

HUD AWARD EVALUATION GUIDELINES FOR CDBG PROGRAM

1. Program must meet a HUD national objective
(See attached list of High Priority Items)
2. Program must meet a Rapid City Five Year Consolidated Plan High Priority item
(See attached list of High Priority Items)
3. Program must be a HUD eligible activity
(See attached list of High Priority Items)
4. A minimum of 70% of the activities funded must benefit low to moderate income persons/households.
5. Funds **may not** be used for:
 - a. Buildings for the general conduct of government;
 - b. General government expenses;
 - c. Political activities;
 - d. New housing construction except under certain conditions r when carried out by a Community Building Development Organization
 - e. Income payments,
 - f. Purchase of furnishings or personal property
 - g. Purchase of fire protection or construction equipment;
 - h. Operating or maintenance expenses (of public facilities, improvements and services)
Exceptions – some exceptions exist for program delivery costs for public service activities and office space for program staff carrying out CDBG program.
 - i. Religious activities or provided primarily to religious entities for activities.
6. Public Services
 - a. CDBG regulations limit the amount of funding for public services to a maximum of 15% of that program year's entitlement grant plus 15% of the preceding year's program income (closed program year).
 - i. Entitlement for FY 2005 was estimated at \$578,000
 Program Income for FY 2003 was estimated at \$ 30,000
 Total estimated funds for allocations = \$608,000
15% cap for Public Services = \$91,200
 - ii. HUD released actual entitlement for FY 2005 \$564,871
 Confirmed program income for FY2003 is \$ 30,798
 Revised total funds for allocations = \$595,669 (decrease of \$12,331)
Revised 15% cap for Public Services - \$89,350 (decrease of \$1,850)
 - b. Public Service must be a new program or be a significant increase over the previous 12 month period.
 - c. Exception to "b." above is allowed if service is unique in community and loss of program would be detrimental to low income persons.
7. No more than 20% of the years grant entitlement plus preceding years program income may be obligated for planning and administrative costs.

20% Maximum amount for program administration = \$119,133

8. Costs of activity must be reviewed to determine if they appear necessary and reasonable. Funds should be leveraged to meet needs of as many people as possible.
9. An Environmental Review must be completed prior to any release of funds.
10. Recipients must:
 - a. be able to carry out the program and complete it within a timely manner.
 - b. must provide required reports in a timely manner.
 - c. have the financial resources and staff to provide the services and complete the project.
 - d. maintain required records and documentation
 - e. allow audits and reviews by CDBG staff and/or HUD, when requested.

Garcia Barbara

From: Garcia Barbara
Sent: Friday, February 04, 2005 7:40 AM
To: 'Ron Hutchinson'; Sam Kooiker
Cc: Garcia Barbara
Subject: RE: Dakota Plains Legal Services/CDBG Grant

Ron,

The meeting is not just for CDBG Grant allocations - it is the regular Public Works Committee meeting, so CDBG is only one item on the agenda.
Just wanted to make sure that you understood that.

Barb

-----Original Message-----

From: Ron Hutchinson [mailto:dpls1@gwtc.net]
Sent: Friday, February 04, 2005 7:48 AM
To: Sam Kooiker
Cc: Garcia Barbara
Subject: Re: Dakota Plains Legal Services/CDBG Grant

If I understood Ms. Garcia correctly, you all are meeting at 1:15 on the 15th on the CDBG grant allocations. I'll recheck with her in the event I missed something.

Ron Hutchinson, E.D.
DPLS

----- Original Message -----

From: Sam Kooiker
To: Ron Hutchinson
Sent: Thursday, February 03, 2005 11:33 PM
Subject: Re: Dakota Plains Legal Services/CDBG Grant

Ron, which meeting are you referring to on the 15th?

