

**GOVERNOR'S OFFICE OF ECONOMIC DEVELOPMENT
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

2016 APPLICATION

<p>A. Name of City/County w/address: <u>Douglas County Admin</u> <u>1594 Esmeralda Avenue Minden, NV 89423</u> DUNS #: <u>010984979</u> CAGE #: <u>3QNK6 EIN- 886000031</u></p> <p>B. Name, Title & Phone No. of CDBG Contact Person: <u>Ted Kozak, Associate Planner</u> <u>Douglas County Community Development</u> <u>(775) 782-6212</u></p> <p>C. Name and Phone No. of Grant Author: <u>Sarah Sanchez</u> <u>775-782-3711</u> <input type="text"/></p>	<p>H. Ranking of this Application: Rank <u>2</u> of <u>3</u></p> <p>I. Total Project Cost: \$ <u>42,998</u></p> <table border="1" style="width:100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: center;">FUNDING SOURCES</th> <th style="text-align: center;">AMOUNT</th> <th style="text-align: center;">STATUS OF COMMITMENT</th> </tr> </thead> <tbody> <tr> <td>CDBG Request</td> <td style="text-align: right;">\$ 42,998</td> <td style="text-align: center;">Requested</td> </tr> <tr> <td>Local Cash</td> <td style="text-align: right;">172,157.58 10,499.84</td> <td style="text-align: center;">Completed Staff Time budgeted for Phase II</td> </tr> <tr> <td>Local In-Kind</td> <td style="text-align: right;">2768.40 30,000</td> <td style="text-align: center;">Completed Estimated for Phase II</td> </tr> <tr> <td>State</td> <td></td> <td></td> </tr> <tr> <td>Other Federal</td> <td></td> <td></td> </tr> <tr> <td>Other</td> <td></td> <td></td> </tr> <tr> <td>Other</td> <td></td> <td></td> </tr> <tr> <td>TOTAL ESTIMATED COST</td> <td style="text-align: right;">\$ 42,998</td> <td></td> </tr> </tbody> </table> <p>J. % CDBG: <u>100</u></p>	FUNDING SOURCES	AMOUNT	STATUS OF COMMITMENT	CDBG Request	\$ 42,998	Requested	Local Cash	172,157.58 10,499.84	Completed Staff Time budgeted for Phase II	Local In-Kind	2768.40 30,000	Completed Estimated for Phase II	State			Other Federal			Other			Other			TOTAL ESTIMATED COST	\$ 42,998	
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<p>D. Project Title: <u>Carson Valley Community Food Closet New Facility Phase II</u></p> <p>E. Address of Project Location: <input style="border: 2px solid red; padding: 2px;" type="text" value="SEE ATTACHMENTS #1 & #2 FOR DETAILED MAP AND PHOTOS OF PROJECT LOCATION"/> <u>1255 Waterloo Lane</u> <u>Gardnerville, NV 89410</u></p> <p>F. Type of Project: (Check One) ___ Planning <u> x </u> Community Facilities ___ Community Service ___ Economic Development ___ Housing Rehab. ___ Other _____</p> <p>G. Brief Description of Proposed Project (max. 5 lines) The Food Closet proposes to use CDBG funds to facilitate the planning and site preparation (Phase II) of a new facility design to house all food donated to the Food Closet as well as allow for all clients to be inside the building while waiting for supplemental food and to expand programs and services.</p>	<p>K. Eligible Activity? <u>YES</u> / NO L. HCDA Citation: <u>105(a)(2)</u></p> <p>M. National Objective (Check One): <input checked="" type="checkbox"/> Benefit to Low and Moderate Income Persons <input type="checkbox"/> Elimination or Prevention of Slum and Blight <input type="checkbox"/> Urgent Need</p> <p>N. Is the project a State Priority: <input checked="" type="checkbox"/> Public Health and Safety <input type="checkbox"/> Included in an earlier planning process</p> <p>O. Project Start Date: <u>7/1/2016</u> Project Completion Date: <u>06/30/2017</u></p> <p>NOTE: Planning grants run 7/1/2016 thru 6/30/2017; Construction grants run 7/1/2016 thru 12/31/2017. Extensions are granted at the discretion of the CDBG office.</p>																											
<p>NOTE: If the City or County is applying for CDBG funds on behalf of a non-profit organization, list the name, address, phone number and contact person for the non-profit organization on the following page.</p>																												
<p>CERTIFICATION of Mayor or Chair: I hereby certify that, to the best of my knowledge and belief, the information in this application is true and correct, and that this application has been duly authorized by the governing body of the applicant.</p>																												
<p><u>Doug N. Johnson, Chairman</u> Typed Name and Title</p>	<p>_____ Signature</p> <p>_____ Date</p>																											

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If City/County is sponsoring an Applicant, please provide the following details:

Development/Non-Profit Agency (Non-Profit, Housing Authority, etcetera):

Organization:	Carson Valley Community Food Closet
Street/PO Box:	1255 Waterloo Lane, Suite B.
Town/City/Zip Code:	Gardnerville, NV 89410
Chief Executive Officer:	Sarah Sanchez
Phone Number:	775-782-3711
Grant Contact Person:	Sarah Sanchez
Phone Number:	775-782-3711
e-mail address:	contact@carsonvalleycommunityfoodcloset.org
DUNS #	002662427
CAGE #	N/A

AUDIT INFORMATION & CDBG FUNDING HISTORY	Grantee	Sub-Recipient
Does the City/County/Sub-Recipient expect to receive \$750,000 or more in direct and indirect (i.e. through State agencies) in federal financial assistance during any fiscal year of the project period? If so, the CDBG office requires a copy of the single audit for the year(s) of the project, if funded.	YES/ <input type="checkbox"/> NO	YES/NO
Has the City/County/Sub-Recipient received federal assistance from CDBG before?	<input type="checkbox"/> YES/NO	YES/NO
If YES, list the dates of the most recent project(s) 1994-1998 \$140,000		
If NO, has the City/County/Sub-Recipient received federal financial assistance from any source – directly or indirectly – in the current or most recent fiscal year?	YES/ <input type="checkbox"/> NO	YES/NO
If YES, list dates and sources below.		

