

## Carson City Agenda Report

**Date Submitted:** February 25, 2014

**Agenda Date Requested:** March 6, 2014

**Time Requested:** 30 minutes

**To:** Mayor and Board of Supervisors

**From:** Community Development – Planning Division

**Subject Title:** For Possible Action: To allocate the Community Development Block Grant (CDBG) and Community Support Services Grant (CSSG) funding for FY2014-15, and to open a 30-day public comment period from April 1 to April 30, 2014 for review of the Carson City draft CDBG 2014-15 Annual Action Plan and 5-year draft Consolidated Plan to implement the Department of Housing and Urban Development (HUD) CDBG Program. (Janice Brod)

**Summary:** The CDBG funding available to Carson City for fiscal year 2014-15 is estimated to be \$378,067, which was the amount of funding for fiscal year 2013-2014. There will be approximately \$56,710 (15% maximum) for public services activities, \$245,744 for public facilities and improvements, and \$75,613 (20% maximum) for planning and administration. The CSSG funding available to Carson City for fiscal year 2014-15 is estimated to be \$185,000. A community-based Application Review Workgroup (ARW) conducted a public meeting to interview the CDBG and CSSG applicants on February 11, 2014 and then ranked the applications for recommendation to the Board of Supervisors.

**Type of Action Requested:**

☐ Resolution

☒ Formal Action/Motion

☐ Ordinance

☐ Other (Specify)

**Does This Action Require A Business Impact Statement:**

☐ Yes ☒ No

**Recommended Board Action:** I move to approve the Community Development Block Grant and Community Support Services Grant funding for FY2014-15 as recommended by the Application Review Workgroup and subject to approval of the FY2014-15 budget, and to open a 30-day public comment period from April 1 to April 30, 2014 for review of the Carson City draft CDBG 2014-15 Annual Action Plan and 5-year draft Consolidated Plan to implement the Department of Housing and Urban Development CDBG Program.

**Explanation for Recommended Board Action:** Seventeen proposals for public services and three for public facilities and improvements were received. The requests for funding total more than the amounts available for both public services and public facilities and improvements. An Application Review Workgroup formed by staff evaluated and ranked the applications, then made funding recommendations based on both meeting the CDBG national objectives and the community priorities.

Once the Board has reviewed, discussed and approved the proposed CDBG funding proposals, they will be incorporated into Carson City's draft CDBG 2014-15 Annual Action Plan. Part of the HUD

requirements is to have a 30-day period for the public to comment on the Action Plan. At the May 1, 2014 meeting, the Board of Supervisors will discuss, review, make any desired amendments and approve the Annual Action Plan based on public comment and recommendations and then forward its document to HUD for final consideration.

**Applicable Statue, Code, Policy, Rule or Regulation:** Title 1 of the Housing and Community Development Act of 1974, Public Law 93-383 as amended; 42 U.S.C.-5301 *et seq.*

**Fiscal Impact:** \$185,000

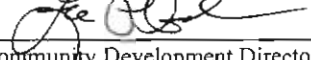
**Explanation of Impact:** General Fund-\$185,000

**Funding Source:** General Fund

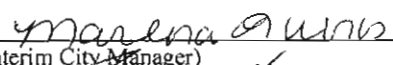
**Alternatives:** Provide other direction.

**Supporting Material:** 1) ARW Recommendation Summary Table  
2) Memorandum-ARW recommendations and CDBG program summary  
3) CDBG Consolidated Plan Priority Needs table  
4) ARW meeting minutes  
5) 2014 CDBG and CSSG applications

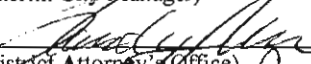
**Prepared By:** Janice Brod, Grants Program Coordinator

**Reviewed By:**   
(Community Development Director)

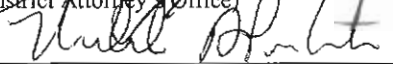
Date: 2-25-14

  
(Interim City Manager)

Date: 2-25-14

  
(District Attorney's Office)

Date: 2/25/14

  
(Finance Director)

Date: 2/25/14

**Board Action Taken:**

Motion: \_\_\_\_\_ 1) \_\_\_\_\_ Aye/Nay

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

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

**2014 CDBG and CSSG Funding  
Application Review Workgroup Recommendations**

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<b>Public Service Project</b>	<b>Requested from CSSG</b>	<b>Requested from CDBG</b>	<b>Recommended from CSSG</b>	<b>Recommended from CDBG</b>	<b>Recommended Total</b>
Ron Wood Family Resource Center-Reach Up	\$35,000		\$30,000		\$30,000
Ron Wood Family Resource Center-Food Bank	\$12,500		\$12,500		\$12,500
Food For Thought	\$10,000		\$8,000		\$8,000
FISH	\$12,200		\$12,200		\$12,200
Community Counseling Center	\$77,989	\$77,989	\$0	\$56,710	\$56,710
CASA of Carson City	\$25,000		\$25,000		\$25,000
Capital City Circles Initiative	\$10,000		\$10,000		\$10,000
Advocates to End Domestic Violence	\$10,000		\$10,000		\$10,000
Nevada Rural Counties-RSVP-Coordinator		\$13,417	\$13,417		\$13,417
Nevada Rural Counties-RSVP-Program	\$35,000		\$22,604		\$22,604
Carson City Senior Citizens Center	\$13,000	\$13,000	\$13,000		\$13,000
United Latino Community	\$31,400		\$15,000		\$15,000
Rural Center for Independent Living-Do Drop In*	\$6,000		\$1,000		\$1,000
Ormsby Association of Carson City	\$13,500		\$9,279		\$9,279
ESL In Home Program of Northern Nevada	\$20,000		\$3,000		\$3,000
Nevada Health Centers, Inc.	\$21,287		\$0		\$0
Volunteer Attorneys for Rural Nevadans	\$40,000		\$0		\$0
<b>Total requested</b>	\$372,876	\$104,406	\$185,000	\$56,710	
<b>Total available**:</b>	\$185,000	\$56,710	\$185,000	\$56,710	
<b>Difference</b>	-\$187,876	-\$47,696	\$0	\$0	

\* Recommended funding for bus passes

	<b>Requested from CSSG</b>	<b>Requested from CDBG</b>	<b>Recommended from CSSG</b>	<b>Recommended from CDBG</b>	<b>Recommended Total</b>
Carson City Public Works		\$245,000		\$245,744	\$245,744
FISH		\$100,000		\$0	\$0
Ventana Sierra		\$50,000		\$0	\$0
<b>Total requested:</b>	\$0	\$395,000		\$245,744	
<b>Total available**:</b>	\$0	\$245,744		\$245,744	
<b>Difference</b>	\$0	-\$149,256		\$0	

\*\*Estimated total for CDBG



## Carson City Planning Division

108 E. Proctor St.  
Carson City, Nevada 89701  
(775) 887-2180  
[Planning@carson.org](mailto:Planning@carson.org)  
[www.carson.org](http://www.carson.org)

### MEMORANDUM

Board of Supervisors Meeting of March 6, 2014

**To:** Mayor and Board of Supervisors  
**From:** Janice Brod, Grants Program Coordinator  
**Date:** February 21, 2014  
**Subject:** CDBG and CSSG 2014-15 Funding Proposals

The Board of Supervisors is required to annually recommend approval of funding for Community Development Block Grant (CDBG) projects to the U.S. Department of Housing and Urban Development (HUD). Upon approval of the funding for the 2014-15 CDBG projects by the Board of Supervisors, the projects will be incorporated into the draft Annual Action Plan, which will then be open for public review and brought back to the Board of Supervisors in May for a final recommendation of approval to HUD.

As part of the CDBG Citizen Participation requirement, applications were solicited in the Nevada Appeal from November 24, 2013 to December 4, 2013, as well as by individual letters to local community service organizations. Two publicly noticed meetings were also held in December for CDBG application information and training.

After applications were received by January 17, 2014, the Application Review Workgroup (ARW) held a publicly noticed meeting on February 11, 2014, where they were able to converse with applicants directly. The ARW scored, ranked and evaluated the proposed project applications for community need, projected outcome, and compliance with HUD requirements. The ARW consisted of five volunteer community members recruited by staff from a variety of local community groups. These members are:

- Ronni Hannaman – Executive Director of Carson City Chamber of Commerce
- Susie Messina – Former owner of Home Treasures, Board member for Boys and Girls Club and the Carson Tahoe Regional Healthcare Foundation
- Angie Smith – Real Estate Agent for Nevada Premiere Properties
- Kris Wickstead – Engineer for GE Energy
- Claudia Saavedra - Community Service Coordinator for the Department of Alternative Sentencing
- Rob Joiner - Principal at Robert F. Joiner and Associates, Realtor and Property Manager at Nevada Premiere Properties

The ARW also reviewed applications for the Community Support Services Grant program concurrently with the CDBG applications. This allowed the ARW and will allow the Board of Supervisors to evaluate how funds are allocated to various public service organizations across different funding sources with overlapping qualifications. The ARW Recommendations Table attached with this memo shows the application requests and recommendations for each

organization for both the CDBG and CSSG programs, with the combined totals requested and recommended from both grants in the far right columns. Note that the ARW recommended funding only the Community Counseling Center from the CDBG Public Services category, reducing the number of subgrantees that need to be managed by City staff.

Following is a summary list of the CDBG applications and recommendations for the 2014-15 fiscal year, as ranked by the Application Review Workgroup. All projects meet CDBG requirements and are eligible for funding. More details regarding each individual project can be found in the applications attached with this memo.

**CDBG PUBLIC SERVICES RANKINGS/RECOMMENDATIONS:**

**Total Expected Available Allocation = \$56,710 (15% of total allocation)**

**1) Project Name: Evidence Based Substance Abuse Counseling**

Agency: Community Counseling Center

Funding Request: \$77,989

Recommendation: **\$56,710**

CDBG Objective: Serving low- to moderate-income (LMI) persons.

Description: The Community Counseling Center would like to continue their substance abuse treatment for youth and adults by funding a full-time counselor position to provide extensive case management. Recovery from methamphetamine and other substance abuse requires prevention training and treatment on demand to avoid relapse.

**CSSG PUBLIC SERVICES RANKINGS/RECOMMENDATIONS:**

**Total Expected Available Allocation = \$185,000**

**1) Project Name: Reach Up!**

Agency: Ron Wood Family Resource Center

Funding Request: \$35,000

Recommendation: **\$30,000**

Objective: Serving low- to moderate-income (LMI) persons.

Description: "Reach Up" is a comprehensive mental health treatment and case management program designed to identify, support, and counsel Carson City youth from 3-17 years of age in crisis.

**2) Project Name: Ron Wood Community Essentials Food Bank**

Agency: Ron Wood Family Resource Center

Funding Request: \$12,500

Recommendation: **\$12,500**

Objective: Serving low- to moderate-income (LMI) persons.

Description: The Food Bank supplies emergency food (approximately 2-3 days worth per family member) once a month to families suffering from food insecurity.

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**3) Project Name: Food For Thought**

Agency: Summer Food Bridge for Hungry Children

Funding Request: \$10,000

Recommendation: **\$8,000**

Objective: Serving low- to moderate-income (LMI) persons.

Description: This project would provide lunch meals in cooperation with Carson City School District during the 2014 summer break for 60-120 LMI children a day in a school area identified as having 100% free and reduced-price food eligibility.

**4) Project Name: Ross Clinic Malpractice Insurance/Emergency Dental**

Agency: Friends in Service Helping (FISH)

Funding Request: \$12,200

Recommendation: **\$12,200**

CDBG Objective: Serving low- to moderate-income (LMI) persons.

Description: This project would provide medical insurance for the volunteer doctors at the Ross Clinic and pay stipends to dentists who provide emergency tooth extractions to patients at the Ross Clinic.

**5) Project Name: Evidence Based Substance Abuse Counseling**

Agency: Community Counseling Center

Funding Request: \$77,989

Recommendation: **\$0**

Objective: Serving low- to moderate-income (LMI) persons.

Description: The Community Counseling Center would like to continue their substance abuse treatment for youth and adults by funding a full-time counselor position to provide extensive case management. Recovery from methamphetamine and other substance abuse requires prevention training and treatment on demand to avoid relapse.

**6) Project Name: Guardian Ad Litem Funding**

Agency: CASA of Carson City

Funding Request: \$25,000

Recommendation: **\$25,000**

Objective: Serving low- to moderate-income (LMI) persons.

Description: CASA provides the First Judicial District of Nevada with trained child advocates to serve primarily in child welfare cases as mandated by NRS 432b.500.

**7) Project Name: The Capital City Circles Initiative**

Agency: Capital City Circles Initiative

Funding Request: \$10,000

Recommendation: **\$10,000**

Objective: Serving low- to moderate-income (LMI) persons.

Description: Circles recruits motivated families from Carson City and assist them in getting out of poverty.

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**8) Project Name: Emergency Shelter**

Agency: Advocates to End Domestic Violence

Funding Request: \$10,000

Recommendation: **\$10,000**

Objective: Serving low- to moderate-income (LMI) persons.

Description: The Emergency Shelter provides prevention, intervention, direct services, and support to aid socially and economically disadvantaged victims of domestic violence and their children.

**9) Project Name: Senior Independent Living Programs Coordinator**

Agency: Nevada Rural Counties RSVP, Inc.

Funding Request: \$13,417

Recommendation: **\$13,417**

Objective: Serving elderly persons over age 62 and disabled adults, which categorically qualifies as meeting a CDBG National Objective.

Description: Funding will be used to increase the program coordinator's hours to better assist with the Senior Independent Living Programs.

**10) Project Name: Senior Independent Living Programs**

Agency: Nevada Rural Counties RSVP, Inc.

Funding Request: \$35,000

Recommendation: **\$22,604**

Objective: Serving elderly persons over age 62 and disabled adults, which categorically qualifies as meeting a CDBG National Objective.

Description: RSVP's mission is to provide quality Independent Living Programs to assist frail, home bound, low-income senior citizens with basic needs and services so they can remain in their home for as long as possible. The Carson and Rural Elder Law program provides pro-bono legal service to low-income seniors.

**11) Project Name: Meals On Wheels**

Agency: Carson City Senior Citizens Center

Funding Request: \$13,000

Recommendation: **\$13,000**

Objective: Serving elderly persons over age 62 and disabled adults, which categorically qualifies as meeting a CDBG National Objective.

Description: The Senior Center's mission is to enhance the quality of life and autonomy of individuals 60+ through a broad range of services and support including nutrition, activities, information and referral, education and opportunities for peer interaction, with concern for mental, emotional, and physical well-being. The Meals on Wheels program provides meals to homebound Carson City residents ages 60 and older.

**12) Project Name: United Latino Community Client Advocates**

Agency: United Latino Community

Funding Request: \$31,400

Recommendation: **\$15,000**

Objective: Serving low- to moderate-income (LMI) persons.

Description: United Latino Community addresses the needs of the Latino community through integration, advocacy, and education. They assist individuals and families with referrals, translations, service applications, job placement, advocacy, citizenship classes, and legal advice.

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**13) Project Name: Transportation and Identification**

Agency: Rural Center for Independent Living and Do Drop In

Funding Request: \$6,000

Recommendation: **\$1,000 in bus passes**

Objective: Serving low- to moderate-income (LMI) persons.

Description: This program serves individuals with disabilities that are homeless or in danger of becoming homeless, providing free bus passes and fees for background checks, birth certificates, and identification cards.

**14) Project Name: Helping Adults With Developmental Disabilities Live in the Community**

Agency: Ormsby Association of Carson City

Funding Request: \$13,500

Recommendation: **\$9,279**

Objective: Serving individuals with developmental disabilities.

Description: This program provides training and support to adults with developmental disabilities to help them live successfully in the community and increase their self sufficiency.

**15) Project Name: ESL for Life, Work, and School**

Agency: ESL In Home Program of Northern Nevada

Funding Request: \$20,000

Recommendation: **\$3,000**

Objective: Serving low- to moderate-income (LMI) persons.

Description: This program uses volunteer tutors to teach low-income, illiterate, non-English speaking adults to speak, read, and write English. This program also assists students become citizens and achieve their high school equivalency.

**16) Project Name: Pharmacy Services for the Uninsured**

Agency: Nevada Health Centers

Funding Request: \$21,287

Recommendation: **\$0**

Objective: Serving low- to moderate-income (LMI) persons.

Description: This project would improve pharmacy operations by providing a work island, hanging bag system, and a bulk storage cabinetry unit at the Sierra Nevada Health Center. A more streamlined pharmacy would increase patients served by approximately 30%.

**17) Project Name: Rural Immigration Integration Project and Pro Bono Project**

Agency: Volunteer Attorneys for Rural Nevadans

Funding Request: \$40,000

Recommendation: **\$0**

Objective: Serving low- to moderate-income (LMI) persons.

Description: This program provides free legal assistance and services to immigrant victims of domestic violence residing in Carson City.

The 17 activities above are all worthy programs and qualify for both CDBG and CSSG funding. However, the applicants requested more funding than is available. The Application Review Workgroup felt that programs that addressed Carson City's high priority needs take precedence over programs that addressed medium priority needs. Therefore, the ARW recommended funding one project for the limited amount of CDBG Public Services allocation and funding 14 projects from the Community Support Services grant in order to simplify the management of the CDBG program.



**Alternatives:**

Staff supports the recommendation of the Application Review Workgroup. But the Board of Supervisors may approve alternative Public Service activities and modify funding amounts. All projects would help meet the goals and objectives of the City's CDBG Consolidated Plan although some address higher priority needs than others.

**CDBG PUBLIC FACILITIES AND IMPROVEMENTS RANKINGS/RECOMMENDATIONS:**

**Total Expected Available Allocation = \$245,000 (65% of total allocation)**

**1) Project Name: ADA Sidewalk Improvements-North Carson City**

Agency: Carson City Public Works

Funding Request: \$245,000

Recommendation: **\$245,744**

CDBG Objective: Serving a low- to moderate-income (LMI) area.

Description: This project will replace damaged sections of sidewalks that present safety issues and will remove barriers to connectivity in two North Carson City neighborhoods. ADA accessible curb ramps will also be installed at intersections that are not in compliance with Federal regulations.

**2) Project Name: Jeanell Drive Building Renovation**

Agency: Friends in Service Helping-Emergency Referral Service (FISH)

Funding Request: \$100,000

Recommendation: **\$0**

CDBG Objective: Serving low- to moderate-income (LMI) persons.

Description: Funds would be used to renovate a donated building on Jeanell Drive to be used as an intake and repair center for thrift store donations and also provide space for use by other service organizations.

**3) Project Name: Ventana Sierra Youth Housing and Resource Initiative**

Agency: Ventana Sierra

Funding Request: \$50,000

Recommendation: **\$0**

CDBG Objective: Serving low- to moderate-income (LMI) at-risk youth.

Description: This project would fund the purchase and rehabilitation of a home for economically disadvantaged young women to live in during their 2 ½ year educational and vocational training commitment. The home would be renovated by the 11 young people currently enrolled in the program.

**Alternatives:**

Staff supports the ARW recommendations. The proposed funding would be used to continue the ongoing sidewalk improvements and enhanced pedestrian access in LMI areas of our community. However, the Board of Supervisors may modify the proposed project funding.

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**CDBG PLANNING AND ADMINISTRATION RECOMMENDATION:**

**Total Expected Available Allocation = \$75,613 (20% of total allocation)**

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**1) Project Name: Carson City Weatherization Assistance Program**

Agency: Carson City

Recommendation: **\$10,000**

CDBG Objective: Serving low- to moderate-income (LMI) persons.

**Description:** The Department of Housing and Urban Development (HUD) has recommended that Carson City spend a portion of its CDBG allocation on a housing-related program. Staff would like to contribute \$10,000 of CDBG Planning and Administration funds towards Nevada Rural Housing Authority's Weatherization Assistance Program. This program is a continuation of the 2013 weatherization program and qualifies as a Homeowner Rehabilitation activity under HUD's guidelines, with a national objective of benefitting low-to moderate-income people.

### **CDBG General Program Overview**

The CDBG program is administered by the U.S. Department of Housing and Urban Development (HUD). Carson City has been an "entitlement" community under the program since 2004, meaning the city gets a lump sum allocation each year that may be used at the city's discretion within HUD guidelines and requirements. Prior to 2004, Carson City had to apply and compete for CDBG funds through the State of Nevada along with other non-entitlement rural counties.

The objectives of the CDBG program are to:

- Create suitable living environments
- Provide decent affordable housing
- Create economic opportunities

#### **Eligibility Requirement**

In order to be eligible for funding, every CDBG-funded activity (excluding planning and administration) *must* qualify as meeting one of the three national objectives of the program:

- Benefiting low- and moderate-income (LMI) persons,
- Preventing or eliminating slums or blight, or
- Meeting an urgent community development need due to threat to community health and welfare (e.g. natural disaster emergencies).

Past CDBG public facility and public service projects in Carson City have met the LMI criteria. This means projects that get funded qualify by either:

1. Limited Clientele criteria: Serving persons where at least 51% of the clientele are LMI persons (senior citizens are also classified as LMI under this category); or
2. Area Benefit criteria: Meeting the needs within a service area where at least 51% of the residents in that area are LMI persons. (HUD provides data on the percentage of LMI persons within the Census Block Groups.)

It is very important that projects are able to document the number of LMI persons served for grant monitoring and audit purposes.

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No matching funds are required for CDBG activities. However, CDBG funds are often leveraged with other funding for projects.

#### **Eligible Activities**

Eligible activities for the use of CDBG funds and examples of such activities include:

- Construction of public facilities and improvements
  - Infrastructure improvements, senior centers, parks, homeless shelters

- Public Services
  - Education programs, services for senior citizens, drug abuse counseling and treatment, low-income rental assistance
  - Public Services funding is limited to a maximum of 15% of the total allocation
- Housing
  - Minor rehabilitation (Emergency Repair, Lead Paint Removal)
  - Rehabilitation of affordable owner and rental housing
  - Down-payment assistance
  - Acquisition, new construction of housing
- Economic Development
  - Façade improvements
  - Loans to businesses (usually to create jobs)
  - Micro-enterprise assistance
- Planning and Administration
  - Personnel costs, preparation of required documents, planning studies
  - Funding for these costs is limited to a maximum of 20% of the total allocation

### **Funding Amounts**

CDBG funding amounts to Carson City in prior years was as follows:

- 2013: \$378,067
- 2012: \$354,973
- 2011: \$395,549
- 2010: \$474,456
- 2009: \$439,730
- 2008: \$436,345
- 2007: \$455,505
- 2006: \$457,592
- 2005: \$508,562
- 2004: \$536,000

### **Past Projects Funded**

#### 2013:

- Community Counseling Center, substance abuse treatment (\$56,710)
- FISH Facility Improvement Project (\$32,000)
- ADA Sidewalk Improvements-East 5<sup>th</sup> Street (\$224,000)

#### 2012:

- Community Counseling Center, substance abuse treatment (\$45,223)
  - FISH Facility Improvement Project (\$37,975)
  - ADA Sidewalk Improvements-Long Street (\$203,658)
  - Food For Thought (\$8,000)
  - Carson City School District (\$25,000)
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#### 2011:

- Ron Wood Family Resource Center, Reach Up! counseling program (\$31,755)
- RSVP Home Companions Respite Care (\$13,788)
- Community Counseling Center, methamphetamine treatment (\$13,788)
- FISH Facility Improvement Project (\$76,500)

- ADA Sidewalk improvements-Woodside Dr. (\$180,610)

2010:

- CASA Transition Items/Publicity Supplies (\$11,000)
- Ron Wood Family Resource Center, Reach Up! counseling program (\$50,168)
- RSVP Home Companions Respite Care (\$10,000)
- ADA Sidewalk Improvements-Long Street (\$121,378)
- Community Center ADA upgrades (\$127,000)
- Partnership Carson City Building Upgrade (\$26,322)
- FISH Facility Improvement Project (\$43,300)
- Community Greenhouse and Garden (\$29,288)

2009:

- CASA Facility Improvements (\$7600)
- Ron Wood Family Resource Center, Reach Up! counseling program (\$31,704)
- ADA Sidewalk Improvements-Empire Elementary (\$173,727)
- Community Counseling Center, methamphetamine treatment (\$34,255)
- Community Center ADA restrooms (\$104,498)

2008:

- Community Counseling Center, methamphetamine treatment (\$33,932)
- Ron Wood Family Resource Center, Reach Up! counseling program (\$31,520)
- ADA Sidewalk Improvements-Washington St/transit access (\$306,466)

2007:

- Community Counseling Center, methamphetamine treatment (\$58,343)
- Ron Wood Family Resource Center, Reach Up! counseling program (\$9,982)
- ADA Sidewalk Improvements-Empire Elementary School area (\$52,984)
- Boys and Girls Club play fields construction (\$253,500)

2006:

- Community Counseling Center, methamphetamine, additional counselor (\$38,437)
- Nevada Health Center bilingual Nevada Check-up and Medicaid eligibility worker (\$30,202)
- Carson City Fire Department fire engine purchase, serving LMI area (\$297,435)

2005:

- Boys and Girls Club, Kids on the Go program (\$35,000)
- Community Counseling Center, methamphetamine counseling/outpatient recovery (\$19,718)
- Carson City Health and Human Services, Disability Rental Assistance program (\$35,000)
- FISH down payment for purchase of property at its current location (\$330,565)

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2004:

- RSVP Elder Care Law Program legal services (\$35,000)
- Boys and Girls Club, Kids on the Go program, free rides to programs (\$35,000)
- FISH dental services (\$10,000)
- City water line improvements (\$214,000)
- Energy efficiency upgrades to LMI households (\$10,000)
- Fritsch Elementary School playground improvements (\$45,000)

### **Key CDBG Program Documents**

The following documents are required by HUD in the administration of the program:

- Annual Action Plan – The Annual Action Plan is adopted after the Board of Supervisors selects projects and funding. It is a one-year spending plan that describes the uses of CDBG resources, specific housing and community development activities, and beneficiaries to be assisted in the coming fiscal year.
- Consolidated Plan – The Consolidated Plan is a five-year comprehensive planning document that identifies the City's overall need for affordable and supportive housing, and community development, and it outlines a strategy to address those needs. Carson City's Consolidated Plan is being updated for 2014-2019.
- Consolidated Annual Performance Evaluation Report (CAPER) – The CAPER is required each year by HUD to report on progress the City is making to meet the goals and objectives set forth in the Consolidated Plan.

### **2014 Grant Cycle Key Dates**

The CDBG grant cycle is on a fiscal year running from July 1<sup>st</sup> through June 30<sup>th</sup>. The following are some key dates for the 2014-15 grant period:

- January 17, 2014 – CDBG applications due to Planning Division.
  - February 11 – Application Review Workgroup, comprised of Carson City community members, reviews applications and makes recommendations to the Board of Supervisors regarding the ranking and funding of applications.
  - March 6 – The Board of Supervisors takes action to allocate funding to projects
  - April 1-30 – Public comment period for Annual Action Plan and Consolidated Plan.
  - May 1 – The Board of Supervisors takes action to approve the Annual Action Plan and Consolidated Plan.
  - May 15 – The Annual Action Plan and Consolidated Plan is due to HUD.
  - June/July – HUD informs Carson City of the award of funding for the recommended projects.
  - Summer/fall – Prepare the Consolidated Annual Performance Evaluation Report (CAPER) for HUD.
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**Table 2B: Priority Community Development Needs**

<b>Priority Need</b>	<b>Priority</b>	<b>Unmet Need*</b>	<b>Funds Needed*</b>	<b>5 Year Goal*</b>	<b>Annual Goal</b>	<b>Percent Completed</b>
Acquisition of Real Property	Medium					
Disposition	Low					
Clearance and Demolition	Medium					
Clearance of Contaminated Sites	Medium					
Code Enforcement	Medium					
<b>Public Facilities</b>	<b>Measured by # of Projects / Facilities</b>					
Public Facilities - General	High	2		2		
Senior Centers	Medium					
Handicapped Centers	Medium					
Homeless Facilities	Medium					
Youth Centers	Medium					
Neighborhood Facilities	High	1		1		
Child Care Centers	Medium					
Health Facilities	Medium					
Mental Health Facilities	Medium					
Parks and/or Recreation Facilities	High	1		1		
Parking Facilities	Medium					
Tree Planting	Low					
Fire Stations/Equipment	Medium					
Abused/Neglected Children Facilities	High	1		1		
Asbestos Removal	Low					
Non-Residential Historic Preservation	Medium					
Other Public Facility Needs	Medium					
<b>Infrastructure</b>	<b>Measured by # of Projects / Facilities</b>					
Water/Sewer Improvements	Medium					
Street Improvements	Medium					
Sidewalks	High	3		3		
Solid Waste Disposal Improvements	Medium					
Flood Drainage Improvements	Medium					
Other Infrastructure	Medium					

Priority Need	Priority	Unmet Need	Funds Needed	5 Yr Goal	Annual Goal	Percent Completed
<b>Public Services</b>	<b>Measured by # of Persons Served</b>					
Senior Services	Medium					
Handicapped Services	High			50		
Legal Services	Medium					
Youth Services	High			750		
Child Care Services	Medium					
Transportation Services	Medium					
Substance Abuse Services	High			500		
Employment/Training Services	High			100		
Health Services	High			1,000		
Lead Hazard Screening	Medium					
Crime Awareness	Medium					
Fair Housing Activities	Medium					
Tenant Landlord Counseling	High			500		
Other Services: Subsistence	High			100		
<b>Economic Development</b>	<b>Measured by Businesses Assisted and Jobs Created</b>					
C/I Land Acquisition/Disposition	Medium					
C/I Infrastructure Development	Medium					
C/I Building Acq/Const/Rehab	Medium					
Other C/I	Medium					
ED Assistance to For-Profit	Medium					
ED Technical Assistance	Medium					
Micro-enterprise Assistance	Medium					
Other	Medium					



**Carson City**  
**Community Support Services Grant (CSSG)**  
**Program Application**  
**Fiscal Year 2014–2015**

*An electronic version of this document is available at [carson.org/cssg](http://carson.org/cssg)*

**APPLICATIONS ARE DUE\*:** **JANUARY 17, 2014, 4:00 P.M.**

**PLEASE SUBMIT 2 COPIES TO:** **CARSON CITY PLANNING DIVISION**  
**108 E. PROCTOR ST.**  
**CARSON CITY, NV 89701**

**\*The deadline established is firm. Any application received after the deadline will not be considered for funding. Applications must be unstapled. PLEASE READ ATTACHED INSTRUCTIONS ON PAGE 15 FOR MORE INFORMATION.**

1. Agency Name: Ron Wood Family Resource Center (RWERC)
2. Agency Mailing Address: 2621 Northgate Lane #62, Carson City, NV 89706
3. Project/Program Name: Reach Up!
4. Project/Program Address/location: 2621 Northgate Lane #62, Carson City, NV 89706
5. Agency Director: Joyce Buckingham – Executive Director
6. Board Chairperson: Ruth Aberasturi
7. Contact person: Joyce Buckingham  
Phone number: (775) 884-2269 E-Mail: executive\_director@carson-family.org  
Fax: (775) 884-2730 Website (if applicable) www.carson-family.org
8. How long has your organization been in existence? 19 years In Carson City? 19 years
9. What is the overall mission of your organization?  
Create a lasting community-wide effort between private sector and governmental agencies to promote healthy family relationships through education and support services. Ron Wood works diligently to identify the gaps in services in the community. Our extended mission is to supplement services in the community while avoiding duplicating services.
10. TOTAL FUNDING REQUESTED: \$35000.00

---

**BRIEF PROJECT DESCRIPTION:**

*Please provide a short description of your project (not your organization).*

"Reach Up!" is a comprehensive behavioral health treatment and case management program designed to identify, support and counsel Carson City youth from 3 – 17 yrs. of age that are in crisis.



## I. PROJECT ELIGIBILITY

A. Check all statements that describe HOW this project meets one of Carson City's goals:

- XXX A Safe and Secure Community
- XXX A Healthy Community
- XXX An Active and Engaged Community
- XXX A Clean and Healthy Environment
- A Vibrant, Diverse and Sustainable Economy
- A Community Rich in History, Culture and the Arts
- XXX A Community Dedicated to Excellence in Education
- XXX A Physically and Socially Connected Community
- A Community Where Information is Available to All

## II. PROJECT DESCRIPTION

The Five-year Consolidated Plan identifies priority community development needs for Carson City (see Appendix II). The need for your proposed project will be determined by identifying how the project impacts upon the adopted Consolidated Plan Priority Needs. Greater consideration will be given to projects that provide a clear description of the project with supporting data and methodology of how the project will meet these needs.

1. Describe the proposed project/program and whether the project/program is new, ongoing, or expanded from previous years.
  - Reach Up is an ongoing comprehensive behavioral health treatment and case management program designed to identify, support and counsel the Carson City youth from 3 – 17 years of age in crisis due to loss of a loved one, at-risk of suicide, suffer from extreme dysfunctional family issues, are having poor educational performance, truancy or chemical dependency issues. Reach Up began in Carson City in 2007 serving very low to moderate income youth. Reach Up specifically targets youth in crisis and troubled youth. The following proposal would allow us to serve youth with services effectively both individually through our support groups. Reach Up will also allow us to continue preventative services identifying youth that are at risk by evaluating mental health issues through our Risk Factors and Resources workshops.
  - Reach Up will provide educational & behavioral health counseling to assist youth and their family in gaining the ability to communicate in a healthy family environment, to interact responsibly, work with mentors and peers toward realizing appropriate methods of dealing with catastrophic issues, improve critical thinking skills, develop a network of individuals to work alongside and methodically deal with overwhelming situations.
  - Reach Up is offering outreach and services targeting at-risk youth including but not limited to foster youth (both in and out of care), youth on probation, youth that are

raised by their grandparents or another family member and youth at risk of running away. *Reach Up* will also provide free substance abuse assessments and ongoing counseling through Carson Professional Group as deemed appropriate. Carson Professional Group will offer qualified *Reach Up* clients free services based on their eligibility with the *Reach Up* program.

- *Reach Up* will offer:
  1. *Reach Up* intake to determine participant need including but not limited to: Initial contact with a Family Advocate to pre-screen participants for appropriateness of services and to evaluate other family needs, determine income status, family size, residency, race/ethnicity, areas of concern and referral to a *Reach Up* behavioral health professional.
  2. *Reach Up* counseling will consist of up to 10 free individual weekly counseling/case management sessions per youth with a qualified professional Licensed Social Worker and referrals to the *Reach Up* process and therapeutic support groups for ongoing support and follow-up as needed. Group sessions are continued on a gratis basis as long as the youth and family exhibit the need and desire for services.
  3. *Reach Up* support groups will be offered for age specific youth and facilitated by our Licensed Social Worker and co-facilitated by UNR Social Work Interns. *Reach Up* will also be offering therapeutic support groups that will be co-facilitated by a Licensed Clinical Social Worker.
  4. *Reach Up* will make direct referrals to in-house programs such as our evidence-based program, Positive Action, in which the youth and parents attend classes' simultaneously in separate groups and then attend a joint family "wrap-up" session after every class. Positive Action focuses on working together as a family in a holistic manner to elicit positive communication and positive change for the benefit of all family members. Anger Management (F.I.R.E.) classes are also offered to youth in age specific workshops.
  5. *Reach Up* will also provide follow-up services for up to a year to insure youth and family needs are being met and constructive behaviors and relationships ensue.
  6. *Reach Up's Rapid Response Team* will be providing services to include preventative individual and group support at requesting schools and agencies. Nationally, many youth are suffering from mental health disorders and consequently school and community violence ensues. The Carson City Sheriff's Department, our juvenile service providers and educational partners have requested we take the *Reach Up Rapid Response Team* approach to the schools highlighting "Risk Factors and Resources" in a presentation format helping youth identify problems that stem from substance abuse, negative peers, family conflict, lack of supports, poor

academic performance, bullies, gangs and poor self-esteem . When youth are given opportunities to identify their risk factors with an equal amount of resources the probability of unacceptable behavior and consequences diminish. Appropriate referrals for counseling are given to youth that represent themselves in the moderate or higher range of the risk factors inventory.

7. Reach Up's Rapid Response Team is available to offer support services on an emergency response basis. In 2011, Reach Up responded to incidents including but not limited to the loss of classmates, victims of gang activity and other occurrences that affect the associated family, friends and community surrounding an incident. The Reach Up Response Team is available for counseling and support immediately. With a focus on availability and accessibility of services, the Reach Up Response Team offers services at the Ron Wood Family Resource Center, school locations and residential visits.
8. Reach Up meets the priorities of the Carson City Consolidated Plan. Reach Up services are offered to our very low/moderate income youth that meet the screening criteria. Youth that have insurance or other resources for mental health care are given referrals to local professionals. Ron Wood Family Resource Center has also been designated by HUD as a LMI facility based on the youth and families that access services as well as the location of the center. Reach Up meets 4 of the 7 priority needs as stated by the Carson City Consolidated Plan: Youth Services, Substance Abuse Services, Health Services, Other Services/Subsistence.

2. If the proposed project/program already exists, please describe your success rates in providing services to low- to moderate-income persons:

<b>*MEASURABLE PROGRAM OUTPUTS</b>	<b>GOAL 2013-14 CSSG</b>	<b>ACTUAL First 6 months of the fiscal year</b>	<b>+/- % First 6 months of the fiscal year</b>
# <i>Reach Up</i> intake sessions to determine eligibility to program	350	116	- 33%
# <i>Reach Up</i> Youth (LMI) served (1 – 10 sessions each)	350	116	- 33%
# <i>Reach Up</i> counseling sessions to be conducted	800	330	- 17.5
# <i>Reach Up</i> youth support group sessions to be conducted	500	349	+ 40%
<u><i>Reach Up's Rapid Response Team</i> will facilitate 12 offsite youth group sessions at local schools and juvenile services facilities highlighting Risk Factors and Resources preventative programming at an age specific delivery process.</u>	12	4	Remaining Sessions Are Scheduled For January – April 2014
% <i>Reach Up</i> case files documenting activities	100%	100%	---
% <i>Reach Up</i> families receiving a closing letter and satisfaction survey	100%	100%	----

% <i>Reach Up</i> families will have case files documenting all eligibility criteria, financial eligibility, counseling sessions, goal attainment, program activities, referrals, assessments and post-program outcomes	100%	100%	---
% of all participants that are Carson City residents	90%	96%	+ 7%
% of all participants that are LMI	90%	98%	+ 9%

**\* First 6 months are historically lower due to no school in July and August 2013**

The proposed goals for 2013 - 2014 were based on receiving 40,000.00. *Reach Up* actually received 35,000 – NO amendments/revisions of outcomes/outputs were made.

3. Describe who will benefit from the proposed project/program.

- *Reach Up* will offer services and support to youth and families in the Carson City area and serve youth that “slip-through-the cracks” with state and private behavioral health service providers. *Reach Up* will offer low to moderate income families the same accessibility to therapy and counseling services that presently are mostly utilized by moderate – higher income families and households. Ron Wood Family Resource Center is located in a LMI designated area in Carson City. Our walk-in center serves over 9000 individuals per month. Of the individuals served, over 95% are in the LMI income category and are Carson City residents.
- The underserved low income youth of our community are many times overlooked and as a result are not able to process emotional trauma and move through life-changing events and situations that many times result in long-term behavioral problems, drug abuse, criminal activity, truancy and poor performance in school result in the inability to have healthy and productive social and family relationships.
- The Rural Children’s Mental Health Consortium (RCMHC) has advocated for increased mental health services for children, youth, and their families. The RCMHC actively pursues partnerships, with both public and private agencies, to help enhance the availability of services throughout the state and we will continue to do so. Unfortunately, mental health services remain a needed commodity in most of Nevada’s rural and frontier communities. Dedicated public employees, especially those working for DCFS, Rural Clinics, juvenile justice and education, carry large workloads and become overburdened with service delivery needs. Particularly true with services to children and families, high workloads contribute to staff turnover and impair the ability of clinicians to learn and implement new service delivery models, such as evidence-based practices. Taken together, these factors decay the performance rate leading to long waitlists, inefficient service delivery, and demands for system change. \*

\* NV Rural Mental Health Consortium Annual Plan

- In rural Nevada, State of Nevada Rural Clinics is merely addressing the tip of a children’s mental health crisis. For every child currently in service, there are likely 14 – 16 youth in need of behavioral health services. Rather than contemplating an expansion of programs to meet this need, Rural Clinics is facing a downsizing initiative. \*\*

\*\* Rural Nevada Children’s Mental Health Consortium Annual Plan

- Nevada ranked 47th on the percent of its children uninsured in 2007 (1 = best, 50 = worst). Seventeen percent of the state's children were without health-insurance coverage. At 115,000, Nevada ranked 30th among the states on the number of uninsured children. When compared to Nevada's neighbors, the state had the highest percentage of uninsured children. Arizona followed closely at 16 percent. Younger children, ages 5 and under, were slightly more at risk of being uninsured than older children, ages 6 to 17.\*\*\*

\*\*\* Nevada Kids Count State-Level Data Online – 10/22/09

4. How will the funds be used on this project?
  - CDBG funding will be utilized to support 100% direct costs of *Reach Up*. Ron Wood Family Resource Center will provide an additional \$18,600.00 in funding support for most operating expenses including extra clerical support, Positive Action and other class instruction costs and operating costs at the center. Saint Mary's Bereavement Program and Carson Professional Group will provide the oversight of the program by Licensed Clinical Social Workers. LCSWs will provide mental health assessments, extensive counseling/therapy (as needed), and oversight of the therapeutic support groups and the availability of substance abuse assessments. These services will be provided on a gratis basis
5. Describe how your organization plans to reduce the need for grant funding in the future:
  - Ron Wood Family Resource Center is working toward a 5 year plan which incorporates Licensed Clinical Social Workers, Marriage and Family Therapists, Substance Abuse Counselors and an agency Psychologist in the delivery of mental health services particularly for youth. Utilizing the internship program at University of Nevada – Reno, Ron Wood is continuing to grow an active social work program offering opportunities for learning at Ron Wood while providing youth and families quality mental health assistance under the guidance of qualified licensed experts. With the opportunity to become Medicaid certified, Ron Wood plans to offer *Reach Up* clinical services through Medicaid, at no cost or at a reduced rate depending on each particular family's situation and ability to contribute. The hope is funds will be generated and need for grant funding will be greatly reduced.
6. Could your organization use less than the amount of funds requested for the proposed project? Please explain.
  - Yes - Services could be provided for fewer youth. This does not diminish the demand for these services which continue to increase as affordable services are decreasing. Although the Affordable Care Act and extended Medicaid program, RWFRRC is continually receiving referrals as many individuals that are unable to access services through Carson Mental Health and other Medicaid service providers. Ron Wood will continue to serve these youth with behavioral health services, work in concert with outside professionals and offer these youth services in an accessible and more available manner.

7. Are there other agencies or organizations that provide the same service as your organization? If so, how do you coordinate your services with that organization?
- No – There is not another agency in our rural area that provides free individual and group sessions. The only option these LMI families have is to utilize State of Nevada - Carson Mental Health. Carson Mental Health serves the most extreme cases only. CMH also schedules their appointments weeks to months down the road unable to address critical issues with immediate service. Carson Mental Health also charges a fee and many of our families are unable to afford any type of fee.

### III. PROJECT MEASUREMENT

Carson City has implemented a Performance and Outcome Measurement System into the application and grant/project administration process. When completing this section, keep in mind that **outputs** are specific descriptions of what your project is intended to accomplish (such as serve a total of 20 clients) and **outcomes** are the benefits or changes that result from the program (such as how well the service met the client needs).

1. What are the projected **outputs**, or total number of people served, from this program/project?  
Reach Up will provide:

- 350+ Reach Up intake sessions ( 15 - 30 minutes each ) to determine eligibility of youth in need of services
- 350+ Reach Up LMI targeted youth will be served (up to 10 x 50 minute sessions)
- 800 Reach Up youth counseling sessions (50 minutes each) will be conducted
- 500 Reach Up youth process/therapeutic support group sessions ( 1 ½ hours each) will be conducted
- Reach Up's Rapid Response Team will facilitate 12 youth group sessions highlighting Risk Factors and Resources preventative programming at an age specific delivery process.
- All Reach Up client case files will document all activities including: intake, welcome form, family goal worksheets, release of information (if applicable), progress notes and program follow-up information.
- All Reach Up families will receive a closing letter, satisfaction surveys to determine program satisfaction and to determine the need for additional services for 1 year after services were delivered.

2. Of the total number of people in Question 1, how many of these are low-to-moderate income (LMI)? How many are Carson City residents?

- 350 Reach Up LMI targeted youth will be served (up to 10 - 50 hour sessions each)
- 350 Reach Up families will be invited to participate in family classes
- 500 Reach Up group sessions will be completed
- 800 Reach Up counseling sessions will be conducted
- 95%+ of the participants will be LMI
- 95%+ of all participants will be Carson City residents

3. What is the projected **outcome** of this program/project? (How will the outputs benefit the total number of people in Question 1?)

- 100% of 350 Reach Up targeted clients will complete intake sessions
- 100% of 350 Reach Up targeted clients will attend 1 - 10 individuals sessions including behavioral and educational counseling, learning how to cope with traumatic events, anger management training, learning to reduce poor decision making: criminal activity, substance abuse behaviors, truancy and academic apathy. Reach Up will instill positive communication for positive results, work toward building personal assets while improving self-esteem.

- 100% of *Reach Up* participants will have case files documenting all eligibility criteria, counseling sessions, goal attainment, program activities, referrals, assessments and post-program survey outcomes.
  - 90% of 350 families responding to the survey will indicate a favorable evaluation of the *Reach Up* program
4. What procedures will be put into effect to create, compile and maintain data to track performance measurement for this program/project?
- Systems are currently in place to document, monitor and report data for the *Reach Up* program. Our CDBG Coordinator inputs outcomes on an Excel spreadsheet for easy calculation and access. Data collection has been in place for CDBG since 2007.
  - Our CDBG Coordinator /Licensed Social Worker captures all daily activities and documents all information in case files on a timely basis.
  - Our CDBG Coordinator /Licensed Social Worker reports all program data to the Executive Director on a monthly, quarterly and annual basis.
  - Intake Form: First contact information to determine appropriateness for services
  - Welcome Form: Captures demographics on income, family size, residency, family individual members, race/ethnicity, other services requested through our center and community partners.
  - Family Goal Worksheets: The Licensed Social Worker assists the youth in setting attainable self-directed goals and documents progress.
  - Progress Notes: Chronological case management in all activities, referrals & sessions
  - Post-Program Satisfaction Survey: Results are documented in each case file.
  - Mental Health Assessments: Mental health assessments are conducted through Carson Professional Group as needed.
  - Substance Abuse Assessments: Substance abuse assessments are conducted through Carson Professional Group as needed.
  - Valeri Wood, LCSW from Saint Mary's Bereavement Program and Carson Professional Group will oversee the *Reach Up* Rapid Response Team, mental health assessments, substance abuse assessments and act as consultant when dealing with youth with specific mental health issues. Valeri Wood is offering all of her services gratis.
  - *Reach Up* data for the 2013-14 fiscal year-to-date support the need (Attachment 7)



## IV. PROJECT BUDGET

Complete the Budget Summary chart (modify categories as necessary). More detailed budgets may be attached in support of the proposal. Identify sources of leveraged funding for the activity. Include the status of these funds (i.e. cash on hand, grants received, planned fund-raising, etc.) Attach copies of funding commitment letters or other evidence of funding support. Leveraged funds are not required but are encouraged.

<b>Project Title: Reach Up</b>	<b>Funds Requested</b>	<b>Leveraged Funds</b>	<b>Total Funds</b>
<b>Project Expenses FY 2014-15</b>			
Salaries and Benefits	\$29,000.00	\$5,000.00	\$34,000.00
Rent and Utilities	\$1,500.00	\$6,000.00	\$ 7,500.00
Communications (telephone, internet)	\$700.00	\$700.00	\$ 1,400.00
Equipment			
Equipment Maintenance & Repair	\$250.00		\$ 250.00
Office Supplies	\$550.00	\$2,500.00	\$3,050.00
Operating Supplies	\$800.00	\$2,000.00	\$2,800.00
Postage and Shipping	\$500.00		\$500.00
Printing and Publications	\$800.00	\$1,000.00	\$1,800.00
Advertising and Promotion			
Subscriptions and Dues			
Liability/Other Insurance	\$900.00	\$900.00	\$1,800.00
Professional Fees		\$ 500.00	\$ 500.00
Other project costs: (Specify Below)			
<b>TOTALS</b>	<b>\$35,000.00</b>	<b>\$18,600.00</b>	<b>\$53,600.00</b>

**Funding chart for secured and leveraging funds – Attachment 8**

## V. PROJECT ADMINISTRATION

A. Provide the names, phone numbers and e-mails of the following people. (There may be more than one person responsible in each category. If the specific individual is not known, please give a job title):

1. The person to whom all questions regarding the application should be directed:

- Joyce Buckingham – Executive Director  
2621 Northgate Lane ~ Suite 62  
Carson City, NV 89706  
775-884-2269 – Phone  
775-884-2730 - Fax  
[Executive\\_director@carson-family.org](mailto:Executive_director@carson-family.org)

2. The person directly responsible for on-site supervision of the project, such as a project manager:

- Joyce Buckingham – Executive Director  
2621 Northgate Lane ~ Suite 62  
Carson City, NV 89706  
775-884-2269 – Phone  
775-884-2730 - Fax  
[Executive\\_director@carson-family.org](mailto:Executive_director@carson-family.org)

3. The person responsible for the financial management of the project, including preparation, review and approval of reimbursement requests:

Betty Weiser ~ Fiscal Manager  
2621 Northgate Lane #62  
Carson City, NV 89706  
775-884-2269 – Phone  
775-884-2730 - Fax  
[betty@carson-family.org](mailto:betty@carson-family.org)

4. Please list the name, address, phone number and e-mail of the person responsible for preparing the quarterly reports and tracking the performance on this program/project.

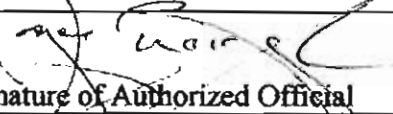
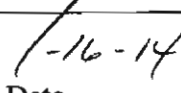
- Lisa Yesitis, LSW – CDBG Coordinator  
2621 Northgate Lane ~ Suite 62  
Carson City, NV 89706  
775-884-2269 – Phone  
775-884-2730 - Fax  
[lisa@carson-family.org](mailto:lisa@carson-family.org)

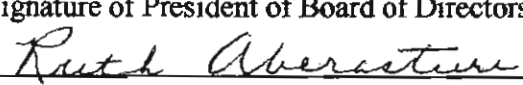
## VI. AGENCY INFORMATION

1. Proof of non-profit status for private agencies (governmental entities and schools are exempt):

Date of incorporation	4-7-97
Date of IRS certification	5-23-97
Tax exempt number	IRS - 86-0865470 NV - RCE-012-907

2. DUNS Number: 867923401  
For information on DUNS, go to: <http://www.dnb.com/get-a-duns-number.html>
3. Attach the following to each copy of the Proposal for Funding:
  - a. IRS Tax Exempt "501(c)(3)" letter.
  - b. Proof of incorporation from Secretary of State (CERTIFICATE ONLY). Go to <https://www.nvsilverflume.gov/certificate> You will need to register in order to get the certificate. Cost is \$50.
  - c. Current organization chart with names of staff members. Staff members may not serve as a Board Member of the agency they work for.
  - d. List of current Board of Directors and terms of office. If a member of your Board of Directors is in a position to obtain a financial benefit or interest from your proposed project, you may be ineligible for CDBG funds (See 24 CFR 570.611).
  - e. For all 501(c)(3) non-profit organizations: a copy of the organization's most recently submitted Federal Tax Return (Form 990 or 990EX). **PLEASE SUBMIT THE FIRST PAGE ONLY.** Governmental bodies and schools are exempt from this requirement.
4. Required Certification (see instructions):  
Applicant certifies that to the best of his/her knowledge, all information submitted as part of this application is true. Applicant will comply with all grant and contract requirements if funding is approved.

	
Signature of Authorized Official	Date
Joyce Buckingham - Executive Director	(775) 884-2269
Typed Name and Title of Authorized Official	Phone Number

	
Signature of President of Board of Directors	Date
Ruth Aberasturi	(775) 884-2269
Typed Name of President of Board of Directors	Phone Number

# Annual Report

## For Community Support Services Funding

### Fiscal Year 2013-2014

Name of Organization: Ron Wood Family Resource Center

Program/Project: Ron Wood Family Resource Center Operational Grant

Amount of Funds Received \$ 35,000.00

Contact Person: Joyce Buckingham

Mailing Address: 2621 Northgate Lane #62

City: Carson City State: Nevada Zip Code: 89706

Phone Number: (775) 884-2269 E-mail: executive\_director@carson-family.org

Date Submitted: 1-17-14

1. Please attach a final financial income and expense statement that specifically explains how grant funds were used, including a comparison between your budgeted and your actual incomes and expenses. **See Attached**
2. Evaluate your achievement of the measurable outcomes listed in your application:

<b>*MEASURABLE PROGRAM OUTPUTS</b>	<b>GOAL 2013-14 CSSG</b>	<b>ACTUAL First 6 months of the fiscal year</b>	<b>+/- % First 6 months of the fiscal year</b>
# <i>Reach Up</i> intake sessions to determine eligibility to program	350	116	- 33%
# <i>Reach Up</i> Youth (LMI) served (1 – 10 sessions each)	350	116	- 33%
# <i>Reach Up</i> counseling sessions to be conducted	800	330	- 17.5
# <i>Reach Up</i> youth support group sessions to be conducted	500	349	+ 40%
<u><i>Reach Up's Rapid Response Team</i> will facilitate 12 offsite youth group sessions at local schools and juvenile services facilities highlighting <i>Risk Factors and Resources</i> preventative programming at an age specific delivery process.</u>	12	4	Remaining Sessions Are Scheduled For January – April 2014
% <i>Reach Up</i> case files documenting activities	100%	100%	---
% <i>Reach Up</i> families receiving a closing letter and satisfaction survey	100%	100%	---
% <i>Reach Up</i> families will have case files documenting all eligibility criteria, financial eligibility, counseling sessions, goal attainment, program activities, referrals, assessments and post-program outcomes	100%	100%	---
% of all participants that are Carson City residents	90%	96%	+ 7%

% of all participants that are LMI	90%	98%	+ 9%
------------------------------------	-----	-----	------

\* First 6 months are historically lower due to no school in July and August 2013

3. Approximately how many people benefitted from your project? How many of those people were Carson City residents? What were some of the individual benefits?

116 Reach Up Youth (LMI) served - (1 – 10 sessions each) First 6 months

96% were Carson City Residents

Individual benefits included higher academic performance, higher self-esteem, reduction in substance abuse, reduction in family conflict, reduction in unacceptable behavior, etc.

4. What specific community benefit did your project provide Carson City?

Free services to youth in-need; victims of child abuse and neglect, youth on probation, victims of crime, potential drop-outs, gangs, youth prone to bullying and youth that have been a victim of bullying. These youth received additional resources and services that diminished their risk factors and increased their protective factors that are ultimately needed to balance a healthy, productive and positive life.

Community resource: providing agencies requested services; courts, school district, juvenile services, child protective services, welfare, private and public sector partners.