Sam Kooiker

----- Original Message -----

From: Ron Hutchinson
To: barbara.garcia@rcgov.org
Cc: mayor@rcgov.org ; tom.johnson@rcgov.org ; jean.french@rcgov.org ; sam.kooiker@rcgov.org ; tom.murphy@rcgov.org ; karen.olson@rcgov.org ; bill.waugh@rcgov.org ; ray.hadley@rcgov.org ; ron.kroeger@rcgov.org ; malcom.chapman@rcgov.org ; bob.hurlbut@rcgov.org
Sent: Thursday, February 03, 2005 4:09 PM
Subject: Dakota Plains Legal Services/CDBG Grant

Dear Ms. Garcia:

I am attaching (Word Perfect document) and pasting below the DPLS request for reconsideration. Please note that we would like to attend the meeting scheduled for the 15th, due to scheduling conflicts on the 16th.

Also, please note that I am emailing this to Mayor Shaw and all the Council Members.

Thank you for your attention to this. Your assistance is very much appreciated. Please confirm your receipt of this message.

Ron Hutchinson, E.D.
Dakota Plains Legal Services

February 3, 2005

Mayor and City Council Members
City of Rapid City
300 6th St.
Rapid City, SD 57701

RE: Community Development Block Grants

Dear Mayor Shaw and Rapid City Council Members:

I am the Executive Director of Dakota Plains Legal Services (DPLS). This is to request reconsideration of the decision to not include Dakota Plains Legal Services in the FY 2005 allocations of Community Development Block Grant funds.

As you may know, Black Hills Legal Services (BHLS) merged into DPLS in January of 2002. In effect, the old BHLS service area is now served by the Rapid City branch office of DPLS.

BHLS and DPLS (after the merger of our programs) have been the fortunate recipients of the CDBG Block Grant funds for a number of years. DPLS has continued to effectively and efficiently use the CDBG funds to provide direct legal services to residents of Rapid City. The CDBG funds have enabled us to provide services to Rapid City's homeless and elderly, and other residents of Rapid City who cannot afford to pay a private attorney.

Based on my discussions with your office, DPLS was not included in the allocation based on concerns relating to lack of local oversight and lack of financial stability. Please allow me to respond to both concerns.

The DPLS Board of Directors includes seven board members from the old BHLS service area (five attorney board members and two client board members). The names of these board members are listed below. Also, the Rapid City office has a managing attorney, Paul Brankin, who lives and works in Rapid City. As managing attorney of our Rapid City office, Mr. Brankin's focus is on serving that office's client community. In short, the DPLS Rapid City office continues to have local oversight and management, with overall program control responsibility in DPLS administration.

Regarding the financial stability concerns, it cannot be questioned that meeting funding needs for legal services has been and always will be a significant challenge. In fact, one of the driving forces for the DPLS/BHLS merger was BHLS's marginal funding. The merger resulted in increased financial resources being devoted to the old BHLS service area, with a corresponding expansion and improvement of services to clients in the Rapid City area. Although tight finances are an ever present truth of life for legal services programs, DPLS is more financially stable than was BHLS.

The CDBG funds are utilized only for services provided through our Rapid City office. Accordingly, without these funds, we will be forced to reduce the level of legal services we currently provide to Rapid City's homeless, elderly, and other residents of Rapid City who depend on these services. In most cases, these Rapid City residents have no other legal resources available to them.

Thank you for your consideration of our request to be included in the allocations of Community Development Block Grant funds for the FY 2005. Mr. Brankin and I plan on attending the meeting scheduled for 1:15 p.m on February 15, 2005, and we will be happy to answer any questions or

respond to any concerns you might have.

Sincerely,

Ronald D. Hutchinson
Executive Director

cc: Paul Brankin, Managing Attorney, DPLS Rapid City Branch office
Terry L. Pechota, DPLS Attorney Board Member
Matthew Konenkamp, DPLS Attorney Board Member
Tracey Fischer, DPLS Attorney Board Member
Patrick Lee, DPLS Attorney Board Member
Thomas Carr, DPLS Attorney Board Member
Dee Schumacher, DPLS Client Board Member
Bonnie Hartpence, DPLS Client Board Member



Western Resources

for

dis-ABLED

Independence

January 18, 2005

Marsha Elkins
City of Rapid City
300 6th St.
Rapid City, SD 57701

RECEIVED

JAN 19 2005

Rapid City Growth
Management Department

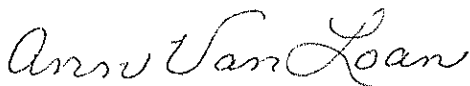
Dear Marsha:

Thank you for allowing Western Resources for dis-ABLED Independence the opportunity to have our request for CDBG funding reconsidered. As you know from our presentation at the January 3, 2005, City Council meeting, CDBG funding in 2004 allowed WRDI to begin the *Living Well with a Disability* program to enable those with disabilities to learn to improve their health.

