

## City of Carson City Agenda Report

**Date Submitted:** February 24, 2015

**Agenda Date Requested:** March 5, 2015

**Time Requested:** 1 hour

**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 FY2015-16, and to open a 30-day public comment period from March 5 to April 3, 2015 for review of the Carson City draft CDBG 2015-16 Annual Action Plan to implement the Department of Housing and Urban Development (HUD) CDBG Program. (Janice Keillor)

**Staff Summary:** The CDBG funding available to Carson City for fiscal year 2015-16 is \$349,619, which is a reduction of \$13,343 from 2014-15. There will be \$52,442 (15% maximum) for public services activities, \$227,254 for public facilities and improvements, and \$69,923 (20% maximum) for planning and administration. The CSSG funding available to Carson City for fiscal year 2015-16 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 4, 2015 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 FY2015-16 as recommended by the Application Review Workgroup and subject to approval of the FY2015-16 budget, and to open a 30-day public comment period from March 5 to April 3, 2015 for review of the Carson City draft CDBG 2015-16 Annual Action Plan to implement the Department of Housing and Urban Development CDBG Program.

**Explanation for Recommended Board Action:** Twenty 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 2015-16 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 April

16, 2015 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 Statute, 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) 2014 Final Recommendations
- 3) Memorandum-ARW recommendations and CDBG program summary
- 4) CDBG Consolidated Plan Priority Needs table
- 5) ARW meeting minutes
- 6) Supplemental Questions
- 7) 2015 CDBG and CSSG applications

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

**Reviewed By:** Lee P. Bell  
(Community Development Director)  
Nicholas Manasco  
(City Manager)  
Joseph L. Wenzel Jr.  
(District Attorney)  
Thelma Shultz  
(Finance Director)

Date: 2/24/15

Date: 2/24/15

Date: 2/24/15

Date: 2/24/15

**Board Action Taken:**

Motion:	1)	2)	Aye/Nay

(Vote Recorded By)

# Partnership Carson City



February 9, 2015

Carson City Board of Supervisors  
201 North Carson Street  
Carson City, NV 89701

Dear Mayor and City Supervisors:

Please find attached the Partnership Carson City (PCC) 2015-2016 Youth Community Support Services funding recommendations. The Executive Board met on Wednesday, February 4, 2015 to review the five (5) applications submitted, totaling \$77,448.00 in funding requests. The funding recommendation table reflects this year's funding levels, 2015-2016 funding requests, and the PCC Executive Board's funding recommendations.

The recommendations are based on the program's potential for addressing the City of Carson's goals and furthering PCC's vision. Additionally, the Executive Board took into consideration past performance of the organization related to City funding and gaps in services to Carson City.

PCC will be in attendance at the Board of Supervisor's meeting on March 5, 2015 to answer any questions related to these funding decisions.

Sincerely,

Kathy Bartosz  
PCC Executive Director

1711 North Roop Street  
Carson City, NV 89706  
(775) 841-4730

**Partnership Carson City**

**2015-2016**

**Carson City Youth Community Support Services Funding Recommendations**

Organization	Program/Project	2014 – 2015 Funding	2015 – 2016 Request	PCC Funding Recommendations
Advocates to End Domestic Violence	Teen Dating Violence Prevention Program	5,859	5,859	5,900
Boys & Girls Club of Western Nevada	Teen Center Programs	19,389	19,389	19,400
Carson City Symphony Association	Strings in the Schools & Strings in the Summer Programs	7,152	7,200	7,200
Ron Wood Family Resource Center	Assistance to Low & Moderate Income Families	25,000	25,000	25,000
Big Brothers Big Sisters (Reno based)	Carson Youth Mentoring Program	0	20,000  (Reduced to match current documented mentor matches of 12, and increase by 12 more. Instead of 25/25 reflected in grant.)	10,000
N.N. Childrens Museum	STEM Display	2,500  (Paid through another grant)	0	0
Mentor Center	Mentoring Program thru Boys and Girls Club	8,500  No longer in operation	0	0
Partnership Carson City	Grant Management (& youth activity scholarship fund)	3,800  Maximum 7%		4,700 (6.5%)
<b>TOTALS</b>		<b>\$72,200</b>	<b>\$77,448.00</b>	<b>72,200</b>

RESOLUTION NO. 2014-R-21

A RESOLUTION AUTHORIZING EXPENDITURES OF FUNDS  
TO NON-PROFIT ORGANIZATIONS FOR FY 2014-15

WHEREAS, NRS 244.1505(1) provides that the Board of Supervisors may grant money to private organizations, not for profit; and

WHEREAS, NRS 244.1505(2) provides that such grants must be made by a resolution which specifies the purpose of the grant, the maximum amount to be expended from the grant and any other conditions upon the expenditure; and

WHEREAS, the Board of Supervisors has conducted public hearings, taken testimony and received evidence of the substantial benefit to the inhabitants of Carson City of the expenditure of money for grants to the private organizations, not for profit, which are listed below.

NOW, THEREFORE THE BOARD OF SUPERVISORS RESOLVES THAT:

1. For FY 2014-15, the following groups are granted the following amounts for the following purposes:

<u>Organization</u>	<u>General Fund</u>	<u>Purpose</u>	<u>Amount</u>
Advocates to End Domestic Violence		Operations	10,000
Capital City Circles Initiative		Operations	7,500
Carson City Senior Citizens Center		Operations	13,000
CASA of Carson City		Operations	25,000
ESL In Home Program of Northern Nevada		Operations	14,103
Food For Thought		Operations	8,000
FISH		Operations	12,200
Ormsby Association of Carson City (formerly OARC)		Operations	9,279
Partnership CC - Youth Services		Operations	72,200
Ron Wood Family Resource Center - Reach Up		Operations	30,100
Ron Wood Family Resource Center - Food Bank		Operations	10,000
RSVP - Coordinator		Operations	13,417
RSVP - Program		Operations	22,604
United Latino Services		Operations	<u>15,000</u>
		General Fund Total	262,403

<u>Regional Transportation Commission Fund</u>		
Rural Center for Independent Living	Bus Passes	3,000

Q18/Quality of Life Fund

Boys & Girls Club	Operations	125,000
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Grand Total	<u>390,403</u>
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2. The amounts listed above in paragraph one (1) are the maximum amounts from the grant to be expended by the private organizations.

3. The grant money may only be spent for the purposes listed in the resolution which is the purpose given to the Board of Supervisors by the requesting private organizations in its written and oral presentation to the Board of Supervisors.

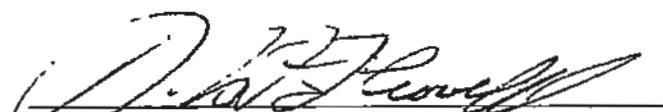
Upon motion by Supervisor Karen Abowd, seconded by Supervisor Brad Bonkowski, the foregoing Resolution was passed and adopted this 3<sup>rd</sup> day of July, 2014, by the following vote:

AYES:      Supervisor Karen Abowd  
                 Supervisor Brad Bonkowski  
                 Supervisor John McKenna  
                 Supervisor Jim Shirk  
                 Mayor Robert Crowell

NAYS:      None

ABSENT:      None

ABSTAIN:      None.



ROBERT L. CROWELL, Mayor

ATTEST:

Kathleen King, Chf. Dep. Clk  
fr: ALAN GLOVER, Clerk - Recorder

**NRS 244.1505 Expenditure of public money; grant of public money and donation of certain property to certain nonprofit organizations or governmental entities.**

1. A board of county commissioners may expend money for any purpose which will provide a substantial benefit to the inhabitants of the county. Except as otherwise provided in subsection 4, the board may grant all or part of the money to a nonprofit organization created for religious, charitable or educational purposes to be expended for the selected purpose.

2. A board of county commissioners or its authorized representative may donate:

(a) Commodities, supplies, materials and equipment that the board determines to have reached the end of their useful lives; and

(b) Stolen or embezzled property for which the county treasurer has obtained an order authorizing the county treasurer to donate the property pursuant to subsection 6 of NRS 179.165.

→ to a nonprofit organization created for religious, charitable or educational purposes or to another governmental entity, to be used for any purpose which will provide a substantial benefit to the inhabitants of the county.

3. A grant or donation to a nonprofit organization created for religious, charitable or educational purposes and a donation to a governmental entity pursuant to this section must be made by resolution. The resolution must specify:

(a) The purpose of the grant or donation;

(b) If applicable, the maximum amount to be expended from the grant; and

(c) Any conditions or other limitations upon the expenditure of the grant or the use of the donated property.

4. The provisions of this section do not limit the ability of a board of county commissioners or its authorized representative to disburse money pursuant to NRS 321.5956 or any other specific statutory authority.

5. As used in this section:

(a) "Authorized representative" has the meaning ascribed to it in NRS 332.025.

(b) "Nonprofit organization created for religious, charitable or educational purposes" means an organization that meets the requirements set forth in NRS 372.3261.

(Added to NRS by 1981, 478; A 1987, 2306; 1989, 242; 1999, 1644, 3535; 2001, 368)

**NRS 372.3261 Requirements for organization created for religious, charitable or educational purposes.**

1. For the purposes of NRS 372.326, an organization is created for religious, charitable or educational purposes if it complies with the provisions of this section.
  2. An organization is created for religious purposes if:
    - (a) It complies with the requirements set forth in subsection 5; and
    - (b) The sole or primary purpose of the organization is the operation of a church, synagogue or other place of religious worship at which nonprofit religious services and activities are regularly conducted. Such an organization includes, without limitation, an integrated auxiliary or affiliate of the organization, men's, women's or youth groups established by the organization, a school or mission society operated by the organization, an organization of local units of a church and a convention or association of churches.
  3. An organization is created for charitable purposes if:
    - (a) It complies with the requirements set forth in subsection 5;
    - (b) The sole or primary purpose of the organization is to:
      - (1) Advance a public purpose, donate or render gratuitously or at a reduced rate a substantial portion of its services to the persons who are the subjects of its charitable services, and benefit a substantial and indefinite class of persons who are the legitimate subjects of charity;
      - (2) Provide services that are otherwise required to be provided by a local government, this State or the Federal Government; or
      - (3) Operate a hospital or medical facility licensed pursuant to chapter 419 or 450 of NRS; and
  4. An organization is created for educational purposes if:
    - (a) It complies with the requirements set forth in subsection 5; and
    - (b) The sole or primary purpose of the organization is to:
      - (1) Provide athletic, cultural or social activities for children;
      - (2) Provide displays or performances of the visual or performing arts to members of the general public;
      - (3) Provide instruction and disseminate information on subjects beneficial to the community;
      - (4) Operate a school, college or university located in this State that conducts regular classes and provides courses of study required for accreditation or licensing by the State Board of Education or the Commission on Postsecondary Education, or for membership in the Northwest Association of Schools and of Colleges and Universities;
      - (5) Serve as a local or state apprenticeship committee to advance programs of apprenticeship in this State; or
      - (6) Sponsor programs of apprenticeship in this State through a trust created pursuant to 29 U.S.C. § 186.

5. In addition to the requirements set forth in subsection 2, 3 or 4, an organization is created for religious, charitable or educational purposes if:

  - (a) No part of the net earnings of any such organization inures to the benefit of a private shareholder, individual or entity;
  - (b) The business of the organization is not conducted for profit;
  - (c) No substantial part of the business of the organization is devoted to the advocacy of any political principle or the defeat or passage of any state or federal legislation;
  - (d) The organization does not participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office; and
  - (e) Any property sold to the organization for which an exemption is claimed is used by the organization in this State in furtherance of the religious, charitable or educational purposes of the organization.

(Added to NRS by 1995, 1437; A 1999, 965; 2003, 1283)



To End Domestic Violence

**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 16, 2015, 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 instructions 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 Name:** Teen Dating Violence Prevention
- 4. Project 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? 36 years** Advocates To End Domestic Violence was founded in 1979 and incorporated in 1981.
- 9. What is the overall mission of your organization?**  
Advocates to End Domestic Violence 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:** \$5,859 - The same amount as last year

**BRIEF PROJECT DESCRIPTION:**

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

In 2000, Advocates developed a school-based dating violence prevention program in a proactive effort to eliminate domestic violence before it has the opportunity to affect the lives of local teenagers and, thus, future adults. The program's curriculum and materials have been approved by the school district and are structured to reach each targeted age group. Presentations are given to Carson Middle School, Eagle Valley Middle School, Silver State Charter School, and Pioneer High School Students. The presentations are also provided to area youth groups and organizations with materials tailored to meet the needs of each group and time frame. The aim of the program is to **reduce violence in youth dating relationships** and promote healthy, respectful relationships through increased awareness and the ability to identify controlling and abusive behaviors. Conflict resolution, communication, and critical thinking skills are the cornerstones of the program.

**I. PROJECT ELIGIBILITY**

**A. Check all statements that describe HOW this project/program 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/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.**

Teen dating violence, like adult domestic violence, is a pattern of **coercive, manipulative behavior** that one partner exerts over the other for the purpose of

establishing and maintaining power and control. The effects of dating violence can range from bruised self-esteem to broken bones, permanent injury, and even death. The U.S. Department of Justice reports that nearly **one in three high school students** have been or will be involved in an abusive relationship and that females between **16 and 24 years of age are more vulnerable** to intimate partner violence than any other age group, nearly triple the national average. According to the California Coalition Against Sexual Assault, **half of reported date rapes** occur among teenagers. The National Center for Injury Prevention and Control documented that intimate partner violence among adolescents is associated with **increased risk** of substance use, unhealthy weight control, sexual risky behaviors, pregnancy, and suicide. 81% of surveyed parents either believe teen dating violence is not an issue or admit they don't know if it is an issue as reported by Family Violence Prevention Fund and Advocates for Youths. Dating violence crosses all economic, racial, gender, and social lines, with the majority of victims being young women who are at the highest risk for serious injury.

The first step to breaking the cycle of domestic violence is **awareness of the issue**. Similar to providing education regarding prevention of drugs, smoking and bullying, teen dating violence can be reduced through information and awareness. The program has been structured to **appeal and hold the attention** of teenagers. The program utilizes nationally developed materials that are designed for each specific grade and maturity level. The curriculum involves age-appropriate dramatized videos, information handouts, worksheets, role playing, and class discussions which encourage interaction to capture students' attention while providing opportunities for skill development and increased awareness. Pre and post tests document students' level of awareness prior to and after each presentation. The ultimate goal of the program is to **reduce violence in youth dating relationships** and promote healthy, respectful relationships through increased awareness and the ability to identify controlling and abusive behaviors.

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

Teens that experience dating violence are more likely to do poorly in school and report binge drinking and attempted suicides according to the Centers for Disease Control and Prevention. The data we have collected from women we sheltered show that over **70% first experienced intimate partner violence as teenagers**. For many of the clients we assist, a pattern of domestic violence has affected their educational opportunities and economic stability. AEDV developed the Teen Dating Violence Prevention program to combat the long-term negative effects on victims and the community. A Healthy, Safe and Secure Community begin with our youths.

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

By providing youth with the necessary tools to recognize, and thus **avoid**, abusive relationships, Advocates believes that fewer teenage relationships will evolve into **adult domestic violence** incidents. This will decrease the need for crisis intervention, emergency shelter, legal services, law enforcement, substance abuse counseling, and welfare assistance, thereby changing the path that many teens are heading toward while benefitting the community of Carson long-term.

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

CSSG funding will pay for a portion of the part-time position that will coordinate and present the classes. In addition, funds will be used toward the purchase and printing of handouts and other material costs, as well as age-appropriate videos. **No CSSG funds will be used toward administration costs of the project, only direct services.**

**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 the Teen Dating Violence Prevention program to local students throughout Carson City. AEDV has strived to diversify our funding sources incorporating local, state, and federal government sources, as well as **raising 54% percent** of annual revenue through fundraising efforts that involve 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/program? 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 Partnership Carson City is **crucial for the continuation** of the Teen Dating Violence Prevention program and would be impossible to replace through other sources. Though AEDV raises fifty-four percent of the agency revenue through fundraisers and donations, without grant funding, AEDV would not be able to **continue** to provide the Teen Dating Violence Prevention program. AEDV believes in the life-altering effects this program has and the future positive changes it will have on so many young lives.

AEDV is aware of the limited CSSG funds available to assist community non-profits in providing necessary services to those in need, and therefore, **has not requested** an increase in funding from the past year's levels.

**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?**

Advocates To End Domestic Violence is the **only program** that provides interactive teen dating violence prevention classes to students in Carson City. AEDV works in a collaborative effort with other social service organizations and agencies in order to provide a full range of opportunities and services for the students we serve.

### 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 program/project?**

The primary goal of the program is to reduce teen dating violence and to promote a "safe, secure, and healthy community" that promotes respectful relationships through increased knowledge and awareness of abusive and harmful relationships. Materials (handouts and videos) will be reviewed and purchased during the first and second quarters. During the second and third quarters, the program will meet and work with administrators and teachers to schedule presentations that will take place during the third and fourth quarters.

AEDV will present the Teen Dating Violence Prevention program to an estimated 700 **Carson City students**, utilizing approved curriculum and pre and post tests during the third and fourth quarters.

**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?**

It is anticipated that all will be residents of Carson City, as they will be students attending **Carson City schools** or participating in **youth programs** operating in Carson City. We do not administer income verification to students, but according to the United States Census, roughly fourteen percent of Carson City residents live below the poverty level. The latest KIDS Count data illustrates that **21.5 percent** of children in Carson City live in poverty.

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

Utilizing pre and post tests, **eighty percent** of students will demonstrate an increased knowledge regarding the warning signs of an abusive relationship and awareness of the affects of controlling an abusive dating relationship.

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

AEDV utilizes pre and post tests to measure student's levels of knowledge before and after the presentations. Students also complete an evaluation of the materials and instructor which is used to adjust the presentations to better meet student expectations and needs. The program does not gather information that could identify students. Records regarding materials purchased, student attendance, hours of instruction, dates and times will be maintained in a secure location.

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 cancelation 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. 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.

Project/Program Title:	Funds Requested	Leveraged Funds	Total Funds
<b>Project/Program Expenses FY 2013-14</b>			
Salaries and Benefits	\$3,900	\$4,065	\$7,965
Rent and Utilities	0	700	700
Mortgage	0	0	0
Equipment	0	0	0
Equipment Maintenance & Repair	0	0	0
Office Supplies	0	150	150
Operating Supplies/Mileage/Trainings	0	550	550
Postage and Shipping	0	0	0
Printing and Publications	1,959	1,941	3,900
Advertising and Promotion	0	0	0
Subscriptions and Dues	0	0	0
Liability/Other Insurance	0	300	300
Professional Fees	0	0	0
Other project costs: (Specify Below)			
<b>TOTALS</b>	<b>\$5,859</b>	<b>\$7,706</b>	<b>\$13,565</b>

## DETAILED BUDGET BREAKDOWN

COST CATEGORY	GRANT COST CONTRIBUTIONS	OTHER MONETARY	TOTAL PROGRAM
<b>Salaries</b>			
<b>Coordinator</b> 40hrs/wk x \$17.78 x 10wks = \$7,112 12% withholding/benefits= \$853	\$3,900	\$4,065	\$7,965
<b>Sub-Total</b>	\$3,900	\$4,065	\$7,965
<b>Program Expenses:</b>			
<b>Insurance</b>	0	300	300
<b>Printing and Videos</b>	\$1,959	1,941	3,900
<b>Operating Supplies</b>			
<b>Training</b>	0	300	300
<b>Mileage</b>	0	250	250
<b>Office Supplies</b>	0	150	150
<b>Rent and Utilities</b>	0	700	700
<b>Sub-Total</b>	\$1,959	\$3,641	\$5,600
<b>TOTAL</b>	<b>\$5,859</b>	<b>\$7,706</b>	<b>\$13,565</b>

## Matching Funding

<u>Shelter Funding Source</u>	<u>Amount</u>	<u>Secured</u>
AEDV General Funds	\$7,706	On-Going

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

## VI. AGENCY INFORMATION

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

Date of incorporation	1981
Date of IRS certification	June 1980
Tax exempt number	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:
  - a. IRS Tax Exempt "501(c)(3)" letter.
  - b. Proof of incorporation from Secretary of State (CERTIFICATE ONLY)
  - 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). 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	2/2/15 Date
Lisa Lee, Executive Director	883-7654
Typed Name and Title of Authorized Official	Phone Number

Signature of President of Board of Directors	3/2/15 Date
Joanna Wilson	885-9557
Typed Name of President of Board of Directors	Phone Number

Carson City, a Consolidated Municipality

**Annual Report  
For Community Support Services Funding  
Fiscal Year 2014-2015**

**Name of Organization:** Advocates to End Domestic Violence

**Program/Project:** Teen Dating Violence Prevention

**Amount of Funds:** Received \$5,859

**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:** February 2, 2015

**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 \$5,859 grant to fund the Teen Dating Violence Prevention program that targets Middle School and High School students with information and awareness regarding youth intimate partner violence. The grant is effective from July 1, 2014 through June 30, 2015. 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>
Personnel	\$3,900	\$1,950	\$1,950
Instructional Materials	1,959	0	1,959
Total	\$5,859	\$1,950	\$3,909

The first two quarters of the grant cycle involves curriculum development. Classes are presented during the remaining two quarters, as well as the purchase of program materials. The majority of CSSG funds will be expended

during the third and fourth quarters with a zero balance remaining by the end of the fiscal cycle.

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

The goal of the program is to **stop dating violence before it starts**. During the teen years, young people are learning skills they need to form relationships with others. Our program promotes healthy relationships in order to prevent patterns of dating violence that can last into adulthood.

In addition to providing the program to students in a classroom setting as outlined in our grant proposal, we have been working with the Carson High School After-School Study Hall (MASH) Coordinator to provide the program this coming spring. To further promote awareness of teen dating violence, we participated in the National Night Out hosted by the Carson City Sheriff's Department in which we displayed red flags to demonstrate the differences between healthy and unhealthy relationships.

Since the program is provided directly to students during the **second half of the grant cycle**, measurable outcomes have not yet been performed and will not be able to be documented until the final report.

**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?**

The Teen Dating Violence Prevention program will be presented to an estimated **700** students all of whom will be residents of Carson City.

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

One of the program successes has been the approval of the curriculum by the Carson City School District and the acceptance of the program as valuable by teachers and students. When we began developing the Teen Dating Violence Prevention project in 2000, AEDV was one of the few programs in the United States to offer this type of direct service. We were challenged to find materials for teenagers, in fact, we originally had to develop many of the handouts and worksheets in-house. As national awareness of teen dating violence increased, resources were developed that allowed our original curriculum to evolve and expand. Due to **our long track record** of providing this program, we have been approached by other schools interested in our program and how we are able to fund and implement it. AEDV is proud to have been at the forefront of teen dating

violence prevention and believes that it has resulted in changing the path of many lives.

AEDV has partnered with Nevada Network Against Domestic Violence and Carson Tahoe Health to bring the "Teen Relationship Abuse: A Public Health Priority Workshop" to Carson City. The workshop is designed to increase healthcare providers' knowledge and understanding of teen relationship abuse. Participants will explore ways to improve services and increase the safety of their patients by learning how to conduct an assessment, intervene, document, and provide appropriate referrals and resources.

By providing information and awareness on issues of intimate partner violence, the program aids to reduce future incidents of domestic violence in our community, thus increasing the "health, safety and security of the community".

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

AEDV has established fundraising events and a thrift shop that provide revenue toward services for survivors of domestic violence and sexual assault as well as matching funds required by grant sources. Partnership Carson City funding will ensure the continuation of the **Teen Dating Violence Prevention program**, without which, AEDV would not be able to provide the program.

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

In an environment where there are many worthy causes and social needs, it is a challenge to find and secure funding for a program that increases teen awareness of dating violence in order to **avoid future abusive relationships**. Funding for prevention services are always more difficult to secure than crisis intervention services. It required a great deal of cooperation and development to be able to get the program into the schools in 2000, it would be even more difficult if the program was cancelled due to funding cuts and then attempted to restart at a later date. AEDV strongly believes in the value of this program and will continue to strive to ensure that it remains available to area teens.



# Advocates to End Domestic Violence

P.O. Box 2529 ■ Carson City, NV 89702 ■ (775) 883-7654 ■ Fax (775) 883-0364

February 2, 2015

Partnership Carson City  
Application Committee  
108 E. Proctor Street  
Carson City, NV 89701

Members:

Please accept this submission as a request for consideration for funding for the Partnership Carson City Grant funding. Advocates has been receiving money to promote dating violence awareness since the year 2000. Advocates is submitting this request today, in an unorthodox manner, past the deadline, as I was not notified of the grant application process deadlines.

This Partnership Grant funding is imperative to the continuing operation of the teen dating violence program. There is much involved with receiving approval to enter the Carson City Schools. To have this program sit dormant, for even one year, could decrease the possibility of ever being allowed to conduct this program in the schools again.

I am asking for your consideration of our grant application and apologize for the late submission and any inconvenience this may cause.

Sincerely,

Lisa Lee  
Executive Director



## Carson City

### Community Support Services Grant (CSSG) Program Application Fiscal Year 2015-2016

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

**APPLICATIONS ARE DUE\*:**

**JANUARY 16, 2015, 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: Carson City Symphony Association
2. Agency Mailing Address: P.O. Box 2001, Carson City, NV 89702-2001
3. Project Name: Strings in the Schools
4. Project Address/location: Multiple locations (primarily Carson City public schools)
5. Agency Director: Elinor Bugli
6. Board Chairperson: Elinor Bugli
7. Contact person: Elinor Bugli  
Phone number: 775-883-4154 E-Mail: [ehbugli@aol.com](mailto:ehbugli@aol.com)  
Fax: 775-883-4371 Website (if applicable) <http://CCSymphony.com>
8. How long has your organization been in existence? 31 years In Carson City? 31 years
9. What is the overall mission of your organization?

Our mission is to (1) enhance the quality of life in northern Nevada by providing creative, educational, and social opportunities for amateur and volunteer professional instrumentalists and vocalists of all ages; (2) educate and entertain a broad and diverse audience, including residents, visitors, and tourists; (3) enhance music education for the K-12 student population and adults; and (4) expand our reputation for adventurous programming by playing music by contemporary composers and featuring non-traditional solo instruments.

10. **TOTAL FUNDING REQUESTED: \$7,200**

## **BRIEF PROJECT DESCRIPTION:**

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

We are requesting support for Carson City Symphony's Youth Education programs, including:

- **Strings in the Schools** (After-school string education, Sept.-June) - Tuition-free beginning violin instruction for interested students in grades 2-5; beginning cello instruction for select students in grades 5; intermediate and advanced string ensembles for students in grades 2 to 12. Program features weekly sessions at four schools or other locations, four or more concerts, and a workshop. (See Attachments 6 and 7, sample programs.)
- **Strings in the Summer** (Six weeks in summer) - Tuition-free fiddle and orchestra classes for northern Nevada string students of all ages, including adults. Features weekly sessions at three experience levels and an end-of-season public concert.
- **Secondary School Strings** (In-school orchestras, Sept.-June) - Program in cooperation with the Carson City School District. The school music specialists teach credited elective orchestras at Carson and Eagle Valley Middle Schools and Carson High School. We provide assistance to the instructors and instruments (violin, viola, cello, and bass) for students who cannot afford to rent or purchase their own.

## **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.

Carson City Symphony Association's services help the city reach its goals of providing an active and engaged community, rich in culture and the arts, and dedicated to excellence in education. The program is ongoing and growing. In the coming year, we propose to:

- enhance the quality of life in Carson City by providing creative, educational, and social opportunities for our youth, measured by numbers participating.
- continue free tuition, which encourages attendance by students and sibling groups from low/moderate income families.
- continue the Strings in the Schools partnership with Carson City Schools to assist in-school, for-credit, string orchestras at Carson and Eagle Valley Middle Schools and Carson High.
- have experienced instructors direct the program, teach lower-level, after-school, and summer classes, and assist classroom music specialists in teaching and directing the Middle School and High School orchestras.
- increase opportunities for beginning cello instruction at the elementary-school level.
- provide four or more performance opportunities throughout the year.
- bring in guest artists and groups to lead workshops and master classes for the students.

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

Our program, now in its tenth year, draws students from the entire city, including public-, private-, and home-schooled students, grades 2-12. It makes string education available and affordable for all, and an integral component of music education in schools. To serve low/moderate income families, we keep our program tuition free and provide instruments to about 70 students who cannot afford to purchase or rent instruments. More than a third of Carson City students are eligible for free/reduced price lunch, and many of our beginning violin students attend Empire Elementary School, where more than 3/4 of students qualify for free/reduced lunch. Evidence of success is that students who began the program years ago now participate in middle- and high-school orchestras, continuing to reap the academic, creative, and social benefits of music education.

3. Describe who will benefit from the proposed project.

All Carson City students who have interest, aptitude, or curiosity about string instruments will benefit—more than 150 students receive instruction each year. Benefits go beyond music education into realms of academic and social achievements. The population that attends student concerts and recitals (about 300 per concert) will benefit directly, and the entire population of about 55,000 city residents potentially benefits from the enhanced artistic and cultural environment created by having a string program and youth orchestras available in the Capital City.

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

The funds will help cover fees for string-program instructors and assistants; guest musicians/workshop leaders; fees for videographers and technicians; equipment and supplies, including student instruments; marketing the program; and insurance; and will be leveraged as matching funds for State, corporate, and foundation grants and private donations.

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

In future years, we plan to fund the program through increased private contributions, corporate donations, and grants from foundations and State and federal programs.

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

We are committed to continue the program with whatever funds are available. However, the program is still growing and we have a waiting list for beginning classes each year. Only the instructors, assistants, and guest artists are paid - administrative staff members are volunteers. Therefore, less funding would likely result in fewer students served.

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 agencies offer the same services. The Carson Valley Violin School in Douglas County has a string ensemble for its advanced private students, but no summer program, and no group lessons. The Reno Philharmonic has youth orchestras open to area students, but they are primarily for high-school students who have had extensive previous instruction, and are filled by auditions. Our Strings in the Summer program is open to any string player who would like to participate, including members of other organizations, and it offers all string students an opportunity to continue their education during the summer months.

### 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?

***Strings in the Schools (after-school program) - total 102 students served this year***

Beginning violin	36 students, grades 2-5
Beginning cello	2 students, grade 5
String Ensemble, beginning orchestra	17 students, grades 3-6
PIZZAZZ, intermediate orchestra	20 students, grades 4-8
STRAZZ, advanced orchestra	27 students, grades 6-12

***Strings in the Summer (three groups) - total 51 participants served, all ages***

***Secondary School Strings (in-school orchestras) - total 83 students served***

Carson Middle School	37 students
Eagle Valley Middle School	17 students
Carson High School	29 students

**Note:** Participation in the three components of our Youth education programs overlap. During the 2014-15 school year, 169 unique individuals were involved, and we anticipate an increase in 2015-16.

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?

We estimate that more than half the students served are from low-to-moderate income families. All students in the after-school and in-school classes are Carson City residents; 90% of the summer students 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?)

***Strings in the Schools - total 102***

Beginners will learn note reading, scales, simple tunes, and the mechanics of playing their instruments. They will participate in two or more public performances.

String Ensemble students will develop proficiency in playing slurs and hooked bowings, simple double stops, 16th-note rhythms, c and f naturals, and identifying notes on the g string. They will learn classical, folk, jazz, and other music styles, and participate in two or more public performances.

Pizzazz and STRAZZ students will master third and fifth positions and vibrato technique. They will learn alternative styles and improvisation and participate in four or more public performances.

***Strings in the Summer* - total 51**

Participants will learn six tunes and present one performance.

***Secondary School Strings* - total 83**

Middle School students will meet state standards for music education and earn class credit for orchestra participation. High-school students will fulfill their humanities/occupational graduation requirement and earn class credit. All will perform in their respective school concerts. Secondary school strings students, depending on level of achievement, may also be eligible for the after-school String Ensemble, Pizzazz, Por STRAZZ.

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

Strings in the Schools will track individual student and class progress, level of literature performed, enrollment and attendance, and overall quality of the educational experience. The instructors will maintain weekly progress reports for each student and group. At the end of each educational cycle, student participants, parents, and community mentors will have the opportunity to complete an evaluation form. Their responses will be considered in the planning process for the future.

Strings in the Summer is a less formal program designed to provide music experience during the school break. Number of students enrolled, attendance, and repertoire learned will be tracked as measures of group performance.

Secondary School Strings progress will be evaluated by the students' respective school music teachers/specialists on the basis of standard instrumental-music program criteria of the Carson City School District and Nevada Department of Education standards.

Documented progress is one way of determining that goals are achieved. Student satisfaction and enjoyment are equally important. The number of participants who drop out of the programs (very few), and the number of parents of preschoolers who ask about future enrollment (many), are indications that we are serving and benefiting the community.

## 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: Strings in Schools</b>		<b>Funds Requested</b>	<b>Leveraged Funds*</b>	<b>Total Funds</b>
<b>Project Expenses FY 2015-16</b>				
Salaries and Benefits (Instructors)		6,000	6,000	12,000
Rent and Utilities		0	0	0
Equipment (Instruments)		400	1,000	1,400
Equipment Maintenance & Repair		100	600	700
Office Supplies		0	200	200
Postage and Shipping		0	300	300
Printing and Publications		0	200	200
Advertising and Promotion		200	400	600
Subscriptions and Dues		0	0	0
Liability/Workers' Compensation Insurance		200	500	700
Professional Fees (Videographers, techs)		300	500	700
Other project costs: (Specify Below)				
Admin personnel - in-kind (value \$2,500)		0	0	0
Classroom mentors - in-kind (value \$6,600)		0	0	0
Graphic/web design - in-kind (value \$3,000)		0	0	0
Symphony tickets - in-kind (value \$4,000)		0	0	0
<b>TOTALS</b>		7,200	9,700*	16,900

**\*Leveraged funds (anticipated):** Private donations \$4,000; State Arts Learning grant \$3,500; Foundation/Corporate support \$500; Instrument maintenance fees \$500; Symphony Association reserve funds up to \$4,000 as needed.

## **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:

Elinor Bugli, President  
775-883-4154  
ehbugli@aol.com

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

Sue Jesch, Education Director/Instructor  
775-450-5584  
sue@tahoefiddler.com

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

Elinor Bugli, President 775-883-4154 ehbugli@aol.com	Jonathan Rabben, Treasurer 775-783-9086 jmrabben@yahoo.com
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4. Please list the name, address, phone number, and e-mail of the person responsible for tracking the performance on this project.

Elinor Bugli, President 775-883-4154 ehbugli@aol.com	Sue Jesch, Education Director/Instructor 775-450-5584 sue@tahoefiddler.com
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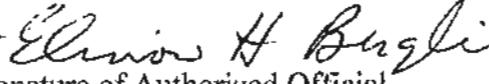
## VI. AGENCY INFORMATION

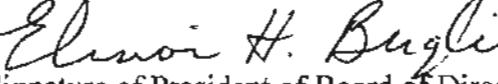
1. Proof of non-profit status for private agencies (governmental entities and schools are exempt):

Date of incorporation	Oct. 2, 1985
Date of IRS certification	May 1988
Tax exempt number	88-0229678

2. DUNS Number: 8042799  
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.nysilverflume.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	January 16, 2015 Date
Elinor Bugli, President Typed Name and Title of Authorized Official	775-883-4154 Phone Number

 Signature of President of Board of Directors	January 16, 2015 Date
Elinor Bugli Typed Name of President of Board of Directors	775-883-4154 Phone Number



## Carson City

# Community Support Services Grant (CSSG) Program Application Fiscal Year 2015 - 2016

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

**APPLICATIONS ARE DUE\*:**

**JANUARY 16, 2015, 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
2. Agency Mailing Address: 2621 Northgate Lane #62, Carson City, NV 89706
3. Project/Program Name: Ron Wood Family Resource Center Operational Grant
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](mailto:executive_director@carson-family.org)  
Fax: (775) 884-2730      Website (if applicable) [www.carson-family.org](http://www.carson-family.org)
8. How long has your organization been in existence? 20 years In Carson City? 20 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:** **\$25000.00**

### **BRIEF PROJECT DESCRIPTION:**

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

The RWFRC Operational Grant funds costs that not funded by other sources. These operational costs and services are essential in conducting needed services for our youth and community.

## I. PROJECT ELIGIBILITY

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

- B.  A Safe and Secure Community
- C.  A Healthy Community
- D.  An Active and Engaged Community
- E.  A Clean and Healthy Environment
- F.  A Vibrant, Diverse and Sustainable Economy
- G.  A Community Rich in History, Culture and the Arts
- H.  A Community Dedicated to Excellence in Education
- I.  A Physically and Socially Connected Community
- J.  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 is ongoing and has expanded every year to meet the current needs of the youth and their families in our area. New programming has been added to include the HUD – Chronically Homeless Voucher Program and the FASTT – Forensic Assessment Strategy Triage Team that assists individuals with dual diagnoses to address mental health and substance abuse issues while reducing recidivism. RWFRC has also assumed additional activities engaging foster youth 14 – 18 upon entering adulthood through Department of Child and Family Services.

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

Ron Wood Family Resource Center has been designated a LMI located family resource center. All 17 grants (20 programs) serve primarily low-moderate income individuals. RWFRC has an exceptional reputation for supporting families and youth that have needs that range from food, shelter, utility assistance, mental health services, parenting, nutrition, truancy and other services that support health, safety and positive engagement with family and the community. RWFRC's high success rates, outcomes and focus parallel Carson City's goals in HUD Chronically Homeless Vouchering Program, neighborhood facility location, mental health facilities, abused/neglected children, services for disabled individuals, youth services, substance abuse services and fair housing activities.

3. Describe who will benefit from the proposed project.

Ron Wood Family Resource Center serves the most-in-need. Many of the programs focus on the needs of youth and family. Child abuse and neglect issues, parenting and family classes, youth counseling, child car seat safety, WIC services, our Community Essential Food Bank's emergency services, foster youth services, truancy services and case management to assist children and families in obtaining services toward self-sufficiency and enhancing positive functionality. Emergency housing has been added to address chronically homeless individuals.

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

Ron Wood Family Resource Center operates under 17 grants to provide much needed services for our community. The funding needed will support partial wages for the executive director, fiscal department, office support staff, our Cooperative Parenting Instructor and a portion of operating costs not supported by existing grant funding. These "indirect service-related expenses" are essential toward conducting services.

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

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 both goods and monetary donations. Fee-for-service activities incorporating mental health services, youth and family counseling services and other projects that address gaps in services for our community are incorporated in our short and long-term goals.

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

Yes - Ron Wood Family Resource Center appreciates the long positive relationship with Partnership Carson City and the City of Carson as well as the support we have realized over the past years. These funds mostly address management and fiscal responsibilities necessary to offer viable services and programs to the community. We are requesting funds representing a shortfall in balancing our budget. We would be grateful for any amount granted.

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 - Ron Wood Family Resource Center identifies needs and continues to build programming that is not a duplication in services, meets youth and families' needs and supports our families in their quest toward becoming contributing, self-sufficient and productive citizens. Our community partners may offer some level of case management, parenting or food assistance, but our programming remains unique; emergency-only food bank, evidence-based family and parent communication classes, strength-based case management designed to allow families to set their own goals and affect their own success.

### 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?

**Outputs:**

- 110,000+ - Fiscal Year 2014-2015 - Total center units of services
- 38,000+ - # Individuals Low-Moderate Income will utilize the food bank  
(Individuals may come for emergency food up to 12 times per year to receive 2-3 days of food – once per month)
- 38,000+ - # Individual referrals for services per year
- 3,000+ - # Ongoing Case management appointments

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?

Ron Wood Family Resource Center is located in a HUD designated LMI area of Carson City. By design, over 90% of all services provided through the center serve the very low to moderate income community. 90%+ of individuals served live in the greater Carson City community.

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

**Outcomes:**

- 80% to 90% of all individuals surveyed will indicate an above average to excellent satisfaction rating with their participation in services and programming at the Ron Wood Family Resource Center.
- 100% of Carson City residents that complete food request forms will receive quality and nutritious emergency food assistance as supplies are available.
- 100% of individuals requesting services from Ron Wood (RWFC) will receive quality services and a waiver of fees for appropriate services if needed.
- 100% of individuals in crisis will receive walk-in services without an appointment.

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

Ron Wood Family Resource Center takes extraordinary care to collect data insuring outcomes for each grant are measured and evaluated. All RWFC programs document activities through participant sign in sheets, customer satisfaction surveys, protective factors surveys, pre and post surveys and facilitator evaluations. Data is reported through electronic methods to the grantors and reported to the executive director on a monthly, quarterly and annual basis.

#### **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: RWFRC Operational Grant</b>	<b>Funds Requested</b>	<b>Leveraged Funds</b>	<b>Total Funds</b>
<b>Project Expenses FY 2015-16</b>			
Salaries and Benefits	\$24,000.00	\$708,211.00	\$732,211.00
Rent and Utilities		\$30,000.00	\$30,000.00
Communications (phone/cell phone/internet)		\$12,000.00	\$12,000.00
Equipment			
Equipment Maintenance & Repair		\$2,000.00	\$2,000.00
Office Supplies	\$400.00	\$11,600.00	\$12,000.00
Operating Supplies			
Postage and Shipping		\$2,000.00	\$2,000.00
Printing and Publications		\$10,000.00	\$10,000.00
Advertising and Promotion			
Subscriptions and Dues			
Liability/Other Insurance	\$600.00	\$10,500.00	\$11,100.00
Professional Fees		\$8,500.00	\$8,500.00
Other project costs: (Specify Below)			
Direct Service Costs		\$167,229.00	\$167,229.00
<b>TOTALS</b>	<b>\$25,000.00</b>	<b>\$962,040.00</b>	<b>\$987,040.00</b>

**Funding Sources and Leveraging of Funds – 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  
2621 Northgate Lane #62, Carson City, NV 89706  
(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  
2621 Northgate Lane #62, Carson City, NV 89706  
(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:

Bill Maier – Fiscal Manager  
2621 Northgate Lane #62, Carson City, NV 89706  
(775) 884-2269  
bill@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.

Bill Maier – Fiscal Manager  
2621 Northgate Lane #62, Carson City, NV 89706  
(775) 884-2269  
bill@carson-family.org

## VI. AGENCY INFORMATION

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

Date of incorporation	4-9-97
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:

- 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 <i> Joyce Buckingham</i>	Date <u>1/13/2015</u>
Typed Name and Title of Authorized Official Joyce Buckingham - Executive Director	Phone Number (775) 884-2269

Signature of President of Board of Directors <i>Ruth Aberasturi</i>	Date <u>01/13/2015</u>
Typed Name of President of Board of Directors Ruth Aberasturi	Phone Number (775) 884-2269



Carson City  
**Community Support Services Grant (CSSG)  
Program Application  
Fiscal Year 2015–2016**

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

**APPLICATIONS ARE DUE\*:** **JANUARY 16, 2015, 4:00 P.M.**

**PLEASE SUBMIT THE ORIGINAL  
PLUS 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: Boys & Girls Clubs of Western Nevada
2. Agency Mailing Address: 1870 Russell Way
3. Project Name: Teen Center Educational Programming
4. Project Address/location: 1870 Russell Way
5. Agency Director: Laurie Gornis, Chief Professional Officer
6. Board Chairperson: Jonathon Olivas, Chief Volunteer Officer
7. Contact person: Diane McCoy, Director of Operations  
Phone number: 775 882-8820 E-Mail: [dianem@bgcwn.org](mailto:dianem@bgcwn.org)  
Fax: 775 882-0250 Website (if applicable) [www.bgcwn.org](http://www.bgcwn.org)
8. How long has your organization been in existence? 21 years In Carson City? 21 years
9. What is the overall mission of your organization?  
To inspire and enable all young people, especially those who need us the most, to realize their full potential as productive, responsible and caring individuals.
10. **TOTAL FUNDING REQUESTED:** \$19,389.00

**BRIEF PROJECT DESCRIPTION:**

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

The Boys & Girls Clubs of Western Nevada (BGCWN) provides daily after school programming for teens and middle school aged youth. Club members have the choice of participating in the teen center, homework room (power hour), arts and crafts, tech lab, and sports and fitness programs. They are provided with a safe and positive place to be after school.

## 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.**

BGCWN is requesting the funding to assure the continuation of the programs we have been offering to our members for the last thirteen years. BGCWN offers teens what they want and need the most; a place to call their own, with adults who respect and listen to them; a safe environment where they can have fun and be themselves; and interesting, constructive activities that channel youthful energy into challenging pursuits. Our youth development strategy fosters a sense of belonging, competence, usefulness and influence underlies all the Boys & Girls Clubs programs and build self-confidence and self-esteem. For the last twenty one years, BGCWN has been in the forefront of youth development, working the teen/middle school aged youth from all segments of Carson City, with a special effort to reach those for disadvantaged economic, social and family circumstances. We actively seek to enrich the lives of youth from our community. BGCWN is dedicated to ensuring that our community's youth have greater access to quality programs and services that will enhance their lives and shape their futures. Today (January 15th), more than 1,661 boys and girls are current members of BGCWN. Of this number 721 are youth between the ages of 11 - 18. The proposed programs will target this age group. We will track and measure the members that participate in the following : SEE ATTACHMENT 1.

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

BGCWN membership is primarily a low-income population: We are able to track our members family income at the time of registration each year. "Kid Trax" is the software program we use daily to track our members attendance and demographics, 81% of our member's families annual household income is \$49,999 or below. BGCWN has made homework (Power Hour) program mandatory daily. At the Club all members complete one hour of education programming each day. Additional,

we have six members participate in our Jr. Staff program as paid employees that work year round. Furthermore we had seven teens graduate from high school, five are enrolled in College, one joined the Air Force and one is working full time.

3. Describe who will benefit from the proposed project.

BGCWN teen and middle school members (721) will benefit from the programs. Members will have a dedicated teen/middle school program Director to ensure the delivery of the proposed programs at BGCWN. Members will be required to participate in all programs at the Club including prevention classes, educational, sports, fitness and nutrition programs and other programs as well.

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

Funding will be used to cover portions of the following salaries; Teen/Middle School Coordinator, Homework Room Director, and Program Director positions, as well as program supplies, incentives, office supplies, field trips in our local community.

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

BGCWN Board of Directors is committed to ensuring the long-term viability of our teen/middle school aged programming. Teen/middle school members are charged a nominal \$30 a year in membership fees. Our teen/middle school programs will never be self-sustaining. However the Board relies on foundations, individual, corporate and community fundraising.

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

BGCWN will have to make budget and programming adjustment to cover the cost of the cuts not funded, as mentioned above. The Board of Directors is committed to providing this very valuable programming to our members and our community.

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?

BGCWN is not aware of any other agencies providing these services to our community.

### 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?

Families alone, especially single-parent household (703 members are in Single-parent households), are not meeting the needs of the young adolescents. For developmental reasons, teen/middle school aged youth need to become more involved outside the home to learn from adults other than their parents/guardians, to master new skills, and test out adult roles. The importance of adults role models to the development of your teens is well documented in research literature (An Outcome Evaluation of Across Ages: An intergenerational Mentoring Approach to Drug Prevention. The Center of Intergenerational Learning, Temple University). SEE ATTACHMENT # 2

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?

According to our Kid Trax program 34% of our members families make \$0-9,999 a year, 13% make \$10,000-19,999 a year, 15% make \$20,000-29,999 a year, 10% make \$30,000-39,999 a year, 9% make \$40,000-49,999 a year and 10% make \$50,000 and above a year. Membership as of January 15, 2015 is 1,166 members. Of this number 721 are youth in the targeted age group of 11-18 years for this funding request, BGCWN teen/middle school membership is 721 of this number 98% 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 outcome process is divided into two phases; process and outcome. The process phase documents what activities are implemented and who participates in those activities. The outcome evaluations test behavioral changes made due to participation in the programs. Goals For Graduation will have a minimum of 200 members participate in the program with 140 members completing the program. Career Development will have a minimum of 30 members participate, with 15 completing the program.

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

The evaluations outcome process answers the following questions; who attended the program, what activities did they participate in? BGCWN will track the following: Roster will be kept documenting attendance and the activities members participated in. Pre-post testing will be used to determine participants improvements and changes. Community services hours will be tracked. Staff will document incremental changes in the behavior of participants. These findings will be summarized as qualitative support for the self-reported data. ATTACHMENT # 3

#### **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 2015-16</b>			
Salaries and Benefits	18,941	17,730	36,671
Rent and Utilities			
Mortgage			
Equipment			
Equipment Maintenance & Repair			
Office Supplies			
Operating Supplies	448	1,659	2,107
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>	19,389	19,389	38,778

## 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:

Diane McCoy, Director of Operations

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

Matt Sampson, Program Director

January Hunter, Homework Room Director

Daniel Dilegume, Teen Center Coordinator

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

Laurie Goris, Chief Professional Officer

Diane McCoy, Director of Operations

Wayne Nelson, I.S. Manager

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

Daniel Dilegume, danield@bgcwn.org

Matt Sampson, mattis@bgcwn.org

Diane McCoy, dianem@bgcwn.org

1870 Russell Way Carson City, Nevada 89706 and the phone number is 775 882-8820.

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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	March 1991
Date of IRS certification	April 1992
Tax exempt number	88-0269139

2. DUNS Number: **797910460**

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	January 15, 2015 Date
Laurie Gorris, Chief Professional Officer Typed Name and Title of Authorized Official	775 882-8820 Phone Number

 Signature of President of Board of Directors	January 15, 2015 Date
Jonathon Olivas, Chief Volunteer Officer Typed Name of President of Board of Directors	775 690-7322 Phone Number



## Carson City

# Community Support Services Grant (CSSG) Program Application Fiscal Year 2015–2016

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

**APPLICATIONS ARE DUE\*:**

**JANUARY 16, 2015, 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: Big Brothers Big Sisters of Northern Nevada
2. Agency Mailing Address: 1300 Foster Dr., Suite 210 Reno, NV 89509
3. Project Name: Carson City Mentor Program
4. Project Address/location: Mentoring activities take place in Carson City
5. Agency Director: Liza Maupin
6. Board Chairperson: Richard James
7. Contact person: Wendy Firestone  
Phone number: 775 - 352 - 3202 E-Mail: wfirestone@bbbsnn.org  
Fax: 775-322-8898 Website (if applicable) www.bbbsnn.org
8. How long has your organization been in existence? 14 years In Carson City? 10 years
9. What is the overall mission of your organization?  
Our mission is to provide children facing adversity with strong and enduring, professionally supported one-to-one mentor relationships that change their lives for the better, forever.
10. **TOTAL FUNDING REQUESTED:** \$20,000

### **BRIEF PROJECT DESCRIPTION:**

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

In partnership with the Boys and Girls Club of Western Nevada, we will recruit local adult volunteers to provide at least one hour per week or more of time in a caring and supportive mentor relationship (a “match”) with a child; simple acts of friendship help increase a child’s self-esteem, social behaviors, academic skills, and allow a child to envision a brighter future.

## 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 is an expansion of our on-going Carson City Mentor Program. This funding will assist us in supporting 25 current matches and 25 new matches. Funding allows us to recruit caring stable adults who are able to commit to meeting weekly with a child for a minimum of 12 months. Each potential new Big (adult mentor) is carefully screened through personal reference checks, a home assessment, DMV record review, multi-layered background checks and a child abuse/sex offender registry check. An extensive personal interview is conducted by a trained professional, and then before being matched with a Little (a youth being mentored) Bigs must attend a training to learn proven methods in building strong relationships with their Little, to review important child safety standards and become familiar with program rules. To ensure on-going success of the match and the safety of the child, our professional staff monitor matches closely, providing coaching for our Bigs when needed, and ensure the matches are thriving through frequent contact with both Bigs and Littles and the Little's parents/guardians.

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

Big Brothers Big Sisters' (BBBS) mentoring program is scientifically supported as a valid method for creating positive, community-wide change for disadvantaged youth. Last year, youth participating in BBBSNN's mentoring program demonstrated significant positive outcomes, particularly in educational outcomes. For example, 90% of children maintained or improved their scholastic competence; 81% of children maintained or

improved their grades; and 85% of age-eligible Littles completed high school (A Community Dedicated to Excellence in Education). But our mentor programs support the whole child. Other positive outcomes include: 60% of Littles improved their feelings of social acceptance (A Physically and Socially Connected Community); 93% of youth maintained or improved their attitudes toward risky behavior (A Safe and Secure Community); 90% maintained or improved their trust in their parents; and nearly 100% felt they had a special adult in their life (An Active and Engaged Community).

3. Describe who will benefit from the proposed project.  
Big Brothers Big Sisters works exclusively with at-risk youth who qualify for a Free or Reduced Lunch program. While our data clearly shows how these children benefit from the mentor program, we know that children who are less likely to act out in school, create a better learning environment for all. Children who are less likely to engage in risky behaviors (smoking, drinking, using drugs) are better citizens. And long term studies\* show that adults mentored as children through Big Brothers Big Sisters are more likely than peers with similar backgrounds, but who were not involved in the program, to have a four-year college degree, incomes of \$75,000 or greater and strong relationships with their spouses, children and friends.  
\* "Adult Little Research" conducted by Harris Interactive, March 3 – April 16, 2009.
4. How will the funds be used on this project?  
Funds will be used to recruit, screen and train Bigs, enroll Littles, provide on-going support of matches with regular contact with Bigs, Littles and Little's family/guardians, as well as evaluating the efficacy of our matches by administering pre- and post- match evaluations and analyzing the data gathered through these Youth Outcome Surveys.
5. Describe how your organization plans to reduce the need for grant funding in the future:  
All of our programs are free to the participating youth and volunteers. Toward that end, we aggressively pursue a diversified funding strategy to fund as many matches as possible each year. Our major revenue streams are government, corporate and foundation grants, event fundraisers, individual giving and the Donation Center, a for-profit operation.
6. Could your organization use less than the amount of funds requested for the proposed project? Please explain.  
Yes, the number of youth we serve is restricted by the funds we are able to procure. The more funding we procure, the more youth we are able to serve. Less funding simply restricts the number of youth we are able to serve.
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?  
Since the closing of the Boys and Girls Club of Western Nevada's Mentor Center, there is no other 1:1, professionally supported mentoring program 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?  
50 youth (25 ongoing / 25 new matches)

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 youth served in this program qualify for Free or Reduced Lunch. All the children served through this grant live 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?)

50% or more of youth will improve their grades; 48% or more of youth will improve their educational expectations; 36% or more of youth will improve their parental trust; and 62% or more of youth will improve their social acceptance.

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

The Youth Outcome Survey is collected before a youth (age nine and older) is matched with a volunteer. It is collected again at the end of the school year for youth in our school-based (SB) program and every 12 months in our community based (CB) program. We refer to these two time points as the baseline and follow-up. The baseline represents the youth's well-being before they are matched with a volunteer and the follow-up represents the youth's well-being after they are matched with a volunteer for a school year (SB) or 12 months (CB). Data collected from July 1 to June 30 is evaluated and reported on in our Annual Report. For more information on Big Brothers Big Sisters' national Youth Outcome Surveys visit <http://is.gd/2013YOSReport> or request the PDF from Wendy Firestone at [wfirestone@bbbspn.org](mailto:wfirestone@bbbspn.org)

BBBSNN also utilizes a national data tracking system, Agency Information Management (AIM), used by most BBBS agencies nation-wide. This system allows us to track all volunteers, youth served and their families. BBBSNN tracks all contacts made with our participants (volunteers, youth, families). By tracking our contacts, we can ensure that the match is progressing as intended, mentors can receive coaching, families can receive referrals as needed, and that no child safety rules are being compromised. BBBSNN employs the 100+ year history of Big Brothers Big Sisters' youth mentor program, and keeping children safe from potential predators, by upholding the high standards of BBBS, tracking our matches closely and recording data in our Agency Information Management system. Together, these systems ensure that each child receives a high quality mentor experience that can truly change their life for the better, forever.

## 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: Carson City Mentor Program</b>	<b>Funds Requested</b>	<b>Leveraged Funds</b>	<b>Total Funds</b>
<b>Project Expenses FY 2015-16</b>			
Salaries and Benefits	\$15109	\$22634	\$37743
Rent and Utilities (occupancy)	\$1320	\$1933	\$3253
Mortgage	n/a	n/a	n/a
Equipment Phone/Internet/Fax	\$58	\$119	\$177
Equipment Maintenance & Repair	\$398	\$861	\$1259
Office Supplies Supplies	\$203	\$305	\$508
Operating Supplies	n/a	n/a	n/a
Postage and Shipping Postage & Delivery	\$28	\$42	\$70
Printing and Publications	\$26	\$23	\$49
Advertising and Promotion	\$489	\$703	\$1192
Subscriptions and Dues (BBBSA membership)	\$322	\$469	\$791
Liability/Other Insurance	\$235	\$338	\$573
Professional Fees	\$641	\$962	\$1603
Other project costs: (Specify Below)	n/a	n/a	n/a
Background checks	\$322	\$484	\$806
.03125   .046875 Travel Vehicle Maintenance/Fuel Expense	\$186	\$156	\$342
Match Activities	\$328	\$469	\$797
IT Service	\$335	\$502	\$837
<b>TOTALS</b>	<b>\$20,000</b>	<b>\$30,000</b>	<b>\$50,000</b>

#### IV. PROJECT BUDGET cont.

Big Brothers Big Sisters of Northern Nevada has a diversified funding strategy and does not rely solely on any one funding stream. For the 2014-2015 fiscal year, our agency's strategic plan focuses on varied funding streams including individual gifts, corporate gifts, grants, special and third party events, and our donation center to fund our programs.

