, NV 89706  
775-884-2269 – Phone  
775-884-2730 - Fax  
[lisa@carson-family.org](mailto:lisa@carson-family.org)

## VI. AGENCY INFORMATION

1. 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

2. DUNS Number: 867923401  
For information on DUNS, go to: <http://www.ccr.gov/pdfs/DUNSGuideGovVendors.pdf>
3. 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.
4. 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
Joyce Buckingham - Executive Director	(775) 884-2269
Typed Name and Title of Authorized Official	Phone Number

Signature of President of Board of Directors	Date 1-17-11
Paul R. Saucedo	(775) 884-2269
Typed Name of President of Board of Directors	Phone Number

### Reach Up Preformance Measures – 2009-2010

*At least 100 unduplicated youth and parents will receive professional mental health counseling to lean to cope with traumatic events.*

- a. *Intake sessions will be done by professional staff to determine family need.*
- b. *Development of family goals worksheet to identify measurable goals and objectives.*
- **238 clients participated in an intake session, which included discussion of primary issue, grief and loss, and at least one goal.**
- c. *Case management and case file maintenance to record chronological progress throughout the counseling sessions.*
- **687 counseling sessions were conducted. A file is established for each client upon intake. This file includes their intake form, a welcome form, a family goal worksheet, an outcomes survey form and release of information, if applicable. Progress notes from each session are documented as part of the client file.**
- d. *Post assessment and participant feedback to collect quantifiable data to measure outcomes and participant satisfaction.*
- **Upon intake, clients are asked to respond to a survey listing three areas their children may or may not need improvement. After the case is closed, a follow-up phone survey is utilized to gather participant feedback and collect quantifiable data to measure outcomes and participant satisfaction. Of the clients that responded to the survey:**

**91% saw improved family relationships  
73% saw improved self-esteem in their children  
65% saw improved school performance  
95% were satisfied overall with the services they received through the Reach Up program.**

- e. *Participant follow-up to assist the youth and families in maintaining healthy relationships.*
- **Further follow-up is in the form of quarterly letters/and or phone calls to families announcing the availability of classes or welcoming the family back to Reach Up! group or individual counseling if needed. Families are also contacted to inform them of special services such as holiday food baskets or community events.**

### Income Levels

**65.1% Very Low Income**

**21.4% Low Income**

**13.5% Moderate Income**

*Attachment 6*

### **PROMINENT ISSUES ADDRESSED**

59% loss due to death

78% loss due to divorce

25% clients admit to substance abuse

38% clients admit there is substance abuse in the family

4% admit to sexual abuse

93% admit to high family dysfunction

34% report witnessing domestic violence in the home

9% admit to suicidal ideation

14% of clients have been diagnosed with mental health issues

30% of clients have family members who suffer from mental illness

Attachment 6

	Yearly expected cost	Breast Feeding Peer Coun	Carson City School District	CDBG Reach up	Chaffee	Differential Response	Fatty	Family to Family	Family Resource Center	Food Bank	Office Traffic Safety	SAPTA	Title IV B	Title XX Action	Truancy	
Personnel																
Brown, Holly	30,228.12	-	3,167.84	3,167.84	8,711.56	7,919.60	791.96	3,167.84	3,167.84	1,583.92	3,167.84	1,583.92	3,167.84	1,583.92		
Buckingham, Joyce	63,367.10	3,167.84	-	-	-	-	-	-	-	-	-	-	-	-	32,833.25	
Burke, Michelle	32,833.25	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Gregg, Ana	34,706.36	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Maier, Jo	67,173.60	6,718.40	-	-	-	-	-	-	-	33,582.00	-	-	-	-	-	
Martin, Marureen	47,021.52	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
McBean, Rebecca	9,236.37	9,236.37	-	-	-	-	-	-	-	-	-	-	-	-	-	
Sillis, Yvonne	32,467.24	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Sillis, Kara	38,065.04	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Sillis, Maria	9,236.37	9,236.37	-	-	-	-	-	-	-	16,796.00	-	-	-	-	-	
Sillis, Miriam	33,586.80	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Taylor, Molly	44,782.40	-	-	-	-	-	-	-	-	-	-	-	-	-	22,391.20	
Valdadeas, Veronica	33,586.80	-	-	-	-	-	-	-	-	-	-	-	-	-	33,586.80	
Westfall, Phyllis	14,106.46	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
White, Tracy	38,065.04	-	15,225.60	4,758.00	-	-	-	-	-	-	18,080.40	-	-	-	-	
Yestitis, Lisa	44,782.40	-	-	30,787.90	-	-	-	-	-	-	5,597.80	-	-	-	8,386.70	
FSP	46,800.00	540.00	1,620.00	3,105.00	495.00	4,050.00	45.00	1,980.00	180.00	-	4,050.00	2,250.00	90.00	6,255.00	3,680.00	
Workman's Comp	2,800.00	174.70	87.35	167.42	26.69	218.37	2.43	106.76	9.71	72.79	218.37	121.32	4.85	337.26	198.96	
Personnel Total	672,844.87	29,073.68	20,100.79	41,986.16	9,233.25	59,209.49	839.39	38,846.60	3,357.55	72.79	39,953.37	29,217.36	1,678.77	74,134.80	38,306.13	
Bookkeeper 20 hrs	36,400.00	1,820.00	3,640.00	1,820.00	3,640.00	1,820.00	1,820.00	1,820.00	1,820.00	-	-	3,640.00	910.00	3,640.00	1,820.00	
Mark Food Bank 15 hrs	7,800.00	-	1,820.00	1,820.00	3,640.00	-	-	-	-	-	-	3,640.00	910.00	3,640.00	1,820.00	
Contract Total	44,200.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Occupancy																
Rent	16,200.00	243.00	648.00	405.00	405.00	2,430.00	121.50	729.00	2,025.00	-	-	1,215.00	243.00	648.00	810.00	
Water	3,000.00	45.00	120.00	75.00	75.00	450.00	22.50	135.00	375.00	-	-	225.00	45.00	120.00	150.00	
Electricity	10,000.00	150.00	400.00	250.00	250.00	1,500.00	75.00	450.00	1,250.00	-	-	750.00	150.00	400.00	500.00	
Gas	5,000.00	75.00	200.00	125.00	125.00	750.00	37.50	225.00	625.00	-	-	375.00	75.00	200.00	250.00	
Garbage	2,300.00	34.50	92.00	57.50	57.50	345.00	17.25	103.50	287.50	-	-	172.50	34.50	92.00	115.00	
Janitorial	9,000.00	135.00	360.00	225.00	225.00	1,350.00	67.50	405.00	1,125.00	-	-	675.00	135.00	360.00	450.00	
Office Repair	3,000.00	45.00	120.00	75.00	75.00	450.00	22.50	135.00	375.00	-	-	225.00	45.00	120.00	150.00	
Office Cooler	850.00	12.75	34.00	21.25	21.25	127.50	6.38	38.25	106.25	-	-	63.75	12.75	34.00	42.50	
Occupancy Total	33,150.00	497.25	1,326.00	828.75	828.75	7,402.50	370.13	2,220.75	6,168.75	-	-	3,701.25	740.25	1,974.00	2,467.50	
Communication																
Internet	7,000.00	105.00	280.00	175.00	175.00	1,050.00	52.50	315.00	875.00	-	-	525.00	105.00	280.00	350.00	
ED Cell Phone	450.00	6.75	18.00	11.25	67.50	3.38	20.25	56.25	-	-	-	33.75	6.75	18.00	22.50	
Cell Phone - Michelle	900.00	13.50	36.00	22.50	135.00	6.75	40.50	112.50	-	-	-	67.50	13.50	36.00	45.00	
Cell Phone - Molly	900.00	-	-	-	-	-	-	-	-	-	-	-	-	-	900.00	
Comm Total	10,150.00	125.25	334.00	208.75	208.75	1,252.50	62.63	375.75	1,043.75	-	-	626.25	125.25	334.00	1,317.50	
Operations																
Office Supplies	12,000.00	180.00	480.00	300.00	1,800.00	90.00	540.00	1,500.00	-	-	-	900.00	327.72	480.00	600.00	
Operating Supplies	2,500.00	37.50	100.00	62.50	375.00	18.75	112.50	312.50	-	-	-	187.50	37.50	100.00	125.00	
Postage	3,500.00	52.50	140.00	87.50	525.00	26.25	157.50	437.50	-	-	-	262.50	52.50	140.00	175.00	
Copier	8,000.00	120.00	320.00	200.00	1,200.00	60.00	360.00	1,000.00	-	-	-	600.00	120.00	320.00	400.00	
Printing	3,000.00	45.00	120.00	75.00	450.00	22.50	135.00	375.00	-	-	-	225.00	45.00	120.00	150.00	
Operations Total	29,000.00	435.00	1,160.00	725.00	4,350.00	217.50	1,305.00	3,625.00	-	-	-	2,175.00	582.72	1,160.00	1,450.00	
Mileage																
Mileage/gas	6,130.00	150.00	150.00	200.00	1,800.00	250.00	150.00	600.00	1,100.00	300.00	50.00	330.00	330.00	300.00	300.00	
Mileage Total	6,130.00	150.00	150.00	200.00	1,800.00	250.00	150.00	600.00	1,100.00	300.00	50.00	330.00	330.00	300.00	300.00	
Other																
Audit	10,000.00	150.00	400.00	250.00	1,500.00	75.00	450.00	1,250.00	-	-	-	750.00	327.72	400.00	500.00	
Liability Insurance	4,500.00	67.50	180.00	112.50	675.00	33.75	202.50	562.50	-	-	-	337.50	327.72	180.00	225.00	
Storage	720.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Program Specific	80,550.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Vehicle	Other Total	95,770.00	217.50	580.00	362.50	21,812.50	2,175.00	31,608.75	652.50	1,812.50	14,600.00	13,000.00	1,087.50	655.44	580.00	725.00

Truancy Contract	Women Infants Children	CCOY City Grant	Special Needs
1,563.92	10,577.84	14,255.28	1,583.92
	3,167.84		
	34,706.36		
	13,436.80		13,436.80
	32,467.24		
	38,065.04		
	16,796.00		
22,391.20			
	14,106.46		
1,890.00	15,840.00		810.00
101.91	854.07		
25,967.03	180,017.65	14,255.28	15,830.72
1,820.00	3,640.00	910.00	1,820.00
1,820.00	3,640.00	910.00	1,820.00
405.00	6,115.50		
75.00	1,132.50		
250.00	3,775.00		
125.00	1,887.50		
57.50	868.25		
225.00	3,397.50		
75.00	1,132.50		
21.25	320.88		
1,233.75	18,629.63	-	-
175.00	2,642.50		
11.25	169.88		
22.50	339.75		
900.00			
1,108.75	3,152.13	-	
300.00	4,530.00		
62.50	943.75		
87.50	1,321.25		
200.00	3,020.00		
75.00	1,132.50		
725.00	10,947.50	-	
300.00	150.00		
300.00	150.00	-	
250.00	3,775.00		
112.50	1,688.75		
362.50	5,473.75	-	

**RON WOOD FAMILY RESOURCE CENTER****SECURED FUNDING****2010 - 2011****2011 - 2012****ADRC - AGING SERVICES GRANT**

	2010 - 2011	2011 - 2012	
Breast Feeding & Peer Counseling	32,113.00	32,113.00	
Community Food Grant Project		100,000.00	NEW/Pending
Carson City School District	25,000.00	25,000.00	
Chaffee	35,000.00	35,000.00	
Community Council on Youth	21,472.00	21,472.00	pending
Differential Response	87,067.00	87,067.00	
FAFFY	35,000.00	35,000.00	
Family Resource Center	29,986.00	29,986.00	
Family to Family	46,306.00	46,306.00	
Food Bank	23,000.00	23,000.00	pending
Office of Traffic Safety	54,003.20	54,000.00	pending
Reach Up - CDBG	50,168.00	57,460.00	pending
SAPTA	42,000.00	42,000.00	pending
Title IV-B	11,000.00	11,000.00	
Title XX - Positive Action	88,987.00	88,987.00	
Truancy	48,198.00	48,198.00	
Truancy - Contract	30,000.00	30,000.00	
Women, Infants & Children	197,280.00	197,280.00	
	856,580.20	1,026,580.20	

**ATTACHMENT 7**

## Operating Funding Map

BFPC	1.50
CCSD	4.00
CDBG - Reach UP	2.50
Chaffee	2.50
Diff Response	15.00
Faffy	0.75
F2F	4.50
FRC	12.50
SAPTA	7.50
Title IV-B	1.50
PA Title XX	4.00
Truancy	5.00
Truancy - Contract	2.50
WIC	36.25
Total	100.00

ATTACHMENT 7

**Carson City**  
**Community Development Block Grant (CDBG) Program**  
**Fiscal Year 2011-2012**  
**\*\*\*\*\*Request for Proposals\*\*\*\*\***

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

**Return Completed Applications To:**

**CARSON CITY PLANNING DIVISION  
108 E. PROCTOR ST.  
CARSON CITY, NV 89701**

**APPLICATIONS ARE DUE:**

**JANUARY 18, 4:00 P.M.**

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

**APPLICATION COVER SHEET**

1. Agency Name: Big Brothers Big Sisters of Northern Nevada
2. Agency Mailing Address: 1208 North Carson Street, Carson City, NV 89701
3. Project Name: Carson City Youth Mentoring Initiative
4. Project Address/location: 1208 North Carson Street, Carson City, NV 89701
5. Agency Director: Ms. Pat Fling
6. Board Chairperson: Mr. Ted Stoever
7. Contact person (see instructions): Ms. Carol Scott  
Phone number: 775-283-0606      E-Mail: cscott@bbbsnn.org  
Fax: 775-322-8898      Website (if applicable) www.bbbsnn.org
8. What is your funding request for FY 2011-2012? \$ 25,000
9. Type of funding requested (Check One):  
 Public Service      \_\_\_\_\_ Public Facility/Improvement  
 Economic Development      \_\_\_\_\_ Housing

**BRIEF PROJECT DESCRIPTION:**

*Please provide a one-sentence description of your project (not your organization).*

Big Brothers Big Sisters of Northern Nevada seeks to expand the mentoring program to include Carson City youth from low-income families and improve their quality of life immediately and for years to come by making it more likely that they will graduate from high school and pursue college or vocational training.

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

**I. PROJECT ELIGIBILITY**

**A. This project meets at least ONE of the HUD national objectives listed below (please check all that apply)**

1. Benefits low/moderate income individuals/households  
 2. Addresses the prevention or elimination of slums or blight  
 3. Meets a particularly urgent community development need

**B. Check all statements that describe HOW this project or activity meets one of the National Objectives above:**

***L/M Area Benefit:*** the project meets the identified needs of L/M income persons residing in an area where at least 51% of those residents are L/M income persons. The benefits of this type of activity are available to all persons in the area regardless of income. **Examples:** street improvements, water/sewer lines, neighborhood facilities, façade improvements in neighborhood commercial districts.

***L/M Limited Clientele:*** the project benefits a specific group of people (rather than all the residents in a particular area), at least 51% of whom are L/M income persons. The following groups are presumed to be L/M: abused children, elderly persons, battered spouses, homeless, handicapped, illiterate persons. **Examples:** construction of a senior center, public services for the homeless, meals on wheels for elderly, construction of job training facilities for the handicapped.

***L/M Housing:*** the project adds or improves permanent residential structures that will be occupied by L/M income households upon completion. Housing can be either owner or renter occupied units in either one family or multi-family structures. Rental units for L/M income persons must be occupied at affordable rents. Examples: acquisition of property for permanent housing, rehabilitation of permanent housing, conversion of non-residential structures into permanent housing.

***L/M Jobs:*** the project creates or retains permanent jobs, at least 51% of which are taken by L/M income persons or considered to be available to L/M income persons. **Examples:** loans to pay for the expansion of a factory, assistance to a business which has publicly announced its intention to close with resultant loss of jobs, a majority of which are held by L/M persons.

***Microenterprise Assistance:*** the project assists in the establishment of a microenterprise or assists persons developing a microenterprise. (A microenterprise is defined as having five or fewer employees, one or more of

whom owns the business.) This activity must benefit low/moderate income persons, area or jobs as defined in previous sections.

- Slum or Blighted Area:*** the project is in a designated slum/blight area and the result of this project addresses one or more of the conditions that qualified the area.
- Spot Blight:*** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety. **Examples:** historic preservation of a public facility threatening public safety, demolition of a deteriorated, abandoned building.

**C. Project Category (check one):**

- Acquisition of Real Property
- Disposition of Real Property (sale, lease or donation)
- Public Facilities and Improvements (i.e., homeless shelter, water and sewer facilities, flood and drainage improvements, fire protection facilities/equipment, community, senior and health centers, parking, streets, curbs, gutters and sidewalks, parks and playgrounds).
- Privately-Owned Utilities
- Public Service (i.e., a new service or an **increase** in the level of service)
- Relocation Payments and Assistance to Displaced Persons
- Removal of Architectural Barriers, Handicapped Accessibility
- Housing Rehabilitation
- Historic Preservation
- Commercial or Industrial Rehabilitation, including façade improvements and correction of code violations
- Special Economic Development or assistance to microenterprises

## II. PROJECT DESCRIPTION

The Five-year Consolidated Plan identifies priority community development needs for Carson City (see Appendix III). The need for your proposed project will be determined by identifying how the project impacts upon the adopted Consolidated Plan Priority Needs. Greater consideration will be given to projects that provide a clear description of the project with supporting data and methodology of how the project will meet these needs.

1. Describe the proposed activity, including how the activity will address the National Objective indicated and whether the activity is new, ongoing, or expanded from previous years.

**Carson City Youth Mentoring Program Description:** *Carson City Youth Mentoring Initiative* will expand the existing mentoring services for children with a parent in prison to include children living in fractured families (single parent homes or being raised by grandparents or other relatives) and living under the poverty level.

