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A meeting of the Community Development Block Grant (CDBG) Application Review Work Group was scheduled for 2:00 p.m. on Friday, January 29, 2010 in the UNR Cooperative Extension Room, 2621 Northgate Lane, Suite 12, Carson City, Nevada.

**PRESENT:** Michael Bennett, Chair

Member Robinette Bacon Member Rob Galloway Member Tom Keeton Member Craig Steele **STAFF:** Lee Plemel, Planing Division Director

Janice Brod, CDBG Coordinator Jano Barnhurst, 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 available for review during regular business hours.

CALL TO ORDER (1-0026) - Chair Bennett called the meeting to order at 2:00 p.m.

#### NEVADA HEALTH CENTERS - SIERRA FAMILY HEALTH CENTER WAITING ROOM AND

CHILDREN'S PLAY AREA (1-0027) - Tom Chase, Chief Executive Officer of Nevada Health Centers (NVHC), and Sandy Wallace distributed copies of the NVHC ARRA Funding Facts and 2009 ARRA IDS Results which Mr. Chase explained to the group members. He gave background information on the project referring to the application materials which are incorporated into the record requesting additional funding for the Facility Investment Program (FIP). He advised that while the projects were approved by the Health Resources and Services Administration (HRSA), they weren't approved as proposed because of design contingencies. He pointed out that NVHC "gets the job done"...and "we're good at what we do and know how to do it."

In response to a question, Mr. Chase replied that funding received from this application will not go to Las Vegas because that project is much less defined. In response to another question, he acknowledged that \$300 per square foot is "a little rich but consistent with the overall cost...on the building." Ms. Wallace added that a construction firm and architect helped determine the cost. In response to another question, she replied that the project cannot be done in phases because of a two year funding period for the federal grant on the majority of the building. In response to another question, she replied that through a five year health plan with HRSA, all patients are tracked on an electronic health record which shows health improvements. Mr. Chase added that Sierra is the best of their facilities. In response to another question, he replied that the City has been "extremely generous" with a piece of land that would work well but time is an issue. He added that "Jim's project is shovel ready"...and another option needs site development and has similar delay issues as the City property. He admitted that he may not know until their February 5 board meeting which site to recommend but is leaning towards "the folks that worked with us to get the application in order." In response to another question, he replied that if a City site was chosen, construction could begin in August but "Jim's property could be done by April." In response to another question, he replied that grant monies

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cannot be used for property purchase. In response to another question, he replied that low to moderate income (LMI) tracking would be consistent with the provided statistical figures.

CARSON CITY PUBLIC WORKS DEPARTMENT - LONG STREET ADA SIDEWALK IMPROVEMENTS (1-0315) - Patrick Pittinger, Public Works Transportation Manager, advised that ADA is a priority because it impacts more than the disabled and low income overlaps with "transit dependent populations" which they are targeting. He presented background information on the project referring to the application materials which are incorporated into the record. He referred to a "transition plan" being developed by the City stating "progress is the key" and added that it ties in with the Roop Street project. He noted the support of the Safe Routes to School Coordinator and Supervisor Aldean. He mentioned that CDBG also funded a project on Washington Street and expected it to be awarded March 10. He noted about ten other valid area projects adding that they could have a smaller project but the priority is to fill in the gap on the eastern portion of the project.

Member Bacon disclosed her position on the Nevada Bicycle Advisory Board which approves plans for Safe Routes to School funding. In response to a comment, Mr. Pittinger replied that they received \$150,000 for the sidewalks at Bordewich Bray and Carson Middle Schools. In response to a question, he replied that their priority is the north side of the road on the eastern portion of the project area which is estimated at \$100,000. In response to another question, he replied that an RTC fund still exists and he is responsible for leveraging as much funding as possible. In response to another question, he replied that it may be possible to pay for the drainage feature through the Storm Water Utility Program but they would rather not tap another fund for that small portion of a project.

FRIENDS IN SERVICE HELPING (FISH) - FISH FACILITY IMPROVEMENT PROJECT (1-0572) - Jim Peckham, FISH Executive Director, presented background information on their mission of helping those in need and reported that they average 100 new clients every month. He reviewed the application materials which are incorporated into the record stating that their top priority is the replacement of aging fire suppression units in the dining room. He explained in detail how the roofs on three of their buildings need repair and potentially hazardous flooring needs to be removed.

In response to a question, Mr. Peckham replied that the Fire Chief has not looked at the fire suppression units but he was told that they don't meet code. In response to another question, he replied that their first priority is fire suppression, secondly the roof, and lastly the floor.