Leveraged funds for this program include a \$10,000 corporate gift from Harley-Davidson Financial Services, and \$10,000 from the John Ben Snow Memorial Trust, which are both dedicated to funding matches in and around Carson City. The remainder will come from our general fundraising efforts that include:

- Individual Gifts - Giving from individuals accounted for over \$92,000 of our revenue in 2013/2014.
- Private Grants - Giving from private and corporate foundations and corporate gifts accounted for over \$211,000 of our revenue.
- Federal Grants - We have pursued federal and state foundation sources with human services/youth activities funding priorities. Last year we received \$228,407 in federal grants.
- Special and Third Party Events - We hold two major special events each year, our spring Gala and a fall fundraising event, as well as several smaller fundraisers throughout the year. In 2012-2013 we raised over \$158,000 from these events.
- Donation Center - We run a Donation Center for gently used clothing and household items. Savers purchases the used goods for re-sale in their stores. This revenue source generated over \$486,000 in total revenue in the 2012/2013 fiscal year.

Just \$1,000, less than \$20 a week, covers the cost of a match between an at-risk youth and a caring, stable adult for one year. This covers the cost of recruiting, screening and training Bigs, enrolling Littles and providing family consultations, and providing on-going contact with Bigs, Littles and their families to ensure Bigs receive the coaching they need to be successful, Littles are safe (child safety is our number one priority) and families receive the support and referrals they need. The funding also covers the cost of collecting, aggregating and reporting on the Youth Outcome Surveys, as well as data collected in our Agency Information Management system.

## 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:

Wendy Firestone: wk 775.352.3202 cell: 774.722.9498 wfirstone@bbbsnn.org

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

Beth Osborne Program Director 775.352.3202 bosborne@bbbsnn.org

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

Beth Osborne Program Director 775.352.3202 bosborne@bbbsnn.org

Wendy Firestone: wk 775.352.3202 cell: 774.722.9498 wfirstone@bbbsnn.org

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

Beth Osborne Program Director  
1300 Foster Dr., Suite 210, Reno, NV 90509  
775.352.3202 bosborne@bbbsnn.org

## VI. AGENCY INFORMATION

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

Date of incorporation	March 22, 2005
Date of IRS certification	June 2005
Tax exempt number	32-0147198

2. DUNS Number: 602546496

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 1-8-15
Liza Maupin, Chief Executive Officer	775-352-3202

 Signature of President of Board of Directors	Date 1-8-15
Richard James President of Board of Directors	775-851-3479

**2015 CDBG and CSSG Funding  
Application Review Workgroup Recommendations**

Public Service Project	Requested from CSSG	Requested from CDBG	Recommended from CSSG	Revised Recommendation from CDBG**	Recommended Total
Community Counseling Center		\$87,989	\$10,000	\$52,442	\$62,442
Ron Wood Family Resource Center-Food Bank	\$10,000		\$10,000		\$10,000
Advocates to End Domestic Violence	\$10,000		\$9,000		\$9,000
CASA of Carson City		\$25,000	\$25,000		\$25,000
United Latino Community		\$24,775	\$20,000		\$20,000
Carson City Senior Center - Meals on Wheels	\$16,000		\$13,000		\$13,000
Ron Wood Family Resource Center-Reach Up	\$35,000		\$30,000		\$30,000
Nevada Rural Counties RSVP-Respite Care		\$20,000	\$15,000		\$15,000
Food For Thought	\$12,000	\$12,000	\$9,000		\$9,000
The Capital City Circles Initiative	\$10,000		\$9,000		\$9,000
Nevada Rural Counties RSVP-Senior Programs	\$35,000		\$25,000		\$25,000
Ormsby Association of Carson City	\$10,000		\$7,000		\$7,000
FISH	\$10,000		\$3,000		\$3,000
ESL In Home Program of Northern Nevada	\$35,000	\$35,000			\$0
Brewery Arts Center	\$13,660				\$0
Capital City Arts Initiative	\$10,000				\$0
Northern Nevada Dream Center	\$25,500				\$0
Mile High Jazz Band Association	\$8,000				\$0
Ventana Sierra	\$15,000				\$0
Big Brothers Big Sisters		\$20,000			\$0
<b>Total Requested</b>	<b>\$255,160</b>	<b>\$224,764</b>	<b>\$185,000</b>	<b>\$52,442</b>	
<b>Total Available**:</b>	<b>\$185,000</b>	<b>\$52,442</b>	<b>\$185,000</b>	<b>\$52,442</b>	
<b>Difference:</b>	<b>-\$70,160</b>	<b>-\$172,322</b>	<b>\$0</b>	<b>\$0</b>	

	Requested from CSSG	Requested from CDBG	Recommended from CSSG	Revised Recommendation from CDBG**	Recommended Total
Carson City Public Works Department		\$236,000		\$185,848	\$185,848
Carson City School District		\$83,598		\$41,406	\$41,406
Home Improvements For Seniors		\$25,000			
<b>Total requested:</b>	<b>\$0</b>	<b>\$344,598</b>		<b>\$227,254</b>	
<b>Total available**:</b>	<b>\$0</b>	<b>\$227,254</b>		<b>\$227,254</b>	
<b>Difference:</b>	<b>\$0</b>	<b>-\$117,344</b>		<b>\$0</b>	

\*\*Total is the final allocation from HUD

## 2014 FINAL RECOMMENDATIONS

<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>
Ron Wood Family Resource Center-Reach Up	\$35,000		\$30,100	
Ron Wood Family Resource Center-Food Bank	\$12,500		\$10,000	
Food For Thought	\$10,000		\$8,000	
FISH	\$12,200		\$12,200	
Community Counseling Center	\$77,989	\$77,989	\$0	\$54,444
CASA of Carson City	\$25,000		\$25,000	
Capital City Circles Initiative	\$10,000		\$7,500	
Advocates to End Domestic Violence	\$10,000		\$10,000	
Nevada Rural Counties-RSVP-Coordinator		\$13,417	\$13,417	
Nevada Rural Counties-RSVP-Program	\$35,000		\$22,604	
Carson City Senior Citizens Center	\$13,000	\$13,000	\$13,000	
United Latino Community	\$31,400		\$15,000	
Rural Center for Independent Living-Do Drop In*	\$6,000		\$3000 in bus passes	
Ormsby Association of Carson City	\$13,500		\$9,279	
ESL In Home Program of Northern Nevada	\$20,000		\$14,103	
Nevada Health Centers, Inc.	\$21,287		\$0	
Volunteer Attorneys for Rural Nevadans	\$40,000		\$0	
<b>Total requested</b>	<b>\$372,876</b>	<b>\$104,406</b>	<b>\$190,203</b>	<b>\$54,444</b>
<b>Total available:</b>	<b>\$186,000</b>	<b>\$54,444</b>	<b>\$186,000</b>	<b>\$54,444</b>
<b>Difference</b>	<b>-\$187,876</b>	<b>-\$49,962</b>	<b>-\$5,203</b>	<b>\$0</b>

\* Recommended funding for bus passes

<b>Public Improvement Project</b>	<b>Requested from CSSG</b>	<b>Requested from CDBG</b>	<b>Recommended from CSSG</b>	<b>Recommended from CDBG</b>
Carson City Public Works		\$245,000		\$190,183
FISH		\$100,000		\$20,743
Ventana Sierra		\$50,000		\$25,000
<b>Total requested:</b>	<b>\$0</b>	<b>\$395,000</b>		<b>\$235,926</b>
<b>Total available:</b>	<b>\$0</b>	<b>\$245,744</b>		<b>\$235,926</b>
<b>Difference</b>	<b>\$0</b>	<b>-\$149,256</b>		<b>\$0</b>



# Carson City Planning Division

108 E. Proctor St.

Carson City, Nevada 89701

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## MEMORANDUM

Board of Supervisors Meeting of March 5, 2015

**To:** Mayor and Board of Supervisors  
**From:** Janice Keillor, Grants Program Coordinator  
**Date:** February 20, 2015  
**Subject:** CDBG and CSSG 2015-16 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 2015-16 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 April 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, 2014 to December 4, 2014, 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 16, 2015, the Application Review Workgroup (ARW) held a publicly noticed meeting on February 4, 2015, 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 seven volunteer community members recruited by staff from a variety of local community groups. These members are:

- Craig Steele – Retired Professional Engineer
- Ronni Hannaman – Executive Director of Carson City Chamber of Commerce
- Susie Messina – Special Events Coordinator for the Boys & Girls Clubs of Western Nevada
- 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
- Ale Avila - Commercial Sales and Leasing agent at NAI Alliance

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 2015-16 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 RECOMMENDATIONS:**

**Total Available Allocation = \$52,442 (15% of total allocation)**

**1) Project Name:** **Evidence Based Substance Abuse Counseling**  
Agency: Community Counseling Center  
Funding Request: \$87,989  
Recommendation: **\$52,442**  
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 RECOMMENDATIONS:**

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

**1) Project Name:** **Ron Wood Community Essentials Food Bank**  
Agency: Ron Wood Family Resource Center  
Funding Request: \$10,000  
Recommendation: **\$10,000**  
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.

**2) Project Name:** **Emergency Shelter**  
Agency: Advocates to End Domestic Violence  
Funding Request: \$10,000  
Recommendation: **\$9,000**  
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.

**3) Project Name:** **Guardian Ad Litem Advocacy for Children**  
Agency: CASA of Carson City  
Funding Request: \$25,000  
Recommendation: **\$25,000**  
Objective: Serving abused or neglected children.

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.

**4) Project Name:** **United Latino Community Client Advocates**  
Agency: United Latino Community  
Funding Request: \$24,775  
Recommendation: \$20,000  
Objective: Serving the Spanish speaking population in Carson City.  
Description: United Latino Community addresses the needs of the Latino community through integration, advocacy, and education. Funds would be used to pay for staff and office expenses.

**5) Project Name:** **Meals On Wheels**  
Agency: Carson City Senior Citizens Center  
Funding Request: \$16,000  
Recommendation: \$13,000  
Objective: Serving elderly persons over age 60 and disabled adults.  
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.

**6) 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.

**7) Project Name:** **Respite Care Program**  
Agency: Nevada Rural Counties RSVP, Inc.  
Funding Request: \$20,000  
Recommendation: \$15,000  
Objective: Serving elderly persons over age 62 and disabled adults.  
Description: Funding will be used to recruit, train, and stipend 7 new volunteers and will be used for advertising and promotion activities.

**8) Project Name:** **Summer Food Bridge for Hungry Children**  
Agency: Food For Thought  
Funding Request: \$12,000  
Recommendation: \$9,000  
Objective: Serving low- to moderate-income (LMI) persons.  
Description: This project would provide free, nutritious lunch meals during the 2015 summer break for 4500 low and moderate income children in Carson City

**9) Project Name:** **The Capital City Circles Initiative**  
Agency: The Capital City Circles Initiative  
Funding Request: \$10,000  
Recommendation: **\$9,000**  
Objective: Serving low- to moderate-income (LMI) persons.  
Description: Capital City Circles recruits highly motivated, low-income families from Carson City and helps them improve their economic circumstances through hard work and industry. Funding will be used for the salary of the Circles Coach.

**10) Project Name:** **Senior Independent Living Programs**  
Agency: Nevada Rural Counties RSVP, Inc.  
Funding Request: \$35,000  
Recommendation: **\$25,000**  
Objective: Serving elderly persons over age 62 and disabled adults.  
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. Funds will be used to recruit and train volunteers and pay for operating expenses.

**11) Project Name:** **Increased Independence for Adults With Intellectual Disabilities**  
Agency: Ormsby Association of Carson City  
Funding Request: \$10,000  
Recommendation: **\$7,000**  
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.

**12) Project Name:** **Dental Care Program/ID Replacement Services**  
Agency: Friends in Service Helping (FISH)  
Funding Request: \$10,000  
Recommendation: **\$3,000**  
CDBG Objective: Serving low- to moderate-income (LMI) persons.  
Description: This project would provide dental care for patients without dental insurance and help clients obtain a replacement photo ID and certified copy of their birth certificate.

**13) Project Name:** **ESL for Life, Work, and School**  
Agency: ESL In Home Program of Northern Nevada  
Funding Request: \$35,000  
Recommendation: **\$0**  
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. Funds would be used to pay for half of the salaries of the Program Director and Executive Director, along with supplies and operating expenses.

**14) Project Name:** **Verano Arte – Mobile Arts Program**  
Agency: Brewery Arts Center  
Funding Request: \$13,660  
Recommendation: **\$0**  
Objective: Serving low- to moderate-income (LMI) youth.  
Description: This program will create a mobile arts center to serve youth that may not otherwise have the opportunity to work with professional artists. Funds would be used to pay for salaries, supplies, equipment, and operating expenses.

**15) Project Name:** **Capital City Arts Initiative 2015-2016 Season**  
Agency: Capital City Arts Initiative  
Funding Request: \$10,000  
Recommendation: **\$0**  
Objective: To encourage and support artists and the arts and culture of Carson City.  
Description: This project would partially fund artist honoraria and administrative staff expenses.

**16) Project Name:** **NNDC Reach the Hungry**  
Agency: Northern Nevada Dream Center  
Funding Request: \$25,500  
Recommendation: **\$0**  
Objective: Serving low- to moderate-income (LMI) persons.  
Description: Funds would be used to purchase supplies and equipment for the Mobile Food Truck, Sunday Suppers, and Food of Faith programs. All of the programs feed hungry individuals and families.

**17) Project Name:** **Jazz and Beyond: Carson City Music Festival**  
Agency: Mile High Jazz Band Association  
Funding Request: \$8,000  
Recommendation: **\$0**  
Objective: To enrich the cultural life of Carson City.  
Description: Funds would be used for the Jazz and Beyond festival, specifically to pay musicians and market the festival.

**18) Project Name:** **Ventana Foster/Homeless Teen Living Program**  
Agency: Ventana Sierra  
Funding Request: \$15,000  
Recommendation: **\$0**  
Objective: Serving low- to moderate-income (LMI), at-risk youth.  
Description: This project would provide a stipend for a full-time house parent and partially fund a relief house parent.

**19) Project Name:** **Carson City Mentor Program**  
Agency: Big Brother Big Sisters  
Funding Request: \$20,000  
Recommendation: **\$0**  
Objective: Serving low- to moderate-income (LMI), at-risk youth.  
Description: Funds would be used to recruit, screen, and train Big Brothers and Sisters, match them with children, and administer the program.

The activities above are all worthy programs, however, the applicants requested more funding than is available. The Application Review Workgroup felt that programs that addressed Carson City's high priority needs took 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 funded 12 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 RECOMMENDATIONS:**

**Total Expected Available Allocation = \$227,254 (65% of total allocation)**

**1) Project Name: Empire Area ADA Sidewalk Improvements**

Agency: Carson City Public Works

Funding Request: \$236,000

Recommendation: **\$185,848**

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

Description: This project would replace approximately 1300 feet of damaged sections of sidewalks that present safety issues and barriers to connectivity in the area bounded by Airport Road, Woodside Drive, and Stanton Drive. ADA accessible curb ramps will also be installed at intersections that are not in compliance with Federal regulations.

**2) Project Name: CCSD School-Based Health Center**

Agency: Carson City School District

Funding Request: \$83,598

Recommendation: **\$\$41,406**

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

Description: Carson City School District would partner with Nevada Health Centers to create a school-based health center on the Gleason Campus. Funds would be used to renovate half of the portable building and create a reception area, two exam rooms, a doctor's cubby, and a nurse's station.

**3) Project Name: Home Improvements for Seniors**

Agency: Home Improvements for Seniors, Inc.

Funding Request: \$25,000

Recommendation: **\$0**

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

Description: This project would help qualified senior home owners with minor home repairs in order to help them maintain a safe and suitable living environment. Funds would be used to pay for construction, salaries, and operating expenses.

**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. It would also be used to assist the Carson City School District create a school-

based health center for low and moderate-income families. However, the Board of Supervisors may modify the proposed project funding.

### **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.

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

### **Eligible Activities**

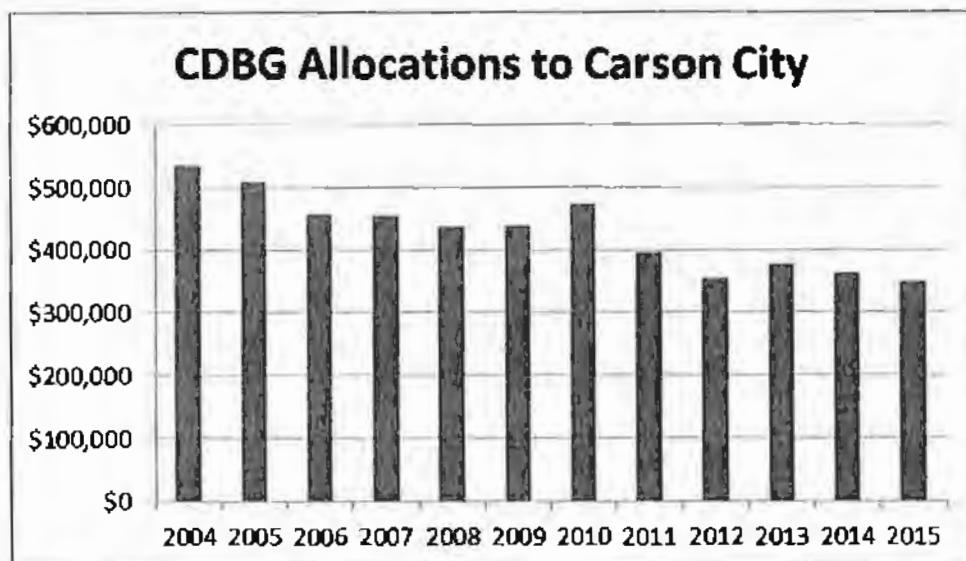
Eligible activities for the use of CDBG funds and examples of such activities include:

- 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:



#### Past Projects Funded

##### 2014:

- Community Counseling Center, substance abuse treatment (\$54,444)
- FISH-Jeanell Drive Building Renovation Project (\$20,743)
- ADA Sidewalk Improvements-North Carson City (\$190,183)
- Ventana Sierra Youth Housing and Resource Initiative (\$25,000)

##### 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)

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 (\$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)

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 has been 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.

### **2015 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 2015-16 grant period:

- January 16, 2015 – CDBG applications due to Planning Division.
- February 4 – 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 5 – The Board of Supervisors takes action to allocate funding to projects
- March 5-April 3 – Public comment period for Annual Action Plan and Consolidated Plan.
- April 16 – 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.

**Table 2B**  
**Priority Community Development Needs**

Priority Need	Priority Need Level	Unmet Priority Need	Dollars to Address Need	5 Yr Goal Plan/Act	Annual Goal Plan/Act	Percent Goal Completed
Acquisition of Real Property	Medium					
Disposition	Low					
Clearance and Demolition	Low					
Clearance of Contaminated Sites	Low					
Code Enforcement	Low					
<b>Public Facility (General)</b>	<b>Measures by # of Projects/Facilities</b>					
Senior Centers	Medium					
Handicapped Centers	Medium					
Homeless Facilities	High	1		1		
Youth Centers	Medium					
Neighborhood Facilities	High	1		1		
Child Care Centers	Medium					
Health Facilities	Medium					
Mental Health Facilities	High					
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 (General)</b>	<b>Measured by # of Projects/Facilities</b>					
Water/Sewer Improvements	Medium					
Street Improvements	High					
Sidewalks	High	4		4		
Solid Waste Disposal Improvements	Medium					
Flood Drainage Improvements	Medium					
Other Infrastructure	Medium					
<b>Public Services (General)</b>	<b>Measured by # of Persons Served</b>					
Senior Services	Medium					
Handicapped Services	High			50		
Legal Services	Medium					
Youth Services	High			250		
Child Care Services	Medium					
Transportation Services	Medium					
Substance Abuse Services	High			300		

Employment/Training Services	Medium					
Health Services	Medium					
Lead Hazard Screening	Medium					
Crime Awareness	Medium					
Fair Housing Activities	High	1		50		
Tenant Landlord Counseling	Medium					
Other Services	Medium					
Economic Development (General)	Measured by Business Assisted and Jobs Created					
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	Low					
ED Technical Assistance	Medium					
Micro-enterprise Assistance	Low					
Other						
Transit Oriented Development	Medium					
Urban Agriculture	Medium					

**COMMUNITY DEVELOPMENT BLOCK GRANT  
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A meeting of the Community Development Block Grant (CDBG) and Community Support Service Grant (CSSG) Application Review Work Group was scheduled for 10:30 a.m. on Tuesday, February 4, 2015, in the Business Resource Innovation Center, 108 East Proctor Street, Room A, Carson City, Nevada.

**PRESENT:** Chairperson Kris Wickstead  
Member Ale Avila  
Member Ronni Hannaman  
Member Susie Messina  
Member Claudia Saavedra  
Member Angie Smith  
Member Craig Steel

**STAFF:** Lee Plemel, Community Development Director  
Janice Keillor, CDBG/CSSG Coordinator  
Tamar Warren, Deputy Clerk

**NOTE:** A recording of these proceedings, the Work Group's agenda, and any written comments or documentation provided to the recording secretary during the meeting are public record. These materials are on file in the Clerk-Recorder's Office, and available for review during regular business hours. The CDBG/CSSG application materials are on file in the Planning Division, and are available for review during regular business hours.

**CALL TO ORDER** – Chairperson Wickstead called the meeting to order at 10:30 a.m. A quorum was present. He explained the process by which the applicants would be heard, and the decisions would be made. He noted that the applicants would have five minutes to present their request and the workgroup members would have a total of five minutes to ask questions to the applicants. All grant request applications are incorporated into the record. All applicants were asked whether they would accept an amount less than what is requested.

## 1. APPLICANT INTERVIEWS

**COMMUNITY COUNSELING CENTER – EVIDENCE-BASED SUBSTANCE ABUSE COUNSELING.** (10:29:10) – Diana Mayoral-Ortiz, Substance Abuse Counselor and Acting Administrator, gave background and presented a request to fund the Evidence-Based Substance Abuse Counseling and Misdemeanor Drug Court Start Up, incorporated into the record. She also introduced Judge Tom Armstrong, in support of the Misdemeanor Drug Court Program.

(10:34:43) – Member Hannaman requested the number of repeat clients within the 152,000 treatments. Judge Armstrong noted that he did not have the detailed numbers; however, he speculated that, like the majority of addictions, a large number had returned for treatment. Ms. Ortiz explained that relapse is much more frequent when the individual is not in treatment. She also clarified that the grants provide counselor salaries as most of their clients receive services based on sliding scale fees. Judge Armstrong offered to answer any member questions in the future, as time had run out.

**CARSON CITY SCHOOL DISTRICT (CCSD)** (10:42:35) – Valerie Dockery, Director of Grants and Special Projects, introduced herself, Richard Stokes, Superintendent, and Mark Korinek, Director of Operations. Ms. Dockery presented her funding request, incorporated into the record, for a portable building to be used as a School-Based Health Center on Musser Street.

(10:48:14) – Based on a question from Chairperson Wickstead, Ms. Dockery noted that the clinic location was chosen based on the low-income rates and homeless population at Carson Middle School, and Bordewich Bray and Fritsch Elementary Schools.

(10:49:50) – Member Steele was informed that any child and student in Carson City would be able to utilize the facility. He also noted that the construction bid seemed “pretty high” and was told the district had to pay federal wages and had to incur permit causes such as a special use permit. Ms. Dockery added that due to

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privacy requirements, a separate entrance would be needed. She also stated that the cost was for a one-time expense to create the space, and the provider would incur the costs afterwards. Member Hannaman questioned why the students could not be transported to the Nevada Health Center and was informed by Ms. Dockery that it was difficult for parents to get to the College Parkway Location. Member Steele explained that he had a calculation error and noticed that the construction costs were not as high after all.

**VENTANA SIERRA – YOUTH HOUSING AND RESOURCE INITIATIVE.** (10:57:00) – John Hopkins, President and Press Liaison, presented his request for \$15,000, incorporated into the record, as a stipend for a full-time house parent. He also noted that they provided transitional living for young adults, homeless or aging out of foster care, and were college-bound.

(10:59:58) – Member Hannaman was informed that 15 out of 21 clients were from “the Carson City area”. Chairperson Wickstead learned that the supervision was done by a full-time house parent, and that the funds were raised by Mr. Hopkins’ wife and through grants. Member Smith inquired about the properties and was told that the organization was looking into purchasing a third home to house the foster care program youth. Member Steele was informed that the average stay was around two years, and Member Messina learned that the teen referrals were done by CASA, the foster care program, juvenile justice, or via their website.

**HOME IMPROVEMENTS FOR SENIORS, INC.** (11:05:19) – Rebecca Brooks introduced herself as an on-site manager for a senior mobile home park in Carson City and presented her funding request, incorporated into the record, to assist low and middle income seniors with their home improvements.

(11:06:55) – Member Hannaman expressed concern that the non-profit status and the board of directors list were still pending. Chairperson Wickstead received confirmation that the seniors served were all Carson City residents. Ms. Brooks also noted that no funding source was currently available, and that her father, a contractor, had been performing the repairs. In response to a question by Chairperson Wickstead, Ms. Brooks explained that should she not receive funding, she would continue to ask local contractors to donate their time and materials. Member Hannaman suggested reaching out to organizations such as the Kiwanis Club.

**BIG BROTHERS BIG SISTERS OF NORTHERN NEVADA** (11:12:15) – Wendy Firestone, Fund Development Director, presented her funding request to support mentor matches. Ms. Firestone indicated that it costs \$1,000 per year to support a match and requested funding, incorporated into the record, to make 20 matches happen. She also cited program success statistics which are incorporated into the record.

(11:15:52) – In response to a question, Ms. Firestone stated that they currently had 20 matches in Carson City. She also outlined the screening process for mentors. Member Hannaman noted that only one member of the Board of Directors was from Carson City and wanted to ensure the CDBG funds stayed in Carson City.

**CASA OF CARSON CITY – GUARDIAN AD LITEM ADVOCACY FOR CHILDREN.** (11:20:34) – Chris Bayer Director, and Ron Knecht, Board Chairperson, presented their request, incorporated into the record, for \$25,000 to supplement recruitment efforts to advocate for abused and neglected children. Mr. Bayer noted that their case load was reduced because of staffing and policy changes in the Division of Child and Family Services and not due to the decline in number of children in need of help.

**ESL IN HOME PROGRAM OF NORTHERN NEVADA – ESL FOR LIFE, WORK AND SCHOOL.** (11:35:45) – Palkin Zed, Communications Director, introduced herself as a volunteer. She also presented a request, incorporated into the record, for \$35,000 to expand ESL learning to 360 students. In response to a question, Ms. Zed stated that there are 13 instruction sites, some of which are at the students’

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homes. She also noted that the Carson City area had a large number of students, adding that most of their students reach them via word-of-mouth. In response to a question by Member Hannaman, Ms. Zed noted that they had worked with United Latino Community last summer.

**NEVADA RURAL COUNTIES RSVP PROGRAM – RESPITE CARE PROGRAM.** (11:45:34) – Susan Haas, Executive Director, introduced herself and presented her request, incorporated into the record, for \$20,000 to support RSVP's Respite Care Program. Ms. Haas clarified for Chairperson Wickstead that seven additional volunteers could provide respite care for 21 more families, adding that they had 10 families on the waiting list at this time.

**NEVADA RURAL COUNTIES RSVP PROGRAM – SENIOR INDEPENDENT LIVING PROGRAMS.** (11:51:55) – Ms. Haas also requested \$35,000, incorporated into the record, to assist seniors who live in their own homes. She explained that it was more cost effective and beneficial to the seniors to remain in their homes and receive assistance for basic needs such as transportation, especially for medical care, picking up prescriptions, and for other personal needs. Ms. Haas noted that there were 500 volunteers in Carson City.

**UNITED LATINO COMMUNITY – UNITED LATINO COMMUNITY CLIENT ADVOCATES.** (12:00:43) – Yaraseth Anaya-Lugo introduced herself as a volunteer and requested \$24,775 for staffing a Family Advocate, incorporated into the record. In response to a question, Ms. Anaya-Lugo elaborated on the instruction some of their clients receive to obtain a certificate through the Mexican Consulate, in order to complete their education through the Mexican education system. She also clarified that 85 to 90 percent of the clients they served were from Mexico, and the rest from other Latin American countries such as El Salvador, Nicaragua, etc. Ms. Anaya-Lugo also indicated that the organization tracked the reasons for the client visits and would be able to provide them upon the request of the Workgroup.

**BREWERY ARTS CENTER.** (12:15:08) – Gina Lopez Hill, Interim Director, presented her request, incorporated into the record, for \$13,660 to fund a Mobile Arts Program in a donated trailer. In response to a question by Member Hannaman, Ms. Hill stated that the residents had not asked for the program; however, Ms. Hill would introduce it as she worked extensively with the neighborhood and was aware of the need for such a program, because funding and transportation to other venues was a key barrier to the children. Chairperson Wickstead inquired about the instructors and was informed that different instructors would be teaching different classes. Ms. Hill also noted that they would be working with Food for Thought and filling a much needed gap.

**CAPITAL CITY ARTS INITIATIVE (CCAI).** (12:22:55) – Sharon Rosse, Executive Director, introduced herself and presented her request, incorporated into the record, for \$10,000, for the 2015-2016 Season. She also gave background on CCAI and its activities. Chairperson Hannaman asked whether Ms. Rosse would seek Redevelopment funding as well, and Ms. Rosse noted she would inquire with Mr. Plemel. She was also asked whether it was possible to partner with Brewery Arts Center (BAC), and noted that the BAC focused on performing arts while CCAI focused on the visual arts.

Chairperson Wickstead recessed the meeting from 12:32 p.m. – 1:02 p.m.

**FRIENDS IN SERVICE HELPING (FISH) – DENTAL CARE PROGRAM/ID REPLACEMENT SERVICE.** (1:03:09) – Jim Peckham, Executive Director, presented his request, incorporated into the record, for \$10,000 to support the dental extraction program and to provide identification documents for clients. Mr. Peckham also clarified for Chairperson Wickstead that they had chosen not to purchase malpractice insurance for medical and psychiatric purposes and would explore other avenues to provide similar care for their clients. Member Hannaman inquired about the number of unique clients served versus multiple visits, and Mr. Peckham noted that the duplications would be tracked better with the new database they will use. He also noted that 8,600 individuals, on average, would be eating in the dining room annually.

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**CAPITAL CITY CIRCLES INITIATIVE.** (1:17:30) – Brenda Silis, Circles Coordinator, requested \$10,000 to partially fund the salary of Coordinator, David Bash, who will assist in the transitioning of families out of poverty. The request is incorporated into the record. Member Saavedra inquired about the selection process of the participating families, and was informed that the system used is constantly modified; however, their referrals are mostly from sister agencies and participating families. Ms. Silis also stated that the families must go through a vetting process. Shelly Aldean, Board Chairperson, explained that it would be very difficult to offer more than one “get ahead class” without Mr. Bash, a contractor with many years of experience.

**CARSON CITY SENIOR CITIZENS CENTER – MEALS ON WHEELS.** (1:31:18) – Warren Bottino, Social Work Program Manager and Marena Works, Agency Director presented their request, incorporated into the record, for \$16,000 for the Meals on Wheels program that provides nutrition for home-bound seniors. Mr. Bottino also outlined the demand increase in Carson City, adding that it was above the national average. He clarified for Member Steele that they serve 200 daily clients and had 396 unduplicated clients last year, because some may receive meals temporarily, due to illness or while they recuperate from surgery or hospitalization, noting that their tracking system is statewide. In response to a question from Member Hannaman, Mr. Bottino explained that the meals served at the Senior Center have a suggested donation of \$2.25 per meal, and they send donation envelopes with the home-bound meals.

**MILE HIGH JAZZ BAND ASSOCIATION.** (1:40:02) – Elinor Bugli, Treasurer, presented a request, incorporated into the record, for \$8,000 for the Jazz and Beyond summer music festival. In response to a question by Member Hannaman, Ms. Bugli explained that she had received grants from this Workgroup and the Redevelopment Authority Citizens Committee in the past; however, based on feedback she had received, Mile High Jazz Band Association had chosen to request the funds from this Workgroup. She also explained that most of the events would be free, to provide low income residents an opportunity to attend the events.

**RON WOOD FAMILY RESOURCE CENTER – COMMUNITY ESSENTIALS EMERGENCY FOOD BANK.** (1:46:10) – Joyce Buckingham, Executive Director, requested \$10,000, incorporated into the record, for the only emergency food bank in the area. In response to a question by Chairperson Wickstead, Ms. Buckingham explained that they serve 5,000 duplicated individuals per month, especially during the last two weeks of the month, as social security funds are depleted. Member Hannaman inquired about the increased need in an improving economy. Ms. Buckingham stated that the increase this year was by 10 percent, much lower than previous years.

**RON WOOD FAMILY RESOURCE CENTER – REACH UP!** (1:59:43) – Joyce Buckingham, Executive Director, requested \$35,000, incorporated into the record, to fund behavioral and grief counseling for youth. In response to a question by Chairperson Wickstead, Ms. Buckingham clarified that the services are performed by a rapid response team comprising doctors, nurses, family advocates, and licensed social workers.

**CARSON CITY PUBLIC WORKS DEPARTMENT – ADA SIDEWALK IMPROVEMENTS – NORTH CARSON CITY.** (2:07:29) – Patrick Pittenger, Carson City Public Works Transportation Manager, presented his request, incorporated into the record, for \$236,000 to replace damaged sidewalks and install ADA-accessible curb ramps in low-income areas. In response to an inquiry by Chairperson Wickstead, Mr. Pittenger explained that the repairs are greatly needed and the residents are very appreciative of them. He also noted that the funds are also used to supplement other grants, adding that a recently-completed survey would now help better prioritize where the repair needs are.

**NORTHERN NEVADA DREAM CENTER (NNDC).** (2:22:32) – Susan Sorenson, Director, presented a request, incorporated into the record, for \$25,500 to provide meals for individuals and families in need. In response to a question, Ms. Sorenson clarified that their referrals come from local agencies such as the Health and Human Services Department or the Senior Center. She also noted that the difference between NNDC and the Bridge Church are that the latter caters to the homeless population. Member Hannaman was informed that the NNDC’s non-profit status had been approved.

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**ORMSBY ASSOCIATION OF CARSON CITY – SELF-SUFFICIENCY FOR THOSE WITH DEVELOPMENTAL DISABILITIES.** (2:32:44) – Mary Winkler, Executive Director, requested \$10,000 to assist in community integration, job training, medication management, etc. for individuals with developmental disabilities. In response to a question, Ms. Winkler explained that six to eight clients work in the thrift store; however, their goal is to provide training for them to work in local industries such as manufacturing, adding that eight clients are doing that and another 10 are “working in the community with the staff”. She also explained that many of their clients have become self-sufficient and are no longer part of the program.

**FOOD FOR THOUGHT – SUMMER FOOD BRIDGE FOR HUNGRY CHILDREN.** (2:42:20) – Marlene Maffei, Executive Director, presented her request, incorporated into the record, for \$12,000 to provide daily weekday lunches to needy children during the summer months. In response to a question by Member Hannaman, Ms. Maffei explained that “for the kitchen staff, it would not work to do volunteers”, calling it a “nightmare to schedule volunteers”. She also stated that the program would serve children ages 2 -18. Workgroup members believed that they had been told the program was staffed by high school student volunteers.

**ADVOCATES TO END DOMESTIC VIOLENCE – EMERGENCY SHELTER.** (2:52:12) – Lisa Lee, Director, presented her request, incorporated into the record, for \$10,000 for the shelter for victims of domestic violence. Member Saavedra inquired and was informed that the shelter housed six women and 14 children at this time; however, that number varied at all times, increasing greatly after the Holiday season. When asked about results, Ms. Lee noted that 93 percent of their clients last year did not re-enter an abusive relationship because of the time they had spent in the shelter, learning new habits and becoming independent, adding that their goal is to break the abuse cycle.

**2. PUBLIC COMMENT – None**

(3:00:45) – Chairperson Wickstcad adjourned the meeting to prepare for the closed session which followed immediately. The applications were ranked and prioritized as exhibited on the following page.

The Minutes of the February 4, 2015 Community Development Block Grant and Community Support Service Grant Application Review Work Group Meeting are respectfully submitted this 23<sup>rd</sup> day of February, 2015.

Susan Merriwether, Clerk - Recorder

By:

\_\_\_\_\_  
Tamar Warren, Deputy Clerk/Recording Secretary

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**2015 CDBG and CSSG Funding  
Application Review Workgroup Recommendations**

Public Service Project	Requested from CSSG	Requested from CDBG	Recommended from CSSG	Recommended from CDBG	Recommended Total
Community Counseling Center		\$87,989	\$10,000	\$54,444	\$64,444
Ron Wood Family Resource Center-Food Bank	\$10,000		\$10,000		\$10,000
Advocates to End Domestic Violence	\$10,000		\$9,000		\$9,000
CASA of Carson City		\$25,000	\$25,000		\$25,000
United Latino Community		\$24,775	\$20,000		\$20,000
Carson City Senior Center - Meals on Wheels	\$16,000		\$13,000		\$13,000
Ron Wood Family Resource Center-Reach Up	\$35,000		\$30,000		\$30,000
Nevada Rural Counties RSVP-Respite Care		\$20,000	\$15,000		\$15,000
Food For Thought	\$12,000	\$12,000	\$9,000		\$9,000
The Capital City Circles Initiative	\$10,000		\$9,000		\$9,000
Nevada Rural Counties RSVP-Senior Programs	\$35,000		\$25,000		\$25,000
Ormsby Association of Carson City	\$10,000		\$7,000		\$7,000
FISH	\$10,000		\$3,000		\$3,000
ESL In Home Program of Northern Nevada	\$35,000	\$35,000			\$0
Brewery Arts Center	\$13,660				\$0
Capital City Arts Initiative	\$10,000				\$0
Northern Nevada Dream Center	\$25,500				\$0
Mile High Jazz Band Association	\$8,000				\$0
Ventana Sierra	\$15,000				\$0
Big Brothers Big Sisters		\$20,000			\$0
<b>Total Requested</b>	<b>\$255,160</b>	<b>\$224,764</b>	<b>\$185,000</b>	<b>\$54,444</b>	
<b>Total Available**:</b>	<b>\$185,000</b>	<b>\$185,000</b>	<b>\$185,000</b>	<b>\$54,444</b>	
<b>Difference:</b>	<b>-\$70,160</b>	<b>-\$39,764</b>	<b>\$0</b>	<b>\$0</b>	

	Requested from CSSG	Requested from CDBG	Recommended from CSSG	Recommended from CDBG	Recommended Total
Carson City Public Works Department		\$236,000		\$193,000	\$193,000
Carson City School District		\$83,598		\$43,000	\$43,000
Home Improvements For Seniors		\$25,000			
<b>Total requested:</b>	<b>\$0</b>	<b>\$344,598</b>		<b>\$236,000</b>	
<b>Total available**:</b>	<b>\$0</b>	<b>\$236,000</b>		<b>\$236,000</b>	
<b>Difference:</b>	<b>\$0</b>	<b>-\$108,598</b>		<b>\$0</b>	

\*\*Estimated total for CDBG

## **Answers to Supplemental Questions for CDBG and CSSG applications**

**In the last year, has your organization received other assistance from Carson City including grants, free or reduced rent, or other donations?**

**If yes, please describe the type and amount of assistance, including the location and tenant space square footage of any City-owned buildings in which you receive free or reduced rent.**

### **Ron Wood Family Resource Center**

Ron Wood Family Resource Center has been receiving free rent since October 2010, which is valued at approximately **\$73,332** annually (8148 sq ft. x \$.75/sq ft. x 12 months).

Utility costs are \$4203.54 higher at the building on Northgate. Liability insurance at the former location on Winnie Lane was \$3500 per year. The cost for liability insurance at the Northgate building is \$10,848.00 per year, which is an increase of \$7348.

The funds that Ron Wood saves annually are used for direct client services that are grant specific. These are restricted funds, which means they must be spent specifically for each grant-funded program. 95–98% of donations (non-restricted) that come to the center go to the food bank to support emergency food for the community.

### **Food For Thought**

During 2014 Food For Thought utilized the Carson City Community Center Commercial Kitchen rent-free, for duration of 54 days.

The facility is located at 851 E. William Street. The approximate square footage of the kitchen is 600 sq. ft. A commercial kitchen should rent for \$200 on a per diem basis.  $54 \times \$200 = \$10,800$  annually.

### **Capital City Circles Initiative**

Last year the Capital City Circles Initiative received support from Carson City in the form of reduced rent as well as \$7,500 from the Community Support Services Grant. The office is located on Northgate Lane (2621 Northgate Lane, Suite 10) and the rent is \$1.00 per year plus a prorated share of utility costs. They occupy 952 square feet of space.

Rent on a 952 SF space at Northgate would be \$1.00/sq. ft. plus utilities. Since they do pay their own utilities the rent subsidy is **\$11,424** annually.

### **Brewery Arts Center**

Carson City owns their main building at 449 West King Street which is 15,302 square feet and leases it to the Brewery Arts Center at a greatly reduced rate. The market rent on the brewery building would be \$1.00 for the retail area of the first floor, \$.60 on the second floor, \$.50 for the theater areas of the first floor. The value of the reduced rent is approximately **\$124,000** annually with the tenant paying all operating expenses. That works out to a blended rate of \$.675 SF on the whole building.

They also have an agreement with Carson City to film and stream City and Public Meetings on their websites and public access channels but they receive reasonable compensation for those services.

### **Carson City Senior Center**

The Carson City Senior Citizens Center operates as a co-operative agreement between Carson City and the Carson City Senior Citizens Center Inc.

As such, the city owns the building, and a percentage of the employees are city funded. The remainder is financed through a non-profit corporation that relies on donations to keep it whole. Carson City receives Question 4 money for 3 city staff and program operations.

However, the senior center was expanded, and most of this money is tied up in paying off the bond. When the bond is satisfied in 2018, they anticipate the program will then be self-sufficient.

### **Capital City Arts Initiative**

For FY15 2014 - 2015, CCAI received a \$6,000 grant from Carson City's Redevelopment Authority Special Events program.

CCAI collaborates with the City Courthouse for use of the second floor atrium as a gallery space. CCAI presents three exhibitions in the space during the year; each exhibition is in the gallery for approximately four months. CCAI coordinates the exhibitions with the artists and writers, provides their honoraria and travel support, manages the printing and public information, and hosts the receptions.

CCAI collaborates with the City to use the BRIC conference room walls as exhibition space. CCAI presents an annual group exhibition of work by northern Nevada artists in this space. CCAI coordinates the exhibition with the artists, provides their honoraria and travel support, manages the printing and public information, and hosts the reception.

CCAI collaborates with the City to use the BRIC's Community Partner room for office and storage space, approximately 120 square feet.

A small office of 120 Sf would lease at a rate of \$250 per month inclusive of utilities. The value of that space is \$3,000 a year.

#### **RSVP**

For three fairs, the Office of Business Development grants RSVP \$5,000 for the Spring Fair, \$8,000 for July 4<sup>th</sup>; and \$5,000 for Nevada Day. RSVP paid \$8,430 in fees to Carson City Parks and Recreation for the use of Mills Park for these special events.

Private donations from Carson City residents which are restricted to specific RSVP programs in Carson City: Respite - \$8,998.50; Transportation- \$5,100.

Private donations from Carson City residents for CARE Law Program: \$4,125.

Private donations which are restricted to Homemaker and Philips Lifeline services for seniors in Carson City:\$7,009.80.

Private donations which are not restricted to any specific programs: \$1,064.

Carson City owned offices at 2621 Northgate Lane, #6 is 3,840 square feet for \$1 per year per our lease agreement. RSVP paid the utilities in the amount of \$7,398 in 2014. A 3840 SF space at Northgate should lease at \$.90 SF plus utilities. \$41,472 annually in rent plus \$.10 SF for utilities if they don't pay them directly (\$4608).

#### **CASA**

CASA uses a 1000 sq ft.building by Juvenile Court. Because of the condition of this building the market rent would be \$.60 SF plus utilities. \$7200 annually plus the same \$.10 SF for utilities if they don't pay them directly.

#### **United Latino Community**

United Latino Community is located at 1711 N Roop St. in a city-owned building that is leased to Partnership Carson City (PCC) for \$1.00 a year. The area they occupy is approximately 262 square feet and was previously used by Nevada Hispanic Services before the main office in Reno closed the Carson City NHS. The city was allowing NHS to use the space for free in addition to grant support.

In the current agreement with PCC, ULC pays PCC approximately \$325/month to cover 50% of the cost of utilities (gas, water and electric), cleaning supplies and use of the copier. The

amount varies month to month slightly based on the city's utility bill submitted to PCC. ULC arranges for staff or volunteers to clean the building.

This 262 sq. ft. space would rent for \$350-\$375 a month including utilities. Since they are currently paying \$325 for the space plus utilities plus the cleaning supplies and copier, subtract an estimate of the copier and cleaning supply expense (approx.. \$40-\$50 a month) which leaves \$290 a month subtracted from \$375 a month for a total subsidy of \$85 a month or approximately \$1000 a year.

**Mile High Jazz Band Association**

They received \$8,000 from the Office of Business Development as recommended by RACC for the 2014 Jazz & Beyond: Carson City Music Festival.

They received \$3,345 from Carson City for providing music (5 bands) at the NV150 Fair. They also received a discount from the Parks and Recreation Department on rental of the Bob Boldrick Theater at the Community Center for two events and for rental of stage, tent, and message board listing. They paid \$2,121 total.

Carson City assisted with events in the Legislative Mall by contracting with the State Buildings and Grounds and Legislative Council Bureau for use of the State facilities for three consecutive Sundays and subsequently contracting with the Mile High Jazz Band Association for the events.

They received a discount for weekly rehearsals at Carson Middle School, Dec. 2014-June 2015 and paid the Carson City School District \$315.

**Carson City School District**

No

**Ormsby Association of Carson City**

No

**ESL In Home Program**

No

**Home Improvements for Seniors**

No

Community Counseling Center

No

Northern Nevada Dream Center

No

FISH

No

Ventana Sierra

No

Advocates to End Domestic Violence

No.

Big Brother Big Sisters

No

## Janice Keillor

---

**From:** Daniel Doenges  
**Sent:** Monday, February 02, 2015 5:08 PM  
**To:** Lee Plemel  
**Cc:** Janice Keillor; Patrick Pittenger  
**Subject:** RE: CDBG request  
**Attachments:** CDBG Map.pdf

Lee,

Please find the attached map, per your request. Patrick has provided a response to your other two questions below. Let me know if you need anything else. Thanks.

- Is there a funding plan in place to continue to improve sidewalks?

Just like the construction and maintenance of the roads themselves, our prospects are very limited by funding. The City does not have sufficient funds to maintain the roads and the associated sidewalks. Funds like CDBG as well as other Federal Transit Administration and Federal Highway Administration funds are critical in our efforts to maintain and improve the sidewalk network. The City hopes to pursue an increase in transportation funding through an expected vote on gas tax indexing in November 2016. If successful, that will provide additional funds which could be used for sidewalks as well as streets. The City is completing an ADA transition plan which will help us prioritize investments with available funds.

- How far is the City away from “completing” sidewalk connections city-wide; i.e. what percentage is done?

The City has successfully completed many sidewalk projects in recent years using CDBG and other grant funds. The projects have made a real difference in the community and have been very much appreciated. There are numerous benefits related to safety, walkability, providing safe routes to school, reducing liability of the City, and improving neighborhoods. However, we are dealing with a very large, long-term issue. Much of the City was built without sidewalks. While that was acceptable at the time, there are numerous areas with residents now interested in those connections being made. Additionally, the extensive existing network continually deteriorates. The projects which we have undertaken have been a combination of repair/improvement of existing sidewalks to current standards and building new connections. Unless/until there is a large infusion of additional funds, this will remain a long-term issue. We expect that we will continue to address this issue for some time.

Dan

Daniel Doenges, PTP  
Senior Transportation Planner  
Carson City Public Works Department/  
Carson Area Metropolitan Planning Organization  
3505 Butti Way

## Recent Sidewalk Improvement Projects Completed with CDBG and FTA Funding

**\$25,000 CDBG  
\$15,635 FTA  
\$40,635 Total**

**\$47,100 CDBG  
\$38,556 FTA  
\$85,656 Total**

**2015 Project  
Estimated Cost:  
\$ 40,000 CDBG  
\$103,000 FTA  
\$143,000 Total**

**\$ 89,881 CDBG  
\$135,259 FTA  
\$225,140 Total**

CDBG Only

Expended To Date:  
\$133,706 CDBG  
\$101,686 FTA  
\$235,392 Total



Carson City  
Community Development Block Grant (CDBG)  
Program Application  
Fiscal Year 2015–2016

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

**APPLICATIONS ARE DUE\*:**

**JANUARY 16, 2015, 4:00 P.M.**

**PLEASE SUBMIT THE ORIGINAL  
PLUS 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 and Misdemeanor Drug Court Start up
4. Project/Program Address/location: 205 S Pratt Ave Carson City NV 89701
5. Agency Director: Mary K Bryan
6. Board Chairperson: Robert Fliegler M.D.
7. Contact person: Donya Jenkins  
Phone number: 775.882.3945 E-Mail: [meadowmary@aol.com](mailto:meadowmary@aol.com)  
Fax: 882 6126 Website (if applicable) [cccofcarsoncity.org](http://cccofcarsoncity.org)
8. How long has your organization been in existence? 30 years    In Carson City? 30 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):

   Public Service          Public Facility/Improvement  
    Economic Development          Housing

**11. TOTAL FUNDING REQUESTED: \$87,989**

**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 to 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. The Center is also collaborating with the Justice Court to implement a misdemeanor drug court to provide intensive monitoring, supervision, and evidence based treatment services to 10 participants who reside in Carson City by integrating treatment services with the court adjudication process.*

## 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.

**Part of this project has been ongoing for 30 years. The evidence based treatment for substance abuse recovery for methamphetamine addicts has been available in Carson City since the 1990's. As the treatment has evolved CCC has also developed and changed it's program of treatment. 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. 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.**

**The support of the judicial system with the misdemeanor clients will serve yet another population that previously may not have had the intensity of services they require. The misdemeanor drug court will serve the clients that are repeatedly seen in the criminal justice system for possession of small quantities of drugs and possession of drug paraphernalia. It has been proven nationwide that treatment is a better option than incarceration at public expense. This expansion of the previous treatment project is aimed at addressing the increasing case statistics in the Justice Court's records: Drug offenses filed and adjudicated in 2010 – 2093; 2011 – 2444 and 2012 - 2,553; a steady increase showing the rise of the drug related crimes. This is supported by the records from the Fire Chief for Carson City which indicates there were 152, 911 calls for the request of an emergency ambulance related to a drug overdose in 2012. Opioid analgesics were involved in almost 40% of all poisoning deaths in 2006. Nevada is listed as one of five states with the highest increases of deaths by drug overdose in a National Center for Health Statistics report. This partnership of Community Counseling Center with the Justice Court to provide treatment in a drug court milieu for misdemeanor offenses is new and extremely timely as the numbers continue to rise locally.**

**Currently there is no process in place to assist or ensure that individuals enroll in treatment or have the funds to pay for treatment. Often it takes 30 to 90 days before the Justice Court is made aware that an individual is not in treatment, is testing positive for drugs, or is not in compliance with the court's orders. This results in the Justice Court issuing a warrant for the individual's arrest. According to the Carson City Chief of the Alternative Sentencing Department, many individuals who have been ordered to complete a substance abuse evaluation need intensive outpatient**

treatment services; however, due to limited supervision and monitoring, are not completing treatment. The misdemeanor drug court will address this increasing number of individuals addicted to drugs in Carson City. The Justice Court has done the research and identified the critical need to implement a misdemeanor drug court for this target population. This Misdemeanor Drug Court will provide this target population with weekly interaction with the judge, constant supervision and monitoring, regular random drug/alcohol testing and an overall comprehensive treatment program. The Carson City Justice Court, in collaboration with the District Attorney's Office, the State Public Defender, Carson City Community Counseling Center, and the Department of Alternative Sentencing have committed to dedicating staff to be members of the project team to design and implement the misdemeanor drug court. All have a great respect for treatment programs and experience of being part of a multi-disciplinary team and understand how essential it is to provide these expanded services. Without additional grant funding to implement the Misdemeanor Drug Court, the number of individuals who continue to be addicted to drugs will continue to rise in Carson City. These individuals will continue to commit crimes graduating their way up to the felony adult drug court in the district court. The Misdemeanor Drug Court will provide an opportunity to dramatically change how the justice court currently adjudicates individuals who are addicted to drugs at the misdemeanor level and provide this target population with the resources to change their behavior and lead a crime free and sober lifestyle.

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

**CCC has provided services for evaluation and assessment and treatment for the year to low income adults and young adults in the community. The comprehensive evaluations and assessments total 61 just for the primary use of methamphetamine users. Other evaluations for low income clients were around 190 last year. Groups for last year provided 624 Intensive Outpatient Groups which consist of three hours each for a total of 1872 hours of service of this type. Each group averages 12 clients and that provides a total of 22,464 hours of group to the IOP participants. The other group counseling provided for the year included over 11,500 group hours. With 34% of the client population indicating a primary drug of choice of methamphetamine, it is clear that at least a third of the services provided were for the very serious and physically detrimental use of this toxic drug. CCC has successfully provided well over the anticipated number of hours of treatment and assessments to the population included in the grant.**

2. 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. 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       Other (Please explain) All are welcome for services related to substance abuse issues

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:

The Center will serve one hundred percent low income clients. 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.

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

These funds will be used to pay the salary and benefits of a counselor. The counselor time will be distributed to best cover the needs of the clientele. A full time counselor and a part time counselor will be used to cover individual and group work from Monday through Saturday. There are groups scheduled to cover all nights, and Saturday morning. A group schedule is attached. The Friday night groups are preventive in nature and are mostly attended by the clients who are early in recovery and 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 schedule because of family or work obligations.

7. 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.

8. 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 and for the misdemeanor drug court coordination. Increased funding increases the number of clients CCC is 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. The additional \$10000 CCC is requesting to work on the collaboration with the Justice Court is the minimum needed to begin that project at all.

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

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.)

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2. Can this project be done in different phases? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If YES, explain.

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

4. Who currently holds title to the property involved?

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5. With whom will title be vested upon completion?

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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?

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 4500 service hours per year (9 hours per week x 12 weeks +2.5 hours per week x 12 weeks +1.25 hours per week x 24 + 1 hour per month individual session x 12 weeks = 180 hours, 180 x 25 clients = 4500 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% 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. The misdemeanor drug court is intended to provide legal/judicial support for the clients prior to engaging in conduct that is felonious in nature. This is supported not only by the evidence based treatment but also by the weekly support of the judge's review of their successes and failures of the past days. It is at that point that the sanctions and rewards system is used to assist with positive outcomes.

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 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 2015-16</b>			
Salaries and Benefits	87360		87360
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)			
<b>TOTALS</b>	87360		87360

## **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 and Diana Mayoral-Ortiz 775.882.3945
2. The person directly responsible for on-site supervision of the project, such as a project manager:  
Diana Mayoral-Ortiz 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 preparing the quarterly reports and tracking the performance on this project.  
Donya Jenkins 205 S Pratt Ave Carson City NV 775.882.3945 [donyaniehoff@yahoo.com](mailto:donyaniehoff@yahoo.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>

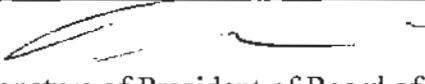
3. Attach the following to each copy of the Proposal for Funding:

- 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	1/8/15 Date
Mary K Bryan Administrator Typed Name and Title of Authorized Official	775.450.9001 Phone Number

 Signature of President of Board of Directors	1/12/15 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 5, 2015

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 and public safety.

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



## NEVADA STATE PUBLIC DEFENDER

KARIN L. KREIZENBECK  
STATE Public Defender

811 E. ROBINSON STREET, SUITE 1  
CARSON CITY, NEVADA 89701-4020  
TELEPHONE (775) 884-1080  
FAX (775) 687-4993

December 12, 2014

The Office of the State Public Defender supports the creation of a misdemeanor drug court in Carson City.