5. Will this program/project be reoccurring? How do you anticipate funding the project in the future?

Ron Wood Family Resource Center has operated for 19 years. The need for services and programs are increasing as demand escalates coinciding with high unemployment, high food insecurity, housing foreclosures and troubling mental health issues for youth and families.

Funding is always a concern as federal, state and local governmental funding falls short and budget deficits are problematic. Sound sustainability is always our focus and creating additional funding sources are constantly being developed.

6. Describe any challenges that impacted your program.

Funding is always a challenge.

With a myriad of global violence in our schools, theatres and community facilities, our first priority is to remain a resource for youth.

Our focus (past and present) in light of community and school violence by youth, is to focus on education and preventative mental health programming. We feel that additional preventative measures must be taken to offer our youth resources on troubling issues. Our hope is the CSSG Grant Review Committee will provide their support to the Reach Up program and fully fund our request.

Thank you for the funding we have received and the consideration for 2014 – 2015.

**Ron Wood Family Resource Center**  
**Transaction Detail By Account**  
July through December 2013

	Date	Num	Name	Memo	Class	Amount
<b>4 - Contributed support</b>						
45300 - State grants						
453110 - Reach Up						
	08/15/2013	333708	Carson City	FY 13-14	Reach Up - CCCSS	35,000.00
Total 453110 - Reach Up						35,000.00
Total 45300 - State grants						
						35,000.00
Total 4 - Contributed support						
						35,000.00
<b>7200 - Salaries &amp; related expenses</b>						
7220 - Salaries & wages						
	07/19/2013	14876	Yesitis, Lisa A		Reach Up - CCCSS	-745.50
	07/19/2013	14878	Yesitis, Lisa A		Reach Up - CCCSS	-220.50
	07/19/2013	14887	McIntyre, Amanda J		Reach Up - CCCSS	-16.00
	08/02/2013	14901	Buckley, Wendy		Reach Up - CCCSS	-92.40
	08/02/2013	14915	Yesitis, Lisa A		Reach Up - CCCSS	-945.00
	08/02/2013	14915	Yesitis, Lisa A		Reach Up - CCCSS	-52.50
	08/02/2013	14906	McIntyre, Amanda J		Reach Up - CCCSS	-16.00
	08/18/2013	14957	Yesitis, Lisa A		Reach Up - CCCSS	-1,008.00
	08/16/2013	14948	McIntyre, Amanda J		Reach Up - CCCSS	-16.00
	08/30/2013	15014	Yesitis, Lisa A		Reach Up - CCCSS	-892.50
	08/30/2013	15005	McIntyre, Amanda J		Reach Up - CCCSS	-16.00
	09/13/2013	15067	Yesitis, Lisa A		Reach Up - CCCSS	-903.00
	09/17/2013	15085	McIntyre, Amanda J		Reach Up - CCCSS	-16.00
	09/27/2013	15125	Yesitis, Lisa A		Reach Up - CCCSS	-903.00
	09/27/2013	15125	Yesitis, Lisa A		Reach Up - CCCSS	-168.00
	08/27/2013	15125	Yesitis, Lisa A		Reach Up - CCCSS	22.53
	10/11/2013	15142	Buckingham, Joyce		Reach Up - CCCSS	-445.80
	10/11/2013	15143	Buckley, Wendy		Reach Up - CCCSS	-92.40
	10/11/2013	15158	Yesitis, Lisa A		Reach Up - CCCSS	-966.00
	10/11/2013	15158	Yesitis, Lisa A		Reach Up - CCCSS	20.28
	10/24/2013	15194	Buckingham, Joyce		Reach Up - CCCSS	-118.88
	10/24/2013	15189	Maier, William J		Reach Up - CCCSS	-18.00
	10/24/2013	15179	Yesitis, Lisa A		Reach Up - CCCSS	-913.50
	10/24/2013	15179	Yesitis, Lisa A		Reach Up - CCCSS	18.87
	10/24/2013	15186	Weiser, Betty		Reach Up - CCCSS	-140.00
	10/24/2013	15182	Buckley, Wendy		Reach Up - CCCSS	-80.85
	11/08/2013	15219	Buckingham, Joyce		Reach Up - CCCSS	-118.88
	11/08/2013	15220	Buckley, Wendy		Reach Up - CCCSS	-69.30
	11/08/2013	15220	Buckley, Wendy		Reach Up - CCCSS	-11.55
	11/08/2013	15224	Maier, William J		Reach Up - CCCSS	-36.00
	11/08/2013	15231	Weiser, Betty		Reach Up - CCCSS	-140.00
	11/08/2013	15234	Yesitis, Lisa A		Reach Up - CCCSS	-903.00

**Ron Wood Family Resource Center**  
**Transaction Detail By Account**  
July through December 2013

Date	Num	Name	Memo	Class	Amount
11/08/2013	15234	Yesills, Lisa A		Reach Up - CCCSS	21.16
11/22/2013	15263	Buckley, Wendy		Reach Up - CCCSS	-80.85
11/22/2013	15267	Maier, William J		Reach Up - CCCSS	-45.00
11/22/2013	15274	Welser, Betty		Reach Up - CCCSS	-70.00
11/22/2013	15277	Yesills, Lisa A		Reach Up - CCCSS	-840.00
11/22/2013	15277	Yesills, Lisa A		Reach Up - CCCSS	-252.00
11/22/2013	15277	Yesills, Lisa A		Reach Up - CCCSS	24.36
11/22/2013	15262	Buckingham, Joyce		Reach Up - CCCSS	-118.88
12/06/2013	15309	Buckley, Wendy		Reach Up - CCCSS	-23.10
12/06/2013	15313	Maier, William J		Reach Up - CCCSS	-34.92
12/06/2013	15323	Yesills, Lisa A		Reach Up - CCCSS	-546.00
12/06/2013	15323	Yesills, Lisa A		Reach Up - CCCSS	-124.74
12/06/2013	15323	Yesills, Lisa A		Reach Up - CCCSS	17.89
12/06/2013	15308	Buckingham, Joyce		Reach Up - CCCSS	-111.45
12/20/2013	15334	Buckingham, Joyce		Reach Up - CCCSS	-118.88
12/20/2013	15335	Buckley, Wendy		Reach Up - CCCSS	-23.10
12/20/2013	15339	Maier, William J		Reach Up - CCCSS	-26.98
12/20/2013	15346	Welser, Betty		Reach Up - CCCSS	-105.00
12/20/2013	15349	Yesills, Lisa A		Reach Up - CCCSS	-924.00
12/20/2013	15349	Yesills, Lisa A		Reach Up - CCCSS	18.55
Total 7220 - Salaries & wages					-13,367.82
<b>7223 - Holiday</b>					
11/08/2013	15220	Buckley, Wendy		Reach Up - CCCSS	-11.55
11/08/2013	15234	Yesills, Lisa A		Reach Up - CCCSS	-105.00
11/22/2013	15263	Buckley, Wendy		Reach Up - CCCSS	-11.55
11/22/2013	15277	Yesills, Lisa A		Reach Up - CCCSS	-105.00
11/22/2013	15262	Buckingham, Joyce		Reach Up - CCCSS	-14.88
12/06/2013	15309	Buckley, Wendy		Reach Up - CCCSS	-4.62
12/06/2013	15323	Yesills, Lisa A		Reach Up - CCCSS	-181.44
12/06/2013	15308	Buckingham, Joyce		Reach Up - CCCSS	-23.78
Total 7223 - Holiday					-457.80
<b>7245 - Flexible Spending Plan</b>					
07/19/2013	14876	Yesills, Lisa A		Reach Up - CCCSS	-289.80
08/30/2013	15014	Yesills, Lisa A		Reach Up - CCCSS	-100.00
09/27/2013	15112	Buckley, Wendy		Reach Up - CCCSS	-40.00
09/27/2013	15125	Yesills, Lisa A		Reach Up - CCCSS	-300.00
10/24/2013	15194	Buckingham, Joyce		Reach Up - CCCSS	-20.00
10/24/2013	15179	Yesills, Lisa A		Reach Up - CCCSS	-200.00
10/24/2013	15182	Buckley, Wendy		Reach Up - CCCSS	-10.00
11/22/2013	15263	Buckley, Wendy		Reach Up - CCCSS	-37.50
11/22/2013	15277	Yesills, Lisa A		Reach Up - CCCSS	-240.00
11/22/2013	15262	Buckingham, Joyce		Reach Up - CCCSS	-19.05
12/20/2013	15334	Buckingham, Joyce		Reach Up - CCCSS	-20.00
12/20/2013	15335	Buckley, Wendy		Reach Up - CCCSS	-10.00
12/20/2013	15349	Yesills, Lisa A		Reach Up - CCCSS	-170.00
Total 7245 - Flexible Spending Plan					-1,456.35

Ron Wood Family Resource Center  
Transaction Detail By Account  
July through December 2013

7248 - Medicare

Date	Num	Name	Memo	Class	Amount
07/19/2013	14876	Yesitis, Lisa A		Reach Up - CCCSS	-18.21
07/19/2013	14867	McIntyre, Amanda J		Reach Up - CCCSS	-0.23
08/02/2013	14901	Buckley, Wendy		Reach Up - CCCSS	-1.32
08/02/2013	14915	Yesitis, Lisa A		Reach Up - CCCSS	-14.47
08/02/2013	14906	McIntyre, Amanda J		Reach Up - CCCSS	-0.23
08/16/2013	14957	Yesitis, Lisa A		Reach Up - CCCSS	-14.62
08/16/2013	14948	McIntyre, Amanda J		Reach Up - CCCSS	-0.23
08/30/2013	15014	Yesitis, Lisa A		Reach Up - CCCSS	-14.40
08/30/2013	15005	McIntyre, Amanda J		Reach Up - CCCSS	-0.23
09/13/2013	15067	Yesitis, Lisa A		Reach Up - CCCSS	-13.09
09/17/2013	15085	McIntyre, Amanda J		Reach Up - CCCSS	-0.23
09/27/2013	15112	Buckley, Wendy		Reach Up - CCCSS	-0.58
09/27/2013	15125	Yesitis, Lisa A		Reach Up - CCCSS	-19.55
10/11/2013	15142	Buckingham, Joyce		Reach Up - CCCSS	-6.46
10/11/2013	15143	Buckley, Wendy		Reach Up - CCCSS	-1.33
10/11/2013	15158	Yesitis, Lisa A		Reach Up - CCCSS	-13.72
10/24/2013	15194	Buckingham, Joyce		Reach Up - CCCSS	-2.04
10/24/2013	15189	Maler, William J		Reach Up - CCCSS	-0.28
10/24/2013	15179	Yesitis, Lisa A		Reach Up - CCCSS	-15.88
10/24/2013	15186	Weiser, Betty .		Reach Up - CCCSS	-2.03
10/24/2013	15182	Buckley, Wendy		Reach Up - CCCSS	-1.32
11/08/2013	15219	Buckingham, Joyce		Reach Up - CCCSS	-1.74
11/08/2013	15220	Buckley, Wendy		Reach Up - CCCSS	-1.35
11/08/2013	15224	Maler, William J		Reach Up - CCCSS	-0.54
11/08/2013	15231	Weiser, Betty .		Reach Up - CCCSS	-2.03
11/08/2013	15234	Yesitis, Lisa A		Reach Up - CCCSS	-14.31
11/22/2013	15283	Buckley, Wendy		Reach Up - CCCSS	-1.89
11/22/2013	15287	Maler, William J		Reach Up - CCCSS	-0.85
11/22/2013	15274	Weiser, Betty .		Reach Up - CCCSS	-1.01
11/22/2013	15277	Yesitis, Lisa A		Reach Up - CCCSS	-20.48
11/22/2013	15262	Buckingham, Joyce		Reach Up - CCCSS	-2.19
12/06/2013	15309	Buckley, Wendy		Reach Up - CCCSS	-0.39
12/06/2013	15313	Maler, William J		Reach Up - CCCSS	-0.50
12/06/2013	15323	Yesitis, Lisa A		Reach Up - CCCSS	-12.09
12/06/2013	15308	Buckingham, Joyce		Reach Up - CCCSS	-1.98
12/20/2013	15334	Buckingham, Joyce		Reach Up - CCCSS	-2.04
12/20/2013	15335	Buckley, Wendy		Reach Up - CCCSS	-0.48
12/20/2013	15339	Maler, William J		Reach Up - CCCSS	-0.43
12/20/2013	15346	Weiser, Betty .		Reach Up - CCCSS	-1.51
12/20/2013	15349	Yesitis, Lisa A		Reach Up - CCCSS	-15.58
Total 7248 - Medicare					-221.64



Ron Wood Family Resource Center  
Transaction Detail By Account  
July through December 2013

	Date	Num	Name	Memo	Class	Amount
<b>7249 - Social Security</b>						
	07/19/2013	14876	Yesitis, Lisa A		Reach Up - CCCSS	-77.87
	07/18/2013	14867	McIntyre, Amanda J		Reach Up - CCCSS	-0.99
	08/02/2013	14901	Buckley, Wendy		Reach Up - CCCSS	-5.73
	08/02/2013	14915	Yesitis, Lisa A		Reach Up - CCCSS	-61.84
	08/02/2013	14906	McIntyre, Amanda J		Reach Up - CCCSS	-0.99
	08/16/2013	14957	Yesitis, Lisa A		Reach Up - CCCSS	-62.49
	08/16/2013	14948	McIntyre, Amanda J		Reach Up - CCCSS	-0.99
	08/30/2013	15014	Yesitis, Lisa A		Reach Up - CCCSS	-61.54
	08/30/2013	15005	McIntyre, Amanda J		Reach Up - CCCSS	-0.99
	09/13/2013	15067	Yesitis, Lisa A		Reach Up - CCCSS	-55.99
	09/17/2013	15085	McIntyre, Amanda J		Reach Up - CCCSS	-0.99
	09/27/2013	15112	Buckley, Wendy		Reach Up - CCCSS	-2.48
	09/27/2013	15125	Yesitis, Lisa A		Reach Up - CCCSS	-83.61
	10/11/2013	15142	Buckingham, Joyce		Reach Up - CCCSS	-27.83
	10/11/2013	15143	Buckley, Wendy		Reach Up - CCCSS	-5.74
	10/11/2013	15158	Yesitis, Lisa A		Reach Up - CCCSS	-68.63
	10/24/2013	15184	Buckingham, Joyce		Reach Up - CCCSS	-8.61
	10/24/2013	15189	Maier, William J		Reach Up - CCCSS	-1.11
	10/24/2013	15179	Yesitis, Lisa A		Reach Up - CCCSS	-67.86
	10/24/2013	15186	Welser, Betty .		Reach Up - CCCSS	-8.68
	10/24/2013	15182	Buckley, Wendy		Reach Up - CCCSS	-5.63
	11/08/2013	15219	Buckingham, Joyce		Reach Up - CCCSS	-7.36
	11/08/2013	15220	Buckley, Wendy		Reach Up - CCCSS	-5.73
	11/08/2013	15224	Maier, William J		Reach Up - CCCSS	-2.23
	11/08/2013	15231	Welser, Betty .		Reach Up - CCCSS	-8.68
	11/08/2013	15234	Yesitis, Lisa A		Reach Up - CCCSS	-61.19
	11/22/2013	15263	Buckley, Wendy		Reach Up - CCCSS	-8.06
	11/22/2013	15267	Maier, William J		Reach Up - CCCSS	-2.79
	11/22/2013	15274	Welser, Betty .		Reach Up - CCCSS	-4.34
	11/22/2013	15277	Yesitis, Lisa A		Reach Up - CCCSS	-67.59
	11/22/2013	15262	Buckingham, Joyce		Reach Up - CCCSS	-9.49
	12/06/2013	15309	Buckley, Wendy		Reach Up - CCCSS	-1.72
	12/06/2013	15313	Maier, William J		Reach Up - CCCSS	-2.15
	12/08/2013	15323	Yesitis, Lisa A		Reach Up - CCCSS	-51.72
	12/08/2013	15308	Buckingham, Joyce		Reach Up - CCCSS	-8.41
	12/20/2013	15334	Buckingham, Joyce		Reach Up - CCCSS	-8.60
	12/20/2013	15335	Buckley, Wendy		Reach Up - CCCSS	-2.06
	12/20/2013	15339	Maier, William J		Reach Up - CCCSS	-1.79
	12/20/2013	15346	Welser, Betty .		Reach Up - CCCSS	-6.51
	12/20/2013	15348	Yesitis, Lisa A		Reach Up - CCCSS	-66.87
Total 7249 - Social Security						-947.48
Total 7200 - Salaries & related expenses						-16,451.09
<b>7500 - Other personnel expenses</b>						
<b>7531 - IT Support</b>						
	08/16/2013	14973	Carson Valley Computer	Reach Up	Reach Up - CCCSS	-30.00
	08/16/2013	14974	Carson Valley Computer	Reach Up-W	Reach Up - CCCSS	-10.00
Total 7531 - IT Support						-40.00
Total 7500 - Other personnel expenses						-40.00
<b>8100 - Operating Expenses</b>						
<b>8140 - Postage, shipping, delivery</b>						
	09/05/2013		Stamps.com		Reach Up - CCCSS	-80.00
	10/22/2013	DEBIT	Stamps.com	Reach up	Reach Up - CCCSS	-20.00
Total 8140 - Postage, shipping, delivery						-70.00
Total 8100 - Operating Expenses						-70.00
						<u>16,438.91</u>

**July – Dec 2013**

116 reach up clients  
330 sessions

58 group clients  
349 group sessions attended

65% experienced a loss due to death  
68% experienced loss due to divorce  
11% clients report substance abuse issues  
48% of clients report substance abuse in immediate family  
5% of clients have experienced sexual abuse  
79% of families experience high dysfunction  
34% have experienced domestic violence  
11% of clients have experienced suicidal ideation  
2% have truancy issues  
9% have diagnosed mental health issues  
26% have family members with mental health issues

96% are carson city residents

93% report improved family relationships  
94% report increased self-esteem  
90% report improvement in school  
98% are satisfied overall

### Secured and Pending Grants

<b>Ron Wood Family Resource Center 2014-2015 GRANT FUNDING SOURCES</b>	<b>AMOUNT</b>	<b>PENDING OR SECURED</b>	<b>PURPOSE OF FUNDING &amp; TIMEFRAME OF PENDING NOTIFICATION</b>
WIC – SUBGRANT Breastfeeding	\$36,860.00	ONGOING SECURED	Breastfeeding support for WIC program
Chafee	\$ 85,000.00	SECURED	Services for foster youth in care – 2 <sup>nd</sup> year of 3 year grant
Chafee – Elko	\$45,000.00	SECURED	Service for foster youth in care – Elko – 2 <sup>nd</sup> year of 3 year grant
FAFFY	\$37,000.00	SECURED	Services for former foster youth 18 – 21 years of age - 2 <sup>nd</sup> year of 3 year grant
Title IV-B	\$35,000.00	SECURED	Case Management for families that have had their children removed from the home 2 <sup>nd</sup> year of 3 year grant
Differential Response	146,576.00	ONGOING SECURED	CPS - Investigation of child abuse and neglect reports
Family Resource Center	\$37,179.00	ONGOING SECURED	Information and referrals to families in need
Children's Trust Fund – Positive Action	\$88,467.00	SECURED	Parenting Classes and Family Support
Office of Traffic Safety	\$40,822.00	SECURED	Child Safety Seats Current grant period -October 1, 2013 – September 30, 2014
Partnership Carson City - SAPTA	\$42,970.00	PENDING	Substance Abuse and Prevention education
Women, Infants & Children	\$190,417.00	ONGOING SECURED	Supplemental food to Women, Infants and Children that are income eligible
United Way	\$12,000.00	PENDING	School Truancy Program
Carson City Sherriff Office - FASST	\$42,957.00	SECURED	To provide triage response to those with mental illness that have had law enforcement encounters
Partnership Carson City – Character Counts	\$8,750.00	PENDING	
Partnership Carson City – City Grant	25,000.00	PENDING	Operational Grant to cover administrative and indirect costs
Partnership Carson City – Reach Up	\$35,000.00	PENDING	Mental Health Services
Partnership Carson City – Food Bank	12,500.00	PENDING	Provision of food in partnership with Food Bank
<b>2013 – 14</b>			
<b>POTENTIAL FUNDING</b>	<b>921,511.00</b>		
<b>2013 – 14 PENDING FUNDING</b>	<b>136,233.00</b>		
<b>2013-14 = SECURED FUNDING</b>	<b>785,278.00</b>		

**ATTACHMENT 8**



**Carson City**  
**Community Support Services Grant (CSSG)**  
**Program Application**  
**Fiscal Year 2014–2015**

*An electronic version of this document is available at [carson.org/cssg](http://carson.org/cssg)*

**APPLICATIONS ARE DUE\*:** **JANUARY 17, 2014, 4:00 P.M.**

**PLEASE SUBMIT 9 COPIES TO:** **CARSON CITY PLANNING DIVISION**  
**108 E. PROCTOR ST.**  
**CARSON CITY, NV 89701**

**\*The deadline established is firm. Any application received after the deadline will not be considered for funding. Applications must be unstapled. PLEASE READ ATTACHED INSTRUCTIONS ON PAGE 15 FOR MORE INFORMATION.**

1. Agency Name: Ron Wood Family Resource Center (RWIRC)
2. Agency Mailing Address: 2621 Northgate Lane #62, Carson City, NV 89706
3. Project/Program Name: Ron Wood Community Essentials Food Bank
4. Project/Program Address/location: 2621 Northgate Lane #62, Carson City, NV 89706
5. Agency Director: Joyce Buckingham – Executive Director
6. Board Chairperson: Ruth Aberasturi
7. Contact person: Joyce Buckingham  
Phone number: (775) 884-2269 E-Mail: executive\_director@carson-family.org  
Fax: (775) 884-2730 Website (if applicable) www.carson-family.org
8. How long has your organization been in existence? 19 years In Carson City? 19 years
9. What is the overall mission of your organization?  
Our Mission Statement:  
Create a lasting community-wide effort between private sector and governmental agencies to promote healthy family relationships through education and support services. Ron Wood works diligently to identify the gaps in services in the community. Our extended mission is to supplement services in the community while avoiding duplicating services.
10. TOTAL FUNDING REQUESTED: \$ 12,500.00

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**BRIEF PROJECT DESCRIPTION:**

*Please provide a short description of your project (not your organization).*

The RWIRC Community Essentials Food Bank Grant supplies emergency food (3 days' supply for each family member) once per month to families suffering from food insecurity.

## I. PROJECT ELIGIBILITY

**A. Check all statements that describe HOW this project meets one of Carson City's goals:**

- ☒ A Safe and Secure Community
- ☒ A Healthy Community
- ☒ An Active and Engaged Community
- ☒ A Clean and Healthy Environment
- ☐ A Vibrant, Diverse and Sustainable Economy
- ☐ A Community Rich in History, Culture and the Arts
- ☐ A Community Dedicated to Excellence in Education
- ☒ A Physically and Socially Connected Community
- ☐ A Community Where Information is Available to All

## II. PROJECT DESCRIPTION

The Five-year Consolidated Plan identifies priority community development needs for Carson City (see Appendix II). The need for your proposed project will be determined by identifying how the project impacts upon the adopted Consolidated Plan Priority Needs. Greater consideration will be given to projects that provide a clear description of the project with supporting data and methodology of how the project will meet these needs.

1. Describe the proposed project and whether the project is new, ongoing, or expanded from previous years.

The Community Essentials Food Bank is a program that is ongoing and expanded yearly.

2. If the proposed project already exists, please describe your success rates in meeting Carson City's goals:

Ron Wood Family Resource Center's Community Essential Food Bank has been in operation for over 8 years. Emergency food is available one time per month. Ron Wood Family Resource Center has been HUD designated as an LMI located family resource center. All 17 grants (including the Food Bank funding) serve primarily low-moderate income individuals. Participants' self declare income and family composition for food bank services. RWFC serves over 40,000 units of service through our food bank annually. 1 unit of service is 3 days of food = 120,000 meals.

3. Describe who will benefit from the proposed project.

Ron Wood Family Resource Center serves the most in-need. Food Bank programs focus on the needs of youth and family. RWFC works to provide nutritious foods at the center and delivers food to homebound seniors, individuals with disabilities and families unable to come to the center. Over 90% of the individuals served are Carson City residents.

4. How will the funds be used on this project?

CSSG funding will be spent primarily on gas for picking up donations, high-protein non-perishable foods and wages for our Food Bank Coordinator – 15 hours per week. Our Food Bank Coordinator coordinates volunteer schedules, monitors food safety, weighs and documents deliveries and prepares all reports and data collection. The Coordinator receives pay for 15 hours per week and actually works over 40 hours per week. Additionally, food bank volunteers donate over 17,000 hours annually to support food bank operations.

5. Describe how your organization plans to reduce the need for grant funding in the future:

RWFRRC works diligently to bring in additional food and monetary donations year-round. Food from retailers, greenhouses, gardeners and private donations are weighed, logged and documented daily. (Attachment 6)

Fundraising efforts have increased to include: Community Leader of the Year benefit, Adopt a Family for the Holidays, Food Drives and many private sector partnerships that offer promote both goods and monetary donations.

Fee-for-service activities incorporating mental health services, supervised visitations for non-custodial parents and other projects that address gaps in services for our community are incorporated in our long-term sustainability planning.

6. Could your organization use less than the amount of funds requested for the proposed project? Please explain.

Yes. We received \$31,800.00 from the City of Carson in 2009 - 2010, \$23,000.00 in 2010 - 2011 and \$16,500.00 in 2012 – 13 and \$12,500.00 this current fiscal year. Our food bank demand has increased over the last 4 years by +48% but our reliance on grant money has decreased by 61%.

By increasing our outreach to conduct food drives, fundraisers and special events such as the Letter Carrier Food Drive, Share Your Christmas Food Drive, National Food Day and various small community food drives we have become much more self-sustaining. CSSG grant funds request will support areas that are crucial to our food bank.

7. Are there other agencies or organizations that provide the same service as your organization? If so, how do you coordinate your services with that organization?

Yes - Similar services

1. F.I.S.H. (Friends In Service Helping) - FISH offers food assistance on a limited basis. Individuals in the community are given assistance "once per lifetime". Ron Wood and FISH collaborate and coordinate activities frequently. Ron Wood receives bulk meats, dairy and extra produce. Donations are made from RWFRRC to the FISH Dining Room to support the meals. Ron Wood has donated a variety of meats, milk, bread, salad and produce when the Food Bank is overstocked with perishables or receives bulk items that aren't appropriate for individuals or families.

2. Eagles' Wing Christian Fellowship has limited hours and availability for distribution one day per week.

3. Food For Thought is a back pack program that sends food home with each child in-need of nourishment over the weekend.

FISH, Salvation Army and Ron Wood collaborate by utilizing a client database to insure families are only utilizing one source for holiday baskets. FISH has also donated a software license and database access to RWFCRC to insure clients are retaining appropriate services from FISH and RWFCRC. Duplication of services can be compared to insure the community is receiving adequate and non-duplicative services.

### III. PROJECT MEASUREMENT

Carson City has implemented a Performance and Outcome Measurement System into the application and grant/project administration process. When completing this section, keep in mind that **outputs** are specific descriptions of what your project is intended to accomplish (such as serve a total of 20 clients) and **outcomes** are the benefits or changes that result from the program (such as how well the service met the client needs).

1. What are the projected **outputs**, or total number of people served, from this project?
  - Ron Wood's Community Essential Emergency Food Bank will serve over 35,000 individuals from July 1, 2014 to June 30, 2015.
  - Ron Wood will document that 100% of 32,000 individuals receiving food are Carson City residents in the very low to moderate income level.
  - Ron Wood will expand food donation program by holding 80+ food donation drives.
  - Ron Wood will insure that 50% of food distributed will feed our in-need youth.
  - Ron Wood will increase fundraising efforts to match the amount of funding allocated by the City of Carson.
2. Of the total number of people in Question 1, how many of these are low-to-moderate income (LMI)? How many are Carson City residents?
  - 100% of 32,000 individuals receiving food are Carson City residents in the very low to moderate income level
3. What is the projected **outcome** of this /project? (How will the outputs benefit the total number of people in Question 1?)
  - Carson City residents can access RWERC Emergency Food Bank monthly to address their nutritional needs for food insecurity.
  - Carson City residents will have access to case managers, information and referrals to affect positive changes in their lives.
  - Carson City residents will receive respectful services at our food bank.
  - RWERC will market food drives and fundraising efforts to add supplemental food to enhance continuity in food available to Carson City residents.
4. What procedures will be put into effect to create, compile and maintain data to track performance measurement for this project?

Ron Wood Family Resource Center takes extraordinary care to collect data insuring outcomes for each grant are measured and evaluated. All RWERC programs document activities through participant sign in sheets, customer satisfaction surveys, protective factors surveys, pre and post surveys and evaluations. Data is reported through electronic methods to the grantors and reported to the executive director on a monthly, quarterly and annual basis. Data is collected on food bank usage, food donations, monetary donations and family demographical information.  
(Attachment 6)



## IV. PROJECT BUDGET

Complete the Budget Summary chart (modify categories as necessary). More detailed budgets may be attached in support of the proposal. Identify sources of leveraged funding for the activity. Include the status of these funds (i.e. cash on hand, grants received, planned fund-raising, etc.) Attach copies of funding commitment letters or other evidence of funding support. Leveraged funds are not required but are encouraged.

<b>Project Title: Project/Program Title: RWFR Community Essentials Food Bank</b>	<b>Funds Requested</b>	<b>Leveraged Funds</b>	<b>Total Funds</b>
<b>Project Expenses FY 2014-15</b>			
Salaries and Benefits	\$8,000.00	\$4,600.00	\$12,600.00
Rent and Utilities		\$15,000.00	\$15,000.00
Mortgage			
Equipment			
Equipment Maintenance & Repair			
Office Supplies		\$500.00	\$500.00
Operating Supplies			
Postage and Shipping		\$150.00	\$150.00
Printing and Publications		\$ 500.00	\$500.00
Advertising and Promotion			
Subscriptions and Dues			
Liability/Other Insurance		\$1,000.00	\$1,000.00
Professional Fees		\$ 250.00	\$ 250.00
Other project costs: (Specify Below)			
Food Costs – Food Bank of Northern NV	\$4,500.00	\$7,000.00	\$11,500.00
Fuel Costs to transport food & vehicle maintenance		\$1,850.00	\$ 1,850.00
Volunteer in kind		\$12,000.00	\$12,000.00
<b>TOTALS</b>	<b>\$12,500.00</b>	<b>\$42,850.00</b>	<b>\$55,350.00</b>
Food Bank Fundraisers Figures based on previous fundraisers		\$12,500.00	\$12,500.00

**\* Leveraged Funding is based on secured and pending grants (Attachment 7)**

## V. PROJECT ADMINISTRATION

A. Provide the names, phone numbers and e-mails of the following people. (There may be more than one person responsible in each category. If the specific individual is not known, please give a job title):

1. The person to whom all questions regarding the application should be directed:

Joyce Buckingham – Executive Director  
(775) 884-2269  
Executive\_director@carson-family.org

2. The person directly responsible for on-site supervision of the project/program, such as a project manager:

Joyce Buckingham – Executive Director  
(775) 884-2269  
Executive\_director@carson-family.org

3. The person responsible for the financial management of the project/program, including preparation, review and approval of reimbursement requests:

Betty Weiser – Fiscal Manager  
(775) 884-2269  
betty@carson-family.org

4. Please list the name, address, phone number and e-mail of the person responsible for preparing the quarterly reports and tracking the performance on this program/project.

Betty Weiser – Fiscal Manager  
(775) 884-2269  
betty@carson-family.org

## VL AGENCY INFORMATION

1. Proof of non-profit status for private agencies (governmental entities and schools are exempt):

Date of incorporation	4-9-97
Date of IRS certification	5-23-97
Tax exempt number	IRS – 86-0865470 NV – RCE-012-907

2. DUNS Number: 867923401

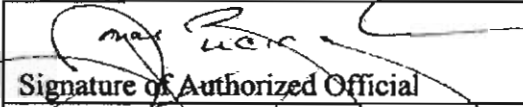
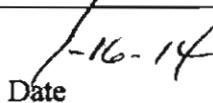
For information on DUNS, go to: <http://www.dnb.com/get-a-duns-number.html>

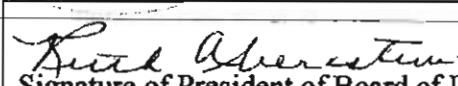
3. Attach the following to each copy of the Proposal for Funding:

- a. IRS Tax Exempt "501(c)(3)" letter.
- b. Proof of incorporation from Secretary of State (CERTIFICATE ONLY). Go to <https://www.nvsilverflume.gov/certificate> You will need to register in order to get the certificate. Cost is \$50.
- c. Current organization chart with names of staff members. Staff members may not serve as a Board Member of the agency they work for.
- d. List of current Board of Directors and terms of office. If a member of your Board of Directors is in a position to obtain a financial benefit or interest from your proposed project, you may be ineligible for CDBG funds (See 24 CFR 570.611).
- e. *For all 501(c)(3) non-profit organizations:* a copy of the organization's most recently submitted Federal Tax Return (Form 990 or 990EX). **PLEASE SUBMIT THE FIRST PAGE ONLY.** Governmental bodies and schools are exempt from this requirement.

4. Required Certification (see instructions):

Applicant certifies that to the best of his/her knowledge, all information submitted as part of this application is true. Applicant will comply with all grant and contract requirements if funding is approved.

	
Signature of Authorized Official	Date
Joyce Buckingham – Executive Director	(775) 884-2269
Typed Name and Title of Authorized Official	Phone Number

	
Signature of President of Board of Directors	Date
Ruth Aberasturi	(775) 884-2269
Typed Name of President of Board of Directors	Phone Number

**Annual Report**  
**For Community Support Services Funding**  
**Fiscal Year 2013-2014**

Name of Organization: Ron Wood Family Resource Center

Program/Project: Ron Wood Family Resource Center Operational Grant

Amount of Funds Received \$ 12,500.00

Contact Person: Joyce Buckingham

Mailing Address: 2621 Northgate Lane #62

City: Carson City State: Nevada Zip Code: 89706

Phone Number: (775) 884-2269 E-mail: executive\_director@carson-family.org

Date Submitted: 1-17-14

1. Please attach a final financial income and expense statement that specifically explains how grant funds were used, including a comparison between your budgeted and your actual incomes and expenses. (**See Attached**)
2. Evaluate your achievement of the measurable outcomes listed in your application:

**Measurable Outcome Goals:**

1. Ron Wood's Community Essential Emergency Food Bank will serve over 30000 individuals from July 1, 2013 to June 30, 2014.
2. Ron Wood will document that 100% of 30000 individuals receiving food are Carson City residents in the very low to moderate income level.
3. Ron Wood will expand food donation program by holding 70+ food donation drives.
4. Ron Wood will insure that 50% of food distributed will feed our in-need youth.
5. Ron Wood will increase fundraising efforts to match the amount of funding allocated by the City of Carson.

**Actual Achievements: (First 6 months of the fiscal year)**

1. 24,220 residents have completed food request forms and received quality and nutritious emergency foods. This is a 34% increase over last year and 62% increase over the YTD goal for 2013 - 14.
2. 91% or 22,028 of the 24,220 individuals served were Carson City residents at a very low to moderate income level. (first 6 months of fiscal year). In addition, 72 individual USDA Commodity Supplemental Food Program deliveries (homebound senior program) are carried out monthly and another 28 deliveries are made to seniors and individuals with disabilities out of our food bank goods. All deliveries are made to Carson residents.

3. 58 food drives have taken place – fiscal year to date. During these food drives, RWERC received 141,973 lbs. of donated food. The total poundage is over 60,000 lbs. more than last fiscal year to date.

4. 51.5% of food distributed serves youth 0 – 18 years of age

5. RWERC has raised \$7909.00 during the first 6 months of the year which is 27% over goal.

Conclusion: All measureable outcomes have exceeded expectations for the first 6 months of fiscal year 2013 – 2014.

3. Approximately how many people benefitted from your project? How many of those people were Carson City residents? What were some of the individual benefits?

24,220 residents have completed food request forms and received quality and nutritious emergency foods. This is a 34% increase over last year and 62% increase over the YTD goal for 2013 - 14.

91% or 22,028 of the 24,220 individuals served were Carson City residents at a very low to moderate income level. (first 6 months of fiscal year). In addition, 72 individual USDA Commodity Supplemental Food Program deliveries (homebound senior program) are carried out monthly and another 28 deliveries are made to seniors and individuals with disabilities out of our food bank goods. All deliveries are made to Carson residents.

The benefits include: increased food security for individuals in need of emergency food, access to case management, classes, information and referrals.

4. What specific community benefit did your project provide Carson City?

Emergency food and wrap-around services that offers the tools toward becoming self-sufficient.

5. Will this program/project be reoccurring? How do you anticipate funding the project in the future?

The RWERC Community Essentials Food Bank will continue to offer emergency food for the most in-need. Funding is always a challenge. Efforts will continue to run food drives, fundraisers and encourage the community to become donors and “Adopt a Family” in-need. RWERC is also part of the Harvest Hub Project, Food Summit partner, a partner of Greenhouse Project and a partner of the collaborative food projects hosted by Healthy Communities of Lyon County. Food agency partners work toward renewable resources, community gardening, shared resources and collaboration in processes and programming.

6. Describe any challenges that impacted your program.

We are a volunteer-based community food bank. Many of the volunteers are looking for work and we lose some of them eventually. We are fortunate that many seniors, students and individuals performing community service for the school, courts, welfare, etc. enjoy assisting our Community Essentials Food Bank. Protein-rich foods are always scarce. Thank you for the funding and the support!

**Ron Wood Family Resource Center**  
**Transaction Detail By Account**  
July through December 2013

	Date	Num	Name	Memo	Amount
<b>46406 - Food Bank</b>					
	08/15/2013	333706	Carson City	FY 13-14	12,500.00
Total 46406	Food Bank				12,500.00
<b>5306 - Donations</b>					
	07/16/2013		Food Bank	Receipt 623885	20.00
	07/25/2013	16626	Food Bank	Kaldhusdal	25.00
	08/15/2013		Food Bank	Food Drive-Feds Feed Families	50.00
	10/08/2013			Thanksgiving Turkeys (Alleen)	100.00
	11/01/2013	2034		Donation - G. Hall	500.00
	11/05/2013	1183		Donation - C Edmund/R Beveridge	50.00
	11/12/2013	7211		Donation: G Clark	500.00
	11/12/2013	80553		Donation: James Gaskets Inc.	1,000.00
	11/20/2013			Receipt 925007	10.00
	11/20/2013	166		Donation D Delude	10.00
	11/20/2013	683		Donation B Messier	15.00
	11/20/2013	591		Donation R Kirkman	25.00
	11/20/2013	14121		Donation M Jesse	25.00
	11/20/2013	2319		Donation E Pierczynski	25.00
	11/20/2013	5965		Donation P McGrath	25.00
	11/20/2013	7781		Donation J Ballardini	25.00
	11/20/2013	2464		Donation W Lewis	40.00
	11/20/2013	7704		Donation C Aboud	50.00
	11/20/2013	5977		Donation J Simms	100.00
	11/20/2013	13838		Donation Cracker Box	100.00
	11/20/2013	1928		Donation Rancho Espiritu	150.00
	11/20/2013	75755		Donation Allison, Mackenzie, Pavlaka	200.00
	11/20/2013	1260		Donation G Allison	350.00
	11/26/2013	5422		Donation J Russell	100.00
	11/26/2013	5290		Donation F Hitchcock	100.00
	11/26/2013	1121		Donation P Hyatt	25.00
	11/26/2013	9233		Donation Andreas Trust	100.00
	11/26/2013	8825		Donation Villa Basque Deli Cafe	100.00
	11/26/2013	1370		Donation E Rose	100.00
	11/27/2013	850		Donation J Tatro	50.00
	11/27/2013	7923		Donation S Murphy	30.00
	11/27/2013	5698		Donation J Liverati	250.00
	12/03/2013	13304		Donation M Florence	25.00
	12/03/2013	3880		Donation S Aldean	100.00
	12/03/2013	12773		Donation Camp-N- Town	50.00
	12/03/2013	6202		Donation M Randall	20.00
	12/03/2013	3080		Donation M Saboni	50.00
	12/03/2013	1550		Donation G Ailes	100.00
	12/10/2013	4316		Donation K Sullivan	250.00

**Ron Wood Family Resource Center**  
**Transaction Detail By Account**  
July through December 2013

Date	Num	Name	Memo	Amount
12/10/2013	2207		Donation M Kinne	25.00
12/10/2013	3577		Donation D Carlson	25.00
12/12/2013			Receipt 925027 Donation S West	40.00
12/12/2013	284		Donation PEO Chapter AA	186.00
12/13/2013	637		Lashkoff donation	30.00
12/17/2013			Receipt 925028 Donation Anonymous	100.00
12/17/2013			Receipt 925035 Donation Anonymous	20.00
12/17/2013			Receipt 925030 Donations Anonymous	285.00
12/17/2013	4685		Donation R Rose	100.00
12/17/2013	1551		Donation L Doty	35.00
12/17/2013	457		Donation C Summers	50.00
12/17/2013	1345		Donation D Hochsprung	50.00
12/17/2013	8309		Donation M Fondi	100.00
12/23/2013	52674		Capitol Christian Center	1,000.00
12/23/2013	2060		Deposit	250.00
12/23/2013			Pictures with Santa	547.00
12/23/2013			Deposit	20.00
12/24/2013	2561		Donation D Enns	200.00
Total 5305 - Donations				7,909.00
<b>7200 - Salaries &amp; related expenses</b>				
<b>7220 - Salaries &amp; wages</b>				
07/19/2013	14859	Brent-Carter, Sundae L		-300.00
08/02/2013	14898	Brent-Carter, Sundae L		-300.00
08/16/2013	14925	Brent-Carter, Sundae L		-300.00
08/30/2013	14997	Brent-Carter, Sundae L		-300.00
09/13/2013	15049	Brent-Carter, Sundae L		-300.00
09/27/2013	15109	Brent-Carter, Sundae L		-300.00
10/11/2013	15140	Brent-Carter, Sundae L		-300.00
10/24/2013	15180	Brent-Carter, Sundae L		-450.00
11/08/2013	15217	Brent-Carter, Sundae L		-450.00
11/22/2013	15260	Brent-Carter, Sundae L		-450.00
12/06/2013	15306	Brent-Carter, Sundae L		-450.00
12/20/2013	15332	Brent-Carter, Sundae L		-450.00
Total 7220 - Salaries & wages				-4,350.00
<b>7223 - Holiday</b>				
Total 7223 - Holiday				0.00
<b>7248 - Medicare</b>				
07/19/2013	14859	Brent-Carter, Sundae L		-4.35
08/02/2013	14898	Brent-Carter, Sundae L		-4.35
08/16/2013	14925	Brent-Carter, Sundae L		-4.35
08/30/2013	14997	Brent-Carter, Sundae L		-4.35
09/13/2013	15049	Brent-Carter, Sundae L		-4.35
09/27/2013	15109	Brent-Carter, Sundae L		-4.35
10/11/2013	15140	Brent-Carter, Sundae L		-4.35
10/24/2013	15180	Brent-Carter, Sundae L		-6.53
11/08/2013	15217	Brent-Carter, Sundae L		-6.62
11/22/2013	15260	Brent-Carter, Sundae L		-6.53
12/06/2013	15306	Brent-Carter, Sundae L		-6.52
12/20/2013	15332	Brent-Carter, Sundae L		-6.53
Total 7248 - Medicare				-63.08

**Ron Wood Family Resource Center**  
**Transaction Detail By Account**  
July through December 2013

Date	Num	Name	Memo	Amount
<b>7249 - Social Security</b>				
07/19/2013	14858	Brent-Carter, Sundae L		-18.60
08/02/2013	14898	Brent-Carter, Sundae L		-18.60
08/16/2013	14925	Brent-Carter, Sundae L		-18.60
08/30/2013	14997	Brent-Carter, Sundae L		-18.60
09/13/2013	15049	Brent-Carter, Sundae L		-18.60
09/27/2013	15109	Brent-Carter, Sundae L		-18.60
10/11/2013	15140	Brent-Carter, Sundae L		-18.60
10/24/2013	15180	Brent-Carter, Sundae L		-27.90
11/08/2013	15217	Brent-Carter, Sundae L		-27.90
11/22/2013	15260	Brent-Carter, Sundae L		-27.90
12/06/2013	15306	Brent-Carter, Sundae L		-27.90
12/20/2013	15332	Brent-Carter, Sundae L		-27.90
Total 7249 - Social Security				-269.70
Total 7200 - Salaries & related expenses				-4,682.78
<b>7500 - Other personnel expenses</b>				
<b>7531 - IT Support</b>				
08/16/2013	14973	Carson Valley Co Food Bank		-30.00
08/16/2013	14974	Carson Valley Co Food Bank-Re-established connection to the F		-40.00
08/16/2013	14975	Carson Valley Co Food Bank		-109.99
Total 7531 - IT Support				-179.99
Total 7500 - Other personnel expenses				-179.99
<b>8100 - Operating Expenses</b>				
<b>8111 - Office Supplies</b>				
12/10/2013	15328	City National Ban Going Places Ink Invoice 223 12/04/13		-371.10
12/19/2013	15362	Petty Cash Food Drive Supplies		-54.48
Total 8111 Office Supplies				-425.58
<b>8112 - Program Supplies</b>				
07/16/2013	14882	Food Bank of Nor Food Bank		-381.28
08/18/2013	14988	Food Bank of Nor Food Bank		-745.20
09/17/2013	15076	Food Bank of Nor Food Bank		-258.28
09/30/2013	15160	Food Bank of Nor Food Bank invoice #AOR 22411-1		-77.08
09/30/2013	15160	Food Bank of Nor Food Bank invoice #AOR 22631-1		-89.00
09/30/2013	15160	Food Bank of Nor Food Bank invoice # AOP 23075-1		-282.20
10/08/2013	15138	Food Bank of Nor Food Bank invoice #AOR 233310-1		-195.50
10/08/2013	15138	Food Bank of Nor Food Bank invoice #AOR 22880-1		-247.84
10/10/2013	15169	Food Bank of Nor Food Bank invoice #AOR-23496-1		-127.00
10/17/2013	15177	Food Bank of Nor Food Bank invoice #AOR-23768-1 10/14/13		-192.70
11/01/2013	15212	Food Bank of Nor Food Bank invoice #AOR-24137-1 10/28/13		-49.21
11/12/2013	15243	Food Bank of Nor Food Bank invoice #AOR-24328-1 11/04/13		-163.95
11/14/2013	15249	Food Bank of Nor Food Bank invoice #AOR-24551-1 11/08/13		-370.98
11/15/2013	15256	Food Bank of Nor Food Bank invoice #AOR-23934-1 10/21/13		-210.40
11/19/2013	15257	Grocery Outlet Groceries for Thanksgiving food baskets		-3,195.47
11/20/2013	15284	Food Bank of Nor Food Bank Invoice #AOR-23524 10/02/13 1C		-70.20
11/26/2013	15288	Food Bank of Nor Food Bank PO1353798		-222.15
11/27/2013	15294	City National Ban Grocery Outlet, Tran date 11/25/13		-557.00
12/10/2013	15326	Food Bank of Nor Food Bank PO1359507		-132.76
12/17/2013	15352	Grocery Outlet Products for Christmas food baskets		-4,260.02
12/19/2013		Grocery Outlet Christmas food baskets (basket receipts)		0.00
12/27/2013	15364	Food Bank of Nor AOR-25264-1 12/2/13		-247.17
12/27/2013	15364	Food Bank of Nor AOR-25382-1 12/9/13		-167.84
12/27/2013	15364	Food Bank of Nor AOR 25668 1 12/18/13		-173.78
12/27/2013	15364	Food Bank of Nor AOR 25689 1 12/16/13		-84.98
Total 8112 Program Supplies				-12,542.09



Ron Wood Family Resource Center  
Transaction Detail By Account  
July through December 2013

Date	Num	Name	Memo	Amount
<b>8116 - Vehicle Registration</b>				
08/29/2013	15025	City National Ban	Registration for new RW vehicle (Nissan Pathf	-114.25
12/19/2013	15359	City National Ban	DMV title fee 2005 Dodge Caravan	-93.73
Total 8116 - Vehicle Registration				-207.96
<b>8140 - Postage, shipping, delivery</b>				
11/06/2013		Stamps.com	Postage Purchas11/6/13	-300.00
Total 8140 - Postage, shipping, delivery				-300.00
<b>8160 - Equip rental &amp; maintenance</b>				
07/19/2013	14883	GMG Auto Repair	Food Bank Truck fuel hose	-22.90
07/23/2013	14933	Petty Cash	Truck repair	-10.32
08/02/2013	14924	Petty Cash	Food Bank refrigerator repair	-4.27
09/13/2013	15040	GMG Auto Repair	Food Bank van repairs	-454.62
09/30/2013	15163	GMG Auto Repair	repair of tires on food bank van	-285.00
09/30/2013	15163	GMG Auto Repair	repair of tires on food bank van	-596.00
09/30/2013	15163	GMG Auto Repair	repair of tires on food bank van	-454.62
10/31/2013	15250	GMG Auto Repair	towing and repair of FRC 97 Chrysler van	0.00
11/15/2013	15252	GMG Auto Repair	Repair of RWFRC Chrysler van	-331.50
12/27/2013	15365	City National Ban	U Haul Truck Rental 12/13/13-12/15/13	-180.40
Total 8160 - Equip rental & maintenance				-2,348.63
Total 8100 - Operating Expenses				-15,825.28
<b>8135 - General Liability Insurance</b>				
07/18/2013	14881	Philadelphia Insu	Food Bank	-200.00
08/16/2013	14971	Philadelphia Insu	Food Bank	-200.00
09/12/2013	15035	Philadelphia Insu	Food Bank	-381.31
09/17/2013	15084	Philadelphia Insu	Food Bank Remaining balance for August	-10.00
09/30/2013	15182	Philadelphia Insu	Acct #26843	-114.02
Total 8135 - General Liability Insurance				-905.33
<b>8200 - Occupancy expenses</b>				
07/23/2013	14890	iStorage-Carson	( Storage fees for units 104, 545, 548, 650	-600.00
Total 8200 - Occupancy expenses				-800.00
<b>8300 - Travel &amp; meetings expenses</b>				
<b>8310 - Mileage</b>				
07/23/2013	14933	Petty Cash	Fuel for vehicles	-120.00
08/02/2013	14924	Petty Cash	Fuel for vehicles	-120.00
08/16/2013	14979	Petty Cash	Fuel for vehicles	-111.35
09/10/2013	15029	Petty Cash	Fuel for vehicles	-170.00
09/27/2013	15090	Joyce Buckingham	Expense reimbursement	-65.94
09/30/2013	15164	Petty Cash	Fuel for vehicles	-170.00
11/05/2013	15218	Petty Cash	Fuel for vehicles 10/11/13-11/05/13	-190.00
12/03/2013	15301	Petty Cash	Fuel for Truck 11/06/13-11/22/13	-60.00
12/03/2013	15301	Petty Cash	Fuel for Van 11/12/13-12/03/13	-100.00
12/19/2013	15356	Joyce Buckingham	11/19/13-12/10/13 62.4 miles x .565	-35.26
12/19/2013	15362	Petty Cash	Fuel for Truck 12/05/13-12/18/13	-80.00
12/19/2013	15362	Petty Cash	Fuel for Van 12/05/13-12/18/13	-70.00
Total 8310 - Mileage				-1,282.55
Total 8300 - Travel & meetings expenses				-1,282.55
<b>8500 - Misc expenses</b>				
<b>8540 - Staff development - Training</b>				
08/16/2013	14989	Food Bank of Nor	Food Bank conference (2x\$20)	0.00
08/23/2013	14995	Food Bank of Nor	Food Bank conference	-20.00
Total 8540 - Staff development - Training				-20.00
Total 8500 - Misc expenses				-20.00
				<u><u>-3,286.83</u></u>

# Food Drive Totals July 2013 to Dec 2013

lbs

## July Donations

Save Mart South	2615
Save Mart North	1421
Save Mart East	1484
Smiths Carson	2832
Smiths Gardenville	4187
Costco	456
Walmart	3640
Private Donations	1558
Trader Joe's	659
Green House	308
Shook & Stone	88
Healthy Kids	341

July Total 19,589

## August Donations

Save Mart South	2247
Save Mart North	1673
Save Mart East	2242
Smiths Gardenville	5529
Smiths Carson	3267
Costco	1262
Walmart	3544
Private Donations	1052
Trader Joe's	307
Lone Mountain Vets	391
Grocery Outlet	140
Veteran Patriots	1170
Feds Feed America Food Drive	1883

August Total 24,707

## September Donations

Save Mart South	2784
Save Mart North	2155
Save Mart East	1737
Smiths Carson	4064
Smiths Gardenville	5598
Costco	925
Walmart	3769
Private Donations	590
Trader Joe's	443
Feds Feed America Food Drive	427

Sept Total 22,492

October Donations	
Save Mart South	1985
Save Mart North	1403
Save Mart East	901
Smiths Carson	2516
Smiths Gardenville	3889
Costco	1232
Walmart	5147
Private Donations	261
Trader Joe's	308
Shook & Stone	92
Homeless Pets	376
Grocery Outlet	131

Oct Total	18,241
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November Donations	
Save Mart South	2943
Save Mart North	1873
Save Mart East	1745
Smiths Carson	3198
Smiths Gardenville	3673
Costco	550
Walmart	2277
Private Donations	402
Trader Joe's	584
Boy Scouts #837 Food Drive	781

Nov Totals	18,026
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December Donations	
Save Mart South	2575
Save Mart North	2192
Save Mart East	2469
Smiths Carson	4890
Smiths Gardenville	4726
Costco	2544
Walmart	6659
Private Donations	1597
Trader Joe's	453
Hands of Hope	1200

Dec Totals	29,305
------------	--------

### Secured and Pending Grants

<b>Ron Wood Family Resource Center 2014-2015 GRANT FUNDING SOURCES</b>	<b>AMOUNT</b>	<b>PENDING OR SECURED</b>	<b>PURPOSE OF FUNDING &amp; TIMEFRAME OF PENDING NOTIFICATION</b>
WIC – SUBGRANT Breastfeeding	\$36,860.00	ONGOING SECURED	Breastfeeding support for WIC program
Chafee	\$ 85,000.00	SECURED	Services for foster youth in care – 2 <sup>nd</sup> year of 3 year grant
Chafee – Elko	\$45,000.00	SECURED	Service for foster youth in care – Elko – 2 <sup>nd</sup> year of 3 year grant
FAFFY	\$37,000.00	SECURED	Services for former foster youth 18 – 21 years of age - 2 <sup>nd</sup> year of 3 year grant
Title IV-B	\$35,000.00	SECURED	Case Management for families that have had their children removed from the home 2 <sup>nd</sup> year of 3 year grant
Differential Response	146,576.00	ONGOING SECURED	CPS - Investigation of child abuse and neglect reports
Family Resource Center	\$37,179.00	ONGOING SECURED	Information and referrals to families in need
Children's Trust Fund – Positive Action	\$88,467.00	SECURED	Parenting Classes and Family Support
Office of Traffic Safety	\$40,822.00	SECURED	Child Safety Seats Current grant period -October 1, 2013 – September 30, 2014
Partnership Carson City - SAPTA	\$42,970.00	PENDING	Substance Abuse and Prevention education
Women, Infants & Children	\$190,417.00	ONGOING SECURED	Supplemental food to Women, Infants and Children that are income eligible
United Way	\$12,000.00	PENDING	School Truancy Program
Carson City Sherriff Office - FASST	\$42,957.00	SECURED	To provide triage response to those with mental illness that have had law enforcement encounters
Partnership Carson City – Character Counts	\$8,750.00	PENDING	
Partnership Carson City – City Grant	25,000.00	PENDING	Operational Grant to cover administrative and indirect costs
Partnership Carson City – Reach Up	\$35,000.00	PENDING	Mental Health Services
Partnership Carson City – Food Bank	12,500.00	PENDING	Provision of food in partnership with Food Bank
<b>2013 – 14</b>			
<b>POTENTIAL FUNDING</b>	<b>921,511.00</b>		
<b>2013 – 14 PENDING FUNDING</b>	<b>136,233.00</b>		
<b>2013-14 = SECURED FUNDING</b>	<b>785,278.00</b>		

ATTACHMENT 7



**Carson City**  
**Community Support Services Grant (CSSG)**  
**Program Application**  
**Fiscal Year 2014-2015**

*An electronic version of this document is available at [carson.org/cssg](http://carson.org/cssg)*

**APPLICATIONS ARE DUE\*:** **JANUARY 17, 2014, 4:00 P.M.**

**PLEASE SUBMIT 9 COPIES TO:** **CARSON CITY PLANNING DIVISION**  
**108 E. PROCTOR ST.**  
**CARSON CITY, NV 89701**

**\*The deadline established is firm. Any application received after the deadline will not be considered for funding. Applications must be unstapled. PLEASE READ ATTACHED INSTRUCTIONS ON PAGE 15 FOR MORE INFORMATION.**

1. Agency Name Food For Thought
2. Agency Mailing Address: 3246 N Carson St. Ste 118 Carson City, NV 89706
3. Project Name: Summer Food Bridge for Hungry Children
4. Project Address/location: Park Terrace Park, 1327 La Loma Carson City, NV
5. Agency Director: Stephanie Gardner
6. Board Chairperson: Nancy Yamamoto
7. Contact person: Stephanie Gardner  
Phone number: (775) 885-7770 E-Mail: [execdirector.foodforthought@yahoo.com](mailto:execdirector.foodforthought@yahoo.com)  
Fax: \_\_\_\_\_ Website (if applicable) [nvfoodforthought.org](http://nvfoodforthought.org)
8. How long has your organization been in existence? 7 years In Carson City? 7 years
9. What is the overall mission of your organization?  
  