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FUNDING AGENCY

DATE

N/A

FEDERAL REQUIREMENTS ON PROJECT ELIGIBILITY:

For details regarding CDBG **Eligible Activities**, refer to the following link for the HUD Guide to National Objectives and Eligible Activities for State CDBG Programs.

http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/communitydevelopment/library/stateguide

National Objective: All projects must meet a National Objective. Check only one of the following three the choices:

<p>1. <input checked="" type="checkbox"/> BENEFIT TO LOW AND MODERATE INCOME (LMI) PERSONS</p> <p>If selecting this National Objective, choose one of the following and provide the necessary supporting information:</p> <p>(a) <input type="checkbox"/> City/County-wide LMI-A (b) <input checked="" type="checkbox"/> Limited Clientele LMI-C</p> <p>(c) <input type="checkbox"/> Site Specific LMI-S (d) <input type="checkbox"/> Economic Development LMI-J (Income Survey required)</p> <p>(e) <input type="checkbox"/> LMI Housing LMI-H</p> <p>NOTE: An Income Survey must be submitted and approved by CDBG prior to submitting the grant application.</p>

If LMI-C, indicate which "presumed LMI" category will be served by the project:

- Children who are abused: Extremely low income
- Spouses who are battered: Low income
- Adults who are severely disabled: Low income
- Persons who are homeless: Extremely low income
- Persons who are illiterate: Low income
- Persons with AIDS: Low income
- Persons who are migrant farm workers: Low income

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x Persons who are elderly: Senior center – Mod income; not center-based – Low Income

Note: For **Limited Clientele**, **Economic Development**, and **Low/Mod Housing** projects, demographics, ethnicity information and income verification are required for all beneficiaries. Please provide an explanation how the beneficiaries will be counted.

Beneficiaries of the Carson Valley Community Food Closet (Food Closet) are counted on a daily basis using a voucher system. Each head of household completes a screening at Douglas County and Washoe Tribal Social Services and is provided with a voucher that validates their age, gender, family size, ethnicity, race, residency and income. This data is entered into a spreadsheet each day to tally up the demographic data for reporting purposes.

For **economic development projects**, where assistance is being provided to for-profit business(es), include commitment letters from the employer(s) explaining how they will comply with the 51% job creation requirement. If letters are not available (e.g. in the case of industrial park development), explain how the site will be marketed and jobs created and counted.

2. ELIMINATION OR PREVENTION OF SLUM AND BLIGHT

If selecting this National Objective, all of the following must be included with this application:

- (a) Slum/Blight Criteria selected
- (b) Additional Documentation (Photos, Letters from Officials, etcetera)
- (c) Slum/Blight Declaration/Resolution

NOTE: Include a copy of the declaration of Slum and Blight or the Redevelopment Area authorization passed by the City Council/County Commission as an attachment.

3. URGENT NEED

If selecting this National Objective, all of the following criteria must be met:

- (a) Determination of immediate threat – when and by whom; include documentation
- (b) Applicant's inability to finance
- (c) Confirmation that no other financial sources are available
- (d) Confirmation that threat did **not** exist for more than 18 months prior to application

NOTE: This grant funding provides for an interim solution to a problem of urgent nature until funding for a permanent solution can be secured.

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Project Beneficiaries: Number of Beneficiaries and Data Sources

	Persons	Households or Jobs	Businesses
1. Total number of individuals/jobs/businesses	1057		
2. Total number of low/moderate income beneficiaries	1057		
3. Percentage of LMI beneficiaries (Divide line 2 by 1) %	100		

The beneficiary figures were calculated or obtained:

a. From the **US Census or HUD LMISD**, cite Web link, Census Tract(s) and Block Group(s)

i. Web link: or HUD LMISD

ii. Census Tract(s):

iii. Block Group(s):

b. From an **Income Survey**: attach survey methodology, details, and answer the following:

i. Who conducted the survey and when? All clients are vetted through Douglas County Social Services and Washoe Tribal Social Services. This means that each client must meet with a caseworker, provide proof of Douglas County residency and proof of income. Clients with incomes under 180% of the Federal Poverty Guidelines are eligible for a voucher to receive supplemental food from the Food Closet. The Food Closet serves an average of 1,057 unduplicated clients each year. Supporting documentation attached.

ii. Has the Survey been verified by CDBG staff? If so, when? N/A

**SEE ATTACHMENT #4
Client Stat Summary**

c. Explain how the plan will benefit LMI persons.

This project will benefit LMI persons through the creation of a new facility designed to provide improved access to supplemental food in order to reduce hunger, as well as to expand Food Closet programs to provide life skills and education as it relates to food insecurity.

The goal for Phase II of the Carson Valley Community Food Closet is to complete all the planning necessary to begin Phase III-Construction with the ultimate goal of a new facility. The purpose of this ultimate goal is to create a space where the current operations of the existing Food Closet, food storage located off site, and client programs can all be encompassed in to one location for maximum efficiency.

The Food Closet provides food to LMI persons through direct distribution. Beneficiaries are provided with food in each food category: fruits, vegetables, grains, dairy and protein. Currently, more than half of all received food donations are stored at an off-site location due to lack of space at the existing facility. This means that currently, clients can only be provided with what is in stock at the current facility until new items are brought over from storage. This severely limits the items available for distribution each day, the ability to provide "client choice" in the items they receive, and the ability to distribute product in a timely manner before expiration. Processing food donations at the storage site is limited and tedious. There is no restroom facility, heating, or 24 hour access. This project, when

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completed, will eliminate the issues mentioned above. Having a facility where all food donations are in one location will provide beneficiaries with better access to a greater variety and quality of food products each time they come to the Food Closet.

In addition to greater access to food, this new facility will provide beneficiaries with the opportunity to receive needed nutrition and financial education. The Food Closet recently started a program called Food For Thought in collaboration with Douglas County Social Services. This program is aimed at helping clients become more knowledgeable and resourceful in their daily lives when it comes to hunger and finances. This new facility will enable the Food Closet to provide onsite education through resources in the lobby, a meeting room for classes, a kitchen for learning and space for other agencies/resources to provide services such as hosting a SNAP representative to meet with clients on site. Providing these services will benefit clients immensely. They will have access to education and information designed to provide clients the necessary skills needed to get the most out of their supplemental food, thus eliminating food waste, and helping them to make cost effective purchases and increase their overall nutrition.