Carson City currently has five specialty courts: Western Regional Adult Drug Court, Mental Health Court, DUI Diversion Court, Juvenile Drug Court and Family Dependency Court. Based on the success of the five specialty courts already in place in Carson City, I believe that a misdemeanor drug court will be an asset to the community.

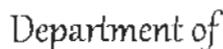
The Western Regional Drug Court is unable to take misdemeanor clients. Therefore, a drug court at the Municipal/Justice Court level will serve the clients that are repeatedly seen in the criminal justice system for possession of small quantities of drugs and possession of drug paraphernalia.

It has been proven nationwide that treatment is a better option rather than incarceration at public expense.

Sincerely,

NEVADA STATE PUBLIC DEFENDER

  
Karin L. Kreizenbeck  
State Public Defender



Department of

## ALTERNATIVE SENTENCING

Carson City



Tad Fletcher, Chief

Date: December 12, 2014

To: Grant Review Committee

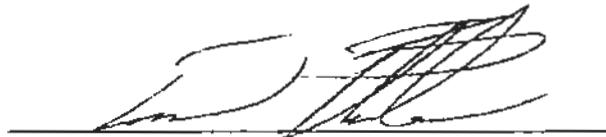
From: Tad Fletcher, Chief  
Carson City Dept. of Alt. Sentencing

Subject: Misdemeanor Drug Court

As Chief of the Carson City Department of Alternative Sentencing, I see first hand the importance specialty courts and diversion programs play in the rehabilitation of offenders. Here in Carson City my office supervises an average of 2,200 people a month who are assigned to our office for Formal Probation, Informal Probation, Court Monitored Sentencing, Pre-Trial Supervision and for monitoring of Bail Conditions. We averaged over 5,000 drug and alcohol tests in the past 12 month on individuals assigned to our office. With that being said, we have had close to 1,000 failed drug tests. The need for the development of a misdemeanor drug court is imperative for the betterment of our community.

We currently have specialty courts for Mental Health and felony DUI's. The successes of the programs are outstanding and several individuals attending the programs have personally stated to me the programs have saved their lives. If we could create a misdemeanor drug court, it would be incredible to see the amount of people we could assist and help prevent from continuing the course they have started.

The Carson City of Alternative Sentencing Office is in full support of the development of a misdemeanor Drug Court for the Carson City Justice/Municipal Courts.



Tad Fletcher, Chief of Alternative Sentencing



Date



**FIRST JUDICIAL DISTRICT COURT**  
CARSON CITY & STOREY COUNTY  
STATE OF NEVADA

**JAMES T. RUSSELL**  
District Judge, Department One  
885 East Musser Street, Room 3061  
Carson City, Nevada 89701  
(775) 882-1996  
Fax: (775) 887-2272

**JAMES E. WILSON, JR.**  
District Judge, Department Two  
885 East Musser Street, Room 3057  
Carson City, Nevada 89701  
(775) 882-1619  
Fax: (775) 887-2296

December 12, 2014

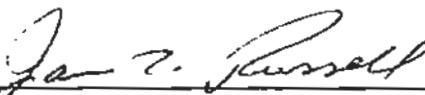
This letter is being written by the District Court Judges of the First Judicial District Court in support of the creation of a Misdemeanor Drug Court.

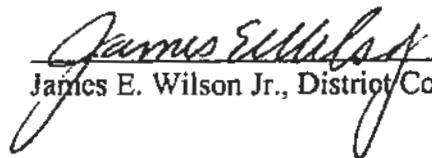
We believe that a Misdemeanor Drug Court would be successful and will assist with reducing the high recidivism rate. This type of program would provide treatment to enable offenders to lead a drug and crime free lifestyle and become productive members of society.

Nationally, treatment for addicts has been proven to be the better alternative to incarceration. The First Judicial District Court has seen the tremendous results from Drug Courts and strongly supports the creation of a Misdemeanor Drug Court.

If you have any questions, please do not hesitate to contact us.

Sincerely,

  
\_\_\_\_\_  
James T. Russell, District Court Judge

  
\_\_\_\_\_  
James E. Wilson Jr., District Court Judge



Ken Furlong  
Sheriff

911 E. Musser St.  
Carson City, NV 89701

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

December 30, 2014

Re: Support for Grant Opportunities

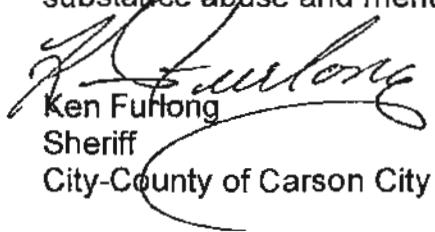
From: Sheriff Ken Furlong:

Methamphetamine use is back up, witnessed by all key indicators monitored in the criminal justice systems. The drug has reclaimed the number one spot for targeting by law enforcement. This most recent surge has reclaimed the priority focus for the first time in 7 years. It was in 2006 when meth was at 42% and then dropped to 33% in the period following. Today, it is at 34% again, with alcohol at 31% and pot at 22% (also a huge increase).

The need for ongoing, reasonable, and evidence based treatment is critical to the well-being of all the citizens of our community. Citizens who are entrenched in the criminal/addicted lifestyle are in need of ongoing supportive treatment to give them the tools necessary to modify and maintain that change in their lives. Patients need to practice the sober path and develop a pattern in life necessary to maintain a drug free lifestyle. The support of licensed and well trained counselors, as well as Misdemeanor Drug Court supervision, is very important to their ability to find the motivation to make the necessary changes and make positive progress.

Counseling services are carefully trying to maintain the evidence based treatment programs that have been proven to be the most effective nationally. As a result, additional staff is necessary to handle the numbers of clients that are pouring in for treatment every day. Services are overwhelmed with the numbers, and are stressed to staff necessary persons for the quality of treatment evidence based programming requires.

As Sheriff of the City/County of Carson City, I recognize the Community Counseling Center as a model service agency sharing the front line with officers in combatting substance abuse and mental health throughout Carson City.

  
Ken Furlong  
Sheriff  
City-County of Carson City

JASON D. WOODBURY  
*District Attorney*



KRISTIN N. LUIS  
*ASSISTANT DISTRICT ATTORNEY*

ADRIANA G. FRALICK  
*CHIEF DEPUTY DISTRICT ATTORNEY*

<http://www.carson.org>

## OFFICE OF THE CARSON CITY DISTRICT ATTORNEY

CRIMINAL DIVISION  
(775) 887-2072

885 EAST MUSSER STREET, SUITE 2030  
CARSON CITY, NEVADA 89701  
Fax: (775) 887-2129

CIVIL DIVISION  
(775) 887-2070

VICTIM—WITNESS SERVICES  
(775) 887-2268

HEARING IMPAIRED DIAL 711

INVESTIGATIONS  
(775) 887-2098

January 9, 2015

### **Re: Implementation of Misdemeanor Drug Court**

Dear Sir or Madam:

Please accept this letter in support of Judge Armstrong's effort to establish a misdemeanor drug court in our jurisdiction. This Office wholeheartedly supports the objectives of the misdemeanor drug court, and we will diligently participate in the program when implemented.

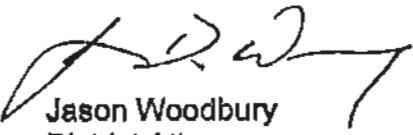
In the view of the District Attorney's Office, a misdemeanor drug court will be as successful as the Western Regional Drug Court; perhaps even more so. The drug court program at the misdemeanor level allows the prosecution, defense, courts, and treatment providers to address drug and alcohol addictions upon the addict's *first* arrest, whereas a drug court program at the felony level is usually only triggered after multiple arrests and convictions at which point the rehabilitative effort is often much more challenging. Correspondingly, implementation of a misdemeanor drug court seems certain to reduce the risk of recidivism and better serve the safety of our community.

Carson City has seen significant benefits from specialty court programs. The Western Regional DUI Court, the Western Regional Drug Court, and the Carson City Mental Health Court allow close, consistent monitoring of offenders with addiction or mental health issues. In turn, this conserves resources which would otherwise be directed to incarceration costs, while still holding the offender accountable for his or her treatment and rehabilitation. The proposed misdemeanor drug court allows eligible offenders an opportunity to address what is often the primary source of their criminal behavior before they become a recurring participant in our community's criminal justice system.

Page 2

If you would like to discuss the benefits of a misdemeanor drug court in Carson City further, please do not hesitate to contact my office at any time.

Sincerely,



Jason Woodbury  
District Attorney

JDW/kc



**Carson City**  
**Community Support Services Grant (CSSG)**  
**Program Application**  
**Fiscal Year 2015 - 2016**

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

**APPLICATIONS ARE DUE\*:**

**JANUARY 16, 2015, 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 (RWFRC)
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](mailto:executive_director@carson-family.org)  
Fax: (775) 884-2730      Website (if applicable) [www.carson-family.org](http://www.carson-family.org)
8. How long has your organization been in existence? 20 years In Carson City? 20 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 Family Resource Center (RWFRC) 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: \$ 10,000.00**

**BRIEF PROJECT DESCRIPTION:**

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

The RWFRC 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:

RWFRC's Community Essential Food Bank has been in operation for over 9 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. RWFRC serves over 40,000 units of service through our food bank annually. 1 unit of service is 3 days of food (per family member). RWFRC meets the Carson City Priority Needs; neighborhood facilities, handicapped services and youth services.

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. RWFRC 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. Feeding America reports that in the Carson City area over 25% of residents are food insecure. Food insecure is defined as a family that does not know where their next meal is coming from.\* \* Map the Need – Feeding America Data

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

CSSG funding will be spent on high-protein non-perishable foods. 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. CSSG funds will be used for emergency food only.

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

RWFRC 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, Private and Public Food Drives and many private sector partnerships that donate goods and monetary donations. Over 90% of monetary donations go to the food bank to cover operations, personnel, supplies and transportation.

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 in 2013-14 and 10,000.00 this current fiscal year. Our food bank demand has increased over the last 4 years by +64% but our reliance on grant money has decreased by 69%.

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 purchased foods 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 RWFRC to the FISH Dining Room to support the soup kitchen 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. Ron Wood has developed a partnership with a corporate bakery that donates thousands of

pounds of bread weekly that are distributed to FISH, Salvation Army, CC Jail, CCSD and other non-profits.

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.

4. Salvation Army provides fresh produce once per week and a food box once per month but no emergency food.

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 RWFRC to insure clients are retaining appropriate services from FISH, Salvation Army and RWFRC. 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 45,000 Individual units of service from July 1, 2015 to June 30, 2016.
- Ron Wood will document that 90 - 95% of individuals receiving food are Carson City residents and in the very low to moderate income level.
- Ron Wood will expand food donation program by holding 100+ food donation drives. (100 individual monthly sites)
- 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 41,000 units of food service are provided to 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 RWFC 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.
- RWFC 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 RWFC 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:</b> <b>RWFRC Community Essentials Food Bank</b>	<b>Funds Requested</b>	<b>Leveraged Funds</b>	<b>Total Funds</b>
<b>Project Expenses FY 2015 - 16</b>			
Salaries and Benefits		\$15,000.00	\$15,000.00
Rent and Utilities		\$14,650.00	14,650.00
Storage - Food Barrels and Equipment		1,300.00	1,300.00
Equipment Maintenance & Repair		600.00	600.00
Office Supplies			
Operating Supplies		250.00	250.00
Postage and Shipping			
Printing and Publications			
Advertising and Promotion			
Subscriptions and Dues			
Liability/Other Insurance		\$1,100.00	\$1,100.00
Professional Fees		600.00	600.00
Other project costs: (Specify Below) Postage and copying for fund raisers, IT Support.		\$ 650.00	\$ 650.00
Food Costs	10,000.00	\$6,000.00	\$16,000.00
Fuel Costs/Vehicle Maintenance and registration for vehicles to transport food		\$6,200.00	\$6,200.00
<b>TOTALS</b>	<b>\$10,000.00</b>	<b>46,350.00</b>	<b>56,350.00</b>
Food Bank Fundraisers (Donations) To sustain program (based on last year's donations)		46,350.00 Projected Donations	

**\* Leveraged Funding is based on projected donations, Save Mart and Smith's Food For Families donations (received in the Spring 2015) at the register and local private donors (Attachment 6 – Transaction Detail )**

## 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 #62, Carson City, NV 89706  
(775) 884-2269  
[Executive\\_director@carson-family.org](mailto: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  
2621 Northgate Lane #62, Carson City, NV 89706  
(775) 884-2269  
[Executive\\_director@carson-family.org](mailto: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:

Bill Maier – Fiscal Manager  
2621 Northgate Lane #62, Carson City, NV 89706  
(775) 884-2269  
[bill@carson-family.org](mailto:bill@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.

Bill Maier – Fiscal Manager  
2621 Northgate Lane #62, Carson City, NV 89706  
(775) 884-2269  
[bill@carson-family.org](mailto:bill@carson-family.org)

## VI. AGENCY INFORMATION

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

Date of incorporation	4-9-97
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 13-2015
Joyce Buckingham - Executive Director	(775) 884-2269
Typed Name and Title of Authorized Official	Phone Number

Ruth Aberasturi Signature of President of Board of Directors	Date 01/13/2015
Ruth Aberasturi Typed Name of President of Board of Directors	(775) 884-2269
	Phone Number

**Annual Report**  
**For Community Support Services Funding**  
**Fiscal Year 2014 - 2015**

Name of Organization: Ron Wood Family Resource Center

Program/Project: Ron Wood Family Resource Center Operational Grant

Amount of Funds Received \$ 10,000.00

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: 1-16-15

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 35,000 individual units of service from July 1, 2014 to June 30, 2015.
2. Ron Wood will document that 100% of 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 80+ food donation drives. (80 individual monthly sites)
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. 28,130 units of food service were provided to residents that have completed food request forms and received quality and nutritious emergency foods. This is a 16% increase over last year and 38% increase over the YTD goal for 2014 - 15.
2. 93% or 26,160 of the 28,130 units of service to individuals served were Carson City residents at a very low to moderate income level. (first 6 months of fiscal year). 100% were low to moderate income level. In addition, 145 individual USDA Commodity Supplemental Food Program deliveries (homebound senior program) are carried out

monthly and another 60 monthly deliveries are made to seniors and individuals with disabilities out of our food bank goods. All deliveries are made to Carson residents.

3. 100+ individual food drive monthly sites were completed (250% of 6 month goal). Private groups have also conducted food drives; boy scouts, girl scouts, church groups, etc. Food drives resulted in 159,200 lbs. of donated food.

4. 52.6% of food distributed serves youth 0 – 18 years of age (101% of goal)

5. RWFRC has raised \$30,936.04 during the first 6 months of the year which is 67% the needed revenue to fulfill annual budget needs. The donations received exceed 300% of the CSSG grant allocation.

Conclusion: All measurable outcomes have exceeded expectations for the first 6 months of fiscal year 2014 - 2015.

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?

28,130 residents have completed food request forms and received quality and nutritious emergency foods. (residents receive food 1 – 12 times per year). This is a 16% increase over last year and 38% increase over the YTD goal for 2014 - 15.

93% or 26,160 of the 28,130 units of food service to individuals were Carson City residents at a very low to moderate income level. (first 6 months of fiscal year). In addition, 145 individual USDA Commodity Supplemental Food Program deliveries (homebound senior program) are carried out monthly and another 60 deliveries are made to seniors and individuals with disabilities out of our food bank goods. All deliveries are made to Carson residents only.

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 RWFRC 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. RWFRC 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.

**Food Drive & Food Donation Totals July 2014 to Dec 2014**

<b>MONTHLY FOOD DRIVES</b>	<b>Jul-14</b>	<b>Aug-14</b>	<b>Sep-14</b>	<b>Oct-14</b>
ARMA-Community Shredding Event				188
Big Lots	449	1215	325	
Carson Station		361		
Coldwell Banker		83		
Costco	1491	520	662	1105
F.I.S.H.		548		
Farmer's market		276		
Feds feed Families		365		
Fitness Defined			368	
Friends of the Library-Browser's Corner		175		
Genvita Home Health			641	
Green House Project	255	67	173	59
Grocery Outlet	137	55	206	34
Hands of Hope		82		160
Lone Mountain Vets	828	205	423	65
Nature's Bakery	21			
Northern Nevada Dream Center				22
Pets of the Homeless			75	
Private Party Donations	678	704	818	549
Sara Lee Bakery				2960
Save Mart East	1490	2057	2431	1185
Save Mart North	1054	1501	1384	1348
Save Mart South	1842	2114	1760	2031
Sierra Vet Clinic		152		
Smiths-Carson	3701	2390	3827	3950
Smiths-Gardenville	3290	3844	2990	2887
State Farm Insurance-Clay Murray				195
Trader Joe's	1491	1347	1827	1095
USDA Rural Development	78	693		
Walmart	3486	3715	4656	5509
	20291	22469	22566	23342
<b>TOTALS</b>	<b>Jul-14</b>	<b>Aug-14</b>	<b>Sep-14</b>	<b>Oct-14</b>

Each column is in pounds of food received

**Food Drive & Food Donation Totals July 2014 to Dec 2014**

<b>MONTHLY FOOD DRIVES</b>		<b>Nov-14</b>	<b>Dec-14</b>
Costco		652	498
Friends of the Library-Browser's Corner		685	152
Green House Project		44	29
Grocery Outlet		817	50
Lone Mountain Vets		98	211
Private Party Donations		3162	1436
Sara Lee Bakery		9242	6016
Save Mart East		2316	2098
Save Mart North		2195	1862
Save Mart South		2596	2835
Sierra Vet Clinic			279
Smiths Carson		4328	4910
Smiths Gardenville		3122	5345
Stewart Community Church		365	
Trader Joe's		389	534
Walmart		4273	5205
		34284	31460
<b>TOTALS</b>	<b>Nov-14</b>	<b>Dec-14</b>	

ATTACHMENT 6

<b><u>Holiday Food Drive 2014</u></b>	<b>Nov-14</b>	<b>Dec-14</b>
Cactus Jack Casino	456	17
Carson City Library	185	152
Carson Dental Design		33
Carson Station	86	377
Computer Corp		89
Fitness for 10-Fairview		57
GI Consultants		60
Hairline Salon		24
JackPot Crossing		143
Lucky Strike Casino		63
Meridian Insurance	172	129
Millard Gold Course		47
Ormsby Post Rehab hospital	25	108
Plaza Hotel		37
Share Your Christmas Food Drive		5756
WildHorse Children's Theater	51	
Woody's Casino		24

**TOTALS**      975      7116  
 Nov-14      Dec-14

Type	Date	Num	Name	Memo	Class	Amount
<b>45406 - Food Bank</b>						
Deposit	07/22/2014	342054		7/9/14 Carson Support Sys Grant	Food Bank	-10,000.00
Total	45406	Food Bank				-10,000.00
<b>5305 - Donations</b>						
Deposit	07/18/2014	3573709	Kohl's Cares		Food Bank	-500.00
Deposit	07/18/2014	15543	1st Presbyterian Church		Food Bank	-1,000.00
Deposit	07/31/2014	3581605	Kohl's Cares 07/01/2014		Food Bank	-500.00
Deposit	08/12/2014	1282	Donation Carol Ann Edmund		Food Bank	-50.00
Deposit	09/05/2014	34477	Donation Green House Garden Center		Food Bank	-304.00
Deposit	10/22/2014		Receipt 987184 SNC Food Drive-Shredding event		Food Bank	-105.00
Deposit	11/06/2014		Receipt 987189 State Farm Insurance Donation		Food Bank	-8.00
Deposit	11/06/2014		Receipt 987192 Donation		Food Bank	-2.00
Deposit	11/17/2014	2220	Receipt 289602 Geoffrey Hall		Food Bank	-600.00
Deposit	11/17/2014	7325	Receipt 289617 Gere Clark		Food Bank	-500.00
Deposit	11/17/2014		Receipt 289622 Alen Coulson		Food Bank	-100.00
Deposit	11/17/2014	85741	James Gaekels Inc.		Food Bank	-1,000.00
Deposit	11/20/2014	24430	Harley Davidson Financial Services		Food Bank	-5,000.00
Deposit	11/23/2014	2991	Sandra K. Fontaine Thanksgiving		Food Bank	-100.00
Deposit	11/23/2014	2159	W. Reid Ross, TTE The Ross Family Trust		Food Bank	-100.00
Deposit	11/23/2014	17009	Mary Kay Kurne, Kirk Kurne		Food Bank	-25.00
Deposit	11/23/2014	1103	George Allison, Barbara Allison		Food Bank	-350.00
Deposit	12/02/2014	4694	Linda Furbee		Food Bank	-200.00
Deposit	12/02/2014	3800	Donald L. Carlson		Food Bank	-50.00
Deposit	12/02/2014	1155	Philip F. Hyatt		Food Bank	-25.00
Deposit	12/02/2014	13642	Myla C. Florence		Food Bank	-25.00
Deposit	12/02/2014	12300	James and Peggy DeArrieta		Food Bank	-50.00
Deposit	12/02/2014	3397	Don Temple and Janet O'Grady		Food Bank	-500.00
Deposit	12/02/2014	1531	Debra and Paul Hochsprung		Food Bank	-50.00
Deposit	12/02/2014	9514	The Andreas Family Trust		Food Bank	-50.00
Deposit	12/02/2014	77190	Allison, MacKenzie, Pavlakis, Wright and Fagan, LTD		Food Bank	-100.00
Deposit	12/04/2014	502	Charlene Rene Summers		Food Bank	-25.00
Deposit	12/04/2014	1645	Linda K. Doly		Food Bank	-50.00
Deposit	12/04/2014	13386	Camp N Town RV Park		Food Bank	-50.00
Deposit	12/04/2014	5823	John and Mary Liveratti		Food Bank	-250.00
Deposit	12/04/2014	0644801716	Cashier's Check, Private Donor		Food Bank	-5,000.00
Deposit	12/11/2014	4493	Melanie McCarthy		Food Bank	-50.00
Deposit	12/16/2014	685252	Karen L. Abowd		Food Bank	-397.87
Deposit	12/18/2014	2179	J. Mitch and Bridget McMullen		Food Bank	-45.00
Deposit	12/16/2014	388	Flora E. and Lawrence Chapman		Food Bank	-100.00
Deposit	12/16/2014	1373	J. Greenhut		Food Bank	-100.00
Deposit	12/16/2014	6332	Timothy and Margene Stenger		Food Bank	-25.00
Deposit	12/16/2014		Cash donations		Food Bank	-904.17
Deposit	12/16/2014	500	Betty A. Messier		Food Bank	-15.00
Deposit	12/17/2014	1216	Patrick Drudge		Food Bank	-10,000.00
Deposit	12/17/2014	2214	Geoffrey Hall		Food Bank	-500.00
Deposit	12/17/2014	6134	John and Karen Simms		Food Bank	-100.00
Deposit	12/17/2014	1108	St. Paul's Lutheran Family - W.E.L.C.A.		Food Bank	-75.00
Deposit	12/19/2014	7571	Dr. Patricia Davin		Food Bank	-50.00
Deposit	12/31/2014	2026	Patrick and Kathryn Lindsay		Food Bank	-500.00
Deposit	12/31/2014	5015	Monicas Way Fitness Inc. (Monica Rosier)		Food Bank	-704.00
Deposit	12/31/2014	12307	Mary E. Blenchi		Food Bank	-50.00
Deposit	12/31/2014	1599	Jack Araza PHD		Food Bank	-300.00
Deposit	12/31/2014	3451	Steven D. McMorris		Food Bank	-50.00
Deposit	12/31/2014	2083	Ocilia Melkranitz, dba Studio 218		Food Bank	-100.00
Deposit	12/31/2014		Receipt 987009, Capitol Cab occupant		Food Bank	-1.00
Total 5305 - Donations						-30,938.04

**7200 - Salaries & related expenses****7220 - Salaries & wages**

Paycheck	07/03/2014	16026	Winebarger, Pamela J		Food Bank	150.00
Paycheck	07/18/2014	16085	Winebarger, Pamela J		Food Bank	450.00
Paycheck	08/01/2014	16137	Winebarger, Pamela J		Food Bank	616.00
Paycheck	08/01/2014	16137	Winebarger, Pamela J		Food Bank	13.28
Paycheck	08/15/2014	16189	Winebarger, Pamela J		Food Bank	618.00
Paycheck	08/29/2014	16220	Winebarger, Pamela J		Food Bank	618.00
Paycheck	09/12/2014	16267	Winebarger, Pamela J		Food Bank	556.20
Paycheck	09/26/2014	16310	Winebarger, Pamela J		Food Bank	618.00

Type	Date	Num	Name	Memo	Class	Amount
Paycheck	10/10/2014	16369	Winebarger, Pamela J		Food Bank	618.00
Paycheck	10/24/2014	16411	Winebarger, Pamela J		Food Bank	618.00
Paycheck	11/07/2014	16467	Winebarger, Pamela J		Food Bank	556.20
Paycheck	11/21/2014	16491	Winebarger, Pamela J		Food Bank	556.20
Paycheck	12/05/2014	16544	Winebarger, Pamela J		Food Bank	494.40
Paycheck	12/19/2014	16581	Winebarger, Pamela J		Food Bank	460.50
Total 7220			Salaries & wages			6,947.78
<b>7223 - Holiday</b>						
Paycheck	07/03/2014	16026	Winebarger, Pamela J		Food Bank	0.00
Paycheck	07/03/2014	16026	Winebarger, Pamela J		Food Bank	0.00
Paycheck	07/03/2014	16026	Winebarger, Pamela J		Food Bank	0.00
Paycheck	07/18/2014	16085	Winebarger, Pamela J		Food Bank	45.00
Paycheck	07/18/2014	16085	Winebarger, Pamela J		Food Bank	0.00
Paycheck	07/18/2014	16085	Winebarger, Pamela J		Food Bank	0.00
Paycheck	08/01/2014	16137	Winebarger, Pamela J		Food Bank	0.00
Paycheck	08/01/2014	16137	Winebarger, Pamela J		Food Bank	0.00
Paycheck	08/15/2014	16189	Winebarger, Pamela J		Food Bank	0.00
Paycheck	08/15/2014	16189	Winebarger, Pamela J		Food Bank	0.00
Paycheck	08/29/2014	16220	Winebarger, Pamela J		Food Bank	0.00
Paycheck	08/29/2014	16220	Winebarger, Pamela J		Food Bank	0.00
Paycheck	09/12/2014	16267	Winebarger, Pamela J		Food Bank	62.11
Paycheck	09/12/2014	16267	Winebarger, Pamela J		Food Bank	0.00
Paycheck	09/12/2014	16267	Winebarger, Pamela J		Food Bank	0.00
Paycheck	09/26/2014	16310	Winebarger, Pamela J		Food Bank	0.00
Paycheck	09/26/2014	16310	Winebarger, Pamela J		Food Bank	0.00
Paycheck	10/10/2014	16369	Winebarger, Pamela J		Food Bank	0.00
Paycheck	10/10/2014	16369	Winebarger, Pamela J		Food Bank	0.00
Paycheck	10/10/2014	16369	Winebarger, Pamela J		Food Bank	0.00
Paycheck	10/10/2014	16369	Winebarger, Pamela J		Food Bank	0.00
Paycheck	10/24/2014	16411	Winebarger, Pamela J		Food Bank	0.00
Paycheck	10/24/2014	16411	Winebarger, Pamela J		Food Bank	0.00
Paycheck	10/24/2014	16411	Winebarger, Pamela J		Food Bank	0.00
Paycheck	11/07/2014	16467	Winebarger, Pamela J		Food Bank	59.64
Paycheck	11/07/2014	16467	Winebarger, Pamela J		Food Bank	0.00
Paycheck	11/21/2014	16491	Winebarger, Pamela J		Food Bank	61.80
Paycheck	11/21/2014	16491	Winebarger, Pamela J		Food Bank	0.00
Paycheck	11/21/2014	16491	Winebarger, Pamela J		Food Bank	0.00
Paycheck	12/05/2014	16544	Winebarger, Pamela J		Food Bank	123.60
Paycheck	12/05/2014	16544	Winebarger, Pamela J		Food Bank	0.00
Paycheck	12/05/2014	16544	Winebarger, Pamela J		Food Bank	0.00
Paycheck	12/19/2014	16581	Winebarger, Pamela J		Food Bank	0.00
Paycheck	12/19/2014	16581	Winebarger, Pamela J		Food Bank	0.00
Paycheck	12/19/2014	16581	Winebarger, Pamela J		Food Bank	0.00
Total 7223			Holiday			352.15
<b>7245 - Flexible Spending Plan</b>						
Paycheck	07/03/2014	16026	Winebarger, Pamela J		Food Bank	0.00
Paycheck	07/10/2014	16085	Winebarger, Pamela J		Food Bank	150.00
Paycheck	08/01/2014	16137	Winebarger, Pamela J		Food Bank	37.50
Paycheck	08/15/2014	16174	Buckingham, Joyce		Food Bank	0.00
Paycheck	08/15/2014	16189	Winebarger, Pamela J		Food Bank	0.00
Paycheck	08/29/2014	16220	Winebarger, Pamela J		Food Bank	187.50
Paycheck	09/12/2014	16267	Winebarger, Pamela J		Food Bank	0.00
Paycheck	09/26/2014	16310	Winebarger, Pamela J		Food Bank	250.00
Paycheck	10/10/2014	16369	Winebarger, Pamela J		Food Bank	0.00
Paycheck	10/24/2014	16411	Winebarger, Pamela J		Food Bank	250.00
Paycheck	11/07/2014	16467	Winebarger, Pamela J		Food Bank	0.00
Paycheck	11/21/2014	16491	Winebarger, Pamela J		Food Bank	250.00
Paycheck	12/05/2014	16544	Winebarger, Pamela J		Food Bank	0.00
Paycheck	12/19/2014	16581	Winebarger, Pamela J		Food Bank	187.50
Total 7245			Flexible Spending Plan			1,312.50
<b>7246 - Workman's Comp</b>						
Check	11/21/2014	16504	Liberty Mutual Insurance	Workers' Comp Instalment 2 Policy 9-327289-0000	Food Bank	93.90
Total 7246			Workman's Comp			93.90

Type	Date	Num	Name	Memo	Class	Amount
<b>7248 - Medicare</b>						
Paycheck	07/03/2014	16026	Winebarger, Pamela J		Food Bank	2.16
Paycheck	07/18/2014	16085	Winebarger, Pamela J		Food Bank	9.35
Paycheck	08/01/2014	16137	Winebarger, Pamela J		Food Bank	9.70
Paycheck	08/15/2014	16189	Winebarger, Pamela J		Food Bank	8.96
Paycheck	08/29/2014	16220	Winebarger, Pamela J		Food Bank	11.68
Paycheck	09/12/2014	16267	Winebarger, Pamela J		Food Bank	8.96
Paycheck	09/26/2014	16310	Winebarger, Pamela J		Food Bank	12.59
Paycheck	10/10/2014	16369	Winebarger, Pamela J		Food Bank	8.96
Paycheck	10/24/2014	16411	Winebarger, Pamela J		Food Bank	12.59
Paycheck	11/07/2014	16467	Winebarger, Pamela J		Food Bank	8.93
Paycheck	11/21/2014	16491	Winebarger, Pamela J		Food Bank	12.59
Paycheck	12/05/2014	16544	Winebarger, Pamela J		Food Bank	8.96
Paycheck	12/19/2014	16581	Winebarger, Pamela J		Food Bank	9.44
Total 7248	Medicare					124.89
<b>7249 - Social Security</b>						
Paycheck	07/03/2014	16026	Winebarger, Pamela J		Food Bank	9.30
Paycheck	07/18/2014	16085	Winebarger, Pamela J		Food Bank	39.99
Paycheck	08/01/2014	16137	Winebarger, Pamela J		Food Bank	41.46
Paycheck	08/15/2014	16189	Winebarger, Pamela J		Food Bank	36.31
Paycheck	08/29/2014	16220	Winebarger, Pamela J		Food Bank	49.94
Paycheck	09/12/2014	16267	Winebarger, Pamela J		Food Bank	36.33
Paycheck	09/26/2014	16310	Winebarger, Pamela J		Food Bank	53.82
Paycheck	10/10/2014	16369	Winebarger, Pamela J		Food Bank	38.31
Paycheck	10/24/2014	16411	Winebarger, Pamela J		Food Bank	53.81
Paycheck	11/07/2014	16467	Winebarger, Pamela J		Food Bank	38.18
Paycheck	11/21/2014	16491	Winebarger, Pamela J		Food Bank	53.82
Paycheck	12/05/2014	16544	Winebarger, Pamela J		Food Bank	38.31
Paycheck	12/19/2014	16581	Winebarger, Pamela J		Food Bank	40.36
Total 7249	Social Security					533.94
Total 7200	Salaries & related expenses					8,365.16
<b>7500 - Other personnel expenses</b>						
<b>7531 - IT Support</b>						
Check	07/15/2014	16062	Carson Valley Computer	Setup server scanning folders for staff	Food Bank	45.71
Check	07/22/2014	16099	Carson Valley Computer	Setup Carbonite on server	Food Bank	12.00
Check	09/18/2014	16292	Carson Valley Computer	Services on computers that failed and reinstall on corrupted operating systems	Food Bank	66.00
Check	10/02/2014	16345	Carson Valley Computer	install carbonite	Food Bank	40.00
Check	10/20/2014	16367	Carson Valley Computer	Services on computers and server	Food Bank	69.04
Check	11/23/2014	16515	Carson Valley Computer	Services on computers and server. Also fixed usb ports and auto-printing	Food Bank	40.00
Total 7531	IT Support					282.75
Total 7500	Other personnel expenses					292.75
<b>8100 - Operating Expenses</b>						
<b>8110 - Supplies</b>						
Check	08/01/2014	16150	Wal-Mart Business	waste bags	Food Bank	63.88
Check	09/26/2014	16373	William Meier	Office supplies, usb port, wireless mouse, desk printer	Food Bank	11.00
Check	10/30/2014	16435	Wal-Mart Business	10/14/14 \$196.45 Split Out: large Trash Bags	Food Bank	27.52
Total 8110	Supplies					102.40
<b>8112 - Program Supplies</b>						
<b>8112.5 - food bank supplies</b>						
Check	07/09/2014	16042	Food Bank of Northern Nevada	June 2014 Statement	Food Bank	274.37
Check	07/10/2014	16043	Food Bank of Northern Nevada	07/01/14 Invoice ADR-31402-1	Food Bank	37.86
Check	07/18/2014	16090	Food Bank of Northern Nevada	07/07/14 Food Bank Invoice	Food Bank	86.67
Check	07/25/2014	16111	Food Bank of Northern Nevada	Invoice ADR-31997-1 7/18/14 Delivery	Food Bank	03.20
Check	08/05/2014	16159	Food Bank of Northern Nevada	Invoice ADR-32146-1 7/24/14 Delivery	Food Bank	74.24
Check	08/18/2014	16195	Food Bank of Northern Nevada	Invoice ADR-31757-1 7/09/14 Delivery	Food Bank	78.11
Check	08/18/2014	16195	Food Bank of Northern Nevada	Invoice ADR-32349-1 8/06/14 Delivery	Food Bank	74.24
Check	08/25/2014	16228	Food Bank of Northern Nevada	Invoice ADR-312595-1 Delivery	Food Bank	75.17
Check	08/29/2014	16244	Food Bank of Northern Nevada	Invoice ADR-32484-1 Delivery 8/11/14	Food Bank	74.46
Check	09/17/2014	16304	Food Bank of Northern Nevada	Invoice ADR-32893-1 Delivery 8/21/14	Food Bank	74.24
Check	09/17/2014	16304	Food Bank of Northern Nevada	Invoice ADR-33248-1 Delivery 9/5/14	Food Bank	67.96
Check	10/20/2014	16383	Food Bank of Northern Nevada	Statement 9/30/14	Food Bank	92.40

Type	Date	Num	Name	Memo	Class	Amount
Check	10/20/2014	16383	Food Bank of Northern Nevada	Invoice AOR-34106-1 Delivery 10/8/14	Food Bank	71.76
Check	10/30/2014	16435	Wal-Mart Business	10/17/14 WasteBags for Food Bank	Food Bank	51.48
Check	11/03/2014	16439	Petty Cash	Vehicle Anti freeze	Food Bank	19.82
Check	11/03/2014	16439	Petty Cash	dumpster keys	Food Bank	4.24
Check	11/03/2014	16447	Food Bank of Northern Nevada	Invoice AOR-33729-1 9/22/14	Food Bank	70.52
Check	11/03/2014	16447	Food Bank of Northern Nevada	Invoice AOR-33514-1 9/16/14	Food Bank	79.56
Check	11/03/2014	16447	Food Bank of Northern Nevada	Invoice AOR-33891-1 9/28/14	Food Bank	65.74
Check	11/03/2014	16447	Food Bank of Northern Nevada	Invoice AOR-34439-1 10/21/14	Food Bank	70.80
Check	11/18/2014	16496	Grocery Outlet	Thanksgiving Food	Food Bank	2,505.15
Check	11/21/2014	16505	Food Bank of Northern Nevada	Invoice AOR-35008-1 11/04/14	Food Bank	61.20
Check	11/21/2014	16505	Food Bank of Northern Nevada	Invoice AOR-34738-1 10/22/14	Food Bank	68.18
Check	11/23/2014	16519	Petty Cash	dumpster keys	Food Bank	3.77
Check	12/04/2014	16549	Wal-Mart Business	12/01/14 trans. 9:49:24 Supplies	Food Bank	40.44
Check	12/22/2014	16580	City National Bank	Dollar Tree Stores. Edibles for Christmas Baskets	Food Bank	53.72
Check	12/30/2014	16594	Petty Cash	Oil for vehicles	Food Bank	4.28
Check	12/31/2014	16628	City National Bank	12/18/14 Grocery Food Outlet, food for Food Drive	Food Bank	3,530.21
Check	12/31/2014	16628	City National Bank	12/22/14 Grocery Outlet, Christmas Baskets	Food Bank	272.00
Total 8112.5			food bank supplies			<u>8,163.87</u>

Total 8112 Program Supplies 8,163.87

#### 8113 - Incentives

Check	07/11/2014	16047	Wal-Mart	Greg Regan Food Bank Volunteer of the month	Food Bank	50.00
Check	07/18/2014	16093	Ponderosa Engraving	Engrave Plaque June 2014 Employee of Month	Food Bank	4.50
Check	08/18/2014	16193	Wal-Mart	1 gift card: July Volunteer of Month George Allen	Food Bank	50.00
Check	08/25/2014	16229	Ponderosa Engraving	Engrave Plaque July 2014 Employee of Month	Food Bank	4.50
Check	09/16/2014	16287	Wal-Mart	Pamela Park, Volunteer of the month	Food Bank	50.00
Check	10/08/2014	16352	Ponderosa Engraving	Engrave Plaque August 2014 Employee of Month Pamela Park	Food Bank	4.50
Check	10/10/2014	16349	Wal-Mart	Sept. Food Bank, Volunteer of the month Patricia Evans	Food Bank	50.00
Check	10/28/2014	16431	Ponderosa Engraving	Engrave Plaque October 2014 Volunteer of Month Patricia Evans	Food Bank	4.50
Check	11/06/2014	16472	Wal-Mart	October '14 Food Bank, Volunteer of the month Kal Park	Food Bank	50.00
Check	11/18/2014	16198	Ponderosa Engraving	Engrave Plaque Volunteer of Month Catherine Park	Food Bank	4.50
Check	12/08/2014	16554	Wal-Mart	Nov. '14 Food Bank Volunteer of the Month Sue Davis	Food Bank	50.30
Check	12/31/2014	16624	Ponderosa Engraving	Engrave Plaque Volunteer of Month Sue Davis	Food Bank	4.50
Total 8113			Incentives			<u>327.00</u>

#### 8116 - Vehicle Registration

Check	12/08/2014	16556	City National Bank	12/5/14, NV Dept. of Motor Vehicles, Plate 090 LMK, 2005 Dodge	Food Bank	<u>81.00</u>
Total 8116			Vehicle Registration			<u>81.00</u>

#### 8140 - Postage, shipping, delivery

Check	11/23/2014	debit	Stamps.com	11/18/14 Draw for fundraising	Food Bank	100.00
Check	11/23/2014	debit	Stamps.com	11/19/14 Draw for fundraising	Food Bank	100.00
Check	11/23/2014	debit	Stamps.com	Automatic Electronic Transfer. Mo. Fee Nov.	Food Bank	<u>15.99</u>
Total 8140			Postage, shipping, delivery			<u>215.99</u>

#### 8160 - Equip rental & maintenance

Check	07/22/2014	16100	GMG Auto Repair	1991 Chrysler Van, NV321VRS 6/30/14 repairs	Food Bank	220.00
Check	07/22/2014	16100	GMG Auto Repair	1988 Dodge Dakota truck 7/15/14 repairs	Food Bank	327.95
Check	09/05/2014	16249	Petty Cash	Maintenance Refrigerators/Freezers	Food Bank	50.00
Check	10/02/2014	16346	GMG Auto Repair	1996 Chrysler Van 321VRS Trans and CV axle repair	Food Bank	817.00
Check	11/23/2014	16516	ABC Fire and Cylinder Service	Fire Extinguisher maintenance	Food Bank	35.53
Check	11/23/2014	16519	Petty Cash	Repair parts for cart.	Food Bank	<u>27.42</u>
Total 8160			Equip rental & maintenance			<u>1,477.90</u>

Total 8100 - Operating Expenses 10,368.16

#### 8135 - General Liability Insurance

Check	07/11/2014	16048	Philadelphia Insurance Companies	Policy No. PHPK1197266 07/01/14-15	Food Bank	106.48
Check	08/05/2014	16158	Philadelphia Insurance Companies	Policy No. PHPK1197266 08/01/14-15	Food Bank	106.48
Check	09/30/2014	16381	Philadelphia Insurance Companies	Policy No. PHPK1197266 08/1/14	Food Bank	106.48
Check	10/21/2014	16391	Philadelphia Insurance Companies	Policy No. PHPK1197266 Sept. and October 2014	Food Bank	<u>216.96</u>
Total 8135			General Liability Insurance			<u>542.40</u>

#### 8200 - Occupancy expenses

##### 8210 - Rent and Water

Check	07/14/2014	16104	iStorage-Carson City	8/1-14-8/31/14 Storage fees for unit 104	Food Bank	86.50
Check	08/04/2014	16153	iStorage-Carson City	8/2-8/31/14 Storage units 545,546,550	Food Bank	60.06

Type	Date	Num	Name	Memo	Class	Amount
Check	08/25/2014	16227	iStorage-Carson City	INV 5512 9/1/-9/30/14 units 545,546,550	Food Bank	63.06
Check	09/25/2014	16227	iStorage-Carson City	INV 5511 9/1/-9/30/14 unit 104	Food Bank	30.72
Check	10/08/2014	16351	iStorage-Carson City	INV 5922 10/1/-10/31/14 unit 104	Food Bank	38.80
Check	10/08/2014	16351	iStorage-Carson City	INV 5923 10/1/-10/31/14 unit 104 units 545,546,550	Food Bank	72.90
Check	10/28/2014	16432	iStorage-Carson City	INV 5922 10/1/-10/31/14 unit 104	Food Bank	38.80
Check	10/28/2014	16432	iStorage-Carson City	INV 5923 10/1/-10/31/14 unit 104 units 545,546,550	Food Bank	72.90
Check	11/23/2014	16511	iStorage-Carson City	INV 6743 12/1/14-12/31/14 unit 104	Food Bank	38.80
Check	11/23/2014	16511	iStorage-Carson City	INV 6744 12/1/14-12/31/14 units 545,546,550	Food Bank	72.90
Check	12/31/2014	16618	iStorage-Carson City	1/1/15-1/31/15 unit 104 Inv. 058 7173	Food Bank	38.80
Check	12/31/2014	16618	iStorage-Carson City	1/1/15-1/31/15 units 545,546,550 Inv. 058 7174	Food Bank	72.90
Total 8210 Rent and Water						<u>692.14</u>

Total 8200 Occupancy expenses 692.14

## 8300 - Travel &amp; meetings expenses

## 8310 - Mileage

Check	07/18/2014	16091	Petty Cash	Van fuel, 07/03/14-07/11/14	Food Bank	90.00
Check	07/18/2014	16091	Petty Cash	Truck fuel, 07/01/14-07/03/14	Food Bank	50.34
Check	07/30/2014	16140	Petty Cash	Van fuel, 07/18/14-07/28/14	Food Bank	90.00
Check	07/30/2014	16140	Petty Cash	Truck fuel and oil, 07/18/14	Food Bank	46.45
Check	08/12/2014	16169	Petty Cash	Van fuel, 08/01/14-08/8/14	Food Bank	110.00
Check	08/12/2014	16169	Petty Cash	Truck fuel 08/01/14-08/8/14	Food Bank	70.00
Check	08/05/2014	16249	Petty Cash	Van fuel, 08/15/14-8/28/14	Food Bank	120.00
Check	08/17/2014	16303	Petty Cash	Van fuel, 08/29/14-9/16/14	Food Bank	100.52
Check	09/17/2014	16303	Petty Cash	Truck Fuel, 08/29/14	Food Bank	40.00
Check	10/14/2014	16379	Petty Cash	Van fuel, 09/05/14-10/8/14	Food Bank	150.00
Check	10/14/2014	16379	Petty Cash	Truck Fuel, 09/22/14-10/10/14	Food Bank	60.00
Check	11/03/2014	16439	Petty Cash	Vehicle Fuel - Van(s) 10/23/14-10/28/14	Food Bank	130.00
Check	11/03/2014	16439	Petty Cash	Vehicle Fuel - Truck 10/13/14-10/24/14	Food Bank	40.00
Check	11/23/2014	16519	Petty Cash	Vehicle Fuel - Van(s) 11/3/14-11/21/14	Food Bank	167.08
Check	12/15/2014	16563	Petty Cash	Vehicle Fuel - White Van 11/26/14-12/15/14	Food Bank	126.92
Check	12/15/2014	16563	Petty Cash	Vehicle Fuel - Silver Van 11/26/14-12/15/14	Food Bank	90.00
Check	12/30/2014	16594	Petty Cash	Vehicle Fuel - White Van 12/19/14-12/24/14	Food Bank	40.00
Check	12/30/2014	16594	Petty Cash	Vehicle Fuel - Silver Van 12/17/14	Food Bank	20.00
Check	12/30/2014	16594	Petty Cash	Vehicle Fuel - Truck 12/17/14-12/22/14	Food Bank	80.00
Total 8310 Mileage						<u>1,621.32</u>

## 8300 - Travel &amp; meetings expenses - Other

Check	07/29/2014	16116	City National Bank	07/21 9:34am Food Bank 9/26/14 Conf fee	Food Bank	21.99
Total 8300 Travel & meetings expenses - Other						<u>21.99</u>

## Total 8300 - Travel &amp; meetings expenses

1,643.31

TOTAL

-18,052.12



To End Domestic Violence

**Carson City**  
**Community Support Services Grant (CSSG)**  
**Program Application**  
**Fiscal Year 2015-2016**

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

**APPLICATIONS ARE DUE:** **JANUARY 16, 2015, 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? 36 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 survivors of domestic violence and aid them and their families in breaking the cycle of violence in their lives, allowing them to move toward self-sufficiency.
10. **TOTAL FUNDING REQUESTED:** \$10,000 (no increase requested)

**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 survivors 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 survivors would be forced either to 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 survivors 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:**

- 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/programs that provide a clear description of the project/program with supporting data and methodology of how the project will meet these needs.**

**I. 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 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, Sheriff Furlong cites domestic violence calls as among the highest his officers respond to and the most dangerous.

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.

AEDV programs directly targets “socially disadvantaged and/or economically needy families” who are at-risk or in crisis as a result of family violence. Survivors initially contact the program through the 24-hour crisis hot-line, police, hospital, social services, or community referral. Although domestic violence is experienced by people 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 also **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 2014, **93% 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.

**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 36 years old with two children under the age of six, unemployed, without transportation, and not receiving public assistance. Seventy percent had not graduated high school or received a GED. In addition, 35% were Caucasian, 26% were

Hispanic, 8% were Native American, 8% were African American, and the remaining were comprised of Pacific Islanders and Mid-Eastern clients. AEDV estimates that between 5% and 7% 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, client expenses (birth certificates, bus passes, medication, etc.) 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 incorporating local, state, and federal government sources, as well as **raising 55% percent** of annual revenue through fundraising efforts that involve 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-three years. Though AEDV rises 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.

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.

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 survivors 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 with a **direct connection** to our community 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 10% of shelter clients have been from surrounding rural counties. Of these, 93% became self-sufficient, obtaining employment and housing, making Carson City their home. The remaining 7% 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 files. 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 documented through the achievement of both short and long term goals which are set weekly with the 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
<b>Project/Program Expenses FY 2014-15</b>			
Salaries and Benefits	\$5,100	\$63,500	\$68,600
Rent and Utilities	\$1,500	\$49,200	\$50,700
Mortgage	0	0	0
Equipment	0	\$2,300	\$2,300
Equipment Maintenance & Repair	0	\$800	\$800
Office Supplies	0	0	0
Operating Supplies	0	\$9,450	\$9,450
Postage and Shipping	0	0	0
Printing and Publications	0	\$1,850	1,850
Advertising and Promotion	0	0	0
Subscriptions and Dues	0	0	0
Liability/Other Insurance	0	\$9,890	\$9,890
Professional Fees (audit)	0	2,000	2,000
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>	\$10,000	\$163,690	\$173,690

## DETAILED BUDGET BREAKDOWN

COST CATEGORY	GRANT COST CONTRIBUTIONS	OTHER MONETARY	TOTAL PROGRAM
<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	12,000	12,000
<b>Withholding/Benefits</b>	0	15,438	15,438
<b>Supervision/Support</b>	0	4,162	4,162
<b>Sub-Total</b>	\$5,100	\$63,500	\$68,600
 <b>Program/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	9,890	9,890
<b>Operating Supplies</b>	0	9,450	9,450
<b>Rent</b>	0	14,400	14,400
<b>Client Expenses</b>	500	5,200	5,700
<b>Equipment/Equipment Repair</b>	0	3,100	3,100
<b>Printing Publications</b>	0	1,850	1,850
<b>Professional Fees (portion of audit)</b>	0	2,000	2,000
<b>Sub-Total</b>	\$4,900	\$100,190	\$105,090
<b>TOTAL</b>	\$10,000	\$163,690	\$173,690

*\*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>
<b>Temporary Aid to Needy Families</b>	\$60,000	Secured
<b>Emergency Shelter Grant</b>	\$25,000	Secured
<b>Emergency Food and Shelter Program</b>	\$20,000	Secured
<b>Family Violence Prevention</b>	\$27,493	Pending
<b>AEDV General Funds</b>	\$31,197	On-Going
<b>Total</b>	<b>\$163,690</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, director@aedv.org

## VI. AGENCY INFORMATION

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

Date of incorporation	1981
Date of IRS certification	June 1980
Tax exempt number	94-2665387

**2. DUNS Number: 027915367**

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

**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)
- 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). 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	2/2/15 Date
Lisa Lee, Executive Director	883-7654 Phone Number
Typed Name and Title of Authorized Official	

Signature of President of Board of Directors	2/2/15 Date
Joanna Wilson	885-9557 Phone Number
Typed Name of President of Board of Directors	

**Annual Report**  
**For Community Support Services Funding**  
**Fiscal Year 2014-15**

**Name of Organization:** Advocates to End Domestic Violence

**Program/Project:** Emergency Shelter

**Amount of Funds:** Received \$10,000

**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:** February 2, 2015

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 \$10,000 grant to fund emergency shelter for victims of domestic violence. The grant is effective from July 1, 2014 through June 30, 2015. 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.	\$5,100	\$2,550	\$2,550
Food	1,500	680	820
Utilities	1,500	275	1,225
Maintenance	1,400	250	1,150
Client Expenses	500	310	190
Total	\$9,000	\$ 4,065	\$5,985

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.

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 1,990 nights of shelter.

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), 37 survivors and their children were provided emergency shelter. Of these clients, 9% 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.

Working on behalf of clients with Social Security, Medicare, mental health, WIC, SNAP, TANF, Children's Cabinet, and disability agencies can be involved, requiring not only patience but also tenacity. Assisting clients to access necessary resources to enable them toward self-sufficiency, able to move from the shelter to a home of their own, is the primary focus of the Case Manager.

**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.**

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 CSSG 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 2015-2016**

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

**APPLICATIONS ARE DUE\*:**

**JANUARY 16, 2015, 4:00 P.M.**

**PLEASE SUBMIT THE ORIGINAL  
PLUS 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/Program Name: Guardian ad litem advocacy for children
4. Project/Program Address/location: 1539 E. Fifth St Carson City, NV 89701
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: \_\_\_\_\_ Website (if applicable) casaofcc.org
8. How long has your organization been in existence? since 1987 In Carson City? since 1987
9. What is the overall mission of your organization?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Type of funding requested (Check One):

Public Service  Public Facility/Improvement  
 Economic Development  Housing

11. **TOTAL FUNDING REQUESTED:** \$25,000

**BRIEF PROJECT DESCRIPTION:**

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

This funding supplements \$48,000 from other sources. It allows CASA of Carson City to continue and improve efforts to recruit, train and supervise CASA volunteers as they advocate for abused and neglected children as requested by the Carson City courts.

## 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.

**CASA of Carson City continues to provides trained volunteers who advocate for abused or neglected children through Carson City's courts. The approaches change with the times. Currently, since August, child welfare case numbers are dropping due to personnel and policy changes at the Division of Child and Family services. Whether this decline continues remains to be seen. The lack of adequate staffing at DCFS means that we've had to expect more and more of CASA volunteers. As a result, we are taking specific steps to improve our volunteer support, community engagement and case tracking. These include creation of a Booster Club supporting volunteers, more regular volunteer meeting/get-togethers, an expanded password-protected, volunteer only website, staff assistance with case tracking, outreach content strategy that leads to more active community participation and increased leveraging of the Foster Kids Closet as it provides clothing to children in care. The goal of these new efforts is to help ensure that CASA volunteers are consistently there for children while DCFS is short on staff.**

2. If the proposed project already exists, please describe your success rates in providing services to low- to moderate-income persons:  
**CASA of Carson City continues to provide trained CASA volunteers to advocate for every child in a child welfare, delinquency and high conflict divorce cases where the Court requests that involvement.**
3. Describe who will benefit from the proposed project.  
Abused or neglected children are CASA of Carson City's singular focus. We advocate for the children.
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       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:  

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6. How will the funds be used on this project?  
**Funds provide costs for personnel and materials associated with the organizations work. This includes staff time, training, website, publicity materials, office, etc..**

7. Describe how your organization plans to reduce the need for grant funding in the future:  
**CASA of Carson City balances \$25,000 from Carson City with \$27,000 from the Carson Court, \$16000 from the Nevada Bar Association and about \$10,000 in yearly donations.**

8. Could your organization use less than the amount of funds requested for the proposed project? Please explain.  
**CASA of Carson City's funding has been stable for several years and this grant remains an significant element of that stable funding. Consistency for the organization translates into consistency in recruitment, training and supervision of CASA volunteer. This, in turn, translates into consistency in advocacy on behalf of children for whom consistency can be rare.**

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  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. What is the geographic target area that will be served by this project?  
 Target Area (specify geographic area) \_\_\_\_\_  
OR  
 XX 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.)  
Stand alone.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Can this project be done in different phases? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If YES, explain.  
No  
\_\_\_\_\_  
\_\_\_\_\_

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

4. Who currently holds title to the property involved?

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5. With whom will title be vested upon completion?

