

## Carson City Agenda Report

**Date Submitted:** April 10, 2012

**Agenda Date Requested:** April 19, 2012

**Time Requested:** 15 minutes

**To:** Mayor and Board of Supervisors

**From:** Public Works – Planning Division

**Subject Title:** For Possible Action: To recommend to the Department of Housing and Urban Development (HUD) approval of the Carson City 2012-13 Annual Action Plan to implement programs associated with the Community Development Block Grant (CDBG) and to forward the plan to HUD. (Lee Plemel)

**Summary:** The Annual Action Plan establishes the distribution of CDBG funds between public services activities, public facilities and improvements, and planning, research, reports and administrative functions in accordance with HUD regulations. At the March 15, 2012 Board of Supervisors meeting, the Board reviewed and approved the 2012-13 CDBG Public Services and Public Improvements funding recommendations. The CDBG funding available to Carson City for fiscal year 2012-13 is estimated to be \$354,820.

**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 recommend to the Department of Housing and Urban Development (HUD) approval of the Carson City 2012-13 Annual Action Plan to implement programs associated with the Community Development Block Grant (CDBG) Program as modified by staff and to forward the plan to HUD.

**Explanation for Recommended Board Action:** HUD requires the City to conduct public hearings and recommend approval of the Annual Action Plan prior to submitting the Plan to HUD. The CDBG funding becomes available to the City only upon approval of the Annual Action Plan by HUD.

**Applicable Statue, 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) Staff memo
- 2) CDBG Funding Selection spreadsheet
- 3) CDBG Consolidated Plan Priority Community Development Needs Table
- 4) FY 2012-13 CDBG Annual Action Plan

**Prepared By:** Janice Brod, Grants Program Coordinator

**Reviewed By:**

  
 (Planning Division Director)

  
 (Public Works Director)

  
 (City Manager)

  
 (District Attorney's Office)

  
 (Finance Director)

Date: 4-6-12

Date: 4-10-12

Date: 4/10/12

Date: 4/10/12

Date: 4/10/12

**Board Action Taken:**

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

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



## Carson City Planning Division

108 E. Proctor St.  
Carson City, Nevada 89701  
(775) 887-2180  
Plandiv@carson.org  
[www.carson.org](http://www.carson.org)

### MEMORANDUM

Board of Supervisors Meeting of April 19, 2012

**To:** Mayor and Board of Supervisors  
**From:** Lee Plemel, Director  
Janice Brod, Grants Program Coordinator  
**Date:** April 6, 2012  
**Subject:** CDBG 2012-13 Final Action Plan

On March 15, 2012, the Board of Supervisors reviewed the draft Community Development Block Grant (CDBG) 2012-13 Annual Action Plan and recommended funding for various public service and public improvement projects based on the 2012 CDBG funding allocation of \$354,820.

The Annual Action Plan was open for public comment from March 16-April 14. Notice was posted in the newspaper and copies were made available at various locations throughout the City. No public comment was received.

#### REQUIRED ACTION:

The Board of Supervisors must recommend the final Annual Action Plan to HUD. The attached "CDBG and CSSG Recommendations and Final Allocations" spreadsheet shows the funding that was recommended on March 15. The Board of Supervisors may approve the funding as recommended on March 15, approve the funding as modified by staff, or modify the funding in another manner with the final adoption of the Plan.

Staff recommends shifting the \$5,000 that was recommended for RSVP from CDBG to the Community Service Support Grant (CSSG), increasing RSVP's CSSG funding from \$35,000 to \$40,000. The additional \$5,000 of CDBG money would be allocated to the Community Counseling Center, increasing their CDBG funding from \$40,223 to \$45,223, and the Community Counseling Center's CSSG allocation would be reduced by \$5,000, commensurately. Both programs would receive the same total amount of grant support as a result of this change. But removing RSVP from the CDBG funding would eliminate the management of that program under HUD guidelines, simplifying the monitoring program for City staff. Generally, the City requires a minimum amount of \$10,000 for CDBG grants. Both RSVP and the Community Counseling Center have been made aware of this recommendation and support it.

Please contact Lee Plemel ([lplemel@carson.org](mailto:lplemel@carson.org)) or Janice Brod ([jbrod@carson.org](mailto:jbrod@carson.org)) at 887-2180 if you have any questions regarding this memo or the CDBG program.

On the following pages is general information regarding the CDBG program, for your reference, which has been included to the Board of Supervisors at prior meetings.

### **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:

- 2012: \$354,973
- 2011: \$395,549
- 2010: \$474,456
- 2009: \$439,730
- 2008: \$436,345
- 2007: \$455,505
- 2006: \$457,592
- 2005: \$508,562
- 2004: \$536,000

### **Past Projects Funded**

#### 2011:

- Ron Wood Family Resource Center, Reach Up! counseling program (\$31,755)
- RSVP Home Companions Respite Care (\$13,788)
- Community Counseling Center, methamphetamine treatment (\$13,788)
- FISH Facility Improvement Project (\$76,500)
- City sidewalk ADA-compliance improvements, Long Street (\$180,610)

#### 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.

**2012 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 2012-13 grant period:

- January 17, 2012 – CDBG applications due to Planning Division.

- January 24 – Application Review Workgroup, comprised of Carson City community members, reviews applications and makes recommendations to the Board of Supervisors regarding the ranking and funding of applications.
- March 15 – The Board of Supervisors takes action to allocate funding to projects
- March 16-April 14 – Public comment period for Annual Action Plan.
- April 19 – 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.

