

Item # 11c

**City of Carson City**  
**Request for Board Action**

**Date Submitted:** 01-04-08

**Agenda Date Requested:** 01-17-08  
**Time:** 10 minutes

**To:** Mayor and Supervisors  
**From:** Javier Ramirez, Citizen Outreach/CDBG Coordinator

**Subject Title:** Action to set the total amount available for annual funding of Carson City Community Support Services grant allocations for Fiscal Year 2008-2009 and to confirm the application and interview format and presentation of applications

**Staff Summary:** Carson City greatly benefits from the valuable assistance of various non-profit community organizations. In recognition of this service, Carson City provides Community Services grant funding to those worthwhile organizations on a case by case basis within annual fiscal constraints.

**Type of Action Requested:** (check one)

Resolution       Ordinance  
 Formal Action/Motion       Other (Specify)

**Does This Action Require A Business Impact Statement:**  Yes (XX) No

**Recommended Board Action:** To be determined by the Board.

**Explanation for Recommended Board Action:** Funding decisions are made strictly at the Board's discretion.

**Applicable Statute, Code, Policy, Rule or Regulation:** n/a

**Fiscal Impact:** To be determined by funding decisions made by the Board of Supervisors.

**Explanation of Impact:** To be determined by funding decisions made by the Board of Supervisors. The FY 07-08 budget, provided for the community non-profit organizations, \$ 221,200 of ongoing and \$ 190,000 of one shot funding. In addition, \$ 99,948.64 was provided in in-kind contribution (maintenance, repair and rent).

**Funding Source:** General Fund and Capital Acquisition

**Alternatives:** Do not provide grant funding to community non-profit organizations.

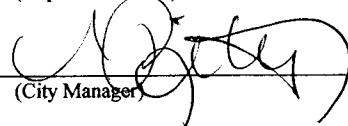
**Supporting Material:** Funding allocations for the fiscal Year 2007-2008 with attachments, copy of grant guidelines and application

**Prepared By:** Javier Ramirez, Citizen Outreach/CDBG Coordinator

Reviewed By: \_\_\_\_\_

Date: \_\_\_\_\_

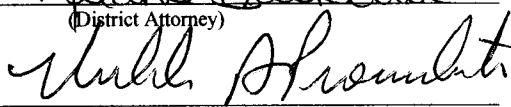
(Department Head)



(City Manager)

Melanie Bucketta

(District Attorney)



(Finance Director)

Date: 1-8-08

Date: 1-8-08

Date: 1/8/08

**Board Action Taken:**

Motion: \_\_\_\_\_

1) \_\_\_\_\_

Aye/Nay

2) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**Community Support Services Grant**  
**Non-Profit Community Organizations - Summary**

Page 1

Organization	Ongoing FY 2007-08	One-shot FY 2007-08	In-kind Cont. Office Space	In-Kind Contribution Repair & Maintenance	Total Funding FY 2007-08
Advocates to End Domestic Violence	9,000.00	-	-	-	9,000.00
Boys & Girls Club of Western Nevada *	27,000.00	-	-	8,235.00	35,235.00
Brewery Arts Center	4,500.00	9,000.00	-	-	13,500.00
Capital City Gun Club	-	-	-	1,081.00	1,081.00
Carson City Historical Society	-	-	-	5,275.00	5,275.00
Carson City Library Foundation	-	-	-	-	-
Carson City Symphony	-	2,700.00	-	-	2,700.00
Carson Pistol Club	-	-	-	4,876.00	4,876.00
Carson Tennis Club	-	-	-	1,560.00	1,560.00
CCOY - Programs	64,350.00	25,650.00	-	-	90,000.00
Children's Museum	-	-	-	1,974.00	1,974.00
Clear Creek Bowmen	-	-	-	376.00	376.00
Community Counseling Center	31,500.00	18,000.00	49,545.84	-	99,045.84
Cooperative Extension & 4H	-	-	-	1,598.00	1,598.00
Eagle Valley Golf, Inc.	-	-	-	1,410.00	1,410.00
HealthSmart	-	6,750.00	-	-	6,750.00
Home Health Services of Nevada	5,400.00	-	-	-	5,400.00
High Sierra Radio Control Club	-	-	-	-	1,263.00
Mills Park Railroad Association	-	-	-	1,504.00	1,504.00
Nevada Day, Ltd.	-	7,200.00	-	-	7,200.00
Nevada Hispanic Services Carson City	18,900.00	9,000.00	12,637.80	-	40,537.80
Nevada Tahoe Conservation District	1,800.00	-	-	-	1,800.00
Ormsby ARC	12,600.00	1,350.00	-	-	13,950.00
Partnership Carson City**	25,000.00	100,000.00	-	-	125,000.00
RSVP	21,150.00	10,350.00	-	1,495.00	32,995.00
Sierra Inline Hockey Association	-	-	-	7,118.00	7,118.00
<b>Total</b>	<b>\$ 221,200.00</b>	<b>\$ 190,000.00</b>	<b>\$ 62,183.64</b>	<b>\$ 37,765.00</b>	<b>\$ 511,148.64</b>

\*Receives free rent as a result of the City's agreement with the State for the property formerly known as the No. Nevada Children's Home.

