

## **Executive Summary**

### **AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)**

#### **1. Introduction**

The City of Sparks is committed to implementing and contributing resources towards accomplishing the local and regional goals and objectives as identified by the City of Sparks, Washoe County HOME Consortium (WCHC) and local public and private stakeholders. The city's Community Development Block Grant (CDBG) entitlement allocation, HOME Partnership funding allocation of the Washoe County HOME Consortium (WCHC) and required matching funds of the city's General Funds will be the primary resources of implementing and accomplishing the goals.

The effort will be both a concerted individual and collaborative which includes; appropriation of funding for the support of Fair Housing activities, Continuum of Care strategic planning, provided funding for operation of the Community Assistance Center (the regional homeless shelters for men, women and families), provision of loans and grants to income-eligible households for housing rehabilitation efforts through City-administered Single Family, Owner-Occupied Housing Rehabilitation Loan and Emergency Grant programs and the continued initiative of improving the much-needed sidewalk, curb, gutter and other pedestrian improvements in eligible low to moderate income neighborhoods.

#### **2. Summarize the objectives and outcomes identified in the Plan**

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

In Program Year 2 (FY 2016/2017), the City of Sparks remains committed to expending funds from the U.S. Department of Housing and Urban Development to improve the quality of life in our community and address the needs of low and moderate income persons and households.

The City of Sparks is a member of the Washoe County HOME Consortium (WCHC), in which the City of Reno serves as the lead entity, and through this partnership HOME Investment Partnership Program dollars continue to be invested in Washoe County projects which increases affordable housing opportunities for low- and moderate-income households.

This Annual Action Plan outlines the activities that the City of Sparks will undertake in Program Year (PY) 2 of the Consolidated Plan, leveraging Community Development Block Grant funding to address housing, public services and homelessness prevention under the objectives of a suitable living environment and decent housing. For the Federal Fiscal Year (FY 2016/2017), the City of Sparks has been allocated approximately \$624,852 in new Community Development Block Grant (CDBG) funding. Additionally, the City of Sparks proposes to carry-over and/or reprogram approximately \$495,107 that was not used in previous years. Combined, these funds total \$1,119,959 which the City of Sparks proposes to use as follows:

- .. Up to \$25,000 for Fair Housing activities
- .. Up to \$12,895 for Continuum of Care activities;
- .. Up to \$74,232 for Planning and Administrative activities;
- .. Up to \$105,293 for Community Assistance Center activities (emergency shelter);
- .. Up to \$88,164 for Housing Rehabilitation Administration activities;
- .. Up to \$179,177 of new grant funding for Pedestrian Improvements in a project whose specific boundaries are; Prater Way to the north, Rock Boulevard to the west; 15th Street to the east and D Street to the south.
- .. Up to \$140,000 of new grant funding and approximately \$20,000 of Program Income for Housing Rehabilitation Deferred Loans activities;
- .. Up to \$37,784 carried over from previous years for Emergency Repair Grant activities;

The WCHC will invest HOME and leveraged funds up to \$1,390,627 for development of a new construction 40-unit affordable senior citizen rental apartment development project (Alpine Haven) on the intersection of Oddie Boulevard and Sullivan Lane in Sparks, Nevada.

### **3. Evaluation of past performance**

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The City of Sparks made a concerted individual and collaborative effort with local jurisdictions and stakeholdres which included; appropriation of funding for the support of Fair Housing activities, Continuum of Care strategic planning, provided funding for operation of the Community Assistance Center (the regional homeless shelters for men, women and families), provision of loans and grants to income-eligible households for housing rehabilitation efforts through City-administered Single Family,

Owner-Occupied Housing Rehabilitation Loan and Emergency Grant programs and the continued initiative of improving the much-needed sidewalk, curb, gutter and other pedestrian improvements in eligible low to moderate income neighborhoods.

#### **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

2. Following is a summary of citizen participation process.

- A 30-day public comment period for the Draft Annual Action Plan began on April 8, 2016; and
- A public hearing and presentation was held on April 19, 2016 (there was no attendees); and
- A deadline for submission of public comments was May 9, 2016 (no additional comments were submitted during the time frame)
- A public hearing concluded on May 9, 2015 during the Sparks City Council Meeting

The Annual Action Plan was made available for a 30 day comment period, which was announced in the *Reno Gazette Journal*, the local newspaper of largest circulation serving the Reno/Sparks community. The notification also included the notice of public hearing and presentation which was held on April 19, 2016 (no resident attended the public comment presentation) and a public hearing concluded on May 9, 2016 during the Sparks City Council Meeting.

#### **5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

There was no public comments submitted.

In closing; no citizens partook in the public meeting conducted on April 19, 2016. However; citizens participation during the process of preparing the 2016 Annual Action Plan and 30-day public comment period.

#### **6. Summary of comments or views not accepted and the reasons for not accepting them**

There are no comments or views that will not be accepted into the AAP. All comments that were submitted during the development of the Annual Action Plan (AAP) Program Year 2, FY 2016-2017 and 30 day comment period will be incorporated into the final Annual Action Plan.