To provide nutritious meals to chronically hungry children in our community
10. **TOTAL FUNDING REQUESTED: \$10,000**

---

**BRIEF PROJECT DESCRIPTION:**

*Please provide a short description of your project (not your organization).*

**Summer Food Project will provide lunch meals to children in Carson City during summer break for 60-120 L/M income children in a school area identified as having 100% free and reduced priced food eligible.**

## I. PROJECT ELIGIBILITY

A. **Check all statements that describe HOW this project meets one of Carson City's goals:**

- ☐ A Safe and Secure Community
- ☒ A Healthy Community
- ☐ An Active and Engaged Community
- ☐ A Clean and Healthy Environment
- ☐ A Vibrant, Diverse and Sustainable Economy
- ☐ A Community Rich in History, Culture and the Arts
- ☐ A Community Dedicated to Excellence in Education
- ☐ A Physically and Socially Connected Community
- ☐ A Community Where Information is Available to All

## II. PROJECT DESCRIPTION

The Five-year Consolidated Plan identifies priority community development needs for Carson City (see Appendix II). The need for your proposed project will be determined by identifying how the project impacts upon the adopted Consolidated Plan Priority Needs. Greater consideration will be given to projects that provide a clear description of the project with supporting data and methodology of how the project will meet these needs.

1. Describe the proposed project and whether the project is new, ongoing, or expanded from previous years.

Project expands services for Food For Thought that are on-going throughout the school year for L/M income school students. During the School year we provide nutritious bags of weekend food to students who might otherwise go hungry. Since 2012 we have provided summer weekday lunches to the L/M income school students at a local park. This year we plan to continue our weekday lunches.

2. If the proposed project already exists, please describe your success rates in meeting Carson City's goals:

Food for Thought has been successful for 7 years serving this population, which has continued to increase in numbers demand. Last summer we provided daily weekday lunches to an average of 67 L/M school students a day, our highest day we served 125 school children. Last Summer we made and served, 2,823 lunches.

---

3. Describe who will benefit from the proposed project.

Children from ages 2-18 will be fed lunch daily. A group of 20 dedicated volunteers serve the project and benefit through service. We will employ two school district personnel. Families in the surrounding community will benefit with their children enjoying daily, nutritious meals.

4. How will the funds be used on this project?

Salaries, equipment, operating supplies, advertising, and gasoline for truck.

5. Describe how your organization plans to reduce the need for grant funding in the future: Food For Thought exists on private and business donations. Our Summer food program is a USDA program, in which we get reimbursed for food cost. Our summer food program has previously been funded 100% by the USDA and this grant.

6. Could your organization use less than the amount of funds requested for the proposed project? Please explain.

No, all expenses are justified.

7. Are there other agencies or organizations that provide the same service as your organization? If so, how do you coordinate your services with that organization?

No, there are no other organizations providing weekend or summer food assistance for the children in Carson City.

### III. PROJECT MEASUREMENT

Carson City has implemented a Performance and Outcome Measurement System into the application and grant/project administration process. When completing this section, keep in mind that **outputs** are specific descriptions of what your project is intended to accomplish (such as serve a total of 20 clients) and **outcomes** are the benefits or changes that result from the program (such as how well the service met the client needs).

1. What are the projected **outputs**, or total number of people served, from this project?

60-150 nutritious lunch meals provided to L/M income children ages 2-18, Monday-Friday.

2. Of the total number of people in Question 1, how many of these are low-to-moderate income (LMI)? How many are Carson City residents?

All, the intention is to serve 60-150 L/M children in Carson City per day.

3. What is the projected **outcome** of this /project? (How will the outputs benefit the total number of people in Question 1?)

The projected outcome in that 60-150 L/M children, aged 2-18, will eat a healthy well-balanced lunch 5 days a week during the summer.

4. What procedures will be put into effect to create, compile and maintain data to track performance measurement for this project?

The project will create a spreadsheet to track number of L/M children receiving lunch. Quickbooks will be used to track salaries, equipment, supplies, advertising, and gasoline expenditures.



## IV. PROJECT BUDGET

Complete the Budget Summary chart (modify categories as necessary). More detailed budgets may be attached in support of the proposal. Identify sources of leveraged funding for the activity. Include the status of these funds (i.e. cash on hand, grants received, planned fund-raising, etc.) Attach copies of funding commitment letters or other evidence of funding support. Leveraged funds are not required but are encouraged.

<b>Project Title:</b>	<b>Funds Requested</b>	<b>Leveraged Funds</b>	<b>Total Funds</b>
<b>Project Expenses FY 2014-15</b>			
Salaries and Benefits	\$7,000		
Rent and Utilities			
Mortgage			
Equipment	300		
Equipment Maintenance & Repair			
Office Supplies			
Operating Supplies	2,000		
Postage and Shipping			
Printing and Publications			
Advertising and Promotion	500		
Subscriptions and Dues			
Liability/Other Insurance			
Professional Fees			
Other project costs: (Specify Below)			
Gas	200		
<b>TOTALS</b>	<b>\$10,000</b>		

## V. PROJECT ADMINISTRATION

- A. Provide the names, phone numbers and e-mails of the following people. (There may be more than one person responsible in each category. If the specific individual is not known, please give a job title):

1. The person to whom all questions regarding the application should be directed:

Stephanie Gardner, Executive Director (775) 885-7770, [executivedirector.foodforthought@yahoo.com](mailto:executivedirector.foodforthought@yahoo.com)

2. The person directly responsible for on-site supervision of the project, such as a project manager:

Stephanie Gardner, Executive Director

3. The person responsible for the financial management of the project, including preparation, review, and approval of reimbursement requests:

Stephanie Gardner, Executive Director  
George Allbritten, Bookkeeper

4. Please list the name, address, phone number, and e-mail of the person responsible for tracking the performance on this project.

Stephanie Gardner, Executive Director, [execdirector.foodforthought@yahoo.com](mailto:execdirector.foodforthought@yahoo.com)  
George Allbritten, Bookkeeper, [George.foodforthought@yahoo.com](mailto:George.foodforthought@yahoo.com)  
3246 N. Carson st Ste. 118 Carson City NV, 89706

## VL AGENCY INFORMATION

1. Proof of non-profit status for private agencies (governmental entities and schools are exempt):

Date of incorporation	January 8, 2008
Date of IRS certification	May 15, 2009
Tax exempt number	51-0664783

2. DUNS Number: 89924442


For information on DUNS, go to: <http://www.dnb.com/get-a-duns-number.html>

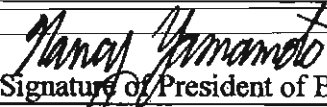
3. Attach the following to each copy of the Proposal for Funding:

- a. IRS Tax Exempt "501(c)(3)" letter.
- b. Proof of incorporation from Secretary of State (CERTIFICATE ONLY). Go to <https://www.nvsilverflume.gov/certificate> You will need to register in order to get the certificate. Cost is \$50.
- c. Current organization chart with names of staff members. Staff members may not serve as a Board Member of the agency they work for.
- d. List of current Board of Directors and terms of office. If a member of your Board of Directors is in a position to obtain a financial benefit or interest from your proposed project, you may be ineligible for CDBG funds (See 24 CFR 570.611).
- e. *For all 501(c)(3) non-profit organizations:* a copy of the organization's most recently submitted Federal Tax Return (Form 990 or 990EX). **PLEASE SUBMIT THE FIRST PAGE ONLY.** Governmental bodies and schools are exempt from this requirement.

4. Required Certification (see instructions):

Applicant certifies that to the best of his/her knowledge, all information submitted as part of this application is true. Applicant will comply with all grant and contract requirements if funding is approved.

	1/14/14
Signature of Authorized Official	Date
Stephanie Gardner	(775)885-7770
Typed Name and Title of Authorized Official	Phone Number

	1-14-14
Signature of President of Board of Directors	Date
Nancy Yamamoto	(775)885-7770
Typed Name of President of Board of Directors	Phone Number



**Carson City**  
**Community Support Services Grant (CSSG)**  
**Program Application**  
**Fiscal Year 2014–2015**

*An electronic version of this document is available at [carson.org/cssg](http://carson.org/cssg)*

**APPLICATIONS ARE DUE\*:** **JANUARY 17, 2014, 4:00 P.M.**

**PLEASE SUBMIT 9 COPIES TO:** **CARSON CITY PLANNING DIVISION**  
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**CARSON CITY, NV 89701**

**\*The deadline established is firm. Any application received after the deadline will not be considered for funding. Applications must be unstapled. PLEASE READ ATTACHED INSTRUCTIONS ON PAGE 15 FOR MORE INFORMATION.**

1. Agency Name: *Friends In Service Helping-Emergency Referral Service (AKA FISH)*
2. Agency Mailing Address: *138 E. Long St., Carson City, NV 89706*
3. Project Name: *Ross Clinic Malpractice Insurance / Emergency Dental Assistance*
4. Project Address/location: *138 E. Long St., Carson City, NV 89706*
5. Agency Director: *James Peckham, Executive Director*
6. Board Chairperson: *Lorraine H. Bagwell*
7. Contact person: *James Peckham, Executive Director*  
Phone number: *775-450-9180* E-Mail: *jim@nvfish.com*  
Fax: *884-3080* Website (if applicable) *www.nvfish.com*
8. How long has your organization been in existence? *35 yrs* In Carson City? *35 yrs*
9. What is the overall mission of your organization?  
*Our mission is to provide food, clothing and shelter to the homeless and hungry within our community, with the objective to provide programs and referrals for families and individuals so they may become self-sufficient. FISH serves low-income (150% or less of poverty level) and no-income residents of Carson City, Douglas, Lyon and Storey counties.*

---

**10. TOTAL FUNDING REQUESTED: \$12,200**

**BRIEF PROJECT DESCRIPTION:**

Please provide a short description of your project (not your organization).

*The purpose of this request is to secure funding for the Ross Clinic. The Ross Clinic provides free medical care to FISH clients who are uninsured and have chronic medical conditions. (FISH clients are low-income (150% or less of poverty level) and no-income residents of Carson City, Douglas, Lyon and Storey counties.)*

Item 1: *The Ross Clinic is staffed with volunteer doctors, nurse practitioners, and nurses. Dr. Bagget has been the only resident doctor since 1999. His medical malpractice insurance is paid through the University of Nevada Medical School. Recently Dr. Wang has joined the staff and we paid \$7,200 for her medical malpractice insurance. This is a recurring annual expense for which we are requesting CSSG funds.*

Item 2: *In 2012, CSSG funds helped us establish the Emergency Dental Program, which is administered by the Ross Clinic. This program provides emergency dental programs of abscessed teeth for people who do not have the resources or insurance to take care of their infected teeth. This program has been very successful since 2012, with 66 extracted in 2012, 27 extracted in 2013, and 2 extracted to date in 2014.*

*We are requesting \$5,000 to continue provision of dental program services to the poor in our community. The consensus among Carson City Health and Human Services, Carson Tahoe Hospital, Sierra Medical Clinic, and our own Ross Medical Clinic is that emergency dental care is a significant unmet need for adults in our community who earn under 150% of the poverty level and are uninsured. We have contracted with several dentists in the area to provide emergency tooth program on patients referred from our Ross Clinic, and we provide these dentists with a stipend to help offset costs.*

## **I. PROJECT ELIGIBILITY**

A. Check all statements that describe HOW this project meets one of Carson City's goals:

- ☐ A Safe and Secure Community
  - ☒ A Healthy Community
  - ☐ An Active and Engaged Community
  - ☐ A Clean and Healthy Environment
  - ☐ A Vibrant, Diverse and Sustainable Economy
  - ☐ A Community Rich in History, Culture and the Arts
  - ☐ A Community Dedicated to Excellence in Education
  - ☐ A Physically and Socially Connected Community
  - ☐ A Community Where Information is Available to All
-

## II. PROJECT DESCRIPTION

The Five-year Consolidated Plan identifies priority community development needs for Carson City (see Appendix II). The need for your proposed project will be determined by identifying how the project impacts upon the adopted Consolidated Plan Priority Needs. Greater consideration will be given to projects that provide a clear description of the project with supporting data and methodology of how the project will meet these needs.

1. Describe the proposed project and whether the project is new, ongoing, or expanded from previous years.

*The Ross Clinic is an ongoing free medical clinic which provides medical services to FISH Clients who are uninsured and have chronic medical conditions. Medical services are provided through the services of volunteers. Volunteer doctors are required to carry medical malpractice insurance, which can be cost prohibitive for the doctor. FISH is providing malpractice insurance for an additional doctor who started as a volunteer on staff in the summer of 2013.*

*The dental program program is an ongoing medical service which began in 2012 with funds received from the CSSG Grant. All CSSG Grant funds have been expended, and we are currently paying dentist stipends from funds received from United Way. The purpose of this application is to secure funding for dental program stipends in 2014-2015.*

2. If the proposed project already exists, please describe your success rates in meeting Carson City's goals:

*Ross Clinic services are listed under Community Development Objective: Public Services: Health Services. The City's goal was to provide health services to 500 persons. FISH has been successful in helping to meet this goal through the provision of medical services to 975 patients in the last 12 months, and 95 emergency programs of abscessed teeth since the program started July 1, 2012.*

3. Describe who will benefit from the proposed project.

*The primary beneficiaries are FISH clients who are uninsured and have chronic medical conditions, and those who have no dental insurance and have abscessed teeth. The majority of our clients have experienced recent hardships such as loss of employment, divorce, or other catastrophe, and do not have the resources to help themselves overcome their temporary hardship. Also, many of the Ross Clinic patients are elderly or disabled.*

*Carson Tahoe Hospital benefits because the dental programs reduce the need for these patients to access the emergency room services (ER only provides pain killers and antibiotics, the infected tooth is never removed)*

- 
4. How will the funds be used on this project?

*Funding will provide medical malpractice insurance and dental program stipends for the 2014-2015 fiscal year.*

5. Describe how your organization plans to reduce the need for grant funding in the future:  
*FISH continually solicits new sources of grant funding. The Ross Clinic is not self-funding because its fundamental premise is to provide services to people who cannot afford to access conventional medical services.*
6. Could your organization use less than the amount of funds requested for the proposed project? Please explain.  
*We do need the entire \$7,200 for medical malpractice insurance. The premium may change in July, but we would expect an increase rather than a decrease in premium.*  
  
*Dental programs have leveled off and were less in 2013 than in 2012. So we have asked for less money than previously granted; however, we have experienced an increase in overall service level, so this may indicate the need for more dental programs in 2014.*
7. Are there other agencies or organizations that provide the same service as your organization? If so, how do you coordinate your services with that organization?  
*There are no known agencies that provide free medical services or dental programs in the Carson City area.*

### III. PROJECT MEASUREMENT

Carson City has implemented a Performance and Outcome Measurement System into the application and grant/project administration process. When completing this section, keep in mind that **outputs** are specific descriptions of what your project is intended to accomplish (such as serve a total of 20 clients) and **outcomes** are the benefits or changes that result from the program (such as how well the service met the client needs).

1. What are the projected **outputs**, or total number of people served, from this project?  
*We expect to provide medical services to 900 patients, and estimate that dental programs will be needed for 50 people.*
2. Of the total number of people in Question 1, how many of these are low-to-moderate income (LMI)? How many are Carson City residents?  
*100% of the people receiving medical care or dental programs are low-to-moderate income. Approximately 80% of these are Carson City residents.*
3. What is the projected **outcome** of this /project? (How will the outputs benefit the total number of people in Question 1?)  
*The expected outcome is that the Ross Clinic will continue to reduce the use of emergency medical services not only by our regular patients, but also through the dental program. Use of hospital emergency medical services is costly for both patient and the hospital, which absorbs the cost of indigent patients, even though they are not able to extract teeth.*
4. What procedures will be put into effect to create, compile and maintain data to track performance measurement for this project?  
*FISH has just finished a state of the art database that provides unduplicated data client data is maintained and tracked in the FACS (FISH Applications for Client Services) web-based client services program (see attached data).*

## IV. PROJECT BUDGET

Complete the Budget Summary chart (modify categories as necessary). More detailed budgets may be attached in support of the proposal. Identify sources of leveraged funding for the activity. Include the status of these funds (i.e. cash on hand, grants received, planned fund-raising, etc.) Attach copies of funding commitment letters or other evidence of funding support. Leveraged funds are not required but are encouraged.

<b>Project Title:</b>	<b>Funds Requested</b>	<b>Leveraged Funds</b>	<b>Total Funds</b>
<b>Project Expenses FY 2014-15</b>			
Salaries and Benefits			
Rent and Utilities			
Mortgage			
Equipment			
Equipment Maintenance & Repair			
Office Supplies			
Operating Supplies			
Postage and Shipping			
Printing and Publications			
Advertising and Promotion			
Subscriptions and Dues			
Liability/Other Insurance			
Professional Fees			
Other project costs: (Specify Below)		\$30,000	\$30,000
Dental Programs	\$5,000	0	\$5,000
Medical Malpractice Insurance	\$7,200	0	\$7,200
<b>TOTALS</b>	<b>\$12,200</b>	<b>\$30,000*</b>	<b>\$42,200</b>
*FISH has already covered the other operating costs of the Ross Clinic			



## V. PROJECT ADMINISTRATION

A. Provide the names, phone numbers and e-mails of the following people. (There may be more than one person responsible in each category. If the specific individual is not known, please give a job title):

1. The person to whom all questions regarding the application should be directed:

***Shannon Oien, Director of Development***

***shannon@nvfish.com***

***775-882-3474 x 106***

***775-230-9600***

2. The person directly responsible for on-site supervision of the project, such as a project manager:

***Jim Peckham, Executive Director***

***jim@nvfish.com***

***775-882-3474 x 101***

***775-450-9180***

3. The person responsible for the financial management of the project, including preparation, review, and approval of reimbursement requests:

***Jim Peckham, Executive Director***

***jim@nvfish.com***

***775-882-3474 x 101***

***775-450-9180***

4. Please list the name, address, phone number, and e-mail of the person responsible for tracking the performance on this project.

***Jim Peckham, Executive Director***

***jim@nvfish.com***

***775-882-3474 x 101***

***775-450-9180***

## VI. AGENCY INFORMATION

1. Proof of non-profit status for private agencies (governmental entities and schools are exempt):

Date of incorporation	<i>May 1, 1979</i>
Date of IRS certification	<i>May, 1979</i>
Tax exempt number	<i>94-2590904</i>

2. DUNS Number: **167266626**

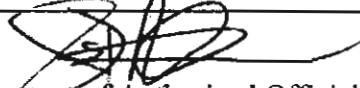
For information on DUNS, go to: <http://www.dnb.com/get-a-duns-number.html>

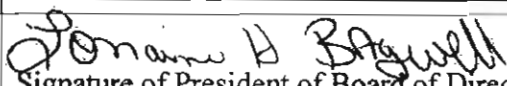
3. Attach the following to each copy of the Proposal for Funding:

- a. IRS Tax Exempt "501(c)(3)" letter.
- b. Proof of incorporation from Secretary of State (CERTIFICATE ONLY). Go to <https://www.nvsilverflume.gov/certificate> You will need to register in order to get the certificate. Cost is \$50.
- c. Current organization chart with names of staff members. Staff members may not serve as a Board Member of the agency they work for.
- d. List of current Board of Directors and terms of office. If a member of your Board of Directors is in a position to obtain a financial benefit or interest from your proposed project, you may be ineligible for CDBG funds (See 24 CFR 570.611).
- e. *For all 501(c)(3) non-profit organizations:* a copy of the organization's most recently submitted Federal Tax Return (Form 990 or 990EX). **PLEASE SUBMIT THE FIRST PAGE ONLY.** Governmental bodies and schools are exempt from this requirement.

4. Required Certification (see instructions):

Applicant certifies that to the best of his/her knowledge, all information submitted as part of this application is true. Applicant will comply with all grant and contract requirements if funding is approved.

	<i>1/16/14</i>
Signature of Authorized Official	Date
Jim Peckham, Exec Dir	
Typed Name and Title of Authorized Official	Phone Number

	<i>1/16/14</i>
Signature of President of Board of Directors	Date
Lorraine H. Bagwell	
Typed Name of President of Board of Directors	Phone Number



**Carson City**  
**Community Support Services Grant (CSSG)**  
**Program Application**  
**Fiscal Year 2014–2015**

*An electronic version of this document is available at [carson.org/cssg](http://carson.org/cssg)*

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**108 E. PROCTOR ST.**  
**CARSON CITY, NV 89701**

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1. Agency Name: Carson City Community Counseling Center
2. Agency Mailing Address: 205 S Pratt Ave, Carson City NV 89701
3. Project Name: Evidence Based Substance Abuse Counseling
4. Project Address/location: 205 S Pratt Ave, Carson City NV 89701
5. Agency Director: Mary K Bryan
6. Board Chairperson: Robert Fliegler, MD
7. Contact person: Donya Jenkins  
 Phone number: 775.882.3945 E-Mail: meadowmary@aol.com  
 Fax: 775.882.6126 Website (if applicable) cccofcarsoncity.org
8. How long has your organization been in existence? 29 In Carson City? 29
9. What is the overall mission of your organization?  
To provide high quality evidence based substance abuse treatment from intake and  
assessment through intensive outpatient and outpatient to the low and no income  
substance users/abusers.
10. TOTAL FUNDING REQUESTED: \$77,989

**BRIEF PROJECT DESCRIPTION:**

*Please provide a short description of your project (not your organization).*

*CCC will continue to meet the expanding need for alcohol and drug dependent young adults (ages 18-25) and adults by providing evidence based substance abuse assessments and counseling to women and men in separate groups so that they can best experience the recovery process and have the most positive progress.*

## I. PROJECT ELIGIBILITY

A. Check all statements that describe HOW this project meets one of Carson City's goals:

- ☒ A Safe and Secure Community
- ☒ A Healthy Community
- ☒ An Active and Engaged Community
- ☒ A Clean and Healthy Environment
- ☒ A Vibrant, Diverse and Sustainable Economy
- ☐ A Community Rich in History, Culture and the Arts
- ☒ A Community Dedicated to Excellence in Education
- ☒ A Physically and Socially Connected Community
- ☐ A Community Where Information is Available to All

## II. PROJECT DESCRIPTION

The Five-year Consolidated Plan identifies priority community development needs for Carson City (see Appendix II). The need for your proposed project will be determined by identifying how the project impacts upon the adopted Consolidated Plan Priority Needs. Greater consideration will be given to projects that provide a clear description of the project with supporting data and methodology of how the project will meet these needs.

1. Describe the proposed project and whether the project is new, ongoing, or expanded from previous years.

This project has been ongoing for almost 30 years. The evidence based treatment for substance abuse recovery has been used in Carson City since the 1990's. Currently the evidence based treatment most recommended in the substance abuse field includes cognitive behavioral therapy and motivational interviewing techniques. All treatment establishes specific time periods and very specific behavioral goals so that the client and the counselor can determine if forward progress is being made. This is accomplished by the counselor meeting with each client individually a minimum of once per month, at times more often depending on the clients need, to review progress. The use of these goals makes intuition and opinion unnecessary. Placements are made based on the criteria established in the ASAM PPC which is the American Society of Addiction Medicine criteria; Patient Placement Criteria for the Treatment of Substance-Related Disorders.

CCC proposes the equivalent of one fulltime counselor and one part time counselor to provide evidence based substance abuse treatment in the Carson City community for young adults (age 18-25) and adults of all ages. The young adults are a targeted group as the opportunity to intervene in their substance difficulties is possibly the last one there will be before criminality and addiction set a path that will be difficult to escape. With the increase of opiates/heroin use in Carson City and the theft that goes along with the need to fund the purchase of the drugs, treatment is critical to

end the cycle. The increased drug use locally poses a serious threat to the health and welfare of the community. Without treatment the substance problems continue and the negative behaviors and thought processes remain unchanged and continue to impact our community. The project is an ongoing one, but is expanding each year due to the increasing use.

2. If the proposed project already exists, please describe your success rates in meeting Carson City's goals:

CCC has completed assessments well in excess of the number indicated in the grant. All assessments are comprehensive and detailed to include recommendations for treatment. The specific numbers for the fulltime counselor who works under this grant include: one comprehensive evaluation/intake per week for a total of 50 per year; five groups per week for a total of 11 ½ hours weekly, 250 groups per year, 575 hours per year, thirteen individual sessions per week, 650 individual sessions per year; plus extensive phone time which is needed to handle emergency, referrals, follow ups, and general case management for at least 26 clients.

While CCC has stopped doing adolescent services effective 12/11/13, services provided in the half year of this grant already provided treatment for 149 teens with 1000 hours of group service and 2000 hours of intensive outpatient services. There were an additional 240 clients in the 18 to 25 year age range who were served in the adult population.

3. Describe who will benefit from the proposed project.

Clients and their families benefit from substance abuse treatment in a variety of ways, e.g. completing education improves chances of employment, finding employment because a person is sober and able to get to work regularly, paying overdue tickets, stabilizing housing, re-acquiring social connectedness, healing families by providing parenting skills, and diminished use of the social services offered in Carson City. The citizens of Carson City benefit by a diminished threat of theft, impaired driving which could cause bodily harm or property damage, and a reduction in the use of the Emergency Room. All these things benefit each citizen of Carson and all the families who are involved with the addicts, either willingly or by proximity or happenstance.

4. How will the funds be used on this project?

These funds will be used to pay the salary and benefits of a full time counselor and a part time counselor. The fulltime counselor works Monday through Thursdays and the part time counselor is contracted to work Fridays and Saturdays, so that we have almost constant coverage. The Friday night groups are preventive in nature and are mostly attended by the early recovery clients who still need extra support. The Saturday group was originally started when the Methamphetamine numbers were increasing, but in the last few years, the need for a Saturday group has caused us to expand to all drug types who need the meeting on Saturday because of family or work obligations.

5. Describe how your organization plans to reduce the need for grant funding in the future:

Each year CCC coordinates with Partnership Carson City, the City Supervisors, federal and private agencies to leverage new grants and develop new partnerships to establish diverse funding paths. Grants from national sites, Federal grants, State of

Nevada Grants, and any other organization that consider treatment dollars are all applied to for assistance. Fundraising and requests of donors is also done routinely. The more money that can be raised by fundraising and other fiscal sources the more treatment services we can provide. With the continued anticipation of increasing drug problems in our community, it is expected that the need for this project will be re-occurring.

6. Could your organization use less than the amount of funds requested for the proposed project? Please explain.

CCC will use any amount received to apply to the needed counselor positions. We appreciate any support we are able to obtain. Increased funding increases the number of clients we are able to provide services to. A lesser amount of funding makes the waiting list for treatment longer; thus, risking the readiness to change and engagement for treatment of a client to decrease. The time the courts need to wait for adjudication would be longer, and the time the clients spend in jail waiting for an evaluation longer if we had to reduce counseling staff.

7. Are there other agencies or organizations that provide the same service as your organization? If so, how do you coordinate your services with that organization?

CCC is the only State of Nevada Certified and licensed non-profit treatment agency in Carson City.

### III. PROJECT MEASUREMENT

Carson City has implemented a Performance and Outcome Measurement System into the application and grant/project administration process. When completing this section, keep in mind that **outputs** are specific descriptions of what your project is intended to accomplish (such as serve a total of 20 clients) and **outcomes** are the benefits or changes that result from the program (such as how well the service met the client needs).

1. What are the projected **outputs**, or total number of people served, from this project?

Young adults and adults who receive evidence based treatment will be at least 25 in number. Each will have a comprehensive evaluation with placement recommendations. At least 25, up to 50 clients will receive treatment for outpatient and intensive outpatient for at least one year. The number of treatment hours proposed is a minimum of 4,500 service hours per year (9hrs per week x 12 weeks + 2.5hrs per week x 12 weeks + 1.25hrs per week x 24 + 1hr per month individual session x 12 weeks = 180hrs, 180 x 25 clients = 4,500 hours).

2. Of the total number of people in Question 1, how many of these are low-to-moderate income (LMI)? How many are Carson City residents?

One hundred percent of the clients will be low income and Carson City residents. The income level is verified through required documentation of financial status which is part of each client file. CCC's clients are typically in the lowest 10% of income, or have no income when they begin receiving services.

3. What is the projected **outcome** of this /project? (How will the outputs benefit the total number of people in Question 1?)

CCC expects the outcome of the project to be successful completion of treatment and recovery in at least 85% of the clients. Successful completion is sobriety, financial security, social networking, reduced law enforcement involvement, and achievement of educational goals. This outcome as mentioned earlier will also impact our community by decreasing the demand for illegal substances and reducing recidivism.

4. What procedures will be put into effect to create, compile and maintain data to track performance measurement for this project?

The quantifiable outcome for the clients includes being gainfully employed, participating in a drug free environment, repairing relationships with family and friends, decreased involvement with law enforcement, increased educational opportunities and better grades, healthy socialization opportunities with sobriety a mainstay of the program are some of the projected outcomes. These outcomes are captured on our electronic tracking system which allows us to enter the data at intake, during the course of treatment, and at discharge, making it easily visible and reportable.

## IV. PROJECT BUDGET

Complete the Budget Summary chart (modify categories as necessary). More detailed budgets may be attached in support of the proposal. Identify sources of leveraged funding for the activity. Include the status of these funds (i.e. cash on hand, grants received, planned fund-raising, etc.) Attach copies of funding commitment letters or other evidence of funding support. Leveraged funds are not required but are encouraged.

Project Title:	Funds Requested	Leveraged Funds	Total Funds
<b>Project Expenses: FY 2014-15</b>			
Salaries and Benefits	60,829 fee 17160 pte		77989
Rent and Utilities		9100	
Mortgage			
Equipment			
Equipment Maintenance & Repair			
Office Supplies			
Operating Supplies			
Postage and Shipping			
Printing and Publications			
Advertising and Promotion			
Subscriptions and Dues			
Liability/Other Insurance			
Professional Fees			
Other project costs: (Specify Below)			
<b>TOTALS</b>	77989	9100	87089



## V. PROJECT ADMINISTRATION

A. Provide the names, phone numbers and e-mails of the following people. (There may be more than one person responsible in each category. If the specific individual is not known, please give a job title):

1. The person to whom all questions regarding the application should be directed:

Donya Jenkins 775.882.3945

2. The person directly responsible for on-site supervision of the project, such as a project manager:

Mary Bryan 775.882.3945

3. The person responsible for the financial management of the project, including preparation, review, and approval of reimbursement requests:

Donya Jenkins and Barbara Brownlee 775.882.3945

4. Please list the name, address, phone number, and e-mail of the person responsible for tracking the performance on this project.

Donya Jenkins 205 S Pratt Ave, Carson City NV 89701; 775.882.3945;

donyaniehoff@yahoo.com or meadowmary@aol.com


## VI. AGENCY INFORMATION


1. Proof of non-profit status for private agencies (governmental entities and schools are exempt):

Date of incorporation	5/31/1985
Date of IRS certification	2/16/99
Tax exempt number	88-0212354

2. DUNS Number: 78-2755326  
For information on DUNS, go to: <http://www.dnb.com/get-a-duns-number.html>
3. Attach the following to each copy of the Proposal for Funding:
  - a. IRS Tax Exempt "501(c)(3)" letter.
  - b. Proof of incorporation from Secretary of State (CERTIFICATE ONLY). Go to <https://www.nvsilverflume.gov/certificate> You will need to register in order to get the certificate. Cost is \$50.
  - c. Current organization chart with names of staff members. Staff members may not serve as a Board Member of the agency they work for.
  - d. List of current Board of Directors and terms of office. If a member of your Board of Directors is in a position to obtain a financial benefit or interest from your proposed project, you may be ineligible for CDBG funds (See 24 CFR 570.611).
  - e. *For all 501(c)(3) non-profit organizations:* a copy of the organization's most recently submitted Federal Tax Return (Form 990 or 990EX). **PLEASE SUBMIT THE FIRST PAGE ONLY.** Governmental bodies and schools are exempt from this requirement.
4. Required Certification (see instructions):

Applicant certifies that to the best of his/her knowledge, all information submitted as part of this application is true. Applicant will comply with all grant and contract requirements if funding is approved.

 Signature of Authorized Official	<u>1/14/14</u> Date
Mary K Bryan Administrator Typed Name and Title of Authorized Official	775.882.3945 Phone Number

 Signature of President of Board of Directors	<u>1/14/14</u> Date
Robert Fliegler M.D. Typed Name of President of Board of Directors	775.841.7644 Phone Number



**FIRST JUDICIAL DISTRICT COURT  
CARSON CITY  
JUSTICE AND MUNICIPAL COURT**



January 13, 2014

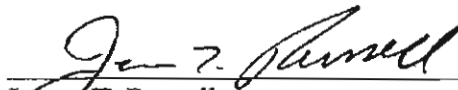
To Whom It May Concern:

Community Counseling Center (CCC) and Mary Bryan, CCC Director, provide a valuable service to the First Judicial District Court, Carson City Justice/Municipal Courts, and to the community. CCC conducts substance abuse evaluations for individuals who are in the custody of the Carson City Jail at very short notice and at no cost. CCC also provides inexpensive or free evaluations to individuals resulting from a court order. Additionally, CCC provides long term outpatient counseling at an affordable rate and an intensive inpatient substance abuse counseling program.

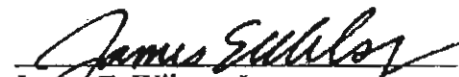
The Community Counseling Center is an essential resource for the Courts. Without the resources CCC provides, there would be more individuals in jail and drug/alcohol abusers would go untreated. This would have a lasting affect not only on the drug/alcohol abuser but, also on the community.

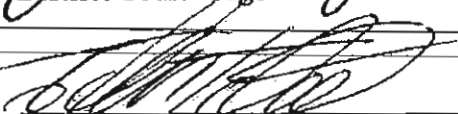
We are in support of CCC for any grant funding opportunity they pursue to support their continued operation.

Sincerely,

  
James T. Russell  
District Court Judge

  
Thomas R. Armstrong  
Justice/Municipal Court Judge

  
James E. Wilson, Jr.  
District Court Judge

  
John Tatro  
Justice/Municipal Court Judge



Ken Furlong  
Sheriff

911 E. Musser St.  
Carson City, NV 89701

775-887-2500  
Hearing Impaired: 711  
Fax: 775-887-2026

January 7, 2014

Attn: Ms. Mary Bryan  
Community Counseling Center  
205 S. Pratt Street  
Carson City, NV 89701

Re: Letter of Recommendation For Continued Support


From: Sheriff Ken Furlong:

Ms. Bryan,

During my tenure as Sheriff of Carson City, I have witnessed a striking evolution in the perspective of community health and addictions in our society. This was largely due to the collaborative efforts we have jointly undertaken to address not just the drug and alcohol issues, but the underlying individual characteristics that are often seen as the roots of addictive behaviors.

The Carson City Community Counseling Center uses evidence based treatment and has always been timely in adapting the Center's philosophy to changing national norms. They are certified as a treatment center by the State of Nevada, which means they have detailed policies and programs, and all aspects of treatment programming and counselor qualifications are closely monitored by the State reviewers. The Center is the only State certified treatment program in Carson City. As a result, the community public safety departments rely upon the Center to aid in elevating the quality of life for everyone.

I strongly recommend that the impeccable direction and innovative practices of the Community Counseling Center continue in our future efforts. The staff of the Center has proven there are no single solutions and that collaboration across traditional responsibilities creates opportunities. With relentless efforts, one person at a time, lives are returned to individuals and dreams of a better life remain real possibilities.

  
Ken Furlong  
Sheriff



## DEPARTMENT OF ALTERNATIVE SENTENCING

885 East Musser Street, Suite 2080  
Carson City, Nevada 89701  
Phone (775) 887-2528 Fax (775) 887-2302



**Tad Fletcher, Chief**

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January 6, 2014

To Whom It May Concern:

It is my pleasure to write a letter in support of funding for the Community Counseling Center. The collaborated efforts of the Carson City Judicial System along with the Community Counseling Center have strived to deliver quality outpatient prevention, education and treatment services to individuals with substance abuse issues who have come in contact with the legal system.

The combined efforts of the Community Counseling Center and the Judicial System have improved the lives of offenders with substance abuse problems and had positive results with reducing recidivism. I feel that the Community Counseling Center's efforts directly confront denial, holding subjects accountable and utilize the advantages gained through the behavioral compliance and modification.

The Community Counseling Center has provided individual as well as group counseling for both incarcerated individuals and those who have been released from custody and are on some level of probationary status. The numbers of probationers that are in need of the court ordered counseling have increased over the past eight years. This has made it difficult to say the least, to maintain the high level standards of counseling that the Community Counseling Center provides. Therefore the Department of Alternative Sentencing would like to see an increase in the number of Counselors that provide this valuable service.

Sincerely,

Cate Summers

Assistant Chief

Alternative Sentencing

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CARSON CITY/STOREY COUNTY JUVENILE SERVICES  
JUVENILE PROBATION DEPARTMENT

James T. Russell  
District Judge Dept. I

James E. Wilson, Jr.  
District Judge Dept. II

JUVENILE DIVISION  
of the  
FIRST JUDICIAL DISTRICT COURT



Ben Bianchi  
Chief Probation Officer

Ali Banister  
Deputy Chief-Probation

Scott B. Davis  
Deputy Chief-Detention

To Whom it May Concern:

December 30, 2013

The Carson City Juvenile Probation Department strongly support the services the Community Counseling Center offers this community. The evidence based drug and alcohol treatment they have provided to adolescents and adults has proven to be invaluable. As the Chief Juvenile Probation Officer, I can speak to the need of this valuable organization to the Juvenile Justice system, and to the difficulties we now face due to their lack of funding.

For many years the Center has provided drug and alcohol evaluations and treatment at little or no cost. The Center recognizes the importance of early intervention. By minimizing the cost, there is no excuse for not seeking treatment. During 2012, the Center completed over 200 drug and alcohol evaluations for this department. Most of those youth were able to be managed by out-patient services with no escalation for the need of residential care. Additionally, the Center has been an integral partner with our Juvenile Drug Court. They provided the necessary out-patient services, (up to 8 hours a week), and appeared in Drug Court weekly to report on the client's progress.

Unfortunately, due to this lack of funding, the Community Counseling Center was forced to eliminate its services to the adolescents of this community. We no longer have the ability to place youth in their group drug/alcohol counseling. This void creates a difficult option for treatment, given there is no parallel program in our community.

Having worked in the Juvenile Justice field for over 20 years, it is my opinion that early intervention treatment significantly reduces, and sometimes eliminates, delinquent behavior. Without these services, I am concerned that the youth of our community will not have access to affordable treatment by trained professionals. At a time when substance abuse continues to be a significant problem in our community, we cannot afford to eliminate community based services due to lack of funding.

Respectfully,

Ben Bianchi  
Ben Bianchi  
Chief Probation Officer



## Carson City

Community Counseling Center's  
CDBG application is the same as their  
CSSG application

# Community Development Block Grant (CDBG)

## Program Application

Fiscal Year 2014–2015

*An electronic version of this document is available at [carson.org/cdbg](http://carson.org/cdbg)*

**APPLICATIONS ARE DUE\*:** JANUARY 17, 2014, 4:00 P.M.

**PLEASE SUBMIT 2 COPIES TO:** CARSON CITY PLANNING DIVISION  
108 E. PROCTOR ST.  
CARSON CITY, NV 89701

**\*The deadline established is firm. Any application received after the deadline will not be considered for funding. Applications must be unstapled. PLEASE READ ATTACHED INSTRUCTIONS ON PAGE 15 FOR MORE INFORMATION.**

1. Agency Name: Carson City Community Counseling Center
2. Agency Mailing Address: 205 S Pratt Ave Carson City NV 89701
3. Project/Program Name: Evidence Based Substance Abuse Counseling
4. Project/Program Address/location: 205 S Pratt Ave Carson City NV 89701
5. Agency Director: Mary Bryan
6. Board Chairperson: Robert Fliegler M.D.
7. Contact person: Donya Jenkins  
Phone number: 775.882.3945 E-Mail: meadowmary@aol.com  
Fax Number: 775.882.6126 Website (if applicable) [cccofcarsoncity.org](http://cccofcarsoncity.org)
8. How long has your organization been in existence? 29 years In Carson City? 29 years
9. What is the overall mission of your organization?  
To provide high quality evidence based substance abuse treatment from intake and assessment through outpatient and intensive outpatient to the low and no income substance users/abusers.
10. Type of funding requested (Check One):  

<input checked="" type="checkbox"/> Public Service	<input type="checkbox"/> Public Facility/Improvement
<input type="checkbox"/> Economic Development	<input type="checkbox"/> Housing
11. TOTAL FUNDING REQUESTED: \$77,989

### BRIEF PROJECT DESCRIPTION:

*Please provide a short description of your project (not your organization).*

*CCC will continue to meet the expanding need for alcohol and drug dependent young adults(ages18-25) and adults by providing evidence based substance abuse assessments and counseling to women and men in separate groups so that they can best experience the recovery process and have the most positive progress.*





**Carson City**  
**Community Support Services Grant (CSSG)**  
**Program Application**  
**Fiscal Year 2014–2015**

*An electronic version of this document is available at [carson.org/cssg](http://carson.org/cssg)*

**APPLICATIONS ARE DUE\*:** **JANUARY 17, 2014, 4:00 P.M.**

**PLEASE SUBMIT 9 COPIES TO:** **CARSON CITY PLANNING DIVISION**  
**108 E. PROCTOR ST.**  
**CARSON CITY, NV 89701**

**\*The deadline established is firm. Any application received after the deadline will not be considered for funding. Applications must be unstapled. PLEASE READ ATTACHED INSTRUCTIONS ON PAGE 15 FOR MORE INFORMATION.**

1. Agency Name: CASA OF CARSON CITY
2. Agency Mailing Address: 1539 E. Fifth St. Carson City NV 89701
3. Project Name: Guardian ad litem funding
4. Project Address/location: same
5. Agency Director: CHRIS BAYER
6. Board Chairperson: RON KNECHT
7. Contact person: CHRIS BAYER  
Phone number: 291-7014 E-Mail: casaofcc@earthlink.net  
Fax: 887-2513 Website (if applicable) casaofcc.org
8. How long has your organization been in existence? 26 years In Carson City? 26 yrs
9. What is the overall mission of your organization?  
The mission of CASA of Carson City is to support and promote court-appointed volunteer advocacy so that every abused or neglected child can be safe, establish permanence and have the opportunity to thrive.
10. TOTAL FUNDING REQUESTED: \$25,000

**BRIEF PROJECT DESCRIPTION:**

*Please provide a short description of your project (not your organization).*

CASA of Carson City provides the First Judicial District of Nevada—Carson And Storey Counties—with trained child advocates. These serve primarily in child welfare cases as mandated in NRS 432b.500. We also take some high conflict divorce cases at the request of our District Court.

## I. PROJECT ELIGIBILITY

A. **Check all statements that describe HOW this project meets one of Carson City's goals:**

- ☒ A Safe and Secure Community
- ☒ A Healthy Community
- ☒ An Active and Engaged Community
- ☐ A Clean and Healthy Environment
- ☐ A Vibrant, Diverse and Sustainable Economy
- ☐ A Community Rich in History, Culture and the Arts
- ☐ A Community Dedicated to Excellence in Education
- ☐ A Physically and Socially Connected Community
- ☐ A Community Where Information is Available to All

## II. PROJECT DESCRIPTION

The Five-year Consolidated Plan identifies priority community development needs for Carson City (see Appendix II). The need for your proposed project will be determined by identifying how the project impacts upon the adopted Consolidated Plan Priority Needs. Greater consideration will be given to projects that provide a clear description of the project with supporting data and methodology of how the project will meet these needs.

1. Describe the proposed project and whether the project is new, ongoing, or expanded from previous years.  
**CASA of Carson City's program will remain substantially unchanged despite recent number increases. Numbers: 2012: 126 children 46 volunteers active. 2013: 138 children, 52 volunteers active. Our budget remains the same despite the increase each year in the number of children. Consistency in the organization makes this possible.**
2. If the proposed project already exists, please describe your success rates in meeting Carson City's goals:  
**CASA of Carson City provides child advocates for abused and neglected children, the great majority of whom come from low to moderate income families. Since 1987 we've assigned a CASA volunteer to every case where one has been requested by the Court. Clark and Washoe counties cannot come close to meeting their need. Our abuse and neglect rates are not less. The reason we can meet the need lies in the nature of Carson City—a small town where people are neighbors—plus our ability to consistently get the word out about the need. This last fall 8 new volunteers completed trained. We expect the same result from our training that will begin January 23. It is a constant effort.**
3. Describe who will benefit from the proposed project.  
**Abused and neglected children benefit by having a trained, unpaid community volunteer advocating for their best interest in the child welfare-case court process.**

**When a parent makes needed changes, they will find the child advocate helping them as well—as the child’s best interest is then allied with the efforts of the parent(s).**

4. How will the funds be used on this project?  
**Funding provides for insurance, recruitment efforts, training, office costs and ongoing help/supervision of volunteers by staff.**
  5. Describe how your organization plans to reduce the need for grant funding in the future:  
**CASA of Carson City has been successful in spreading the costs for its program across several funders—thus relieving the City of a significant cost that would be incurred were the City to fully fund the program. \$25,000 comes from the City. \$25,000 comes from the First Judicial District Court using filing fee money. \$16,000 comes from the Nevada Law Foundation using IOLTA funds. And roughly \$5,000 to \$8,000 comes each year through the support of individuals and organizations in the community.**
  6. Could your organization use less than the amount of funds requested for the proposed project? Please explain.  
**The number of children for whom CASA of Carson City advocates and the number of assigned volunteers has risen yearly since 1987. This year as for the last three years, CASA of Carson City plans to keep its funding stable. The infrastructure needed is in place. The budget request shown is based on the current budget without increase.**
  7. Are there other agencies or organizations that provide the same service as your organization? If so, how do you coordinate your services with that organization?  
**No other organization provides this services in Carson City. You are invited to call and then visit our office.**
- 
-

### III. PROJECT MEASUREMENT

Carson City has implemented a Performance and Outcome Measurement System into the application and grant/project administration process. When completing this section, keep in mind that **outputs** are specific descriptions of what your project is intended to accomplish (such as serve a total of 20 clients) and **outcomes** are the benefits or changes that result from the program (such as how well the service met the client needs).

1. What are the projected **outputs**, or total number of people served, from this project?  
**Advocacy for 140 children. Training of at least 22 new CASA volunteers. Appointment of CASA volunteers to all cases for which they are requested by the Court.**
2. Of the total number of people in Question 1, how many of these are low-to-moderate income (LMI)? **100%**  
How many are Carson City residents?  
**98% from Carson City. An occasional child from Storey Co.**
3. What is the projected **outcome** of this /project? (How will the outputs benefit the total number of people in Question 1?)  
**CASA advocacy increases the safety of abused and neglected children during a child javierindependent information.**
4. What procedures will be put into effect to create, compile and maintain data to track performance measurement for this project?  
**CASA of Carson City uses secure online data tracking designed by ETO for CASA organizations across the nation. See <http://www.socialsolutions.com/> Our primary data is the number of children served and volunteers appointed.**

**We've included the 1st Judicial District Timelines Measures created by the Court Improvement Project at the Supreme Court. While these outcomes are not singularly in the hands of CASA, they illustrate how Carson City is doing. At CASA, we don't see the difference in time to case closure between 2011 and 2012 as significant. More significant is the almost 200 day difference in time to permanency between Carson City and the state average. Our belief—this reflects ongoing turnover of social workers due to the pay scale difference between Washoe and rural DCFS—something that needs to be taken up with the Legislature.**

**We are happy to see improvement in the percentage of children with “no movement” between 2011 and 2012. However, Carson City’s 32% is still less than the state average of 38%. And, Carson has an excess of children—45%---with one movement. This is much greater than the state average of 33%. Our belief—these numbers illustrate the ongoing lack of sufficient foster homes in Carson City, a deficiency that results in children being placed in places where they do not remain stable and that lends to “blown” placements and to children moving around while in care. That’s not good for children.**

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## IV. PROJECT BUDGET

Complete the Budget Summary chart (modify categories as necessary). More detailed budgets may be attached in support of the proposal. Identify sources of leveraged funding for the activity. Include the status of these funds (i.e. cash on hand, grants received, planned fund-raising, etc.) Attach copies of funding commitment letters or other evidence of funding support. Leveraged funds are not required but are encouraged.

<b>Project Title:</b>	<b>Funds Requested</b>	<b>Leveraged Funds</b>	<b>Total Funds</b>
<b>Project Expenses FY 2014-15</b>			
Salaries and Benefits	17492		53612
Rent and Utilities			
Mortgage			
Equipment			
Equipment Maintenance & Repair			
Office Supplies	1600		5500
Operating Supplies	1600		5500
Postage and Shipping			
Printing and Publications			
Advertising and Promotion	1600		5000
Subscriptions and Dues			
Liability/Other Insurance	1108		3465
Professional Fees			
Other project costs: (Specify Below)			
MISC CHILDRENS ACTIVITY FUND	320		1000
MISC FOSTER KIDS CLOSET	320		1000
EZINE, contract	960		3000
<b>TOTALS</b>	<b>25000</b>		<b>77577</b>

## V. PROJECT ADMINISTRATION

A. Provide the names, phone numbers and e-mails of the following people. (There may be more than one person responsible in each category. If the specific individual is not known, please give a job title):

1. The person to whom all questions regarding the application should be directed:
  2. CHRIS BAYER, [casaofcc@earthlink.net](mailto:casaofcc@earthlink.net), 775 291-7014
  
  1. The person directly responsible for on-site supervision of the project, such as a project manager:
  3. CHRIS BAYER, [casaofcc@earthlink.net](mailto:casaofcc@earthlink.net), 775 291-7014
  
  3. The person responsible for the financial management of the project, including preparation, review, and approval of reimbursement requests:
  4. CHRIS BAYER, [casaofcc@earthlink.net](mailto:casaofcc@earthlink.net), 775 291-7014
  5. VICKI PRESTON, [vprestncpa@aol.com](mailto:vprestncpa@aol.com), 560-0109
  
  4. Please list the name, address, phone number, and e-mail of the person responsible for tracking the performance on this project.  
CHRIS BAYER, [casaofcc@earthlink.net](mailto:casaofcc@earthlink.net), 775 291-7014  
And  
VICKI PRESTON, [vprestncpa@aol.com](mailto:vprestncpa@aol.com), 560-0109
-

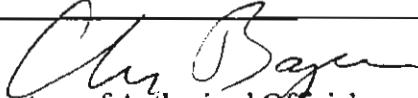
## VI. AGENCY INFORMATION

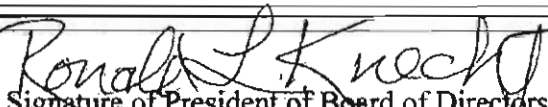
1. Proof of non-profit status for private agencies (governmental entities and schools are exempt):

Date of incorporation	1997
Date of IRS certification	1997
Tax exempt number	EIN 31-1624090

2. DUNS Number: 078016339  
For information on DUNS, go to: <http://www.dnb.com/get-a-duns-number.html>
3. Attach the following to each copy of the Proposal for Funding:
- IRS Tax Exempt "501(c)(3)" letter.
  - Proof of incorporation from Secretary of State (CERTIFICATE ONLY). Go to <https://www.nvsilverflume.gov/certificate> You will need to register in order to get the certificate. Cost is \$50.
  - Current organization chart with names of staff members. Staff members may not serve as a Board Member of the agency they work for.
  - List of current Board of Directors and terms of office. If a member of your Board of Directors is in a position to obtain a financial benefit or interest from your proposed project, you may be ineligible for CDBG funds (See 24 CFR 570.611).
  - For all 501(c)(3) non-profit organizations:* a copy of the organization's most recently submitted Federal Tax Return (Form 990 or 990EX). **PLEASE SUBMIT THE FIRST PAGE ONLY.** Governmental bodies and schools are exempt from this requirement.
4. Required Certification (see instructions):

Applicant certifies that to the best of his/her knowledge, all information submitted as part of this application is true. Applicant will comply with all grant and contract requirements if funding is approved.

