



# STAFF REPORT

**Report To:** Board of Supervisors

**Meeting Date:** March 3, 2016

**Staff Contact:** Janice Keillor, Grants Administrator

**Agenda Title:** For Possible Action: To allocate the Community Development Block Grant (CDBG) funding for FY2016-17, and to open a 30-day public comment period from March 3 to April 1, 2016 for review of the Carson City draft CDBG 2016-17 Annual Action Plan to implement the Department of Housing and Urban Development (HUD) CDBG Program. (Janice Keillor; jkeillor@carson.org)

**Staff Summary:** The CDBG funding available to Carson City for fiscal year 2016-17 is approximately \$349,619 based on the 2015 funding allocation. There will be approximately \$52,442 (15% maximum) for public services activities, approximately \$227,000 for public facilities and improvements, and approximately \$69,923 (20% maximum) for planning and administration. A community-based Application Review Workgroup (ARW) conducted a public meeting to interview the CDBG applicants on February 11, 2016 and then ranked the applications for recommendation to the Board of Supervisors.

**Agenda Action:** Formal Action/Motion

**Time Requested:** 1 hour

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## **Proposed Motion**

I move to approve the Community Development Block Grant funding for FY2016-17 as recommended by the Application Review Workgroup and subject to approval of the FY2016-17 budget, and to open a 30-day public comment period from March 3 to April 1, 2016 for review of the Carson City draft CDBG 2016-17 Annual Action Plan to implement the Department of Housing and Urban Development CDBG Program.

## **Board's Strategic Goal**

N/A

## **Previous Action**

N/A

## **Background/Issues & Analysis**

Carson City received 5 proposals for public services and 5 for public facilities and improvements. 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 2016-17 Annual Action Plan (AAP). HUD's Citizen Participation policy requires a 30-day comment period for public review of the AAP. At the April 7, 2016 meeting, the Board of Supervisors will discuss, review, make any desired amendments and make a final approval of the AAP based on public comment and recommendations. Staff will then forward the AAP 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.

**Financial Information**

Is there a fiscal impact?  Yes  No

If yes, account name/number:

Is it currently budgeted?  Yes  No

Explanation of Fiscal Impact:

**Alternatives**

Provide other direction

**Board Action Taken:**

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

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

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

Aye/Nay

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Vote Recorded By)

### 2016 CDBG Recommendations

Public Services Project	Requested from CDBG	ARW Recommendations
Ron Wood Family Resource Center-Reach Up	\$35,000	\$30,000
Food For Thought	\$12,000	\$12,000
ESL In Home Program of Northern Nevada	\$30,000	\$10,442
NV Rural Counties RSVP-Respite Care	\$19,999	
Big Brothers Big Sisters	\$20,000	

Total	<b>\$116,999</b>	<b>\$52,442</b>
Total Available*:	\$52,442	\$52,442
Difference:	-\$64,557	\$0

Public Improvements/Econ. Development Project	Requested from CDBG	ARW Recommendations
Clear Creek Bowmen/Parks and Recreation	\$18,062	\$18,062
Nevada Rural Housing Authority	\$225,000	\$208,938
Carson City Public Works Department	\$227,000	
Carson City Harvest Hub	\$227,000	
Carson City Fire Department	\$203,506	

Total requested:	<b>\$900,568</b>	<b>\$227,000</b>
Total Available*:	\$227,000	\$227,000
Difference:	-\$673,568	\$0

\* Total Available is subject to change

**2015 FINAL CDBG CSSG ALLOCATIONS  
APPROVED 3-5-15**

<b>Public Service Project</b>	<b>Requested from CSSG</b>	<b>Requested from CDBG</b>	<b>FINAL CSSG</b>	<b>FINAL CDBG</b>
Community Counseling Center		\$87,989	\$10,000	\$52,442
Ron Wood Family Resource Center-Food Bank	\$10,000		\$10,000	
Advocates to End Domestic Violence	\$10,000		\$9,000	
CASA of Carson City		\$25,000	\$25,000	
United Latino Community		\$24,775	\$20,000	
Carson City Senior Center - Meals on Wheels	\$16,000		\$13,000	
Ron Wood Family Resource Center-Reach Up	\$35,000		\$30,000	
Nevada Rural Counties RSVP-Respite Care		\$20,000	\$15,000	
Food For Thought	\$12,000	\$12,000	\$9,000	
The Capital City Circles Initiative	\$10,000		\$9,000	
Nevada Rural Counties RSVP-Senior Programs	\$35,000		\$25,000	
Ormsby Association of Carson City	\$10,000		\$7,000	
FISH	\$10,000		\$3,000	
ESL In Home Program of Northern Nevada	\$35,000	\$35,000		
Brewery Arts Center	\$13,660			
Capital City Arts Initiative	\$10,000			
Northern Nevada Dream Center	\$25,500			
Mile High Jazz Band Association	\$8,000			
Ventana Sierra	\$15,000			
Big Brothers Big Sisters		\$20,000		
<b>Total requested</b>	\$255,160	\$224,764	\$185,000	\$52,442
<b>Total available:</b>	\$185,000	\$52,442	\$185,000	\$52,442
<b>Difference</b>	-\$70,160	-\$172,322	\$0	\$0
<b>Public Improvement Project</b>	<b>Requested from CSSG</b>	<b>Requested from CDBG</b>		<b>FINAL CDBG</b>
Carson City Public Works		\$236,000		\$190,848
Carson City School District		\$83,598		\$46,406
Home Improvements for Seniors		\$25,000		
<b>Total requested:</b>	\$0	\$344,598		\$237,254
<b>Total available:</b>	\$0	\$237,254		\$237,254
<b>Difference</b>	\$0	-\$107,344		\$0



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**MEMORANDUM**

**Board of Supervisors Meeting of March 3, 2015**

**To:** Mayor and Board of Supervisors  
**From:** Janice Keillor, Grants Administrator  
**Date:** February 22, 2016  
**Subject:** CDBG 2016-17 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 2016-17 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 22, 2015 to December 2, 2015, 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 15, 2016, the Application Review Workgroup (ARW) held a publicly noticed meeting on February 11, 2016, 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 six volunteer community members recruited by staff from a variety of local community groups. These members are:

- Kris Wickstead – Engineer for the Hamilton Company
- Craig Steele – Retired Professional Engineer
- Ale Avila - Commercial Sales and Leasing agent at NAI Alliance
- Rob Joiner - Land Use Planner and Real Estate Agent
- Carol Howell - Retired business owner
- Robert Glenn – Account Executive for the Reno Gazette Journal

The 2016 CDBG Recommendations table attached with this memo shows the application requests and recommendations for each organization.

Following is a summary list of the CDBG applications and recommendations for the 2016-17 fiscal year, as ranked by the Application Review Workgroup. All projects met CDBG requirements and are eligible for funding except for the Station 52 Ambulance Procurement

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project, which does not meet HUD's National Objective of having a Low-Moderate Area Benefit where at least 51% of residents are low income. We initially believed the project qualified using total number of low income individuals served, which is over 60%. However, after presenting this information to HUD representatives, they indicated that any project related to Fire Stations/Equipment cannot qualify under total number of low income individuals served and can only qualify as an area benefit. The 2010 census data shows that the area covered by Station 52 has less than 51% low income individuals. More details regarding each individual project can be found in the applications attached with this memo.

**CDBG PUBLIC SERVICES RECOMMENDATIONS:**

**Estimated total available funding = \$52,442 (15% of total allocation)**

- 1) Project Name: Reach Up!**  
Agency: Ron Wood Family Resource Center  
Funding Request: \$35,000  
**Recommendation: \$35,000**  
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. Program costs include salaries, supplies, insurance, and fees for audit and tax preparation.
- 2) Project Name: Summer Food Bridge for Hungry Children**  
Agency: Food For Thought  
Funding Request: \$12,000  
**Recommendation: \$12,000**  
Objective: Serving low- to moderate-income (LMI) persons.  
Description: This project would provide free, nutritious lunch meals during the 2016 summer break for 4500 low and moderate income children in Carson City. Program costs include labor, equipment, supplies, advertising, and vehicle expenses.
- 3) Project Name: ESL for Life, Work, and School**  
Agency: ESL In Home Program of Northern Nevada  
Funding Request: \$30,000  
**Recommendation: \$10,442**  
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 to 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 and instructional material.

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**4) Project Name: Respite Care Program**  
Agency: Nevada Rural Counties RSVP, Inc.  
Funding Request: \$19,999  
**Recommendation: \$0**  
Objective: Serving elderly persons over age 62 and disabled adults.  
Description: Funding would be used to recruit, train, and stipend 7 new volunteers to provide services to 21 Carson City clients and will be used for advertising and promotion activities.

**5) Project Name: Carson City Mentor Program**  
Agency: Big Brothers Big Sisters of Northern Nevada  
Funding Request: \$20,000  
**Recommendation: \$0**  
Objective: Serving low- to moderate-income (LMI) persons.  
Description: This program recruits, screens, and trains adult volunteers to become mentors to at-risk youth. Funding would be used for salaries, supplies, and operating expenses.

**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 = \$227,000 (65% of total allocation)**

**1) Project Name: Centennial Park Archery Range – ADA Improvement**  
Agency: Clear Creek Bowmen & Carson City Parks and Recreation Dept  
Funding Request: \$18,061.50  
**Recommendation: \$18,062**  
CDBG Objective: Serving low- to moderate-income (LMI) persons.  
Description: This project would fund the permit, construction, and material costs to make ADA improvements to the Centennial Park Archery Range to allow access for wheelchair bound individuals who would like to use the range.

**2) Project Name: Jeanell Drive Supportive Housing; Phase 2 – Training Center**  
Agency: Nevada Rural Housing Authority  
Funding Request: \$225,000  
**Recommendation: \$208,938**  
CDBG Objective: Serving low- to moderate-income (LMI) persons.  
Description: This project would construct a training center as part of the Jeanell Drive Supportive Housing project. The Training Center will provide on-site life skills and on-the-job training opportunities to qualified Carson City residents.

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**3) Project Name: Nichols Lane Road Improvements**

Agency: Carson City Public Works

Funding Request: \$227,000

**Recommendation: \$0**

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

Description: Funds would be used to design, construct, and manage improvements to Nichols Lane, a street that has degraded to gravel and presents safety and flooding issues. This project would further the City's goal of improving the safety and connectivity of the citywide transportation network.

**4) Project Name: Carson City Harvest Hub**

Agency: Carson City Harvest Hub

Funding Request: \$227,000

**Recommendation: \$0**

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

Description: This project would create a farm to market healthy food program for low-income individuals and provide a community commercial kitchen to be used for various programs. Funds would be used to renovate a portion of the Horseshoe Club and pay the start-up rent for 12 months.

**5) Project Name: Station 52 Ambulance Procurement**

Agency: Carson City Fire Department

Funding Request: \$203,506

**Recommendation: \$0**

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

Description: Funds will be used to replace the current aging ambulance at Station 52 with a new vehicle and allow the fire department to develop a Community Paramedicine Model to address the gaps in medical services.

**Alternatives:**

Staff supports the ARW recommendations. The proposed funding would be used to make ADA improvements to the City-owned Centennial Park Archery Range and fund the Jeanell Drive Supportive Housing Training Center. 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.

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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 or a low income area,
- 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

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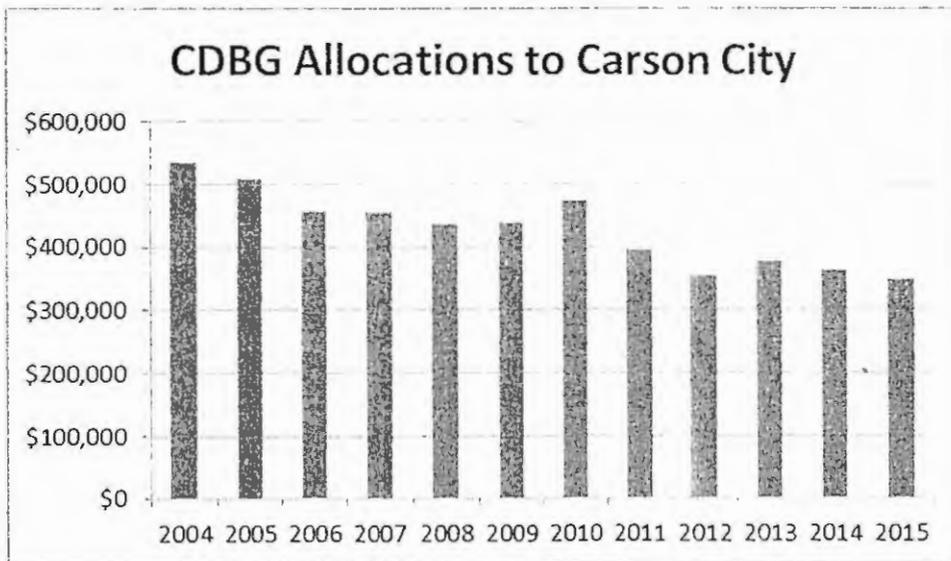
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- Acquisition, new construction of housing
- Economic Development
  - Façade improvements
  - Loans to businesses (usually to create jobs)
  - Micro-enterprise assistance
- Planning and Administration
  - Personnel costs, preparation of required documents, 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**

2015:

- Community Counseling Center, substance abuse treatment (\$52,442)
- ADA Sidewalk Improvements-Empire Elementary School Area (\$190,848)
- Carson City School District School-Based Health Center (\$46,406)

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)

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- 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)

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- 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 2014-2018.
- 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.

**2016 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 2016-17 grant period:

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- January 15, 2016 – CDBG applications due to Planning Division.
- February 11 – Application Review Workgroup, comprised of Carson City community members, reviews applications and makes recommendations to the Board of Supervisors regarding the ranking and funding of applications.
- March 3 – The Board of Supervisors takes action to allocate funding to projects
- March 3-April 1 – Public comment period for Annual Action Plan and Consolidated Plan.
- April 7 – The Board of Supervisors takes action to approve the Annual Action Plan and Consolidated Plan.
- April/May – HUD informs Carson City of the award of funding for the recommended projects.
- May 15 – The Annual Action Plan and Consolidated Plan is due to HUD.
- Summer/fall – Prepare the Consolidated Annual Performance Evaluation Report (CAPER) for HUD.

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## Supplemental Information-Value of In-kind contributions from Carson City

### Ron Wood Family Resource Center

Ron Wood Family Resource Center has been receiving free rent since October 2010, which is valued between **\$78,220.80 to \$97,776** annually (8148 sq ft. x \$.80/sq ft. x 12 months to 8148 sq ft. x \$1.00 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 2015 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.  $54 \times \$200 = \mathbf{\$10,800}$  annually.

### RSVP

RSVP leases Carson City-owned offices at 2621 Northgate Lane, #6 for \$1 per year. RSVP paid the utilities in the amount of \$7,666 in 2015. The 3840 square foot space is valued between **\$36,864 to \$46,080** (3840 sq ft. x \$.80/sq ft. x 12 months to 3840 sq ft. x \$1.00 x 12 months).

For three fairs, the Office of Business Development awarded \$2,000 for the Spring Fair; \$2,500 for July 4<sup>th</sup> Fair; and \$2,000 for Nevada Day Fair. RSVP paid \$7,175.55 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 - \$2,832; Transportation - \$5,576

Private donations from Carson City residents for CARE Law Program: \$3,765

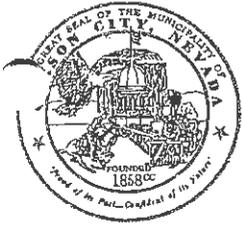
Private donations which are restricted to Homemaker and Philips Lifeline services for seniors in Carson City: \$1,293

Private donations which are not restricted to any specific programs: \$1,516.

**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	1		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				
<b>Economic Development (General)</b>	<b>Measured by Business Assisted and Jobs Created</b>				
C/I Land Acquisition/Disposition	Medium				
C/I Infrastructure Development	Medium				
C/I Building Acq/Const/Rehab	Medium				
Other C/I	Medium				
ED Assistance to For-Profit	Low				
ED Technical Assistance	Medium				
Micro-enterprise Assistance	Low				
Other					
Transit Oriented Development	Medium				
Urban Agriculture	Medium				



**Community Development Block Grant (CDBG)  
Program Application  
Fiscal Year 2016-2017**

**GENERAL INFORMATION**

PLEASE READ ATTACHED INSTRUCTIONS ON PAGE NN FOR MORE INFORMATION.

APPLICATIONS ARE DUE\*: **JANUARY 15, 2016, 4:00 P.M.**

PLEASE SUBMIT THE ORIGINAL PLUS 2 COPIES TO: Janice Keillor  
Carson City Dept. of Finance  
201 N. Carson St., Ste. 3  
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. An electronic version of this document is available at [CARSON.ORG/CDBG](http://CARSON.ORG/CDBG).

**APPLICANT INFORMATION**

Agency Name: <b>RON WOOD FAMILY RESOURCE CENTER</b>	
Agency Mailing Address: <b>2621 Northgate Lane #62, Carson City, NV 89706</b>	
Project Name: <b>Reach Up</b>	
Project Address/Location: <b>2621 Northgate Lane #62, Carson City, NV 89706</b>	
Agency Director: <b>Joyce Buckingham</b>	
Board Chairperson: <b>Gere' Clark</b>	
Contact Person: <b>Joyce Buckingham</b>	
Phone Number: <b>(775) 884-2269</b>	Email: <a href="mailto:executive_director@carson-family.org">executive_director@carson-family.org</a>
Fax: <b>(775) 884-2730</b>	Website (if applicable): <a href="http://www.carson-family.org">www.carson-family.org</a>
How long has your organization been in existence? <b>20 yrs</b>	In Carson City? <b>20 years</b>

**PROJECT FUNDING**

Requested amount:	<b>35,000.00</b>
Other funding:	<b>9,240.00</b>
<b>Total project cost:</b>	<b>44,420.00</b>

**PROJECT SUMMARY**

Please provide a brief summary of the proposed project (not the organization), including what the project is, who will be served, how many will be served, and where will it take place. The description should be **no more than five sentences**.

"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. Services are provided by our Licensed Social Worker onsite at the Ron Wood Family Resource Center facility.

**FUNDING CATEGORY**

<input type="checkbox"/> Public Improvements	<input checked="" type="checkbox"/> Public Services
<input type="checkbox"/> Economic Development	<input type="checkbox"/> Housing

## 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 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 centers, senior centers, health centers, parking, landscaping, 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 (weatherization)**

\_\_\_\_\_ **Historic Preservation**

\_\_\_\_\_ **Commercial or Industrial Rehabilitation, including façade improvements and correction of code violations**

\_\_\_\_\_ **Special Economic Development or assistance to microenterprises**

## PROJECT DESCRIPTION

The Five-year Consolidated Plan identifies priority community development needs for Carson City (see table on page 13). 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. (please use allotted space)
  - 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 additional services effectively both individually through our support groups.
  - 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 planning on expanding services by offering outreach and services targeting at-risk youth including but not limited to foster youth (both in and out of care), youth on probation, youth that are raised by their grandparents or another family member and youth at risk of running away. Reach Up will also provide free substance abuse assessments and ongoing counseling through Carson Professional Group as deemed appropriate. Carson Professional Group will offer qualified Reach Up clients free services based on their eligibility with the Reach Up program. Reach Up! will also offer free counseling by a LCSW and MSW Interns to youth and families when appropriate.
  - 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. Financial

documentation will be provided to ascertain LMI eligibility and be copied and available for review in each client file.

2. Reach Up counseling will consist of up to 10 free individual weekly counseling/case management sessions per youth with a qualified professional Licensed Social Worker and referrals to the Reach Up process and therapeutic support groups for ongoing support and follow-up as needed. Group sessions are continued on a gratis basis as long as the youth and family exhibit the need and desire for services.
3. Reach Up support groups will be offered for age specific youth and facilitated by our Licensed Social Worker and co-facilitated by UNR Social Work Interns. Reach Up will also be offering therapeutic support groups that will be co-facilitated by a Licensed Clinical Social Worker. Our focus will be to provide gratis services for Reach Up youth and families and serve as a triage point for youth and families to access low cost or no cost additional services outside of our scope of work.
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.) and Prevention of Bullying 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 expanding services to include preventative individual and group support at requesting schools. 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 available to offer support services on an emergency response basis. The Reach Up Response Team is available for counseling and support to our partners when tragedy or emergent situations

occur. With a focus on availability and accessibility of services, the Reach Up Response Team offers services at the Ron Wood Family Resource Center, school locations and residential visits.

8. Reach Up meets the HUD National Objective and the Carson City Consolidated Plan. Reach Up services are offered to our very low/moderate income youth that meet the screening criteria. Ron Wood Family Resource Center has also been designated by HUD/CDBG as a LMI facility based on the youth and families that access services as well as the location of the center. Reach Up! meets the National Objective benefiting a specific group of people at least 75% are L/M Limited Clientele by serving abused children, homeless, foster children & youth with mental health issues.
9. Reach Up also meets priority needs as stated by the Carson City Consolidated Plan: Handicapped Services, Youth Services, Substance Abuse Services, Health Services, Other Services including prevention of truancy, crime prevention and enhancing coping and life skills.

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

MEASURABLE PROGRAM OUTPUTS	GOAL 2014-15 CSSG GRANT	ACTUAL 2014-15 CSSG GRANT OUTPUTS	% OF GOAL ATTAINED
# Reach Up intake sessions to determine eligibility to program	350	299	85%
# Reach Up Youth (LMI) served (1 – 10 sessions each)	350	299	85%
# Reach Up counseling sessions to be conducted	800	732	92%
# Reach Up youth support group sessions to be conducted	500	931	186%
# Reach Up Rapid Response/ Risk Factors and Resources preventative programming sessions conducted	12	10	83%
% Reach Up case files documenting activities	100%	100%	100%
% Reach Up families receiving a closing letter and satisfaction survey	100%	100%	100%
% Reach Up families responding to the survey will indicate a favorable evaluation of the program	90%	91%	101%
% Reach Up 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%	89%	94%
% of all participants that are LMI	95%	98%	103%

The proposed goals for 2014-15 were based on receiving 35,000.00. Reach Up actually received 30,000 (CSSG) – which was 86% of funding. Outputs/outcomes were not amended to reflect decrease in funding. Based on the decrease in actual funding, goal outcomes exceeded overall funding expectations.

3. Describe who will benefit from the proposed project.

- 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 individuals units of service per month. Of the individuals served, over 95%+ are in the LMI income category and are Carson City residents.
- The underserved low income youth of our community are many times overlooked and as a result are not able to process emotional trauma and move through life-changing events and situations that many times result in long-term behavioral problems, drug abuse, criminal activity, truancy and poor performance in school. These situations 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 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 Children’s Mental Health Consortium Annual Plan

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

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

\*\* Nevada Children’s Behavioral Health Consortium

- Nevada ranked 50th on the percent of its children uninsured in 2013 (1 = best, 50 = worst). 15% of the state’s children were without health-insurance coverage. 22.9% of children under 18 in Carson County are below the poverty level. Teen birth rate in Carson County is 34 in 1000. These factors demonstrate a community need to embrace and nurture our children in support of collaborative mental health programming.\*\*\*

\*\*\* Nevada Kids Count State-Level Data Online – June 2015

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       Severely Disabled Adults       Migrant Farm Workers  
 Elderly       Other (Please explain)\*

• Reach Up will serve youth 3 – 17 years of ages that are in crisis due to abuse or neglect, suffering from extreme dysfunctional personal/family situations, distraught due to the loss of a loved one, are at-risk of suicide, are trying to work through poor educational performance, are truant and/or have chemical dependency issues. Many of our Reach Up participants are in a homeless situation as well. Services are also offered in Spanish to reach Spanish speaking clients.

5. If your project will not be serving a limited clientele, 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:

Processes are in place to obtain financial documentation at the first appointment and provide documentation in case files. The documentation process is outlined in the data tracking portion of this grant proposal.

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

• CDBG funding will be utilized to support 100% direct costs of Reach Up. Ron Wood Family Resource Center will provide additional funding to support for most operating expenses including extra clerical support, Positive Action and other class instruction costs and operating costs at the center. Saint Mary's Bereavement Program and Carson Professional Group will provide the oversight of the program by Licensed Clinical Social Workers. LCSWs will provide mental health assessments, extensive counseling/therapy (as needed), and oversight of the therapeutic support groups and the availability of substance abuse assessments. These services will be provided on a gratis basis.

7. Can your organization reduce the need for grant funding in the future and become self-sustaining? Explain.

• Ron Wood Family Resource Center has plans to charge a fee-for-service cost to families that can afford to pay for services. As a family resource center, our philosophy is to offer services to all youth and families regardless of their ability to pay for services. Ron Wood is increasing fund raising opportunities to stimulate the non-restrictive funding stream for crucial programming. Currently, our Community Essentials Food Bank receives the greatest amount of non-restrictive funding through donations. Food insecurity has remained a top priority for these funds. We are hopeful additional fund raising will decrease the amount of grant funding needed for Reach Up's essential services in the future as outlined in our strategic plan.

8. Can you still proceed with your project if you are awarded partial funding? Please provide a detailed explanation.
- Yes - Services could be provided for fewer youth. This does not diminish the demand for these services which continue to increase as affordable services are decreasing. Although the Affordable Care Act and extended Medicaid program have decreased some of the need, mental health services remain minimal. RWFC is continually receiving referrals as many individuals that are unable to access services through Carson Rural Counseling and Supportive Services and other Medicaid service providers. Ron Wood will continue to serve these youth with behavioral health services, work in concert with outside professionals and offer these youth services in an accessible manner.
9. Are there other organizations that provide the same service as your organization? If so, how do you coordinate your services?
- 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 – Public and Behavioral Health services. Carson Rural Counseling and Supportive Services serves the most extreme cases only. CRCSS also schedules their appointments weeks to months down the road unable to address critical issues with immediate service.
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.

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: \_\_\_\_\_

## 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?

Reach Up will provide:

- 300+ Reach Up intake sessions ( 15 - 30 minutes each ) to determine eligibility of youth in need of services
- 300+ Reach Up LMI targeted clients will be served (up to 10 x 50 minute sessions)
- 700 Reach Up youth counseling sessions (50 minutes each) will be conducted
- 700 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?

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

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

- 100% of 300 Reach Up targeted clients will complete intake sessions
- 100% of 300 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 clients will have case files documenting all income level, eligibility criteria, counseling sessions, goal attainment, program activities, referrals, assessments and post-program survey outcomes.
- 90% of 300 families responding to the survey will indicate a favorable evaluation of the Reach Up program

4. How do you plan to track clients served?

- Systems are currently in place to document, monitor and report data for the Reach Up program. Our Licensed Social Worker inputs outcomes on an Excel spreadsheet for easy calculation and access. Data collection has been in place for CDBG since 2007.
- Our Licensed Social Worker captures all daily activities and documents all information in case files on a timely basis.
- Our 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.
- Proof of Income: Copies of income verification will be kept on file for monitoring.
- 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 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 8)

**PROJECT BUDGET**

Complete the Budget Summary chart below. This information is mandatory in order to be considered for a CDBG Grant. Detailed calculations must be attached in support of the proposed budget. Other funding is not required but will increase your score. Amount must match "Other Funding" from page #1. Also attach Profit and Loss Statement, General Ledger, and Balance Sheet. Attach copies of funding commitment letters or other evidence of funding support, if applicable.

Project Title: <i>Reach Up!</i>	Requested Amount	Other Funding	In-Kind	Total Funds
<b>Project Expenses FY 2016-17</b>				
Personnel Costs	33,650.00	0	0	33,650.00
Office Supplies	400.00	0	0	400.00
Postage	100.00	0	0	100.00
Annual Audit/Tax Preparation	350.00	0	0	350.00
Utilities/Garbage/Water	0	650.00		650.00
Communications	0	590.00		590.00
Liability/Workers Comp	500.00	0	0	500.00
Professional Counseling Donation	0	0	8000.00	8000.00
<b>TOTALS</b>	<b>35,000.00</b>	<b>1240.00</b>	<b>8000.00</b>	<b>44,240.00</b>

**AGENCY ASSETS**

Unrestricted cash	93,082.00 – General Fund 12/31/15
Restricted cash*	0
<b>Total cash on hand</b>	<b>93,082.00</b>

\*If restricted cash, attach description and amount of restriction

Have you applied for or received any funds or in-kind contributions from Carson City? If so, please describe.

Ron Wood receives grants from CSSG on an annual basis. This year we will not be applying for a grant for the food bank as it is now self-sustaining. RWFRC will be applying for an Operation Grant to defray indirect costs not allowed by grants. RWFRC also receives free rent from the City allowing us to focus more funding for client services.

## BUDGET JUSTIFICATION

Please list each project expense from the previous page and explain in more detail. Include calculations. Use additional pages if necessary.

PROJECT EXPENSE	AMOUNT BUDGETED	JUSTIFICATION OF EXPENSE
Personnel Costs	33,650.00	1 Licensed Social Worker .50 FTE @ 27.38 per hour (w/fringe) 20 hours per week x 52 weeks 1 Family Advocate .05 FTE @ 22.57 per hour (w/fringe) 3 hours per week x 52 weeks 1 Office Support Staff .05 FTE @ 15.90 per week (w/fringe) 2 hours per week x 52 weeks
Office Supplies	400.00	5% of office supply budget
Postage	100.00	5% of postage budget
Annual Audit/Tax Preparation	350.00	5% of cost to have CPA firm complete annual audit/taxes
Liability/Workers Comp	500.00	5% of cost for workers comp and liability insurance
Professional Counseling Donation – IN-KIND	8000.00	100 hours x 80.00 per hour as in-kind from professional counselors volunteer service donation to Reach Up!

**PROJECT ADMINISTRATION****AGENCY DIRECTOR**

<b>Name:</b>	Joyce Buckingham
<b>Title:</b>	Executive Director
<b>Address</b>	2621 Northgate Lane #62, Carson City, NV 89706
<b>Phone number:</b>	(775) 884-2269
<b>Email:</b>	Executive_director@carson-family.org

**PROJECT MANAGER**

<b>Name:</b>	Lisa Yesitis
<b>Title:</b>	Reach Up Coordinator – Licensed Social Worker
<b>Address</b>	2621 Northgate Lane #62, Carson City, NV 89706
<b>Phone number:</b>	(775) 884-2269
<b>Email:</b>	lisa@carson-family.org

**FISCAL MANAGER**

<b>Name:</b>	William Maier
<b>Title:</b>	Fiscal Manager
<b>Address</b>	2621 Northgate Lane #62, Carson City, NV 89706
<b>Phone number:</b>	(775) 884-2269
<b>Email:</b>	Bill@carson-family.org

**PERFORMANCE TRACKING CONTACT**

<b>Name:</b>	Lisa Yesitis
<b>Title:</b>	Reach Up Coordinator – Licensed Social Worker
<b>Address</b>	2621 Northgate Lane #62, Carson City, NV 89706
<b>Phone number:</b>	(775) 884-2269
<b>Email:</b>	lisa@carson-family.org

### AGENCY INFORMATION

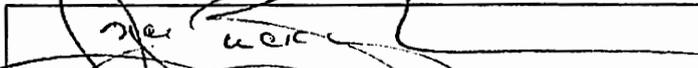
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Date of IRS certification	5-23-1997
Tax exempt number	IRS – 86-0865470 NV – RCE-012-907
DUNS#: ( <a href="http://www.dnb.com/get-a-duns-number.html">http://www.dnb.com/get-a-duns-number.html</a> )	867923401

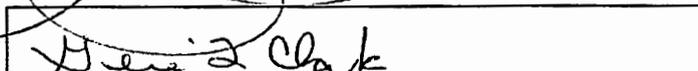
Attach items 1-6 to your application. Item 7 is optional. Please list and reference any additional attachments you are providing with your application. Do not include attachments unless they are needed to understand the project.

### INDEX OF ATTACHMENTS

Attachment Number	Attachment Description	Attachment Included (✓)
1	IRS Tax Exempt 501(c)(3) letter (available to print from Secretary of State's website)	✓
2	Proof of incorporation from Secretary of State (Certificate Only) Go to <a href="https://www.nysilverflume.gov/certificate">https://www.nysilverflume.gov/certificate</a> You will need to register in order to get the certificate. Cost is \$50. <b>OR</b> Submit proof that your entity is active and in good standing. Go to <a href="http://nvsos.gov/sosentitysearch/">http://nvsos.gov/sosentitysearch/</a> and print your business entity information	✓
3	Current Organization Chart with names of staff members	✓
4	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 CSSG funds.]	✓
5	501(c)(3) non-profits: Copy of the most recent Federal Tax Return. Attach FIRST 2 PAGES (Form 990 or 990EX)	✓
6	Profit and Loss Statement, General Ledger, Balance Sheet	✓
7	Funding commitment letters and/or letters of support (if applicable)	✓
8	Reach Up! Additional Statistics from 2014-15	✓

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

	1-25-2016
Signature of Authorized Official	Date
Joyce Buckingham, Executive Director	775-884-2269
Typed Name and Title of Authorized Official	Phone Number

	1 - 25 2016
Signature of President of Board of Directors	Date
Gere' Clark	775-884-2269
Typed Name of President of Board of Directors	Phone Number

INTERNAL REVENUE SERVICE  
DISTRICT DIRECTOR  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: MAY 23 1997

RON WOOD FAMILY RESOURCE CENTER  
637 S STEWART ST STE D  
CARSON CITY, NV 89701

Employer Identification Number:  
86-0865470  
DLN:  
17053125159007  
Contact Person:  
D. A. DOWNING  
Contact Telephone Number:  
(513) 241-5199  
Accounting Period Ending:  
June 30  
Foundation Status Classification:  
509(a)(1)  
Advance Ruling Period Begins:  
April 9, 1997  
Advance Ruling Period Ends:  
June 30, 2001  
Addendum Applies:  
No

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make a final determination of your foundation status.

If we publish a notice in the Internal Revenue Bulletin stating that we

Letter 1045 (DO/CG)

John Slaton  
5-16-97

DA 5123197

ATTACHMENT 1

RON WOOD FAMILY RESOURCE CENTER

will no longer treat you as a publicly supported organization, grantors and contributors may not rely on this determination after the date we publish the notice. In addition, if you lose your status as a publicly supported organization, and a grantor or contributor was responsible for, or was aware of, the act or failure to act, that resulted in your loss of such status, that person may not rely on this determination from the date of the act or failure to act. Also, if a grantor or contributor learned that we had given notice that you would be removed from classification as a publicly supported organization, then that person may not rely on this determination as of the date he or she acquired such knowledge.

If you change your sources of support, your purposes, character, or method of operation, please let us know so we can consider the effect of the change on your exempt status and foundation status. If you amend your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, let us know all changes in your name or address.

As of January 1, 1984, you are liable for social security taxes under the Federal Insurance Contributions Act on amounts of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the private foundation excise taxes under Chapter 42 of the Internal Revenue Code. However, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Internal Revenue Code. Requests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Donors may deduct contributions to you only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, gives guidelines regarding when taxpayers may deduct payments for admission to, or other participation in, fundraising activities for charity.

You are not required to file Form 990, Return of Organization Exempt From Income Tax, if your gross receipts each year are normally \$25,000 or less. If you receive a Form 990 package in the mail, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If you are required to file a return you must file it by the 15th day of the fifth month after the end of your annual accounting period. We charge a penalty of \$10 a day when a return is filed late, unless there is reasonable

Letter 1045 (DO/CG)

RON WOOD FAMILY RESOURCE CENTER

cause for the delay. However, the maximum penalty we charge cannot exceed \$5,000 or 5 percent of your gross receipts for the year, whichever is less. We may also charge this penalty if a return is not complete. So, please be sure your return is complete before you file it.

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, we will assign a number to you and advise you of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Since you have not indicated that you intend to finance your activities with the proceeds of tax exempt bond financing, in this letter, we have not determined the effect of such financing on your tax exempt status.