#### **7. Summary**

Additionally, the City of Sparks and local jurisdictions (i. e. City of Reno and Washoe County) collaborated efforts and obtained the professional consulting services of BBC Rearch & Consulting for the development and draft of an updated “Analysis of Impediments to Fair Housing Choice Report (AI)” a series of public meetings, focus groups and interviews of targeted groups and stake-holders of the regional community were conducted and confired for imput of the AI update. The AI update was completed on May 6, 2016 and a copy was provided to professional consultant (Silver State Fair Housing Council) for implementation of the regions Fair Housing activities and initiatives.

**PR-05 Lead & Responsible Agencies – 91.200(b)**

**1. Agency/entity responsible for preparing/administering the Consolidated Plan**

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	SPARKS	Community Services Department
HOME Administrator	SPARKS	Washoe County HOME Consortium

**Table 1 – Responsible Agencies**

**Narrative (optional)**

The City of Sparks is a CDBG Entitlement Community that receives a direct allocation of CDBG funding. Additionally, The City of Sparks is a Participating Jurisdiction (PJ) in the Washoe County HOME Consortium (WCHC). The WCHC is a consortium between Washoe County, City of Reno and City of Sparks for the purpose of receiving and managing HOME funds. The City of Reno is the lead agency of the WCHC.

**Consolidated Plan Public Contact Information**

**Contact information for the WCHC (HOME Funding)**

Des Craig

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1 East First Street

P. O. Box 1900

Reno, Nevada 89505

craigd@reno.gov

**Contact information of CDBG Activities:**

George T. Graham, Housing Specialist

City of Sparks, Community Services Department

431 Prater Way

Sparks, Nevada 89431

ggraham@cityofsparks.us

## **AP-10 Consultation – 91.100, 91.200(b), 91.215(I)**

### **1. Introduction**

#### **Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))**

The City of Sparks is an active participant in the Reno Area Alliance for the Homeless (RAAH). RAAH is a coalition of homeless services, support services, local and state governmental representatives, developers, faith-based service providers, the University of Nevada (Reno), law enforcement and the medical community who began meeting on a monthly basis in June 2000 to discuss better ways to work together to meet community needs. The City of Reno, City of Sparks and Washoe County staff attend the RAAH meetings and support RAAH’s activities to enhance coordination among providers in the region. The City of Reno, City of Sparks and Washoe County continue to fund the Community Assistance Center (CAC), the central location of services to assist persons who are homeless. RAAH’s and the city’s efforts to enhance coordination include, but are not limited to, the following:

- RAAH has facilitated trainings to social service providers that educate them in the areas of Medicaid and the SSI/SSDI Outreach, Advocacy, and Recovery (SOAR) program which provides training to increase access to Social Security disability benefits.
- A Mobile Outreach Safety Team (MOST) was established through a partnership with Northern Nevada Adult Mental Health Services (NNAMHS) and the Reno Police Department to conduct outreach to individuals experiencing mental health crises. The team has facilitated access to hospital services and supportive services for individuals in the community, including those experiencing homelessness.

The region’s Homelessness Prevention and Rapid Re-Housing Programs are conducted through a City of Reno central intake system that utilizes local organizations to manage the program and connect recipients with housing and services. Public input was also sought during the Analysis of Impediments process conducted by the BBC Research & Consulting firm on behalf of the City of Reno, City of Sparks, and Washoe County. Two public meetings were held, as well as multiple interviews and mini-focus groups that targeted citizens living in areas with more concentrated minority and at-risk populations.

#### **Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

City staff and local jurisdictions participates in the efforts of many community groups, including the Continuum of Care (CoC), Reno Area Alliance for the Homeless (RAAH), as well as other human service collaboratives. Throughout the year staff participates in multiple efforts targeting specific special needs

populations, such as the Access Advisory, Nevada Committee on Aging, and Senior Citizen Advisory committees. Participation and consultation occur continuously outside of plan draft input periods. This participation allows staff to gauge the ongoing needs of specific target populations throughout the community.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

City of Reno staff works closely with City of Sparks, Washoe County, RAAH Members and staff at the CAC to determine how to most effectively allocate ESG to meet the needs of persons who are homeless. An example is the introduction of the rapid re-housing program (RRH). The City of Reno RRH program was initially presented to the Reno Area Alliance for the Homeless (RAAH) Leadership Council, as well as in broader community meetings. Since the RRH was established, the City of Reno has continued to solicit feedback in order to ensure the program is working as intended. ESG funds are not allocated to the Homeless Management Information System (HMIS) costs; however, all ESG funded activities must be entered into the Nevada HMIS (or a comparable system for domestic violence providers). ESG funded activities must maintain a minimum HMIS data quality percentage of ninety (90). The City of Reno is the CoC grantee for HMIS in Washoe County and is involved heavily in the Steering Committee which is the authorized body to adopt HMIS operating and administrative procedures.