 Signature of Authorized Official	<u>1/10/14</u> Date
<u>CHRIS BAYER-Director</u> Typed Name and Title of Authorized Official	<u>291-7014</u> Phone Number

 Signature of President of Board of Directors	<u>8 JAN. 2014</u> Date
<u>RONALD L. KNECHT</u> Typed Name of President of Board of Directors	<u>775-882-2935</u> Phone Number

# Annual Report

## For Community Support Services Funding

### Fiscal Year 2013-2014

Name of Organization: \_\_\_\_\_ CASA OF CARSON CITY \_\_\_\_\_

Program/Project: \_\_\_\_\_ Guardian ad litem program \_\_\_\_\_

Amount of Funds Received \$ \_\_\_\_\_ \$25,000 \_\_\_\_\_

Contact Person: \_\_\_\_\_ Chris Bayer \_\_\_\_\_

Mailing Address: \_\_\_\_\_ 1539 E. Fifth St. \_\_\_\_\_ NV Zip Code: \_\_\_\_\_ 89701

Phone Number: \_\_\_\_\_ 775 291-7014 \_\_\_\_\_ E-mail: \_\_\_\_\_ casaofcc@earthlink.net \_\_\_\_\_

Date Submitted: \_\_\_\_\_ 1/28/2014 \_\_\_\_\_

1. Please attach a final financial income and expense statement that specifically explains how grant funds were used, including a comparison between your budgeted and your actual incomes and expenses. *The current fiscal year—July through December. This is roughly our expense budget every year. We try to stay at this level.*

	BUDGET	SPENT	REMAINS
DIRECTOR	\$38,343.00	\$19,338.00	\$19,005.00
Health	\$3,000.00	\$1,250.00	\$1,750.00
EMPLOYER			
6.2%+1.45%=7.65%	\$3,000.00	\$1,279.00	\$1,721.00
OUTREACH COORDINATOR	\$3,167.00	\$1,500.00	\$1,667.00
ADMIN ASSISTANT	\$7,711.00	\$3,318.00	\$4,393.00
EMP COMP	\$734.00	\$0.00	\$734.00
EQUIP/SUPPLIES	\$10,000.00	\$8,059.00	\$1,941.00
PHONE/WEB	\$4,164.00	\$1,041.00	\$3,123.00
LIABILITY INSURANCE	\$2,397.00	\$0.00	\$2,397.00
CHILDRENS ACTIVITY FUND	\$500.00	\$55.00	\$445.00
MISC KIDS AND PARENT'S	\$2,000.00	\$1,250.00	\$750.00
TOTALS TO DATE	\$75,016	\$37,090	\$37,926



## **Income:**

City--\$25,000

Court--\$25,000

Justice League--\$16,000

Donations, etc.—approx. \$9,000

Our funding is divided between these four sources. This results in a cost savings to Carson City as the appointment of guardian ad litem advocates is mandated by NRS. 432b.500. “CASA” organizations provide guardian ad litem advocates in 7 (soon to be 8) Nevada court jurisdictions. CASA is a trade name—we are an affiliate of the National CASA Association. Three Nevada counties—the wealthy ones—fund CASA through county agencies. The other Nevada counties fund CASA through non-profit organizations, as does Carson City. The advocates in all CASA organizations across Nevada perform the same general service to the Court and the children.

2. Evaluate your achievement of the measurable outcomes listed in your application:  
*During the last year we trained over a dozen new CASA volunteers in the course of three training sessions, participated in 175 hearings and advocated for 138 children—every child for whom a CASA volunteer was requested by the Carson City courts. Here is what the law asks us to do.*

### **NRS 432B.500 Appointment of guardian ad litem after filing of petition.**

1. After a petition is filed that a child is in need of protection pursuant to NRS 432B.490, the court shall appoint a guardian ad litem for the child. The person so appointed:
    - (a) Must meet the requirements of NRS 432B.505 or, if such a person is not available, a representative of an agency which provides child welfare services, a juvenile probation officer, an officer of the court or another volunteer.
    - (b) Must not be a parent or other person responsible for the child’s welfare.
  2. No compensation may be allowed a person serving as a guardian ad litem pursuant to this section.
  3. A guardian ad litem appointed pursuant to this section shall:
    - (a) Represent and protect the best interests of the child until excused by the court;
    - (b) Thoroughly research and ascertain the relevant facts of each case for which the guardian ad litem is appointed, and ensure that the court receives an independent, objective account of those facts;
    - (c) Meet with the child wherever the child is placed as often as is necessary to determine that the child is safe and to ascertain the best interests of the child;
    - (d) Explain to the child the role of the guardian ad litem and, when appropriate, the nature and purpose of each proceeding in the case;
    - (e) Participate in the development and negotiation of any plans for and orders regarding the child, and monitor the implementation of those plans and orders to determine whether services are being provided in an appropriate and timely manner;
    - (f) Appear at all proceedings regarding the child;
    - (g) Inform the court of the desires of the child, but exercise independent judgment regarding the best interests of the child;
    - (h) Present recommendations to the court and provide reasons in support of those recommendations;
    - (i) Request the court to enter orders that are clear, specific and, when appropriate, include periods for compliance;
    - (j) Review the progress of each case for which the guardian ad litem is appointed, and advocate for the expedient completion of the case; and
    - (k) Perform such other duties as the court orders.
- (Added to NRS by 1985, 1379; A 1999, 2039; 2001 Special Session, 48)

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*Here is our report template. In each case, it addresses and tracks the items specified in the law, providing a running history of CASA involvement, child statements, concerns, observations, recommendations, etc, to the Juvenile Court’s Special Master.*



**Lift up a child's voice.  
A child's life.™**

**CASE NUMBER:**

Name(s) of the child/children:

Date(s) of Birth:

Date children removed:

Date of this hearing:

Dates of CASA attendance at meetings relevant to case since beginning of case—a running list:

Dates of CASA visits to child since beginning of case—a running list:

Date child RETURN PHYSICALLY TO PARENT or IN FINAL PLACEMENT:

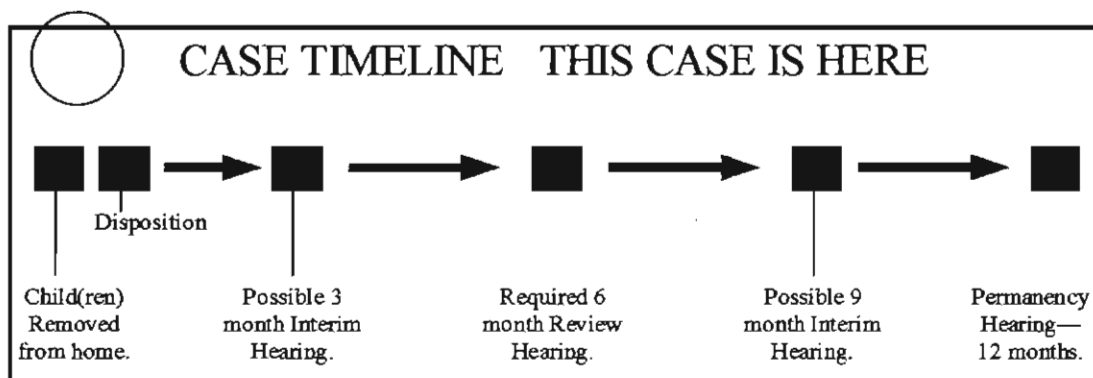
**COPIES TO:**

SOCIAL WORKER:

DEPUTY DISTRICT ATTORNEY

MOTHER'S ATTORNEY

FATHER'S ATTORNEY



## THE HONORABLE JUDGE KRISTIN LUIS

### PERSONS INTERVIEWED FOR THIS REPORT:

Name	Position
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### SUMMARY OF HOW CASE STARTED:

### STATEMENTS BY THE CHILD:

### CASE PLAN FOR PARENT(S):

### THE CONCURRENT PLAN:

### OBSERVATIONS—EVENTS, FACTS:

### CASA CONCERNS RE CASE PLAN:

### RECOMMENDATIONS ON CASE PLAN:

The Court should order that:

- 

RESPECTFULLY SUBMITTED BY

*YOUR NAME*

CASA ADVOCATE

3. Approximately how many people benefitted from your project? How many of those people were Carson City residents? What were some of the individual benefits?

4. What specific community benefit did your project provide Carson City?  
*Abused or neglected children.*

5. Will this program/project be reoccurring? How do you anticipate funding the project in the future?  
*Ongoing need and ongoing program. Funding will continue as at present.*

6. Describe any challenges that impacted your program.

*Lack of local foster homes, social workers getting hired away by Washoe County and lack of adequate mental health resources continues to hurt Carson City kids.*



**Carson City**  
**Community Support Services Grant (CSSG)**  
**Program Application**  
**Fiscal Year 2014–2015**

*An electronic version of this document is available at [carson.org/cssg](http://carson.org/cssg)*

**APPLICATIONS ARE DUE\*:** **JANUARY 17, 2014, 4:00 P.M.**

**PLEASE SUBMIT 9 COPIES TO:** **CARSON CITY PLANNING DIVISION**  
**108 E. PROCTOR ST.**  
**CARSON CITY, NV 89701**

**\*The deadline established is firm. Any application received after the deadline will not be considered for funding. Applications must be unstapled. PLEASE READ ATTACHED INSTRUCTIONS ON PAGE 15 FOR MORE INFORMATION.**

1. Agency Name: The Capital City Circles Initiative
2. Agency Mailing Address: 2621 Northgate Lane, Suite 10 Carson City, NV 89706
3. Project Name: Capital City Circles Initiative
4. Project Address/location: 2621 Northgate Lane, Suite 10 Carson City, NV 89706
5. Agency Director: Brenda Silis, Circles Coordinator
6. Board Chairperson: Shelly Aldean
7. Contact person: Brenda Silis  
Phone number: (775) 883-6506 E-Mail: capitalcitycircles@gmail.com  
Fax: (775) 883-6506 Website (if applicable) www.capitalcitycircles.org
8. How long has your organization been in existence? 7yrs. 6mos. In Carson City? 7yrs. 6mos.
9. What is the overall mission of your organization?

The Capital City Circles Initiative is a cooperative community effort to elevate people out of poverty by intentionally creating relationships across class lines, and empowering people in poverty to chart their own course toward self-sufficiency.

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**10. TOTAL FUNDING REQUESTED: \$10,000**

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**BRIEF PROJECT DESCRIPTION:**

*Please provide a short description of your project (not your organization).*

Circles recruits motivated low income and under resourced families from the Carson City community who desire to move their family out of poverty. Participants, recruited by

recommendation of various community service agencies, attend an intensive, workgroup called "Getting Ahead" that meets once a week for 20 weeks. Here, they investigate behaviors preventing them from leading a financially secure life, in a highly participatory curriculum that is co-facilitated by the Circles Coordinator and two volunteer co-facilitators. During the 20 workgroup sessions, our low income participants learn about personal leadership, relationship building, communication and goal setting. They also explore their relationship with money, develop their personal spending plan and the self-discipline to make it work.

Upon completing the workgroup, participants – now called "Circle Leaders" -- are matched with community volunteers - "Allies" – and together become a "Circle of Support" that will meet at least once a month in addition to the weekly meetings. The Circle Leaders retain the leadership and decision making role, while Allies offer friendship, support, model effective behaviors, act as sounding boards, contribute expertise, and stay by the side of the Circle Leaders in their journey out of poverty. This benefits not only the Circle Leaders, but also the volunteer Allies, who report increased insight into the challenges faced by those living in poverty in our community.

The deliberate friendships that Circles fosters between Circle Leaders and Allies are a key component of the program. These friendships cross socioeconomic lines and provide participants with invaluable support and encouragement as they meet their goals. Circle Leaders and Allies build and maintain these intentional relationships for as long as needed.

Upon entering into the "Circle of Support" phase Circle Leaders and Allies attend and participate in weekly evening meetings which provide guest speakers, opportunities for community service, content, communication and leadership with the goal of supporting Circle Leaders as they develop the skills they need to emerge from poverty. Since the graduation of the first "Getting Ahead" workgroup Circles has offered a wide range of presentations on topics that will help Circle Leaders to successfully escape a life of poverty. (I.e. budgeting, parenting, job searching and workplace etiquette)

In addition Circles has implemented a free academic tutoring program that benefits Circle Leaders and their children in an effort to help them improve their educational success. Circle Leaders who are working to get their GED or pursuing a college education can access tutoring at no cost for themselves if they are in need of it. The children of our Circle Leaders can also receive tutoring in the subject areas that they may be struggling in. Currently we have 5 children that are being tutored who will be monitored to track their improvement.

To impact the broader community Circles has offered "Poverty Simulations" and has done frequent presentations to service clubs, churches and other groups on what Circles does and the value of the program to the community. "Poverty Simulations" are experiential 2.5 hour events where community members get an opportunity to experience a day in the life of a family living in poverty by playing the roles of various family members. Circle Leaders and Allies play the roles of government, public and social service agencies that interact with those living in poverty.

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Community building, family economic self-sufficiency, and reciprocity are the foundation of Circles. Circle Leaders practice various forms of reciprocity. This practical strategy not only stretches the program's resources as far as possible, it also offers participants opportunities to become comfortable in leadership roles within the community. (I.e. packaging holiday food boxes, assisting in Circles office, handing out information at community events)

It takes upwards of two years for a Circles family to gain economic self-sufficiency, which includes reducing use of public assistance, obtaining safe housing, and securing work that provides sufficient income to meet the family needs. This is over two years of weekly meetings, volunteer activities, goal-setting and working toward goals, establishing relationships, and gaining the social, organizational and work skills necessary to thrive.

## I. PROJECT ELIGIBILITY

A. Check all statements that describe HOW this project meets one of Carson City's goals:

- ☒ A Safe and Secure Community
- ☒ A Healthy Community
- ☒ An Active and Engaged Community
- ☐ A Clean and Healthy Environment
- ☒ A Vibrant, Diverse and Sustainable Economy
- ☐ A Community Rich in History, Culture and the Arts
- ☐ A Community Dedicated to Excellence in Education
- ☒ A Physically and Socially Connected Community
- ☒ A Community Where Information is Available to All

## II. PROJECT DESCRIPTION

The Five-year Consolidated Plan identifies priority community development needs for Carson City (see Appendix II). The need for your proposed project will be determined by identifying how the project impacts upon the adopted Consolidated Plan Priority Needs. Greater consideration will be given to projects that provide a clear description of the project with supporting data and methodology of how the project will meet these needs.

1. Describe the proposed project and whether the project is new, ongoing, or expanded from previous years.

The Capital City Circles Initiative is an ongoing program that has been serving the working poor families in our community since its inception. Circles has grown continuously and will continue to grow as more families enter the program as well as additional Allies, who will befriend the families and support them during the transition from poverty to self-sufficiency. Our long term target growth is to serve twenty-five families at any given time.

Carson City Goals met by Circles:

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A Safe and Secure Community:

Working families who are an active part of their community are less likely to commit crimes and threaten the security of their neighbors. By engaging families living in poverty in a self-help network of communication, education, and friendship, Circles is taking individuals who were

formerly isolated and helping them to become leaders of their families and their community. These newly fledged leaders then become role models for friends and family.

#### A Healthy Community:

Working families are better able to receive and provide good nutrition and adequate healthcare for themselves and their children. In addition we currently have an agreement with a local dentist for lower-cost dental treatments and a payment plan for qualified Circles families. Circles families are encouraged to allow their children to participate in organized sports, learn about nutrition, garden as a source of healthy foods, and we provide families with fruits to take home every week as a way to promote better food choices.

#### An Active and Engaged Community and A Physically and Socially Connected Community:

Connection and engagement are what Circles is about. The process of supporting Circle Leaders achieve their goals, fosters active friendships with their volunteer Allies. These relationships, we have found, continue to grow; engaging and connecting our community. Circles, also engages with the local business community in many ways, including serving as an employment reference for Circle Leaders. Circle Leaders and Allies continually reach out to the community, presenting to service clubs, churches, and business groups regularly. In addition Circle Leaders continue to volunteer in the community (i.e. Ron Wood Family Resource Center, FISH, and The Salvation Army).

#### A Vibrant, Diverse, and Sustainable Economy:

A principal goal of Circles is for families to become free of the struggles and challenges that living in poverty poses. This process takes significant time after the family completes the "Getting Ahead" workgroup. In the workgroup participants get their first glimpse into the changes that they will need to make in their life and in their behaviors in order to become self-sufficient and no longer have the need to rely on public subsidies. During the workgroup families gain a better understanding of their finances which enables them to develop their goals, which they will later execute with the help of their Allies once they are matched.

Matched families continue to receive financial guidance through their Allies and through the educational opportunities provided to them in the weekly Circles meetings. We have seen positive improvements in participant's money management. The families use the knowledge and support that they receive in Circles to improve their economic situation. In addition Circles offers its participants an alternative to using payday lenders and practice financial responsibility by providing participant's access to the Revolving Loan Fund. This is a fund that is available to our Circle Leaders to apply for an interest free loan in case of emergencies (death in the family, car repairs, etc.) so that they do not have to turn to predatory lenders or have to sell their belongings (generally, for a fraction of their value). Circle Leaders negotiate a reasonable payment plan to repay the loan so that those funds can then be available to other Circle Leaders that may find themselves in need. We are happy to report that we have had a good success rate in the repayment of that fund.

Some of the achievements that Circles families have reported are having paid off debt completely; end of use of all public assistance; understanding and improvement in their credit; and even purchasing their own home.



Circles Board Member and volunteer Ally, Stephen Shaw (former Administrator of the Division of Child and Family Services of the State of Nevada) has calculated the value of this economic self-sufficiency to the community in terms of reduced cost of TANF, food stamps, Medicaid, Section 8 rental housing subsidies and child care subsidy at \$33,801 per family annually.

Circles offers a long term commitment to participating families, giving them the opportunity to build supportive relationships at many levels, then to develop and enhance the skills they need to become self-supporting within the circle of those relationships. This comprehensive, community-based approach is critical for successfully helping families emerge from poverty in these difficult economic times in Nevada.

#### A Community Where Information is Available to All:

It is the intent of our Initiative that all of those Circle Leaders, Allies, and volunteers who are actively involved in Circles be made aware of the resources and activities that are available in our community. Circles also aims at making the broader community aware of the challenges faced by individuals living in poverty in Carson City.

2. If the proposed project already exists, please describe your success rates in meeting Carson City's goals:

Circles has experienced success in providing services to the working poor families in our community by preparing Circle Leaders with learning opportunities to be successful in the middle class. We have seen attrition in the "Getting Ahead" workgroup improve. All Circle Leaders who have graduated from the workgroup have been matched with Allies. Of the Circle Leaders who have completed the "Getting Ahead" workgroup, 67.6% have obtained new full-time employment since completing "Getting Ahead."

Additionally,

- Four more Circle Leaders have paid off their revolving loans
- One of our Circle Leaders paid off her car
- Two of our Circle Leaders will be graduating this May with their degree from WNC
- Three of our current Circle Leaders are in a supervisory position in their jobs
- One more of our Circle Leaders obtained her GED
- One of our Circle Leaders made the Dean's list at WNC
- 35% of the Circles children are involved in extra-curricular activities
- 71% of our Circle Leaders have reliable transportation

3. Describe who will benefit from the proposed project.

---

The Circles program benefits not only the families involved, but the entire community. The goal of the program is to permanently break the cycle of poverty and ensure self-sufficiency through the next generation. As the necessary resources and support are provided to Circles families by their circle of support, they become less dependent on social services and other assistance programs, thus alleviating the burden of support by state and local governments and taxpayers.

Attached is an estimate of the social services cost savings per family, as families become financially self-sufficient.

4. How will the funds be used on this project?

We intend to use all of this funding to pay for a portion of the salary of the program coordinator. The position of program coordinator has as a main focus program delivery. The Circles Coordinator recruits, interviews and selects program participants in addition to organizing and leading the "Getting Ahead" workgroup. Beginning January 2014 the Coordinator is supervising a half time Circles Coach. In addition the Circles Coordinator serves as a contact and counselor for the Circle Leaders while organizing continued participation of Circle Leaders, Allies, and program volunteers.

5. Describe how your organization plans to reduce the need for grant funding in the future:

In 2013 we were successful at securing a new donor whose family foundation's contribution allowed us to contract with a professional grant writer in effort to improve income generation. In January 2014 we contracted with, Elizabeth Dilly, professional grant writer who will be doing and improving our funding appeals. She will also be working on identifying additional local funding sources. If the efforts of Ms. Dilly are successful our hope is to be able to decrease the request amount for Community Support Services Funding next year.

We plan to continue pursuing recurring, dependable funding opportunities previously identified by our five year strategic plan. An example, and key component of this strategy, is our annual "Gem of a Fundraiser." The event brings us significant income. We are currently in the preparation stages for our third annual "Gem of a Fundraiser."

Circles continues to send out an end-of-year appeal letter to our supporters which has had improving financial results each year. In addition to expanding our fundraising efforts to include donation opportunities by utilizing giving buttons on our website thru Network for Good. This makes donating from your home computer very convenient.

In the upcoming months we will be looking into the requirements for the establishment of a Regional Training Center for Circles here in Carson City which would bring in some revenue to the Circles Initiative.

6. Could your organization use less than the amount of funds requested for the proposed project? Please explain.

The Circles Initiative could use less than the amount of funds that we are requesting since we are actively pursuing other grants. However, any financial support that we are awarded will serve to pay part of the salary of the Circles Coordinator so she can continue providing program delivery.

---

7. Are there other agencies or organizations that provide the same service as your organization? If so, how do you coordinate your services with that organization?

There are currently several other organizations that provide services to families and individuals in poverty, but these are not the same services that Circles provides. Circles works very closely and collaborates with the efforts of various other agencies in our community. Our services are

designed to permanently elevate families out of poverty and into self-sufficiency. Circles is not for everyone - families must be ready to put in the intense effort it takes to change old habits of dependency. Circles complements, rather than competes with other community service agencies, and families are referred to Circles by them. A clear example of said collaboration is the "Have a Heart" fundraiser that was put on by FISH last March, where Circles received a portion of the proceeds raised by FISH that night.

### III. PROJECT MEASUREMENT

Carson City has implemented a Performance and Outcome Measurement System into the application and grant/project administration process. When completing this section, keep in mind that **outputs** are specific descriptions of what your project is intended to accomplish (such as serve a total of 20 clients) and **outcomes** are the benefits or changes that result from the program (such as how well the service met the client needs).

1. What are the projected **outputs**, or total number of people served, from this project?

Circles completed its fifth "Getting Ahead" workshop in 2013; five families – including 8 adults and 13 children - took part in the training, of which four families completed it. We currently are serving 16 Circle Leader families - 20 adults and a total of 34 children. In addition to providing services to the Circle Leaders (families) we also provide training and support to 23 volunteer Allies. Aside from our Allies, Circles also works very closely with a pool of about forty additional volunteers who range from Board members, facilitators, meal providers, ad-hoc Allies, tutors, and childcare providers.

We will continue to offer "Getting Ahead" workgroups each year; we expect to increase the number of individuals and families who we serve by putting on one to two "Getting Ahead" workgroups in 2014. Each of the workgroups will bring in from five to eight families to the program. Along with those families we will recruit additional volunteer Allies to match with the families.

Weekly meetings will continue to be held where the Circle Leaders will receive content, support, skill building, and opportunities to continue building community. Circles will continue to instill the ideals of service to the community, and empower families to reciprocate what they receive by becoming active members in their community.

2. Of the total number of people in Question 1, how many of these are low-to-moderate income (LMI)? How many are Carson City residents?

The Circle Leaders that we serve are all Carson City residents; families must reside in Carson City in order to be eligible for our services. Most of our volunteer Allies and other Circles volunteers are Carson City residents as well.

---

Of the families that we currently serve, 95% fall within the low-to-moderate income guidelines for 2013. The families that the Circles Initiative recruits for the most part come from generational poverty although we have included in our program a few individuals who have found themselves in situational poverty. It is the intent of Circles that the families that we foresee joining Circles this year will also be within the low-to-moderate income guidelines.

3. What is the projected **outcome** of this /project? (How will the outputs benefit the total number of people in Question 1?)

Circles has many projected outcomes, those outcomes range from short term to long term. The outcomes that result from the participation in Circles impact the lives of the Circles families in many positive ways. We have identified short term, mid-term and long term outcomes for participants that identify the milestones that they will be achieving at those set times. We measure their short term outcomes upon their completion of the "Getting Ahead" workgroup. At that point they will have increased their social connectedness by having established relationships with the facilitators and fellow workgroup participants. Families will have a sense of options as well as a sense of control because they will have had identified the behaviors and choices that need to be changed in order to begin their journey towards self-sufficiency. In addition, their family and financial well-being will improve. They will have learned about basic budgeting and debt, providing the families with the knowledge base to make improvements in their finances, thus reducing the stress on the family and allowing for more stability in their home life.

Mid-term outcomes are seen at around six months after having had completed the "Getting Ahead" workgroup. At that time Circle Leaders will be meeting with their Circles regularly to set and plan out their goals. At this point in their participation we see families beginning to reciprocate by volunteering within Circles and in their community. Their social capital will have grown to include Allies and other people in the community outside of their usual circle of friends. In addition participants will have identified and be actively pursuing skill development opportunities such as enrollment in GED classes or college courses. At this point a noticeable improvement in family finances, families will no longer use predatory lenders and will taking steps to increase their assets. Finally Circle Leaders will also see an improvement in their parenting and in their family life, which will come as a result of being more actively engaged in their children's life and their education.

The long term outcomes will occur 12 to 24 months after families have completed the "Getting Ahead" workgroup. At this stage Circle Leaders will have effective support, relationships and communication within their Circle. In addition, Circle Leaders will be actively involved in their community and will have achieved or be close to achieving financial independence by having reduced or no longer utilizing public assistance. The families have either completed their skill development or continue developing their skills through taking upper level education courses or by attending college. The Circle Leaders at this stage have adequate employment that is both gainful and fulfilling.

The positive outcomes that the Circle Leaders experience allow them not only to improve their lives and the lives of their children, but it also helps improve the opportunities of their family's future generations by breaking the cycle of poverty.

- 
4. What procedures will be put into effect to create, compile and maintain data to track performance measurement for this project?
- 

The finalized evaluation system to track the outcomes of our program and the progress of Circles participants toward economic self-sufficiency was rolled out this past November. From this point forward we will be tracking individuals and their growth using the evaluation system with focused Circle Leader interviews at set intervals (pre-"Getting Ahead", post

“Getting Ahead”, and every six months thereafter). With the recent opportunity to utilize the Circles National Data Collection Website (Circles USA) we have input our outcomes from the recently graduated class.

We will evaluate our Circle Leader progress in attaining goals by tracking changes in the following areas:

1. Increases in Family Income
2. Changes in use of Public Assistance
3. Increases in Family Assets
4. Changes in Family Debt
5. Obtaining Employment or better employment
6. Increases in Education
7. Obtaining Family Insurance
8. Obtaining Reliable Transportation
9. Has secured Safe Housing
10. Opened Savings Account

#### IV. PROJECT BUDGET

Complete the Budget Summary chart (modify categories as necessary). More detailed budgets may be attached in support of the proposal. Identify sources of leveraged funding for the activity. Include the status of these funds (i.e. cash on hand, grants received, planned fund-raising, etc.) Attach copies of funding commitment letters or other evidence of funding support. Leveraged funds are not required but are encouraged.

<b>Project Title:</b>	<b>Funds Requested</b>	<b>Leveraged Funds</b>	<b>Total Funds</b>
<b>Project Expenses FY 2014-15</b>			
Salaries and Benefits	10,000	41,844	51,844
Rent and Utilities		45,115	45,115
Mortgage			
Equipment			
Equipment Maintenance & Repair			
Office Supplies		1,330	1,330
Operating Supplies		100	100
Postage and Shipping		100	100
Printing and Publications		2,500	2,500
Advertising and Promotion		600	600
Subscriptions and Dues			
Liability/Other Insurance		1,550	1,550
Professional Fees		5,224	5,224
Other project costs: (Specify Below)			
Program Expense		18,400	18,400
Training		5,000	5,000
Fundraising Expense		9,450	9,450
Contract Labor		2,400	2,400
Other Expense		1,150	1,150
<b>TOTALS</b>	<b>10,000</b>	<b>144,763</b>	<b>144,763</b>

**\* Refer to Profit & Loss Budget Overview (July 2013 through June 2014) and Profit & Loss Budget vs. Actual (July through December 2013) attached for sources of leveraged funds.**

## V. PROJECT ADMINISTRATION

A. Provide the names, phone numbers and e-mails of the following people. (There may be more than one person responsible in each category. If the specific individual is not known, please give a job title):

1. The person to whom all questions regarding the application should be directed:

Brenda Silis, Circles Coordinator

2. The person directly responsible for on-site supervision of the project, such as a project manager:

Brenda Silis, Circles Coordinator

3. The person responsible for the financial management of the project, including preparation, review, and approval of reimbursement requests:

Marcia Steeves, Circles Board Treasurer

4. Please list the name, address, phone number, and e-mail of the person responsible for tracking the performance on this project.

Brenda Silis 2621 Northgate Lane, Suite 10 Carson City, NV 89706  
(775) 883-6506 capitalcitycircles@gmail.com

Marcia Steeves 2151 Lockheed Way Carson City, NV 89706  
(775) 885-8000 ext. 1120 msteeves@clickbond.com

## VI. AGENCY INFORMATION

1. Proof of non-profit status for private agencies (governmental entities and schools are exempt):

Date of incorporation	Health Smart 08/03/1998 The Capital City Circles Initiative
Date of IRS certification	January 2003
Tax exempt number	94-3328209

09/30/2002  
\* (Revised Articles of Incorporation with)  
Amended Name

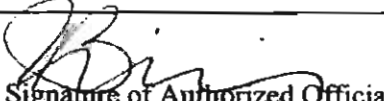
2. DUNS Number: **963751537**  
For information on DUNS, go to: <http://www.dnb.com/get-a-duns-number.html>

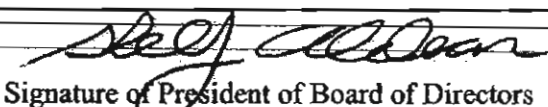
3. Attach the following to each copy of the Proposal for Funding:

- a. IRS Tax Exempt "501(c)(3)" letter.
- b. Proof of incorporation from Secretary of State (CERTIFICATE ONLY). Go to <https://www.nvsilverflume.gov/certificate> You will need to register in order to get the certificate. Cost is \$50.
- c. Current organization chart with names of staff members. Staff members may not serve as a Board Member of the agency they work for.
- d. List of current Board of Directors and terms of office. If a member of your Board of Directors is in a position to obtain a financial benefit or interest from your proposed project, you may be ineligible for CDBG funds (See 24 CFR 570.611).
- e. *For all 501(c)(3) non-profit organizations:* a copy of the organization's most recently submitted Federal Tax Return (Form 990 or 990EX). **PLEASE SUBMIT THE FIRST PAGE ONLY.** Governmental bodies and schools are exempt from this requirement.

4. Required Certification (see instructions):

Applicant certifies that to the best of his/her knowledge, all information submitted as part of this application is true. Applicant will comply with all grant and contract requirements if funding is approved.

 Signature of Authorized Official	1/16/14 Date
Brenda Silis, Circles Coordinator Typed Name and Title of Authorized Official	(775) 883-6506 Phone Number

 Signature of President of Board of Directors	1/8/14 Date
Shelly Aldean Typed Name of President of Board of Directors	(775) 885-8282 Phone Number



**Annual Report**  
**For Community Support Services Funding**  
**Fiscal Year 2013-2014**

Name of Organization: The Capital City Circles Initiative

Program/Project: Capital City Circles Initiative

Amount of Funds Received \$7,500

Contact Person: Brenda Silis, Circles Coordinator

Mailing Address: 2621 Northgate Lane, Suite 10

City: Carson City State: Nevada Zip Code: 89706

Phone Number: (775) 883-6506 E-mail: capitalcitycircles@gmail.com

Date Submitted: January 17, 2014

1. Please attach a final financial income and expense statement that specifically explains how grant funds were used, including a comparison between your budgeted and your actual incomes and expenses.

See Attached

2. Evaluate your achievement of the measurable outcomes listed in your application:

This year, the Circles Initiative assisted a total of adults 21 with 37 children. The assistance provided was in the form of continued support and guidance. Volunteer Allies and the Circles Coordinator maintained weekly contact with Circle Leaders and their families providing them with emotional support, positive feedback, and opportunities for growth and self-sufficiency. Of these participants:

- 6 adults supporting 11 children graduated from the 2013 "Getting Ahead" workgroup
- Circles is in the recruitment process for participants for the next "Getting Ahead" workgroup
- 13 Circle Leaders are currently employed
- 1 adult obtained their GED
- 6 adults are enrolled in post-secondary education
- 2 Circle Leaders will be graduating with a degree from WNC
- 5 Circles children are currently receiving academic tutoring
- 15 adults have reliable transportation and a driver's license to maintain employment
- 37 children obtained age appropriate immunizations, medical and dental care
- 13 children participated in extra-curricular activities

3. Approximately how many people benefitted from your project? How many of those people were Carson City residents? What were some of the individual benefits?

A total of 17 families, including their 37 children were assisted this year.

All of the families assisted were Carson City residents.

The List of benefits can be found in Section 2 above.

Additionally, 50 community members are actively involved in the program as volunteers. These community volunteers play key roles in the Circles Initiative, serving as Allies, Childcare or Meal Providers along with other roles. The service and support that our volunteers provide to Circles and our participants benefits not only those involved in Circles but also has a positive impact on the broader community. Weekly meetings continue to be held with the Circle Leaders and their Allies where workshops, content, volunteer opportunities and guest speakers are presented with the goal of developing the organizational, social, financial, emotional and spiritual skills needed to emerge from generational and situational poverty.

4. What specific community benefit did your project provide Carson City?

Circles brings multiple benefits to our Carson City community, by permanently breaking the cycle of poverty and ensuring that the next generation lives a life of self-sufficiency, the dependence on social services and other assistance programs are alleviated and the burden of support from all citizens are reduced. It has been conservatively estimated that the cost of poverty exceeds \$33,800 for each family annually. The number represents the annual value of the services provided by government agencies as follows:

TANF	\$6,400
Food Stamps	\$5,300
Medicaid	\$8,100
Section 8 Rental Subsidy	\$7,700
Child Care Subsidy	\$6,300

In addition Circles brought our community the opportunity to highlight our city this past October by being the host sight for the National Circles Hands-On Training. The training brought in 35 individuals from 8 different states who participated in the four day training. This not only brought Carson City some attention, but it also brought in some business.

5. Will this program/project be reoccurring? How do you anticipate funding the project in the future?

---

Circles is an ongoing program, that we anticipate will continue serving our community for years to come. Achieving economic self-sufficiency is a journey that takes time, effort, commitment and support all of which Circles offers participants over the course of their participation in the program.

We anticipate funding Circles in the future with the help of our recently contracted professional fundraiser; Elizabeth Dilly. Ms. Dilly will be working on improving and developing our efforts

to secure monetary resources from new funding sources. In addition we will continue to hold our annual fundraiser, send out our end-of-the-year donation appeal, utilize Network for Good, and seek the continued support of individuals and local organizations.

We are very fortunate to operate in a community that has proven year after year to be very supportive of our program. It is through the continued support and volunteer services that we are recipients of that we have been able to operate. This year again we have continued to be the beneficiaries of the support and generosity of local organizations such as the Noon Carson City Rotary Club.

The faith-based community support has also proved vital to our efforts - St. Teresa's Catholic Community, St. Peter's Episcopal Church, The First Presbyterian Church, and The First United Methodist Church: not only provide us with a place to hold our meetings, they also provide the meals, and some financial support.

6. Describe any challenges that impacted your program.

Our Initiative has several challenges that have impacted our program. One of the challenges that we have faced has been the unmet need for additional volunteer Allies. In order for Circles to continue growing we not only need to recruit additional participants to the program but we must also bring in those individuals that will provide their friendship, guidance and know how to our Circle Leaders as they make the transition out of poverty.

Another one of our biggest challenges is the lack of permanent full time employment opportunities available to our Circle Leaders. Participants are seeking financial well-being which is largely dependent on the availability of stable, full time employment in which participants can grow. It has proved challenging as there have been times when our Circle Leaders find themselves employed and making progress towards their goals when their assignment or job ends or their hours are cut. At this point again Circle Leaders find themselves struggling again to make ends meet. That is where having the guidance, networking and support that Circles provides is so important, as it helps Circle Leaders not lose momentum and keep moving forward.

**Capital City Circles Initiative  
Profit & Loss Budget vs. Actual  
July through December 2013**

	Jul - Dec 13	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Direct Public/Private Support</b>				
Corporate Contributions	305.00	10,000.00	-9,695.00	3.05%
<b>Grants - Private</b>				
Bank of the West	1,000.00	1,000.00	0.00	100.0%
Charis Foundation	0.00	10,000.00	-10,000.00	0.0%
City National Bank	500.00			
Eaglemark Savings Bank	0.00	7,500.00	-7,500.00	0.0%
Fairweather Foundation	40,000.00	10,000.00	30,000.00	400.0%
Keyser Foundation	0.00	10,000.00	-10,000.00	0.0%
Methodist Church	1,000.00	4,000.00	-3,000.00	25.0%
St. Teresa of Avila	3,100.00	2,000.00	1,100.00	155.0%
US Bank	0.00	2,000.00	-2,000.00	0.0%
Grants - Private - Other	0.00	5,000.00	-5,000.00	0.0%
<b>Total Grants - Private</b>	<b>45,600.00</b>	<b>51,500.00</b>	<b>-5,900.00</b>	<b>88.54%</b>
<b>Grants - Public</b>				
Community Support Services	7,500.00	7,500.00	0.00	100.0%
<b>Total Grants - Public</b>	<b>7,500.00</b>	<b>7,500.00</b>	<b>0.00</b>	<b>100.0%</b>
Individual Contributions	8,338.00	15,000.00	-6,662.00	55.59%
<b>Total Direct Public/Private Support</b>	<b>61,743.00</b>	<b>84,000.00</b>	<b>-22,257.00</b>	<b>73.5%</b>
<b>Fundraising Events</b>				
Rotary Fundraiser	0.00	3,000.00	-3,000.00	0.0%
<b>Total Fundraising Events</b>	<b>0.00</b>	<b>3,000.00</b>	<b>-3,000.00</b>	<b>0.0%</b>
<b>In-Kind Support</b>				
<b>Gifts in Kind - Goods</b>				
Donated Facilities - Meetings	14,175.00	15,498.00	-1,323.00	91.46%
Donated Facilities - Office	5,997.60	5,997.60	0.00	100.0%
Program Exp-Meals and Related	2,750.00	4,500.00	-1,750.00	61.11%
Program Exp-Printing and Reprod	0.00	1,248.00	-1,248.00	0.0%
<b>Total Gifts in Kind - Goods</b>	<b>22,922.60</b>	<b>27,243.60</b>	<b>-4,321.00</b>	<b>84.14%</b>
<b>Gifts in Kind - Services</b>				
Fundraising Exp-Grantwriting	870.00	1,300.00	-430.00	66.92%
Operations-Accounting	527.00	612.00	-85.00	86.11%
Program Expense-Childcare	1,100.00	1,300.00	-200.00	84.62%

Capital City Circles Initiative  
Profit & Loss Budget vs. Actual  
July through December 2013

	Jul - Dec 13	Budget	\$ Over Budget	% of Budget
Total Gifts In Kind - Services	2,497.00	3,212.00	-715.00	77.74%
Total In-Kind Support	25,419.60	30,455.60	-5,036.00	83.46%
Total Income	87,162.60	#####	-30,293.00	74.21%
Gross Profit	87,162.60	#####	-30,293.00	74.21%
Expense				
Bank Service Charges	128.93	75.00	53.93	171.91%
Contract Labor	1,053.00	2,400.00	-1,347.00	43.88%
Contract Services				
Accounting	527.00	612.00	-85.00	88.11%
Marketing	0.00	300.00	-300.00	0.0%
National Affiliation	2,000.00	2,000.00	0.00	100.0%
Total Contract Services	2,527.00	2,912.00	-385.00	86.78%
Facilities and Equipment				
Cleaning	43.84	60.00	-16.16	73.07%
Donated Facilities	20,172.60	21,498.00	-1,325.40	93.84%
Utilities	829.66	1,001.00	-171.34	82.88%
Total Facilities and Equipment	21,046.10	22,559.00	-1,512.90	93.29%
Fundraising Expense	670.00	4,725.00	-3,855.00	18.41%
Liability Insurance	576.00	775.00	-200.00	74.19%
Miscellaneous	212.77	502.00	-289.23	42.38%
Operations				
Computer Expense	193.00	251.00	-58.00	76.89%
Internet	250.75	240.00	10.75	104.48%
Licenses and Permits	0.00	124.00	-124.00	0.0%
Postage and Delivery	576.82	52.00	524.82	1,109.27%
Website	0.00	102.00	-102.00	0.0%
Total Operations	1,020.57	769.00	251.57	132.71%
Payroll				
Benefits Expense	3,300.00	3,450.00	-150.00	95.65%
Bonus	1,600.00			
Employer Payroll Taxes Expense	2,691.25	3,052.00	-360.75	88.18%
Payroll Expense - Wages	19,299.07	19,422.00	-122.93	99.37%
Total Payroll	26,890.32	25,924.00	966.32	103.73%

**Capital City Circles Initiative  
Profit & Loss Budget vs. Actual  
July through December 2013**

	<u>Jul - Dec 13</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Program Expense</b>				
3 Child Care	1,236.35	1,302.00	-65.65	94.96%
Graduation	273.26	176.00	97.26	155.26%
Materials and Supplies	898.08	1,050.00	-151.92	85.53%
2 Meals and Related Expense	5,229.14	4,500.00	729.14	116.2%
Printing and Reproduction	352.91	1,252.00	-899.09	28.19%
Stipends	885.00	1,200.00	-315.00	73.75%
Telephone	591.92	600.00	-8.08	98.65%
Work Credit	245.00	375.00	-130.00	65.33%
<b>Total Program Expense</b>	<b>9,711.66</b>	<b>10,455.00</b>	<b>-743.34</b>	<b>92.89%</b>
 Training	 0.00	 2,502.00	 -2,502.00	 0.0%
Training Center	781.21			
<b>Total Expense</b>	<b>10,492.87</b>	<b>12,957.00</b>	<b>-2,464.13</b>	<b>88.07%</b>
 <b>Net Ordinary Income</b>	<b>22,346.04</b>	<b>43,857.60</b>	<b>-21,511.56</b>	<b>50.95%</b>
 <b>Other Income/Expense</b>				
Other Expense				
Depreciation	63.00	102.00	-39.00	61.77%
Other Expenses	18.38	1,002.00	-983.64	1.83%
<b>Total Other Expense</b>	<b>81.36</b>	<b>1,104.00</b>	<b>-1,022.64</b>	<b>7.37%</b>
 <b>Net Other Income</b>	<b>-81.36</b>	<b>-1,104.00</b>	<b>1,022.64</b>	<b>7.37%</b>
 <b>Net Income</b>	<b>22,264.68</b>	<b>42,753.60</b>	<b>-20,488.92</b>	<b>52.08%</b>

Numbers noted next to various income items correspond to appropriate expense items that income was/is used for.

Direct Public/Private Support budgeted for a total of \$84,000 represents the entire FY funding - Budget to Actual represents 6 months of funding receipts.  
Item 1 in the amount of \$7,500 represents grant from CSSO for 2013-2014 - all of which was used to cover payroll expense for our Coordinator.  
Item 4 National Affiliation is funded by a \$4,000 restricted grant from the Methodist Church reflected on our Balance Sheet under Temp Restricted Net Assets (\$3,000 remaining)  
Refer to Balance Sheet at 12/31/2013 for additional grants (\$58,025 total) provided for restricted expenses. (Temp. Restricted Net Assets)  
Any funding short falls during the FY are covered by our cash on hand (\$201,553 at 12/31/2013)

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01/07/14  
Accrual Basis

**Capital City Circles Initiative**  
**Balance Sheet**  
As of December 31, 2013

	<u>Dec 31, 13</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
City National Bank	201,652.82
Total Checking/Savings	<u>201,652.82</u>
Accounts Receivable	
Loan Fund Receivable	3,916.34
Total Accounts Receivable	<u>3,916.34</u>
Total Current Assets	205,569.16
<b>Fixed Assets</b>	
Computer & Software	
Accumulated Depreciation	-251.68
Computer & Software - Other	629.99
Total Computer & Software	<u>378.31</u>
Total Fixed Assets	<u>378.31</u>
<b>TOTAL ASSETS</b>	<u><b>205,947.47</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
Accrued Utilities	450.00
Total Other Current Liabilities	<u>450.00</u>
Total Current Liabilities	<u>450.00</u>
Total Liabilities	450.00
<b>Equity</b>	
Temp. Restricted Net Assets	
Eaglemark - Healthy Food Grant	500.00
Hutter - GA Sponsorship	600.00
Keyser Found - Coach Salary	25,000.00
Methodist Church-National Aff.	3,000.00
Nightingale-Grantwriter Salary	28,800.00
Temp. Rest. Net Assets - Other	125.00
Total Temp. Restricted Net Assets	<u>58,025.00</u>
Unrestricted Net Assets	125,207.79
Net Income	22,264.68
Total Equity	<u>205,497.47</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>205,947.47</b></u>

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01/07/14

Accrual Basis

**Capital City Circles Initiative**  
**Profit & Loss**  
 July through December 2013

	Jul - Dec 13
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Direct Public/Private Support</b>	
Corporate Contributions	305.00
<b>Grants - Private</b>	
Bank of the West	1,000.00
City National Bank	500.00
Fairweather Foundation	40,000.00
Methodist Church	1,000.00
St. Teresa of Avila	3,100.00
<b>Total Grants - Private</b>	45,600.00
<b>Grants - Public</b>	
Community Support Services	7,500.00
<b>Total Grants - Public</b>	7,500.00
Individual Contributions	8,338.00
<b>Total Direct Public/Private Support</b>	61,743.00
<b>In-Kind Support</b>	
<b>Gifts in Kind - Goods</b>	
Donated Facilities - Meetings	14,175.00
Donated Facilities - Office	5,997.60
Program Exp-Meals and Related	2,750.00
<b>Total Gifts in Kind - Goods</b>	22,922.60
<b>Gifts in Kind - Services</b>	
Fundraising Exp-Grantwriting	870.00
Operations-Accounting	527.00
Program Expense-Childcare	1,100.00
<b>Total Gifts in Kind - Services</b>	2,497.00
<b>Total In-Kind Support</b>	25,419.60
<b>Total Income</b>	87,162.60
<b>Gross Profit</b>	87,162.60
<b>Expense</b>	
Bank Service Charges	128.93
Contract Labor	1,053.00
<b>Contract Services</b>	
Accounting	527.00
National Affiliation	2,000.00
<b>Total Contract Services</b>	2,527.00
<b>Facilities and Equipment</b>	
Cleaning	43.84
Donated Facilities	20,172.60
Utilities	829.66
<b>Total Facilities and Equipment</b>	21,046.10
Fundraising Expense	870.00
Liability Insurance	575.00
Miscellaneous	212.77
<b>Operations</b>	
Computer Expense	193.00
Internet	250.75
Postage and Delivery	576.82
<b>Total Operations</b>	1,020.57



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Accrual Basis

**Capital City Circles Initiative**  
**Profit & Loss**  
July through December 2013

	Jul - Dec 13
Payroll	
Benefits Expense	3,300.00
Bonus	1,600.00
Employer Payroll Taxes Expense	2,691.25
Payroll Expense - Wages	19,299.07
Total Payroll	26,890.32
Program Expense	
Child Care	1,236.35
Graduation	273.26
Materials and Supplies	698.08
Meals and Related Expense	5,229.14
Printing and Reproduction	352.91
Stipends	885.00
Telephone	591.92
Work Credit	245.00
Total Program Expense	9,711.66
Training Center	781.21
Total Expense	64,816.56
Net Ordinary Income	22,346.04
Other Income/Expense	
Other Expense	
Depreciation	63.00
Other Expenses	18.36
Total Other Expense	81.36
Net Other Income	-81.36
Net Income	22,264.68



To End Domestic Violence

**ORIGINAL**

**Carson City  
Community Support Services Grant (CSSG)  
Program Application  
Fiscal Year 2014-2015**

*An electronic version of this document is available at [carson.org/cssg](http://carson.org/cssg)*

**APPLICATIONS ARE DUE:** JANUARY 17, 2014, 4:00 P.M.

**PLEASE SUBMIT 9 COPIES TO:** CARSON CITY PLANNING DIVISION  
108 E. PROCTOR ST.  
CARSON CITY, NV 89701

**\*The deadline established is firm. Any proposal received after the deadline will not be considered for funding. Applications must be unstapled. PLEASE READ ATTACHED INSTRUCTION ON PAGE 15 FOR MORE INFORMATION.**

1. **Agency Name:** Advocates to End Domestic Violence
2. **Agency Mailing Address:** Post Office Box 2529, Carson City, Nevada 89702
3. **Project/Program Name:** Emergency Shelter
4. **Project/Program Address/location:** 32 Sierra Ave. Carson City, Nevada
5. **Agency Director:** Lisa Lee
6. **Board Chairperson:** Joanna Wilson
7. **Contact person:** Lisa Lee, Executive Director  
Phone number: 883-7654 E-Mail: director@aedv.org  
Fax: 883-0364 Website (if applicable) www.aedv.org
8. **How long has your organization been in existence? Since 1979 In Carson City? 35 years**  
Advocates To End Domestic Violence was founded in 1979 and incorporated in 1981.
9. **What is the overall mission of your organization?**  
At Advocates to End Domestic Violence, we believe in the worth, dignity, and uniqueness of individuals, their ability and responsibility to affect change in their lives, and the right to live free of violence. The purpose of Advocates to End Domestic Violence is to provide **prevention, crisis intervention, and support services** to victims of domestic violence to aid them and their families in breaking the cycle of violence in their lives and move toward self-sufficiency.
10. **TOTAL FUNDING REQUESTED:** \$10,000

---

**BRIEF PROJECT DESCRIPTION:**

*Please provide a short description of your project/program (not your organization).*

Requested CSSG funds will be combined with other raised and donated resources and put toward the operation of the **51 emergency bed shelters** for survivors of domestic violence and their children. The emergency shelter is the cornerstone of Advocates to End Domestic Violence,

hereafter referred to as AEDV, which provides prevention, intervention, direct services, and support to aid victims in crisis. Our program targets “socially disadvantaged and/or economically needy families” who are at-risk or in crisis as a result of family violence. Without the opportunity of shelter, many victims would be forced to either remain in an abusive relationship or become **homeless**, moving from family to friends, or sleeping in their cars and exposing themselves and their children to dangerous environments. The shelter provides victims with protection and support services, as well as the opportunity to develop life skills needed to regain independence and work toward self-sufficiency.

## I. PROJECT ELIGIBILITY

**A. Check all statements that describe HOW this project/program meets one of Carson City’s goals:**

- ☒ X A Safe and Secure Community
- ☒ X A Healthy Community
- ☐ An Active and Engaged Community
- ☐ A Clean and Healthy Environment
- ☐ A Vibrant, Diverse and Sustainable Economy
- ☐ A Community Rich in History, Culture and the Arts
- ☐ A Community Dedicated to Excellence in Education
- ☐ A Physically and Socially Connected Community
- ☐ A Community Where Information is Available to All

## II. PROJECT DESCRIPTION

**The Five-year Consolidated Plan identifies priority community development needs for Carson City (see Appendix II). The need for your proposed project will be determined by identifying how the project impacts upon the adopted Consolidated Plan Priority Needs. Greater consideration will be given to projects/programs that provide a clear description of the project/program with supporting data and methodology of how the project will meet these needs.**

**1. Describe the proposed project and whether the project is new, ongoing, or expanded from previous years.**

Domestic violence is a pervasive public safety and social issue that cuts across age, race, class, religion, and culture. It affects not only individuals and their families, but the community as a whole. Domestic violence is a pattern of assaultive and coercive behaviors that include physical, sexual, and psychological attacks. The physical and emotional consequences of domestic violence place survivors at a greater risk for mental health issues, substance abuse, poverty, child abuse, and homelessness.

Nationally, three women die each day as a result of domestic violence according to the Violence Policy Center. The most recent data from the Nevada Department of Motor Vehicles and Public Safety cited Carson City as the third highest county in the state for incidents of domestic violence. A Community Assessment conducted by The United

Way of Northern Nevada and Sierra documented that women are five times more likely to be victimized by domestic violence than men and face a 75% higher chance of being murdered when they flee an abusive relationship. On a local level, a young woman was recently shot in the head and her father fatally wounded as the result of an abusive relationship.

When women with limited economic resources become victims of domestic violence, they also become vulnerable to homelessness. According to the 2010 United States Interagency Council on Homelessness, more than **80% of homeless women with children** had previously experienced **domestic violence** leading to the loss of their homes and stability.

Our program directly targets “socially disadvantaged and/or economically needy families” who are at-risk or in crisis as a result of family violence. Victims initially contact the program through the 24-hour crisis hot-line, police, hospital, social services, or community referral. Although domestic violence is experienced by women of all socio-economic levels, shelters are primarily utilized by survivors with low incomes, few resources, and limited options. It is imperative that survivors receive not only protection, but **support and services** to increase their ability to achieve financial stability and self-sufficiency, reducing the necessity to return to an abusive relationship.

The emergency shelter program provides **needed housing and case management** to homeless survivors of domestic violence. The program is ongoing and has been fortunate to receive CSSG funding since 1992.

**2. If the proposed project already exists, please describe your success rates in meeting Carson City’s goals:**

After a survivor enters the shelter, an intensive intake and family history is collected, a self-sufficiency matrix is conducted, and short and long-term goals are set. The shelter program is structured to give survivors the resources and guidance to re-establish their independence and work toward self-sufficiency. To this end, survivors meet daily with the Case Manager to develop goals and secure employment, childcare, transportation, job training, education, and housing. In addition, AEDV provides a 24-hour crisis hot-line, individual counselling, restraining/stalking order assistance, life skills, parenting classes, support groups, and victim advocacy. Of the clients who completed the five-month emergency shelter program in 2013, **95% had not re-entered abusive relationships** and were able to move into their own homes.

By providing emergency shelter, AEDV increases the “**safe and secure community**” of Carson City, ensuring that **housing and protection** is available to those in need.

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**3. Describe who will benefit from the proposed project.**

Victims often contact AEDV at the lowest point in their lives after enduring emotional, verbal, sexual, and physical abuse. During the past calendar year, the average client entering the shelter was 35 years old, with two children under the age of five, unemployed, without transportation, and not receiving public assistance. Twenty-seven

percent had not graduated high school or received a GED. In addition, 44% were Caucasian, 33% were Hispanic, 10% were Native American, 6% were Asian, and the remaining were comprised of African American and Mid-Eastern clients. AEDV estimates that between 3% and 5% of our clients seeking services are functionally illiterate, requiring extra assistance with the proper completion of forms or obtaining documentation to apply for aid from social service agencies. 99% of clients entered the program qualifying in the “**very low**” income category, with the remaining falling in the 1% “low” income category.

**4. How will the funds be used on this project?**

Requested CSSG funds will be combined with other raised and donated resources to operate the **51-bed emergency shelter** and provide case management for survivors and their children. These costs will include utilities, food, building maintenance, and a portion of the Case Manager’s salary.

**5. Describe how your organization plans to reduce the need for grant funding in the future:**

Funding will be leveraged with additional grant funds and resources to provide essential services to survivors of domestic violence and their children. AEDV has strived to diversify our funding sources by incorporating local, state, and federal government sources, as well as **raising 50% percent** of annual revenue through fundraising efforts that involves events, direct mail requests, general donations, and a thrift shop. These efforts demonstrate AEDV’s on-going drive to develop a **diverse funding base** toward program sustainability and continuation.

**6. Could your organization use less than the amount of funds requested for the proposed project? Please explain.**

Funding sources are limited and highly competitive, requiring AEDV to focus on providing proven programs in an effective manner. The revenue received through CSSG **is crucial for the continuation** of currently provided programs and would be impossible to replace through other sources. The partnership AEDV has with Carson City has been instrumental in keeping the shelter doors open and available to families in Carson City for nearly twenty-two years. Though AEDV raises a majority of agency revenue through fundraisers and donations, without grant funding, AEDV would not be able to continue to provide the needed level of services to survivors. AEDV believes in the life-altering effects these programs have achieved and the future positive changes they will have on so many lives.