If we said in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help us resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



District Director

Enclosure(s):  
Form 872-C

Letter 1045 (DO/CG)

# RON WOOD FAMILY RESOURCE CENTER

Business Entity Information			
Status:	Active	File Date:	4/9/1997
Type:	Domestic Non-Profit Corporation	Entity Number:	C7621-1997
Qualifying State:	NV	List of Officers Due:	4/30/2016
Managed By:		Expiration Date:	
NV Business ID:	NV19971146602	Business License Exp:	

Additional Information	
Central Index Key:	

Registered Agent Information			
Name:	JOYCE BUCKINGHAM / DIRECTOR	Address 1:	2621 NORTHGATE LANE #62
Address 2:		City:	CARSON CITY
State:	NV	Zip Code:	89706
Phone:		Fax:	
Mailing Address 1:		Mailing Address 2:	
Mailing City:		Mailing State:	NV
Mailing Zip Code:			
Agent Type:	Noncommercial Registered Agent		

Financial Information	
No Par Share Count:	0
Capital Amount:	\$ 0
No stock records found for this company	

<input checked="" type="checkbox"/> Officers <span style="float: right;"><input type="checkbox"/> Include Inactive Officers</span>	
<b>President - RUTH ABERASTURI</b>	
Address 1:	2050 JODI LANE
City:	CARSON CITY
Zip Code:	89701
Status:	Active
Address 2:	
State:	NV
Country:	USA
Email:	
<b>Director - JOYCE BUCKINGHAM</b>	
Address 1:	1321 KIM PLACE
City:	MINDEN
Zip Code:	89423
Status:	Active
Address 2:	
State:	NV
Country:	USA
Email:	
<b>Secretary - ADRIENNE G MURPHY</b>	
Address 1:	2443 HUNT CIRCLE
Address 2:	

**ATTACHMENT 2**

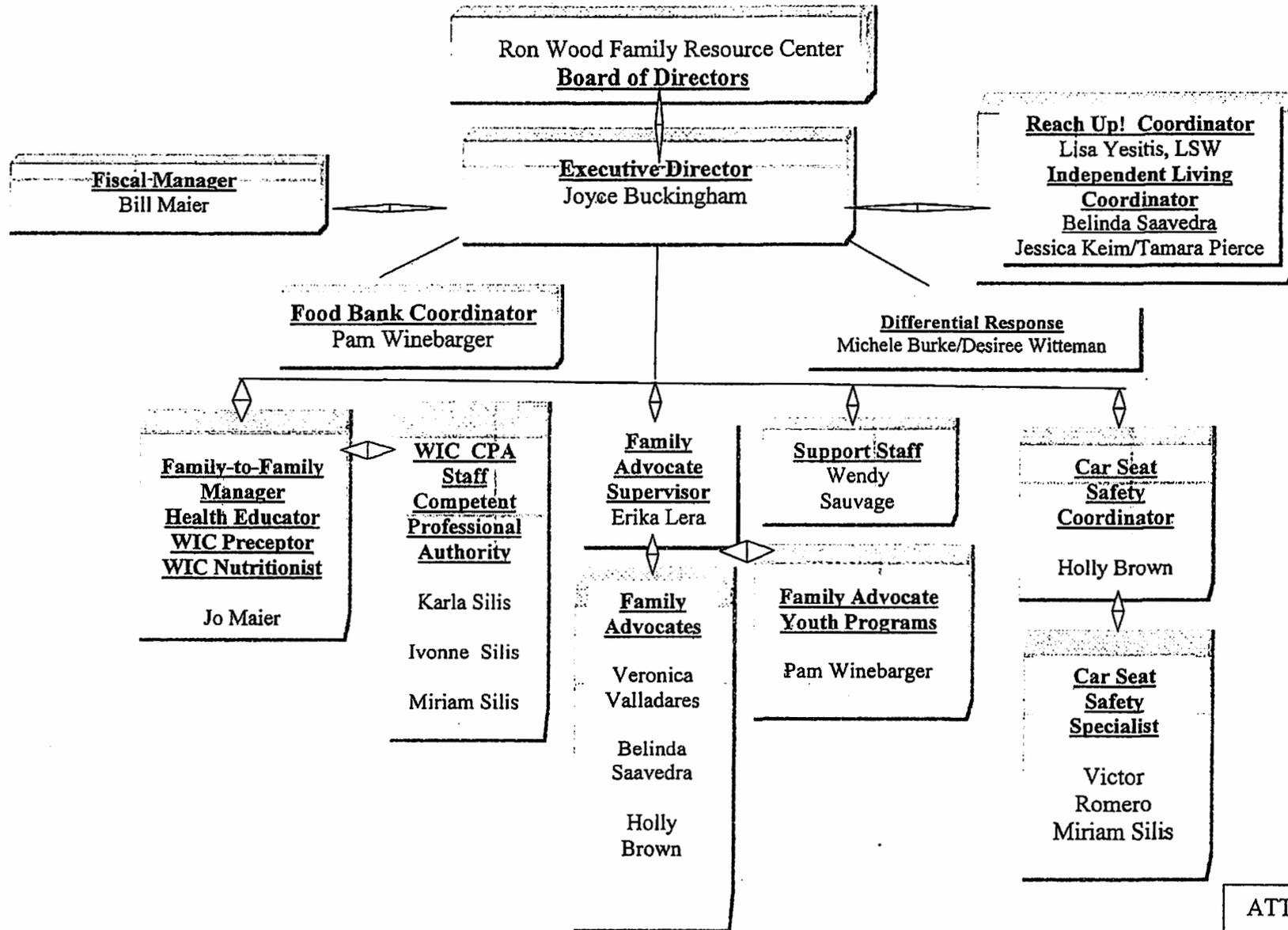
City:	CARSON CITY	State:	NV
Zip Code:	89701	Country:	USA
Status:	Active	Email:	
<b>Treasurer - ADRIENNE G MURPHY</b>			
Address 1:	2443 HUNT CIRCLE	Address 2:	
City:	CARSON CITY	State:	NV
Zip Code:	89701	Country:	USA
Status:	Active	Email:	

<b>Actions\Amendments</b>			
Action Type:	Articles of Incorporation		
Document Number:	C7621-1997-001	# of Pages:	12
File Date:	4/9/1997	Effective Date:	
(No notes for this action)			
Action Type:	Annual List		
Document Number:	C7621-1997-007	# of Pages:	2
File Date:	4/27/1998	Effective Date:	
(No notes for this action)			
Action Type:	Annual List		
Document Number:	C7621-1997-004	# of Pages:	3
File Date:	10/17/1999	Effective Date:	
(No notes for this action)			
Action Type:	Annual List		
Document Number:	C7621-1997-005	# of Pages:	1
File Date:	3/29/2000	Effective Date:	
(No notes for this action)			
Action Type:	Annual List		
Document Number:	C7621-1997-006	# of Pages:	1
File Date:	3/25/2001	Effective Date:	
(No notes for this action)			
Action Type:	Annual List		
Document Number:	C7621-1997-003	# of Pages:	1
File Date:	3/18/2002	Effective Date:	
(No notes for this action)			
Action Type:	Annual List		
Document Number:	C7621-1997-008	# of Pages:	1
File Date:	5/5/2003	Effective Date:	
(No notes for this action)			
Action Type:	Annual List		
Document Number:	C7621-1997-002	# of Pages:	1
File Date:	4/15/2004	Effective Date:	

List of Officers for 2004 to 2005			
<b>Action Type:</b>	Annual List		
<b>Document Number:</b>	20050276269-89	<b># of Pages:</b>	1
<b>File Date:</b>	6/30/2005	<b>Effective Date:</b>	
(No notes for this action)			
<b>Action Type:</b>	Annual List		
<b>Document Number:</b>	20060122040-07	<b># of Pages:</b>	1
<b>File Date:</b>	2/28/2006	<b>Effective Date:</b>	
(No notes for this action)			
<b>Action Type:</b>	Amended List		
<b>Document Number:</b>	20060738016-53	<b># of Pages:</b>	1
<b>File Date:</b>	11/14/2006	<b>Effective Date:</b>	
(No notes for this action)			
<b>Action Type:</b>	Registered Agent Change		
<b>Document Number:</b>	20070818621-05	<b># of Pages:</b>	1
<b>File Date:</b>	12/3/2007	<b>Effective Date:</b>	
(No notes for this action)			
<b>Action Type:</b>	Acceptance of Registered Agent		
<b>Document Number:</b>	20080414197-16	<b># of Pages:</b>	1
<b>File Date:</b>	8/18/2008	<b>Effective Date:</b>	
(No notes for this action)			
<b>Action Type:</b>	Reinstatement		
<b>Document Number:</b>	20080414198-27	<b># of Pages:</b>	1
<b>File Date:</b>	6/18/2008	<b>Effective Date:</b>	
REIN			
<b>Action Type:</b>	Annual List		
<b>Document Number:</b>	20090533033-88	<b># of Pages:</b>	1
<b>File Date:</b>	7/1/2009	<b>Effective Date:</b>	
09-10			
<b>Action Type:</b>	Annual List		
<b>Document Number:</b>	20100382992-06	<b># of Pages:</b>	1
<b>File Date:</b>	5/28/2010	<b>Effective Date:</b>	
(No notes for this action)			
<b>Action Type:</b>	Annual List		
<b>Document Number:</b>	20110197700-78	<b># of Pages:</b>	1
<b>File Date:</b>	3/16/2011	<b>Effective Date:</b>	
(No notes for this action)			
<b>Action Type:</b>	Amended List		
<b>Document Number:</b>	20110627562-22	<b># of Pages:</b>	1
<b>File Date:</b>	8/26/2011	<b>Effective Date:</b>	
(No notes for this action)			

<b>Action Type:</b>	Registered Agent Change		
<b>Document Number:</b>	20110827565-55	<b># of Pages:</b>	1
<b>File Date:</b>	8/26/2011	<b>Effective Date:</b>	
<b>(No notes for this action)</b>			
<b>Action Type:</b>	Annual List		
<b>Document Number:</b>	20120108162-03	<b># of Pages:</b>	1
<b>File Date:</b>	2/15/2012	<b>Effective Date:</b>	
<b>(No notes for this action)</b>			
<b>Action Type:</b>	Annual List		
<b>Document Number:</b>	20130294234-20	<b># of Pages:</b>	1
<b>File Date:</b>	4/29/2013	<b>Effective Date:</b>	
<b>(No notes for this action)</b>			
<b>Action Type:</b>	Annual List		
<b>Document Number:</b>	20140310466-07	<b># of Pages:</b>	1
<b>File Date:</b>	4/29/2014	<b>Effective Date:</b>	
<b>(No notes for this action)</b>			
<b>Action Type:</b>	Charitable-Solicitation Registration Statement		
<b>Document Number:</b>	20140310470-62	<b># of Pages:</b>	1
<b>File Date:</b>	4/29/2014	<b>Effective Date:</b>	
<b>(No notes for this action)</b>			
<b>Action Type:</b>	Annual List		
<b>Document Number:</b>	20150044439-42	<b># of Pages:</b>	1
<b>File Date:</b>	1/30/2015	<b>Effective Date:</b>	
<b>(No notes for this action)</b>			
<b>Action Type:</b>	Charitable-Solicitation Registration Statement		
<b>Document Number:</b>	20150044442-96	<b># of Pages:</b>	2
<b>File Date:</b>	1/30/2015	<b>Effective Date:</b>	
<b>(No notes for this action)</b>			

# Ron Wood Family Resource Center Organizational Chart 2016 - 2017



Ron Wood Family Resource Center  
Board of Directors - 2015 - 2017

Name	Work Address	Home Address	Numbers	Email Address	Terms of Office	COMMITTEE ASSIGNMENTS
<b>BOARD OFFICERS</b>						
Gere' Clark Chair Person	James Gaskets - Owner/Manager 37 Enterprise Dayton, NV 89403	Gere' Clark 2374 Christmas Tree Drive Carson City, NV 89703	(H) 246-3109 (W) 246-2220 (c) 721-8840	GClark@jamesgaskets.com	2015 - 2017	PUBLIC RELATIONS
Adrienne Murphy Vice Chairperson	N/A - Retired	Adrienne Murphy 2443 Hunt Circle Carson City, NV 89701	775-461-0348 Leave of Absence DND	Agmurphy2003@yahoo.com	2015 - 2017	FUND RAISING
Valeri Wood Secretary Treasurer	Valeri Wood - LCSW	Valeri Wood 2618 Erin Court Minden, NV. 89423	(C) 781-2468 (H) 267-3222	carsonprof@aol.com valgal0199@aol.com	2015 - 2017	FUND RAISING
<b>BOARD MEMBERS</b>						
Paul Saucedo	N/A - Retired	Paul Saucedo 1231 Chaparrel Drive Carson City, NV. 89703	(H) 883-3626 (F) 883-7650 (C) 721-6882	psauce@sbcglobal.net	2015 - 2017	FUND RAISING
Rick Redican	N/A - Retired	Rick Redican 4257 Combs Canyon Rd Carson City, NV. 89703	(H) 882-6911 (C) 813-7087	Frannrick@sbcglobal.net	2015 - 2017	POLICIES AND PROCEDURE FUND RAISING
Trina Dahlin	State of Nevada Deputy Attorney General Attorney General's Office	Trina Dahlin 330 Crystal Water Way Carson City, NV. 89701	(H) 887-0629 (C) 720-1552 (W) 684-1133	Tdahlin@ag.nv.gov	2015 - 2017	POLICIES AND PROCEDURES
Ali Bannister	Carson City Juvenile Services 7405 Saliman Carson City, NV 89701	Ali Bannister 1052 Chip Court Minden, NV 89423	(C) 316-0373 (W) 887-2033	abannister@carson.org	2015 - 2017	POLICIES AND PROCEDURES
Linda Allen	TRPA 128 Market Street Stateline, NV	Linda Allen 1400 Kim Place Minden, NV 89423	(C) 450-2645 (W) 775-589-5264	lallen@trpa.org	2015-2017	FUND RAISING
Greg Wood	Self Employed 201 Portrush Court Dayton, NV 89403	Greg Wood 201 Portrush Court Dayton, NV 89403	(C) 315-2191 (H) 246-7500	gregatbw@gmail.com	2015 - 2017	FUND RAISING
Ken Furlong	Ken Furlong - Sheriff Carson City Sheriff's Office 901 East Musser Street Carson City, NV. 89701	---	(W) 887-2020 ext. 41910 (C) 722-5856	kfurlong@carson.org	2015 - 2017	FUND RAISING
VACANCY						

**Return of Organization Exempt From Income Tax**

**2013**

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

Do not enter Social Security numbers on this form as it may be made public.  
Information about Form 990 and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

Open to Public Inspection

Department of the Treasury  
Internal Revenue Service

**A** For the 2013 calendar year, or tax year beginning Jul 1, 2013, and ending Jun 30, 2014

**B** Check if applicable:  
 Address change  
 Name change  
 Initial return  
 Terminated  
 Amended return  
 Application pending

**C** Name of organization: Ron Wood Family Resource Center  
 Doing Business As: \_\_\_\_\_  
 Number and street (or P.O. box if mail is not delivered to street address): 2621 Northgate Lane  
 Room/suite: 62  
 City or town, state or province, country, and ZIP or foreign postal code: Carson City NV 89706-1619

**D** Employer identification number: 86-0865470

**E** Telephone number: (775) 884-2269

**F** Name and address of principal officer:  
Joyce Buckingham 2621 Northgate Lane, Suite 62 Carson City NV 89706-1619

**G** Gross receipts \$ 914,952.

**H(a)** Is this a group return for subsidiaries?  Yes  No  
**H(b)** Are all subsidiaries included?  Yes  No  
 If 'No,' attach a list. (see instructions)

**I** Tax-exempt status:  501(c)(3)  501(c) ( ) (insert no.)  4947(a)(1) or  527

**J** Website: N/A

**K** Form of organization:  Corporation  Trust  Association  Other \_\_\_\_\_  
 L Year of formation: 1997 M State of legal domicile: NV

**Part I Summary**

Activities & Governance	1	Briefly describe the organization's mission or most significant activities: <u>The organization was created to provide a community-wide cooperative effort between the private sector and governmental agencies in order to promote healthy family relationships through education and support services.</u>		
	2	Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3	Number of voting members of the governing body (Part VI, line 1a)	3	11
	4	Number of independent voting members of the governing body (Part VI, line 1b)	4	11
	5	Total number of individuals employed in calendar year 2013 (Part V, line 2a)	5	26
	6	Total number of volunteers (estimate if necessary)	6	235
	7a	Total unrelated business revenue from Part VIII, column (C), line 12	7a	0.
	7b	Net unrelated business taxable income from Form 990-T, line 34	7b	
Revenue	8	Contributions and grants (Part VIII, line 1h)	Prior Year 926,706.	Current Year 881,349.
	9	Program service revenue (Part VIII, line 2g)	11,390.	17,402.
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	30.	22.
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	22,157.	6,741.
	12	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	960,283.	905,514.
Expenses	13	Grants and similar amounts paid (Part IX, column (A), lines 1-3)		
	14	Benefits paid to or for members (Part IX, column (A), line 4)		
	15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	709,426.	723,599.
	16a	Professional fundraising fees (Part IX, column (A), line 11e)		
	b	Total fundraising expenses (Part IX, column (D), line 25)	0.	
17	Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	249,138.	215,250.	
18	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	958,564.	938,849.	
19	Revenue less expenses. Subtract line 18 from line 12	1,719.	-33,335.	
Net Assets or Fund Balances	20	Total assets (Part X, line 16)	Beginning of Current Year 209,545.	End of Year 186,210.
	21	Total liabilities (Part X, line 26)	18,982.	28,982.
	22	Net assets or fund balances. Subtract line 21 from line 20	190,563.	157,228.

**Part II Signature Block**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

**Sign Here**

Signature of officer: Joyce Buckingham Date: \_\_\_\_\_  
 Executive Director  
 Type or print name and title.

**Paid Preparer Use Only**

Print/Type preparer's name: Cory Wright Preparer's signature: \_\_\_\_\_ Date: 05/12/15  
 Check  if self-employed PTIN: P00150239  
 Firm's name: CORY WRIGHT AND ASSOCIATES CPA  
 Firm's address: 5250 S VIRGINIA ST STE 220 RENO NV 89502  
 Firm's EIN: 88-0407788  
 Phone no.: (775) 322-8337

May the IRS discuss this return with the preparer shown above? (see instructions)  Yes  No

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III

1 Briefly describe the organization's mission:

The organization was created to provide a community-wide cooperative effort between the private sector See Form 990, Page 2, Part III, Line 1 (continued)

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ?  Yes  No If 'Yes,' describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services?  Yes  No If 'Yes,' describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations and section 4947(a)(1) trusts are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4 a (Code: ) (Expenses \$ 895,474. Including grants of \$ 845,955. ) (Revenue \$ 905,514. ) Client Services: Education, Training and Referral Advocacy and Case Management Food Programs Other Services

4 b (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ )

4 c (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ )

4 d Other program services. (Describe in Schedule O.) (Expenses \$ including grants of \$ ) (Revenue \$ ) 4 e Total program service expenses ▶ 895,474.

**Ron Wood Family Resource Center  
Fiscal Report as of 12/31/15 (cash basis)**

Cash Balance at 12/31/15		Net Income: 7/1/15 to 12/31/15	
Checking Acct Balance	\$ 80,638	Receipts	\$ 494,728
Money Market Balance	\$ 2,815		
Savings Account Balance	\$ 328	Expenses	\$ 466,904
Paypal Account Balance	\$ 9,301		
<b>Total Cash Balance as of 10/30/15:</b>	<b>\$ 93,082</b>	<b>Balance:</b>	<b>\$ 27,824</b>

Activity To Date for Fiscal Year End 6/30/2016	FY 2016 Est. Budget	Posted 7/1/15-12/31/15	Comments
Grant Income	\$ 787,383	\$ 456,675	
Other Income	\$ 17,880	\$ 7,948	Supv. Visits, Parenting, Car Seats, Other
Other Fundraising Donations	\$ 15,000	\$ 300	Board Fundraiser
Donations -RWFRC, Food Bank & Holiday Support	\$ 43,500	\$ 29,805	Direct Receipt and PayPal
<b>Total Income:</b>	<b>\$ 863,763</b>	<b>\$ 494,728</b>	
7000 · Grant & contract expense	\$ 96,153	\$ 32,437	Direct svc., car seats, birth certificates
7200 · Personnel Expense	\$ 607,590	\$ 375,378	
7500 · Contractual Services	\$ 23,731	\$ 6,188	Audit fee, Llfability Insurance, IT Support Svc
8100 · Operating Expenses	\$ 89,683	\$ 29,794	
8200 · Occupancy Expenses	\$ 26,585	\$ 13,393	
8300 · Travel & meetings expenses	\$ 5,800	\$ 6,954	
8300 · Training - Staff Development	\$ 1,075	\$ 160	
8500 · Equipment	\$ -	\$ 2,600	WalMart Grant
8700 · Board Fundraiser	\$ 12,000	\$ -	
9000 · Indirect	\$ 1,146	\$ -	From Grants as Income offset/all exp.
<b>Total Expenses:</b>	<b>\$863,763</b>	<b>\$466,904</b>	

27,824

**Ron Wood Family Resource Center  
Income-Expense FY 2016 To Date  
July through December 2015**

Jul - Dec 15

Ordinary Income/Expense  
Income

4 · Contributed support

45100 · Agency (government) grants	
45301 · Family Resource Center	12,666.45
45303 · Title IV-B	16,220.00
45304 · WIC	83,969.78
45306 · Office of Traffic Safety	22,218.87
45306A · OTS- SN	4,889.37
453110 · Reach Up CCSupportSvcs	30,000.00
453111 · CTF	28,796.87
453113 · PCC Positive Action NHIPPS	15,319.00
453114 · Chaffee	73,830.00
453115 · Differential Response	69,520.15
453116 · Faffy	10,742.00
453117 · PCC FASTT	27,335.77
45404 · CCSchoolDistrict	25,000.00
45406 · Food Bank	10,000.00
45407 · PCC City Grant	26,166.93

Total 45100 · Agency (government) grants 456,675.19

Total 4 · Contributed support

456,675.19

5 · Earned revenues

51800 · Program service fees	
4240 · Family Vehicle Safety Program	100.00
51802 · Car Seat - Income	3,001.00
51803 · Co-Parenting	466.90
51805 · Active Parenting	13.00
51811 · Energy Assistance Program	60.00
51812 · Supervised Visitation	4,290.00
51813 · Car Seat Donations	5.00

Total 51800 · Program service fees 7,935.90

5300 · Interest-savings/short-term inv 12.43

Total 5 · Earned revenues

7,948.33

5305 · Donations

29,805.00

5430 · Board Fundraising Event

300.00

Total Income

494,728.52

Gross Profit

494,728.52

**Ron Wood Family Resource Center  
Income-Expense FY 2016 To Date  
July through December 2015**

	Jul - Dec 15
<b>Expense</b>	
7000 · Grant & contract expense	
7018 · Car Seats Purchased	4,145.46
7021 · Birth Certificates	162.00
7000 · Grant & contract expense - Other	28,130.00
	32,437.46
<b>Total 7000 · Grant &amp; contract expense</b>	
7200 · Personnel Expense	
7220 · Salaries & wages	282,930.17
7223 · Holiday	12,620.36
7245 · Health Benefit	40,502.35
7246 · Medicare	4,863.16
7247 · Social Security	20,794.10
7248 · Unemployment Expense	2,479.00
7300 · Workman's Comp	1,780.00
7400 · General Liability Insurance	9,409.00
	375,378.14
<b>Total 7200 · Personnel Expense</b>	
7500 · Contractual Services	
7525 · Audit	4,000.00
7531 · IT Support	1,739.97
7550 · Fingerprinting	448.25
	6,188.22
<b>Total 7500 · Contractual Services</b>	
8100 · Operating Expenses	
8110 · Supplies	263.58
8111 · Office Supplies	2,975.51
8112 · Program Supplies	
81122 · Food Bank supplies	8,540.00
81124 · Educational Enrichment	135.00
8112 · Program Supplies - Other	913.00
	9,588.00
<b>Total 8112 · Program Supplies</b>	
8113 · Incentives	4,293.95
8114 · Printing & copying	2,820.95
8117 · Postage, shipping, delivery	1,251.69
8130 · Telephone & telecommunications	5,184.71
8131 · Internet	251.00
8135 · Advertising expenses	439.53
8140 · Vehicle Registration	76.22
8160 · Equip rental & maintenance	961.81
8191 · Service Charge-Bank and Other	237.72
8590 · Other expenses	968.22
8100 · Operating Expenses - Other	440.80
	29,753.69
<b>Total 8100 · Operating Expenses</b>	

**Ron Wood Family Resource Center**  
**Income-Expense FY 2016 To Date**  
 July through December 2015

	Jul - Dec 15
<b>8200 · Occupancy</b>	
8281 · Utilities	7,069.51
8282 · Janitorial	3,500.00
8283 · Rent-Other	2,658.79
8287 · Garbage	10.00
8288 · Office Repair & Maintenance	154.97
<b>Total 8200 · Occupancy</b>	13,393.27
<b>8300 · Travel &amp; meetings expenses</b>	
8310 · Mileage	6,039.91
8315 · Per Diem	575.00
8300 · Travel & meetings expenses - Other	339.57
<b>Total 8300 · Travel &amp; meetings expenses</b>	6,954.48
<b>8350 · Training-Staff Development</b>	
8355 · Membership dues - organization	160.00
<b>Total 8350 · Training-Staff Development</b>	160.00
<b>8500 · Equipment</b>	2,600.00
<b>8711 · Paypal Fee</b>	38.60
<b>9000 · Indirect</b>	0.00
<b>Total Expense</b>	466,903.86
<b>Net Ordinary Income</b>	27,824.66
<b>Net Income</b>	27,824.66



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

February 20, 2015

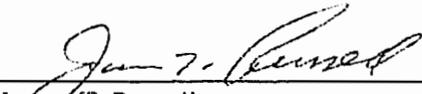
To Whom It May Concern:

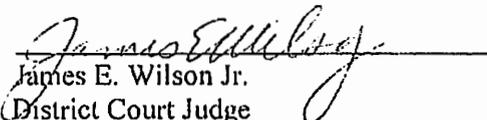
The Ron Wood Center (RWC) provides an invaluable service to the First Judicial District Court and to the community. RWC conducts parenting classes, supports families, and provides counseling services, financial assistance, and related supports for prevention of child abuse and neglect.

The RWC is an essential resource for the court. Without the resources of RWC educating parents, there would be more children suffering from neglect. This would have a lasting effect on children and future generations.

We are in support of RWC pursuing grant funding for the Prevention of Child Abuse and Neglect to support their continued operation and for conducting all of their essential services and the Positive Action Parent Class.

Sincerely,

  
James T. Russell  
District Court Judge

  
James E. Wilson Jr.  
District Court Judge



## Carson High School

1111 NORTH SALIMAN ROAD • P.O. BOX 663 • CARSON CITY, NEVADA 89702 • (775) 283-1600  
FAX (775) 283-1790

February 23, 2015

To whom it may concern:

The Ron Wood Center is applying for a grant to support them in funding a parent class with the goal of preventing child abuse. This is the kind of program that is useful to those who deal with families who are struggling.

As a dean of students at Carson High School, I find partners like the Ron Wood Center critical to the work we do. Many times, I come into contact with families who are dealing with difficulties such as drug or alcohol abuse, grief, or depression. The Ron Wood Center supports these families by providing counseling that these families may not otherwise be able to afford.

Also in my role as dean, I interact with parents who are frustrated and finding it difficult to respond appropriately to their children's actions. I frequently refer families to the Ron Wood Center. A Positive Action Parent Class would suit these parents well and will assure that we can do our part in breaking the cycle of abuse.

In short, I highly recommend the Ron Wood Center for this grant.

Sincerely,

Cheryl Macy  
Dean of Students



911 E Musser St.  
Carson City, NV 89701

Ken Furlong  
Sheriff

775-887-2500  
Fax: 775-887-2026

To: Joyce Buckingham  
Executive Director  
Ron Wood Family Resource Center  
2621 Northgate Lane #62  
Carson City, NV 89706

From: Sheriff Ken Furlong

Date: February 20, 2015

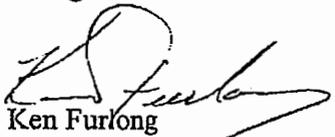
Subject: Support for Grant Opportunities

---

I am pleased to offer the support of the Carson City Sheriff's Office as grant opportunities are pursued, especially those pertaining to the Prevention of Child Abuse and Neglect – Parent Training and specifically for Positive Action Parenting Classes. The Ron Wood Family Resource Center has long been a positive and effective referral agency for many social and family challenges that we face in our community daily, and the center is one of our strongest allies.

As law enforcement engages in a variety of family issues daily, it is a tremendous advantage to have ready resources capable of educating, mentoring, and building prevention. These techniques have long been recognized as the most efficient and cost effective paths. Too often, front line first responders in America don't have the ready resource access. When options are not available, both children and adults suffer as they are left without the tools to make life corrections.

My highest support is offered to the Ron Wood Family Resource Center in its endeavors to build stronger families.

  
Ken Furlong  
Sheriff  
City-County of Carson City

**REACH UP PROGRAM STATISTICS – FISCAL YEAR 2014 - 2015**

Total participants 299  
Total individual contacts: 732  
Total group contacts: 931

Death	74%
Divorce	77%
Client sub abuse	15%
Family sub abuse	33%
Sex abuse	10%
Hi Family dysfunction	70%
Domestic violence	34%
Suicidal ideation	8%
Truancy	5%
Mental health client	16%
Family mental health	33%

Carson residents	89%
Spanish speaking	9%
Caucasian	277%
Native	7%
African - American	2%
Asian	8%
Multi	4%
Other	1%
Hispanic	30%

**Income Level**

Very Low	197
Low	72
Moderate	37

52% of referrals come from the schools

**Of last year:**

44 clients were referred out  
47 attended 2 or less appointments  
34 attended 3 or more



**Community Development Block Grant (CDBG)  
Program Application  
Fiscal Year 2016-2017**

**GENERAL INFORMATION**

PLEASE READ ATTACHED INSTRUCTIONS ON PAGE NN FOR MORE INFORMATION.

APPLICATIONS ARE DUE\*: JANUARY 15, 2016, 4:00 P.M.

PLEASE SUBMIT THE ORIGINAL PLUS 9 COPIES TO: Janice Keillor  
Carson City Dept. of Finance  
201 N. Carson St., Ste. 3  
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. An electronic version of this document is available at [CARSON.ORG/CDBG](http://CARSON.ORG/CDBG).

**APPLICANT INFORMATION**

Agency Name: Food For Thought, Inc.	
Agency Mailing Address: 3246 N. Carson St, Ste. 118, Carson City, NV 89706	
Project Name: Summer Food Bridge for Hungry Children	
Project Address/Location: 1) Park Terrace Park, 1327 La Loma Carson City, NV 2) Bridge Church, 901 N. Stewart, Carson City, NV	
Agency Director: Marlene Maffei, Executive Director	
Board Chairperson: Lynette Conrad	
Contact Person: Marlene Maffei, Executive Director	
Phone Number: (775) 885-7770	Email: Director@nvfoodforthought.org
Fax:	Website (if applicable): nvfoodforthought.org
How long has your organization been in existence? 9 years	In Carson City? 9 years

**PROJECT FUNDING**

Requested amount:	\$12,000
Other funding:	\$22,300
Total project cost:	\$34,300

**PROJECT SUMMARY**

Please provide a brief summary of the proposed project (not the organization), including what the project is, who will be served, how many will be served, and where will it take place. The description should be no more than five sentences.

This project will provide approximately 5,000 free nutritious lunch meals to about 100 Carson City children daily during the summer break. Food service locations are selected to target neighborhoods with a high incidence of children receiving free and reduced price lunches during the school year.

**FUNDING CATEGORY**

<input type="checkbox"/> Public Improvements	<input checked="" type="checkbox"/> Public Services
<input type="checkbox"/> Economic Development	<input type="checkbox"/> Housing

## 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 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 centers, senior centers, health centers, parking, landscaping, 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 (weatherization)**

\_\_\_ **Historic Preservation**

\_\_\_ **Commercial or Industrial Rehabilitation, including façade improvements and correction of code violations**

\_\_\_ **Special Economic Development or assistance to microenterprises**

## PROJECT DESCRIPTION

The Five-year Consolidated Plan identifies priority community development needs for Carson City (see table on page 13). 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. (please use allotted space)

During the school year, FFT provides weekend meals to low and moderate-income students identified as at risk for food insecurity. The Summer Food Bridge For Hungry Children provides free lunches (Monday-Friday) to these same children during the summer school break. In that regard, this addresses the public service objective of providing youth and health services to the children of our community.

Food For Thought, Inc. has conducted the Summer Food Bridge For Hungry Children program for the past four years (2012-2015). In 2015, we served meals at two locations (Park Terrace Park and the Bridge Church). These locations were selected because of their proximity to schools with a high incidence of subsidized lunch programs during the school year. During the coming year, we plan to service these same two locations.

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

During summer 2015, we served 4,523 meals at our two food service locations—an average of 82 children per day. Additionally, we conducted organized activities and distributed free books, backpacks, school supplies, and hygiene kits to the children participating in our program. These services help these children return to school healthier and better prepared for the coming academic year. The program 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 promotes a socially connected community by providing interaction between Carson City citizens of different cultural and ethnic backgrounds.

3. Describe who will benefit from the proposed project.

Children ages 2-18 will be provided nutritious lunches. As previously discussed, we establish our feeding sites in areas most likely to service children who are at risk of food insecurity. In addition, the 2016/2017 project will provide summer employment to approximately four Carson City residents. Further, in an effort to support local producers, we purchase—when practical from the local 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:

Abused Children       Illiterate Persons       Homeless Persons  
 Battered Spouses       Severely Disabled Adults       Migrant Farm Workers  
 Elderly       Other (Please explain)

Children at risk of hunger in the Carson City community.

5. If your project will not be serving a limited clientele, 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. We establish our service sites within walking distance of these populations. This approach targets the children we serve 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 2016-2017 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. Can your organization reduce the need for grant funding in the future and become self-sustaining? Explain.

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 revenue 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. Can you still proceed with your project if you are awarded partial funding? Please provide a detailed explanation.

Yes; however, we attempt to run this as a "stand alone" program and rely exclusively on grants. We try not to use funds designated for our "Backpack" program. A reduction of grant funding could impact the level of service provided.

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

We are unaware of any other organization that provides 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 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) \_\_\_\_\_  
OR

Community-wide

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. These include: 1) Park Terrace Park, 1327 La Loma Carson City, NV and 2) Bridge Church, 901 N Stewart, Carson City, NV.

**For Public Improvement (construction) Projects ONLY:**

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

N/A

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

N/A

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

N/A

4. Who currently holds title to the property involved?

N/A

5. With whom will title be vested upon completion?

N/A

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

\_\_\_\_ Yes \_\_\_\_ No \_\_X\_\_ N/A

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

\_\_\_\_ Yes \_\_\_\_ No \_\_X\_\_ N/A

**For CDBG Economic Development projects ONLY:**

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

**For CDBG Housing Projects please indicate:**

The number of homes to be rehabilitated: \_\_\_\_\_ N/A

The number of persons to be benefited: \_\_\_\_\_ N/A

## 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 the summer of 2015, we served 4,523 meals at the two service sites—an average of 82 children per day. At a minimum, we anticipate we will serve at least this many meals in the coming year. Based on preliminary planning, we anticipate this number could increase by about 10% to 5,000 meals in 2016.

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 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 many negative long-term health, education, and economic outcomes. A tangible outcome of this project is the mitigation of childhood hunger in the neighborhoods served by the project. This in turn, will mitigate the long-term negative outcomes of food insecurity.

4. How do you plan to track clients served?

Food For Thought, Inc. maintains extensive records to track the performance of this program. We utilize various daily count sheets (prescribed by the USDA) at both locations to track clients served. We anticipate maintaining these accounting records indefinitely.

**PROJECT BUDGET**

Complete the Budget Summary chart below. This information is mandatory in order to be considered for a CDBG Grant. Detailed calculations **must** be attached in support of the proposed budget. Other funding is not required but will increase your score. Amount must match "Other Funding" from page #1. Also attach Profit and Loss Statement, General Ledger, and Balance Sheet. Attach copies of funding commitment letters or other evidence of funding support, if applicable.

Project Title:	Requested Amount	Other Funding	In-Kind	Total Funds
<b>Project Expenses FY 2016-17</b>				
SALARIES	11,400.00	8,100.00		19,500.00
EQUIPMENT				
OPERATING SUPPLIES	400.00	1,600.00		2,000.00
VEHICLE	200.00	400.00		600.00
OFFICE SUPPLIES		600.00		600.00
FOOD		8,000.00	3,600.00	11,600.00
<b>TOTALS</b>	12,000.00	18,700.00	3,600.00	34,300.00

<b>AGENCY ASSETS</b>	
Unrestricted cash	\$140,443.36 (as of 12/31/2015)
Restricted cash*	0.00 (See Cash Restriction Attachment)
<b>Total cash on hand</b>	<b>\$140,443.36</b>

\*If restricted cash, attach description and amount of restriction

Have you applied for or received any funds or in-kind contributions from Carson City? If so, please describe.

None.

## BUDGET JUSTIFICATION

Please list each project expense from the previous page and explain in more detail. Include calculations. Use additional pages if necessary.

PROJECT EXPENSE	AMOUNT BUDGETED	JUSTIFICATION OF EXPENSE
SALARIES	\$19,500.00	(SEE BUDGET JUSTIFICATION ATTACHMENT)
OPERATING SUPLIES	\$2,000.00	(SEE BUDGET JUSTIFICATION ATTACHMENT)
VEHICLE	\$600.00	(SEE BUDGET JUSTIFICATION ATTACHMENT)
OFFICE SUPPLIES	\$600.00	(SEE BUDGET JUSTIFICATION ATTACHMENT)
FOOD	\$11,600.00	(SEE BUDGET JUSTIFICATION ATTACHMENT)

**PROJECT ADMINISTRATION**

**AGENCY DIRECTOR**

Name:	Marlene Maffei
Title:	Executive Director
Address	3246 N. Carson St., Ste. 118, Carson City, NV 89706
Phone number:	(775) 885-7770
Email:	Director@nvfoodforthought.org

**PROJECT MANAGER**

Name:	Marlene Maffei
Title:	Executive Director
Address	3246 N. Carson St., Ste. 118, Carson City, NV 89706
Phone number:	(775) 885-7770
Email:	Director@nvfoodforthought.org

**FISCAL MANAGER**

Name:	George Allbritten
Title:	Bookkeeper
Address	3246 N. Carson St., Ste. 118, Carson City, NV 89706
Phone number:	(775) 885-7770
Email:	GAllbritten@nvfoodforthought.org

**PERFORMANCE TRACKING CONTACT**

Name:	Marlene Maffei or George Allbritten
Title:	Executive Director/Bookkeeper
Address	3246 N. Carson St., Ste. 118, Carson City, NV 89706
Phone number:	(775) 885-7770
Email:	Director@nvfoodforthought.org

### AGENCY INFORMATION

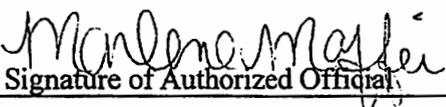
Date of incorporation	January 8, 2008
Date of IRS certification	May 15, 2009
Tax exempt number	51-0664783
DUNS#: ( <a href="http://www.dnb.com/get-a-duns-number.html">http://www.dnb.com/get-a-duns-number.html</a> )	899244442

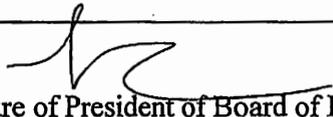
Attach items 1-6 to your application. Item 7 is optional. Please list and reference any additional attachments you are providing with your application. Do not include attachments unless they are needed to understand the project.