**2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities**



**Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	Catholic Charities
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-homeless Services-Health
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Agency is part of the CoC
2	<b>Agency/Group/Organization</b>	CITY OF RENO - COMMUNITY RESOURCES
	<b>Agency/Group/Organization Type</b>	Other government - Local

	<b>What section of the Plan was addressed by Consultation?</b>	Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs HOPWA Strategy Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The City of Reno is a member of the Washoe County HOME Consortium
3	<b>Agency/Group/Organization</b>	SPARKS
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	City of Sparks is a member of the Washoe County HOME Consortium
4	<b>Agency/Group/Organization</b>	COMMUNITY SERVICES AGENCY, INC
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Children Services-Elderly Persons Services-Health Services-Employment
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Families with children Homelessness Needs - Veterans Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	CSA manages multiple affordable housing facilities which we monitor annually. Through monitoring and regular communication with site and compliance managers, we are made aware of wait list lengths and the condition of our affordable housing stock. Regular communication with this agency helps inform the Technical Review Committee in their decisionmaking process

**Identify any Agency Types not consulted and provide rationale for not consulting**

None

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care		

**Table 3 – Other local / regional / federal planning efforts**

**Narrative (optional)**

## **AP-12 Participation – 91.105, 91.200(c)**

### **1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting**

- A 30-day public comment period for the Draft Annual Action Plan began on April 8, 2016; and
- A public hearing and presentation was held on April 19, 2016 (there was no attendees); and
- A deadline for submission of public comments was May 9, 2016 (no additional comments were submitted during the time frame)
- A public hearing concluded on May 9, 2015 during the Sparks City Council Meeting

The Annual Action Plan was made available for a 30 day comment period, which was announced in the *Reno Gazette Journal*, the local newspaper of largest circulation serving the Reno/Sparks community. The notification also included the notice of public hearing and presentation which was held on April 19, 2016 (no resident attended the public comment presentation) and a public hearing concluded on May 9, 2016 during the Sparks City Council Meeting.

**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
1	Public Meeting	Minorities  Non-English Speaking - Specify other language: Spanish  Persons with disabilities  Non-targeted/broad community  Residents of Public and Assisted Housing	There was no attendees of the meeting	No comments was recieved	All comments were accepted	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Newspaper Ad	Minorities  Non-English Speaking - Specify other language: Spanish  Persons with disabilities  Non-targeted/broad community  Residents of Public and Assisted Housing	There were no attendees as a result of advertisement	No comments recieved	All comments were accepted	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Public Hearing	Minorities  Non-English Speaking - Specify other language: Spanish  Persons with disabilities  Non-targeted/broad community  Residents of Public and Assisted Housing	Conclusion of 30 day public comments	No comments were recieved	All comments were accepted	

**Table 4 – Citizen Participation Outreach**



## Expected Resources

### AP-15 Expected Resources – 91.220(c) (1, 2)

#### Introduction

#### Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	624,852	0	495,107	1,119,959	640,488	

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public - local	Public Services	213,496	0	0	213,496	640,488	City General Funds: The City anticipates budgeting up to \$123,496.00 for public services to serve low and moderate income individuals residing at the Community Assistance Center (Homeless Center) as well as providing funding for the Community Triage Center in the amount of \$87,000 {subject to City Council approval} for a total community investment of \$213,496.00 City of Sparks ĀĀĀĀ Program Income (PI): The City anticipates receiving approximately \$20,000 in Program Income from Housing Rehabilitation Deferred Loan payoffs. The anticipated funds will be recycled back into the community to assist additional homeowners through housing rehabilitation program.

Table 5 - Expected Resources – Priority Table

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

The Washoe County HOME Consortium, a partnership between Washoe County and the cities of Reno and Sparks, anticipates receiving an estimated \$3,000,627.00 in FY 2016/2017 to support the development of three projects affordable housing projects as follows:

**Alpine Haven, Oddie Boulevard, West-end of Sparks**

(New Construction): \$1,390,627.00

**Summit Sierra Apartments, South Reno**

(Acquisition and New Construction): \$1,060,000.00

**Vintage at Virginia, South Reno**

(New Construction): \$550,000.00

In addition to HUD grant funds the following resources will be available to the City and WCHC for activities in the Program Year 2:

*City General Funds:* The City anticipates budgeting up to \$123,496.00 for public services to serve low and moderate income individuals residing at the Community Assistance Center (Homeless Center) as well as providing funding for the Community Triage Center in the amount of \$87,000 {subject to City Council approval} for a total community investment of \$213,496.00

*City of Sparks – Program Income (PI):* The City anticipates receiving approximately \$20,000 in Program Income from Housing Rehabilitation Deferred Loan payoffs. The anticipated funds will be recycled back into the community to assist additional homeowners through housing rehabilitation program.

The WCHC and City of Sparks use the local resources described above to leverage the HUD funding allocations. In some cases, leveraged resources are invested alongside HUD funds within projects. In other cases eligible, local projects and programs are funded entirely with non-HUD monies. In either case, the local funds support HUD-funded activities by contributing to the goals of the Consolidated and Action Plan by providing necessary financial resources.