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AEDV is aware of the limited CSSG funds available to assist community non-profits in providing necessary services to those in need. These funds are leveraged to receive other grant funding and necessary to demonstrate Carson City’s commitment to a “safe and secure community” through providing protection to survivors of domestic violence.

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**7. Are there other agencies or organizations that provide the same service as your organization? If so, how do you coordinate your services with that organization?**

AEDV is the only agency providing emergency shelter and crisis intervention services to survivors of domestic violence in the Carson City area. AEDV **works in a collaborative** effort with other social service organizations and agencies in order to provide a full range of opportunities and services to the clients we serve. AEDV's **51-bed emergency shelter** is the largest domestic violence facility in Northern Nevada and can offer victims up to **five-months of emergency stay** with an additional twelve months through the transitional housing program.

### **III. PROJECT MEASUREMENT**

**Carson City has implemented a Performance and Outcome Measurement System into the application and grant/project administration process. When completing this section, keep in mind that *outputs* are specific descriptions of what your project is intended to accomplish (such as serve a total of 20 clients) and *outcomes* are the benefits or changes that result from the program (such as how well the service met the client needs).**

AEDV's request for funding will meet at least two of the City's stated goals: A Safe and Secure Community and a Healthy Community.

**1. What are the projected outputs, or total number of people served, from this project?**

The primary objective is to provide victims of domestic violence with a safe and protective environment in which to recover and move forward. AEDV will provide **45 primary adult** victims of domestic violence and **60 secondary victims** (children) with emergency shelter, safety, support, advocacy, and services to increase their ability to achieve self-sufficiency and a violence-free life.

**2. Of the total number of people in Question 1, how many of these are low-to-moderate income (LMI)? How many are Carson City residents?**

Utilizing past data, it is estimated that **100% of the clients** sheltered will qualify as low-to-moderate income. An estimated 80% of survivors seeking shelter will be existing residents of Carson City. When a victim is terrified and unable to remain in their home or community due to safety concerns or lack of shelter services, they flee to find protection. AEDV's priority is to assist residents of Carson City and, when space is available, aid survivors who have a direct connection to our community in areas such as employment, school, medical need, or family. As Carson City is the site of the area's regional hospital, AEDV is called upon to provide emergency shelter when survivors from surrounding counties seek medical aid. In the past six months, roughly 8% of shelter clients have been from surrounding rural counties. Of these, 95% became self-sufficient, obtaining employment and housing, making Carson City their home. The remaining 5% were able to either return to their communities or relocate out of the area due to safety concerns.

**3. What is the projected outcome of this program/project? (How will the outputs benefit the total number of people in Question 1?)**

An estimated **4,200 nights of emergency shelter** and 12,600 meals will be provided to victims and their children. The Case Manager meets weekly to set measurable short and long term goals with clients that are tracked and documented in their file. An example of a short term goal would be receiving a protection order, applying for needed identification such as birth certificates, enrolling in GED classes, or applying for employment. A long term goal could be securing employment, purchasing a car, or moving from the shelter into a home of their own.

**4. What procedures will be put into effect to create, compile and maintain data to track performance measurement for this project?**

AEDV utilizes an **Outcome Matrix tool to evaluate** a victim's level of self-sufficiency when they enter the shelter and as they process through the program. The Matrix measures fifteen key factors that include safety, employment, mobility, healthcare, and life skills. As a client works toward self-sufficiency, securing employment and resources, the Matrix evaluates their progress and provides a tested method of measuring program effectiveness. In addition, a client's progress is document through the achievement of both short and long term goals which are set weekly with input from the Case Manager and counselor. Case notes, matrix scores, goal sessions, group attendance, parenting sessions, individual counseling, court hearings, protection orders, and life skill classes combine to document a client's need **and progress toward independence**.

AEDV completes multiple site, financial, and program audits annually as required by state and federal granting sources. The audits ensure that **services are documented** and that accurate data is collected, reported, and securely maintained. Failure to pass an audit could result in a cancellation of program funding. In addition, AEDV has an **annual financial audit** conducted by an independent public accountant and **monthly financial statements** are compiled by an outside firm.

## IV. PROJECT BUDGET

Complete the Budget Summary chart (modify categories as necessary). More detailed budgets may be attached in support of the proposal. Identify sources of leveraged funding for the activity. Include the status of these funds (i.e. cash on hand, grants received, planned fund-raising, etc.) Attach copies of funding commitment letters or other evidence of funding support. Leveraged funds are not required but are encouraged.

Project/Program Title:	Funds Requested	Leveraged Funds	Total Funds
Project/Program Expenses FY 2013-14			
Salaries and Benefits	\$5,100	\$57,138	\$62,238
Rent and Utilities	\$1,500	\$49,200	\$50,700
Mortgage	0	0	0
Equipment	0	\$2,200	\$2,200
Equipment Maintenance & Repair	0	\$500	\$500
Office Supplies	0	0	0
Operating Supplies	0	\$9,200	\$9,200
Postage and Shipping	0	0	0
Printing and Publications	0	\$2,500	2,500
Advertising and Promotion	0	0	0
Subscriptions and Dues	0	0	0
Liability/Other Insurance	0	\$9,000	\$9,000
Professional Fees	0	0	0
Other project costs: (Specify Below)			
Food	\$1,500	\$10,500	\$12,000
Client Expenses	500	\$5,200	\$5,700
Shelter Maintenance	\$1,400	\$9,000	\$10,400
<b>TOTALS</b>	<b>\$10,000</b>	<b>\$154,438</b>	<b>\$164,438</b>



### DETAILED BUDGET BREAKDOWN

<b>COST CATEGORY</b>	<b>GRANT COST CONTRIBUTIONS</b>	<b>OTHER MONETARY</b>	<b>TOTAL PROGRAM</b>
<b>Salaries</b>			
<b>Client Resource Coordinator</b> 40 hours per week/plus after hour emergency intervention	\$5,100	\$31,900	\$37,000
<b>Shelter Manager</b> (on site 24-hours)	0	9,800	9,800
<b>Withholding/Benefits</b>	0	15,438	15,438
<b>Sub-Total</b>	\$5,100	\$57,138	\$62,238
<b>Shelter Expenses:</b>			
<b>Utilities</b>	1,500	34,800	36,300
<b>Food</b>	1,500	10,500	12,000
<b>Maintenance</b>	1,400	9,000	10,400
<b>Insurance</b>	0	8,500	8,500
<b>Operating Supplies</b>	0	8,200	8,200
<b>Rent</b>	0	14,400	14,400
<b>Client Expenses</b>	500	5,700	6,200
<b>Sub-Total</b>	\$4,900	\$91,100	\$96,000
<b>TOTAL</b>	<b>\$10,000</b>	<b>\$148,238</b>	<b>\$158,238</b>

*\*These salaries only reflect the staff primarily responsible for working daily with shelter client.*

### Matching Funding

<u>Shelter Funding Source</u>	<u>Amount</u>	<u>Secured</u>
Temporary Aid to Needy Families	\$45,930	Secured
Emergency Shelter Grant	\$20,000	Secured
Emergency Food and Shelter Program	\$20,000	Secured
Family Violence Prevention	\$27,493	Secured
AEDV General Funds	\$34,815	On-Going
<b>Total</b>	<b>\$148,238</b>	

## V. PROJECT ADMINISTRATION

- A. Provide the names, phone numbers and e-mails of the following people. (There may be more than one person responsible in each category. If the specific individual is not known, please give a job title):

1. The person to whom all questions regarding the application should be directed:

Lisa Lee, Executive Director, Post Office Box 2529, Carson City, Nevada 89702  
883-7654, director@aedv.org

2. The person directly responsible for on-site supervision of the project/program, such as a project manager:

Lisa Lee, Executive Director

3. The person responsible for the financial management of the project/program, including preparation, review and approval of reimbursement requests:

Terri Farnworth, Office Manager, Post Office Box 2529, Carson City, Nevada, 89702,  
883-7654, officemgr@aedv.org

4. Please list the name, address, phone number and e-mail of the person responsible for tracking the performance of this project.

Lisa Lee, Executive Director, Post Office Box 2529, Carson City, Nevada 89702,  
883-7654, carsonadvocates@aol.com

## VI. AGENCY INFORMATION

1. **Proof of non-profit status for private agencies (governmental entities and schools are exempt):**

<b>Date of incorporation</b>	1981
<b>Date of IRS certification</b>	June 1980
<b>Tax exempt number</b>	94-2665387

2. **DUNS Number:** 027915367

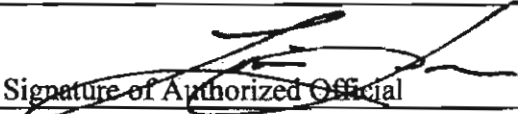
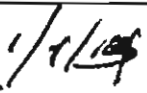
For information on DUNS, go to: <http://www.ccr.gov/pdfs/DUNSGuideGovVendors.pdf>

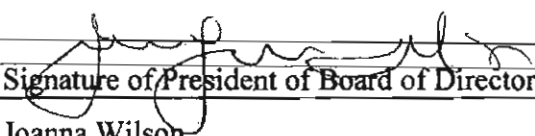
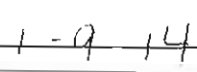
3. **Attach the following to each copy of the Proposal for Funding:**

- IRS Tax Exempt "501(c)(3)" letter.
- Proof of incorporation from Secretary of State (CERTIFICATE ONLY)
- Current organization chart with names of staff members. Staff members may not serve as a Board Member of the agency they work for.
- List of current Board of Directors and terms of office. If a member of your Board of Directors is in a position to obtain a financial benefit or interest from your proposed project, you may be ineligible for CDBG funds (See 24 CFR 570.611).
- For all 501(c)(3) non-profit organizations: a copy of the organization's most recently submitted Federal Tax Return (Form 990 or 990EX). Governmental bodies and schools are exempt from this requirement.*

4. **Required Certification (see instructions):**

Applicant certifies that to the best of his/her knowledge, all information submitted as part of this application is true. Applicant will comply with all grant and contract requirements if funding is approved.

	
Signature of Authorized Official	Date
Lisa Lee, Executive Director	883-7654
Typed Name and Title of Authorized Official	Phone Number

	
Signature of President of Board of Directors	Date
Joanna Wilson	885-9557
Typed Name of President of Board of Directors	Phone Number

**Annual Report**  
**For Community Support Services Funding**  
**Fiscal Year 2013-2014**

**Name of Organization:** Advocates to End Domestic Violence  
**Program/Project:** Emergency Shelter  
**Amount of Funds:** Received \$9,000  
**Contact Person:** Lisa M. Lee  
**Mailing Address:** Post Office Box 2529  
**City:** Carson City **State:** Nevada **Zip Code:** 89702  
**Phone Number:** 883-7654 **E-mail:** director@aedv.org  
**Date Submitted:** January 13, 2014

1. **Please attach a final financial income and expense statement that specifically explains how grant funds were used, including a comparison between your budgeted and your actual incomes and expenses.**

AEDV was awarded a \$9,000 grant to fund emergency shelter for victims of domestic violence. The grant is effective from July 1, 2013 through June 30, 2014. The following is a mid-year accounting of expended funds and program goals.

<u>Granted Expenditures</u>	<u>Awarded Funding</u>	<u>Expended To-Date</u>	<u>Balance</u>
Client Resource Coord.	\$4,600	\$2,300	\$2,300
Food	1,500	642	858
Utilities	1,500	0	1,500
Maintenance	1,400	1,400	0
Total	\$9,000	\$4,342	\$4,658

To support the 51-bed emergency shelter, AEDV combines several grants and funding sources. To simplify the accounting process, we expend the resources of each grant before we begin allocating funds from the next grant. The majority of CSSG funding will be expended during the third and fourth quarters with a zero balance remaining by the end of the fiscal cycle.

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2. **Evaluate your achievement of the measurable outcomes listed in your application:**

As outlined in the grant, the primary program goal is to provide survivors of domestic violence and their children with emergency shelter on a 24-hour basis. AEDV's grant proposal projected providing 4,200 nights of shelter by the end of the grant cycle or 2,100

by mid-year. By the end of December 31, the program provided 1,962 nights of shelter. A higher than usual number of women without children were sheltered for the first half of the grant cycle, which may account for the lower number of total nights of shelter during that time period.

Survivors typically enter the shelter with few personal items and often after business hours in the middle of the night and during the weekend. The on-site, 24-hour manager ensures that individuals and families have everything they need to be comfortable and secure. The Client Resource Manager (case manager) conducts an intensive intake, explains the program rules, and meets with the clients daily to set goals and secure needed resources. As each client has their own history and special needs, the program is designed to ensure that clients are given individual attention and guidance toward regaining control over their lives and becoming economically self-reliant.

**3. Approximately how many people benefitted from your project? How many of those people were Carson City residents? What were some of the individual benefits?**

For the first half of the reporting period (July through December), 47 survivors and their children were provided emergency shelter. Of these clients, 8% were from surrounding rural counties. As Carson Tahoe Hospital is a regional medical facility for the surrounding rural communities, it is often necessary to provide shelter and support services to victims upon their release. Since many survivors cannot return to their home after a violent incident, they choose to relocate to Carson City. Some of the clients who seek our services need only a few nights of safety and shelter with limited assistance toward relocating, while other clients require the full five months of shelter services.

During the past six months, a larger than anticipated number of women entered the program without children, many of whom were older women with a number of medical needs, physical limitations, minimal job skills, no family in the area, and without transportation. Working with Social Security, Medicare, mental health and disability agencies can be time consuming requiring not only patience but tenacity. Our shelter is set up in such a way as to place families with like situations together and women without children, whether 18 or 86 years old, together. This reduces stress and helps form a supportive bond. Without a case manager to advocate for clients who may be intimidated and uncertain, many of the clients we aid would not receive the needed resources and services they require to rebuild their lives.

**4. What specific community benefit did your project provide Carson City?**

A safe living environment is an essential need, and one that is provided through AEDV's shelter for survivors who are fleeing family violence. Without a safe and protective place to which survivors can turn, an immeasurable strain would be placed on public resources, ranging from law enforcement to the hospital. When a woman is in fear for her safety and that of her children, the services a community can offer reflects its ability to care for its citizens and the level to which life is valued. Without emergency shelter, survivors would be forced to remain in homes where physical violence is perpetrated and would potentially face physical harm or even death.

**5. Will this program/project be reoccurring? How do you anticipate funding the project in the future?**

We believe that one day family violence will be eliminated from our culture, and there will be no need for emergency shelters for survivors and their children. Until that time, AEDV has established fundraising events and a thrift shop to reduce the amount of funds we need to request from the community to provide shelter and support services. We continue to strive to increase our ability to raise the necessary financial resources to operate a needed service that benefits the residents of Carson City.

**6. Describe any challenges that impacted your program.**

It should come as no surprise that operating a non-profit agency is financially challenging in the best of economic times but even more so when unemployment continues to be among the highest in the nation and resources for social services are limited. The clients we serve are not visible in the community. They do not stand on the street corners or protest in front of the capital. They are our sisters, mothers, daughters, friends, and co-workers who are often ashamed that they have to seek help in order to protect themselves and their children. In an environment where there are so many causes and social needs, it is a challenge to find and secure the necessary funding to operate the shelter and fund support services. Many funding sources want innovative short-term projects and are not interested in funding the mundane expenses of utilities and staffing costs. The funding that AEDV receives from the City of Carson is necessary for the operation of the shelter and would be difficult to replace. It is because of the funding that AEDV has been able to provide safety and housing to women and their children who have no other place to hide—thus, saving countless lives and making Carson City a better place to call home.



**Carson City**  
**Community Development Block Grant (CDBG)**  
**Program Application**  
**Fiscal Year 2014–2015**

*An electronic version of this document is available at [carson.org/cdbg](http://carson.org/cdbg)*

**APPLICATIONS ARE DUE\*:** **JANUARY 17, 2014, 4:00 P.M.**

**PLEASE SUBMIT 2 COPIES TO:** **CARSON CITY PLANNING DIVISION**  
**108 E. PROCTOR ST.**  
**CARSON CITY, NV 89701**

**\*The deadline established is firm. Any application received after the deadline will not be considered for funding. Applications must be unstapled. PLEASE READ ATTACHED INSTRUCTIONS ON PAGE 15 FOR MORE INFORMATION.**

1. Agency Name: Nevada Rural Counties RSVP Program, Inc.
2. Agency Mailing Address: 2621 Northgate Lane, Suite 6, Carson City, NV 89706
3. Project/Program Name: Senior Independent Living Programs Coordinator
4. Project/Program Address/location: 2621 Northgate Lane, Suite 6, Carson City, NV 89706
5. Agency Director: Susan C. Haas
6. Board Chairperson: Jerry Thurman
7. Contact person: Susan C. Haas  
Phone number: (775) 687-4680 x 2 E-Mail: shaas@rsvp.carson-city.nv.us  
Fax: (775) 687-4494 Website (if applicable) www.nevadaruralrsvp.org
8. How long has your organization been in existence? 41 years In Carson City? 41 years
9. What is the overall mission of your organization?

RSVP's mission is to help strengthen the fabric of the communities in which we serve by fostering greater civic engagement for citizens by providing meaningful opportunities for volunteering in their communities, and by providing high impact independent living programs for low-income and homebound seniors to assist them in staying independent and in their own homes as long as possible.

All of our programs are designed to help keep the senior citizens independent and at home where they remain a contributing part of society and their community.

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10. Type of funding requested (Check One):

<input checked="" type="checkbox"/> <u>X</u> Public Service	<input type="checkbox"/> Public Facility/Improvement
<input type="checkbox"/> Economic Development	<input type="checkbox"/> Housing

11. **TOTAL FUNDING REQUESTED: \$13,417**

**BRIEF PROJECT DESCRIPTION:**

*Please provide a short description of your project (not your organization).*

We are requesting your assistance to ensure that frail, homebound seniors in Carson City remain independent and in their own homes where they are happiest and healthiest, thus avoiding costly institutionalization.

RSVP has been providing senior independent living services in Carson City since 1973, with extremely successful programmatic and financial management. In 2013, RSVP served 2,060 Carson City seniors through all of its Independent Living Programs (ILP). As the demand for services increases at a rapid rate, we are desperately in need of additional program staff hours to ensure that we are able to continue to keep seniors at home. Currently we have 8 full-time staff, 3 part-time staff, and 15 rural Field Representatives, who manage all of RSVP programs statewide.

To meet our growing ILP needs, we propose to expand the Carson City Field Representative's position to ILP Coordinator and increase her hours from 8 hours per week to 20 hours per week at \$10 per hour. With this increase in hours, the ILP Coordinator will be a tremendous asset to Carson City by assisting with additional activities designed to ensure that more low-income, frail homebound seniors are served through all of our programs of support. Funds will allow for expansion of Carson City services.

Job duties will include:

- Provide client and volunteer match and coordination for the Transportation Program.
- Assist Program Coordinator with new Home Companion Programs' in-home client intakes and service plans.
- Distribute *Client Privacy Act* notices and perform client verification of application information.
- Participate in community outreach to inform the public about RSVP's Independent Living Programs and volunteer opportunities.
- Screen office visitors and telephone calls; compile data for special projects and mandatory reports; and perform data input into Social Assistance Management System (SAMS) and Volunteer Reporter.
- Perform other duties as assigned by the Executive Director.

**1. PROJECT ELIGIBILITY**

**A. This project meets at least ONE of the HUD national objectives listed below (please check all that apply)**

- ☒ 1. Benefits low/moderate income individuals/households
- ☐ 2. Addresses the prevention or elimination of slums or blight
- ☐ 3. Meets a particularly urgent community development need

**B. Check all statements that describe HOW this project meets one of the National Objectives above:**

☐ ***L/M Area Benefit:*** the project meets the identified needs of L/M income persons residing in an area where at least 51% of those residents are L/M income persons.



The benefits of this type of activity are available to all persons in the area regardless of income. **Examples:** street improvements, water/sewer lines, neighborhood facilities, façade improvements in neighborhood commercial districts.

☒ **L/M Limited Clientele:** the project benefits a specific group of people (rather than all the residents in a particular area), at least 51% of whom are L/M income persons. The following groups are presumed to be L/M: abused children, elderly persons, battered spouses, homeless, handicapped, illiterate persons. **Examples:** construction of a senior center, public services for the homeless, meals on wheels for elderly, construction of job training facilities for the handicapped.

☐ **L/M Housing:** the project adds or improves permanent residential structures that will be occupied by L/M income households upon completion. Housing can be either owner or renter occupied units in either one family or multi-family structures. Rental units for L/M income persons must be occupied at affordable rents. **Examples:** acquisition of property for permanent housing, rehabilitation of permanent housing, conversion of non-residential structures into permanent housing.

☐ **L/M Jobs:** the project creates or retains permanent jobs, at least 51% of which are taken by L/M income persons or considered to be available to L/M income persons. **Examples:** loans to pay for the expansion of a factory, assistance to a business which has publicly announced its intention to close with resultant loss of jobs, a majority of which are held by L/M persons.

☐ **Microenterprise Assistance:** the project assists in the establishment of a microenterprise or assists persons developing a microenterprise. (A microenterprise is defined as having five or fewer employees, one or more of whom owns the business.) This activity must benefit low/moderate income persons, area or jobs as defined in previous sections.

☐ **Slum or Blighted Area:** the project is in a designated slum/blight area and the result of this project addresses one or more of the conditions that qualified the area.

☐ **Spot Blight:** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety. **Examples:** historic preservation of a public facility threatening public safety, demolition of a deteriorated, abandoned building.

**C. Project/Program Category (check one):**

☒ **Public Service (i.e., a new service or an increase in the level of service**

☐ **Public Facilities and Improvements (i.e., homeless shelter, water and sewer facilities, flood and drainage improvements, fire protection facilities/equipment, community, senior and health centers, parking, streets, curbs, gutters and sidewalks, parks and playgrounds).**

- \_\_\_\_\_ Acquisition of Real Property
- \_\_\_\_\_ Disposition of Real Property (sale, lease or donation)
- \_\_\_\_\_ Privately-Owned Utilities
- \_\_\_\_\_ Relocation Payments and Assistance to Displaced Persons
- \_\_\_\_\_ Removal of Architectural Barriers, Handicapped Accessibility
- \_\_\_\_\_ Housing Rehabilitation
- \_\_\_\_\_ Historic Preservation
- \_\_\_\_\_ Commercial or Industrial Rehabilitation, including façade improvements and correction of code violations
- \_\_\_\_\_ Special Economic Development or assistance to microenterprises

## II. PROJECT DESCRIPTION

The Five-year Consolidated Plan identifies priority community development needs for Carson City (see Appendix II). The need for your proposed project will be determined by identifying how the project impacts upon the adopted Consolidated Plan Priority Needs. Greater consideration will be given to projects that provide a clear description of the project with supporting data and methodology of how the project will meet these needs.

1. Describe the proposed project, including how the project will address the National Objective indicated and whether the project is new, ongoing, or expanded from previous years.

The RSVP Independent Living Program (ILP) is an expanded program that works to provide low-to moderate income seniors with the basic needs services necessary to remain independent and at home where they are happiest, healthiest and also to remain contributing members of the Carson City community.

With CDBG funds, we propose to meet our growing ILP needs by expanding the Carson City Field Representative's position to ILP Coordinator and increasing her hours from 8 hours per week to 20 hours per week at \$10 per hour. With this increase in hours, the ILP Coordinator will be a tremendous asset to Carson City by assisting with services designed to ensure that more frail homebound seniors who are struggling to remain independent in their own homes are served.

RSVP's services include: the Home Companion Program which provides in-home and basic needs services; the Homemaker Program that provides seniors with light housekeeping services; the Transportation Program that provides critical escorted care trips to medical appointments, to pick up prescriptions or groceries; the Respite Care Program that provides volunteers to give 24/7 caregivers a break to have some time for themselves; the Lifeline Program that provides an emergency telephone response security system for those seniors living alone; and the Care Law Program that provides pro bono legal services for low-income seniors.

In addition, RSVP recruits senior volunteers to serve Carson City through a variety of non-profit organizations and government agencies needing manpower to carry out their missions such as, hospitals, libraries, museums, schools, fire departments, animal shelter, food distribution centers, and more.

2. If the proposed project already exists, please describe your success rates in providing services to low- to moderate-income persons:

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***"I feel like I just won a prize and got out of jail! Being able to get out of the house and walk around the store is a gift."*** - 90 year-old homebound senior client on outing to Walmart with an RSVP Home Companion volunteer.

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One way RSVP measures success is from the clients themselves. Clients struggling to remain independent tell us that with our programs, they feel more confident and secure

that they can remain at home rather than in an institution because we give them peace of mind and assistance with their basic needs. Seniors fear institutionalization more than death. Another measure of success is by an annual *Client Satisfaction Survey* we send to clients who receive services. Based on February 2013 survey results, 87% of clients surveyed indicated that their problem would be worse without RSVP; their stress level is reduced with RSVP services; their quality of life has improved with RSVP services; and/or RSVP services helped them remain independent and at home. We also measure success by the monthly time and activity reports required of each RSVP volunteer to submit for each senior they serve.

3. Describe who will benefit from the proposed project.

Beneficiaries of this program are low-income seniors who need assistance with their everyday basic needs so that they can remain at home in Carson City.

4. If your project is designed to serve a specific or limited clientele, please indicate the population you will be serving with your project/program:

<input type="checkbox"/> Abused Children	<input type="checkbox"/> Illiterate Persons	<input type="checkbox"/> Homeless Persons
<input type="checkbox"/> Battered Spouses	<input checked="" type="checkbox"/> Elderly	<input type="checkbox"/> Severely Disabled Adults
<input type="checkbox"/> Migrant Farm Workers	<input type="checkbox"/> Other (Please explain)	

5. If your project will not be serving one of the limited clientele categories, explain how you will document client income and how you will document that at least 51% of your clientele will be low-to-moderate income:

Our program does serve a limited category clientele (Elderly)

6. How will the funds be used on this project?

Funds will be used to pay the Independent Living Programs (ILP) Coordinator an hourly wage of \$10 and to increase her hours from 8 per week to 20 per week for one year, enabling her to perform additional duties critical to keeping low-income, frail Carson City seniors independent and at home.

**Describe how your organization plans to reduce the need for grant funding in the future:**

We continue to aggressively seek out new funding sources and diligently work to find new revenue to expand the programs, and we have increased our outreach to include the mines, private foundations, corporations and fundraising activities, which includes two annual Fairs in Carson City. Furthermore, we strive to educate our state legislators about the benefits of funding community-based volunteer independent living programs and for support of non-profit agencies who provide care to seniors to help them live independently at home, because not only is it the right thing to do but it also prevents the cost of institutionalized care which falls upon the counties if the client is indigent.

8. Could your organization use less than the amount of funds requested for the proposed project? Please explain.

No. With Carson City's senior population aged 60 and older comprising nearly 1/3 of its population (2010 U.S. Census Bureau) and the growing demand for services from RSVP continues to increase at a rapid rate, lesser funds impact our ability to assist those desperately in need of home care services and seriously decreases the number of seniors we have been able to keep at home. Keeping seniors at home has saved Carson City thousands and thousands in institutionalized dollars. The current cost in Nevada to institutionalize one senior averages \$75,000 per year, from a study by GE Financial's Long-Term Care Unit, published by AARP.

Our request of \$13,417 reflects approximately 18% of the cost of institutionalization for just one person for one year. With CDBG funding to support one part-time staff person's salary, will allow additional hours dedicated to coordinating the activities required to keep more of Carson City's seniors at home.

9. Are there other agencies or organizations that provide the same service as your organization? If so, how do you coordinate your services with that organization?

No agency currently provides the same services as RSVP; however, we do complement many State Aging Services programs such as the CHIP program (home-based services); however, due to the very strict criteria for persons to receive services such as CHIP, so many needy citizens fall through the cracks. RSVP has no rigid income criteria for senior services, nor do we charge, except for the Lifeline program monitoring costs. There are some for profit agencies that provide caregiver assistance; however, most are too expensive for seniors. There is some public transportation; however, it does not provide the escorted service and emotional support given by volunteers to frail, homebound seniors who in most cases are not able to travel alone to medical appointments or to pick up prescriptions or groceries.

10. What is the geographic target area that will be served by this project?

☒ Target Area (specify geographic area) Carson City very low/moderate income elderly persons

OR

☐ Community-wide

**For Public Improvement (construction) Projects only**

1. Is the proposed project part of a larger project or is it a stand-alone project? (If part of a larger project, please describe the entire project.)

N/A

2. Can this project be done in different phases? Yes No

If YES, explain.

N/A

3. Have CDBG funds been used for an earlier phase? Yes No

N/A

4. Who currently holds title to the property involved?

N/A

5. With whom will title be vested upon completion?

N/A

6. Do any rights-of-way, easements or other access rights need to be acquired?

\_\_\_\_ Yes \_\_\_\_ No   X   N/A

7. If the project requires water rights or well permits, have they been acquired?

\_\_\_\_ Yes \_\_\_\_ No   X   N/A

**For CDBG Economic Development projects only:**

1. Identify the proposed employers that will be assisted with this project; (b) describe how they will comply with the requirement that at least 51% of the permanent full-time jobs created are either held by or made available to LMI persons; and (c) explain how they will document the jobs created and the income levels of the persons hired.

N/A

**For CDBG Housing Projects please indicate: N/A**

The number of homes to be rehabilitated: \_\_\_\_\_

The number of persons to be benefited: \_\_\_\_\_

### III. PROJECT MEASUREMENT

Carson City has implemented a Performance and Outcome Measurement System into the application and grant/project administration process. When completing this section, keep in mind that **outputs** are specific descriptions of what your project is intended to accomplish (such as serve a total of 20 clients) and **outcomes** are the benefits or changes that result from the program (such as how well the service met the client needs).

1. What are the projected **outputs**, or total number of people served, from this project?

In 2013, RSVP helped keep 2,060 Carson City seniors independent and in their homes. During FY 2014-2015, we project that 2,110 seniors will remain independent and in their own homes, thus avoiding costly premature institutionalization.

2. Of the total number of people in Question 1, how many of these are low-to-moderate income (LMI)? How many are Carson City residents?

At least 51%. 2,110

3. What is the projected **outcome** of this project? (How will the outputs benefit the total number of people in Question 1?)

85% (1,794) of Carson City seniors assisted through RSVP services will remain independent and in their own homes, living out their lives with dignity rather than having to be prematurely institutionalized, at great cost to the community for long-term care. Every indigent senior kept at home for just one year saves Carson City somewhere near \$75,000.

4. What procedures will be put into effect to create, compile and maintain data to track performance measurement for this project?

RSVP volunteers are required to submit monthly time reports. Data is tracked in two database systems: Volunteer Reporter (VR), which tracks monthly volunteer hours and activities, and the Social Assistance Management System (SAMS), which tracks all senior client information and services rendered on a monthly basis. RSVP conducts a client survey biannually as well as ongoing assessments. Volunteers are surveyed annually to ensure that they are content with their assignments.

#### IV. PROJECT BUDGET

Complete the Budget Summary chart (modify categories as necessary). More detailed budgets may be attached in support of the proposal. Identify sources of leveraged funding for the activity. Include the status of these funds (i.e. cash on hand, grants received, planned fund-raising, etc.) Attach copies of funding commitment letters or other evidence of funding support. Leveraged funds are not required but are encouraged.

<b>Project Title: Senior Independent Living Programs</b>	<b>Funds Requested</b>	<b>Leveraged Funds</b>	<b>Total Funds</b>
<b>Project Expenses FY 2014-15</b>			
Salaries and Benefits	13,417	46,044	59,461
Rent and Utilities			
Mortgage			
Equipment			
Equipment Maintenance & Repair			
Office Supplies		1,150	1,150
Operating Supplies		24,156	24,156
Postage and Shipping		1,232	1,232
Printing and Publications		2,040	2,040
Advertising and Promotion		900	900
Subscriptions and Dues			
Liability/Other Insurance			
Professional Fees & Contract		24,868	24,868
Other project costs: (Specify Below)			
Volunteer – Background Checks		680	680
Stipends		18,480	18,480
Volunteer Mileage		2,376	2,376
<b>TOTALS</b>	<b>13,417</b>	<b>121,926</b>	<b>135,343</b>



## V. PROJECT ADMINISTRATION

A. Provide the names, phone numbers and e-mails of the following people. (There may be more than one person responsible in each category. If the specific individual is not known, please give a job title):

1. The person to whom all questions regarding the application should be directed:

Susan C. Haas, Executive Director & C.E.O., (775) 687-4680 x 2  
[shaas@rsvp.carson-city.nv.us](mailto:shaas@rsvp.carson-city.nv.us)

Carol Anacker, Executive Assistant and Grants Manager, (775) 687-4680 x 4  
[canacker@rsvp.carson-city.nv.us](mailto:canacker@rsvp.carson-city.nv.us)

2. The person directly responsible for on-site supervision of the project, such as a project manager:

Kris Hughes, Program Coordinator, (775) 687-4680 x 7 [khughes@rsvp.carson-city.nv.us](mailto:khughes@rsvp.carson-city.nv.us)

3. The person responsible for the financial management of the project, including preparation, review and approval of reimbursement requests:

Donna Dorris, Controller, (775) 687-4680 x 5 [ddorris@rsvp.carson-city.nv.us](mailto:ddorris@rsvp.carson-city.nv.us)

4. Please list the name, address, phone number and e-mail of the person responsible for preparing the quarterly reports and tracking the performance on this project.

Kris Hughes, 2621 Northgate Lane, Suite 6 Carson City, NV 89706 (775) 687-4680 x 7  
[khughes@rsvp.carson-city.nv.us](mailto:khughes@rsvp.carson-city.nv.us)

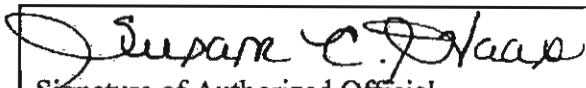
## VI. AGENCY INFORMATION

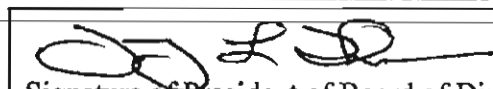
1. Proof of non-profit status for private agencies (governmental entities and schools are exempt):

Date of incorporation	July 16, 1992
Date of IRS certification	June 18, 1992
Tax exempt number	94-3164032

2. DUNS Number: 06-786-7080  
For information on DUNS, go to: <http://www.dnb.com/get-a-duns-number.html>
3. Attach the following to each copy of the Proposal for Funding:
  - a. IRS Tax Exempt "501(c)(3)" letter.
  - b. Proof of incorporation from Secretary of State (CERTIFICATE ONLY). Go to <https://www.nvsilverflume.gov/certificate> You will need to register in order to get the certificate. Cost is \$50.
  - c. Current organization chart with names of staff members. Staff members may not serve as a Board Member of the agency they work for.
  - d. List of current Board of Directors and terms of office. If a member of your Board of Directors is in a position to obtain a financial benefit or interest from your proposed project, you may be ineligible for CDBG funds (See 24 CFR 570.611).
  - e. *For all 501(c)(3) non-profit organizations:* a copy of the organization's most recently submitted Federal Tax Return (Form 990 or 990EX). **PLEASE SUBMIT THE FIRST PAGE ONLY.** Governmental bodies and schools are exempt from this requirement.
4. Required Certification (see instructions):

Applicant certifies that to the best of his/her knowledge, all information submitted as part of this application is true. Applicant will comply with all grant and contract requirements if funding is approved.

	1-16-14
Signature of Authorized Official	Date
Susan C. Haas, Executive Director & C.E.O.	(775) 687-4680, ext. 2
Typed Name and Title of Authorized Official	Phone Number

	1-14-2014
Signature of President of Board of Directors	Date
Jerry Thurman	(775) 882-9537
Typed Name of President of Board of Directors	Phone Number



**Carson City**  
**Community Support Services Grant (CSSG)**  
**Program Application**  
**Fiscal Year 2014–2015**

*An electronic version of this document is available at [carson.org/cssg](http://carson.org/cssg)*

**APPLICATIONS ARE DUE\*:** **JANUARY 17, 2014, 4:00 P.M.**

**PLEASE SUBMIT 2 COPIES TO:** **CARSON CITY PLANNING DIVISION**  
**108 E. PROCTOR ST.**  
**CARSON CITY, NV 89701**

**\*The deadline established is firm. Any application received after the deadline will not be considered for funding. Applications must be unstapled. PLEASE READ ATTACHED INSTRUCTIONS ON PAGE 15 FOR MORE INFORMATION.**

1. Agency Name: Nevada Rural Counties RSVP Program, Inc.
2. Agency Mailing Address: PO Box 1708, Carson City, NV 89702
3. Project Name: Senior Independent Living Programs
4. Project Address/location: 2621 Northgate Lane, Suite 6, Carson City, NV 89706
5. Agency Director: Susan C. Haas
6. Board Chairperson: Jerry Thurman
7. Contact person: Susan C. Haas  
Phone number: (775) 687-4680 x 2 E-Mail: shaas@rsvp.carson-city.nv.us  
Fax: (775) 687-4494 Website (if applicable): www.nevadaruralrsvp.org
8. How long has your organization been in existence? 41 years In Carson City? 41 years
9. What is the overall mission of your organization?

RSVP's mission is to provide high quality Independent Living Programs to assist frail, homebound low-income senior citizens with basic needs services so that they have an option to remain independent and in their own homes for as long as possible rather than being prematurely institutionalized which they fear more than death, and to provide meaningful volunteer opportunities for citizens to volunteer in their communities using their lifetime of experience.

**10. TOTAL FUNDING REQUESTED: \$35,000**

**BRIEF PROJECT DESCRIPTION:**

*Please provide a short description of your project (not your organization).*

RSVP uses highly-trained volunteers, who are critical to the survival of the frail, homebound seniors who need assistance through our Independent Living Programs.

This year, RSVP implemented two new programs in Carson City: the Homemaker Program and the Expanded Transportation Program. The free (except for Philips Lifeline) Independent Living Programs to help keep low-income seniors in their own homes are:

The Home Companion Program that uses volunteers to provide seniors with basic needs services; the Homemaker Program that provides housekeeping services; the escorted Transportation Program that provides seniors and disabled persons (age 18 and older) critical care trips to medical and dental appointments, essential shopping and socialization; the CARE Law Program that provides pro-bono legal services for low-income seniors; the Respite Care Program whose trained volunteers relieve stressed 24/7 caregivers 2 times per week for 2 to 4 hours each time; the subsidized Lifeline Program that provides an emergency telephone response security system for those seniors living alone; and the Resistance Exercise Program that helps keep seniors active and prevents falls by building muscle strength and balance through light weights training.

In addition, RSVP volunteers serve their communities through a variety of non-profit organizations and government agencies needing manpower to carry out their missions. RSVP volunteer services include children and adult literacy tutoring, crime prevention, Medicare and Medicaid counseling, hospital volunteer services, public museum docent services, library services for the community and homebound, computer assistance for the elderly and needy, veterans memorial services, food bank services, free Senior Farmer's Market produce coupon distribution and many more.

## **I. PROJECT ELIGIBILITY**

**A. Check all statements that describe HOW this project meets one of Carson City's goals:**

- ☒ A Safe and Secure Community
- ☒ A Healthy Community
- ☒ An Active and Engaged Community
- ☒ A Clean and Healthy Environment
- ☐ A Vibrant, Diverse and Sustainable Economy
- ☐ A Community Rich in History, Culture and the Arts
- ☐ A Community Dedicated to Excellence in Education
- ☒ A Physically and Socially Connected Community
- ☒ A Community Where Information is Available to All

## II. PROJECT DESCRIPTION

The Five-year Consolidated Plan identifies priority community development needs for Carson City (see Appendix II). The need for your proposed project will be determined by identifying how the project impacts upon the adopted Consolidated Plan Priority Needs. Greater consideration will be given to projects that provide a clear description of the project with supporting data and methodology of how the project will meet these needs.

1. Describe the proposed project and whether the project is new, ongoing, or expanded from previous years.

A caring community is one that understands and finds the financial resources to take care of those in dire need. RSVP volunteers embody that spirit by assisting local non-profit and government organizations in service while also helping to keep its low-income seniors independent and in their own homes rather than in a care facility.

RSVP's independent living programs are expanded programs that work to provide low-income seniors, 24/7 caregivers and their loved-ones, and disabled persons (age 18 and older) with the basic needs services that they need to remain independent and at home where they are happiest, healthiest and are able to remain contributing members of the Carson City community.

Last year 440 Carson City volunteers provided nearly 50,000 hours of service to 2,160 independent living program clients [seniors, 24/7 caregivers and their loved-ones and disabled persons (aged 18 and older)].

We endeavor to meet demands for our clients as they are presented; however, we see a tremendous increase in requests for services that we won't be able to address without additionally trained volunteers to meet their needs through our Independent Living Programs.

The grant funds requested are absolutely critical and will be used to help sustain and further expand all of RSVP's programs in Carson City.

Following is a breakdown of RSVP clients served in 2013 and a description of this project programs:

- 1) 324 Carson City seniors received Home Companion services enabling them to remain independent and in their own homes

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*"You treat me like family. You are all so courteous and helpful. Just to know you are there for me helps. I couldn't stay home without your help."*

- Julia B., Home Companion client

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The Home Companion Program uses volunteers to provide otherwise isolated seniors with companionship and emotional reassurance. Last year, RSVP Home Companion volunteers helped local seniors remain independent and in their own homes by

providing companionship, helping with correspondence, picking up prescriptions, and more.

- 2) 39 Carson City seniors received Homemaker Services enabling them to remain at home in a clean and healthy environment

*"My Homemaker is doing such a wonderful job keeping my home clean and comfortable." – Janet G., senior cancer patient in treatment*

A new RSVP independent living program in Carson City is the Homemaker Program that provides seniors an RSVP homemaker to perform tasks such as light housekeeping, yard work, meals preparation, shopping for food or prescriptions, and to pick up the mail. This important service assists seniors who are unable to perform these tasks on their own.

- 3) 371 Carson City seniors and disabled persons received 3,860 critical care rides

*"I care for my 91 year old mom who has Alzheimer's. The RSVP Program has changed our ability to complete our simplest tasks. The RSVP drivers are kind, patient, understanding and totally professional. They treat Mom with tremendous respect and dignity." - Bonnie H. caregiver and RSVP client*

Our Transportation Program which recently expanded to include persons with disabilities 18 years and older, provides rides for the low-income elderly and disabled persons for whom no other appropriate transportation is available and at no cost to the client. Volunteers use RSVP vans to take senior clients and disabled persons to and from Reno two days per week for medical, dental and vision appointments or use their personal vehicles to provide similar trips including shopping and socialization within the city. Access to the care they need keeps these RSVP clients healthier and at home longer.

- 4) 685 Carson City seniors received pro-bono legal services

*"I want to thank you for all the work you did to make sure my property will be left to my children. I really appreciate all your time and effort. You are such a kind and caring lady." – Patricia, client*

The RSVP Care Law Program attorney provides pro-bono representation of seniors or their guardians in elder abuse cases and handles other legal matters such as wills, guardianships, powers of attorney, and Social Security, Medicare and Medicaid assistance.

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- 5) 132 caregivers and their loved-ones received more than 9,000 hours of respite care

*"My mother recently passed away but I will always be grateful that she was able to live in her own home until the end. She was 97 years old. Thank you RSVP." – Julia H., caregiver*

The Respite Care Program uses well trained volunteers to provide 24/7 caregivers with relief and regular breaks from the sometimes overwhelming stress of caring for loved ones. Volunteers go into the home allowing the caregiver time off, two times per week for two to four hours at a time or more. With time to themselves, 24/7 caregivers can pursue their own needs and enjoy their free time knowing that their loved-one is well taken care of. Studies by the National Caregivers Association show that 40% - 60% of caregivers die before the person being cared for; thus increasing the likelihood of the loved one being prematurely institutionalized. Receiving regular breaks is critical to helping reduce the stress and fatigue as a result of the caregiver's tireless and unselfish efforts.

- 6) 88 Carson City seniors have a personal emergency response system issued and maintained by RSVP

The RSVP Lifeline Program installs and maintains Phillips Lifeline emergency telephone units in the homes of local seniors who live alone to give them and their families peace-of-mind. If they fall or become ill they are immediately in contact with Lifeline dispatchers who contact a pre-chosen RSVP volunteer or relative to go to the home and assist them. If it is a life-threatening situation or the senior is unable to speak, Lifeline dispatches 911 personnel. Seniors rescued early recover sooner and have less risk of having to go into a nursing home.

- 7) 50 Carson City seniors participated in the Resistance Exercise Training Program

RSVP's Resistance Exercise Training Program teaches seniors very gentle exercises with light weights that help them build strength, gain muscle mass, and increase balance. This assists them in remaining at home rather than in a care facility, as the institutionalization of many seniors occurs as the result of a fall. Classes are held three times a week in Carson City.

- 8) 471 Carson City seniors received free Seniors Farmer's Market Coupons

RSVP organizes and operates the free Seniors Farmer's Market Coupon distribution program which provides \$30 worth of coupons to low-income seniors in the community each spring so that they are able to purchase fresh vegetables and fruit. RSVP handles payments to farmers and all aspects of the program through State Purchasing.

In addition to the Independent Living Programs, RSVP recruits and trains volunteers and puts their unique talents and a lifetime of experience to volunteer at 27 Carson City non-profit organizations and government agencies that include Carson City Fire Department; Casa of CC, Foster Kids Closet; CC Literacy for Children and Adults; Carson City Sheriff's Office; Children's Museum; Carson-Tahoe Hospital; CC Community Center; CC

Animal Services, and more. Some of the activities volunteers are involved in include adult literacy tutoring, computer training and assistance for seniors and low income families, veterans' memorial services, children's programs, and animal socialization.

A growing body of research indicates that volunteering provides individual health benefits in addition to social ones. This research, which is presented by the Corporation for National and Community Service in a report titled "The Health Benefits of Volunteering: A Review of Recent Research," has established a strong relationship between volunteering and health: those who volunteer have lower mortality rates, greater functional ability, and lower rates of depression later in life than those who do not volunteer. Most of our RSVP volunteers are seniors themselves, so volunteering also assists them to remain independent and at home where they are happiest, healthiest and are able to remain contributing members of the Carson City community.

2. If the proposed project already exists, please describe your success rates in meeting Carson City's goals:

RSVP has been helping to meet Carson City's goals since 1973, with extremely successful programmatic and financial management. Last year, 440 Carson City volunteers provided nearly 50,000 hours of service to 2,160 Carson City seniors, caregivers and their loved-ones and the community.

This high success rate is measured by the monthly time and activity reports required of each RSVP volunteer for each senior or organization they serve. Monthly time reports track all volunteers' activities which include services provided, clients assisted, the community or government organization assisted, and the total number of hours served. All information is posted to our in-house database, *Volunteer Reporter*, and to the State of Nevada's *Social Assistance Management System (SAMS)*.

Another way RSVP measures success is from the clients themselves. They tell us that with our programs, they feel more confident and secure that they can remain at home rather than in an institution because we give them peace of mind and assistance with their everyday basic needs. Another measure of success is by an annual Client Satisfaction Survey we send to clients who receive Independent Living Program services. Based on February 2013 survey results, 87% of clients surveyed indicated that their problem would be worse without RSVP; their stress level is reduced with RSVP services; their quality of life has improved with RSVP services; and that RSVP services helped them remain independent and at home.

3. Describe who will benefit from the proposed project.

Carson City beneficiaries of this program are low- to moderate income seniors and their family members; 24/7 caregivers and their homebound loved-ones; disabled persons (age 18 and older); people of all ages looking to share their talents and experience through volunteering; and non-profit organizations and government agencies who use RSVP volunteers to help reach their goals.



4. How will the funds be used on this project?

Funds will be used to recruit and provide orientation and training for Carson City volunteers to meet the needs of low-income seniors, caregivers and their loved-ones, and persons with disabilities (age 18 and older - transportation); to support the overall program funding requirements by providing community outreach to make seniors aware of our programs of assistance and that they are free of charge; to help to support volunteers with ongoing training; to pay for a fraction of our out of pocket expenses such as required criminal background checks, training materials, and staff to support the program, client, and volunteers.

The project budget reflects 35% of supporting Carson City volunteers who provide services to more than 2,160 seniors, caregivers, and persons with disabilities and close to 30 community organizations.

5. Describe how your organization plans to reduce the need for grant funding in the future:

RSVP has been providing assistance to Carson City senior residents since 1973. Our programs are very cost effective and innovative volunteer programs that deliver a comprehensive support system, whose goal is to assist low-income and homebound seniors in Carson City to remain independent and in their own homes, thus preventing costly premature institutionalization. We continue to aggressively seek out new funding sources and diligently work to find new revenue to expand the program, and we have increased our outreach to include the mines, private foundations, corporations and fundraising activities, which includes two annual Fairs in Carson City. Furthermore, we strive to educate our state legislators about the benefits of funding community-based volunteer independent living programs and for support of non-profit agencies who provide care to seniors to help them live independently at home, because not only is it the right thing to do but it also prevents the cost of institutionalized care which falls upon the counties if the client is indigent.

6. Could your organization use less than the amount of funds requested for the proposed project? Please explain.

No. Funding is critical in helping to sustain and expand all of RSVP's programs. With Carson City's senior population aged 60 and older comprising nearly 23% of its population (2010 U.S. Census Bureau) and the growing demand for services from RSVP continues to increase at a rapid rate, lesser funds impact our ability to assist those desperately in need of home care services and seriously decreases the number of seniors we have been able to keep at home. Keeping seniors at home has saved Carson City thousands and thousands in institutionalized dollars. The current cost in Nevada to institutionalize one senior averages \$75,000 per year, from a study by GE Financial's Long-Term Care Unit, published by AARP.

Our request of \$35,000 reflects less than 1/2 of the cost of institutionalization for just one senior for one year and with CSSG funding help to support our programs for one year will increase the activities required to keep more of Carson City's seniors at home where they are happiest and healthiest.

7. Are there other agencies or organizations that provide the same service as your organization? If so, how do you coordinate your services with that organization?

Not in Carson City. No agency currently provides the same services as RSVP; however, we do complement many State Aging Services programs such as the CHIP program, (home-based services) and other non-profit agencies such as FISH. Also, many agencies have very strict criteria for persons to receive services such as CHIP, Nevada Legal Services and others, so many needy citizens fall through the cracks. RSVP has no rigid income criteria for senior services nor do we charge, except for the Lifeline program monitoring costs. RSVP is the only program transporting (door to door) the elderly or disabled to Reno and in Carson City at no charge, and making house calls to the homebound which the Home Companion and CARE Law programs provide. RSVP's Respite Program is the only source of respite care for low-income seniors in Carson City and rural Nevada that is free of charge. The only other respite providers are private pay, whose fees average \$20 per hour for the basic respite care services. There are a few grants available to individuals, such as the Elverita Lewis respite grant; however, once the funds provided are expended, the families are still in need of ongoing care.

### III. PROJECT MEASUREMENT

Carson City has implemented a Performance and Outcome Measurement System into the application and grant/project administration process. When completing this section, keep in mind that **outputs** are specific descriptions of what your project is intended to accomplish (such as serve a total of 20 clients) and **outcomes** are the benefits or changes that result from the program (such as how well the service met the client needs).

1. What are the projected **outputs**, or total number of people served, from this project?

RSVP will assist 2,210 very low- to moderate income senior citizens, 24/7 caregivers and their loved-ones, and persons with disabilities (age 18 to 60) to remain independent and in their own homes.

Of the total number of people in Question 1, how many of these are low-to-moderate income (LMI)? How many are Carson City residents?

51%. 2,110 are Carson City residents.

2. What is the projected **outcome** of this /project? (How will the outputs benefit the total number of people in Question 1?)

85% (1,879) of Carson City seniors, 24/7 caregivers and their loved-ones, and persons with disabilities (age 18 and older) assisted through RSVP services will remain in their own homes, living out their lives with dignity rather than having to be prematurely institutionalized, at great cost to the community for long-term care. Every indigent senior kept at home for just one year saves the city somewhere near \$75,000.

3. What procedures will be put into effect to create, compile and maintain data to track performance measurement for this project?

RSVP volunteers are required to submit monthly time reports. Data is tracked in two database systems: Volunteer Reporter (VR), which tracks monthly volunteer hours and activities, and the Social Assistance Management System (SAMS), which tracks all senior client information and services rendered on a monthly basis. RSVP conducts a client survey biannually as well as ongoing assessments. Volunteers are surveyed annually to ensure that they are content with their assignments.

## IV. PROJECT BUDGET

Complete the Budget Summary chart (modify categories as necessary). More detailed budgets may be attached in support of the proposal. Identify sources of leveraged funding for the activity. Include the status of these funds (i.e. cash on hand, grants received, planned fund-raising, etc.) Attach copies of funding commitment letters or other evidence of funding support. Leveraged funds are not required but are encouraged.

<b>Project Title: Senior Independent Living Programs</b>	<b>Funds Requested</b>	<b>Leveraged Funds</b>	<b>Total Funds</b>
<b>Project Expenses FY 2014-15</b>			
Salaries and Benefits	5,000	234,495	239,495
Utilities	1,800	560	2,360
Mortgage			
Equipment			
Equipment Maintenance & Repair	1,000	1,035	2,035
Office Supplies	4,360	1,689	6,049
Operating Supplies	6,168	53,165	59,333
Postage and Shipping	2,000	1,372	3,372
Printing and Publications	1,900	693	2,593
Advertising and Promotion	1,456	2,216	3,672
Subscriptions and Dues	190	475	665
Liability/Other Insurance	5,000	22,513	27,513
Professional Fees	902	27,456	28,358
Other project costs: (Specify Below)			
Volunteer Background Checks	224	526	750
Volunteer Mileage		27,258	27,258
Volunteer Training & Materials	5,000	2,252	7,252
Volunteer Recognition		5,827	5,827
Respite Volunteer Stipends		26,251	26,251
<b>TOTALS</b>	<b>35,000</b>	<b>407,783</b>	<b>442,783</b>

## V. PROJECT ADMINISTRATION

A. Provide the names, phone numbers and e-mails of the following people. (There may be more than one person responsible in each category. If the specific individual is not known, please give a job title):

1. The person to whom all questions regarding the application should be directed:

Susan C. Haas, Executive Director & C.E.O., (775) 687-4680 x 2  
[shaas@rsvp.carson-city.nv.us](mailto:shaas@rsvp.carson-city.nv.us)

Carol Anacker, Executive Assistant and Grants Manager, (775) 687-4680 x 4  
[canacker@rsvp.carson-city.nv.us](mailto:canacker@rsvp.carson-city.nv.us)

2. The person directly responsible for on-site supervision of the project, such as a project manager:

Kris Hughes, Program Coordinator, (775) 687-4680 x 7 [khughes@rsvp.carson-city.nv.us](mailto:khughes@rsvp.carson-city.nv.us)

3. The person responsible for the financial management of the project, including preparation, review, and approval of reimbursement requests:

Donna Dorris, Controller, (775) 687-4680 x 5 [ddorris@rsvp.carson-city.nv.us](mailto:ddorris@rsvp.carson-city.nv.us)

4. Please list the name, address, phone number, and e-mail of the person responsible for tracking the performance on this project.