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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?  
**Sufficient number of trained CASA volunteers to meet the requests of the Carson City Courts. This typically means maintaining about 25 active volunteers and training an additional 6 to 12 volunteers each year. During the last calendar year, CASA of Carson City advocated for 130 children.**
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?  
**Though the abuse and neglect of children can be said, in theory, to cross economic boundaries, most if not all of child welfare cases—where children come into state care—are from low income families. All children served by CASA OF CARSON CITY are residents of the First Judicial District—Carson City and Storey counties.**
3. What is the projected **outcome** of this project? (How will the outputs benefit the total number of people in Question 1?)  
**Advocacy for children in all forms of cases results in greater safety, increased services and better placement outcomes for these children.**
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 maintains lists of cases to track the number of children it serves in each type of court case. This year we will add a case tracking form for each case in order to assist CASA volunteers as they track their own cases with a consistent case tracking form administered by staff. Most immediately, this will lead to knowing how many cases we are tracking with this consistent form. The number of children served over past 13 years:**

**2002 76  
2003 72  
2004 81  
2005 79  
2006 73  
2007 102  
2008 76  
2009 85  
2010 105  
2011 89  
2012 136  
2013 142  
2014 130**

#### **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 2015-16</b>			
Salaries and Benefits	18,000		51,500
Rent and Utilities			
Mortgage			
Equipment			
Equipment Maintenance & Repair			
Office Supplies	3,000		8,000
Operating Supplies	2,000		4,500
Postage and Shipping			
Printing and Publications			
Advertising and Promotion			
Subscriptions and Dues			
Liability/Other Insurance	1,000		2,397
Professional Fees			3,000
Other project costs: (Specify Below)			
Kids parent, assist	1,000		3,000
<b>TOTALS</b>	<b>25,000</b>		<b>77,397</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:  
**CHRIS BAYER-casaofcc@earthlink.net 291-7014**
2. The person directly responsible for on-site supervision of the project, such as a project manager:  
**CHRIS BAYER-casaofcc@earthlink.net 291-7014**
3. The person responsible for the financial management of the project, including preparation, review and approval of reimbursement requests:  
**VICKI PRESTON-- vprestnepa@aol.com--560-0109**
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.  
**CHRIS BAYER-casaofcc@earthlink.net 291-7014**

## 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	2001
Tax exempt number	31-1624090

2. DUNS Number: **078016339**

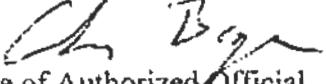
For information on DUNS, go to: <http://www.dnb.com/get-a-duns-number.html>

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.nysilverline.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	1/10/15
CHRIS BAYER Typed Name and Title of Authorized Official	291-7014 Phone Number

 Signature of President of Board of Directors	1/10/15 Date
RON KNECHT Typed Name of President of Board of Directors	882-2935 Phone Number

**Annual Report**  
**For Community Support Services Funding**  
**Fiscal Year 2014-2015**

Name of Organization: CASA OF CARSON CITY

Program/Project: Child Advocacy

Amount of Funds Received \$ \$25,000

Contact Person: Chris Bayer

Mailing Address: 1539 E. Fifth St.

City: Carson City State: NV Zip Code: 89073

Phone Number: 882-6776 E-mail: casaofcc@earthlink.net

Date Submitted: Feb. 2015

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.

**Budget to date, this fiscal year.**

CATEGORY	BUDGET	SPENT	REMAINS
DIRECTOR	\$42,000.00	\$24,500.00	\$17,500.00
Health	\$3,000.00	\$1,750.00	\$1,250.00
EMPLOYER 6.2%+1.45%=7.65%	\$3,000.00	\$267.75	\$2,732.25
OUTREACH COORDINATOR	\$3,000.00	\$1,740.00	\$1,260.00
ADMIN ASSISTANT	\$9,000.00	\$5,017.00	\$3,983.00
EMPLOYER 6.2%+1.45%=7.65%	\$500.00	\$81.40	\$418.60
EQUIP/SUPPLIES	\$8,500.00	\$5,358.00	\$3,142.00
PHONE/WEB	\$4,500.00	\$2,735.00	\$1,765.00
LIABILITY INSURANCE	\$2,397.00		
KIDS/PARENTS	\$1,500.00	\$909.00	\$591.00
<b>TOTAL</b>	<b>\$77,397.00</b>	<b>\$42,358</b>	<b>\$35,039</b>

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

CASA of Carson City has continued to provide a CASA volunteer to the Carson City courts in every case for which one has been requested. Currently this means 25 assigned volunteers—a number that has remained relatively stable over the last several years. Child numbers declined at the end of calendar year 2014 due to changes in local Division of Child And Family Services staff and policy. Removals of children are now again occurring and we expect the number of children served to return to levels typical for the last couple years. Currently, 25 CASA volunteers advocate for 76 children.

During the current fiscal year, CASA has held three trainings, adding 7 new CASA volunteers with another 8 currently in training. CASA continues to participate in the state Citizen Review Panel, Children's Justice Taskforce, local Child Death Review Team, local Court Improvement Project team and local Foster Home Support and Recruitment Coalition.

Current initiatives include the use of shared online case notebooks with volunteers, creation of a dedicated volunteer website and strategy for feature articles. CASA continues to work collaboratively with supervisors at the Division of Child and Family Services to ensure professional interaction and teamwork. CASA continues to supply and promote its Foster Kids Closet, providing children in transition with new or like-new clothing. Closet donations are a frequent subject for feature articles.

CALENDAR YEAR	NUMBER OF CHILDREN
2002	76
2003	72
2004	81
2005	79
2006	73
2007	102
2008	76
2009	85
2010	105
2011	89
2012	136
2013	142
2014	130

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?

CASA volunteers provide abused and neglected children with independent, community based advocacy in court and in the child welfare system. This results in better services, more services, more timely services and shorter periods in care. Less tangibly, the CASA volunteer is often the one consistent adult—other than the parent when parents work their case plan— in the child’s life from the beginning of a child welfare care until the end.

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

CASA of Carson City provides advocacy for the most vulnerable people—abused and neglected children. This saves dollars because it is proactive—addressing in a timely manner needs that will ultimately be addressed one way or the other for children who are among the most needful. Equally important, it represents an ethical response to abuse and neglect of which Carson City can be proud and that shines a light on the kind of City that we are.

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

This is an ongoing need. CASA of Carson City will continue to seek a shared—pie-chart—funding approach where Carson City is one of several funders and the burden is divided. Washoe, Clark and Douglas Counties fund CASA as a government agency. Carson City saves a lot of money by embracing the non-profit approach and this divided funding approach.

INCOME
NVBARASSOC \$16,000.00
COURT \$27,000.00
CITY \$25,000.00
TOTALGRANT \$68,000.00
DONATIONS \$0.307.00
<b>TOTALINCOME \$77,307.00</b>

6. Describe any challenges that impacted your program.

Like others involved in child welfare court cases, CASA of Carson City—both staff and volunteers—have felt great and growing concern over chronic staff shortages at the Carson City Division of Child and Family Services office.



**Carson City**  
**Community Development Block Grant (CDBG)**  
**Program Application**

**Fiscal Year 2015–2016**

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

**APPLICATIONS ARE DUE\*:** **JANUARY 16, 2015, 4:00 P.M.**

**PLEASE SUBMIT THE ORIGINAL  
PLUS 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 89706
3. Project/Program Name: Family Advocate
4. Project/Program Address/location: 1711 North Roop Street Carson City, Nevada
5. Agency Director: Edgar O. Anava
6. Board Chairperson: Catarino Escobar
7. Contact person: Edgar O. Anava  
Phone number: 775-750-2132 E-Mail: omar@carsonulc.org  
Fax: 775-885-7039 Website (if applicable) [www.carsonulc.org](http://www.carsonulc.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?  
ULC is committed to helping our Hispanic community thrive by providing the education, skill building, and opportunities necessary to be an engaged and contributing member of Carson City.
10. Type of funding requested (Check One):  
 Public Service  Public Facility/Improvement  
 Economic Development  Housing

**11. TOTAL FUNDING REQUESTED: \$24,775.00**

**BRIEF PROJECT DESCRIPTION:**

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

Since its inception in 2012 United Latino Community has provided a Client Advocate Program. The Client Advocate program is an ongoing initiative that serves as the introductory portal to the

variety of services provided through United Latino Community. The Client Advocate Program serves everyone: youth to seniors. An initial interview allows the advocate to identify areas of need to create a plan for the client. Although most of the necessary services are provided through ULC, the plan may include referral and follow through with other service providers in the community. The goal of every client plan is to go beyond providing access to critical services such as housing needed to survive day to day, and raise them up to self sufficiency and positive community engagement.

Note: United Latino Community was previously known in the community as Nevada Hispanic Services under the direction of Rachel Knecht for over 15 years. The Reno based parent office of Nevada Hispanic Services withdrew support for the Carson City offices in 2009, necessitating a name change to United Latino Community (ULC). ULC operated under Partnership Carson City as their fiscal agency and mentor until ULC obtained its 501c3 status in February of 2012.

## 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 client advocate position is an ongoing program at United Latino Community currently supported by City funds. The responsibility of the Client Advocate is to interview people as they enter to ULC office to understand the purpose of their visit. The majority of our clients are able to get satisfactory resolution of their issues through the actions and support of the advocate. Many clients only require enrollment in a ULC program, or 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. Services most in demand to improve self sufficiency include English as a second language and English conversation tutoring, and computer literacy. In support of the program Partnership Carson City provided grant funds to Computer Corps to build a computer lab for instruction in the ULC office. Other services frequently requested include assistance with filing taxes, help with an elderly family member, and immigration papers. ULC has clients that are experiencing extreme hardships such as domestic violence, severe health concerns, and individuals who are quite elderly and/or handicapped and living alone.

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.

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

For the 2014 – 2015 grant period United Latino Community will serve approximately 1,900 clients in the Client Advocate Program by June 20, 2015. Of these, it is estimated 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. Successful outcomes to date include the completion of programs taking longer than a few weeks to complete:

- Completed ESL:
- Completed Computer Literacy:
- Completed Citizenship classes:
- Filed their taxes:
- Received health services:
- Completed the MOMS (mother of pre schoolers) School Engagement program:
- Completed Diabetes Education:
- Immigration paper filing
- Divorce from abusive spouse:
- 16 week pre school program:

3. Describe who will benefit from the proposed project.

Certainly the main focus of ULC is the Latino population but by raising up and creating self sufficiency and community engagement among this population benefits the entire

community of Carson City. Every client assisted by ULC becomes less of a burden on the city and a more fully functioning member of our community.

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       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:

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\_\_\_\_\_ Income levels are requested during the initial interview to determine the client's ability to contribute financially for the services they receive.

6. 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. ULC offers other programs funded through a variety of other sources.

7. 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.

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

Receiving less would mean a reduction in the hours of the Community Advocate staff, and there is already people waiting for services. However, ULC will graciously accept any amount offered.

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 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 to avoid duplication of efforts such as the Ron Woods Family Resource Center, 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, Carson City Sheriff's Office and Carson City Health and Human Services. We partner successfully with all of these organizations.

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.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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?

For the 2015 – 2016 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 able to help themselves and to help their families. Every client who leaves the office leaves with another tool to being a more productive member of the Carson City community. Clients successfully completing services required to the degree they no longer need services to be self sufficient are considered a successful outcome. The target for ULC clients is a 75% successful outcome rate.

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 created to capture statistical data regarding the number and type of issues brought to the office by ULC clients. This helps in identifying needed services such as increased number of computer literacy volunteer tutors. Intake appointment record sign in sheets track client attendance at recommended agency services, and successful completion. These records drive the determination of a successful outcome, if the person no longer needs services to be self sustaining and live independently.

## 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 2015-16</b>			
Salaries and Benefits (for 1.5 Client Advocates)	\$20,000.00	\$12,000.00 Partnership Carson City grant	\$32,000.00
Rent and Utilities	0		
Mortgage	0		
Equipment	\$2,300.00 Copier lease and maintenance contract	0	\$2,300.00
Equipment Maintenance & Repair	0	(included above)	
Office Supplies	0		
Operating Supplies	\$2,475.00- books, portion of phone and internet, instructional materials	\$900.00 Client fees collected	\$3,375.00
Postage and Shipping	0		
Printing and Publications	0		
Advertising and Promotion	0		
Subscriptions and Dues	0		
Liability/Other Insurance	0	\$540.00 Client fees	\$540.00
Professional Fees	0		
Other project costs: (Specify Below)	0		
<b>TOTALS</b>	<b>\$24,775.00</b>	<b>\$13,440.00</b>	<b>\$38,215.00</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:

Edgar Anaya (775)885-1055 or (775)750-2132 [omar@carsonulc.org](mailto:omar@carsonulc.org)

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

Edgar Anaya (775)885-1055 or (775)750-2132 [omar@carsonulc.org](mailto:omar@carsonulc.org)

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

Edgar Anaya (775)885-1055 or (775)750-2132 [omar@carsonulc.org](mailto:omar@carsonulc.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 project.

Edgar Anaya (775)885-1055 or (775)750-2132 [omar@carsonulc.org](mailto:omar@carsonulc.org)

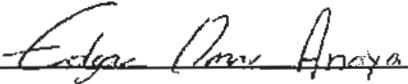
## VI. AGENCY INFORMATION

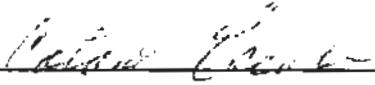
1. Proof of non-profit status for private agencies (governmental entities and schools are exempt):

Date of incorporation	November, 2013
Date of IRS certification	November, 2014
Tax exempt number	45-2503904

2. DUNS Number: 078768145  
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>January 16, 2015</u>
Edgar O. Anaya, Executive Director	775-885-1055

	Date <u>January 16, 2015</u>
Catarino Escobar, President of Board of Directors	775-885-1055

**Annual Report**  
**For Community Support Services Funding**  
**Fiscal Year 2014-2015**

Name of Organization: United Latino Community,

Program/Project: United Latino Community Client Advocates.

Amount of Funds Received \$ 15,000.00

Contact Person: Edgar O. Anaya.

Mailing Address: 1711 N. Roop Street, Carson City, Nevada, 89706.

City: Carson City. State: Nevada. Zip Code: 89706

Phone Number: 775-885-1055 E-mail: omar@carsonulc.org

Date Submitted: January 16<sup>th</sup>, 2015.

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.

United Latino Community received \$15,000.00 from Carson City in July, 2014. The below accounting of expenses is for the period of 07/1/2014 to 12/31/2014

DESCRIPTION	CALCULATION/ EXPLANATION	TOTAL
Family Advocate	20 hours a week x 26 weeks x 12 an hour=	\$6,240
Supplies	\$100/ month x 6	\$600
Communications	\$100/month x 6	\$600
Insurance	\$45/month x6	\$270
Copier	\$60/month x 6	\$360

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

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

Approximately 2000 people benefitted from the services of United Latino Community with 1500 of those being Carson City residents.

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

The entire Carson City community benefits from the services of ULC. ULC and the Mexican consulate coordinate services quarterly in our city servicing the needs of between 200 to 250 residents every quarter, by arranging and partnering with the Mexican Consulate of Las Vegas the residents of Carson City have been able to obtain their driver's license. ULC also organized Carson City first Latino Action Coalition, requested by the Carson City Sheriff's office to provide guidance and input on a community cultural issue. During the 2013 tax season ULC serviced almost 300 low income residents complete their income taxes at no cost. ULC implemented a basic education program along with the government of Mexico to allow Mexican nationals obtain their primary education. ULC has 3 students who are Carson City resident who have completed their elementary education and one who has completed her middle school education. ULC has become the stop point for many non-English residents who may need guidance in meeting some needs, such as applying for Medicaid, food stamps, health care reform, housing, un-employment benefits, employment and social security benefits to mention some.

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

The client advocate service is a reoccurring service that serves as the referral point of our agency. ULC is working on a BIA accreditation that will allow ULC to provide legal immigration services certified by United State Citizenship and Immigration Services, which will bring revenue to the agency

6. Describe any challenges that impacted your program.

This last year ULC was faced with staffing challenges. The new NV driver's licenses for non-legal residents, the healthcare reform, the unemployment rate, and new immigration regulations increased the number of Carson City residents who needed assistance with this new requirement or services. ULC was only awarded \$15,000 last year which only allows us to pay for a part time employee to serve as the client advocate. ULC feels that Carson City's Latino population is growing drastically and with this growth ULC has also seen the need for more staff to assist their need. ULC also services are offered to the low income section of our population; therefore most of the time the client are not able to pay the services offered.



## Carson City

# Community Support Services Grant (CSSG) Program Application Fiscal Year 2015–2016

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

**APPLICATIONS ARE DUE\*:** **JANUARY 16, 2015, 4:00 P.M.**

**PLEASE SUBMIT THE ORIGINAL  
PLUS 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: Marena Works
6. Board Chairperson: Bruce Scott
7. Contact person: Warren Bottino – Social Work Program Manager  
Phone number: (775) 883-0703 E-Mail: wbottino@carson.org  
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: \$16,000**

### **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.

## I. PROJECT ELIGIBILITY

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

B.

- 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.

Carson City Meals on Wheels is an ongoing program that has experienced a 70% growth since 2010; of which 9.5% has occurred since October. 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 projected budget revenue of \$224,045 annually. Each meal is prepared at a cost of \$6.03 to deliver. To remain within the projected budget, the homebound nutrition program is able to provide 102 daily meals. At the moment, Meals on Wheels delivers 195 daily meals, operating with a projected deficit of (\$86,065).

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

Carson City Senior Citizens Center delivered 56,745 meals in fiscal year 2014. 100% of those who received services included homebound clients, and included handicapped individuals who utilize a DEM (Durable Medical Equipment) assist (66%), and participants who fall below the federal poverty guideline of \$972.50 monthly (39%). Employee-client relationships established through Meals on Wheels, along with the practice of a daily welfare check, serves to lessen client health risks, and has addressed instances of elder abuse or neglect through isolation. Meals on Wheels act as a gateway to case management series, which assists our senior clients to maintain their independence.

3. Describe who will benefit from the proposed project.  
The state of Nevada ranks fourth nationally for the highest rate of hunger risk among senior citizens. Homebound clients benefit from nutrition, and a daily welfare check. Families of clients gain respite assistance and comfort of knowledge that their family member is looking in on daily. The community benefits from keeping seniors independent, remaining a contributing member of the community and out of long term assisted 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 provide for program growth, the Social Work Program Manager restructured operations by developing a third route, that better accommodates an increasing demand in service, and still remain within the four hour window of safe food distribution. Requested funds would be utilized to offset vehicle fuel (\$11,500) and vehicle maintenance (\$4,500) costs to ensure continued operation without a reduction in service, reducing outlying areas or establishing 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 restructuring service to outlying areas to a weekly delivery, deliver hot meals four days and three frozen meals for the weekend nutrition, or freeze client 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 has grown 30% nationally, and as previously stated, 70% 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 established waiting lists. Program modifications have made operation more cost effective; and 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 senior meal in Carson City. The Carson City Senior Citizen Center works cooperatively with the Food Bank of Northern Nevada, Ron Wood food commodities, FISH, and the Bridge Church food ministry, as well as, a modest food pantry of our own donations; utilizing all services to supplement our program and work to resolve hunger in our senior community.

### 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?  
Projected outputs include: providing 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 services that will assist seniors to remain living independently, and in a safe, affordable and healthful 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 2014 federal poverty guidelines of \$972.50 monthly income and below the 300% of federal guideline Social Security Income of \$721 monthly income. The annual result was that 39% of unduplicated homebound clients reported existing at or below the federal poverty level.
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 homebound clients through the distribution of nutritional daily meals, and diminishing the risk of health concerns, by providing daily welfare checks to monitor clients well being and safety, and to serve the maximum amount of senior citizens as is 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 nutrition assessment administered by the Social Work Program Manager annually; providing consultation and referral to essential support services that will allow clients to remain living independently and in a safe home environment. Assessments determine age, poverty level, race, nutritional risk, ability to thrive, 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 2015-16</b>			
Salaries and Benefits			
Rent and Utilities			
Mortgage			
Equipment			
Equipment Maintenance & Repair	4,500		
Office Supplies			
Operating Supplies	11,500		
Postage and Shipping			
Printing and Publications			
Advertising and Promotion			
Subscriptions and Dues			
Liability/Other Insurance			
Professional Fees			
Other project costs: (Specify Below)			
Aging and Disability Services (ADSD)		128,925	
NSIP (Food)		26,200	
Fund Raising		12,703	
Donations		25,477	
<b>TOTALS</b>	16,000	193,305	

## 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:

<u>Marena Works – Director</u>	<u>(775) 883-0703</u>	<u>mworks@carson.org</u>
<u>Warren Bottino – Social Work Program Mgr</u>	<u>(775) 883-0703</u>	<u>wbottino@carson.org</u>

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

<u>Marena Works – Director</u>	<u>(775) 883-0703</u>	<u>mworks@carson.org</u>
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3. The person responsible for the financial management of the project, including preparation, review, and approval of reimbursement requests:

<u>Marena Works – Director</u>	<u>(775) 883-0703</u>	<u>mworks@carson.org</u>
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4. Please list the name, address, phone number, and e-mail of the person responsible for tracking the performance on this project.

<u>Marena Works – Director</u>	<u>(775) 883-0703</u>	<u>mworks@carson.org</u>
<u>Warren Bottino – Social Work Program Mgr</u>	<u>(775) 883-0703</u>	<u>wbottino@carson.org</u>
<u>Dawn Beck – Administrative Assistant</u>	<u>(775) 883-0703</u>	<u>dbeck@carson.org</u>

## 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:

- 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.

<i>Marena Works</i> Signature of Authorized Official	Date January 15, 2015
Marena Works Typed Name and Title of Authorized Official	Phone Number 883-0703

<i>Bruce Scott</i> Signature of President of Board of Directors	Date January 15, 2015
Bruce Scott Typed Name of President of Board of Directors	Phone Number

**Annual Report**  
**For Community Support Services Funding**  
**Fiscal Year 2014-2015**

Name of Organization: Carson City Senior Citizens Center

Program/Project: Meals on Wheels

Amount of Funds Received \$ 13,000

Contact Person: Marena Works

Mailing Address: 911 Beverly Drive

City: Carson City

State: Nevada Zip Code: 89706

Phone Number: (775) 883-0703

E-mail: mworks@carson.org

Date Submitted: January 16, 2015

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.

Attached is the final financial income and expense statement from July 2013 through June 2014. We have also re-attached the 2013/2014 budget projections.

From July 2013 – June 2014 \$8,808.80 was utilized for fuel, and \$5,177.51 was applied to vehicle maintenance, for a total of \$13,986.31 in homebound meal delivery expenses. Total expenses concluded at 8% above awarded funds.

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

A total of 56,745 meals were provided in 2014, to 396 unduplicated homebound clients. All recipients met the project output of providing nutrition to all individuals 60 years of age or older determined to be homebound due to illness, disability or geographical isolation.

Of our clients, 49% met the project measurement of providing for low-to moderate income (LMI); seniors whose income fell below the 2014 federal poverty guideline of \$972.50 monthly. All were Carson City residents.

All clients are homebound, which would meet the projected output of providing meals to all individuals 60 years of age or older determined to be homebound to illness, disability or geographical isolation. Additionally 80% were determined to be handicapped based on their use of DME (Durable Medical Equipment), or suffering from dementia or mental disability.

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?

In 2014, 396 unduplicated homebound clients were served. Presently over 200 clients receive daily homebound nutrition. All were Carson City residents, to include all outlying areas.

In addition to resolving food insecurity, clients are provided support and resources to remain living independently.

Though our daily meal delivery, and welfare checks there have been numerous instances of finding clients incapacitated and in need of assistance. In one instance, a woman was discovered face down, trapped between her bed and her bedroom wall, in unsanitary conditions. Emergency Services were contacted and it was determined the client had been in that condition through the weekend, and hospitalization was required.

Another source of support is by provided options for financial assistance. One woman who had for years lived in poverty on her \$714 Social Security Income was discovered to have access to her deceased husband's military pension, which provided significant additional income and allowed her to pursue important medical treatment.

In another instance, a developmentally disabled man, had no income, had exhausted his parents inheritance, was in considerable credit card debt, and had not paid his lot space rent in months. He was to be evicted and no agencies were willing to assist.

Social Security Income was established, fiduciary services were initiated to eliminate the debt and ensure all future financial obligations were met, and elder protective services were convinced to assist with the sale of his home and the relocation.

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

Homebound clients benefit from daily nutrition, and a daily welfare visit. Families of clients gain respite assistance, and comfort in the knowledge that their family member is looked in on daily. The community benefits from keeping senior citizens independent, 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 savings of \$19,882 annually. (Jeroine 2009)

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

Yes, there is an ongoing need for the Meals on Wheels program. With current demographics trending toward an increasingly older population, need for service is expected 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.

The state of Nevada Aging and Disability Services provides \$2.65 for each meal provided. Each meal costs \$6.03 to prepare and deliver. As well, the Meals on Wheels program receives client and community donations, and conducts special fundraising events to help offset costs.

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 the weekend,

6. Describe any challenges that impacted your program.

Rising food costs present a challenge. This year's budget called for an 8% increase for food expenses. Another challenge is anticipated vehicle replacement.

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01/29/15

Accrual Basis

**Nutrition**  
**Account QuickReport**  
July through September 2013

Type	Date	Num	Name	Memo	Split	Amount
<b>6-0000 · Expenses</b>						
<b>6-1444 · Vehicle Fuel</b>						
Bill	7/15/2013	CFS...	Flyers Energy, LLC		20000 · Acco...	339.40
Bill	7/31/2013	CFS...	Flyers Energy, LLC		20000 · Acco...	581.50
Bill	8/15/2013	CFS...	Flyers Energy, LLC		20000 · Acco...	406.72
Bill	8/31/2013	CFS...	Flyers Energy, LLC		20000 · Acco...	372.03
Bill	9/15/2013	Inv #...	Flyers Energy, LLC	Fuel	20000 · Acco...	430.03
Bill	9/19/2013	Inv #...	Carson City Shell	Propane	20000 · Acco...	18.38
Bill	9/30/2013	Inv #...	Flyers Energy, LLC	Fuel	20000 · Acco...	348.38
Total 6-1444 · Vehicle Fuel						2,496.44
<b>6-1455 · Vehicle Maintenance</b>						
Bill	7/2/2013	361	Carson Carb & Ing...	'13 Ford F150 (Oil and Filter)	20000 · Acco...	51.43
Bill	7/31/2013	July ...	CCSCC - Pass Thru	Les Schwab 2010 Ford Ranger	20000 · Acco...	262.14
Deposit	8/2/2013			Vehicle Supplies for Drivers	1-1110 · Herit...	74.21
Bill	8/20/2013	13/08...	Cirone, Joe	Extension Cord for MOW Truck	20000 · Acco...	38.68
Check	9/30/2013	9855	CCSCC - Pass Thru	Les Schwab	1-1110 · Herit...	55.00
Check	9/30/2013	9855	CCSCC - Pass Thru	Carb Inc	1-1110 · Herit...	249.75
Check	9/30/2013	9855	CCSCC - Pass Thru	Carb Inc	1-1110 · Herit...	343.49
Bill	9/30/2013	sept ...	CCSCC - Pass Thru	Walmart window washer	20000 · Acco...	2.78
Total 6-1455 · Vehicle Maintenance						1,077.48
Total 6-0000 · Expenses						3,573.92
<b>TOTAL</b>						<b>3,673.92</b>

3:36 PM

01/29/15

Accrual Basis

**Nutrition**  
**Account QuickReport**  
October 2013 through June 2014

Type	Date	Num	Name	Memo	Amount
<b>6-0000 · Expenses</b>					
<b>6-1444 · Vehicle Fuel</b>					
Bill	10/15/2013	Inv #C...	Flyers Energy, LLC	Fuel	307.19
Bill	10/16/2013	200591	Carson City Shell	Propane	6.00
Bill	10/31/2013	CFS0...	Flyers Energy, LLC	Fuel	406.82
Bill	11/15/2013	CFS0...	Flyers Energy, LLC		245.57
Bill	11/25/2013	200546	Carson City Shell	Propane	10.20
Bill	11/30/2013	CFS0...	Flyers Energy, LLC		235.68
Bill	12/16/2013	CFS0...	Flyers Energy, LLC		453.83
Bill	1/1/2014	CFS0...	Flyers Energy, LLC		318.50
Bill	1/2/2014	201501	Carson City Shell	Propane	8.65
Bill	1/15/2014	CFS0...	Flyers Energy, LLC		339.92
Bill	1/31/2014	12328	Flyers Energy, LLC		393.28
Bill	2/15/2014	CFS0...	Flyers Energy, LLC		360.70
Bill	2/28/2014	CFS0...	Flyers Energy, LLC		383.52
Bill	3/15/2014	CFS0...	Flyers Energy, LLC		348.49
Bill	3/27/2014	200519	Carson City Shell	Propane	15.13
Bill	4/1/2014	CFS0...	Flyers Energy, LLC	Vehicle Gas	369.67
Bill	4/15/2014	CFS0...	Flyers Energy, LLC	Vehicle Gas	400.97
Bill	4/30/2014	CFS0...	Flyers Energy, LLC	Vehicle Fuel	441.44
Bill	4/30/2014	CFS0...	Flyers Energy, LLC	Fuel for Thrift Truck	66.27
Bill	5/6/2014	139862	Carson City Shell	Propane for Truck	8.97
Bill	5/15/2014	CFS0...	Flyers Energy, LLC	Vehicle Fuel	356.64
Bill	6/1/2014	CFS0...	Flyers Energy, LLC	MOW Drivers	386.88
Bill	6/12/2014	139828	Carson City Shell	Propane	6.90
Bill	6/15/2014	CFS0...	Flyers Energy, LLC	MOW Drivers	441.24
<b>Total 6-1444 · Vehicle Fuel</b>					6,312.36
<b>6-1455 · Vehicle Maintenance</b>					
Bill	10/15/2013	Inv #426	Carson Carb & Ignition	'08 Ranger, Repair mirror for accident	198.49
Bill	10/15/2013	Inv #419	Carson Carb & Ignition	'08 Ranger, door handle	189.49
Bill	10/31/2013	Oct P...	CCSCC - Pass Thru	window Washer for Trucks	3.46
Bill	12/31/2013	Dece...	Pass-Thru	Les Schwab '13 Ford F150	383.98
Bill	12/31/2013	Dece...	Pass-Thru	Carson Carb Toyota EX43511 & Ranger EX31183	59.90
Bill	1/16/2014	475	Carson Carb & Ignition	'07 Matrix, Oil Change & Filter, 02 Sensor	422.08
Bill	1/31/2014	PT 1/3...	CCSCC - Pass Thru	Carson Carb, C2, 482, 483	281.67
Bill	2/28/2014	PT 2-2...	CCSCC - Pass Thru	Oil Change & Filter	46.44
Bill	2/28/2014	PT 2-2...	CCSCC - Pass Thru	Walmart, fixaflat	17.11
Bill	3/31/2014	PT 3-3...	CCSCC - Pass Thru	Walmart; Oil for Trucks	21.20
Bill	3/31/2014	PT 3-3...	CCSCC - Pass Thru	Oil Change & Filter	51.43
Check	4/15/2014	9928	Petty Cash	les schwab, winter tire change.	30.00
Bill	4/30/2014	Pass t...	CCSCC - Pass Thru	Tire Mounting	40.00
Bill	4/30/2014	Pass t...	CCSCC - Pass Thru	Walmart Truck Oil	28.69
Bill	6/5/2014	552	Carson Carb & Ignition	Bearings & brake assembly	1,034.33
Check	6/11/2014	9951	Carson Carb & Ignition	Transmission seal for Hot Shot invoice	582.57
Bill	6/30/2014	PT Ju...	CCSCC - Pass Thru	Les Schwab for truck tires	265.98
Bill	6/30/2014	PT Ju...	CCSCC - Pass Thru	Les Schwab for Truck Tires	443.21
<b>Total 6-1455 · Vehicle Maintenance</b>					4,100.03
<b>Total 6-0000 · Expenses</b>					
<b>TOTAL</b>					

**CARSON CITY SENIOR CITIZENS CENTER**

**2013/2014 BUDGET YEAR**

**C2**

**33.33%**

<b>Revenue</b>		<b>YTD</b>	<b>Budget</b>	<b>% of Budget</b>	<b>(Over)/Under Budget</b>
Bingo-Weekend		1,628.73	10,260.00	15.87%	8,631.27
ADSD		32,232.00	133,970.00	24.06%	101,738.00
Donations		11,120.81	28,000.00	39.72%	16,879.19
Miscellaneous /Fund Raised other		0.00	450.00	0.00%	450.00
NSIP		0.00	26,200.00	0.00%	26,200.00
Program Revenue		9,891.36	27,000.00	36.63%	17,108.65
Senior Follies		0.00	3,780.00	0.00%	3,780.00
Murder Mystery		0.00	366.00	0.00%	366.00
Car Show		0.00	2,040.00	0.00%	2,040.00
Trips		0.00	1,800.00	0.00%	1,800.00
CASI Bingo		0.00	397.00	0.00%	397.00
Book Sale		0.00	15.00	0.00%	15.00
Craft Fair		1,667.49	2,250.00	74.11%	582.51
Vendor Fair		0.00	1,620.00	0.00%	1,620.00
<b>Total Revenue</b>	<b>0.00</b>	<b>56,540.38</b>	<b>238,148.00</b>	<b>23.74%</b>	<b>181,607.62</b>

<b>Expenses</b>		<b>YTD</b>	<b>Budget</b>	<b>% of Budget</b>	<b>(Over)/Under Budget</b>
C2 Wages		34,852.35	150,000.00	23.23%	115,147.65
Insurance		562.44	3,800.00	14.80%	3,237.56
Miscellaneous		0.00	100.00	0.00%	100.00
Raw Food		32,656.71	120,000.00	27.21%	87,343.29
Kitchen Supplies		1,205.88	23,000.00	5.24%	21,794.12
Vehicle - Fuel		1,665.19	8,500.00	19.59%	6,834.81
Vehicle - Maintenance		835.32	4,500.00	18.56%	3,664.68
Travel/Training		0.00	185.00	0.00%	185.00
Bank Charges		0.00	20.00	0.00%	20.00
Cash Over/Short		0.00	20.00	0.00%	20.00
.		0.00	0.00	0.00%	0.00
.		0.00	0.00	0.00%	0.00
.		0.00	0.00	0.00%	0.00
<b>Total Expenses</b>	<b>0.00</b>	<b>71,777.89</b>	<b>310,125.00</b>	<b>23.14%</b>	<b>238,347.11</b>

<b>Profit/(Loss)</b>	<b>0.00</b>	<b>(15,237.51)</b>
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<b>Temp Trans of Funds from Advisory</b>	<b>0.00</b>	<b>1.00</b>	<b>0.00%</b>	<b>1.00</b>
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**Carson City**  
**Community Support Services Grant (CSSG)**  
**Program Application**  
**Fiscal Year 2015 - 2016**

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

**APPLICATIONS ARE DUE\*:**

**JANUARY 16, 2015, 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 (RWFRC)
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](mailto:executive_director@carson-family.org)  
Fax: (775) 884-2730      Website (if applicable) [www.carson-family.org](http://www.carson-family.org)
8. How long has your organization been in existence? 20 years In Carson City? 20 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:**

- 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/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 participation 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 including 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.), Bullying Prevention and Conflict Resolution 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. From 2007 - 2014, 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 quick 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 7 of the 11 priority needs as stated by the Carson City Consolidated Plan: Abused and Neglected Children Facility, Youth Services, Substance Abuse Services, Homeless Facilities (HUD Homeless Voucher Program), Neighborhood Facility, Disabled Services and Mental Health Facilities.*

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 of goal</b>
# <i>Reach Up</i> intake sessions to determine eligibility to program	350	161	+8%
# <i>Reach Up</i> Youth (LMI) served (1 – 10 sessions each)	350	161	+8%
# <i>Reach Up</i> counseling sessions to be conducted	800	310	- 23%
# <i>Reach Up</i> youth support group sessions to be conducted	500	449	+ 79%
<i>Reach Up's Rapid Response Team 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.</i>		12	2 Remaining Sessions Are Scheduled For January – April 2014
% <i>Reach Up</i> case files documenting activities	100%	100%	100%

% <i>Reach Up</i> families receiving a closing letter and satisfaction survey	100%	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%	100%
% of all participants that are Carson City residents	95%	90%	-5%
% of all participants that are LMI	90%	98%	+ 10%

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

The proposed goals for 2014-15 were based on receiving 35,000.00. *Reach Up* actually received 30,100.00 -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 provides over 9000 units of service per month. Of the individuals served, over 95% are in the LMI income category and 90%+ 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

- In 2012, Nevada ranked 3<sup>rd</sup> worst in the nation on the percent of children uninsured. Younger children, ages 5 and under, were slightly more at risk of being uninsured than older children, ages 6 to 17\*\*\*. The ACA (Affordable Care Act) has made insurance more available to children in the very low to moderate income families. However mental and behavioral health providers are limited. Since the inception of the ACA, the numbers of youth served by *Reach Up* have remained high and demand steady.

\*\*\* Kids Count Nevada State-Level Data

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

- CSSG funding will be utilized to support 100% direct costs of *Reach Up*. Ron Wood Family Resource Center will provide an additional 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. RWFRC has access to Psychologists and Marriage and Family Therapists as needed. 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. RWFRC is also currently working with CCSD, Carson Mental Health, Juvenile Probation, private clinicians and Partnership Carson City on a plan to triage the mental health needs of students that are performing below expectations. This plan will include *Reach Up* and RWFRC wrap-around services.

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. The Affordable Care Act and extended Medicaid program are now in place, that being said, RWFRC is continually

receiving referrals. Many individuals are unable to access services through Carson Mental Health and other service providers. Spanish speaking clients are unable to access services elsewhere. Ron Wood will continue to serve these youth and work in concert with outside professionals to offer these youth services timely access and availability.

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

### 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 6 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
- 90%+ 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 Coordinator inputs outcomes on an Excel spreadsheet for easy calculation and access. Data collection has been in place for CDBG since 2007.
- Our Coordinator /Licensed Social Worker captures all daily activities and documents all information in case files on a timely basis.
- Our 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 2014 – 15 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:

Bill Maier – Fiscal Manager  
2621 Northgate Lane #62  
Carson City, NV 89706  
775-884-2269 – Phone  
775-884-2730 - Fax  
[bill@carson-family.org](mailto:bill@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 – *Reach Up* 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	4-9-97
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 <u>13-2015</u>
Joyce Buckingham - Executive Director	(775) 884-2269
Typed Name and Title of Authorized Official	Phone Number

Signature of President of Board of Directors	Date <u>01/13/2015</u>
Ruth Aberasturi	(775) 884-2269
Typed Name of President of Board of Directors	Phone Number

**Annual Report**  
**For Community Support Services Funding**  
**Fiscal Year 2014 - 15**

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: 1-16-15

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 of goal</b>
# <i>Reach Up</i> intake sessions to determine eligibility to program	350	161	+8%
# <i>Reach Up</i> Youth (LMI) served (1 – 10 sessions each)	350	161	+8%
# <i>Reach Up</i> counseling sessions to be conducted	800	310	- 23%
# <i>Reach Up</i> youth support group sessions to be conducted	500	449	+ 79%
<i>Reach Up's Rapid Response Team 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.</i>	12	2	Remaining Sessions Are Scheduled For January – April 2014
% <i>Reach Up</i> case files documenting activities	100%	100%	100%
% <i>Reach Up</i> families receiving a closing letter and satisfaction survey	100%	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%	100%
% of all participants that are Carson City residents	95%	90%	-5%
% of all participants that are LMI	90%	98%	+ 10%

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

The proposed goals for 2014-15 were based on receiving 35,000.00. *Reach Up* actually received 30,100.00 –NO amendments/revisions of outcomes/outputs were made.

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?

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

90% 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 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. Accessible 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 20 years. The need for services and programs are increasing as demand escalates coinciding with family's lack of functionality, high food insecurity, housing needs 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 and revisited.

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 and involving 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 2015 - 2016.

Type	Date	Num	Name	Memo	Class	Amount
453110 · Reach Up						
Deposit	07/22/2014	342054		7/9/14 Carson Support Svcs Grant	Reach Up - CCCSS	-30,100.00
Total 453110 · Reach Up						-30,100.00
7200 · Salaries & related expenses						
7220 · Salaries & wages						
Paycheck	07/03/2014	16012	Buckingham, Joyce		Reach Up - CCCSS	88.06
Paycheck	07/03/2014	16012	Buckingham, Joyce		Reach Up - CCCSS	0.00
Paycheck	07/03/2014	16012	Buckingham, Joyce		Reach Up - CCCSS	20.80
Paycheck	07/03/2014	16013	Sauvage, Wendy L		Reach Up - CCCSS	23.10
Paycheck	07/03/2014	16013	Sauvage, Wendy L		Reach Up - CCCSS	0.00
Paycheck	07/03/2014	16017	Maier, William J		Reach Up - CCCSS	37.80
Paycheck	07/03/2014	16025	Weiser, Betty .		Reach Up - CCCSS	0.00
Paycheck	07/03/2014	16027	Yositis, Lisa A		Reach Up - CCCSS	583.00
Paycheck	07/03/2014	16027	Yositis, Lisa A		Reach Up - CCCSS	0.00
Paycheck	07/03/2014	16027	Yositis, Lisa A		Reach Up - CCCSS	93.87
Paycheck	07/03/2014	16027	Yositis, Lisa A		Reach Up - CCCSS	-15.69
Paycheck	07/18/2014	16068	Buckingham, Joyce		Reach Up - CCCSS	50.52
Paycheck	07/18/2014	16068	Buckingham, Joyce		Reach Up - CCCSS	47.55
Paycheck	07/18/2014	16068	Buckingham, Joyce		Reach Up - CCCSS	8.92
Paycheck	07/18/2014	16069	Sauvage, Wendy L		Reach Up - CCCSS	20.79
Paycheck	07/18/2014	16069	Sauvage, Wendy L		Reach Up - CCCSS	0.00
Paycheck	07/18/2014	16074	Maier, William J		Reach Up - CCCSS	32.56
Paycheck	07/18/2014	16084	Weiser, Betty .		Reach Up - CCCSS	82.65
Paycheck	07/18/2014	16087	Yositis, Lisa A		Reach Up - CCCSS	441.00
Paycheck	07/18/2014	16087	Yositis, Lisa A		Reach Up - CCCSS	315.00
Paycheck	07/18/2014	16087	Yositis, Lisa A		Reach Up - CCCSS	0.00
Paycheck	07/18/2014	16087	Yositis, Lisa A		Reach Up - CCCSS	13.20
Paycheck	08/01/2014	16121	Buckingham, Joyce		Reach Up - CCCSS	122.44
Paycheck	08/01/2014	16121	Buckingham, Joyce		Reach Up - CCCSS	3.08
Paycheck	08/01/2014	16122	Sauvage, Wendy L		Reach Up - CCCSS	21.42
Paycheck	08/01/2014	16122	Sauvage, Wendy L		Reach Up - CCCSS	2.38
Paycheck	08/01/2014	16122	Sauvage, Wendy L		Reach Up - CCCSS	0.62
Paycheck	08/01/2014	16127	Maier, William J		Reach Up - CCCSS	41.16
Paycheck	08/01/2014	16127	Maier, William J		Reach Up - CCCSS	0.71
Paycheck	08/01/2014	16136	Weiser, Betty .		Reach Up - CCCSS	81.25
Paycheck	08/01/2014	16139	Yositis, Lisa A		Reach Up - CCCSS	821.94
Paycheck	08/01/2014	16139	Yositis, Lisa A		Reach Up - CCCSS	0.00
Paycheck	08/01/2014	16139	Yositis, Lisa A		Reach Up - CCCSS	43.26
Paycheck	08/01/2014	16139	Yositis, Lisa A		Reach Up - CCCSS	22.68
Paycheck	08/15/2014	16174	Buckingham, Joyce		Reach Up - CCCSS	122.44
Paycheck	08/15/2014	16175	Sauvage, Wendy L		Reach Up - CCCSS	16.66
Paycheck	08/15/2014	16175	Sauvage, Wendy L		Reach Up - CCCSS	7.14
Paycheck	08/15/2014	16180	Maier, William J		Reach Up - CCCSS	56.18
Paycheck	08/15/2014	16188	Weiser, Betty .		Reach Up - CCCSS	58.45
Paycheck	08/15/2014	16191	Yositis, Lisa A		Reach Up - CCCSS	573.20
Paycheck	08/15/2014	16191	Yositis, Lisa A		Reach Up - CCCSS	151.41
Paycheck	08/15/2014	16191	Yositis, Lisa A		Reach Up - CCCSS	0.00
Paycheck	08/28/2014	16205	Sauvage, Wendy L		Reach Up - CCCSS	23.80
Paycheck	08/28/2014	16205	Sauvage, Wendy L		Reach Up - CCCSS	0.00
Paycheck	08/29/2014	16210	Maier, William J		Reach Up - CCCSS	63.78
Paycheck	08/28/2014	16219	Weiser, Betty .		Reach Up - CCCSS	72.10
Paycheck	08/29/2014	16222	Yositis, Lisa A		Reach Up - CCCSS	811.13
Paycheck	08/29/2014	16222	Yositis, Lisa A		Reach Up - CCCSS	75.71
Paycheck	08/29/2014	16222	Yositis, Lisa A		Reach Up - CCCSS	0.00
Paycheck	08/29/2014	16204	Buckingham, Joyce		Reach Up - CCCSS	104.07
Paycheck	08/28/2014	16204	Buckingham, Joyce		Reach Up - CCCSS	0.00
Paycheck	09/12/2014	16204	Buckingham, Joyce		Reach Up - CCCSS	18.37
Paycheck	09/12/2014	16252	Sauvage, Wendy L		Reach Up - CCCSS	23.80
Paycheck	09/12/2014	16252	Sauvage, Wendy L		Reach Up - CCCSS	0.00
Paycheck	09/12/2014	16271	Yositis, Lisa A		Reach Up - CCCSS	713.79

**Trans Detail By Account All Income/Expense**  
July through December 2014

Type	Date	Num	Name	Memo	Class	Amount
Paycheck	09/12/2014	16271	Yesitis, Lisa A		Reach Up - CCCSS	0.00
Paycheck	09/12/2014	16271	Yesitis, Lisa A		Reach Up - CCCSS	0.00
Paycheck	09/12/2014	16251	Buckingham, Joyce		Reach Up - CCCSS	101.32
Paycheck	09/12/2014	16251	Buckingham, Joyce		Reach Up - CCCSS	0.00
Paycheck	09/12/2014	16258	Maier, William J		Reach Up - CCCSS	57.84
Paycheck	09/26/2014	16323	Sauvage, Wendy L		Reach Up - CCCSS	23.80
Paycheck	09/26/2014	16323	Sauvage, Wendy L		Reach Up - CCCSS	2.62
Paycheck	09/26/2014	16308	Yesitis, Lisa A		Reach Up - CCCSS	908.46
Paycheck	09/26/2014	16308	Yesitis, Lisa A		Reach Up - CCCSS	0.00
Paycheck	09/26/2014	16308	Yesitis, Lisa A		Reach Up - CCCSS	0.00
Paycheck	09/26/2014	16324	Buckingham, Joyce		Reach Up - CCCSS	122.44
Paycheck	09/26/2014	16324	Buckingham, Joyce		Reach Up - CCCSS	0.00
Paycheck	09/26/2014	16318	Maier, William J		Reach Up - CCCSS	55.62
Paycheck	10/10/2014	16355	Sauvage, Wendy L		Reach Up - CCCSS	23.80
Paycheck	10/10/2014	16355	Sauvage, Wendy L		Reach Up - CCCSS	2.62
Paycheck	10/10/2014	16361	McBean, Rebecca		Reach Up - CCCSS	257.38
Paycheck	10/10/2014	16361	McBean, Rebecca		Reach Up - CCCSS	13.47
Paycheck	10/10/2014	16371	Yesitis, Lisa A		Reach Up - CCCSS	757.05
Paycheck	10/10/2014	16371	Yesitis, Lisa A		Reach Up - CCCSS	0.00
Paycheck	10/10/2014	16371	Yesitis, Lisa A		Reach Up - CCCSS	0.00
Paycheck	10/10/2014	16354	Buckingham, Joyce		Reach Up - CCCSS	122.44
Paycheck	10/10/2014	16354	Buckingham, Joyce		Reach Up - CCCSS	0.00
Paycheck	10/10/2014	16360	Maier, William J		Reach Up - CCCSS	139.05
Paycheck	10/24/2014	16396	Buckingham, Joyce		Reach Up - CCCSS	91.83
Paycheck	10/24/2014	16396	Buckingham, Joyce		Reach Up - CCCSS	12.24
Paycheck	10/24/2014	16396	Buckingham, Joyce		Reach Up - CCCSS	18.37
Paycheck	10/24/2014	16397	Sauvage, Wendy L		Reach Up - CCCSS	23.80
Paycheck	10/24/2014	16397	Sauvage, Wendy L		Reach Up - CCCSS	0.00
Paycheck	10/24/2014	16403	Maier, William J		Reach Up - CCCSS	56.18
Paycheck	10/24/2014	16404	McBean, Rebecca		Reach Up - CCCSS	161.88
Paycheck	10/24/2014	16404	McBean, Rebecca		Reach Up - CCCSS	121.12
Paycheck	10/24/2014	16413	Yesitis, Lisa A		Reach Up - CCCSS	757.05
Paycheck	10/24/2014	16413	Yesitis, Lisa A		Reach Up - CCCSS	0.00
Paycheck	10/24/2014	16413	Yesitis, Lisa A		Reach Up - CCCSS	0.00
Paycheck	11/07/2014	16469	Yesitis, Lisa A		Reach Up - CCCSS	302.82
Paycheck	11/07/2014	16469	Yesitis, Lisa A		Reach Up - CCCSS	0.00
Paycheck	11/07/2014	16469	Yesitis, Lisa A		Reach Up - CCCSS	0.00
Paycheck	11/07/2014	16455	Sauvage, Wendy L		Reach Up - CCCSS	11.90
Paycheck	11/07/2014	16455	Sauvage, Wendy L		Reach Up - CCCSS	9.52
Paycheck	11/07/2014	16455	Sauvage, Wendy L		Reach Up - CCCSS	0.00
Paycheck	11/07/2014	16460	Maier, William J		Reach Up - CCCSS	37.08
Paycheck	11/07/2014	16454	Buckingham, Joyce		Reach Up - CCCSS	110.20
Paycheck	11/07/2014	16454	Buckingham, Joyce		Reach Up - CCCSS	0.00
Paycheck	11/21/2014	16478	Buckingham, Joyce		Reach Up - CCCSS	97.95
Paycheck	11/21/2014	16478	Buckingham, Joyce		Reach Up - CCCSS	12.24
Paycheck	11/21/2014	16479	Sauvage, Wendy L		Reach Up - CCCSS	23.80
Paycheck	11/21/2014	16479	Sauvage, Wendy L		Reach Up - CCCSS	2.98
Paycheck	11/21/2014	16479	Sauvage, Wendy L		Reach Up - CCCSS	0.00
Paycheck	11/21/2014	16484	Maier, William J		Reach Up - CCCSS	61.74
Paycheck	11/21/2014	16493	Yesitis, Lisa A		Reach Up - CCCSS	488.68
Paycheck	11/21/2014	16493	Yesitis, Lisa A		Reach Up - CCCSS	150.33
Paycheck	11/21/2014	16493	Yesitis, Lisa A		Reach Up - CCCSS	0.00
Paycheck	12/05/2014	16531	Buckingham, Joyce		Reach Up - CCCSS	97.95
Paycheck	12/05/2014	16531	Buckingham, Joyce		Reach Up - CCCSS	0.00
Paycheck	12/05/2014	16536	Maier, William J		Reach Up - CCCSS	55.06
Paycheck	12/05/2014	16539	Sauvage, Wendy L		Reach Up - CCCSS	23.80
Paycheck	12/05/2014	16539	Sauvage, Wendy L		Reach Up - CCCSS	0.00
Paycheck	12/05/2014	16539	Sauvage, Wendy L		Reach Up - CCCSS	0.00
Paycheck	12/05/2014	16546	Yesitis, Lisa A		Reach Up - CCCSS	627.27
Paycheck	12/05/2014	16546	Yesitis, Lisa A		Reach Up - CCCSS	0.00

Type	Date	Num	Name	Memo	Class	Amount
Paycheck	12/05/2014	18546	Yesitis, Lisa A		Reach Up - CCCSS	0.00
Paycheck	12/19/2014	18568	Buckingham, Joyce		Reach Up - CCCSS	122.44
Paycheck	12/19/2014	18568	Buckingham, Joyce		Reach Up - CCCSS	0.00
Paycheck	12/19/2014	18573	Maier, William J		Reach Up - CCCSS	52.47
Paycheck	12/19/2014	18578	Sauvage, Wendy L		Reach Up - CCCSS	23.80
Paycheck	12/19/2014	18578	Sauvage, Wendy L		Reach Up - CCCSS	0.00
Paycheck	12/19/2014	18578	Sauvage, Wendy L		Reach Up - CCCSS	0.00
Paycheck	12/19/2014	18583	Yesitis, Lisa A		Reach Up - CCCSS	843.57
Paycheck	12/19/2014	18583	Yesitis, Lisa A		Reach Up - CCCSS	93.86
Total 7220 - Salaries & wages						13,073.58

## 7223 - Holiday

Paycheck	07/03/2014	16012	Buckingham, Joyce		Reach Up - CCCSS	0.00
Paycheck	07/03/2014	16012	Buckingham, Joyce		Reach Up - CCCSS	0.00
Paycheck	07/03/2014	16012	Buckingham, Joyce		Reach Up - CCCSS	0.00
Paycheck	07/03/2014	16013	Sauvage, Wendy L		Reach Up - CCCSS	0.00
Paycheck	07/03/2014	16013	Sauvage, Wendy L		Reach Up - CCCSS	0.00
Paycheck	07/03/2014	16013	Sauvage, Wendy L		Reach Up - CCCSS	0.00
Paycheck	07/03/2014	16017	Maier, William J		Reach Up - CCCSS	0.00
Paycheck	07/03/2014	16017	Maier, William J		Reach Up - CCCSS	0.00
Paycheck	07/03/2014	16027	Yesitis, Lisa A		Reach Up - CCCSS	0.00
Paycheck	07/03/2014	16027	Yesitis, Lisa A		Reach Up - CCCSS	0.00
Paycheck	07/03/2014	16027	Yesitis, Lisa A		Reach Up - CCCSS	0.00
Paycheck	07/18/2014	16068	Buckingham, Joyce		Reach Up - CCCSS	11.89
Paycheck	07/18/2014	16068	Buckingham, Joyce		Reach Up - CCCSS	0.00
Paycheck	07/18/2014	16068	Buckingham, Joyce		Reach Up - CCCSS	0.00
Paycheck	07/18/2014	16069	Sauvage, Wendy L		Reach Up - CCCSS	2.31
Paycheck	07/18/2014	16069	Sauvage, Wendy L		Reach Up - CCCSS	0.00
Paycheck	07/18/2014	16069	Sauvage, Wendy L		Reach Up - CCCSS	0.00
Paycheck	07/18/2014	16074	Maier, William J		Reach Up - CCCSS	0.00
Paycheck	07/18/2014	16074	Maier, William J		Reach Up - CCCSS	0.00
Paycheck	07/18/2014	16084	Weiser, Betty .		Reach Up - CCCSS	0.00
Paycheck	07/18/2014	16084	Weiser, Betty .		Reach Up - CCCSS	0.00
Paycheck	07/18/2014	16087	Yesitis, Lisa A		Reach Up - CCCSS	84.00
Paycheck	07/18/2014	16087	Yesitis, Lisa A		Reach Up - CCCSS	0.00
Paycheck	07/18/2014	16087	Yesitis, Lisa A		Reach Up - CCCSS	0.00
Paycheck	08/01/2014	16121	Buckingham, Joyce		Reach Up - CCCSS	0.00
Paycheck	08/01/2014	16121	Buckingham, Joyce		Reach Up - CCCSS	0.00
Paycheck	08/01/2014	16122	Sauvage, Wendy L		Reach Up - CCCSS	0.00
Paycheck	08/01/2014	16122	Sauvage, Wendy L		Reach Up - CCCSS	0.00
Paycheck	08/01/2014	16127	Maier, William J		Reach Up - CCCSS	0.00
Paycheck	08/01/2014	16127	Maier, William J		Reach Up - CCCSS	0.00
Paycheck	08/01/2014	16136	Weiser, Betty .		Reach Up - CCCSS	0.00
Paycheck	08/01/2014	16136	Weiser, Betty .		Reach Up - CCCSS	0.00
Paycheck	08/01/2014	16139	Yesitis, Lisa A		Reach Up - CCCSS	0.00
Paycheck	08/01/2014	16139	Yesitis, Lisa A		Reach Up - CCCSS	0.00
Paycheck	08/15/2014	16174	Buckingham, Joyce		Reach Up - CCCSS	0.00
Paycheck	08/15/2014	16174	Buckingham, Joyce		Reach Up - CCCSS	0.00
Paycheck	08/15/2014	16175	Sauvage, Wendy L		Reach Up - CCCSS	0.00
Paycheck	08/15/2014	16175	Sauvage, Wendy L		Reach Up - CCCSS	0.00
Paycheck	08/15/2014	16180	Maier, William J		Reach Up - CCCSS	0.00
Paycheck	08/15/2014	16180	Maier, William J		Reach Up - CCCSS	0.00
Paycheck	08/15/2014	16188	Weiser, Betty .		Reach Up - CCCSS	0.00
Paycheck	08/15/2014	16188	Weiser, Betty .		Reach Up - CCCSS	0.00
Paycheck	08/15/2014	16191	Yesitis, Lisa A		Reach Up - CCCSS	0.00
Paycheck	08/15/2014	16191	Yesitis, Lisa A		Reach Up - CCCSS	0.00
Paycheck	08/29/2014	16205	Sauvage, Wendy L		Reach Up - CCCSS	0.00
Paycheck	08/29/2014	16205	Sauvage, Wendy L		Reach Up - CCCSS	0.00
Paycheck	08/29/2014	16210	Maier, William J		Reach Up - CCCSS	0.00
Paycheck	08/29/2014	16210	Maier, William J		Reach Up - CCCSS	0.00