CARSON CITY COMMUNITY CENTER - GYMNASIUM IMPROVEMENTS (1-0772) - Mitch Ames, Operations Manager of the Carson City Community Center and Joel Dunn, Recreation Operations Manager introduced themselves. Mr. Ames presented background information on the project referring to the application materials incorporated into the record. He advised of only one compliant route into the facility and of the attempt to eliminate architectural barriers. Mr. Dunn advised that Carson City is one of only a few communities offering programs for disabled participants but they are being forced to go around the building to address certain needs. Mr. Ames added that each barrier is considered a separate project.

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In response to a question, Mr. Ames replied that the most beneficial upgrades are the west lobby ramp and a lift to the gym. In response to another question, he replied that the restrooms on the east side are compliant but there is no route to the Sierra Room. In response to a question, Mr. Dunn replied that accessibility from the ramp at the east parking lot would allow the disabled an opportunity to go to the front of the theater, the office, and access the gym. Mr. Ames added that lifts are recommended rather than ramps because they won't fit in the physical area and would interfere with basketball and volleyball. In response to another question, he replied that last year's project is underway and should be completed this summer. In response to another question, he reiterated that restrooms would be completed in the gym along with an accessible route from the lobby to the Sierra Room and gym; but a lift on the other side, restrooms on the west and a lift into the stage area are still needed.

PARTNERSHIP CARSON CITY - PARTNERSHIP AND LATINO SERVICES BUILDING UPGRADE (1-0952) - Kathy Bartosz, Executive Director of Partnership Carson City gave background information on the organization and program, referring to the application materials which are incorporated into the record. She requested upgrades to their aging building by converting storage areas into office space and making it more energy efficient. She then reviewed the Application Questions which are also

incorporated into the record.

In response to a question, Ms. Bartosz replied that before they absorbed the United Latino Community Office (ULCO), \$400 a month was budgeted for the energy bill. In response to another question, she explained in detail the desire to make the building a center point for numerous Latino services and plans to use the entire building. In response to another question, she replied that the building has a lot of temporary walls with the exterior walls being cinder block. In response to another question, she replied that they share the building with the ULCO which occupies two thirds of the building. In response to another question, she explained the Partnership Carson City's mission to address unmet needs and support organizations to meet those needs. In response to another question, she replied that leverage funds are service dollars and the match pays for services going into the spaces being created.

**CARSON CITY OFFICE OF BUSINESS DEVELOPMENT - DOWNTOWN REDEVELOPMENT-BUSINESS INCUBATOR** (1-1259) - Tammy Westergard, Deputy Manager of the Office of Business Development and Sara Jones, Carson City Librarian introduced themselves. Ms. Westergard narrated a PowerPoint presentation into the record.

In response to a question, Ms. Jones advised of the Henderson Business Resource Center and C4Cube in Reno and explained that people incubate because they don't have their own resources. In response to another question, Ms. Westergard replied that all of the pieces of the project would open concurrently in a projected three year construction period. Ms. Jones added that the library and business incubator are planned as one facility. In response to another question, Ms. Westergard replied that some beneficiaries of the incubator will meet LMI qualifications as well as incubator employees and explained how LMI individuals will be reported and tracked. In response to another question, she estimated 100 new jobs will be created by the incubator system. In response to a question, Mr. Plemel explained that under the CDBG program, a loan for a public improvement project can be granted based on five years worth of their

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allocation with a 20 year payback term. In response to another question, Ms. Jones replied that the incubator will be tech focused but anyone can come in and vet the process. Ms. Westergard added that "white collar workers" are becoming very specialized and are not necessarily predicated by a college degree. In response to another question, she replied that it is a public/private partnership anchored by the community, a charitable and philanthropic partner, and a private development/financing partner. She explained that a private developer will build the project and the City will repay its share over 20 years after which time it owns all of the public pieces. The private side will invest in the community by creating housing, retail, and office space creating an enormous community stimulus. Ms. Jones finished by advising that the business plan is located on Downtownanswers.com.

**NEVADA RURAL COUNTIES, RSVP - RSVP HOME COMPANION RESPITE CARE PROGRAM** (1-1858) - Janice Ayres, Executive Director of Nevada Rural Counties RSVP introduced herself and Susan Haas, Program Coordinator. She presented background information on the organization and program, referring to the application materials which are incorporated into the record. She described care giving as "emotional, physical and exhausting" and their mission to do anything possible to help keep seniors at home. She explained that care giving is difficult for the individual needing care as well as the caregiver who "becomes a virtual prisoner of his loved one's disease." She explained how volunteers are trained to take care of the individual so the caregiver can do normal things. She stated, "it's the right thing to do...and seniors deserve an opportunity to stay home."