Kris Hughes, 2621 Northgate Lane, Suite 6 Carson City, NV 89706 (775) 687-4680 x 7  
[khughes@rsvp.carson-city.nv.us](mailto:khughes@rsvp.carson-city.nv.us)

## VI. AGENCY INFORMATION

1. Proof of non-profit status for private agencies (governmental entities and schools are exempt):

Date of incorporation	July 16, 1992
Date of IRS certification	June 18, 1992
Tax exempt number	94-3164032

2. DUNS Number: 06-786-7080

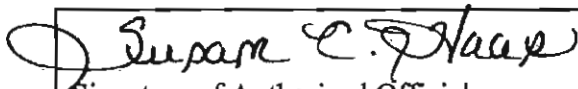
For information on DUNS, go to: <http://www.dnb.com/get-a-duns-number.html>

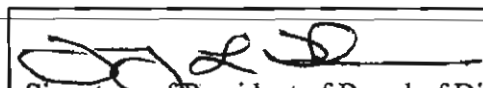
3. Attach the following to each copy of the Proposal for Funding:

- a. IRS Tax Exempt "501(c)(3)" letter.
- b. Proof of incorporation from Secretary of State (CERTIFICATE ONLY). Go to <https://www.nvsilverflume.gov/certificate> You will need to register in order to get the certificate. Cost is \$50.
- c. Current organization chart with names of staff members. Staff members may not serve as a Board Member of the agency they work for.
- d. List of current Board of Directors and terms of office. If a member of your Board of Directors is in a position to obtain a financial benefit or interest from your proposed project, you may be ineligible for CDBG funds (See 24 CFR 570.611).
- e. *For all 501(c)(3) non-profit organizations:* a copy of the organization's most recently submitted Federal Tax Return (Form 990 or 990EX). **PLEASE SUBMIT THE FIRST PAGE ONLY.** Governmental bodies and schools are exempt from this requirement.

4. Required Certification (see instructions):

Applicant certifies that to the best of his/her knowledge, all information submitted as part of this application is true. Applicant will comply with all grant and contract requirements if funding is approved.

	1-16-14
Signature of Authorized Official	Date
Susan C. Haas, Executive Director & C.E.O.	(775) 687-4680, ext. 2
Typed Name and Title of Authorized Official	Phone Number

	1-14-2014
Signature of President of Board of Directors	Date
Jerry Thurman	(775) 882-9537
Typed Name of President of Board of Directors	Phone Number

**Annual Report**  
**For Community Support Services Funding**  
**Fiscal Year 2013-2014**

Name of Organization: Nevada Rural Counties RSVP Program, Inc.

Program/Project: Senior Independent Living Programs

Amount of Funds Received \$ 35,000

Contact Person: Susan C. Haas

Mailing Address: 2621 Northgate Lane, Suite 6

City: Carson City State: Nevada Zip Code: 89706

Phone Number: (775) 687-4680 x 2 E-mail: shass@nvrsvp.com

Date Submitted: January 17, 2014

1. Please attach a final financial income and expense statement that specifically explains how grant funds were used, including a comparison between your budgeted and your actual incomes and expenses.

See Attached

2. Evaluate your achievement of the measurable outcomes listed in your application:

Low-income, homebound, frail seniors were able to remain independent and in their own homes, thus preventing costly premature institutionalization for Carson City to bear the cost. In addition, RSVP volunteers provided critical volunteer manpower for 37 other social services, non-profit, and government agencies to ensure their vital services were available to the needy residents of Carson City.

3. Approximately how many people benefitted from your project? How many of those people were Carson City residents? What were some of the individual benefits?

440 Carson City volunteers served Carson City residents at follows:

- ~~324 seniors received 834 hours of Home Companion services valued at \$20 per hour = \$16,680~~
- 39 seniors received 875 hours of Homemaker (new RSVP program) services valued at \$15 per hour = \$13,125
- 88 Lifeline units for low-income, homebound clients were maintained at home; installations and repairs valued at \$50 each = \$4,400

- 371 seniors and disabled persons (age 18 and older) received 3,860 critical care rides valued at \$5 per ride = \$19,300
- 50 seniors participated in Resistance Training Exercise classes 3 x per week x 52 weeks valued @ \$5 per class = \$39,000
- 132 caregivers and clients received 9,210 hours of Respite and support services valued at \$20 per hour = \$184,200
- 471 seniors received \$30 coupon books for free to redeem at the local Farmers Market for fresh fruits and vegetables valued at \$14,130
- 685 seniors received 625 hours of pro-bono legal services from RSVP's Care Law attorney valued at \$300 per hour = \$187,500
- 1,030 local needy families received USDA Commodity Foods distributed by RSVP volunteers which was 42,747 lbs. valued at \$2.65 per lb. = \$113,095.

*Please note that RSVP used to administer the USDA Commodity Foods Program but recently turned the program over to FISH, Carson City. RSVP volunteers still assist with food distribution, but we are no longer counting the number of residents served when reporting "how many people benefited from our project."*

Listed below are just some of the Carson City agencies who have benefited from the work that RSVP volunteers provided: The Brewery Arts Center; Carson City Animal Services; Carson City Community Center; Carson City Fire Department; Carson City Library; Carson City Sheriff's Office; Carson-Tahoe Regional Medical Center; CASA of Carson City, Foster Kids Closet; Children's Museum of N. Nevada; Carson City Literacy, Adults and Children; Nevada Legislative Counsel Bureau; Western Nevada College; and Wylie Animal Rescue Foundation (WARF).

RSVP Volunteers have assisted community social service agencies and low-income seniors have received basic needs services which enabled them to remain at home where they are healthiest and happiest, to live out their lives with dignity, thus avoiding premature costly institutionalization which they fear more than death and which would be Carson City's financial obligation.

4. What specific community benefit did your project provide Carson City?

RSVP programs assist clients and volunteers as well as the community to realize a better quality of life and exhibits a culture of volunteerism and civic engagement for all citizens which is beneficial to Carson City and is a model for other cities and the state to emulate.

3,190 Carson City seniors and needy families received direct services from RSVP programs (listed above) valued at \$591,430.

440 volunteers provided a total of 50,000 hours of volunteer service to Carson City needy residents and organizations for which the Independent Sector places a value of \$21.79 per hour for volunteer services; therefore, these volunteers gave Carson City a gift of \$1,089,500.

5. Will this program/project be reoccurring? How do you anticipate funding the project in the future?



Yes. With CSSG funding, we anticipate that our programs of assistance to Carson City needy residents will continue and grow in proportion to the city's senior population's growth. According to the 2010 census, Carson City's senior population aged 60 and older comprise nearly 23% of its total population. RSVP's programs have operated in Carson City since 1973 and we have a proven history of providing excellent services to those in need. We strive for future sustainability by working to maintain current sources of funding from funders such as the State of Nevada Aging and Disability Services, the Corporation for National and Community Service, private foundations and businesses, as well as fundraising events that include three family fairs (Mother's Day, July 4<sup>th</sup> and Nevada Days) held in Mills Park each year. The proceeds from the fairs go directly towards RSVP's Carson City senior programs and also provide a quality special event for Carson City that is affordable and entertaining.

6. Describe any challenges that impacted your program.

Are greatest challenge is sustaining our funding levels that are critical to operating our programs so that we may continue to assist seniors to remain at home where they are healthiest and happiest, to live out their lives with dignity, thus avoiding costly premature institutionalization. With the current state of the economy, several of our funders have been forced to reduce our grant awards. For instance, the Corporation for National and Community Service (CNCS) had budget cuts of \$13 million and were forced to cut RSVP Programs across the board by 20%. These cuts collectively resulted in a 30% decrease in the amount of funding that RSVP has received the since 2011. Requests for more Carson City volunteers to assist citizens in need continually increase and many volunteers are serving multiple clients and caregivers.

The state continues to shift many of its responsibilities on to the counties, especially those in need of long-term care. Therefore, now more than ever, it benefits counties to retain and support programs that are fiscally and programmatically cost effective in maintaining low-income, indigent, homebound persons in their homes for as long as possible. Keeping seniors out of the institutions is the best alternative as counties pay up to \$75,000 per senior, per year, depending on individual needs for institutionalized care. We can keep a senior at home for a mere fraction or about \$839 per year per senior. Ongoing funding for RSVP makes sound fiscal sense and is essential for continued services for frail, homebound low-income seniors in Carson City to remain home.

9:48 AM

01/17/14

Accrual Basis

**Nevada Rural Counties RSVP Program, Inc.**  
**Profit & Loss**  
July through December 2013

	<u>Jul - Dec 13</u>
<b>Ordinary Income/Expense</b>	
Income	
4600 · Home Companion Respite Program	4,667.00
Transportation Donations	2,685.55
4030 · Contributions Income	15,604.63
4040 · Donated Professional services	9,203.80
4110 · Grants	405,527.93
4150 · Miscellaneous Income	12.27
4170 · Program Rev	148,856.74
4700 · Fundraising Rev	50,907.00
4903 · United Way of Northern Nevada	3,537.08
4909 · United Way of Southern Nevada	686.21
4904 · Volunteer Expense Reimbursement	195.00
Total Income	<u>641,883.21</u>
Gross Profit	641,883.21
Expense	
5489 · CARELaw client direct expenses	896.96
6660 · Cache Pension Services	2,663.51
6000 · CNCS	-20,000.00
5300 · Program Expenses	540,725.37
5492 · US Food Distribution	97,194.00
5600 · Fundraising	23,963.06
Total Expense	<u>645,442.90</u>
Net Ordinary Income	<u>-3,559.69</u>
Net Income	<u><u>-3,559.69</u></u>

**RSVP BUDGET FOR CARSON CITY  
2013-14 ACTUAL**

<b>Revenues</b>	<b>Revenue Amount</b>	
Carson City Grant	\$	30,000
Spring Fun Fair (May 2013)	\$	20,941
July 4th Fair (July 2013)	\$	20,412
Nevada Day Celebration (October 2013)	\$	19,583
Corporation for National Service (federal)		
Proportionate percentage based on # of volunteers		
in Carson County - 30% - 440 of 1482	\$	53,166
Aging Services (Based on # of volunteers)	\$	116,625
Transportation donations	\$	3,276
Fund for Healthy Nevada - 3 months - Transportation	\$	6,017
CDBG (added to CSSG grant)	\$	5,000
<b>Total Revenues</b>	<b>\$</b>	<b>275,020</b>
<b>EXPENSES</b>	<b>Expense Amount</b>	
Volunteer Expenses:		
Overall cost per volunteer to place in a social service		
is \$839/year. This includes Awards/Recognition,		
out-of-pocket reimbursement, background checks,		
training & materials, and insurance	\$	369,160
Fair expenses (staff, advertising, fireworks, etc.)	\$	41,223
Lifeline costs	\$	32,400
<b>Total Expenses</b>	<b>\$</b>	<b>442,783</b>
<b>Total Loss (Revenue - Expenses)</b>	<b>\$</b>	<b>(167,763)</b>

**440 Volunteers served in Carson City**  
**50,000 hours @ \$21.79 = \$1,089,500**

\*Cost per volunteer to be put in service is calculated  
by the Corporation for National & Community Service,  
based on budget and number of volunteers  
supported by the program.

**RSVP PROJECTED BUDGET FOR CARSON CITY  
2014-2015 PROJECTED**

<u>Revenues</u>	<u>Revenue Amount</u>
Carson City Grant	\$ 35,000
Spring Fun Fair (May 2014)	\$ 20,000
July 4th Fair (July 2014)	\$ 18,000
Nevada Day Celebration (October 2014)	\$ 17,000
Corporation for National Service (federal) Proportionate percentage based on # of volunteers in Carson City (518 of 1500 - 35%)	\$ 53,166
Aging Services (Based on # of volunteers)	\$ 113,385
Fund for Healthy Nevada - Transportation	\$ 15,027
NDOT Mobility Manager - Transportation	\$ 34,314
Transportation donations	\$ 4,000
<b>Total Revenues</b>	<b>\$ 309,892</b>
 <b>EXPENSES</b>	 <u>Expense Amount</u>
Volunteer Expenses:	
Overall cost per volunteer to place in a social service is \$850/year. This includes Awards/Recognition, out-of-pocket reimbursement, background checks, training & materials, and insurance	
518 volunteers @ \$850*	\$ 440,300
Fair expenses (staff, advertising, fireworks, etc.)	\$ 41,205
 <b>Total Expenses</b>	 <b>\$ 481,505</b>
 <b>Total Revenue (Loss)</b>	 <b>\$ (171,613)</b>

\*Cost per volunteer to be put in service is calculated by the Corporation for National and Community Service based on budget and number of volunteers in the program.



**Carson City**  
**Community Support Services Grant (CSSG)**  
**Program Application**  
**Fiscal Year 2014-2015**

*An electronic version of this document is available at [carson.org/cssg](http://carson.org/cssg)*

**APPLICATIONS ARE DUE\*:** **JANUARY 17, 2014, 4:00 P.M.**

**PLEASE SUBMIT 2 COPIES TO:** **CARSON CITY PLANNING DIVISION**  
**108 E. PROCTOR ST.**  
**CARSON CITY, NV 89701**

**\*The deadline established is firm. Any application received after the deadline will not be considered for funding. Applications must be unstapled. PLEASE READ ATTACHED INSTRUCTIONS ON PAGE 15 FOR MORE INFORMATION.**

1. Agency Name: Carson City Senior Citizens Center
2. Agency Mailing Address: 911 Beverly Drive Carson City NV 89706
3. Project Name: Meals on Wheels (Transportation service funding)
4. Project Address/location: 911 Beverly Drive Carson City NV 89706
5. Agency Director: Janice McIntosh
6. Board Chairperson: Bruce Scott
7. Contact person: Warren Bottino - Social Work Program Manager  
Phone number: (775) 883-0703 x 103 E-Mail: ccsccmanager@gbis.com  
Fax: (775) 883-2869 Website (if applicable) Carson.org
8. How long has your organization been in existence? 08/27/1976 In Carson City? 08/27/1976
9. What is the overall mission of your organization?  
Our mission is to enhance the quality of life and autonomy of individuals 60+ through a broad range of services and support, including nutrition, activities, information and referral, education and opportunities for peer interaction, with concern for mental, emotional, and physical well-being.
10. TOTAL FUNDING REQUESTED: \$13,000

**BRIEF PROJECT DESCRIPTION:**

***Please provide a short description of your project (not your organization).***

The Meals on Wheel Program is structured to provide nutrition to people 60 years of age or older, residing in Carson City who are homebound due to disabling condition or illness, and are physically incapacitated.

## I. PROJECT ELIGIBILITY

A. Check all statements that describe HOW this project meets one of Carson City's goals:

- ☒ A Safe and Secure Community
- ☒ A Healthy Community
- ☐ An Active and Engaged Community
- ☐ A Clean and Healthy Environment
- ☐ A Vibrant, Diverse and Sustainable Economy
- ☐ A Community Rich in History, Culture and the Arts
- ☐ A Community Dedicated to Excellence in Education
- ☒ A Physically and Socially Connected Community
- ☐ A Community Where Information is Available to All

## II. PROJECT DESCRIPTION

The Five-year Consolidated Plan identifies priority community development needs for Carson City (see Appendix II). The need for your proposed project will be determined by identifying how the project impacts upon the adopted Consolidated Plan Priority Needs. Greater consideration will be given to projects that provide a clear description of the project with supporting data and methodology of how the project will meet these needs.

1. Describe the proposed project and whether the project is new, ongoing, or expanded from previous years.

The Carson City Meals On Wheels program is both an ongoing program and a program which has experienced a 48% growth over the last three years. A home delivered meal, which meets the standards established by the Older American's act, and complies with the dietary Guidelines for Americans is provided to homebound seniors (age 60 years or older) who are homebound due to illness, disability, or are geographically isolated, Monday through Friday. Two additional frozen meals are provided for weekend nutrition. The Homebound Nutrition program operates under a projected budget of \$238,148 annually. Each meal has a cost of \$6.03 to deliver. To stay within the projected budget, the homebound nutrition program can deliver 108 daily meals. The program presently delivers 185 meals each day; and is operating at a projected deficit of (\$71,977).

2. If the proposed project already exists, please describe your success rates in meeting Carson City's goals:

Carson City Senior Citizens Center provided 58,547 meals in calendar year 2013. Among those who received service included homebound clients (100%), handicapped clients who utilize a DME (Durable Medical Equipment) assist (66%), and clients who fall below the federal poverty guideline of \$957 monthly (39%). Relationships created through the program, and daily welfare checks minimize health risks and have resulted in numerous instances of addressing elder abuse, act as a

gateway to case management services that help to keep our senior community in their homes and living independently.

3. Describe who will benefit from the proposed project.

The state of Nevada ranks fourth nationally for the highest rates of hunger risk among seniors. Homebound clients benefit from daily nutrition, and a daily welfare check. Families of clients gain respite assistance and comfort of knowledge that their family member is looked in on daily. The community benefits from keeping seniors independent, a contributing member of the community, and out of long term health care. A New York study determined that for each senior citizen kept out of long term care, cities will experience a saving of \$19,882 annually. (Jerome 2009).

4. How will the funds be used on this project?

In an effort to accommodate program growth, the Senior Center recently restructured operations by developing a third delivery route, to better accommodate an increased demand in service and remain within the four hour window of safe food distribution. Requested funds would be utilized to offset vehicle fuel (\$8,500) and vehicle maintenance (\$4,500) costs to ensure the program continues to operate without a reduction in service, reduce outlying areas or establish a waiting list.

5. Describe how your organization plans to reduce the need for grant funding in the future:

With current demographic trends toward an increasingly older population, need for service is expected to continue to grow. Demand for service increases at age 75+, it is anticipated that the 75+ age demographic will increase 17.8% over the next five years. Concepts considered to reduce costs include reducing service to outlying areas to one weekly delivery, deliver hot meals four days and three frozen meals for weekend nutrition, or freeze enrollment and create a prioritized waiting list.

6. Could your organization use less than the amount of funds requested for the proposed project? Please explain.

Yes. Demand for meals on wheels have grown 30% nationally and 48% locally with no increase in state or federal funding. Programs are further challenged by current and impending budget cuts. Nationally 70% of programs have reduced meals and began waiting lists. Program modifications have made operations more cost effective; any award would make a significant impact.

7. Are there other agencies or organizations that provide the same service as your organization? If so, how do you coordinate your services with that organization?

No other service provides a daily homebound meal in Carson City. We work cooperatively with the Food Bank, Ron Wood food commodities, and FISH, as well as, generate a modest food pantry of our own through donations; utilizing all services to supplement our program and work to resolve senior community hunger.

### III. PROJECT MEASUREMENT

Carson City has implemented a Performance and Outcome Measurement System into the application and grant/project administration process. When completing this section, keep in mind that outputs are specific descriptions of what your project is intended to accomplish (such as serve a total of 20 clients) and outcomes are the benefits or changes that result from the program (such as how well the service met the client needs).

1. What are the projected outputs, or total number of people served, from this project?

Provide meals to all individuals 60 years of age or older determined to be homebound due to illness, disability or geographical isolation. Target those in greatest economic and/or social need, with particular attention to low-income, minority, rural and frail seniors. Provide consultation and referral to other needed support and services that will assist seniors to remain living independently, and in a safe home environment.

2. Of the total number of people in Question 1, how many of these are low-to-moderate income (LMI)? How many are Carson City residents?

The annual Aging and Disability Service assessment requires clients provide information as to how their income coincides with the federal poverty guidelines of \$957 monthly income. The annual result was that 155 of 400 unduplicated clients (39%) reported existing at or below the poverty level. Currently our clients on our route report a poverty level of (50%).

3. What is the projected outcome of this /project? (How will the outputs benefit the total number of people in Question 1?)

The outputs will benefit clients by providing nutritional meals daily, minimizing the risk of health problems, providing daily contact with clients to monitor safety, and to serve as many seniors as possible.

4. What procedures will be put into effect to create, compile and maintain data to track performance measurement for this project?

Home Delivered Meal participants receive a comprehensive in-person health and nutritional assessment administered by the Social Work Program Manager annually; with consultation and referral to other needed supports and services that will help senior clients to remain living independently and in a safe home environment. Assessments determine age, poverty, race, nutritional risk, ability to live independently, safety, and health of clients. Client Activities of Daily Living (ADL's) and Instrumental Activities of Daily Living (IADL's) are reviewed and recorded in individual client files.



#### IV. PROJECT BUDGET

Complete the Budget Summary chart (modify categories as necessary). More detailed budgets may be attached in support of the proposal. Identify sources of leveraged funding for the activity. Include the status of these funds (i.e. cash on hand, grants received, planned fund-raising, etc.) Attach copies of funding commitment letters or other evidence of funding support. Leveraged funds are not required but are encouraged.

<b>Project Title:</b>	<b>Funds Requested</b>	<b>Leveraged Funds</b>	<b>Total Funds</b>
<b>Project Expenses FY 2014-15</b>			
Salaries and Benefits			
Rent and Utilities			
Mortgage			
Equipment			
Equipment Maintenance & Repair	4,500		
Office Supplies			
Operating Supplies	8,500		
Postage and Shipping			
Printing and Publications			
Advertising and Promotion			
Subscriptions and Dues			
Liability/Other Insurance			
Professional Fees			
Other project costs: (Specify Below)			
ADSD		133,970	
NSIP (Food)		26,200	
Fund Raising		12,718	
Donations		38,260	
<b>TOTALS</b>	<b>13,000</b>	<b>211,148</b>	<b>211,148</b>

## V. PROJECT ADMINISTRATION

A. Provide the names, phone numbers and e-mails of the following people. (There may be more than one person responsible in each category. If the specific individual is not known, please give a job title):

1. The person to whom all questions regarding the application should be directed:

Warren Bottino - Social Work Program Manager	(775) 883-0703 x 103	ccscmanager@gbis.com
Janice McIntosh - Director	(775) 883-0703 x 110	ccscdirector@gbis.com

2. The person directly responsible for on-site supervision of the project, such as a project manager:

Janice McIntosh - Director	(775) 883-0703 x 110	ccscdirector@gbis.com
----------------------------	----------------------	-----------------------

3. The person responsible for the financial management of the project, including preparation, review, and approval of reimbursement requests:

Janice McIntosh - Director	(775) 883-0703 x 110	ccscdirector@gbis.com
----------------------------	----------------------	-----------------------

4. Please list the name, address, phone number, and e-mail of the person responsible for tracking the performance on this project.

Janice McIntosh - Director	(775) 883-0703 x 110	ccscdirector@gbis.com
Dawn Beck - Management Assistant	(775) 883-0703 x 120	ccscmgmtasst@gbis.com
911 Beverly Drive Carson City NV 89706		

## VI. AGENCY INFORMATION

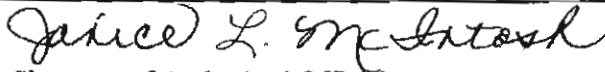
1. Proof of non-profit status for private agencies (governmental entities and schools are exempt):

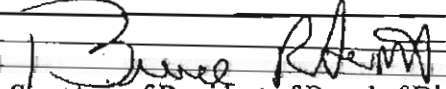
Date of incorporation	08/27/1976
Date of IRS certification	08/27/1976
Tax exempt number	88-0123061

2. DUNS Number: **147539027**  
For information on DUNS, go to: <http://www.dnb.com/get-a-duns-number.html>

3. Attach the following to each copy of the Proposal for Funding:
  - a. IRS Tax Exempt "501(c)(3)" letter.
  - b. Proof of incorporation from Secretary of State (CERTIFICATE ONLY). Go to <https://www.nvsilverflume.gov/certificate> You will need to register in order to get the certificate. Cost is \$50.
  - c. Current organization chart with names of staff members. Staff members may not serve as a Board Member of the agency they work for.
  - d. List of current Board of Directors and terms of office. If a member of your Board of Directors is in a position to obtain a financial benefit or interest from your proposed project, you may be ineligible for CDBG funds (See 24 CFR 570.611).
  - e. **For all 501(c)(3) non-profit organizations:** a copy of the organization's most recently submitted Federal Tax Return (Form 990 or 990EX). **PLEASE SUBMIT THE FIRST PAGE ONLY.** Governmental bodies and schools are exempt from this requirement.
4. Required Certification (see instructions):

Applicant certifies that to the best of his/her knowledge, all information submitted as part of this application is true. Applicant will comply with all grant and contract requirements if funding is approved.

	Date <u>1/16/14</u>
JANICE L. McIntosh	(775) 883-0703
Signature of Authorized Official	Phone Number
Typed Name and Title of Authorized Official	

	Date <u>1/16/14</u>
BRUCE R. SCOTT	775-883-0703
Signature of President of Board of Directors	Phone Number
Typed Name of President of Board of Directors	



The Senior Center's CDBG application is the same as their CSSG application

**Carson City**  
**Community Development Block Grant (CDBG)**  
**Program Application**  
**Fiscal Year 2014-2015**

*An electronic version of this document is available at [carson.org/cdbg](http://carson.org/cdbg)*

**APPLICATIONS ARE DUE\*:** **JANUARY 17, 2014, 4:00 P.M.**

**PLEASE SUBMIT 2 COPIES TO:** **CARSON CITY PLANNING DIVISION**  
**108 E. PROCTOR ST.**  
**CARSON CITY, NV 89701**

**\*The deadline established is firm. Any application received after the deadline will not be considered for funding. Applications must be unstapled. PLEASE READ ATTACHED INSTRUCTIONS ON PAGE 15 FOR MORE INFORMATION.**

1. Agency Name: Carson City Senior Citizens Center
2. Agency Mailing Address: 911 Beverly Drive Carson City NV 89706
3. Project/Program Name: Meals on Wheels (Transportation Service Funding)
4. Project/Program Address/location: 911 Beverly Drive Carson City NV 89706
5. Agency Director: Janice McIntosh
6. Board Chairperson: Bruce Scott
7. Contact person: Warren Bottino - Social Work Program Manager  
Phone number: (775) 883-0703 x 103 E-Mail: ccsccmanager@gbis.com  
Fax: (775) 883-2869 Website (if applicable) Carson.org
8. How long has your organization been in existence? 08/27/1976 In Carson City? 08/27/1976
9. What is the overall mission of your organization?  
Our mission is to enhance the quality of life and autonomy of individuals 60+ through a broad range of services and support including nutrition, activities, information and referral, education and opportunities for peer interaction, with concern for mental, emotional, and physical well-being.
10. Type of funding requested (Check One):  
☒ Public Service ☐ Public Facility/Improvement  
☐ Economic Development ☐ Housing
11. TOTAL FUNDING REQUESTED: \$13,000

**BRIEF PROJECT DESCRIPTION:**

***Please provide a short description of your project (not your organization).***

The Meals on Wheels Program is structured to provide nutrition to people 60 years of age or older, residing in Carson City who are homebound due to disabling condition or illness, and are physically incapacitated.



Original

Carson City

**Community Support Services Grant (CSSG)  
Program Application  
Fiscal Year 2014–2015**

*An electronic version of this document is available at [carson.org/cssg](http://carson.org/cssg)*

**APPLICATIONS ARE DUE\*:** JANUARY 17, 2014, 4:00 P.M.

**PLEASE SUBMIT 9 COPIES TO:** CARSON CITY PLANNING DIVISION  
108 E. PROCTOR ST.  
CARSON CITY, NV 89701

**\*The deadline established is firm. Any application received after the deadline will not be considered for funding. Applications must be unstapled. PLEASE READ ATTACHED INSTRUCTIONS ON PAGE 15 FOR MORE INFORMATION.**

1. Agency Name: United Latino Community
2. Agency Mailing Address: 1711 North Roop Street Carson City, Nevada 89701
3. Project Name: United Latino Community Client Advocates
4. Project Address/location: 1711 North Roop Street Carson City, Nevada 89701
5. Agency Director: Vacant
6. Board Chairperson: Yaraseth Anaya-Lugo
7. Contact person: Yaraseth Anaya-Lugo  
Phone number: 775-350-6068 E-Mail: yaralugov@hotmail.com  
Fax: 775-885-709 Website (if applicable) www.carsonluc.org
8. How long has your organization been in existence? 23 years In Carson City? 23 years
9. What is the overall mission of your organization?

United Latino Community is a non-profit organization that addresses the needs of the Latino population through advocacy, education, and community involvement in order to create thriving families and communities. The vision will be accomplished through the following purposes:

1. Family Advocacy
2. Quality Youth Programming
3. Immigration Services
4. Translation and Interpretation Services
5. Providing charitable and educational support services beneficial to the residents of Nevada, pursuant to Federal Internal Revenue Code 501(c) 3.

**TOTAL FUNDING REQUESTED:** 31,400

**BRIEF PROJECT DESCRIPTION:**

**Please provide a short description of your project (not your organization).**

United Latino Community addresses the needs of the Latino community through integration, advocacy and education. They assist individuals and families with referrals, translations, services applications, job placement, advocacy, citizenship classes and much needed legal advice. United Latino Community obtained its 501c3 in January 1, 2013.

**I. PROJECT ELIGIBILITY**

**A. Check all statements that describe HOW this project meets one of Carson City's goals:**

- ☒ A Safe and Secure Community
- ☒ A Healthy Community
- ☒ An Active and Engaged Community
- ☒ A Clean and Healthy Environment
- ☒ A Vibrant, Diverse and Sustainable Economy
- ☒ A Community Rich in History, Culture and the Arts
- ☒ A Community Dedicated to Excellence in Education
- ☒ A Physically and Socially Connected Community
- ☒ A Community Where Information is Available to All

**II. PROJECT DESCRIPTION**

The Five-year Consolidated Plan identifies priority community development needs for Carson City (see Appendix II). The need for your proposed project will be determined by identifying how the project impacts upon the adopted Consolidated Plan Priority Needs. Greater consideration will be given to projects that provide a clear description of the project with supporting data and methodology of how the project will meet these needs.

1. Describe the proposed project and whether the project is new, ongoing, or expanded from previous years.

United Latino Community was previously part of Nevada Hispanic Services and has been housed in the same city owned building since 2003. Nevada Hispanic Services withdrew support for the Carson City offices in 2009 and United Latino Community (ULC) became part of Partnership Carson City. As part of the move to be self-sufficient ULC obtained its 501c3 status in January 1, 2013.

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United Latino Community (ULC) formally known as Nevada Hispanic Services (NHS) has had a Client Advocate Program for 23 in in Carson City. The Client Advocate program serves as the introductory portal to the variety of services provided by United Latino Community. The Client Advocate Program addresses the Table 2B Priorities through offering services to youth, seniors, legal services and substance abuse services as well as health services. Clients who enter the ULC office are interviewed as to the purpose of their visit and the vast majority is able to get

satisfactory resolution through the Client Advocate. Many clients only require referral to the appropriate local agency and the Advocate can simply give them that referral or provide a telephonic introduction for them to that agency or provide translation services or interpretation services. In many cases the translation of written material requires the Advocate to accompany the client to another agency or meeting. Interpretation services also require the Advocate to accompany the client to a meeting with an employer, landlord, attorney or medical appointment. Advocates are required to have an extensive knowledge of city, state and federal resources as well as private agencies. Advocates also refer clients to a variety of programs offered either by ULC staff or at the ULC offices.

In the preceding year the Client Advocate program has been greatly improved and expanded. ULC's staff is continually being trained to better assist the community. In addition, the services offered by ULC have also been expanded:

- Community Educational Workshops
- Assisting Carson residents to meet requirement of the new Health Care Reform
- Offers computer classes (including the awarding of a free computer to students who graduate the program) in Spanish/English
- Parenting classes using the Active Parenting format
- Classes for self-management of chronic diseases
- Education program for first offender juveniles and their parents
- Communication program for young teens that is offered in local Middle Schools.
- Community Ambassador Program that assists Latino parents to be better prepared to help their children in the school system.
- ESL Classes- ULC has established a close partnership with ESL-In Home program to give ESL classes.
- Citizenship Education- Offering classes for Carson City residents who are interested in becoming United State citizens. Providing classes in English in order to guide and assist client with the citizenship process. With the ultimate goal smoothly transition to the U.S. cultural assimilation.
- Immigration Legal Services

The Client Advocates are deeply involved in all these programs.

2. If the proposed project already exists, please describe your success rates in meeting Carson City's goals:

The majority of Latino residents of Carson City live in the Very Low to Low income limits. Therefore it is safe to say that 100%, or nearly so, of ULC clients fall in the low to moderate income persons category. In 2013 – 2014 ULC served 1191 Carson City residents as well as clients from the surrounding areas.

3. Describe who will benefit from the proposed project.

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Certainly the main focus of ULC is the Latino population but the answer to the question who will benefit is the entire community of Carson City. As ULC also serves anyone who comes into the our office. Every client assisted by ULC becomes less of a burden on the city and a more fully functioning member of our society.

4. How will the funds be used on this project?

The funds will be used primarily for our Client Advocate program, specifically for staff and office expenses. The other programs mentioned previously are funded through a variety of other sources. For example, the computer lab for our computer classes was funded through a Justice Assistance Grant. Our program for first offender juveniles was funded through the Office of Juvenile Justice and Delinquency Prevention. The Community Ambassador program has been funded through the Carson City District Attorney's Office. The chronic disease self-management classes are funded through the state Health Department and Center for Disease Control. The parenting classes are funded with the assistance of a grant addressing underage drinking. The Educational Community Workshop are ran by community volunteers. ESL classes are provided partially by In Home ESL and a SAPT grant. ULC has developed a Memorandums Of Understanding with the Mexican Consulate in Las Vegas.

6. Describe how your organization plans to reduce the need for grant funding in the future:

ULC has gone through an extensive strategic plan process this year and has developed a sliding fee scale and fee for services plan. ULC office hours have been adjusted and are now reduced to be more effectively utilized. The ULC staff has been kept at the same level, three part-time positions, by extensive use of volunteers.

6. Could your organization use less than the amount of funds requested for the proposed project? Please explain.

Receiving less would mean not developing the goals of the strategic plan and thereby greatly reducing the goal of becoming self-sufficient. Funds would have to be drawn from other sources because the Client Advocate program is critical to ULC. ULC has become the point of contact for many agencies in our community, such as:

- Carson City School District
- Carson Juvenile
- Carson City Sheriff's Office
- Carson Mental Health
- Client Advocates to Domestic Violence

7. Are there other agencies or organizations that provide the same service as your organization? If so, how do you coordinate your services with that organization?

There are no other agencies focused primarily on the Latino Community in Carson City and in fact, with the closing of Nevada Hispanic Services in Reno in July, 2012, ULC is the only such agency in Northern Nevada. ULC does work with other agencies in Carson City such as the Ron Woods Family Resource Center, ESL-In Home Program, Volunteer Attorneys Of Rural Nevada, Advocates To End Domestic Violence and many city and states services including Carson City School District, Carson City Juvenile Probation, and Carson City Health and Human Services.

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### III. PROJECT MEASUREMENT

Carson City has implemented a Performance and Outcome Measurement System into the application and grant/project administration process. When completing this section, keep in mind that **outputs** are specific descriptions of what your project is intended to accomplish (such as serve a total of 20 clients) and **outcomes** are the benefits or changes that result from the program (such as how well the service met the client needs).

1. What are the projected **outputs**, or total number of people served, from this project?

For the 2014 – 2015 grant period United Latino Community will serve approximately 2000 clients in the Client Advocate Program. Of these, 20% will be clients under the age of eighteen, 65% will be between eighteen and sixty years of age and 15% will be over 60 years of age.

2. Of the total number of people in Question 1, how many of these are low-to-moderate income (LMI)? How many are Carson City residents?

Approximately 95% of clients seen in the Carson City offices of United Latino Community are Carson City residents. Of those, approximately 70% are Low to Moderate Income and another 25% are Very Low Income.

3. What is the projected **outcome** of this /project? (How will the outputs benefit the total number of people in Question 1?)

A major goal of United Latino Community is to not only help clients get their needs met but to show them how to be able to help themselves and to help their families. Every client who enters the United Latino Community offices is met with respect and an unqualified desire to be of service. Every client who leaves the office leaves with another tool to being a more productive member of the Carson City community.

4. What procedures will be put into effect to create, compile and maintain data to track performance measurement for this project?

Through the strategic plan developed this year, new methods have been developed to capture statistical data regarding the number and type of issues brought to the office by ULC clients and the revenue developed by the variety of programs offered by the Client Advocates and Volunteers.

## IV. PROJECT BUDGET

Complete the Budget Summary chart (modify categories as necessary). More detailed budgets may be attached in support of the proposal. Identify sources of leveraged funding for the activity. Include the status of these funds (i.e. cash on hand, grants received, planned fund-raising, etc.) Attach copies of funding commitment letters or other evidence of funding support. Leveraged funds are not required but are encouraged.

<b>Project Title:</b>	<b>Funds Requested</b>	<b>Leveraged Funds</b>	<b>Total Funds</b>
<b>Project Expenses FY 2014-15</b>			
Salaries and Benefits	\$25,000	12,000	37,000
Rent and Utilities	\$2,000	2,000	4,000
Mortgage	0	0	0
Equipment	0	3,000	3,000
Equipment Maintenance & Repair	\$1,500	2,000	3,500
Office Supplies	\$900	1,000	1,900
Operating Supplies	\$800	1,000	1,800
Postage and Shipping	0	0	0
Printing and Publications	0	0	0
Advertising and Promotion	\$700	1,000	1,700
Subscriptions and Dues	0	0	0
Liability/Other Insurance	500	0	500
Professional Fees	0	0	0
Other project costs: (Specify Below)			
<b>TOTALS</b>	<b>\$31,400</b>	<b>\$22,000</b>	<b>\$53,400</b>

## V. PROJECT ADMINISTRATION

A. Provide the names, phone numbers and e-mails of the following people. (There may be more than one person responsible in each category. If the specific individual is not known, please give a job title):

1. The person to whom all questions regarding the application should be directed:

Yaraseth Anaya-Lugo                      775-350-6068                      [yaralugov@hotmail.com](mailto:yaralugov@hotmail.com)

2. The person directly responsible for on-site supervision of the project, such as a project manager:

Yaraseth Anaya-Lugo                      775-350-6068                      [yaralugov@hotmail.com](mailto:yaralugov@hotmail.com)

3. The person responsible for the financial management of the project, including preparation, review, and approval of reimbursement requests:

Yaraseth Anaya-Lugo                      775-350-6068                      [yaralugov@hotmail.com](mailto:yaralugov@hotmail.com)

4. Please list the name, address, phone number, and e-mail of the person responsible for tracking the performance on this project.

Yaraseth Anaya-Lugo                      775-350-6068                      [yaralugov@hotmail.com](mailto:yaralugov@hotmail.com)

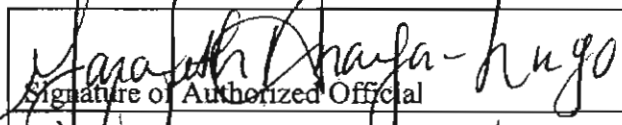
## VI. AGENCY INFORMATION

1. Proof of non-profit status for private agencies (governmental entities and schools are exempt):

Date of incorporation	02/22/2011
Date of IRS certification	01/14/2013
Tax exempt number	45-2503904

2. DUNS Number: 078738145  
For information on DUNS, go to: <http://www.dnb.com/get-a-duns-number.html>
3. Attach the following to each copy of the Proposal for Funding:
  - a. IRS Tax Exempt "501(c)(3)" letter.
  - b. Proof of incorporation from Secretary of State (CERTIFICATE ONLY). Go to <https://www.nvsilverflume.gov/certificate> You will need to register in order to get the certificate. Cost is \$50.
  - c. Current organization chart with names of staff members. Staff members may not serve as a Board Member of the agency they work for.
  - d. List of current Board of Directors and terms of office. If a member of your Board of Directors is in a position to obtain a financial benefit or interest from your proposed project, you may be ineligible for CDBG funds (See 24 CFR 570.611).
  - e. *For all 501(c)(3) non-profit organizations:* a copy of the organization's most recently submitted Federal Tax Return (Form 990 or 990EX). **PLEASE SUBMIT THE FIRST PAGE ONLY.** Governmental bodies and schools are exempt from this requirement.
4. Required Certification (see instructions):

Applicant certifies that to the best of his/her knowledge, all information submitted as part of this application is true. Applicant will comply with all grant and contract requirements if funding is approved.

 Signature of Authorized Official	1.16.14 Date
Varaseth Anaya-Lugo- Typed Name and Title of Authorized Official	775-350-6068 Phone Number

 Signature of President of Board of Directors	1.16.14 Date
Varaseth Anaya-Lugo Typed Name of President of Board of Directors	775-350-6068 Phone Number

**Annual Report**  
**For Community Support Services Funding**  
**Fiscal Year 2013-2014**

Name of Organization: United Latino Community

Program/Project: United Latino Community Client Advocate

Amount of Funds Received \$ 20,000

Contact Person: Yaraseth Anaya –Lugo

Mailing Address: 1711 North Roop Street

City: Carson City State: Nevada Zip Code: 89701

Phone Number: (775) 350-6068 E-mail: yaralugov@hotmail.com

Date Submitted: 01/17/2014

1. Please attach a final financial income and expense statement that specifically explains how grant funds were used, including a comparison between your budgeted and your actual incomes and expenses.

See Attached

2. Evaluate your achievement of the measurable outcomes listed in your application:

This year United Latino Community met and exceeded our projected outcomes of serving Carson City residents for FY 2013-2014. The goal was met through walk in clients which received services in their area of need from our Client Advocate. Clients who walked into our office received assistance with completion of forms, referrals, translations/interpretations, and advocacy amongst other services. In addition ULC offered bilingual workshops in community identified topics of interest and need. Such workshops included:

- Diabetes Education (4 classes of 14 participants per class)
- Eight Week Citizenship Class (8 attendees of which 5 received their US Citizenship)
- Two Driving Authorization Workshops (total of 112 Carson City attendees)

3. Approximately how many people benefitted from your project? How many of those people were Carson City residents? What were some of the individual benefits?

---

ULC served well over 200 people in our community. Of the number of people served in our office 95% were Carson City residents.

The individual benefits varied as we cover a wide scope of services. Some examples of such benefits are listed below.

- Five adults received their US Citizenship
- Numerous individuals received assistance with the SNAP, Medicaid, TANF, and unemployment benefits application process
- ULC has assisted Carson City residents with information and filing of the Healthcare Reform application

4. What specific community benefit did your project provide Carson City?

ULC brings our community the benefit of providing information to our Latino population in an effort to integrate them into the larger community.

5. Will this program/project be reoccurring? How do you anticipate funding the project in the future?

This services provided by ULC are reoccurring. We anticipate to fund this program in the future by seeking additional grant opportunities, as well as utilizing the income that is brought in by the fees charged by our office (sliding scale).

6. Describe any challenges that impacted your program.

The greatest challenge that impacted our program was the delay in receiving our non-profit status. This delay limited the number of grant opportunities that we could access.

**UNITED LATINO COMMUNITY**

**CITY GRANT EXPENSE REPORT FOR 2013- 2014**

Effective Date: 1/17/14

Executive Director Salary: \$6,085.00 allocated and Paid.

Angelica Oroco, Community Advocate: \$13,915.00 allocated, and \$7,256.44 PAID

Balance in grant: \$6,658.56

*Yarajesh Sharma 1.17.14*



**Carson City**  
**Community Support Services Grant (CSSG)**  
**Program Application**  
**Fiscal Year 2014–2015**

*An electronic version of this document is available at [carson.org/cssg](http://carson.org/cssg)*

**APPLICATIONS ARE DUE\*:** **JANUARY 17, 2014, 4:00 P.M.**

**PLEASE SUBMIT 2 COPIES TO:** **CARSON CITY PLANNING DIVISION**  
**108 E. PROCTOR ST.**  
**CARSON CITY, NV 89701**

**\*The deadline established is firm. Any application received after the deadline will not be considered for funding. Applications must be unstapled. PLEASE READ ATTACHED INSTRUCTIONS ON PAGE 15 FOR MORE INFORMATION.**

1. Agency Name: Rural Center For Independent Living and Do Drop In
2. Agency Mailing Address: 1895 E. Long Street \_\_\_\_\_
3. Project Name: Transportation and Identification
4. Project Address/location: 1895 E. Long Street \_\_\_\_\_
5. Agency Director: Dee Dee Foremaster
6. Board Chairperson: Dr. Yael Kassorla
7. Contact person: Dee Dee Foremaster  
Phone number: 775-841-2580 E-Mail: Fearless Foremaster@gmail.com  
Website (if applicable) \_\_\_\_\_
8. How long has your organization been in existence? 1998 In Carson City? 1998
9. What is the overall mission of your organization? **To provide services to enhance the ability of people of all ages and all disabilities to live independently in our community.**
10. TOTAL FUNDING REQUESTED: \$6,000 \_\_\_\_\_

**BRIEF PROJECT DESCRIPTION:**

*Please provide a short description of your project (not your organization).*

**For individuals with disabilities who are homeless or in danger of becoming homeless provides fees for background checks, birth certificates and identification cards. These documents are necessary in order to get employment and obtain services such as Rural Housing, Social Security, city welfare deposit program. Bus passes are for transportation for medical treatment, benefit assistance appointments, and employment.**



## I. PROJECT ELIGIBILITY

- A. Check all statements that describe HOW this project meets one of Carson City's goals:

- ☒ A Safe and Secure Community
- ☒ A Healthy Community
- ☐ An Active and Engaged Community
- ☐ A Clean and Healthy Environment
- ☐ A Vibrant, Diverse and Sustainable Economy
- ☐ A Community Rich in History, Culture and the Arts
- ☐ A Community Dedicated to Excellence in Education
- ☐ A Physically and Socially Connected Community
- ☐ A Community Where Information is Available to All

## II. PROJECT DESCRIPTION

The Five-year Consolidated Plan identifies priority community development needs for Carson City (see Appendix II). The need for your proposed project will be determined by identifying how the project impacts upon the adopted Consolidated Plan Priority Needs. Greater consideration will be given to projects that provide a clear description of the project with supporting data and methodology of how the project will meet these needs.

1. Describe the proposed project and whether the project is new, ongoing, or expanded from previous years.

**We would like to expand this program to serve 400 people a year. Approximately \$300 per month will be used to provide bus passes for clients needing transportation to medical, benefit assistance and employment appointments and during the first weeks of employment (until they get their first check). Approximately \$300 per month will be used to provide fees for background checks, birth certificates and identification cards, to obtain employment, housing and obtain services such as Rural Housing, Social Security, city welfare deposit program, state food stamps and TANF.**

2. If the proposed project already exists, please describe your success rates in meeting Carson City's goals: **Carson City's need for handicapped services is rated as a High Priority need. RCIL works with handicapped individuals only. This helps meet Carson City's goal to provide more handicapped services. Currently RCIL and Do Drop In provide stable permanent housing for 90 individuals per year. We would like to increase that to provide housing for 200 individuals per year and provide assistance to 200 individuals in danger of losing their housing.**

---

**Getting disabled individuals off the streets and into stable housing, where they can receive medical and mental health services meets Carson City's goal of a Safe and Secure Community and A Healthy Community. The stable housing allows them to access jobs, benefits, mental health and treatment services in a more consistent manner. Our services, in conjunction with other community providers, provide the support services necessary to ensure success in maintaining housing, benefits, jobs, mental health and medical**

**treatment. The services keep the homeless disabled in stable housing. The individuals continued success is supported through the intensive wrap-around services we provide, through our volunteer network.**

3. Describe who will benefit from the proposed project.  
**400 Individuals with disabilities residing in Carson City, who are homeless or in danger of becoming homeless .**
4. How will the funds be used on this project?  
**Approximately \$300 per month will be used to provide bus passes for clients needing transportation to medical, benefit assistance and employment appointments and during the first weeks of employment (until they get their first check). Approximately \$300 per month will be used to provide fees for background checks, birth certificates and identification cards, to obtain employment, housing and obtain services such as Rural Housing, Social Security, city welfare deposit program, state food stamps and TANF.**
5. Describe how your organization plans to reduce the need for grant funding in the future:  
**As the economy improves, we are optimistic that donations will increase to fund this program in the future. We continue to apply for grant and foundation funding and engage in fund-raising activities year around.**

6. Could your organization use less than the amount of funds requested for the proposed project? Please explain. **As with most non-profits, these are challenging financial times. We have been careful to make sure our funds go to those who need it. Reduced funding means saying no to more individuals who need these services and means increased costs for the city.**

**According to the National Alliance To End Homelessness, people experiencing homelessness are more likely to access the most costly health care services.**

**According to a report in the New England Journal of Medicine, homeless people spent an average of four days longer per hospital visit than comparable non-homeless people. This extra cost, approximately \$2,414 per hospitalization, is attributable to homelessness.**

**According to a University of Texas two-year survey of homeless individuals, each person cost the taxpayers \$14,480 per year, primarily for overnight jail We would be happy to take \$3,000 in disabled citizens bus passes in lieu of cash for the transportation portion of our grant.**

7. Are there other agencies or organizations that provide the same service as your organization? If so, how do you coordinate your services with that organization?  
**We do not serve the mostly transient population other homeless centers serve. No one provides the intensive wrap-around services we provide for individuals residing in Carson City who are disabled homeless or those individuals who are disabled and in danger of becoming homeless and their families. We have cooperative relationships with many of the local city, state and federal agencies serving the homeless and the disabled and strive to meet the needs of our clients through cooperation with these agencies.**

### III. PROJECT MEASUREMENT

Carson City has implemented a Performance and Outcome Measurement System into the application and grant/project administration process. When completing this section, keep in mind that **outputs** are specific descriptions of what your project is intended to accomplish (such as serve a total of 20 clients) and **outcomes** are the benefits or changes that result from the program (such as how well the service met the client needs).

1. What are the projected **outputs**, or total number of people served, from this project? **A minimum of 400 individuals with disabilities residing in Carson City, who are homeless or in danger of becoming homeless will be provided with bus passes in order to obtain and maintain employment, benefit assistance, obtain and maintain medical services and/ or will be provided fees for background checks, birth certificates or ID cards in order to get into stable housing and obtain services to maintain stable housing. Project starting date: 7/01/14- 6/30/15.**
2. Of the total number of people in Question 1, how many of these are low-to-moderate income (LMI)? How many are Carson City residents? **400 and 400**
3. What is the projected **outcome** of this /project? (How will the outputs benefit the total number of people in Question 1?) **400 people with disabilities who are homeless or in danger of becoming homeless will be able to obtain or maintain stable long term housing.**
4. What procedures will be put into effect to create, compile and maintain data to track performance measurement for this project?  
**A. Quantitative Measurement will be done by using the RCIL's Receipts and Intake Forms to track the number of clients served and the services provided and will be reported quarterly to our Board of Directors and yearly to the city.**  
**B. Qualitative Measurement will be done by providing a client survey to the individuals involved in the program and reporting the outcome of the surveys to our Board quarterly and the city yearly.**

## IV. PROJECT BUDGET

Complete the Budget Summary chart (modify categories as necessary). More detailed budgets may be attached in support of the proposal. Identify sources of leveraged funding for the activity. Include the status of these funds (i.e. cash on hand, grants received, planned fund-raising, etc.) Attach copies of funding commitment letters or other evidence of funding support. Leveraged funds are not required but are encouraged.

<b>Project Title:</b>	<b>Funds Requested</b>	<b>Leveraged Funds</b>	<b>Total Funds</b>
<b>Project Expenses FY 2014-15</b>			
Salaries and Benefits			
Rent and Utilities			
Mortgage			
Equipment			
Equipment Maintenance & Repair			
Office Supplies			
Operating Supplies			
Postage and Shipping			
Printing and Publications			
Advertising and Promotion			
Subscriptions and Dues			
Liability/Other Insurance			
Professional Fees			
Other project costs: (Specify Below)			
Identification and background checks	3000		3000
Bus Transportation Cost	3,000		3000
Farmers Market Fund raising		2000	2000
<b>TOTALS</b>	<b>6000</b>	<b>2000</b>	<b>8000</b>

## V. PROJECT ADMINISTRATION

A. Provide the names, phone numbers and e-mails of the following people. (There may be more than one person responsible in each category. If the specific individual is not known, please give a job title):

1. The person to whom all questions regarding the application should be directed:  
Dee Dee Foremaster, Executive Director  
775-841-2580
2. The person directly responsible for on-site supervision of the project, such as a project manager:  
Dee Dee Foremaster, Executive Director  
775-841-2580
3. The person responsible for the financial management of the project, including preparation, review, and approval of reimbursement requests:  
Preparation, Dee Dee Foremaster  
Review and approval of reimbursement requests, Dee Dee Foremaster and Dawn Cleaveland, Treasurer  
Final approval of reimbursements are from the Board of Directors
4. Please list the name, address, phone number, and e-mail of the person responsible for tracking the performance on this project;  
Dee Dee Foremaster, Executive Director, fearlessforemaster@gmail.com  
775-841-2580

## VI. AGENCY INFORMATION

1. Proof of non-profit status for private agencies (governmental entities and schools are exempt):

Date of incorporation	1998
Date of IRS certification	12/16/03
Tax exempt number	88-0389130

2. DUNS Number: 130588655  
For information on DUNS, go to: <http://www.dnb.com/get-a-duns-number.html>

3. Attach the following to each copy of the Proposal for Funding:

- a. IRS Tax Exempt "501(c)(3)" letter.
- b. Proof of incorporation from Secretary of State (CERTIFICATE ONLY). Go to <https://www.nvsilverflume.gov/certificate> You will need to register in order to get the certificate. Cost is \$50.
- c. Current organization chart with names of staff members. Staff members may not serve as a Board Member of the agency they work for.
- d. List of current Board of Directors and terms of office. If a member of your Board of Directors is in a position to obtain a financial benefit or interest from your proposed project, you may be ineligible for CDBG funds (See 24 CFR 570.611).
- e. *For all 501(c)(3) non-profit organizations:* a copy of the organization's most recently submitted Federal Tax Return (Form 990 or 990EX). **PLEASE SUBMIT THE FIRST PAGE ONLY.** Governmental bodies and schools are exempt from this requirement.

4. Required Certification (see instructions):

Applicant certifies that to the best of his/her knowledge, all information submitted as part of this application is true. Applicant will comply with all grant and contract requirements if funding is approved.

<i>Diana Foremaster</i> Signature of Authorized Official	1/16/2014 Date
Diana Foremaster Typed Name and Title of Authorized Official	775-841-2580 Phone Number

<i>Yael Kassorla</i> Signature of President of Board of Directors	1/10/2014 Date
Yael Kassorla Typed Name of President of Board of Directors	775-841-2580 Phone Number



**Carson City**  
**Community Support Services Grant (CSSG)**  
**Program Application**  
**Fiscal Year 2014–2015**

*An electronic version of this document is available at [carson.org/cssg](http://carson.org/cssg)*

**APPLICATIONS ARE DUE\*:** **JANUARY 17, 2014, 4:00 P.M.**

**PLEASE SUBMIT 9 COPIES TO:** **CARSON CITY PLANNING DIVISION**  
**108 E. PROCTOR ST.**  
**CARSON CITY, NV 89701**

**\*The deadline established is firm. Any application received after the deadline will not be considered for funding. Applications must be unstapled. PLEASE READ ATTACHED INSTRUCTIONS ON PAGE 15 FOR MORE INFORMATION.**

1. Agency Name: ORMSBY ASSOCIATION OF CARSON CITY
2. Agency Mailing Address: P.O. BOX 491 CARSON CITY, NV 89702
3. Project Name: HELPING ADULTS WITH DEVELOPMENTAL DISABILITIES LIVE IN THE COMMUNITY
4. Project Address/location: 930 EAST CORBETT STREET
5. Agency Director: MARY WINKLER
6. Board Chairperson: PAUL FERRIN
7. Contact person: MARY WINKLER  
Phone number: (775)882-8520 E-Mail: mary@ormsbyarc.org  
Fax: (775)882-7202 Website (if applicable) NA
8. How long has your organization been in existence? 45 YRS In Carson City? 45 YRS
9. What is the overall mission of your organization?  
To enable adults with developmental disabilities to participate in the community by providing training and support to help them to live successfully in the community and increase their self-sufficiency.
10. TOTAL FUNDING REQUESTED: \$ 13,500.