**Trans Detail By Account All Income/Expense**  
**July through December 2014**

Type	Date	Num	Name	Memo	Class	Amount
Paycheck	08/29/2014	16219	Weiser, Betty .		Reach Up - CCCSS	0.00
Paycheck	08/29/2014	16219	Weiser, Betty .		Reach Up - CCCSS	0.00
Paycheck	08/29/2014	16222	Yositis, Lisa A		Reach Up - CCCSS	0.00
Paycheck	08/29/2014	16222	Yositis, Lisa A		Reach Up - CCCSS	0.00
Paycheck	08/29/2014	16204	Buckingham, Joyce		Reach Up - CCCSS	0.00
Paycheck	08/29/2014	16204	Buckingham, Joyce		Reach Up - CCCSS	0.00
Paycheck	09/12/2014	16252	Sauvage, Wendy L		Reach Up - CCCSS	0.00
Paycheck	09/12/2014	16252	Sauvage, Wendy L		Reach Up - CCCSS	0.00
Paycheck	09/12/2014	16271	Yositis, Lisa A		Reach Up - CCCSS	152.28
Paycheck	09/12/2014	16271	Yositis, Lisa A		Reach Up - CCCSS	0.00
Paycheck	09/12/2014	16271	Yositis, Lisa A		Reach Up - CCCSS	0.00
Paycheck	09/12/2014	16251	Buckingham, Joyce		Reach Up - CCCSS	0.00
Paycheck	09/12/2014	16251	Buckingham, Joyce		Reach Up - CCCSS	0.00
Paycheck	09/12/2014	16251	Buckingham, Joyce		Reach Up - CCCSS	0.00
Paycheck	09/12/2014	16258	Maier, William J		Reach Up - CCCSS	0.00
Paycheck	09/12/2014	16258	Maier, William J		Reach Up - CCCSS	0.00
Paycheck	09/26/2014	16323	Sauvage, Wendy L		Reach Up - CCCSS	0.00
Paycheck	09/26/2014	16323	Sauvage, Wendy L		Reach Up - CCCSS	0.00
Paycheck	09/26/2014	16308	Yositis, Lisa A		Reach Up - CCCSS	0.00
Paycheck	09/26/2014	16308	Yositis, Lisa A		Reach Up - CCCSS	0.00
Paycheck	09/26/2014	16308	Yositis, Lisa A		Reach Up - CCCSS	0.00
Paycheck	09/26/2014	16324	Buckingham, Joyce		Reach Up - CCCSS	0.00
Paycheck	09/26/2014	16324	Buckingham, Joyce		Reach Up - CCCSS	0.00
Paycheck	09/26/2014	16324	Buckingham, Joyce		Reach Up - CCCSS	0.00
Paycheck	09/26/2014	16318	Maier, William J		Reach Up - CCCSS	0.00
Paycheck	09/26/2014	16318	Maier, William J		Reach Up - CCCSS	0.00
Paycheck	10/10/2014	16355	Sauvage, Wendy L		Reach Up - CCCSS	0.00
Paycheck	10/10/2014	16355	Sauvage, Wendy L		Reach Up - CCCSS	0.00
Paycheck	10/10/2014	16381	McBean, Rebecca		Reach Up - CCCSS	0.00
Paycheck	10/10/2014	16381	McBean, Rebecca		Reach Up - CCCSS	0.00
Paycheck	10/10/2014	16371	Yositis, Lisa A		Reach Up - CCCSS	0.00
Paycheck	10/10/2014	16371	Yositis, Lisa A		Reach Up - CCCSS	0.00
Paycheck	10/10/2014	16371	Yositis, Lisa A		Reach Up - CCCSS	0.00
Paycheck	10/10/2014	16354	Buckingham, Joyce		Reach Up - CCCSS	0.00
Paycheck	10/10/2014	16354	Buckingham, Joyce		Reach Up - CCCSS	0.00
Paycheck	10/10/2014	16354	Buckingham, Joyce		Reach Up - CCCSS	0.00
Paycheck	10/10/2014	16360	Maier, William J		Reach Up - CCCSS	0.00
Paycheck	10/10/2014	16360	Maier, William J		Reach Up - CCCSS	0.00
Paycheck	10/24/2014	16396	Buckingham, Joyce		Reach Up - CCCSS	0.00
Paycheck	10/24/2014	16396	Buckingham, Joyce		Reach Up - CCCSS	0.00
Paycheck	10/24/2014	16387	Sauvage, Wendy L		Reach Up - CCCSS	0.00
Paycheck	10/24/2014	16387	Sauvage, Wendy L		Reach Up - CCCSS	0.00
Paycheck	10/24/2014	16403	Maier, William J		Reach Up - CCCSS	0.00
Paycheck	10/24/2014	16403	Maier, William J		Reach Up - CCCSS	0.00
Paycheck	10/24/2014	16404	McBean, Rebecca		Reach Up - CCCSS	0.00
Paycheck	10/24/2014	16404	McBean, Rebecca		Reach Up - CCCSS	0.00
Paycheck	10/24/2014	16413	Yositis, Lisa A		Reach Up - CCCSS	0.00
Paycheck	10/24/2014	16413	Yositis, Lisa A		Reach Up - CCCSS	0.00
Paycheck	10/24/2014	16413	Yositis, Lisa A		Reach Up - CCCSS	0.00
Paycheck	10/24/2014	16413	Yositis, Lisa A		Reach Up - CCCSS	0.00
Paycheck	11/07/2014	16469	Yositis, Lisa A		Reach Up - CCCSS	33.74
Paycheck	11/07/2014	16469	Yositis, Lisa A		Reach Up - CCCSS	0.00
Paycheck	11/07/2014	16469	Yositis, Lisa A		Reach Up - CCCSS	0.00
Paycheck	11/07/2014	16455	Sauvage, Wendy L		Reach Up - CCCSS	2.36
Paycheck	11/07/2014	16455	Sauvage, Wendy L		Reach Up - CCCSS	0.00
Paycheck	11/07/2014	16455	Sauvage, Wendy L		Reach Up - CCCSS	0.00
Paycheck	11/07/2014	16460	Maier, William J		Reach Up - CCCSS	0.00
Paycheck	11/07/2014	16460	Maier, William J		Reach Up - CCCSS	0.00
Paycheck	11/07/2014	16454	Buckingham, Joyce		Reach Up - CCCSS	12.24
Paycheck	11/07/2014	16454	Buckingham, Joyce		Reach Up - CCCSS	0.00
Paycheck	11/07/2014	16454	Buckingham, Joyce		Reach Up - CCCSS	0.00

Type	Date	Num	Name	Memo	Class	Amount
Paycheck	11/21/2014	16478	Buckingham, Joyce		Reach Up - CCCSS	12.24
Paycheck	11/21/2014	16478	Buckingham, Joyce		Reach Up - CCCSS	0.00
Paycheck	11/21/2014	18478	Buckingham, Joyce		Reach Up - CCCSS	0.00
Paycheck	11/21/2014	16479	Sauvage, Wendy L		Reach Up - CCCSS	2.93
Paycheck	11/21/2014	16479	Sauvage, Wendy L		Reach Up - CCCSS	0.00
Paycheck	11/21/2014	16479	Sauvage, Wendy L		Reach Up - CCCSS	0.00
Paycheck	11/21/2014	16464	Maier, William J		Reach Up - CCCSS	0.00
Paycheck	11/21/2014	16464	Maier, William J		Reach Up - CCCSS	0.00
Paycheck	11/21/2014	16493	Yesitlis, Lisa A		Reach Up - CCCSS	70.51
Paycheck	11/21/2014	16493	Yesitlis, Lisa A		Reach Up - CCCSS	0.00
Paycheck	11/21/2014	16493	Yesitlis, Lisa A		Reach Up - CCCSS	0.00
Paycheck	12/05/2014	16531	Buckingham, Joyce		Reach Up - CCCSS	24.49
Paycheck	12/05/2014	16531	Buckingham, Joyce		Reach Up - CCCSS	0.00
Paycheck	12/05/2014	16531	Buckingham, Joyce		Reach Up - CCCSS	0.00
Paycheck	12/05/2014	16536	Maier, William J		Reach Up - CCCSS	0.00
Paycheck	12/05/2014	16536	Maier, William J		Reach Up - CCCSS	0.00
Paycheck	12/05/2014	16539	Sauvage, Wendy L		Reach Up - CCCSS	5.95
Paycheck	12/05/2014	16539	Sauvage, Wendy L		Reach Up - CCCSS	0.00
Paycheck	12/05/2014	16539	Sauvage, Wendy L		Reach Up - CCCSS	0.00
Paycheck	12/05/2014	16546	Yesitlis, Lisa A		Reach Up - CCCSS	156.82
Paycheck	12/05/2014	16546	Yesitlis, Lisa A		Reach Up - CCCSS	0.00
Paycheck	12/05/2014	16546	Yesitlis, Lisa A		Reach Up - CCCSS	0.00
Paycheck	12/19/2014	16568	Buckingham, Joyce		Reach Up - CCCSS	0.00
Paycheck	12/19/2014	16568	Buckingham, Joyce		Reach Up - CCCSS	0.00
Paycheck	12/19/2014	16568	Buckingham, Joyce		Reach Up - CCCSS	0.00
Paycheck	12/19/2014	16573	Maier, William J		Reach Up - CCCSS	0.00
Paycheck	12/19/2014	16573	Maier, William J		Reach Up - CCCSS	0.00
Paycheck	12/19/2014	16576	Sauvage, Wendy L		Reach Up - CCCSS	0.00
Paycheck	12/19/2014	16576	Sauvage, Wendy L		Reach Up - CCCSS	0.00
Paycheck	12/19/2014	16576	Sauvage, Wendy L		Reach Up - CCCSS	0.00
Paycheck	12/19/2014	16583	Yesitlis, Lisa A		Reach Up - CCCSS	0.00
Paycheck	12/19/2014	16583	Yesitlis, Lisa A		Reach Up - CCCSS	0.00

Total 7223 - Holiday

571.83

## 7245 - Flexible Spending Plan

Paycheck	07/03/2014	16012	Buckingham, Joyce		Reach Up - CCCSS	0.00
Paycheck	07/03/2014	16013	Sauvage, Wendy L		Reach Up - CCCSS	0.00
Paycheck	07/03/2014	16027	Yesitlis, Lisa A		Reach Up - CCCSS	0.00
Paycheck	07/18/2014	16068	Buckingham, Joyce		Reach Up - CCCSS	20.00
Paycheck	07/18/2014	16069	Sauvage, Wendy L		Reach Up - CCCSS	10.00
Paycheck	07/18/2014	16087	Yesitlis, Lisa A		Reach Up - CCCSS	190.00
Paycheck	08/01/2014	16121	Buckingham, Joyce		Reach Up - CCCSS	3.00
Paycheck	08/01/2014	16122	Sauvage, Wendy L		Reach Up - CCCSS	2.50
Paycheck	08/01/2014	16139	Yesitlis, Lisa A		Reach Up - CCCSS	60.00
Paycheck	08/15/2014	16174	Buckingham, Joyce		Reach Up - CCCSS	0.00
Paycheck	08/29/2014	16205	Sauvage, Wendy L		Reach Up - CCCSS	12.50
Paycheck	08/29/2014	16222	Yesitlis, Lisa A		Reach Up - CCCSS	250.00
Paycheck	08/29/2014	16204	Buckingham, Joyce		Reach Up - CCCSS	25.00
Paycheck	09/12/2014	16252	Sauvage, Wendy L		Reach Up - CCCSS	0.00
Paycheck	09/12/2014	16271	Yesitlis, Lisa A		Reach Up - CCCSS	0.00
Paycheck	09/12/2014	16251	Buckingham, Joyce		Reach Up - CCCSS	0.00
Paycheck	09/26/2014	16323	Sauvage, Wendy L		Reach Up - CCCSS	14.00
Paycheck	09/26/2014	16308	Yesitlis, Lisa A		Reach Up - CCCSS	263.00
Paycheck	09/26/2014	16324	Buckingham, Joyce		Reach Up - CCCSS	25.00
Paycheck	10/10/2014	16355	Sauvage, Wendy L		Reach Up - CCCSS	0.00
Paycheck	10/10/2014	16371	Yesitlis, Lisa A		Reach Up - CCCSS	0.00
Paycheck	10/10/2014	16354	Buckingham, Joyce		Reach Up - CCCSS	0.00
Paycheck	10/24/2014	16396	Buckingham, Joyce		Reach Up - CCCSS	25.00
Paycheck	10/24/2014	16397	Sauvage, Wendy L		Reach Up - CCCSS	12.00
Paycheck	10/24/2014	16413	Yesitlis, Lisa A		Reach Up - CCCSS	219.00

Type	Date	Num	Name	Memo	Class	Amount
Paycheck	11/07/2014	16469	Yositis, Lisa A		Reach Up - CCCSS	0.00
Paycheck	11/07/2014	16455	Sauvage, Wendy L		Reach Up - CCCSS	0.00
Paycheck	11/07/2014	16454	Buckingham, Joyce		Reach Up - CCCSS	0.00
Paycheck	11/21/2014	16478	Buckingham, Joyce		Reach Up - CCCSS	25.00
Paycheck	11/21/2014	16479	Sauvage, Wendy L		Reach Up - CCCSS	16.00
Paycheck	11/21/2014	16483	Yositis, Lisa A		Reach Up - CCCSS	205.00
Paycheck	12/05/2014	16531	Buckingham, Joyce		Reach Up - CCCSS	0.00
Paycheck	12/05/2014	16539	Sauvage, Wendy L		Reach Up - CCCSS	0.00
Paycheck	12/05/2014	16546	Yositis, Lisa A		Reach Up - CCCSS	0.00
Paycheck	12/19/2014	16568	Buckingham, Joyce		Reach Up - CCCSS	25.00
Paycheck	12/19/2014	16576	Sauvage, Wendy L		Reach Up - CCCSS	13.00
Paycheck	12/19/2014	16583	Yositis, Lisa A		Reach Up - CCCSS	271.00
Total 7245 - Flexible Spending Plan						1,686.00

## 7248 - Medicare

Paycheck	07/03/2014	16012	Buckingham, Joyce		Reach Up - CCCSS	1.72
Paycheck	07/03/2014	16013	Sauvage, Wendy L		Reach Up - CCCSS	0.33
Paycheck	07/03/2014	16017	Maier, William J		Reach Up - CCCSS	0.56
Paycheck	07/03/2014	16027	Yositis, Lisa A		Reach Up - CCCSS	11.40
Paycheck	07/18/2014	16066	Buckingham, Joyce		Reach Up - CCCSS	2.03
Paycheck	07/18/2014	16069	Sauvage, Wendy L		Reach Up - CCCSS	0.48
Paycheck	07/18/2014	16074	Maier, William J		Reach Up - CCCSS	0.47
Paycheck	07/18/2014	16084	Weiser, Betty .		Reach Up - CCCSS	0.89
Paycheck	07/18/2014	16087	Yositis, Lisa A		Reach Up - CCCSS	14.94
Paycheck	08/01/2014	16121	Buckingham, Joyce		Reach Up - CCCSS	1.06
Paycheck	08/01/2014	16122	Sauvage, Wendy L		Reach Up - CCCSS	0.40
Paycheck	08/01/2014	16127	Maier, William J		Reach Up - CCCSS	0.62
Paycheck	08/01/2014	16136	Weiser, Betty .		Reach Up - CCCSS	0.87
Paycheck	08/01/2014	16139	Yositis, Lisa A		Reach Up - CCCSS	13.75
Paycheck	08/15/2014	16174	Buckingham, Joyce		Reach Up - CCCSS	1.75
Paycheck	08/15/2014	16175	Sauvage, Wendy L		Reach Up - CCCSS	0.34
Paycheck	08/15/2014	16180	Maier, William J		Reach Up - CCCSS	0.83
Paycheck	08/15/2014	16188	Weiser, Betty .		Reach Up - CCCSS	0.83
Paycheck	08/15/2014	16191	Yositis, Lisa A		Reach Up - CCCSS	10.51
Paycheck	08/29/2014	16205	Sauvage, Wendy L		Reach Up - CCCSS	0.52
Paycheck	08/29/2014	16210	Maier, William J		Reach Up - CCCSS	0.93
Paycheck	08/29/2014	16219	Weiser, Betty .		Reach Up - CCCSS	1.02
Paycheck	08/29/2014	16222	Yositis, Lisa A		Reach Up - CCCSS	16.48
Paycheck	08/29/2014	16204	Buckingham, Joyce		Reach Up - CCCSS	2.13
Paycheck	09/12/2014	16252	Sauvage, Wendy L		Reach Up - CCCSS	0.34
Paycheck	09/12/2014	16271	Yositis, Lisa A		Reach Up - CCCSS	12.56
Paycheck	09/12/2014	16251	Buckingham, Joyce		Reach Up - CCCSS	1.48
Paycheck	09/12/2014	16258	Maier, William J		Reach Up - CCCSS	0.83
Paycheck	09/26/2014	16323	Sauvage, Wendy L		Reach Up - CCCSS	0.60
Paycheck	09/26/2014	16308	Yositis, Lisa A		Reach Up - CCCSS	16.09
Paycheck	09/26/2014	16324	Buckingham, Joyce		Reach Up - CCCSS	2.14
Paycheck	09/26/2014	16318	Maier, William J		Reach Up - CCCSS	0.76
Paycheck	10/10/2014	16355	Sauvage, Wendy L		Reach Up - CCCSS	0.39
Paycheck	10/10/2014	16361	McBean, Rebecca		Reach Up - CCCSS	3.93
Paycheck	10/10/2014	16371	Yositis, Lisa A		Reach Up - CCCSS	10.97
Paycheck	10/10/2014	16354	Buckingham, Joyce		Reach Up - CCCSS	1.76
Paycheck	10/10/2014	16360	Maier, William J		Reach Up - CCCSS	2.02
Paycheck	10/24/2014	16398	Buckingham, Joyce		Reach Up - CCCSS	2.12
Paycheck	10/24/2014	16397	Sauvage, Wendy L		Reach Up - CCCSS	0.52
Paycheck	10/24/2014	16403	Maier, William J		Reach Up - CCCSS	0.83
Paycheck	10/24/2014	16404	McBean, Rebecca		Reach Up - CCCSS	4.40
Paycheck	10/24/2014	16413	Yositis, Lisa A		Reach Up - CCCSS	14.15
Paycheck	11/07/2014	16459	Yositis, Lisa A		Reach Up - CCCSS	4.88
Paycheck	11/07/2014	16455	Sauvage, Wendy L		Reach Up - CCCSS	0.34
Paycheck	11/07/2014	16480	Maier, William J		Reach Up - CCCSS	0.54

Type	Date	Num	Name	Memo	Class	Amount
Paycheck	11/07/2014	16454	Buckingham, Joyce		Reach Up - CCCSS	1.76
Paycheck	11/21/2014	16478	Buckingham, Joyce		Reach Up - CCCSS	2.13
Paycheck	11/21/2014	16479	Sauvage, Wendy L		Reach Up - CCCSS	0.66
Paycheck	11/21/2014	16484	Maier, William J		Reach Up - CCCSS	0.66
Paycheck	11/21/2014	16493	Yesitis, Lisa A		Reach Up - CCCSS	13.23
Paycheck	12/05/2014	16531	Buckingham, Joyce		Reach Up - CCCSS	1.76
Paycheck	12/05/2014	16536	Maier, William J		Reach Up - CCCSS	0.78
Paycheck	12/05/2014	16539	Sauvage, Wendy L		Reach Up - CCCSS	0.43
Paycheck	12/05/2014	16546	Yesitis, Lisa A		Reach Up - CCCSS	11.36
Paycheck	12/19/2014	16568	Buckingham, Joyce		Reach Up - CCCSS	2.12
Paycheck	12/19/2014	16573	Maier, William J		Reach Up - CCCSS	0.78
Paycheck	12/19/2014	16576	Sauvage, Wendy L		Reach Up - CCCSS	0.53
Paycheck	12/19/2014	16583	Yesitis, Lisa A		Reach Up - CCCSS	17.52
Total 7248 - Medicare						222.19

## 7248 - Medicare

Paycheck	07/03/2014	16012	Buckingham, Joyce		Reach Up - CCCSS	7.37
Paycheck	07/03/2014	16013	Sauvage, Wendy L		Reach Up - CCCSS	1.44
Paycheck	07/03/2014	16017	Maier, William J		Reach Up - CCCSS	2.33
Paycheck	07/03/2014	16027	Yesitis, Lisa A		Reach Up - CCCSS	48.78
Paycheck	07/18/2014	16068	Buckingham, Joyce		Reach Up - CCCSS	8.60
Paycheck	07/18/2014	16069	Sauvage, Wendy L		Reach Up - CCCSS	2.06
Paycheck	07/18/2014	16074	Maier, William J		Reach Up - CCCSS	2.01
Paycheck	07/18/2014	16084	Weiser, Betty .		Reach Up - CCCSS	3.91
Paycheck	07/18/2014	16087	Yesitis, Lisa A		Reach Up - CCCSS	63.85
Paycheck	08/01/2014	16121	Buckingham, Joyce		Reach Up - CCCSS	7.96
Paycheck	08/01/2014	16122	Sauvage, Wendy L		Reach Up - CCCSS	1.66
Paycheck	08/01/2014	16127	Maier, William J		Reach Up - CCCSS	2.59
Paycheck	08/01/2014	16136	Weiser, Betty .		Reach Up - CCCSS	3.78
Paycheck	08/01/2014	16139	Yesitis, Lisa A		Reach Up - CCCSS	58.77
Paycheck	08/15/2014	16174	Buckingham, Joyce		Reach Up - CCCSS	7.59
Paycheck	08/15/2014	16175	Sauvage, Wendy L		Reach Up - CCCSS	1.48
Paycheck	08/15/2014	16180	Maier, William J		Reach Up - CCCSS	3.48
Paycheck	08/15/2014	16188	Weiser, Betty .		Reach Up - CCCSS	3.85
Paycheck	08/15/2014	16191	Yesitis, Lisa A		Reach Up - CCCSS	44.93
Paycheck	08/29/2014	16205	Sauvage, Wendy L		Reach Up - CCCSS	2.26
Paycheck	08/29/2014	16210	Maier, William J		Reach Up - CCCSS	3.95
Paycheck	08/29/2014	16219	Weiser, Betty .		Reach Up - CCCSS	4.49
Paycheck	08/29/2014	16222	Yesitis, Lisa A		Reach Up - CCCSS	70.48
Paycheck	08/29/2014	16204	Buckingham, Joyce		Reach Up - CCCSS	9.16
Paycheck	09/12/2014	16252	Sauvage, Wendy L		Reach Up - CCCSS	1.49
Paycheck	09/12/2014	16271	Yesitis, Lisa A		Reach Up - CCCSS	53.70
Paycheck	09/12/2014	16251	Buckingham, Joyce		Reach Up - CCCSS	6.29
Paycheck	09/12/2014	16258	Maier, William J		Reach Up - CCCSS	3.58
Paycheck	09/26/2014	16323	Sauvage, Wendy L		Reach Up - CCCSS	2.50
Paycheck	09/26/2014	16308	Yesitis, Lisa A		Reach Up - CCCSS	72.63
Paycheck	09/26/2014	16324	Buckingham, Joyce		Reach Up - CCCSS	9.16
Paycheck	09/26/2014	16318	Maier, William J		Reach Up - CCCSS	3.44
Paycheck	10/10/2014	16355	Sauvage, Wendy L		Reach Up - CCCSS	1.83
Paycheck	10/10/2014	16361	McBean, Rebecca		Reach Up - CCCSS	16.78
Paycheck	10/10/2014	16371	Yesitis, Lisa A		Reach Up - CCCSS	46.84
Paycheck	10/10/2014	16354	Buckingham, Joyce		Reach Up - CCCSS	7.60
Paycheck	10/10/2014	16360	Maier, William J		Reach Up - CCCSS	8.62
Paycheck	10/24/2014	16396	Buckingham, Joyce		Reach Up - CCCSS	9.14
Paycheck	10/24/2014	16397	Sauvage, Wendy L		Reach Up - CCCSS	2.23
Paycheck	10/24/2014	16403	Maier, William J		Reach Up - CCCSS	3.50
Paycheck	10/24/2014	16404	McBean, Rebecca		Reach Up - CCCSS	18.77
Paycheck	10/24/2014	16413	Yesitis, Lisa A		Reach Up - CCCSS	60.51
Paycheck	11/07/2014	16469	Yesitis, Lisa A		Reach Up - CCCSS	20.87
Paycheck	11/07/2014	16455	Sauvage, Wendy L		Reach Up - CCCSS	1.47

**Trans Detail by Account All income/expense**  
July through December 2014

Type	Date	Num	Name	Memo	Class	Amount
Paycheck	11/07/2014	16460	Maier, William J		Reach Up - CCCSS	2.28
Paycheck	11/07/2014	16454	Buckingham, Joyce		Reach Up - CCCSS	7.59
Paycheck	11/21/2014	16478	Buckingham, Joyce		Reach Up - CCCSS	8.18
Paycheck	11/21/2014	16479	Sauvage, Wendy L		Reach Up - CCCSS	2.84
Paycheck	11/21/2014	16484	Maier, William J		Reach Up - CCCSS	3.80
Paycheck	11/21/2014	16493	Yositis, Lisa A		Reach Up - CCCSS	58.58
Paycheck	12/05/2014	16531	Buckingham, Joyce		Reach Up - CCCSS	7.59
Paycheck	12/05/2014	16536	Maier, William J		Reach Up - CCCSS	3.43
Paycheck	12/05/2014	16539	Sauvage, Wendy L		Reach Up - CCCSS	1.85
Paycheck	12/05/2014	16546	Yositis, Lisa A		Reach Up - CCCSS	48.82
Paycheck	12/19/2014	16568	Buckingham, Joyce		Reach Up - CCCSS	9.17
Paycheck	12/19/2014	16573	Maier, William J		Reach Up - CCCSS	3.27
Paycheck	12/19/2014	16576	Sauvage, Wendy L		Reach Up - CCCSS	2.30
Paycheck	12/19/2014	16583	Yositis, Lisa A		Reach Up - CCCSS	74.90
Total 7249 · Social Security						<u>950.82</u>
						<u>950.82</u>
Total 7200 · Salaries & related expenses						16,504.42
8100 · Operating Expenses						
8110 · Supplies						
Check	09/26/2014	16373	William Maier	Office supplies, usb port, wireless mouse, desk printer	Reach Up - CCCSS	<u>11.00</u>
Total 8110 · Supplies						<u>11.00</u>
8112 · Program Supplies						
Check	11/03/2014	16446	Joyce Buckingham.	program cell phone upgrade for State VPN Access 8	Reach Up - CCCSS	<u>2.77</u>
Total 8112 · Program Supplies						<u>2.77</u>
8130 · Telephone & telecommunications						
Check	07/28/2014	16113	GreatAmerica Financial Svcs	Toshiba CIX100 Phone system .22	Reach Up - CCCSS	65.00
Check	08/28/2014	16239	GreatAmerica Financial Svcs	Toshiba CIX100 Phone system	Reach Up - CCCSS	65.00
Check	10/20/2014	16390	GreatAmerica Financial Svcs	Toshiba CIX100 Phone system	Reach Up - CCCSS	65.00
Check	10/27/2014	16426	GreatAmerica Financial Svcs	Toshiba CIX100 Phone system	Reach Up - CCCSS	<u>73.01</u>
Total 8130 · Telephone & telecommunications						<u>268.01</u>
Total 8100 · Operating Expenses						281.78
8200 · Occupancy expenses						
8220 · Utilities						
Check	09/16/2014	16295	Carson City	Quarterly Utility Billing April-June 2014 Carson City	Reach Up - CCCSS	<u>78.01</u>
Total 8220 · Utilities						<u>78.01</u>
Total 8200 · Occupancy expenses						78.01
8300 · Travel & meetings expenses						
8310 · Mileage						
Check	11/03/2014	16446	Joyce Buckingham.	mileage 8/11/14-10/30/14, split between supported programs 9	Reach Up - CCCSS	<u>1.83</u>
Total 8310 · Mileage						<u>1.83</u>
Total 8300 · Travel & meetings expenses						<u>1.83</u>
TOTAL						<u>-13,233.96</u>

## **Reach Up Data Collection**

**July 1, 2014 to December 31, 2014**

**161 reach up clients**

**310 sessions**

**83 group clients**

**449 group sessions attended**

**90% are Carson City residents**

### **Data on clients served: (Last 6 Months)**

**65% experienced a loss due to death**

**73% experienced loss due to divorce**

**13% clients report substance abuse issues**

**41% of clients report substance abuse in immediate family**

**11% of clients have experienced sexual abuse**

**73% of families experience high dysfunction**

**34% have experienced domestic violence**

**10% of clients have experienced suicidal ideation**

**4% have truancy issues**

**11% have diagnosed mental health issues**

**30% have family members with mental health issues**

**6% of clients have been Spanish speaking and required translation**

### **Post Services Survey Results:**

**94% report improved family relationships**

**92% report increased self-esteem**

**89% report improvement in school**

**98.5% are satisfied overall**

**Reach Up Outcomes for complete year 2013-14**

**Total Outcomes for 2013-14: (1 Year)**

297 reach up clients

696 sessions

172 group clients

961 group sessions attended

90% Carson City residents

72% experienced a loss due to death

81% experienced loss due to divorce

16% clients report substance abuse issues

45% of clients report substance abuse in immediate family

7% of clients have experienced sexual abuse

71% of families experience high dysfunction

35% have experienced domestic violence

11% of clients have experienced suicidal ideation

4% have truancy issues

11% have diagnosed mental health issues

30% have family members with mental health issues

<b>Ron Wood Family Resource Center 2015 - 2016 GRANT FUNDING SOURCES</b>	<b>AMOUNT</b>	<b>PENDING OR SECURED</b>	<b>PURPOSE OF FUNDING &amp; TIMEFRAME OF PENDING NOTIFICATION</b>
Carson City Community Support Services Grants – Food Bank	10,000.00	PENDING	Food Bank emergency food support – 1 x month
Carson City Community Support Services Grants – Reach Up!	35,000.00	PENDING	Mental/behavioral counseling & health services for children 3 – 17
Carson City School District	25,000.00	SECURED	After school programs, case management and Request for Involvement for juveniles
Chafee (3 grants)	180,000.00	SECURED	Services for foster youth in and out of care
Children's Trust Fund	90,000.00	PENDING	Conducting evidence based parenting and family communication classes – Notice of award June 1, 2015
CSSG/Partnership Carson City Operational Grant	25,000.00	PENDING	Operational Grant to cover indirect costs of center
Differential Response	146,500.00	ONGOING SECURED	CPS - Investigation of child abuse and neglect reports
FAFFY (2 grants)	74,000.00	SECURED	Services for former foster youth 18 – 21 years
Family Resource Center	38,000.00	SECURED	Information and referrals to families in need
FASST – Department of Justice	43,000.00	PENDING	Assists individuals with dual diagnoses move toward self-sufficiency
Office of Traffic Safety	57,200.00	PENDING	Child Safety Seats Education and installations Notice of Grant Award July 1, 2015
SAPTA	43,000.00	ONGOING SECURED	Substance Abuse and Prevention education
Title IV-B	30,000.00	SECURED	Case Management for families that have had their children removed from the home Notice of Grant Award June 1, 2013
Women, Infants & Children - WIC	190,340.00	ONGOING AND SECURED	Supplemental food to Women, Infants and Children that are income eligible
<b>2015 - 16 SECURED FUNDING</b>	<b>726,840.00</b>	-----	
<b>2015 - 16 PENDING FUNDING</b>	<b>260,200.00</b>		
<b>2015 - 16 - TOTAL</b>	<b>987,040.00</b>		



**Carson City**  
**Community Development Block Grant (CDBG)**  
**Program Application**  
**Fiscal Year 2015–2016**

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

**APPLICATIONS ARE DUE\*:** **JANUARY 16, 2015, 4:00 P.M.**

**PLEASE SUBMIT THE ORIGINAL  
PLUS 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/Program Name: Respite Care Program
4. Project/Program Address/location: 2621 Northgate Lane, Suite 6
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@nvrsvp.com](mailto:shaas@nvrsvp.com)  
Fax: (775) 687-4494 Website (if applicable) [www.nevadaruralsvp.com](http://www.nevadaruralsvp.com)
8. How long has your organization been in existence? 42 years In Carson City? 42 years
9. What is the overall mission of your organization?

To help frail, homebound, and low-income seniors remain independent by providing high quality programs which allow them to stay in their own homes with dignity. Additionally, RSVP coordinates a volunteer network of seniors who use their skills and talents to provide support to community agencies and address community needs through service.

10. Type of funding requested (Check One):

Public Service  Public Facility/Improvement  
 Economic Development  Housing

11. **TOTAL FUNDING REQUESTED:** \$20,000

## **BRIEF PROJECT DESCRIPTION:**

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

Respite Care volunteers will provide senior 24/7 caregivers in Carson City essential breaks to attend to their own needs and will provide the loved-one being cared for at home a safe environment and someone new to spend time, creating a care partnership where the one being cared for is at the center of the relationship . The goal is to prevent the institutionalization of loved ones or caregivers because of never having a break from constant care giving.

## **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 RSVP Respite Care Program (Attachment 6) is a public service that benefits low- to moderate- income (L/M income) elderly citizens age 62 and older residing in Carson City. The Respite Care Program is an expanded program that began in 2009 and is now entering its 6<sup>th</sup> year. RSVP volunteers, who receive a small monthly stipend, provide respite (regular breaks) to senior 24/7 caregivers who have family members suffering from Dementia, Parkinson's, Alzheimer's, COPD and a host of other diseases and debilitating disorders. Volunteers provide caregivers with essential breaks for up to four hours a day, two or more times a week to engage in enjoyable activities and attend to their own needs. These critical breaks refreshes the caregiver and makes them better able to cope with and continue to provide care to their homebound loved-one. Volunteers also provide the loved-one being cared for at home someone new to spend time with and share their stories and thoughts which stimulates their minds and bodies and assures them they are still worthwhile people. RSVP's Respite Care Program helps families to avoid costly and unnecessary institutionalization which costs \$78,263 per year in Carson City. (AARP Long-Term Care Calculator, 2015), depending on individual needs for care.

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

Since 2009, RSVP volunteers have provided more than 37,300 hours of respite care to 163 low- to moderate-income caregivers and their loved-ones living in Carson City. In follow-up surveys, caregivers report that they have a reduction in stress as a result of respite services and with breaks from constant care, they are able to continue 24/7 care of their loved ones and thus, the loved one's premature institutionalization is prevented, and the deterioration and even death of the caregiver is allayed.

3. Describe who will benefit from the proposed project.

Carson City beneficiaries of this program are L/M income senior caregivers and their homebound loved-ones and seniors looking to share their talents and experience through volunteering.

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:

N/A

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

Funds will be used to expand this program which provides lifesaving relief to caregivers, and to recruit, train and stipend 7 new volunteers to provide this vital service to 21 additional Carson City families at a mere fraction of the cost of institutionalization. The funds will also be used for advertising and promotion activities, so that caregivers know there is a simple way to access time off, at no charge and to allow them to continue their selfless caregiving without deteriorating their own health.

7. 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 program. Our outreach includes the mines, private foundations, corporations, and fundraising activities which include three Carson City annual Fairs, and two new RSVP events this year, *Winter Wine Spirits and all that Jazz* and *Comic Relief*.

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

No. Lesser funds impact our ability to assist those desperately in need of respite care services and seriously decreases the number of senior caregivers and their loved ones we help keep at home. Keeping seniors at home has saved Carson City thousands and thousands in institutionalized dollars. Although we have sustained the Respite Care program in Carson City, the need continues to grow exponentially as the numbers of baby boomers grow. Without additional funding, we cannot meet the growing need.

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. RSVP's Respite Program is the only free source of respite care for Carson City's seniors provided in their own homes. The only other respite providers are private pay, whose fees average \$20 per hour for the basic services. A few grants are available to individuals, but once the funds are expended, the families still need ongoing care.

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

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

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  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: 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 2014, RSVP Respite Care volunteers provided more than 8,000 hours of respite services to 34 Carson City seniors aged 62 and older and 34 of their homebound loved-ones. During FY15-16, we project that RSVP will recruit and train seven new respite volunteers who will provide respite care to 21 additional Carson City families (42 senior caregivers and homebound loved ones).

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% are low-to moderate-income. 42 caregivers and their loved ones 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?)

85% of caregivers assisted through this project will report that respite assistance has helped in lowering their stress and fatigue from the overwhelming caregiving and that assistance has helped in their loved-one remaining at home, living out their lives with dignity rather than having to be prematurely institutionalized, at great cost to the community for long-term care. Carson City saves \$78,263. per person, per year for every indigent senior kept independently and at home.

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

Volunteer monthly time reports provide the data that 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 annually as well as ongoing client assessments.

## 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 2015-16</b>			
Salaries and Benefits		\$ 74,028	\$ 74,028
Rent and Utilities			
Mortgage			
Equipment			
Equipment Maintenance & Repair			
Office Supplies		\$ 3,466	\$ 3,466
Operating Supplies		\$ 11,880	\$ 11,880
Postage and Shipping		\$ 1,480	\$ 1,480
Printing and Publications, Vol. Handbook	\$ 500	\$ 1,900	\$ 2,400
Advertising and Promotion, Outreach	\$ 1,614	\$ 1,850	\$ 3,464
Subscriptions and Dues			
Liability/Other Insurance			
Professional Fees			
Other project costs: (Specify Below)			
Annual Stipend 7 volunteers @ \$2,100	\$ 14,700	\$ 54,600	\$ 69,300
Mileage \$428/yr/volunteer	\$ 2,996	\$ 13,728	\$ 16,724
Background @ \$10 x 7 volunteers	\$ 70	\$ 350	\$ 420
Video conference, training, refreshments	\$ 120	\$ 1,286	\$ 1,406
<b>TOTALS</b>	<b>\$ 20,000</b>	<b>\$164,568</b>	<b>\$184,568</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@nvrsvp.com

Carol Anacker, Executive Assistant and Grants Manager, (775) 687-4680 x 4  
canacker@nvrsvp.com

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@nvrsvp.com

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@nvrsvp.com

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@nvrsvp.com

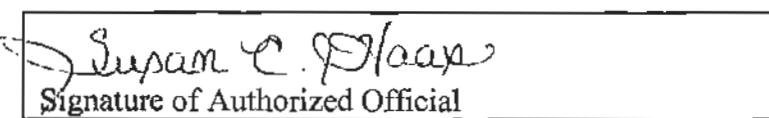
## VI. AGENCY INFORMATION

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.nvsilverlumne.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	1-14-15 Date
Susan C. Haas, Executive Director & C.E.O.	(775) 687-4680, ext. 2

 Signature of President of Board of Directors	1-14-15 Date
Jerry Thurman, Board President	(775) 882-9537



**Carson City**  
**Community Development Block Grant (CDBG)**  
**Program Application**  
**Fiscal Year 2015-2016**

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

**APPLICATIONS ARE DUE\*:** JANUARY 16, 2015, 4:00 P.M.

**PLEASE SUBMIT THE ORIGINAL  
PLUS 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.**

Public Service       Public Facility/Improvement  
 Economic Development       Housing

**11. TOTAL FUNDING REQUESTED: \$12,000**

**BRIEF PROJECT DESCRIPTION:**

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

The project will provide free, nutritious lunch meals (Monday to Friday) to approximately 4,500 children in Carson City during the summer break. Food service locations will be selected to target neighborhoods with a high incidence of children receiving free and reduced price lunches during the school year.

## 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.

During the school year, Food For Thought, Inc. provides weekend meals to low and moderate income students identified as at risk for food insecurity. The Summer Food Bridge For Hungry Children provides similar services to these same children during the summer.

Food For Thought, Inc. has conducted the Summer Food Bridge For Hungry Children program for the past three years (2012-2014). In 2012 and 2013, we serviced only the Park Terrace location. In 2014, we added two additional locations. We anticipate continuing the program with three locations during the 2015-2016 grant year. In addition, we are exploring opportunities to provide additional activities and anticipate an increase in participation.

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

During the grant year 2014-2015, we served 3,636 summer meals at our three food service locations—an average of 66 children per day. Additionally, we conducted organized activities and periodically distributed free books, backpacks, and hygiene kits to the children participating in our program. These services help these children to return to school healthier and better prepared for the coming academic year.

All meals served in the program were prepared at the Carson City Community Center kitchen. Carson High students enrolled in the culinary arts program were employed to plan, prepare, and serve all meals. As a result, Carson City infrastructure was utilized and the culinary students received summer employment and valuable job experience. For the 2015-2016 grant year, we have already reserved the Community Center and again anticipate utilizing culinary students. Additionally, we have had preliminary discussions with Brewery Arts Center staff regarding the possibility of providing various arts programs to the children participating in our program. We feel such a program would help promote culture and arts to these children.

The Summer Food Bridge For Hungry Children also relies on numerous volunteers at our service sites to help organize and manage the program. Our volunteers constitute a group of individuals with diverse social, educational, and experiential backgrounds. Their contact with the children in this project promotes a socially connected community by providing interaction between Carson City citizens with different cultural and ethnic backgrounds.

3. Describe who will benefit from the proposed project.

Children 2-18 will be provided nutritious lunches Monday- Friday. As previously discussed, we establish our feeding sites in areas that are most likely to service children who are at risk of food insecurity. In addition, the project will provide summer employment to approximately three Carson City residents. Further, in an effort to support local food producers, we purchase—when practical—fresh produce from the 3<sup>rd</sup> & Curry Street Farmers' Market.

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 type="checkbox"/> Elderly	<input type="checkbox"/> Severely Disabled Adults
<input type="checkbox"/> Migrant Farm Workers	<input checked="" type="checkbox"/> X Other (Please explain)	

Children at risk of hunger

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:

We used 2010 census data and maps to identify neighborhoods with high populations of children receiving free and reduced meals during the school year. This approach targets the children we service during the regular school year.

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

All food costs associated with the project have been paid through grant funding from the USDA and the State of Nevada Department of Agriculture. We plan to apply for these grants again for the 2015-2016 grant year. We anticipate using the CDBG grant funding to pay other costs associated with managing the program. These costs include: labor, equipment, supplies, advertising, and vehicle expenses.

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

As with all non-profits, Food For Thought, Inc. is continuously evaluating past fund raising strategies as well as exploring new opportunities to obtain funding for the various programs we conduct. Historically, we have relied heavily on private and business donations for the bulk of our operating revenues and will likely continue to do so in the future. Nevertheless, city, state, and federal grants have allowed us to implement the Summer Food Bridge For Hungry Children. Had it not been for these grants, it is unlikely we would have undertaken this program in 2012.

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

No, we feel that all costs requested in this grant are justified.

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?

We are unaware of other organizations that provide weekend or summer food assistance in a manner similar to Food For Thought, Inc. Other organizations do provide food assistance. However, this assistance often requires transportation to a cafeteria facility that provides these services. Our programs are somewhat unique in that minimal transportation is required to receive our services. In the case of our weekend program, pre-packaged, non-perishable, food bags are delivered to the various schools for distribution prior to the weekend. In the case of our summer food program, we transport lunches to the neighborhoods where the children live. Consequently, most of our participants are within a short walk of the feeding site. We feel this aspect of our program is important in that it removes the burden of responsibility from the children we aspire to serve.

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

Target Area (specify geographic area)

Neighborhoods around our feeding sites. Based on our review of 2010 Census Data and maps, we believe these areas contain a high populations of children receiving free and reduced lunches during the school year.

- 1) Park Terrace Park, 1327 La Loma Carson City, NV
- 2) Sierra Springs Apts, 633 Hot Springs Rd, Carson City, NV (tentative)
- 3) Bridge Church, 901 N Stewart, Carson City, NV

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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.)

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2. Can this project be done in different phases? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If YES, explain.

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

4. Who currently holds title to the property involved?

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5. With whom will title be vested upon completion?

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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?

For the grant year 2013-2014, we served 3,636 meals through this project. At a minimum, we anticipate we will serve at least this many meals in the coming grant year. Based on preliminary planning, we anticipate this number could increase by 10-15%.

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?

We conducted research to establish our food service locations in neighborhoods with a high population of children who are receiving free or reduced cost lunches during the regular school year. Consequently, we feel a high-percentage of the recipients meet the demographic of low to moderate income and 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?)

Childhood food insecurity can be linked to negative long-term health, education, and economic outcomes. A tangible outcome of this project is the mitigation of childhood hunger in the neighborhoods serviced by the project. This in turn, will mitigate these negative outcomes.

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

Food For Thought, Inc. maintains extensive records to track the performance of this project. We have developed a cost accounting system to account for all expenditures and activities related to the program.

#### 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 2015-16</b>			
Salaries and Benefits	\$10,800	\$9,495	\$20,295
Rent and Utilities			
Mortgage			
Equipment	\$100		\$100
Equipment Maintenance & Repair			
Office Supplies		\$300	\$300
Operating Supplies	\$ 550	\$250	\$800
Postage and Shipping			
Printing and Publications			
Advertising and Promotion			
Subscriptions and Dues			
Liability/Other Insurance			
Professional Fees			
Other project costs: (Specify Below)			
Vehicle costs (gasoline)	\$550		\$ 550
Food		\$6,3000	\$6,300
<b>TOTALS</b>	<b>\$12,000</b>	<b>\$16,345</b>	<b>\$28,345</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:

Marlene Maffei, Executive Director  
(775) 885-7770  
[execdirector.foodforthought@yahoo.com](mailto:execdirector.foodforthought@yahoo.com)

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

Marlene Maffei, Executive Director  
(775) 885-7770  
[execdirector.foodforthought@yahoo.com](mailto:execdirector.foodforthought@yahoo.com)

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

Marelene Maffei, Executive Director  
(775) 885-7770  
[execdirector.foodforthought@yahoo.com](mailto:execdirector.foodforthought@yahoo.com)

George Allbritten, Bookkeeper  
(775) 885-7770  
[george.foodforthought@yahoo.com](mailto:george.foodforthought@yahoo.com)

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.

Marelene Maffei, Executive Director  
(775) 885-7770  
[execdirector.foodforthought@yahoo.com](mailto:execdirector.foodforthought@yahoo.com)

George Allbritten, Bookkeeper  
(775) 885-7770  
[george.foodforthought@yahoo.com](mailto:george.foodforthought@yahoo.com)

## VI. 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: **899244442**

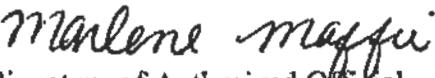
For information on DUNS, go to: <http://www.dnb.com/get-a-duns-number.html>

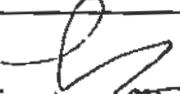
3. Attach the following to each copy of the Proposal for Funding:

- IRS Tax Exempt "501(c)(3)" letter.
- Proof of incorporation from Secretary of State (CERTIFICATE ONLY). Go to <https://www.nvstateflame.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	1-13-15 Date
Marlene Maffei, Executive Director Typed Name and Title of Authorized Official	775-885-7770 Phone Number

 Signature of President of Board of Directors	1-13-15 Date
Lynette Conrad Typed Name of President of Board of Directors	775-885-7770 Phone Number

**Annual Report**  
**For Community Support Services Funding**  
**Fiscal Year 2014-2015**

Name of Organization: Food For Thought, Inc. (FFT)

Program/Project: Summer Food Bridge for Children

Amount of Funds Received \$8,000

Contact Person: Marlene Maffei or George Allbritten

Mailing Address: 3246 N. Carson St. Ste. 118

City: Carson City      State: NV      Zip Code    89706

Phone Number: (775) (885-7770)    E-mail: [execdirector.foodforthought@yahoo.com](mailto:execdirector.foodforthought@yahoo.com)

Date Submitted: 1/14/2015

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 Attachment A

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

During July and August 2014, FFT served 2,341 meals to Carson City children ages 2-19 at our feeding sites.

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?

We made and served 2,341 lunches during July and August 2014 to children ages 2-18 in Carson City. Those 2,341 lunches were served to children at Park Terrace Park, Ron Wood Center, and the Bridge Church in Carson City. Most of those children arrived everyday on foot. The individual benefit provided was the children received a free healthy lunch Monday-Friday during the summer until they returned to school. The kids that live in the serviced areas go to schools with a high incidence of free and reduced fee lunches and breakfasts. Without our program, they might otherwise go without food.

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

The benefit this program provides to the community is that—on average—71 kids from low to moderate income neighborhoods received daily lunches, participated in planned activities, received free books, backpacks and hygiene kits and were better prepared to go back to school healthy.

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

This project is made possible by an agreement we have with the USDA and the State of Nevada Department of Agriculture. We are in good standing with both programs and feel we will be eligible for funding for as longs as the programs continue. We are reimbursed for our food cost from the USDA. The rest of our program was funded by this CSSG grant to Food for Thought. We hope to continue to serve the children of Carson City in this capacity.

6. Describe any challenges that impacted your program.

Our summer food program is a fun program for our staff, volunteers and the children who benefit from having daily lunch. We didn't have any major challenges that impacted our program. The Carson City Parks and Recreation Department allowed us to use the commercial kitchen at the Community Center to make the lunches and provided FFT staff easy access to Terrace Park. The park staff was very helpful with garbage and providing picnic tables for the kids to utilize during food service.

**SUMMER FOOD BRIDGE  
FOR HUNGRY CHILDREN  
July 1-December 31, 2014**

**CSSG Grant**

**Annual Report**

	<u>BUDGET</u>	<u>ACTUAL EXPENSES</u>	<u>UNUSED GRANT</u>
<u>Salaries &amp; Benefits</u>	\$ 7,000.00	\$ 6,675.18 (SEE D)	\$ 324.82
<u>Equipment</u>	\$ 300.00	\$ -	\$ 300.00
<u>Operating Supplies</u>	\$ 500.00	\$ 52.94 (SEE B)	\$ 447.06
<u>Advertising/Promotion</u>	\$ -	\$ -	\$ -
<u>Truck Expense (Gas)</u>	\$ 200.00	\$ 394.80 (see C)	\$ (194.80)
	<u>\$ 8,000.00</u>	<u>\$ 7,122.92</u>	<u>\$ 877.08</u>

NOTE 1 - THE UNUSED AMOUNT OF \$877.08  
WILL BE USED IN JUNE 2015,  
THE FIRST MONTH OF THE  
CALENDAR YEAR 2015  
PROGRAM (LAST MONTH OF FISCAL  
YEAR GRANT 2014/2015)

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Accrual Basis

**FOOD FOR THOUGHT, INC.**  
**Transaction Detail By Account**  
July through December 2014

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>PROGRAM EXPENSE</b>									
<b>Summer Program</b>									
<b>Supplies</b>									
Check	07/07/2014	20921	Costco	summer food ...	Summer ...		Mutual of Omaha		0.00
Check	07/10/2014		Dollar Tree	summer food ...	Summer ...		Petty Cash	6.45	<i>B 1</i> 6.45
Check	07/15/2014	20959	Costco	summer food ...	Summer ...		Mutual of Omaha	61.97	<i>B 2</i> 68.42
Check	07/21/2014	20969	Costco	summer food ...	Summer ...		Mutual of Omaha	18.98	<i>B 3</i> 87.40
Check	07/21/2014	CC	Smiths	summer food ...	Summer ...		Mutual of Omaha		87.40
Check	07/21/2014	CC	Smiths	summer food ...	Summer ...		Mutual of Omaha		87.40
Check	07/23/2014	CC	Wal Mart	summer food...	Summer ...		Mutual of Omaha	30.57	<i>B 4</i> 117.97
Check	07/28/2014	CC	Smiths	summer food ...	Summer ...		Mutual of Omaha		117.97
Check	07/28/2014	20970	Costco	summer food ...	Summer ...		Mutual of Omaha	25.97	<i>B 5</i> 143.94
Check	08/04/2014	CC	Smiths	summer food ...	Summer ...		Mutual of Omaha	12.85	<i>B 6</i> 156.79
Check	08/06/2014	CC	Smiths	summer food ...	Summer ...		Mutual of Omaha		156.79
Check	08/07/2014	20971	Costco	summer food ...	Summer ...		Mutual of Omaha	7.19	<i>B 7</i> 163.98
General Journal	08/15/2014	deposit		SFP ending s...	Summer ...		Inventory Asset	-111.04	<i>B 8</i> 52.94
Total Supplies								52.94	52.94
Total Summer Program								52.94	52.94
Total PROGRAM EXPENSE								52.94	52.94
<b>TOTAL</b>								<b>52.94</b>	<b>52.94</b>

## ENDING INVENTORY

SUPPLIES INVENTORY	UNIT PRICE	INVENTORY	
		UNITS	VALUE
<b>Sponges</b> (12 SPONGES OF 21 BAG)	\$12.99/BAG	12	\$7.42
<b>Cleaning Rags</b> (3/4 OF BAG)	\$18.99/BAG	0.75	\$14.24
<b>Hefty Sandwich Bags</b> (1.5 CASES)	\$7.99/CASE	1.5	\$11.99
<b>Souffle Cups</b> (1/2 CASE)	\$13.49/CASE	0.5	\$6.75
<b>Souffle Lids</b> (1/2 CASE)	\$13.49 CASE	0.5	\$6.75
<b>Kirkland Napkins</b> (2 CASES)	\$7.99/CASE	2	\$15.98
<b>Solo Forks</b> (1 CASE)	\$9.99/CASE	1	\$9.99
<b>Solo Spoons</b> (1 CASE)	\$9.99/CASE	1	\$9.99
<b>Reynolds Aluminum</b> Foil (2 Rolls)	\$9.48/ROLL	2	\$18.96
<b>Clorox Bleach</b> (3 BOTTLES)	\$2.99/BOTTLE	3	<u>\$8.97</u>
<b>TOTAL SUPPLIES</b>			<u>\$111.04</u>

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01/13/15

Accrual Basis

**FOOD FOR THOUGHT, INC.**  
**Transaction Detail By Account**  
July through December 2014

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>PROGRAM EXPENSE</b>									
<b>Summer Program</b>									
<b>Vehicle</b>									
Check	07/09/2014	CC	Quik Stop	gas for truck--...	Summer ...		Mutual of Omaha	91.00	C 1
Check	07/25/2014	CC	7-ELEVEN	gas for truck	Summer ...		Mutual of Omaha	82.00	C 2
Check	08/14/2014	CC	Quik Stop	gas for truck--...	Summer ...		Mutual of Omaha	79.00	C 3
Check	08/19/2014	20993	Maffei, Marlene	mileage for us...	Summer ...		Mutual of Omaha	142.80	C 4
Total Vehicle								394.80	394.80
Total Summer Program								394.80	394.80
Total PROGRAM EXPENSE								394.80	394.80
<b>TOTAL</b>								<b>394.80</b>	<b>394.80</b>

## Expense Reimbursement

Mileage

Employee: Marlene Maffei

Date	Miles	Purpose	
6/29/14	73	Cash & Carry, Costco, Kitchen	SFP
7/7/14	14	Costco, Kitchen	SFP
7/10/14	4	Dollar store, Kitchen	SFP
7/13/14	14	Costco, Kitchen	SFP
7/21/14	21	Costco, Kitchen, Park, Kitchen	SFP
7/23/14	86	Model dairy, Kitchen x2, Circles Meeting, Walmart	SFP / Admin
7/28/14	14	Costco, Kitchen	SFP
8/4/14	4	Smiths, Kitchen	SFP
8/7/14	14	Costco, Kitchen	SFP
8/15/15	11	Pizza Factory, Park, Kitchen	SFP

255 Total Miles

$\times 56 \text{ CENTS/MILE}$

$\$142.80$

SUMMER FOOD  
BRIDGE FOR CHILDREN  
2014

PAYROLL RECAP

<u>PAY PERIOD</u>	JUNE 2014	JULY 2014	AUGUST 2014	TOTAL
JUNE 18, 2014	19 2048.05			2048.05
JULY 2, 2014	16 2225.11			2225.11
JULY 16, 2014	14 193.99	14 1745.87		1939.86
JULY 30, 2014		10 2203.59		2203.59
AUGUST 4 & AUGUST 13, 2014		9 919.76	9 1056.71	1976.47
AUGUST 18, 2014			6 749.25	749.25
TOTALS	4467.15	4869.22	1805.96	11142.33
	2013 GRANT		6,675.18	
			2014 GRANT	



**Carson City**  
**Community Support Services Grant (CSSG)**  
**Program Application**  
**Fiscal Year 2015–2016**

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

**APPLICATIONS ARE DUE\*:** **JANUARY 16, 2015, 4:00 P.M.**

**PLEASE SUBMIT THE ORIGINAL  
PLUS 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: The Capital City Circles Initiative
2. Agency Mailing Address: 2621 Northgate Lane, Suite 10 Carson City, NV 89706
3. Project Name: The 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](mailto:capitalcitycircles@gmail.com)  
Fax: (775) 883-6506 Website (if applicable) [www.capitalcitycircles.org](http://www.capitalcitycircles.org)
8. How long has your organization been in existence? 8.5 years In Carson City? 8.5 years
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.