In response to a question, Ms. Haas replied that stipends are at the AMERICOR rate of \$175 per month plus mileage reimbursement of 30 cents per mile. Ms. Ayres added that volunteers are insured with five types of insurance and undergo background checks. In response to another question, she replied that stipends do not include the aforementioned costs. In response to another question, Ms. Haas replied that seniors fear institutionalization more than death and the program provides volunteers with meaningful work keeping them vital for a longer period of time. Ms. Ayres added that people are getting older but not necessarily aging better. In response to a question, Ms. Haas acknowledged that the CDBG funds would be used for operational expenses. In response to another question, Ms. Ayres acknowledged that their request is to attract more caregivers.

#### CASA OF CARSON CITY - TRANSITION ITEMS FOR CHILDREN/PUBLICITY SUPPLIES (1-

2195) - Chris Bayer, CASA Director presented background information on the organization and program, referring to the application materials which are incorporated into the record. He advised that CASA has 26 volunteers advocating for 45 children. He gave a detailed description of the Foster Kids Closet adding that it will provide clothing for children in transition. He advised that Kiwanis have volunteered to help with construction. He added that certain necessities aren't donated and discussed the immediate need for clothing for foster children, particularly boys. He added that "the purpose of these items is to help foster homes and children in transition and is about building relationships with the foster parents and Child Welfare." He explained another portion of their request is to display posters around Carson City in an attempt to recruit foster homes as children are being sent out of the community for care. "Foster homes are needed now and displays need to be put up." Chair Bennett called for questions but none were forthcoming.

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#### BREWERY ARTS CENTER - ART EDUCATION BUS SERVICE & SCHOLARSHIP PROGRAM

(1-2435) - John Procaccini, Executive Director of the Brewery Arts Center (BAC) and Donna Walden introduced themselves. They presented background information on the organization and program, referring to the application materials which are incorporated into the record.

In response to a question, Mr. Procaccini acknowledged that a van could pick up and return children or equipment could be taken to them. Ms. Walden added that sometimes children are interested in a program but cannot arrange transportation. In response to a question, she indicated the possibility of serving Douglas County schools but they would initially focus on the BAC campus. In response to another question, Mr. Procaccini replied that they are requesting \$10,000 in instructor fees to allow them an opportunity to teach more students and earn more revenue. Ms. Walden added that they would use the existing BAC staff and spread the responsibility among the existing staff members. In response to another question, Mr. Procaccini replied that a grant was received for an initial build out of their studio and new capital investments are made with profits from the service part of the contract. He opined that other granting institutions would like to see them provide arts services to many demographics. In response to another question, he anticipated purchasing a bus for \$15,000 and they are trying to show that the program is worthy of public/private buy-in. In response to a comment, Ms. Walden replied that summer workshops attract a lot more children.

RON WOOD CENTER - REACH UP! (2-0016) - Joyce Buckingham, Executive Director presented background information on the organization and program referring to the application materials which are incorporated into the record. She explained that they have already been awarded two CDBG grants which served over 500 children, adding that their food bank serves over 7,000 people per month. She described their services and classes and explained that children otherwise unable to obtain mental health counseling are provided with ten free sessions and unlimited support groups. "...kids are extremely satisfied, coming back and getting other services..." She discussed the responsibilities of the staff who "wrap ourselves around the youth" and provide services at low to no cost. She reported that they had a 95 percent satisfaction rating the last two years and served over 90 percent LMI. She advised that her staff of twenty "loves everything they do...and have tremendous results." She explained that they are hoping to extend social worker hours by ten hours a week. She finished by advising that she "would consider less" of the amount requested.

Ms. Bacon commented that Ms. Buckingham exceeded her goals and gave kudos for a well written application. In response to a question, Ms. Buckingham replied that candidates that don't fit the LMI category and/or extreme situations are offered gratis services. She added that children are also seen at the Boys and Girls Club. She noted that 800 holiday baskets were sent out and over 7,000 a month coming through the center is overwhelming.

THE GREENHOUSE PROJECT - COMMUNITY GREENHOUSE & GARDEN (2-0181) - Karen Abowd, President of the Greenhouse Project and Janette Bloom, Treasurer introduced themselves. Ms. Abowd read their mission statement into the record. She presented background information on the

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organization, referred to the application materials which are incorporated into the record and identified their program partners.