The *Living Well* workshops that we've already held have made a positive difference in the lives of people with disabilities. They have learned to put into practice healthier living skills, to access resources to continue improving their health, and to overcome the depression and sense of hopelessness that so often accompanies living with a disability.

We ask that you consider the enclosed letters of some of the *Living Well* participants who volunteered to step forward and voice their support of the program, relinquishing the confidentiality under which all participants have entered the program. In addition, two health service providers, David Jetson and Shawna Michels, have also written letters of support. These letters demonstrate the effectiveness of the program and the continuing need to provide people with disabilities the opportunity to improve their health. We would be very grateful to receive CDBG funding for 2005 in order to have a positive effect on the lives of those with disabilities. According to the 2000 Census, in Rapid City alone, there are more than 16,300 individuals with disabilities (U.S. Census Bureau). The *Living Well* workshops can make a huge difference for so many in Rapid City.

Thank you for your consideration,



Ann Van Loan
Executive Director



Jetson Counseling

636 St. Anne St.
Suite 202
Rapid City, SD 57701

January 11, 2005

City Council of Rapid City
300 6th Street
Rapid City, SD 57701

To Members of City Council:

I am writing to indicate my support of the Living Well program that Western Resources for Disabled Independence offers the disabled community in Rapid City. As a counselor in the program, I've seen the value the Living Well program offers. The counseling portion of the program was established to help people with disabilities recognize options and feel more empowered. It is through the empowerment that these people will be able to recognize their abilities to be a more productive part of society.

I believe that the people with disabilities in Rapid City have much to offer our community. Funding for services like the Living Well program is important to help these people realize the potential they have to give back to Rapid City.

Thank you for your assistance and if you have any questions please contact me at: (605) 718-5500.

Sincerely,

David Jetson

Shawna Michels
3304 Cottonwood Street
Rapid City, SD 57702

January 10, 2005

Dear City Council Members:

I am writing on behalf of Western Resources for Dis-Abled Independence. Over the past year this organization has been running a program called Living Well. This is a multifaceted program designed to enrich the lives of people with disabilities. I have worked with many disabilities in my 10 years at Behavior Management Systems and have found the Living Well program to be extremely successful for the population at Western Resources for Dis-Abled Independence. Many people with disabilities struggle to develop and maintain healthy living habits, set and achieve goals and participate in activities they enjoy. Living Well teaches not only these life skills but also many more. I have personally spoken with a graduate of the Living Well program who has felt that the skills she has learned there made a huge difference in her life. I know that this program has had excellent attendance, good reviews from participants and waiting lists. I believe the Living Well program is a huge benefit to the members of our community. Please reconsider allotting this program money to continue.

Sincerely;

Shawna Michels, LPC

To Whom It May Concern

My name is Kathy Eitel and I took the Living Well Support classes. All I can say is what a great help and advantage they are to all that take them!! This group needs to be continued as long as possible! It helped each of us learn to handle and deal with situations in a more positive manner. It let us learn to deal with things in a more healthy manner, meaning an end result, fewer doctor trips and hospitalizations. These classes teach you to be healthier in every part of your life!! Eating, working, handling stress and more healthy ways to exercise. Each of the areas of your life are dealt with to make you a happier, healthier, more successful person. What a fantastic self improvement course that benefits not only the people taking the course but all of those they come in contact with in their daily lives! This is the type of course that will be used around the world with great success!