## CDBG and CSSG Recommendations and Final Allocations

Public Service Project	Requested from CDBG	Approved CDBG by BOS	Requested from CSSG	Approved CSSG by BOS	Final CDBG Allocations	Final CSSG Allocations
Ron Wood Family Resource Center	\$35,730	\$0	\$16,500	\$46,500	\$0	\$46,500
Community Counseling Center	\$29,000	\$40,223	\$42,000	\$8,050	\$45,223	\$3,050
Food for Thought	\$12,000	\$8,000	\$10,000	\$5,000	\$8,000	\$5,000
Western Nevada College	\$50,000	\$0	\$13,578	\$0	\$0	\$0
Carson City Health & Human Services	\$19,188	\$0	\$0	\$0	\$0	\$0
Nevada Rural Counties-RSVP	\$25,000	\$5,000	\$35,000	\$35,000	\$0	\$40,000
CASA of Carson City	\$11,000	\$0	\$25,000	\$25,000	\$0	\$25,000
Brewery Arts Center	\$10,000	\$0	\$0	\$0	\$0	\$0
Nevada Health Centers, Inc.	\$15,000	\$0	\$0	\$0	\$0	\$0
FISH	\$0	\$0	\$14,000	\$14,000	\$0	\$14,000
Partnership Carson City	\$0	\$0	\$30,000	\$20,000	\$0	\$20,000
Advocates to End Domestic Violence	\$0	\$0	\$9,000	\$9,000	\$0	\$9,000
Ormsby Association of Carson City	\$0	\$0	\$13,950	\$13,950	\$0	\$13,950
Capital City Circles Initiative	\$0	\$0	\$7,500	\$7,500	\$0	\$7,500
Carson Area Wellness Association	\$0	\$0	\$5,000	\$0	\$0	\$0
Rural Center for Independent Living-Do Drop In	\$0	\$0	\$3,000	\$1,000	\$0	\$1,000

<b>Public Service Totals:</b>	\$206,918	\$53,223	\$224,528	\$185,000	\$53,223	\$185,000
<b>Total available:</b>	\$53,223	\$53,223	\$185,000	\$185,000	\$53,223	\$185,000

Public Improvement Projects (CDBG Only)	Requested from CDBG	Approved CDBG by BOS	Final Allocations
Carson City School District	\$35,000	\$25,000	\$25,000
Carson City Public Works	\$210,000	\$203,658	\$203,658
FISH	\$37,975	\$37,975	\$37,975

<b>Public Improvement Totals:</b>	\$282,975	\$266,633
<b>Total available*:</b>	\$266,633	\$266,633

\* Total available includes \$36,000 carryover of unused prior years' administrative funds.

Staff recommends shifting the \$5000 CDBG allocation for RSVP to the CSSG grant and shifting \$5000 from the CSSG allocation for Community Counseling Center to CDBG. This will reduce the management required by both CDBG staff and RSVP.



**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					



# Fourth Program Year Action Plan

Draft

The CPMP Second Annual Action Plan includes the SF 424 and Narrative Responses to Action Plan questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations.

---

## GENERAL

---

### Executive Summary

Carson City begins the second year of its Consolidated Plan on July 1, 2012, and will receive a new allocation of \$354,820 of Community Development Block Grant (CDBG) funds. The City is also reallocating approximately \$36,000 of Planning and Administration funds from FY2011 to FY2012 Public Facilities projects. Funded projects will help create a more **suitable living environment** by making needed services and public facilities more **accessible** and more **affordable** for low to moderate income residents. FY2012-funded projects are as follows:

Project	Amount	Objective	Outcome	Goal
Community Counseling Center	\$45,223	Suitable Living Environment	Availability	1352 people
Food For Thought	\$8,000	Suitable Living Environment	Availability	200-300 youth
FISH Facility Improvement Project	\$37,975	Suitable Living Environment	Availability	19,000+
ADA Sidewalk Improvements	\$203,658	Suitable Living Environment	Accessibility	3152 people
Carson City School District	\$25,000	Suitable Living Environment	Availability	650 students
Planning & Administration	\$70,964	Not Applicable	Not Applicable	Not Applicable

---

## 2012-2013 Proposed Projects

- **Community Counseling Center/Evidence Based Best Practices for Substance Abuse Treatment for Youth and Adults: \$45,223**

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 to provide substance abuse counseling and youth services as listed in the 2009-2013 Consolidated Plan. This project will fund a full-time counselor position to provide more extensive case management.

- **Food For Thought/Summer Food Bridge For Hungry Children: \$8,000**

Food For Thought will work in cooperation with the Carson City School District to provide lunch meals during the 2012 summer break for 200-300 low-to moderate income children. These children reside in the Seeliger Elementary School area, which has been identified as being 88.16% free and reduced-price food eligible. Children will also be instructed in hygienic hand-washing, eating nutritious food, and dental hygiene.

- **FISH/Facility Improvement Project: \$37,975**

Friends in Service Helping (FISH) is a neighborhood facility that provides food, shelter, medical, and referral services to homeless and low-income people and is funded in part by their thrift store. The facility was not well-maintained in the recent past and is in need of repairs and upgrades to maintain the viability of their infrastructure. The FISH Facility Improvement Project would replace their HVAC equipment, recycled clothing storage unit, roll-up door, and install batting and insulation in the attics of the homeless shelters.

- **Carson City Public Works/Residential Sidewalk Improvements: \$203,658**

This project is a continuation of an ADA sidewalk improvement project completed in 2010. Improvements will be made on East Long Street between Roop Street and Molly Drive and will also include the installation of a fiber optic line to connect the Carson City Health and Human Services building and the Senior Center to the rest of the City network. Construction will include new sidewalks, replacement of degraded sidewalks, and ADA compliant corner curb cut ramps in an effort to improve pedestrian safety and ADA-compliant accessibility.

- **Carson City School District: \$25,000**

This project would fund the removal and disposal of an obsolete portable building and replace it with a more efficient and better equipped portable classroom building that the school district already owns. This building will be used for the Children in Transition (Homeless) program, which serves the homeless student and family population in the Carson City School District. Services provided will include referral services, tutoring, and access to showers, laundry facilities and the internet.

- **Program Administration: \$70,964**

These funds will be used by the City to ensure that all other funded projects are properly managed and fully comply with all federal laws and regulations governing the use of CDBG funds. Funds will also go toward the development of plans, reports, and citizen outreach.

## Past Performance

Carson City has accomplished much since it began receiving CDBG funding as an entitlement community. The overall accomplishments of the program have been impressive. Of the 41 projects funded to date, the City has completed 35 while 5 remain underway. One project, Deer Run Sidewalk Improvements, was cancelled due to lack of availability of other funding sources.