In Douglas County, the Food Closet serves individuals and families whose income falls under 180% of the Federal Poverty Guideline. The county has a 14.1% overall food insecurity rate and a 25.9% food insecurity rate for children according to Feeding America's Map the Meal Gap data. Portions of the County qualify as "food deserts" according to the USDA Economic Research Service's *Food Access Research Atlas*. Because of the current state of hunger in our community, the ultimate goal of the Food Closet's services is to reduce each client's food insecurities by providing access to more nutritional foods and furnished services and collaborations with other community agencies to address the root cause of hunger: poverty. Providing each Food Closet client with the ability to address and improve upon their basic nutritional needs, will translate into betterments in other aspects of the clients' lives such as school performance, work productivity, and overall health.

I. SCOPE OF WORK (SoW)

Provide a clear, concise description of the proposed project including any milestones, reports, and deliverables (task and an end product) expected to be provided. Fully describe all activities for all parts of the proposed project; a description of the immediate and adjacent geographical areas; any and all effects the project will have on the geographical areas; any and all contemplated actions. Maps and photographs may be an attachment to the application, if applicable.

This application covers Phase II of a three phase project that, when completed, will allow the Food Closet to more efficiently provide services to our Douglas County clients from a single consolidated facility. This facility will house our administrative offices, client food distribution center, and warehouse for our food products. In Phase I of the project we purchased and successfully received County approvals for conducting our operations at the new location which is next door to our existing facility. Phase II will cover the planning phase which will cover the numerous topics of Topographic Survey, Geotechnical Reports, Schematic Plans, Site Plans and permitting required by Douglas County, the Town of Gardnerville, Minden-Gardnerville Sanitation District, Gardnerville Water Company and East Fork Fire and Paramedic District. Phase III will cover the actual Site Preparation, construction of the facility itself, and landscaping.

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PROJECT IMPLEMENTATION SCHEDULE: Provide the timeline that indicates activities and estimated dates to complete the project in the HUD recommended 12 or 18 month time frame.

TASK	MONTH
PROJECT START UP:	
Initiate contract with engineering services firm who will provide professional services for the project	July 2016
PROCUREMENT OF PROFESSIONAL ASSISTANCE (including professional engineers, architects, community development consultants, etc.)	
This series of tasks will identify and procure the necessary resources and will be accomplished by the engineering firm we contract to handle the project.	July 2016
PROJECT IMPLEMENTATION:	
Task 1 – Topographic Survey	August 2016
Task 2 – Geotechnical Report	September 2016
Task 3 – Schematic Plans	October 2016
Task 4 – Design Review & Special Use Application	November 2016
Task 5 – Final Civil Improvement Plans & Permitting	January 2017
Task 6 – Landscaping and Irrigation Plans	January 2017
PROJECT CLOSEOUT:	
At the completion of Task 6 above, Phase II of the project will be considered to be closed.	January 2017

II. PROJECT NEEDS ANALYSIS:

**SEE ATTACHMENT #3
FOR HUD ERS Food
Access Map**

Need of the community and how it was determined:

The need for the Food Closet was identified in 1989 by the Director of Douglas County Social Services and members of the Methodist Church. With the help of local churches, service clubs, businesses and individual volunteers, the first location for the Food Closet was in a garage at the Carson Valley United Methodist Church in Gardnerville.

The second location was a 400 square foot space in the Carson Valley Heating and Air Conditioning building in downtown Gardnerville. After about four years, once again, the growing needs of the community caused the Food Closet to seek a larger space.

In 1996 through a block grant and a community wide campaign of donations of time, material, money and land, the Food Closet and Family Support Council became joint tenants in the newly constructed Hussman Building. The Food Closet has been the foremost provider of food assistance in Douglas County from this location ever since.

Since the original need for the Food Closet was established in 1989, the use of the Food Closet has increased each decade. Within the last 10 years our nation experienced a major recession. This caused

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many families who would have otherwise been self-sufficient to experience food insecurity for multiple or long periods of time, leading to an increase in clients for the Food Closet; thus changing the provision of emergency food to ongoing assistance. The U.S. Department of Labor, Bureau of Labor Statistics (BLS) ranks Nevada as 48 out of 51, with 6.7% unemployment rate as of September 2015. According to the USDA's annual survey on food security, "the prevalence of food insecurity increased during the 2007-09 recession." The Economic Research Service (ERS) recently conducted a report to examine the relationship between national economic conditions and the level of food insecurity. Essentially, ERS found that "despite higher employment numbers, higher general inflation combined with higher relative food prices offset any gain in food security. With many living expenses rising, families have less money to spend on food, and higher food prices mean food budgets do not stretch as far."

Currently, Douglas County has a 14.1% over-all food insecurity rate which is over 6,000 of the more than 47,000 residents in the county. According to U. S. Census Bureau, American Community Survey, 5-Year Estimates: 10.2% of the County's residents fell below the national poverty level during 2009-2013. This means that even residents who do not fall under the Federal Poverty Guidelines are food insecure by definition: the state of being without reliable access to a sufficient quantity of affordable, nutritious food.

These reports are consistent with the number and types of families the Food Closet is seeing on a daily basis. On average, the Food Closet serves 500 families each month with more than 26,000 meals. This demographic is comprised overwhelmingly of Douglas County residents who have lived in the county for more than two years. Fifty-five percent are women while 45% are men. Children age 0-17 comprise 38% of beneficiaries, adults age 18-59 make up 46% and seniors age 60 and over consist of 16%. The makeup of our clients are 66% - Caucasian, 23% - Hispanic and 8% - Native American, with Black, Asian, Pacific Islander and "other" making up the remaining 3%. All CVCFC clients fall under 180% of the federal poverty guideline.

This project not only addresses the need to provide supplemental food to low-income residents it also addresses the issue of food storage and mass donations. The Food Closet is extremely fortunate to be in the position of having too many food donations to store in its existing facility. The current facility in the Hussman building is approximately 2,160 square feet, whereas the storage space currently being utilized at an off-site ranch is more than 5,000 square feet and typically swells beyond that size during the peak donation months of the holiday season.