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

**BRIEF PROJECT DESCRIPTION:**

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

Circles reaches into the Carson City community to identify highly motivated, low income families who desire to improve their economic circumstances through hard work and industry. Many people in poverty have never experienced life without deprivation. In addition to

harnessing the skills necessary to improve their lives, it's important for them to associate with others who have succeeded in life so they can function comfortably in new social and professional situations. That is why Circles fosters intentional relationships across socioeconomic barriers.

A "Circle" is comprised of motivated families from the Carson City community who desire to escape from poverty, and the community volunteers ("Allies") who support them on their journey to financial independence and stability. After completing a 18-week "Getting Ahead" workshop the families, thereafter referred to as "Circle Leaders", are matched with 2-3 Allies to form a Circle. With the help of their Allies, each family ("Circle Leader") undertakes the process of identifying, understanding and breaking the barriers that keep them in poverty.

Upon entering into the "Circle of Support" phase, Circle Leaders and Allies attend and participate in weekly evening meetings that provide free meals and childcare. During these weekly meetings, presentations are given by guest speakers on a range of topics such as budgeting, parenting, effective discipline, goal setting, community service, communication and leadership skills, job searching, and workplace etiquette.

By putting families living in poverty on a pathway to financial stability and self-sufficiency, our model seeks to break entrenched family cycles of unemployment and under-employment, inadequate education, and government dependence. Succeeding on this journey empowers Circle Leaders to live happier, healthier, more productive and dignified lives. These positive changes affect the whole socio-economic trajectory of a family and its future generations, while benefitting the families' communities and society at large.

Following graduation from the Getting Ahead program, the average time it takes a family to get out of poverty while working in a Circle is 24 months. Once a family becomes self-sufficient, they are expected to practice reciprocity--"paying it forward"--by supporting a new family on their journey out of poverty, thereby completing the Circle.

## 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 in our community since 2006. Circles has grown continuously and currently, as of January 2015, serves 19 families (20 adults and 36 children). We are committed to deepening our social and economic impact by increasing the number of families served by our organization.

Carson City Goals met by Circles:

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 fledgling 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 have an agreement with a local dentist who provides 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, and garden to produce their own supply of healthy foods.

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

Connection and engagement is what Circles is all about. The process of supporting Circle Leaders in the achievement of 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.

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 at least 24 months 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 lives and in their behaviors in order to become self-sufficient and no longer reliant on public subsidies. During the workgroup meetings families gain a better understanding of their finances which enables them to develop their S.M.A.R.T. goals

(Specific, Measurable, Attainable, Realistic, Time Based), 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 the money management skills of our participants. 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 payday lenders by providing them with access to a revolving loan fund. The money in this fund is available, interest free, to eligible Circle Leaders in cases of emergency (death in the family, car repairs, etc.) so they can avoid predatory lenders or having to sell their belongings (generally, for a fraction of their value). Circle Leaders negotiate a reasonable repayment plan so those funds are then available to other Circle Leaders who find themselves in similar need.

Some of the achievements that Circles families have reported include; having paid off debt completely; ending the use of all public assistance; understanding and improving their credit rating; and even purchasing their own home.

Circles Board Member, volunteer Ally, and Circles Recruiter 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 the reduced cost of TANF, food stamps, Medicaid, Section 8 rental housing subsidies and child care subsidy) at \$33,801 per family of 4 annually.

Circles offers a long term commitment to participating families, giving them the opportunity to build supportive relationships at many levels as they 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 permanently emerge from poverty.

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

Circles is committed to making all Circle Leaders, Allies, and volunteers who are actively involved in Circles aware of the resources and activities that are available in our community. Circles increases broader community awareness of the challenges faced by individuals living in poverty in Carson City by providing community presentations and by hosting community orientations.

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

Circles has had success in providing services to working poor families in our community. We offer continuous learning opportunities for Circle Leaders to be successful in achieving financial stability. Our Getting Ahead workgroup has an 87.5% completion rate. All, but one of the Circle Leaders who graduated from the 6th workgroup have been matched with Allies. Currently 85% of our participants have stable housing.

In 2014 the Circles Initiative provided continued support and guidance to 28 adults with 49 children, representing 24 families at various stages of their journey in the Circles program.

Volunteer Allies and/or the Circles staff 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:

- 8 adults supporting 18 children graduated from the 2014 "Getting Ahead" workgroup
- 20 Circle Leaders are currently employed
- 1 adult obtained her GED
- 7 adults are enrolled in post-secondary education
- 2 Circle Leaders graduated with a degree from WNC
- 5 Circles children received summer reading tutoring
- 18 families have reliable transportation and a driver's license to maintain employment
- 45 children obtained age appropriate immunizations, medical and dental care
- 18 children participated in extra-curricular activities
- 1 Circle Leader is enrolled full time in HVAC Training

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 in general.

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

We intend to allocate this funding toward the salary of the Circles Coach, a half time position dedicated to providing program delivery to our clients. The Circles Coach assists with recruiting and screening program participants ("Circle Leaders") and volunteers ("Allies"); matching Circle Leaders with Allies; sharing referral and advocacy information; brokering needed services and resources; providing conflict resolution, when necessary, within the Circle; and collaborating with case managers to ensure the progress of Circle Leaders. The Circles Coach also co-organizes and co-leads "Getting Ahead" workgroups.

David F. Bash III joined our team as Circles Coach in January 2014 thanks to a non-renewable charitable grant from a private foundation. David previously served as a Circles Coach in Lewiston, Idaho for 6 years. Before that, he graduated from UNR and had a 31-year career in Youth Corrections as a State of Nevada employee, which included being stationed in Reno, Elko, Las Vegas and traveling regularly to all points in between. Since coming to Carson City, David has been extremely impressed by the Circles families and volunteers. "It's great to work with a community that has such an outstanding Board of Directors and where I genuinely like the families and volunteers I am privileged to coach," he says.

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

As a small non-profit with a working board of directors, staff of two, and a modest cash budget, CCCI has traditionally relied on in-kind donations and volunteer manpower. All grant writing and fundraising have been done by volunteers with many other obligations including full-time jobs. With a capacity-enhancement grant received in 2014, we contracted with a development

specialist in order to create a strategic fundraising plan, implement new fundraising platforms, increase the number of outbound grant requests, and cultivate new donor relationships. We also secured a \$1,500 grant to underwrite the cost of obtaining an audited financial review in order to make CCCI eligible for more grant opportunities.

One of the fundraising strategies we have adopted is to ask potential new donors to fully underwrite the \$16,000 cost of bringing a new family into our program, thus ensuring ahead of time that we will be able to meet all of the costs associated with that family during the two years it takes to move them off of government assistance and toward a life of financial independence. We have already secured such grants from Barrick Gold Corporation and NV Energy, with plans to submit more funding proposals in 2015.

Meanwhile, we continue pursuing recurring, dependable funding opportunities previously identified by our five year strategic plan, including 1) hosting our annual "Gem of a Fundraiser," which raises funds and awareness about the community need we are addressing (In 2015 we will, for the first time, solicit event sponsorships to increase the amount of net revenue raised); 2) sending out a year-end appeal letter to our supporters which has yielded improving financial results each year, while expanding our database of potential new supporters; and 3) offering ease-of-access to potential new donors by utilizing giving buttons on our website thru Network for Good and partnering with Amazon Smile which allows Amazon customers to direct a percentage of their eligible purchases toward a charitable organization of their choice.

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 funds awarded will help us in our goal of sustaining the Circles Coach to continue his work of supporting and coaching Circles participants and volunteers as we work to expand the capacity of the program.

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. Although Circles works very closely and coordinates with the efforts of various other agencies in the community, our services are designed to permanently elevate families out of poverty and into self-sufficiency. Circles is not for everyone - families must be prepared to put in the intense effort it takes to change old habits of dependency. Circles complements, rather than competes with other community service agencies. Families in poverty are actually referred to Circles by these other service organizations.

The overall number of people served by Circles is not as large as some other anti-poverty organizations. These organizations, while serving valuable safety net functions, often are not as engaged in the lives of program participants, nor are they as comprehensive in their approach to ending poverty within specific families and their unique family structures.

The Circles model differs from, and complements, the Bridges Out Of Poverty model. Both use the "Getting Ahead" framework for creating pathways out of poverty. Circles works directly with

individuals and families trying to break the tyranny of living in constant survival mode because of poverty, while Bridges works primarily with the employers, community organizations, and social service agencies committed to supporting those individuals and families on their journey. Taken together, Circles and Bridges provide a holistic, inter-class approach to building relationships based on mutual respect, an understanding of the barriers faced by people who are transitioning out of poverty, and a comprehensive, systemic way to address the underlying causes of poverty.

### 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 total of 24 families were assisted in 2014. We are seeking to retain existing funders, as well as engage new funding partners, in order to deepen our social and economic impact by increasing the number of families served by our organization.

Additionally, more than 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 providers, meal providers, tutors, Board Members and other roles. The service and support that our volunteers provide to Circles and our participants benefit not only those involved in Circles but also have 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 resources that our Circle Leaders need to emerge from generational and situational poverty.

In addition to raising more funds, we expect to increase the number of individuals and families who we serve by increasing the number of “Getting Ahead” workgroups in 2015. As more families are brought into our program, we will recruit additional volunteer Allies from the community to match them with.

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 by paying back what they themselves have received by becoming active members of the 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 Allies and other Circles volunteers are Carson City residents as well.

At enrollment all families fell within the low-to-moderate income guidelines for 2014. 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.

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, ranging from short-term to long-term. The outcomes that result from 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 specific times.

We measure short-term outcomes upon completion of the "Getting Ahead" workgroup. At this point they will have increased their social connectedness by establishing relationships with the facilitators and fellow workgroup participants. Families will have options as well as a sense of control because they will have identified the behaviors and choices that need to be changed in order to begin their journey towards self-sufficiency. They will have learned about basic budgeting and debt, which provides them with the knowledge they need 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 twelve months following completion of the "Getting Ahead" workgroup. At this time Circle Leaders will be meeting with their Circles on a regular basis to set and plan out their goals. Families will begin reciprocating by volunteering within Circles and within the 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, Circle Leaders will have identified and be actively pursuing skill development opportunities such as enrollment in GED classes or continuing education. At this point, with a noticeable improvement in family finances, families will no longer use predatory lenders and will take steps to increase their assets. Finally, Circle Leaders will also see an improvement in their parenting and in their family life, as a result of being more actively engaged in their children's life and their education.

The long-term outcomes will occur 18 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 eliminated their reliance on public assistance. The families will have either completed their skill development or will be continuing to develop their skills by taking upper level education courses or by attending college. The Circle Leaders at this stage have adequate employment that is both stable and gainful.

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 future generations by breaking the repetitious cycle of poverty.

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

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

1. Increases in Family Income
2. Decreases in use of Public Assistance
3. Increases in Family Assets
4. Decreases in Family Debt
5. Employment Status
6. Education
7. Reliable Transportation
8. Safe Housing
9. 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: Capital City Circles Initiative</b>	<b>Funds Requested</b>	<b>Leveraged Funds</b>	<b>Total Funds</b>
<b>Project Expenses FY 2015-16</b>			
Salaries and Benefits		54,350	54,350
Rent and Utilities		44,795	44,795
Mortgage			
Equipment			
Equipment Maintenance & Repair		750	750
Office Supplies		3,300	3,300
Operating Supplies		930	930
Postage and Shipping		500	500
Printing and Publications		3,900	3,900
Advertising and Promotion		600	600
Subscriptions and Dues			
Liability/Other Insurance		1,550	1,550
Professional Fees		8,225	8,225
Other project costs: (Specify Below)			
Contract Labor - Circles Coach	10,000	10,800	20,800
Program Expense		34,600	34,600
Training		2,500	2,500
Fundraising		9,450	9,450
Other Expense		3,570	3,570
<b>TOTALS</b>	<b>10,000</b>	<b>179,820</b>	<b>189,820</b>

**NOTE: For Sources of Leveraged Funding, please refer to attached Profit & Loss Budget Overview for July 2014 through June 2015 and Profit & Loss Budget v. Actual for July through December 2014.**

## **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](mailto:capitalcitycircles@gmail.com)

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

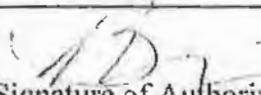
## VI. AGENCY INFORMATION

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 09/30/2002 *Restated Articles of Incorporation with Amended Name
Date of IRS certification	January 2003
Tax exempt number	94-3328209

2. DUNS Number: 963751537  
For information on DUNS, go to: [www.dnb.com/duns](http://www.dnb.com/duns)
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 [www.state.nv.gov/soa/cert/](http://www.state.nv.gov/soa/cert/) - 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 	1/14/15 Date
Typed Name and Title of Authorized Official Brenda Silis, Circles Coordinator	(775) 883-6506 Phone Number
Signature of President of Board of Directors 	1/14/15 Date
Typed Name of President of Board of Directors Shelly Aldean	(775) 885-8282 Phone Number

**Annual Report**  
For Community Support Services Funding  
**Fiscal Year 2014-2015**

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 16, 2015

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.

ATTACHED

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

In calendar year 2014 the Circles Initiative provided continued support and guidance to 28 adults with 49 children, representing 24 families at various stages of their journey in the Circles program. Volunteer Allies and/or the Circles staff 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:

- 8 adults supporting 18 children graduated from the 2014 "Getting Ahead" workgroup
- 20 Circle Leaders are currently employed
- 1 adult obtained her GED
- 7 adults are enrolled in post-secondary education
- 2 Circle Leaders graduated with a degree from WNC
- 5 Circles children received summer reading tutoring
- 18 families have reliable transportation and a driver's license to maintain employment
- 45 children obtained age appropriate immunizations, medical and dental care
- 18 children participated in extra-curricular activities
- 1 Circle Leader is enrolled full time in HVAC Training

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?

Circles provided direct services to 24 families, comprised of 77 people. Twenty-one of the families are Carson City residents.<sup>a</sup> Individual benefits are described under Question #2, above. Our program benefitted many more residents of Carson City indirectly through our ongoing efforts to move low-income local families off of public assistance. And we believe that the community-at-large benefits from the intensive volunteerism and reciprocity that our model is built on.

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, dependence on social services and other assistance programs is alleviated or eliminated, and the burden of support from all citizens is alleviated. It has been conservatively estimated that the cost of poverty exceeds \$33,800 for each family of four annually. That calculation 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

Additionally, Circles afforded our community the opportunity to highlight our city and stimulate the local economy by hosting two Circles Orientation and Training events for communities in California and Nevada. Fourteen people attended the first, in March, while twenty-four people from eight different communities attended the one in October. We are delighted to report that at least two new Circles have been formed as a result of Carson City's leadership: one in Napa and one in Fresno.

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

Circles is an ongoing program that will meet a community need as long as there are highly motivated, low-income families in Carson City who desire to improve their economic circumstances through hard work and industry. 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 our program.

As a small non-profit with a working board of directors, staff of two, and a modest cash budget, CCCI has traditionally relied on in-kind donations and volunteer manpower. CCCI benefits from

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<sup>a</sup> Two families currently reside in Lyon County and one resides in Douglas County. All three were residents of Carson City when they started our program.

thousands of dollars in in-kind contributions each year. Following are some, but not all, of our generous in-kind contributors:

- "Allies" - provide profound commitments of time, expertise and personal resources to help Circles families succeed on their journeys to self-sufficiency
- Board of Directors - provides professional accounting, legal, and planning services, serving as a liaison with important community partners including faith-based organizations, social service providers, governmental agencies, private philanthropists, Western Nevada College, etc.
- Carson City - donates office space
- Faith-based partners - donate meeting spaces, and food for bi-weekly meetings
- Community volunteers - provide child care, academic tutoring, and special event planning

All grant writing and fundraising has been done by volunteers with many other obligations including full-time jobs. With a capacity-enhancement grant received in 2014, we contracted with a development specialist in order to create a strategic fundraising plan, implement new fundraising platforms, increase the number of outbound grant requests, and cultivate new donor relationships. We also secured a \$1,500 grant to underwrite the cost of obtaining an audited financial review in order to make CCCI eligible for more grant opportunities.

One of the fundraising strategies we have adopted is to ask potential new donors to fully underwrite the \$16,000 cost of bringing a new family into our program, thus ensuring ahead of time that we will be able to meet all of the costs associated with that family during the two years it takes to move them off of government assistance and toward a life of financial independence. We have already secured such grants from Barrick Gold Corporation and NV Energy, with plans to submit more funding proposals in 2015.

Meanwhile, we continue pursuing recurring, dependable funding opportunities previously identified by our five year strategic plan, including 1) hosting our annual "Gem of a Fundraiser," which raises funds and awareness about the community need we are addressing (In 2015 we will, for the first time, solicit event sponsorships to increase the amount of net revenue raised); 2) sending out a year-end appeal letter to our supporters which has yielded improving financial results each year, while expanding our database of potential new supporters; and 3) offering ease-of-access to potential new donors by utilizing giving buttons on our website and partnering with Amazon Smile which allows Amazon customers to direct a percentage of their eligible purchases toward a charitable organization of their choice.

6. Describe any challenges that impacted your program.

The same two challenges tend to impact our program the most:

1) 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.

2) 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. This has been challenging when our Circle Leaders are making progress toward achievement of their goals only to have their jobs end or their hours cut. Under these circumstances, Circle Leaders find themselves, one again, struggling to make ends meet. This is when the guidance, networking and support that Circles provides is so important, as it helps Circle Leaders maintain their momentum and keep moving forward, even in the face of these challenges.

2:31 PM  
07/30/14  
Accrual Basis

**Capital City Circles Initiative  
Profit & Loss  
July 2013 through June 2014**

Jul '13 - Jun 14

<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Direct Public/Private Support</b>	
<b>Corporate Contributions</b>	6,360.30
<b>Grants - Private</b>	
<b>Bank of the West</b>	1,000.00
<b>City National Bank</b>	500.00
<b>Fairweather Foundation</b>	40,000.00
<b>Keyser Foundation</b>	10,160.00
<b>Methodist Church</b>	3,000.00
<b>Nightingale Foundation</b>	28,800.00
<b>St. Teresa of Avila</b>	3,100.00
<b>Total Grants - Private</b>	86,560.00
<b>Grants - Public</b>	
<b>Community Support Services</b>	7,500.00
<b>Total Grants - Public</b>	7,500.00
<b>Individual Contributions</b>	24,877.40
<b>Total Direct Public/Private Support</b>	125,297.70
<b>Fundraising Events</b>	
<b>Gem of a Fundraiser</b>	16,208.43
<b>Total Fundraising Events</b>	16,208.43
<b>In-Kind Support</b>	
<b>Gifts in Kind - Goods</b>	
<b>Donated Facilities - Meetings</b>	29,025.00
<b>Donated Facilities - Office</b>	11,995.00
<b>Program Exp-Meals and Related</b>	5,500.00
<b>Total Gifts in Kind - Goods</b>	46,520.00
<b>Gifts in Kind - Services</b>	
<b>Fundraising Exp-Grantwriting</b>	1,140.00
<b>Operations-Accounting</b>	977.50
<b>Program Expense-Childcare</b>	2,200.00
<b>Total Gifts in Kind - Services</b>	4,317.50
<b>Total In-Kind Support</b>	50,837.50
<b>Miscellaneous Income</b>	
<b>Bad Debt Recovery</b>	200.00
<b>Total Miscellaneous Income</b>	200.00
<b>Total Income</b>	192,543.63
<b>Gross Profit</b>	192,543.63
<b>Expense</b>	
<b>Bank Service Charges</b>	132.88
<b>Contract Labor</b>	
<b>Circles Coach</b>	9,880.00
<b>Grant Writing</b>	28,800.00
<b>Contract Labor - Other</b>	1,053.00
<b>Total Contract Labor</b>	39,713.00
<b>Contract Services</b>	
<b>Accounting</b>	977.50
<b>National Affiliation</b>	4,000.00
<b>Total Contract Services</b>	4,977.50

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07/30/14

Accrual Basis

**Capital City Circles Initiative  
Profit & Loss  
July 2013 through June 2014**

	<u>Jul '13 - Jun 14</u>
<b>Facilities and Equipment</b>	
Cleaning	43.84
Donated Facilities	41,020.00
Utilities	1,727.31
<b>Total Facilities and Equipment</b>	<b>42,791.15</b>
<b>Fundraising Expense</b>	
Gem of a Fundraiser	5,659.99
Fundraising Expense - Other	1,402.42
<b>Total Fundraising Expense</b>	<b>7,062.41</b>
<b>Liability Insurance</b>	1,375.00
<b>Miscellaneous</b>	310.56
<b>Operations</b>	
Computer Expense	701.98
Internet	508.45
Licenses and Permits	50.00
Postage and Delivery	360.15
<b>Total Operations</b>	<b>1,620.58</b>
<b>Payroll</b>	
Benefits Expense	8,600.00
Bonus	1,600.00
Employer Payroll Taxes Expense	6,361.07
Payroll Expense - Wages	39,308.54
<b>Total Payroll</b>	<b>55,869.61</b>
<b>Program Expense</b>	
Child Services	
Child Care	2,336.35
Total Child Services	2,336.35
Graduation	293.26
Materials and Supplies	1,342.05
Meals and Related Expense	10,294.18
Printing and Reproduction	971.62
Stipends	2,055.00
Telephone	1,435.08
Work Credit	565.00
<b>Total Program Expense</b>	<b>19,292.54</b>
<b>Training</b>	
Training Center	781.21
<b>Total Expense</b>	<b>175,074.25</b>
<b>Net Ordinary Income</b>	<b>17,469.38</b>
<b>Other Income/Expense</b>	
<b>Other Expense</b>	
Bad Debt Expense	490.00
Depreciation	216.00
Other Expenses	168.36
<b>Total Other Expense</b>	<b>874.36</b>
<b>Net Other Income</b>	<b>-874.36</b>
<b>Net Income</b>	<b>16,595.02</b>

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07/30/14  
Accrual Basis

Capital City Circles Initiative  
Balance Sheet  
As of June 30, 2014

	Jun 30, 14
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>City National Bank</b>	165,617.16
<b>Total Checking/Savings</b>	<u>165,617.16</u>
<b>Accounts Receivable</b>	
<b>Income Receivable</b>	1,780.00
<b>Loan Fund Receivable</b>	2,934.34
<b>Total Accounts Receivable</b>	<u>4,714.34</u>
<b>Total Current Assets</b>	<u>170,331.50</u>
<b>Fixed Assets</b>	
<b>Computer &amp; Software</b>	
<b>Accumulated Depreciation</b>	-404.68
<b>Computer &amp; Software - Other</b>	1,708.99
<b>Total Computer &amp; Software</b>	<u>1,304.31</u>
<b>Total Fixed Assets</b>	<u>1,304.31</u>
<b>TOTAL ASSETS</b>	<u><b>171,635.81</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
<b>Accounts Payable</b>	5,480.50
<b>Total Accounts Payable</b>	<u>5,480.50</u>
<b>Other Current Liabilities</b>	
<b>Accrued Utilities</b>	450.00
<b>Total Other Current Liabilities</b>	<u>450.00</u>
<b>Total Current Liabilities</b>	<u>5,930.50</u>
<b>Total Liabilities</b>	<u>5,930.50</u>
<b>Equity</b>	
<b>Temp. Restricted Net Assets</b>	
<b>Hutter - GA Sponsorship</b>	337.50
<b>Keyser Found - Coach Salary</b>	21,940.00
<b>Methodist Church-National Aff.</b>	1,000.00
<b>Temp. Rest. Net Assets - Other</b>	125.00
<b>Total Temp. Restricted Net Assets</b>	<u>23,402.50</u>
<b>Unrestricted Net Assets</b>	<u>125,707.79</u>
<b>Net Income</b>	<u>16,595.02</u>
<b>Total Equity</b>	<u>165,705.31</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>171,635.81</b></u>

**FINANCIAL STATEMENTS  
CAPITAL CITY CIRCLES INITIATIVE  
JUNE 30, 2014**

# STRONG McPHERSON & COMPANY

Certified Public Accountants

## RENO:

Danny R. Strong, CPA  
Edna K. Helmers, CPA

5865 Tyrone Road, Suite 102  
Reno, NV 89502  
Tele. (775) 826-9100  
Fax (775) 826-9266

Member  
American Institute of Certified Public Accountants

## INDEPENDENT ACCOUNTANT'S REVIEW REPORT

## CARSON CITY:

Samuel T. Cooke, CPA  
Michael L. Williams, CPA

262 South Pratt Avenue  
Carson City, NV 89701  
Tele. (775) 882-4460  
Fax (775) 882-4531

To the Board of Directors  
Capital City Circles Initiative  
Carson City, Nevada

We have reviewed the accompanying statement of financial position of Capital City Circles Initiative (a not for profit corporation) as of June 30, 2014 and the related statements of activities, cash flows and functional expenses for the year then ended. A review includes primarily applying analytical procedures to the management's financial data and making inquiries of the owners. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management is responsible for preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance that there are no material modifications that should be made to financial statements. We believe that the results of our procedures provide a reasonable basis for our report.

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.

Strong McPherson & Company  
September 29, 2014

*Strong, McPherson & Co*

**Capital City Circles Initiative**  
**STATEMENT OF FINANCIAL POSITION**  
**June 30, 2014**

**ASSETS**

**Current assets**

Cash - operating funds	\$ 165,620
Fund raising receivable	1,780
Loan fund receivable	2,934
<b>Total current assets</b>	<b><u>170,334</u></b>

**Equipment**

Computers and software	1,709
Less accumulated depreciation	(405)
	<u>1,304</u>

**Total**

**\$ 171,638**

**LIABILITIES AND NET ASSETS**

**Current liabilities**

Accounts payable	\$ 5,481
Accrued expenses	450
<b>Total current liabilities</b>	<b><u>5,931</u></b>

**Net assets**

Unrestricted net assets	142,304
Temporarily restricted net assets	23,403
Permanently restricted net assets	0
<b>Total net assets</b>	<b><u>165,707</u></b>
<b>Total</b>	<b><u>\$ 171,638</u></b>

The accompanying notes are an integral part of these financial statements.

**Capital City Circles Initiative**  
**STATEMENT OF ACTIVITIES**  
For the year ended June 30, 2014

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
<b>Support and revenues</b>				
Grants	\$ 100,420	\$ 23,403	0	\$ 123,823
Donations	24,877	0	0	24,877
Fund raising	16,208	0	0	16,208
Gift in kind	50,838	0	0	50,838
Bad debt recovery	200	0	0	200
<b>Total unrestricted support</b>	<b>192,543</b>	<b>23,403</b>	<b>0</b>	<b>215,946</b>
 <b>Expenses</b>				
Programs	123,314	0	0	123,314
Management	13,181	0	0	13,181
Fund-raising	39,452	0	0	39,452
 <b>Total expenses</b>	<b>175,947</b>	<b>0</b>	<b>0</b>	<b>175,947</b>
 <b>Net increase (decrease) in unrestricted net assets</b>	<b>16,596</b>	<b>23,403</b>	<b>0</b>	<b>39,999</b>
 <b>Net assets at the beginning of year</b>	<b>125,708</b>	<b>0</b>	<b>0</b>	<b>125,708</b>
 <b>Net assets at end of year</b>	<b>\$ 142,304</b>	<b>\$ 23,403</b>	<b>0</b>	<b>\$ 165,707</b>

The accompanying notes are an integral part of these financial statements.

**Capital City Circles Initiative**  
**STATEMENT OF FUNCTIONAL EXPENSES**  
For the year ended June 30, 2014 and 2012

	<u>Program</u>	<u>Management</u>	<u>Fund-raising</u>	<u>Total</u>
Wages	\$ 32,727	\$ 6,137	\$ 2,045	\$ 40,909
Payroll taxes	5,089	954	318	6,361
Benefits	6,880	1,290	430	8,600
Contract labor	10,913	-	28,800	39,713
Contract services	4,000	978	-	4,978
Donated facilities	38,621	1,799	600	41,020
Utilities	1,382	259	86	1,727
Gem of a Fundraiser expense	-	-	5,660	5,660
Other fundraising	-	-	1,402	1,402
Liability Insurance	-	1,375	-	1,375
Operations	1,623	389	111	2,323
Program expenses	19,293	-	-	19,293
Training	1,928	-	-	1,928
Bad debt expense	490	-	-	490
Depreciation	168	-	-	168
	<u>\$ 123,314</u>	<u>\$ 13,181</u>	<u>\$ 39,452</u>	<u>\$ 175,947</u>

The accompanying notes are an integral part of these financial statements.

**Capital City Circles Initiative  
STATEMENT OF CASH FLOWS  
For the year ended June 30, 2014**

<b>Cash Flows from Operating Activities</b>	
Cash received from grants and donors	\$ 148,900
Cash received from fundraising	16,208
Other cash received	0
Cash paid to suppliers	(58,396)
Cash paid to employees	(40,909)
Cash paid for fundraising	(7,062)
Payroll taxes and benefits paid	<u>(14,981)</u>
 Cash provided by operating activities	 <u>43,780</u>
 <b>Cash Flows from investing Activities</b>	
Purchase of equipment	<u>(1,079)</u>
Cash used by investing activities	<u>(1,079)</u>
 Cash provided (used) by financing activities	 0
Increase (decrease) in cash	<u>42,701</u>
 Cash, beginning of year	 <u>122,919</u>
 Cash, end of year	 <u>\$ 165,620</u>
 <b>Reconciliation of change in net assets to net cash flow from operating activities</b>	
Change in net assets	\$ 39,989
 Adjustments to reconcile net assets to net cash	
Depreciation expense	168
Increase in grants receivable	(1,868)
Increase in accounts payable	<u>5,481</u>
Total adjustments	<u>3,781</u>
Net cash flow from operating activities	<u>\$ 43,780</u>

The accompanying notes are an integral part of these financial statements.

**CAPITAL CITY CIRCLES INITIATIVE  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2014**

**NOTE 1 - NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES**

The Capital City Circles Initiative (herein "Circles") is a nonprofit organization governed by a Board of Directors and operated by a professional staff that seeks to fulfill their mission to elevate people out of poverty by intentionally creating relationships across class lines, and teaching people in poverty how to chart a course toward self-sufficiency.

The Capital City Circles Initiative was founded in 2007 as a collaborative effort between the Carson City community and the human services system to help elevate people out of poverty and prevent homelessness.

**Basis of Presentation**

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with generally accepted accounting principles. Net assets and revenues, expenses, gains and losses are classified based on the existence or absence of donor imposed restrictions. Accordingly, net assets of Circles and changes therein are classified and reported as follows:

**Unrestricted Net Assets** - Net assets that are not subject to donor-imposed stipulations.

**Temporarily Restricted Net Assets** - Net assets subject to donor imposed stipulations that will be met, either by actions of Circles and/or the passage of time. When a restriction expires, restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

**Cash and Cash Equivalents**

Cash and Cash equivalents are comprised of highly liquid instruments with original maturities of three months or less.

**Accounts Receivable**

Circles has established a revolving loan fund receivable for Circle leaders to assist them with small unexpected expenses. Circles considers receivables on June 30, 2014 to be fully collectible; therefore, no allowance for doubtful accounts is required.

**Property and Equipment**

Expenditures for the acquisition of property and equipment are capitalized at cost. Donated assets and materials are reported as unrestricted support at the estimated fair market value on the date received, unless the donor has restricted the donated assets. Depreciation is provided over the estimated useful lives of the assets using the straight-line method.

CAPITAL CITY CIRCLES INITIATIVE  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2014

**NOTE 1 – NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES -- Continued**

**Income Tax Status**

Circles is a not-for-profit organization exempt from income taxes under section 501 (c) (3) of the Internal Revenue Code, and is classified as a public charity by the Internal Revenue Service.

**Donated Assets**

Donated assets consist of in-kind contributions that are recorded as revenue and expenses in the accompanying financial statements at their estimated fair market values at the date they were received. In-kind contributions consist principally of the donated use of property and equipment and donated supplies.

**Donated Services**

Contributed professional services are recognized if the services received (a) create or enhance long-lived assets or (b) require specialized skills, or are provided by individuals possessing such skills and would typically need to be purchased if not provided by donation.

**Use of Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.



## Carson City

# Community Support Services Grant (CSSG) Program Application Fiscal Year 2015–2016

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

**APPLICATIONS ARE DUE\*:** **JANUARY 16, 2015, 4:00 P.M.**

**PLEASE SUBMIT THE ORIGINAL  
PLUS 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@nvrsvp.com](mailto:shaas@nvrsvp.com)  
Fax: (775) 687-4464 Website (if applicable): [www.nevadaruralrsvp.org](http://www.nevadaruralrsvp.org)
8. How long has your organization been in existence? 42 years In Carson City? 42 years
9. What is the overall mission of your organization?  
To help frail, homebound, and low-income seniors remain independent by providing high quality programs which allow them to stay in their own homes with dignity. Additionally, RSVP coordinates a volunteer network of seniors who use their skills and talents to provide support to community agencies and address community needs through service.
10. **TOTAL FUNDING REQUESTED:** **\$35,000**

## BRIEF PROJECT DESCRIPTION:

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

This project uses volunteers trained to provide services which assist frail, homebound, and low income seniors with independent living services that enable them to remain independent and at home. These services help to prevent costly premature institutionalization which costs Carson City \$78,263 per indigent person per year (AARP Long-Term Care Calculator, 2015). In addition, RSVP volunteers serve Carson City through a variety of non- profit organizations and governmental agencies needing the manpower to carry out their missions.

## 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 project is ongoing and an expanded volunteer-driven program that works to provide frail, homebound, and low-income seniors who are struggling to remain independent and in their homes with essential needs services. Keeping seniors independent avoids costly and unnecessary institutionalization and allows for a happier and healthier existence where they are comforted by familiar surroundings and their own possessions for as long as possible. RSVP independent living programs include: Home Companion Program provides essential daily services; Lifeline Program is an emergency telephone security system; Homemaker Program provides housekeeping services to seniors; Respite Program provides 24/7 caregivers regular breaks so they are able to continue the care of their loved one; Resistance Exercise Program keeps seniors active by providing light weights training; Transportation Program provides critical care trips for seniors and disabled adults to medical appointments, grocery shopping, and socialization events; CARE Law Program provides pro bono legal services to seniors; and Senior Farmer's Market Nutrition Prg. provides free coupons for fresh produce to low-income seniors.

2 If the proposed project already exists, please describe your success rates in meeting Carson City's goals:  
RSVP has consistently helped to meet Carson City's goals since 1973, with very successful programmatic and financial management. Last year, 500 volunteers provided 36,000 hours of service to 2,202 Carson City seniors, 24/7 caregivers and their loved ones, disabled adults and to our community. Clients are more confident and secure that they can remain at home rather than in an institution. RSVP gives them assistance and access to the goods and services they need to remain independent.

3. Describe who will benefit from the proposed project  
Carson City beneficiaries of this program are frail, homebound, and low-income seniors struggling to remain independent; 24/7 caregivers and their loved-ones; disabled adults who are in need of critical transportation; people of all ages looking to share their talents through volunteering; and other non-profit organizations and governmental agencies who use RSVP volunteers to help achieve their goals

4. How will the funds be used on this project?  
Funds will be used to recruit and train Carson City volunteers, to support the overall program funding requirements by providing service and community outreach to make seniors aware of our programs of assistance and that they are provided at no charge; to pay for a fraction of our out-of-pocket expenses (i.e., background checks, training materials, and staff support). The project budget reflects the costs to support Carson City volunteers who provide services to more than 2,200 seniors, caregivers, disabled adults and 24 community organizations who assist hundreds of people each year.

5. Describe how your organization plans to reduce the need for grant funding in the future  
We continue to aggressively seek new funding sources and diligently work to find new revenue to expand the program. Our outreach includes private foundations, corporations and mines. RSVP fundraising activities which include three Carson City annual Fairs and two new RSVP events this year, *Winter Wine, Spirits and All That Jazz* and *Comic Relief*.

6. Could your organization use less than the amount of funds requested for the proposed project? Please explain.  
No. Our request of \$35,000 reflects less than ½ of the cost of institutionalization for just one senior for one year. CSSG funding will help to support our programs for one year. We are asking volunteers to provide even more hours of care to seniors to increase the activities required to keep more of Carson City's seniors at home where they are happiest and healthiest and out of costly institutions which they fear more than death. RSVP volunteers are able to provide these lifesaving services at no charge to the clients; however, volunteers are not free. They are an extremely valuable resource and the costs to provide services are considerable.

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 agency in Carson City currently has volunteers who provide the same independent living services (free of charge) as RSVP; however, we do refer and complement other programs, such as the CHIP program (home-based services) and other non-profit agencies such as FISH and Ron Wood.

### 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 provide independent living services to 2,268 frail, homebound, and low-income Carson City senior citizens, 24/7 caregivers and their homebound loved-ones, and provide critical escorted transportation to seniors and persons with disabilities (age 18 and older) which will allow them to remain independent and in their own homes where they are healthiest and happiest.
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 Carson City residents and at least 51% are LMI.  

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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?)  
Carson City seniors, 24/7 caregivers and their loved-ones, and transportation for seniors and persons with disabilities (age 18 and older) assisted through RSVP independent living 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. Keeping Carson City seniors out of the institutions is the best alternative, because the median annual cost to institutionalize one senior in Carson City is \$78,263 (AARP Long-Term Care Calculator, 2015), depending on individual needs for institutionalized care.
4. What procedures will be put into effect to create, compile and maintain data to track performance measurement for this project?  
RSVP meets with, registers and evaluates clients' needs; creates service plans, assigns volunteers to clients and develops schedules of intervention within the parameters of the volunteer's time availability and the clients' particular needs, and reassesses clients' needs and adjusts frequency of care based on assessment. Client surveys are conducted annually. Volunteer monthly time reports provide the data that 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 client information and services rendered on a monthly basis.

## 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 2015-16</b>			
Salaries and Benefits	\$ 10,000	\$110,110	\$120,110
Rent and Utilities	1,800	4,024	5,824
Mortgage			
Equipment			
Equipment Maintenance & Repair	500	1,664	2,164
Office Supplies	2,000	1,714	3,714
Operating Supplies	4,400	4,956	9,356
Postage and Shipping	1,500	110	1610
Printing and Publications	1,000	210	1,210
Advertising and Promotion	1,500	252	1,752
Subscriptions and Dues	300	792	1,092
Liability/Other Insurance	4,000	7,676	11,676
Professional Fees	4,000	8,830	12,830
Other project costs: (Specify Below)			
Volunteer Stipends	2,000	15,332	17,332
Volunteer Training	2,000	9,418	11,418
Other Volunteer		16,128	16,128
<b>TOTALS</b>	<b>\$35,000</b>	<b>\$181,216</b>	<b>\$216,216</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@nvrsvp.com

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Carol Anacker, Executive Assistant and Grants Manager, (775) 687-4680 x 4  
canacker@nvrsvp.com

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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@nvrsvp.com

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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@nvrsvp.com

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

Kris Hughes, Program Coordinator, 2621 Northgate Ln., Ste. 6, Carson City, NV 89706  
(775) 687-4680 x 7, khughes@nvrsvp.com

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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	July 16, 1992
Date of IRS certification	June 18, 1992
Tax exempt number	94-3164032

2. DUNS Number: 06-786-7080

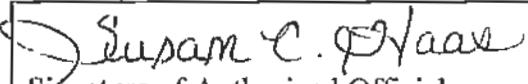
For information on DUNS, go to: <http://www.dnb.com/get-a-duns-number.html>

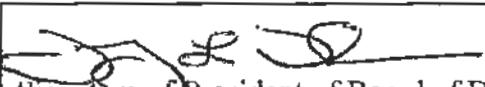
3. Attach the following to each copy of the Proposal for Funding:

- 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	1-15-15 Date
Susan C. Haas, Executive Director & C.E.O	(775) 687-4680, ext. 2

 Signature of President of Board of Directors	1-15-15 Date
Jerry Thurman, Board President	(775) 882-9537

Carson City, a Consolidated Municipality

**Annual Report**  
**For Community Support Services Funding**  
**Fiscal Year 2014-2015**  
**(July 1, 2014-November 30, 2014)**

Name of Organization: Nevada Rural Counties RSVP Program, Inc.

Program/Project: Senior Independent Living Programs

Amount of Funds Received \$ 36,021

Contact Person: Susan C. Haas

Mailing Address: 2621 Northgate Lane, Suite 6

City: Carson City State: NV Zip Code: 89706

Phone Number: (775) 687-4680 x 2 E-mail: shaas@nvrsvp.com

Date Submitted: January 15, 2014

**NOTE: We are six months into the CSSG FY 2014-2015 funding cycle, so this report covers the period July 1, 2014 through November 30, 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.

Please see Attachment 1

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

Frail, homebound, and low-income seniors struggling to remain independent were able to stay in their own homes, thus preventing costly premature institutionalization. This saves Carson City \$78,263 (AARP Long-Term Calculator, 2015) per person, per year if indigent. Additionally, persons with disabilities (age 18 and older) were provided with escorted door-to-door transportation. RSVP volunteers also provided critical volunteer manpower for other social services, non-profit, and governmental organizations and agencies.

Since July 1, 2014, RSVP met with, registered and evaluated clients' needs; created service plans, assigned volunteers to the clients, and developed schedules of intervention within the parameters of the volunteers' time availability and the clients' particular needs.

During this reporting period, 1,716 seniors and adults with disabilities were provided with direct services. We are on track to meet our projected output of 2,210 clients by June 30, 2015.

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?

All of Carson City benefits from this project as RSVP contributes to the quality of life for all of its citizenry. The economic development component of having a community that cares for its people contributes to the decision of bringing businesses to the region.

RSVP volunteers provided seniors and adults with disabilities with direct services as follows:

- 254 seniors received 1,146 hours of Home Companion services valued at \$20 per hour = \$22,920
- 69 low-income seniors received 902 hours of Homemaker services valued at \$15 per hour = \$13,530
- 78 Lifeline units for low-income, homebound clients were maintained at home; installations and repairs valued at \$50 each = \$3,900
- 293 seniors and persons with disabilities (age 18 and older) received 2,039 critical care rides valued at \$5 per ride = \$10,195
- 50 seniors participated in Resistance Training Exercise classes 3 x per week x 52 weeks valued at \$5 per class = \$39,000
- 60 caregivers and their homebound loved-ones received 4,227 hours of Respite and support services valued at \$20 = \$84,540
- 458 low-income seniors received \$30 coupon books for free to redeem at the local Farmers Market for fresh fruits and vegetables = 13,740
- 454 seniors received 227 hours of pro bono legal services from RSVP's CARE Law attorney valued at \$300 per hour = \$68,100

*(Total = 1,716 clients served valued at \$255,925)*

Hundreds more were served by RSVP volunteers working at volunteer stations such as Carson-Tahoe Regional Medical Center; Carson City Library; Carson City Community Center; Carson City Fire Department; The Brewery Arts 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). Volunteers provided 10,150 hours of service to 24 Carson City non-profit organizations and governmental agencies.

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.

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 states to emulate. RSVP is part of the high "quality of life" that we enjoy in Carson City and helps attract economic development.

During this reporting period, 1,716 Carson City seniors and adults with disabilities received direct services from RSVP programs (listed above) valued at \$255,925. Four hundred and twenty-four volunteers provided a total of 16,340 hours of volunteer service to Carson City needy residents and organizations for which the Independent Sector places a value of approximately \$20.00 per hour for volunteer services; therefore, these RSVP volunteers gave a gift of \$326,800 for a total value of \$582,725 worth of services to Carson City.

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

Yes, the program is reoccurring. 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 find new sources of revenue and to maintain current sources of funding from funders such as the Corporation for National and Community Service, State of Nevada Health and Human Services, Nevada Department of Transportation, State of Nevada Aging and Disability Services, private foundations and businesses, as well as fundraising events that include three family fairs (Mother's Day, July 4th and Fall Festival) held in Mills Park each year and two new fundraising events this year: *Winter Wine, Spirits and All That Jazz* and *Comic Relief*. The proceeds from the events go directly toward RSVP's Carson City senior programs and also provide quality special events for Carson City that are affordable and entertaining.

6. Describe any challenges that impacted your program.

RSVP's greatest challenge is sustaining our funding levels that are critical to operating our programs so that we may continue to assist seniors and others in need to remain at home where they are healthiest and happiest, to live out their lives with dignity, thus avoiding costly premature institutionalization. We continue to feel the effects from reduced grant awards from several of our funders. For instance, in 2013 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 from CNCS 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 Carson City seniors out of the institutions is the best alternative, because the median annual cost to institutionalize one senior in Carson City is \$78,263 (AARP Long-Term Care Calculator, 2015), depending on individual needs for institutionalized care. We can keep a senior at home for a mere fraction of the cost of institutionalization. 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. RSVP helps keep seniors independent and at home, which is not only the right thing to do, but also the most fiscally sound alternative; the cost of institutionalized care may fall completely upon the county if the client is indigent.

Nevada Rural Counties RSVP Program, Inc.  
Profit & Loss by Class  
July through December 2014

Ordinary Income/Expense	Independent Living			Spent 7/1-12/31/14
	Budget	Carson City	2014-15 Budget	
<b>Contributions</b>				
Home Companion/Respite Contributions	\$ 7,482.50	\$ 3,830.82		
Transportation Contributions	\$ 3,960.68	\$ 1,663.49		
Total CARELAW	\$ 7,796.16	\$ 3,274.39		
Other Contributions	\$ 1,332.00	\$ 559.44		
<b>Total - Contributions Income</b>	<b>\$ 20,571.34</b>	<b>\$ 8,639.96</b>		
<b>Grants</b>				
FHN Transportation	\$ 26,523.14	\$ 11,139.72		
State of Nevada ADSD	\$ 132,272.00	\$ 55,554.24		
Farmers Market Program Administration	\$ 5,928.00	\$ 2,489.76		
County Grants	\$ 51,477.00	\$ 36,021.00		
City Grants	\$ 32,254.00			
Corporation for Nat'l Service	\$ 61,183.00	\$ 25,696.86		
Justice League	\$ 19,000.00	\$ 7,980.00		
Grants-Other	\$ 42,977.00	\$ 18,050.34		
<b>Total - Grants</b>	<b>\$ 371,614.14</b>	<b>\$ 156,077.94</b>		
<b>Gross Profit</b>	<b>\$ 392,185.48</b>	<b>\$ 164,717.90</b>		
<b>Expense</b>				
<b>Program Expenses</b>				
Advertising	\$ 3,872.50	\$ 1,626.45	\$ 1,456.00	\$ 728.00
Salaries & Wages	\$ 131,057.28	\$ 55,044.06	\$ 6,021.00	\$ 3,010.50
Fringe-Retirement and Payroll Taxes	\$ 23,836.00	\$ 10,011.12		
<b>Van Expenses</b>				
Auto Fuel	\$ 5,203.18	\$ 2,185.34		
Insurance	\$ 7,633.60	\$ 3,206.11		
Repairs and maintenance	\$ 2,586.61	\$ 1,086.38		
<b>Total Vehicle Expenses</b>	<b>\$ 15,423.39</b>	<b>\$ 6,477.82</b>	<b>\$ 6,168.00</b>	<b>\$ 3,084.00</b>

Nevada Rural Counties RSVP Program, Inc.  
Profit & Loss by Class  
July through December 2014

<b>Volunteer Expenses</b>					
Name Badges	\$ 89.85	\$ 37.74			
Awards & Recognition	\$ 1,016.14				
Background Checks	\$ 889.10	\$ 373.42	\$ 224.00	\$ 112.00	
Meals	\$ 40.17	\$ 16.87			
Mileage	\$ 44,357.12	\$ 18,529.99			
Stipends	\$ 23,012.50	\$ 9,665.25			
Training	\$ 15,974.96	\$ 6,709.48	\$ 5,000.00	\$ 2,500.00	
<b>Total Volunteer Expenses</b>	<b>\$ 53,426.29</b>	<b>\$ 22,439.04</b>			
Printing/Reproduction/Promo	\$ 2,630.35	\$ 1,104.75	\$ 1,900.00	\$ 950.00	
<b>Total - Supplies</b>	<b>\$ 5,802.50</b>	<b>\$ 2,857.05</b>	<b>\$ 4,360.00</b>	<b>\$ 2,180.00</b>	
Postage and Delivery	\$ 3,702.32	\$ 1,554.97	\$ 2,000.00	\$ 1,000.00	
Telephone	\$ 8,914.11	\$ 3,743.93			
Contract Labor (Homemakers/Field Reps)	\$ 33,367.30	\$ 14,014.27			
Equipment Rental	\$ 1,378.14	\$ 578.82			
<b>Utilities</b>					
Utilities - Carson City Office	\$ 3,811.87	\$ 3,811.87			
Utilities - Caliente Office	\$ 986.03				
	\$ 4,797.90	\$ 3,811.87	\$ 1,800.00	\$ 900.00	
Bank Service Charges	\$ 2,022.45	\$ 849.43			
Dues and Subscriptions	\$ 1,657.64	\$ 696.21	\$ 190.00	\$ 95.00	
Liability & Health Insurance	\$ 18,660.93	\$ 7,837.59			
Professional Fees	\$ 20,036.57	\$ 8,415.36			
Equipment repairs	\$ 3,196.26	\$ 1,342.43			
<b>Total - Program Expenses</b>	<b>\$ 334,781.93</b>	<b>\$ 140,608.41</b>	<b>\$ 29,119.00</b>	<b>\$ 14,559.50</b>	
<b>Total Expense</b>	<b>\$ 334,781.93</b>	<b>\$ 140,608.41</b>			
<b>Net Ordinary Income</b>	<b>\$ 45,652.04</b>	<b>\$ 19,173.86</b>			



**Carson City**  
**Community Support Services Grant (CSSG)**  
**Program Application**  
**Fiscal Year 2015-2016**

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

**APPLICATIONS ARE DUE\*:**

**JANUARY 16, 2015, 4:00 P.M.**

**PLEASE SUBMIT THE ORIGINAL  
PLUS 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: Ormsby Association of Carson City
2. Agency Mailing Address: P.O. Box 491 Carson City, NV 89702
3. Project Name: Increased Independence for Adults with Intellectual Disabilities
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](mailto: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?  
Enrich the lives, independence and community participation of adults with intellectual disabilities by providing assistance and quality training to help them be contributing members of the community.

**BRIEF PROJECT DESCRIPTION:**

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

To assist adults with intellectual disabilities to become as independent as possible and participate in the community by providing training and support.

## **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 is an on-going project that trains, supports, and assists adults with intellectual disabilities to become as independent and as much a part of the community as possible. Without training and continuing monitoring and physical supports, most of our clients could become dependent on the community instead of becoming contributing members of the community.

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

The program already exists and has for many years. None of the people we have trained and assisted have increased public compensation. Six no longer need State support for their everyday needs. Their only need is for Medical.

3. Describe who will benefit from the proposed project.

Adults with Intellectual Disabilities will benefit from the project, as they become more self-sufficient and more involved in the community. This helps them to have a more meaningful life. The community benefits by not having them added to the homeless population.

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

Funds will be used to assist with the unfunded portions of our programs. An important need will be for occupancy costs, required training, and other needs for our job development program which is housed in our Corbett Street facility. Other needs include any deficits or training needs which arise in our enclaves in the community.

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

The State funding levels for our training programs have not increased in the last nine years. We are working with other agencies in Nevada to solicit an increase through our Legislature. We continue to seek new ways to increase the income from our Thrift Store, our major fund-raising project. We have tried some items from crafters for sale and will be continuing this.

We continue to seek other avenues of funding. We have reduced staff and receive donations of office supplies, repairs, housekeeping goods, etc. from individuals. We have two major positions in our agency now being handled by volunteer personnel. It would be increasingly difficult to fill in cuts in the amount requested. We do feel our programs are essential to the people we serve.

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

This becomes increasingly difficult, but we would not turn down funding even if it did not meet our request, which is based on need. We continue to seek other avenues of funding. We have reduced staff and receive donations of office supplies, repairs, housekeeping goods, etc. from individuals. We have two major positions in our agency now being handled by volunteer personnel.

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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?

Although other agencies provide service to the same population as OACC does, they do not provide the same service as that for which we are requesting funding. We work with others agencies to fill gaps in service and avoid duplication.

### 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 working with 45 people. The total is controlled by the number of people the State is able to move from their waiting list into the community or into services. This is dependent upon their funding.

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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?

One hundred percent of our people are low-to-moderate income. All but two are Carson City residents. One lives in Lyon County and one in Storey County.

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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?)

This is shown by the decrease in requests to the State for living expenses and the data regarding inclusion in the community. Even small outcomes increase the self-esteem of the individuals, inciting them to try even harder to become self-sufficient.

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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?

Tracking data by merely comparing the support given by others to an individual. We continually track items by increase in community events, voting, employment, etc.

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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 2015-16</b>			
Salaries and Benefits			
Rent and Utilities	6,900.		6,900
Mortgage			
Equipment			
Equipment Maintenance & Repair	850.		850
Office Supplies			
Operating Supplies	1,000		1,000
Postage and Shipping			
Printing and Publications			
Advertising and Promotion			
Subscriptions and Dues			
Liability/Other Insurance	1,250		1,250
Professional Fees			
Other project costs: (Specify Below)			
<b>TOTALS</b>	10,000		10,000

## 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 mary@ormsbyarc.org

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

Crystal Brown 930 East Corbett Street Email: NA

Angela Michelli 930 East Corbett Street Email: NA

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

Mary Winkler (775) 882-8520 mary@ormsbyarc.org

Paul Ferrin (775) 882-8520 paulf@ormsbyarc.org

Helen Coston (775) 882-8520 helenc@ormsbyarc.org

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

Rick Ramsey 1802 N. Carson Street rickr@ormsbyarc.org

Crystal Brown 930 East Corbett Street

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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	9/24/1969
Date of IRS certification	3/29/1971
Tax exempt number	88 0106559

2. DUNS Number: 082110024

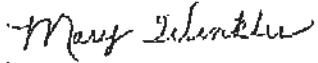
For information on DUNS, go to: <http://www.dnb.com/get-a-duns-number.html>

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.nvsilverlumne.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>1/16/2015</u>
Mary Winkler Typed Name and Title of Authorized Official	(775)882-8520 Phone Number

 Signature of President of Board of Directors	Date <u>1/16/2015</u>
Paul Ferrin Typed Name of President of Board of Directors	(775) 882-1672 Phone Number

Carson City, a Consolidated Municipality

**Annual Report**  
**For Community Support Services Funding**  
**Fiscal Year 2014-2015**

Name of Organization: Ormsby Association of Carson City

Program/Project: Helping Adults with Developmental Disabilities Live in the Community

Amount of Funds Received \$ 7,279

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: 1/15/2014

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:  
Six people receive no support from State Government for living expenses. Three additional people have obtained competitive employment, four additional people are now voting, and two are active in political campaigns.
  
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?

We feel a minimum of 38 people benefitted from our project, as even the training program keeps them being included in the community. Others benefit financially and are less dependent on government subsidies. All of these are Carson City residents. Individual benefits are having more choices in social activities, gaining more encouragement to participate in community activities and organizations, gaining work skills and habits, and importantly, not becoming homeless. The increase in self-esteem makes it less likely for them to feel the need to engage in criminal activity; e.g. stealing or drug usage.

What specific community benefit did your project provide Carson City?

It benefitted the community by not adding to the number of homeless or to the crime statistics.

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

The project will continue with the continuation of the funding we have received in past years and hopefully with a rate increase to OACC. Ideally, our fund-raising project, our Thrift Store, will be able to increase its revenue through the use of new ideas and projects.

6. Describe any challenges that impacted your program.

One challenge is that of not receiving additional Placements which are now limited due to State Budget restraints. More placements in programs help to fund the overall project and help to decrease the cost per client.

#### FUNDS ACCOUNTED FOR

Allocated to Date	3866.00
5 months	
Rent/Utilities	3278.00
Insurance (Liability,etc.)	588.00
Total Accounted for	3866.00



## Carson City

# Community Support Services Grant (CSSG) Program Application Fiscal Year 2015–2016

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

**APPLICATIONS ARE DUE\*:** **JANUARY 16, 2015, 4:00 P.M.**

**PLEASE SUBMIT THE ORIGINAL  
PLUS 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: FISH Emergency Referral Services Program
2. Agency Mailing Address: 138 E Long St, Carson City, NV 89706
3. Project Name: Dental Care Program / ID Replacement Services
4. Project Address/location: 138 E Long St, Carson City, NV 89706
5. Agency Director: Jim Peckham
6. Board Chairperson: Lori Bagwell
7. Contact person: Jim Peckham, Executive Director  
Phone number: 775-882-3474 ext. 101 E-Mail: jim@nfvfish.com  
Fax: 775-884-3080 Website (if applicable): www.nfvfish.com
8. How long has your organization been in existence? 35 years In Carson City? 35 years
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: \$10,000**

### **BRIEF PROJECT DESCRIPTION:**

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

The purpose of this request is to secure funding in the amount of \$10,000 for the support of three programs: providing dental care for patients without dental insurance, helping clients to obtain a replacement photo ID, and helping clients to obtain a certified copy of their birth certificate.