### INDEX OF ATTACHMENTS

Attachment Number	Attachment Description	Attachment Included (✓)
1	IRS Tax Exempt 501(c)(3) letter (available to print from Secretary of State's website)	X
2	Proof of incorporation from Secretary of State (Certificate Only) Go to <a href="https://www.nvsilverflume.gov/certificate">https://www.nvsilverflume.gov/certificate</a> You will need to register in order to get the certificate. Cost is \$50. <b>OR</b> Submit proof that your entity is active and in good standing. Go to <a href="http://nvsos.gov/sosentitysearch/">http://nvsos.gov/sosentitysearch/</a> and print your business entity information	X
3	Current Organization Chart with names of staff members	X
4	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 CSSG funds.]	X
5	<i>501(c)(3) non-profits</i> : Copy of the most recent Federal Tax Return. Attach <b>FIRST 2 PAGES (Form 990 or 990EX)</b>	X
6	Profit and Loss Statement, General Ledger, Balance Sheet	X
7	Funding commitment letters and/or letters of support (if applicable)	
8	Restricted Cash Statement	X
9	Budget Justification	X

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	1/14/16 Date
Marlene Maffei, Executive Director Typed Name and Title of Authorized Official	(775) 885-7770 Phone Number

 Signature of President of Board of Directors	1/8/16 Date
Lynette Conrad Typed Name of President of Board of Directors	(775) 885-7770 Phone Number

---

**ATTACHMENT 1**

**IRS TAX EXEMPT 501(C)(3) LETTER**

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **MAY 15 2009**

FOOD FOR THOUGHT INC  
PO BOX 656  
CARSON CITY, NV 89702-0656

Employer Identification Number:  
51-0664783  
DLN:  
17053029364019  
Contact Person:  
JOSEPH R KENNEDY ID# 31647  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b) (1) (A) (vi)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
January 28, 2008  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c) (3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

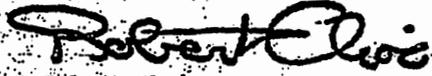
Organizations exempt under section 501(c) (3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c) (3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

FOOD FOR THOUGHT INC

Sincerely,



Robert Choi  
Director, Exempt Organizations  
Rulings and Agreements

Enclosures: Publication 4221-PC

**ATTACHMENT 2**

**PROOF OF INCORPORATION**

STATE OF NEVADA



ROSS MILLER  
Secretary of State

SCOTT W. ANDERSON  
Deputy Secretary  
for Commercial Recordings

OFFICE OF THE  
SECRETARY OF STATE

Certified Copy

January 31, 2008

Job Number: C20080129-1703  
Reference Number:  
Expedite:  
Through Date:

The undersigned filing officer hereby certifies that the attached copies are true and exact copies of all requested statements and related subsequent documentation filed with the Secretary of State's Office, Commercial Recordings Division listed on the attached report.

Document Number(s)	Description	Number of Pages
20080058279-41	Articles of Incorporation	2 Pages/1 Copies



Respectfully,

ROSS MILLER  
Secretary of State

By Sandra A. Kraai  
Certification Clerk

Commercial Recording Division  
202 N. Carson Street  
Carson City, Nevada 89701-4069  
Telephone (775) 684-5708  
Fax (775) 684-7138

**ATTACHMENT 3**  
**ORGANIZATION CHART**

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# **FOOD FOR THOUGHT, INC. ORGANIZATION CHART**

## **BOARD OF DIRECTORS**

Lynette Conrad, President  
Christine Slowthower, Vice-President  
Dawn Ellerbrock, Secretary  
Carrie Ayarbe, Treasurer  
Nancy Yamamoto  
Donnie Moellendorf  
Gina Session  
Jeff Maples  
Mike Walker

## **EXECUTIVE DIRECTOR**

Marlene Maffei

## **BOOKKEEPER**

George Allbritten

## **VOLUNTEERS**

Many members of the Carson City Community

**ATTACHMENT 4  
BOARD OF DIRECTORS  
WITH TERMS**

**FOOD FOR THOUGHT, INC.  
BOARD OF DIRECTORS  
WITH TERMS**

**BOARD OF DIRECTORS**

Lynette Conrad, President (Term Expires 2016)  
Christine Slowthower, Vice-President (Term Expires 2016)  
Dawn Ellerbrock, Secretary (Term Expires 2016)  
Carrie Ayarbe, Treasurer (Term Expires 2016)  
Nancy Yamamoto  
Donnie Moellendorf  
Gina Session  
Jeff Maples  
Mike Walker

**ATTACHMENT 5**  
**FEDERAL TAX RETURN**  
**FORM 990**

# Return of Organization Exempt From Income Tax

OMB No. 1545-0047

**2014**

**Open to Public Inspection**

Department of the Treasury  
Internal Revenue Service

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

- Do not enter social security numbers on this form as it may be made public.
- Information about Form 990 and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

**A** For the 2014 calendar year, or tax year beginning \_\_\_\_\_, and ending \_\_\_\_\_

**B** Check if applicable:  
 Address change  
 Name change  
 Initial return  
 Final return/terminated  
 Amended return  
 Application pending

**C** Name of organization: **Food for Thought, Inc.**

Doing business as \_\_\_\_\_

Number and street (or P.O. box if mail is not delivered to street address) Room/suite  
**3246 N. Carson St. 118**

City or town State ZIP code  
**Carson City NV 89706**

Foreign country name Foreign province/state/county Foreign postal code

**D** Employer identification number: **51-0664783**

**E** Telephone number: **(775) 885-7770**

**G** Gross receipts \$: **187,480**

**F** Name and address of principal officer:  
**Marlene A Maffei 3246 N. Carson, Suite 118, Carson City, NV 89706**

H(a) Is this a group return for subordinates?  Yes  No  
 H(b) Are all subordinates included?  Yes  No  
 If "No," attach a list. (see instructions)

**I** Tax-exempt status:  501(c)(3)  501(c) ( ) (insert no.)  4947(a)(1) or  527

**J** Website: **www.nvfoodforthought.org**

H(c) Group exemption number \_\_\_\_\_

**K** Form of organization:  Corporation  Trust  Association  Other \_\_\_\_\_

**L** Year of formation: **2008**

**M** State of legal domicile: **NV**

Part I Summary				
Activities & Governance	1	Briefly describe the organization's mission or most significant activities: <u>To provide food for needy school aged children in the Carson City area in order to ensure adequate nutrition for these children thus enhancing their ability to learn.</u>		
	2	Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3	Number of voting members of the governing body (Part VI, line 1a)	3	
	4	Number of independent voting members of the governing body (Part VI, line 1b)	4	
	5	Total number of individuals employed in calendar year 2014 (Part V, line 2a)	5	
	6	Total number of volunteers (estimate if necessary)	6	
	7a	Total unrelated business revenue from Part VIII, column (C), line 12	7a	0
7b	Net unrelated business taxable income from Form 990-T, line 34	7b	0	
Revenue	8	Contributions and grants (Part VIII, line 1h)	136,745	180,012
	9	Program service revenue (Part VIII, line 2g)	0	0
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	59	95
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	15,451	2,671
	12	Total revenue—add lines 8 through 11 (must equal Part VIII, column (A), line 12)	152,255	182,778
Expenses	13	Grants and similar amounts paid (Part IX, column (A), lines 1–3)	0	0
	14	Benefits paid to or for members (Part IX, column (A), line 4)	0	0
	15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)	49,228	65,366
	16a	Professional fundraising fees (Part IX, column (A), line 11e)	0	0
	b	Total fundraising expenses (Part IX, column (D), line 25) <b>10,668</b>		
	17	Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e)	95,584	71,094
18	Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)	144,812	136,460	
19	Revenue less expenses. Subtract line 18 from line 12	7,443	46,318	
Net Assets or Fund Balances	20	Total assets (Part X, line 16)	92,188	138,506
	21	Total liabilities (Part X, line 26)	0	0
	22	Net assets or fund balances. Subtract line 21 from line 20	92,188	138,506

**Part II Signature Block**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

**Sign Here**

Signature of officer: Carrie Ayarba Date: \_\_\_\_\_  
 Title: Treasurer

Type or print name and title

**Paid Preparer Use Only**

Print/preparer's name: Mary Sanada Preparer's signature: \_\_\_\_\_ Date: 10/27/2015 Check  if self-employed PTIN: P00834666

Firm's name: \_\_\_\_\_ Firm's EIN: \_\_\_\_\_  
 Firm's address: 2832 Table Rock Dr., Carson City, NV 89706 Phone no.: (775) 885-7962

May the IRS discuss this return with the preparer shown above? (see instructions)  Yes  No

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III. [ ]

1 Briefly describe the organization's mission:

To provide food for needy school aged children in the Carson City area in order to ensure adequate nutrition for these children thus enhancing their ability to learn.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? [ ] Yes [X] No
If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? [ ] Yes [X] No
If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code: ) (Expenses \$ 91,672 including grants of \$ ) (Revenue \$ )

During 2014, FFT again conducted its "Backpack" program. This program discreetly provides a nutritious bag of food each Friday to children attending our local schools. These children participate in free and reduced meal programs during the school week, but are at risk for food insecurity on the weekend. Each food bag is placed in the child's backpack for weekend consumption. The food provided is "kid friendly" and requires no refrigeration, stoves, dishes, or flatware. During the 2014 calendar year, FFT provided 9,455 bags of food through this program. This program started in 2006.

4b (Code: ) (Expenses \$ 18,251 including grants of \$ ) (Revenue \$ )

During the school break (June 2, 2014 through August 15, 2014) FFT conducted the Summer Food Service Program (SFSP). This program provided free meals (to children ages 2-18) Monday-Friday at four serving locations. These locations were selected due to their proximity to elementary schools with high incidences of students receiving free meals during the school year. Consequently, the children receiving meals through the SFSP are likely the same children participating in the school meal programs. During this period 4,082 free meals were served at these four sites. Without this program, these children might not have received adequate nutrition during the school break. This was the 3rd year we have conducted this program.

4c (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ )

4d Other program services. (Describe in Schedule O.)

(Expenses \$ 0 including grants of \$ 0 ) (Revenue \$ 0 )

4e Total program service expenses 109,923

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**ATTACHMENT 6**

**BALANCE SHEET**

**PROFIT AND LOSS STATEMENT**

10:27 AM

01/14/16

Accrual Basis

**FOOD FOR THOUGHT, INC.**  
**Balance Sheet**  
**As of December 31, 2015**

	<u>Dec 31, 15</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Petty Cash	43.86
PayPal Cash	623.96
Mutual of Omaha Money Market	110,715.95
Mutual of Omaha	29,059.59
<b>Total Checking/Savings</b>	<u>140,443.36</u>
<b>Other Current Assets</b>	
Inventory Asset	1,425.61
gift cards/ non cash Items	21.86
Prepaid Expenses	94.99
<b>Total Other Current Assets</b>	<u>1,542.46</u>
<b>Total Current Assets</b>	<u>141,985.82</u>
<b>Fixed Assets</b>	
<b>Office Equipment</b>	
Computers	2,147.80
Printer	599.99
<b>Total Office Equipment</b>	<u>2,747.79</u>
<b>X-Accumulated Depreciation</b>	-846.00
<b>Furniture and Equipment</b>	<u>5,444.58</u>
<b>Total Fixed Assets</b>	<u>7,346.37</u>
<b>TOTAL ASSETS</b>	<u><u>149,332.19</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Unrestricted Net Assets	126,628.55
Net Income	22,703.64
<b>Total Equity</b>	<u>149,332.19</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>149,332.19</u></u>

**FOOD FOR THOUGHT, INC.**  
**Profit & Loss**  
 January through December 2015

	Jan - Dec 15
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Holiday Letter	35,508.00
<b>Direct Public Grants</b>	
City Grants	14,877.08
Federal Grants-Summer Food	15,119.47
Corporate and Business Grants	15,500.00
Foundation and Trust Grants	30,000.00
<b>Total Direct Public Grants</b>	75,496.55
<b>Direct Public Support</b>	
<b>In Kind Contributions</b>	
Food Items Donated-SFP	1,860.97
Food Items Donated-Pantry	3,747.58
Rent	46,695.00
Food Items Donated-Backpack	11,876.49
<b>Total In Kind Contributions</b>	64,180.04
Business Donations	29,944.02
Organization Donations	8,982.00
Private Donations	17,803.00
<b>Total Direct Public Support</b>	120,909.06
<b>Investments</b>	
Interest-Savings, Short-term CD	328.19
<b>Total Investments</b>	328.19
<b>Total Income</b>	232,241.80
<b>Gross Profit</b>	232,241.80
<b>Expense</b>	
<b>Automobile</b>	
Maintenance	76.52
Registration	78.00
Fuel	67.50
<b>Total Automobile</b>	222.02
<b>PROGRAM EXPENSE</b>	
<b>Summer Program</b>	
Vehicle	299.02
Food-Cost	5,929.32
Office Expense	167.64
Supplies	1,528.57
<b>Total Summer Program</b>	7,924.55
<b>Total PROGRAM EXPENSE</b>	7,924.55
<b>In Kind</b>	
Food Items Donated-SFP	1,860.97
Food Items Donated-Pantry	3,747.58
Rent	46,695.00
Food Items Donated-Backpack	11,876.49
<b>Total In Kind</b>	64,180.04
Volunteer Retention	20.51
Bank Service Charges	-17.41
<b>Business Expenses</b>	
Business Registration Fees	85.00
Thank you, certificates, frames	31.19
<b>Total Business Expenses</b>	116.19
Contract Services	

10:27 AM

01/14/16

Accrual Basis

**FOOD FOR THOUGHT, INC.**  
**Profit & Loss**  
 January through December 2015

	Jan - Dec 15
Accounting Fees	490.00
Outside Contract Services	587.34
Website design and maintenance	2,624.83
<b>Total Contract Services</b>	<b>3,702.17</b>
Distributed Items	
Food-Pantry	966.74
Food-Infant Program	389.98
Food-Backpack	52,167.99
<b>Total Distributed Items</b>	<b>53,524.71</b>
Facilities and Equipment	
warehouse maintenance	52.00
Janitorial Services	450.00
Rent, Parking, Utilities	2,453.13
Warehouse Equipment	122.80
Warehouse Supplies	201.74
<b>Total Facilities and Equipment</b>	<b>3,279.67</b>
Fundraising	
Fundraising Supplies	1,428.77
Promotions	1,350.97
<b>Total Fundraising</b>	<b>2,779.74</b>
Operations	
Insurance	25.00
PAYPAL FEES	20.90
Credit Card Fees	670.30
Software	691.37
Office Supplies	458.54
Postage, Mailing Service	186.20
Refreshments	257.15
Supplies	290.47
Telephone, Internet	1,300.51
<b>Total Operations</b>	<b>3,900.44</b>
Other Types of Expenses	
Education	22.38
Insurance - Liability, D and O	5,716.00
Membership Dues	918.38
Other Costs	10.00
<b>Total Other Types of Expenses</b>	<b>6,666.76</b>
Payroll Expenses	
Salary-Summer Food	15,441.75
Salary	43,117.27
Social Security	3,642.18
Medicare	851.80
SUTA	0.00
Payroll Expenses - Other	185.77
<b>Total Payroll Expenses</b>	<b>63,238.77</b>
<b>Total Expense</b>	<b>209,538.16</b>
<b>Net Ordinary Income</b>	<b>22,703.64</b>
<b>Net Income</b>	<b>22,703.64</b>

**ATTACHMENT 8**

**RESTRICTED CASH STATEMENT**

**FOOD FOR THOUGHT, INC (FFT)  
CDBG PROGRAM APPLICATION  
FISCAL YEAR 2016-2017  
RESTRICTED CASH STATEMENT**

As of December 31, 2015, Food For Thought, Inc. had cash reserves of \$140,443.36. Although none of these reserves are legally defined as restricted, Food For Thought, Inc. has internally designated these funds exclusively to support our "Backpack" program during the school year. Our "Backpack" program provides weekend food during the school year to children identified to be food insecure. This is the program that our organization was originally founded on and is still considered our primary function.

The "Summer Food Bridge for Children" was initiated in 2012. Our goal was to manage it as a "stand alone" program funded exclusively by the grant revenues from Carson City, the State of Nevada, and the U.S. Department of Agriculture. Additionally, FFT began receiving food donations from the Food Bank of Northern Nevada in 2015. We only account for direct costs when evaluating our success at achieving this goal. We do not allocate any of FFT's overhead or indirect costs to this program.

We have been reasonably successful at financing this program exclusively through grant funds and food donations. We plan to continue this approach in 2016 and beyond. Consequently, we will utilize our unrestricted cash reserves only when grant funds are inadequate to cover the cost of the program. Should revenue from these grant sources diminish; FFT would likely reduce the level of services provided by this program.

**ATTACHMENT 9**

**BUDGET JUSTIFICATION**

**FOOD FOR THOUGHT, INC (FFT)  
CDBG PROGRAM APPLICATION  
FISCAL YEAR 2016-2017  
BUDGET JUSTIFICATION**

**REVENUES**

Food For Thought, Inc. funds the "Summer Food Bridge for Hungry Children" through a combination of federal and city grants—in addition to food donations from the Food Bank of Northern Nevada. A breakdown of these projected revenues is as follows:

City of Carson City	\$ 12,000 (CDBG Grant)
US Dept of Agriculture	18,700
Food Bank of NN	<u>3,600</u>
<b>Total Budget</b>	<b><u>\$34,300</u></b>

FFT relies on USDA grants for a large portion of the program's funding. We are projecting the \$18,700 funding based on 5,000 meals at approximately \$3.75 reimbursement per meal.

The \$3,600 from the Food Bank of Northern Nevada is based on an estimate of the fair market value of the anticipated 2,000 pounds of food we expect to receive from the organization.

FFT attempts to run the "Summer Food Bridge For Hungry Children" as a "stand alone" program funded exclusively by the revenue sources described above. It is our goal not to utilize cash reserves designated for our "Backpack Program".

## **EXPENSES**

### **SALARIES (\$19,500)**

For the 11-week program in 2016, we anticipate hiring four part-time employees during the summer school break. Three of these employees will work at the community center to plan, prepare, and package the meals. A fourth employee will pick-up, deliver and serve the meals. This individual will also function as the serving site manager. In addition, FFT's permanent employees will allocate that portion of their salaries related to the management of the program. The following chart provides a breakdown of the budgeted amount:

<u>Employee</u>	<u>Wages</u>
Kitchen Worker 1	\$ 3,000
Kitchen Worker 2	3,000
Kitchen Worker 3	600
Site Manager	2,500
Executive Director	7,000
Bookkeeper	<u>3,400</u>
Total	<u>\$19,500</u>

The budgeted salary amount will be financed through \$11,400 of CDBG grant funds and \$8,100 of USDA grant funds.

### **OPERATING SUPPLIES (\$2,000)**

This amount represent general operating supplies required to manage the program. It includes paper and bagging products necessary to package the meals for delivery; small kitchen supply items necessary for preparation and cleanup; and sanitation and cleanup supplies at the serving sites. Additionally, FFT provides each participating child a free backpack along with hygiene and school supplies at the end of the program.

The budgeted operating supplies amount will be financed through \$400 of CDBG grant funds and \$1,600 of USDA grant funds.

### **VEHICLE (\$600)**

This amount includes vehicle operation costs for the 11 weeks of the program. Included are gasoline and maintenance costs for FFT's delivery truck.

The budgeted vehicle amount will be financed through \$200 of CDBG grant funds and \$400 of USDA grant funds.

**OFFICE SUPPLIES (\$600)**

This amount represents costs associated with advertising the program to participants. The primary cost in this category is associated with PeeChee notifications to the schools participating in our program. Costs included relate to paper, printing, brochures, posters, etc.

The budgeted office supply amount will be financed exclusively through USDA grant funds.

**FOOD (\$11,600)**

For the coming year, we project that we will serve approximately 5,000 meals. We will accomplish this through a combination of purchased (\$8,000) and donated (\$3,600) food.

FFT attempts to purchase all food used in the program from local purveyors. In addition, we receive donations from the Food Bank of Northern Nevada. We anticipate receiving approximately 2,000 pounds of donated food with a fair market value of \$3,600.

The budgeted food amount will be financed through \$8,000 of USDA grant funds and \$3,600 through donated food.



## Community Development Block Grant (CDBG) Program Application Fiscal Year 2016-2017

### GENERAL INFORMATION

PLEASE READ ATTACHED INSTRUCTIONS ON PAGE NN FOR MORE INFORMATION.

APPLICATIONS ARE DUE\*: JANUARY 15, 2016, 4:00 P.M.

PLEASE SUBMIT THE ORIGINAL PLUS 2 COPIES TO: Janice Keillor

Carson City Dept. of Finance  
201 N. Carson St., Ste. 3  
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. An electronic version of this document is available at [CARSON.ORG/CDBG](http://CARSON.ORG/CDBG).

### APPLICANT INFORMATION

Agency Name: ESL In-Home Program of Northern Nevada	
Agency Mailing Address: 1894 E. Williams St. #4-125, Carson City, NV 89701	
Project Name: ESL for Life, Work, & School	
Project Address/Location: same as above	
Agency Director: Florence G. Phillips	
Board Chairperson: Herbert Holden	
Contact Person: Florence G. Phillips	
Phone Number: (775) 888-2021	Email: <a href="mailto:eslinhomenv@aol.com">eslinhomenv@aol.com</a>
Fax: N/A	Website (if applicable): <a href="http://www.eslinhome.org">www.eslinhome.org</a>
How long has your organization been in existence? 11 years   In Carson City? 11 years	

### PROJECT FUNDING

Requested amount:	\$30,000
Other funding:	\$79,000
<b>Total project cost:</b>	<b>\$109,000</b>

### PROJECT SUMMARY

Please provide a **brief** summary of the proposed project (not the organization), including what the project is, who will be served, how many will be served, and where will it take place. The description should be **no more than five sentences**.

The English as a Second Language (ESL) In-Home Program of Northern Nevada was established to improve the lives of those who struggle with literacy issues within their family, workplace, and community. This project is a continuation and expansion of existing free public services provided by the program which is aimed at improving the quality of life for approximately 260 low to moderate income adults in Carson City. By helping these adults gain the education they deserve, we are helping them and their children come together to solve problems and create stronger neighborhoods and communities. This program is unique in that it offers a "lifeline" to adults who are unable to attend formal classrooms settings due to physical disabilities, limited or no transportation, lack of funds, job constraints, or intimidation and makes learning available in the student's or tutor's home or at public sites at mutually convenient times for tutor and student. Funding of this project will allow us to continue providing these important public services to the 398 LMI Carson City adults that are on our waiting list.

FUNDING CATEGORY	
<input type="checkbox"/> Public Improvements	<input checked="" type="checkbox"/> Public Services X
<input type="checkbox"/> Economic Development	<input type="checkbox"/> Housing

**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 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 centers, senior centers, health centers, parking, landscaping, 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** (weatherization)

\_\_\_ **Historic Preservation**

\_\_\_ **Commercial or Industrial Rehabilitation**, including façade improvements and correction of code violations

\_\_\_ **Special Economic Development** or assistance to microenterprises

## PROJECT DESCRIPTION

The Five-year Consolidated Plan identifies priority community development needs for Carson City (see table on page 13). 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. **(please use allotted space)**  
The English as a Second Language (ESL) In-Home Program of Northern Nevada was established to help increase literacy in adults, especially those who speak English as a second language and to improve the lives of those who struggle with literacy issues within their family, workplace, and community. This project is a continuation and expansion of an existing program that has been providing significant free public services to a growing population of low to moderate income (LMI) non-English speaking adults in Carson City for the last 11 years. The project meets the criteria of the National Objective by empowering low to moderate income persons to achieve self-sufficiency to reduce generational poverty. By helping these adults gain the education they deserve, we are helping them and their children come together to solve problems and create stronger neighborhoods and communities. This program is unique in that it offers a "lifeline" to adults who are unable to attend formal classrooms settings due to physical disabilities, limited or no transportation, lack of funds for childcare, job constraints, or intimidation. After we train community volunteers they become tutors and teach on a one-on-one basis, or small group instruction (from 3 to 5 adults), providing the opportunity for the student to progress at a faster pace by giving personalized attention. They teach in the student's or tutor's home or at public sites at mutually convenient times for tutor and student. We meet the Consolidated Plan Priority Needs, including Employment /Training Services, teaching ESL, Workplace Communication, English Conversation, Computer and Financial Literacy, GED preparation, and U.S. Citizenship study by serving 260 LMI Carson City residents. With the acquisition of English, these adults have a greater opportunity to find gainful employment, advance in current jobs, become independent of social service programs, enter higher education institutions, become legal citizens, reduce their social isolation and cultural separation, become more engaged in their children's educational life and health, and become contributing members of their community. Funding of this project will allow us to continue providing these important public services to the 398 LMI Carson City adults that are on our waiting list.
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 LMI adults in Carson City. Since its inception 11 years ago the project has helped more than 800 LMI adults and their families in Carson City improve their English language skills; 193 have attained U.S. Citizenship; 75% have found jobs; 20% have advanced in their current employment; 11 have acquired their GED'S. We receive continued feedback from students about their satisfaction with development in their skills and the resulting improvements in their quality of life. The 398 adults living in Carson City 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 directly benefit our current 260 LMI students in Carson City, while also expanding our services for another 398 adults. This project will also indirectly benefit each of these adults' families, especially their children, as job opportunities increase as well as their ability to become more engaged in their children's educational life and health.
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 checked="" type="checkbox"/> Illiterate Persons	<input checked="" type="checkbox"/> Homeless Persons
<input type="checkbox"/> Battered Spouses	<input type="checkbox"/> Severely Disabled Adults	<input type="checkbox"/> Migrant Farm Workers
<input type="checkbox"/> Elderly	<input checked="" type="checkbox"/> Other (Please explain)	
5. If your project will not be serving a limited clientele, 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 and student supplies for the expected outcome of 658 students.
7. Can your organization reduce the need for grant funding in the future and become self-sustaining? Explain.  
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. Can you still proceed with your project if you are awarded partial funding? Please provide a detailed explanation.  
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 organizations that provide the same service as your organization? If so, how do you coordinate your services?

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.)
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: \_\_\_\_\_

## 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 398 adults; therefore, this project will directly benefit 658 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;  
75% 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 because of new English skills;  
25+ students will earn their GED and/or U.S. Citizenship.
4. How do you plan to track clients served?  
All students' English Literacy skills are evaluated 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 review 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 in a database. The data is used to compile annual reports on student's progress and the success of the program. All information is also available on our website.

**PROJECT BUDGET**

Complete the Budget Summary chart below. This information is mandatory in order to be considered for a CDBG Grant. Detailed calculations **must** be attached in support of the proposed budget. Other funding is not required but will increase your score. Amount must match "Other Funding" from page #1. Also attach Profit and Loss Statement, General Ledger, and Balance Sheet. Attach copies of funding commitment letters or other evidence of funding support, if applicable.

Project Title:	Requested Amount	Other Funding (estimated)	In-Kind	Total Funds (for entire project, 2016)
Project Expenses FY 2016-17				
Salaries and Benefits	\$10,750	\$51,400		\$62,150
Rent and Utilities		\$9,600		\$9,600
Office Supplies		\$2,200		\$2,200
Telephone and Internet		\$1,800		\$1,800
Marketing		\$2,125		\$2,125
Liability/Other Insurance		\$2,075		\$2,075
Instructional Material	\$19,250	\$5,750		\$25,000
Background Checks for Volunteers		\$1,250		\$1,250
Travel, Training & Conferences		\$2,800		\$2,800
<b>TOTALS</b>	<b>\$30,000</b>	<b>\$79,000</b>		<b>\$109,000</b>

**AGENCY ASSETS**

Unrestricted cash	\$5,900
Restricted cash*	\$1,630
<b>Total cash on hand</b>	<b>\$7,530</b>

\*If restricted cash, attach description and amount of restriction

Restricted cash reflects amount set aside from student's deposits for books (refunded when completed).

**Have you applied for or received any funds or in-kind contributions from Carson City? If so, please describe.**

2009 - Requested \$3,500; Received \$1,950

2010 - Requested \$4,500; Denied

2013 - Requested \$15,000; Received \$10,000

2014 - Requested \$20,000; Received \$14,103

2015 - Requested \$35,000; Denied

## BUDGET JUSTIFICATION

Please list each project expense from the previous page and explain in more detail. Include calculations. Use additional pages if necessary.

PROJECT EXPENSE	AMOUNT BUDGETED	JUSTIFICATION OF EXPENSE
Salaries and Benefits	\$62,150	Funding will help compensate staff salaries for an Executive Director, Office Manager, and Grant Writer. The requested grant for salaries, in the amount of \$10,000 covers approximately 6% of staff salaries.
Rent and Utilities	\$9,600	Annual rent is \$800 per month, utilities are included
Office Supplies	\$2,200	Miscellaneous supplies, paper, ink, etc.
Telephone and Internet	\$1,800	Includes internet, business cell phone, and land line.
Marketing	\$2,125	Advertising, promotion, printing, and publications.
Liability/Other Insurance	\$2,075	
Instructional Material for 300+ New Students	\$25,000	The grant will be used to purchase the instructional materials we use ( <i>Laubach Way to English/Reading</i> ) at a cost of \$80 per set of 6 books for each tutor and student.
Background Checks for Volunteer Tutors	\$1,250	Background Checks for Volunteers (62 new tutors), Approximately \$20/each
Travel, Training & Conferences	\$2,800	Cost includes mileage (reimbursed at the prevailing federal rate), conference fees and accommodations.
<b>Total</b>	<b>\$109,000</b>	

**PROJECT ADMINISTRATION****AGENCY DIRECTOR**

<b>Name:</b>	Florence G. Phillips
<b>Title:</b>	Executive Director
<b>Address</b>	1894 E. William St. #4-125, Carson City, NV 89701
<b>Phone number:</b>	(775) 888-2021
<b>Email:</b>	eslinhomenv@aol.com

**PROJECT MANAGER**

<b>Name:</b>	Florence G. Phillips
<b>Title:</b>	Executive Director
<b>Address</b>	1894 E. William St. #4-125, Carson City, NV 89701
<b>Phone number:</b>	(775) 888-2021
<b>Email:</b>	eslinhomenv@aol.com

**FISCAL MANAGER**

<b>Name:</b>	Florence G. Phillips	
<b>Title:</b>	Executive Director	
<b>Address</b>	1894 E. William St. #4-125, Carson City, NV 89701	
<b>Phone number:</b>	(775) 888-2021	
<b>Email:</b>	eslinhomenv@aol.com	

**PERFORMANCE TRACKING CONTACT**

<b>Name:</b>	Florence G. Phillips	
<b>Title:</b>	Executive Director	
<b>Address</b>	1894 E. William St. #4-125, Carson City, NV 89701	
<b>Phone number:</b>	(775) 888-2021	
<b>Email:</b>	eslinhomenv@aol.com	

**AGENCY INFORMATION**

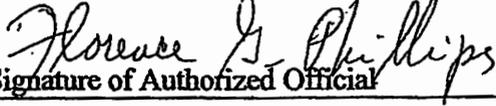
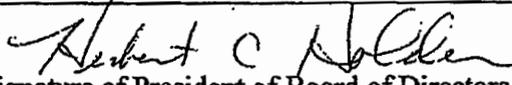
Date of incorporation	February, 2004
Date of IRS certification	Sept. 18, 2008
Tax exempt number	26-1921147
DUNS#: ( <a href="http://www.dnb.com/get-a-duns-number.html">http://www.dnb.com/get-a-duns-number.html</a> )	829318810

Attach items 1-6 to your application. Item 7 is optional. Please list and reference any additional attachments you are providing with your application. Do not include attachments unless they are needed to understand the project.

**INDEX OF ATTACHMENTS**

Attachment Number	Attachment Description	Attachment Included (✓)
1	IRS Tax Exempt 501(c)(3) letter (available to print from Secretary of State's website)	
2	Proof of incorporation from Secretary of State (Certificate Only) Go to <a href="https://www.nvsilverflume.gov/certificate">https://www.nvsilverflume.gov/certificate</a> You will need to register in order to get the certificate. Cost is \$50. <b>OR</b> Submit proof that your entity is active and in good standing. Go to <a href="http://nvsos.gov/sosentitysearch/">http://nvsos.gov/sosentitysearch/</a> and print your business entity information	
3	Current Organization Chart with names of staff members	
4	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 CSSG funds.	
5	501(c)(3) non-profits: Copy of the most recent Federal Tax Return. Attach FIRST 2 PAGES (Form 990 or 990EX)	
6	Profit and Loss Statement, General Ledger, Balance Sheet	
7	Funding commitment letters and/or letters of support (if applicable)	

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	1/11/2016 Date
FLORENCE G. PHILLIPS Typed Name and Title of Authorized Official	775-888-2021 Phone Number
 Signature of President of Board of Directors	1/11/2016 Date
Herbert C. Holden Typed Name of President of Board of Directors	970-946-0410 Phone Number

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: SEP 18 2008

ESL IN-HOME PROGRAM OF NORTHERN  
NEVADA  
702 SEAN DR  
CARSON CITY, NV 89701

Employer Identification Number:  
26-1921147  
DLN:  
17053100339008  
Contact Person:  
B. J. ANDUJAR ID# 75892  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
June 30  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
January 23, 2008  
Contribution Deductibility:  
Yes  
Addendum Applies:  
Yes

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

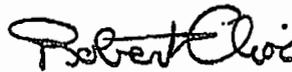
Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

-2-

ESL IN-HOME PROGRAM OF NORTHERN

Sincerely,



Robert Choi  
Director, Exempt Organizations  
Rulings and Agreements

Enclosures: Publication 4221-PC

# SECRETARY OF STATE



## CORPORATE CHARTER

I, ROSS MILLER, the duly elected and qualified Nevada Secretary of State, do hereby certify that **ESL IN-HOME PROGRAM OF NORTHERN NEVADA**, did on January 23, 2008, file in this office the original Articles of Incorporation; that said Articles of Incorporation are now on file and of record in the office of the Secretary of State of the State of Nevada, and further, that said Articles contain all the provisions required by the law of said State of Nevada.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of State, at my office on January 28, 2008.

Handwritten signature of Ross Miller.