The storage facility is located within a major warehouse site called Park Ranch. This space is generously donated on a yearly basis. While Food Closet volunteers and staff have access to the facility, access is not twenty-four hour. This warehouse does not have bathroom facilities and is without heating or cooling systems which disrupts our ability to procure more food donations, sort and date-check items, and transport and stock items in a timely and efficient manner. During heavy donation months such as December, all food donations are transported to the storage site for organizing. Volunteers work daily at the site processing donations. A portable toilet is rented during December and the following one to two months so that major sorting from the holidays can be completed in as little time as possible. When the Food Closet needs stocking, volunteers must drive more than twelve miles round trip to bring over each load of food. Due to the size of the Food Closet, stocking must be done during non-hours of operation as there is not enough room to pull out food product to stock while also providing food to recipients.

The Food Closet building which houses supplemental food for distribution, one lobby space, one office, unisex bathroom and a storage closet was created in the early 1990's. As donations and needs increase each year, functionality of the space decreases. During hours of operation the facility has 11 parking

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spaces, two of which are disabled access for clients and 5 parking spaces for volunteer/staff. This poses a constant problem with lack of parking for both our clients and volunteers. Clients and volunteers are often forced to park in a dirt roadway easement area adjacent to the road and driveway. This area is hazardous to many clients who may not have a qualifying disability for disabled parking but have health issues that make it difficult to navigate through the rocky side of road, drainage ditch and driveway and with a grocery cart to unload.

The current Food Closet facility also features insufficient heating and cooling, no public restroom for clients who at times wait more than an hour before receiving food, poor storage space in the form of one five by six foot closet and a deteriorating outdoor storage shed, and is severely lacking in lobby occupancy space. When the Food Closet is open to serve clients, there are at times 20 or more families waiting to be served. During special food distributions the Food Closet may serve between 70-100 families in an hour. This influx of clients whether it is 20 families or more makes it impossible for each individual to fit into the building's lobby. This means that regardless of weather conditions, clients spend most of their waiting time outdoors. As many of the Food Closet's clients are seniors, children, and people with disabilities or poor health conditions, waiting for long periods outside in hot or freezing temperatures compounds the difficulty of receiving food to relieve their food insecurity.

How the need is being presently addressed:

The Food Closet is the only organization in Douglas County capable of handling more than half a million pounds of donated food annually, allowing it to purchase, receive, sort, store and distribute additional commodities at minimal costs. The Food Closet presently addresses the need for supplemental food by receiving and distributing said food to low-income Douglas County residents using a voucher system.

Seven days a week, the Food Closet gleans food donations from Costco, two Walmart locations, Target, Raley's, Walgreens, and Grocery Outlet, as well as other local collection sites. These donations are brought into the Food Closet or storage site for date checking and stocking. On Monday, Tuesday, Wednesday and Friday of each week the Food Closet is open from 12:30-4:00 pm to distribute food to individuals and families. The Food Closet warehouse is broken up into five different stations ran by volunteers who gather or pre-pack items for clients as they come in. Each client who comes into the Food Closet to receive food has been provided with a voucher from Douglas County Social Services or Washoe Tribal Social Services. In order to receive a voucher, clients meet with a caseworker who verifies their Douglas County residency and that their income is at or below 180% of the Federal Poverty Guideline. Each voucher entitles the recipient to receive a once-a-month allotment of food that includes fruit, vegetables, grains, dairy and protein as well as the ability to receive bread, milk and eggs once a week as available.

In addition to providing supplemental food as described above, the Food Closet is the distribution site for Commodity Supplemental Food Program (CSFP) facilitated by Northern Nevada Food Bank to provide a monthly food box to seniors sixty and older. The Food Closet is also a distribution partner for the USDA's The Emergency Food Assistance Program (TEFAP). TEFAP is facilitated and distributed by Food Closet volunteers on a bi-monthly basis and is comprised of prepacked boxes of food commodities. Both programs are provided to residents in addition to what they receive from the Food Closet. Offering these programs in addition to our current operations, is one more way the Food Closet helps to meet the need of food insecure persons in Douglas County.

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The Food Closet has additional reach into the community by providing excess food to partnerships with a handful of local organizations. The Food Closet provides Backpack Buddies, a food program that serves school children with meals over the weekend, with bread and snack products, Tahoe Youth and Family Services is provided with snacks and emergency food for at-risk and homeless youth, and Douglas County Social Services hosts a small emergency food pantry for clients who have emergency needs prior to getting their voucher to the Food Closet. All of the food for these programs is provided by the Food Closet to further support clients in need.

Another opportunity the Food Closet is a part of to address the need for food is a partnership with the Town of Gardnerville Heritage Park Gardens program called Growing to Share. Through this program Food Closet clients are offered the ability to grow their own produce at the community garden located in the middle of town. Participants are provided with growing space, seeds or seedlings and all the tools necessary to grow fruits and vegetables of their choosing. Each individual or family is partnered with a Heritage Park Gardens volunteer who can mentor the clients with their gardening needs.

Recently as a collaborative effort to address food insecurity and poverty issues in our community, the Food Closet and Douglas County Social Services have teamed up to provide financial and nutritional education to clients of both agencies and the public. The goal of this program, titled "Food For Thought", is to educate clients about resources and methods to stretch food and food budgets, empowering them to make the most out of what they have.

Each program and food distribution mentioned above is the Food Closet's current means for addressing the need for supplemental food in Douglas County to low income residents.

The proposed response to address the need and how the proposed project activity meets the need:
The proposed response to address the need is for adequate space to continue and expand services to individuals and families needing supplemental food.

In July of 2014, the Food Closet began Phase I of the new building project. This included voting on either purchasing a new facility, rehabbing an existing facility, or purchasing land to build upon. The Board of Director's explored all options and found that the ability to purchase land adjacent to the existing Food Closet was an option and afforded the agency the capability to create a building that met its specific needs. This created Phase I of the project. The proposed land to purchase was surveyed and mapped. The Food Closet received a floodplain development permit to begin importing donated fill dirt. The property required a parcel split and new APN number all of which fell under Phase I.