\*\* Partnership Carson City \$ 100,000.00 was paid from the Capital Acquisition Fund and \$ 25,000.00 was paid from the General Fund.

**Community Support Services Grant**  
**Non-Profit Community Organizations - In Kind**

Page 2

Organization	In Kind Contribution (Maintenance, Repair and Rent)
Boys & Girls Club of Western Nevada*	8,235.00
Capital City Gun Club	1,081.00
Carson City Historical Society	5,275.00
Carson Pistol Club	4,876.00
Carson Tennis Club	1,560.00
Children's Museum	1,974.00
Clear Creek Bowmen	376.00
Community Counseling Center**	49,545.84
Cooperative Extension & 4H	1,598.00
Eagle Valley Golf, Inc.	1,410.00
High Sierra Radio Control Club	1,263.00
Mills Park Railroad Association	1,504.00
Nevada Hispanic Services Carson City**	12,637.80
RSVP	1,495.00
Sierra Inline Hockey Association	7,118.00

**TOTAL**

**99,949**

\$ \*Receives free rent as a result of the City's agreement with the State for the property formerly known as the No. Nevada Children's Home.  
\*\* Office Space Rent

TO: JAVIER RAMIREZ  
FROM: SCOTT FAHRENBRUCH  
DATE: JANUARY 3, 2008

RE: PARKS & RECREATION DEPARTMENT MAN HOURS TO SUPPORT NON-PROFIT AGENCIES PER USE AGREEMENTS IN FORCE BETWEEN THE CITY AND NON-PROFIT AGENCIES IN 2007

Javier, per our meeting this morning the following are the total estimates of man hour support for the various non-profit agencies we serve through the Use Agreements in force. Please call me if you have any questions on this. I can be reached at 887-2115, extension 1003.

1. Eagle Valley Golf, Inc. @ 60 man hours (permanent/ full-time)
2. High Sierra Radio Control Club @ 42 man hours (permanent/ full-time), and 24 man hours (seasonal/ part-time)
3. Carson Rifle & Pistol Club @ 184 man hours (permanent/ full-time), and 48 man hours (seasonal/ part-time)
4. Boys & Girls Club/ Children's Home @ 186 man hours (permanent/ full-time), and 336 man hours (seasonal/ part-time)
5. Capitol City Gun Club @ 46 man hours (permanent/ full-time)
6. Carson Tennis Club @ 38 man hours (permanent/ full-time), and 58 man hours (seasonal/ part-time)
7. Children's Museum @ 84 man hours (permanent/ full-time)
8. Clear Creek Bowmen (Archery Range) @ 16 man hours (permanent/ full-time)
9. Cooperative Extension & 4H @ 68 man hours (permanent/ full-time)
10. Carson City Historical Society (formerly Landmark Society) @ 154 man hours (permanent/ full-time), and 144 man hours (seasonal/ part-time)
11. Mills Park Railroad Association @ 64 man hours (permanent/ full-time)
12. RSVP Office at Corporate Yard @ 46 man hours (permanent/ full-time), and 36 man hours (seasonal/ part-time)
13. Sierra Inline Hockey Association (at Pony Express Pavilion) @ 68 man hours (permanent/ full-time), and 480 man hours (seasonal/ part-time)

cc: Roger Moellendorf  
Tom Case  
Bob Keith

## **GUIDELINES FOR GRANTS**

### **FISCAL YEAR 2008-2009**

Carson City, a consolidated municipality, has greatly benefited from the valuable assistance of various non-profit community organizations. In recognition of this service, Carson City provides Community Services grant funding to those worthwhile organizations on a case by case basis within annual fiscal constraints.

Therefore, it is in the best interest of the City and the public-at-large to formalize the procedures used in funding assistance to such organizations.

These guidelines are as follows:

1. Funding is provided on a year to year basis only. Funding is strictly limited to the availability of funds.
2. Any and all individuals and/or entities desiring from the City, a grant of money must complete and execute an "Application for Grant Funds" form.
3. Insomuch as the City operates on a fiscal year basis from July 1<sup>st</sup> through June 30<sup>th</sup> each year, and insomuch as the City must submit to the State of Nevada a budget for the succeeding fiscal year, a request for funds must be completed and the original, nine (9) copies plus an electronic copy received in the Citizen Outreach/CDBG Coordinator's Office, located at 900 E. Long Street, email [jramirez@ci.carson-city.nv.us](mailto:jramirez@ci.carson-city.nv.us) , no later than 5:00 p.m. on April 4, 2008, for the next fiscal year's expenditure. Any request for funds not so completed and received, will not be given consideration.
4. One of the primary criteria used to evaluate the request is the determination of the program benefit to the community.
5. After receipt of application for funds, each applicant desiring a grant of funds may appear before a meeting of the Board of Supervisors to make an oral presentation concerning the request and participate in any discussion concerning the same. Date and time of this hearing will be publicly noticed.
6. Upon approval by the Board of Supervisors of the request, the grant money will therefore be included in the next succeeding year's budget and will be dispensed by the City Manager's Office without further hearing or application; provided, however, that the Board shall continue to retain the prerogative and authority to deny any payment, if in the opinion of the Board, the applicant is not making a "good faith" effort in meeting the obligations and commitments outlined by said applicant within the application process. All grants approved shall be subject to funding availability.