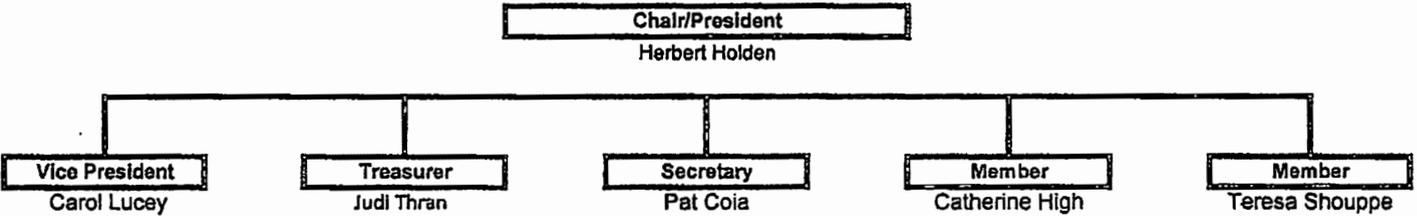
ROSS MILLER  
Secretary of State

By

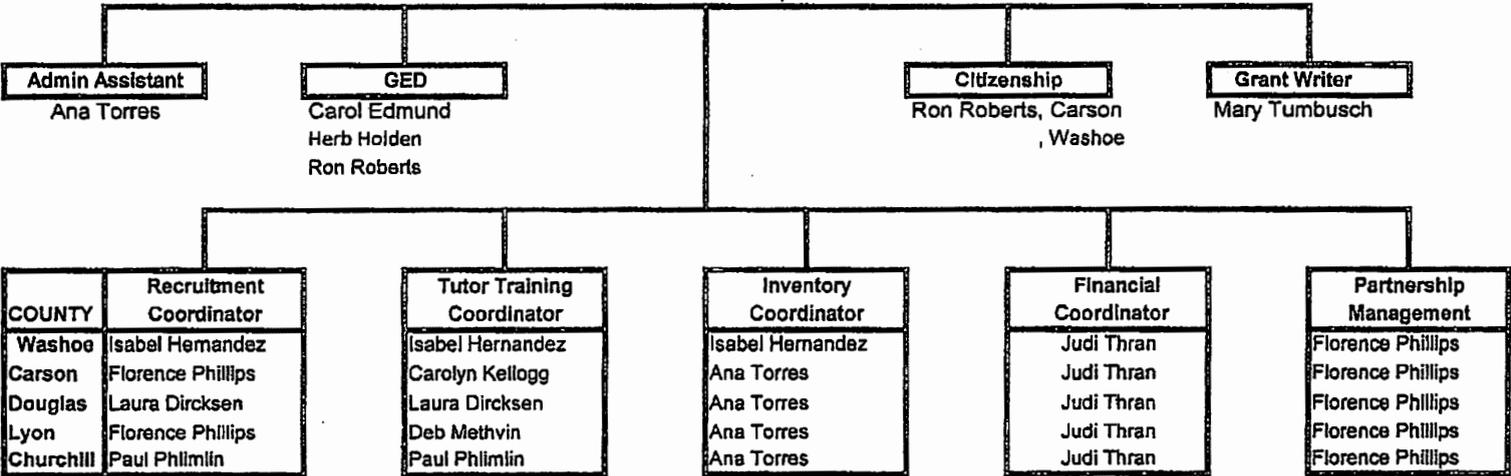
Handwritten signature of Patricia Blois.  
Certification Clerk

**ESL IN-HOME PROGRAM OF NORTHERN NEVADA**  
 ORGANIZATION CHART (Rev. 12/30/15)

**MEMBERS OF THE BOARD**



**EXECUTIVE DIRECTOR**  
 Florence G. Phillips



**ESL IN-HOME PROGRAM OF NORTHERN NEVADA**

**BOARD OF DIRECTORS 2015-2017 (Revised 9/21/15)**

- President:** **Herbert Holden, Retired from  
Owner, Industrial Psychology  
P.O. Box 862  
Reno, NV 89439  
970-946-0410  
[holdenherbert@hotmail.com](mailto:holdenherbert@hotmail.com)**
- Vice President:** **Carol Lucey, Retired WNC President  
2637 Maple Shade\  
Carson City, NV 89703  
775-841-4406  
[carolannlucey@gmail.com](mailto:carolannlucey@gmail.com)**
- Treasurer:** **Judi Thran, Senior Accountant  
VT Williams & Associates, CPA  
3470 GS Richards Blvd  
Carson City, NV 89703  
775- 882-3201  
[Judi.T@vta-cpa.com](mailto:Judi.T@vta-cpa.com)**
- Secretary:** **Patricia Coia, Retired from  
Teacher, Washoe County School District  
2925 Susileen  
Reno, NV 89509  
775-348-7847  
[crmmp2001@yahoo.com](mailto:crmmp2001@yahoo.com)**
- Member:** **Catherine High, Program Development,  
Catholic Charities of Northern Nevada  
301 Lorraine Court  
Reno, NV 89509  
775-323-7073  
[chigh@ccsnn.org](mailto:chigh@ccsnn.org)**
- Member:** **Teresa Shouppe,  
1892 Sonoma Street  
Carson City, NV 89701  
775-885-1801  
[trixienv@charter.net](mailto:trixienv@charter.net)**

# TAX RETURN FILING INSTRUCTIONS

FORM 990-N

FOR THE YEAR ENDING  
June 30, 2014

Prepared for	Esl In-Home Program of Northern Nevada 702 Sean Drive Carson City, NV 89701-6008
Prepared by	VT Williams & Associates, LLP 3470 G.S. Richards Blvd Carson City, NV 89703
Amount due or refund	Not applicable
Make check payable to	Not applicable
Mail tax return and check (if applicable) to	Not applicable
Return must be mailed on or before	Not applicable
Special Instructions	<p>Form 990-N (e-Postcard) has been filed electronically. There is no paper equivalent for this form, however, a summary worksheet is provided for review purposes.</p> <p>A copy of the Form 990-N summary worksheet return is enclosed for your files. We suggest that you retain this copy indefinitely.</p>

9:35 AM

01/11/16

Accrual Basis

**E.S.L.-HOME PROGRAM OF NORTHERN NEVADA****Profit & Loss**

July 2014 through June 2015

	<u>Jul '14 - Jun 15</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
43300 · Direct Public Grants	
43330 · Foundation and Trust Grants	30,000.00
<b>Total 43300 · Direct Public Grants</b>	<u>30,000.00</u>
43400 · Direct Public Support	
43410 · Corporate Contributions	9,505.00
43430 · Donated Prof Fees, Facilities	0.00
43450 · Individ, Business Contributions	27,940.66
<b>Total 43400 · Direct Public Support</b>	<u>37,445.66</u>
46400 · Other Types of Income	
46430 · Miscellaneous Revenue	100.71
<b>Total 46400 · Other Types of Income</b>	<u>100.71</u>
47200 · Program Income	
47240 · Program Service Fees	651.70
<b>Total 47200 · Program Income</b>	<u>651.70</u>
<b>Total Income</b>	<u>68,198.07</u>
<b>Gross Profit</b>	68,198.07
<b>Expense</b>	
60300 · Awards and Grants	
60320 · Cash Awards and Grants	3,000.00
60340 · Specific Assist to Individuals	1,130.00
<b>Total 60300 · Awards and Grants</b>	<u>4,130.00</u>
62100 · Contract Services	
62150 · Outside Contract Services	22,062.35
62100 · Contract Services - Other	4,566.30
<b>Total 62100 · Contract Services</b>	<u>26,628.65</u>
62800 · Facilities and Equipment	
62830 · Donated Facilities	30.00
<b>Total 62800 · Facilities and Equipment</b>	<u>30.00</u>
65000 · Operations	
65020 · Postage, Mailing Service	157.78
65030 · Printing and Copying	218.94
65040 · Supplies	324.79
65050 · Telephone, Telecommunications	684.26
<b>Total 65000 · Operations</b>	<u>1,385.77</u>
65100 · Other Types of Expenses	
65110 · Advertising Expenses	185.00
65120 · Insurance - Liability, D and O	1,897.62
65150 · Memberships and Dues	159.00
65180 · Other Costs	8,601.80
65170 · Staff Development	2,812.92
<b>Total 65100 · Other Types of Expenses</b>	<u>13,656.34</u>

9:35 AM

**E.S.L.-HOME PROGRAM OF NORTHERN NEVADA**

01/11/16

**Profit & Loss**

Accrual Basis

July 2014 through June 2015

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	<u>Jul '14 - Jun 15</u>
65500 • Program Services	
65510 • Educational Materials	<u>2,781.45</u>
Total 65500 • Program Services	<u>2,781.45</u>
Total Expense	<u>48,612.21</u>
Net Ordinary Income	<u>19,585.86</u>
Net Income	<u><u>19,585.86</u></u>

9:33 AM  
01/11/16  
Accrual Basis

**E.S.L.-HOME PROGRAM OF NORTHERN NEVADA**  
**Balance Sheet**  
**As of September 30, 2015**

	<u>Sep 30, 15</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
NEVADA STATE BANK - CHECKING	1,347.02
NEVADA STATE BANK - SAVINGS	<u>22,608.28</u>
<b>Total Checking/Savings</b>	23,953.28
<b>Other Current Assets</b>	
12200 - Accrued Revenue	-4.68
12800 - Employee Advances	<u>100.00</u>
<b>Total Other Current Assets</b>	<u>95.32</u>
<b>Total Current Assets</b>	<u>24,048.60</u>
<b>TOTAL ASSETS</b>	<u><u>24,048.60</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
30000 - Opening Balance Equity	5,803.26
32000 - Unrestricted Net Assets	28,006.76
Net Income	<u>-9,761.42</u>
<b>Total Equity</b>	<u>24,048.60</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>24,048.60</u></u>

# NEVADA RURAL COUNTIES RSVP PROGRAM, INC.

## BOARD OF DIRECTORS

**JERRY THURMAN,**  
Board President  
President Insured Financial  
Services

**MARGARET LOWTHER,**  
Board Vice President  
Storey County Auditor/Recorder

**MARSHA BURGESS,**  
Board Secretary  
Sr. Legislative Representative  
Greater NV Credit Union

**WILLIAM CREEKBAUM,**  
Board Treasurer  
CPR-1st Vice President  
Smith Barney

**KAY BROWN,**  
Board Director  
Retired Carson City School District  
Principal

**BONNIE PARNELL,**  
Board Director  
Public Policy Consultant

**HELAINÉ JESSE,**  
Board Director  
Vice President, WNCC  
Western Nevada Community College

## EXECUTIVE DIRECTOR

JANICE R. AYRES

Program of: The Corporation For National And Community Service

Mailing Address: P. O. Box 1708

Carson City, NV 89702.

Location: 501 East Caroline Street

(775) 687-4680

Fax (775) 687-4494

Toll Free: 1-800-992-0900 Ext: 4680

E-mail: braaded@rsvp.carson-city.nv.us

www.nevadaruralrsvp.org

September 8, 2004

Western Nevada Community College  
Attn: Wendy Gephardt  
Carson City, Nevada

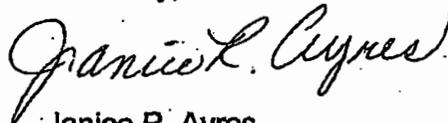
The Nevada Rural Counties RSVP Program, Inc. whole heartedly supports the RSVP ESL Program which Florence Phillips is coordinating. We welcome the partnership between WNCC and RSVP in helping the non-English speaking residents gain the communication skills that expands their quality of life.

Nevada Rural Counties RSVP Program's Mission Statement is to enable people 55 and over to contribute meaningful, significant and on-going volunteer service to others in a wide variety of community agencies (designated as volunteer stations) such as schools, hospitals, museums, nursing homes, day care center, volunteer agencies and senior centers, etc. and by so doing, to help solve community problems.

Volunteers give their time, knowledge and abilities to help others. The goal of the RSVP Home Companion Program—of which the RSVP ESL Program is an important part—is to help seniors remain in their own homes. Besides assuring transportation needs to medical care and for shopping, RSVP feels that it's important to add to the seniors' quality of life. The ESL Program is creating a quality-of-life bond between non-English speaking seniors and others in their community.

We appreciate the partnership between WNCC and RSVP in supporting this valuable ESL program.

Sincerely,



Janice R. Ayres  
Executive Director

cc: Florence Phillips

*Named Outstanding Non-Profit Agency in Nevada for 2001 - Governor Kenny Guinn's "Points of Light Award."*

Carson City Co. - Churchill Co. - Douglas Co. - Elko Co. - Esmeralda Co. - Eureka Co. - Humboldt Co. - Lander Co. - Lincoln Co. - Lyon Co. - Mineral Co. - Nye Co. - Pershing Co. - Storey Co. - White Pine Co.

RSVP's MISSION: To stimulate voluntary citizen participation in addressing the needs of Nevada's Rural communities particularly those of the poor, the disadvantaged and the elderly, through the work of the Retired and Senior Volunteer Program (RSVP).

UNIVERSITY  
OF NEVADA  
RENO

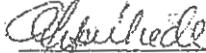
Lutao Research Center  
Mail Stop 434  
College of Liberal Arts  
Reno, Nevada 89557-0434  
(775) 784-4010  
FAX: (775) 784-1388

Wednesday, August 22, 2007

To Whom It May Concern,

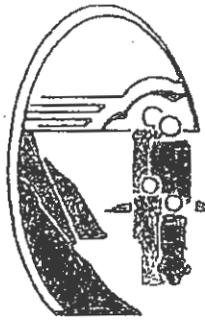
The purpose of this letter is to confirm that the University of Nevada, Reno Lutao Research Center acts as the Fiscal Agent for the ESL (English as a Second Language) In-Home Program.

Sincerely,



Epimé Sepúlveda Pulvirenti  
Director

ESP/tsw



# Family Support Council of Douglas County

---

P.O. Box 810 • Minden, Nevada 89423  
1255 Waterloo Lane • Suite A • Gardnerville, Nevada 89410

September 6, 2005

To Whom It May Concern:

I am writing this letter in support of Florence Phillips and her efforts to fund her ESL project.

Douglas County is one of the fastest growing counties in Nevada and Nevada is the fastest growing state in the United States. As the construction business booms here in Douglas County, so does our labor pool for both skilled and unskilled labor. Many of our new residents are Hispanic, working in the building trades of carpentry, finish work and landscaping. These workers bring their families with them and quite often, the only family members who speak English are the children who are enrolled in public school. We continue to have a need for workers in both the service industry and the construction trades, but the language barrier prohibits many of our new residents from finding jobs and local services.

At the Family Support Council of Douglas County, we have seen an increasing need for our services with both English speaking and Spanish speaking clients. However, to serve our Hispanic community, we need a way to communicate first. Florence Phillips and her contacts have been of great service to us in finding a way to communicate with clients who continue to be underserved in rural Nevada in the areas of Domestic Violence, parenting classes, nutrition and general family resources. It is my hope that we will continue to assist new residents in learning to speak English so that they may better support themselves in our community, assist their children in the public school system and assist us in our ability to communicate with a larger portion of our community.

I wish Florence great success in her endeavors and I am writing this letter in hope that others will support her in attaining this success.

Thank you.

Sincerely,

Kelli Johnson  
Executive Director

(775) 782-8692 • FAX (775) 782 - 1942 • [www.family-support.org](http://www.family-support.org)



## Servicios Hispanos de Nevada

*Leading . Helping . Caring*

Florence Phillips-Director  
ESL In-home Program  
702 Sean Drive  
Carson City, NV 89701

Dear Ms. Phillips,

Nevada Hispanic Services is pleased to inform you that we fully support your program. You have been helping many of our clients who are anxious to learn English. Unfortunately, we do not have funds to assist you. We hope you can appeal to the community for the necessary funds to help keep your program running.

Sincerely,

Raquel Knecht- Director  
Nevada Hispanic Services Carson  
637 S. Stewart Street  
Carson City, NV 89701  
(775) 885-1055

☐  
3905 Neil Road, Suite 2  
Reno, NV 89502  
(775) 826-1818  
Fax (775) 826-1819

☐  
637 S. Stewart Street, #B  
Carson City, NV 89701  
(775) 885-1055  
Fax (775) 885-7039

Tax I.D. #88-0137317



United Way



July 25, 2012

To whom it may concern,

As State Director of the Corporation for National and Community Service, I am pleased to support the ESL In Home Program, as we currently fund an AmeriCorps\*VISTA Program through them.

We have worked closely with Ms. Florence Phillips, Executive Director of the ESL In Home Program in the past, as we have supported this program with numerous full time AmeriCorps\*VISTA Volunteers. Ms. Phillips has served as a VISTA Volunteer and Leader in multiple states, as well as a Peace Corps Volunteer serving overseas in a number of countries.

Florence has been very creative in founding the ESL In Home Program, creating a Board of Directors, applying for and receiving her 501 C 3 status, and utilizing community volunteers to teach English as a second language to immigrants. She has also been successful in training many individuals on passing the test to achieve legal status as citizens of the United States.

ESL has utilized VISTAs extremely well, recruiting tutors and matching them with students. We are also encouraging them to develop the capacity and sustainability of the ESL program, as our VISTA support is limited to five years duration.

In short, this Program is very deserving of any funding request they submit. Their results are impressive, as they bring people out of poverty status, and provide them with English skills to accomplish more as tax paying citizens.

We are pleased to continue our collaboration with the ESL In Home Program, and encourage you to do likewise. You will definitely be able to see the results from funding this organization.

Should you have any questions, please don't hesitate to call me.

Sincerely,

R. Craig Warner/State Director  
Corporation for National and Community Service  
Suite 548, 400 S. Virginia St.  
Reno, NV 89501

P: 775-784-7474

E: NV@cns.gov



**Western Nevada  
Community College**

ADULT BASIC EDUCATION - "Building the Basics"



July 19, 2006

To Whom It May Concern:

This is a letter of support for the In-Home ESL tutoring program and its Coordinator, Florence Phillips. I have known of and applauded this program from its inception.

The English as a Second Language population faces a variety of barriers to obtaining literacy skills. The in-home program removes one major barrier. Students who are unable to leave their home, or will not leave their home, can avail themselves to this opportunity to learn English.

Some of these students are elderly, others disabled; others lack transportation and some have large families that require students to remain in their home to attend to childcare and other responsibilities limiting their options for learning. The in-home program provides these students a mechanism to learn some English speaking, listening, reading and writing skills.

Learning English is an asset that people need to be successful in this country. This program is an opportunity for many who may otherwise miss the boat.

Good luck to Ms. Phillips, many thanks to the tutors who volunteer their time and congratulations to the students taking advantage of this opportunity.

Sincerely,

Teri Zutter  
Director, Adult Basic Education  
(775) 445-4451

Visit us on the World Wide Web at [www.wncc.edu](http://www.wncc.edu)

2201 West College Parkway • Carson City, Nevada • 89703-7399 • 775-445-4451 • Fax 775-887-3183

WNCC - An Institution of the University & Community College System of Nevada



## RON WOOD FAMILY RESOURCE CENTER

212 East Winnie Lane  
Carson City, NV 89706  
(775) 884-2269 - Phone  
(775) 884-2730 - Fax  
www.carson-family.org

November 30, 2009

To Whom It May Concern:

Please consider this a letter of support and agreement for collaboration with Florence Phillips and the ESL In-Home Program of Northern Nevada.

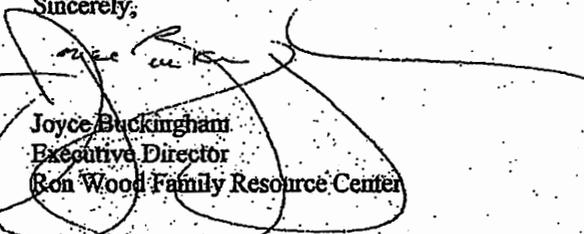
Ron Wood Family Resource Center has worked together with the ESL In-Home Program for at least the last 5 years. During that period of time this worthwhile program has assisted numerous individuals in our community.

Florence Phillips and the ESL In-Home Program works with many of our clients to offer them literacy services at no cost. Through true collaboration, Florence and her volunteers also hold numerous training sessions and one-on-one ESL literacy sessions onsite at the center as needed. Ron Wood Family Resource Center also partners with the program to offer copying support to assist with providing materials for the program.

Ron Wood Family Resource Center refers individuals to the services of the ESL In-Home Program frequently. Our population of clients is approximately 70% Latino. Many of the individuals we serve are non-English speaking individuals. The services provided by the ESL Literacy Program are offered to these families and the program structure lends itself to increase the self-sufficiency and self-esteem of the individuals that are served.

In conclusion, we enjoy a very positive and successful relationship with the ESL In-Home Program of Northern Nevada and support partnering with them on programs and their ongoing endeavors.

Sincerely,

  
Joyce Buckingham  
Executive Director  
Ron Wood Family Resource Center

### OFFICERS

Paul R. Saucedo  
Chairman

Valeri Wood  
Vice Chair

Jack Wilson  
Secretary

J.R. Clark  
Treasurer

### BOARD OF DIRECTORS

Ruth Aberasturi

Kim Carrubba

Trina Dahlin

Ken Furlong

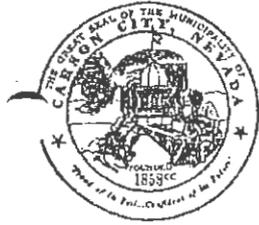
Rick Redican

RoseMary Womack

### EXECUTIVE DIRECTOR

Joyce Buckingham

To Promote  
Healthy  
Family  
Relationships  
Through  
Education and Support  
Services



# Community Development Block Grant (CDBG) Program Application Fiscal Year 2016–2017

## GENERAL INFORMATION

PLEASE READ ATTACHED INSTRUCTIONS ON PAGE NN FOR MORE INFORMATION.

APPLICATIONS ARE DUE\*: JANUARY 15, 2016, 4:00 P.M.

PLEASE SUBMIT THE ORIGINAL PLUS 2 COPIES TO: Janice Keillor

Carson City Dept. of Finance  
201 N. Carson St., Ste. 3  
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. An electronic version of this document is available at [CARSON.ORG/CDBG](http://CARSON.ORG/CDBG).

## APPLICANT INFORMATION

Agency Name: Nevada Rural Counties RSVP Program, Inc.	
Agency Mailing Address: PO Box 1708, Carson City, NV 89702	
Project Name: Respite Care Program	
Project Address/Location: PO Box 1708, Carson City, NV 89702	
Agency Director: Susan C. Haas	
Board Chairperson: Jerry Thurman	
Contact Person: Susan C. Haas	
Phone Number: (775) 687-4680 x 2	Email: shaas@nvrsvp.com
Fax: (775) 687-4494	Website (if applicable): www.nevadaruralrsvp.com
How long has your organization been in existence? 43 yrs.	In Carson City? 43 yrs.

## PROJECT FUNDING

Requested amount:	\$ 19,999
Other funding:	\$ 246,478
<b>Total project cost:</b>	<b>\$ 266,477</b>

## PROJECT SUMMARY

Please provide a **brief** summary of the proposed project (not the organization), including what the project is, who will be served, how many will be served, and where will it take place. The description should be **no more than five sentences**.

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.

## FUNDING CATEGORY

<input type="checkbox"/> Public Improvements	<input checked="" type="checkbox"/> Public Services
<input type="checkbox"/> Economic Development	<input type="checkbox"/> Housing

## 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 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 centers, senior centers, health centers, parking, landscaping, 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 (weatherization)
- \_\_\_ Historic Preservation
- \_\_\_ Commercial or Industrial Rehabilitation, including façade improvements and correction of code violations
- \_\_\_ Special Economic Development or assistance to microenterprises

## PROJECT DESCRIPTION

The Five-year Consolidated Plan identifies priority community development needs for Carson City (see table on page 13). 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. (please use allotted space)**

The RSVP Respite Care Program 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 7th 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 one 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 40,948 hours of respite care to 249 low- to moderate-income caregivers and the ones being cared for at home 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 another and thus, the care recipient'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, their 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 type="checkbox"/> Severely Disabled Adults	<input type="checkbox"/> Migrant Farm Workers
<input checked="" type="checkbox"/> Elderly	<input type="checkbox"/> Other (Please explain)	

5. If your project will not be serving a limited clientele, 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. Seven new volunteers will be recruited, trained, and receive stipends to provide this vital service to 21 additional Carson City elderly 24/7 caregivers and Veterans 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. Can your organization reduce the need for grant funding in the future and become self-sustaining? 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 hundreds of 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. We continue to aggressively seek out new funding sources and diligently work to find new revenue to expand the program.

8. Can you still proceed with your project if you are awarded partial funding? Please provide a detailed explanation.  
Yes, however, without additional funding, we cannot meet the growing need.

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

Target Area (specify geographic area) Carson City

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: \_\_\_\_\_

## 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 2015, RSVP Respite Care volunteers provided more than 3,948 hours of respite services to 86 Carson City seniors aged 62 and older. During FY16-17, we project that RSVP will recruit and train seven new respite volunteers who will provide respite care to 21 additional Carson City families.

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. 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?)

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. How do you plan to track clients served?

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/reassessments.

**PROJECT BUDGET**

Complete the Budget Summary chart below. This information is mandatory in order to be considered for a CDBG Grant. Detailed calculations must be attached in support of the proposed budget. Other funding is not required but will increase your score. Amount must match "Other Funding" from page #1. Also attach Profit and Loss Statement, General Ledger, and Balance Sheet. Attach copies of funding commitment letters or other evidence of funding support, if applicable.

Project Title: HCP Respite Care	Requested Amount	Other Funding	In-Kind	Total Funds
Project Expenses FY 2016-17				
Salaries and Benefits		\$ 68,697	\$	\$ 68,697
Office Supplies/Postage		3,504		3,504
Printing and Advertising	\$ 910	7,930		8,840
Video Conference, Training, Refreshments	175	1,525		1,700
Stipends	14,700	128,100	244,800 (180 hrs. x 68)	387,600
Mileage	3,969	34,587		38,556
Background Checks	245	2,135		2,380
<b>TOTALS</b>	\$ 19,999	\$246,478	\$244,800	\$ 511,277

**AGENCY ASSETS**

Unrestricted cash	\$47,281	reserve funds
Restricted cash*		
Total cash on hand	\$47,281	reserve funds

\*If restricted cash, attach description and amount of restriction

Have you applied for or received any funds or in-kind contributions from Carson City? If so, please describe. Yes, CSSG FY15-16: \$ 40,000

## BUDGET JUSTIFICATION

Please list each project expense from the previous page and explain in more detail. Include calculations. Use additional pages if necessary.

PROJECT EXPENSE	AMOUNT BUDGETED	JUSTIFICATION OF EXPENSE
Outreach (\$130 per volunteer)	\$ 910	Printing and advertising costs. Assists RSVP with community outreach efforts, create awareness of programs and assist with volunteer and client recruitment.
Video Conferences, quarterly (\$25 per new Carson City volunteer)	175	Mandatory Quarterly Training via video conferencing, handouts, and refreshments
Stipends (\$2,100/yr.)	14,700	Monthly stipends for 7 Rcspite Care volunteers to provide 24/7 caregivers in Carson City essential breaks and provide the one being cared for at home a safe environment and someone to spend time with.
Mileage (\$567/yr./vol.)	3,969	Mileage reimbursement is calculated at \$0.40 per mile and covers round trip miles from the volunteer's home, to the client's home, and return. Mileage to be reimbursed at the state rate or at the rate in RSVP Policy, whichever is less
Background checks (\$35/vol.)	245	Background checks are required for all RSVP volunteers providing direct services.

**PROJECT ADMINISTRATION****AGENCY DIRECTOR**

<b>Name:</b>	Susan C. Haas
<b>Title:</b>	Executive Director & C.E.O.
<b>Address</b>	2621 Northgate Lane, Suite 6, Carson City NV 89706
<b>Phone number:</b>	(775) 687-4680 x 2
<b>Email:</b>	shaas@nvrsvp.com

**PROJECT MANAGER**

<b>Name:</b>	Carol Anacker
<b>Title:</b>	Executive Assistant & Grants Manager
<b>Address</b>	2621 Northgate Lane, Suite 6, Carson City NV 89706
<b>Phone number:</b>	(775) 687-4680 x 4
<b>Email:</b>	canacker@nvrsvp.com

**FISCAL MANAGER**

<b>Name:</b>	Donna Dorris
<b>Title:</b>	Controller
<b>Address</b>	2621 Northgate Lane, Suite 6, Carson City NV 89706
<b>Phone number:</b>	(775) 687-4680 x 5
<b>Email:</b>	ddorris@nvrsvp.com

**PERFORMANCE TRACKING CONTACT**

<b>Name:</b>	Kris Hughes
<b>Title:</b>	Program Supervisor
<b>Address</b>	2621 Northgate Lane, Suite 6, Carson City NV 89706
<b>Phone number:</b>	(775) 687-4680 x 7
<b>Email:</b>	khughes@nvrsvp.com

### AGENCY INFORMATION

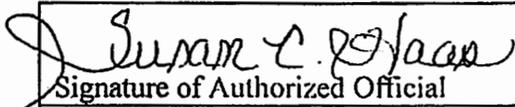
Date of incorporation	July 16, 1992
Date of IRS certification	June 18, 1992
Tax exempt number	94-3164032
DUNS#: ( <a href="http://www.dnb.com/get-a-duns-number.html">http://www.dnb.com/get-a-duns-number.html</a> )	06-786-7080

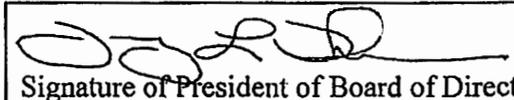
Attach items 1-6 to your application. Item 7 is optional. Please list and reference any additional attachments you are providing with your application. Do not include attachments unless they are needed to understand the project.

### INDEX OF ATTACHMENTS

Attachment Number	Attachment Description	Attachment Included (✓)
1	IRS Tax Exempt 501(c)(3) letter (available to print from Secretary of State's website)	✓
2	Proof of incorporation from Secretary of State (Certificate Only) Go to <a href="https://www.nvsilverflume.gov/certificate">https://www.nvsilverflume.gov/certificate</a> You will need to register in order to get the certificate. Cost is \$50. <b>OR</b> Submit proof that your entity is active and in good standing. Go to <a href="http://nvsos.gov/sosentitysearch/">http://nvsos.gov/sosentitysearch/</a> and print your business entity information	✓
3	Current Organization Chart with names of staff members	✓
4	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 CSSG funds.	✓
5	501(c)(3) non-profits: Copy of the most recent Federal Tax Return. Attach FIRST 2 PAGES (Form 990 or 990EX)	✓
6	Profit and Loss Statement, General Ledger, Balance Sheet (General Ledger fills 2 four inch binders; will provide upon request)	✓
N/A	Funding commitment letters and/or letters of support (if applicable)	
7	RSVP Respite Care Brochure	✓

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	1/14/16 Date
Susan C. Haas, Executive Director & C.E.O. Typed Name and Title of Authorized Official	(775) 687-4680 x 2 Phone Number

 Signature of President of Board of Directors	1-14-16 Date
Jerry Thurman, Board President Typed Name of President of Board of Directors	(775) 882-9537 Phone Number

 **IRS** Department of the Treasury  
Internal Revenue Service  
P.O. Box 2508, Room 4010  
Cincinnati OH 45201

In reply refer to: 4077552422  
July 16, 2010 LTR 4168C 0  
94-3164032 000000 00

00031024  
BODC: TE

RECEIVED

JUL 19 2010

Per \_\_\_\_\_

NEVADA RURAL COUNTIES RSVP  
PROGRAM INC  
2621 NORTHGATE LANE SUITE 6  
CARSON CITY NV 89706-1619

34124

Employer Identification Number: 94-3164032  
Person to Contact: Mr. R. Molloy  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your May 12, 2010, request for information regarding your tax-exempt status.

Our records indicate that your organization was recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in June 1998.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Beginning with the organization's sixth taxable year and all succeeding years, it must meet one of the public support tests under section 170(b)(1)(A)(vi) or section 509(a)(2) as reported on Schedule A of the Form 990. If your organization does not meet the public support test for two consecutive years, it is required to file Form 990-PF, Return of Private Foundation, for the second tax year that the organization failed to meet the support test and will be reclassified as a private foundation.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

STATE OF NEVADA

ROSS MILLER  
Secretary of State



SCOTT W. ANDERSON  
Deputy Secretary  
for Commercial Recordings

OFFICE OF THE  
SECRETARY OF STATE

Certified Copy

March 27, 2009

Job Number: C20090327-0731  
Reference Number: 0002233902-61  
Expedite:  
Through Date:

The undersigned filing officer hereby certifies that the attached copies are true and exact copies of all requested statements and related subsequent documentation filed with the Secretary of State's Office, Commercial Recordings Division listed on the attached report.

Document Number(s)	Description	Number of Pages
C7656-1992-001	Articles of Incorporation	6 Pages/1 Copies
C7656-1992-003	Amendment	3 Pages/1 Copies

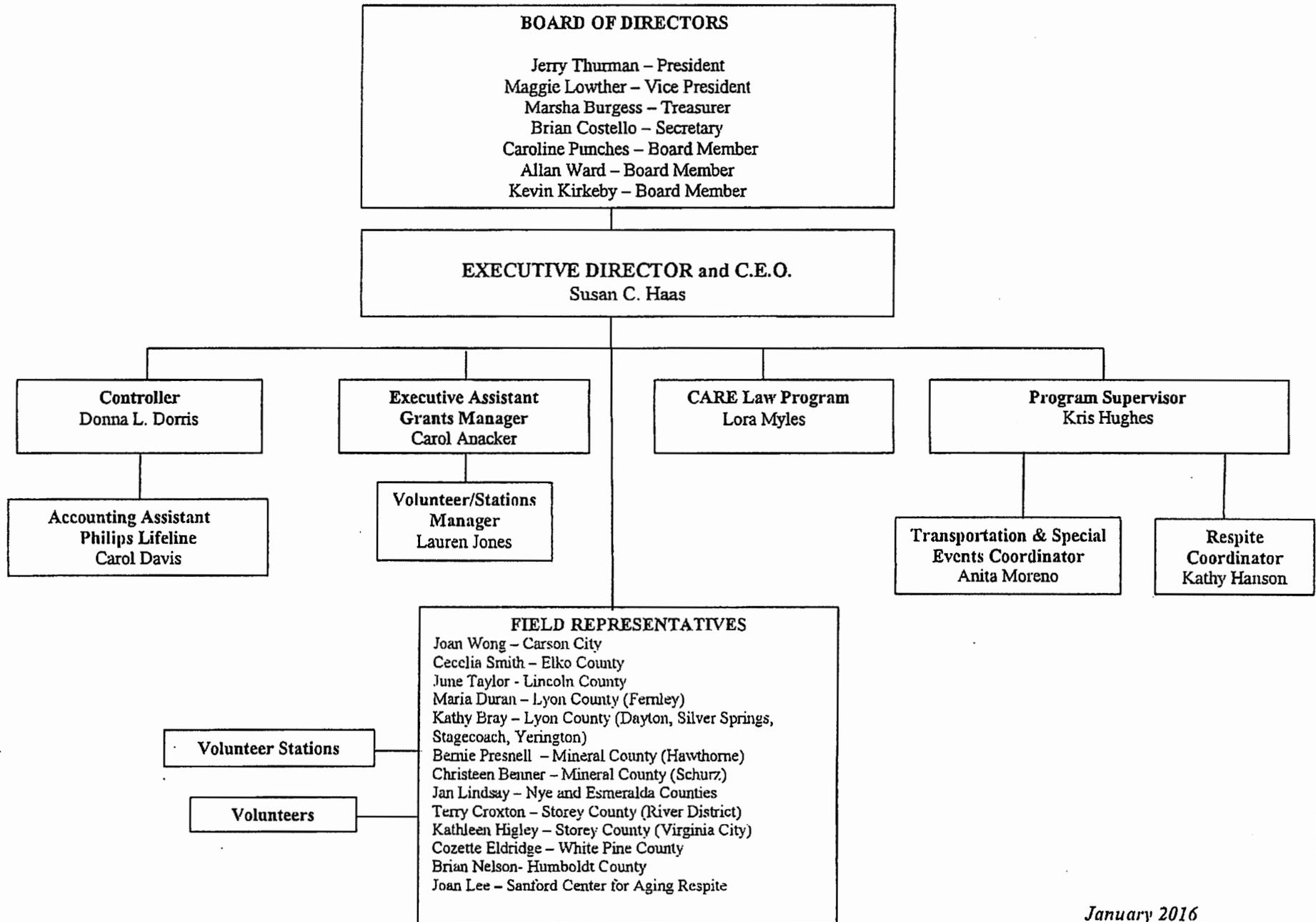


Respectfully,

ROSS MILLER  
Secretary of State

Certified By: Joann Larson.  
Certificate Number: C20090327-0731  
You may verify this certificate  
online at <http://www.nvsos.gov/>

**Nevada Rural Counties RSVP Program, Inc.  
Organizational Chart**



January 2016

**RSVP BOARD OF DIRECTORS ROSTER**

Board Terms are Indefinite

November 25, 2015

**Jerry Thurman – Board President**

***President, Insured Financial Services***

6175 McDowell Road

Carson City, NV 89706

(775) 882-9537 Cell: 885-2525

[jerryanddelia@charter.net](mailto:jerryanddelia@charter.net)

**Margaret Lowther – Board Vice President**

***Retired Storey County Auditor/Recorder***

P.O. Box 349

Virginia City, NV 89440

(775) 847-0563 Cell: 720-7102

[lowthermaggie@gmail.com](mailto:lowthermaggie@gmail.com)

**Marsha Burgess – Board Treasurer**

***Retired CEO, Greater Nevada Credit Union***

2249 Pinion Hills Drive

Carson City, NV 89701

(775) 882-7600 – Fax 882-7320 Cell: 220-8218

[marshabrgss@aol.com](mailto:marshabrgss@aol.com)

**Caroline PUNCHES – Board Member**

***Retired Executive Director, Northern Nevada Chapter,  
American Red Cross***

206 La Costa Avenue

Dayton, NV 89403

(775) 246-1850

[Cpunches206@charter.net](mailto:Cpunches206@charter.net)

**Brian Costello – Board Member**

***Carson Region Director, NV Energy***

P.O. Box 10100

Reno, NV 89520

(775) 834-5772

[bcostello@nvenergy.com](mailto:bcostello@nvenergy.com)

**Allan Ward - Board Member**

***Franchise Owner Home Instead Senior Care (Carson)***

***Personal Care Services, LLC***

444 W. Washington Street

Carson City, NV 89703

P: 775-283-0333

M: 775-354-5299

F: 775-283-0124

[allan@homeinsteadreno.com](mailto:allan@homeinsteadreno.com)

**Kevin S. Kirkeby – Board Member**

***Business Analyst, ElectraTherm, Reno***

2555 Clear Acre Ln. #83

Reno, NV 89512

P: 775-230-6185

[Kevin.s.kirkeby@gmail.com](mailto:Kevin.s.kirkeby@gmail.com)

FILING DEADLINE EXTENDED TO 11/16/15

Form **990**

**Return of Organization Exempt From Income Tax**

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

OMB No. 1545-0047

**2014**

Open to Public Inspection

Department of the Treasury  
Internal Revenue Service

Do not enter social security numbers on this form as it may be made public.