*HUD Match Requirements*

HOME

The funding sources that will generate funds for the match requirement of \$1,390,627 are Low Income Housing Trust Funds from the State of Nevada and the value of the property tax exemptions provided to federally-funded affordable housing projects.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

None

**Discussion**

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Affordability of Decent Housing	2015	2019	Affordable Housing		City of Sparks	CDBG: \$37,784	Homeowner Housing Rehabilitated: 7 Household Housing Unit
2	Availability/Accessibility of Decent Housing	2015	2019	Affordable Housing		City of Sparks	CDBG: \$140,000	Homeowner Housing Rehabilitated: 7 Household Housing Unit
3	Accessibility of Suitable Living Environment	2015	2019				CDBG: \$179,177 City of Sparks - General Fund: \$210,496	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 60 Households Assisted
4	Provide Suitable Living Environment	2015	2019	Homeless		City of Sparks	City of Sparks - General Fund: \$87,000	Homeless Person Overnight Shelter: 40 Persons Assisted

Table 6 – Goals Summary

#### Goal Descriptions

<b>1</b>	<b>Goal Name</b>	Affordability of Decent Housing
	<b>Goal Description</b>	The City of Sparks anticipates approximately \$37,874.00 carry-over of previous years funding to be implemented in the Emergency Repair Grant Program. No new funding will be allocated during PY 2, FY 2016/2017.

2	<b>Goal Name</b>	Availability/Accessibility of Decent Housing
	<b>Goal Description</b>	The City of Sparks anticipates allocating \$140,000.00 of new funding in PY 2, FY 2016/2017 to support the Single Family Homeowner-Occupied Housing Rehabilitation Deferred Loan Program
3	<b>Goal Name</b>	Accessibility of Suitable Living Environment
	<b>Goal Description</b>	The City of Sparks anticipates allocating Up to \$179,177 of new grant funding for ongoing Pedestrian Improvements initiative in a project whose specific boundaries are; Prater Way to the north, Rock Boulevard to the west; 15th Street to the east and D Street to the south.
4	<b>Goal Name</b>	Provide Suitable Living Environment
	<b>Goal Description</b>	The City of Sparks anticipates allocating approximately \$87,000.00 of General Funding to the Community Triage Center to supplement the operations of the center.

**Table 7 – Goal Descriptions**

**Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):**

With the development of a new construction 40-unit affordable senior citizen rental apartment development project (Alpine Haven) on the intersection of Oddie Boulevard and Sullivan Lane in Sparks, Nevada; the City of Sparks anticipate assisting 40 individual households.

## AP-35 Projects – 91.220(d)

### Introduction

The following programs are anticipated undertakings with use of CDBG, HOME and City of Sparks resources

#	Project Name
1	Alpine Haven
2	Fair Housing Activities
3	Continuum of Care
4	Planning and Administrative Activities
5	Community Assistance Center (CAC)
6	Housing Rehabilitation Administrative Activities
7	Pedestrian Improvement
8	Housing Rehabilitation Deferred Loan Program

**Table 8 – Project Information**

**Describe the reasons for allocation priorities and any obstacles to addressing underserved needs**

## Projects

### AP-38 Projects Summary

#### Project Summary Information

Table 9 – Project Summary

<b>1</b>	<b>Project Name</b>	Alpine Haven
	<b>Target Area</b>	
	<b>Goals Supported</b>	Affordability of Decent Housing
	<b>Needs Addressed</b>	City of Sparks
	<b>Funding</b>	:
	<b>Description</b>	New construction of an affordable senior housing development
	<b>Target Date</b>	6/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The project will serve a total of 40 senior population of low to moderate income.
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>2</b>	<b>Project Name</b>	Fair Housing Activities
	<b>Target Area</b>	
	<b>Goals Supported</b>	Availability/Accessibility of Decent Housing
	<b>Needs Addressed</b>	City of Sparks



	<b>Funding</b>	CDBG: \$25,000
	<b>Description</b>	Implementation of Fair Housing Activities for the Reno/Sparks region.
	<b>Target Date</b>	6/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	The Fair Housing Activities will be administered throughout the City of Sparks community.
	<b>Planned Activities</b>	Advocacy of Fair Housing Activities, class and training opportunities related to Fair Housing Initiatives.
<b>3</b>	<b>Project Name</b>	Continuum of Care
	<b>Target Area</b>	
	<b>Goals Supported</b>	Provide Suitable Living Environment
	<b>Needs Addressed</b>	City of Sparks
	<b>Funding</b>	CDBG: \$12,895
	<b>Description</b>	Implementation of resources to eliminate homelessness
	<b>Target Date</b>	6/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	The Reno/Sparks community will be the area of concentration.
	<b>Planned Activities</b>	Provision of resources to end homelessness in the Reno/Sparks community.
<b>4</b>	<b>Project Name</b>	Planning and Administrative Activities
	<b>Target Area</b>	