This grant would cover the second of a three part project. The overall project will address the need to more adequately and efficiently supply supplemental food and services to those experiencing hunger in Douglas County. The approach the Food Closet is taking is to build a new facility that will allow us to consolidate our client and warehouse operations into a single location. This project will provide the Food Closet with adequate space to conduct business now and into the foreseeable future.

If funded, this CDBG grant would fund Phase II of the new building facility. This consists of the planning phase which will cover the numerous topics of topographic survey, geotechnical reports, schematic plans, site plans and permitting required by Douglas County, the Town of Gardnerville, Minden-Gardnerville Sanitation District, Gardnerville Water Company and East Fork Fire and Paramedic District. The goal of Phase II will be to complete the activities necessary to begin Phase III construction.

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Why the proposed is project required:

The proposed project is required to provide enough space to continue to meet the growing demand for supplemental food, support increasing supply of donated goods, create space to provide services to clients out of the elements and expand services to address issues related to food insecurity. Should the Food Closet not obtain a larger facility, the ability to provide supplemental food and food insecurity intervention would become more inadequate than has been stated.

Each year it is unsure whether or not the Food Closet will be able to utilize Park Ranch as storage space. There is no feasible ability to rent a storage space of more than 5,000 square feet that doesn't further burden the organization's existing resources. This would mean that in addition to a lack of improvement in the conditions of a storage facility such as twenty-four hour access, restrooms, and appropriate heating and cooling, the Food Closet would also have to divert funds from food to pay for storage.

Over the last three years, the Food Closet has seen its food donations nearly double during the largest food drive of the year. In December 2014 the Share Your Christmas Drive-By Food Drive brought in 167,986 pounds of food in one twelve hour period. It took three months to sort the donations and almost 10 months to distribute all that was donated. If the generous support of the community continues to grow and the need for supplemental food does not drastically decrease, it is expected that the issues the Food Closet faces with lack of storage, inadequate lobby space, poor onsite parking and no room to expand services will only increase each year. Funding this grant would provide much needed relief to our existing facility and programs, as well as allow for future growth.

How the grantee will know if the need has been met or the problem resolved:

As a means to monitor problems, resolutions and generally determine and assess the success of the project and identify when needs have been met, the Food Closet will utilize the Project Implementation Schedule located within the Scope of Work. This schedule states each task that needs to be completed and in what time frame. The Food Closet has put together a project team of Board members and the Managing Director who will be responsible for overseeing the goals and outcomes of the project. During the project funding cycle, the project team will meet monthly, at a minimum, to give status updates as they relate to the Project Implementation Schedule. Should a problem arise within the execution of the plan at any time, team members will convene, as appropriate, in a timely manner to address the issues.

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III. PLANNING AND PROJECT CONTEXT

1. How does this project contribute to the goals, objectives, and activities identified in the State of Nevada's 2015-2019 Consolidated Plan?

This project contributes specifically two priorities within the Executive Summary of the State of Nevada Final Report of the Five - Year Consolidated Plan:

**SEE ATTACHMENT #7
Food Security in
Nevada**

SPECIAL NEEDS PRIORITIES:

Priority 9: Improve the access that special needs populations have to needed services

COMMUNITY DEVELOPMENT PRIORITIES:

Priority 11: Enhance access to quality facilities to serve the population throughout rural Nevada.

Special needs populations will have improved and enhanced access to supplemental food, life skills and education as it relates to food insecurity within the Carson Valley Community Food Closet New Facility Project.

2. Is the project specifically identified in a city/county/regional/state Plan or does the project contribute to a general priority in a plan or plans? (e.g. Consolidated Plan, Annual Action Plan, part of a Master Plan, Regional Plan, Economic Development Plan, Housing and Community Development Needs Assessment)? Provide, in an attachment, the title of the plan(s) and include a copy of the relevant pages that relate to the proposed project. The Carson Valley Community Food Closet New Facility Project contributes to the general priority of the *Food Security in Nevada: Nevada's Plan for Action*. This project contributes to Grow Goal 1: Increase the number of servings of nutritious food consumed by Nevadan's – with an emphasis on foods that are produced in Nevada and Feed Goal 2: Establish and integrate an actual or virtual "one-stop-shop" system to increase access to food and other services for food insecure Nevadans.
3. How does the proposed project meet the objectives of the plan(s) and promote long-term, proactive planning? The Food Closet's New Building will allow for increased and more efficient donations and distribution of food product to each recipient therefore increasing the quantity of servings of nutritious food. It will also allow the Food Closet to expand on the "one-stop-shop" system by offering space to conduct life skills, nutritional intervention and education, and provide room that specifically encourages long-term planning for future services such as having a social services or SNAP representative work on-site.

**SEE ATTACHMENT #5
DOUGLAS COUNTY
Redevelopment Areas**

IV. ECONOMIC DEVELOPMENT IMPACT

A focus of GOED is to more closely align CDBG projects with regional plans for Economic Development. Please respond to the following questions regarding the proposed project:

- a. Describe how the proposed project contributes to the Regional Development Authority plan for the area. Explain how it furthers the goals/indicators of the regional plan.
The proposed project is not within the Douglas County Master Plan Redevelopment Areas.
- b. Describe the local government and community efforts made to fund this project from internal sources including, but not limited to, new taxing or bonding proposals, net proceeds of mines, creation of special assessment districts, budget override votes, rate increases or other funding mechanisms and sources. The total cost of the project was under \$200,000 in local cash from the Food Closet Building Fund and more than \$10,000

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of in-kind donations through donated hours from a real estate appraiser, real estate agent and two Board members dedicated to completing Phase I and all the tasks associated with the purchase of this new land.

- c. If not included in the PROPOSED PROJECT BUDGET & BUDGET JUSTIFICATION NARRATIVE section, provide a detailed budget of private funding leveraged as a result of the proposed CDBG funding. The overall project plan to acquire and build a new Food Closet facility has been designed to leverage both our own local funds, CDBG funds and USDA loan funding. This strategy was developed so we would have a variety of funding sources. Each of the project phases has been created so they complement each other and allow for adequate time to progress through each phase in a sensible manner. This assures that all facets of the project are handled in a timely manner and meet our goal of providing a Food Closet facility that will not only meet our needs today but for many years to come.
- d. Identify and explain post-grant employment impacts that will occur in the community as a result of the project.