All I can say is anyone that doesn't totally get behind this program and support it financially as well as recruiting it to all their friends, needs to rethink what this country is founded on. The blood, sweat and toil of our forefathers who wanted to make the United States the best place in the world. And this course continues the values and great traditions they set forth with. This course must be supported!!!

Sincerely yours,
Kathy Eitel (Katie)

January 10, 2005

Dear City Council Members,

I have physical disabilities from a motorcycle accident and mental disabilities in the form of paranoid schizophrenia.

Western Resources has been invaluable to me. Recently I took the "Living Well" classes. They were very educational and of great benefit to me. They covered subjects such as: setting goals, overcoming obstacles, communicating with my doctor, taking care of myself, setting a schedule, etc.

The followup counseling support group was wonderful. The best money could buy, which I could not have afforded on my own. I would have to have done without.

The support group headed by the very capable counselor, Dave Jetson, helped me through the untimely death of my 51 year old husband, my best friend's sudden death and my feeling suicidal. I deeply appreciate his help. I don't know what I would have done without it.

Western Resources has provided a weekly YMCA pass, paid for a month's YMCA membership and encouraged me to pursue a YMCA scholarship membership. This is a great benefit to my physical, mental and social health.

I would highly recommend Western Resources for Dis-Abled Independence. Western Resources is of great value to people with disabilities. I could do without them.

Thank you.

Sincerely, Glynde Bari Lucas

Jan. 10, 2005

To the Rapid City City Council Members:

I would like state that I went through the Living Well Work Shop, & I would like to say that your decision to Cancel their funding is a very big mistake, I know that it Really has helped me with a lot of the questions that I Had & it has given a lot of support with my learning to Live with my disability . It would be a shame to deprive Other people of this opportunities.

Please reconsider your decision.

Thank you ,
Darlene Quillen

*Darlene
Quillen*

Frank and Deb Rasmussen

940 Adams Street
Rapid City, SD 57701

January 11, 2005

Rapid City - City Council

Dear City Council Members,

I have been asked to write a letter about the Living Well Program and what it has meant, and continues to mean, to my husband and to me. I am doing so gladly because I believe in the program quite strongly.

Both Frank, my husband, and I are disabled and now living on SSDI. Although he has been on disability since 1987, this is a new situation for me. I have been self-reliant and independent for a long time. Living with a new level of disability has been a massive challenge for me, with incredible hurdles I was unprepared and ill equipped to cope with. The Living Well program has made a dramatic difference in my life.

First came the educational and factual aspects of the actual 8-week seminar. It has assisted me in looking at my life as it now, and finding ways of dealing with my new life. There is a vast amount of knowledge contained in the seminar. Each week covers another aspect of disability. It has helped me to become empowered to take charge of my health, housing, food, and other basic needs. It even covered the basic rudiments of taking charge of my emotional health.

When the opportunity for a support group led by Dave Jetson was put forth to us, I, for one, jumped at the chance. He had spoken to us during the seminar, and I felt that he would be an excellent leader for such a group. I knew I, personally, was in great need of just such a safe supportive environment to enable me to begin to get on with my life. Dealing with the emotional aspects of my disability had overwhelmed me. Every group meeting has been an exercise in getting us closer to emotional wellness. We explore in a safe environment that which is making life difficult for each of us. We help each other to overcome obstacles and deal with life in a constructive manner. We share coping strategies. Most of us still have a long way to go before we will no longer be in need of this type of support.

My husband's life has become less stressful due to my participation in Living Well and the Living Well support group, as a result of my improved outlook on life. About his own participation he states, "I learned about resources that I either had never known of, or that I had forgotten about. I learned to recognize where I am with my disability and to determine what I am still capable of doing at any given time. I found that sharing with others who are going through similar issues helped me to remember that I am not alone, and I learned a lot from those who

shared the coping strategies they had learned in order to deal with some of the many issues of their own disabilities.”

This program has been a boon and a blessing to us both. I believe that every person who finds themselves in need of this program, and is willing to go through this program, deserves no less than that very opportunity. No one should be denied the chance to learn and grow that this program offers to those struggling with disabilities.