Public Facilities				
Activity Name	Year	Award	Accomplishments	Status
ADA Improvements: Saliman Road	2004	\$79,800	7 Curb Cuts	Complete
Highway 50 East Waterline Project	2004	\$214,000	1 Facility	Complete
Fritsch Elementary Track & Par Course	2004	\$45,000	1 Facility	Complete
Sidewalk Improvements: Deer Run Road	2004	\$39,000	None	Cancelled
Acquisition: Fish Long Street Facility	2005	\$330,565	1 Facility	Complete
Acquisition: Structure Fire Engine	2006	\$297,435	1 Facility	Complete
Boys and Girls Club Playing Field	2007	\$253,500	1 Facility	Complete
ADA Sidewalks – Empire School Area	2007	\$52,984	12 Curb Cuts	Complete
ADA Sidewalks – Downtown Area	2008	\$306,466*	54 Curb Cuts	Complete
ADA Sidewalks – Empire School Area (CDBG-R)	2008	\$100,739	22 ramps, 4750 ft. of new sidewalk, 1062 ft. of new curb	Complete
ADA Sidewalks – Empire School Area	2009	\$173,727	6 ramps, 15 driveways, 2185 ft. of new sidewalk	Complete
CASA Facility Improvements	2009	\$7600*	1 Facility	Complete
Community Center ADA Restrooms	2009	\$114,498*	1 Facility	Complete
ADA Sidewalks – Long Street	2010	\$121,378	6052 sq ft. of driveway, 3458 sq ft. of ramps, 215 ft of retaining wall	Complete
ADA Sidewalks – Residential areas	2011	\$180,610	1060 sq. ft of sidewalk, 6 curb ramps, 240 linear ft of curb & gutter	Complete
FISH Facility Improvement Project	2010	\$43,856	1 Facility	Complete
FISH Facility Improvement Project	2011	\$76,500	1 Facility	Underway
Partnership Carson City Building Upgrade	2010	\$26,322	1 Facility	Complete
Community Center ADA Upgrades	2010	\$127,000	1 Facility	Underway

Public Services				
Activity Name	Year	Award	Accomplishments	Status
RSVP Elder Law Program	2004	\$35,000	657 Persons	Complete
Boys & Girls Club Kids On The Go	2004	\$31,590	1,553 Persons	Complete

Boys & Girls Club Kids On The Go	2005	\$14,976	778 Persons	Complete
Medical / Dental Services For Homeless	2004	\$10,000	44 Persons	Complete
Housing Energy Efficiency Program	2004	\$10,000	21 Households	Complete
Rental Assistance For Disabled	2005	\$35,000	6 Households	Complete
Methamphetamine Counselor	2005	\$19,718	186 Persons	Complete
Methamphetamine Counselor	2006	\$38,437	200 Persons	Complete
Methamphetamine Counselor	2007	\$56,569	98 Persons	Complete
Methamphetamine Counselor	2008	\$33,932	160 Persons	Complete
Methamphetamine Counselor	2009	\$34,255	30 Persons	Complete
Methamphetamine Counselor	2011	\$34,255*	30 Persons	Underway
Access To Health Care For The Uninsured	2006	\$30,202	1,167 Persons	Complete
Project Reach Up Youth Counseling	2007	\$9,982	100 Persons	Complete
Project Reach Up Youth Counseling	2008	\$31,520	251 Persons	Complete
Project Reach Up Youth Counseling	2009	\$31,704	250 Persons	Complete
Project Reach Up Youth Counseling	2010	\$50,202	250 Persons	Complete
Project Reach Up Youth Counseling	2011	\$31,755*	250 Persons	Underway
Family Enrichment Program (CDBG-R)	2008	\$17,777*	5 persons	Complete
RSVP Home Companions Respite Care	2010	\$10,000	15 persons	Complete
RSVP Home Companions Respite Care	2011	\$13,788*	15 persons	Underway
CASA Transition Items/Publicity Supplies	2010	\$11,000	25 children	Complete
* Budgeted Amounts listed for Underway activities				

## General Narrative Questions

1. Describe the geographic areas of the jurisdiction (including areas of low income families and/or racial/minority concentration) in which assistance will be directed during the next year. Where appropriate, the jurisdiction should estimate the percentage of funds the jurisdiction plans to dedicate to target areas.
2. Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA) (91.215(a)(1)) during the next year and the rationale for assigning the priorities.
3. Describe actions that will take place during the next year to address obstacles to meeting underserved needs.

- 
4. Identify the federal, state, and local resources expected to be made available to address the needs identified in the plan. Federal resources should include Section 8 funds made available to the jurisdiction, Low-Income Housing Tax Credits, and competitive McKinney-Vento Homeless Assistance Act funds expected to be available to address priority needs and specific objectives identified in the strategic plan.

### **General Narrative Questions response:**

In program year 2012, the City will administer five projects. One has a geographic target area. Approximately 57% of the City's total allocation will be dedicated to target LMI areas. Four projects will serve a specific type of client, including at-risk youth and the homeless.

The Community Counseling Center will continue to expand evidence-based best practice services for substance abuse treatment for youth and adults. This program will help meet the high priority need for substance abuse counseling and youth services as identified in the Consolidated Plan.

Food For Thought will create a new program to bridge the gap during the summer when food is not provided to children in need. This program will help meet the high priority need for improved services for at-risk youth identified in the Consolidated Plan.

Friends in Service Helping (FISH) is located at 138 East Long Street. This project will improve the FISH facility in order to improve services for low-income and homeless clients and will help meet the high priority need for neighborhood facilities as identified in the Consolidated Plan.

The Carson City School District will provide services to homeless students and families through their Children in Transition (Homeless) program. This program will help meet the medium priority need for homeless facilities identified in the Consolidated Plan.

The Sidewalk/ADA Improvements will take place on Long Street between Roop Street and Molly Drive. This target area was identified in the Consolidated Plan as a low-income area where infrastructure improvements can improve pedestrian safety and accessibility and create a more suitable living environment.

In its Consolidated Plan, the City identified limited funding and staff capacity as its two main obstacles to meeting underserved needs. To overcome the lack of funding, the City will apply for grants and other funding opportunities as they become available throughout the year. Potential funding sources include Lead Hazard Reduction (HUD), Brownfield (HUD and EPA), Section 108 Loan Guarantee (HUD), and Homeless Prevention Funds (HUD). To address the issue of limited capacity, the City will support the development and increases in capacity of its partner organizations, including technical assistance and the provisions of certificates of consistency.