**BRIEF PROJECT DESCRIPTION:**

***Please provide a short description of your project (not your organization).***

Continue to work with adults with developmental disabilities who are living in the community to enable them to continue to live and participate in the community and avoid becoming among the homeless. We work to increase their self-sufficiency.

- 
- 
3. Describe who will benefit from the proposed project.  
Adults with developmental disabilities will benefit by increased self-sufficiency and self-esteem, becoming more and more involved in community. The community benefits by not having them homeless and on the streets causing problems.
- 
- 
4. How will the funds be used on this project?  
Funds will be used to assist with unfunded portions of our programs, primarily occupancy costs for our programs in order to continue training and other services.
- 
- 
5. Describe how your organization plans to reduce the need for grant funding in the future:  
We continue to explore additional funding efforts. We tried some consignment articles in our Thrift Store, with very limited success. We continue to promote our sub-contract abilities with private industry. We continue to work with other providers and advocates to increase the rate paid to us by the State for providing services. This rate has not been increased for seven years.
- 
- 
6. Could your organization use less than the amount of funds requested for the proposed project? Please explain.  
We would certainly do our best to fill in additional gaps. We feel our request is moderate but understand your budget restraints. We do feel this is an essential service for our clients and will make every attempt to continue the service.
- 
- 
7. Are there other agencies or organizations that provide the same service as your organization? If so, how do you coordinate your services with that organization?  
Some for-profit agencies provide segments of services but not necessarily the type that we provide. We do provide a continuum of services. We work together to avoid duplication and to fill service gaps.
- 
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### III. PROJECT MEASUREMENT

Carson City has implemented a Performance and Outcome Measurement System into the application and grant/project administration process. When completing this section, keep in mind that **outputs** are specific descriptions of what your project is intended to accomplish (such as serve a total of 20 clients) and **outcomes** are the benefits or changes that result from the program (such as how well the service met the client needs).

1. What are the projected **outputs**, or total number of people served, from this project?

We anticipate serving 65 people, as a minimum. We have new contracts to provide services for Vocational Rehabilitation and for the Veterans Administration. Total number is dependent upon budgets of these agencies and of our existing contractor, Rural Regional. The number could be much higher if these contracts open up for evaluation services.

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2. Of the total number of people in Question 1, how many of these are low-to-moderate income (LMI)? How many are Carson City residents?

All are low-to-moderate income and all are residents of Carson City.

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3. What is the projected **outcome** of this /project? (How will the outputs benefit the total number of people in Question 1?)

Outcomes will include training people in job skills, helping people to find employment, and helping people to maintain employment, making it possible for them to lead more meaningful lives as a part of the community.

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4. What procedures will be put into effect to create, compile and maintain data to track performance measurement for this project?

OACC uses many tracking methods. There are procedures to track data on a daily basis. These include production rates, promotions in employment, the decrease of assistance, and the increase in self-sufficiency. We set goals for each person and criteria for tracking these. A team of professionals reviews these on a minimum of a quarterly basis.

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#### IV. PROJECT BUDGET

Complete the Budget Summary chart (modify categories as necessary). More detailed budgets may be attached in support of the proposal. Identify sources of leveraged funding for the activity. Include the status of these funds (i.e. cash on hand, grants received, planned fund-raising, etc.) Attach copies of funding commitment letters or other evidence of funding support. Leveraged funds are not required but are encouraged.

<b>Project Title: Helping Adults with Disabilities</b>	<b>Funds Requested</b>	<b>Leveraged Funds</b>	<b>Total Funds</b>
<b>Project Expenses FY 2014-15</b>			
Salaries and Benefits			
Rent and Utilities	8500		
Mortgage			
Equipment			
Equipment Maintenance & Repair	500.		
Office Supplies			
Operating Supplies	1500		
Postage and Shipping			
Printing and Publications			
Advertising and Promotion			
Subscriptions and Dues			
Liability/Other Insurance	3000		
Professional Fees			
Other project costs: (Specify Below)			
<b>TOTALS</b>	<b>13,500.</b>		

## V. PROJECT ADMINISTRATION

- A. Provide the names, phone numbers and e-mails of the following people. (There may be more than one person responsible in each category. If the specific individual is not known, please give a job title):

1. The person to whom all questions regarding the application should be directed:

Mary Winkler 775-882-8520

Helen Coston

2. The person directly responsible for on-site supervision of the project, such as a project manager:

Mary Winkler 775-882-8520

Helen Coston 775-882-8520

3. The person responsible for the financial management of the project, including preparation, review, and approval of reimbursement requests:

Mary Winkler 775-882-8520

Paul Fern 775-882-8520

4. Please list the name, address, phone number, and e-mail of the person responsible for tracking the performance on this project.

Mary Winkler PO Box 491 Carson City, NV 89702 mary@ornsbysarc.org

## VI. AGENCY INFORMATION

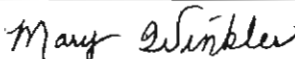
1. Proof of non-profit status for private agencies (governmental entities and schools are exempt):

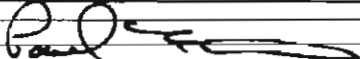
Date of incorporation	9/24/1999
Date of IRS certification	3/29/1971
Tax exempt number	88 0108559

2. DUNS Number: **082110024**  
For information on DUNS, go to: <http://www.dnb.com/get-a-duns-number.html>

3. Attach the following to each copy of the Proposal for Funding:
- IRS Tax Exempt "501(c)(3)" letter.
  - Proof of incorporation from Secretary of State (CERTIFICATE ONLY). Go to <https://www.nysilverflume.gov/certificate> You will need to register in order to get the certificate. Cost is \$50.
  - Current organization chart with names of staff members. Staff members may not serve as a Board Member of the agency they work for.
  - List of current Board of Directors and terms of office. If a member of your Board of Directors is in a position to obtain a financial benefit or interest from your proposed project, you may be ineligible for CDBG funds (See 24 CFR 570.611).
  - For all 501(c)(3) non-profit organizations: a copy of the organization's most recently submitted Federal Tax Return (Form 990 or 990EX). **PLEASE SUBMIT THE FIRST PAGE ONLY.** Governmental bodies and schools are exempt from this requirement.
4. Required Certification (see instructions):

Applicant certifies that to the best of his/her knowledge, all information submitted as part of this application is true. Applicant will comply with all grant and contract requirements if funding is approved.

 Signature of Authorized Official	<i>1/16/14</i> Date
Mary W. Winkler, Executive Director Typed Name and Title of Authorized Official	775 882-8520 Phone Number

 Signature of President of Board of Directors	<i>1/15/14</i> Date
Paul Ferrin Typed Name of President of Board of Directors	775 883-1672 Phone Number

**Annual Report**  
**For Community Support Services Funding**  
**Fiscal Year 2013-2014**

Name of Organization: ORMSBY ASSOCIATION OF CARSON CITY  
Program/Project: Helping Adults with Developmental Disabilities Live in the Community  
Amount of Funds Received \$ 10,000  
Contact Person: Mary Winkler  
Mailing Address: P.O. Box 491  
City: Carson City State: NV Zip Code: 89702  
Phone Number: (775)882-8520 E-mail: mary@ormsbyarc.org  
Date Submitted: January 16, 2014

1. Please attach a final financial income and expense statement that specifically explains how grant funds were used, including a comparison between your budgeted and your actual incomes and expenses.
2. Evaluate your achievement of the measurable outcomes listed in your application:

As in former years, this program has kept our people from becoming a burden to society and from becoming homeless. An additional four people now handle their own living expenses. The people we serve will always need some assistance with handling finances; i.e. budgeting and paying bills. Of those we serve, we have had to add additional assistance due to health or aging.

3. Approximately how many people benefitted from your project? How many of those people were Carson City residents? What were some of the individual benefits?

Forty-eight people received benefits from our project. One benefit is the ability to earn additional money, thus increasing the ability to pay one's own expenses and build self-esteem. Four additional were employed in the community or received pay increases. Five of those involved in job training were able to increase production rates. Eleven worked in private industry under our supervision. As before, one benefit that is difficult to measure is that they seem happier and thus take a greater part in the community.

4. What specific community benefit did your project provide Carson City?

Kept additional people from becoming homeless. Involvement in the community helps to keep our people from causing problems because they are lonely or hungry or uninvolved.

5. Will this program/project be reoccurring? How do you anticipate funding the project in the future?

This program is on-going and will always be needed and OACC will continue it as long as funds allow. We expect to continue as we have – by grants, donations, sub-contract work with local businesses, by continuing to attempt to increase thrift store income, and by investigating additional sources of revenue. We are also working with other groups to advocate the increase of state funding. Nevada is under the average in the United States and hasn't had an increase in seven years while requirements have increased.

6. Describe any challenges that impacted your program.

Money, as always, is a challenge, as is the decrease in placements by the State due to funding cuts. They haven't been able to place people from the waiting list into programs. We have lost contracts in our job training program as companies cut back and even close. We have been able to keep contracts without a large loss.

## ORMSBY ARC BUDGET 2013-2014

## Occupancy Costs for Job Training Programs

	Annual Budget 2013-2014	Budget 6 months	Actual 7-12 2013 6 months
HEAT	1,000	500	680
POWER	2,500	1,250	1,179
TELEPHONE	2,500	1,250	2,261
WATER	200	100	582
SUPPLIES (Training & Contracts)	2,800	1,400	1,480
BUILDING MNT	400	200	50
HOUSEKEEPING SUPPLIES	1,200	300	210
SANITATION	4,800	2,400	2,369
EQUIPMENT MAINT	1,000	500	738
STORAGE	1,100	550	554
<b>TOTAL EXPENSES</b>	<b>17,500</b>	<b>8,450</b>	<b>10,103</b>
Actual for First 6 months of Carson City Grant	5,000		

ACCOUNTING OF FUNDS FOR CARSON CITY GRANT 2013-2014



**Carson City**  
**Community Support Services Grant (CSSG)**  
**Program Application**  
**Fiscal Year 2014-2015**

*An electronic version of this document is available at [carson.org/cssg](http://carson.org/cssg)*

**APPLICATIONS ARE DUE\*:** **JANUARY 17, 2014, 4:00 P.M.**

**PLEASE SUBMIT 2 COPIES TO:** **CARSON CITY PLANNING DIVISION**  
**108 E. PROCTOR ST.**  
**CARSON CITY, NV 89701**

**\*The deadline established is firm. Any application received after the deadline will not be considered for funding. Applications must be unstapled. PLEASE READ ATTACHED INSTRUCTIONS ON PAGE 15 FOR MORE INFORMATION.**

1. Agency Name: ESL In-Home Program of Northern Nevada
2. Agency Mailing Address: 702 Sean Drive, Carson City, NV ~~89701~~
3. Project Name: ESL For Life, Work and School
4. Project Address/location: Same
5. Agency Director: Florence Phillips
6. Board Chairperson: Michael Davis
7. Contact person: Florence Phillips  
Phone number: 775-888-2021 E-Mail: eslinhomenv@aol.com  
Fax: \_\_\_\_\_ Website (if applicable) www.eslinhome.org
8. How long has your organization been in existence? 10 years In Carson City? 10 years
9. What is the overall mission of your organization?  
To help low-income non-English speakers learn to speak, read and write English, gain citizenship,  
and achieve their High School Equivalency, in a manageable, non-threatening environment. Thereby  
to improve participation in the community and to promote opportunities in life and employment.
10. TOTAL FUNDING REQUESTED: \$20,000

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**BRIEF PROJECT DESCRIPTION:**

***Please provide a short description of your project (not your organization).***

This program addresses the dire need for adult non-English speakers living in poverty to speak, read and write English. Volunteers teach a proven learning system, tailored to the needs of the individual so that each student may learn at their own best pace. Students quickly achieve unprecedented levels of English competency. We are expanding provision to parents of elementary school students, to improve children's educational achievement as well as family stability.



## I. PROJECT ELIGIBILITY

A. Check all statements that describe HOW this project meets one of Carson City's goals:

- ☒ A Safe and Secure Community
- ☒ A Healthy Community
- ☒ An Active and Engaged Community
- ☐ A Clean and Healthy Environment
- ☒ A Vibrant, Diverse and Sustainable Economy
- ☐ A Community Rich in History, Culture and the Arts
- ☒ A Community Dedicated to Excellence in Education
- ☒ A Physically and Socially Connected Community
- ☒ A Community Where Information is Available to All

## II. PROJECT DESCRIPTION

The Five-year Consolidated Plan identifies priority community development needs for Carson City (see Appendix II). The need for your proposed project will be determined by identifying how the project impacts upon the adopted Consolidated Plan Priority Needs. Greater consideration will be given to projects that provide a clear description of the project with supporting data and methodology of how the project will meet these needs.

1. Describe the proposed project and whether the project is new, ongoing, or expanded from previous years.

Having completed a five year federally sponsored VISTA project, ESL In-Home Program must re-structure our operating model, hiring employees to replace the VISTA Volunteers. In order to not adversely impact service provision to our thousands of low-income clients, we are discontinuing our geographic expansion, and centralizing all administrative functions. The CSSG-funded executive assistant has been critical to this process. We now embark upon a project to deepen and expand existing provision to parents of elementary school students in Carson City. Parents who cannot speak, read or write English cannot teach their children, who thus begin school at severe disadvantage to their peers, which can last into High-School and beyond. Less than 50% of 3rd graders who began school without speaking English can read at grade level. The 5-Year Plan acknowledges the strong rise in the city's Hispanic population. (US Census says 21.3% in 2011 vs 9.9% in 2000). Furthermore the plan states that poverty is significantly higher in Spanish-speaking households than in the general population (16.4% vs 10.8%). English acquisition empowers parents to find new and better jobs and to better assist their children's education, and health care is better accessed- all positive outcomes for the Consolidated Plan. We will expand ESL learning to 200 new students, giving these hard working families the chance to expand their opportunities in life, school, and work, and become participating members of the wider community.

2. If the proposed project already exists, please describe your success rates in meeting Carson City's goals:

New students beginning ESL in Carson City July - Dec 2013: 137 (Total 2013 = 288)

Students progressing to Level 3 or ability to hold short conversation in English:

Students taking General Equivalency class: 8 since July and 1 passed GED exam

Students attending citizenship preparation class: 37 with 4 completing since July 2013

Students achieving citizenship: 152 total to date (35 are awaiting fees or waiver of fees)  
Students finding new job or progressing in existing job: Tracking to be implemented March 2014

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3. Describe who will benefit from the proposed project.  
20% of Carson City families speak languages other than English at home, nearly 14% of residents have no high school diploma and 15% live in poverty, up from 14% in 2000 (US Census ). The Robert Wood Johnson Foundation study, "Living in America" of 2008 cited lack of English proficiency as one of the most profound difficulties facing immigrants, and one of the greatest barriers to success in this country. Our program benefits low-income non-English speakers, giving them essential tools for finding a decent job with a living wage, helping their children do better in school, accessing healthcare, and more.
4. How will the funds be used on this project?  
ESL In-Home Program has been severely impacted by the loss of our federally sponsored VISTA Volunteers, must replace them with paid employees. We have been given \$6,000 which we must match for our new Volunteer Coordinator. CSSG funds will be used toward this match and to fund essential increased hours for the executive assistant, to track student progress, maintain database, and perform vital administrative duties
5. Describe how your organization plans to reduce the need for grant funding in the future:  
In our post-recession economy, finding new sources of funding is a great challenge. ESL In-Home program is testing new fundraising events and increasing grant applications to local foundations. We are negotiating fee-for-service contracts with school districts to for ESL provision to parents of elementary students. We are founding a "Friends of ESL In-Home Program" and investigating a small business enterprise..
6. Could your organization use less than the amount of funds requested for the proposed project? Please explain.  
In 2013 we received less than requested and would certainly accept any grant this year. Some funds are better than none. However we request full funding in this transition year, to permit us to focus on funding other vital work, rather than make up this shortfall. As we develop additional revenue streams, we will reduce our requests to CSSG.
7. Are there other agencies or organizations that provide the same service as your organization? If so, how do you coordinate your services with that organization?  
ESL In-Home Program provides learning in English language and literacy, high school equivalency, computer skills and citizenship studies. We work closely with United Latino Community, Partnership Carson City and other local agencies, as actual provider to their clientele, using their premises. No other organization provides ESL at no cost, person attention and our flexible learning hours. We are expanding work with school districts to better benefit at risk

### III. PROJECT MEASUREMENT

Carson City has implemented a Performance and Outcome Measurement System into the application and grant/project administration process. When completing this section, keep in mind that **outputs** are specific descriptions of what your project is intended to accomplish (such as serve a total of 20 clients) and **outcomes** are the benefits or changes that result from the program (such as how well the service met the client needs).

1. What are the projected **outputs**, or total number of people served, from this project?

100 new tutors will be recruited to teach ESL in Carson City

50 individual one-on-one ESL classes x 2 per week, 10 group classes x 2 per week, for 50 weeks

5 high school equivalency group classes x 1 per week for 40 weeks

Weekly citizenship classes x1 per week for 50 weeks

3 computer competency group classes x 1 per week for total 30 weeks (3 x 10 weeks)

2. Of the total number of people in Question 1, how many of these are low-to-moderate income (LMI)? How many are Carson City residents?

99% of ESL In-Home students are low-to-moderate income. Although this agency operates in five counties of Northern Nevada, all data provided in this application refers to Carson City residents only.

3. What is the projected **outcome** of this /project? (How will the outputs benefit the total number of people in Question 1?)

200 new adult students will begin learning English as a Second Language in Carson City and 50% (100 students) will advance to at least Level 3 within one year of beginning the program

25 students will find new jobs or advance in existing jobs — 15 students will achieve their GED -----

40 students will complete the citizenship studies class and be assisted in completing their form I-912 (if eligible)

75% of learners will report improved involvement and communication with other members of community

25% will report improved communications with children's schoolteachers, leading to improved school performance for

4. What procedures will be put into effect to create, compile and maintain data to track performance measurement for this project?

ESL In Home Program of Northern Nevada records intake forms for all students. Students are assessed at the completion of each level of learning before progressing to the next level. The Assistant compiles materials to evaluate students' overall learning accomplishments, and how learning is impacting other areas of their lives, such as employment, job advancement, general well-being, community involvement, access to healthcare and children's achievements in school.

## IV. PROJECT BUDGET

Complete the Budget Summary chart (modify categories as necessary). More detailed budgets may be attached in support of the proposal. Identify sources of leveraged funding for the activity. Include the status of these funds (i.e. cash on hand, grants received, planned fund-raising, etc.) Attach copies of funding commitment letters or other evidence of funding support. Leveraged funds are not required but are encouraged.

<b>Project Title: ESL for Life, Work, and</b>	<b>Funds Requested</b>	<b>Leveraged Funds</b>	<b>Total Funds</b>
<b>Project Expenses FY 2014-15</b>			
Salaries and Benefits	20,000	14,500	34,500
Rent and Utilities		1,800	1,800
Mortgage		0	0
Equipment		0	0
Equipment Maintenance & Repair		600	600
Office Supplies		600	600
Operating Supplies		0	0
Postage and Shipping		600	600
Printing and Publications		300	300
Advertising and Promotion		0	0
Subscriptions and Dues		200	200
Liability/Other Insurance		2,600	2,600
Professional Fees		12,000	12,000
Other project costs: (Specify Below)			
Telecommunications		1,200	1,200
Educational Materials		10,000	10,000
Volunteer Expenses		3,000	3,000
Citizenship Fund		6,000	6,000
Leveraged Total		53,4000	
<b>TOTALS</b>	<b>20,000</b>	<b>73,400</b>	<b>73,400</b>

## V. PROJECT ADMINISTRATION

A. Provide the names, phone numbers and e-mails of the following people. (There may be more than one person responsible in each category. If the specific individual is not known, please give a job title):

1. The person to whom all questions regarding the application should be directed:

Florence Phillips, Executive Director 775-888-2021 eslinhomenv@aol.com

Kate High, Grant Writer 775-77201267 kate.high1@gmail.com

2. The person directly responsible for on-site supervision of the project, such as a project manager:

Florence Phillips, Executive Director

3. The person responsible for the financial management of the project, including preparation, review, and approval of reimbursement requests:

Florence Phillips, Executive Director

4. Please list the name, address, phone number, and e-mail of the person responsible for tracking the performance on this project.

Florence Phillips

702 Sean Drive, Carson City, NV 89701

775-888-2021

eslinhomenv@aol.com

## VI. AGENCY INFORMATION

1. Proof of non-profit status for private agencies (governmental entities and schools are exempt):

Date of incorporation	February 2004
Date of IRS certification	Sept 18, 2008
Tax exempt number	26- 1921147

2. DUNS Number: **829318810**  
For information on DUNS, go to: <http://www.dnb.com/get-a-duns-number.html>

3. Attach the following to each copy of the Proposal for Funding:

- a. IRS Tax Exempt "501(c)(3)" letter.
- b. Proof of incorporation from Secretary of State (CERTIFICATE ONLY). Go to <https://www.nvsilverflume.gov/certificate> You will need to register in order to get the certificate. Cost is \$50.
- c. Current organization chart with names of staff members. Staff members may not serve as a Board Member of the agency they work for.
- d. List of current Board of Directors and terms of office. If a member of your Board of Directors is in a position to obtain a financial benefit or interest from your proposed project, you may be ineligible for CDBG funds (See 24 CFR 570.611).
- e. *For all 501(c)(3) non-profit organizations:* a copy of the organization's most recently submitted Federal Tax Return (Form 990 or 990EX). **PLEASE SUBMIT THE FIRST PAGE ONLY.** Governmental bodies and schools are exempt from this requirement.

4. Required Certification (see instructions):

Applicant certifies that to the best of his/her knowledge, all information submitted as part of this application is true. Applicant will comply with all grant and contract requirements if funding is approved.

	Jan 12, 2014
Signature of Authorized Official	Date
Florence Phillips	775-888-2021
Typed Name and Title of Authorized Official	Phone Number

<i>Michael Davis</i>	Jan 12, 2014
Signature of President of Board of Directors	Date
Michael Davis	775-671-5028
Typed Name of President of Board of Directors	Phone Number

## VI. AGENCY INFORMATION

1. Proof of non-profit status for private agencies (governmental entities and schools are exempt):

Date of incorporation	February 2004
Date of IRS certification	Sept 18, 2008
Tax exempt number	26- 1921147


2. DUNS Number: **829318810**  
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- Current organization chart with names of staff members. Staff members may not serve as a Board Member of the agency they work for.
- List of current Board of Directors and terms of office. If a member of your Board of Directors is in a position to obtain a financial benefit or interest from your proposed project, you may be ineligible for CDBG funds (See 24 CFR 570.611).
- For all 501(c)(3) non-profit organizations: a copy of the organization's most recently submitted Federal Tax Return (Form 990 or 990EX). **PLEASE SUBMIT THE FIRST PAGE ONLY.** Governmental bodies and schools are exempt from this requirement.

4. Required Certification (see instructions):

Applicant certifies that to the best of his/her knowledge, all information submitted as part of this application is true. Applicant will comply with all grant and contract requirements if funding is approved.

 Signature of Authorized Official	Jan 12, 2014 Date
Florence Phillips Typed Name and Title of Authorized Official	775-888-2021 Phone Number

 Signature of President of Board of Directors	Jan 12, 2014 Date
Michael Davis Typed Name of President of Board of Directors	775-671-5028 Phone Number

**Annual Report**  
**For Community Support Services Funding**  
**Fiscal Year 2013-2014**

Name of Organization: ESL In-Home Program of Northern Nevada  
Program/Project: English as a Second Language for Work and Life  
Amount of Funds Received \$ 10,000  
Contact Person: Florence Phillips  
Mailing Address: 702 Sean Drive  
City: Carson City State: NV Zip Code: 89701  
Phone Number: 775-888-2021 E-mail: eslinhomenv@aol.com  
Date Submitted: January 2014

1. Please attach a final financial income and expense statement that specifically explains how grant funds were used, including a comparison between your budgeted and your actual incomes and expenses.

Clerical Workers paid:

a. Carol Hicks - Paid 8/12/13 -	\$2,673.67
b. Carol Hicks - Paid 9/17/13 -	412.10
c. Ana Torres - Paid 11/1/13 -	358.00
d. Ana Torres - Paid 12/31/13 -	320.00
e. Ana Torres - Paid 1/16/14 -	<u>330.00</u>

Total paid to date: \$4,093.77

Balance of award to be paid in wages Jan – June 2014: \$5,906.23 Hours will be increased this year.

2. Evaluate your achievement of the measurable outcomes listed in your application:

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ESL In-Home Program has enrolled 137 new English students since July 2013, far exceeding our goal of 75 new students. In addition, 37 students have taken the Citizenship class. Most of these cannot afford the \$680 required to take the citizenship examination, so we are developing a partnership with the LEAPS program at Catholic Charities of Northern Nevada to help these men and women apply for a waiver of fees.

Tracking of jobs data will be introduced in the second half of the current grant period.



3. Approximately how many people benefitted from your project? How many of those people were Carson City residents? What were some of the individual benefits?

121 Carson City residents have so far benefitted from this grant award, in the first six months of the grant period. A total of 327 disadvantaged men and women living outside Carson City have also benefitted, but they are not included in this report data.

Recipient benefits include increased assimilation into the community, better communication skills with essential institutions such as healthcare providers, children's schools, employers and more.

4. What specific community benefit did your project provide Carson City?

As English skills improve, men and women advance in their jobs and become productive members of the community, making it safer, more integrated and healthier for everyone. Acquisition of GED and advancement toward citizenship reinforces this.

5. Will this program/project be reoccurring? How do you anticipate funding the project in the future?

Our program is ongoing, successfully completing 10 years. Funds will come from grant proposals submitted as well as, hopefully, the City of Carson again.

6. Describe any challenges that impacted your program.

Our only challenge is recruiting more volunteers to decrease the numbers of adults on our wait-list, who are anxious to learn English language skills. A new funding award will secure the position of volunteer manager's position to launch a new outreach program to Rotary Clubs and other service groups in our area.

Upon initial receipt of the grant award, we hired an executive assistant who unfortunately was not able to stay with us. Her departure made progress slower than we had hoped, but she has been replaced and we are optimistic for the remainder of the grant period.

**Annual Report**  
**For Community Support Services Funding**  
**Fiscal Year 2013-2014**

Name of Organization: ESL In-Home Program of Northern Nevada  
Program/Project: English as a Second Language for Work and Life  
Amount of Funds Received \$ 10,000  
Contact Person: Florence Phillips  
Mailing Address: 702 Sean Drive  
City: Carson City State: NV Zip Code: 89701  
Phone Number: 775-888-2021 E-mail: eslinhomenv@aol.com  
Date Submitted: January 2014

1. Please attach a final financial income and expense statement that specifically explains how grant funds were used, including a comparison between your budgeted and your actual incomes and expenses.

Clerical Workers paid:

a. Carol Hicks - Paid 8/12/13 -	\$2,673.67
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e. Ana Torres - Paid 1/16/14 -	<u>330.00</u>

Total paid to date: \$4,093.77

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Our program is ongoing, successfully completing 10 years. Funds will come from grant proposals submitted as well as, hopefully, the City of Carson again.

6. Describe any challenges that impacted your program.

Our only challenge is recruiting more volunteers to decrease the numbers of adults on our wait-list, who are anxious to learn. A new funding award will secure the position of volunteer manager's position to launch a new outreach program to Rotary Clubs and other service groups in our area.

Upon initial receipt of the grant award, we hired an executive assistant who unfortunately was not able to stay with us. Her departure made progress slower than we had hoped, but she has been replaced and we are optimistic for the remainder of the grant period.



**Carson City**  
**Community Support Services Grant (CSSG)**  
**Program Application**  
**Fiscal Year 2014–2015**

*An electronic version of this document is available at [carson.org/cssg](http://carson.org/cssg)*

**APPLICATIONS ARE DUE\*:** **JANUARY 17, 2014, 4:00 P.M.**

**PLEASE SUBMIT 2 COPIES TO:** **CARSON CITY PLANNING DIVISION**  
**108 E. PROCTOR ST.**  
**CARSON CITY, NV 89701**

**\*The deadline established is firm. Any application received after the deadline will not be considered for funding. Applications must be unstapled. PLEASE READ ATTACHED INSTRUCTIONS ON PAGE 15 FOR MORE INFORMATION.**

1. Agency Name: Nevada Health Centers
2. Agency Mailing Address: 3325 Research Way Carson City, NV 89706
3. Project Name: Pharmacy Services for the Uninsured
4. Project Address/location: 3325 Research Way Carson City, NV 89706
5. Agency Director: Walter B. Davis, CEO
6. Board Chairperson: Steve Comer
7. Contact person: Katie Murphy-Bayne  
Phone number: 775-888-6678 E-Mail: kmurphy@nvrhc.org  
Fax: \_\_\_\_\_ Website (if applicable) www.nvrhc.org
8. How long has your organization been in existence? 36 years In Carson City?  
19
9. What is the overall mission of your organization?  
To provide access to quality healthcare services throughout Nevada.
10. **TOTAL FUNDING REQUESTED:** \$21,287

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**BRIEF PROJECT DESCRIPTION:**

*Please provide a short description of your project (not your organization).*

Nevada Health Centers is seeking funding for its Sierra Nevada Health Center in Carson City. The funding will be used to streamline pharmacy operations in order to increase workflow and serve the increasing amount of patients at the pharmacy. Funding is requested to install a work island, hanging bag system and a bulk storage cabinet unit.

## I. PROJECT ELIGIBILITY

A. Check all statements that describe HOW this project meets one of Carson City's goals:

- ☐ A Safe and Secure Community
- ☒ A Healthy Community
- ☐ An Active and Engaged Community
- ☐ A Clean and Healthy Environment
- ☐ A Vibrant, Diverse and Sustainable Economy
- ☐ A Community Rich in History, Culture and the Arts
- ☐ A Community Dedicated to Excellence in Education
- ☐ A Physically and Socially Connected Community
- ☐ A Community Where Information is Available to All

## II. PROJECT DESCRIPTION

The Five-year Consolidated Plan identifies priority community development needs for Carson City (see Appendix II). The need for your proposed project will be determined by identifying how the project impacts upon the adopted Consolidated Plan Priority Needs. Greater consideration will be given to projects that provide a clear description of the project with supporting data and methodology of how the project will meet these needs.

1. Describe the proposed project and whether the project is new, ongoing, or expanded from previous years.

Nevada Health Centers' Sierra Nevada Health Center (SNHC) operates the only federally funded, discounted, open door pharmacy in Carson City. We provide medications to our SNHC patients regardless of their ability to pay and regardless of whether or not they have insurance. Our homeless patients receive their medications at no-cost. Since we opened our doors in 2012, prescription volume has grown exponentially and this service has become a central focus of our daily operations. Before that time, the pharmacy was a closed door operation, focused on providing drug orders and various services to our other Health Centers. The current pharmacy casework design has significant obstructions to work-flow and the prescription processing areas have inadequate counter space. Access to the service window is limited to a single point of entry shared by the pharmacist and two technicians. This crowding becomes more profound as our prescription volume increases. This year, SNHC will be bringing on two new providers and one additional pharmacist to handle the ever increasing patient population. NVHC anticipates a patient and pharmacy volume increase of upwards of 30%. Our proposed pharmacy improvements reflect this shift in our focus. Our top priority is to provide affordable medications to our patients. In order to continue to grow in a safe and efficient manner, we need to invest in improvements to our workflow space and organization of our bulk drug and prescription will-call storage systems. NVHC is requesting funding from Carson City to make improvements to our existing pharmacy inside the Sierra Nevada Health Center for the purpose of streamlining our workflow and increasing our capacity to

provide affordable prescriptions to Carson City's low income patients. This is an existing project.

2. If the proposed project already exists, please describe your success rates in meeting Carson City's goals:

The Sierra Nevada Health Center, which houses the SNHC Pharmacy, has been providing quality, affordable health care to low to moderate income and uninsured individuals in Carson City since 1995; thus, meeting the CSSG goal of a healthy community. For the past 18 years, NVHC has operated on the principle that all people, regardless of where they live or their ability to pay, have the right to quality health care services. Sierra Nevada Health Center provides services on a sliding fee scale based on ability to pay. Although the SNHC Pharmacy has only been open to the public since 2012, the patient volume has increased from 20 patients per month to 323 patients per month. Of those 323 patients, 249 are either uninsured/low to moderate income and on the sliding fee scale or are uninsured "cash pay" patients, 39 have private insurance and the remaining 35 are Medicaid patients. Also, of those 323 patients, the average patient receives 3 prescriptions each, equating to 969 low-cost prescriptions filled each month. NVHC encourages all low to moderate income and uninsured individuals to utilize our services to maintain healthy lives and healthy families. It is our belief that healthy families create healthy communities.

Providing medication is an integral component of our Health Center's services and is often necessary to keep our patients healthy and ensure quality of life. Patients rely on prescriptions to recover from acute infections or injury, or maintain control of their chronic conditions. Keeping people healthy enables them to care for their families and prevents missed work days. While area pharmacies advertise \$4 formularies, only a limited number of medications are available at that price. Our patients utilize these retail formularies whenever possible, however, there remains a significant need for other important medications that are not available for \$4 and our pharmacy fills in this gap. We dispense medications critical to patient care at deeply discounted prices for our patients who qualify for the sliding scale based on their income level. For safety reasons, the pharmacy at SNHC does not prescribe narcotics for pain relief.

3. Describe who will benefit from the proposed project.

Patients at NVHC's Sierra Nevada Health Center are made up of uninsured individuals, those with Medicaid, Medicare or Nevada Check-up and a few individuals with private insurance. The majority of the patients seen at SNHC are low-income or uninsured. The Sierra Nevada Health Center is the only health facility that offers health care on a sliding fee scale in Carson City. Many of the drugs our patients need to treat acute or chronic diseases cost upward of \$100 at retail pharmacies. That is prohibitively expensive for people who are near poverty levels. As a Federally Qualified Health Center, our organization is able to purchase drugs under the 340B discount (government pricing), and this allows us to provide them to our patients at a deep discount. For example, a course of Avelox, an antibiotic used to treat pneumonia, retails for \$90.84 at Wal-Mart but the SNHC dispenses it to our low-income patients for \$11. This difference in price allows our patients to access medications they would not be able to pay for elsewhere. Access to medications like antibiotics, inhalers, and insulin helps to keep our patients from needing

emergency care and hospitalization. Individuals such as these benefit greatly from this program. In April of 2014, NVHC will be adding an additional Pharmacist in an effort to extend pharmacy hours and serve more of Carson City's communities. The pharmacy at SNHC is currently operating at full-capacity. Without a change to the current workflow model, the ability to serve the impending increase in patients is not feasible.

4. How will the funds be used on this project?

Former SNHC Pharmacy Director, and current consultant to the State Board of Pharmacy for Error Reduction and Workflow Improvement assessed the current layout of the SNHC pharmacy and determined that a more efficient system would enable the pharmacy to serve the increased influx of patients, leave less room for crowding and error and make the pharmacy more efficient overall. The current layout has pharmacy staff working at capacity. Through careful analysis of the current workflow module, a work island concept was conceived. This modification plan involves the removal of the current cabinetry attached to the wall at one end of the pharmacy and the addition of two large work islands. A technician and a pharmacist will work side by side on the island closest to the service window and each will access the service window from different sides of the island. The check-out area will remain next to the service window.

The removal of the two cabinets will impact bulk drug storage and prescription will-call storage. To address bulk drug storage, we are opting for a modular shelving system that can hold more drug stock in a smaller area. For prescription will-call, the pharmacy will use a hanging bag system built into the front work island to again hold more items in a smaller space. Included with this application are many schematics and drafts for your review. A more detailed explanation of these schematics may be given at the Board of Supervisors presentation if requested. Funding from this grant will cover the cost of the work island, modular shelving and hanging bag system.

5. Describe how your organization plans to reduce the need for grant funding in the future:

Funding for this project is a one-time request. Nevada Health Center's Sierra Nevada Health Center receives Federal funding to provide low-cost medications through the 340B Program. The 340B Drug Pricing Program (340B program) was created in 1992 to provide discounts on outpatient prescription drugs to select safety net providers, including among others, Federally Qualified Health Centers, of which Nevada Health Centers is only 4 in the state. Use of the 340B program can lead to significant cost savings and revenue generation for health centers. The National Association of Community Health Centers (NACHC) found that health centers save between 15%-60% on their prescription drug costs by using the 340B program. With one-time funding for this project, NVHC can improve workflow, see more patients and ultimately generate more revenue to serve homeless and severely impoverished patients that can't afford even the discounted rates.

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6. Could your organization use less than the amount of funds requested for the proposed project? Please explain.

NVHC has secured bids for this project. However, this project is on hold pending funding. With a reduction in the funding amount, we could possibly redesign the project or do a partial remodel in the interim.

7. Are there other agencies or organizations that provide the same service as your organization? If so, how do you coordinate your services with that organization?

The only other agency providing medical care and no-cost medications in Carson City is Friends in Service Helping (FISH). However, the services offered by FISH are limited and all medical and dispensary care is done by appointment only and it is our understanding that there is no Pharmacist on site. The Sierra Nevada Health Center is open 5 days a week, 7:00am – 5:00pm and has a walk-in clinic for those who need emergent care or do not have the resources to make and track an appointment. The Pharmacist at SNHC counsels every patient on all prescriptions and all medications are rigorously monitored. Nevada Health Center's Sierra Nevada Health Center will work closely with FISH accept referrals from patients in need of immediate services. Likewise, we will refer patients to FISH for social services.



### III. PROJECT MEASUREMENT

Carson City has implemented a Performance and Outcome Measurement System into the application and grant/project administration process. When completing this section, keep in mind that **outputs** are specific descriptions of what your project is intended to accomplish (such as serve a total of 20 clients) and **outcomes** are the benefits or changes that result from the program (such as how well the service met the client needs).

1. What are the projected **outputs**, or total number of people served, from this project?

Currently, the Sierra Nevada Health Center is serving 323 patients per month. Each patient averages upwards of 3 prescriptions filled. With a more streamlined workflow, the amount of patients served will increase by upwards of 30% or 97 additional patients per month with 290 additional prescriptions filled.

2. Of the total number of people in Question 1, how many of these are low-to-moderate income (LMI)? How many are Carson City residents?

Of the total number of people in Question 1, 88% of those are low-to moderate income and 70% of these patients reside in Carson City. For this program, SNHC also serves a moderate number of homeless individuals.

3. What is the projected **outcome** of this /project? (How will the outputs benefit the total number of people in Question 1?)

People need medication to manage a myriad of health problems ranging from diabetes, hypertension and asthma to infections and general illnesses such as the flu and common cold. Due to the prohibitive costs of medications, many people choose to forgo some vital medications and risk putting their health in serious jeopardy. By providing very low-cost prescriptions to low-moderate income individuals to include the homeless, the pharmacy at SNHC is helping to improve the health of the 323 individuals currently being seen monthly with an additional 1,164 anticipated for 2014-2015. It is anticipated that illnesses being medically managed properly will result in fewer trips to the emergency room and a general increase in health.

4. What procedures will be put into effect to create, compile and maintain data to track performance measurement for this project?

In order to track the amount of low to moderate income individuals seen at the Sierra Nevada Health Center's Pharmacy, questionnaires are provided to all patients to record their demographic and income information. Due to Federal funding restrictions, only patients receiving care at SNHC are eligible to utilize the pharmacy. Data is collected from each patient including their race, ethnicity, date of birth and address and entered into the NVHC Electronic Health Records (EHR). Patients are also asked to provide proof of dependents and proof of income. Reports can be easily generated through this system and we can verify the number of patients that are seen that are low-income. Additionally, NVHC will measure the success of the program by tracking the increase in prescriptions dispensed.

## IV. PROJECT BUDGET

Complete the Budget Summary chart (modify categories as necessary). More detailed budgets may be attached in support of the proposal. Identify sources of leveraged funding for the activity. Include the status of these funds (i.e. cash on hand, grants received, planned fund-raising, etc.) Attach copies of funding commitment letters or other evidence of funding support. Leveraged funds are not required but are encouraged.

<b>Project Title:</b>	<b>Funds Requested</b>	<b>Leveraged Funds</b>	<b>Total Funds</b>
<b>Project Expenses FY 2014-15</b>			
Salaries and Benefits	0	0	0
Rent and Utilities	0	0	0
Mortgage	0	0	0
Equipment – HangUp bags	\$387	0	\$387
Equipment Maintenance & Repair	0	0	0
Office Supplies	0	0	0
Operating Supplies	0	0	0
Postage and Shipping	0	0	0
Printing and Publications	0	0	0
Advertising and Promotion	0	0	0
Subscriptions and Dues	0	0	0
Liability/Other Insurance	0	0	0
Professional Fees	0	0	0
Other project costs: (Specify Below)	0	0	0
Cabinetry – Work Island	\$ 7,800	0	\$7,800
Shelving System (Bulk drug storage units)	\$ 13,100	0	\$13,100
<b>TOTALS</b>	<b>\$21,287</b>	<b>0</b>	<b>\$21,287</b>

## V. PROJECT ADMINISTRATION

A. Provide the names, phone numbers and e-mails of the following people. (There may be more than one person responsible in each category. If the specific individual is not known, please give a job title):

1. The person to whom all questions regarding the application should be directed:  
\_\_Katie Murphy-Bayne 775-888-6678 [kmurphy@nvrhc.org](mailto:kmurphy@nvrhc.org)
2. The person directly responsible for on-site supervision of the project, such as a project manager:  
\_\_Stephanie Ingrey, Pharmacist 775-888-6600 [singrey@nvrhc.org](mailto:singrey@nvrhc.org)  
\_\_Gary Gifford, Director of Facilities 775-888-1590 [ggifford@nvrhc.org](mailto:ggifford@nvrhc.org)
3. The person responsible for the financial management of the project, including preparation, review, and approval of reimbursement requests:  
\_\_Elizabeth Duffrin 775-888-6632 [eduffrin@nvrhc.org](mailto:eduffrin@nvrhc.org)
4. Please list the name, address, phone number, and e-mail of the person responsible for tracking the performance on this project.

Katie Murphy-Bayne 775-888-6678 [kmurphy@nvrhc.org](mailto:kmurphy@nvrhc.org)

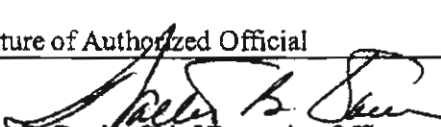
## VI. AGENCY INFORMATION

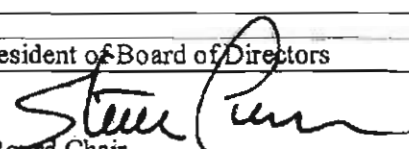
1. Proof of non-profit status for private agencies (governmental entities and schools are exempt):

Date of incorporation	1977
Date of IRS certification	July, 1994
Tax exempt number	94-3199117

2. DUNS Number: 139767255  
For information on DUNS, go to: <http://www.dnb.com/get-a-duns-number.html>
3. Attach the following to each copy of the Proposal for Funding:
- IRS Tax Exempt "501(c)(3)" letter.
  - Proof of incorporation from Secretary of State (CERTIFICATE ONLY). Go to <https://www.nvsilverflume.gov/certificate> You will need to register in order to get the certificate. Cost is \$50.
  - Current organization chart with names of staff members. Staff members may not serve as a Board Member of the agency they work for.
  - List of current Board of Directors and terms of office. If a member of your Board of Directors is in a position to obtain a financial benefit or interest from your proposed project, you may be ineligible for CDBG funds (See 24 CFR 570.611).
  - For all 501(c)(3) non-profit organizations:* a copy of the organization's most recently submitted Federal Tax Return (Form 990 or 990EX). **PLEASE SUBMIT THE FIRST PAGE ONLY.** Governmental bodies and schools are exempt from this requirement.
4. Required Certification (see instructions):

Applicant certifies that to the best of his/her knowledge, all information submitted as part of this application is true. Applicant will comply with all grant and contract requirements if funding is approved.

Signature of Authorized Official	Date <u>12/6/13</u>
 Walter B. Davis, Chief Executive Officer	775-887-1590 ext 1114

Signature of President of Board of Directors	Date <u>12/6/13</u>
 Steve Comer, Board Chair	702-496-0056



**Carson City**  
**Community Support Services Grant (CSSG)**  
**Program Application**  
**Fiscal Year 2014–2015**

*An electronic version of this document is available at [carson.org/cssg](http://carson.org/cssg)*

**APPLICATIONS ARE DUE\*:** **JANUARY 17, 2014, 4:00 P.M.**

**PLEASE SUBMIT 9 COPIES TO:** **CARSON CITY PLANNING DIVISION**  
**108 E. PROCTOR ST.**  
**CARSON CITY, NV 89701**

**\*The deadline established is firm. Any application received after the deadline will not be considered for funding. Applications must be unstapled. PLEASE READ ATTACHED INSTRUCTIONS ON PAGE 15 FOR MORE INFORMATION.**

1. Agency Name: Volunteer Attorneys for Rural Nevadans
2. Agency Mailing Address: 904 N. Nevada St., Carson City, NV 89703
3. Project Name: Rural Immigrant Integration Project and Pro Bono Project
4. Project Address/location: 904 N. Nevada Street, Carson City, NV 89703
5. Agency Director: Benjamin Albers
6. Board Chairperson: Sandra-Mae Pickens
7. Contact person: Benjamin Albers  
Phone number: (775) 883-8278 E-Mail: Balbers@varn.org  
Fax: (775) 883-7211 Website (if applicable) VARN.org
8. How long has your organization been in existence? 16 years In Carson City? 16 years
9. What is the overall mission of your organization?  
VARN's mission is to provide free civil legal assistance and representation to persons of limited means and victims of domestic violence living in Nevada's rural communities and to encourage and facilitate the provision of pro bono legal services to this population.

**10. TOTAL FUNDING REQUESTED:** \$40,000.00

**BRIEF PROJECT DESCRIPTION:**

*Please provide a short description of your project (not your organization).*

Provide comprehensive free legal assistance and services to immigrant victims of domestic violence residing in Carson City through the Domestic Violence Rural Integration Project (DVRIP) and assistance to low-income people in Carson City through the Pro-Bono Project in legal matters including uncontested divorce, child custody, adoption, guardianship, name change, probate, wills, power of attorney and more.

## I. PROJECT ELIGIBILITY

**A. Check all statements that describe HOW this project meets one of Carson City's goals:**

- ☒ A Safe and Secure Community
- ☒ A Healthy Community
- ☒ An Active and Engaged Community
- ☒ A Clean and Healthy Environment
- ☒ A Vibrant, Diverse and Sustainable Economy
- ☒ A Community Rich in History, Culture and the Arts
- ☒ A Community Dedicated to Excellence in Education
- ☒ A Physically and Socially Connected Community
- ☒ A Community Where Information is Available to All

## II. PROJECT DESCRIPTION

The Five-year Consolidated Plan identifies priority community development needs for Carson City (see Appendix II). The need for your proposed project will be determined by identifying how the project impacts upon the adopted Consolidated Plan Priority Needs. Greater consideration will be given to projects that provide a clear description of the project with supporting data and methodology of how the project will meet these needs.

1. Describe the proposed project and whether the project is new, ongoing, or expanded from previous years.

The Domestic Violence Rural Immigrant Integration Project (DVRIIP), a project of Volunteer Attorneys for Rural Nevadans, will provide free legal services to victims of domestic violence (DV) in Carson City. The goals of this project is to (1) enable undocumented immigrant victims of DV living in Carson City to obtain lawful immigrant status in the U.S.; and (2) to enable immigrant victims of DV living in these rural communities to have an opportunity, through the legal system, to obtain safety and freedom from their abuser.

Currently, VARN assists immigrant victims of DV through the DVRIIP program in Elko, Douglas, Humboldt, Churchill, Lander, Lyon, Mineral, and Pershing Counties. Services to these counties is funded through the OVW Rural Sexual Assault, Domestic Violence, Dating Violence and Stalking Assistance Program. However, this grant does not fund our services to Carson City immigrant victims of domestic violence because Carson City is not defined by federal statutes as a rural area.

Financially burdened programs in Nevada offer undocumented immigrant victims little, if any, help of getting free from an abuser, from avoiding deportation, finding lawful employment and retain custody of their children. This serious unmet legal need is rarely spoken of outside domestic violence programs and is one which VARN desperately seeks to address. In response, VARN has undertaken the DVRIIP project to provide essential legal services to undocumented immigrant victims of domestic violence seeking to obtain lawful resident status and offer representation in custody and protection

order processes. If this grant request is awarded, it will allow the project to address a demonstrated need by providing essential legal services that will promote dignity and self-sufficiency for victims and create options for victims seeking safety and independence.

The Pro Bono Project serves low-income individuals and families in Carson City in uncontested civil legal matters. Through this project, VARN recruits attorneys to represent low-income clients pro-bono in civil legal matters such as uncontested divorce, child custody, adoption, guardianship, name change, probate, wills, power of attorney and more. Attorneys who accept cases through the pro-bono project do not charge for their legal services. VARN will also hold two legal aid fairs and continue the lawyer in the lobby program that runs twice a month. Both programs provide free legal consultation to Carson City residents on a variety of legal issues.

Under this project, the Pro-Bono coordinator works with clients to determine their legal need, whether they are income eligible for representation, and matches the client with an attorney who agrees to take the case pro-bono. Additionally, the pro-bono coordinator recruits attorneys to participate in the pro-bono project, organizes and recruits attorneys for the legal aid fairs in Carson City, and organizes and recruits attorneys for the "lawyer in the lobby" program.

2. If the proposed project already exists, please describe your success rates in meeting Carson City's goals:

This is the first year that VARN is applying for the Community Support Services Grant. However, the Pro Bono Project and DVRIP has already served many of Carson City residents. In 2013, VARN served 123 Carson City residents in the Lawyer in the Lobby program and provided free consultations and legal information to 79 residents at the legal aid fair in November. The Nevada Supreme Court Library also participated in this event and provided attendees with information and resources on their legal issue. VARN also provided direct representation to 7 Carson City residents.

In 2013, VARN represented Carson City immigrant victims of domestic violence in 5 U-visa petitions, 1 VAWA self-petition, and 1 VAWA adjustment. Several immigrant victims of DV were also represented in custody, divorce, and protection order proceedings. Access to legal services has been identified as one of the most effective tools for victims to become safe; however, survivors of DV, Sexual assault, and stalking are frequently unable to access legal remedies because of the lack of affordable legal services. Access to informed and experienced legal services is as important to immigrant victims as it is to victims who are U.S. Citizens. Immigrant women stay in abusive relationships because their abuser holds a vital key to their immigration status in the U.S. Abusers often use their partner's illegal status as a tool of control to force the undocumented spouse to remain in the relationship or risk deportation.

Violence Against Women Act remedies such as the U-Visa allow immigrant victims of crimes to cooperate with law enforcement without fear of deportation or prosecution because of their legal status. VAWA immigrants remedies give law enforcement agencies the ability to investigate and prosecute certain types of criminal cases, including: domestic violence, sexual assault, trafficking of aliens and other crimes while, at the same time, offering protection to victims of such crimes. This project will help create a safer, healthier, and more secure community by helping a victim escape their abuser and encourage greater cooperation with law enforcement in the investigation and prosecution of crimes. This project will also help immigrant victims obtain legal

status which will help create more employment opportunities and become more actively engaged in the community.

3. Describe who will benefit from the proposed project.

The target population under this proposed project is the undocumented immigrant victims of domestic violence living in Carson City. If funded, VARN will expand its legal services and direct representation to this population in matters relating to protection orders, custody, guardianship, divorce, and Violence Against Women Act immigration remedies such as the U-Visa and VAWA self-petition remedies.

The pro-bono project will assist low-income individuals and families obtain pro-bono representation in civil litigation. Clients in this program must have an income of 125% of the poverty level or below to qualify for services. There is no income requirement to participate in the legal aid fair or lawyer in the lobby program.

4. How will the funds be used on this project?

This grant will be used to fund legal aid fairs to be held twice a year in Carson City, staff to represent Carson City immigrant victims of domestic violence in legal proceedings, and staff to coordinate pro-bono legal representation of low-income Carson City residents.

5. Describe how your organization plans to reduce the need for grant funding in the future:

Two significant funding sources were lost in 2013 including federal VAWA legal Aid to victims (LAV) grant and the Legal Services Corporation (LSC) grant that funded the pro bono coordinator position. Fortunately, VARN acquired other federal funding and donations and was able to use some of its reserve fund to support operations. VARN will reapply for the LAV and LSC grants again this year to reduce need for Carson City Grant funding in the future.

6. Could your organization use less than the amount of funds requested for the proposed project? Please explain.

Receiving less than the amount of funds requested would result in serving less clients in the DVRIIP and Pro Bono Program. VARN would have to draw from other sources to serve the projected number of people in this project.

7. Are there other agencies or organizations that provide the same service as your organization? If so, how do you coordinate your services with that organization?

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VARN is the only legal services organization in Carson City providing free civil legal assistance to low and middle income immigrant victims of domestic violence in matters relating to divorce, custody, protection order, and VAWA immigration legal remedies. Similarly, VARN is the only agency that runs a pro-bono project in Carson City and the only agency that regularly provides free consultations through its legal aid fairs and lawyer in the lobby program.



### III. PROJECT MEASUREMENT

Carson City has implemented a Performance and Outcome Measurement System into the application and grant/project administration process. When completing this section, keep in mind that **outputs** are specific descriptions of what your project is intended to accomplish (such as serve a total of 20 clients) and **outcomes** are the benefits or changes that result from the program (such as how well the service met the client needs).

1. What are the projected **outputs**, or total number of people served, from this project?

VARN will serve approximately 150 Carson City residents in the Lawyer in the Lobby Program, 150 residents through the Legal Aid Fairs, represent approximately 15-20 residents through the Pro Bono Project, and 10-20 Carson City immigrant victims of domestic violence in matters relating to child custody, guardianship, and protection orders, and 10-20 Carson City immigrants victims of domestic violence in matters relating to VAWA immigrant remedies.

2. Of the total number of people in Question 1, how many of these are low-to-moderate income (LMI)? How many are Carson City residents?

Clients served under this grant are residents of Carson City. Clients must be low-income to qualify for representation through the Pro-Bono Project. There is no income requirement to receive assistance through the lawyer in lobby program or to attend the legal aid fairs, however, many of those that attend are low to middle income. Also, there is no income requirement to receive representation through the DVRIP program, however, all clients in this program are victims of domestic violence and most are low income.

3. What is the projected **outcome** of this /project? (How will the outputs benefit the total number of people in Question 1?)

The legal aid fair and lawyer in the lobby program will educate approximately 300 people on legal issues important to the attendees. The DVRIP program will help several immigrant victims of domestic violence escape their abuser, obtain custody of their children, and obtain lawful legal status in the U.S. Such status will help these individuals obtain better employment and become more actively engaged in the community.