	<b>Goals Supported</b>	Availability/Accessibility of Decent Housing
	<b>Needs Addressed</b>	
	<b>Funding</b>	City of Sparks - General Fund: \$74,232
	<b>Description</b>	Administration and support for implementation of the Community Development Grant Program (CDBG) activities
	<b>Target Date</b>	6/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	Administrative activities for the implementation of the CDBG Program.
5	<b>Project Name</b>	Community Assistance Center (CAC)
	<b>Target Area</b>	
	<b>Goals Supported</b>	Provide Suitable Living Environment
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$105,293 City of Sparks - General Fund: \$123,496
	<b>Description</b>	Supporting services for facilitation of the emergency shelter (CAC).
	<b>Target Date</b>	6/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Collectively the City of Sparks anticipate assisting approximately 200 individuals over the next Program Year at the CAC.
	<b>Location Description</b>	

	<b>Planned Activities</b>	
<b>6</b>	<b>Project Name</b>	Housing Rehabilitation Administrative Activities
	<b>Target Area</b>	
	<b>Goals Supported</b>	Affordability of Decent Housing
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$88,164
	<b>Description</b>	Administrative support required for successful implementation of the City of Sparks Housing Rehabilitation Program
	<b>Target Date</b>	6/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The administrative assistance will assist approximately seven to ten families participating in the Housing Rehabilitation Program.
	<b>Location Description</b>	The Housing Rehabilitation Program will be implemented City Wide to qualifying Low to Moderate Income (LMI) households.
	<b>Planned Activities</b>	
<b>7</b>	<b>Project Name</b>	Pedestrian Improvement
	<b>Target Area</b>	
	<b>Goals Supported</b>	Accessibility of Suitable Living Environment
	<b>Needs Addressed</b>	City of Sparks
	<b>Funding</b>	CDBG: \$179,177

	<b>Description</b>	Performance of sidewalk replacement, curb and gutter replacement, road improvement and implementation of ADA accessibility handicap curb cuts in low to moderate income areas of the Sparks community.
	<b>Target Date</b>	6/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>8</b>	<b>Project Name</b>	Housing Rehabilitation Deferred Loan Program
	<b>Target Area</b>	
	<b>Goals Supported</b>	Affordability of Decent Housing
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$140,000
	<b>Description</b>	Implementation of the City of Sparks Housing Rehabilitation Program.
	<b>Target Date</b>	6/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	City of Sparks Community wide availability to qualifying LMI households.
	<b>Planned Activities</b>	

## **AP-50 Geographic Distribution – 91.220(f)**

### **Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

The City of Sparks highest concentration of low income and minority concentration is the Westend of the Sparks community City of Reno border to the north, Oddie Boulevard to the north, Interstate I-80 to the south and Prater Way to the east. However income qualified households as determined by HUD are eligible for participation and assistance.

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>

**Table 10 - Geographic Distribution**

### **Rationale for the priorities for allocating investments geographically**

The City of Sparks, City of Reno and the Washoe County HOME Consortium do not allocate funds on a geographical basis. However, CDBG funds that are used for area-wide projects are spent in geographical areas that have predominantly low and moderate income families. For housing, every effort is made to ensure housing options are available in a variety of neighborhoods, including a range of economic and racial/ethnic compositions. Although numerous needs are typically identified within the community, limited human and financial resources make it necessary to prioritize housing, economic development, and community development projects that will have the biggest impact on the community and to optimally leverage the scarce resources. Projects are therefore distributed throughout the community and serve a broad population of clients. Projects undertaken in low-income neighborhoods are intended to improve quality of life through reinvestment in, and removal of, blighting conditions and through the availability of affordable, high-quality living opportunities. Housing dollars are prioritized for residents most in need and within corridors designed to facilitate reasonable access to services.

### **Discussion**

As mentioned, CDBG funding is targeted based on need, not geographical location per se. The City departments that are responsible for drafting and implementing the Capital Improvement Plan (CIP), including (but not limited to) the Public Works, Parks and Recreation, and Finance departments, are asked to submit project needs and concepts in the last quarter of the calendar year. Non-profits and citizen groups are also being brought into the process, although there is no formal, public process for CDBG applications or oversight at the present time. During this plan year, the CDBG administrator for the City of Reno will pursue the creation of a board of directors to create and oversee future CDBG allocations in a more transparent and equitable way. Community development priorities, the availability and timing of funding, and the availability of partners for the implementation of projects are all

currently considered and taken into account in allocating funding, and these considerations will continue to be of primary concern should a board of directors be tasked with allocation for the following year.

## Affordable Housing

### AP-55 Affordable Housing – 91.220(g)

#### Introduction

The allocation of HOME dollars in 2016 will be dedicated to the expansion of affordable rental housing through the construction of 3 new multi-family housing projects (i. e. two in the City of Reno and one in the City of Sparks). Additional 2017 HOME dollars amounting to \$445,000 will be required to complete these 3 developments. 2016 CDBG dollars will be dedicated primarily to improvements in infrastructure and support to low and moderate income families and homeless people. ESG funds will be used to assist homeless residents through the CAC shelter program and the City’s Rapid Rehousing Program.