### **Potential Funding Sources**

<b>Funding Source</b>	<b>Type of Funds</b>	<b>Administrator</b>	<b>Available</b>
CDBG 2012 Allocation	Federal	Carson City	\$354,820
CDBG Other (Program Income, Section 108)	Federal	Carson City	\$0
Western Nevada HOME Consortium	Federal	Lyon County	\$0
State of Nevada HOME	Federal	State Housing Div	\$3,000,000
State of Nevada ESG	Federal	State Housing Div	\$526,499
State of Nevada HOPWA	Federal	State Health Dept.	\$255,069

Low Income Housing Tax Credit	Federal	State Housing Div	\$595,726
Low Income Housing Trust Fund	Federal	State Housing Div	\$4,000,000
Section 8 Vouchers	Federal	NRHA	\$3,500,000
Community Services Block Grant	Federal	City (Health)	\$185,000
Welfare Set-Aside Program	State	State Housing Div	\$600,000
Shelter Plus Care Program (from RNCOC)	Federal	City (Health)	\$20,000/yr

## Managing the Process

1. Identify the lead agency, entity, and agencies responsible for administering programs covered by the consolidated plan.
2. Identify the significant aspects of the process by which the plan was developed, and the agencies, groups, organizations, and others who participated in the process.
3. Describe actions that will take place during the next year to enhance coordination between public and private housing, health, and social service agencies.

### Managing the Process response:

The Planning Department is the lead agency for the City and is responsible for administering the Consolidated Plan and its funded projects. Janice Brod is the primary contact for questions related to the Consolidated Plan and the CDBG Program and may be reached at (775) 887-2180 ext. 7069 ([jbrod@carson.org](mailto:jbrod@carson.org)). Lee Plemel is the CDBG Administrator for the City and may be reached at (775) 887-2180 ext. 7075 ([lplemel@carson.org](mailto:lplemel@carson.org))

When developing this plan, the City took several actions to include input from the community as a whole and from key stakeholders:

- The City mailed a Request for Proposals (RFP) to non-profit agencies in the community in early November 2011. Proposals were due by January 17, 2012.
- The City posted 6 notices in the Nevada Appeal from November 17, 2011 to December 4, 2011 advertising the availability of funds and the opportunity to participate in the development of the plan.
- The City held two public workshops on December 6 and 13 to explain the availability of funds and to review the funding application for interested participants.
- An Application Evaluation Workgroup, including seven community members, held a kick-off meeting on January 19, 2012 and a public meeting on January 24, 2012 to review projects with applicants before making final funding recommendations to the Board of Supervisors. The Workgroup used a detailed criteria to score and rank the proposals for completeness, community need and compliance with HUD requirements.
- The City made the draft Action Plan available for public comment for 30 days, beginning March 16 and ending April 14, 2012. Copies were made available at the City Library, Planning Department, City Hall, and the United Latino Community Office (for Spanish translation). The availability of the plan was announced in the Nevada Appeal newspaper on February 26, 2012.
- The City held a public hearing on March 15 where the Board of Supervisors made a preliminary decision regarding the funding allocation and opened a 30-day comment



---

period. On April 19 the Board of Supervisors will receive comments and make a final decision on funding allocations.

To enhance coordination and communication with service providers and other public agencies, City staff will continue to hold periodic meetings, workgroups, and consultations with partners and community stakeholders including but not limited to:

- Western Nevada HOME Consortium (WNHC)
- Rural Nevada Continuum of Care (RNCOC)
- Nevada Rural Housing Authority (NRHA)
- Local affordable housing developers
- City Health and Human Services Department
- CDBG applicants

### **Citizen Participation**

1. Provide a summary of the citizen participation process.
2. Provide a summary of citizen comments or views on the plan.
3. Provide a summary of efforts made to broaden public participation in the development of the consolidated plan, including outreach to minorities and non-English speaking persons, as well as persons with disabilities.
4. Provide a written explanation of comments not accepted and the reasons why these comments were not accepted.

#### **Citizen Participation response:**

The citizen participation process is described above under "Managing the Process". In order to outreach to minorities and non-English speaking persons, notice of the availability of CDBG funding was published in Spanish in La Voz Hispana and at the United Latino Community Office. The draft Annual Action Plan was also made available at the United Latino Community Office. Carson City intends on entering into an agreement with the United Latino Community Office to provide translation services on an as-needed basis for the CDBG program and other City services. No citizen comments were received.

### **Institutional Structure**

1. Describe actions that will take place during the next year to develop institutional structure.

#### **Institutional Structure response:**

For 2012, the City has identified three areas to improve its institutional structure. First, the City will work with the Nevada Rural Housing Authority and other partners to increase the capacity of non-profit housing developers. Second, the City will work with the Continuum of Care to strengthen coordination in the delivery of homeless services. And lastly, the City's Health Department will coordinate with other agencies in the state to address the threat of lead-based paint. The City hopes to build its capacity to identify lead-based paint hazards in the community.

### **Monitoring**

1. Describe actions that will take place during the next year to monitor its housing and community development projects and ensure long-term compliance with program requirements and comprehensive planning requirements.

---

### **Monitoring response:**

Carson City compiles and maintains files of all funded projects and activities undertaken for each project year. The records provide a full description of each activity assisted (or being assisted) with CDBG funds, including its location (if the activity has a geographical locus), the amount of CDBG funds budgeted, obligated and expended for the activity, and the provision under which it is eligible.

The City's CDBG subrecipient contract explicitly details the federal and local requirements for the project, including quarterly reports and final project benefits reports. The reports will be reviewed by staff to ensure that activities are being undertaken and funds are being expended according to CDBG guidelines. Each grantee will be monitored on-site at least once during the life cycle of the grant. The City will review compliance for each project with all CDBG and other applicable federal regulations. The City will place an emphasis on national objective compliance, compliance with OMB circulars, and performance measurement. The City will follow a written monitoring plan and utilize the appropriate monitoring checklists from the Grantee Monitoring Handbook of HUD's Office of Community Planning and Development. Technical assistance will be provided on a continual basis.