4. What procedures will be put into effect to create, compile and maintain data to track performance measurement for this project?

VARN tracks all statistics in its Time Matters program. Individuals seeking assistance either through the Pro Bono Project or the DVRIP fill out forms that provide VARN with information important for statistical reports. VARN keeps statistics on the number of clients served, the county that the client resides, the type of legal issue, the outcome of litigation, the time spent on a particular case, and others.

## IV. PROJECT BUDGET

Complete the Budget Summary chart (modify categories as necessary). More detailed budgets may be attached in support of the proposal. Identify sources of leveraged funding for the activity. Include the status of these funds (i.e. cash on hand, grants received, planned fund-raising, etc.) Attach copies of funding commitment letters or other evidence of funding support. Leveraged funds are not required but are encouraged.

<b>Project Title:</b>	<b>Funds Requested</b>	<b>Leveraged Funds</b>	<b>Total Funds</b>
<b>Project Expenses FY 2014-15</b>			
Salaries and Benefits	\$39,000	\$20,000	\$59,000
Rent and Utilities – cost to rent space for legal aid fair	\$400		\$400
Rent		\$1,890	\$1,890
Equipment		\$350	\$350
Equipment Maintenance & Repair		\$196	\$196
Office Supplies		\$350	\$350
Operating Supplies			
Postage and Shipping		\$350	\$350
Printing and Publications		\$175	\$175
Advertising and Promotion – promote fair	\$400		\$400
Subscriptions and Dues		\$50	\$50
Liability/Other Insurance – insure fair	\$200	\$150	\$350
Professional Fees		\$150	\$150
Other project costs: (Specify Below)			
<b>TOTALS</b>	<b>\$40,000</b>	<b>\$23,661</b>	<b>\$63,661</b>

## V. PROJECT ADMINISTRATION

A. Provide the names, phone numbers and e-mails of the following people. (There may be more than one person responsible in each category. If the specific individual is not known, please give a job title):

1. The person to whom all questions regarding the application should be directed:

Benjamin Albers, Executive Director: (775) 883-8278 [balbers@varn.org](mailto:balbers@varn.org)  
Julie Mogensen, Finance and Grants Manager: (775) 883-8278 [JMogensen@varn.org](mailto:JMogensen@varn.org)

2. The person directly responsible for on-site supervision of the project, such as a project manager:

Benjamin Albers, Executive Director: (775) 883-8278 [balbers@varn.org](mailto:balbers@varn.org)

3. The person responsible for the financial management of the project, including preparation, review, and approval of reimbursement requests:

Julie Mogensen, Finance and Grants Manager: (775) 883-8278 [JMogensen@varn.org](mailto:JMogensen@varn.org)

4. Please list the name, address, phone number, and e-mail of the person responsible for tracking the performance on this project.

Julie Mogensen, Finance and Grants Manager: (775) 883-8278 [JMogensen@varn.org](mailto:JMogensen@varn.org)

## VI. AGENCY INFORMATION

1. Proof of non-profit status for private agencies (governmental entities and schools are exempt):

Date of incorporation	December 31, 1996
Date of IRS certification	April 25, 2001
Tax exempt number	RCE-004-320

2. DUNS Number: #070402866


For information on DUNS, go to <http://www.duns.com/get-a-duns-number.html>

3. Attach the following to each copy of the Proposal for Funding:

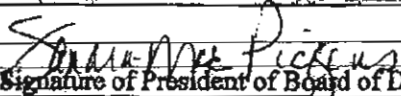
- a. IRS Tax Exempt "501(c)(3)" letter.
- b. Proof of incorporation from Secretary of State (CERTIFICATE ONLY). Go to <https://www.nvsilverflume.gov/certificate> You will need to register in order to get the certificate. Cost is \$50.
- c. Current organization chart with names of staff members. Staff members may not serve as a Board Member of the agency they work for.
- d. List of current Board of Directors and terms of office. If a member of your Board of Directors is in a position to obtain a financial benefit or interest from your proposed project, you may be ineligible for CDBG funds (See 24 CFR 570.611).
- e. For all 501(c)(3) non-profit organizations: a copy of the organization's most recently submitted Federal Tax Return (Form 990 or 990EX). **PLEASE SUBMIT THE FIRST PAGE ONLY.** Governmental bodies and schools are exempt from this requirement.

4. Required Certification (see instructions):

Applicant certifies that to the best of his/her knowledge, all information submitted as part of this application is true. Applicant will comply with all grant and contract requirements if funding is approved.

 Signature of Authorized Official	1/17/2014 Date
Benjamin Albers, Executive Director Typed Name and Title of Authorized Official	775-883-8278 Phone Number

 Signature of President of Board of Directors	1/17/2014 Date
Sandra Mae Pickens Typed Name of President of Board of Directors	775-463-3371 Phone Number



Carson City  
**Community Development Block Grant (CDBG)  
Program Application**  
**Fiscal Year 2014–2015**

*An electronic version of this document is available at [carson.org/cdbg](http://carson.org/cdbg)*

**APPLICATIONS ARE DUE\*:** **JANUARY 17, 2014, 4:00 P.M.**

**PLEASE SUBMIT 2 COPIES TO:** **CARSON CITY PLANNING DIVISION**  
**108 E. PROCTOR ST.**  
**CARSON CITY, NV 89701**

**\*The deadline established is firm. Any application received after the deadline will not be considered for funding. Applications must be unstapled. PLEASE READ ATTACHED INSTRUCTIONS ON PAGE 15 FOR MORE INFORMATION.**

1. Agency Name: Carson City Public Works
2. Agency Mailing Address: 3505 Butti Way, Carson City, NV 89701
3. Project/Program Name: ADA Sidewalk Improvements – North Carson City
4. Project/Program Address/location: Two distinct areas approximately bounded by College Parkway, Roop Street, William Street, and Carson Street (see Attachment 1).
5. Agency Director: Andrew Burnham
6. Board Chairperson: John McKenna
7. Contact person: Patrick Pittenger  
Phone number: 283-7396 E-Mail: ppittenger@carson.org  
Fax: 887-2112 Website (if applicable) www.carson.org
8. How long has your organization been in existence? N/A In Carson City? N/A
9. What is the overall mission of your organization? N/A
10. Type of funding requested (Check One):  

<input type="checkbox"/> Public Service	<input checked="" type="checkbox"/> Public Facility/Improvement
<input type="checkbox"/> Economic Development	<input type="checkbox"/> Housing
11. TOTAL FUNDING REQUESTED: \_\_\_\_\_

**BRIEF PROJECT DESCRIPTION:**

*Please provide a short description of your project (not your organization).*

The project will replace damaged sections of sidewalk that present safety issues and will remove barriers to connectivity. ADA accessible curb ramps will also be installed at street intersections that are currently not in compliance with Federal regulation (please see Attachment 2 for photos of the existing project area).

**I. PROJECT ELIGIBILITY**

A. **This project meets at least ONE of the HUD national objectives listed below** (please check all that apply)

- ☒ 1. Benefits low/moderate income individuals/households  
☐ 2. Addresses the prevention or elimination of slums or blight  
☒ 3. Meets a particularly urgent community development need

B. **Check all statements that describe HOW this project meets one of the National Objectives above:**

☒ ***L/M Area Benefit:*** the project meets the identified needs of L/M income persons residing in an area where at least 51% of those residents are L/M income persons. The benefits of this type of activity are available to all persons in the area regardless of income. ***Examples:*** street improvements, water/sewer lines, neighborhood facilities, façade improvements in neighborhood commercial districts.

☒ ***L/M Limited Clientele:*** the project benefits a specific group of people (rather than all the residents in a particular area), at least 51% of whom are L/M income persons. The following groups are presumed to be L/M: abused children, elderly persons, battered spouses, homeless, handicapped, illiterate persons. ***Examples:*** construction of a senior center, public services for the homeless, meals on wheels for elderly, construction of job training facilities for the handicapped.

☐ ***L/M Housing:*** the project adds or improves permanent residential structures that will be occupied by L/M income households upon completion. Housing can be either owner or renter occupied units in either one family or multi-family structures. Rental units for L/M income persons must be occupied at affordable rents. Examples: acquisition of property for permanent housing, rehabilitation of permanent housing, conversion of non-residential structures into permanent housing.

☐ ***L/M Jobs:*** the project creates or retains permanent jobs, at least 51% of which are taken by L/M income persons or considered to be available to L/M income persons. ***Examples:*** loans to pay for the expansion of a factory, assistance to a business which has publicly announced its intention to close with resultant loss of jobs, a majority of which are held by L/M persons.

☐ ***Microenterprise Assistance:*** the project assists in the establishment of a microenterprise or assists persons developing a microenterprise. (A microenterprise is defined as having five or fewer employees, one or more of whom owns the business.) This activity must benefit low/moderate income persons, area or jobs as defined in previous sections.

☐ ***Slum or Blighted Area:*** the project is in a designated slum/blight area and the result of this project addresses one or more of the conditions that qualified the area.

☐ ***Spot Blight:*** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic

preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety. **Examples:** historic preservation of a public facility threatening public safety, demolition of a deteriorated, abandoned building.

**C. Project/Program Category (check one):**

- ☐ Public Service (i.e., a new service or an **increase** in the level of service)
- ☒ Public Facilities and Improvements (i.e., homeless shelter, water and sewer facilities, flood and drainage improvements, fire protection facilities/equipment, community, senior and health centers, parking, streets, curbs, gutters and sidewalks, parks and playgrounds).
- ☐ Acquisition of Real Property
- ☐ Disposition of Real Property (sale, lease or donation)
- ☐ Privately-Owned Utilities
- ☐ Relocation Payments and Assistance to Displaced Persons
- ☐ Removal of Architectural Barriers, Handicapped Accessibility
- ☐ Housing Rehabilitation
- ☐ Historic Preservation
- ☐ Commercial or Industrial Rehabilitation, including façade improvements and correction of code violations
- ☐ Special Economic Development or assistance to microenterprises

## II. PROJECT DESCRIPTION

The Five-year Consolidated Plan identifies priority community development needs for Carson City (see Appendix II). The need for your proposed project will be determined by identifying how the project impacts upon the adopted Consolidated Plan Priority Needs. Greater consideration will be given to projects that provide a clear description of the project with supporting data and methodology of how the project will meet these needs.

1. Describe the proposed project, including how the project will address the National Objective indicated and whether the project is new, ongoing, or expanded from previous years.  
This project will improve accessibility and mobility for residents living in the project area. The pedestrian facilities will be made ADA-compliant through the provision of curb ramps at street intersections. This project serves several needs that have been given high priority in the Priority Community Development Needs table shown in the Appendix such as improvements to sidewalks. Portions of this project are a continuation of previous projects and are a part of an ongoing effort to improve connectivity and pedestrian mobility throughout the city.
2. If the proposed project already exists, please describe your success rates in providing services to low- to moderate-income persons:  
Improvements to the City's sidewalk network dramatically increases the mobility of all users, especially for those confined to wheelchairs or other mobility devices. In these circumstances, disabled residents have gone from dependence on others to complete independence after barriers had been removed.
3. Describe who will benefit from the proposed project.  
The project is located in a low- to moderate-income area. The improvements will allow residents in the project areas to more easily access significant roadways like Carson Street, Roop Street, and College Parkway; all of which provide connections to jobs, retail businesses, institutions, and services.
4. If your project is designed to serve a specific or limited clientele, please indicate the population you will be serving with your project/program:  

<input type="checkbox"/> Abused Children	<input type="checkbox"/> Illiterate Persons	<input type="checkbox"/> Homeless Persons
<input type="checkbox"/> Battered Spouses	<input checked="" type="checkbox"/> Elderly	<input checked="" type="checkbox"/> Severely Disabled Adults
<input type="checkbox"/> Migrant Farm Workers	<input type="checkbox"/> Other (Please explain)	
5. If your project will not be serving one of the limited clientele categories, explain how you will document client income and how you will document that at least 51% of your clientele will be low-to-moderate income:  
N/A
6. How will the funds be used on this project?  
Funds will be used to replace sections of sidewalk that present safety concerns and barriers to mobility. The project will also install curb ramps at intersections where they are currently lacking.



7. Describe how your organization plans to reduce the need for grant funding in the future:  
Unfortunately, the cost of complying with the Federal mandate to make all City sidewalks ADA accessible far exceeds available resources. The City pursues many grant opportunities to improve the sidewalk network and makes improvements as part of a larger roadway/utility projects when possible. However, the need for grant funding is not likely to subside in the near future.
8. Could your organization use less than the amount of funds requested for the proposed project? Please explain.  
Possibly, but much depends on the bids that are received. If funds awarded are less than the amount requested, the scope of the project might need to be scaled back. However, staff intends to use available Federal Transit Administration (FTA) funds to leverage the amount awarded. Any amount awarded will be used to its maximum potential.
9. Are there other agencies or organizations that provide the same service as your organization? If so, how do you coordinate your services with that organization?  
Yes, the State of Nevada occasionally makes pedestrian improvements to their own facilities. However, with the exception of portions of the U.S. highways in Carson City, most of the roadways that were owned by the State have been transferred to the City.
10. What is the geographic target area that will be served by this project?  
☒ Target Area (specify geographic area) Area bounded by College Parkway, Roop Street, William Street, and Carson Street.  
OR  
☐ Community-wide

**For Public Improvement (construction) Projects only**

1. Is the proposed project part of a larger project or is it a stand-alone project? (If part of a larger project, please describe the entire project.)  
The project is part of a larger project in the sense that Carson City is continuing to improve sidewalk connectivity and make pedestrian facilities ADA-compliant citywide.
2. Can this project be done in different phases? ☒ Yes ☐ No  
If YES, explain.  
The project can be done in different phases, but it is preferable to finish the entire area to maximize the connectivity of the neighborhood.
3. Have CDBG funds been used for an earlier phase? ☒ Yes ☐ No
4. Who currently holds title to the property involved?  
All proposed work is within Carson City right-of-way.
5. With whom will title be vested upon completion?  
City of Carson City.
6. Do any rights-of-way, easements or other access rights need to be acquired?  
☐ Yes ☒ No ☐ N/A

7. If the project requires water rights or well permits, have they been acquired?

☐ Yes ☐ No ☒ N/A

**For CDBG Economic Development projects only:**

1. Identify the proposed employers that will be assisted with this project; (b) describe how they will comply with the requirement that at least 51% of the permanent full-time jobs created are either held by or made available to LMI persons; and (c) explain how they will document the jobs created and the income levels of the persons hired.

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**For CDBG Housing Projects please indicate:**

The number of homes to be rehabilitated: \_\_\_\_\_

The number of persons to be benefited: \_\_\_\_\_

### III. PROJECT MEASUREMENT

Carson City has implemented a Performance and Outcome Measurement System into the application and grant/project administration process. When completing this section, keep in mind that **outputs** are specific descriptions of what your project is intended to accomplish (such as serve a total of 20 clients) and **outcomes** are the benefits or changes that result from the program (such as how well the service met the client needs).

1. What are the projected **outputs**, or total number of people served, from this project?

The projected outputs include significant improvements to the sidewalk network. There are approximately 2,700 residents in the combined project areas. However, the proposed improvements would benefit anyone that is a pedestrian in the project areas, not only the people that reside there.

2. Of the total number of people in Question 1, how many of these are low-to-moderate income (LMI)? How many are Carson City residents?

There are nearly 1,700 people (61%) in the combined project areas that are classified as low-to-moderate income. All are Carson City residents.

3. What is the projected **outcome** of this project? (How will the outputs benefit the total number of people in Question 1?)

Pedestrians will be able to safely traverse the sidewalks in the neighborhood without having to navigate around obstacles or intersections missing curb ramps. This will greatly improve the safety and ease of travel for those with limited mobility or a disability.

4. What procedures will be put into effect to create, compile and maintain data to track performance measurement for this project?

Due to the nature of this project, it would be difficult to track the performance of the improvements to the sidewalks in the project area. Other than counting the number of pedestrians that use the sidewalk network or trying to assess the degree at which pedestrians feel safer because of the improvements, of which neither are practical on an on-going basis, there are not many options to track the performance of the improvements.

#### IV. PROJECT BUDGET

Complete the Budget Summary chart (modify categories as necessary). More detailed budgets may be attached in support of the proposal. Identify sources of leveraged funding for the activity. Include the status of these funds (i.e. cash on hand, grants received, planned fund-raising, etc.) Attach copies of funding commitment letters or other evidence of funding support. Leveraged funds are not required but are encouraged.

Project Title:	Funds Requested	Leveraged Funds	Total Funds
<b>Project Expenses FY 2014-15</b>			
Salaries and Benefits			
Rent and Utilities			
Mortgage			
Equipment			
Equipment Maintenance & Repair			
Office Supplies			
Operating Supplies			
Postage and Shipping			
Printing and Publications			
Advertising and Promotion			
Subscriptions and Dues			
Liability/Other Insurance			
Professional Fees			
Other project costs: (Specify Below)			
Construction estimate (labor & materials)			
includes mobilization/demobilization	\$245,000	\$245,000	\$490,000
<b>TOTALS</b>	<b>\$245,000</b>	<b>\$245,000</b>	<b>\$490,000</b>

## V. PROJECT ADMINISTRATION

A. Provide the names, phone numbers and e-mails of the following people. (There may be more than one person responsible in each category. If the specific individual is not known, please give a job title):

1. The person to whom all questions regarding the application should be directed:

Patrick Pittenger, Transportation Manager, 283-7396, ppittenger@carson.org

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2. The person directly responsible for on-site supervision of the project, such as a project manager:

John Platt, Senior Public Works Construction Inspector, 283-7375, jplatt@carson.org

Rick Cooley, Construction Manager, 283-7302, rcooley@carson.org

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3. The person responsible for the financial management of the project, including preparation, review and approval of reimbursement requests:

Christine Burchiel, Accountant, 283-7431, cburchiel@carson.org

Patrick Pittenger, Transportation Manager, 283-7396, ppittenger@carson.org

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4. Please list the name, address, phone number and e-mail of the person responsible for preparing the quarterly reports and tracking the performance on this project.

Dan Doenges, Senior Transportation Planner, 283-7387, ddoenges@carson.org

Patrick Pittenger, Transportation Manager, 283-7396, ppittenger@carson.org

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## VI. AGENCY INFORMATION

1. Proof of non-profit status for private agencies (governmental entities and schools are exempt):

Date of incorporation	N/A
Date of IRS certification	N/A
Tax exempt number	N/A

2. DUNS Number: 073787152

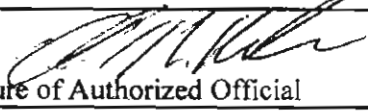
For information on DUNS, go to: <http://www.dnb.com/get-a-duns-number.html>

3. Attach the following to each copy of the Proposal for Funding:

- a. IRS Tax Exempt "501(c)(3)" letter.
- b. Proof of incorporation from Secretary of State (CERTIFICATE ONLY). Go to <https://www.nvsilverflume.gov/certificate> You will need to register in order to get the certificate. Cost is \$50.
- c. Current organization chart with names of staff members. Staff members may not serve as a Board Member of the agency they work for.
- d. List of current Board of Directors and terms of office. If a member of your Board of Directors is in a position to obtain a financial benefit or interest from your proposed project, you may be ineligible for CDBG funds (See 24 CFR 570.611).
- e. *For all 501(c)(3) non-profit organizations:* a copy of the organization's most recently submitted Federal Tax Return (Form 990 or 990EX). **PLEASE SUBMIT THE FIRST PAGE ONLY.** Governmental bodies and schools are exempt from this requirement.

4. Required Certification (see instructions):

Applicant certifies that to the best of his/her knowledge, all information submitted as part of this application is true. Applicant will comply with all grant and contract requirements if funding is approved.

	Date <u>1-9-14</u>
Signature of Authorized Official	Date
Andrew Burnham	887-2355
Typed Name and Title of Authorized Official	Phone Number

Signature of President of Board of Directors	Date
Typed Name of President of Board of Directors	Phone Number

## Attachment 1 - Map of Project Areas

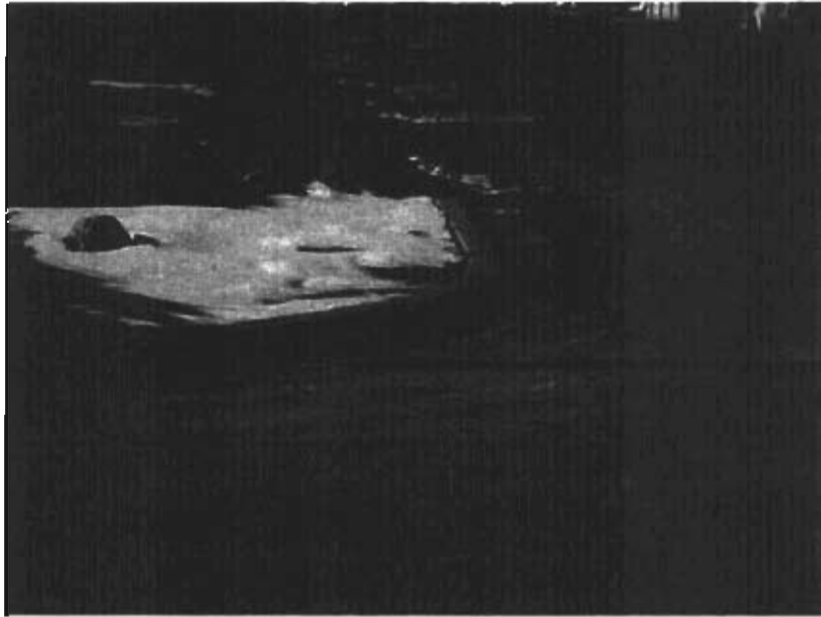


Google earth

miles 1  
km 1



## Attachment 2 – Photos of Existing Infrastructure



Lack of ADA-Accessible Curb Ramp



Tripping Hazard





Deteriorated Sidewalk and Lack of Curb Ramp



Tripping Hazard and Poor Drainage Due to Curb & Gutter Displacement



**Carson City**  
**Community Development Block Grant (CDBG)**  
**Program Application**  
**Fiscal Year 2014–2015**

*An electronic version of this document is available at [carson.org/cdbg](http://carson.org/cdbg)*

**APPLICATIONS ARE DUE\*:** **JANUARY 17, 2014, 4:00 P.M.**

**PLEASE SUBMIT 9 COPIES TO:** **CARSON CITY PLANNING DIVISION**  
**108 E. PROCTOR ST.**  
**CARSON CITY, NV 89701**

**\*The deadline established is firm. Any application received after the deadline will not be considered for funding. Applications must be unstapled. PLEASE READ ATTACHED INSTRUCTIONS ON PAGE 15 FOR MORE INFORMATION.**

1. Agency Name: *Friends In Service Helping-Emergency Referral Service (FISH)*
2. Agency Mailing Address: *138 E Long St., Carson City, NV 89706*
3. Project/Program Name: *Jeanell Drive Building Renovation*
4. Project/Program Address/location: *430 Jeanell Drive, Carson City, NV 89701*
5. Agency Director: *James Peckham, Executive Director*
6. Board Chairperson: *Lorraine H. Bagwell*
7. Contact person: *Jim Peckham, Executive Director*  
*Phone number: 775-450-9180 E-Mail: [jim@nvfish.com](mailto:jim@nvfish.com)*  
*Fax: 775-884-3080 Website (if applicable) [www.nvfish.com](http://www.nvfish.com)*
8. How long has your organization been in existence? *35 Yrs.* In Carson City? *35 Yrs.*
9. What is the overall mission of your organization?  
*Our mission is to provide food, clothing and shelter to the homeless and hungry within our community, with the objective to provide programs and referrals for families and individuals so they may become self-sufficient. FISH serves low-income (150% or less of poverty level) and no-income residents of Carson City, Douglas, Lyon and Storey counties.*
10. Type of funding requested (Check One):  

<input checked="" type="checkbox"/> Public Service	<input checked="" type="checkbox"/> Public Facility/Improvement
<input checked="" type="checkbox"/> Economic Development	<input type="checkbox"/> Housing

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**11. TOTAL FUNDING REQUESTED: \$100,000**

## BRIEF PROJECT DESCRIPTION:

Please provide a short description of your project (not your organization).

*In 2013 FISH received a generous donation of a 31,000 sq. ft. building located at 430 Jeanell Drive, Carson City. FISH has identified two purposes for a portion (approximately 19,000 sq. ft.) of this building: 1) to establish an intake and repair center for thrift store donations; and 2) provide space for other service organizations to provide their services.*

*The building needs renovations so that it can serve in this capacity. The purpose of this grant request is to bring a portion of the building up to code in electrical, plumbing, fire suppression and prevention, flooring, and handicap accessibility; and to renovate the interior of certain spaces so they can be utilized as described herein.*

*Currently this building is a spot blight in that it cannot be occupied without code certificates and is currently empty.*

## I. PROJECT ELIGIBILITY

A. This project meets at least ONE of the HUD national objectives listed below (please check all that apply)

- ☒ 1. Benefits low/moderate income individuals/households
- ☒ 2. Addresses the prevention or elimination of slums or blight
- ☐ 3. Meets a particularly urgent community development need

B. Check all statements that describe HOW this project meets one of the National Objectives above:

☒ **L/M Area Benefit:** the project meets the identified needs of L/M income persons residing in an area where at least 51% of those residents are L/M income persons. The benefits of this type of activity are available to all persons in the area regardless of income. **Examples:** street improvements, water/sewer lines, neighborhood facilities, façade improvements in neighborhood commercial districts.

☒ **L/M Limited Clientele:** the project benefits a specific group of people (rather than all the residents in a particular area), at least 51% of whom are L/M income persons. The following groups are presumed to be L/M: abused children, elderly persons, battered spouses, homeless, handicapped, illiterate persons. **Examples:** construction of a senior center, public services for the homeless, meals on wheels for elderly, construction of job training facilities for the handicapped.

☐ **L/M Housing:** the project adds or improves permanent residential structures that will be occupied by L.M income households upon completion. Housing can be either owner or renter occupied units in either one family or multi-family structures. Rental units for L/M income persons must be occupied at affordable rents. Examples: acquisition of property for permanent housing, rehabilitation of permanent housing, conversion of non-residential structures into permanent housing.

- ☒ **L/M Jobs:** the project creates or retains permanent jobs, at least 51% of which are taken by L/M income persons or considered to be available to L/M income persons. **Examples:** loans to pay for the expansion of a factory, assistance to a business which has publicly announced its intention to close with resultant loss of jobs, a majority of which are held by L/M persons.
- ☐ **Microenterprise Assistance:** the project assists in the establishment of a microenterprise or assists persons developing a microenterprise. (A microenterprise is defined as having five or fewer employees, one or more of whom owns the business.) This activity must benefit low/moderate income persons, area or jobs as defined in previous sections.
- ☐ **Slum or Blighted Area:** the project is in a designated slum/blight area and the result of this project addresses one or more of the conditions that qualified the area.
- ☒ **Spot Blight:** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety. **Examples:** historic preservation of a public facility threatening public safety, demolition of a deteriorated, abandoned building.

**C. Project/Program Category (check one):**

- ☒ Public Service (i.e., a new service or an **increase** in the level of service)
- ☒ Public Facilities and Improvements (i.e., homeless shelter, water and sewer facilities, flood and drainage improvements, fire protection facilities/equipment, community, senior and health centers, parking, streets, curbs, gutters and sidewalks, parks and playgrounds).
- ☐ Acquisition of Real Property
- ☐ Disposition of Real Property (sale, lease or donation)
- ☐ Privately-Owned Utilities
- ☐ Relocation Payments and Assistance to Displaced Persons
- ☒ Removal of Architectural Barriers, Handicapped Accessibility
- ☐ Housing Rehabilitation
- ☐ Historic Preservation
- 
- ☐ Commercial or Industrial Rehabilitation, including façade improvements and correction of code violations
- ☐ Special Economic Development or assistance to microenterprises

## II. PROJECT DESCRIPTION

The Five-year Consolidated Plan identifies priority community development needs for Carson City (see Appendix II). The need for your proposed project will be determined by identifying how the project impacts upon the adopted Consolidated Plan Priority Needs. Greater consideration will be given to projects that provide a clear description of the project with supporting data and methodology of how the project will meet these needs.

1. Describe the proposed project, including how the project will address the National Objective indicated and whether the project is new, ongoing, or expanded from previous years.

*The Jeanell Drive Facility is a new project which will increase retail selling space in the Carson City thrift store; expand economic opportunity for persons earning less than 150% of federal poverty level; and provide space for other service organizations to provide services to their clientele.*

*Purpose #1: Increase Carson City Thrift Store sales. This store has one donation intake and processing room which houses the clothing recycling machine and a large clothing intake area; a small repair bench; and floor space for donation sorting and processing. This room is not large enough to process all donations, making it necessary to receive and stage donations in the parking lot. This causes the facility to look unkempt when donations are piled in the parking lot, theft is an issue, and it also creates a parking and pedestrian hazard.*

*We would like to move donation intake and processing to the Jeanell Drive building where donations would be received, sorted, repaired, categorized and priced. Community service and homeless volunteers will perform work at the Jeanell Drive building, which will help us provide more consistent customer service at the store.*

*This would provide an additional 1,000 square feet of retail space at the Carson City Thrift Store, which could potentially increase the store's income by \$36,000 per year. A portion of this income could then be used to pay for utilities and maintenance on the Jeanell Drive building, and improve the appearance and customer service of our Carson City Thrift Store.*

*Approximately 20% of this grant would be apportioned to reclaiming the space at the Carson City Thrift Store which is currently being used to intake and process donations. Renovations would include permits and interior renovations to retrofit the space for retail sales. Moving the donation intake operations to the Jeanell Drive building will significantly increase the attractiveness of our Carson City Thrift Store, attracting more customers to the store. We hope this will drive higher overall sales at this store in addition to increased sales due to increased retail space.*

*Purpose #2: Expand economic opportunity for low- to moderate-income persons. The donation intake and repair center would continue to provide one person with fulltime employment, and would provide on-the-job training for community service workers and homeless shelter residents. Employees would be chosen from low- to middle-income applicants. Trainees would accumulate*

*experience which could be documented on a resume to improve their employment opportunities.*

***Purpose #3: Provide other service organizations operating space. FISH is currently providing space to one nonprofit organization which would not be able to operate without donated space. One of these is the Carson City Literacy Council which is an all-voluntary organization that provides needed literacy assistance to people of all ages. We would like to strengthen strategic collaborative partnerships with other service organizations by providing space out of which they can provide their services.***

2. If the proposed project already exists, please describe your success rates in providing services to low- to moderate-income persons:

*This is a new project; however, FISH has been providing emergency services to homeless and low-income persons since 1979. Other than the Advocates To End Domestic Violence (for women and children), FISH operates the only homeless emergency shelters in the four counties in which we operate. We operate a men's shelter and a family shelter for women with children. Over the last 12 months we provided 15,185 nights of shelter in addition to the other services we provide.*

3. Describe who will benefit from the proposed project.

*The primary beneficiaries are the homeless and no- or low-income persons who apply for FISH services. The majority of our clients has experienced recent hardships such as loss of employment, divorce, or other catastrophe, and do not have the resources to help themselves overcome their temporary hardship.*

*FISH clients will directly benefit from increased opportunity to obtain on-the-job training which will improve their resume and job prospects. FISH clients will benefit indirectly because increased Thrift Store income will increase our ability to provide needed services to the homeless or low-income population which we serve.*

*Community service volunteers will benefit from on-the-job training which will improve their resume and increase their job prospects.*

*Other service organizations (and their clients) will benefit from stable space out of which they can operate and provide their services.*

4. If your project is designed to serve a specific or limited clientele, please indicate the population you will be serving with your project/program:

<input type="checkbox"/> Abused Children	<input type="checkbox"/> Illiterate Persons	<input checked="" type="checkbox"/> Homeless Persons
<input type="checkbox"/> Battered Spouses	<input checked="" type="checkbox"/> Elderly	<input type="checkbox"/> Severely Disabled Adults
<input type="checkbox"/> Migrant Farm Workers	<input checked="" type="checkbox"/> Other (Please explain)	<input type="checkbox"/> Persons with LMI

5. If your project will not be serving one of the limited clientele categories, explain how you will document client income and how you will document that at least 51% of your clientele will be low-to-moderate income:

*All FISH clients, including shelter residents, obtain services and shelter by applying for assistance and going through an initial interview. Their income is*

*documented through the interview process. FISH provides shelter and other emergency assistance to low-income (150% or less of poverty level) and no-income residents of Carson City, Douglas, Lyon and Storey counties.*

6. How will the funds be used on this project?  
*This grant would be used to fund initial costs of upgrading a portion of the Jeanell Drive building to current code requirements, and retrofitting space for a donation intake and processing unit and other space as described. Upgrade costs are categorized as follows: permits, plans, materials, supplies, and labor. The entire project is expected to cost \$366,000. The CDBG grant would provide initial funding to begin the project and finish certain parts of the building which could be put into service immediately.*
7. Describe how your organization plans to reduce the need for grant funding in the future:  
*Once finished, this building is expected to self-fund by increasing sales in the Carson City Thrift Store. We would like to move donation intake and processing to the Jeanell Drive building where donations would be received, sorted, repaired, categorized and priced. This would provide an additional 1,000 square feet of retail space at our Long St. store, which could potentially increase the store's income by \$36,000 per year. A portion of this income could then be used to pay for utilities and maintenance on the Jeanell Drive building.*
8. Could your organization use less than the amount of funds requested for the proposed project? Please explain.  
*This is a large project that is expected to cost \$366,000. This grant will supply a portion of the entire project budget.*
9. Are there other agencies or organizations that provide the same service as your organization? If so, how do you coordinate your services with that organization?  
*At present there are no known organizations that provide the level of services provided by FISH to low- to middle-income and homeless persons. We have collaborative partnerships with over 37 service organizations which supply additional services that we do not provide such as rental, housing and employment assistance.*
10. What is the geographic target area that will be served by this project?  
XX Target Area (specify geographic area) *Carson City, Douglas, Lyon, and Storey counties.*  
OR  
☐ Community-wide

**For Public Improvement (construction) Projects only**

- 
1. Is the proposed project part of a larger project or is it a stand-alone project? (If part of a larger project, please describe the entire project.)  
*The project plan to upgrade the building to code specifications is part of an overall project. Besides bringing the building up to code, the entire project includes interior and exterior construction to create the housing, rental and warehouse spaces.*

2. Can this project be done in different phases? \_\_\_\_ Yes \_\_X\_\_ No

If YES, explain.

*This project is planned for one phase so that the transition of donation intake can be moved as efficiently as possible. We expect to obtain appropriate permits, bring the building up to code, including permits, plans, drawings, electrical, plumbing, fire suppression and any other items which may be required by the City, and conduct interior improvements at both sites.*

3. Have CDBG funds been used for an earlier phase? \_\_\_\_ Yes \_\_X\_\_ No

4. Who currently holds title to the property involved?

*Friends in Service Helping*

5. With whom will title be vested upon completion?

*Friends in Service Helping*

6. Do any rights-of-way, easements or other access rights need to be acquired?

\_\_\_\_ Yes \_\_\_\_ No \_\_X\_\_ N/A

7. If the project requires water rights or well permits, have they been acquired?

\_\_\_\_ Yes \_\_\_\_ No \_\_X\_\_ N/A

**For CDBG Economic Development projects only:**

1. Identify the proposed employers that will be assisted with this project; (b) describe how they will comply with the requirement that at least 51% of the permanent full-time jobs created are either held by or made available to LMI persons; and (c) explain how they will document the jobs created and the income levels of the persons hired.

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**For CDBG Housing Projects please indicate:**

The number of homes to be rehabilitated: \_\_\_\_N/A\_\_\_\_

The number of persons to be benefited: \_\_\_\_N/A\_\_\_\_



### III. PROJECT MEASUREMENT

Carson City has implemented a Performance and Outcome Measurement System into the application and grant/project administration process. When completing this section, keep in mind that **outputs** are specific descriptions of what your project is intended to accomplish (such as serve a total of 20 clients) and **outcomes** are the benefits or changes that result from the program (such as how well the service met the client needs).

1. What are the projected **outputs**, or total number of people served, from this project?

*The number of people served is indirectly related to the entire FISH clientele of approximately 19,000. Thrift store sales are a significant source of income from which FISH provides services to no- and low-income people.*

*We have one fulltime position at the donation intake and processing unit, and provide on-the-job training for 200 people per year.*

*In addition to FISH clients, other organizations provide services (such as the literacy council) to people. We would like to see two additional service organizations occupy space at the Jeanell Dr. facility.*

2. Of the total number of people in Question 1, how many of these are low-to-moderate income (LMI)? How many are Carson City residents?

*100% of FISH clients and shelter residents meet the LMI requirements. 80% of our clients tend to be Carson Residents*

3. What is the projected **outcome** of this project? (How will the outputs benefit the total number of people in Question 1?)

*The benefit to FISH clients is that they can use their limited resources to overcome barriers to self-sufficiency rather than pay for a motel or sleep on the street. FISH Information and Referral Specialists (I&R) are trained to assist clients toward self-sufficiency. Clients are interviewed and provided with an individual plan to help them overcome barriers identified in this process. FISH could serve up to 17% more clients with food and medical care as a result of this change.*

4. What procedures will be put into effect to create, compile and maintain data to track performance measurement for this project?

*FISH has just finished a state of the art database that provides unduplicated data client data is maintained and tracked in the FACS (FISH Applications for Client Services) web-based client services program. This program is shared with our partners, who can input their services provided to the client and view services that FISH has provided to the client. Partners such as the jail, hospital, and human services agencies will log-in securely and utilize this resource to coordinate services provided to our mutual clients. The program outputs reports which will be used to track measurement performance.*

## IV. PROJECT BUDGET

Complete the Budget Summary chart (modify categories as necessary). More detailed budgets may be attached in support of the proposal. Identify sources of leveraged funding for the activity. Include the status of these funds (i.e. cash on hand, grants received, planned fund-raising, etc.) Attach copies of funding commitment letters or other evidence of funding support. Leveraged funds are not required but are encouraged.

<b>Project Title:</b>	<b>Funds Requested</b>	<b>Leveraged Funds</b>	<b>Total Funds</b>
<b>Project Expenses FY 2014-15</b>			
Salaries and Benefits	0	\$20,000	\$20,000
Rent and Utilities	0	0	0
Mortgage	0	\$200,000	\$200,000
Equipment-HVAC	10,000	0	\$10000
Equipment Maintenance & Repair	0	0	0
Office Supplies	0	0	0
Operating Supplies	0	\$5,000	\$5,000
Postage and Shipping	0	0	0
Printing and Publications	0	0	0
Advertising and Promotion	0	\$1000	\$1000
Subscriptions and Dues	0	0	0
Liability/Other Insurance	0	\$10,000	\$10,000
Professional Fees	\$10,000	0	\$10,000
Other project costs: (Specify Below)	0	0	0
Permits	\$5,000	0	\$5,000
Construction materials & labor	\$75,000	0	\$65,000
<b>TOTALS</b>	<b>\$100,000</b>	<b>\$236,000*</b>	<b>\$336,000</b>
<b>*FISH has already committed these funds</b>			

## APPENDIX I

### V. PROJECT ADMINISTRATION

A. Provide the names, phone numbers and e-mails of the following people. (There may be more than one person responsible in each category. If the specific individual is not known, please give a job title):

1. The person to whom all questions regarding the application should be directed:

***Shannon Oien, Director of Development***  
***shannon@nvfish.com***  
***775-882-3474 x 106***  
***775-230-9600***

2. The person directly responsible for on-site supervision of the project, such as a project manager:

***Jim Peckham, Executive Director***  
***jim@nvfish.com***  
***775-882-3474 x 101***  
***775-450-9180***

3. The person responsible for the financial management of the project, including preparation, review and approval of reimbursement requests:

***Jim Peckham, Executive Director***  
***jim@nvfish.com***  
***775-882-3474 x 101***  
***775-450-9180***

4. Please list the name, address, phone number and e-mail of the person responsible for preparing the quarterly reports and tracking the performance on this project.

***Jim Peckham, Executive Director***  
***jim@nvfish.com***  
***775-882-3474 x 101***  
***775-450-9180***

## VI. AGENCY INFORMATION

1. Proof of non-profit status for private agencies (governmental entities and schools are exempt):

Date of incorporation	<i>May 1, 1979</i>
Date of IRS certification	<i>May, 1979</i>
Tax exempt number	<i>94-2590904</i>

2. DUNS Number: **167266626**

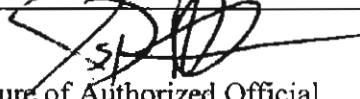
For information on DUNS, go to: <http://www.dnb.com/get-a-duns-number.html>

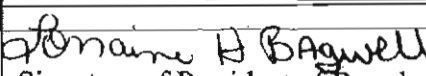
3. Attach the following to each copy of the Proposal for Funding:

- a. IRS Tax Exempt "501(c) (3)" letter.
- b. Proof of incorporation from Secretary of State (CERTIFICATE ONLY). Go to <https://www.nvsilverflume.gov/certificate> You will need to register in order to get the certificate. Cost is \$50.
- c. Current organization chart with names of staff members. Staff members may not serve as a Board Member of the agency they work for.
- d. List of current Board of Directors and terms of office. If a member of your Board of Directors is in a position to obtain a financial benefit or interest from your proposed project, you may be ineligible for CDBG funds (See 24 CFR 570.611).
- e. *For all 501(c)(3) non-profit organizations:* a copy of the organization's most recently submitted Federal Tax Return (Form 990 or 990EX). **PLEASE SUBMIT THE FIRST PAGE ONLY.** Governmental bodies and schools are exempt from this requirement.

4. Required Certification (see instructions):

Applicant certifies that to the best of his/her knowledge, all information submitted as part of this application is true. Applicant will comply with all grant and contract requirements if funding is approved.

	<i>1/16/14</i>
Signature of Authorized Official	Date
Jim Peckham, Executive Director	
Typed Name and Title of Authorized Official	Phone Number

	<i>1/16/14</i>
Signature of President of Board of Directors	Date
Lorraine H. Bagwell, Chair, FISH Board	
Typed Name of President of Board of Directors	Phone Number



**Carson City**  
**Community Development Block Grant (CDBG)**  
**Program Application**  
**Fiscal Year 2014-2015**

*An electronic version of this document is available at [carson.org/cdbg](http://carson.org/cdbg)*

**APPLICATIONS ARE DUE\*:** **JANUARY 17, 2014, 4:00 P.M.**  
**PLEASE SUBMIT 9 COPIES TO:** **CARSON CITY PLANNING DIVISION**  
**108 E. PROCTOR ST.**  
**CARSON CITY, NV 89701**

1. Agency Name: Ventana Sierra, Inc.
2. Agency Mailing Address: P.O. Box 18005, Reno Nevada 89511
3. Project/Program Name: Ventana Sierra Youth Housing & Resource Initiative
4. Project/Program Address/location: Carson City, Nevada
5. Agency Director: Kelly Foutz
6. Board Chairperson: Ellen Hopkins
7. Contact person: Kelly Foutz  
Phone number: 775-384-2290 E-Mail: Kelly@ventanasierra.org  
Fax: 775-849-1707 Website (if applicable) www.ventanasierra.org
8. How long has your organization been in existence? 1.5 yrs In Carson City? 1.5 years
9. What is the overall mission of your organization?

To help youth-in-need into safe housing and working toward career goals through higher education, vocational training, mentoring and the arts. We provide shelter, food, clothing, tuition/books, life skills training, transportation and daily oversight to help them become successful, productive members of the Carson City community and society as a whole.

10. Type of funding requested (Check One):  
☐ Public Service ☐ Public Facility/Improvement  
☐ Economic Development ☒ Housing
11. TOTAL FUNDING REQUESTED: 50,000

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**BRIEF PROJECT DESCRIPTION:**

*Please provide a short description of your project (not your organization).*

In the last year, we have opened two houses, serving eight young men, and established transitional living for three young women in an apartment. This funding would allow us to purchase a third house, to serve four young women. We currently have a client waiting list.

## II. PROJECT DESCRIPTION

The Five-year Consolidated Plan identifies priority community development needs for Carson City (see Appendix II). The need for your proposed project will be determined by identifying how the project impacts upon the adopted Consolidated Plan Priority Needs. Greater consideration will be given to projects that provide a clear description of the project with supporting data and methodology of how the project will meet these needs.

1. Describe the proposed project, including how the project will address the National Objective indicated and whether the project is new, ongoing, or expanded from previous years.

Ventana Sierra is a unique program in Carson City, devoted to helping at-risk youth, ages 17-25, into safe housing and working toward career goals through higher education, mentoring and the arts. These include aged-out foster and homeless youths without the resources that allow them to further their education, and all qualify as low-income. We provide housing, utilities, clothing, tuitions, books, life skills training, etc., that allow them to concentrate on building careers, rather than relying on low-paying jobs. In addition, the housing we purchase is rehabilitated, with help from the kids in the program, community members and local businesses. All residents must commit to living substance free, volunteering on a weekly basis to give back to the community, and devoting a minimum of 30 hours a week toward their education and/or vocational training. The program is ongoing, and growing, with two houses now and a need for another house this year. We have a client waiting list, and expect that to grow as well.

2. If the proposed project already exists, please describe your success rates in providing services to low- to moderate-income persons:

In the seven months since we opened our first house, we have provided housing and school for fifteen young people, five of whom have chosen to leave the program. The attrition is being addressed by a more intensive screening process. Four of those who left were young women who chose boyfriends over education. The fifth chose a job over school. In addition, we have provided access to resources other than our program (i.e.: JOIN, the Ron Wood Center, etc.) And we have helped all our residents find part-time jobs, and open bank accounts, where we require them to save a minimum 70% of their earnings, so they leave the program with a healthy bank account to move them forward.

3. Describe who will benefit from the proposed project.

In addition to our residents, the community benefits by the house rehabilitation, plus gaining useful, employable citizens, committed to giving back. Also, most of our clients are focused on careers in teaching, social work, business administration and the arts. They will go on to help others realize their own goals and dreams, and those people will go on to help others. It's impossible to determine just how many people will benefit. We also have a second tier of help, serving as a resource liaison for those who don't qualify for the housing program. Our houses have room for up to six clients each; however current Carson City statutes allow only four unrelated people to live together in one house. This is something we'd love to change, as we'd be able to serve many more clients.

4. If your project is designed to serve a specific or limited clientele, please indicate the population you will be serving with your project/program:

☐ Abused Children      ☐ Illiterate Persons      ☐ Homeless Persons  
☐ Battered Spouses      ☐ Elderly      ☐ Severely Disabled Adults  
☐ Migrant Farm Workers      ☒ Economically challenged at-risk youth

5. If your project will not be serving one of the limited clientele categories, explain how you will document client income and how you will document that at least 51% of your clientele will be low-to-moderate income:

N/A

6. How will the funds be used on this project?

The funds will be used to purchase and rehabilitate a third house for the program. This is vital as we continue to grow and currently maintain a program waiting list.

7. Describe how your organization plans to reduce the need for grant funding in the future:

We are building major fundraisers. Last year, because of our interest in the arts, we established an advanced writing workshop, which netted a fair amount. This year, that grows into the Great Carson City Lit Fest, with more opportunities for fundraising, including a theater performance and a world class slam poetry event. We are also writing a number of other grants, and have been moderately successful with that in the last year. It also remains our goal to build a boutique publishing house where clients interested in the publishing field can intern and learn all elements of publishing, from writing to editing to design. All profits will benefit Ventana Sierra directly.

8. Could your organization use less than the amount of funds requested for the proposed project? Please explain.

We could, but are trying really hard to keep our monthly operating costs as low as possible so we can afford to add yet another house next year. The larger amount would keep our monthly payment accessible, and allow necessary rehabilitation. We want each house to really feel like home—clean, safe, with updated floors, paint, appliances, etc., plus efficient heating and cooling systems.

9. Are there other agencies or organizations that provide the same service as your organization? If so, how do you coordinate your services with that organization?

There are currently no other organizations in Carson City providing the same kind of program we offer. However, we do coordinate with CASA, CPS, Boys & Girls Club, JOIN, etc. to offer the services they might need from us, and vice versa.

10. What is the geographic target area that will be served by this project?

☐ Target Area (specify geographic area) \_\_\_\_\_  
OR  
☒ Community-wide

**For Public Improvement (construction) Projects only**

1. Is the proposed project part of a larger project or is it a stand-alone project? (If part of a larger project, please describe the entire project.)

N/A

2. Can this project be done in different phases? ☐ Yes ☐ No  
If YES, explain.

3. Have CDBG funds been used for an earlier phase? ☐ Yes ☐ No

4. Who currently holds title to the property involved?

5. With whom will title be vested upon completion?

6. Do any rights-of-way, easements or other access rights need to be acquired?  
☐ Yes ☐ No ☐ N/A

7. If the project requires water rights or well permits, have they been acquired?  
☐ Yes ☐ No ☐ N/A

**For CDBG Economic Development projects only:**

1. Identify the proposed employers that will be assisted with this project; (b) describe how they will comply with the requirement that at least 51% of the permanent full-time jobs created are either held by or made available to LMI persons; and (c) explain how they will document the jobs created and the income levels of the persons hired.

N/A

**For CDBG Housing Projects please indicate:**

The number of homes to be rehabilitated:  1

The number of persons to be benefited:  15 +



### III. PROJECT MEASUREMENT

Carson City has implemented a Performance and Outcome Measurement System into the application and grant/project administration process. When completing this section, keep in mind that **outputs** are specific descriptions of what your project is intended to accomplish (such as serve a total of 20 clients) and **outcomes** are the benefits or changes that result from the program (such as how well the service met the client needs).

1. What are the projected **outputs**, or total number of people served, from this project?

The house acquired will serve both as housing for a minimum of four people, and also as a vocational training opportunity for the eleven young people currently in the program, as they learn home renovation under the supervision of trained professionals. This project will serve a minimum of fifteen people, and quite possibly more, if second tier program participants become involved, and/or if we can work to change the current Carson City mandate allowing no more than four unrelated people to live in one house.

2. Of the total number of people in Question 1, how many of these are low-to-moderate income (LMI)? How many are Carson City residents?

All program participants are low-to-moderate income, and all reside in Carson City.

3. What is the projected **outcome** of this project? (How will the outputs benefit the total number of people in Question 1?)

The outcome of this project will be that at least 15 at-risk youth will receive college and/or vocational training, plus shelter and sustenance. After successful completion of the program, they will become financially independent, and well on their way to building careers, rather than working in low-paying jobs. With the requirement of community service hours and helping to rehabilitate the house, these young people will also give back to the program, and to the larger community, developing a sense of pride in themselves and their Carson City homes.

4. What procedures will be put into effect to create, compile and maintain data to track performance measurement for this project?

Each client must devote a minimum of 30 hours a week to education and/or vocational training. Each must maintain a GPA of 2.5 if enrolled in school and/or earn consistently positive mentor evaluations throughout the program. They must live substance-free and give a minimum one hour per week to community service programs. Daily oversight by a trained mentor is provided, and should it become necessary, tutoring will also be provided to assure client success.

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## IV. PROJECT BUDGET

Complete the Budget Summary chart (modify categories as necessary). More detailed budgets may be attached in support of the proposal. Identify sources of leveraged funding for the activity. Include the status of these funds (i.e. cash on hand, grants received, planned fund-raising, etc.) Attach copies of funding commitment letters or other evidence of funding support. Leveraged funds are not required but are encouraged.

Project Title:	Funds Requested	Leveraged Funds	Total Funds
<b>Project Expenses FY 2014-15</b>			
Salaries and Benefits		42,000	42,000
3 <sup>rd</sup> house down and repairs	50,000		50,000
Mortgage/rent		28,890	28,890
Utilities		9,778	9,778
Cable/phone		5,813	5,813
Tuitions		12,500	12,500
Operating Supplies		990	990
Postage and Shipping		600	600
Books		1,600	1,600
Advertising and Promotion		3,500	3,500
Subscriptions and Dues		75	75
Liability/Other Insurance		2,600	2,600
Professional Fees		1,200	1,200
Other project costs: (Specify Below)			
Computers/printers		5,400	5,400
Household		17,700	17,700
Food		15,000	15,000
Transportation		2,000	2,000
Clothing		9,200	9,200
<b>TOTALS</b>	<b>50,000</b>	<b>158,846</b>	<b>208,846</b>

**\*\*\*Detailed budget attached. Funds from cash on hand, grants, fundraising and donations**

## V. PROJECT ADMINISTRATION

- A. Provide the names, phone numbers and e-mails of the following people. (There may be more than one person responsible in each category. If the specific individual is not known, please give a job title):

1. The person to whom all questions regarding the application should be directed:

Kelly Foutz    775-384-2290    [kelly@ventanasierra.org](mailto:kelly@ventanasierra.org)

2. The person directly responsible for on-site supervision of the project, such as a project manager:

Kelly Foutz    775-381-2290    [kelly@ventanasierra.org](mailto:kelly@ventanasierra.org)

3. The person responsible for the financial management of the project, including preparation, review and approval of reimbursement requests:

Ellen Hopkins    775-849-1637    [ellenhopkins@charter.net](mailto:ellenhopkins@charter.net)

4. Please list the name, address, phone number and e-mail of the person responsible for preparing the quarterly reports and tracking the performance on this project.

Joaquin Foutz    P.O. Box 18005, Reno NV 89511    775-384-2290  
[keno\\_foutz@yahoo.com](mailto:keno_foutz@yahoo.com)

## VI. AGENCY INFORMATION

1. Proof of non-profit status for private agencies (governmental entities and schools are exempt):

Date of incorporation	May 22, 2012
Date of IRS certification	September 19, 2012
Tax exempt number	45-5342049

2. DUNS Number: 07-872-3602

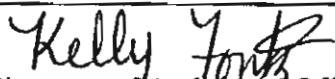
For information on DUNS, go to: <http://www.dnb.com/get-a-duns-number.html>

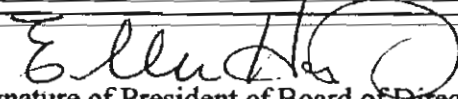
3. Attach the following to each copy of the Proposal for Funding:

- a. IRS Tax Exempt "501(c)(3)" letter.
- b. Proof of incorporation from Secretary of State (CERTIFICATE ONLY). Go to <https://www.nvsilverflume.gov/certificate> You will need to register in order to get the certificate. Cost is \$50.
- c. Current organization chart with names of staff members. Staff members may not serve as a Board Member of the agency they work for.
- d. List of current Board of Directors and terms of office. If a member of your Board of Directors is in a position to obtain a financial benefit or interest from your proposed project, you may be ineligible for CDBG funds (See 24 CFR 570.611).
- e. *For all 501(c)(3) non-profit organizations:* a copy of the organization's most recently submitted Federal Tax Return (Form 990 or 990EX). **PLEASE SUBMIT THE FIRST PAGE ONLY.** Governmental bodies and schools are exempt from this requirement.

4. Required Certification (see instructions):

Applicant certifies that to the best of his/her knowledge, all information submitted as part of this application is true. Applicant will comply with all grant and contract requirements if funding is approved.

 Signature of Authorized Official	Date 1/16/14
Kelly Foutz Typed Name and Title of Authorized Official	775-384-2290 Phone Number

 Signature of President of Board of Directors	Date 1/16/14
Ellen Hopkins Typed Name of President of Board of Directors	775 849-1637 Phone Number