Information about Form 990 and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990)

**A** For the 2014 calendar year, or tax year beginning and ending

**B** Check if applicable:  
 Address change  
 Name change  
 Initial return  
 Final return/terminated  
 Amended return  
 Application pending

**C** Name of organization  
**NEVADA RURAL COUNTIES RSVP PROGRAM, INC.**  
 Doing business as  
 Number and street (or P.O. box if mail is not delivered to street address) Room/suite  
**PO BOX 1708**  
 City or town, state or province, country, and ZIP or foreign postal code  
**CARSON CITY, NV 89702**  
**F** Name and address of principal officer: **SUSAN C. HAAS**  
**P. O. BOX 1708, CARSON CITY, NV 89706**

**D** Employer identification number  
**94-3164032**

**E** Telephone number  
**(775) 687-4680**

**G** Gross receipts \$ **1,346,942.**

**H(a)** Is this a group return for subordinates? Yes  No  **X**

**H(b)** Are all subordinates included? Yes  No

If "No," attach a list. (see instructions)

**H(c)** Group exemption number ▶

**I** Tax-exempt status:  501(c)(3)  501(c)( ) (insert no.)  4947(a)(1) or  527

**J** Website: **WWW.NEVADARURALRSVP.ORG**

**K** Form of organization:  Corporation  Trust  Association  Other ▶

**L** Year of formation: **1992** **M** State of legal domicile: **NV**

**Part I Summary**

Activities & Governance	<b>1</b> Briefly describe the organization's mission or most significant activities: <b>THE ORGANIZATION WORKS WITH VOLUNTEERS THROUGHOUT NEVADA AND ASSISTS SENIORS AND DISABLED</b>		
	<b>2</b> Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	<b>3</b> Number of voting members of the governing body (Part VI, line 1a)	<b>3</b>	<b>7</b>
	<b>4</b> Number of independent voting members of the governing body (Part VI, line 1b)	<b>4</b>	<b>7</b>
	<b>5</b> Total number of individuals employed in calendar year 2014 (Part V, line 2a)	<b>5</b>	<b>13</b>
	<b>6</b> Total number of volunteers (estimate if necessary)	<b>6</b>	<b>1000</b>
	<b>7a</b> Total unrelated business revenue from Part VIII, column (C), line 12	<b>7a</b>	<b>0.</b>
<b>b</b> Net unrelated business taxable income from Form 990-T, line 34	<b>7b</b>	<b>0.</b>	
Revenue	<b>8</b> Contributions and grants (Part VIII, line 1h)	Prior Year <b>1,166,828.</b>	Current Year <b>1,136,788.</b>
	<b>9</b> Program service revenue (Part VIII, line 2g)	<b>127,351.</b>	<b>117,132.</b>
	<b>10</b> Investment income (Part VIII, column (A), lines 3, 4, and 7d)	<b>26.</b>	<b>16.</b>
	<b>11</b> Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	<b>63,310.</b>	<b>51,341.</b>
	<b>12</b> Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	<b>1,357,515.</b>	<b>1,305,277.</b>
	Expenses	<b>13</b> Grants and similar amounts paid (Part IX, column (A), lines 1-3)	<b>5,209.</b>
<b>14</b> Benefits paid to or for members (Part IX, column (A), line 4)		<b>0.</b>	<b>0.</b>
<b>15</b> Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)		<b>482,623.</b>	<b>591,100.</b>
<b>16a</b> Professional fundraising fees (Part IX, column (A), line 11e)		<b>0.</b>	<b>0.</b>
<b>b</b> Total fundraising expenses (Part IX, column (D), line 25) ▶ <b>43,787.</b>			
<b>17</b> Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)		<b>850,728.</b>	<b>801,719.</b>
<b>18</b> Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	<b>1,338,560.</b>	<b>1,392,819.</b>	
<b>19</b> Revenue less expenses. Subtract line 18 from line 12	<b>18,955.</b>	<b>-87,542.</b>	
Net Assets or Fund Balances	<b>20</b> Total assets (Part X, line 16)	Beginning of Current Year <b>259,054.</b>	End of Year <b>196,198.</b>
	<b>21</b> Total liabilities (Part X, line 26)	<b>67,482.</b>	<b>92,168.</b>
	<b>22</b> Net assets or fund balances. Subtract line 21 from line 20	<b>191,572.</b>	<b>104,030.</b>

**Part II Signature Block**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

**Sign Here** Signature of officer **Taxpayer Copy** Date

**SUSAN C. HAAS, EXECUTIVE DIRECTOR AND CEO**  
Type or print name and title

**Paid Preparer Use Only** Print/Type preparer's name **CONNIE CHRISTIANSEN** Preparer's signature Date **11/10/15** Check  PTIN **P00398106**  
 Firm's name **KOHN & COMPANY LLP** Firm's EIN **46-3281627**  
 Firm's address **5310 KIETZKE LANE, SUITE 101 RENO, NV 89511** Phone no. **775-828-7300**

May the IRS discuss this return with the preparer shown above? (see instructions)  Yes  No

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III [X]

1 Briefly describe the organization's mission:
RSVP'S MISSION: TO HELP FRAIL, HOMEBOUND, AND LOW-INCOME SENIORS REMAIN INDEPENDENT BY PROVIDING HIGH QUALITY PROGRAMS WHICH ALLOW THEM TO STAY IN THEIR HOMES WITH DIGNITY. ADDITIONALLY, RSVP COORDINATES A VOLUNTEER NETWORK OF SENIORS WHO USE THEIR SKILLS AND TALENTS TO

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? [ ] Yes [X] No
If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? [ ] Yes [X] No
If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code: ) (Expenses \$ 977,207. Including grants of \$ ) (Revenue \$ 117,810.)
PROVIDED VOLUNTEERS, HOME VISITS, RESPITE CARE, LIFELINE EMERGENCY NOTIFICATION SERVICES, HEALTH AND WELFARE TRAINING, AND TRANSPORTATION SERVICES TO HOMEBOUND SENIORS AND DISABLED PERSONS TO PROMOTE INDEPENDENT LIVING AND PREVENT THEM FROM BEING INSTITUTIONALIZED.

4b (Code: ) (Expenses \$ 180,462. Including grants of \$ ) (Revenue \$ )
PROVIDED VOLUNTEER SERVICES TO PUBLIC AND NON-PROFIT COMMUNITY AGENCIES

4c (Code: ) (Expenses \$ 50,830. Including grants of \$ ) (Revenue \$ )
PROVIDED LEGAL SERVICES AND OTHER SUPPORT FOR SENIORS THROUGHOUT NEVADA.

4d Other program services (Describe in Schedule O.)
(Expenses \$ Including grants of \$ ) (Revenue \$ )

4e Total program service expenses 1,208,499.

**Nevada Rural Counties RSVP Program, Inc**  
**Balance Sheet**  
**December 31, 2015**

**ASSETS**

<b>Current Assets</b>			
Mutual of Omaha Bank-Checking	\$	301.90	
Mutual of Omaha Bank-Federal		180.54	
Mutual of Omaha Bank-Non Fed		183.85	
CareLaw Trust Cash		238.44	
Mutual of Omaha Bank-Fireworks Fund		391.24	
Smith Barney Money Mkt		47,281.52	
Petty Cash		300.00	
<b>Total Current Assets</b>		<u>          </u>	\$ 48,877.49
Grants Receivable		600.00	
Accounts Receivable		7,565.96	
<b>Total Accounts Receivable</b>		<u>          </u>	8,165.96
<b>Property and Equipment</b>			
Equipment		102,794.54	
Accum Dep - Equipment		(81,334.44)	
Vehicles		268,832.65	
Accum Dep - Vehicles		(109,399.39)	
<b>Total Property and Equipment</b>		<u>          </u>	180,893.36
<b>Other Assets</b>			
Prepaid Expenses	\$	<u>9,629.59</u>	
<b>Total Other Assets</b>		<u>          </u>	9,629.59
<b>Total Assets</b>		<u><u>          </u></u>	<u>247,566.40</u>

**LIABILITIES AND CAPITAL**

<b>Current Liabilities</b>			
Accounts Payable	\$	3,610.08	
<b>Total Current Liabilities</b>		<u>          </u>	\$ 3,610.08
<b>Other Current Liabilities</b>			
Payroll Taxes Payable		479.86	
Direct Deposit Liabilities		(25.98)	
Payroll Deductions Payable		851.54	
Accrued Vacation		10,971.48	
<b>Total Other Current Liabilities</b>		<u>          </u>	\$ 12,276.90
<b>Total Current Liabilities</b>		<u>          </u>	\$ 15,886.98
<b>Capital</b>			
Retained Earnings	\$	144,810.92	
Fund Bal-Vehicle Temp Restrict		12,862.00	
Initial Fund Balance-Equipment		7,952.95	
Net Income		66,053.55	
<b>Total Capital</b>		<u>          </u>	231,679.42
<b>Total Liabilities &amp; Capital</b>		<u><u>          </u></u>	<u>\$ 247,566.40</u>

**NEVADA RURAL COUNTIES RSVP PROGRAM**  
**December 31, 2015**

	December-15	December-14	\$ Change
<b>Revenues</b>			
Donations	40,845.64	37,786.69	3,058.95
Donated Professional Services	* 8,692.50	557,828.20	(549,135.70)
Grants	945,747.64	930,723.11	15,024.53
Miscellaneous Income	10.52	439.23	(428.71)
Program Revenue	262,308.92	276,658.75	(14,349.83)
Fundraising Revenue	102,078.06	92,328.00	9,750.06
United Way Organizations	7,774.45	8,746.28	(971.83)
Volunteer Expense Reimbursement		255.00	(255.00)
<b>Total Revenues</b>	<b>1,367,457.73</b>	<b>1,904,765.26</b>	<b>(537,307.53)</b>
<b>Expenditures</b>			
Program Expenses	1,120,314.08	1,817,070.97	(696,756.89)
US Food - Senior Farmers Market Nutrition Program	121,965.75	122,876.40	(910.65)
Fundraising Costs	59,124.35	52,365.49	6,758.86
<b>Total Expenses</b>	<b>1,301,404.18</b>	<b>1,992,312.86</b>	<b>(690,908.68)</b>
<b>Excess Revenues over Expenditures</b>	<b>66,053.55</b>	<b>(87,547.60)</b>	<b>153,601.15</b>

\* Donated Professional Services of the RSVP Care Law Attorney are calculated at the time of the 2015 audit.

**LIST OF SOURCES OF INCOME LISTED ON PROFIT & LOSS - 2014**

**Donations** - Personal donations for Respite, Transportation, and general program donations

**Grants** - Office of Business Development

Fund for Healthy Nevada

Nevada Department of Transportation Grants

Aging and Disability Services Division Grants

City and County Grants

Corporation for National and Community Service

Foundations and Corporate Grants

John Ben Snow Memorial Trust

Union Pacific Foundation

Nevada Energy Foundation

Robert Z. Hawkins Foundation

EJC Foundation

Barrick Gold

Newmont Mines

AdminiTrust Foundation

Nevada Bar Foundation

**Miscellaneous Income** - Interest earned at bank accounts

**Program Revenue** -

Carelaw Private Donations

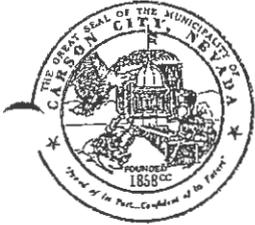
PERS - Lifeline Billings and Donations

Farmers Market - Senior Coupons

**Fundraising** -

Three Carson City Fairs

Special Events



**Community Development Block Grant (CDBG)  
Program Application  
Fiscal Year 2016-2017**

**GENERAL INFORMATION**

PLEASE READ ATTACHED INSTRUCTIONS ON PAGE NN FOR MORE INFORMATION.

APPLICATIONS ARE DUE\*: JANUARY 15, 2016, 4:00 P.M.

PLEASE SUBMIT THE ORIGINAL PLUS 2 COPIES TO: Janice Keillor

Carson City Dept. of Finance  
201 N. Carson St., Ste. 3  
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. An electronic version of this document is available at [CARSON.ORG/CDBG](http://CARSON.ORG/CDBG).

**APPLICANT INFORMATION**

Agency Name: Big Brothers Big Sisters of Northern Nevada	
Agency Mailing Address: 1300 Foster Dr. Suite 210, Reno, NV 89509	
Project Name: Carson City Mentor Program	
Project Address/Location: Mentoring activities take place in Carson City	
Agency Director: Liza Maupin	
Board Chairperson: Bob Stecker	
Contact Person: Wendy Firestone	
Phone Number: 775-473-4597	Email: <a href="mailto:wfirestone@bbbsnn.org">wfirestone@bbbsnn.org</a>
Fax: 775-322-8898	Website (if applicable): <a href="http://www.bbbsmm.org">www.bbbsmm.org</a>
How long has your organization been in existence? 15 yrs	In Carson City? 11 yrs

**PROJECT FUNDING**

Requested amount:	\$20,000
Other funding:	\$20,000
Total project cost:	\$40,000

**PROJECT SUMMARY**

Please provide a brief summary of the proposed project (not the organization), including what the project is, who will be served, how many will be served, and where will it take place. The description should be no more than five sentences.

Working with the Boys and Girls Club of Western Nevada and staff in the Carson City School District, we will identify children living in poverty who need and want a mentor. We will recruit, screen and train caring adult volunteers to meet weekly for a year or more in a one-on-one mentor relationship with an identified and enrolled child. Volunteers will be supported by professional case managers throughout the mentor relationship.

**FUNDING CATEGORY**

<input type="checkbox"/> Public Improvements	<input checked="" type="checkbox"/> Public Services
<input type="checkbox"/> Economic Development	<input type="checkbox"/> Housing

## 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 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 centers, senior centers, health centers, parking, landscaping, 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 (weatherization)**

\_\_\_\_\_ **Historic Preservation**

\_\_\_\_\_ **Commercial or Industrial Rehabilitation, including façade improvements and correction of code violations**

\_\_\_\_\_ **Special Economic Development or assistance to microenterprises**

## PROJECT DESCRIPTION

The Five-year Consolidated Plan identifies priority community development needs for Carson City (see table on page 13). 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. **(please use allotted space)**  
This project is an expansion of our on-going Carson City Mentor Program. This funding will assist us in supporting 20 current matches and 20 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, 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, 91% of children maintained or improved their scholastic competence; 87% of children maintained or improved their grades; and 86% of age-eligible Littles completed high school. But our mentor programs support the whole child. Other positive outcomes include: 96% of Littles maintained or improved their feelings of social acceptance; 97% of youth maintained or improved their attitudes toward risky behavior; and 85% maintained or improved their trust in their parents.
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 also know that when children are less likely to act out in school, it is 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.

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     Severely Disabled Adults     Migrant Farm Workers  
 Elderly     Other (low-income children ages 6-19)

5. If your project will not be serving a limited clientele, 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. Can your organization reduce the need for grant funding in the future and become self-sustaining? Explain.

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 social enterprise operation that supports BBBSNN.

8. Can you still proceed with your project if you are awarded partial funding? Please provide a detailed explanation.

Yes, the number of youth we serve is restricted by the funds we are able to secure. 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 organizations that provide the same service as your organization? If so, how do you coordinate your services?

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.)
  
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: \_\_\_\_\_

## 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?  
40 children (20 ongoing / 20 new matches) ages 6-19 years old
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?)
  - 85% or more of Littles will maintain or improve their educational expectations
  - 90% or more of Littles will maintain or improve their scholastic competence
  - 80% or more of Littles will maintain or improve their grades
  - 90% or more of Littles will maintain or improve their feelings of social acceptance
  - 90% or more of Littles will maintain or improve their attitudes toward risky behavior
  - 90% or more of Littles will maintain or improve their trust in their parents

4. How do you plan to track clients served?  
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.  
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.

## PROJECT BUDGET

Complete the Budget Summary chart below. This information is mandatory in order to be considered for a CDBG Grant. Detailed calculations **must** be attached in support of the proposed budget. Other funding is not required but will increase your score. Amount must match "Other Funding" from page #1. **Also attach Profit and Loss Statement, General Ledger, and Balance Sheet. Attach copies of funding commitment letters or other evidence of funding support, if applicable.**

Project Title:	Requested Amount	Other Funding	In-Kind	Total Funds
<b>Project Expenses FY 2016-17</b>				
Personnel, Taxes and Fringe Benefits	\$16,000	\$16,000		\$32,000
<b>Operations</b>				
Background checks	\$0	\$316		\$316
Professional fees	\$1,697	\$1,698		\$3,395
Supplies	\$183	\$183		\$366
Phone/Internet/Fax/	\$55	\$56		\$111
Postage & Delivery	\$41	\$42		\$83
Travel	\$190	\$0		\$190
Printing & Publications	\$47	\$0		\$47
Match activity expense	\$387	\$305		\$692
<b>Overhead</b>				
Occupancy, Equipment, Insurance, BBBSA membership, IT Services	\$1,400	\$1,400		\$2,800
<b>TOTALS</b>	<b>\$20,000.00</b>	<b>\$20,000.00</b>		<b>\$40,000.00</b>

## AGENCY ASSETS

Unrestricted cash	\$33,740
Restricted cash*	0
<b>Total cash on hand</b>	<b>\$33,740</b>

\*If restricted cash, attach description and amount of restriction

Have you applied for or received any funds or in-kind contributions from Carson City? If so, please describe.

In July of 2015 we were awarded a \$10,000 grant from Partnership Carson City and have received \$5,000 of that grant. We expect to receive the additional \$5,000 by February, 2016.

## BUDGET JUSTIFICATION

Please list each project expense from the previous page and explain in more detail. Include calculations. Use additional pages if necessary.

PROJECT EXPENSE	AMOUNT BUDGETED	JUSTIFICATION OF EXPENSE
Personnel, Taxes and Fringe Benefits	\$32,000	Includes staff time needed to enroll children, recruit, screen and train volunteers, support matches, collect, record and disseminate information and data on matches, oversight of the program, payroll taxes and employee benefits.
Operations Professional fees Supplies Phone/Internet/Fax/ & Postage Travel	\$1,697 \$183 \$96 \$190	Fees associated with CPA and IT support General office supplies associated with supporting Carson City matches. Associated with supporting CC matches Will help reimburse staff as they drive to different schools and to meet with volunteers and families.
Operations cont. Printing and Publications Match Activities	\$47 \$387	Collateral to recruit Bigs, general info, handouts to families and volunteers. Group match activities increase match length by easing the burden of weekly activities and providing peer support.
Overhead Occupancy, Equipment, Insurance, BBBSA membership, IT Services	\$1,400	Includes the portion of occupancy, equipment, insurance, Big Brothers Big Sisters of America membership and information technology associated with Carson City matches.

## PROJECT ADMINISTRATION

### AGENCY DIRECTOR

<b>Name:</b>	Liza Maupin
<b>Title:</b>	CEO
<b>Address</b>	1300 Foster Dr., Suite 210, Reno, NV 89509
<b>Phone number:</b>	775-473-4599
<b>Email:</b>	lmaupin@bbbsnn.org

### PROJECT MANAGER

<b>Name:</b>	Beth Osborne
<b>Title:</b>	Program Director
<b>Address</b>	1300 Foster Dr., Reno, NV 89509
<b>Phone number:</b>	775-360-7607
<b>Email:</b>	bosborne@bbbsnn.org

### FISCAL MANAGER

<b>Name:</b>	Lauren Sankovich
<b>Title:</b>	Certified Public Accountant, Eide Bailly
<b>Address</b>	300 E. 2nd St., Ste. 1320, Reno, NV 89501-1586
<b>Phone number:</b>	775.686.3200
<b>Email:</b>	lbashista@eidebailly.com

### PERFORMANCE TRACKING CONTACT

<b>Name:</b>	Wendy Firestone
<b>Title:</b>	Fund Development Director
<b>Address</b>	1300 Foster Dr., Reno, NV 89509
<b>Phone number:</b>	775-473-4597
<b>Email:</b>	wfirestone@bbbsnn.org

### AGENCY INFORMATION

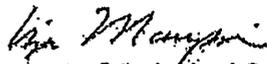
Date of incorporation	March 22, 2005
Date of IRS certification	June 2005
Tax exempt number	32-0147198
DUNS#: ( <a href="http://www.dnb.com/get-a-duns-number.html">http://www.dnb.com/get-a-duns-number.html</a> )	602546496

Attach items 1-6 to your application. Item 7 is optional. Please list and reference any additional attachments you are providing with your application. Do not include attachments unless they are needed to understand the project.

### INDEX OF ATTACHMENTS

Attachment Number	Attachment Description	Attachment Included (✓)
1	IRS Tax Exempt 501(c)(3) letter (available to print from Secretary of State's website)	✓
2	Proof of incorporation from Secretary of State (Certificate Only) Go to <a href="https://www.nvsilverflume.gov/certificate">https://www.nvsilverflume.gov/certificate</a> You will need to register in order to get the certificate. Cost is \$50. <b>OR</b> Submit proof that your entity is active and in good standing. Go to <a href="http://nysos.gov/sosentitysearch/">http://nysos.gov/sosentitysearch/</a> and print your business entity information	✓
3	Current Organization Chart with names of staff members	✓
4	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 CSSG funds.	✓
5	501(c)(3) non-profits: Copy of the most recent Federal Tax Return. Attach FIRST 2 PAGES (Form 990 or 990EX)	✓
6	Profit and Loss Statement, General Ledger, Balance Sheet	✓
7	Funding commitment letters and/or letters of support (if applicable)	

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	1.11.16 Date
Liza Maupin, CEO Typed Name and Title of Authorized Official	775-437-4599 Phone Number

 Signature of President of Board of Directors	1.11.16 Date
Bob Stecker Typed Name of President of Board of Directors	775-448-3704 Phone Number

**Attachment 1 IRS Tax Exempt 501(c)(3) letter**



**BRIAN SANDOVAL**  
Governor

**ROBERT R. BARENGO**  
Chair, Nevada Tax Commission

**DEONNE E. CONTINE**  
Executive Director

**STATE OF NEVADA  
DEPARTMENT OF TAXATION**

Web Site: <http://tax.nv.gov>

1550 College Parkway, Suite 115  
Carson City, Nevada 89708-7937  
Phone: (775) 884-2000 Fax: (775) 684-2020

**LAS VEGAS OFFICE**  
Grant Sawyer Office Building, Suite 1300  
555 E. Washington Avenue  
Las Vegas, Nevada, 89101  
Phone: (702) 486-2300 Fax: (702) 486-2373

**RENO OFFICE**  
4600 Kletzke Lane  
Building L, Suite 235  
Reno, Nevada 89502  
Phone: (775) 687-9999  
Fax: (775) 6881303

**HENDERSON OFFICE**  
2550 Paseo Verde Parkway Suite 180  
Henderson, Nevada 89074  
Phone: (702) 486-2300  
Fax: (702) 486-3377

September 30, 2015

Account Number: **RCE-012-916**

Exp date: **September 30, 2020**

**BIG BROTHERS BIG SISTERS OF NORTHERN NEVADA**  
**1300 FOSTER DR., STE. 210**  
**RENO NV 89509**

Pursuant to NRS 372.3261 and related statutes, BIG BROTHERS BIG SISTERS OF NORTHERN NEVADA has been granted sales/use tax exempt status as a charitable organization. Direct purchases or sales of tangible personal property made by or to BIG BROTHERS BIG SISTERS OF NORTHERN NEVADA are exempt from sales/use tax. Fraudulent use of this exemption letter is a violation of Nevada law.

Vendors selling tangible personal property to BIG BROTHERS BIG SISTERS OF NORTHERN NEVADA are authorized to sell to them tax exempt. The vendor shall account for the exempt sale on its sales/use tax return under exemptions. For audit purposes, a vendor must have a copy of this letter in order to document the transaction was tax exempt.

This letter only applies to Nevada sales/use tax and does not provide exemption from any other tax.

This exemption applies only to the above named organization and is not extended to individuals, or contractors or lessors to or for such organizations.

Any vendor having questions concerning the use of this sales/use tax exemption letter may contact the Department at one of the district offices listed above.

If, upon further or future review by the Department, it is determined the above named organization does not meet or no longer meets the criteria outlined in NRS 372.348, this letter of exemption will be revoked.

Sincerely,

Kathleen Williams  
Tax Program Supervisor II

**Attachment 2: Business Entity Information**

# BIG BROTHERS BIG SISTERS OF NORTHERN NEVADA, INC.

## Business Entity Information

Status:	Active	File Date:	4/21/2005
Type:	Dom Non-Profit Coop Corp w/o stock	Entity Number:	E0231172005-7
Qualifying State:	NV	List of Officers Due:	4/30/2016
Managed By:		Expiration Date:	
NV Business ID:	NV20051138491	Business License Exp:	Exempt - 002

## Additional Information

Central Index Key:	
--------------------	--

## Registered Agent Information

Name:	BIG BROTHERS BIG SISTERS AT NORTHERN NEVADA	Address 1:	745 W MOANA LANE
Address 2:	#200	City:	RENO
State:	NV	Zip Code:	89509
Phone:		Fax:	
Mailing Address 1:		Mailing Address 2:	
Mailing City:		Mailing State:	NV
Mailing Zip Code:			
Agent Type:	Noncommercial Registered Agent		

## Financial Information

No Par Share Count:	0	Capital Amount:	\$ 0
No stock records found for this company			

## Officers

Include Inactive Officers

### President - RICHARD JAMES

Address 1:	1965 ANGEL RIDGE DR	Address 2:	
City:	RENO	State:	NV
Zip Code:	89521	Country:	USA
Status:	Active	Email:	

### Secretary - MEGAN LANDON

Address 1:	300 EAST 2ND STE 1300	Address 2:	
City:	RENO	State:	NV

Zip Code:	89501	Country:	USA
Status:	Active	Email:	
<b>Director - ROBERT LEVY</b>			
Address 1:	100 W LIBERTY ST STE 890	Address 2:	
City:	RENO	State:	NV
Zip Code:	89501	Country:	USA
Status:	Active	Email:	
<b>Treasurer - ROBERT STECKER</b>			
Address 1:	9295 PROTOTYPE DRIVE	Address 2:	
City:	RENO	State:	NV
Zip Code:	89521	Country:	USA
Status:	Active	Email:	

<b>Actions/Amendments</b>			
Action Type:	Articles of Incorporation		
Document Number:	20050140279-30	# of Pages:	13
File Date:	4/21/2005	Effective Date:	
(No notes for this action)			
Action Type:	Initial List		
Document Number:	20050168487-31	# of Pages:	1
File Date:	5/5/2005	Effective Date:	
(No notes for this action)			
Action Type:	Annual List		
Document Number:	20060216716-61	# of Pages:	1
File Date:	4/3/2006	Effective Date:	
(No notes for this action)			
Action Type:	Registered Agent Name Change		
Document Number:	20070033329-19	# of Pages:	29
File Date:	1/11/2007	Effective Date:	
(No notes for this action)			
Action Type:	Annual List		
Document Number:	20070184515-63	# of Pages:	1
File Date:	3/14/2007	Effective Date:	
(No notes for this action)			
Action Type:	Annual List		
Document Number:	20080265541-23	# of Pages:	2
File Date:	4/17/2008	Effective Date:	
08-09			
Action Type:	Registered Agent Change		

Document Number:	20080273415-62	# of Pages:	1
File Date:	4/21/2008	Effective Date:	
(No notes for this action)			
Action Type:	Annual List		
Document Number:	20090277552-29	# of Pages:	1
File Date:	3/23/2009	Effective Date:	
(No notes for this action)			
Action Type:	Annual List		
Document Number:	20100161546-26	# of Pages:	1
File Date:	3/16/2010	Effective Date:	
(No notes for this action)			
Action Type:	Annual List		
Document Number:	20110301601-05	# of Pages:	1
File Date:	4/22/2011	Effective Date:	
(No notes for this action)			
Action Type:	Registered Agent Change		
Document Number:	20110456106-76	# of Pages:	1
File Date:	6/20/2011	Effective Date:	
(No notes for this action)			
Action Type:	Amended List		
Document Number:	20110454848-07	# of Pages:	1
File Date:	6/20/2011	Effective Date:	
(No notes for this action)			
Action Type:	Annual List		
Document Number:	20120329121-93	# of Pages:	1
File Date:	5/9/2012	Effective Date:	
12/13			
Action Type:	Annual List		
Document Number:	20130257919-29	# of Pages:	1
File Date:	4/18/2013	Effective Date:	
ALO2013-2014 EXEMPT 002			
Action Type:	Annual List		
Document Number:	20140147709-75	# of Pages:	1
File Date:	2/27/2014	Effective Date:	
14-15			
Action Type:	Annual List		
Document Number:	20150223764-82	# of Pages:	1
File Date:	5/18/2015	Effective Date:	
(No notes for this action)			

STATE OF NEVADA

**BARBARA K. CEGAVSKE**  
Secretary of State

**JEFFERY LANDERFELT**  
Deputy Secretary  
for Commercial Recordings



OFFICE OF THE  
SECRETARY OF STATE

*Commercial Recordings Division*  
202 N. Carson Street  
Carson City, NV 89701-4201  
Telephone (775) 684-5708  
Fax (775) 684-7138

BIG BROTHERS BIG SISTERS AT NORTHERN NEVADA  
1300 FOSTER DRIVE STE 200  
RENO, NV 89509

Job: C20150518-0478  
June 15, 2015

**Special Handling Instructions:**  
ANNUAL LIST FILED 6/15/15 FILE STAMPED COPY SENT REG MAIL SM

**Charges**

Description	Document Number	Filing Date/Time	Qty	Price	Amount
Annual List	20150223764-82	5/18/2015 9:22:06 AM	1	\$25.00	\$25.00
Business License Exemption	20150223764-82	5/18/2015 9:22:06 AM	1	\$0.00	\$0.00
Total					\$25.00

**Payments**

Type	Description	Amount
Credit	61511015061577762693	\$25.00
Total		\$25.00

Credit Balance: \$0.00

**Job Contents:**

File Stamped Copy(s): 1  
Exempt Business License(s): 1

BIG BROTHERS BIG SISTERS AT NORTHERN NEVADA  
1300 FOSTER DRIVE STE 200  
RENO, NV 89509

(NONPROFIT) INITIAL/ANNUAL LIST OF OFFICERS AND DIRECTORS OF:

ENTITY NUMBER

Big Brothers Big Sisters of Northern Nevada, Inc.

E0231172005-7

NAME OF CORPORATION

FOR THE FILING PERIOD OF May 1, 2014 TO April 30, 2015



USE BLACK INK ONLY - DO NOT HIGHLIGHT

\*100204\*

\*\*YOU MAY NOW FILE THIS LIST ONLINE AT www.nvssilverflume.gov\*\*

Return one file stamped copy. (If filing not accompanied by order instructions, file stamped copy will be sent to registered agent.)

IMPORTANT: Read instructions before completing and returning this form.

- 1. Print or type names and addresses, either residence or business, for all officers and directors. A President, Secretary, Treasurer, or equivalent of and all Directors must be named. There must be at least one director. If there are additional officers, attach a list of them to this form. An Officer or other authorized signer must sign the form. FORM WILL BE RETURNED IF UNSIGNED.
2. Return the completed form with the \$25.00 filing fee, if no capitalization. A \$50.00 penalty must be added for failure to file this form by the deadline. An annual list received more than 90 days before its due date shall be deemed an amended list for the previous year.
3. Make your check payable to the Secretary of State. Return the completed form to: Secretary of State, 202 North Carson Street, Carson City, Nevada 89701-4201, (775) 684-5708.
4. Form must be in the possession of the Secretary of State on or before the last day of the month in which it is due. (Postmark date is not accepted as receipt date.) Forms received after due date will be returned for additional fees and penalties.

Filed in the office of Barbara K. Cegavskc, Secretary of State, State of Nevada. Document Number 20150223764-82, Filing Date and Time 05/18/2015 9:22 AM, Entity Number E0231172005-7

ABOVE SPACE IS FOR OFFICE USE ONLY

Checkmark: If requested above, one file stamped copy will be returned at no additional charge. To receive a certified copy, enclose an additional \$30.00 per certification. A copy fee of \$2.00 per page is required for each additional copy generated when ordering 2 or more file stamped or certified copies. Appropriate instructions must accompany your order.

FILING FEE: \$25.00 (IF NO CAPITALIZATION) LATE PENALTY: \$50.00 (if filing late)

Charitable Solicitation - For nonprofit entities formed under NRS Chapters 80 and 81

- If the nonprofit corporation intends to solicit charitable/tax deductible contributions a "Charitable Solicitation Registration Statement" form is required to be attached. If the answer is no, there is no additional form required.
- If the nonprofit corporation intends to solicit charitable/tax deductible contributions but meets the exemption requirements, an "Exemption From Charitable Solicitation Registration Statement" form is required to be attached.
- Failure to include the required statement form will result in rejection of the filing and could result in late fees.

Does Corporation intend to solicit charitable/tax deductible contributions? [X] Yes [ ] No

If yes, registration statement is required as of January 1, 2014.

Corporation claims exemption pursuant to NRS 82.392(7)(b) or is recognized as a church under Internal Revenue Code 501(c)(3).

[ ] Exempt from filing. If checked, Exemption from Charitable Solicitation Registration Statement form is required as of January 1, 2014.

For nonprofit entities formed under NRS Chapters 80 and 81: entities without 501(c) nonprofit designation are required to maintain a state business license, the fee is \$200.00. Those claiming an exemption under 501(c) designation must indicate by checking box below and submit Declaration of Eligibility form. Failure to attach the required notarized Declaration of Eligibility will result in a rejection, which could result in late fees.

[X] Pursuant to NRS Chapter 76, this entity is a 501(c) nonprofit entity and is exempt from the business license fee. Exemption code 002

Table with 4 rows of officer information: Richard James (President), Megan Landon (Secretary), Robert Stecker (Treasurer), Robert Levy (Director). Each row includes name, address, city, state, and zip code.

None of the officers or directors identified in the list of officers has been identified with the fraudulent intent of concealing the identity of any person or persons exercising the power or authority of an officer or director in furtherance of any unlawful conduct.

I declare, to the best of my knowledge under penalty of perjury, that the information contained herein is correct and acknowledge that pursuant to NRS 239.330, it is a category C felony to knowingly offer any false or forged instrument for filing in the Office of the Secretary of State.

Signature of Officer or Other Authorized Signature

Title: Chief Executive Officer, Date: 4/28/15

STATE OF NEVADA

**BARBARA K. CEGAVSKE**  
*Secretary of State*

**JEFFERY LANDERFELT**  
*Deputy Secretary  
for Commercial Recordings*



OFFICE OF THE  
SECRETARY OF STATE

*Commercial Recordings Division*  
*202 N. Carson Street*  
*Carson City, NV 89701-4201*  
*Telephone (775) 684-5708*  
*Fax (775) 684-7138*

**NOTICE OF EXEMPTION**  
**NEVADA STATE BUSINESS LICENSE**

You have filed a notice citing a statutory exemption "002" pursuant to Nevada Revised Statutes and therefore are not required to maintain a Nevada State Business License.

If your exemption changes or your business is no longer exempt, you must file an amendment reflecting your current business status.

Nevada Business Identification: NV20051138491  
Entity Name: BIG BROTHERS BIG SISTERS OF NORTHERN NEVADA, INC.  
Entity Type: NRS81.410 - Dom Non-Profit Coop Corp w/o stock  
Exemption Code: 002 Nonprofit organization qualified as tax-exempt under 26 U.S.C. Section 501(c)

Issued this 15th day of June, 2015.