One Year Goals for the Number of Households to be Supported	
Homeless	1,104
Non-Homeless	40
Special-Needs	0
Total	1,144

**Table 11 - One Year Goals for Affordable Housing by Support Requirement**

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	40
Rehab of Existing Units	14
Acquisition of Existing Units	0
Total	54

**Table 12 - One Year Goals for Affordable Housing by Support Type**

#### Discussion

In addition of the HOME allocation and assistance the City of Sparks anticipates assisting a total of 14 households through the Housing Rehabilitation Deferred Loan and Emergency Repair Grant Programs,

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

This section outlines actions that the Reno Housing Authority (RHA) has planned during the 2016 Plan Year to address the needs of public housing and to encourage public housing residents to become more involved in management and participate in homeownership.

### **Actions planned during the next year to address the needs to public housing**

The Housing Authority of the City of Reno (RHA) serves the region by providing affordable rental housing and administering the Housing Choice Voucher and tenant-based rental assistance program. RHA owns and operates over 750 Public Housing units; 285 of these units are designed for seniors and persons with disabilities. RHA administers 2,724 Housing Choice Vouchers to low-income residents, 255 Veterans Affairs Supportive Housing (VASH) Vouchers, along with 27 moderate rehabilitation units. RHA has been able to maintain and make improvements to its Public Housing units through the Capital Fund program. In addition, RHA has a variety of other multi-family housing units and over 160 scattered site single family homes. RHA is a model housing authority, having earned “high performer” status from the US Department of Housing and Urban Development (HUD). HUD inspections of RHA’s eight public housing properties consistently result in high performing scores.

### **Actions to encourage public housing residents to become more involved in management and participate in homeownership**

RHA has a long history of providing self-sufficiency services to clients, including the Family Self-Sufficiency, Individual Development and Empowerment Account (IDEA), and other homeownership programs. The city actively partners with RHA to continue to explore additional affordable housing development opportunities. RHA promotes ongoing resident activities, including year-round youth programs at the family sites and regular Resident Council meetings at all public housing sites. RHA solicits input from residents at each of the Resident Council meetings regarding improvements within their complex and future resident activities. Resident service contracts are executed with residents to help maintain certain aspects of their complex. The City of Reno, City of Sparks and Washoe County HOME Consortium frequently partner with RHA to implement housing programs and projects, including an Economic Development Initiative, the Neighborhood Stabilization Program, and HOME-funded development projects. The RHA is one of 39 housing authorities across the country participating in the U.S. Department of Housing and Urban Development's (HUD) Moving to Work (MTW) program. MTW allows agencies to propose and test innovative, locally-designed approaches to administering housing programs and self-sufficiency strategies. Using MTW flexibility, RHA proposes and implements alternatives to certain federal regulations which are spelled out in an agreement between HUD and the agency.

### **If the PHA is designated as troubled, describe the manner in which financial assistance will be**



**provided or other assistance**

Not Applicable

**Discussion**

## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

### **Introduction**

This section outlines the goals and actions for reducing and ending homelessness; addressing emergency shelter and transitional housing needs of the homeless; and helping homeless persons and other special needs populations to successfully transition into permanent housing.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including**

#### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The City of Reno acts as the Collaborative Applicant for the Washoe County submission of the Continuum of Care (CoC) and provides administrative funds for related planning activities through RAAH. In addition, the city has taken the lead in implementing the 10-Year Plan to End Homelessness and is the CoC HMIS grant administrator. The CoC continues to provide muchneeded permanent supportive housing in the community. RAAH meetings, public forums, and strategic planning activities all focus on increasing awareness of homelessness and housing-first strategies among service providers. As a result, chronic homelessness is now referenced in the Washoe County Human Services Strategic Plan and in the priorities and assessment reports for the Fund for a Healthy Nevada and the State of Nevada Grants Management Unit.

#### **Addressing the emergency shelter and transitional housing needs of homeless persons**

Reno, Sparks, and Washoe County continue to pool funds to support shelter operations. Staff will continue to support activities at the CAC and work to build collaborations between housing and service providers to increase the supply of supportive housing in the community. Through WCHC housing priorities, developers are encouraged to incorporate supportive services for individuals recovering from homelessness for a portion of the funded units.