Sincerely,

Deborah N. Rasmussen


Dear Councilperson:

My name is Doug Puetz and I have a disability. I am writing to request that you continue financial support of the "Living Well" program offered through Western Resources for dis-ABLED Independence (WRDI).

I was a participant in the first Living Well workshop series. For me, the workshop was and has continued to be a source of great support and information for living better as a person with a disability. One of the many benefits of this class is that it provides us a safe and accessible way to learn the tools and techniques that are unique to people with disabilities that are not currently being provided anywhere else in Rapid City. These classes have helped me to deal with areas of my life that enable me to better become a productive member of the community. As a result of taking these classes, I feel more confident about being a person with a disability.

I feel that these classes have been very worthwhile and I would not hesitate to recommend them to other people with disabilities or businesses in Rapid City. Please continue to provide funding so that more people with disabilities can benefit from this wonderful program.

Sincerely,

A handwritten signature in black ink, appearing to read "Doug Puetz". The signature is written in a cursive style with a horizontal line extending to the right.

1018 11th St., Apt. 513
Rapid City, SD 57701

January 12, 2005

To the City Council:

I was in the first Living Well workshop offered by Western Resources for Disabled Independence in Rapid City last fall. They did a good job of offering an interesting program. We were well-informed by the guest speakers who came in to talk to us about improving our health.

Living Well is a necessary program to have in Rapid City. There are many people with disabilities who would be interested. Living Well can help them to improve their health. Please give a grant to Western Resources for Disabled Independence so they can give more workshops to people who need them.

Ann Trask

ADDENDUM TO CDBG APPLICATION

C. Provide detailed description of project:

Our Living Well Program is at no cost to our consumers which sets us apart from other programs. This is a program that does not label an individual, but provides a team to work with them in developing the needed life skills.

Client programs include:

- **Selecting and setting goals** in order to *live well*.
- **Identifying the barriers and obstacles** that prevent them from reaching their goals.
- **Pain management courses & group counseling sessions** to deal with death, stress, depression, emotions triggered by limitations, self confidence, self-empowerment, grieving, what is important in life, and connecting with their abandoned feelings.
- **Identifying and changing negative thought patterns and emotions.** Role playing in order to deal with some of the triggers that may cause depression.
- **Skills and strategies** to generate, implement, and monitor solutions to problems that arise while pursuing their goals.
- **Learning healthy reactions.** Participants are presented with materials that examine how one's initial reaction may not always be accurate. We offer techniques for generating a variety of alternative explanations in events that occur in their lives and leave them feeling positive and hopeful for the future.
- **Sessions on beating the blues** that teach participants to recognize depression and how to reduce it.
- **Good communication skills** with physicians and service providers.
- **Proper nutrition.** Many are on restricted diets such as a diabetic or weight loss diets and many do not understand labels or just the basics of meal planning. We have certified nutritionists that will talk to them about the importance of eating right and the interaction with different foods in their bodies.
- **The importance of exercise and appropriate levels of activity.** Many have never learned the importance of exercise or had the opportunity to participate in recreational activities. We are able to give a one month free membership to the YMCA, and with the Y's cooperation, the participants will receive training and use of all facilities. After the one month trial, they can apply for a scholarship with the YMCA.
- **Self-Advocacy.** Learning how to advocate for themselves in order to give them some skills for making changes in their community.

The outcomes of the Living Well program: Health behavior changes developed in the Living Well program lead to improved health for adults with disabilities, according to national research of the Rural Institute on Disabilities at the University of Montana.

Participation in the program reduced the prevalence and/or severity of secondary conditions and depression by 25%, significantly increased healthy behaviors such as exercise and proper nutrition, and reduced acute health care costs by 10% (The University of Montana Rural Institute Report #24).

Participation in the Living Well program has been shown to have a positive effect on employment outcomes, including increasing employee productivity through reduced absenteeism and reducing health-related insurance claims (The University of Montana Rural Institute Report #24).