*Please post in a Conspicuous Location*

**Attachment 3: Current Organization Chart**

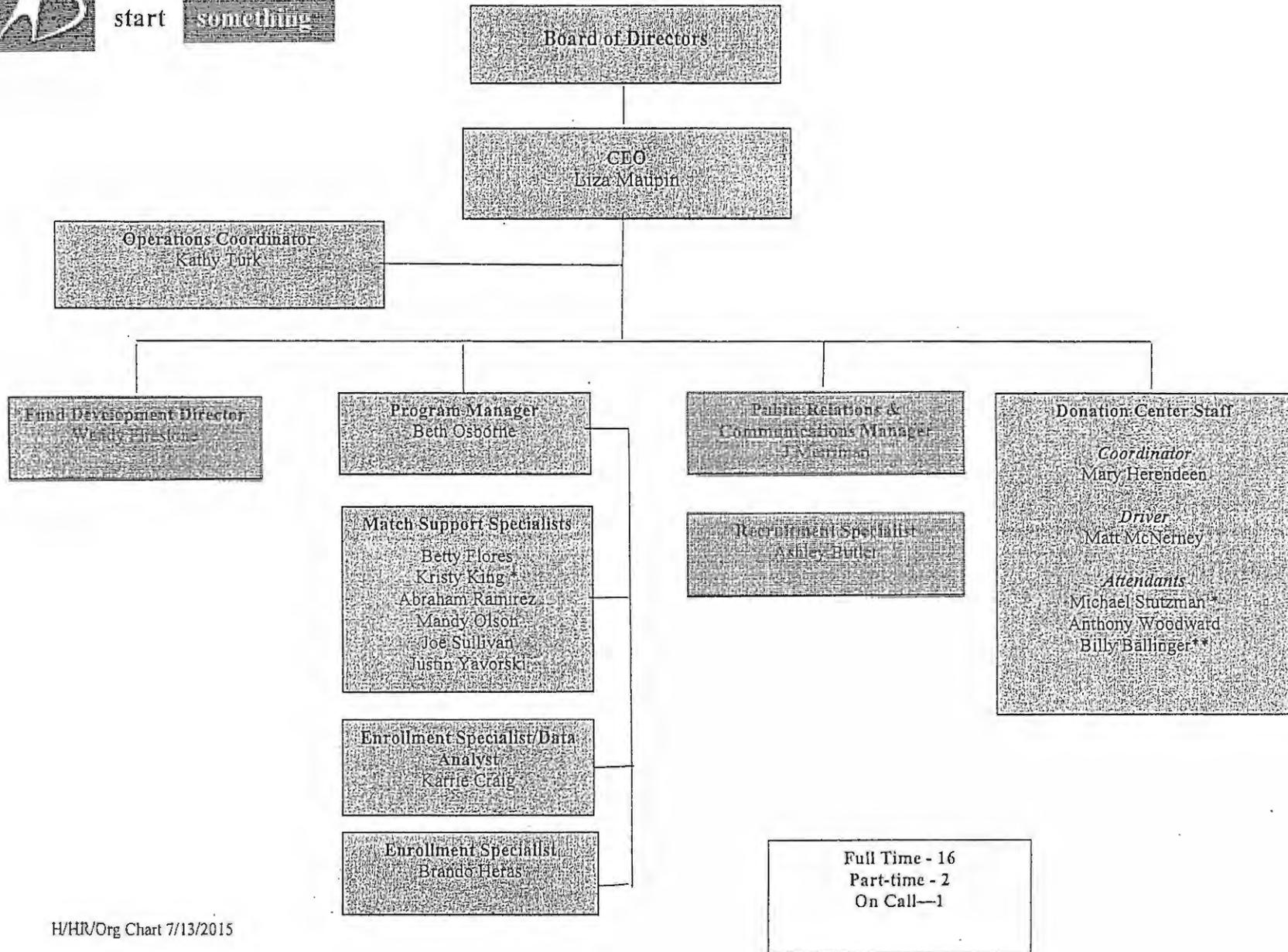


Big Brothers Big Sisters

start

something

# Organization Chart



**Attachment 4: Current Board of Directors**

**Big Brothers Big Sisters of Northern Nevada  
Board of Directors  
July 27, 2015**

**Ron Anderson** (term start 7/15)  
VP of Sales – National MM Retail  
Ceridian  
2229 Placerwood Tr  
Reno, NV 89523  
O. 775-448-6362  
C. 925-683-2714  
[Ron.anderson@ceridian.com](mailto:Ron.anderson@ceridian.com)

**Drew Ballingham** (term Start 7/14)  
Relationship Manager, Private Client Banking  
US Bank  
One East Liberty St., 2<sup>nd</sup> Floor  
Reno, NV 89501  
P. 775-688-6677  
C. 775-338-1943  
[Drew.ballingham@usbank.com](mailto:Drew.ballingham@usbank.com)

**Zeina Barkawi** (Term Start 5/14)  
Sr. VP Home Staffing Manager II  
Bank of America  
401 S. Virginia St.  
Reno, NV 89501  
P. 775-376-8378  
C. 415-694-2273  
[zbar3@yahoo.com](mailto:zbar3@yahoo.com)

**Barbara Burgat** (Term Start 5/14)  
VP Senior Private Client Advisor  
Bank of the West  
4950 Kietzke Ln.  
Reno, NV 89511  
P. 775-332-6269  
C. 916-549-6953  
[Barbara.burgat@bankofthewest.com](mailto:Barbara.burgat@bankofthewest.com)

**Jordan Davis – YPC Chair** (ex-officio)  
Fennimore Craig  
300 E. 2<sup>nd</sup> St. Ste. 1510  
Reno, NV 89501  
P. 775-788-2200  
C. 775-225-5544  
[jordandavislaw@gmail.com](mailto:jordandavislaw@gmail.com)

**Rick Greenthal** (Term Start 5/15)  
Retired, Sentex Systems, Inc.  
20507 Boardeaux Dr.  
Reno, NV 89511  
C. 760-898-6869  
H. 775-409-4181  
[rgreenthal@aol.com](mailto:rgreenthal@aol.com)

**Richard James – Past-Chair** (Term Start 7/10)  
Retired, Microsoft Corporation  
1965 Angel Ridge Dr  
Reno, NV 89521  
P. 775-851-3479  
C. 775-250-6844  
[quakerdad@gmail.com](mailto:quakerdad@gmail.com)

**John Kadlic** (Term Start 7/14)  
Retired, City of Reno Attorney  
PO Box 2477  
Reno, NV 89505-2477  
C. 775-233-1874  
[ijkattorneyatlaw@yahoo.com](mailto:ijkattorneyatlaw@yahoo.com)

**Megan Landon - Secretary** (Term Start 8/14)  
Director of Contracting  
Renown Health  
1155 Mill St. Z-4  
Reno, NV 89502  
P. 775-982-5709  
C. 775-233-9821  
[mldandon@renown.org](mailto:mldandon@renown.org)

**Robert Levy** (Term Start 7/12)  
Vice President, Portfolio Management  
Whittier Trust Company  
100 W. Liberty St. Ste. 890  
Reno, NV 89501  
P. 775-686-5400 ext. 105  
[rlevy@whittiertrust.com](mailto:rlevy@whittiertrust.com)

**Big Brothers Big Sisters of Northern Nevada  
Board of Directors  
July 27, 2015**

**Liza Maupin – CEO (Term Start 5/13)**  
Big Brothers Big Sisters of Northern Nevada  
475 W. Moana Ln., Ste. 200  
Reno, NV 89509  
P. 775-352-3202  
C. 775-721-8124  
[Imaupin@bbbsnn.org](mailto:Imaupin@bbbsnn.org)

**Shaun O’Harra (Term Start 1/14)**  
Dickson Realty  
500 Damonte Ranch Pkwy. Ste. 625  
Reno, NV 89521  
P. 775-850-7000  
C. 775-843-6032  
[Smoharra1@gmail.com](mailto:Smoharra1@gmail.com)

**Dave Scaglione (Term Start 5/14)**  
Package Division Manager  
North California District  
UPS  
355 Vista Blvd.  
Sparks, NV 89434  
P. 775-355-3700  
[dscaglione@ups.com](mailto:dscaglione@ups.com)

**Bob Stecker – Chair (Term Start 7/11)**  
Director, Global Facilities & Real Estate  
IGT  
9295 Prototype Dr.  
Reno, NV 89521  
P. 775-448-3704  
[Robert.stecker@igt.com](mailto:Robert.stecker@igt.com)

**Tom Vallas – Chair Elect (Term Start 5/14)**  
Partner  
Hoy Chissinger Kimmel Vallas, PC  
50 W. Liberty St., Ste. 840  
Reno, NV 89501  
P. 775-785-3470  
[tvallas@nevadalaw.com](mailto:tvallas@nevadalaw.com)

**Kent Vaughan - Treasurer (Term Start 8/14)**  
Sr. VP of Hotel Operations  
Grand Sierra Resort  
2500 East Second St.  
Reno, NV 89595  
P. 775-789-2105  
C. 775-691-5281  
[Kent.vaughan@grandsierraresort.com](mailto:Kent.vaughan@grandsierraresort.com)

**Rachel Yelley (Term Start 5/14)**  
Marketing & Communications Manager  
United Construction  
5300 Mill St.  
Reno, NV 89502  
P. 775-398-1739  
C. 530-448-9499  
[ryelley@unitedconstruction.com](mailto:ryelley@unitedconstruction.com)

**Maureen Zupon – Member at Large**  
(Term Start 1/13)  
1040 Whites Creek Ln.  
Reno, NV 89511  
C. 775-741-1510  
[mzupon@sbcglobal.net](mailto:mzupon@sbcglobal.net)

**Attachment 5: First 2 pages of most recent Federal Tax Return**

IRS e-file Signature Authorization for an Exempt Organization

For calendar year 2013, or fiscal year beginning JUL 1, 2013, and ending JUN 30, 2014

2013

Department of the Treasury Internal Revenue Service

Do not send to the IRS. Keep for your records.

Information about Form 8879-EO and its instructions is at www.irs.gov/form8879eo

Name of exempt organization

BIG BROTHERS BIG SISTERS OF NORTHERN NEVADA, INC.

Employer identification number

32-0147198

Name and title of officer LIZA MAUPIN CEO

Part I Type of Return and Return Information (Whole Dollars Only)

Check the box for the return for which you are using this Form 8879-EO and enter the applicable amount, if any, from the return. If you check the box on line 1a, 2a, 3a, 4a, or 5a, below, and the amount on that line for the return being filed with this form was blank, then leave line 1b, 2b, 3b, 4b, or 5b, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. Do not complete more than 1 line in Part I.

Table with 5 rows (1a-5a) and 2 columns (b Total revenue/tax/balance due). Line 1a is checked with amount 1,032,815.

Part II Declaration and Signature Authorization of Officer

Under penalties of perjury, I declare that I am an officer of the above organization and that I have examined a copy of the organization's 2013 electronic return and accompanying schedules and statements and to the best of my knowledge and belief, they are true, correct, and complete.

Officer's PIN: check one box only

[X] I authorize EIDE BAILLY LLP

ERO firm name

to enter my PIN 13653

Enter five numbers, but do not enter all zeros

as my signature on the organization's tax year 2013 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

[ ] As an officer of the organization, I will enter my PIN as my signature on the organization's tax year 2013 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Officer's signature Date

Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

88480312345

do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2013 electronically filed return for the organization indicated above. I confirm that I am submitting this return in accordance with the requirements of Pub. 4163, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature Date 11/11/14

ERO Must Retain This Form - See Instructions Do Not Submit This Form To the IRS Unless Requested To Do So

Form **990**

**Return of Organization Exempt From Income Tax**

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

OMB No. 1545-0047

**2013**

Department of the Treasury  
Internal Revenue Service

Do not enter Social Security numbers on this form as it may be made public.

Open to Public Inspection

Information about Form 990 and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990)

**A** For the 2013 calendar year, or tax year beginning **JUL 1, 2013** and ending **JUN 30, 2014**

<b>B</b> Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	<b>C</b> Name of organization <b>BIG BROTHERS BIG SISTERS OF NORTHERN NEVADA, INC.</b>	<b>D</b> Employer identification number <b>32-0147198</b>
	Doing Business As	<b>E</b> Telephone number <b>775-352-3202</b>
	Number and street (or P.O. box if mail is not delivered to street address) Room/suite <b>1300 FOSTER DRIVE, SUITE 210</b>	<b>G</b> Gross receipts \$ <b>1,489,001.</b>
	City or town, state or province, country, and ZIP or foreign postal code <b>RENO, NV 89509</b>	<b>H(a)</b> Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>H(b)</b> Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. (see Instructions)
	<b>F</b> Name and address of principal officer: <b>LIZA MAUPIN</b> <b>1300 FOSTER DRIVE, SUITE 210, RENO, NV 89500</b>	<b>H(c)</b> Group exemption number

**I** Tax-exempt status:  501(c)(3)  501(c) ( ) (insert no.  4947(a)(1) or  527

**J** Website: **WWW.BBBSNN.ORG**

**K** Form of organization:  Corporation  Trust  Association  Other

**L** Year of formation: **2005** **M** State of legal domicile: **NV**

**Part I Summary**

<b>Activities &amp; Governance</b>	<b>1</b> Briefly describe the organization's mission or most significant activities: <b>TO PROVIDE CHILDREN FACING ADVERSITY WITH STRONG AND ENDURING, PROFESSIONALLY SUPPORTED 1-TO-1</b>	
	<b>2</b> Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.	
	<b>3</b> Number of voting members of the governing body (Part VI, line 1a)	<b>3 13</b>
	<b>4</b> Number of independent voting members of the governing body (Part VI, line 1b)	<b>4 13</b>
	<b>5</b> Total number of individuals employed in calendar year 2013 (Part V, line 2)	<b>5 33</b>
	<b>6</b> Total number of volunteers (estimate if necessary)	<b>6 850</b>
	<b>7a</b> Total unrelated business revenue from Part VIII, column (C), line 12	<b>7a 0.</b>
<b>7b</b> Net unrelated business taxable income from Form 990-T, line 34	<b>7b 0.</b>	
<b>Revenue</b>	<b>8</b> Contributions and grants (Part VIII, line 1h)	<b>Prior Year 795,117. Current Year 584,066.</b>
	<b>9</b> Program service revenue (Part VIII, line 2g)	<b>0. 0.</b>
	<b>10</b> Investment income (Part VIII, column (A), lines 3, 4, and 7d)	<b>43,719. 68,177.</b>
	<b>11</b> Other revenue (Part VIII, column (A), lines 5, 6d, 8, 9c, 10c, and 11e)	<b>396,547. 380,572.</b>
	<b>12</b> Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	<b>1,235,383. 1,032,815.</b>
	<b>Expenses</b>	<b>13</b> Grants and similar amounts paid (Part IX, column (A), lines 1-3)
<b>14</b> Benefits paid to or for members (Part IX, column (A), line 4)		<b>0. 0.</b>
<b>15</b> Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)		<b>798,978. 586,428.</b>
<b>16a</b> Professional fundraising fees (Part IX, column (A), line 11e)		<b>0. 0.</b>
<b>b</b> Total fundraising expenses (Part IX, column (D), line 25) <b>84,562.</b>		
<b>17</b> Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)		<b>422,771. 326,821.</b>
<b>18</b> Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	<b>1,221,749. 913,249.</b>	
<b>19</b> Revenue less expenses. Subtract line 18 from line 12	<b>13,634. 119,566.</b>	
<b>Net Assets or Fund Balances</b>	<b>20</b> Total assets (Part X, line 16)	<b>Beginning of Current Year 1,299,506. End of Year 1,444,519.</b>
	<b>21</b> Total liabilities (Part X, line 26)	<b>101,368. 84,796.</b>
	<b>22</b> Net assets or fund balances. Subtract line 21 from line 20	<b>1,198,138. 1,359,723.</b>

**Part II Signature Block**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

<b>Sign Here</b>	Signature of officer	Date			
	<b>LIZA MAUPIN, CEO</b> Type or print name and title				
<b>Paid Preparer Use Only</b>	Print/Type preparer's name <b>LAUREN BASHISTA, CPA</b>	Preparer's signature <b>LAUREN SANKOVICH, CP</b>	Date <b>11/11/14</b>	Check if self-employed <input type="checkbox"/>	PTIN <b>P00497754</b>
	Firm's name <b>EIDE BAILLY LLP</b>	Firm's EIN <b>45-0250958</b>	Firm's address <b>300 E. 2ND ST., STE 1320 RENO, NV 89501</b>	Phone no. <b>775-686-3200</b>	

May the IRS discuss this return with the preparer shown above? (see instructions)  Yes  No

**Attachment 6: Profit and Loss Statement, General Ledger and Balance Sheet**

11:06 AM  
01/08/16  
Accrual Basis

Big Brothers Big Sisters of Northern Nevada Inc.  
Profit & Loss  
November 2015

	<u>Nov 15</u>
Ordinary Income/Expense	
Income	
400 · Income - cash donations	3,750.00
402 · Third Party Events	2,051.86
403 · Individual Donations	25,532.28
408 · Grant Revenue	8,043.02
444 · Donation Center Revenue	24,957.84
450 · Misc. Income	886.63
Total Income	<u>65,221.63</u>
Gross Profit	65,221.63
Expense	
500 · Grant costs - direct	171.00
501 · Payroll Expense	47,568.53
502 · Employee Benefit Expense	3,821.15
503 · Payroll Tax Expense	3,571.16
504 · Professional Fees	3,656.00
505 · Supplies	591.30
506 · Telephone/Internet Expense	616.06
507 · Postage and Delivery	3,709.59
508 · Occupancy Expense	3,500.00
509 · Equipment Lease/Maint Expense	773.72
510 · Travel Expenses	45.49
511 · Conference/Meeting Expense	1.00
512 · Printing and Publications	1,432.00
516 · Truck Leasing Expense	4,044.94
518 · Vehicle Expense	669.99
519 · BBBSA Membership Expense	1,217.23
523 · Fundraising Expense	4,522.26
525 · Match Activity Expense	750.00
534 · Bank Fees	19.00
535 · Merchant processing fees	172.10
Total Expense	<u>80,852.52</u>
Net Ordinary Income	-15,630.89

11:06 AM  
01/08/16  
Accrual Basis

Big Brothers Big Sisters of Northern Nevada Inc.  
Profit & Loss  
November 2015

---

	<u>Nov 15</u>
Other Income/Expense	
Other Income	
435 · Unrealized Invest. Gain (Loss)	<u>-103,738.85</u>
Total Other Income	-103,738.85
Other Expense	
540 · Depreciation Expense	<u>1,478.09</u>
Total Other Expense	<u>1,478.09</u>
Net Other Income	<u>-105,216.94</u>
Net Income	<u><u>-120,847.83</u></u>

11:07 AM  
01/08/16  
Accrual Basis

Big Brothers Big Sister of Northern Nevada Inc.  
General Ledger  
As of November 30, 2015

Type	Date	Num	Adj	Name	Memo	SpEl	Debit	Credit	Balance
100 - Cash in bank - operating - WFB									0.00
Total 100 - Cash in bank - operating - WFB									0.00
101 - Petty Cash									0.00
Total 101 - Petty Cash									0.00
102 - US Bank Checking									-12,320.78
Check	11/01/2015	oil		Comdata		516 - Truck Lea...		124.39	-12,445.17
Check	11/02/2015	oil		Intuit		535 - Merchant...		19.95	-12,465.12
Check	11/02/2015	oil				535 - Merchant...		88.96	-12,554.08
Deposit	11/03/2015				Deposit	106.2 - WF Opa...	50,000.00		37,445.92
Check	11/04/2015	oil		CSG Direct		-SPUI-		4,995.72	32,450.20
Check	11/04/2015	9477059		FBI Choice Services		-SPUI-		39.95	32,410.25
Check	11/04/2015	oil		Merriman, Jennifer		-SPUI-		23.58	32,386.67
Check	11/04/2015	9476300		Staples		-SPUI-		225.25	32,161.42
Check	11/04/2015	oil		Nevada Payroll Serv...		504.3 - Payroll ...		80.00	32,081.42
Deposit	11/04/2015				Deposit	403 - Individual...	50.00		32,131.42
Deposit	11/04/2015				Deposit	-SPUI-	1,500.00		33,631.42
Check	11/05/2015	oil		American Express		S35.1 - AMEX (...)		45.12	33,586.30
Deposit	11/05/2015				Deposit	130 - Undepos...	27,836.35		61,422.65
Deposit	11/05/2015				Deposit	-SPUI-	5,741.86		66,664.51
Deposit	11/06/2015				Deposit	-SPUI-	283.53		66,948.04
Deposit	11/06/2015				Deposit	-SPUI-	125.00		67,073.04
Deposit	11/06/2015				Deposit	403 - Individual...	250.00		67,323.04
Check	11/09/2015	oil		Intuit		535 - Merchant...		18.07	67,304.97
Deposit	11/09/2015				Deposit	402 - Indiv Parl...	770.00		68,074.97
Check	11/10/2015	9542800		Eido Bailey		504.5 - Accoun...		3,500.00	64,574.97
Check	11/10/2015	oil		Butler, Ashley		510.1 - Miscog...		17.31	64,557.66
Check	11/10/2015	oil		AT&T		-SPUI-		61.05	64,496.61
Check	11/10/2015	9542461		Boys and Girls Club ...		-SPUI-	3,000.00		61,496.61
Check	11/10/2015	9541632		Cabrera Cleaning		-SPUI-	500.00		60,996.61
Check	11/10/2015	9542390		Fingerprinting Express		500.2 - Backgr...		171.00	60,825.61
Check	11/10/2015	9541725		LEAF		-SPUI-		195.37	60,630.24
Check	11/10/2015	oil		Oban, Amanda		-SPUI-		18.50	60,611.74
Check	11/10/2015	oil		Parake Truck Leasin...	60632600-7777	516 - Truck Lea...		3,558.59	57,053.07
Check	11/10/2015	oil		Nevada Retail Mahw...		-SPUI-		358.43	56,694.64
Check	11/12/2015	oil		Comdata		516 - Truck Lea...		136.60	56,558.04
Check	11/13/2015	oil		Sfor 2 Sfor		-SPUI-		396.64	56,161.20
Check	11/15/2015	11151...		Mass Mutual/Hartfor...		-SPUI-		672.74	55,488.56
Check	11/15/2015	11151...		8885NN payroll		500 - Payroll Ta...		4,127.27	49,361.29
Check	11/15/2015	11151...		8885NN payroll		-SPUI-		16,473.88	32,887.41
Check	11/15/2015	11489		McNemoy, Matthew		501 - Payroll Ex...		819.28	32,068.13
Check	11/15/2015	11488		Sullivan, Joseph		501 - Payroll Ex...		1,078.23	30,989.90
Deposit	11/16/2015				Deposit	-SPUI-	108.33		31,098.23
Deposit	11/16/2015				Deposit	-SPUI-	645.33		31,743.56
Deposit	11/16/2015				Deposit	-SPUI-	7,306.76		39,050.32
Check	11/17/2015	9627901		Canon Solutions Am...	CX0857	-SPUI-		178.35	38,871.97

11:07 AM  
01/08/16  
Accrual Basis

Big Brothers Big Sister of Northern Nevada Inc.  
General Ledger  
As of November 30, 2015

Type	Date	Num	Adj	Name	Memo	SpEl	Debit	Credit	Balance
Check	11/17/2015	9628428		Grand Sierra Resort ...		525 - Match A...		750.00	38,121.97
Check	11/17/2015	9629331		Staples		505 - Supplies		65.20	38,056.77
Check	11/17/2015	9628746		United Healthcare		-SPUI-		3,792.83	34,263.94
Deposit	11/17/2015				Deposit	-SPUI-	955.00		35,218.94
Deposit	11/17/2015				Deposit	116 - Long ter...	250.00		35,468.94
Deposit	11/17/2015				Deposit	116 - Long ter...	125.00		35,593.94
Deposit	11/17/2015				Deposit	403 - Individual...	30.00		35,623.94
Deposit	11/17/2015				Deposit	-SPUI-	4,560.00		40,183.94
Deposit	11/17/2015				Deposit	116 - Long ter...	83.33		40,267.27
Deposit	11/17/2015				Deposit	116 - Long ter...	100.00		40,367.27
Check	11/18/2015	oil		Comdata		516 - Truck Lea...		63.33	40,303.90
Deposit	11/18/2015				Deposit	-SPUI-	3,805.00	136.80	40,313.80
Deposit	11/18/2015				Deposit	-SPUI-	3,400.00		44,118.80
Check	11/19/2015	oil		Nevada Payroll Serv...		504.3 - Payroll ...		76.00	47,442.80
Deposit	11/19/2015				Deposit	403 - Individual...	150.00		47,592.80
Deposit	11/23/2015				Deposit	403 - Individual...	200.00		47,792.80
Deposit	11/23/2015				Deposit	403 - Individual...	25.00		47,817.80
Deposit	11/23/2015				Deposit	-SPUI-	2,700.00		50,517.80
Check	11/24/2015	oil		US Bank		223 - US Bank ...		620.37	49,897.43
Check	11/24/2015	9721075		al&I U-Vorse		-SPUI-		67.00	49,830.43
Check	11/24/2015	9720812		Altonis		421.1 - BH&I GL...		2,696.64	47,133.79
Check	11/24/2015	9720139		BEST Life		-SPUI-		503.44	46,630.35
Check	11/24/2015	oil		Charter Media		-SPUI-		91.35	46,539.00
Check	11/24/2015	9719770		Quick Space		150 - Furniture, ...		650.00	45,889.00
Deposit	11/24/2015				Deposit	400 - Individual...	740.05		46,629.05
Check	11/25/2015	oil		Comdata		516 - Truck Lea...		88.48	46,540.57
Deposit	11/30/2015				Deposit	-SPUI-	8,205.68		54,746.25
Deposit	11/30/2015				Deposit	-SPUI-	108.33		54,854.58
Check	11/30/2015	11301...		Mass Mutual/Hartfor...		-SPUI-		616.34	54,238.24
Check	11/30/2015	11301...		8885NN payroll		503 - Payroll Ta...		6,180.79	48,057.45
Check	11/30/2015	11301...		8885NN payroll		-SPUI-		16,180.91	31,876.54
Check	11/30/2015	11491		McNemoy, Matthew		501 - Payroll Ex...		957.79	30,918.75
Check	11/30/2015	11490		Sullivan, Joseph		501 - Payroll Ex...		1,190.71	29,727.94
Check	11/30/2015				Service Charge	S34 - Bank Fees		19.00	29,708.94
Deposit	11/30/2015				Interest	409 - Interest In...	0.43		29,709.37

Total 102 - US Bank Checking

119,638.31 77,616.26 29,701.27

1020 - Cash in bank - payroll  
Total 1020 - Cash in bank - payroll

0.00  
0.00

103 - US Bank Money Market  
Total 103 - US Bank Money Market

0.00  
0.00

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Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
104 - USB CD 06-15-08									0.00
Total 104 - USB CD 06-15-08									0.00
105 - USB CD 06-07-08									0.00
Total 105 - USB CD 06-07-08									0.00
106 - USB CD 9 mo/2006 Reserve 7/14/06									0.00
Total 106 - USB CD 9 mo/2006 Reserve 7/14/06									0.00
106.1 - WF Operating Fund									2,941.35
Total 106.1 - WF Operating Fund									2,941.35
106.2 - WF Operating Reserve									50,390.85
Deposit	11/03/2015				Deposit	102 - US Bank ...		50,000.00	390.85
General Journal	11/30/2015	Wf11/...			November - A	-SPLIT-	706.44		1,097.29
Total 106.2 - WF Operating Reserve							706.44	50,000.00	1,097.29
106.3 - WF Building Reserve									0.00
Total 106.3 - WF Building Reserve									0.00
106.4 - WF Unemployment Funds									0.00
Total 106.4 - WF Unemployment Funds									0.00
107 - WF8 CD 10 month NV 8ldg Fnd									0.00
Total 107 - WF8 CD 10 month NV 8ldg Fnd									0.00
107.1 - BW CD									27,535.02
Total 107.1 - BW CD									27,535.02
1070 - Savings & short-term Investment									0.00
Total 1070 - Savings & short-term Investment									0.00
108 - USB CD 10 month 2005 Reserve[]									0.00
Total 108 - USB CD 10 month 2005 Reserve[]									0.00
109.9 - 403(b) Forfeiture Account									0.00
Total 109.9 - 403(b) Forfeiture Account									0.00
111 - USB CD 04-14-08									0.00
Total 111 - USB CD 04-14-08									0.00
112 - USB CD 05-14-08									0.00
Total 112 - USB CD 05-14-08									0.00
113 - USB CD 05-20-08									0.00
Total 113 - USB CD 05-20-08									0.00

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Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
114 - USB CD 6-07-08									0.00
Total 114 - USB CD 6-07-08									0.00
117 - USB CD 04-29-08									0.00
Total 117 - USB CD 04-29-08									0.00
118 - Petty Cash DC									0.00
Total 118 - Petty Cash DC									0.00
110 - Dues receivable									0.00
Total 110 - Dues receivable									0.00
115 - Current Pledges Receivable									13,528.30
115.1 - Allowance for Doubtful Accounts									-7,600.00
Total 115.1 - Allowance for Doubtful Accounts									-7,600.00
115 - Current Pledges Receivable - Other									21,128.30
Total 115 - Current Pledges Receivable - Other									21,128.30
Total 115 - Current Pledges Receivable									13,528.30
116 - Long term Pledges Receivable									8,164.85
116.1 - Discount on LT Pledges									-2,157.02
Total 116.1 - Discount on LT Pledges									-2,157.02
116.2 - Allowance for Doubtful Accts									-4,400.00
Total 116.2 - Allowance for Doubtful Accts									-4,400.00
116 - Long term Pledges Receivable - Other									16,721.87
Deposit	11/17/2015			Marybeth Smith	BHSI 2015	102 - US Bank ...		250.00	16,471.87
Deposit	11/17/2015			Patricia Kopke	BHSI 2015	102 - US Bank ...		125.00	16,346.87
Deposit	11/17/2015			Bill Boon	BHSI 2015	102 - US Bank ...		200.00	16,146.87
Deposit	11/17/2015			The Abbi Agency	BHSI 2015	102 - US Bank ...		63.33	16,083.54
Deposit	11/17/2015			Grant Sims	BHSI 2015	102 - US Bank ...		100.00	15,983.54
Deposit	11/17/2015			Beth Osborne	BHSI 2015	102 - US Bank ...		63.33	15,920.21
Deposit	11/18/2015	1284		Corrie Anderson	BHSI 2015	102 - US Bank ...		1,000.00	14,920.21
Total 116 - Long term Pledges Receivable - Other							0.00	1,841.66	14,880.21
Total 116 - Long term Pledges Receivable							0.00	1,841.66	6,323.19
119 - Other Amounts Receivable									0.00
Total 119 - Other Amounts Receivable									0.00

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Type	Date	Num	Adj	Name	Memo	Spfl	Debit	Credit	Balance
120 - Grants receivable									4,468.85
Payment	11/16/2015			JINN		130 - UndeposL		2,345.73	4,123.12
Invoice	11/30/2015	JINN1...		JINN		408 b - State G...	1,763.02		5,886.14
Total 120 - Grants receivable							1,763.02	2,345.73	5,886.14
122 - Saver's Receivable									27,836.72
Payment	11/05/2015			Savers		130 - UndeposL		27,836.35	-0.3
Invoice	11/30/2015	Saver...		Savers		-SP18-	24,957.84		24,957.21
Total 122 - Saver's Receivable							24,957.84	27,836.35	24,957.21
123 - American Express Receivable									0.00
Total 123 - American Express Receivable									0.00
126 - Employee Note Rec.									0.00
Total 126 - Employee Note Rec.									0.00
109 - Prepaid Expense									0.00
Total 109 - Prepaid Expense									0.00
12100 - Inventory Asset									0.00
Total 12100 - Inventory Asset									0.00
124 - Disc. on LT. Pledges									0.00
Total 124 - Disc. on LT. Pledges									0.00
125 - Accrued Grants Receivable									0.00
Total 125 - Accrued Grants Receivable									0.00
130 - Undeposited Funds									0.00
Payment	11/05/2015			Savers		122 - Saver's R...	27,836.35		27,836.35
Deposit	11/05/2015			Savers	Deposit	102 - US Bank ...		27,836.35	0.00
Payment	11/16/2015			JINN		120 - Grants re...	2,345.73		2,345.73
Deposit	11/16/2015			JINN	Deposit	102 - US Bank ...		2,345.73	0.00
Total 130 - Undeposited Funds							30,182.08	30,182.08	0.00
1325 - Doubtful notes/loans allowance									0.00
Total 1325 - Doubtful notes/loans allowance									0.00
135 - Adj. to Fair Mkt Value									0.00
Total 135 - Adj. to Fair Mkt Value									0.00
1410 - Inventories for sale									0.00
Total 1410 - Inventories for sale									0.00
1420 - Inventories for use									0.00
Total 1420 - Inventories for use									0.00

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Type	Date	Num	Adj	Name	Memo	Spfl	Debit	Credit	Balance
1530 - Land held for investment									0.00
Total 1530 - Land held for investment									0.00
1540 - Buildings held for investment									0.00
Total 1540 - Buildings held for investment									0.00
1545 - Accum deprec - bldg investment									0.00
Total 1545 - Accum deprec - bldg investment									0.00
171 - PrePaid Advertising									0.00
Total 171 - PrePaid Advertising									0.00
173 - Future Event Expenses Prepaid									0.00
Total 173 - Future Event Expenses Prepaid									0.00
174 - Prepaid Postage									1,995.78
General Journal	11/30/2015	Post M...	*		Postage Nov...	507 - Postage ...		81.97	1,913.81
Total 174 - Prepaid Postage							0.00	81.97	1,913.81
176 - Prepaid Insurance									0.00
Total 176 - Prepaid Insurance									0.00
177 - Prepaid Dues & Fees									4,675.56
General Journal	11/30/2015	88ba...	*		Amortization ...	523 - Fundraisin...		344.94	4,330.62
General Journal	11/30/2015	8881...	*		Amortization ...	519 - 8885A M...		883.90	3,446.72
General Journal	11/30/2015	88ac...	*		Amortization ...	523 - Fundraisin...		208.23	3,238.39
General Journal	11/30/2015	888a...	*		Amortization ...	523 - Fundraisin...		211.87	3,026.52
General Journal	11/30/2015	8885A...	*		Amortization ...	519 - 8885A M...		333.33	2,693.19
Total 177 - Prepaid Dues & Fees							0.00	1,982.37	2,693.19
178 - Prepaid Background Checks									0.00
Total 178 - Prepaid Background Checks									0.00
150 - Furniture, fixtures, & equip									161,964.34
Check	11/24/2015	9719770		Quick Space	drop box for ...	102 - US Bank ...	650.00		162,614.34
Total 150 - Furniture, fixtures, & equip							650.00	0.00	162,614.34
151 - Vehicle									20,248.75
Total 151 - Vehicle									20,248.75
155 - Accumulated Depreciation									-135,685.84
General Journal	11/30/2015	Depre...	*		Monthly depr...	540 - Depreca...		1,478.09	-137,163.93
Total 155 - Accumulated Depreciation							0.00	1,478.09	-137,163.93

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Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
1610 - Land - operating									0.00
Total 1610 - Land - operating									0.00
1620 - Buildings - operating									0.00
Total 1620 - Buildings - operating									0.00
1650 - Vehicles									0.00
Total 1650 - Vehicles									0.00
1660 - Construction in progress									0.00
Total 1660 - Construction in progress									0.00
1725 - Accum depre - building									0.00
Total 1725 - Accum depre - building									0.00
1755 - Accum deprec - vehicles									0.00
Total 1755 - Accum deprec - vehicles									0.00
140 - AMEX Receivable									0.00
Total 140 - AMEX Receivable									0.00
160 - Pledges/Contribution									0.00
Total 160 - Pledges/Contribution									0.00
175 - Deposits									0.00
Total 175 - Deposits									0.00
175.1 - Unemployment Insur Reserve									0.00
Total 175.1 - Unemployment Insur Reserve									0.00
180 - Marketable securities									807,749.72
180.1 - Cost of securities - WF									741,599.34
General Journal	11/30/2015	WF11...	*	November - L...	106.2 - WF Ope...		179.76		741,779.10
Total 180.1 - Cost of securities - WF							179.76	0.00	741,779.10
180.2 - Unrealized gain/loss WF									64,150.38
General Journal	11/30/2015	UG11...	*	October 2015...	435 - Unrealize...			103,738.85	-37,588.47
Total 180.2 - Unrealized gain/loss WF							0.00	103,738.85	-37,588.47
180 - Marketable securities - Other									0.00
Total 180 - Marketable securities - Other									0.00
Total 180 - Marketable securities							179.76	103,738.85	704,190.63
1850 - Split-interest agreements									0.00
Total 1850 - Split-interest agreements									0.00

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Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
1900 - Collections - art, etc									0.00
Total 1900 - Collections - art, etc									0.00
200 - Accounts payable									2,714.00
Total 200 - Accounts payable									2,714.00
205 - Accrued Accounts Payable									0.00
Total 205 - Accrued Accounts Payable									0.00
226 - Scholarships									1,500.00
Total 226 - Scholarships									1,500.00
255 - Lease Payable									0.00
Total 255 - Lease Payable									0.00
2050 - Credit card									0.00
Total 2050 - Credit card									0.00
210 - Wells Fargo Business Card									0.00
Total 210 - Wells Fargo Business Card									0.00
212 - American Express									0.00
Total 212 - American Express									0.00
223 - US Bank Credit Card									-420.37
Credit Card Char...	11/19/2015			City of Reno NV		511 - Conferen...		1.00	-621.37
Credit Card Char...	11/19/2015			The Postal Depot		507 - Postage ...		63.90	-685.27
Credit Card Char...	11/20/2015			Amazon.com		505 - Supplies		61.73	-747.00
Credit Card Char...	11/20/2015			Amazon.com		505 - Supplies		61.73	-808.73
Credit Card Char...	11/20/2015			Amazon.com		505 - Supplies		61.73	-870.46
Credit Card Char...	11/20/2015			Amazon.com		505 - Supplies		61.73	-932.19
Credit Card Char...	11/23/2015			Dolan Toyota		518.1 - Mainte...		669.99	-1,602.18
Check	11/24/2015		all	US Bank		102 - US Bank ...	620.37		-981.81
Credit Card Char...	11/23/2015			mid-America Merch...		431.1 - BH&I CL...		1,060.48	-2,042.29
Credit Card Char...	11/25/2015			High Powered Mobile		509 - Equipme...		400.00	-2,442.29
Total 223 - US Bank Credit Card							620.37	2,442.29	-2,442.29
2120 - Accrued paid leave									0.00
Total 2120 - Accrued paid leave									0.00
215 - Accrued sales taxes									0.00
Total 215 - Accrued sales taxes									0.00
216 - Accrued Payroll									0.00
Total 216 - Accrued Payroll									0.00

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Type	Date	Num	Adj	Name	Memo	Sppl	Debit	Credit	Balance
217 - Insurance Liability									0.00
Total 217 - Insurance Liability									0.00
218 - Employee benefits payable									0.00
Total 218 - Employee benefits payable									0.00
220 - Payroll Liabilities									-39.00
Total 220 - Payroll Liabilities									-39.00
221 - Accrued Vacation									-8,060.31
Total 221 - Accrued Vacation									-8,060.31
222 - Future Event Revenue Received									0.00
Total 222 - Future Event Revenue Received									0.00
225 - Young Professionals Fund									0.00
Total 225 - Young Professionals Fund									0.00
227 - Scholarship Funds									-2,800.00
Total 227 - Scholarship Funds									-2,800.00
228 - Deferred Revenue									0.00
Total 228 - Deferred Revenue									0.00
230 - Due to Grantor									0.00
Total 230 - Due to Grantor									0.00
240 - Short-term liabilities - other									0.00
Total 240 - Short-term liabilities - other									0.00
250 - Line of credit payable									0.00
Total 250 - Line of credit payable									0.00
2610 - Split-interest liabilities									0.00
Total 2610 - Split-interest liabilities									0.00
250 - Long-term liabilities - other									0.00
Total 250 - Long-term liabilities - other									0.00
250a - Deferred Grant Revenue									0.00
Total 250a - Deferred Grant Revenue									0.00
251 - Note Payable - DC									0.00
Total 251 - Note Payable - DC									0.00
252 - Note Payable - Bins									0.00
Total 252 - Note Payable - Bins									0.00

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Type	Date	Num	Adj	Name	Memo	Sppl	Debit	Credit	Balance
260 - Custodial funds									0.00
Total 260 - Custodial funds									0.00
2710 - Bonds payable									0.00
Total 2710 - Bonds payable									0.00
2730 - Mortgages payable									0.00
Total 2730 - Mortgages payable									0.00
2750 - Capital leases									0.00
Total 2750 - Capital leases									0.00
300 - Opening Bal Equity									0.00
Total 300 - Opening Bal Equity									0.00
3000 - Unrestricted net assets									0.00
3009 - Transfers to/from unrestricted									0.00
Total 3009 - Transfers to/from unrestricted									0.00
3020 - Board-designated net assets									0.00
Total 3020 - Board-designated net assets									0.00
3030 - Board-desig - quasi-endowment									0.00
Total 3030 - Board-desig - quasi-endowment									0.00
3000 - Unrestricted net assets - Other									0.00
Total 3000 - Unrestricted net assets - Other									0.00
Total 3000 - Unrestricted net assets									0.00
310 - Unrestrict (retained earnings)									-517,888.62
Total 310 - Unrestrict (retained earnings)									-517,888.62
3100 - Temporarily restrict net asset									0.00
3110 - Use restricted net assets									0.00
Total 3110 - Use restricted net assets									0.00
3120 - Time restricted net assets									0.00
Total 3120 - Time restricted net assets									0.00
3100 - Temporarily restrict net asset - Other									0.00
Total 3100 - Temporarily restrict net asset - Other									0.00
Total 3100 - Temporarily restrict net asset									0.00
311 - Maint. Reserve (DC)									0.00
Total 311 - Maint. Reserve (DC)									0.00