The Food Closet expects post-grant employment impacts to take place in the form of greater work performance by individuals and families experiencing hunger. Hunger is often first thought of as having a negative impact on an individual's physical well-being, ranging from minor to more severe in nature, such as chronic headaches, stomach aches, and a greater susceptibility to disease and overall poorer health. In addition to physical symptoms, hunger is also linked to negative mental health issues. According to the Center on Hunger and Poverty, lack of food, or the depletion of dietary energy maintained by the body, can induce changes in both mental function and stability. These changes are discussed more commonly as they relate to children but also effect the adult population including the elderly. Issues associated with increased rates of hunger and food insecurity include anxiety and irritability, depression, psychosocial dysfunction, suicidal thoughts and behaviors, need for special education and need for mental health services.

A study completed by Sodexo Foundation titled *The Economic Cost of Domestic Hunger* explains that the bodies of children and adults with insufficient dietary intake will triage energy from food to serve its most important functions such as maintaining critical organ function first. Then if enough nutritional energy is present, the body will address overall body health, and lastly a person's social interactions, awareness and participation in school. As a result of poor nutrition, cognitive abilities deteriorate not because of changes in brain structure, but due to the seemingly more "benign" cause of insufficient dietary energy.

The study further states the, "deterioration, directly linked to food insufficiency, impairs cognitive function and the impact can last a lifetime. In their adult years, children so affected will face greater likelihood of limited employability, lessened workforce productivity, and poorer judgment and job performance. Having experienced hunger as children, those entering the workforce as adults represent two cost burdens: a more limited lifetime earning potential, and lowered workforce productivity."

It is with services such as nutritional intervention and provisions of supplemental food that the Food Closet will make an impact on community employment by ensuring that each low-income food insecure individual who is employed or looking for work, will be able to have their basic needs met with food allowing them to put their full energy and greater productivity into a better job performance.

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- e. Identify and explain post-grant tax increment increases that will occur in the community (sales, property, etc.) as a result of the project. *Through the provision of food to those in need, the result will be a healthier workforce can more wholly participate and contribute to our community's economic life.*
- f. Identify and explain post-grant impacts to the community as it pertains to per capita income and number of businesses impacted that will occur as a result of the project. *N/A*

V. PROPOSED PROJECT BUDGET & BUDGET JUSTIFICATION NARRATIVE

The budget for the Carson Valley Community Food Closet New Facility project in the Town of Gardnerville is presented below for Phase II. Phase I has already been completed with the acquisition of the property being targeted for construction and the receipt of the necessary planning department approvals by Town of Gardnerville and Douglas County. The CVCFC has financed all of Phase I through our own funds in an amount that is close to \$200,000.

Project Title: CARSON VALLEY COMMUNITY FOOD CLOSET NEW FACILITY – PHASE TWO Date:

Cost Category	CDBG	Local		State	Other Federal	Other	Totals
		Cash	In Kind				
Topographic Survey	\$1,200						\$1,200
Geotechnical Report	\$5,500						\$5,500
Schematic Plans	\$6,500						\$6,500
Entitlement	\$12,250						\$12,250
Civil Site Improvement Plans and Permitting	\$13,068						\$13,068
Landscape and Irrigation Plans	\$4,480						\$4,480
Total Costs	\$42,998						

Additional Funding Details:

Type of Funding	Amount (\$)	Sources of Funding	Secured? YES/NO	If not, when? (dd/mm/yy)
Local Cash	172,157.58* 10,499.84**	*Phase I: Food Closet Building Fund ** Phase II: Food Closet Personnel Budget	Yes	
Local In Kind	2768.40* 30,000**	*Phase I: Volunteer time ** Phase II: Volunteer Time	Yes	
State				

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Other Federal				
Other				

NOTE: Please attach letters of commitment or letters of intent for sources of other funding.

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Budget Narrative: The narrative needs to provide detail of how all sources of funding were determined and how all funds in the total budget (and in particular CDBG funds) will be spent. The narrative should provide details of each line item in the budget.

For each CDBG Cost Category item shown in the budget explain:

- a. how the cost was determined;
- b. the source of the cost estimate, and
- c. any additional information necessary to explain the cost and necessity of the item.
- d. how any ongoing costs related to implementation of the project will be funded.

The items listed on the previous page in the Cost Category table were derived from a Proposal for Professional Services from RO Anderson Engineering, Inc., dated October 16, 2015. This proposal was requested by the Carson Valley Community Food Closet to support our needs of such services for this project. RO Anderson was selected to provide this information based on the fact that they are a local engineering firm and are knowledgeable of and familiar with the business practices necessary to develop this kind of a plan within the Town of Gardnerville and Douglas County. Each Cost Category item is described in detail below.

Topographic Survey:

- a) This item will involve the engineering firm to perform a preliminary site investigation and topographical survey of the project site identifying relative horizontal and vertical locations of existing physical features including ground elevations. The information gathered in this task will be incorporated into the improvement plans. The topographic survey will be based on a FEMA datum as required by Douglas County code.
- b) The cost of this item is based on the typical time it takes to perform this task and at an established standard engineering hourly rate schedule.
- c) The amount being estimated for this task is listed in the RO Anderson Proposal for Professional Services document for the Food Closet.
- d) There will be no ongoing costs for this item as it is a one-time task.

Geotechnical Report:

- a) The Engineer will sub-contract with a consulting firm to have a geotechnical report prepared for the project. The report will be prepared to a level as required by Douglas County and consistent with the industry standard for such reports for this area.
- b) The cost of this item is based on the typical time it takes to perform this task and at an established standard engineering hourly rate schedule.
- c) The amount being estimated for this task is listed in the RO Anderson Proposal for Professional Services document for the Food Closet.
- d) There will be no ongoing costs for this item as it is a one-time task.

Schematic Plans:

- a) The Engineer will assist the Food Closet by preparing a schematic level design for the building and site. Specific deliverables will include:
 - a. Building Plan:
 - i. Architectural floor plan of the proposed structure will be provided at a schematic level. Uses and gross dimensions of the rooms within each structure will be identified.