### Need:

- Each week Big Brothers Big Sisters receives an average of 3 referrals for children who need and want a mentor but because they do not have a parent in prison, are ineligible for the *Reaching for the Stars* program. Most of those referrals come from guidance counselors located in Carson City schools. With Carson City School District guidance counselors' help, Big Brothers Big Sisters already has identified a pool of children who qualify for this program expansion and are ready to begin enrollment as soon as program funding is secured. Please see *Attachment 6: Letters of Support*
- In Carson City for 2007 (the latest data available) the percentage of children living in poverty is at an all-time high of 19.7% from 11.7% in 2001
- The cost to Carson City is already high and growing and its most vulnerable population, the youth, are not immune to the problems the community faces. In 2009, responding to 1,533 gang-related calls for service the Sheriff's Office arrested 270 adults and 35 juveniles. Gang-related incidents include graffiti, property destruction, petit larceny and violent fights including stabbings and shootings.
- The teen birth rate in Carson City was the highest in the state at 56 per 1,000 teens 15-19 years of age based on the Center for Health Data & Research, Bureau of Health Planning & Statistics at the Nevada State Health Division.
- Northern Nevada has a large percentage of students that qualify for free or reduced lunch: Carson City 35% has one of the highest as compared to Douglas County 26%, and Washoe 34%.

**Expansion Program:** In 2010 Big Brothers Big Sisters served 44 Carson City children with a parent in prison. This program has been very successful. Pairing a caring adult with a high-risk child creates a huge impact for that child. Children with a mentor are:

- 46% less likely to initiate drug use,

- 27% less likely to initiate alcohol use,
- 33% less likely to use violence to resolve a conflict and miss fewer days of school.

Additional funding in Carson City would be used to bring these same life-saving outcomes to other vulnerable youth living in poverty. Preventing juvenile delinquency, substance abuse and violence result in long-term cost savings for Carson City.

#### **Program Activities:**

1. Use evidence-based practices in mentoring program design for reliable positive outcomes:
  - Positive Youth Development – Volunteer mentors are trained and coached to enhance key developmental assets for high-risk youth resulting in decreases in risky behavior for those youth (see “Evidence-based Practices” below).
  - BBBS – mentoring program staff adhere strictly to the national service delivery model. Fidelity to this proven model creates long-lasting mentoring relationships with significant impact.
2. Identify youth living in poverty and from fractured homes (single parent, being raised by grandparents, living with a family member other than parent) in Carson City.
3. Train caring adult mentors in positive youth development and BBBS mentoring programs
4. Match youth in one-to-one mentoring relationships
5. Support youth, parents/caregivers and mentors through frequent contact and on-going training
6. Evaluate matches at three month and twelve month milestones. Provide training and support to encourage matches to last 12 months or longer.

**Evidence-based practices and methodology:** The underlying philosophy of the Big Brothers Big Sisters mentoring program is asset-based, positive youth development. It is based on the work of Peter Benson and the Search Institute, whose research shows that children who have key developmental assets are less likely to engage in risky behavior and more likely to grow into confident, competent and caring adults (for more information on research about asset-based, positive youth development, please see: <http://www.search-institute.org>)

BBBS is also listed as a science-based program and referenced on The Office of Juvenile Justice and Delinquency Prevention website by The University of Colorado’s Center for the Study and Prevention of Violence which identifies BBBS a model program.

*(<http://www.colorado.edu/cspv/blueprints/model/overview.html>)*

Mentoring has proven to be effective in reducing substance abuse, disruptive behavior and violence. This is attributed to the fact that BBBS offers a positive, broad-based one-to-one mentoring program “that focuses less on specific problems after they occur, and more on meeting youths’ most basic developmental needs.” ([www.ncjrs.gov/pdffiles1/ojjdp/187079.pdf](http://www.ncjrs.gov/pdffiles1/ojjdp/187079.pdf))

National studies have shown that at-risk children who are mentored by Big Brothers Big Sisters’ mentors are less likely to initiate drug and alcohol use, to hit someone or cut school and more likely to improve in their grades and in their relationships with peers and family.

*([http://www.ppv.org/ppv/publication.asp?search\\_id=7&publication\\_id=111&section\\_id=1](http://www.ppv.org/ppv/publication.asp?search_id=7&publication_id=111&section_id=1))*

**Local Outcomes:** Locally last year youth's progress was measured by the Youth Outcome Survey. 100% showed improvement in at least one area, 84% showed improvements in two or more areas including and 67% showed improvement in three or more areas including:

**Grades**—improvements in grades are associated with increased likelihood to graduate from high school.

**Educational Expectations** - children and adolescents' academic expectations and plans have shown longitudinal associations with school performance and standardized test scores.

**Confidence in School Abilities**--increases in this scale often precede performance improvement. Higher levels of scholastic competence are associated with better mental health and higher grades.

**Sense of Social Acceptance by Peers**--improvements in peer relations have been linked to a range of positive outcomes, including school achievement, improved conduct and a lower likelihood of dropping out.

This project is designed to have a strong impact in the *Youth Services* category which is listed as a high priority in *Appendix III, Table 2B: Priority Community Development Needs* by offering an evidence-based youth mentoring program for Carson City at-risk and high-risk youth ages 6-19 years old who are living in poverty and in fractured homes (single parent, living with grandparent or other relative). The short-term impact of mentoring can be seen in the first 12 months of the program with youth improving academic achievement, raising educational expectations and engaging in fewer risky behaviors that lead to delinquency. The long term impact will be more youth graduating from high school, a better-prepared workforce and youth who grow up to value community involvement and service.

Research conducted by Harris Interactive for Big Brothers Big Sisters finds that adults who were Littles in our mentoring program perform better than their non-mentored peers in the following ways: **75% more likely to have received a four-year college degree; 39% more likely to have a current household income of \$75,000 or higher; and 52% more likely to volunteer in their community in the past 12 months.** Additionally adult Littles report being extremely or very satisfied with their relationships to friends (72%), family (65%) and spouses (62%). We expect similar long-term outcomes for the youth matched in our program.

**National Objective addressed:** *Carson City Youth Mentoring Program* addresses the National Objective "Benefits low/moderate income individuals/households" by offering mentoring services for at-risk and high-risk youth living in poverty and qualifying at the moderate, low or very low income categories.

2. Describe who will benefit from the proposed activity:

**Target Population:** Over 2,900 children in Carson City live under the poverty level and are at greater risk for:

- educational failure, early parenthood and juvenile delinquency
- increased risky behaviors like substance abuse and underage drinking

**100% of the families enrolling at Big Brothers Big Sisters of Northern Nevada are living in poverty, as defined by federal guidelines.**

Our youth clientele range in age from 4 to 20 years old. In Carson City, our focus has been on providing mentors for children who have a parent in prison. This program will expand services to include children living in poverty and who come from fractured families including children who have:

- single parent families
- foster care parents
- some one other than a parent raising them
- a sibling or a parent has had gang involvement
- a sibling(s) involved with juvenile services

Children we are serving in Carson City have the following ethnicities: Caucasian 62%; Hispanic 21%; Native American 14% and African American 3%. We expect similar ethnicity breakouts for 2011-2012.

A high proportion of the youth we serve have experienced stress, trauma or loss associated with child abuse or neglect, domestic violence, divorce, death or other parental absences. Many of the youth have lived -- or currently live -- in families where problems of substance abuse, unemployment, prostitution, rape, violence and other crimes have occurred. The families are low-income. These youths are at serious risk for failing in school and beyond or becoming a drain on our community, lost to drugs, alcohol and gangs.

3. 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)	

Other Explanation: At-risk and high-risk youth living under the poverty level.

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

We anticipate that 100% of the youth enrolling in the Carson City Youth Mentoring Program will qualify as low-to-moderate income. Parents/caregivers must verify their income level during the enrollment process by providing paycheck stubs or documentation of other income sources.

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

CDBG funds will be used to fund a portion of expenses associated with providing mentoring services:

- salary and benefits for 0.5 FTE of a mentoring specialist. These costs include salary taxes and benefits to perform the tasks outlined in "Program Activities" listed above.
- rent and utilities for the Carson City offices
- office supplies such as paper, file folders, pens, etc.
- printing and postage for communications with parents/caregivers and youth and volunteer mentors

- advertising and promotion to aid in recruitment of youth and volunteers for the program
  - subscriptions and dues such as membership to chamber of commerce
  - liability and other insurance to cover matches made in Carson City
  - professional fees including background checks for potential volunteers
  - other costs including expenses associated with match activities and local travel for staff.
6. 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 Public Improvement Projects only**

1. Is the proposed project part of a larger project or is it a stand-alone project? (If part of a larger project, please describe the entire project.)

Not Applicable

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

Not Applicable

3. Have CDBG funds been used for an earlier phase? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Not Applicable

4. Who currently holds title to the property involved?  
Not Applicable

5. With whom will title be vested upon completion?  
Not Applicable

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

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

Yes  No

**For Economic Development projects:**

1. 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.

Not Applicable

**For Housing Projects please indicate:**

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

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

### III. PROJECT MEASUREMENT

The Carson City CDBG Program, in compliance with Department of Housing & Urban Development (HUD) directives, has implemented a Performance and Outcome Measurement System into the application and grant/project administration process. When completing this section, keep in mind that **outputs** are specific descriptions of what your project is intended to accomplish (such as serve a total of 20 clients) and **outcomes** are the benefits or changes that result from the program (such as how well the service met the client needs).

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

- 17 children will receive evidence-based services of one-to-one mentoring
- Approximately 30 volunteer mentors will be recruited, screened with interviews, background checks, reference checks
- At least 17 volunteers will be accepted as volunteer mentors
- 17 youth and their parent or guardians will be interviewed, family income verified and documented, enrolled and baseline Youth Outcome Survey administered
- 17 youth, mentors, parent or caregivers introduced, oriented and trained during match introduction
- over 400 contacts to 17 matches from mentoring specialist over 12 months
- At 3 month point 17 matches evaluated by strength of relationship survey to measure bond between mentee and mentor
- Mentors will provide approximately 1,632 hours of one-to-one mentoring to 17 youth over 12 months
- At 12 month point administer Youth Outcome Survey to mentees to measure program effectiveness.

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

17 at-risk or high risk youth and their families will benefit from the **Carson City Youth Mentoring Program** during 2011-2012

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

100%, or 17 youth, will be qualified as 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?)

At least 75% of mentored youth will show improvement in one or more area as measured by the Youth Outcome Survey.

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

Big Brothers Big Sisters staff create, compile and maintain data with an electronic case management system called AIM beginning with the initial contact with the agency. This system

is used to track all contacts, performance measurement and outcome data with the mentee, mentor and caregiver in one location. This system allows agency staff to create, compile and maintain data for each volunteer, child and caregiver and provides reporting information for progress to goals on an individual and program level.

According to agency requirements mentoring specialist staff must meet a minimum requirement of a bachelor's degree in social work, psychology or other related field. Several specialists at Big Brothers Big Sisters of Northern Nevada have multiple bachelor's and master's degrees.

The *Youth Outcome Survey* was developed for Big Brothers Big Sisters of America by nationally-published researchers in the field of mentoring including Jean Rhodes (University of Massachusetts at Boston), Jean Grossman (Princeton University and Public/Private Ventures) and Carla Herrera (Public/Private Ventures). This survey has been tested as a reliable and valid instrument through a rigorous vetting process. Big Brothers Big Sisters of Northern Nevada participated in the piloting of this new instrument and follows the recommended protocols when administering the tool.

#### IV. CDBG PROJECT BUDGET

Complete the Budget Summary chart. More detailed budgets may be attached in support of the proposal. Identify sources of leveraged funding for the activity. Include the status of these funds (i.e. cash on hand, grants received, planned fund-raising, etc.) Attach copies of funding commitment letters or other evidence of funding support.

Project Title: <i>Carson City Youth Mentoring Program</i>	CDBG Funds Requested	Leveraged Funds*	Total Funds
<b>Program Expenses FY 2011-12</b>			
Salaries and Benefits	\$21,175	\$83,840	\$105,015
Rent and Utilities	\$1,500	\$6,780	\$8,280
Mortgage	\$0	\$0	\$0
Equipment	\$0	\$0	\$0
Equipment Maintenance & Repair	\$0	\$0	\$0
Office Supplies	\$150	\$870	\$1,020
Operating Supplies	\$0	\$0	\$0
Postage and Shipping	\$50	\$250	\$300
Printing and Publications	\$100	\$500	\$600
Advertising and Promotion	\$425	\$2,575	\$3,000
Subscriptions and Dues	\$50	\$250	\$300
Liability/Other Insurance	\$500	\$1,804	\$2,304
Professional Fees	\$500	\$1,420	\$1,920
Other project costs: (Specify Below)			
Professional Fees	\$50	\$190	\$240
Local Travel	\$500	\$3,400	\$3,900
<b>TOTALS</b>	<b>\$25,000</b>	<b>\$101,879</b>	<b>\$126,879</b>

\* For more information about leveraged funds please see Attachment 7: Leveraged Funds

## 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:

Carol Scott, Carson Office Supervisor      Ph: 775-283-0606      email: [cscott@bbbsnn.org](mailto:cscott@bbbsnn.org)

Or

Beverly Lassiter, Grants Manager      Ph: 775-352-3202      email: [blassiter@bbbsnn.org](mailto:blassiter@bbbsnn.org)

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

Carol Scott, Carson Office Supervisor      Ph: 775-283-0606      email: [cscott@bbbsnn.org](mailto:cscott@bbbsnn.org)

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

Marcus Stewart, Bookkeeper      Ph: 775-352-3202      email: [mstewart@bbbsnn.org](mailto:mstewart@bbbsnn.org)

4. Please list the name, address, phone number and e-mail of the person responsible for preparing the quarterly reports and tracking the performance on this program/project.

Carol Scott, Carson Office Supervisor      Ph: 775-283-0606      email: [cscott@bbbsnn.org](mailto:cscott@bbbsnn.org)

## VI. AGENCY INFORMATION

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

Date of incorporation	March 22, 2005
Date of IRS certification	June 15, 2005
Tax exempt number	32-0147198

2. DUNS Number: 60-254-6496

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

3. 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.

4. 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	1/4/11 Date
Ms. Pat Fling, President/CEO Typed Name and Title of Authorized Official	775-352-3202 Phone Number

 Signature of President of Board of Directors	1/4/11 Date
Mr. Ted Stoever, Board of Directors Chair Typed Name of President of Board of Directors	775-352-3202 Phone Number

# Seeliger Elementary School

Home of the Pirates~Where Learning is a Treasure!

Phone: (775) 283-2200  
Fax: (775) 283-2290  
[www.carsoncityschools.com](http://www.carsoncityschools.com)  
2800 S. Saliman Road  
Carson City, NV 89701



January 7, 2011

Ms. Janice Brod  
Carson City Planning Division  
108 East Proctor Street  
Carson City, NV 89701

Dear Ms. Brod:

I am writing in support of Big Brothers Big Sisters of Northern Nevada's proposal for *Carson City's Community Development Block Grant (CDBG) Program for 2011-12*.

At **Seeliger Elementary**, we have identified youth with a parent in prison and referred them to Big Brothers Big Sisters *Reaching for the Stars* program. As these children are matched with caring adults, we see the positive strides they make in improving their academic performance, decreasing disruptive classroom behavior and improving relationships with their classmates.

Unfortunately, there are many more children attending our school who need the help and support of a mentor. Most of these youth do not have a parent in prison and do not qualify for the existing program. Carson City CDBG funds will allow these children to access the same life-changing services and help them achieve the same positive outcomes.

In 2010 Big Brothers Big Sisters matched 44 children of prisoners with mentors in Carson City. This proposal will expand the mentoring program to another group of important children in our school. I believe the positive impact of matching these very vulnerable youth with mentors has a ripple effect in our classrooms, neighborhoods and in our state.

I support the work laid out in this application and hope that you keep my recommendation in mind when making your funding decisions. Thank you for your consideration.

Sincerely,



Paula Zona  
Principal



# Mark Twain Elementary

2111 Carriage Crest Dr. • Carson City NV 89706  
Office: (775) 283-1000 • FAX: (775) 283-1090

January 11, 2011

Ms. Janice Brod  
Carson City Planning Division  
108 East Proctor Street  
Carson City, NV 89701

Dear Ms. Brod:

I am writing in support of Big Brothers Big Sisters of Northern Nevada's proposal for *Carson City's Community Development Block Grant (CDBG) Program for 2001-12*.

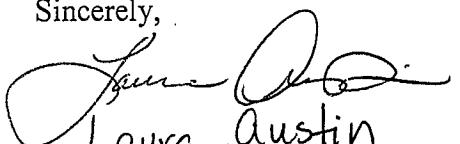
At **Mark Twain School** we have identified youth with a parent in prison and referred them to Big Brothers Big Sisters *Reaching for the Stars* program. As these children are matched with caring adults, we see the positive strides they make in improving their academic performance, decreasing disruptive classroom behavior and improving relationships with their classmates.

Unfortunately, there are many more children attending our school who need the help and support of a mentor. Most of these youth do not have a parent in prison and do not qualify for the existing program. Carson City CDBG funds will allow these children to access the same life-changing services and help them achieve the same positive outcomes.

In 2010 Big Brothers Big Sisters matched 44 children of prisoners with mentors in Carson City. This proposal will expand the mentoring program to another group of important children in our school. I believe the positive impact of matching these very vulnerable youth with mentors has a ripple effect in our classrooms, neighborhoods and in our state.

I support the work laid out in this application and hope that you keep my recommendation in mind when making your funding decisions. Thank you for your consideration.

Sincerely,

  
Laura Austin  
Principal  
Mark Twain Elementary

January 10, 2011

Ms. Janice Brod  
Carson City Planning Division  
108 East Proctor Street  
Carson City, NV 89701

Dear Ms. Brod:

I am writing in support of Big Brothers Big Sisters of Northern Nevada's proposal for *Carson City's Community Development Block Grant (CDBG) Program for 2001-12*.

At **Fritsch Elementary School** we have identified youth with a parent in prison and referred them to Big Brothers Big Sisters *Reaching for the Stars* program. As these children are matched with caring adults, we see the positive strides they make in improving their academic performance, decreasing disruptive classroom behavior and improving relationships with their classmates.