## 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 Dental Care Program is an ongoing medical service that began in 2012 with funds received from the CSSG Grant. This program began by providing the removal of abscessed teeth for people who did not have insurance or the resources to cover the procedure. Funding for FY 2015-16 will expand our services to cover a variety of dental care, along with the removal of abscessed teeth, for patients who lack dental insurance. Dental care is a significant unmet need for low-income adults in our community, and our program will provide improved health and quality of life for the patients.

ID Replacement Services will provide for eligible clients to obtain the identification they need for employment. As the economy has improved over the past year, many businesses are hiring new employees. However, almost all jobs require applicants to show a photo ID and/or a birth certificate to prove their eligibility to work. Many of our clients, especially those who are homeless, do not have these documents. A lack of identification is the main barrier to employment for these clients. The ID Replacement Services will have a fund specifically to cover the costs of obtaining a photo ID and/or a certified copy of their birth certificate for clients who are actively searching for a job. FISH employees will aid the clients in filling out any necessary paperwork and write a check for the exact fee amount made out to the appropriate agency. This is a renewal of a project that FISH halted several years ago due to limited funds. With the proper ID, our clients will be able to find employment and begin their path to self-sufficiency.

2. If the proposed project already exists, please describe your success rates in meeting Carson City's goals:  
The Dental Care Program is listed under Community Development Objective: Public Services: Health Services. The City's goal is to provide health services to 1,000 persons over five years. FISH has been successful in helping to meet this goal through 102 emergency removals of abscessed teeth for 80 patients since the program started July 1, 2012.

ID Replacement Services is a new project listed under Community Development Objective: Public Services: Employment/Training Services. Although it is a medium priority objective, obtaining their proper identification is a crucial step for our clients to become financially independent.

3. Describe who will benefit from the proposed project.  
The primary beneficiaries are FISH clients who have serious dental health problems and are uninsured for dental care, and clients who are searching for employment but do not have the proper identification to prove their eligibility. 100% of our clients are classified as low-income (150% or less of the poverty level) or have no income at all. In addition, many of the clients are elderly and/or have disabilities. The community as a whole will benefit from having a healthier population and lower unemployment rates.

4. How will the funds be used on this project?  
Funding will provide Dental Care Program stipends and will fill a pool that FISH employees can draw from to cover the costs of obtaining a replacement photo ID or a certified copy of the birth certificate for the 2015-2016 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. These programs are not self-funding because their fundamental premise is to provide free services to people who cannot afford to access conventional medical services or are unable to obtain identification on their own.

6. Could your organization use less than the amount of funds requested for the proposed project? Please explain.  
Because these services are limited by funding above and beyond our budgeted expenses, if the proposed project is not fully funded by the CSSG we will not offer these services.

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 dental services or cover the costs of obtaining identification 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 estimate that dental programs will be needed for 30 people over the next fiscal year. An estimated 12.5 people per month will need to obtain a photo ID, and an additional 12.5 per month will need to obtain a certified copy of their birth certificate. Over the next fiscal year this totals 300 individuals who will benefit from ID Replacement Services.
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 these services 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 projected outcome is that the Dental Care Program will continue to improve the health and quality of life of our patients, as well as reduce the use of emergency medical services for non-urgent treatment. We also project that the ID Replacement Services will help many of our clients find employment and thus be able to support themselves financially, eventually leaving FISH's care.
4. What procedures will be put into effect to create, compile and maintain data to track performance measurement for this project?  
FISH uses original software called the FISH Application for Client Services (FACS) to track all client data. Each time a client visits, their information is updated and new services are entered into the database. Non-confidential client information can be shared with partner agencies and organizations to improve collaboration. Our performance reports will be drawn from the FACS program.

#### 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 2015-16</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)			
Dental Care Stipends/ID Replacement Fund	\$10,000	0	\$10,000
<b>TOTALS</b>	\$10,000	\$0	\$10,000

## 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:

Kelsey Poole, Development Associate  
775-882-3474 ext. 106  
Kelsey@nvfish.com

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

Jim Peckham, Executive Director  
775-882-3474 ext. 101  
jim@nvfish.com

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

Jim Peckham, Executive Director  
775-882-3474 ext. 101  
jim@nvfish.com

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  
775-882-3474 ext. 101  
jim@nvfish.com

## VI. AGENCY INFORMATION

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

Date of incorporation	May 1979
Date of IRS certification	May 1979
Tax exempt number	94-2590904

2. DUNS Number: 167266626

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

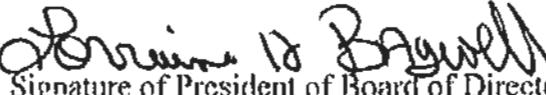
3. Attach the following to each copy of the Proposal for Funding:

- 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	1/15/15 Date
Jim Peckham, Executive Director	775-885-3474 Phone Number
Typed Name and Title of Authorized Official	

 Signature of President of Board of Directors	1/15/15 Date
Lori Bagwell	775-883-9323 Phone Number
Typed Name of President of Board of Directors	

**Annual Report**  
**For Community Support Services Funding**  
**Fiscal Year 2014-2015**

Name of Organization: FISH Emergency Referral Services Program

Program/Project: Ross Clinic Malpractice Insurance/Emergency Dental Assistance

Amount of Funds Received \$12,200

Contact Person: Jim Peckham

Mailing Address: 138 E Long St

City: Carson City      State: NV      Zip Code: 89706

Phone Number: 775-882-3474      E-mail: jim@nvfish.com

Date Submitted: 1/28/2015

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 financial income and expense statement is attached. Grant funds were used to provide emergency dental procedures to 11 patients thus far, and to support operations in the Family Dining Room.

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

We estimated providing emergency dental procedures to 50 patients in FY 2014-2015. To date we have provided the procedure to 11 patients. FISH also estimated treating 900 patients in the Ross Clinic. This estimate was much more accurate; however, since the funds for malpractice insurance for the Clinic were redirected for the Family Dining Room, this outcome is not related to CSSG funding.

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?

To date, 11 people have benefitted from the emergency dental program during this fiscal year. 18,858 people have benefitted from free meals in the Family Dining Room. Although we don't track where the clients who use each specific service live, overall 85% of our clients are Carson City residents, so an estimated 16,029 people using the dining room were residents. Individual benefits include better health for dental patients as well as improved nutrition and reduced food insecurity for dining room guests.

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

Our projects gave the recipients better health through the removal of abscessed teeth or by providing nutritious meals in the Family Dining Room. FISH's programs helped the clients achieve a higher quality of life by restoring their hope, dignity and self-sufficiency. This leads to better job prospects and integration into the community, which improves the community as a whole.

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

The emergency dental program is ongoing and FISH has requested funds to support it from CSSG for the upcoming fiscal year, although we have reduced the amount due to decreased demand. The malpractice insurance portion will not be recurring as the doctor who needed the insurance is no longer with FISH. The Family Dining Room is an ongoing program that is funded by a variety of sources, including grants from foundations and government agencies, private donations, and thrift store sales.

6. Describe any challenges that impacted your program.

With the changes in healthcare and insurance plans brought about by the Affordable Care Act, the Ross Clinic lost many of its patients. The clinic only treats patients who are completely uninsured, and our patients were able to obtain insurance. As a result, the doctor that would have received malpractice insurance left FISH due to a lack of patients.

Another challenge is that much fewer people than expected have used the emergency dental program. We are not sure why; it may be due to the healthcare changes or it may be that our clients have obtained jobs that provide dental care.



Carson City  
**Community Development Block Grant (CDBG)**  
**Program Application**  
**Fiscal Year 2015–2016**

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

**APPLICATIONS ARE DUE\*:** **JANUARY 16, 2015, 4:00 P.M.**

**PLEASE SUBMIT THE ORIGINAL  
PLUS 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: 1894 E. William St. #4-125, Carson City, NV 89701 \_\_\_\_\_
3. Project Name: ESL for Life, Work, & School
4. Project Address/location: same as above
5. Agency Director: Florence G. Phillips
6. Board Chairperson: Michael Davis
  
7. Contact person: Florence G. Phillips  
Phone number: (775) 888-2021 \_\_\_\_\_ E-Mail: [eslinhomenv@aol.com](mailto:eslinhomenv@aol.com) \_\_\_\_\_  
Fax: N/A \_\_\_\_\_ Website: [www.eslinhome.org](http://www.eslinhome.org) \_\_\_\_\_
  
8. How long has your organization been in existence? 11 years \_\_\_\_\_ In Carson City? 11 years \_\_\_\_\_
  
9. What is the overall mission of your organization?  
To provide free adult educational programs that empower people, especially those of low to moderate income, to become more productive members of their local communities by providing them with the language and cultural skills necessary for life in the USA.
  
10. Type of funding requested (Check One):  
 X  Public Service  Public Facility/Improvement  
 Economic Development  Housing
  
11. **TOTAL FUNDING REQUESTED: \$35,000**

**BRIEF PROJECT DESCRIPTION:**

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

This Project is a continuation and expansion of existing public services provided by the ESL In-home Program of Northern Nevada; the free public services provided are aimed at improving the quality of life for approximately 360, LMI adults in Carson City.

## 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 proposal is a continuation and expansion of an existing program that has been providing significant public services – including Employment/Training Services – to a growing population of low-to-moderate income, non-English speaking adults in Carson City for the last 11 years. The ESL In-home Program of Northern Nevada currently has over 240 Carson City adults on the wait list, anxious to receive our free public services, including one-on-one tutoring in English Literacy, High School Equivalency (GED), Computer Literacy, and Citizenship Study; lack of funding is the only limiting factor in our ability to expand services for these 240+ adults. Funding of this project will allow us to continue providing these important public services while also helping us to expand: we currently serve 260 adult students in Carson City and will expand to serving an additional 100 Carson City adults annually. These 360 students we will serve are LMI residents in Carson City who are currently disadvantaged due to their lack of skills in English.

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

The ESL In-home Program of Northern Nevada is currently providing free public services to 260 low-to-moderate income adults in Carson City. Our free public services empower adults to seek and obtain better employment opportunities by helping them develop essential skills in English Literacy, Computer Literacy, and by helping them obtain their GED and/or citizenship. We receive continued feedback from students about their satisfaction with development in their skills and the resulting improvements in their quality of life. The 240 adults on our waiting list is a major indication that our services are both very effective (most clients learn about our services through word of mouth from satisfied clients) as well as existence of a high need for our services in Carson City.

3. Describe who will benefit from the proposed project.

The ESL In Home Program of Northern Nevada serves predominately low-to-moderate income adults who cannot speak, read, or write English; the majority of our students are Hispanic immigrants, most of whom are mothers with multiple children. This project will allow us to continue serving our current 260 students in Carson City, while also expanding our services for another 100 adults; therefore, this project will directly benefit 360 low-to-moderate income adults in Carson City. This project will also indirectly benefit each of these adults' families, especially their children as job opportunities increase as well as their ability to help children with homework/academics.

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:

5.  Illiterate Persons  Others  
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:  
We document the income status of all of our incoming students who are willing to share this information, which is the majority of our students; therefore, we are able to track and document this information. In 2014, 80% of the Carson City students shared their income status; of those who shared, 92% earned incomes qualifying them as LMI.

6. How will the funds be used on this project?  
Approximately half of the total clients served by ESL In-home Program of Northern Nevada are residents of Carson City; therefore, this project's budget includes half of the Program Director's annual salary, and half of the Executive Director's annual salary. In addition, the funding will be spent on books & student supplies for the expected outcome of 360 students. A small portion of the funding will be used for marketing and insurance.

7. Describe how your organization plans to reduce the need for grant funding in the future:  
All grant funding we currently receive is being used to leverage long-term funding options towards a sustainable financial future that involves a multi-faceted approach, including corporate sponsorships, local partnerships, annual fundraising events, and improved donor relations.

8. Could your organization use less than the amount of funds requested for the proposed project? Please explain.  
Yes, we can use less than the amount requested; however, the more funding we receive, the more people we will be able to serve on our current Carson City waiting list. All funding is greatly appreciated!

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 other organizations provide our exact services in Carson City because we are unique in our ability to offer services that include all of the following:

- No cost (including all books & materials for free);
- Flexible hours (many clients work full time and/or have multiple jobs);
- In-home tutoring (esp. important for mothers who cannot afford day-care costs);
- One-on-one tutoring (dramatically improves effectiveness of students' success);
- Comfortable, non-intimidating environment (esp. important for older adults who have not been to school for many years and/or received little/no formal education).

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

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

4. Who currently holds title to the property involved?

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5. With whom will title be vested upon completion?

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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

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**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?  
This project will allow us to continue serving our current 260 students in Carson City, while also expanding our services for another 100 adults; therefore, this project will directly benefit 360 low-to-moderate income adults in Carson City.
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 the people served by this project are LMI and 100% are residents of Carson City. We feel it is essential to continue offering our services for free in Carson City, because this provides access to our services for LMI populations, therefore empowering them to find better jobs and work towards ending poverty cycles.
3. What is the projected **outcome** of this project? (How will the outputs benefit the total number of people in Question 1?)  
100% of ESL students will improve their English Literacy skills;  
50% of ESL students will advance to Level 2 English within their first year;  
75% of ESL students will report improved involvement and communication with other members of their community;  
25% of ESL students will report improved communications with children's schoolteachers;  
75% of ESL students will report either improved employment skills, increased pay, or obtaining new jobs b/c of new English skills;  
25+ students will earn their GED and/or U.S. Citizenship.
4. What procedures will be put into effect to create, compile and maintain data to track performance measurement for this project?  
All students' English Literacy skills are assessed and recorded when they apply for services. Lessons begin at the appropriate level based on their skills; in order to advance to a new level, students are assessed with both a written and oral test. In addition, we provide surveys every 4 months to assess each student in all of the categories listed above in Outcomes. The Program Manager collects all of this data from each tutor and compiles the information for tracking.

#### 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> ESL for Life, Work, & School	<b>Funds Requested</b>	<b>Leveraged Funds</b>	<b>Total Funds</b>
<b>Project Expenses FY 2015-16</b>			
Salaries and Benefits	\$16,000	\$95,000	
Rent and Utilities		\$10,000	
Mortgage			
Equipment			
Equipment Maintenance & Repair			
Office Supplies		\$3,300	
Operating Supplies	\$10,000	\$30,000	
Postage and Shipping	\$1,500	\$1,000	
Printing and Publications	\$2,500	\$2,000	
Advertising and Promotion	\$1,000	\$1,000	
Subscriptions and Dues			
Liability/Other Insurance	\$2,000	\$2,000	
Professional Fees	\$2,000	\$2,000	
Other project costs: (Specify Below)			
Travel		\$11,000	
Background Checks for Volunteer Tutors		\$10,000	
Training & Conferences		\$3,500	
<b>TOTALS</b>	<b>\$35,000</b>	<b>\$195,300</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](mailto:eslinhomenv@aol.com)

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

Florence Phillips\*, Executive Director: (775) 888-2021 [eslinhomenv@aol.com](mailto:eslinhomenv@aol.com)

\*Note: funding of this grant will provide the opportunity to hire a new Project Manager, so the person responsible for this task will likely change after funding is received.

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

Florence Phillips, Executive Director: (775) 888-2021 [eslinhomenv@aol.com](mailto:eslinhomenv@aol.com)

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

Florence Phillips\*, Executive Director: (775) 888-2021 [eslinhomenv@aol.com](mailto:eslinhomenv@aol.com)

\*Note: funding of this grant will provide the opportunity to hire a new Project Manager, so the person responsible for this task will likely change after funding is received.

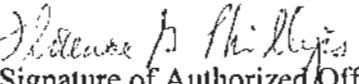
## VI. AGENCY INFORMATION

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 <sup>th</sup> , 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.

 Signature of Authorized Official	1/16/15 Date
FLORENCE G. PHILLIPS, EXEC. DIRECTOR Typed Name and Title of Authorized Official	775-888-2021 Phone Number

 Signature of President of Board of Directors	1/16/15 Date
Michael Davis Typed Name of President of Board of Directors	775-291-7171 Phone Number

## Carson City, a Consolidated Municipality

# Annual Report

## For Community Support Services Funding

### Fiscal Year 2014-2015

Name of Organization: ESL In-Home Program of Northern Nevada  
Program/Project: ESL for Life, Work, and School  
Amount of Funds Received \$14,103.00  
Contact Person: Florence G. Phillips, Executive director  
Mailing Address: 1894 E. William St., #4-125  
City: Carson City State: NV Zip Code: 89701  
Phone Number: 775-888-2021 E-mail: eslinhomenv@aol.com  
Date Submitted: 2/19/2015

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.

7/20/14 Received \$14,103.00

**Expenses (For which this grant was used):**

7/20/14 to date – 2/19/15 Fees for clerical assistants and program director:

Ana Torres - Clerical \$3,952.00

Cathleen Mital – Program Director

(Resigned 10/18/14) 1,814.00

Florence Phillips – Program Director 8,000.00

Total Spent \$13,766.00

**Budget Submitted with original Grant request (attached):**

Funds requested in the amount of \$20,000 toward projected expenses of \$73,500. In addition to the fees indicated above, budget included general office operating expenses (see attached). Additional funds received from other sources were used to pay these additional expenses. The CDBG Balance of \$337.00 will continue to be used to pay such fees as indicated above, which will exceed the funds available from the grant received on 7/20/14.

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

In Carson City, ESL In-Home Program enrolled 260 new students since July 2014, far exceeding our goal of 100 new students. In addition, we have 170 students who are now U.S. Citizens. Every 12 weeks we have more enrollment for our citizenship study class. 37 are ready to take their exam, they cannot afford the \$680 required to apply for 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.

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?

260 Carson City residents have so far benefitted from this grant award, in the first eight months of the grant period. A total of 370 disadvantaged men and women living outside Carson City have also benefitted, but they are not included in this report data, and did not benefit from CDBG grant funds. Although the majority of our students are Latinos, many are from countries all over the world such as China and Taiwan, Central and South America, Tibet, Europe, Pakistan, Afghanistan, Ethiopia, Bangladesh, Africa and the Middle East as well as American born men and women who are eager to learn or improve their English and prepare for their GED.

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?

Our program teaches parents and grandparents of ESL school children who now help with their children's homework and are involved in school activities. They now communicate with teacher conferences without interpreters, making them more independent and effective in facilitating their children's educations. In addition, we have received comments from teachers that participation in our program gives parents tools that relieve the teachers of some of the issues present when parents do not have a grasp of the English language. This has an overall positive effect on the functioning of each school.

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.

Adults are more equipped to find better paying employment to support their families, and their children will have the ability to achieve higher in school, thus breaking the cycle of disadvantage among the non-English speaking community. As a result, the entire community will become more integrated and cohesive.

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

Our program is ongoing, successfully completing 11 years of service to over 2000 families. In addition to receiving, hopefully, a new Grant from Carson City, we will continue to submit other grant proposals and will solicit donations from corporations, clubs and individuals. This program has, since its inception in 2004, been funded in this manner.

6. Describe any challenges that impacted your program.

Our two main challenges:

- a) Recruiting more volunteers to decrease the numbers of adults on our wait-list, who are anxious to learn English language skills. In Carson City, our wait-list totals 259:

82 for ESL,  
43 for Computer classes;  
28 for Advanced English;  
80 for GED Preparation class;  
26 waiting for our March citizenship class.

- b) The continued difficulty in obtaining grant funding.

A new funding award will enable ESL In-Home Program to continue services to these low-income residents of Carson City. This program is unique in that tutors are available to students based on the students' schedules, and in a location that is suitable for each student, including in the student's home and/or in public facilities (13 public sites currently available in Carson City).

## Carson City, a Consolidated Municipality

# Annual Report

## For Community Support Services Funding

### Fiscal Year 2014-2015

Name of Organization: ESL In-Home Program of Northern Nevada

Program/Project: ESL for Life, Work, and School

Amount of Funds Received       \$14,103.00

Contact Person: Florence G. Phillips, Executive director

**Mailing Address:** 1894 E. William St., #4-125

City: Carson City State: NV Zip Code: 89701

Phone Number: 775-888-2021 E-mail: eslhomenv@aol.com

Date Submitted: 2/19/2015

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.

7/20/14 Received \$14,103.00

**Expenses (For which this grant was used):**

7/20/14 to date – 2/19/15 Fees for clerical assistants and program director:

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(Resigned 10/18/14) 1,814.00

Florence Phillips – Program Director 8,000.00

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## Carson City

# Community Support Services Grant (CSSG) Program Application Fiscal Year 2015–2016

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

**APPLICATIONS ARE DUE\*:** **JANUARY 16, 2015, 4:00 P.M.**

**PLEASE SUBMIT THE ORIGINAL  
PLUS 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: Brewery Arts Center
2. Agency Mailing Address: 449 W. King Street, Carson City, NV 89703
3. Project Name: Verano Arte!- Mobile Arts Program
4. Project Address/location: Park Terrace Park, 1327 La Loma Dr Carson City, NV 89701
5. Agency Director: Gina Hill
6. Board Chairperson: Kyle Horvath
7. Contact person: Gina Hill  
Phone number: 775-883-1976 E-Mail: [gina@breweryarts.org](mailto:gina@breweryarts.org)  
Fax: \_\_\_\_\_ Website (if applicable) [www.breweryarts.org](http://www.breweryarts.org)
8. How long has your organization been in existence? 38 years In Carson City? 38 years
9. What is the overall mission of your organization?  
The mission of the Brewery Arts Center is that we are a non-profit organization that enriches the quality of life by cultivating arts and culture for all.  
\_\_\_\_\_  
\_\_\_\_\_
10. **TOTAL FUNDING REQUESTED:** \$13,660.00

### **BRIEF PROJECT DESCRIPTION:**

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

In the Summer of 2015, the Brewery Arts Center will remove all barriers for participating in the arts by creating a mobile art center to serve youth in an area of Carson City that may not otherwise have the opportunity to work with professional artists, right there in their own neighborhood.  
We will work with other organizations such as Carson City's Food For Thought who have already identified these areas and are bringing the youth their nutrition on a daily basis during the summer, we will feed their creative appetite at the same time.

## 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.

Brewery Arts Center's Mobile Arts Program will remove all barriers for participation in the arts in the designated neighborhood of Park Terrace Park which is directly adjacent to Empire Elementary School, a school with 100% of its population eligible for free and reduced lunch and is a neighborhood of largely hispanic population. We will bring in a trailer full of art supplies each day in conjunction with the food service by Food 4 Thought along with two professional arts instructors to create a "pop up" arts center open to the children of the neighborhood but geared towards the 6-13 year old population. This is a new initiative brought about by the desire to create a more well rounded, enriched arts community. We will model this program after other award winning efforts currently happening in other communities that have literally transformed neighborhoods with low social economical status into strong, vibrant and involved communities.

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

N/A

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3. Describe who will benefit from the proposed project.  
Because of the area of Carson City that will be served, low income, largely Hispanic population. The park in which it will take place is adjacent to a Title I school with 100% of the schools population relying on free and reduced lunch. This is the population we intend to serve.

4. How will the funds be used on this project?  
The funds will be used for supplies, paying instructors, administration and oversight of the project as well as converting and maintaining our trailer which will be key to making the art center mobile and accessible.

5. Describe how your organization plans to reduce the need for grant funding in the future:  
Because this is a barrier free project, we expect that we will always have to have grant or private funding as well as fundraising to continue. However with the success of the program we expect, we see the fundraising efforts grow and greater contributions from private sources in the future.

6. Could your organization use less than the amount of funds requested for the proposed project? Please explain.  
Yes, we simply wouldn't be able to serve the population on a daily basis. It would be scaled back to two or three times per week.

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?  
As far as our research has revealed, there is no other agency doing art outreach into low income neighborhoods of Carson City. However, we will look to eventually bring in other arts organizations that focus on different areas such as dance and music to work with us on this project to expose the population we will serve to as many artistic mediums as possible. We will also coordinate with Food for Thought to make sure that students are well fed so that they can focus enough to receive the arts enrichment.

### 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?

Working with Food for Thought, who estimates serving lunch to over 70 kids ages 2-18 per day from data from previous years, we anticipate serving 40-70 youth per day, out of our mobile arts center. We will be focusing on arts activities for kindergartners through eighth graders designed to engage them and allow them explore their creativity. A report by the National Endowment of the Arts' explains that Eighth graders who had high levels of arts engagement from kindergarten through elementary school showed higher test scores in science and writing than did students who had lower levels of arts engagement over the same period. Additionally, Both 8th-grade and high school students who had high levels of arts engagement

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?

Using the data from the neighborhood school, we anticipate that 100% of the people served will be low-to-moderate income students as all of the students who attend participate in the free and reduced lunch program. We also anticipate that all participants will live within walking distance of Park Terrace Park and are therefore 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?)

This project will address the priority community development needs as assessed by Carson City by creating a temporary neighborhood youth center on a consistent basis throughout the summer, bridging the learning gap left by summer vacation by enriching the youth's arts, culture and heritage awareness.

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

A pre and post survey about each participants understanding and appreciation of the arts will be administered. We will keep daily attendance which will be available to funders and city officials to track effectiveness.

## 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 2015-16</b>			
Salaries and Benefits	9000		9000
Rent and Utilities			
Mortgage			
Equipment	1000	2400	3400
Equipment Maintenance & Repair			
Office Supplies			
Operating Supplies	1800	600	2400
Postage and Shipping			
Printing and Publications			
Advertising and Promotion			
Subscriptions and Dues			
Liability/Other Insurance	500	500	1000
Professional Fees	1360	1360	2720
Other project costs: (Specify Below)			
<b>TOTALS</b>	13660	4860	18520

## 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:

Gina Lopez Hill, 775-882-1976, gina@breweryarts.org

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

Darla Bayer, 775-830-7939, darla@bachv.org

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

John McKenna, Brewery Arts Center Treasurer

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

Gina Lopez Hill, 775-883-1976, gina@breweryarts.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	
Date of IRS certification	
Tax exempt number	51-0183567

2. DUNS Number: **947422507**

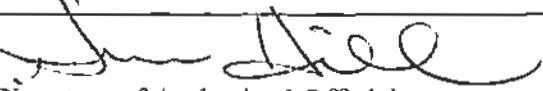
For information on DUNS, go to: <http://www.dnb.com/get-a-duns-number.html>

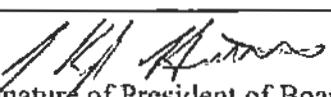
3. Attach the following to each copy of the Proposal for Funding:

- 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	1-15-15 Date
Gina Lopez Hill Typed Name and Title of Authorized Official	775-883-1976 Phone Number

 Signature of President of Board of Directors	1/10/15 Date
Kyle Horvath Typed Name of President of Board of Directors	775-901-0661 Phone Number



**Carson City**  
**Community Support Services Grant (CSSG)**  
**Program Application**  
**Fiscal Year 2015–2016**

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

**APPLICATIONS ARE DUE\*:** **JANUARY 16, 2015, 4:00 P.M.**

**PLEASE SUBMIT THE ORIGINAL  
PLUS 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: Capital City Arts Initiative
2. Agency Mailing Address: PO Box 1333, Carson City NV 89702
3. Project Name: Capital City Arts Initiative 2015 – 2016 Season
4. Project Address/location: 885 E Musser St, 108 E Proctor St, and various area schools
5. Agency Director: Sharon Rosse
6. Board Chairperson: Kevin Hill
7. Contact person: Sharon Rosse  
Phone number: 775.267.3295      E-Mail: [sharonrosse2001@yahoo.com](mailto:sharonrosse2001@yahoo.com)  
Fax: \_\_\_\_\_      Website (if applicable) [arts-initiative.org](http://arts-initiative.org)
8. How long has your organization been in existence? 12 years In Carson City? 12 years
9. What is the overall mission of your organization?  
The Capital City Arts Initiative [CCAI] is an artist-centered organization committed to the encouragement and support of artists and the arts and culture of Carson City and the surrounding region. The Initiative is committed to community building for the area's diverse adult and youth populations through art projects and exhibitions, live events, arts education programs, artist residencies, and online projects.
10. **TOTAL FUNDING REQUESTED: \$10,000**

**BRIEF PROJECT DESCRIPTION:**

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

Each year, CCAI presents exhibitions for the public in three area sites, commissions exhibition essays for each show, presents the Nevada Neighbor series of public talks, and Artist In Education with area schools.

## 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 is ongoing. CCAI was established early in 2003. Please see the attached program list for CCAI's 2015 – 2016 projects that includes Exhibitions, Nevada Neighbors public talks, and Artists In Education activities. This list previews CCAI's thirteenth season.

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

**A Healthy Community:**

From its preamble the World Health Organization defines holistic health as: "wherein health is defined as a state of complete physical, mental, and social well-being rather than merely the absence of disease or infirmity." \* CCAI feels that a healthy community has a strong arts and cultural life that promotes shared values, a strong sense of place, and an active sense of pride in itself. The Initiative's 2015 – 2016 programs sustain these ideals.

\* Quoted from <http://www.ncbi.nlm.nih.gov/pmc/articles/PMC2804629/>

**An Active and Engaged Community:**

CCAI plays an important leadership role in Carson City's development as a center of arts and culture. CCAI presents nationally recognized programs in public buildings designed to encourage participation in and discussion of the arts in our community's evolving cultural life. The Initiative works toward these goals through all its program activities.

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

CCAI is a nonprofit organization and an employer, producer, consumer, promoter of Carson City, and a valuable participant in the town's business life. A strong arts and culture environment helps Carson City to diversify and expand its business base. CCAI actively markets its programs via print and electronic media to Carson City residents and to Douglas, Lyon, Storey, and Washoe county residents to encourage them to come to Carson City to participate in the town's cultural activities. Many audience members and gallery visitors travel from outside Carson City to attend CCAI events and programs, and in the process, augment the local tax base through support of local restaurants and other services.

### **A Community Rich in History, Culture, and the Arts:**

CCAI has a strong record of providing easily accessible visual arts programs distinguished by excellence and innovation to residents throughout the community. CCAI continues to receive national recognition from The Andy Warhol Foundation for the Visual Arts and the National Endowment for the Arts, both highly competitive processes.

### **A Community Dedicated to Excellence in Education:**

CCAI's Artists In Education Roster of local professional artists give talks about their work or hands-on workshops at participating schools. In addition, Exhibition and Nevada Neighbors program artists give illustrated talks about their work to students and faculty at the schools augmenting the standard curricula, encouraging creativity, and providing students/faculty with opportunities to interact with professional artists and curators.

Through its exhibitions and public talks, the Initiative encourages life-long learning for all Carson City citizens.

### **A Physically and Socially Connected Community:**

A strong arts and culture environment promotes a physically and socially connected community. CCAI programs work towards this goal through social media/facebook, print media news articles, and exhibitions and talks in public buildings.

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

CCAI presents its programs free to residents in public buildings to ensure that the arts and culture are widely available. CCAI's commissioned essays provide gallery visitors with interpretation of the exhibitions and with published scholarship for the artists. Event fliers are widely distributed throughout town. Through its membership in the Carson City Arts & Culture Coalition, CCAI participates for two months annually in the Galaxy theaters ads.

3. Describe who will benefit from the proposed project.

By presenting exhibitions in the functioning Courthouse, CCAI reaches a broad spectrum of the community including those who might never chose to visit a dedicated arts venue. Over 430 people visit the building daily. The gallery is in an open atrium that is fully accessible to the public. The Court recently opened a fee-pay window in the gallery ensuring exposure to an average of 100 people daily. CCAI commissioned essays provide accessible interpretation of the exhibition for the visiting public; essay hand out copies are in the gallery and archived online.

CCAI creates programs that are intended to engage and inform those who live and work in the region [Carson City, Douglas, Lyon, Storey, Washoe counties]. This area also includes a large population of State public employees, educational institutions' employees, and the area's sizable arts community.

The intended beneficiaries are a daily changing group of the public/local residents visiting the Courthouse on their personal or public business. But by mindfully and consistently selecting a variety of exhibits created by professional emerging or mid-career artists and by balancing accessibility with a "wow" factor beyond the comfortable, CCAI presents a diversity of contemporary art. CCAI's curatorial team keeps the Courthouse administration, our hosts, engaged and informed with each exhibition.

CCAI staff does not "sit" the gallery but on our frequent gallery visits, we engage the public in conversation to receive their input, answer questions, encourage them to linger in the gallery ... an easy request ... and gather additional names for the mailing lists.

In collaboration with the Carson City Courthouse, CCAI has presented three exhibitions annually in the building since 2004. Gallery beneficiaries are the Courthouse's 250 permanent staff and over 430 daily visitors. Each exhibition is in the gallery for three – four months. CCAI artists give talks in local high schools and colleges that encourage those art students and faculty members to visit the gallery. In 2011, CCAI launched an ongoing program of artist talks during the opening receptions that are known for encouraging the public to attend in order to hear and meet the artists.

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

For 2015 - 2016, CCAI requests \$10,000 in operating support to partially support artist honoraria [\$5,000 request] and administrative/staff expenses [\$5,000 request]. The two part time staff positions are critical to CCAI's program development and sustainability and to assist CCAI's engaged and working board. Raising support for administration and staff fees provide challenges, yet these funds are most vital for program success. Without staff coordination, program activities and events do not happen. All participating artists receive honoraria and support for travel and supplies.

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

CCAI will continue its annual funding requests to private, state, and federal public agencies. The City's support is a highly valuable tool in leveraging these outside funds. The Initiative actively seeks family/individual memberships and business memberships from the community. Family/individual membership increased in FY14 by 52% over FY13 and business memberships increased in FY14 by 700% [from 2 to 14] over FY13. In addition, CCAI will participate in the Nevada Big Give, a statewide nonprofit fund raising campaign on March 12, 2015, and will continue to actively seek sustainable funding sources.

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

CCAI's presents its programs free to the public in City facilities and thus does not charge for attendance. Grants from public and private sources plus local business and individual memberships provide the Initiative's revenue. While any amount of CSSG funding would be gratefully accepted, the requested amount helps fulfill CCAI goals.

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?

CCAI stands alone presenting contemporary visual arts exhibitions and events to the public in Carson City. The Initiative has a membership in the Carson City Arts & Culture Coalition and is an active participant in the Carson City Cultural Commission's efforts to create a cultural plan for the city. CCAI also coordinates with the Nevada Arts Council and lists events on its arts4nevada site.

### 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 Carson City Courthouse, home to the City's Judicial and District Courts, averages 430 people per day visiting the building. The court has opened a fee pay window in the gallery equaling a daily average of 100 people in the gallery. CCAI's "Silk & Sinew" exhibition, September 22, 2014 -- January 22, 2015, was open to the public for 77 days; the exhibition served 7,700 people during that time. The three 2015 – 2016 Courthouse Gallery exhibitions will each be open to the public for similar lengths of time. CCAI provides a guest book for visitors' comments at the Courthouse.

CCAI reaches new audiences through its annual exhibition, *BRIC Art 5*, in the BRIC's public-access conference rooms and offices, which are open to the public [M – F, 8am -- 5pm]. In the past BRIC configuration, an average of 40 people a day used the spaces, services, and attend the City-sponsored business classes in the BRIC. The new BRIC building use model will provide building attendance numbers in the near future.

Nevada Neighbors public talks at the BRIC are free and open to the public. In 2014 – 2015, 50 people attended the two fall talks including the 19 who attended Emily Silver's talk that was competing against the 7<sup>th</sup> game of the Giants' World Series! The Artist In Education program annually serves an average of 700 students and faculty. Nevada Neighbor audience members along with students and teachers at school events fill out evaluation forms.

CCAI measures its performance through: gallery and event attendance, renewal and reaffirmation of CCAI public/private partnerships with various City entities [e.g. Public Safety Dept, partner schools, City Economic Development Agency], membership base, mailing list, social media activity and Facebook "likes", and evaluation form responses. The board and staff are pleased that these numbers continue to increase. The board and staff also canvas the Courthouse staff for their input on the exhibitions.

All Initiative partners have confirmed their participation with CCAI for next year [2015 – 2016] providing CCAI with the best possible confirmation of a "job well done."

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?

CCAI estimates that 95% of the public using the city Courthouse are Carson City residents. We cannot know the income level of the Courthouse or BRIC buildings' visitors.

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

Presenting the arts also includes some immeasurable outcomes. Fostering imagination, creativity, and an expanded world-view cannot be immediately measured but these add to a fuller education and richer life for individuals and for the local community. CCAI takes pride in enhancing the cultural environment citywide and offering an expanded art experience for the entire community.

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

In collaboration with the Courthouse and City staff, CCAI tracks the average number of people using the buildings and visiting the galleries. CCAI counts the attendance at the public talks and at the school events. In addition, the Initiative reviews event evaluations, tracks memberships, and uses this information to inform its three-year strategic plan.

#### 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: Capital City Arts Initiative 2015 – 2016 Season	Funds Requested	Leveraged Funds	Total Funds
Project Expenses FY 2015-16			
Staff Fees [2 part time independent contractors]	5,000	39,000	44,000
Professional Fees: honoraria for artists, speakers, writers, graphic design	5,000	12,000	16,000
Professional Fees: artists and speakers travel		4,000	4,000
Artist Supplies and Shipping		2,000	2,000
Exhibition Supplies		1,000	1,000
Marketing: Advertising and Promotion		500	500
Marketing: Website support, redesign		1,500	1,500
Printing and Publications		3,500	3,500
Bulk mail: postage and bulk mail prep		1,850	1,850
Hosting, fundraising, event permits		750	750
Remaining Operating/Office Supplies:		1,200	1,200
Liability and Workers Comp Insurance		800	800
Rent and Utilities	0	0	0
Please see the attached budget breakout for leveraged funds sources.			
<b>TOTALS</b>	10,000	67,100	77,100

## **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:

Please direct all application questions to Sharon Rosse, CCAI Executive Director.

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

Sharon Rosse, Executive Director, will be responsible for on-site supervision of the project.

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

Sharon Rosse, Executive Director, will be responsible for the project's financial management in collaboration with the board president and treasurer.

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

Sharon Rosse, Executive Director, in collaboration with the CCAI board, will track the project's performance.

Address: CCAI PO Box 1333, Carson City NV 89702

Phone: 775.721.7424

Email: sharonrosse2001@yahoo.com

## VI. AGENCY INFORMATION

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

Date of incorporation	2003	12/1/03
Date of IRS certification	March 16, 2005	
Tax exempt number	20-1343468	

2. DUNS Number: **826053063**

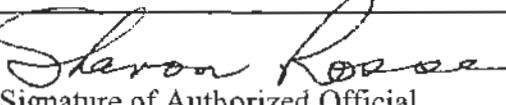
For information on DUNS, go to: <http://www.dnb.com/get-a-duns-number.html>

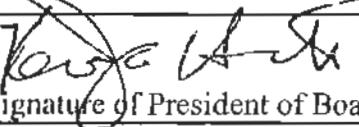
3. Attach the following to each copy of the Proposal for Funding:

- a. IRS Tax Exempt "501(c)(3)" letter.
- b. Proof of incorporation from Secretary of State (CERTIFICATE ONLY). Go to <https://www.nvsilverlumne.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	January 9, 2015 Date
Sharon Rosse, Executive Director Typed Name and Title of Authorized Official	775.267.3295 Phone Number

 Signature of President of Board of Directors	January 9, 2015 Date
Kevin Hill, President Typed Name of President of Board of Directors	775.450.1332 Phone Number



## Carson City

# Community Support Services Grant (CSSG) Program Application Fiscal Year 2015-2016

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

**APPLICATIONS ARE DUE\*:**

**JANUARY 16, 2015, 4:00 P.M.**

**PLEASE SUBMIT THE ORIGINAL  
PLUS 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: Northern Nevada Dream Center
2. Agency Mailing Address: 1600 Snyder Avenue
3. Project Name: NNDC Reach the Hungry
4. Project Address/location: 1600 Snyder Avenue
5. Agency Director: Susan Sorenson
6. Board Chairperson: Susan Sorenson
7. Contact person: Susan Sorenson  
Phone number: 775-443-4090 E-Mail: [ssorenson@nndreamcenter.org](mailto:ssorenson@nndreamcenter.org)  
Fax: 775-443-4090 Website (if applicable) [www.nndreamcenter.org](http://www.nndreamcenter.org)
8. How long has your organization been in existence? 4 years In Carson City? Yes
9. What is the overall mission of your organization?

The Northern Nevada Dream Center is a volunteer driven organization with a mission to bring hope and relief to individuals and families in our local community by providing support and services that address homelessness, hunger and poverty.

10. **TOTAL FUNDING REQUESTED:** \$25,500

#### **BRIEF PROJECT DESCRIPTION:**

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

In 2014, the Dream Center developed a program, Reach the Hungry, designed to feed hungry individuals and families while complimenting, not competing with, other organizations providing similar services in Carson City.

## 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 Dream Center Reach the Hungry program delivers groceries and or meals to the hungry in three ways, our Mobile Food Truck, the Sunday Suppers, and Food of Faith. Each arm of the program targets individuals and families with specific needs and in a variety of situations.

The Mobile Food Truck will be making its very first deliveries in March 2015. This program will provide groceries to those in need who can cook for themselves. The grocery deliveries will be made bimonthly to designated sites in and around Carson City.

Sunday Suppers outreach program began in March of 2014. This program delivers hot meals and toiletries to individuals and families living in weekly motel units in Carson City.

The Food of Faith Program started in December 2014 and has already seen a dramatic increase. Thirteen new clients have been provided services in just the first month. Prepared meals and groceries are delivered to homebound clients three times a week. Clients are referred to the program from the Carson City Senior Center, the Nevada Department of Health and Human Services, other agencies and by individuals.

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

Our Sunday Supper and Food of Faith programs have both been in place since 2014. By providing meals and groceries to those less fortunate, we are helping to create a healthy and active community by building up individuals not just physically but emotionally and spiritually. As the physical need is met, the doors are open for us to help with other services. When the whole person is satisfied and engaged, the entire community benefits both socially and economically.

3. Describe who will benefit from the proposed project.

Low income individuals and families and individuals who are bound to their homes or unable to cook for themselves due to illness or some sort of mental or physical handicap.

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

Funds will be used to purchase supplies and equipment for all three services provided, through this program. Specifically, we are in need of materials used to pack and transport hot meals to the needy, some upgrades on the commercial truck donated to the Dream Center in November of 2014, and more equipment for our kitchen.

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

Our organization has provided services for the last four years operating as The Rescue Campaign. More recently we have incorporated as the Northern Nevada Dream Center. Until now we have operated solely on private donations and funds from fundraising events. Our plan is to continue to develop and rely primarily on this type of funding for operational expenses, and only apply for grants during times of expansion or to launch specific projects.

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

The amount we have requested will meet our current needs, however, we would be grateful for any amount that would help us improve our existing services.

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?

It has always been our goal to coordinate services and partner with other agencies in Carson City. We have established, working relationships with Ron Wood, various churches, Computer Corps, the Carson Valley Food Closet and FISH, among others. All three of our services, the Mobile Food Truck, Sunday Suppers and Food of Faith, offered under our Reach the Hungry program, provide a method of service not offered by any other agency in our city. We feel that through these crucial partnerships, and as a team, we can make the greatest difference in our 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?

Food of Faith – 25-50 per month in 2015

Mobile Food Truck – 100-200 per month in 2015

Sunday Suppers – 150 – 200 per month in 2015

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 LMI and 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?)

We consider it a privilege to serve the citizens of Carson City...our city that we love! We believe that all we do is for one purpose, changed lives. As we meet the basic needs of individuals and families and develop relationships, great opportunities arise for us to empower and equip our citizens for fuller and productive lives. For example, our services have included assisting individuals enter a rehabilitation program to moving a family out of a motel into a more permanent home. These services and more contribute to changed lives and a better city.

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

We currently have a regularly maintained client database, and an inventory control and bookkeeping system in place for tracking purposes. Of course, all funds received for this project through this grant will be broken out and tracked separately using these same processes.

## 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 2015-16</b>			
Salaries and Benefits			
Rent and Utilities			
Mortgage			
Kitchen Equipment	4,500		
Kitchen Equipment Maintenance & Repair	5,000		
Kitchen/Program Supplies	9,500		
Vehicle Maintenance & Repair	5,000		
Printing and Publications	1,500		
Advertising and Promotion			
Subscriptions and Dues			
Liability/Other Insurance			
Professional Fees			
Other project costs: (Specify Below)			
<b>TOTALS</b>	25,500		

## **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 Sorenson, 775-443-4090, ssorenson@nndreamcenter.org

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

Mobile Food Truck – Rick Tester, 775-450-7906, info@nndreamcenter.org

Food of Faith – Shari White, 775-720-9343, info@nndreamcenter.org

Sunday Supper – Susan Sorenson, 775-443-4090, ssorenson@nndreamcenter.org

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

Susan Sorenson, 775-443-4090, ssorenson@nndreamcenter.org

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

Susan Sorenson, 775-443-4090, ssorenson@nndreamcenter.org

## VI. AGENCY INFORMATION

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

Date of incorporation	6/6/2014
Date of IRS certification	11/6/2014
Tax exempt number	47-1124003

2. DUNS Number: 07-969-0390

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.nvsilverlumne.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	01/14/2015 Date
Susan B. Sorenson Typed Name and Title of Authorized Official	775-443-4090 Phone Number

 Signature of President of Board of Directors	01/14/2015 Date
Susan B. Sorenson Typed Name of President of Board of Directors	775-443-4090 Phone Number



Carson City  
**Community Support Services Grant (CSSG)  
Program Application  
Fiscal Year 2015-2016**

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

**APPLICATIONS ARE DUE\*:** **JANUARY 16, 2015, 4:00 P.M.**

**PLEASE SUBMIT THE ORIGINAL  
PLUS 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: Mile High Jazz Band Association
2. Agency Mailing Address: 191 Heidi Circle, Carson City, NV 89701-6532
3. Project Name: Jazz & Beyond: Carson City Music Festival
4. Project Address/location: Multiple Locations, Carson City
5. Agency Director: David Bugli
6. Board Chairperson: David Bugli
7. Contact person: Elinor Bugli  
Phone number: 775-883-4154 E-Mail: [ebugli@aol.com](mailto:ebugli@aol.com)  
Fax: 775-883-4371 Website (if applicable) <http://MileHighJazz.com>
8. How long has your organization been in existence? 13 years In Carson City? 13 years
9. What is the overall mission of your organization?  
Our mission is to enrich the cultural life of our community by promoting live jazz performance in and around Carson City; enhancing music education in collaboration with other arts organizations and schools; and supporting our resident big band, the Mile High Jazz Band, and its combos.
10. **TOTAL FUNDING REQUESTED:** \$8,000

**BRIEF PROJECT DESCRIPTION:**

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

Jazz & Beyond is a summer music festival consisting of performances, mostly admission free, for people of all ages. The goal is to present live music, entertain and educate the community

about jazz and other music genres, provide performance opportunities for local and regional musicians, and to collaborate with businesses and other arts organizations for the benefit of the community.

## 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.

Mile High Jazz Band Association (MHJB) began a multi-day jazz festival in August 2004 as a one-time event on the Brewery Arts Center (BAC) campus, to honor the 100th anniversary of the birth of jazz legend William "Count" Basie. In response to its success, the festival became an annual event. In 2009, Mile High Jazz Band Assoc. took it to town, with numerous venues, and more performing groups than ever. With support of the City and the community, the festival - now named "Jazz & Beyond - Carson City Music Festival" - has continued to grow. The 12th year of Jazz & Beyond will take place August 7-23, 2015, is expected to attract about 2,500 people, and will culminate with the traditional closer at the Legislative Plaza/Capitol Amphitheater on August 23. It will involve more than 100 musicians in over 60 performances—from solos to big bands; from concerts to forums, workshops, and jam sessions—and is like nothing else in Carson City and surrounding rural areas. (See Attachments 7 and 8.)

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

This project showcases Carson City as a thriving arts community. It brings musicians and their followers to our city and garners support from organizations within and beyond our borders. The festival engages and connects the community – it provides activities for youth and families during the summer. Beyond jazz, the music includes genres from blues to Latin to bluegrass. Beyond music, it has included visual arts, dance, film, and lectures. (See Attachment 7 - 2014 Schedule of Events.)

3. Describe who will benefit from the proposed project.

The festival benefits residents and businesses by operating at several locations in the core of the city. It employs many musicians on a short-term basis; draws visitors who also frequent shops, restaurants, gas stations, hotels, and other attractions; and creates a buzz about the cultural vibrancy of Carson City, thus benefiting the entire community.

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

The funds enable us pay musicians; to market the festival; and to keep most events admission free, encouraging attendance by low- and moderate-income individuals and families. The festival is not a fundraiser – all contributions, grants, and earnings support components of the 17-day festival.

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

MHJB Assoc. operates the festival by a committee of its nine-member board of trustees—a mix of Mile High Jazz Band musicians and community members—and other volunteers. Therefore, overhead costs are minimal and unlikely to be reduced. We will eventually reduce the need for funding by increasing support from other organizations, agencies, businesses, and individuals. However, as the festival is growing, a partnership with the City is essential. In addition to funds, the City has supplied staging and technical support at the Third St. venue and helped with permitting and liability insurance certification at the Legislative Plaza/Capitol Amphitheater.

Last year, more than two dozen organizations and businesses partnered, supported, or participated in the event as sponsors, program advertisers, or venues. See p. 30 in the 2014 festival program (Attachment 7) and ads throughout the program. We received other grants (Nevada Arts Council, Nevada Commission on Tourism, Nevada Humanities, For the Love of Jazz), and developed partnerships with other organizations and businesses, such as the Farmers Market, Carrington Co. (Carson Mall), Brewery Arts Center, and the Downtown Business Assoc. We accept donations from event attendees. We anticipate similar participation in 2015.

In addition, we plan to charge admission for two or more selected events this year. When the festival is more widely known, we may begin to charge admission to more events without decreasing audience, thereby increasing revenue; however, we prefer to keep most events admission free.

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

With less funding, we could hold the festival but reduce the scope of the offerings – fewer days, fewer special events and educational activities, and fewer performers.

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 Brewery Arts Center (BAC) provides some of the same services by holding classes and concerts on their campus. We produced the festival in partnership with BAC from 2005 to 2008 and have coordinated activities since then by having a BAC representative on our planning committee and holding some festival events at BAC. Although administrative staff at the BAC has been severely reduced this year, we will continue to coordinate services during the 2015 festival.

### 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?

Music groups, from solos to big bands – about 60. Number of musicians - more than 100 (many play in more than one band).

Attendees – estimated on basis of audience counts and surveys - 2,500; 1,800 from Carson City and 700 from surrounding and more distant areas.

Community businesses - number unknown, but audience surveys show that 59 percent of attendees bought a meal and 39 percent shopped in Carson City in connection with attending Jazz & Beyond events in 2014.

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?

Our events attract a broad audience representative of the population of Carson City. On the basis of community demographics, we estimate about 40 percent are LMI. Audience surveys from 2014 indicate that 72 percent were from Carson City. Of attendees from outside Carson City, 6 percent were from distances greater than 100 miles from Carson City. (See Attachment 6 - Summary of Audience Survey.)

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

Musicians benefit by having additional venues for their services and opportunities to perform. Residents benefit by participating in free or low-cost educational and entertaining activities in multiple local settings.

Visitors benefit by being introduced to the cultural and artistic riches of the community.

Businesses benefit because festival attendees stay in Carson City to dine and shop.

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

Audience counts will be tabulated for all events.

A questionnaire will be distributed to attendees at selected events, including the final concert, which draws the largest and most diverse audience. Results will be summarized and used to plan future festivals.

## 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 2015-16</b>			
Salaries and Benefits (artists fees)	5,000	9,000	14,000
Space rental	500	500	1,000
Technical fees and services	500	2,000	2,500
Travel and training	0	400	400
Office Supplies	500	1,000	1500
Operating Supplies	0	200	200
Postage and Shipping	0	400	400
Printing and Publications	1,000	1,200	2,200
Advertising and Promotion	500	1,200	1,700
Liability/Other Insurance	0	250	250
Professional Fees (graphic design)	0	650	650
Other project costs: (Specify Below)			
Admin personnel – in-kind (value \$2,500)	0	0	0
Volunteers – in-kind (value \$5,000)	0	0	0
<b>TOTALS</b>	8,000	16,800	24,800

**Leveraged funds:** Awarded: \$1,500 (NCOT); anticipated: \$2,000 (Nevada Humanities), \$4,000 admission fees, \$2,000 contracted services, \$2,000 program ads, \$3,000 private donations, \$1,000 T-shirt sales, \$500 (For the Love of Jazz); \$800 (NAC grant); plus organization reserve funds if needed.

## **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:

Elinor Bugli  
775-883-4154  
ehbugli@aol.com

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

David Bugli  
775-883-4154  
dcbugli@aol.com

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

Elinor Bugli  
775-883-4154  
ehbugli@aol.com

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

David Bugli  
775-883-4154  
dcbugli@aol.com

## VI. AGENCY INFORMATION

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

Date of incorporation	Dec. 14, 2001
Date of IRS certification	May 2002
Tax exempt number	80-0027719

2. DUNS Number: 83-056-7694

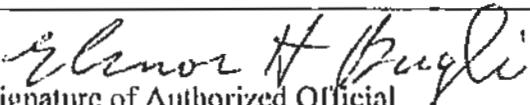
For information on DUNS, go to: <http://www.dnb.com/get-a-duns-number.html>

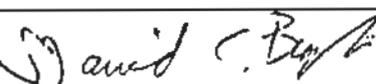
3. Attach the following to each copy of the Proposal for Funding:

- 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	1/16/15 Date
Elinor Bugli, Treasurer Typed Name and Title of Authorized Official	Phone Number

 Signature of President of Board of Directors	1/16/2015 Date
David C. Bugli Typed Name of President of Board of Directors	775-883-4154 Phone Number

Carson City, a Consolidated Municipality  
Annual Report  
For Community Support Services Funding  
Fiscal Year 2014-2015

Name of Organization: Mile High Jazz Band Association, Inc.

Program/Project: Jazz & Beyond – Carson City Music Festival

Amount of Funds Received \$ \$8,000

Contact Person: Elinor Bugli

Mailing Address: 191 Heidi Circle

City: Carson City State: NV Zip Code: 89701-6532

Phone Number: 775-883-4154 E-mail: ehbugli@aol.com

Date Submitted: January 16, 2015

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 p. 3)

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

The annual jazz festival we produce is a major community event. The festival operates on a shoestring and succeeds as a result of hundreds of hours of volunteer work. In 2014, more than 60 performances, including 5 performances added for the NV150 Fair, were held over 17 days, August 1-17, 2014, at 19 venues in Carson City. Attendance, based on audience counts at each event except those at the fair, was tallied at over 2,500.

Performances were held at the Legislative Plaza-Capital Amphitheater, Third Street, Comma Courtyard (adjacent to Comma Coffee), Foreman-Roberts House Museum (home of Carson City Historical Society), Brewery Arts Center, the Bliss Mansion garden, the Governor's Mansion garden, Carson Mall, Sierra Place Senior Living, the Third Street Farmers' Market, Fuji Park, and local clubs and restaurants.

An audience survey on the final day, showed that, of those who filled out the survey:

27% had not previously attended a Jazz & Beyond festival.

73 % attended more than one event in 2014.

95% rated the quality as Very Good/Outstanding.

72% were Carson City residents

59% bought a meal and 39% shopped in Carson City in connection with attending Jazz & Beyond.

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?

About 100 musicians – mainly local but also some regional and a few international - benefitted by performing and reaching new audiences in Carson City. About 2,500 attendees – from youth through senior citizens – were educated and entertained at mostly free events. About 1,800 were Carson City residents. Festival attendees purchase food, beverages, and gasoline from Carson City establishments. Performers are paid and spend the money locally.

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

This event showcased Carson City as a thriving arts community. It brought musicians and their followers to our city and gained support from organizations within and beyond our borders. The festival benefitted local businesses by operating at several locations in the core of the city, and it provided activities for youth and families during the summer.

We presented live music, entertained and educated the community about jazz and many other music styles and art forms, provided performance opportunities for local and regional musicians, and collaborated with businesses and other arts organizations for the benefit of the community.