### **Lead-based Paint**

Describe the actions that will take place during the next year to evaluate and reduce the number of housing units containing lead-based paint hazards in order to increase the inventory of lead-safe housing available to extremely low-income, low-income, and moderate-income families, and how the plan for the reduction of lead-based hazards is related to the extent of lead poisoning and hazards.

### **Lead-based Paint response:**

The National Health and Nutrition Examination Survey (NHANES) found that children in low-income households were eight times as likely to be lead poisoned. The City's Health Department will serve as the lead agency for addressing the issues of lead poisoning and lead-based paint. The Health Department is coordinating with other service providers in the state to eliminate childhood lead poisoning. Currently, the City has a passive lead poisoning surveillance and testing system in place and currently lacks the capacity to administer an aggressive testing program. If other funds become available to increase capacity, the City will purchase testing equipment and implement a plan to screen at-risk children within the City. Where elevated levels of lead are detected, the City will address the lead exposure through rehabilitation. The City will ensure that all contractors and workers involved with any CDBG-funded housing rehabilitation are properly trained and certified in lead-safe work practices.

In 2012, the City will contribute \$20,000 of CDBG Administrative and Planning funds towards a Housing Needs Assessment being undertaken by NRHA. This Needs Assessment will provide critical data for planning of affordable housing programs and justify funding requests. The City also participates in the Western Nevada HOME Consortium (WNHC) which administers HOME-funded housing programs on behalf of the City. Lead-based paint testing is part of the WNHC housing rehabilitation program. WNHC is working with HUD to provide training on housing rehabilitation and lead paint hazard assessment for agencies operating in the Consortium area.

---

## HOUSING

---

### Housing Objectives

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve during the next year.
2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.

### Housing Objectives response:

The City will work with local partner agencies and organizations, such as the State Housing Division and the NRHA, in an effort to increase and improve the affordable housing stock with other funding sources available. Currently the City is collaborating with the NRHA on the HUD Dollar Homes program and with the Sierra Nevada Community Land Trust on the construction of an affordable home. The City expects to fund housing projects in future years once they have an opportunity to build their capacity or find a capable partner to administer the programs.

In 2012, the City will contribute \$20,000 of CDBG Administrative and Planning funds towards a Housing Needs Assessment being undertaken by NRHA. This Needs Assessment will provide critical data for planning of affordable housing programs and justify funding requests.

The table below details the City's five year affordable housing goals and objectives and other affordable housing programs available to City residents.

HOUSING NEEDS TABLE				
5 Year Strategic Plan Specific Housing Objectives – CDBG FUNDED				
Objective	5 Year Goal	To Date	2012 Goal	Source
Provide emergency repair services and preventative minor repair for low income homeowners.	10 Units	0	0	CDBG
Identify and correct lead-paint hazards in homes occupied by low and moderate income persons.	10 Units	0	0	CDBG
Provide case management and rental assistance to households facing foreclosure or eviction that will lead to homelessness.	100 Households	5	10	CDBG TBD

5 Year Strategic Plan Specific Housing Objectives – NON CDBG FUNDED				
Objective	5 Year Goal	To Date	2012 Goal	Source
Downpayment Assistance for low income families	100	97	10	WNHC NRHA

Section 8 Rental Assistance	700	622	10 additional	NRHA
Partner with Nevada Rural Housing Authority to develop affordable rental housing for seniors.	10 Units	48	0	NRHA
Home weatherization for low income families	145	154	29	NRHA
Tax credit for low income families	40	11	8	NRHA

## Needs of Public Housing

1. Describe the manner in which the plan of the jurisdiction will help address the needs of public housing and activities it will undertake during the next year to encourage public housing residents to become more involved in management and participate in homeownership.
2. If the public housing agency is designated as "troubled" by HUD or otherwise is performing poorly, the jurisdiction shall describe the manner in which it will provide financial or other assistance in improving its operations to remove such designation during the next year.

### Public Housing Strategy response:

The Nevada Rural Housing Authority (NRHA) is the public housing authority for Carson City and all areas in Nevada except for Clark County and Washoe County. While NRHA does not manage any properties in Carson City, approximately 622 Section 8 vouchers are used for elderly and low-income families in Carson City. According to NRHA there are 911 Carson City households on the Sec 8 Housing Choice Voucher Waiting List. NRHA has not been identified as a troubled agency by HUD. In 2012-2013, the City will work with NRHA to facilitate the development of affordable housing on a property owned by the WNHC known as "Brown Street".

In 2012, the City will contribute \$20,000 of CDBG Administrative and Planning funds towards a Housing Needs Assessment being undertaken by NRHA. This Needs Assessment will provide critical data for planning of affordable housing programs and justify funding requests.

Carson City donated a single-family residential lot to a Community Housing Development Organization (CHDO), the Sierra Nevada Community Land Trust, for the development of an affordable home. It's required that the home be made available to low- to moderate-income families per HUD income limits. The home is currently in the preliminary stages of development.

## Barriers to Affordable Housing

1. Describe the actions that will take place during the next year to remove barriers to affordable housing.

### Barriers to Affordable Housing response:

The City did not identify any current public policies related to the development of affordable housing. In Carson City, current public policies do not create a significant regulatory barrier to the development of such housing. The Planning Department completed a HUD survey regarding regulatory barriers to affordable housing. The survey identified the following areas where improvements could be made to lower the cost of affordable housing:

- The City does not provide waivers for impact and other significant fees related to affordable housing development.

- 
- The City has not modified infrastructure standards or authorized the use of new infrastructure technologies (i.e. water, sewer) to significantly reduce the cost of housing. However, the City Engineer may allow reduced street widths on a case-by-case basis, which can reduce the cost of development.
  - The City does not give "as-of-right" density bonuses sufficient to offset the cost of building below market units as an incentive for any market rate residential development that includes units as an incentive.
  - The City does not provide for expedited permitting and approvals for affordable housing projects.
  - The City does not have an explicit policy that adjusts or waives existing parking requirements for affordable housing developments. However, the City code does provide for reduced parking requirements for senior housing projects.
  - The City allows accessory apartments in residential districts zoned for single-family housing, but does not allow rentals.