Unfortunately, there are many more children attending our school who need the help and support of a mentor. Most of these youth do not have a parent in prison and do not qualify for the existing program. Carson City CDBG funds will allow these children to access the same life-changing services and help them achieve the same positive outcomes.

In 2010 Big Brothers Big Sisters matched 44 children of prisoners with mentors in Carson City. This proposal will expand the mentoring program to another group of important children in our school. I believe the positive impact of matching these very vulnerable youth with mentors has a ripple effect in our classrooms, neighborhoods and in our state.

I support the work laid out in this application and hope that you keep my recommendation in mind when making your funding decisions. Thank you for your consideration.

Sincerely,

*Mary Drey  
Principal  
Fritsch Elementary*



EMPIRE ELEMENTARY SCHOOL  
12(50 MONTE ROSA DRIVE  
CARSON CITY, NV 89701  
PHONE: 775-283-1100  
FAX: 775-285-1100

January 10, 2011

Ms. Janice Brod Carson City  
Planning Division 108 East  
Proctor Street Carson City, NV  
89701

Dear Ms. Brod:

I am writing in support of Big Brothers Big Sisters of Northern Nevada's proposal for *Carson City's Community Development Block Grant (CDBG) Program for 2001-12*.

At Empire Elementary School, we have identified youth with a parent in prison and referred them to Big Brothers Big Sisters *Reaching for the Stars* program. As these children are matched with caring adults, we see the positive strides they make in improving their academic performance, decreasing disruptive classroom behavior and improving relationships with their classmates.

Unfortunately, there are many more children attending our school who need the help and support of a mentor. Most of these youth do not have a parent in prison and do not qualify for the existing program. Carson City CDBG funds will allow these children to access the same life-changing services and help them achieve the same positive outcomes.

In 2010 Big Brothers Big Sisters matched 44 children of prisoners with mentors in Carson City. This proposal will expand the mentoring program to another group of important children in our school. I believe the positive impact of matching these very vulnerable youth with mentors has a ripple effect in our classrooms, neighborhoods and in our state.

I support the work laid out in this application and hope that you keep my recommendation in mind when making your funding decisions. Thank you for your consideration.

Sincerely,

  
Evelyn Allred  
Principal

### **Attachment 7: Leveraged Funds**

The Carson City Youth Mentoring Initiative will leverage an additional \$101,879 in federal, local government, special event and private funding for matching at-risk and high-risk youth in Carson City.

These funds may include funding from the following sources:

- U.S. Department of Health and Human Services, Mentoring Children of Prisoners
- Gifts from individuals and private foundations
- Special Events such as Grand Chef's Gala and Bowl for Kids Sake
- Carson City Community Support Services

**ORIGINAL**

**Carson City**  
**Community Development Block Grant (CDBG) Program**  
**Fiscal Year 2011–2012**  
**\*\*\*\*Request for Proposals\*\*\*\***

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

**Return Completed Applications To:**

**CARSON CITY PLANNING DIVISION  
108 E. PROCTOR ST.  
CARSON CITY, NV 89701**

**APPLICATIONS ARE DUE:**

**JANUARY 18, 4:00 P.M.**

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

**APPLICATION COVER SHEET**

1. Agency Name: Nevada Rural Counties RSVP Program
2. Agency Mailing Address: P.O. Box 1708, Carson City, NV 89702
3. Project Name: RSVP Home Companion and Respite Care Program
4. Project Address/location: 2621 Northgate Lane, Suite 6, Carson City, NV 89706
5. Agency Director: Janice R. Ayres
6. Board Chairperson: Jerry Thurman
7. Contact person (see instructions): Susan Haas  
Phone number: 775-687-4680, ext.7 E-Mail: [shaas@rsvp.carson-city.nv.us](mailto:shaas@rsvp.carson-city.nv.us)  
Fax: 775-687-4494 Website (if applicable) [www.nevadaruralsvp.org](http://www.nevadaruralsvp.org)
8. What is your funding request for FY 2011–2012? \$ 25,000
9. Type of funding requested (Check One):  
 Public Service       Public Facility/Improvement  
 Economic Development       Housing

**BRIEF PROJECT DESCRIPTION:**

*Please provide a one-sentence description of your project (not your organization).*  
The RSVP Home Companion and Respite Care Program provides basic needs services including respite care, for low income seniors and their families, with the goal of keeping the seniors independent and in their own homes, rather than having to be institutionalized.

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

**I. PROJECT ELIGIBILITY**

- A. This project meets at least ONE of the HUD national objectives listed below (please check all that apply)**

1. Benefits low/moderate income individuals/households  
 2. Addresses the prevention or elimination of slums or blight  
 3. Meets a particularly urgent community development need

- B. Check all statements that describe HOW this project or activity meets one of the National Objectives above:**

***L/M Area Benefit:*** the project meets the identified needs of L/M income persons residing in an area where at least 51% of those residents are L/M income persons. The benefits of this type of activity are available to all persons in the area regardless of income. **Examples:** street improvements, water/sewer lines, neighborhood facilities, façade improvements in neighborhood commercial districts.

***L/M Limited Clientele:*** the project benefits a specific group of people (rather than all the residents in a particular area), at least 51% of whom are L/M income persons. The following groups are presumed to be L/M: abused children, elderly persons, battered spouses, homeless, handicapped, illiterate persons. **Examples:** construction of a senior center, public services for the homeless, meals on wheels for elderly, construction of job training facilities for the handicapped.

***L/M Housing:*** the project adds or improves permanent residential structures that will be occupied by L.M income households upon completion. Housing can be either owner or renter occupied units in either one family or multi-family structures. Rental units for L/M income persons must be occupied at affordable rents. Examples: acquisition of property for permanent housing, rehabilitation of permanent housing, conversion of non-residential structures into permanent housing.

***L/M Jobs:*** the project creates or retains permanent jobs, at least 51% of which are taken by L/M income persons or considered to be available to L/M income persons. **Examples:** loans to pay for the expansion of a factory, assistance to a business which has publicly announced its intention to close with resultant loss of jobs, a majority of which are held by L/M persons.

***Microenterprise Assistance:*** the project assists in the establishment of a microenterprise or assists persons developing a microenterprise. (A microenterprise is defined as having five or fewer employees, one or more of whom owns the business.) This activity must benefit low/moderate income persons, area or jobs as defined in previous sections.

- Slum or Blighted Area:** the project is in a designated slum/blight area and the result of this project addresses one or more of the conditions that qualified the area.
- Spot Blight:** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety. **Examples:** historic preservation of a public facility threatening public safety, demolition of a deteriorated, abandoned building.

**C. Project Category (check one):**

- Acquisition of Real Property
- Disposition of Real Property (sale, lease or donation)
- Public Facilities and Improvements (i.e., homeless shelter, water and sewer facilities, flood and drainage improvements, fire protection facilities/equipment, community, senior and health centers, parking, streets, curbs, gutters and sidewalks, parks and playgrounds).
- Privately-Owned Utilities
- Public Service (i.e., a new service or an increase in the level of service)
- Relocation Payments and Assistance to Displaced Persons
- Removal of Architectural Barriers, Handicapped Accessibility
- Housing Rehabilitation
- Historic Preservation
- Commercial or Industrial Rehabilitation, including façade improvements and correction of code violations
- Special Economic Development or assistance to microenterprises

## II. PROJECT DESCRIPTION

The Five-year Consolidated Plan identifies priority community development needs for Carson City (see Appendix III). The need for your proposed project will be determined by identifying how the project impacts upon the adopted Consolidated Plan Priority Needs. Greater consideration will be given to projects that provide a clear description of the project with supporting data and methodology of how the project will meet these needs.

1. Describe the proposed activity, including how the activity will address the National Objective indicated and whether the activity is new, ongoing, or expanded from previous years.

The RSVP Home Companion and Respite Care Program is an expanded program that utilizes volunteers to provide low income seniors the assistance they need with basic needs including transportation to to medical appointments, to pick up prescriptions, go grocery shopping, etc., so that they can remain independent and in their own homes rather than be prematurely institutionalized. RSVP also provides respite care volunteers who give caregivers of a loved one two, 4 hour breaks each week so they can engage in activities outside the home to attend to their own needs and enjoy some relaxation.

2. Describe who will benefit from the proposed activity:

Low to moderate income seniors and their families.

3. 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 type="checkbox"/> Severely Disabled Adults
<input type="checkbox"/> Migrant Farm Workers	<input type="checkbox"/> Other (Please explain)	

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

N/A

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

The funding will be used to recruit and train more volunteers and provide for background checks, licenses and volunteer insurance. The funding will also help leverage grants from private foundations and government agencies.

6. 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) Low/Moderate incomes area of Carson City.  
OR  
 Community-wide

**For Public Improvement Projects only**

1. Is the proposed project part of a larger project or is it a stand-alone project? (If part of a larger project, please describe the entire project.)

The RSVP Home Companion Respite Care Program is a stand-alone project.

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

As funding allows for the recruitment and training of additional volunteers and senior clients.

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

4. Who currently holds title to the property involved?

N/A

5. With whom will title be vested upon completion?

N/A

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

\_\_\_\_\_ Yes X No

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

\_\_\_\_\_ Yes X No

**For Economic Development projects:**

1. 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.

**For Housing Projects please indicate:**

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

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

### III. PROJECT MEASUREMENT

The Carson City CDBG Program, in compliance with Department of Housing & Urban Development (HUD) directives, has implemented a Performance and Outcome Measurement System into the application and grant/project administration process. When completing this section, keep in mind that *outputs* are specific descriptions of what your project is intended to accomplish (such as serve a total of 20 clients) and *outcomes* are the benefits or changes that result from the program (such as how well the service met the client needs).

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

Assist 1,100 low to moderate income seniors to remain independent and in their own homes.

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

1,100 seniors and caregivers.

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

85% or 935.

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 seniors will be enabled to remain in their own homes living their lives with dignity rather than be prematurely institutionalized at great cost to the community as a whole for long term care.

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

RSVP Home Companion and Respite Care volunteers complete weekly activity reports and time sheets which are closely tracked by RSVP for program evaluation. RSVP also conducts in-home client surveys twice a year to help evaluate program activity and success.

#### **IV. CDBG PROJECT BUDGET**

Complete the Budget Summary chart. More detailed budgets may be attached in support of the proposal. Identify sources of leveraged funding for the activity. Include the status of these funds (i.e. cash on hand, grants received, planned fund-raising, etc.) Attach copies of funding commitment letters or other evidence of funding support.

<b>Project Title:</b>	<b>CDBG Funds Requested</b>	<b>Leveraged Funds</b>	<b>Total Funds</b>
<b>Program Expenses FY 2011-12</b>			
Salaries and Benefits			44,500
Rent and Utilities			
Mortgage			
Equipment			
Equipment Maintenance & Repair			
Office Supplies			
Operating Supplies	18,750		
Postage and Shipping			
Printing and Publications			
Advertising and Promotion			
Subscriptions and Dues			
Liability/Other Insurance			
Professional Fees	6,250		50,000
Other project costs: (Specify Below)			
<b>TOTALS</b>	<b>25,000</b>		<b>94,500</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:

Janice R. Ayres, 775-687-4680, ext.2, 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, 775-687-4680, ext.7, 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, 775-687-4680, ext.5, ddorris@rsvp.carson-city.nv.us

4. Please list the name, address, phone number and e-mail of the person responsible for preparing the quarterly reports and tracking the performance on this program/project.

Susan Haas, 775-687-4680, ext.7, shaas@rsvp.carson-city.nv.us

## VI. AGENCY INFORMATION

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

Date of incorporation	July 16, 1992
Date of IRS certification	June 18, 1992
Tax exempt number	94-3164032

2. DUNS Number: 06-786-7080  
For information on DUNS, go to: <http://www.ccr.gov/pdfs/DUNSGuideGovVendors.pdf>
3. 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.
  4. 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	January 14, 2010 Date
Janice R. Ayres Typed Name and Title of Authorized Official	775-687-4680, ext.2 Phone Number

 Signature of President of Board of Directors	January 14, 2010 Date
Jerry Thurman Typed Name of President of Board of Directors	775-882-9537 Phone Number

**Carson City**  
**Community Development Block Grant (CDBG) Program**  
**Fiscal Year 2011–2012**  
**\*\*\*\*Request for Proposals\*\*\*\***

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**APPLICATION COVER SHEET**

1. Agency Name: Community Counseling Center

Agency Mailing Address: 205 S Pratt Ave Carson City NV 89701

3. Project Name: Evidence Based Best Practices for Substance Abuse Treatment for Youth and Adults

4. Project Address/location: Same as Mailing

5. Agency Director: Mary K Bryan

6. Board Chairperson: Thomas Perkins, Esq.

7. Contact person (see instructions): Mary Bryan, or Susan Centanni

Phone number: 775.882.3945 E-Mail: meadowmary@aol.com or sgenoa@hotmail.com

Fax: 775.882.6126 Website (if applicable) \_\_\_\_\_

8. What is your funding request for FY 2011–2012? \$ 59,200

9. Type of funding requested (Check One):

Public Service  
 Economic Development

Public Facility/Improvement  
 Housing

**BRIEF PROJECT DESCRIPTION:**

*Please provide a one-sentence description of your project (not your organization).*

*The Community Counseling Center will continue to expand evidence based best practice services for substance abuse treatment for youth and adults to meet the particularly urgent community development need which is listed in the 5 year consolidated plan draft for 2009-*

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

**I. PROJECT ELIGIBILITY**

- A.** **This project meets at least ONE of the HUD national objectives listed below (please check all that apply)**

1. Benefits low/moderate income individuals/households  
 2. Addresses the prevention or elimination of slums or blight  
 3. Meets a particularly urgent community development need

- B. Check all statements that describe HOW this project or activity meets one of the National Objectives above:**

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whom owns the business.) This activity must benefit low/moderate income persons, area or jobs as defined in previous sections.

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**C. Project Category (check one):**

- Acquisition of Real Property
- Disposition of Real Property (sale, lease or donation)
- Public Facilities and Improvements (i.e., homeless shelter, water and sewer facilities, flood and drainage improvements, fire protection facilities/equipment, community, senior and health centers, parking, streets, curbs, gutters and sidewalks, parks and playgrounds).
- Privately-Owned Utilities
- Public Service (i.e., a new service or an **increase** in the level of service)
- Relocation Payments and Assistance to Displaced Persons
- Removal of Architectural Barriers, Handicapped Accessibility
- Housing Rehabilitation
- Historic Preservation
- Commercial or Industrial Rehabilitation, including façade improvements and correction of code violations
- Special Economic Development or assistance to microenterprises

## II. PROJECT DESCRIPTION

The Five-year Consolidated Plan identifies priority community development needs for Carson City (see Appendix III). The need for your proposed project will be determined by identifying how the project impacts upon the adopted Consolidated Plan Priority Needs. Greater consideration will be given to projects that provide a clear description of the project with supporting data and methodology of how the project will meet these needs.

1. Describe the proposed activity, including how the activity will address the National Objective indicated and whether the activity is new, ongoing, or expanded from previous years.

The Evidence Based Substance Abuse Treatment Project for Youth and Adults 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.

**The Community Counseling Center (CCC) will increase the level of evidence based substance abuse services to the public. The urgent community development need that CCC will address is methamphetamine and other substance abuse treatment in the Carson City community for both adults and youth. Services provided for youth under age 20 are at no charge to the clients. Services provided for clients age 20 and over are on a sliding fee scale which goes as low as no charge for up to 30 days at a time. Assessments are provided with recommendations based on national criteria (The ASAM American Society of Addiction Medicine), which result in the establishment of Patient Placement Criteria for correct and maximum benefit to the clients.**

**This activity was funded until last year when CCC was not funded for one year for the substance abuse treatment. We are asking for funding this year to expand our previously provided services. The specific activity we are proposing is a full time counselor position to provide more extensive case management needed for methamphetamine clients; which will include increased number of hours of service per week and an increased length of treatment duration, and increased number of groups with a more specific focus for the addicts. A single full time counselor will be able to provide 25 hours per week of direct counseling time, 11 of those hours will be in group work which allows for 8 clients at a time. The other 14 hours are used in one on one sessions with clients doing treatment planning, assessment, and follow up sessions to work on life issues and ongoing relapse, spirituality and many other issues of living in recovery and sobriety. The other 15 hours are spent in training, staffing, recording the progress of the clients, making phone calls, researching the clients' stage of change, evaluating and planning for ongoing improvements in the six dimensions of detoxification, biomedical status, cognitive, behavioral and emotional condition, environmental stressors, readiness to change, and relapse and continued use potential. The 11 hours spent in group per week accounts for 88 hours**

of client service, the 15 hours with direct client care add 15 hours of service for a total of 103 hours of face to face service per week and 15 hours of indirect service to the clients. In general the adult service is 80% of these hours and the youth services are 20%.

A common theme among addiction clients 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 they need 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. This is a great problem in Carson City because of the ready availability of methamphetamines and heroin. 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, and the opportunity to intervene is lost for the time.

While the primary drugs of abuse in Carson City are alcohol, marijuana and methamphetamine, there are increasing concerns with the use of prescription drugs, opiates (heroin), salvia, spice, and alcopops(energy drinks with alcohol) by teens. 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. This Substance Abuse Treatment 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.

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 that 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.

The stigma attached to substance abuse treatment perpetuates the progressive nature of the disease. Denying a problem with substance use may prevent or delay people from seeking and obtaining treatment. Nationally 5.5% of adults report that they have sought professional help for an alcohol or drug related problem. Here in Carson City 8.1% (an increase from 5.9% in 1999) report having sought alcohol and drug related help. The Community Counseling Center has a reputation for a confidential and ethical treatment approach. The client numbers have increased each year that it has been in business. This year is the Center's 25<sup>th</sup> year of service to the community and it proudly is a Joint Commission facility and is licensed by the State Health Facilities Department and the Substance Abuse Prevention and Treatment Agency. The Center has each program licensed and certified as meeting all State of Nevada and National Requirements.

If CCC is fully funded it will be able to meet the goals of Carson City's 5-Year Consolidated Plan for FY 2009 – 2013 in the areas of youth counseling and Substance Abuse Counseling. In the course of one year CCC will provide a minimum of 75 hours of substance abuse treatment service for adults and 25 hours of substance abuse treatment services for youth PER WEEK. This will total over 3000 hours of service to adults in one year and over 1000 hours of service to youth in one year.