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- ii. Architectural elevations (north, south, east and west) of the existing and proposed structure will be provided at a schematic level. Main elements such as doors, windows and roof pitches will be identified and gross dimensions provided.
- b. Site plan:
 - i. The site plan will identify building massing, access, parking areas, vehicular and pedestrian circulation, trash enclosure and site amenities such as bicycle rack locations. Gross dimensions of these main site elements will be provided. The plans will be produced to a schematic level only.
- b) This task is iterative in nature and therefore will be provided on an hourly basis and is an estimated amount based on the normal number of iterations necessary to complete this task.
- c) The amount being estimated for this task is listed in the RO Anderson Proposal for Professional Services document for the Food Closet.
- d) There will be no ongoing costs for this item as it is a one-time task.

Entitlement:

- a) The Engineer will act as the lead through the entitlement process which consists of a Design Review Application and a Special Use Permit Application through Douglas County. As the lead, the Engineer will act as the clearinghouse for coordinating the various applications, meetings, conference calls, collation of preliminary plans and application packages, etc., amongst the various team members and Douglas County. The Engineer will also act as the lead in guiding the project through the following additional review agencies: Town of Gardnerville (TOG), Minden-Gardnerville Sanitation District (MGSD), Gardnerville Water Company (GWC) and East Fork Fire & Paramedic District (EFFPD). The following specific deliverables are contemplated:
 - a. Design Review:
 - i. Items identified on Douglas County Development Application Submittal Requirements document:
 1. Application Form
 2. Site Plan
 3. Reduced Site Plan
 4. Floor Plan
 5. Reduced Floor Plan
 6. Elevations
 7. Reduced Elevations
 8. Sample Card
 9. Detailed Description
 10. Development Plan
 11. Personal Notification
 12. Vicinity Map
 13. Grading/Drainage Plan
 14. Conceptual Drainage Study & Check List
 15. Water Conveyance Advisory Committee (WCAC)
 16. Justification
 17. Town/GID Board Review
 18. Attendance at a pre-application meeting

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- 19. Attendance at Staff/Applicant meetings, if necessary
 - ii. Presentation of project at local board meetings, as necessary
- b) This task is iterative in nature and therefore will be provided on an hourly basis and is an estimated amount based on the normal number of iterations necessary to complete this task.
- c) The amount being estimated for this task is listed in the RO Anderson Proposal for Professional Services document for the Food Closet.
- d) There will be no ongoing costs for this item as it is a one-time task.

Final Civil Improvement Plans and Permitting:

- a) Under this task, the Engineer will assist the Food Closet with preparation of the final construction plans and permitting assistance for the civil site improvements. This task does not include necessary construction plans for the building. Once the conditions of approval for the project are received from Douglas County the following items will be produced:
 - a. Final Civil Improvement Plans: The final civil plans will include: cover, legend, demolition, temporary erosion control, temporary traffic control, site, grading, utility (water, sanitary sewer, and storm sewer), and construction details.
 - i. Design of dry utilities (power, gas, phone, TV, data) specifically excluded.
 - b. Permitting Assistance: The Engineer will collate the various plans, reports and calculations necessary for the following:
 - i. Douglas County:
 - 1. Site Improvement Permit
 - 2. Utility Connection Application
 - 3. Floodplain Development Application
 - ii. TOG: Project review
 - iii. MGSD: Request for capacity and plan review
 - iv. EFPD: Project Review
 - v. GWC: Project Review Application for Water Service
 - c. Design Material:
 - i. Technical drainage report
 - ii. Cost estimate
 - iii. Response letter to the conditions of approvals
 - 1. It is understood that each consultant will be responsible for providing the actual response to their respective portion of the work.
 - iv. Final site inspection and preparation of required Record Information (as-built) submittal to the review agencies.
- b) The goal of this effort will be to obtain a full building permit for the construction of the project. This effort contemplates up to two rounds of redline revisions and response to comments received on the building permit application material from the various review agencies.

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Landscape and Irrigation Plans:

In this item, the Engineer will prepare landscape and irrigation plans that will include: landscape planting, irrigation, and construction details. This task includes calculation of irrigation water usage based on the plan. The task contemplates meeting with the client to confirm the vision for the landscape improvements by producing an initial set of planting plans for the Food Closet's review and comment prior to preparing a final set of plans that will be appropriate for permitting, bidding and construction purposes.

VI.

MATURITY & PROJECT READINESS:

Provide **details** regarding the project applicant's readiness to implement the proposed project:

1. **Status of prior work/preliminary planning.** Prior to initiating Phase II, the Food Closet has completed property selection, site surveys, mapping, parcel split and received a Floodplain Development Permit as well as Town of Gardnerville and Douglas County permits to ensure the Food Closet is approved to build and operate in the new location. Escrow on the property for purchase is expected to close in late October or November of 2015. Planning for Phase II has included meetings with local engineering firm RO Anderson for guidance and input on the planning process prior to construction.
2. **Capacity within the jurisdiction/implementing agency to implement the project.**
The Food Closet has spent more than one year working on the first phase of three phases of the New Facility Project. The organization has one staff member, two members of the Board of Directors and one volunteer dedicated to facilitating the completion of all three phases of the project as well as nine supporting members of the Board who will provide supplemental assistance as needed. This is a project team of thirteen people.
3. **Is the proposed project part of a larger project? If so, please ensure this has been addressed in the Scope of Work. Yes, this project is Phase II of a three phase project.**
 - a. Can this project be done in different phases? YES / NO
 - b. If yes, please list the phases and provide a brief summary of each. Indicate if the City/County is planning to submit an application on any future phases.
Phase I: Property purchase including property survey, mapping, parcel split and floodplain development permit.
Phase II (this project): Covers the planning phase which includes topographic survey, geotechnical reports, schematic plans, site plans and permitting required by Douglas County, the Town of Gardnerville, Minden-Gardnerville Sanitation District, Gardnerville Water Company and East Fork Fire and Paramedic District.
Phase III: Site and Construction Permitting, Site Preparation, Construction of the facility itself and landscaping.
 - c. If the project is a multi-phase project, have CDBG funds been used in an earlier phase? Please explain. CDBG funds have not been used in Phase I.
 - d. What sources of funding will be sought for future phases?
Phase I was 100% funded by Carson Valley Community Food Closet's Building Fund, Phase II would be funded by CDBG if approved and Phase III may utilize CDBG funds, a USDA Rural Development Loan and private funding. Communication regarding the Food Closet's eligibility for a USDA loan has already started at both a state and national level.
4. **Ownership information, if applicable: (i.e. construction, acquisition)**