Several policy recommendations from the Land Use Master Plan are under review by the Board of Supervisors, and their implementation will enable Carson City to maximize its livable space by creating several zoning districts that are appropriate for the construction of higher density multi-family housing, much of it affordable. They include:

1. Identify public lands, including City-owned properties that would be appropriate for affordable housing development.
2. Identify privately held lands for the development of affordable and workforce housing projects.
3. Promote the development of attached housing such as condominiums, town homes, and multi-story residential housing.
4. Develop specific regulatory incentives to encourage/require the development of workforce housing. Consideration should be given to creating inclusionary housing ordinances.
5. Include appropriate standards in the Carson City Municipal Code for permitting and construction of attached or detached accessory dwelling units that allow rental of the units.
6. Implement regulatory actions that reduce housing-related costs.
7. Encourage the development of new energy efficient housing and energy retrofitting for existing housing stock to lower average monthly housing costs.
8. Enforce appropriate standards for safe and decent affordable housing in Carson City.
9. Prohibit the use or limit the length of stay in recreational vehicle parks and motels.
10. Establish permit requirements for short-term residential housing at recreational vehicle parks and local motels.
11. Encourage and support efforts to create more affordable housing on a regional basis.

The City will work with NRHA to facilitate the development of affordable housing on a property owned by the WNHC known as "Brown Street". Carson City also donated a single-family residential lot to a Community Housing Development Organization (CHDO), the Sierra Nevada Community Land Trust, for the development of an affordable home. It's required that the home be made available to low- to moderate-income families per HUD income limits. The home is currently in the preliminary stages of development.

---

## **HOME/ American Dream Down payment Initiative (ADDI)**

---

### **HOME/ADDI response:**

Not Applicable. Carson City does not directly receive HOME / ADDI Funds from HUD. Instead, the City participates as a member of the Western Nevada HOME Consortium (WNHC). The current lead agency of the WNHC, Lyon County, prepares a separate annual action plan to describe the use of these funds. The WNHC provides various affordable housing programs, including:

- land or development loans to build new low-income rental units
- tenant-based rental & deposit assistance, and
- down-payment assistance for first-time homebuyers.

For more information on WHNC programs, contact the Lyon County Comptroller's Office (27 S. Main Street, Yerington, NV 89447; Phone: (775) 463-6510) or visit their website at: <http://www.lyon-county.org/index.asp?NID=631>

---

## **HOMELESS**

---

### **Homeless Objectives**

1. Sources of Funds—Identify the private and public resources that the jurisdiction expects to receive during the next year to address homeless needs and to prevent homelessness. These include the McKinney-Vento Homeless Assistance Act programs, other special federal, state and local and private funds targeted to homeless individuals and families with children, especially the chronically homeless, the HUD formula programs, and any publicly-owned land or property. Please describe, briefly, the jurisdiction's plan for the investment and use of funds directed toward homelessness.
2. Homelessness—In a narrative, describe how the action plan will address the specific objectives of the Strategic Plan and, ultimately, the priority needs identified. Please also identify potential obstacles to completing these action steps.
3. Chronic homelessness—The jurisdiction must describe the specific planned action steps it will take over the next year aimed at eliminating chronic homelessness by 2012. Again, please identify barriers to achieving this.
4. Homelessness Prevention—The jurisdiction must describe its planned action steps over the next year to address the individual and families with children at imminent risk of becoming homeless.
5. Discharge Coordination Policy—Explain planned activities to implement a cohesive, community-wide Discharge Coordination Policy, and how, in the coming year, the community will move toward such a policy.

### **Homeless Objectives Response:**

#### **Sources of Funds**

Funding sources for various homeless activities include:

- Emergency Shelter Grant (State of Nevada)
- Community Services Block Grant (CSBG)
- Continuum of Care (SHP and SRO)

- 
- Shelter Plus Care (SPC)
  - Projects for Assistance in Transition from Homelessness (PATH)
  - Welfare Set-Aside (State of Nevada)

Carson City was awarded a Shelter Plus Care (SPC) grant in 2005 for \$101,580 and one in 2006 for \$197,000. Both grants are spread out over 5 years and are intended to help approximately eight individuals each year.

Carson City Health and Human Services will receive approximately \$13,000 from the State of Nevada through the Welfare Set-Aside program to assist with emergency assistance to households and persons who are in imminent danger of losing housing.

Carson City will contribute funding to the Carson City School District to provide a facility for their Children in Transition (Homeless) program. This program assists homeless students and their families by providing referral services, tutoring, and access to showers, laundry facilities and the internet.

### **Strategic Plan Objectives**

The City has set four homeless objectives as part of its Strategic Plan. The first goal is to partner with local service providers and the Rural Nevada Continuum of Care (RNCOC) to address homeless prevention and provide counseling services and financial assistance to households facing homelessness. The second goal is to provide emergency shelter and transitional housing by continuing to partner with F.I.S.H. and Advocates to End Domestic Violence. The third goal is to develop permanent supportive housing through the redevelopment of a downtown motel or other suitable property. The fourth goal is to provide supportive services in the form of employment counseling and job training in order to prevent homelessness. The City expects to fund housing projects in future years once they have an opportunity to build their capacity or find a capable partner to administer the programs.

Carson City is an active member in the RNCOC through its Health and Human Services office. The RNCOC is a fifteen-county organization that broadly defines the needs of the homeless throughout much of Nevada.

### **Chronic Homelessness**

Carson City adopted a 10-year plan to prevent and end poverty and homelessness in June 2006 and is actively involved in a partnership with the RNCOC, Churchill, Douglas, and Lyon counties to implement the strategies of the plan. The City is also the recipient of two Shelter Plus Care grants that provide up to 8 permanent supportive housing units to chronically homeless individuals and families. In addition, the State Rural Services Division receives Shelter Plus Care funding from HUD to provide mentally ill clients permanent housing and supportive care, including participants who live in Carson City.

In 2012 the RNCOC will begin the development of a 3-5 year Strategic Plan for ending homelessness, including the chronically homeless. The plan will leverage and align existing plans, goals, and objectives throughout the 15 county areas. Participants in the development of the plan will include county and city representatives, schools, the Veterans Administration, the NRHA, and homeless service providers.