Sheriff Kenny Furlong summarizes very well what has happened to our community regarding the use of illicit drugs. As one of the founding agencies of Partnership Carson City, Community Counseling Center is very proud of the results of our work to date. Sheriff Furlong stated "The methamphetamine wave that crossed this country over the past 20 years left devastation in its path. Partnership Carson City was effective in bringing this community together and implementing an aggressive war against the drug. As a result, the strengths of our partnership has created opportunities and we see daily signs of success, especially from our youth. Unfortunately, heroin and prescription drugs have risen to threaten our accomplishments. It is critical that we learn from our past and commit our greatest resources early to eliminate these drugs from killing our children and this community. Please join with me as we take an aggressive stance against these drugs ....."

2. Describe who will benefit from the proposed activity:

Funding this position will allow **the clients to benefit from the treatment activity as well as the community** by having community members rehabilitated. This position will allow more extensive case management and treatment for methamphetamine and other substance abusing youth and adults. 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 this individualized relapse prevention efforts for our clients.

3. 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/Substance Abusers/Addicts

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

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.

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

CDBG funds will be used to pay the salary, federal taxes, and health benefits for this counselor who will be licensed and fully trained in evidence based substance abuse recovery counseling for youth and adults.

6. 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 Public Improvement Projects only**

1. Is the proposed project part of a larger project or is it a stand-alone project? (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
  4. Who currently holds title to the property involved?

5. With whom will title be vested upon completion?
  
  
  
  
6. Do any rights-of-way, easements or other access rights need to be acquired?  
 Yes  No
  
7. If the project requires water rights or well permits, have they been acquired?  
 Yes  No

**For Economic Development projects:**

1. 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.

**For Housing Projects please indicate:**

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

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

### III. PROJECT MEASUREMENT

The Carson City CDBG Program, in compliance with Department of Housing & Urban Development (HUD) directives, has implemented a Performance and Outcome Measurement System into the application and grant/project administration process. When completing this section, keep in mind that **outputs** are specific descriptions of what your project is intended to accomplish (such as serve a total of 20 clients) and **outcomes** are the benefits or changes that result from the program (such as how well the service met the client needs).

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

The clients who receive these services will each have a detailed and thorough comprehensive substance abuse evaluation with recommendations for treatment including timelines, and prognosis. The clients will participate in the placement recommended for their individual treatment from residential living, to Intensive Outpatient, to outpatient treatment. The goals will include obtaining gainful employment, no new arrests after the first 12 months in treatment, and self report of attendance at Self Help Groups at a rate of 90% or better. Clients will also self report abstinence at a rate of 85% or better

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

With a full time counselor, services will be provided for 23 different clients per week for a total of 103 units (hours) of service per week. Over the course of a year, the services will be available for 1150 units (hours) of service.

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

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 of maintaining employment. The combination of these activities are designed to 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?)

The quantifiable outcome for the clients listed in Question 2 includes being gainfully employed, participating in a drug free environment, and repairing their relationship with their families and friends. Side benefits to the community include decreased petty theft and grand theft, decreased drunk driving charges, increased sense of security for all citizens and decreased use of other social services including use of the emergency room.

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

CCC has a sophisticated data management system that tracks client attendance, progress, drug of choice, and various other 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.

**Carson City**  
**Community Development Block Grant (CDBG) Program**  
**Fiscal Year 2011–2012**  
**\*\*\*\*Request for Proposals\*\*\*\***

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

**Return Completed Applications To:**

**CARSON CITY PLANNING DIVISION  
108 E. PROCTOR ST.  
CARSON CITY, NV 89701**

**APPLICATIONS ARE DUE:**

**JANUARY 18, 4:00 P.M.**

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

**APPLICATION COVER SHEET**

1. Agency Name: Carson City Health & Human Services
2. Agency Mailing Address: 900 E. Long Street, Carson City, Nevada 89706
3. Project Name: WAHASP(Wrap Around Housing Assistance and Stability Program)
4. Project Address/location: 900 E. long Street, Carson City
5. Agency Director: Marena Works
6. Board Chairperson: N/A
7. Contact person (see instructions): Kathy Wolfe, Program Manager  
Phone number: 775-887-2190 E-Mail: [kwolfe@carson.org](mailto:kwolfe@carson.org)  
Fax: 775-887-2539 Website (if applicable)
8. What is your funding request for FY 2011–2012? \$ \$51,665.00
9. Type of funding requested (Check One):  
 Public Service       Public Facility/Improvement  
 Economic Development       Housing

**BRIEF PROJECT DESCRIPTION:**

*Please provide a one-sentence description of your project (not your organization).  
Provide a housing program with wrap-around supportive services to homeless and/ or low income  
families as they move from homelessness and /or poverty into a safe and secure environment.*

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

**I. PROJECT ELIGIBILITY**

- A. This project meets at least ONE of the HUD national objectives listed below (please check all that apply)**

1. Benefits low/moderate income individuals/households  
 2. Addresses the prevention or elimination of slums or blight  
 3. Meets a particularly urgent community development need

- B. Check all statements that describe HOW this project or activity meets one of the National Objectives above:**

- L/M Area Benefit:*** the project meets the identified needs of L/M income persons residing in an area where at least 51% of those residents are L/M income persons. The benefits of this type of activity are available to all persons in the area regardless of income. **Examples:** street improvements, water/sewer lines, neighborhood facilities, façade improvements in neighborhood commercial districts.
- L/M Limited Clientele:*** the project benefits a specific group of people (rather than all the residents in a particular area), at least 51% of whom are L/M income persons. The following groups are presumed to be L/M: abused children, elderly persons, battered spouses, homeless, handicapped, illiterate persons. **Examples:** construction of a senior center, public services for the homeless, meals on wheels for elderly, construction of job training facilities for the handicapped.
- L/M Housing:*** the project adds or improves permanent residential structures that will be occupied by L/M income households upon completion. Housing can be either owner or renter occupied units in either one family or multi-family structures. Rental units for L/M income persons must be occupied at affordable rents. **Examples:** acquisition of property for permanent housing, rehabilitation of permanent housing, conversion of non-residential structures into permanent housing.
- L/M Jobs:*** the project creates or retains permanent jobs, at least 51% of which are taken by L/M income persons or considered to be available to L/M income persons. **Examples:** loans to pay for the expansion of a factory, assistance to a business which has publicly announced its intention to close with resultant loss of jobs, a majority of which are held by L/M persons.
- Microenterprise Assistance:*** the project assists in the establishment of a microenterprise or assists persons developing a microenterprise. (A microenterprise is defined as having five or fewer employees, one or more of whom owns the business.) This activity must benefit low/moderate income persons, area or jobs as defined in previous sections.

- Slum or Blighted Area:*** the project is in a designated slum/blight area and the result of this project addresses one or more of the conditions that qualified the area.
- Spot Blight:*** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety. **Examples:** historic preservation of a public facility threatening public safety, demolition of a deteriorated, abandoned building.

**C. Project Category (check one):**

- Acquisition of Real Property
- Disposition of Real Property (sale, lease or donation)
- Public Facilities and Improvements (i.e., homeless shelter, water and sewer facilities, flood and drainage improvements, fire protection facilities/equipment, community, senior and health centers, parking, streets, curbs, gutters and sidewalks, parks and playgrounds).
- Privately-Owned Utilities
- Public Service (i.e., a new service or an increase in the level of service)
- Relocation Payments and Assistance to Displaced Persons
- Removal of Architectural Barriers, Handicapped Accessibility
- Housing Rehabilitation
- Historic Preservation
- Commercial or Industrial Rehabilitation, including façade improvements and correction of code violations
- Special Economic Development or assistance to microenterprises

## II Project Description-Attachment B

- 1. Describe the proposed activity, including how the activity will address the National Objective indicated and whether the activity is new, ongoing, or expanded from previous years.**

According to the U.S. Department of Housing and Urban Development, we are now experiencing a period when worst-case housing needs are at an all-time high. While some communities are beginning to see reductions in chronic homelessness, in many communities family homelessness is exploding and families with children is the fastest growing segment of the homeless population. Many experts attribute the increase in the number of homeless families to a combination of Welfare reform, High rates of Domestic Violence, Declining purchasing power of low-wage jobs, and Decrease in availability of affordable housing.

The “Housing First” approach provides a link between the emergency shelters/transitional housing systems that serve homeless families and the mainstream resources and services that can help them rebuild their lives in permanent housing, as members of a neighborhood and a community. In addition to assisting homeless families in general back into housing, the approach can offer an individualized and structured plan of action for alienated, dysfunctional and troubled families, while providing a responsive and caring support system. The combination of housing relocation services and home-based case management enables homeless families to break the cycle of homelessness. The methodology facilitates long-term stability and provides formerly homeless families who are considered *at risk of another episode of homelessness* with the support and skill building necessary to remain in permanent housing.

This is a new project focusing on permanent housing; currently Carson City Human Services provides a limited housing assistance program.

- 2. Describe who will benefit from the proposed activity:**

Vulnerable and *at risk homeless families* who have become homeless due to loss of employment or income, lack of affordable housing, educational barriers, spousal separation or divorce, or other barriers.

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

Illiterate Persons       Homeless Persons/Families  
 Low-Income families experiencing poverty

- 4. N/A**

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

The funds will provide housing rental vouchers, (Direct Services) one hourly workforce specialist and one hourly housing specialist.

6. 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 Public Improvement Projects only**

1. Is the proposed project part of a larger project or is it a stand-alone project? (If part of a larger project, please describe the entire project.)  
N/A

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

N/A

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

4. Who currently holds title to the property involved?

N/A

5. With whom will title be vested upon completion?

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

\_\_\_\_\_ Yes \_\_\_\_\_ No

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

\_\_\_\_\_ Yes \_\_\_\_\_ No

**For Economic Development projects:**

1. 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

**For Housing Projects please indicate:**

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

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

### III. PROJECT MEASUREMENT

The Carson City CDBG Program, in compliance with Department of Housing & Urban Development (HUD) directives, has implemented a Performance and Outcome Measurement System into the application and grant/project administration process. When completing this section, keep in mind that *outputs* are specific descriptions of what your project is intended to accomplish (such as serve a total of 20 clients) and *outcomes* are the benefits or changes that result from the program (such as how well the service met the client needs).

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

Based on funding request, it is projected that this program will serve a total of 10 clients.

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

10 clients

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

100% of the clients enrolled in this program

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?)

See Attachment #

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

Compilation of this data will be maintained in our current CCHealth database and the HMIS (Homeless Management Information System) mandated by HUD for Agencies receiving HUD funds. Develop Tracking client outcomes on an individual bases to monitor their progress

## IV. CDBG PROJECT BUDGET

Complete the Budget Summary chart. More detailed budgets may be attached in support of the proposal. Identify sources of leveraged funding for the activity. Include the status of these funds (i.e. cash on hand, grants received, planned fund-raising, etc.) Attach copies of funding commitment letters or other evidence of funding support.

<b>Project Title:</b>	<b>CDBG Funds Requested</b>	<b>Leveraged Funds</b>	<b>Total Funds</b>
<b>Program Expenses FY 2011-12</b>			
Salaries and Benefits	\$39,300.00	\$46,315.00	\$85,615.00
Rent and Utilities	\$12,365.00	\$40,000.00	\$52,365.00
Mortgage			
Equipment			
Equipment Maintenance & Repair			
Office Supplies		\$2,000.00	\$2,000.00
Operating Supplies		\$1,000.00	\$1,000.00
Postage and Shipping			
Printing and Publications			
Advertising and Promotion		\$500.00	\$500.00
Subscriptions and Dues			
Liability/Other Insurance			
Professional Fees			
Other project costs: (Specify Below)			
<b>TOTALS</b>	<b>\$51,665.00</b>	<b>\$89,815.00</b>	<b>\$141,480.00</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:**

**Kathy Wolfe, Human Services Program Manager**

**775-887-2190**

**kwolfe@carson.org**

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

**Kathy Wolfe**

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

**Jo Welch-Phillips**

**775-887-2190**

- 4. Please list the name, address, phone number and e-mail of the person responsible for preparing the quarterly reports and tracking the performance on this program/project.**

**Jo Welch-Phillips**

**775-887-2190**

**900 E. Long Street, Carson City, Nevada 89706**

**Jwelch-phillips @carson.Org**

## VI. AGENCY INFORMATION

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

Date of incorporation	
Date of IRS certification	
Tax exempt number	88-6000189

2. DUNS Number: 073787152

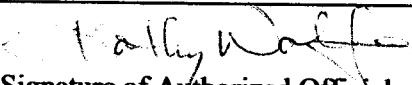
For information on DUNS, go to: <http://www.ccr.gov/pdfs/DUNSGuideGovVendors.pdf>

3. 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.

4. 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	11/18/2011 Date
Kathy Wolfe, Carson City Human Services Manager Typed Name and Title of Authorized Official	775-887-2190 Phone Number

Signature of President of Board of Directors	Date
N/A Typed Name of President of Board of Directors	Phone Number

### **“Housing First”-Attachment A**

For the past two decades, the solutions to homelessness have focused on providing families with emergency shelter or transitional housing. Though these programs provide vital access to services for families in crisis, they often fail to address the long-term needs of homeless families. Families need help in finding affordable housing, negotiating leases and developing the skills to stay housed. Once a family becomes homeless, it is extremely difficult to get back into rental housing. There is a shortage of affordable housing available; most property owners will not rent to a family that has a poor credit history or a previous eviction, and they require security deposits along with first and last month's rent. Often there is a deposit required to obtain utility services, especially if the renter has a history of nonpayment.

For those families who do find permanent housing, many would benefit from a variety of supportive services to help them stabilize and become linked to community-based resources and services. Linking to permanent housing, support services to retain housing, and coordination of resources and services available in the community at-large are indispensable to ending and preventing family homelessness. “Housing First” or also known as rapid re-housing is an alternative to the current system of emergency shelter/transitional housing, which tends to prolong the length of time that families remain homeless. This new concept is based on the belief that vulnerable and at-risk homeless families are more responsive to interventions and social services support after they are in their own safe/secure housing.

The “Housing First” approach is implemented through four primary stages: 1.) Crisis Intervention and Short-term Stabilization, 2.) Screening, Intake, and Needs Assessment, 3.) Provision of Housing resources, and 4.) Provision of Case Management.

While acknowledging and addressing the personal factors that contribute to family homelessness, the housing first methodology was designed to more effectively address the economic root cause of the problem: lack of affordable housing. The program provides a critical link between the emergency/transitional housing system and the community-based social service, educational and health care organizations that bring about neighborhood integration and family self-sufficiency.

The approach deals with the interrelated problems those homeless families face: poverty, economic development, social infrastructure and housing. Services are provided in an integrated, holistic manner to place families, not only into housing but back into communities. It involves them in a progressive set of economic and social services after they are stabilized in permanent housing and are no longer traumatized by the crisis of being homeless.

### **III Project Measurement-Attachment C**

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

**Goal #1-** Increase housing stability for 70% of program participants. (Program participants housed will maintain housing for 6 mo – year.)

**Goal #2-** Increase health and mental health status and quality of life for 50% of program participants. (Program participants have improved their health/mental health status while maintaining their housing status.)

**Goal #3-** Assist at least 70% of program participants to obtain employment or public benefits for which they are eligible.

**Goal #4-** Decrease the use of expensive emergency expenses. The number of participants enrolled in the program for 12-24 months who are using emergency services such as hospitalization, substance inpatient treatment (for participants with substance abuse issues), detox, or jail has been decreased by 50% since enrollment in program.

## Carson City Workforce

### Mission statement:

Our mission is to provide individual job search assistance and coaching to our clients so that they may obtain local employment and achieve financial self-sufficiency.

### Workforce Goals:

We are looking for local businesses that are in the process of currently hiring or looking for future employees that we can match our clients with. Our team will offer Quarterly Job Fairs that will include Join and Job Connect, 8 to 10 companies that are looking for both long and short term employees and WNCC for information on certificate programs offered.

### We offer the following services to our clients:

- Resume development and cover letters
- Job application assistance and Job search
- Pre-employment and employment coaching.
- Mock interviews and interview preparation.
- Assistance with over coming barriers that would/will prevent employment.
- Dress for success.
- How to use emotional support from family and friends while in this time of transition.

### Work related resources offered are:

Bus passes, hair cuts, clothing, computer training, showers and laundry,

We are in the process of collaborating with Job Connect and Join for future Life Skills and Employment Workshops, and we will be offering self-esteem workshops.

## Next Steps

### Carson City Health and Human Services

900 East Long Street  
Carson City, Nevada 89701

Preparation for employment may vary for each person based on the job requirements and your ability.

Enrollment in the Workforce Program requires you to follow up on all job leads provided by our office.

### Items to bring on your initial appointment are:

- Picture ID (if possible).
- Social Security card.
- Resume (if you have one).
- Employment dates, addresses phone numbers for job history.
- Listing of job skills.
- References both personal and professional to include phone numbers.

Your appointment is on:

Date: \_\_\_\_\_

Time: \_\_\_\_\_



### Carson City Human Services Workforce Program



Let us help you



Reach for your goals

Workforce Specialist  
775-887-2110 ext. 7528  
E-mail: [wcartright@carson.org](mailto:wcartright@carson.org)

## Let's Work Together

### What does workforce stand for?

#### Look for Work

- What do you want to do and make it a goal.
- Set realistic goals.

#### Attitude

- Don't let self doubt defeat you.
- Believe in yourself.

#### Don't give Up

- Remember most jobs are never advertised, so keep looking no matter where you are.

#### Keep Looking

- Follow up, follow up, follow up...remember cover letters, phone calls, thank you.

#### Talk to Others

- Tell everyone about your job search, ask for leads on jobs from family and friends.