#### **Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

RAAH providers will continue to work to decrease homeless persons' length of stay in emergency or transitional housing while implementing processes to support transitions to permanent housing rather than relapsing back into street homelessness, and to increase the income of chronically homeless

individuals to assist in their transition to permanent housing and independent living. To achieve this objective, RAAH members have evaluated admission and discharge policies of existing programs to determine barriers to stay for chronically homeless participants. Continued efforts will be undertaken to implement the SOAR (SSI/SSDI Outreach, Access, and Recovery) program in earnest and improve the ability of workers to assist eligible clients in gaining access to Social Security Disability, Food Stamps, and Medicaid. For the homeless, there are several aggressive, regularly scheduled outreach activities that take place each week for persons living on the street through the Mobile Outreach Safety Team (the MOST Team), a local partnership between mental health and law enforcement agencies, and the Veterans' Administration Health Care for Homeless Veterans program. Once outreach occurs, persons will be connected immediately to the most appropriate resources based upon individuals' unique needs. All outreach activities will be conducted with resources that can immediately provide either a direct service or connection to appropriate resources. For example, transportation will be offered to assist individuals in accessing medical care, shelter, food, clothing, Washoe County Social Services, and other mainstream resources. If a need is identified during the outreach episode that cannot be addressed immediately, case management and follow up will occur to ensure the individual receives the services they need in a timely manner.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

Preventing homelessness in Washoe County is especially difficult due to the limited stock of affordable housing units and properties that accept Section 8 assistance with respect to the community's need. The region's primary strategy is to increase the number of affordable units constructed with HOME and CDBG assistance, however the City of Reno is proactively seeking supplemental solutions to improve this. In 2015, the City of Reno formed the Mayor's Affordable Housing Taskforce, consisting of representatives from non-profits, private industry, and government agencies. The City also amended its land disposition policy and subsequently allocated a parcel of land on Yorkshire Drive in Northwest Reno for an extremely low income supportive housing project. The City of Reno is committed to seeking out better strategies and more opportunities to end homelessness, while also implementing the 10-Year Plan to End Homelessness mentioned above.

## **Discussion**

Please see above.

<b>One year goals for the number of households to be provided housing through the use of HOPWA for:</b>
---

Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family
Tenant-based rental assistance
Units provided in housing facilities (transitional or permanent) that are being developed, leased, or operated
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds
Total

## **AP-75 Barriers to affordable housing – 91.220(j)**

### **Introduction**

- This section outlines the actions planned to remove or eliminate any barriers to affordable housing.

### **Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

In late 2015, the City of Reno, City of Sparks, and Washoe County released a draft of its HUD required Analysis of Impediments to Fair Housing Choice (AI). The updated AI contains a revised Fair Housing Action Plan (FHAP) to address identified impediments. The findings and actions planned to mitigate impediments are summarized below.

Research for the AI included:

- Demographic patterns including racial and ethnic segregation and concentrated areas of poverty, housing patterns, including the provision of publicly assisted housing;
- Land use regulations and zoning ordinances that affect the siting and types of housing;
- Access to housing and community amenities by residents with disabilities; and
- Enforcement of fair housing laws and fair housing resources in the region.

The analysis found that zoning codes and land use regulations of the jurisdictions do not create significant barriers to housing choice. The code review found only minor recommendations for improvements. In sum, zoning and land use regulations be amended to reduce remaining barriers by:

City of Reno:

- Improving the definition of family to avoid distinctions based on the relation of the household members; instead focus on the “functional aspects of a family relationship.”
- Ensuring that planned unit development regulations do not specifically exclude group homes.

City of Sparks:

\* Incorporating elements of the old zoning and land use code that gave special attention to accessible housing in the discussion of special permit approval into the current code.

Washoe County:

\* Improving the definition of family to avoid distinctions based on the relation of the household members; instead focus on the “functional aspects of a family relationship.”

The 5 impediments to fair housing choice identified in the AI are:

- Persons with disabilities have difficulty obtaining reasonable accommodations in housing
- Limited availability of public transit and inaccessible infrastructure create access barriers for persons with disabilities
- Affordable rental housing is lacking
- There is a lack of public engagement in fair housing
- Housing in lower income areas is in poor condition, often because absentee landlords fail to maintain their properties
- Some homeowners’ associations and landlords engage in discriminatory practices

In addition, securing water availability and funding to extend public transit were identified as two of the highest priority issues to be addressed. Densities in many high opportunity and future growth areas are restricted because of water constraints, municipal service, and fiscal concerns.

## **Discussion**

## **AP-85 Other Actions – 91.220(k)**

### **Introduction**

Other policy actions and programs to assist low income households in the region are discussed below.

### **Actions planned to address obstacles to meeting underserved needs**

The City of Reno will continue to play a leadership role as the lead agency of the WCHC and the City of Sparks is a Participating Jurisdiction (PJ) in coordinating housing and service provision for the region, including mitigating homelessness. The City will be proactive in identifying and applying for additional public and private resources to meet underserved residents. City leadership has been and will continue to work closely with the private sector to increase their understanding of the greatest needs in the region and find creative public-private partnerships to address needs. In addition, staff will continue to hold workshops to assist homeless households with housing applications, work closely with RAAH and the CAC to develop appropriate programming at homeless shelters, and expand client resources and educate city leaders on the housing and community development needs in the region. Collaboration with non-profit service providers and especially Washoe County Social Services will continue to be a priority in identifying and meeting underserved needs.