The RNCOC will continue to encourage the creation of additional permanent supportive housing units in rural areas. The City will explore the potential redevelopment of a motel property into rental housing for very low income households. The City will work with the RNCOC to ensure the units are available to persons transitioning into permanent housing and residents have access to necessary supportive services.

---

## **Homeless Prevention**

The best method for addressing homelessness is to prevent the household from losing their housing in the first place. The risk of homelessness is prevalent as a result of today's economic conditions and housing market. Households that lost jobs in the sagging construction, landscaping and real estate industries and who have not been able to secure full-time employment are among those facing homelessness. The City will utilize Emergency Solutions Grant funding it receives from the State to provide counseling services and financial assistance to these households. The City will also work with the RNCOC to monitor the success of the discharge policies in place (discussed below).

Carson City Health and Human Services was granted \$18,000 from the Nevada Low-Income Housing Trust Fund to provide emergency assistance to households and persons who are in imminent danger of losing housing. Health and Human Services was also granted \$30,000 for the Circles of Support program to support activities aimed at reducing and preventing poverty and homelessness in Carson City. Also awarded to Health and Human Services was \$17,777 of CDBG-R funds for the Family Enrichment Program, which provides support services and financial assistance to prevent families from becoming homeless. The agency also provides rental assistance to those individuals who are pending approval for disability benefits through the Disability Rental Assistance Program. This program was originally funded with CDBG funds and is now using revolving funds from Social Security.

## **Discharge Policies**

The RNCOC has four discharge policies in place to ensure that persons leaving institutional care do not become homeless, including Foster Care, Mental Health, Corrections and Health Care.

The Foster Care protocol is in place and has been implemented statewide. The policy is to identify youth who are aging out of the foster care system prior to discharge. Those youth are eligible for a stipend of \$250 through the Nevada Partnership for Homeless Youth if they completed an intake form prior to their 18<sup>th</sup> birthday, enroll in the Independent Living Program, and complete an exit survey within 6 months. Another program called Step Up provides stipends for former foster care youth ages 18 to 21 years for signing up for the program and for either receiving a high school diploma or a GED. These funds are meant to help with rent, utilities, and supportive mentoring. Additional funds might be available for emergency requests until the youth turns 21 years.

The Mental Health discharge protocol is based on a Memorandum of Understanding between Mental Health and Disability Services (Rural Clinics/AdultMH Services) and Division of Child and Family Services to ensure effective transition of those leaving mental health treatment, in particular children and families served by DCFS. The protocol has been agreed upon and is being actively carried out by the RNCOC and the publicly funded agencies and systems of care. Corresponding policies and procedures are in place to ensure that persons leaving publicly funded institutions do not end up homeless when discharged from facilities.

The Corrections discharge protocol is followed by the Department of Corrections (DOC) and provides referrals and information regarding permanent housing. The DOC provides services and programs that will prepare the offender at specific stages of his/her sentence for re-entry and release into society. In addition, the DOC has a MOU with the Division of Mental Health and Disability Services (rural clinics) to provide services for inmates with mental health disorders to avoid discharging the individual without care.

Health care discharge protocol is done at the county level. Carson City has not finalized a discharge protocol as of yet, but may choose to follow the model used by Churchill County and Lyon County. These counties developed a broad approach that incorporates health care, law enforcement, treatment, social services and juvenile probation.



The table below details the City's five year homeless needs objectives.

HOMELESS NEEDS TABLE								
#	Specific Objectives	Source of Funds	Performance Indicators	5 Year Goal	Annual Goal	Annual Actual	Actual All Years	Outcome/ Objective
1	Partner with local homeless service providers to fund case management and other essential services to move homeless families and individuals into permanent housing.	CDBG, Non-CDBG	Individuals	50	0	0	0	DH-1
2	Acquire and redevelop motel for use as permanent supportive housing for homeless and at-risk individuals.	Non-CDBG	Housing Units	30	0	0	0	DH-1

Outcome/Objective Codes	Availability/Accessibility	Affordability	Sustainability
Decent Housing	DH-1	DH-2	DH-3
Suitable Living Environment	SL-1	SL-2	SL-3
Economic Opportunity	EO-1	EO-2	EO-3

## Emergency Shelter Grants (ESG)

### ESG response:

Not Applicable. Carson City does not directly receive Emergency Shelter Grant (ESG) funds from HUD. However, ESG funds are available to Carson City through the Nevada State Housing Division. Please refer to the section above for information on homeless services.

## COMMUNITY DEVELOPMENT

### Community Development Objectives

1. Identify the jurisdiction's priority non-housing community development needs eligible for assistance by CDBG eligibility category specified in the Community Development Needs Table (formerly Table 2B), public facilities, public improvements, public services and economic development.

- 
2. Identify specific long-term and short-term community development objectives (including economic development activities that create jobs), developed in accordance with the statutory goals described in section 24 CFR 91.1 and the primary objective of the CDBG program to provide decent housing and a suitable living environment and expand economic opportunities, principally for low- and moderate-income persons.

**Community Development Objectives response:**

Carson City will focus its CDBG funds on meeting the community's non-housing community development needs to provide a suitable living environment. In the 2012-2013 program year, the City will fund the following projects.

- **Community Counseling Center/Evidence Based Best Practices for Substance Abuse Treatment for Youth and Adults: \$40,223**

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 to provide substance abuse counseling and youth services as listed in the 2009-2013 Consolidated Plan. This project will fund a full-time counselor position to provide more extensive case management.

- **Food For Thought/Summer Food Bridge For Hungry Children: \$8,000**

Food For Thought will work in cooperation with the Carson City School District to provide lunch meals during the 2012 summer break for 200-300 low-to moderate income children. These children reside in the Seeliger Elementary School area, which has been identified as being 88.16% free and reduced-price food eligible. Children will also be instructed in hygienic hand-washing, eating nutritious food, and dental hygiene.

- **FISH/Facility Improvement Project: \$37,975**

Friends in Service Helping (FISH) is a neighborhood facility that provides food, shelter, medical, and referral services to homeless and low-income people and is funded in part by their thrift store. The facility was not well-maintained in the recent past and is in need of repairs and upgrades to maintain the viability of their infrastructure. The FISH Facility Improvement Project would replace their HVAC equipment, recycled clothing storage unit, roll-up door, and install batting and insulation in the attics of the homeless shelters.