### Services offered through our program

- ❖ Resume development
- ❖ Job search assistance
- ❖ Application assistance
- ❖ Employment coaching
- ❖ Short and long term goal setting
- ❖ Interview preparation
- ❖ Mock interviewing to improve your skills
- ❖ Work related services vouchers
- ❖ GED exam preparation at no cost

**Carson City**  
**Community Development Block Grant (CDBG) Program**  
**Fiscal Year 2011–2012**  
**\*\*\*\*Request for Proposals\*\*\*\***

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

**APPLICATION COVER SHEET**

1. Agency Name: Nevada Rural Housing, Inc. DBA Desert Winds Development Group
2. Agency Mailing Address: 3695 Desatoya Drive, Carson City, NV 89701
3. Project Name: Carson City Supportive Housing
4. Project Address/location: Vacant lot off Brown Street, between Gordon Street and Reeves Street, Carson City, NV, or other acquisition rehabilitation projects as identified
5. Agency Director: D. Gary Longaker, Executive Director
6. Board Chairperson: Thomas Cook, Board Chairperson
7. Contact person (see instructions): David Craig, Real Estate Director  
Phone number: (775) 887-1178 E-Mail: [dcraig@nvrural.org](mailto:dcraig@nvrural.org)  
Fax: (775) 887-1838 Website (if applicable) [www.nvrural.org](http://www.nvrural.org)
8. What is your funding request for FY 2011–2012? \$ \$69,000.00
9. Type of funding requested (Check One):  
 Public Service       Public Facility/Improvement  
 Economic Development       X Housing

**BRIEF PROJECT DESCRIPTION:**

*Please provide a one-sentence description of your project (not your organization).*

Create housing and analyze the need for supportive services for the homeless, abused women/men and other unmet needs as identified.

**Carson City**

# Community Development Block Grant Program (CDBG) Application

## I. PROJECT ELIGIBILITY

- A. **This project meets at least ONE of the HUD national objectives listed below (please check all that apply)**

1. Benefits low/moderate income individuals/households  
 2. Addresses the prevention or elimination of slums or blight  
 3. Meets a particularly urgent community development need

- B. **Check all statements that describe HOW this project or activity meets one of the National Objectives above:**

- L/M Area Benefit:** the project meets the identified needs of L/M income persons residing in an area where at least 51% of those residents are L/M income persons. The benefits of this type of activity are available to all persons in the area regardless of income. **Examples:** street improvements, water/sewer lines, neighborhood facilities, façade improvements in neighborhood commercial districts.
- L/M Limited Clientele:** the project benefits a specific group of people (rather than all the residents in a particular area), at least 51% of whom are L/M income persons. The following groups are presumed to be L/M: abused children, elderly persons, battered spouses, homeless, handicapped, illiterate persons. **Examples:** construction of a senior center, public services for the homeless, meals on wheels for elderly, construction of job training facilities for the handicapped.
- L/M Housing:** the project adds or improves permanent residential structures that will be occupied by L.M income households upon completion. Housing can be either owner or renter occupied units in either one family or multi-family structures. Rental units for L/M income persons must be occupied at affordable rents. Examples: acquisition of property for permanent housing, rehabilitation of permanent housing, conversion of non-residential structures into permanent housing.
- L/M Jobs:** the project creates or retains permanent jobs, at least 51% of which are taken by L/M income persons or considered to be available to L/M income persons. **Examples:** loans to pay for the expansion of a factory, assistance to a business which has publicly announced its intention to close with resultant loss of jobs, a majority of which are held by L/M persons.
- Microenterprise Assistance:** the project assists in the establishment of a microenterprise or assists persons developing a microenterprise. (A microenterprise is defined as having five or fewer employees, one or more of whom owns the business.) This activity must benefit low/moderate income persons, area or jobs as defined in previous sections.

- \_\_\_\_\_ ***Slum or Blighted Area:*** the project is in a designated slum/blight area and the result of this project addresses one or more of the conditions that qualified the area.
- Spot Blight:*** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety. ***Examples:*** historic preservation of a public facility threatening public safety, demolition of a deteriorated, abandoned building.

**C. Project Category (check one):**

- Acquisition of Real Property (*or new construction*)
- \_\_\_\_\_ Disposition of Real Property (sale, lease or donation)
- \_\_\_\_\_ Public Facilities and Improvements (i.e., homeless shelter, water and sewer facilities, flood and drainage improvements, fire protection facilities/equipment, community, senior and health centers, parking, streets, curbs, gutters and sidewalks, parks and playgrounds).
- \_\_\_\_\_ Privately-Owned Utilities
- \_\_\_\_\_ Public Service (i.e., a new service or an **increase** in the level of service)
- \_\_\_\_\_ Relocation Payments and Assistance to Displaced Persons
- \_\_\_\_\_ Removal of Architectural Barriers, Handicapped Accessibility
- \_\_\_\_\_ Housing Rehabilitation
- \_\_\_\_\_ Historic Preservation
- \_\_\_\_\_ Commercial or Industrial Rehabilitation, including façade improvements and correction of code violations
- \_\_\_\_\_ Special Economic Development or assistance to microenterprises

## II. PROJECT DESCRIPTION

The Five-year Consolidated Plan identifies priority community development needs for Carson City (see Appendix III). The need for your proposed project will be determined by identifying how the project impacts upon the adopted Consolidated Plan Priority Needs. Greater consideration will be given to projects that provide a clear description of the project with supporting data and methodology of how the project will meet these needs.

1. Describe the proposed activity, including how the activity will address the National Objective indicated and whether the activity is new, ongoing, or expanded from previous years.

This pilot project will provide housing and supportive services to homeless and battered/abused persons throughout Carson City, Nevada. Upon refining this housing/service model, the concept may expand throughout rural Nevada.

The support services will be provided by Desert Winds Development Group in collaboration with the Carson City School District, Advocates To End Domestic Violence, and other support groups as needed.

2. Describe who will benefit from the proposed activity:

Approximately 400 homeless school children, and their families. Upwards of 4,358 abused women and men.

The Carson City Priority Community Development Needs assessment identified Public Facilities General, Neighborhood Facilities and, Abused/Neglected Children Facilities as high priority. The objective of this proposal is to create housing and supporting services to address these unmet needs.

A December 2, 2010 Nevada Appeal article stated: “In 2009, Friends in Service Helping, which ran the 16-bed Carson City men's shelter that closed eight months ago, helped 18,000 people, said Director Jim Peckham. According to Carson City Health and Human Services, there are an estimated 500 homeless people in the capital city.”

A national study found that 29% of women and 22% of men had experienced physical, sexual, or psychological intimate partner violence during their lifetime. In the United States every year, about 1.5 million women and more than 800,000 men are raped or physically assaulted by an intimate partner. This translates into about 47 intimate partner assaults per 1,000 women and 32 assaults per 1,000 men.

According to the 2009 Census the population of Carson City is 55,176. Extrapolating the national assault estimates above there are approximately 2,593 abused women and 1,765 abused men living in Carson City.

3. 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)

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

The majority of housing and support services will target low-to-moderate income persons.

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

These funds will support an analysis/support person to create and administer the supportive programs needed in conjunction with the proposed acquisition/construction of housing.

6. 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 Public Improvement Projects only**

1. Is the proposed project part of a larger project or is it a stand-alone project? (If part of a larger project, please describe the entire project.)

This project may become part of a larger project, the Nevada Mutual Housing Association that provides semi-permanent housing to individuals and supportive services with the ultimate goal of moving individuals into home ownership.

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

The proposed Brown Street project may become a pilot project for a statewide mutual housing association. Mutual Housing is a network of cooperatives allowing the benefits of homeownership (stable housing, tax write off for rents similar to interest write offs for home owners, ownership training, etc.) for individuals that currently do not qualify to purchase a single family home.

3. Have CDBG funds been used for an earlier phase?  Yes  No (not to our knowledge)

4. Who currently holds title to the property involved?

Western Nevada HOME Consortium

5. With whom will title be vested upon completion?

Nevada Rural Housing, Inc. DBA Desert Winds Development Group

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

       Yes   X   No

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

       Yes   X   No

**For Economic Development projects:**

1. 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.

Nevada Rural Housing Authority will fund at least 50% of a full time equivalent to analyze the needs and define the supportive programs. If the Nevada Mutual Housing Association becomes an ongoing project, employees to handle onsite management and maintenance will likely qualify as low to moderate income individuals/families.

Additionally, if the Brown Street townhome project is funded, good paying construction jobs will be available during the 12 to 24 month construction period.

**For Housing Projects please indicate:**

The number of homes to be rehabilitated: 40+ Units at Brown Sts (new construction)

The number of persons to be benefited: 104+

### III. PROJECT MEASUREMENT

The Carson City CDBG Program, in compliance with Department of Housing & Urban Development (HUD) directives, has implemented a Performance and Outcome Measurement System into the application and grant/project administration process. When completing this section, keep in mind that *outputs* are specific descriptions of what your project is intended to accomplish (such as serve a total of 20 clients) and *outcomes* are the benefits or changes that result from the program (such as how well the service met the client needs).

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

Provide supportive services and housing for approximately 40 families at the Brown Street site, and additional families if other acquisition/rehabilitation projects are identified.

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

According to the 2010 US Census, there are 2.59 people per household on average; therefore approximately 104 persons will benefit from the Brown Street project.

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

Assuming 100% of the homeless and 40% of abused/battered persons meet low-to-moderate income requirements; it is likely about 73 persons will be assisted.

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?)

Decrease in School District's homeless child population from the identified 288 by approximately 48 kids. According to Peggy Sweetland, Special Projects Coordinator at the Carson City School District, the identified number of homeless kids is very low compared to the likely total. Recent reports have estimated up to 400 homeless children within the Carson City School District.

Provide supportive services for up to 10 families with a battered/abused parent as head of household.

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

Work with the local school district to track and reduce the number of homeless children. Work with other supportive service providers to identify and track the number of homeless outside the school network.

Work with battered/abused women's support groups (like Advocates to End Domestic Violence in Carson City) to track and reduce the number of families with a battered/abused head of households.

## IV. CDBG PROJECT BUDGET

Complete the Budget Summary chart. More detailed budgets may be attached in support of the proposal. Identify sources of leveraged funding for the activity. Include the status of these funds (i.e. cash on hand, grants received, planned fund-raising, etc.) Attach copies of funding commitment letters or other evidence of funding support.

Project Title:	CDBG Funds Requested	Leveraged Funds	Total Funds
<b>Program Expenses FY 2011-12</b>			
Salaries and Benefits	\$52,000.00	\$10,000.00	\$62,000.00
Rent and Utilities	\$4,000.00		\$4,000.00
Mortgage			
Equipment	\$2,500.00		\$2,500.00
Equipment Maintenance & Repair			
Office Supplies	\$500.00		\$500.00
Operating Supplies			
Postage and Shipping	\$2,000.00		\$2,000.00
Printing and Publications			
Advertising and Promotion	\$500.00		\$500.00
Subscriptions and Dues			
Liability/Other Insurance			
Professional Fees			
Other project costs: (Specify Below)			
Grant Administration Fee – 10%	\$7,000.00		\$7,000.00
Audit Costs	\$500.00		\$500.00
<b>TOTALS</b>	<b>\$69,000.00</b>	<b>\$10,000.00</b>	<b>\$79,000.00</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:

David Craig  
Real Estate Director  
Nevada Rural Housing Authority  
3695 Desatoya Drive, Carson City, NV 89701  
Telephone: (775) 887-1178  
Fax: (775) 887-1838  
[dcraig@nvrural.org](mailto:dcraig@nvrural.org)

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

David Craig  
Real Estate Director  
Nevada Rural Housing Authority  
3695 Desatoya Drive, Carson City, NV 89701  
Telephone: (775) 887-1178, Fax: (775) 887-1838, Email: [dcraig@nvrural.org](mailto:dcraig@nvrural.org)

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

Alan Yue  
Finance Director  
Nevada Rural Housing Authority  
3695 Desatoya Drive  
Carson City, NV 89701  
Telephone: (775) 887-1797, Fax: (775) 887-1838, Email: [alan@nvrural.org](mailto:alan@nvrural.org)

4. Please list the name, address, phone number and e-mail of the person responsible for preparing the quarterly reports and tracking the performance on this program/project.

Alan Yue  
Finance Director  
Nevada Rural Housing Authority  
3695 Desatoya Drive  
Carson City, NV 89701  
Telephone: (775) 887-1797, Fax: (775) 887-1838, Email: [alan@nvrural.org](mailto:alan@nvrural.org)

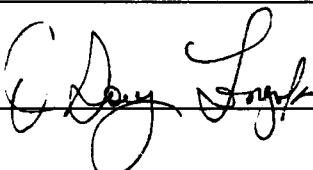
## VI. AGENCY INFORMATION

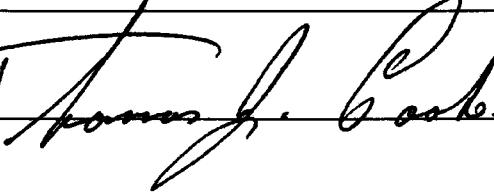
1. Proof of non-profit status for private agencies (governmental entities and schools are exempt):

Date of incorporation	May 21, 2004
Date of IRS certification	May 12, 2005
Tax exempt number	20-1594213

2. DUNS Number: 962129230  
For information on DUNS, go to: <http://www.ccr.gov/pdfs/DUNSGuideGovVendors.pdf>
3. 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.
4. 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.

D. Gary Longaker  Executive Director, Nevada Rural Housing Authority	Date: January 18, 2011  Phone Number: (775) 887-1042
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Thomas Cook  Board Chairman, Nevada Rural Housing, Inc.	Date: January 18, 2011  Phone Number: (775) 782-4626
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**Carson City**  
**Community Development Block Grant (CDBG) Program**  
**Fiscal Year 2011–2012**  
**\*\*\*\*Request for Proposals\*\*\*\***

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

**Return Completed Applications To:** **CARSON CITY PLANNING DIVISION  
108 E. PROCTOR ST.  
CARSON CITY, NV 89701**

**APPLICATIONS ARE DUE:** **JANUARY 18, 4:00 P.M.**

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

**APPLICATION COVER SHEET**

1. Agency Name: Affordable Complete Home Care for Seniors
2. Agency Mailing Address: 2341 MEADOW BROOK LN CARSON CITY NV 89701
3. Project Name: Affordable Home Care for Seniors
4. Project Address/location: 2341 MEADOW BROOK LN CARSON CITY NV 89701
5. Agency Director: MONETTE MARTIN
6. Board Chairperson: N/A
7. Contact person (see instructions): MONETTE MARTIN  
Phone number: 775-720-8995 E-Mail: achc45@gmail.com  
Fax: 775-885-6989 Website (if applicable) \_\_\_\_\_
8. What is your funding request for FY 2011–2012? \$ 25,000
9. Type of funding requested (Check One):  
 Public Service       Public Facility/Improvement  
 Economic Development       Housing

**BRIEF PROJECT DESCRIPTION:**

*Please provide a one-sentence description of your project (not your organization).*

Affordable Complete Home Care for Seniors will provide low cost services for seniors which will include many of their needs; for example laundry care, light & industrial house cleaning, errands, appointments, personal care, respite care and several other services under one roof".

# Carson City

## Community Development Block Grant Program (CDBG) Application

### I. PROJECT ELIGIBILITY

- A. **This project meets at least ONE of the HUD national objectives listed below (please check all that apply)**

1. Benefits low/moderate income individuals/households  
 2. Addresses the prevention or elimination of slums or blight  
 3. Meets a particularly urgent community development need

- B. **Check all statements that describe HOW this project or activity meets one of the National Objectives above:**

**L/M Area Benefit:** the project meets the identified needs of L/M income persons residing in an area where at least 51% of those residents are L/M income persons. The benefits of this type of activity are available to all persons in the area regardless of income. **Examples:** street improvements, water/sewer lines, neighborhood facilities, façade improvements in neighborhood commercial districts.

**L/M Limited Clientele:** the project benefits a specific group of people (rather than all the residents in a particular area), at least 51% of whom are L/M income persons. The following groups are presumed to be L/M: abused children, elderly persons, battered spouses, homeless, handicapped, illiterate persons. **Examples:** construction of a senior center, public services for the homeless, meals on wheels for elderly, construction of job training facilities for the handicapped.

**L/M Housing:** the project adds or improves permanent residential structures that will be occupied by L/M income households upon completion. Housing can be either owner or renter occupied units in either one family or multi-family structures. Rental units for L/M income persons must be occupied at affordable rents. Examples: acquisition of property for permanent housing, rehabilitation of permanent housing, conversion of non-residential structures into permanent housing.

**L/M Jobs:** the project creates or retains permanent jobs, at least 51% of which are taken by L/M income persons or considered to be available to L/M income persons. **Examples:** loans to pay for the expansion of a factory, assistance to a business which has publicly announced its intention to close with resultant loss of jobs, a majority of which are held by L/M persons.

**Microenterprise Assistance:** the project assists in the establishment of a microenterprise or assists persons developing a microenterprise. (A microenterprise is defined as having five or fewer employees, one or more of whom owns the business.) This activity must benefit low/moderate income persons, area or jobs as defined in previous sections.

- Slum or Blighted Area:** the project is in a designated slum/blight area and the result of this project addresses one or more of the conditions that qualified the area.
- Spot Blight:** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety. **Examples:** historic preservation of a public facility threatening public safety, demolition of a deteriorated, abandoned building.

**C. Project Category (check one):**

- Acquisition of Real Property
- Disposition of Real Property (sale, lease or donation)
- Public Facilities and Improvements (i.e., homeless shelter, water and sewer facilities, flood and drainage improvements, fire protection facilities/equipment, community, senior and health centers, parking, streets, curbs, gutters and sidewalks, parks and playgrounds).
- Privately-Owned Utilities
- Public Service (i.e., a new service or an **increase** in the level of service)
- Relocation Payments and Assistance to Displaced Persons
- Removal of Architectural Barriers, Handicapped Accessibility
- Housing Rehabilitation
- Historic Preservation
- Commercial or Industrial Rehabilitation, including façade improvements and correction of code violations
- Special Economic Development or assistance to microenterprises

## II. PROJECT DESCRIPTION

The Five-year Consolidated Plan identifies priority community development needs for Carson City (see Appendix III). The need for your proposed project will be determined by identifying how the project impacts upon the adopted Consolidated Plan Priority Needs. Greater consideration will be given to projects that provide a clear description of the project with supporting data and methodology of how the project will meet these needs.