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Type	Date	Num	Adj	Name	Memo	Spfl	Debit	Credit	Balance
312 - Restricted Building Reserve									0.00
Total 312 - Restricted Building Reserve									0.00
315 - Operating Reserve									-600,000.00
Total 315 - Operating Reserve									-600,000.00
318 - Temporarily Restricted									-970.50
Total 318 - Temporarily Restricted									-970.50
320 - Suspense Account									0.00
Total 320 - Suspense Account									0.00
3200 - Permanently restrict net assets									0.00
3210 - Endowment net assets									0.00
Total 3210 - Endowment net assets									0.00
3200 - Permanently restrict net assets - Other									0.00
Total 3200 - Permanently restrict net assets - Other									0.00
Total 3200 - Permanently restrict net assets									0.00
Other Income									-1,808.17
Total Other Income									-1,808.17
400 - Income - cash donations									-5,724.43
400 a - Start Something Pledges									0.00
Total 400 a - Start Something Pledges									0.00
400 b - United Way Designations									0.00
Total 400 b - United Way Designations									0.00
400 c - Employee donations via payroll									0.00
Total 400 c - Employee donations via payroll									0.00
401 - Corporate Gifts									-5,724.43
Deposit	11/04/2015			United Construction ...	BHBI 2014 pla...	102 - US Bank ...		1,250.00	-6,974.43
Deposit	11/04/2015	4688		Premier Physical Ther...	Deposit	102 - US Bank ...		250.00	-7,224.43
Deposit	11/30/2015	20615		Trudy Naumann	BHBI 2015	102 - US Bank ...		250.00	-7,474.43
Total 401 - Corporate Gifts							0.00	1,750.00	-7,474.43
431 - BHBI Giving Campaign									0.00
Total 431 - BHBI Giving Campaign									0.00

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Type	Date	Num	Adj	Name	Memo	Spfl	Debit	Credit	Balance
400 - Income - cash donations - Other									0.00
Deposit	11/04/2015	9134		James & Janice Hurl...	Deposit	102 - US Bank ...		2,000.00	-2,000.00
Total 400 - Income - cash donations - Other							0.00	2,000.00	-2,000.00
Total 400 - Income - cash donations							0.00	3,750.00	-9,474.43
402 - Third Party Events									-1,430.05
Deposit	11/04/2015	145		-MULTIPLE-	-MULTIPLE-	102 - US Bank ...		1,281.86	-2,711.91
Deposit	11/09/2015				wine and cha...	102 - US Bank ...		770.00	-3,481.91
Total 402 - Third Party Events							0.00	2,051.86	-3,481.91
403 - Individual Donations									-34,055.89
Deposit	11/04/2015			Louise Evans	Deposit	102 - US Bank ...		50.00	-34,105.89
Deposit	11/04/2015			Joseph Marabito	Deposit	102 - US Bank ...		250.00	-34,355.89
Deposit	11/04/2015	1881815		-MULTIPLE-	-MULTIPLE-	102 - US Bank ...		1,710.00	-36,065.89
Deposit	11/04/2015			-MULTIPLE-	-MULTIPLE-	102 - US Bank ...		283.53	-36,349.42
Deposit	11/04/2015			-MULTIPLE-	-MULTIPLE-	102 - US Bank ...		125.00	-36,474.42
Deposit	11/04/2015			Brooks Mancini	Deposit	102 - US Bank ...		250.00	-36,724.42
Deposit	11/14/2015			-MULTIPLE-	Deposit	102 - US Bank ...		108.33	-36,832.75
Deposit	11/14/2015			-MULTIPLE-	-MULTIPLE-	102 - US Bank ...		645.33	-37,478.08
Deposit	11/14/2015	5416		-MULTIPLE-	-MULTIPLE-	102 - US Bank ...		4,961.03	-42,439.11
Deposit	11/17/2015			BHBI 2015	BHBI 2015	102 - US Bank ...		955.00	-43,394.11
Deposit	11/17/2015			Courtney Kiley	BHBI 2015	102 - US Bank ...		30.00	-43,424.11
Deposit	11/17/2015			-MULTIPLE-	BHBI 2015	102 - US Bank ...		4,360.00	-47,784.11
Deposit	11/18/2015	2779		-MULTIPLE-	BHBI 2015	102 - US Bank ...		3,805.00	-51,589.11
Deposit	11/18/2015	660		-MULTIPLE-	BHBI 2015	102 - US Bank ...		2,400.00	-53,989.11
Deposit	11/19/2015			Angela Ash	BHBI 2015	102 - US Bank ...		150.00	-54,139.11
Deposit	11/23/2015			Bob Stecker	Deposit	102 - US Bank ...		200.00	-54,339.11
Deposit	11/23/2015			Jessica Sullivan	BHBI 2014	102 - US Bank ...		25.00	-54,364.11
Deposit	11/23/2015	105		-MULTIPLE-	-MULTIPLE-	102 - US Bank ...		2,700.00	-57,064.11
Deposit	11/24/2015			Blackboard	FAF 2015	102 - US Bank ...		740.05	-57,804.16
Deposit	11/30/2015	1815901		-MULTIPLE-	-MULTIPLE-	102 - US Bank ...		1,675.68	-59,479.84
Deposit	11/30/2015			-MULTIPLE-	Deposit	102 - US Bank ...		108.33	-59,588.17
Total 403 - Individual Donations							0.00	25,532.28	-59,588.17
404 - TVI									0.00
Total 404 - TVI									0.00
405 - Car Program									0.00
Total 405 - Car Program									0.00
407 - Rental Income									-1,536.00
Total 407 - Rental Income									-1,536.00

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Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
408 - Grant Revenue									-61,800.31
408 a - Federal Grants									0.00
Total 408 a - Federal Grants									0.00
408 b - State Grants									-10,800.31
Invoice	11/30/2015	JINN1...		JINN		120 - Grants re...		1,763.02	-12,563.33
Total 408 b - State Grants							0.00	1,763.02	-12,563.33
408 c - Local Grants									0.00
Total 408 c - Local Grants									0.00
408 d - Foundation Grants									-51,000.00
Deposit	11/30/2015	7366		-MULTIPLE-	-MULTIPLE-	102 - US Bank ...		6,280.00	-57,280.00
Total 408 d - Foundation Grants							0.00	6,280.00	-57,280.00
408 e - 8885A									0.00
Total 408 e - 8885A									0.00
408 f - United Way									0.00
Total 408 f - United Way									0.00
408 - Grant Revenue - Other									0.00
Total 408 - Grant Revenue - Other									0.00
Total 408 - Grant Revenue							0.00	8,043.02	-69,843.33
411 - Reserve									0.00
Total 411 - Reserve									0.00
429 - Special Events									-8,857.48
430 - Special Event-BFKS									0.00
430.1 - Special Event Expense-BFKS									0.00
Total 430.1 - Special Event Expense-BFKS									0.00
430 - Special Event-BFKS - Other									0.00
Total 430 - Special Event-BFKS - Other									0.00
Total 430 - Special Event-BFKS									0.00
432 - Special Event-Spring Splendor									0.00
432.1 - Special Event Exp-Spring Splend									0.00
Total 432.1 - Special Event Exp-Spring Splend									0.00
432 - Special Event-Spring Splendor - Other									0.00
Total 432 - Special Event-Spring Splendor - Other									0.00
Total 432 - Special Event-Spring Splendor									0.00

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Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
433 - Big Chefs, Big Gala									-8,857.48
433.1 - Big Chefs, Big Gala Expenses									142.52
Total 433.1 - Big Chefs, Big Gala Expenses									142.52
433 - Big Chefs, Big Gala - Other									-9,000.00
Total 433 - Big Chefs, Big Gala - Other									-9,000.00
Total 433 - Big Chefs, Big Gala									-8,857.48
429 - Special Events - Other									0.00
Total 429 - Special Events - Other									0.00
Total 429 - Special Events									-8,857.48
440 - Capital Campaign Income									0.00
Total 440 - Capital Campaign Income									0.00
444 - Donation Center Revenue									-134,765.59
444a - Donated Goods Collected									-116,607.40
Invoice	11/30/2015	Saves...		Saves	Delivered soft...	122 - Saver's R...		21,600.62	-138,208.02
Total 444a - Donated Goods Collected							0.00	21,600.62	-138,208.02
444b - On-Site Deliveries									-17,444.70
Invoice	11/30/2015	Saves...		Saves	On Site Delivery	122 - Saver's R...		3,357.22	-20,801.92
Total 444b - On-Site Deliveries							0.00	3,357.22	-20,801.92
444c - DC Expense Reimbursements									0.00
Total 444c - DC Expense Reimbursements									0.00
444d - Furniture Donations									0.00
Total 444d - Furniture Donations									0.00
444 - Donation Center Revenue - Other									-713.49
Total 444 - Donation Center Revenue - Other									-713.49
Total 444 - Donation Center Revenue							0.00	24,957.84	-159,723.43
450 - Misc. Income									-5,840.71
409 - Interest Income									-3.12
Deposit	11/30/2015				Interest	102 - US Bank ...		0.43	-3.55
General Journal	11/30/2015	WF11/...			November -	106.2 - WF Ope...		0.02	-3.57
Total 409 - Interest Income							0.00	0.45	-3.57
450.1 - Medical Loss Ratio Rebate									0.00
Total 450.1 - Medical Loss Ratio Rebate									0.00

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Type	Date	Num	Adj	Name	Memo	Spcl	Debit	Credit	Balance
431 - Gornishment Fee Income									0.00
Total 431 - Gornishment Fee Income									0.00
481 - Dividends Received									-5,525.19
General Journal	11/30/2015	WF11/...			November A...	106.2 - WF Opa...		886.18	-6,411.37
Total 481 - DMidends Received							0.00	886.18	-6,411.37
499 - In Kind Donations									0.00
Total 499 - In Kind Donations									0.00
450 - Misc. Income - Other									-312.40
Total 450 - Misc. Income - Other									-312.40
Total 450 - Misc. Income							0.00	886.63	-6,727.34
6900 - Assets released fr restrictions									0.00
6910 - Satisfaction of use restric									0.00
Total 6910 - Satisfaction of use restric									0.00
6920 - LB&E acquisition satisfaction									0.00
Total 6920 - LB&E acquisition satisfaction									0.00
6930 - Time restriction satisfaction									0.00
Total 6930 - Time restriction satisfaction									0.00
6900 - Assets released fr restrictions - Other									0.00
Total 6900 - Assets released fr restrictions - Other									0.00
Total 6900 - Assets released fr restrictions									0.00
50000 - Cost of Goods Sold									0.00
Total 50000 - Cost of Goods Sold									0.00
500 - Grant costs - direct									2,359.86
500.1 - Grant subcontractors									0.00
Total 500.1 - Grant subcontractors									0.00
500.2 - Background Checks - Volunteers									2,352.61
Check	11/10/2015	9542390		Fingerprinting Express		102 - US Bank ...	171.00		2,523.61
Total 500.2 - Background Checks - Volunteers							171.00	0.00	2,523.61
500.3 - Research Expense									0.00
Total 500.3 - Research Expense									0.00

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500 - Grant costs - direct - Other									7.25
Total 500 - Grant costs - direct - Other									7.25
Total 500 - Grant costs - direct							171.00	0.00	2,530.86
501 - Payroll Expense									219,150.18
501.1.1 - Reserve Funded Payroll									0.00
Total 501.1.1 - Reserve Funded Payroll									0.00
501 - Payroll Expense - Other									219,150.18
Check	11/15/2015	11151...		BBSSNN payroll	PPE 11/15/15 ...	102 - US Bank ...	23,804.34		242,954.52
Check	11/15/2015	11151...		BBSSNN payroll	-MULTIPLE-	102 - US Bank ...		1,897.51	241,057.01
Check	11/15/2015	11489		McNemey, Matthew	to reverse ma...	102 - US Bank ...	819.28		241,876.29
Check	11/15/2015	11488		Sullivan, Joseph	to reverse ma...	102 - US Bank ...	1,078.23		242,954.52
Check	11/30/2015	11301...		BBSSNN payroll	PPE 11/30/15 ...	102 - US Bank ...	23,711.54		266,666.06
Check	11/30/2015	11301...		BBSSNN payroll	-MULTIPLE-	102 - US Bank ...		2,096.05	264,570.01
Check	11/30/2015	11491		McNemey, Matthew	to reverse ma...	102 - US Bank ...	957.79		265,527.80
Check	11/30/2015	11490		Sullivan, Joseph	to reverse ma...	102 - US Bank ...	1,190.91		266,718.71
General Journal	11/30/2015	PR0a...			Gross pay aL...	-SPLIT-	47,345.58		314,064.29
General Journal	11/30/2015	PR0a...			Gross pay aL...	501 - Payroll Ex...		47,345.58	266,718.71
Total 501 - Payroll Expense - Other							98,907.67	51,339.14	266,718.71
Total 501 - Payroll Expense							98,907.67	51,339.14	266,718.71
502 - Employee Benefit Expense									32,693.25
502.1 - Health Insurance									30,479.78
Check	11/15/2015	11151...		BBSSNN payroll	PPE 11/15/15 ...	102 - US Bank ...		421.71	30,058.07
Check	11/17/2015	9628746		United Healthcare		102 - US Bank ...	5,140.50		35,198.57
Check	11/17/2015	9628746		United Healthcare		102 - US Bank ...		1,347.67	33,850.90
Check	11/24/2015	9720139		BEST Life		102 - US Bank ...	531.82		34,382.72
Check	11/24/2015	9720139		BEST Life		102 - US Bank ...		28.38	34,254.34
Check	11/30/2015	11301...		BBSSNN payroll	PPE 11/30/15 ...	102 - US Bank ...		411.84	33,942.50
Total 502.1 - Health Insurance							5,672.32	2,209.60	33,942.50
502.2 - Workman's Compensation									1,639.40
Check	11/10/2015	all		Nevada Retail Meth...		102 - US Bank ...	358.43		1,997.91
Total 502.2 - Workman's Compensation							358.43	0.00	1,997.91
502.3 - 403b contributions									562.05
Check	11/15/2015	11151...		Mass Mutual/Martior...		102 - US Bank ...	672.74		1,234.79
Check	11/15/2015	11151...		BBSSNN payroll	PPE 11/15/15 ...	102 - US Bank ...		672.74	562.05
Check	11/30/2015	11301...		Mass Mutual/Martior...		102 - US Bank ...	616.34		1,178.39
Check	11/30/2015	11301...		BBSSNN payroll	PPE 11/30/15 ...	102 - US Bank ...		616.34	562.05
Total 502.3 - 403b contributions							1,289.08	1,289.08	562.05

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Type	Date	Num	Adj	Name	Memo	Sppl	Debit	Credit	Balance
502.4 - Reimbursable Unemployment									11.94
Total 502.4 - Reimbursable Unemployment									11.94
502.5 - Employee Donations to BBBSNN									0.00
Total 502.5 - Employee Donations to BBBSNN									0.00
502 - Employee Benefit Expense - Other									0.00
General Journal	11/30/2015	EEBen...	*		EE Benefits A/L	-SPLIT-	3,028.21		3,028.21
General Journal	11/30/2015	EEBen...	*		EE Benefits A/L	502 - Employee...		3,028.21	0.00
Total 502 - Employee Benefit Expense - Other							3,028.21		0.00
Total 502 - Employee Benefit Expense							10,348.04	6,526.89	36,514.40
503 - Payroll Tax Expense									18,062.64
Check	11/15/2015	11151...		BBBSNN payroll		102 - US Bank ...	6,127.27		24,189.91
Check	11/15/2015	11151...		BBBSNN payroll	PPE 11/15/15 ...	102 - US Bank ...		4,338.50	19,251.41
Check	11/30/2015	11301...		BBBSNN payroll		102 - US Bank ...	6,188.79		26,040.20
Check	11/30/2015	11301...		BBBSNN payroll	PPE 11/30/15 ...	102 - US Bank ...		4,406.40	21,633.80
General Journal	11/30/2015	PRC6a...	*		Gross pay off...	501 - Payroll Ex...	3,570.83		25,204.63
General Journal	11/30/2015	PRC6a...	*		Gross pay off...	501 - Payroll Ex...		3,570.83	21,633.80
Total 503 - Payroll Tax Expense							15,886.89	12,315.73	21,633.80
504 - Professional Fees									19,466.25
504.3 - Payroll Processing									694.00
Check	11/04/2015	efl		Nevada Payroll Serv...		102 - US Bank ...	80.00		774.00
Check	11/19/2015	efl		Nevada Payroll Serv...		102 - US Bank ...	76.00		850.00
Total 504.3 - Payroll Processing							156.00	0.00	850.00
504.4 - Database Fees									0.00
Total 504.4 - Database Fees									0.00
504.5 - Accounting/Legal Fees									18,972.25
Check	11/10/2015	9542800		Eida Bally		102 - US Bank ...	3,500.00		22,472.25
Total 504.5 - Accounting/Legal Fees							3,500.00	0.00	22,472.25
504.7 - Technical Services									0.00
Total 504.7 - Technical Services									0.00
504.8 - Contractual Services									0.00
Total 504.8 - Contractual Services									0.00
504.9 - Professional Fees-Other									0.00
Total 504.9 - Professional Fees-Other									0.00

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Type	Date	Num	Adj	Name	Memo	Sppl	Debit	Credit	Balance
504 - Professional Fees - Other									0.00
Total 504 - Professional Fees - Other									0.00
Total 504 - Professional Fees							3,656.00	0.00	23,322.25
505 - Supplies									1,899.00
Check	11/04/2015	9477059		First Choice Services		102 - US Bank ...	39.95		1,938.95
Check	11/04/2015	9474300		Stopics		102 - US Bank ...	225.25		2,164.20
Check	11/10/2015	efl		Olson, Amanda		102 - US Bank ...	13.98		2,178.18
Check	11/17/2015	9429331		Stopics		102 - US Bank ...	63.20		2,241.38
Credit Card Char...	11/20/2015			Amazon.com		223 - US Bank ...	61.73		2,303.11
Credit Card Char...	11/20/2015			Amazon.com		223 - US Bank ...	61.73		2,364.84
Credit Card Char...	11/20/2015			Amazon.com		223 - US Bank ...	61.73		2,426.57
Credit Card Char...	11/20/2015			Amazon.com		223 - US Bank ...	61.73		2,488.30
Total 505 - Supplies							591.30	0.00	2,490.30
506 - Telephone/Internet Expense									2,408.60
Check	11/10/2015	efl		AT&T		102 - US Bank ...	61.05		2,499.65
Check	11/13/2015	efl		Star 2 Star		102 - US Bank ...	396.66		2,896.31
Check	11/24/2015	9721075		at&t U-Verse		102 - US Bank ...	67.00		2,963.31
Check	11/24/2015	efl		Charler Media		102 - US Bank ...	91.25		3,054.56
Total 506 - Telephone/Internet Expense							616.06	0.00	3,054.56
507 - Postage and Delivery									12,481.67
507.1 - Direct Mail									0.00
Total 507.1 - Direct Mail									0.00
507 - Postage and Delivery - Other									12,481.67
Check	11/04/2015	efl		CSG Direct		102 - US Bank ...	3,563.72		16,045.39
Credit Card Char...	11/19/2015			The Postal Depot		223 - US Bank ...	63.90		16,109.29
General Journal	11/30/2015	Post M...	*		Postage Nov...	-SPLIT-	81.97		16,191.26
Total 507 - Postage and Delivery - Other							3,709.59	0.00	16,191.26
Total 507 - Postage and Delivery							3,709.59	0.00	16,191.26
508 - Occupancy Expense									11,000.00
508.1 - Moving Expense									0.00
Total 508.1 - Moving Expense									0.00
508.2 - Office Repairs & Maintenance									0.00
Total 508.2 - Office Repairs & Maintenance									0.00

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Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
508 - Occupancy Expense - Other									
Check	11/10/2015	9542461		Boys and Girls Club ...		102 - US Bank ...	3,000.00		11,000.00
Check	11/10/2015	9341632		Cabrera Cleaning		102 - US Bank ...	500.00		14,000.00
Total 508 - Occupancy Expense - Other							3,500.00	0.00	14,500.00
Total 508 - Occupancy Expense									
							3,500.00	0.00	14,500.00
509 - Equipment Lease/Maint Expense									
Check	11/10/2015	9541725		LEAF		102 - US Bank ...	195.37		2,118.88
Check	11/17/2015	9427901		Canon Solutions Am... CH0857		102 - US Bank ...	178.35		2,314.25
Credit Card Char...	11/25/2015			High Powered Mobile		223 - US Bank ...	400.00		2,492.60
Total 509 - Equipment Lease/Maint Expense							773.72	0.00	2,892.60
510 - Travel Expenses									
510.1 - Mileage reimbursements									
Check	11/04/2015	off		Merriam, Jennifer		102 - US Bank ...	23.58		787.50
Check	11/10/2015	off		Butler, Ashley		102 - US Bank ...	17.31		348.97
Check	11/10/2015	off		Olson, Amanda		102 - US Bank ...	4.60		372.55
Total 510.1 - Mileage reimbursements							45.49	0.00	389.86
510.2 - Transportation/Lodging/meals									
Total 510.2 - Transportation/Lodging/meals									394.46
510 - Travel Expenses - Other									
Total 510 - Travel Expenses - Other									438.53
Total 510 - Travel Expenses									
							45.49	0.00	438.53
511 - Conference/Meeting Expense									
Credit Card Char...	11/19/2015			City of Reno NV		223 - US Bank ...	1.00		563.70
Total 511 - Conference/Meeting Expense							1.00	0.00	564.70
512 - Printing and Publications									
Check	11/04/2015	off		CSG Direct		102 - US Bank ...	1,432.00		8,106.67
Total 512 - Printing and Publications							1,432.00	0.00	9,538.67
513 - Advertising Expense									
513a - Classified Ads									
Total 513a - Classified Ads									5,000.00
513b - Marketing Ads									
Total 513b - Marketing Ads									0.00

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Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
513c - Marketing Ads - reserve funds									
Total 513c - Marketing Ads - reserve funds									0.00
513 - Advertising Expense - Other									
Total 513 - Advertising Expense - Other									5,000.00
Total 513 - Advertising Expense									
									5,000.00
514 - Insurance Expense									
Total 514 - Insurance Expense									11,698.30
515 - Awards Expenses									
Scholarship Expense									
Total Scholarship Expense									0.00
515 - Awards Expenses - Other									
Total 515 - Awards Expenses - Other									0.00
Total 515 - Awards Expenses									
									0.00
516 - Truck Leasing Expense									
516.1 - Truck Maintenance Exp.									
Total 516.1 - Truck Maintenance Exp.									9,120.48
516.2 - Fuel Expense									
Total 516.2 - Fuel Expense									0.00
516 - Truck Leasing Expense - Other									
Check	11/01/2015	off		Comdata		102 - US Bank ...	124.39		9,244.87
Check	11/10/2015	off		Penske Truck Leas... 60632600-7777		102 - US Bank ...	3,558.59		12,803.46
Check	11/12/2015	off		Comdata		102 - US Bank ...	136.68		12,940.14
Check	11/19/2015	off		Comdata		102 - US Bank ...	136.80		13,076.94
Check	11/23/2015	off		Comdata		102 - US Bank ...	88.48		13,165.42
Total 516 - Truck Leasing Expense - Other							4,044.94	0.00	13,165.42
Total 516 - Truck Leasing Expense									
							4,044.94	0.00	13,165.42
517 - Utility Expense									
Total 517 - Utility Expense									0.00
518 - Vehicle Expense									
518.1 - Maintenance/Registration									
Credit Card Char...	11/23/2015			Daton Toyota		223 - US Bank ...	669.99		0.00
Total 518.1 - Maintenance/Registration							669.99	0.00	669.99
518.2 - fuel Expense									
Total 518.2 - Fuel Expense									30.00

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518 - Vehicle Expense - Other									0.00
Total 518 - Vehicle Expense - Other									0.00
Total 518 - Vehicle Expense							469.99	0.00	469.99
519 - 8885A Membership Expense									4,868.92
General Journal	11/30/2015	88851...	*		Amortization ...	177 - Prepaid ...	683.90		5,752.82
General Journal	11/30/2015	8885A...	*		Amortization ...	177 - Prepaid ...	333.33		6,086.15
Total 519 - 8885A Membership Expense							1,217.23	0.00	6,086.15
520 - Dues and Subscriptions									175.00
Total 520 - Dues and Subscriptions									175.00
521 - Reserve Expense									0.00
Total 521 - Reserve Expense									0.00
522 - Training Expenses									0.00
Total 522 - Training Expenses									0.00
523 - Fundraising Expense									3,860.40
431.1 - BHBI Giving Campaign Expenses									800.00
Check	11/24/2015	9720812		Affinity	BHBI 2015	102 - US Bank ...	2,496.44		3,496.44
Credit Card Char...	11/25/2015			mid-America Merch...		223 - US Bank ...	1,060.48		4,557.12
Total 431.1 - BHBI Giving Campaign Expenses							3,757.12	0.00	4,557.12
523.1 - 3rd Party Events									0.00
Total 523.1 - 3rd Party Events									0.00
523 - Fundraising Expense - Other									3,040.40
General Journal	11/30/2015	88ba...	*		Amortization ...	177 - Prepaid ...	344.94		3,485.34
General Journal	11/30/2015	Block...	*		Amortization I...	177 - Prepaid ...	208.33		3,613.67
General Journal	11/30/2015	Block...	*		Amortization I...	177 - Prepaid ...	211.87		3,825.54
Total 523 - Fundraising Expense - Other							765.14	0.00	3,825.54
Total 523 - Fundraising Expense							4,522.26	0.00	8,382.66
524 - Car Program Expense									0.00
Total 524 - Car Program Expense									0.00
525 - Match Activity Expense									-150.00
Check	11/17/2015	9628628		Grand Sierra Resort ...		102 - US Bank ...	750.00		600.00
Total 525 - Match Activity Expense							750.00	0.00	600.00
526 - IT Services									62.50
Total 526 - IT Services									62.50

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Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
528 - Drop Box Expense									0.00
Total 528 - Drop Box Expense									0.00
529 - Scholarship Expense									0.00
Total 529 - Scholarship Expense									0.00
531 - Special Event Expense-Golf									0.00
Total 531 - Special Event Expense-Golf									0.00
532 - Special Event Expense-DSH									0.00
Total 532 - Special Event Expense-DSH									0.00
533 - Special Event Expense-Other									0.00
Total 533 - Special Event Expense-Other									0.00
534 - Bank Fees									1,943.65
534.3 - Investment Advisory Fees									1,848.21
Total 534.3 - Investment Advisory Fees									1,848.21
534.4 - Transaction fees									0.00
Total 534.4 - Transaction fees									0.00
534 - Bank Fees - Other									56.44
Check	11/30/2015				Service Charge	102 - US Bank ...	19.00		75.44
Total 534 - Bank Fees - Other							19.00	0.00	75.44
Total 534 - Bank Fees							19.00	0.00	1,943.65
535 - Merchant processing fees									434.03
535.1 - AMEX fees									52.23
Check	11/05/2015	off		American Express		102 - US Bank ...	45.12		97.35
Total 535.1 - AMEX fees							45.12	0.00	97.35
535 - Merchant processing fees - Other									381.80
Check	11/02/2015	off		Intuit		102 - US Bank ...	19.95		401.75
Check	11/02/2015	off		Intuit		102 - US Bank ...	88.96		490.71
Check	11/09/2015	off		Intuit		102 - US Bank ...	18.07		508.78
Total 535 - Merchant processing fees - Other							126.98	0.00	508.78
Total 535 - Merchant processing fees							172.10	0.00	604.13
539 - DHHS Carson Exp									0.00
Total 539 - DHHS Carson Exp									0.00
545 - Donation Center Expense									0.00
Total 545 - Donation Center Expense									0.00

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Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
550 - Indirect Costs									0.00
Total 550 - Indirect Costs									0.00
555 - Miscellaneous Expenses									0.00
Total 555 - Miscellaneous Expenses									0.00
560 - 8885 National									0.00
Total 560 - 8885 National									0.00
565 - Interest Expense									38.81
Total 565 - Interest Expense									38.81
566 - Fines and penalties									0.00
Total 566 - Fines and penalties									0.00
567 - Recruitment									172.35
Total 567 - Recruitment									172.35
66000 - Payroll Expenses									0.00
Total 66000 - Payroll Expenses									0.00
66900 - Reconciliation Discrepancies									0.00
Total 66900 - Reconciliation Discrepancies									0.00
69800 - Uncategorized Expenses									0.00
Total 69800 - Uncategorized Expenses									0.00
435 - Unrealized Invest. Gain (Loss)									22,034.96
General Journal	11/30/2015	UGL11...			October 2015...	180.2 - Unver02...	103,738.85		125,773.81
Total 435 - Unrealized Invest. Gain (Loss)							103,738.85	0.00	125,773.81
480 - Realized Invest. Gain (Loss)									0.00
Total 480 - Realized Invest. Gain (Loss)									0.00
610 - Asset Disposal Gain (Loss)									0.00
Total 610 - Asset Disposal Gain (Loss)									0.00
540 - Depreciation Expense									5,912.36
General Journal	11/30/2015	Depr...			Monthly depr...	155 - Accumul...	1,478.09		7,390.45
Total 540 - Depreciation Expense							1,478.09	0.00	7,390.45
600 - Uncollectable Pledges									0.00
Total 600 - Uncollectable Pledges									0.00
620 - Other nonoperating charges									0.00
Total 620 - Other nonoperating charges									0.00

11:07 AM  
01/08/16  
Accrual Basis

Big Brothers Big Sisters of Northern Nevada Inc.  
General Ledger  
As of November 30, 2015

Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
9800 - fixed asset purchases									0.00
9810 - Capital purchases - land									0.00
Total 9810 - Capital purchases - land									0.00
9820 - Capital purchases - building									0.00
Total 9820 - Capital purchases - building									0.00
9830 - Capital purchases - equipment									0.00
Total 9830 - Capital purchases - equipment									0.00
9840 - Capital purchases - vehicles									0.00
Total 9840 - Capital purchases - vehicles									0.00
9800 - Fixed asset purchases - Other									0.00
Total 9800 - Fixed asset purchases - Other									0.00
Total 9800 - Fixed asset purchases									0.00
9930 - Program admin allocations									0.00
Total 9930 - Program admin allocations									0.00
999 - Clearing Account									0.00
Total 999 - Clearing Account									0.00
No acct									0.00
Total no acct									0.00
TOTAL							434,949.04	434,949.04	0.00

11:06 AM  
01/08/16  
Accrual Basis

Big Brothers Big Sisters of Northern Nevada Inc.  
**Balance Sheet**  
As of November 30, 2015

	Nov 30, 15
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
102 - US Bank Checking	29,701.27
104.1 - WF Operating Fund	2,941.35
104.2 - WF Operating Reserve	1,097.29
107.1 - BW CD	27,535.02
<b>Total Checking/Savings</b>	61,274.93
<b>Accounts Receivable</b>	
115 - Current Pledges Receivable	13,528.30
116 - Long term Pledges Receivable	4,323.19
120 - Grants receivable	5,886.14
122 - Saver's Receivable	24,957.21
<b>Total Accounts Receivable</b>	50,694.84
<b>Other Current Assets</b>	
174 - Prepaid Postage	1,913.81
177 - Prepaid Dues & Fees	2,693.19
<b>Total Other Current Assets</b>	4,607.00
<b>Total Current Assets</b>	116,576.77
<b>Fixed Assets</b>	
150 - Furniture, fixtures, & equip	142,614.34
151 - Vehicle	20,248.75
155 - Accumulated Depreciation	-137,163.93
<b>Total Fixed Assets</b>	45,699.16
<b>Other Assets</b>	
180 - Marketable securities	704,190.63
<b>Total Other Assets</b>	704,190.63
<b>TOTAL ASSETS</b>	<u>866,466.56</u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
200 - Accounts payable	-2,714.00
224 - Scholarships	-1,500.00
<b>Total Accounts Payable</b>	-4,214.00

Page 1

11:06 AM  
01/08/16  
Accrual Basis

Big Brothers Big Sisters of Northern Nevada Inc.  
**Balance Sheet**  
As of November 30, 2015

	Nov 30, 15
<b>Credit Cards</b>	
223 - US Bank Credit Card	2,442.29
<b>Total Credit Cards</b>	2,442.29
<b>Other Current Liabilities</b>	
220 - Payroll Liabilities	39.00
221 - Accrued Vacation	8,080.31
227 - Scholarship Funds	2,800.00
<b>Total Other Current Liabilities</b>	10,919.31
<b>Total Current Liabilities</b>	9,147.60
<b>Total Liabilities</b>	9,147.60
<b>Equity</b>	
310 - Unrestricted (retained earnings)	517,898.42
315 - Operating Reserve	600,000.00
318 - Temporarily Restricted	970.50
<b>Net Income</b>	-261,540.16
<b>Total Equity</b>	857,318.96
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u>866,466.56</u>

Page 2



**Community Development Block Grant (CDBG)  
Program Application  
Fiscal Year 2016-2017**

**GENERAL INFORMATION**

PLEASE READ ATTACHED INSTRUCTIONS ON PAGE NN FOR MORE INFORMATION.

APPLICATIONS ARE DUE: JANUARY 15, 2016, 4:00 P.M.

PLEASE SUBMIT THE ORIGINAL PLUS 2 COPIES TO: Janice Keillor

Carson City Dept. of Finance  
201 N. Carson St., Ste. 3  
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. An electronic version of this document is available at CARSON.ORG/CDBG.

**APPLICANT INFORMATION**

<b>Agency Name:</b> CLEAR CREEK BOWMEN & CARSON CITY PARKS & RECREATION DEPT	
<b>Agency Mailing Address:</b> 3303 Bulli Ln #9 Carson City, NV 89701	
<b>Project Name:</b> CENTENNIAL PARK ARCHERY RANGE - ADA IMPROVEMENT	
<b>Project Address/Location:</b> CENTENNIAL PARK ARCHERY RANGE - HWY 50 E	
<b>Agency Director:</b> ROGER MOELLENDORF	
<b>Board Chairperson:</b>	
<b>Contact Person:</b> TOM HOWELL - 884-2678 OR JIM DAVIS 883-0389	
<b>Phone Number:</b> 883-0389	<b>Email:</b> davis7156@sbcglobal.net
<b>Fax:</b>	<b>Website (if applicable):</b> clearcreekbowmen.com
<b>How long has your organization been in existence?</b>	<b>In Carson City?</b> 40 years

**PROJECT FUNDING**

<b>Requested amount:</b>	\$18,061.50
<b>Other funding:</b>	
<b>Total project cost:</b>	\$18,061.50

**PROJECT SUMMARY**

Please provide a brief summary of the proposed project (not the organization), including what the project is, who will be served, how many will be served, and where will it take place. The description should be no more than five sentences.

The focus of this project is to provide ADA access to the Target area of the Centennial Park Archery Range. Current access is not suitable for wheelchair bound archers. By adding an access Ramp and hard surface at the target line the facility will be functional for handicapped individuals

**FUNDING CATEGORY**

<input checked="" type="checkbox"/> Public Improvements	<input type="checkbox"/> Public Services
<input type="checkbox"/> Economic Development	<input type="checkbox"/> Housing

## 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 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 centers, senior centers, health centers, parking, landscaping, 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

**XX** \_\_\_ Removal of Architectural Barriers, Handicapped Accessibility

\_\_\_ Housing Rehabilitation (weatherization)

\_\_\_ Historic Preservation

\_\_\_ Commercial or Industrial Rehabilitation, including façade improvements and correction of code violations

\_\_\_ Special Economic Development or assistance to microenterprises

## PROJECT DESCRIPTION

The Five-year Consolidated Plan identifies priority community development needs for Carson City (see table on page 13). 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. (please use allotted space)

This is a new project that will benefit the handicapped/disadvantaged residents of Carson City and the surrounding area. The Clear Creek Bowmen have been actively involved in setting up temporary archery ranges at various locations for use by the Wounded Warriors. By making these ADA modifications to the Archery Facility it will encourage the Physically Challenged individuals to become involved in the Archery hobby.

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

N/A

3. Describe who will benefit from the proposed project.

Handicapped individuals attending Archery Shoots (every Tuesday Night) or just practicing Archery Target shooting at the Centennial Park Archery Range.

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       Severely Disabled Adults       Migrant Farm Workers  
 Elderly       Other (Please explain)

5. If your project will not be serving a limited clientele, 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:

By definition: Handicapped individuals are considered low to moderate income. The Clear Creek Bowmen provide Archery equipment, and instruction during the months of March through October at NO COST to the public. The project will allow us to provide this service to the handicapped as well as the general public.

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

Permit, Construction, & Material costs to build a ADA Concrete walkway and other related ADA equipment (handicapped signs, sanitary facility, etc) needed to complete the project.

7. Can your organization reduce the need for grant funding in the future and become self-sustaining? Explain.

NO. Clear Creek Bowmen Archery Club is a Non-Profit organization 501 (c) 7

8. Can you still proceed with your project if you are awarded partial funding? Please provide a detailed explanation.

No, partial funding would not be suitable for this project due to the many specific & detailed requirements placed on facilities to be ADA compliant.

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

No. Centennial Park Archery Range (Carson City property) is the only Archery Range in this area.

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

Target Area (specify geographic area) Centennial Park Archery Range  
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.)

Stand Alone Project

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?

City of Carson City - Parks & Recreation

5. With whom will title be vested upon completion?

City of Carson City

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

Yes  No  N/A

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

Yes  No  N/A

**For CDBG Economic Development projects ONLY:**

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

**For CDBG Housing Projects please indicate:**

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

The number of persons to be benefited: \_\_\_\_\_

## 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?

Projecting a utilization number would not have any validity at this time. However the response we have had at other Wounded Warrior events off site has been very good. If we can provide a suitable venue at the archery range, the disabled veteran participation will follow.

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

All the disabled by definition are considered Low Income individuals. We have no statistics on the number of disabled in Carson City; however there is no non-commercial Archery Range with handicapped access in the Northern Nevada Area.

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

A major problem with the disabled person is finding a sport, hobby, or outlet that enables them to participate and compete on an equal basis with everyone else. Archery is that discipline. Our objective is to provide a venue where everyone can compete equally.