### **Actions planned to foster and maintain affordable housing**

Projects that support the creation and preservation of affordable housing will be a priority. During the 2016-17 program year, an estimated \$2.5 million in HOME dollars and \$0.5 million in LIHTF will be used to support the creation of new affordable and mixed-income housing. The City of Reno rapid rehousing and deposit assistance programs also contribute to the development of affordable housing. In addition, the Nevada Housing Division continue to play a significant role in the identification of housing trends, needs, and mechanisms to develop and maintain affordable housing opportunities.

### **Actions planned to reduce lead-based paint hazards**

The City of Reno, City of Sparks and WCHC will continue to ensure that all housing projects funded with CDBG and HOME funds will comply with the revised Federal guidelines regarding notification and abatement requirements. WCHC requests for funding will require developers to sign Lead-Based Paint (LBP) Certifications and Assurances and that renovation firms be certified under the EPA's Renovation, Repair, and Painting Rule and trained in lead-safe work practices.

Additionally, The City of Sparks will maintain the services of the professional consultant for the Housing Rehabilitation initiatives.

### **Actions planned to reduce the number of poverty-level families**

Past actions to address poverty will be continued. The City of Reno and City of Sparks will commit the maximum amount of allowable CDBG public service funds toward the operations of the CAC to help meet the needs of families and individuals in poverty. CDBG funds from the City of Reno will also be used to support Ridge House, a non-profit that serves those recovering from substance abuse and exiting prison through job training and job placement programs. Continued collaboration with RAAH will focus on reducing the number of poverty-level families. HOME dollars will be prioritized to housing projects that serve extremely and very low income households. One of the HOME-assisted projects in 2016 will set-aside rental units for special needs residents and will have a veteran-preference policy in leasing out the new units. Planning an extremely low income permanent supportive housing development for north Reno will continue in 2016-17. The Technical Review Committee of the WCHC will add two new committee members in 2016 and it has been suggested that someone from the Regional Transportation Commission should be considered.

### **Actions planned to develop institutional structure**

The City of Reno, City of Sparks and Washoe County HOME Consortium staff will continue to be part of and support RAAH. Additionally, The City of Reno, City of Sparks and Washoe County HOME Consortium will also support the activities of the Reno Housing Authority as needed.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

### **Discussion**



## Program Specific Requirements

### AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

#### Introduction

#### Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	20,000
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>20,000</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

## **Discussion**

The City of Sparks anticipates receiving approximately \$20,000.00 of program income (loans repaid and reinvested into the community) through the Housing Rehabilitation Deferred Loan Program.

## Attachments

**Grantee SF-424's and Certification(s)**

**FEDERAL FINANCIAL REPORT**  
(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted U.S. Department of Housing & Development of Community & Planning		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) B-14-MC-32-0004, B-15-MC-32-0004		Page of 1 2 pages			
3. Recipient Organization (Name and complete address including Zip code) City of Sparks 431 Prater Way (P.O. Box 851) Sparks, NV 89431							
4a. DUNS Number 089920243	4b. EIN 88-6000202	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) 345024177		6. Report Type <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual		
8. Project/Grant Period (Month, Day, Year) From: 1/1/2016 To: 3/31/2016			9. Reporting Period End Date (Month, Day, Year) 3/31/2016				
10. Transactions				Cumulative			
<i>(Use lines a-c for single or multiple grant reporting)</i>							
<b>Federal Cash (To report multiple grants, also use FFR Attachment):</b>							
a. Cash Receipts				\$	46,330.04		
b. Cash Disbursements				\$	63,273.46		
c. Cash on Hand (line a minus b)					(16,943.42)		
<i>(Use lines d-o for single grant reporting)</i>							
<b>Federal Expenditures and Unobligated Balance:</b>							
d. Total Federal funds authorized							
e. Federal share of expenditures							
f. Federal share of unliquidated obligations							
g. Total Federal share (sum of lines e and f)							
h. Unobligated balance of Federal funds (line d minus g)							
<b>Recipient Share:</b>							
i. Total recipient share required							
j. Recipient share of expenditures							
k. Remaining recipient share to be provided (line i minus j)							
<b>Program Income:</b>							
l. Total Federal program income earned							
m. Program income expended in accordance with the deduction alternative							
n. Program income expended in accordance with the addition alternative							
o. Unexpended program income (line l minus line m or line n)							
11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
g. Totals:				0	0	0	
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:							
13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)							
a. Typed or Printed Name and Title of Authorized Certifying Official Debi Kinder, Accounting Manager				c. Telephone (Area code, number, and extension) (775) 353-2412			
				d. Email Address dkinder@cityofsparks.us			
b. Signature of Authorized Certifying Official <i>Debi Kinder</i>				e. Date Report Submitted (Month, Day, Year) 4/5/16			
14. Agency use only:							

Standard Form 425 - Revised 6/28/2010  
OMB Approval Number: 0348-0061  
Expiration Date: 10/31/2011

**Paperwork Burden Statement**  
According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0061), Washington, DC 20503.