1. Describe the proposed activity, including how the activity will address the National Objective indicated and whether the activity is new, ongoing, or expanded from previous years. *SEE ATTACHMENT #6*

2. Describe who will benefit from the proposed activity:  
*SEE ATTACHMENT #6*

3. 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 type="checkbox"/> Severely Disabled Adults
<input type="checkbox"/> Migrant Farm Workers	<input type="checkbox"/> Other (Please explain)	

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

5. How will the CDBG funds be used on this project?
6. Where will the project be located and what is the geographic target area that will be served by this project? *The project is located in Carson City Nevada*  
 Target Area (specify geographic area) \_\_\_\_\_  
OR  
 Community-wide

**For Public Improvement Projects only - N/A**

1. Is the proposed project part of a larger project or is it a stand-alone project? (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
4. Who currently holds title to the property involved?
5. With whom will title be vested upon completion?
6. Do any rights-of-way, easements or other access rights need to be acquired?  
\_\_\_\_\_ Yes \_\_\_\_\_ No
7. If the project requires water rights or well permits, have they been acquired?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

**For Economic Development projects: N/A**

1. 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.

**For Housing Projects please indicate: N/A**

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

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

### III. PROJECT MEASUREMENT

The Carson City CDBG Program, in compliance with Department of Housing & Urban Development (HUD) directives, has implemented a Performance and Outcome Measurement System into the application and grant/project administration process. When completing this section, keep in mind that **outputs** are specific descriptions of what your project is intended to accomplish (such as serve a total of 20 clients) and **outcomes** are the benefits or changes that result from the program (such as how well the service met the client needs).

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

See Attachment 7

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

See Attachment 7

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

See Attachment 7

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?)

See Attachment 7

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

See Attachment 7

#### IV. CDBG PROJECT BUDGET

Complete the Budget Summary chart. More detailed budgets may be attached in support of the proposal. Identify sources of leveraged funding for the activity. Include the status of these funds (i.e. cash on hand, grants received, planned fund-raising, etc.) Attach copies of funding commitment letters or other evidence of funding support.

Project Title:	CDBG Funds Requested	Leveraged Funds	Total Funds
<b>Program Expenses FY 2011-12</b>			
Salaries and Benefits	6500.00	0	6500.00
Rent and Utilities	4500.00	0	4500.00
Mortgage	0.	0	0
Equipment	500.00	0	500.00
Equipment Maintenance & Repair	0	0	0
Office Supplies	100.00	0	100.00
Operating Supplies	100.00	0	100.00
Postage and Shipping	100.00	0	100.00
Printing and Publications	200.00	0	200.00
Advertising and Promotion	1000.00	0	1000.00
Subscriptions and Dues	0	0	0
Liability/Other Insurance	2000.00	0	2000.00
Professional Fees	0	0	0
Other project costs: (Specify Below)	10,000	0	10,000
<i>Vehicle</i>			
<b>TOTALS</b>	<b>25,000</b>		<b>25,000</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:

MONETTE MARTIN  
775-720-8995 / 775-885-6989  
achc45@gmail.com

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

MONETTE MARTIN  
775-720-8995 / 775-885-6989  
achc45@gmail.com

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

MONETTE MARTIN  
775-720-8995 / 775-885-6989  
achc45@gmail.com

4. Please list the name, address, phone number and e-mail of the person responsible for preparing the quarterly reports and tracking the performance on this program/project.

MONETTE MARTIN  
8341 MEADOW BROOK LN  
CARSON CITY NV  
89701  
775-720-8995 / 775-885-6989  
achc45@gmail.com

## VI. AGENCY INFORMATION

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

Date of incorporation	NOT INCORPORATED
Date of IRS certification	N/A
Tax exempt number	003

2. DUNS Number: Will receive in Feb 2011

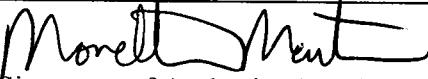
For information on DUNS, go to: <http://www.ccr.gov/pdfs/DUNSGuideGovVendors.pdf>

3. 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.

4. 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	11/18/11 Date
MONETTE MARTIN OWNER Typed Name and Title of Authorized Official	775-820-8995 Phone Number

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

## MONETTE MARTIN

### Non-Title 7 Business Entity Information

Status:	Exempt	File Date:	10/26/2010
Type:	Sole Proprietor		
NV Business ID:	NV20101776095	Business License Exp:	<u>Exempt - 003</u>

### Registered Agent Information

No Registered Agent required for Non-Title 7 Business Licenses.

## **ATTACHMENT 6**

### **II. PROJECT DESCRIPTION**

#### **QUESTIONS 1, 2, 5**

- 1. Describe the proposed activity, including how the activity will address the National Objective indicated and whether the activity is new, ongoing, or expanded from the previous years.**

The agency is a new service for senior citizens of low to moderate income levels. It is geared to simplify obtaining various services within the realm of "Activities of Daily Living". It is also geared to be within the senior's budget. Instead of the senior trying to locate affordable services all with different providers for their yard maintenance, home maintenance, laundry, errands and appointments, and services such as assistance with bathing, modifying the home for safety, respite care for a care giving spouse and navigating a confusing and overwhelming health care system he or she will be able to contact one agency which to meet all these needs. The senior will also be able to afford such services without sacrificing something else such as prescriptions or food, or entirely neglect these activities and services mentioned because they "can't afford them". They may also be less inclined to hire low cost service providers who may take advantage of the seniors' vulnerability.

- 2. Describe who will benefit from the proposed activity:**

The beneficiaries of the activity will be low to moderate level income senior citizens. They will be able to maintain a level of independence and autonomy they might otherwise have to compromise. The services may allow "aging with dignity". Subsequence beneficiaries may be the family members of those senior citizens who are trying to provide the services in between their jobs and own family commitments.

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

The funds will be used to purchase equipment necessary to provide the services. The funds will also be used for advertising and overhead costs as well as to supplement salaries of employees to maintain low service cost to the seniors.

Carson City  
Community Development Block Grant (CDBG) Program  
Fiscal Year 2011–2012  
\*\*\*\*Request for Proposals\*\*\*\*

An electronic version of this document is available from the CDBG Coordinator  
Email request to: [jbrod@carson.org](mailto:jbrod@carson.org)

Return Completed Applications To: CARSON CITY PLANNING DIVISION  
108 E. Proctor St.  
Carson City, NV 89701

APPLICATIONS ARE DUE: JANUARY 18, 4:00 P.M.

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

APPLICATION COVER SHEET

Agency Name:   FISH Emergency Referral Services Program Inc.  

2. Agency Mailing Address:   138 East Long Street, Carson City, NV 89706  

3. Project Name:   2011 FISH Facility Improvement Projects  

4. Project Address/location:   138 East Long Street, Carson City, NV 89706

5. Agency Director: Jim Peckham, Executive Director

6. Board Chairperson: Dan Rikalo

7. Contact person (see instructions):   Jim Peckham  

Phone number:   775-450-9180   E-Mail:   jim@nfvfish.com  

Fax:   775-884-0308   Website (if applicable)   www.nfvfish.com  

8. What is your funding request for FY 2011–2012?   \$ 76,500  

9. Type of funding requested (Check One):

Public Service       Public Facility/Improvement  
 Economic Development       Housing

BRIEF PROJECT DESCRIPTION:

Please provide a one-sentence description of your project (not your organization).

Our project will consist of facility improvements to our East Long Street buildings that will insure a safe and well-maintained environment for the homeless, low-income and hungry clients we serve.

Carson City

Community Development Block Grant Program (CDBG) Application

I. PROJECT ELIGIBILITY

- A. This project meets at least ONE of the HUD national objectives listed below (please check all that apply)
1. Benefits low/moderate income individuals/households  
 2. Addresses the prevention or elimination of slums or blight  
 3. Meets a particularly urgent community development need
- B. Check all statements that describe HOW this project or activity meets one of the National Objectives above:
- L/M Area Benefit:** the project meets the identified needs of L/M income persons residing in an area where at least 51% of those residents are L/M income persons. The benefits of this type of activity are available to all persons in the area regardless of income. **Examples:** street improvements, water/sewer lines, neighborhood facilities, façade improvements in neighborhood commercial districts.
- L/M Limited Clientele:** the project benefits a specific group of people (rather than all the residents in a particular area), at least 51% of whom are L/M income persons. The following groups are presumed to be L/M: abused children, elderly persons, battered spouses, homeless, handicapped, illiterate persons. **Examples:** construction of a senior center, public services for the homeless, meals on wheels for elderly, construction of job training facilities for the handicapped.
- L/M Housing:** the project adds or improves permanent residential structures that will be occupied by L/M income households upon completion. Housing can be either owner or renter occupied units in either one family or multi-family structures. Rental units for L/M income persons must be occupied at affordable rents. Examples: acquisition of property for permanent housing, rehabilitation of permanent housing, conversion of non-residential structures into permanent housing.
- L/M Jobs:** the project creates or retains permanent jobs, at least 51% of which are taken by L/M income persons or considered to be available to L/M income persons. **Examples:** loans to pay for the expansion of a factory, assistance to a business which has publicly announced its intention to close with resultant loss of jobs, a majority of which are held by L/M persons.
- Microenterprise Assistance:** the project assists in the establishment of a microenterprise or assists persons developing a microenterprise. (A microenterprise is defined as having five or fewer employees, one or more of whom owns the business.) This activity must benefit low/moderate income persons, area or jobs as defined in previous sections.
- Slum or Blighted Area:** the project is in a designated slum/blight area and the result of this project addresses one or more of the conditions that qualified the area.
- Spot Blight:** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety. **Examples:** historic preservation of a public facility threatening public safety, demolition of a deteriorated, abandoned building.

C. Project Category (check one):

- Acquisition of Real Property
- Disposition of Real Property (sale, lease or donation)
- Public Facilities and Improvements (i.e., homeless shelter, water and sewer facilities, flood and drainage improvements, fire protection facilities/equipment, community, senior and health centers, parking, streets, curbs, gutters and sidewalks, parks and playgrounds).
- Privately-Owned Utilities
- Public Service (i.e., a new service or an **increase** in the level of service)
- Relocation Payments and Assistance to Displaced Persons
- Removal of Architectural Barriers, Handicapped Accessibility
- Housing Rehabilitation
- Historic Preservation
- Commercial or Industrial Rehabilitation, including façade improvements and correction of code violations
- Special Economic Development or assistance to microenterprises**

## II. PROJECT DESCRIPTION

The Five-year Consolidated Plan identifies priority community development needs for Carson City (see Appendix III). The need for your proposed project will be determined by identifying how the project impacts upon the adopted Consolidated Plan Priority Needs. Greater consideration will be given to projects that provide a clear description of the project with supporting data and methodology of how the project will meet these needs.

1. Describe the proposed activity, including how the activity will address the National Objective indicated and whether the activity is new, ongoing, or expanded from previous years.

**The main facility for F.I.S.H., located on E. Long Street, houses our administrative offices, counseling area, client showers and laundry, our Food Bank, Thrift Store, Kitchen-Dining Room, the Ross Medical Center and our Educational Room. Our aging buildings and parking lots are beginning to show signs of significant wear and deterioration that present potential hazards and further damage if not addressed. We need to address parking lot repairs, roof repairs and flooring issues in our buildings. Last year we repaired two roofs to stop leaks, and this year we would like to re-roof three shelters and our main thrift store/dining room. We also plan to seal and level the concrete floor where we removed the asbestos tile last year with the help of a CDBG grant. In addition, is the need to resurface and paint our parking lot, and to replace the carpeting in our client services area, both of which are showing their age and are potential trip hazards.**

**Funding from the City's CDBG would allow us to address these facility improvements. Our project would also meet the City's high priority goal of addressing improvement needs at neighborhood facilities as our buildings are located in an identified low-income neighborhood and serves the needs of families in area, as well as thousands of low-income, homeless and hungry families throughout our community.**

2. Describe who will benefit from the proposed activity:

**Virtually all of the low-income and homeless clients F.I.S.H. serves (18,057 people received assistance in 2010) will benefit from the facility improvements. Our clients are diverse (Hispanic, Native American, seniors, disabled, etc.). Community members from 12-step programs and area non-profits who use our Education Room will also benefit.**

3. 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 (Low Income)

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

**In addition to serving the homeless, F.I.S.H. provides services to low-income individuals and families. All of our clients complete an intake form that requires income information in order to qualify individuals and families for F.I.S.H. services.**

5. How will the CDBG funds be used on this project?  
**Funds will be used to reimburse contractors who will 1) Re-roof our thrift/dining room building; 2) Re-carpet our administrative/client services areas; 3) Re-pave/paint our parking areas; 4) Re-roof three of our seven homeless/transitional shelters.**

**We anticipate that we will only need to purchase materials to seal/level our Thrift Store floor.**

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

**X Target Area (specify geographic area) 138 E. Long St, and shelters at the Stewart Indian Facility in Southern Carson City**

OR

Community-wide

For Public Improvement Projects only

1. Is the proposed project part of a larger project or is it a stand-alone project? (If part of a larger project, please describe the entire project.)  
**Project is stand-alone as we make repairs to various facilities that are in dis-repair.**

2. Can this project be done in different phases?  Yes \_\_\_\_\_ No  
If YES, explain.  
**Tasks can be prioritized as follows: 1) Replace Shelter Roof Shingles, 2) Repave/paint Parking Lot, 3) Repair Thrift Store/Dining Room Roof, 4) Replace Client Services Carpeting, 5) Seal/Level Thrift Store Floor**

3. Have CDBG funds been used for an earlier phase? \_\_\_\_\_ Yes  No  
**CDBG funds were used to repair other roofs, and in the removal of tile flooring from the Thrift Store... so they are related, but not necessarily the same project.**

4. Who currently holds title to the property involved?  
**F.I.S.H. Emergency Referral Service Program, Inc. owns the buildings. In 2005, the City very generously provided CDBG support which allowed us to make the down payment to purchase our buildings.**

5. With whom will title be vested upon completion?

**F.I.S.H. Emergency Referral Service Program, Inc. owns the buildings.**

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

       Yes   X   No

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

       n/a    Yes        No

For Economic Development projects:

1. 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.

**Not Applicable**

For Housing Projects please indicate: **Not Applicable**

The number of homes to be rehabilitated:                   

The number of persons to be benefited:

### III. PROJECT MEASUREMENT

The Carson City CDBG Program, in compliance with Department of Housing & Urban Development (HUD) directives, has implemented a Performance and Outcome Measurement System into the application and grant/project administration process. When completing this section, keep in mind that *outputs* are specific descriptions of what your project is intended to accomplish (such as serve a total of 20 clients) and *outcomes* are the benefits or changes that result from the program (such as how well the service met the client needs).

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

**These projects will help improve the safety of the public/clients/volunteers/ employees while FISH provides social services to over 18,000 clients a year.**

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

**In 2010, FISH provided services to 18,057 clients**

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

**All of the individuals receiving support from F.I.S.H. are low-income or homeless.**

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

**Repairs will provide a safe environment for customers and clients... Roof repairs eliminate damage to structures and injury from roof collapse or dripping water (slip hazards). Parking lot and Carpet repairs will eliminate trip hazards from pot-holes and "runs" in carpet. The Sealing/leveling process in the Thrift Store will also reduce trip hazards and preserve the concrete to minimize future disrepair.**

**Shelter Roof repairs will provide safe environments for shelter residents and helps FISH meet the maintenance agreement with the Shelter Landlord (State of Nevada) who owns all seven of our shelters.**

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

**F.I.S.H. does and will continue to track all those who use our services. Our intake forms collect a variety of information including income, ethnicity, residency and age. All patients served by the Ross Medical Center are first qualified based on income level and all their medical visits are tracked by the medical staff. We know how many groups use the Education Room. We track the number of meals given by the Food Bank as well as those served in our Kitchen-Dining Room. We will be able to report on a monthly, quarterly and annual basis on the number of clients we serve.**

## IV. CDBG PROJECT BUDGET

Complete the Budget Summary chart. More detailed budgets may be attached in support of the proposal. Identify sources of leveraged funding for the activity. Include the status of these funds (i.e. cash on hand, grants received, planned fund-raising, etc.) Attach copies of funding commitment letters or other evidence of funding support.

Project Title:	CDBG Funds Requested	Leveraged Funds	Total Funds
<b>Program Expenses FY 2011-12</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)		\$43,000	\$43,000
<b>Shelter Roof Repairs</b>	\$16,000	\$5,000	\$21,000
<b>Parking Lot Repair/repaint</b>	\$24,000		\$24,000
<b>Thrift Store/Dining Room Roof repair</b>	\$26,500		\$26,500
<b>Client Services Carpet</b>	\$9,000		\$9,000
<b>Seal/Level Thrift Store Floor</b>	\$1,000		\$ 1,000
<b>TOTALS</b>	\$76,500	\$48,000*	\$ 124,500

\*Other grants/fundraising being used to upgrade/repair facilities

## V. PROJECT ADMINISTRATION

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):

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

**Jim Peckham, Executive Director**  
**Phone: 775-882-3474**  
**Cell: 775-450-9180**  
**Email: [jim@nvvfish.com](mailto:jim@nvvfish.com)**

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

**Jim Peckham, Executive Director**  
**Phone: 775-882-3474**  
**Cell: 775-450-9180**  
**Email: [jim@nvvfish.com](mailto:jim@nvvfish.com)**

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

**Jim Peckham, Executive Director**  
**Phone: 775-882-3474**  
**Cell: 775-450-9180**  
**Email: [jim@nvvfish.com](mailto:jim@nvvfish.com)**

4. Please list the name, address, phone number and e-mail of the person responsible for preparing the quarterly reports and tracking the performance on this program/project.

**Jim Peckham, Executive Director**  
**Phone: 775-882-3474**  
**Cell: 775-450-9180**  
**Email: [jim@nvvfish.com](mailto:jim@nvvfish.com)**

## VI. AGENCY INFORMATION

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

Date of incorporation	May 1979
Date of IRS certification	May 1979
Tax exempt number	94-2590904

2. DUNS Number: 167266626

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

3. 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).