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

Our project has an established track record - we have produced a successful annual music festival since 2004. The music festival enriches the community economically as well as culturally, and it has great potential for future expansion, because we can continue to add venues, invite more music groups, and extend the schedule as funds permit. Of course, this would require adequate funding. Last year, more than two dozen organizations and businesses partnered, supported, or participated in the festival as sponsors, program advertisers, or venues. We anticipate increasing support from organizations, agencies, businesses, and individuals. Continued partnership with the City also is essential – not only for funds – but also for staging and technical support at the Third St. venue, and assistance with permitting and liability insurance certification at the Legislative Plaza/Capitol Amphitheater. We will continue to apply for grants (Nevada Arts Council, Nevada Commission on Tourism, Nevada Humanities, For the Love of Jazz), to accept donations from event attendees, and charge admission for a limited number of special events.

6. Describe any challenges that impacted your program.

The main challenge is inspiring sufficient volunteers for planning and implementing the festival. Thanks to an excellent planning committee, the festival ran very smoothly in 2014. Some of the committees were Operations, Finance, Performance, Special events, Marketing and publicity, and Volunteer assignments. Fulfilling those responsibilities is challenging. Another challenge is the weather. We had to identify and use alternate locations during rainstorms. To shelter the audience from hot sun and rain, we rented the City Ice-Rink tent for use on Third St., but this will not be available in future. Funds for commercial tent rental and set-up fees will be an additional cost.

Mile High Jazz Band - Annual Report  
 For Community Support Services Funding  
**Fiscal Year 2014-15**  
 Jazz & Beyond – Carson City Music Festival  
 Final Financial Income and Expense

<b>Income*</b>	<b>Budgeted</b>	<b>Actual</b>
State grants	3,500	4,000
FTLOJ support	500	700
CC Downtown Business Assoc.	500	525
Private donations	4,000	3,766
Admissions to ticketed events	3,500	5,150
Program ads	2,000	2,640
Contracted services	1,500	1,655
City grant**	8,000	8,000
Nevada 150 Fair grant***	0	3,345
<b>Total</b>	<b>23,500</b>	<b>29,781</b>
<b>Expenses</b>		
Musicians/artists fees	12,500	17,459***
Technicians fees/other services	3,100	3,226
Advertising/Marketing/Mailing	3,950	3,061
Graphics/program printing	1,200	1,512
Insurance (prorated)	250	212
Permits, licenses, rental fees	1,500	1,523
Other operating expenses	1,000	2,698
<b>Total</b>	<b>23,500</b>	<b>29,691</b>

\*Does not include in-kind

\*\* Office of Business Development

\*\*\*Component added for participation in NV150 Fair



**Carson City**  
**Community Development Block Grant (CDBG)**  
**Program Application**  
**Fiscal Year 2015–2016**

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

**APPLICATIONS ARE DUE\*:** **JANUARY 16, 2015, 4:00 P.M.**

**PLEASE SUBMIT THE ORIGINAL  
PLUS 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: Ventana Sierra Inc.
2. Agency Mailing Address: PO Box 18005 Reno NV 89704
3. Project/Program Name: Ventana Foster / Homeless Teen Living Program
4. Project/Program Address/location: 1969 Marie Drive, Carson City NV
5. Agency Director: Kelly Foutz
6. Board Chairperson: Ellen Hopkins
7. Contact person: Kelly Foutz  
Phone number: 775-445-9254 E-Mail: [kelly@ventanasierra.org](mailto:kelly@ventanasierra.org)  
Fax: 775-849-1707 Website (if applicable) [www.ventanasierra.org](http://www.ventanasierra.org)
8. How long has your organization been in existence? 2.5 years In Carson City? 2.5 years
9. What is the overall mission of your organization?  
Ventana Sierra empowers at-risk youth by providing housing, food, clothing, education and one-on-one vocational training to help these youth achieve their dreams of becoming productive members of society. We also serve as a community resource clearinghouse to help families/youth in need.

10. Type of funding requested (Check One):

Public Service  Public Facility/Improvement  
 Economic Development  Housing

11. **TOTAL FUNDING REQUESTED:** \_\_\_\_\_

**BRIEF PROJECT DESCRIPTION:**

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

This project is to establish a healthy living situation for foster or private placement teens, aged 16-18. The home will have a full time house parent overseeing their needs and education. The foster care license will facilitate our ability to accept homeless teens who qualify for our program, whether foster or private placement. Our research has shown a huge need to serve homeless/foster youth in this age group locally.

## 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.

Ventana Sierra has successfully mentored and housed twenty-one youths, aged 18-24 since June 2013.

We have been contacted by local agencies seeking placement for younger teens who are homeless or

approaching aging out of foster care, but have been unable to take them because of their underage status.

We have applied for foster care licensing so we can open a house for foster or homeless teens, aged 16-18.

This project will allow us to open a house for this age group. This particular demographic is underserved

locally. We foresee this house (and others to follow) feeding our Independent Living program as the most

ambitious of these kids, those seeking college and a career path, will be readily identified by the house

parent through their study habits and willingness to cooperate within the group living situation.

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

Since June 2013, when we opened our first house: We have housed 21 youth; have helped 17/21 attain employment; have helped 13/21 enter college; have helped 3 attain their GED through WNC; have helped 2 graduate high school. 15/21 have been from Carson City or surrounding counties. On the community resource side: we've gathered, sorted and given away over 2500 pounds of clothing; started a Facebook Urgent Help Needed Northern Nevada, now with 1300 members; found sponsors for families in need of help for Thanksgiving and Christmas; helped a family whose father died get car fixed with donated services.

3. Describe who will benefit from the proposed project.

Foster or homeless youth ages 16-18.

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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       Other (Please explain) *Foster / homeless  
teens, 16 - 18*

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?

This project requires a full-time house parent on the property, as well as a relief house parent. The funds will be used to provide a monthly stipend for the house parent, plus a portion of the a per-hour wage for the relief.

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

We are currently working to establish a teen dropin center, where teens can hang out in a wholesome atmosphere, play games, play music, do spoken word poetry, etc. Memberships and concessions will income in support of our other programs. Also, we're always grantwriting, and fundraising in other ways. Our latest fundraiser is a download of the filmed version of Hopkins' CRANK play, available on our website.

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

We would be happy with any help you can offer, but would appreciate the full amount to facilitate this much needed service in the Carson City area. Our hope is to establish yet another foster care house in the near future. Kelly has been overseeing all the day-to-day oversight in the two independent living homes, and there's no way she can continue to do everything herself. This money is vital to future programming.

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 no other organizations that do exactly what we do. However, we coordinate with CASA, social services, juvenile justice and local schools as far as placements.

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.)

2. Can this project be done in different phases?  Yes  No  
If YES, explain.

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

4. Who currently holds title to the property involved?

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5. With whom will title be vested upon completion?

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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?

This particular project will serve the needs of four to six foster teens immediately, and as these youths move up and out of the housing, more will move in behind them, so ultimately the number will grow exponentially.

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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

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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?)

In the short term, foster care provides a safe environment for the young people placed in our care. There is a vital need within this community for foster care for teens 16-18. They will be housed, fed, and educated, in a supervised setting. As these teens age out of foster, we can then move those interested in furthering their education into our Ventana Sierra Independent Living Program, for youth ages 18-25. To have support from a single resource for that many years is something very few foster teens can expect. We want to give them hope, confidence, and a desire to give back to their community as well as a solid career path.

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

The house parent will maintain a daily log, which will be reviewed by the project manager weekly.

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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 2015-16</b>			
Salaries and Benefits	15,000	10,000	25,000
Rent and Utilities		5,500	5,500
Mortgage		8,500	8,500
Equipment			
Equipment Maintenance & Repair			
Office Supplies			
Operating Supplies		7,500	7,500
Postage and Shipping			
Printing and Publications			
Advertising and Promotion			
Subscriptions and Dues			
Liability/Other Insurance			
Professional Fees			
Other project costs: (Specify Below)			
Food		16,500	16,500
Clothing		1,800	1,800
Vehicle		8,000	8,000
Recreation		2,000	2,000
Misc. expenses, repairs, etc.		7,500	7,500
<b>TOTALS</b>	<b>15,000</b>	<b>67,300</b>	<b>82,300</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:

Kelly Foutz  
775-445-9254  
kelly@ventanasierra.org

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

Kelly Foutz  
775-445-9254  
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  
ellen@ventanasierra.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 project.

Joaquin Foutz  
PO Box 18005, Reno NV 89511  
775-384-2290  
joaquin@ventanasierra.org

## 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: **078723602**

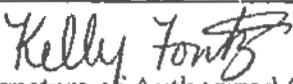
For information on DUNS, go to: <http://www.dnb.gov/guide/dunsnumber.html>

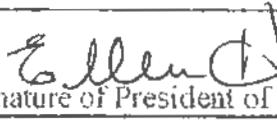
3. Attach the following to each copy of the Proposal for Funding:

- a. IRS Tax Exempt "501(c)(3)" letter.
- b. Proof of incorporation from Secretary of State (CERTIFICATE ONLY). Go to <http://www.state.vt.gov/info/certified>. 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	1/15/15 Date
Kelly Foutz Typed Name and Title of Authorized Official	775-384-2290 Phone Number

 Signature of President of Board of Directors	1/15/15 Date
Ellen Hopkins Typed Name of President of Board of Directors	775-849-1637 Phone Number



**Carson City**  
**Community Development Block Grant (CDBG)**  
**Program Application**  
**Fiscal Year 2015–2016**

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

**APPLICATIONS ARE DUE\*:** **JANUARY 16, 2015, 4:00 P.M.**

**PLEASE SUBMIT THE ORIGINAL  
PLUS 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: Big Brothers Big Sisters of Northern Nevada
2. Agency Mailing Address: 1300 Foster Dr., Suite 210 Reno, NV 89509
3. Project Name: Carson City Mentor Program
4. Project Address/location: Mentoring activities take place in Carson City
5. Agency Director: Liza Maupin
6. Board Chairperson: Richard James
7. Contact person: Wendy Firestone  
Phone number: 775 - 352 - 3202 E-Mail: wfirestone@bbbsnn.org  
Fax: 775-322-8898 Website (if applicable) www.bbbsnn.org
8. How long has your organization been in existence? 14 years In Carson City? 10 years
9. What is the overall mission of your organization?  
Our mission is to provide children facing adversity with strong and enduring, professionally supported one-to-one mentor relationships that change their lives for the better, forever.
10. **TOTAL FUNDING REQUESTED:** \$20,000

**BRIEF PROJECT DESCRIPTION:**

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

In partnership with the Boys and Girls Club of Western Nevada, we will recruit local adult volunteers to provide at least one hour per week or more of time in a caring and supportive mentor relationship (a “match”) with a child; simple acts of friendship help increase a child’s self-esteem, social behaviors, academic skills, and allow a child to envision a brighter future.

## 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 is an expansion of our on-going Carson City Mentor Program. This funding will assist us in supporting 25 current matches and 25 new matches. Funding allows us to recruit caring stable adults who are able to commit to meeting weekly with a child for a minimum of 12 months. Each potential new Big (adult mentor) is carefully screened through personal reference checks, a home assessment, DMV record review, multi-layered background checks and a child abuse/sex offender registry check. An extensive personal interview is conducted by a trained professional, and then before being matched with a Little (a youth being mentored) Bigs must attend a training to learn proven methods in building strong relationships with their Little, to review important child safety standards and become familiar with program rules. To ensure on-going success of the match and the safety of the child, our professional staff monitor matches closely, providing coaching for our Bigs when needed, and ensure the matches are thriving through frequent contact with both Bigs and Littles and the Little's parents/guardians.

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

Big Brothers Big Sisters' (BBBS) mentoring program is scientifically supported as a valid method for creating positive, community-wide change for low-income youth. Last year, youth participating in BBBSNN's mentoring program demonstrated significant positive outcomes, particularly in educational outcomes. For example, 90% of children maintained or improved their scholastic competence; 81% of children maintained or improved their grades; and 85% of age-eligible Littles completed high school. But our mentor programs support the whole child. Other positive outcomes include: 60% of Littles improved their feelings of social acceptance; 93% of youth maintained or improved their attitudes toward risky behavior; 90% maintained or improved their trust in their parents; and nearly 100% felt they had a special adult in their life.

3. Describe who will benefit from the proposed project.

Big Brothers Big Sisters works exclusively with at-risk youth who qualify for a Free or Reduced Lunch program. While our data clearly shows how these children benefit from the mentor program, we know that children who are less likely to act out in school, create a better learning environment for all. Children who are less likely to engage in risky behaviors (smoking, drinking, using drugs) are better citizens. And long term studies\* show that adults mentored as children through Big Brothers Big Sisters are more likely than peers with similar backgrounds, but who were not involved in the program, to have a four-year college degree, incomes of \$75,000 or greater and strong relationships with their spouses, children and friends.

\* "Adult Little Research" conducted by Harris Interactive, March 3 – April 16, 2009.

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  Other: low-income children ages 6-14

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:

Before being accepted into our program, parents/guardians must fill out an application and let us know whether or not the child qualifies for the Free and Reduced lunch program at their school.

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

Funds will be used to recruit, screen and train Bigs, enroll Littles, provide on-going support of matches with regular contact with Bigs, Littles and Little's family/guardians, as well as evaluating the efficacy of our matches by administering pre- and post- match evaluations and analyzing the data gathered through these Youth Outcome Surveys.

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

All of our programs are free to the participating youth and volunteers. Toward that end, we aggressively pursue a diversified funding strategy to fund as many matches as possible each year. Our major revenue streams are government, corporate and foundation grants, event fundraisers, individual giving and the Donation Center, a for-profit operation.

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

Yes, the number of youth we serve is restricted by the funds we are able to procure. The more funding we procure, the more youth we are able to serve. Less funding simply restricts the number of youth we are able to serve.

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?

Since the closing of the Boys and Girls Club of Western Nevada's Mentor Center, there is no other 1:1, professionally supported mentoring program in Carson City.

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.)

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2. Can this project be done in different phases?  Yes  No  
If YES, explain.

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

4. Who currently holds title to the property involved?

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5. With whom will title be vested upon completion?

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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?  
50 youth (25 ongoing / 25 new matches)
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 youth served in this program qualify for Free or Reduced Lunch. All the children served through this grant live 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?)  
50% or more of youth will improve their grades; 48% or more of youth will improve their educational expectations; 36% or more of youth will improve their parental trust; and 62% or more of youth will improve their social acceptance.
4. What procedures will be put into effect to create, compile and maintain data to track performance measurement for this project?

The Youth Outcome Survey is collected before a youth (age nine and older) is matched with a volunteer. It is collected again at the end of the school year for youth in our school-based (SB) program and every 12 months in our community based (CB) program. We refer to these two time points as the baseline and follow-up. The baseline represents the youth's well-being before they are matched with a volunteer and the follow-up represents the youth's well-being after they are matched with a volunteer for a school year (SB) or 12 months (CB). Data collected from July 1 to June 30 is evaluated and reported on in our Annual Report. For more information on Big Brothers Big Sisters' national Youth Outcome Surveys visit <http://is.gd/2013YOSReport> or request the PDF from Wendy Firestone at [wfirestone@bbbsnn.org](mailto:wfirestone@bbbsnn.org)

BBBSNN also utilizes a national data tracking system, Agency Information Management (AIM), used by most BBBS agencies nation-wide. This system allows us to track all volunteers, youth served and their families. BBBSNN tracks all contacts made with our participants (volunteers, youth, families). By tracking our contacts, we can ensure that the match is progressing as intended, mentors can receive coaching, families can receive referrals as needed, and that no child safety rules are being compromised. BBBSNN employs the 100+ year history of Big Brothers Big Sisters' youth mentor program, and keeping children safe from potential predators, by upholding the high standards of BBBS, tracking our matches closely and recording data in our Agency Information Management system. Together, these systems ensure that each child receives a high quality mentor experience that can truly change their life for the better, forever.

#### 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: Carson City Mentor Program</b>	<b>Funds Requested</b>	<b>Leveraged Funds</b>	<b>Total Funds</b>
<b>Project Expenses FY 2015-16</b>			
Salaries and Benefits	\$15109	\$22634	\$37743
Rent and Utilities (occupancy)	\$1320	\$1933	\$3253
Mortgage	n/a	n/a	n/a
Equipment Phone/Internet/Fax	\$58	\$119	\$177
Equipment Maintenance & Repair	\$398	\$861	\$1259
Office Supplies Supplies	\$203	\$305	\$508
Operating Supplies	n/a	n/a	n/a
Postage and Shipping Postage & Delivery	\$28	\$42	\$70
Printing and Publications	\$26	\$23	\$49
Advertising and Promotion	\$489	\$703	\$1192
Subscriptions and Dues (BBBSA membership)	\$322	\$469	\$791
Liability/Other Insurance	\$235	\$338	\$573
Professional Fees	\$641	\$962	\$1603
Other project costs: (Specify Below)	n/a	n/a	n/a
Background checks	\$322	\$484	\$806
.03125   .046875 Travel Vehicle Maintenance/Fuel Expense	\$186	\$156	\$342
Match Activities	\$328	\$469	\$797
IT Service	\$335	\$502	\$837
<b>TOTALS</b>	<b>\$20,000</b>	<b>\$30,000</b>	<b>\$50,000</b>

#### **IV. PROJECT BUDGET cont.**

Big Brothers Big Sisters of Northern Nevada has a diversified funding strategy and does not rely solely on any one funding stream. For the 2014-2015 fiscal year, our agency's strategic plan focuses on varied funding streams including individual gifts, corporate gifts, grants, special and third party events, and our donation center to fund our programs.

Leveraged funds for this program include a \$10,000 corporate gift from Harley-Davidson Financial Services, and \$10,000 from the John Ben Snow Memorial Trust, which are both dedicated to funding matches in and around Carson City. The remainder will come from our general fundraising efforts that include:

- Individual Gifts - Giving from individuals accounted for over \$92,000 of our revenue in 2013/2014..
- Private Grants - Giving from private and corporate foundations and corporate gifts accounted for over \$211,000 of our revenue.
- Federal Grants - We have pursued federal and state foundation sources with human services/youth activities funding priorities. Last year we received \$228,407 in federal grants.
- Special and Third Party Events - We hold two major special events each year, our spring Gala and a fall fundraising event, as well as several smaller fundraisers throughout the year. In 2012-2013 we raised over \$158,000 from these events.
- Donation Center - We run a Donation Center for gently used clothing and household items. Savers purchases the used goods for re-sale in their stores. This revenue source generated over \$486,000 in total revenue in the 2012/2013 fiscal year.

Just \$1,000, less than \$20 a week, covers the cost of a match between an at-risk youth and a caring, stable adult for one year. This covers the cost of recruiting, screening and training Bigs, enrolling Littles and providing family consultations, and providing on-going contact with Bigs, Littles and their families to ensure Bigs receive the coaching they need to be successful, Littles are safe (child safety is our number one priority) and families receive the support and referrals they need. The funding also covers the cost of collecting, aggregating and reporting on the Youth Outcome Surveys, as well as data collected in our Agency Information Management system.

## 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:

Wendy Firestone: wk 775.352.3202 cell: 774.722.9498 wfirstone@bbbsnn.org

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

Beth Osborne Program Director 775.352.3202 bosborne@bbbsnn.org

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

Beth Osborne Program Director 775.352.3202 bosborne@bbbsnn.org

Wendy Firestone: wk 775.352.3202 cell: 774.722.9498 wfirstone@bbbsnn.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 project.

Beth Osborne, Program Director  
1300 Foster Dr., Suite 210, Reno, NV 90509  
775.352.3202 bosborne@bbbsnn.org

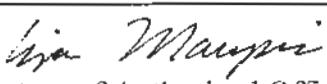
## VI. AGENCY INFORMATION

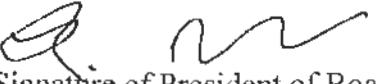
1. Proof of non-profit status for private agencies (governmental entities and schools are exempt):

Date of incorporation	March 22, 2005
Date of IRS certification	June 2005
Tax exempt number	32-0147198

2. DUNS Number: 602546496  
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 (scc 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>1-8-15</u>
Liza Maupin, Chief Executive Officer	775-352-3202

 Signature of President of Board of Directors	Date <u>1-8-15</u>
Richard James President of Board of Directors	775-851-3479



**Carson City**  
**Community Development Block Grant (CDBG)**  
**Program Application**  
**Fiscal Year 2015–2016**

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

**APPLICATIONS ARE DUE\*:** **JANUARY 16, 2015, 4:00 P.M.**

**PLEASE SUBMIT THE ORIGINAL  
PLUS 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 Department
2. Agency Mailing Address: 3505 Butte Way, Carson City, NV 89701
3. Project/Program Name: Empire Area ADA Sidewalk Improvements
4. Project/Program Address/location: General area bounded by Airport Road, Woodside Drive, and Stanton Drive
5. Agency Director: Darren Schulz
6. Board Chairperson: Brad Bonkowski
7. Contact person: Patrick Pittenger  
Phone number: 283-7396 E-Mail: [ppittenger@carson.org](mailto:ppittenger@carson.org)  
Fax: 887-2112 Website (if applicable) [www.carson.org](http://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):  
 Public Service       Public Facility/Improvement  
 Economic Development       Housing
11. **TOTAL FUNDING REQUESTED:** \$236,000

**BRIEF PROJECT DESCRIPTION:**

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

The project will replace approximately 1,300 feet of damaged sidewalk that presents safety issues and 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 Appendix II, such as improvements to the sidewalk infrastructure. Portions of the 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 have 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 Highway 50 and Fairview Drive which provide connections to jobs, retail businesses, and other services. It will also improve access internally within the project area, making it safer for children to walk to Empire Elementary School and for neighborhood residents to get to the Jump Around Carson (JAC) transit service which runs two routes through the neighborhood.

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  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

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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.

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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 bring all City sidewalks in compliance with ADA far exceeds available resources. The City pursues many grant opportunities to improve the sidewalk network and makes improvements as part of larger roadway and utility projects when possible. However, the need for grant funding is not likely to subside in the near future.

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

Yes, but that would mean that less sidewalk would be repaired and made safe and ADA-compliant. Any amount of funding awarded would be used to its maximum potential.

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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. The State of Nevada will occasionally make pedestrian improvements to their own facilities, but the State currently owns very little public right-of-way in Carson City, as many of their previously-owned roadways have been transferred to the City.

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

Target Area (specify geographic area) Area bounded by Airport Road, Woodside Drive, and Stanton Drive

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 continues to improve connectivity to the sidewalk network and make pedestrian facilities ADA-compliant citywide.

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2. Can this project be done in different phases?  Yes  No  
If YES, explain.  
The project can be done in different phases, and in fact it has been in this area. However, it is preferable to finish as much as possible at one time to realize efficiencies in mobilization and construction management as well as the design and bid process.

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?  
The 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.

**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 5,100 residents in the project area. However, the proposed improvements would benefit all pedestrians that visit the project area, not just the people that reside in the neighborhood.

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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?

The project area consists of one Census tract comprised of three block groups. The combined LMI of the total population is approximately 60%. However, the bulk of the work is expected to take place in block group 3, which has a LMI of 72%. All are Carson City residents.

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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?)

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.

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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?

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 or attempting to assess the degree to which pedestrians feel safer, of which neither are practical on a continued basis, there are not many options to track the performance of the improvements.

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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 2015-16</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	\$236,000	\$0	\$236,000
<b>TOTALS</b>	<b>\$236,000</b>	<b>\$0</b>	<b>\$236,000</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

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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:

Dan Doenges, Senior Transportation Planner, 283-7387, ddoenges@carson.org

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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

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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**

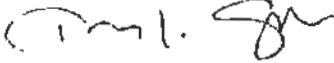
For information on DUNS, go to: <http://www.dnb.com/get-a-duns-number.html>

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

- 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	12/24/14 Date
Darren Schulz Typed Name and Title of Authorized Official	283-7391 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 AREA**



## ATTACHMENT 2 ~ PHOTOS OF EXISTING INFRASTRUCTURE



Sidewalk Deterioration



Sidewalk Heaving



**Sidewalk Deterioration/Non ADA-Compliant Drive Access**



**Insufficient/Temporary Patch on Sidewalk Heaving**



**COPY**

**Carson City**

**Community Development Block Grant (CDBG)**  
**Program Application**  
**Fiscal Year 2015–2016**

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

**APPLICATIONS ARE DUE\*:** **JANUARY 16, 2015, 4:00 P.M.**

**PLEASE SUBMIT THE ORIGINAL  
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**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 School District
2. Agency Mailing Address: P.O. Box 803, Carson City, NV 89702
3. Project/Program Name: CCSD School-Based Health Center
4. Project/Program Address/location: 604 W. Musser Street, Building 2, Carson City, NV 89702
5. Agency Director: Richard Stokes, Superintendent
6. Board Chairperson: Ron Swirczek, President, Board of Trustees
7. Contact person: Valerie N. Dockery, Director of Grants and Special Projects  
Phone number: (775) 283-1523 E-Mail: [vdockery@carson.k12.nv.us](mailto:vdockery@carson.k12.nv.us)  
Fax: (775) 283-1590 Website (if applicable) \_\_\_\_\_
8. How long has your organization been in existence? 1935 In Carson City? 1935
9. What is the overall mission of your organization?  
From Empower Carson City 2017, the Carson City School District Strategic Plan:  
Mission: In partnership with the community, we will make the most of every day for each student by empowering them with the skills, knowledge, values and opportunities to thrive.
10. Type of funding requested (Check One):  
 Public Service       Public Facility/Improvement  
 Economic Development       Housing
11. **TOTAL FUNDING REQUESTED:** \$83,598.00

**BRIEF PROJECT DESCRIPTION:**

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

The Carson City School District is seeking funding to improve a portable building so that we can open a school-based health center in conjunction with Nevada Health Centers. Funds will be used to renovate half the building to provide the needed space for a health center: reception area, 2 exam rooms, a lab, doctor's cubby and a nurse station. The remainder of the building will continue to house the McKinney-Vento Students in Transition Program. (See attachments 6 & 7 in Appendix I)

## 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.

CCSD and Nevada Health Centers want to open a school-based health center in a location that will be accessible to low-moderate income children and their families. The CCSD School-Based Health Center will provide immunizations, sick visits, well-child checks, prescriptions, and related services to families with children between the ages of 4 and 18 that reside in Carson City. The location of the center is central to several schools that serve over 2,500 students; over 60% of these students live in poverty. It is also within walking distance to two qualifying HUD neighborhoods that include hotels/shelters. In addition, it will be accessible to families from other qualifying neighborhoods via the JAC bus system. Because it will be housed in the same building as our McKinney-Vento program, homeless families will also be able to access health care quickly and easily. This project meets the Carson City Consolidated Plan priority need for a public health facility that serves youth/families, including those that are homeless and may be abused or neglected (homeless youth count for 2014/15 = 427). It also aligns with the CCSD Strategic Plan—Empower Carson City, 2017. Objective 3.3 of this plan states: Provide healthcare to students by establishing a school-based health center in Carson City. Funds are needed to improve/renovate the portion of the building that will house the health center. CCSD will maintain the building and pay for utilities. NV Health Centers will provide all materials, supplies, equipment and staff. Based on a study conducted in March of 2014, 18% (520) of our students are uninsured, 3% are under insured, 20% receive Medicaid, and 9% receive Nevada Checkup. (See Attachments 8 & 9)

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

There are no school-based health centers in Carson City. Despite the establishment of the Affordable Health Care Act, low and moderate income families still struggle to find health care that is easily accessible and affordable. This health center would be solely dedicated to serving low-moderate income families with school-age children between the ages of 4 - 18 who reside in Carson City.

3. Describe who will benefit from the proposed project.

Families with children between the ages of 4-18 residing in low to moderate income households. This includes students identified as homeless and those that may be abused or neglected. The Center will be available to all children and families who reside in Carson City, regardless of the school they attend. It will be operated by Nevada Health Centers, who will utilize grants, insurance, NV Checkup, Medicaid and a sliding fee scale to cover their operational costs. They will provide the materials, equipment, staff and technology for the project. CCSD will provide the facility, maintenance and utilities.

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 checked="" type="checkbox"/> Abused Children	<input type="checkbox"/> Illiterate Persons	<input checked="" type="checkbox"/> Homeless Persons
<input type="checkbox"/> Battered Spouses	<input type="checkbox"/> Elderly	<input type="checkbox"/> Severely Disabled Adults
<input type="checkbox"/> Migrant Farm Workers	<input checked="" 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:

The school-based health center will serve low and moderate income children/families who reside in Carson City, including those that are homeless or have been abused or neglected. Information on the center will also be provided to private and charter schools in Carson City. CCSD utilizes free/reduced lunch applications to track low-income status. Nevada Health Centers also tracks patient income, along with eligibility for Medicaid, NV Checkup and sliding scale billing. Both agencies also track ethnicity. The District average for low-income households is 59%. However, half of our 10 schools have poverty rates above this threshold, ranging from 62% up to 100%. We are confident that at least 90% of students/families served in the center will meet the income guidelines.

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

Funds for this grant will be used to renovate half of the portable building that houses our McKinney-Vento program so that we can provide health care to low- and moderate-income children and their families. During 2012-2013, CCSD was awarded a CDBG grant to transport and set up this portable building. At that time, half of this building was renovated for the McKinney-Vento program. However, the remaining half was not renovated and does not meet the requirements for a health center. (See Attachments 6 & 7)

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

Improvement/renovation costs are a one-time expense for this project. The Carson City School District will maintain the building and pay for all utilities. Nevada Health Centers will provide furniture, medical equipment, staffing and records management. Through this collaboration, we expect the center to be open and serving low and moderate income children and families in Carson City for many years to come. (See Letters of Support, Attachments 8 & 9, in Appendix I)

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

The amount requested in this application is the minimum needed to improve the building in order to open a school-based health center. CCSD has been in discussions with NV Health Centers regarding this project since March of 2014. The barrier that has kept this project from becoming reality is the cost of the building improvements. Due to economic hardships, the District does not have the funds to renovate the remaining half of the building.

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?

Free and reduced rate health care is still limited in our community. NV Health Centers does operate another clinic located at the north end of town. They cannot keep up with the demand for health care and patients often wait a long time to see a health care professional. Together, we hope to serve our neediest families with school-age children between the ages of 4 and 18, including those that are homeless, neglected or abused. There are no other school-based health centers in our city.

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.)

This is a stand-alone project in that we are establishing a school-based health center in Carson City. CDBG funding was provided to the Carson City School District in 2012-2013 to move and set up the portable that will house this project. This portable currently houses our McKinney-Vento Students In Transition Program. Both programs will share this building, but funds are needed to improve the portion dedicated to the school-based health center.

2. Can this project be done in different phases?  Yes  No  
If YES, explain.

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

4. Who currently holds title to the property involved?

The Carson City School District holds the title to this property.

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5. With whom will title be vested upon completion?

The title will remain with the Carson City School District upon completion of the project.

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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.

The CCSD School-Based Health Center is designed for use by low/moderate income children and their families.

No employers will be assisted with this project. NV Health Centers will utilize their own funds to provide staff for the school-based health center.

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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?

If funding is received on July 1, 2015, we plan to complete the improvements to the building and open the health center by October 1, 2015. Initially, the center will be staffed 5-days per week (year-round) and be open for appointments 2 days per week. NV Health Centers estimates that at least 14 patients can be seen each day, and there would be 40 weeks remaining in the 2015/16 year. Therefore, we estimate serving approximately 1,100 patients during this first year of operation. We will track the number of people using the center, repeat users, their ages, school of origin, income status, type of service(s) provided, race/ethnicity, and homeless or neglected status.

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?

Based on our free/reduced lunch statistics, at least 90% of the students/families served at the school-based health center will be low to moderate income and 100% will be Carson City residents. Given that we expect to serve at least 1,100 people during the first year of operation, at least 1,000 will meet the LMI guidelines. We will also track their race/ethnicity and residency. The data collection systems for both NV Health Centers and CCSD are set up to make this process feasible.

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

We expect to see increased attendance for students that are served through the Health Center, which should lead to improved academic performance. The district will track the attendance and state/local test scores for students that are served at the center. We will also collect data on activities performed each quarter during both the improvement and the clinical phases of the project. Additional outcome data for the center will include: number students/adults served, their ages, school of origin, income status, reasons for visiting the clinic, type of service(s) provided, the number of repeat visitors, the number and type of immunizations provided, race/ethnicity, homeless and/or neglected status and residency.

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

The Director of Grants and Special Projects for CCSD will work with the Director of Clinical Services for NV Health Centers to create an electronic data tracking tool for this project that will include the data points listed under items 1 and 3. This data will be collected daily so that progress on our activities and outcomes can be reported to the Carson City Planning Division according to the quarterly timeline required for the grant. This data will also be shared with the CCSD Board of Trustees and the community via school board meetings and our web site (also on a quarterly basis) in order to keep the district and the public informed about this project.

## 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: CCSD School-Based Health Center	Funds Requested	Leveraged Funds	Total Funds
<b>Project Expenses FY 2015-16</b>			
Salaries and Benefits	\$74,000.00*	\$74,000.00*	
Rent and Utilities	6,500.00**	6,500.00**	
Mortgage			
Equipment	37,000.00*	37,000.00*	
Equipment Maintenance & Repair			
Office Supplies	1,200.00*	1,200.00*	
Operating Supplies			
Postage and Shipping			
Printing and Publications			
Advertising and Promotion			
Subscriptions and Dues			
Liability/Other Insurance			
Professional Fees			
Other project costs: (Specify Below)			
Estimate for Improvements to Portable Building	\$83,598.00***		\$83,598.00***
*See Attachment 8, Letter of Support, NV Health Centers, for details			
**Utilities and Maintenance for a 12-month period, provided by CCSD			
***See Attachment 10 in Appendix I for budget details to improve the portable building			
<b>TOTALS</b>	<b>\$83,598.00</b>	<b>\$118,700.00</b>	<b>\$202,298.00</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:

Valerie Dockery, Director of Grants and Special Projects, (775) 283-1523, vdockery@carson.k12.nv.us

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

Mark Korinek, Director of Operations, (775) 283-2181, mkorinek@carson.k12.nv.us - improvement phase

Valerie Dockery, Director of Grants and Special Projects, (775) 283-1523, vdockery@carson.k12.nv.us - clinical phase

Monica Taylor, Chief Operations Officer, Nevada Health Centers, (702) 597-3850, mtaylor@nvrhc.org

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

Valerie Dockery, Director of Grants and Special Projects, (775) 283-1523, vdockery@carson.k12.nv.us

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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.

Valerie Dockery, Director of Grants and Special Projects, Carson City School District, 604 W. Musser Street,

P.O. Box 603, Carson City NV 89702, (775) 283-1523, vdockery@carson.k12.nv.us

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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	
Date of IRS certification	
Tax exempt number	

2. DUNS Number: **184211134**

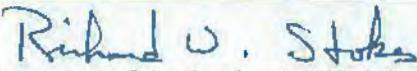
For information on DUNS, go to: <http://www.dnb.com/get-a-duns-number.html>

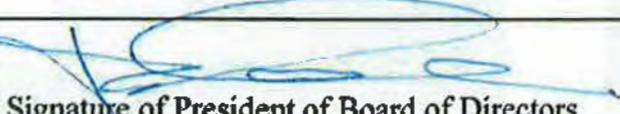
3. Attach the following to each copy of the Proposal for Funding:

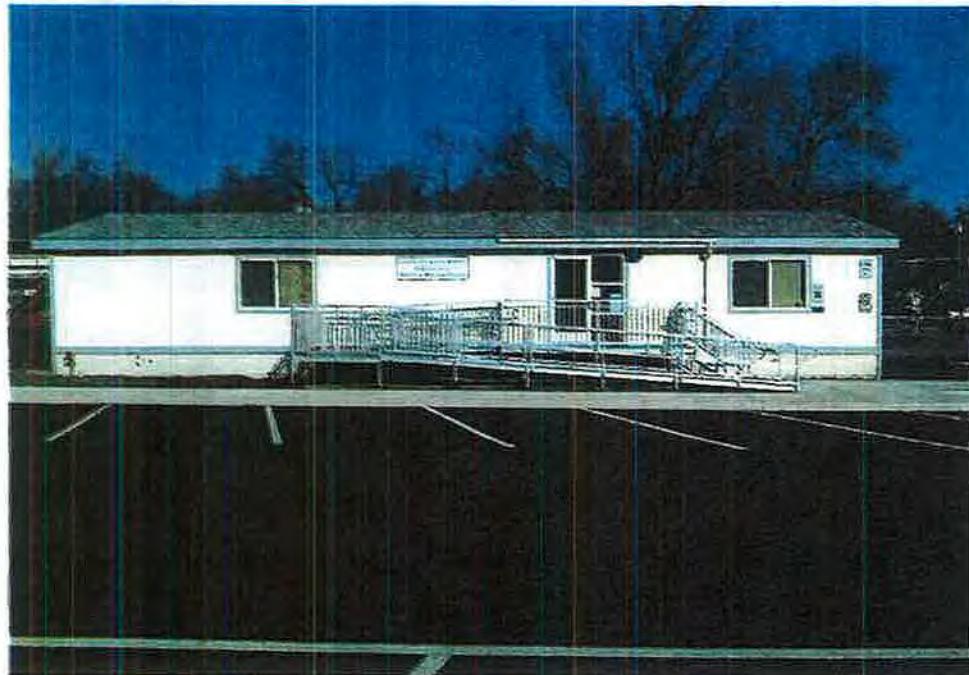
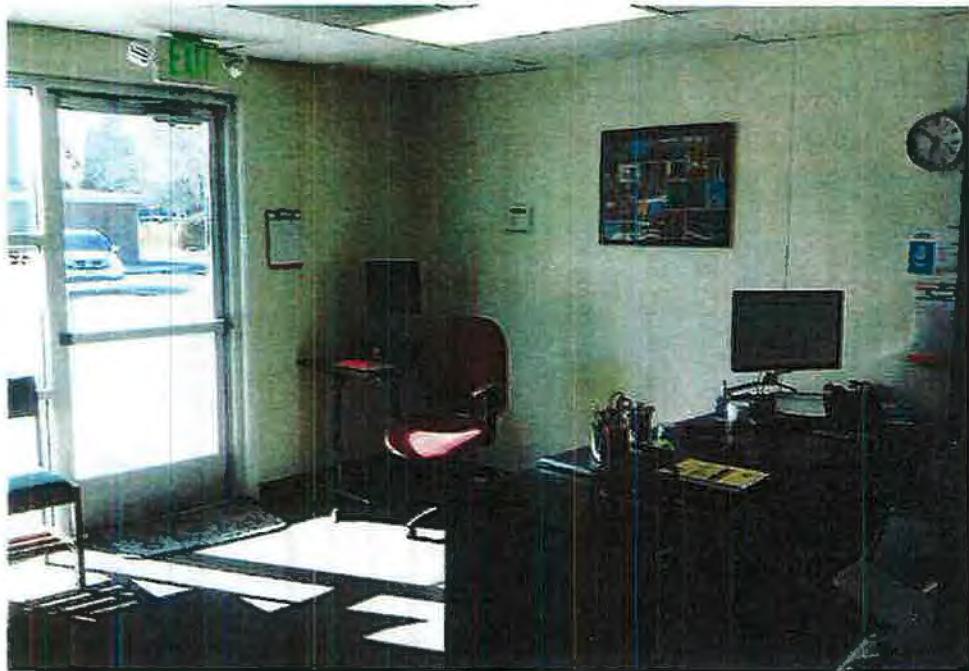
- a. IRS Tax Exempt "501(c)(3)" letter.
- b. Proof of incorporation from Secretary of State (CERTIFICATE ONLY). Go to <https://www.nvsilverflume.gov/certificate> You will need to register in order to get the certificate. Cost is \$50.
- c. Current organization chart with names of staff members. Staff 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.

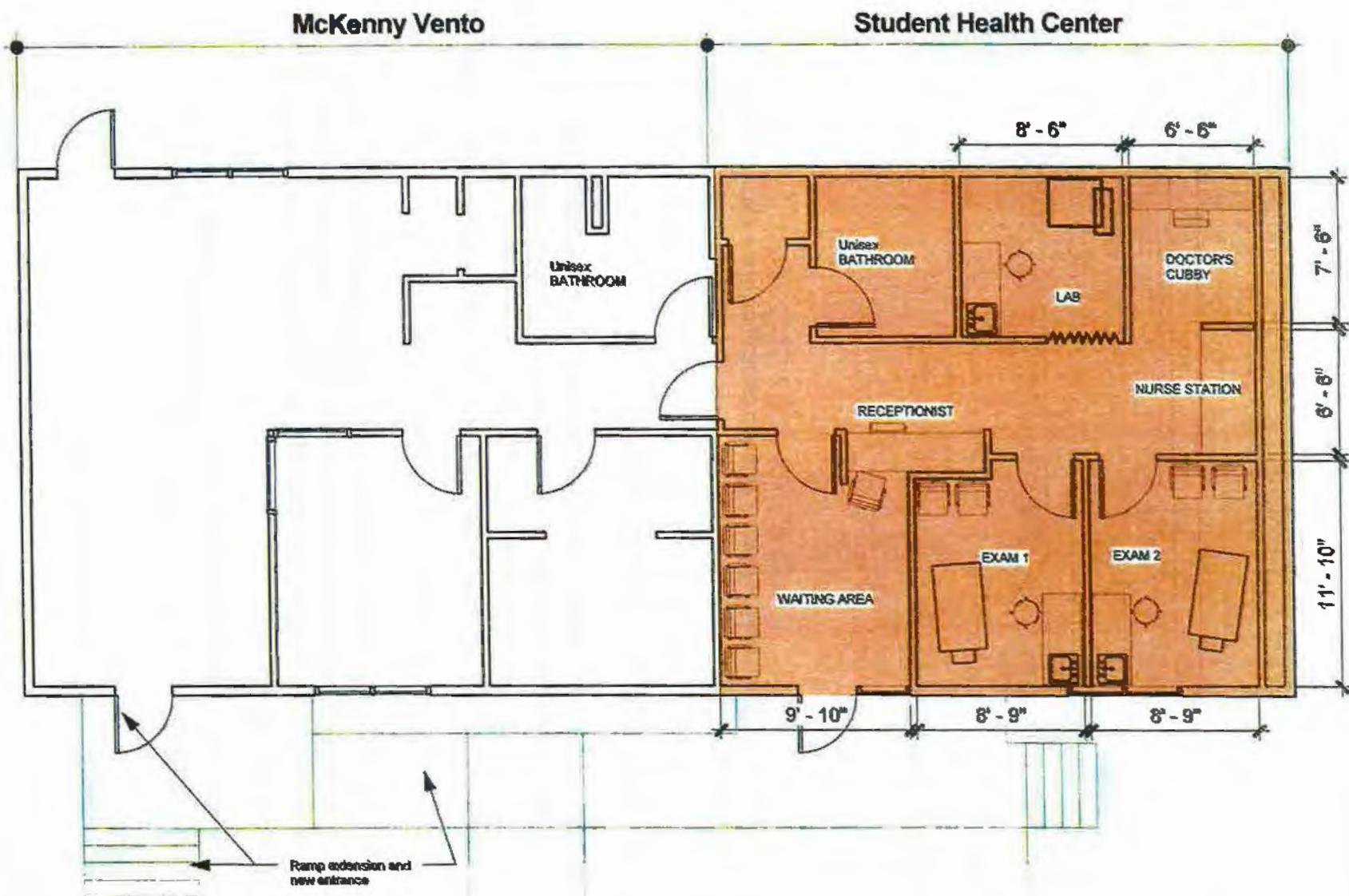
4. Required Certification (see instructions):

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 13 JAN. 2015
Richard W. Stokes, Superintendent Typed Name and Title of Authorized Official	(775) 283-2013 Phone Number

 Signature of President of Board of Directors	Date 1/13/15
Ron Swirczek, President, Board of Trustees Typed Name of President of Board of Directors	(775) 883-5263 Phone Number





## FIRST FLOOR PLAN

Scale: 1/8" = 1'-0"



**NEVADA**  
HEALTH CENTERS

Bringing quality healthcare to Nevada's communities

January 12, 2015

**Valerie Dockery**  
Director of Grants and Special Projects  
Carson City School District  
P.O. Box 603  
Carson City, NV 89702

**Subject: Letter of Support from Nevada Health Centers**

Dear Valerie:

Please accept this letter of support from Nevada Health Centers in recognition of our discussions to open a school-based health center, operated by Nevada Health Centers, in partnership with the Carson City School District.

As part of our support, Nevada Health Centers commits to the following\*:

- Staffing, to include an advanced practice professional and support staff, totaling \$74,000.00,
- Supplies, to include office supplies and other general daily items, totaling \$1200.00,
- Telephones for office staff, totaling \$2,000.00 plus additional monthly operating costs,
- Minor equipment (exam tables and chairs, waiting room chairs, computers), totaling \$35,000.00

\*Above costs are included in Nevada Health Centers' Year 1 estimated costs.

Nevada Health Centers offers our support of this partnership, pending grant receipt from the Carson City School District of the requested Community Development Block Grant funds. Additionally our support of this project must meet the terms of the proposed budget criteria and requirements in recognition of an agreed-upon Memorandum of Understanding.

We look forward to enhancing the medical services being offered as a part of this initiative and support the ongoing strategic partnership we have built in increasing the access to care for the Carson City community.

Sincerely,

A handwritten signature in black ink, appearing to read "Walter B. Davis".

Walter B. Davis, CEO

NORTHERN NEVADA REGION ADMINISTRATIVE OFFICE  
3325 Research Way, Carson City, NV 89706 | Phone 775.887.1590 | Fax 775.887.7047

SOUTHERN NEVADA REGION ADMINISTRATIVE OFFICE  
1799 Mount Merrick Drive, Las Vegas, NV 89106 | Phone 702.307.5414 | Fax 702.307.5421



**Carson City School District**  
1402 West King Street, Carson City NV 89703  
(775) 283-2000 - Fax: (775) 283-2090

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The Planning Department  
Community Development Block Grant  
Board of Supervisors

January 12, 2015

To Whom It May Concern:

The purpose of this letter is to provide support for Carson City School District's application for funds through the Community Development Block Grant (CDBG). If successful, these funds would go toward remodeling an existing structure so it can serve as the location for a school based health center.

For several years, the District has been planning and working to create and maintain a school-based health center. Supported by the District's Strategic Plan, we have taken steps to move a portable building on to school property between W. Musser and W. Telegraph Street. Placement of this building was made possible through a monetary grant from the CDBG in 2013. Placement at this location will provide medical services that are within walking distance for approximately 2,600 students.

In order to meet the operational needs for a school-based health center, the interior of our portable building will require enough remodeling to provide adequate space for exam rooms, waiting rooms, a laboratory, and storage. CDBG grant funds are needed to complete these improvements. The District will maintain the building and pay all utilities (approximately \$6,500/year).

School-based health centers provide a unique opportunity for students and families to receive health care when traditional centers or doctor's offices are booked or unavailable. Using the expertise of Nevada Health Centers in this venture, we hope to offer medical treatment for students and families who may otherwise go without the care needed to be successful in school. Carson City School District is committed to this project and appreciates your careful consideration of our application. If I can provide any additional information or detail about this project, please feel free to contact me. (775)-283-2100 or [rstokes@carson.k12.nv.us](mailto:rstokes@carson.k12.nv.us).

Sincerely,

*Richard W. Stokes*

Richard W. Stokes  
Superintendent

## Schematic Design Cost Estimate

CCSD Student Health Clinic

1/12/2015

68F 633 Cost per SF \$108.97

Division	Category	Item	Quantity	Unit	Cost/Unit	Line Total	Subtotals
Division 1	General Requirements						
	Permits/Fees/ Tests		1	LS	2,500.00	2,500.00	
	Miscellaneous Demolition		1	LS	1,750.00	1,750.00	
						Subtotal Division 1 4,000.00	5.91%
Division 2	Civil						
	NOT USED		0	SF	0.00	0.00	Subtotal Division 2 0.00
							0.00%
Division 3	Concrete						
	Miscellaneous		1	AL	1,000.00	1,000.00	Subtotal Division 3 1,000.00
							1.46%
Division 4	Masonry						
	NOT USED		0	SF	0.00	0.00	Subtotal Division 4 0.00
							0.00%
Division 5	Metals						
	Access Ramp and Landing		1	AL	4,000.00	4,000.00	Subtotal Division 5 4,000.00
							5.17%
Division 6	Wood & Plastics						
	Exam Room		3	EA	2,000.00	6,000.00	
	Reception		1	EA	2,100.00	2,100.00	
	Nurse		1	EA	2,600.00	2,600.00	
	Doctor		1	EA	1,950.00	1,950.00	Subtotal Division 6 12,650.00
							18.68%
Division 7	Thermal/Moisture Protection						
	NOT USED		0	AL	0.00	0.00	Subtotal Division 7 0.00
							0.00%
Division 8	Doors						
	Hollow Metal Door Frames - Single		4	EA	400.00	1,600.00	
	Standard Door Hardware Set		3	EA	300.00	900.00	
	Exit Device Door Hardware Set		1	EA	900.00	900.00	Subtotal Division 8 3,400.00
							5.02%
Division 9	Finishes						
	Gyp. Bd. Walls (Insul/Pnt)		825	SF	6.50	5,362.50	
	Acoustical Ceilings		1	AL	1,500.00	1,500.00	
	VCT		650	SF	5.00	3,250.00	
	Rubber base		250	LF	2.00	500.00	
	Miscellaneous Painting		1	AL	500.00	500.00	Subtotal Division 9 11,112.50
							16.41%



<b>Division 10</b>	<b>Specialties</b>			
Wall Protection	1	AL	50.00	50.00
Signage	1	AL	200.00	200.00
Fire Extinguisher/Cabinets	1	EA	300.00	300.00
Accessories	1	AL	1,500.00	1,500.00
				<b>Subtotal Division 10</b> <span style="background-color: #669933; color: white; padding: 2px 5px;">2,000.00</span>
				<b>3.03%</b>
<b>Division 11</b>	<b>Equipment</b>			
NOT USED	0	EA	0.00	0.00
				<b>Subtotal Division 11</b> <span style="background-color: #669933; color: white; padding: 2px 5px;">0.00</span>
				<b>0.00%</b>
<b>Division 12</b>	<b>Furnishings</b>			
NOT USED	0	EA	0.00	0.00
				<b>Subtotal Division 12</b> <span style="background-color: #669933; color: white; padding: 2px 5px;">0.00</span>
				<b>0.00%</b>
<b>Division 15</b>	<b>Mechanical/Plumbing</b>			
Mechanical	1	AL	13,000.00	13,000.00
Plumbing	1	AL	4,500.00	4,500.00
				<b>Subtotal Division 15</b> <span style="background-color: #669933; color: white; padding: 2px 5px;">17,500.00</span>
				<b>25.84%</b>
<b>Division 16</b>	<b>Electrical</b>			
Electrical (Power and Lighting)	1	AL	10,000.00	10,000.00
Voice Data	1	AL	2,500.00	2,500.00
				<b>Subtotal Division 16</b> <span style="background-color: #669933; color: white; padding: 2px 5px;">12,500.00</span>
				<b>18.46%</b>
			<b>Subtotal</b>	<span style="background-color: #669933; color: white; padding: 2px 5px;">\$67,712.50</span>



## Schematic Design Cost Estimate

CCSD Student Health Clinic

1/12/2016

**Project Total:** **\$67,712.50**

<b>Construction Contingency:</b>	5%	\$	3,386
		\$	71,095

<b>Professional Design Fees:</b>	\$	12,500
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**Total Base Bid Project Costs:** **\$ 83,598**



318 North Carson Street, Ste. 214  
Carson City, NV 89701

775-882-5486  
[www.rangerhemingway.com](http://www.rangerhemingway.com)





**Carson City**  
**Community Development Block Grant (CDBG)**  
**Program Application**  
**Fiscal Year 2015–2016**

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

**APPLICATIONS ARE DUE\*:** **JANUARY 16, 2015, 4:00 P.M.**

**PLEASE SUBMIT THE ORIGINAL  
PLUS 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: Home Improvements for Seniors, Inc.
2. Agency Mailing Address: P.O. Box 21564, Carson City, NV 89721
3. Project/Program Name: Home Improvements for Seniors
4. Project/Program Address/location: TBD
5. Agency Director: Rebecca Brooks
6. Board Chairperson: Rebecca Brooks
7. Contact person: Rebecca Brooks  
Phone number: (775) 891-2147 E-Mail: rebecca@brooksgr.net  
Fax: (775) 882-8050 Website (if applicable) N/A
8. How long has your organization been in existence? Jan 2015 In Carson City? Jan 2015
9. What is the overall mission of your organization?  
To help qualified senior homeowners with minor home repairs in order to help them maintain a safe and suitable living environment.
10. Type of funding requested (Check One):  
 Public Service       Public Facility/Improvement  
 Economic Development       Housing
11. **TOTAL FUNDING REQUESTED:** \$ 25,000

**BRIEF PROJECT DESCRIPTION:**

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

Provide L/M income senior homeowners with minor home repairs in an effort to help them maintain a safe and suitable living environment.

## 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
- XX**        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 is a new project intended to help L/M Income senior homeowners maintain a safe and suitable living environment. The purpose of this project is to offer financial assistance / relief for minor home repairs to qualified senior homeowners who have limited funds to maintain a safe living environment.

Each project will be limited to \$1,500 which will allow us to help at least 13 seniors in the local area.

All applicants between the ages of 55 and 61 will be screened for eligibility based on their income. All applicants 62+ years old will automatically be qualified based on the Presumed Benefit clientele category.

All project construction (labor and materials) will be provided by licensed Nevada Contractors.

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

N/A - this is a new project.

3. Describe who will benefit from the proposed project.

L/M Income seniors 55-61 years of age and seniors 62+ years of age under the Presumed Benefit clientele category.

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:

N/A

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

The majority of the funds will be used for construction labor and materials with a small portion going towards administrative costs.

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

Fundraisers, private donations, other funding services and/or other grants.

Soliciting donations through social media and local businesses.

Soliciting commitments from local contractors to donate time and materials.

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

Yes. We will still provide this service with a lesser amount of funds. The amount of the funds granted to this project will lessen or increase the number of seniors that will benefit from this grant.

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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?

To my knowledge, there are no other agencies or organizations that provide the same service.

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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.)

This is a stand-alone project.

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2. Can this project be done in different phases?  Yes  No  
If YES, explain.

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

4. Who currently holds title to the property involved?

The senior applicant who owns/resides at the property.

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5. With whom will title be vested upon completion?

Title of the property will remain in the senior homeowner's name.

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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: TBD

The number of persons to be benefited: TBD

### 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?

To aid and assist a minimum of 13 senior homeowners. Depending on the magnitude of the project(s) requested, the number of persons assisted will vary.

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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?

100% of the people in Question 1 will be LMI.

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100% of the people will be Carson City residents.

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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?)

Our goal is to help seniors remain in their homes by helping them to maintain a safe and suitable living environment.

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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?

We will use Excel spreadsheets to collect and maintain project data such as age, income, ethnicity, female homeowner, etc., and a detailed accounting of time, materials and expenditures.

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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 2015-16</b>			
Salaries and Benefits	2,500		
Rent and Utilities	0		
Mortgage	0		
Equipment	0		
Equipment Maintenance & Repair	0		
Office Supplies	500		
Operating Supplies	750		
Postage and Shipping	500		
Printing and Publications	250		
Advertising and Promotion	250		
Subscriptions and Dues	250		
Liability/Other Insurance	0		
Professional Fees	0		
Other project costs: (Specify Below)			
Construction (labor & materials)	20,000		
<b>TOTALS</b>	<b>25,000</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:

Rebecca Brooks

(775) 691-2147

rebecca@brooksgc.net

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

Rebecca Brooks

(775) 691-2147

rebecca@brooksgc.net

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

Rebecca Brooks

(775) 691-2147

rebecca@brooksgc.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.

Rebecca Brooks

(775) 691-2147

rebecca@brooksgc.net

PO Box 21564, Carson City, NV 89721

## VI. AGENCY INFORMATION

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

Date of incorporation	In progress
Date of IRS certification	Pending
Tax exempt number	Pending

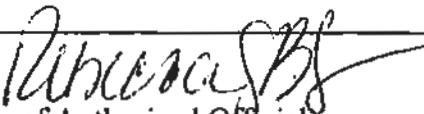
2. DUNS Number: Pending  
For information on DUNS, go to: <http://www.dnb.com/get-a-duns-number.html>

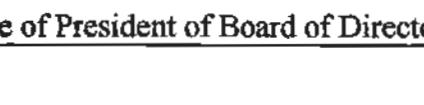
3. Attach the following to each copy of the Proposal for Funding:

- a. IRS Tax Exempt "501(c)(3)" letter.
- b. Proof of incorporation from Secretary of State (CERTIFICATE ONLY). Go to <https://www.nvsilverslume.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	January 16, 2015 Date
Rebecca Brooks, Director Typed Name and Title of Authorized Official	(775) 691-2147 Phone Number

 Signature of President of Board of Directors	Date
Typed Name of President of Board of Directors	Phone Number