- **Carson City Public Works/Residential Sidewalk Improvements: \$203,658**

This project is a continuation of an ADA sidewalk improvement project completed in 2010. Improvements will be made on East Long Street between Roop Street and Molly Drive and will also include the installation of a fiber optic line to connect the Carson City Health and Human Services building and the Senior Center to the rest of the City network. Construction will include new sidewalks, replacement of degraded sidewalks, and ADA compliant corner curb cut ramps in an effort to improve pedestrian safety and ADA-compliant accessibility.

- **Carson City School District: \$25,000**

This project would fund the removal and disposal of an obsolete portable building and replace it with a more efficient and better equipped portable classroom building that the school district already owns. This building will be used for the Children in Transition (Homeless) program, which serves the homeless student and family population in the Carson City School District. Services provided will include referral services, tutoring, and access to showers, laundry facilities and the internet.

- **Program Administration: \$70,964**

These funds will be used by the City to ensure that all other funded projects are properly managed and fully comply with all federal laws and regulations governing the use of CDBG funds. Funds will also go toward the development of plans, reports, and citizen outreach.

## Anti-poverty Strategy

1. Describe the actions that will take place during the next year to reduce the number of poverty level families.

### Anti-poverty Strategy response:

As part of the Consolidated Plan, the City is required to devise a strategy to reduce the number of poverty-level families within its jurisdiction. According to the 2009 American Community Survey conducted by the U.S. Census, an estimated 12.4 percent of Nevada residents were below the Federal poverty level.

The largest assistance programs available to households in poverty are coordinated by the State and include Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (Food Stamps), Employment and Supportive Services (E&SS), Child Care Development Fund (CCDF), Medicaid, and Energy Assistance Program (EAP).

The City will coordinate with these state programs to ensure that the programs administered by the City are complementary to the existing state programs and do not overlap. The City is currently administering the Circles of Support Program, which helps people transition out of poverty, and created the Family Enrichment Program, which assists low-income individuals and families achieve self-sufficiency through graduated rental assistance. The City will also coordinate with the United Way and other service providers to ensure that working poor families take advantage of programs like the Earned Income Tax Credit to help build self-sufficiency.

The City will increase coordination among housing and human services providers to enable them to serve poverty level households more effectively with case management/housing counseling services.

The Nevada Department of Transportation has previously provided bus services throughout the area within the WNHC to assist poverty-level persons and households access employment opportunities, services and training. Additional funds have been provided to transit services in Churchill, Douglas County and Carson City for welfare-to-work programs.

The table below details the City's five year community development objectives:

COMMUNITY DEVELOPMENT TABLE								
#	Specific Objectives	Source of Funds	Performance Indicators	5 Year Goal	Annual Goal	Annual Actual	Actual All Years	Outcome/Objective
1	Provide ADA-compliant sidewalks in low-income areas to create a safer, more suitable living environment.	CDBG, Non-CDBG	Facilities	4	2	1	3	SL-1

2	Build a new library in the downtown area of the City.	Non-CDBG	Facilities	1	0	0	0	SL-1
3	Increase the enrollment of underinsured persons in available health programs.	CDBG, Non-CDBG	Persons	1,000	0	0	0	SL-1
4	Provide counseling, case management and other needed services for at-risk youth.	CDBG	Persons	750	150	354	860	SL-1

Outcome/Objective Codes	Availability/Accessibility	Affordability	Sustainability
Decent Housing	DH-1	DH-2	DH-3
Suitable Living Environment	SL-1	SL-2	SL-3
Economic Opportunity	EO-1	EO-2	EO-3

## SPECIAL NEEDS

### Special Needs (91.220 (c) and (e))

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve for the period covered by the Action Plan.
2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.

#### Special Needs Objectives response:

Special Needs include the housing and supportive service needs of persons who are not homeless but who may require supportive housing. These populations include elderly, frail elderly, persons with disabilities, persons with alcohol or other drug addiction, and persons with HIV/AIDS and their families.

The City has two special needs objectives. The first goal is the development of a vacant city property into a supportive rental housing development for elderly households. The City will partner with NRHA to locate additional funding sources once they have an opportunity to build their capacity.

The second goal is to provide short-term rental assistance to disabled persons who have filed but have not yet received disability benefits. Although the City no longer has CDBG funds available for the Disability Rental Assistance Program, they will continue the program and seek other funding sources to keep these households in their homes and prevent homelessness.

In addition, HOME funds will help meet supportive housing needs by increasing the availability of rental housing for elderly and frail elderly through the rehabilitation of existing housing, rental vouchers, and homeowner rehabilitation programs. An example of recent funding is the

construction of 11 HOME units in Phase II of the Autumn Village Senior Housing development. Autumn Village Phase II is rental housing available to senior households with incomes ranging from 30% to 55% of area median income.

The NRHA also administers the Section 8 certificate and voucher program, and a significant number of the 622 vouchers will continue to be used in Carson City for the elderly.

The table below details the City's five year special needs objectives:

SPECIAL NEEDS TABLE								
#	Specific Objectives	Source of Funds	Performance Indicators	5 Year Goal	Annual Goal	Annual Actual	Actual All Years	Outcome/ Objective
1	Partner with Nevada Rural Housing Authority to develop 10-unit apartment complex that provides affordable rental units for seniors.	CDBG, Sec. 202	Housing Units	10	0	0	48	DH-2
2	Provide short-term rental assistance to disabled households to prevent homelessness. Continuation of existing program.	CDBG	Households	15	10	5	5	DH-2
3	Provide case management and counseling services to persons suffering from substance abuse, especially methamphetamines.	CDBG	Persons	500	100	28	89	SL-1

## Housing Opportunities for People with AIDS (HOPWA)

Not Applicable. Carson City does not directly receive HOPWA funds from HUD. The Nevada Health Division acts as a fiscal agent and provides funding to qualified community-based organizations to administer assistance to recipients. Types of assistance to be provided:

- Emergency Housing
- Utility Payment Assistance;
- Transitional Housing;

For more information, please contact the Health Division:

Steve Dion  
4150 Technology Way, Suite 106  
Carson City, NV 89706  
Phone: 775-684-4025

## Other Narrative

Not Applicable