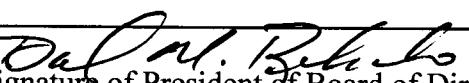
*For all 501(c)(3) non-profit organizations:* a copy of the organization's most recently submitted Federal Tax Return (Form 990 or 990EX). Governmental bodies and schools are exempt from this requirement.

4. 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>1/7/11</u>
<u>Jim Peckham</u> Typed Name and Title of Authorized Official	<u>775-450-9180</u> Phone Number



Signature of President of Board of Directors	Date <u>01/07/2011</u>
<u>Dan Rikalo</u> Typed Name of President of Board of Directors	<u>775 720 7065</u> Phone Number

**Carson City**  
**Community Development Block Grant (CDBG) Program**  
**Fiscal Year 2011–2012**  
**\*\*\*\*Request for Proposals\*\*\*\***

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

**Return Completed Applications To:**

**CARSON CITY PLANNING DIVISION  
108 E. PROCTOR ST.  
CARSON CITY, NV 89701**

**APPLICATIONS ARE DUE:**

**JANUARY 18, 4:00 P.M.**

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

**APPLICATION COVER SHEET**

1. Agency Name: \_\_\_\_\_
2. Agency Mailing Address: \_\_\_\_\_
3. Project Name: \_\_\_\_\_
4. Project Address/location: \_\_\_\_\_
5. Agency Director: \_\_\_\_\_
6. Board Chairperson: \_\_\_\_\_
7. Contact person (see instructions): \_\_\_\_\_  
Phone number: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Fax: \_\_\_\_\_ Website (if applicable) \_\_\_\_\_
8. What is your funding request for FY 2011–2012? \$ \_\_\_\_\_
9. Type of funding requested (Check One):  
 Public Service       Public Facility/Improvement  
 Economic Development       Housing

**BRIEF PROJECT DESCRIPTION:**

*Please provide a one-sentence description of your project (not your organization).*

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

**I. PROJECT ELIGIBILITY**

**A. This project meets at least ONE of the HUD national objectives listed below (please check all that apply)**

- 1. Benefits low/moderate income individuals/households
- 2. Addresses the prevention or elimination of slums or blight
- 3. Meets a particularly urgent community development need

**B. Check all statements that describe HOW this project or activity meets one of the National Objectives above:**

- L/M Area Benefit:*** the project meets the identified needs of L/M income persons residing in an area where at least 51% of those residents are L/M income persons. The benefits of this type of activity are available to all persons in the area regardless of income. **Examples:** street improvements, water/sewer lines, neighborhood facilities, façade improvements in neighborhood commercial districts.
- L/M Limited Clientele:*** the project benefits a specific group of people (rather than all the residents in a particular area), at least 51% of whom are L/M income persons. The following groups are presumed to be L/M: abused children, elderly persons, battered spouses, homeless, handicapped, illiterate persons. **Examples:** construction of a senior center, public services for the homeless, meals on wheels for elderly, construction of job training facilities for the handicapped.
- L/M Housing:*** the project adds or improves permanent residential structures that will be occupied by L.M income households upon completion. Housing can be either owner or renter occupied units in either one family or multi-family structures. Rental units for L/M income persons must be occupied at affordable rents. Examples: acquisition of property for permanent housing, rehabilitation of permanent housing, conversion of non-residential structures into permanent housing.
- L/M Jobs:*** the project creates or retains permanent jobs, at least 51% of which are taken by L/M income persons or considered to be available to L/M income persons. **Examples:** loans to pay for the expansion of a factory, assistance to a business which has publicly announced its intention to close with resultant loss of jobs, a majority of which are held by L/M persons.
- Microenterprise Assistance:*** the project assists in the establishment of a microenterprise or assists persons developing a microenterprise. (A microenterprise is defined as having five or fewer employees, one or more of whom owns the business.) This activity must benefit low/moderate income persons, area or jobs as defined in previous sections.

- \_\_\_\_\_ ***Slum or Blighted Area:*** the project is in a designated slum/blight area and the result of this project addresses one or more of the conditions that qualified the area.
- \_\_\_\_\_ ***Spot Blight:*** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety. ***Examples:*** historic preservation of a public facility threatening public safety, demolition of a deteriorated, abandoned building.

**C. Project Category (check one):**

- Acquisition of Real Property
- Disposition of Real Property (sale, lease or donation)
- Public Facilities and Improvements (i.e., homeless shelter, water and sewer facilities, flood and drainage improvements, fire protection facilities/equipment, community, senior and health centers, parking, streets, curbs, gutters and sidewalks, parks and playgrounds).
- Privately-Owned Utilities
- Public Service (i.e., a new service or an **increase** in the level of service)
- Relocation Payments and Assistance to Displaced Persons
- Removal of Architectural Barriers, Handicapped Accessibility
- Housing Rehabilitation
- Historic Preservation
- Commercial or Industrial Rehabilitation, including façade improvements and correction of code violations
- Special Economic Development or assistance to microenterprises

## **II. PROJECT DESCRIPTION**

The Five-year Consolidated Plan identifies priority community development needs for Carson City (see Appendix III). The need for your proposed project will be determined by identifying how the project impacts upon the adopted Consolidated Plan Priority Needs. Greater consideration will be given to projects that provide a clear description of the project with supporting data and methodology of how the project will meet these needs.

1. Describe the proposed activity, including how the activity will address the National Objective indicated and whether the activity is new, ongoing, or expanded from previous years.

2. Describe who will benefit from the proposed activity:

3. 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 type="checkbox"/> Other (Please explain)	

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

5. How will the CDBG funds be used on this project?
  
  
  
  
6. 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 Public Improvement Projects only**

1. Is the proposed project part of a larger project or is it a stand-alone project? (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
4. Who currently holds title to the property involved?
  
  
  
  
5. With whom will title be vested upon completion?
  
  
  
  
6. Do any rights-of-way, easements or other access rights need to be acquired?  
\_\_\_\_\_ Yes \_\_\_\_\_ No
7. If the project requires water rights or well permits, have they been acquired?  
\_\_\_\_\_ Yes \_\_\_\_\_ No       N/A

**For Economic Development projects:**

1. 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.

**For Housing Projects please indicate:**

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

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

### III. PROJECT MEASUREMENT

The Carson City CDBG Program, in compliance with Department of Housing & Urban Development (HUD) directives, has implemented a Performance and Outcome Measurement System into the application and grant/project administration process. When completing this section, keep in mind that *outputs* are specific descriptions of what your project is intended to accomplish (such as serve a total of 20 clients) and *outcomes* are the benefits or changes that result from the program (such as how well the service met the client needs).

1. Please identify the quantifiable, projected **outputs** of this program/project.
  2. Please quantify the **total** number of persons intended to benefit from program/project output.
  3. Of the total number of persons in Question 2, above, how many of these are low-to-moderate income (LMI)?
  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?)
  5. What procedures will be put into effect to create, compile and maintain data to track performance measurement for this program/project?

#### IV. CDBG PROJECT BUDGET

Complete the Budget Summary chart. More detailed budgets may be attached in support of the proposal. Identify sources of leveraged funding for the activity. Include the status of these funds (i.e. cash on hand, grants received, planned fund-raising, etc.) Attach copies of funding commitment letters or other evidence of funding support.

Project Title:	CDBG Funds Requested	Leveraged Funds	Total Funds
<b>Program Expenses FY 2011-12</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)			
<b>TOTALS</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:
  2. The person directly responsible for on-site supervision of the project, such as a project manager:
  3. The person responsible for the financial management of the project, including preparation, review and approval of reimbursement requests:
  4. Please list the name, address, phone number and e-mail of the person responsible for preparing the quarterly reports and tracking the performance on this program/project.

## VI. AGENCY INFORMATION

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

Date of incorporation	
Date of IRS certification	
Tax exempt number	

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

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

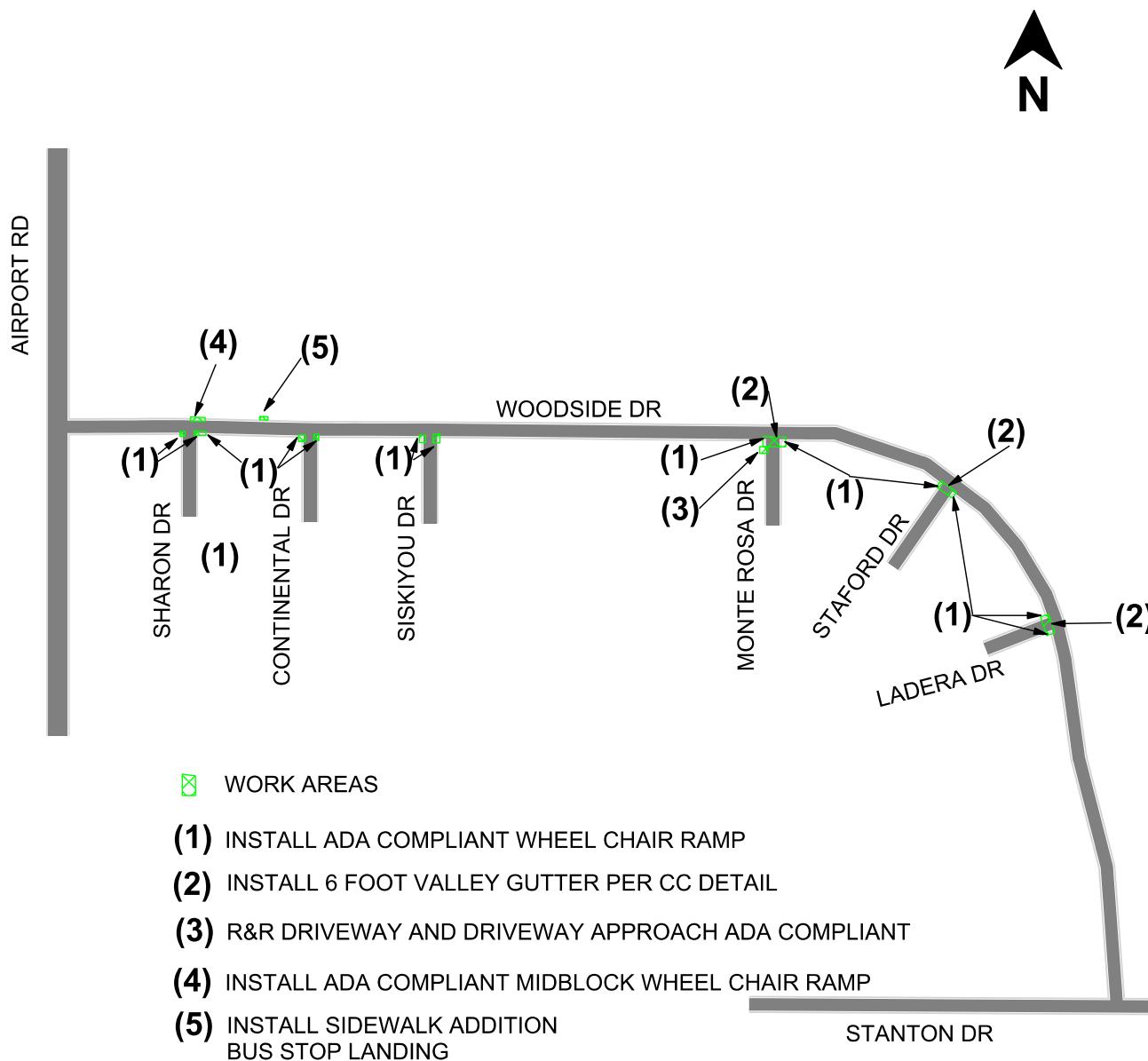
- IRS Tax Exempt "501(c)(3)" letter.
  - Proof of incorporation from Secretary of State (CERTIFICATE ONLY)
  - Current organization chart with names of staff members. Staff members may not serve as a Board Member of the agency they work for.
  - List of current Board of Directors and terms of office. 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.
4. 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.

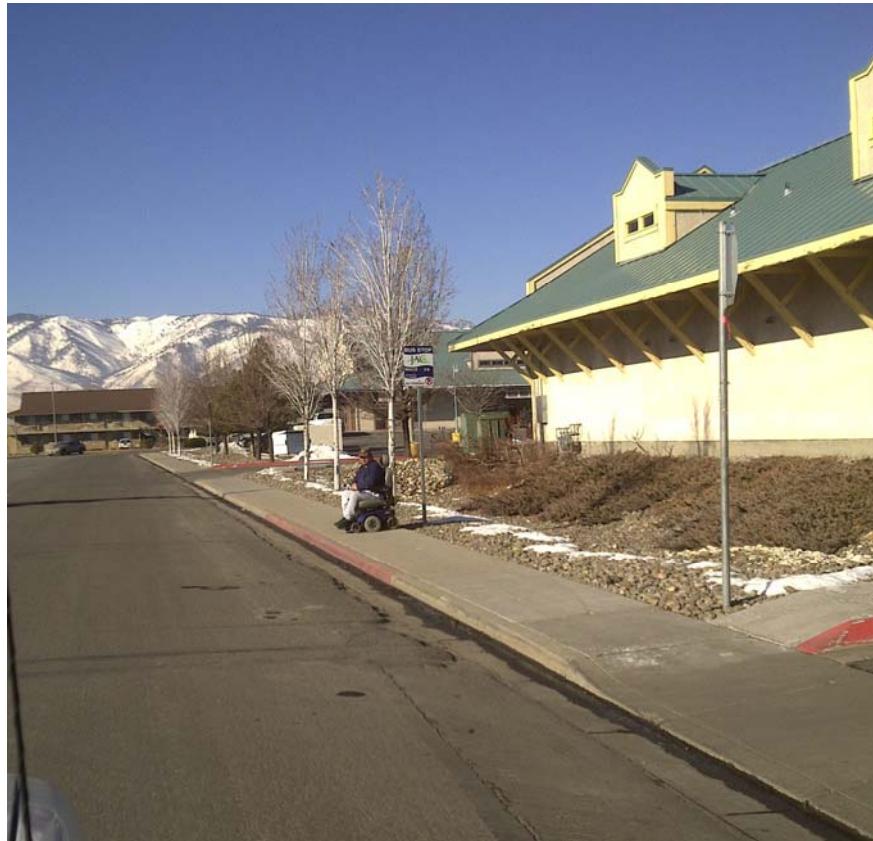
Signature of Authorized Official	Date
Typed Name and Title of Authorized Official	Phone Number

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

# Attachment 1 - Proposed Woodside Drive Improvements



## Attachment 2 – Woodside Drive Existing Conditions

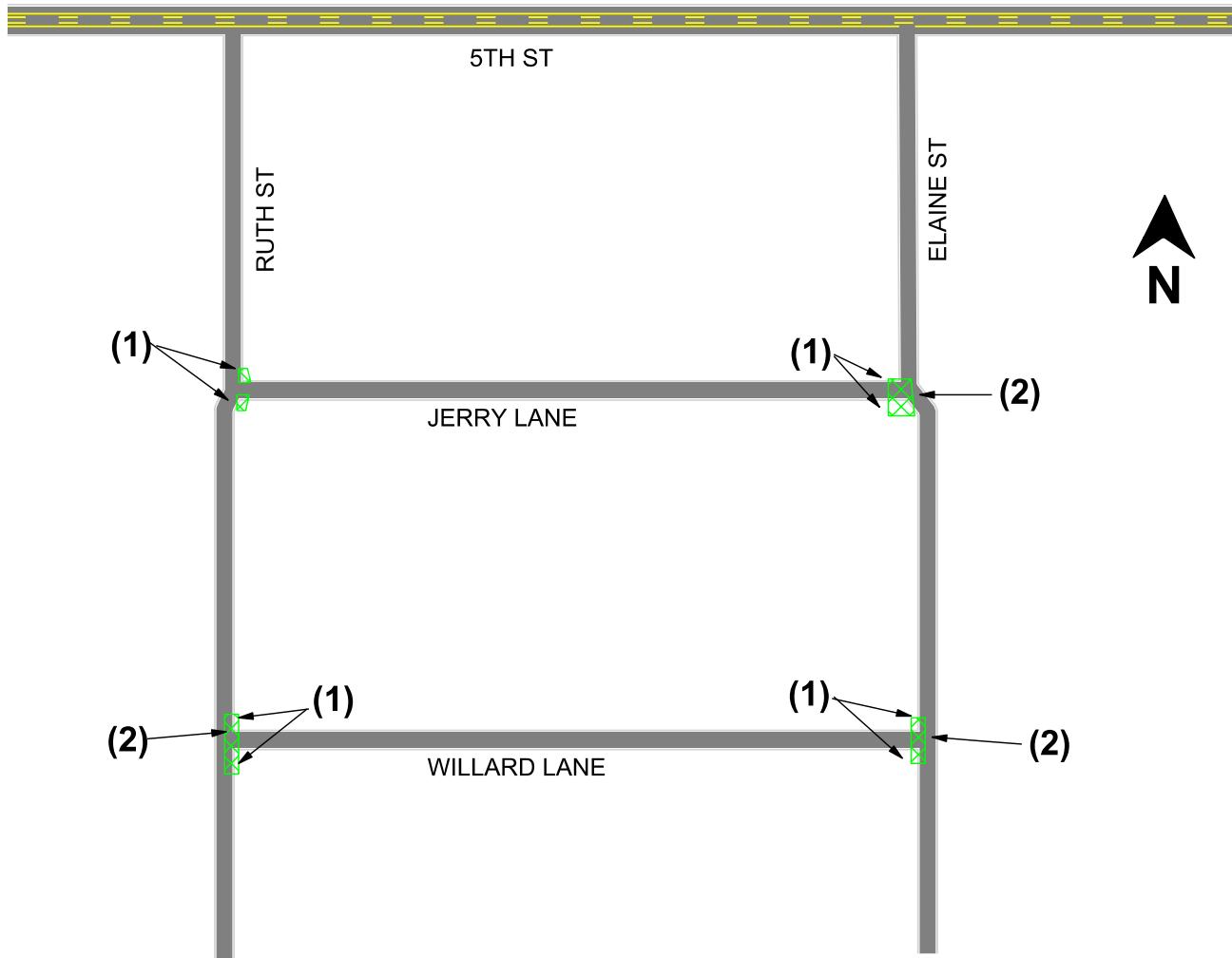


Existing Bus Stop without Wheelchair Pad



Existing Southwest Corner of Woodside Dr & Sharon Dr – No Curb Ramp

## Attachment 3 - Proposed Ruth/Jerry/Elaine/Willard Improvements



☒ WORK AREAS

- (1)** INSTALL ADA COMPLIANT WHEEL CHAIR RAMP
- (2)** INSTALL 6 FOOT VALLEY GUTTER PER CC DETAIL

#### **Attachment 4 – Ruth/Jerry/Elaine/Willard Existing Conditions**



Existing Northwest Corner of Elaine St & Jerry Ln – No Curb Ramp



Existing Northeast Corner of Ruth St & Jerry Ln – No Curb Ramp

**COMMUNITY DEVELOPMENT BLOCK GRANT  
APPLICATION REVIEW WORK GROUP MEETING**  
**Minutes of the January 25, 2011 Meeting**  
**Page 1**

A meeting of the Community Development Block Grant (CDBG) Application Review Work Group was scheduled for 2:00 p.m. on Tuesday, January 25, 2011, in the Business Resource Innovation Center, 108 East Proctor Street, Room A, Carson City, Nevada.