In response to a question, Ms. Abowd replied that the Ron Wood Center will be one of the major benefactors of their food production. In response to another question, she replied that they are selling perennial type flowers which florists don't sell because they don't keep as well. She added that "it's a great opportunity for kids to gain work experience and add to their resume." In response to another question, she acknowledged that the heating and cooling systems, turbine and back up generator, and electrical service center and monitoring systems are one time costs. In response to another question, she replied that through WNC, a work/study program allows students to earn a wage, and by hiring full and part time greenhouse managers, food can be produced year round. In response to another question, she replied that the concept was conceived as a pilot program that could be placed elsewhere. In response to another question, Ms. Buckingham replied that she goes through over 1,200 to 1,500 pounds of produce a month. In response to another question, Ms. Abowd explained the difference between the flower basket program and the cut flowers program. In response to a question, Ms. Abowd replied that a \$50,000 pledge matches ongoing needs. Ms. Bloom added that their biggest expense is the greenhouse and the second is the heating system.

Chair Bennett recessed the meeting at 4:45 p.m. and reconvened at 4:55 p.m.

(2-0438) Member Bacon noted the improvement of the caliber of applications and the excellent presentations. She expressed appreciation and gave kudos to Mr. Plemel and Ms. Brod for growing the program.

**ARW DISCUSSION AND RANKING OF APPLICATIONS** (2-0483) - Extensive discussion took place to prioritize and rank the applications, and develop a recommendation as shown on Exhibit A attached hereto.

**ADJOURNMENT** (2-1630) - The meeting was adjourned at 6:05 p.m.

The Minutes of the January 29, 2010 Community Development Block Grant Application Review Work Group Meeting are respectfully submitted this 8th day of February, 2010.

By:

Jano Barnhurst, Deputy Clerk/Recording Secretary

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#### CDBG Application Review Workgroup Summary and Consolidated Plan Conformance

					CDBG Consolidated Plan Conformance		
Rank	Weighted Ranking	Public Services Project	Requested Funding	Recom- mended	Priority Need	Priority	Identified 5-yr Goa
1	7	Ron Wood Center, Reach Up!	\$56,423	\$47,500	Youth & substance abuse services	High	Yes
2	8	CASA, Transition items/publicity supplies	\$11,000	\$11,000	Youth services	High	Yes
3	16	RSVP, Home Companions Respite Care Program	\$15,000	\$7,500	Senior services	Medium	No
4	19	Brewery Arts Center, Art Education Program	\$40,000	\$0	Youth services	High	Yes
		Total:	\$122,423	\$66,000			
		Total Public Services Funding Available**:	\$66,000				
					CDBG Consolidated Plan Conformance		
Rank	Weighted Ranking	Public Improvements/ Econ. Development Project	Requested Funding	Recom- mended	Priority Need	Priority	Identified 5-yr Goa
1	11	Partnership Carson City, Building upgrade	\$26,322	\$26,322	Public services	High	Yes
2	12	FISH, Facility improvement project	\$43,300	\$43,300	Health facilities & neighborhood fac.	High	Yes
3	12	CC Public Works, Long Street ADA sidewalks	\$285,000	\$121,378	Infrastructure, sidewalks	High	Yes
4	17	Carson City Community Center, ADA upgrades	\$273,130	\$127,000	Public facilities, general	High	Yes
5	24	Nevada Health Centers, Sierra Family Health Cntr*	\$181,500	\$0	Health facilities	Medium	No
6	29	Community Greenhouse and Garden	\$105,904	\$0	Other public facility needs	Medium	No
7	35	Carson City Redev., Downtown Business Incubator***	\$115,000	\$0	Econ. Development, Assistance to for-profit; jobs created		No
		Total:	\$1,030,156	\$318,000			
		Total Public Facilities Funding Available****	\$318,000				
		Total Requested:	\$1,152,579				
		Total Available:	\$384,000				
her Recommendat							
		\$10K-\$50K to Health Center, remainder should be al	located to Pub	lic Works sidev	valks. r		
Any extra public service funding should be allocated to Ron Wood.  f less public service funding is allocated, cut each by percentage.					1		
<u> </u>			L				
i less public improve	ement iunain	g is allocated, cut from PW sidewalk project.					
Total available fund	s are based o	l on a continuing resolution by HUD to fund at the prior	vear's level: a	l_ ctual funding a	nounts have not been received		
. Star a variable fullu	and may var	in a containing recolution by free to land at the prior	Joan o lovoi, a	ctadi idildilig d			

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*** Total requested is	estimate of p	ayback each year for \$2.1 million Section 108 HUD to	an.						
**** Note: Estimated a	vailable fund	ing for public improvements includes \$286,000 from 2	2010 CDBG fu	ınding					
plus \$32,000 carryover from savings in 2009 Planning and Administration funds.									
Note: A maximum of 2	0% of total C	DBG allocation is reserved for Planning and Adminis	tration of prog	ram.					