Participants in the Rapid City CDBG workshops are completing the same surveys used in the national research. We expect the same positive results—fewer secondary conditions, reduced medical costs, increased healthy behaviors, and increased employment outcomes. At this early point in implementation of the program, we are seeing the positive outcomes of consistent attendance of the participants and demand for additional workshops, greater involvement in community activities, and stories of participants' success in developing healthier lifestyles.



918 Fifth Street
Rapid City, SD 57701

RECEIVED

605 348 6086
800 727 2401
FAX 605 348 1050

SEP 14 2005

Rapid City Growth
Management Department

City of Rapid City
City Council
300 Sixth Street
Rapid City, SD 57701

Dear City Council Members,

We thank you for consideration of our grant application. Our program at the Juvenile Service Center is important to our agency. We believe we can have a positive affect on the future of incarcerated children by teaching them prevention methods, positive life skills and goal setting. Our intention is to break the cycle of addiction and delinquency that keeps the recidivism level so high in our community. If the cycle can be broken while the youth are incarcerated, they will re-enter society as productive members and thereby reduce the demands on the community and the prison system.

As I am sure you have noted, the budget for this program is \$46,315. The \$15,000 we have requested from the Community Block Grant would help us cover some of the salaries of the four counselors working this program. The balance of the budget will come from donations and other funding sources.

We believe this program has great promise. Our goal is to continue to grow the Rapid City JSC program and to expand it to other Juvenile Service Centers in western South Dakota. We have already begun a similar program at the Kyle Juvenile Service Center and will continue to seek funds for start up programs in other communities.

Thank you again for considering our request. If you have any questions or concerns, please do not hesitate to contact us.

Sincerely,

James T. Kinyon
Executive Director



Garcia Barbara

From: Preston Jim
Sent: Monday, January 03, 2005 9:20 AM
To: Garcia Barbara
Subject: FW: WRDI needs your support for the CDBG!

Input please.

-----Original Message-----

From: Jean & Kent French [mailto:french@rushmore.com]
Sent: Friday, December 31, 2004 1:36 PM
To: Preston Jim; Council Group; Shaw Jim
Subject: Fw: WRDI needs your support for the CDBG!

Hi Jim:

Could you please give us some background info on this case and what our options are to help them out?
Thanks a bunch,
Jean

----- Original Message -----

From: Ann Van Loan
To: jean.french@rcgov.org
Sent: Thursday, December 30, 2004 4:03 PM
Subject: WRDI needs your support for the CDBG!

Dear Jean,

On behalf of the people with disabilities served by Western Resources for dis-ABLED Independence, I am requesting that our application for funding for the *Living Well* health promotion program be reconsidered. We just received notice that our application for funding to continue this much-needed program has been initially denied, and we wish to appeal this decision.

Many people in Rapid City struggle daily with health issues and secondary conditions, and the *Living Well* program begun in 2004 with CDBG funding has begun to make a significant difference in their lives. As presented in the federal report *Healthy People 2010*, many individuals have no access to "health promotion and disease prevention activities targeting people with disabilities" and are therefore at increased risk to develop "an increase in the occurrence of secondary conditions." Because of CDBG funding in 2004, Western Resources for dis-ABLED Independence has been able to give hope to many people, helping them to learn to improve their health. As word has spread about our *Living Well* program, we have had to create a waiting list for people to join the workshops! So many people are in need of help, and we ask to be granted funding to continue this very effective program, developed at the Rural Institute for Disabilities at the University of Montana.

Health is important to securing and maintaining employment. Health promotion and disease prevention are more effective--and more cost-effective--than treatment alternatives. People are more productive when they can overcome secondary conditions, including depression and obesity. Not only individuals with disabilities but also our community as a whole can benefit from a proven health promotion program, as *Living Well* is. This is such an important program, and we must share with you how important it is to continue to help those most in need in our community.

Please reconsider the application for CDBG funding for Western Resources for dis-ABLED Independence so that we can continue to work toward improving the health of those with disabilities in

Rapid City. Thank you.

Sincerely,

Ann Van Loan
Executive Director, Western Resources for dis-ABLED Independence
405 E. Omaha St. Ste. A
Rapid City, SD 57701
605-718-1930