**PRESENT:** Tom Keeton, Chairperson  
Member Rob Galloway  
Member Steve Lasco  
Member Jenny Scanland  
Member Craig Steele

**STAFF:** Lee Plemel, Planing Division Director  
Janice Brod, CDBG Coordinator  
Tamar Warren, Recording Secretary

**NOTE:** A recording of these proceedings, the work group's agenda, and any written comments or documentation provided to the recording secretary during the meeting are public record. These materials are on file in the Clerk-Recorder's Office, and available for review during regular business hours. The CDBG application materials are on file in the Planning Division, and are available for review during regular business hours.

**CALL TO ORDER (07)** – Mr. Plemmel called the meeting to order at 2:00 p.m. and explained the process by which the applicants would be heard, and the decisions would be made. Member Lasco announced that he was replacing Member Tom Young due to illness. Mr. Keeton was designated to chair the work group, and he called upon the group members to introduce themselves.

**1. APPLICANT INTERVIEWS**

**CARSON CITY PUBLIC WORKS DEPARTMENT (CSPWD) – RESIDENTIAL ADA SIDEWALK IMPROVEMENTS.** (88) – Patrick Pittenger, Carson City Public Works Transportation Manager, highlighted the two areas in need of ADA improvements, stating that maps of the area accompanied the applications. The first area, he said, was on Stanton Street, a low-income area near an elementary school with a high percentage of students who walked there. He added that the area was utilized by two Jump Around Carson (JAC) transit routes, and many disabled individuals used the non-ADA compliant bus stop. He stated that the grocery store nearby was an essential community service area as well. The second area, according to Mr. Pittenger, was at the intersection of Jerry and Elaine Streets, and had substandard and deteriorated sidewalks.

(172) – In response to a question by Member Steele regarding resident complaints in the proposed areas, Mr. Pittenger explained that once an area was renovated, they received complaints from other areas wondering why their areas were not restored. Mr. Pittenger also informed the members that they would receive \$33,000 from the Regional Transportation Department (RTC). In response to another question, he stated that the concrete pricing had been “very advantageous” for them, and that few bids had been below estimate, which had allowed them to undertake additional smaller projects. Mr. Pittenger stated that they could scale the projects as necessary, if they did not receive the requested funds. In response to Chairperson Keeton's question, Mr. Pittenger explained that all significant road improvement must be ADA compliant, but these repairs were for existing, non-compliant areas.

**COMMUNITY DEVELOPMENT BLOCK GRANT  
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**CARSON CITY HEALTH AND HUMAN SERVICES (CCHHS) – WRAP AROUND HOUSING ASSISTANCE AND STABILITY PROGRAM (WAHASP).** (290) – Kathy Wolfe, from CCHHS, submitted a proposal for the WAHSP program, a new project to house the homeless first then address their other needs. She also stated that they had applied for HUD funds for homeless veterans. Ms. Wolfe informed the group that 46 homeless camps were accounted for in Carson City. Ms. Wolfe invited Kelly Ibarra, Case Manager, to elaborate on the Workforce Program. Ms. Ibarra explained that they had created a brochure and had been working with the community to employ their clients. She added that 10-15 companies and agencies were invited to participate in a job fair. She added that clients were also invited to get acquainted with agencies such as Children's Cabinet, since day care might be an issue. Ms Ibarra discussed the intake, resume preparation, and the follow-up processes for their clients. She mentioned that within 1.5 months, they were able to find employment for 13 of their clients. In response to a question, Ms. Ibarra stated that their clients were mostly referrals from JOIN, Nevada Job Connect, or by word of mouth. In response to a question on usage of requested funds, Ms. Wolfe explained that the funds were for two hourly positions, as her current funding would last until June. She also stated that all salaries were funded through grants and that only her salary was funded by the City. Asked how rent vouchers were funded, Ms. Ibarra explained that they would like to “kick this off” with the requested \$12,000. She added that \$40,000 would come from Low Income Housing Trust Fund, however, the recipients must be employed to receive those funds. She ensured the group that they did not wish to enable their clients, and therefore, not all 400 clients would be eligible for their services. Ms. Wolfe also stated that she would “take what you give me”.

**FRIENDS IN SERVICE HELPING (FISH) – 2011 FISH FACILITY IMPROVEMENTS.** – Jim Peckham introduced himself as Executive Director of FISH, Emergency Referral, Inc. He explained that in 2010, over 18,000 clients had received food, housing, free medical care, appliances, clothing, etc. Mr. Peckham clarified that 95% of their budget was received from the community and 5% from the government, in the form of food grants, and that 40% of their income was obtained from the thrift store. He stated that the funding he was requesting would be used to replace shingles on the roofs of four transitional shelters that were rented to needy families at reduced rates. The second priority, he added, would be to resurface the pothole-riddled parking lot, which was causing injuries to people. He also requested funds for sealing roofs that had minor leaks, and for replacing carpeting in the food bank and client services areas. Lastly, according to Mr. Peckham, asbestos tiling had been removed from the thrift store, and now the area needed a wax sealant. In response to Chairperson Keeton's question, Mr. Peckham described the current floor in the thrift shop as “largely cement”. He also conveyed to the group that the previous year's funds had been used to repair the leaky roofs of the medical clinic and the food bank. Member Scanlan inquired about ADA access in the parking lot and Mr. Peckham explained that the ramps were already in place. A question was raised on the number of roofs to be repaired, and Mr. Peckham confirmed that there were three roofs in need of repair. He also confirmed that the parking lot was greater priority than the small leaks in the thrift store roof, and that they owned the entire lot, therefore they could not share the burden of repair with other tenants.

**NEVADA RURAL HOUSING, INC., DBA DESERT WINDS DEVELOPMENT GROUP – CARSON CITY SUPPORTIVE HOUSING.** (820) – CJ Manthe, Chief Operating Officer, gave background and said that they were a governmental agency and had “been around since the 1970s”. Ms. Manthe stated that their mission was “to provide for innovative housing solutions to help Nevada families” through rental assistance, security deposit loans, weatherization programs, home ownership opportunities, etc. She also distributed a handout indicating their accomplishments, which is incorporated into the record. Ms. Manthe also cited a program to help the elderly “age in place”. She stated that they have an opportunity to develop the

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Brown Street property to provide affordable transitional housing for the homeless and for those in abusive relationships. Ms. Mantha believed that they could accomplish this by working with local non-profit agencies for services. Therefore, she added, they were requesting seed money to fund a coordinator position. She believed that they would also receive \$10,000 in seed money as a match from their "government board", and would utilize their in-kind staff time for research and analysis. In response to a question by Member Galloway, Ms. Manthe explained that the discrepancy in the numbers of individuals benefiting from their services was due to the limited capacity of the site, and the number of people it could accommodate. Ms. Manthe clarified that they had categorized their grant as "acquisition of real property" because they could not find an appropriate category. She also confirmed that the \$10,000 match requested was for one year only. Mr. Plemel reflected that the requested funds would most likely fit into the public service category and asked for a description of the supportive services indicated in the application. Ms. Manthe explained that the program was new, and that this new position would entail coordinating with other agencies and replicating it in different locations as needed. In response to a question from Chairperson Keeton, Ms. Manthe described Western Wind Development as a consortium comprised of seven Western Nevada counties, with members who were representatives from county boards of supervisors. She also added that they were provided gap financing. Chairperson Keeton suggested not citing national statistics as they would not necessarily apply to Carson City. Member Steele questioned the \$7,000 grant administration fee and Ms. Manthe explained that the funds would cover accounting, human resources, monitoring, and other support staff expenses. She also added that if they were awarded a portion of the funding, they would try their best to find other sources as well.

**NEVADA RURAL COUNTIES RSVP – RSVP HOME COMPANION AND RESPITE PROGRAM.** (1204) – Janice Ayers, Executive Director, introduced herself and Susan Haas, Program Coordinator. She gave background on Nevada Rural Counties RSVP and stated their goal as maintaining seniors in their homes as long as possible, as an alternative to institutional care. She mentioned that 60% of caregivers were dying before the patients, because of the physical and emotional demands placed on them. She described the program as twofold; one to fund programs such as taking patients to doctor appointments, shopping, senior centers, etc., and the other to provide respite care, to give the caregivers "a break". She stated that having a new person to interact with was beneficial to the patients and also reduced elder abuse. She claimed that all their work was done with volunteers who are given a stipend for gasoline and other necessities. Ms. Ayers cited that 34 % of the Carson City population comprised of seniors over 55 years-old. Ms. Haas explained that early intervention was key to avoid caregiver burnout. In response to a question by Member Steele, Ms. Haas explained that last year's grant funded the training of 19 new volunteers in Carson City. She also clarified that the grant request was for both the home companion and the respite care programs, and it was suggested that she separate the two programs in the application. In response to Member Galloway's question, Ms. Haas explained that last year they had helped 500 people with the number of volunteers they had, and she was confident they could double that number. In response to not having an advertising and promotions budget, Ms. Haas stated that operating costs would include advertising and promotions, in addition to shipping and office supply expenses. Ms. Ayers divulged that they started a 30-second advertisement on Charter TV to recruit volunteers and introduce their programs.

**BIG BROTHERS BIG SISTERS OF NORTHERN NEVADA (BBBSNN) – CARSON CITY YOUTH MENTORING INITIATIVE.** – Carol Scott and Beverly Lassiter gave background on BBBSNN, and cited a success story of how their organization touched the community. They stated that the requested grant would serve 17 youth. Ms. Scott added that they currently serve youth with incarcerated parents and wanted to expand the program to support children from fractured families and those below the poverty level. She explained that BBBSNN functions as a preventive program and cited that the cost of keeping a child in

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detention was \$233 per day. She clarified that most of their referrals came from school counselors and elaborated that only 3.1% of the youth were involved in juvenile detention. Ms. Scott mentioned that they were an evidence-based program, and that they measured success by seeing an improvement in grades and having a caring adult. She discussed the existence of 400 children in need with only 17 matches. In response to Chairman Keeton's question, Ms. Scott explained that their referrals ranged from children as young as 4, in foster care, to 20-year-olds. Member Steele wanted to know the length of the commitment from a big brother or a big sister and was told they required an obligation of at least one year. Asked by Member Scanland on how the budget would be spent, Ms. Scott replied that it would pay for a half-time person, supplies, postage, printing, advertising and promotion, liability insurance, and background checks. In response to a question about leveraged funds, Ms. Scott stated that the mentoring of children of prisoners was funded by the US Department of Health and Human Services, corporate gifts and special events. She also stated that 75% of their community support services were secured for 2011/2012. When asked about the organization, Ms. Scott explained that BBBS was a 109-year old national organization, and that the Northern Nevada organization had branched out of Las Vegas. She added that they had existed for six years in Carson City and three years in Douglas County.

**COMMUNITY COUNSELING CENTER – EVIDENCE BASED BEST PRACTICES FOR SUBSTANCE ABUSE TREATMENT:** (1608) – Brandi Hartline, Outpatient Clinical Director, introduced herself then Caroline Basagoitia, referring to her as “the one managing the grants and handling the statistical data”. Ms. Hartline stated that she was there to “express our need for a full-time licensed or certified counseling position”. She emphasized that the need was great and that they had a large clientele, clarifying that they handled substance abuse treatments. She stated that a full-time position would meet the needs of their current clientele, and allow them to be treated “for an effective length of time”. She went on to explain that a typical treatment length for a methamphetamine addict would be about 18 months. Ms. Hartline was concerned about “bumping” a new client coming for treatment, due to lack of staff. She emphasized that the initial window of opportunity was critical because denial was a large part of addiction, and they would like to capitalize on an addict’s readiness to change. She explained that as a non-profit agency, they served the low-to-moderate income individuals, and that their youth services were free of charge, while the adults paid on a sliding-fee scale that could “go down to zero”. Ms. Hartline stressed that the importance of education on addiction, to get a person to a lifestyle of recovery, was equally important to the community, as they worked on “criminal thinking and behavior”. She added that they were monitored by a joint commission, Substance Abuse Prevention and Treatment Agency, and the state of Nevada, in addition to their in-house statistics. Ms. Hartline cited that in 2006, 42% of their clients claimed methamphetamine as their drug of choice, versus 22% in 2010. In response to a question by Member Scanland, Ms. Hartline stated that the majority of their clients were court-mandated, but some were referred by DCFS, the schools, or at times were self-referrals. Member Galloway stated he was unable to find a statistic on the success rate of the program. Ms. Hartline explained that because the majority of their clients were court-mandated, “the goal is to have them employed when they leave, and to have them not be in the legal system for a 12-month period of time afterwards”. She added that the Substance Abuse Prevention and Treatment Agency tracked their clientele through very specific outcome-based guidelines, such as staying clean and sober.

In response to another question, Ms. Hartline said that they had been around for 25 years, and that they had an average of 500 clients per year. She also responded to another question by stating that the Substance Abuse Prevention and Treatment Agency provided a lot of their funding, in addition to private grants, therefore, this would be an added position to keep up with the workload. When asked about the size of the organization, Ms. Hartline explained that they had to let two positions go this year due to funding, and that there were 10-15 counselors on staff for the residential treatments, and another 10, mostly part-time counselors, for groups. She

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added that the residential program was for adults only, and the outpatient program provided all levels of service. Chairperson Keeton expressed confusion regarding several organizations such as the Sheriff's Department, Alternative Sentencing, and other organizations dealing with drug abuse and asked if anyone was coordinating these efforts. Ms. Hartline responded that they were used to treat the clientele from diversion programs, such as DUI court. She said that they were the only non-profit group to be utilized in that capacity.

**AFFORDABLE COMPLETE HOME CARE FOR SENIORS (ACHCS).** (1851) – Ms. Brod explained that Monette Martin, representing the applicant organization, was out of town. Ms. Brod read Ms. Martin's letter which is incorporated into the record. Chairperson Keeton inquired whether (ACHCS) was a first-time applicant, Ms. Brod responded that they were.

**RON WOOD FAMILY RESOURCE CENTER (RWFCR) – REACH UP!.** (1949) – Joyce Buckingham, Executive Director, gave background on RWFCR stating that they had started in 1995 and had served over 70,000 individuals per year. She stated that the Reach Up! program had begun in 2007 and had served 851 kids with mental health and behavioral needs. Ms. Buckingham stated that they worked with children with bereavement and loss issues, abused and neglected children, and those with dysfunctional family issues. She explained that these children were from very low to moderate income levels. She went on to say that 99% of the youth served were from Carson City. She stated that most of their referrals came from school districts and many addressed truancy issues. She identified most of the children served as being 3-17 years old, and had medical and mental health issues. Ms. Buckingham expressed concern over the governor's speech indicating budget cuts for services received by the children they supported. She outlined several services provided through Reach Up! such as youth peer counseling programs. Ms. Buckingham expressed the desire to be self-sustaining by 2013, for youth mental health programs. Member Scanlan praised both RWFCR and BBBNN for doing "an incredible job of telling us exactly what you're going to do with the money". She then wanted to understand how they worked with BBBNN and Community Counseling Center, since they all served the 3-20-year olds. Ms. Buckingham replied that she would like the children to be sent to them first, because "we are not the experts in every area, but we know where the experts are".

**2. PUBLIC COMMENT (2200)** – Ms. Lassiter thanked the workgroup for volunteering their time.

Chairperson Keeton recessed the meeting to prepare for the closed session which began at 4:15 p.m. The applications were ranked and prioritized as exhibited below.

The Minutes of the January 25, 2011 Community Development Block Grant Application Review Work Group Meeting are respectfully submitted this 8th day of February, 2011.

ALAN GLOVER, Clerk - Recorder

By:

Tamar Warren  
Tamar Warren, Deputy Clerk/Recording Secretary

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Rank	Wt. Public Services Project	Requested	ARW Recommended
5	Ron Wood Family Resource Center	\$57,460	\$38,000
10	Youth Mentoring Initiative (BBBS)	\$25,000	\$16,500
17	RSVP Home Companion Respite Care Program	\$25,000	\$16,500
18	Community Counseling Center	\$59,200	
26	Housing Assistance & Stability Program	\$51,665	
31	NRHA Supportive Housing	\$69,000	
33	Affordable Home Care for Seniors	\$25,000	

Total requested: **\$312,325**      **\$71,000**  
 Total Available\*: **\$71,000**  
 Difference: **-\$241,325**

Rank	Wt. Public Improvements/Econ. Development Project	Requested	ARW Recommended
5	FISH Facility Improvements	\$76,500	\$76,500
10	Residential Sidewalk ADA Improvements	\$308,000	\$231,500

Total requested: **\$384,500**      **\$308,000**  
 Total Available\*: **\$308,000**  
 Difference: **-\$76,500**

\* 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 2011 and may vary from those shown.