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- a. Who currently holds title to the property involved? As of the writing of this grant, the owner of the property for the proposed New Facility Project is still Vowles Enterprises, LLC. The purchase of the property is in escrow, ownership is expected to be transferred to the Carson Valley Community Food Closet in November or December of this year.
- b. In whom will the title be vested upon completion of the project? Carson Valley Community Food Closet
- c. Do any rights-of-way, easements, or other access rights need to be acquired? YES / NO
- d. If "YES", when will the rights be acquired? Not required.
- e. If the project requires water rights or well permits, have they been acquired? YES / NO
N/A
- f. If "NO", when will the rights/permits be acquired? Ownership in December 2015

VII. ENVIRONMENTAL REVIEW

- 1. What level of environmental review is required for the proposed project?
 - a. Environmental Impact Statement (EIS)
 - b. Environmental Assessment (EA)
 - c. Categorically Excluded/ Does not convert to Exempt
 - d. Categorically Excluded/Converts to Exempt
 - e. Exempt
- 2. At what stage in the environmental review process is the project at this time? N/A
- 3. If other state or federal agencies are involved in this project and require an environmental review, provide the name and address of the agency and the name and phone number of the contact person at that agency. N/A
- 4. What are the anticipated short-term and/or temporary environmental impacts associated with this project? Describe both positive and negative effects and, if necessary, proposed mitigation measures. N/A
- 5. What are the anticipated long-term and/or permanent environmental impacts associated with this project? Describe both positive and negative effects and, if necessary, proposed mitigation measures. N/A
- 6. Indicate whether the proposed project involves any of the following: N/A
 - a. Historic structure (designated or 50+ years old)
 - b. Historic or prehistoric site
 - c. Historic District
- 7. Will this project require or result in the involuntary displacement of any person? YES NO
- 8. Describe impacts, other than environmental, both positive and negative, which are expected as a result of this project. Quantify as much as possible. If necessary, include an attachment to the application. The Food Closet's New Building will allow for increased and more efficient donations and distribution of food product to each recipient therefore increasing the quantity of servings of nutritious food. The Food Closet would then also have the space needed to conduct life skills, nutritional intervention and education, and provide room that specifically encourages long-term planning for future services such as having a social services or SNAP representative work on-site.

**SEE ATTACHMENT #6
24 CFR Part 58
Exemptions**

Planning Grants Only: N/A

- 1. Has a plan or study previously been conducted for the same or a similar project? YES / NO

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2. If "YES", respond to the following questions:
 - a. When and by whom was the previous plan or study conducted?
 - b. What were the conclusions and recommendations?
 - c. If any of the recommendations were implemented, describe the results. If no action was taken, explain why not.
3. Will the plan contain a section detailing how to address the conclusions and implement recommendations resulting from the plan or study?
YES / NO
4. If YES, explain when the recommendations will be implemented. If no action is recommended, explain why not.
5. This proposed project is a plan or study for:
 - i. Long-term planning _____
 - ii. Short-term planning _____
 - iii. Project design _____
6. Who will be responsible for the implementation of the project?
7. How and when will implementation of the project occur?

Water System/Sewer System Projects Only: N/A

1. If this request is for a water or sewer project, please complete the following Utility Cost Table and following questions:

	WATER SYSTEM	SEWER SYSTEM	TOTAL COSTS
Number of customers			
Average monthly residential usage			
Current rates			
Charge to connect to system			
Average monthly cost for residential customers			
Date of last rate change			
Amount of last rate change			

1. Solid waste projects:
 - a. Current rates:
 - b. Date of last rate change:
 - c. Amount of last rate change:
2. If a fee will be charged for the services provided (other than water, sewer or solid waste disposal) in connection with the project, describe the fee structure in detail. Example: Ambulance fees).
3. Describe the efforts local government and the community has made to fund this project.
 - a. From internal sources including, but not limited to, new taxing or bonding proposals, net proceeds of mines, creation of special assessment districts, budget override votes, rate increases.
 - b. From alternative or external funding sources including, but not limited to, state sewer construction loan funds, state water project grant or loan funds, USDA-RD programs, EDA, etcetera. Attach documentation showing both the successful and unsuccessful attempts.

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ASSESSMENT/MINUTES/ATTACHMENTS

In order for the application to be accepted for review, include one (1) copy of the City/County Housing & Community Needs Assessment and one (1) copy of the minutes from the three (3) public participation meetings. **No applications will be considered for funding without these inclusions.**

- (REQUIRED)** (1) **City/County Housing & Community Needs Assessment**
- (REQUIRED)** (2) **Meeting Minutes from three (3) Public Participation Meetings**
 - Date of 1st Notice** _____ **Date of Meeting #1** _____
 - Date of 2nd Notice** _____ **Date of Meeting #2** _____
 - Date of 3rd Notice** _____ **Date of Meeting #3** _____

Label all attachments and list them in the Attachment Index, ensuring all references are correct. Do not include attachments unless they are needed to understand the project.

Attachments are listed starting on the next page of this CDBG Application.

Supplementary Information

Carson Valley Community Food Closet New Facility Project

Attachment Index

Attachment Number	Description
<u>1</u>	<u>Project Location Map</u>
<u>2</u>	<u>Current CVCFC Facility Photos</u>
<u>3</u>	<u>USDA Economic Research Service Food Access Map</u>
<u>4</u>	<u>Monthly Client Stats</u>
<u>5</u>	<u>Douglas County Redevelopment Areas</u>
<u>6</u>	<u>HUD 24 CFR PART 58 Environmental Review Procedures</u>
<u>7</u>	<u>Food Security in Nevada</u>