The Board of Supervisors may in any event decide by majority vote to conduct a subsequent hearing concerning the application and, if so, the applicant will be notified as to the date of the subsequent hearing.

7. Applications shall be approved by the Board of Supervisors based upon, among other relevant factors, a finding that the applicant will utilize the grant monies solely for the general benefit of Carson City and the purpose set forth in the grant application.
8. Approval of each request for funds shall have a condition that the applicant shall provide to the Citizen Outreach/CDBG Coordinator's Office, an annual accounting of all funds utilized, including description of use and benefit to the citizens of Carson City. This process of accounting will be submitted on or before April 1, 2009, however, should your organization again apply for grant funding from the City, the accounting must be submitted with the next year's application. This requirement must be addressed in a timely fashion.
9. These guidelines shall not prevent the City from entering into a contract to provide grant money for a term of years.
10. These guidelines shall not control any grants of money provided by any other public or private entity.
11. Upon notice of a grant award, return this document signed by the Project Director acknowledging the terms herein to the Citizen Outreach/CDBG Coordinator's Office. Retain a copy for your records.

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Project Director

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Date

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Name of Program

*\*\* For further information, please call 887-2190, ext. 1039 or write to the Citizen Outreach/CDBG Coordinator's Office, Javier Ramirez, 900 East Long Street Carson Street, Carson City, Nevada 89706.*

**CARSON CITY COMMUNITY SUPPORT SERVICES  
APPLICATION FOR GRANT FUNDS  
FISCAL YEAR 2008-2009  
GENERAL INFORMATION**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Mailing Address:**

City:

Zip:

Contact Name:

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Address:**

City:

Zip:

### 1. Purpose of Organization:

## 2. Total annual budget:

### 3. How long organized:

4. Tax I.D. #:

5. Please provide the following fiscal information about your organization:

	<u>Last Year</u>	<u>Present Year</u>	<u>Next Year</u>
Income:	\$	\$	\$
Expenses:	\$	\$	\$
Reserves:	\$	\$	\$

### Program/ Proposal

6. Title of proposal:

## 7. Program Director:

8. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

9. Address:

10. City: \_\_\_\_\_ Zip: \_\_\_\_\_

11. Program/proposal objectives and brief description:
12. Primary purpose of the grant:
13. Dates of project or use of funds:
14. Total amount of funds requested from Carson City:
15. Total cost of project: \$  
(Including Other Funding Sources): \$
16. Last year's project budget: \$  
*\*Note: Please Attach a Copy of Your Budget from Last Year.*
17. This year's project budget: \$  
*\*Note: Please Attach a Copy of Your Budget.*
18. Percentage of funds to be utilized for administrative costs (i.e.: salaries):
19. Previous City sponsored grant funding received, if any:

Year:	Amount: \$	Year:	Amount: \$
Year:	Amount: \$	Year:	Amount: \$
20. Describe in detail how funds will be used, i.e., amount, purpose:
21. Describe your efforts to obtain other sources of funding: (i.e., private sector, private non profit, and other governmental sources)
22. Is the funding intended to benefit the citizens of Carson City? How? (Please provide evidence that your program/organization is of value to the recipients of your service(s) by submitting testimonials or other expressions of support).
23. Number of residents locally requested funding will benefit:
24. What percentage of individuals served by your agency are residents of other cities/counties?
25. If your agency does serve residents from other cities/counties, what amount of funding does that city/county provide? If none, has your agency solicited funding from that city/county?

26. Do you in turn charge the public for some type of service: Yes \_\_\_\_\_ No \_\_\_\_\_  
If so, how much?

27. What would you expect to collect in service fees over the fiscal year: \$

28. How does your organization anticipate benefiting from this funding?

29. Does your program/proposal enhance Carson City's ability to provide for the health, safety & general welfare of this community?

30. Does your program/proposal provide any in-kind service to Carson City?

31. Does your program/proposal have matching funds, if so, please delineate.

32. How will your program/proposal enhance the image of the community?

33. Does your program/proposal have the potential to become self-supporting and, if so, describe how?

34. Are you aware of any other private sector/nonprofit/governmental/agencies in the area proving the same services as your program/proposal? (If yes, please explain how your project will compliment other existing programs?)

35. Describe in detail how the community will be made aware and in turn, benefit from the proposed program/proposal:

36. Describe how the results of the program/proposal will be measured:

*Additional Pages May Be Used, with the Specific Number and Question Heading.*

**NOTE: THE ORIGINAL AND NINE (9) COPIES MUST BE SUBMITTED TO THE CARSON CITY  
MANAGER'S OFFICE NO LATER THAN APRIL 4, 2008.**