4. How do you plan to track clients served?

A report will be provided quarterly indicating handicapped useage at weekly club events. As the Range is open to the public 24/7 it is not possible to track total useage.

**PROJECT BUDGET**

Complete the Budget Summary chart below. This information is mandatory in order to be considered for a CDBG Grant. Detailed calculations must be attached in support of the proposed budget. Other funding is not required but will increase your score. Amount must match "Other Funding" from page #1. Also attach Profit and Loss Statement, General Ledger, and Balance Sheet. Attach copies of funding commitment letters or other evidence of funding support, if applicable.

Project Title:	Requested Amount	Other Funding	In-Kind	Total Funds
<b>Project Expenses FY 2016-17</b>				
Concrete & Labor	\$9000.00			
Handicapped Signs & Striping	\$1100.00			
Handicapped Sanitary Facility	\$1000.00			
Mob/Demob @ 4%	\$ 444.00			
Design/Survey @ 15%	\$1665.00			
CM @ 7%	\$ 777.00			
Project Mang @ 10%	\$1100.00			
Testing @4%	\$ 444.00			
Permitting @ 1.5%	\$ 166.50			
Advertising	\$ 700.00			
Contingency @ 15%	\$1665.00			
<b>TOTALS</b>	<b>\$18,061.50</b>			

**AGENCY ASSETS**

Unrestricted cash	
Restricted cash*	
<b>Total cash on hand</b>	

\*If restricted cash, attach description and amount of restriction

Have you applied for or received any funds or in-kind contributions from Carson City? If so, please describe.

No

## BUDGET JUSTIFICATION

Please list each project expense from the previous page and explain in more detail. Include calculations. Use additional pages if necessary.

PROJECT EXPENSE	AMOUNT BUDGETED	JUSTIFICATION OF EXPENSE
Concrete & Labor	\$9000.00	Concrete 1060 sp ft @ \$5.50/ft + Labor @ 3.48 /ft
Handicapped Sign & Striping	\$1100.00	
Handicapped Sanitary Facility	\$1000.00	
Mob/Demob @ 4%	\$ 444.00	Carson City Soft Cost percentage
Design/Survey @ 10%	\$1665.00	
CM @7%	\$ 777.00	
Project Mang @ 10%	\$1100.00	
Testing @4%	\$ 444.00	
Permitting @1.5%	\$ 166.50	
Advertising	\$ 700.00	Carson City Soft Cost percentage
Contingency @ 15%	\$1665.00	
<b>TOTAL</b>	<b>\$18,061.50</b>	

**PROJECT ADMINISTRATION**

**AGENCY DIRECTOR**

<b>Name:</b>	Roger Moellendorf
<b>Title:</b>	Carson City Parks & Recreation Director
<b>Address</b>	851 W William St Carson City, NV
<b>Phone number:</b>	775 887-2290
<b>Email:</b>	

**PROJECT MANAGER**

<b>Name:</b>	Vern Krahn
<b>Title:</b>	Senior Park Planner
<b>Address</b>	3303 Buttl Way, Building #9, Carson City, NV
<b>Phone number:</b>	775 283-7340
<b>Email:</b>	

**FISCAL MANAGER**

<b>Name:</b>	Darla Wirth
<b>Title:</b>	Carson City Dept of Business Manager
<b>Address</b>	851 W William St Carson City, NV
<b>Phone number:</b>	775 887-2300
<b>Email:</b>	

**PERFORMANCE TRACKING CONTACT**

<b>Name:</b>	Vern Krahn
<b>Title:</b>	Senior Park Planner
<b>Address</b>	3303 Buttl Way, Building #9, Carson Cit, NV
<b>Phone number:</b>	775 283-7340
<b>Email:</b>	

**AGENCY INFORMATION**

Date of incorporation	
Date of IRS certification	
Tax exempt number	
DUNS#: ( <a href="http://www.dnb.com/get-a-duns-number.html">http://www.dnb.com/get-a-duns-number.html</a> )	

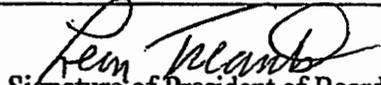
Attach items 1-6 to your application. Item 7 is optional. Please list and reference any additional attachments you are providing with your application. Do not include attachments unless they are needed to understand the project.

**INDEX OF ATTACHMENTS**

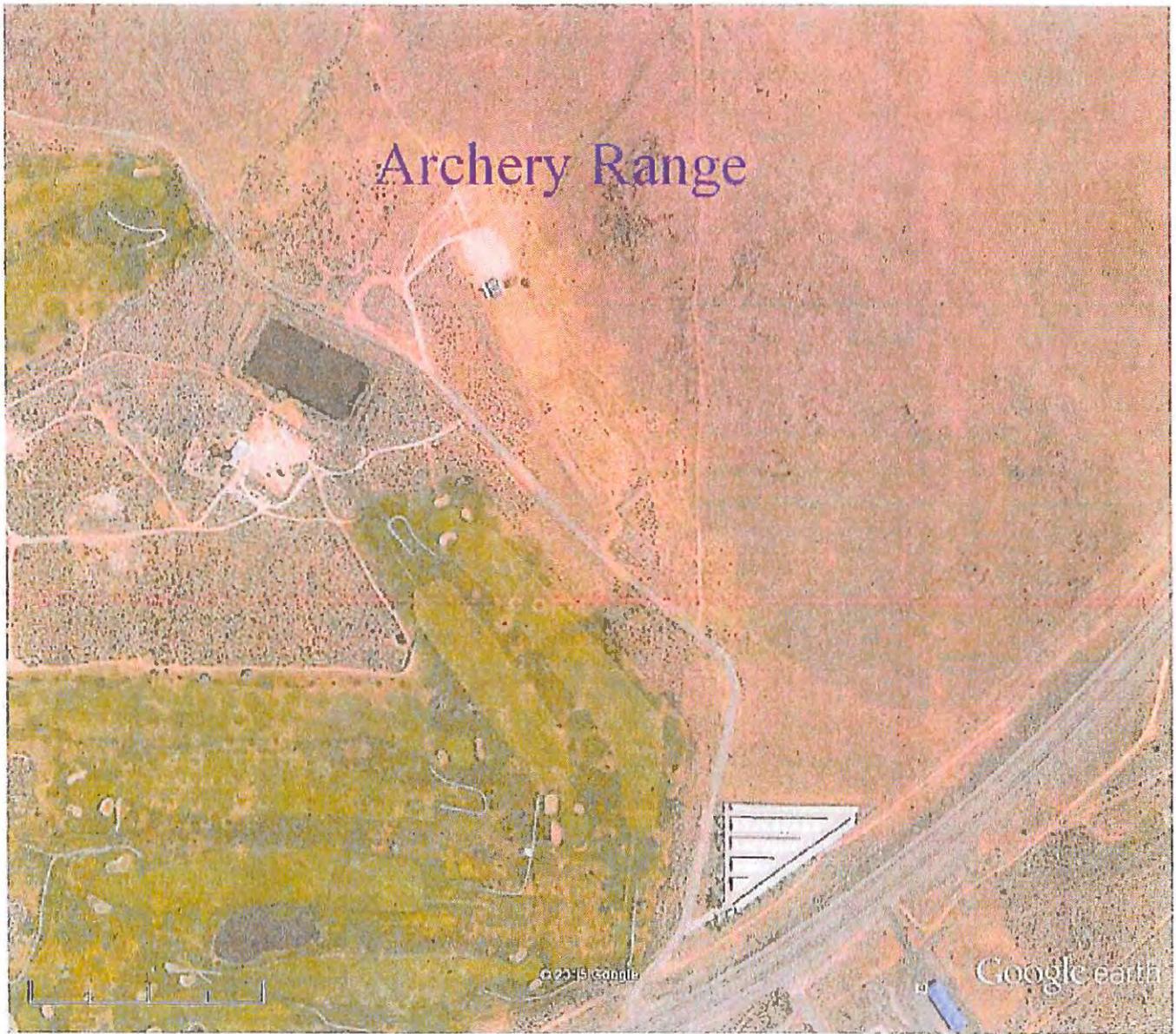
Attachment Number	Attachment Description	Attachment Included (✓)
1	IRS Tax Exempt 501(c)(3) letter (available to print from Secretary of State's website)	✓
2	Proof of incorporation from Secretary of State (Certificate Only) Go to <a href="https://www.nysilverline.gov/certificate">https://www.nysilverline.gov/certificate</a> You will need to register in order to get the certificate. Cost is \$50. OR Submit proof that your entity is active and in good standing. Go to <a href="http://nysos.gov/sosentitysearch/">http://nysos.gov/sosentitysearch/</a> and print your business entity information	
3	Current Organization Chart with names of staff members	
4	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 CSSG funds.	
5	501(c)(3) non-profits: Copy of the most recent Federal Tax Return. Attach FIRST 2 PAGES (Form 990 or 990EX)	
6	Profit and Loss Statement, General Ledger, Balance Sheet	
7	Funding commitment letters and/or letters of support (if applicable)	
8	Use Agreement for Clear Creek Bowmen	

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	01/11/2016 Date
Tom Howell - Vice President - Clear Creek Bowmen Typed Name and Title of Authorized Official	775 884-2678 Phone Number

 Signature of President of Board of Directors	01/11/2016 Date
Leon Treants - President - Clear Creek Bowmen Typed Name of President of Board of Directors	775 882-2376 Phone Number

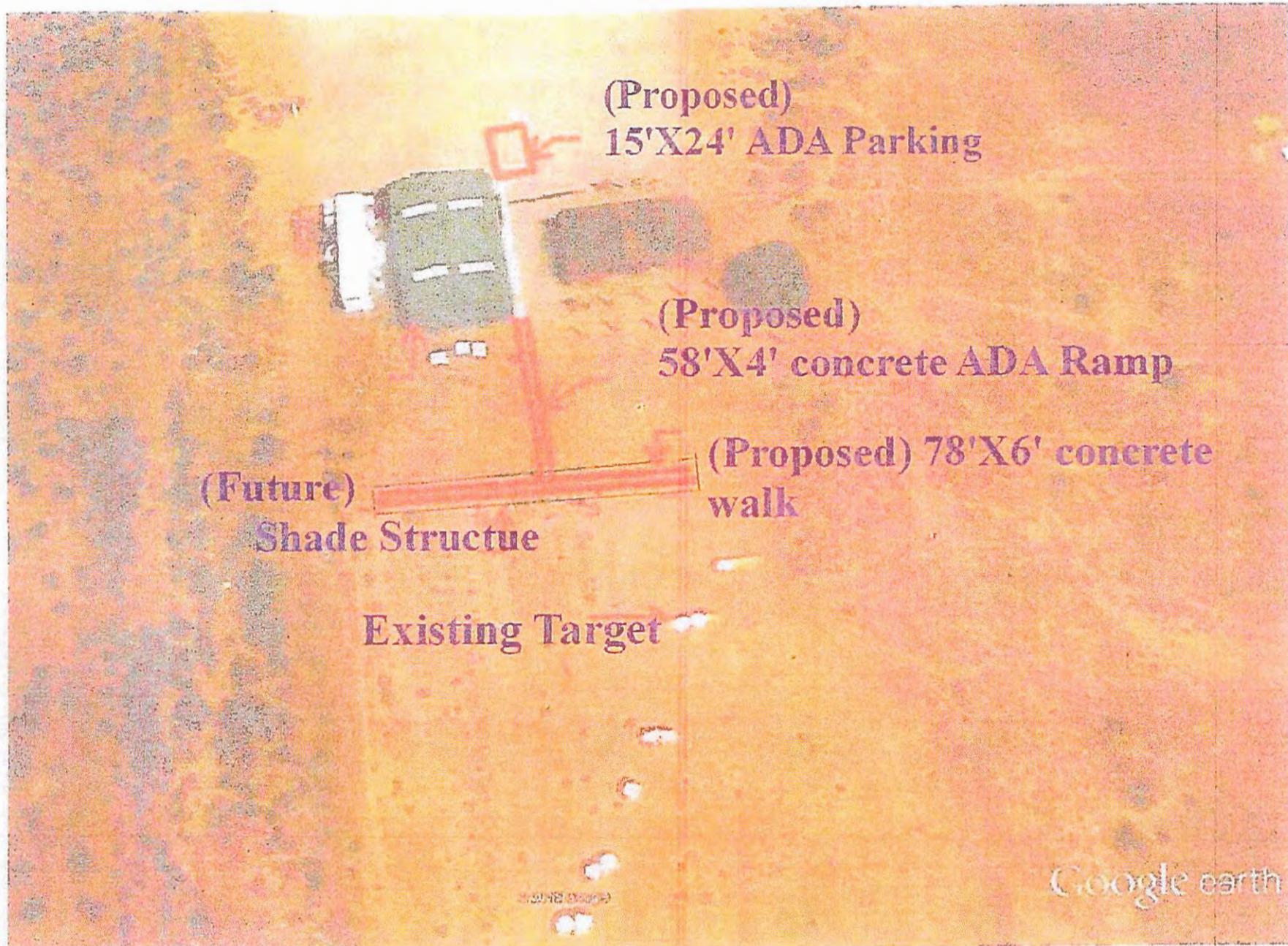
# Archery Range



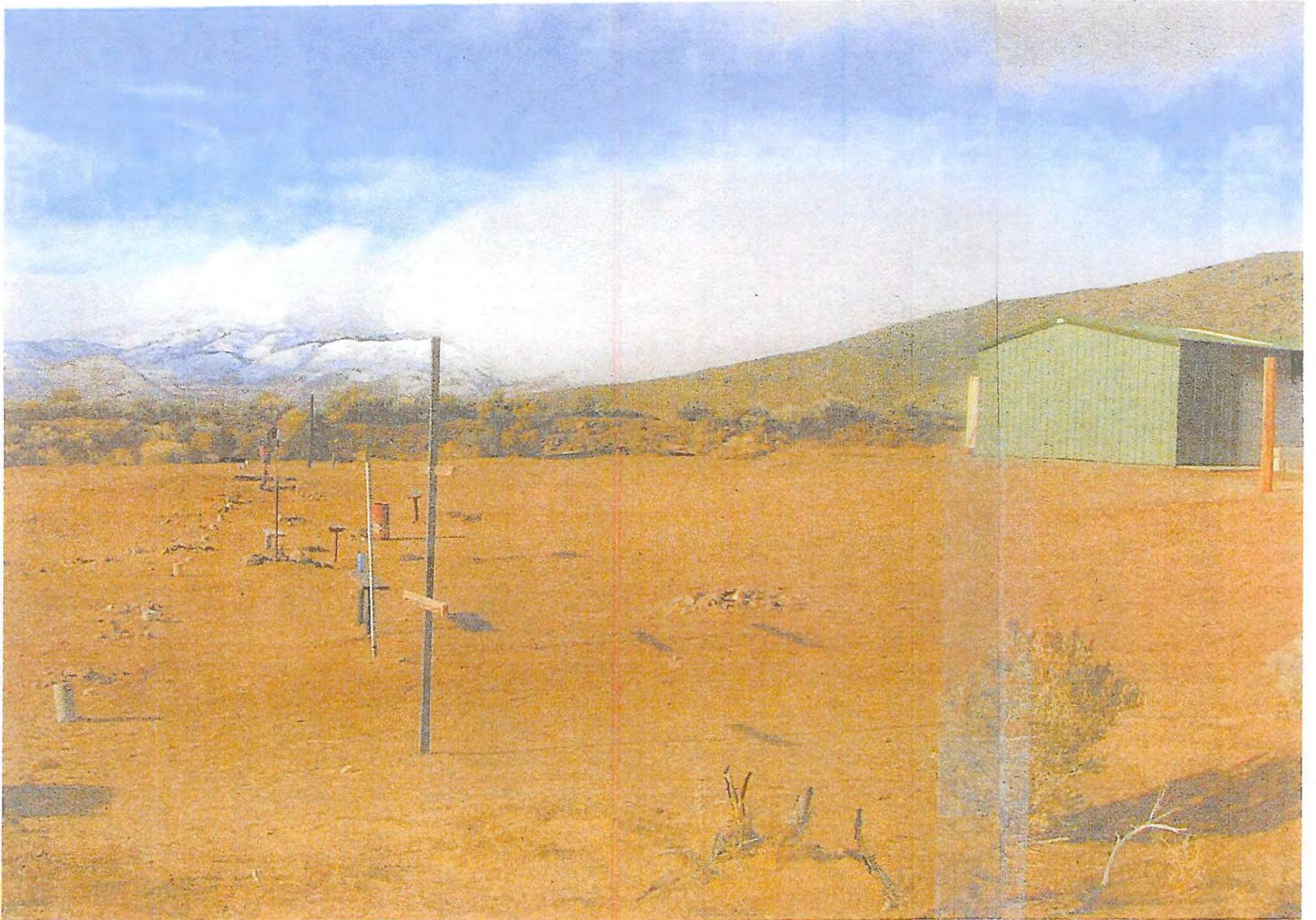
Google earth



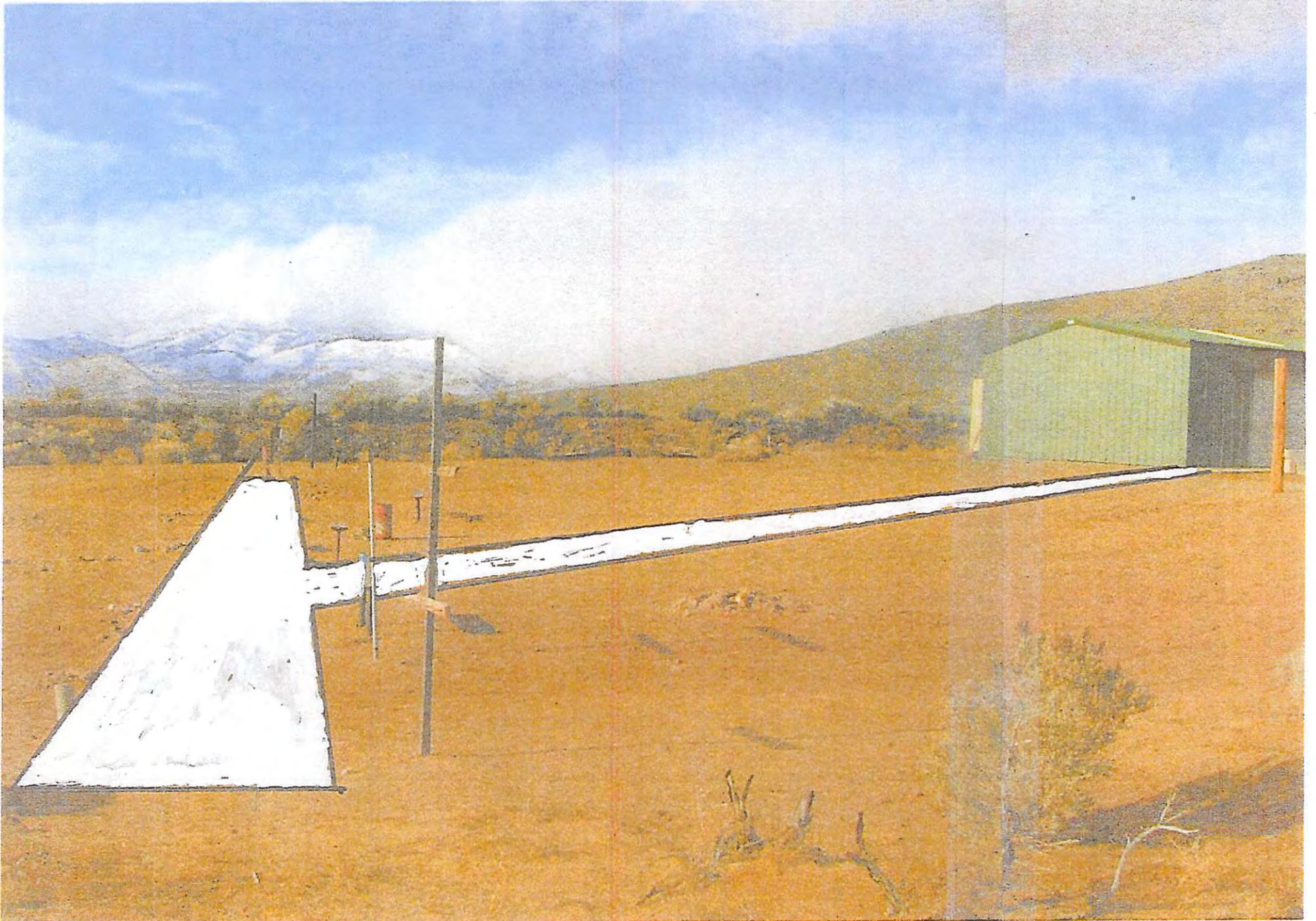
# AERIAL VIEW ARCHERY RANGE



# Archery Range Facing West



# Archery Range with Proposed ADA Ramp & Sidewalk



**Steve Mathews Construction, LLC**

Office: 775-265-3167  
Fax: 775-265-6865  
Cell: 775-780-3800

916 Monument Peak Dr.  
Gardnerville, NV 89460  
NV Lic # 0021945  
Limit: \$600,000

**Proposal Submitted To:**

Clear Creek Bowman  
Archery Range ADA Improvements Project

---

I hereby submit specifications and estimates for:

58'x4' ramp, a 78'x6' shooting area, and a 15'x24' parking area.

All Labor and material for the above.

For the sum of \$9,000.00

---

I hereby propose to furnish labor and materials, complete in accordance with the above specifications, for the sum of: See above.  
Balance due upon completion

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire and other necessary insurance. Our workers are fully covered by Workers Compensation.

Note: This proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days. Authorized Signature: \_\_\_\_\_

**Acceptance of Proposal**

The above process, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Accepted: \_\_\_\_\_ Signature: \_\_\_\_\_

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

CLEAR CREEK BOWMEN

ORGANIZATION CHART

As of 1/1/2016

President: Leon Treants

VP: Tom Howell

Treasurer: Jim Davis

Secretary: Carol Davis



January 7, 2016

To Whom It May Concern,

The City of Reno Parks, Recreation and Community Services Department (PRCS) is pleased to support Clear Creek Bowman's grant application to improve accessibility at their range for persons with disabilities, Disabled Veterans and Disabled Members of the Armed Forces.

As the Therapeutic Recreation Specialist and Reno Access Advisory Committee Staff Liaison for the City of Reno, I am pleased with this group's desire and ambition to increase adaptive recreation opportunities to persons with disabilities. Thanks to their support and resources, we have worked with the Clear Creek Bowman on an annual basis to offer adaptive archery as one of the many activities offered during our Military Sports Camp for Disabled Veterans and Disabled Members of the Armed Forces.

PRCS recognizes Clear Creek Bowman's vital role in supporting persons with disabilities, Disabled Veterans and Disabled Members of the Armed Forces in the community. Its contribution to adaptive recreation is paramount. If you have any questions, please do not hesitate to contact April Wolfe, Therapeutic Recreation Specialist at 775-333-7765 or [wolfe@reno.gov](mailto:wolfe@reno.gov).

Sincerely,

April Wolfe

April Wolfe  
Therapeutic Recreation Specialist  
Parks, Recreation and Community Services

INTERNAL REVENUE SERVICE  
P. O. BOX 2512  
INDIANAPOLIS, IN 46212

DEPARTMENT OF THE TREASURY

Date:

Employer Identification Number:  
16-124028

EIN:

17353124021028

Contact Person:

JO A CHRISTMAS

ID# 31546

Contact Telephone Number:

(317) 829-8500

Accounting Period Ending:

December 31

Form 990 Required:

Yes

Effective Date of Exemption:

March 30, 2009

Contribution Deductibility:

No

DEAR JERRY EDWARDS  
C/O CAROL DAVIS  
PO BOX 3811  
CARSON CITY, NV 89701

Dear Applicant:

We are pleased to inform you that upon review of your application for tax-exempt status we have determined that you are exempt from Federal income tax under section 501(c)(7) of the Internal Revenue Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Please see enclosed information for Organizations Exempt Under Sections Other Than 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

A section 501(c)(7) organization is permitted to receive up to 35 percent of its gross receipts, including investment income, from sources outside of its membership without losing its tax-exempt status. Of the 35 percent, not more than 15 percent of the gross receipts may be derived from the use of the club's facilities or services by the general public. Income in excess of these limits may jeopardize your continued tax-exempt status.

Sincerely,



Robert Choi  
Director, Exempt Organizations  
Rulings and Agreements

Enclosure: Information for Organizations Exempt Under Sections Other Than 501(c)(3)

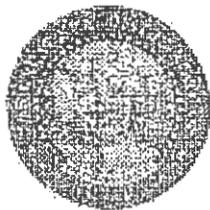
Letter 948 (DC/CG)

SECRETARY OF STATE



## CORPORATE CHARTER

I, ROSS MILLER, the duly elected and qualified Nevada Secretary of State, do hereby certify that **CLEAR CREEK BOWMEN**, did on March 30, 2009, file in this office the original Articles of Incorporation; that said Articles of Incorporation are now on file and of record in the office of the Secretary of State of the State of Nevada, and further, that said Articles contain all the provisions required by the law of said State of Nevada.



IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of State, at my office on April 8, 2009.

A handwritten signature in cursive script, appearing to read "Ross Miller", is written above the printed name.

ROSS MILLER  
Secretary of State

Certified By: Sandra Kraatz  
Certificate Number: C20090401-1819



ROSS MILLER  
 Secretary of State  
 205 North Carson Street  
 Carson City, Nevada 89701-4209  
 (775) 684 5788  
 Website: www.nvssos.gov

**Nonprofit  
 Articles of Incorporation**  
 (PURSUANT TO NRS CHAPTER 92)

Filed in the office of  Ross Miller Secretary of State State of Nevada	Document Number	20090315010-91
	Filing Date and Time	03/30/2009 7:48 AM
	Entity Number	E0181172009-0

USE BLACK INK ONLY - DO NOT HIGHLIGHT

ABOVE SPACE IS FOR OFFICE USE ONLY

1. Name of Corporation:	Clear Creek Bowmen				
2. Registered Agent for Service of Process: (check only one box)	<input type="checkbox"/> Commercial Registered Agent	Name			
	<input checked="" type="checkbox"/> Noncommercial Registered Agent (name and address below)	OR	<input type="checkbox"/> Office or Position with Entity (name and address below)		
	Name of Noncommercial Registered Agent OR Name of Title of Office or Other Position with Entity				
	804 N. Richmond Ave	Carson City	Nevada	89703	
Street Address		City	State	Zip Code	
PO Box 3201		Carson City	Nevada	89703	
Mailing Address (if different from street address)		City	State	Zip Code	
3. Names and Addresses of the Board of Directors/Trustees: (each Director/Trustee must be a natural person at least 18 years of age; attach additional page if more than four directors/trustees)	1) Mitch Vizenor				
	Name				
	152 Cornet Way		Carson City	NV 89701	
	Street Address		City	State Zip Code	
	2)				
	Name				
	Street Address		City	State Zip Code	
	3)				
	Name				
	Street Address		City	State Zip Code	
	4)				
	Name				
	Street Address		City	State Zip Code	
	4. Purpose: (required; continue on additional page if necessary)	The purpose of the corporation shall be: to register as a non-profit organization for the Clear Creek Bowmen Archery Club			
	5. Name, Address and Signature of Incorporator: (attach additional page if more than one incorporator)	Carol Davis		X Carol Davis	
		Name		Incorporator Signature	
804 N. Richmond Ave		Carson City	NV 89703		
Address		City	State Zip Code		
6. Certificate of Acceptance of Appointment of Registered Agent:	I hereby accept appointment as Registered Agent for the above named Entity.				
	X Carol Davis		3/27/09		
Authorized Signature of Registered Agent or On Behalf of Registered Agent Entity		Date			

This form must be accompanied by appropriate fees.

Nevada Secretary of State NRS 92 Articles  
 Revised on 4-1-08

**CLEAR CREEK BOWMEN**

Business Entity Information			
Status:	Active	File Date:	3/30/2009
Type:	Domestic Non-Profit Corporation	Entity Number:	E0181172009-0
Qualifying State:	NV	List of Officers Due:	3/31/2015
Managed By:		Expiration Date:	
NV Business ID:	NV20091356875	Business License Exp:	

Additional Information	
Central Index Key:	

Registered Agent Information			
Name:	CAROL DAVIS	Address 1:	804 N RICHMOND AVE
Address 2:		City:	CARSON CITY
State:	NV	Zip Code:	89703
Phone:		Fax:	
Mailing Address 1:	PO BOX 3201	Mailing Address 2:	
Mailing City:	CARSON CITY	Mailing State:	NV
Mailing Zip Code:	89703		
Agent Type:	Noncommercial Registered Agent		

Financial Information			
No Par Share Count:	0	Capital Amount:	\$ 0
<b>No stock records found for this company</b>			

Officers		<input type="checkbox"/> Include Inactive Officers	
<b>Secretary - CAROL DAVIS</b>			
Address 1:	804 N RICHMOND AVE	Address 2:	
City:	89703	State:	NV
Zip Code:	89701	Country:	USA
Status:	Active	Email:	
<b>Director - JAMES R DAVIS</b>			
Address 1:	804 N RICHMOND AVE	Address 2:	
City:	CARSON CITY	State:	NV
Zip Code:	89703	Country:	USA
Status:	Active	Email:	
<b>Treasurer - JIM DAVIS</b>			
Address 1:	804 N RICHMOND AVE	Address 2:	
City:	89703	State:	NV
Zip Code:	89701	Country:	USA
Status:	Active	Email:	
<b>President - LEON TREANTS</b>			
Address 1:	PO BOX 2465	Address 2:	
City:	CARSON CITY	State:	NV



CITY OF CARSON CITY  
Business License Division  
108 E. Proctor St.  
Carson City, NV 89701  
(775) 887-2105

## LICENSE RECEIPT

CLEAR CREEK BOWMAN  
PO BOX 3201

CARSON CITY NV 89702

License Number: 15-00030844  
Expiration Date: December 31, 2015  
Business Location: 804 N RICHMOND AVE

### IMPORTANT INFORMATION

- This license constitutes a receipt for the payment of a license required by Carson City Municipal Code Title 4 to engage in, carry on, or conduct, in this city, the business, trade, calling, or profession described on the license.
- Licenses are NON-TRANSFERABLE.
- Any changes to the business information should be reported immediately to the Business License division.
- The holder of this license must comply with all Carson City Municipal Code rules and regulations.



CITY OF CARSON CITY  
BUSINESS LICENSE DIVISION  
108 E. Proctor St.  
Carson City, NV 89701  
(775) 887-2105

This license is **not** transferable.

**POST IN A CONSPICUOUS PLACE**

CLEAR CREEK BOWMAN  
FO BOX 3201

CARSON CITY NV 89702

Business Location: 804 N RICHMOND AVE  
Nature of Business: NON PROFIT

License Number: 15-00030844  
License Expiration Date: December 31, 2015  
Date Issued: August 04, 2015

License renewal is the responsibility of the license holder and must be renewed prior to the expiration date to avoid penalties.



Home | Support | Links | Log Out

### Form 990-N (e-Postcard) Submitted

CLEAR CREEK BOWMEN  
86-0861319 01  
2014 IRS Form 990-N (e-Postcard)  
1/1/2014 - 12/31/2014

**Congratulations, your Form 990-N (e-Postcard) has been submitted to the IRS.**

Once the IRS receives and processes your e-Postcard (usually within 30 minutes), you will receive an email indicating whether your e-Postcard was accepted or rejected. If accepted, you are done for the year. If rejected, the e-filing receipt email will contain instructions on how to correct the problem.

[Log out](#) [Go To Filing Status Page](#)

Questions or problems regarding this web site should be directed to [Tech Support](#)  
Concerned about your privacy? Please view our [privacy](#) policy.  
This website is best viewed with Microsoft Internet Explorer 6.0+ or Mozilla Firefox with a screen resolution of 1024 X 768.  
Last modified: February 3, 2015.

2015 ~~tax return #2~~

~~centin #50~~

centin #50

2015  
reset  
password

Subject: Form 990-N E-filing Receipt - IRS Status: Accepted  
From: epostcard@urban.org (epostcard@urban.org)  
To: davis7156@sbcglobal.net;  
Date: Thursday, February 5, 2015 2:25 PM

Organization: CLEAR CREEK BOWMEN  
EIN: 86-0861319  
Submission Type: Form 990-N  
Year: 2014  
Submission ID: 7800582015036ek68430  
e-File Postmark: 2/5/2015 5:19:33 PM  
Accepted Date: 2/5/2015

The IRS has accepted the e-Postcard described above. Please save this receipt for your records.

Thank you for filing.

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e-Postcard technical support  
Phone: 866-255-0654 (toll free)  
email: ePostcard@urban.org

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CLEAR CREEK BOWMEN  
% Carol Davis  
PO Box 3201  
Carson City, NV 89702

**CLEAR CREEK BOWMEN**  
**2014 EXPENSES & DEPOSITS**  
 Period Ending 12/31/2014

EXPENSES		DEPOSITS	
01/08/14 Econ Press-Score Card	115.70	01/21/14 Indoor	175.00
01/15/14 UPS-Box rent	96.00	02/11/14 Banquet Dinner Rev	750.00
01/29/14 AwardZone-Banquet	305.28	02/21/14 Indoor	206.00
02/03/14 Capitol Ins-Rang	750.00	02/21/14 Reimb-Townsend Box	125.00
02/03/14 Comstock Silver-Buckle	150.00	03/10/14 HellWater Shoot	1,392.00
02/05/14 SOS-NvBusLicense	25.00	03/18/14 Indoor	260.00
02/11/14 Plaza Banquet	757.75	03/21/14 Indoor	335.00
02/19/14 OfficeDep-Copies	3.10	04/07/14 SwShirts	160.00
02/25/14 NFAA Dues	30.00	04/07/14 Dues	90.00
03/03/14 Costco-Food-Hell Shoot	157.85	04/07/14 Donation	25.00
05/14/36 Monarch-Shoot cards	188.00	04/17/14 Tues Shoot	290.00
03/06/14 OfficeDep-Copies	4.93	04/17/14 Memberships	135.00
03/17/14 OfficeDep-Stamps	49.00	04/17/14 SwShirts	25.00
03/18/14 OfficeDep-Copies	21.38	05/05/14 Cancer Shoot	1,459.00
03/31/14 CC Rec-Fuji Rent	379.00	05/05/14 Raffle	515.00
04/02/14 Ponderosa-SwShirts	300.29	06/09/14 Brooks Youth Donation	3,500.00
04/09/14 Reinhart Targets	1,479.14	06/09/14 Tues Shoot	360.00
04/14/14 OfficeDep-Copies	5.51	06/09/14 Bow Purchase-Tores	125.00
04/23/14 JimWhite-Buckles	400.00	06/09/14 Memberships	25.00
04/28/14 Costco-Food-Cancer	129.09	06/09/14 Bale & Swshire	55.00
04/30/14 OfficeDep-Copies	4.93	06/30/14 Memberships	45.00
05/01/14 Ponderosa-SwShirts	435.06	06/30/14 Donation	80.00
05/05/14 J.Davis-Urethan Target	201.00	06/30/14 Tues Shoot	290.00
05/06/14 Treants-Arrow Repair	316.00	06/30/14 Dues	450.00
05/16/14 CT Cancer Care Donation	1,000.00	07/11/14 Dues	270.00
05/19/14 Aero-Urthane-Targets	125.00	07/11/14 Tues Shoot	110.00
05/28/14 Cancer Raffle Prizes	361.00	07/22/14 Dues	200.00
06/03/14 Shamrock	125.00	07/22/14 Tues Shoot	125.00
06/09/14 Aero-Urthane-Targets	125.07	08/14/14 Dues	300.00
06/12/14 NASP-5 Mini Yth Bows	690.00	08/14/14 Tues Shoot	308.00
06/13/14 Treants-Food-Mis Range	80.00	09/30/14 Dues	115.00
06/16/14 OfficeDep-Stamps	49.00	10/07/14 ClubShoot	395.00
06/16/14 OfficeDep-Copies	11.93	10/07/14 Memberships	395.00
06/16/14 Law-Range Maint	51.00	10/16/14 Memberships	25.00
06/16/14 Shamrock	150.00	10/21/14 TurkeyShoot	1,921.00
06/30/14 Davis-Target Repair	63.00	12/08/14 Christmas Shoot	450.00
07/15/14 Treants-Arrow Repair	322.00	01/05/15 Indoor	400.00
08/18/14 Shamrock	50.00	01/05/15 Dues	95.00
08/28/14 CC-4 bk Grd Cks	74.00	01/05/15 OSA Donation	710.00
09/04/14 OfficeDep-Stamps	49.00		
09/08/14 OfficeDep-Copies	23.75		

12/16/2015

09/12/14 CC-CPR Class 5 Memb	225.00
09/15/14 Bolander-Archery Instr..	137.20
09/15/14 JimWhite-Buckles	400.00
09/22/14 UPS-Mail	4.97
10/02/14 OfficeDep-Copies	41.94
09/30/14 Costco-Food-ClubShoot	116.60
10/01/14 Shamrock	25.00
10/06/14 Costco-Food-ClubShoot	36.97
10/10/14 Davis-Target Repair	175.00
10/14/14 OfficeDep-Copies	19.80
10/14/14 OfficeDep-Stamps	49.00
10/14/14 Costco-Food-TurkeyShoot	146.88
10/14/14 Treants-Pictures	35.00
10/20/14 OfficeDep-Copies	6.99
10/20/14 Walmart-Turkeys	287.93
11/10/14 Capitol Ins-Rang	25.00
11/24/14 OfficeDep-Copies	20.12
11/24/14 OfficeDep-Stamps	49.00
12/11/14 HolidayHero-Donation	450.00
12/15/14 HolidayHero-Donation	20.00
12/18/14 Shamrock	50.00
12/19/14 Treants-Arrow Repair	182.00
01/14/15 PO Box-Rent	100.00

TOTAL DEP	16,691.00
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Total Expenses	12,258.16
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01/08/14 Beg Ck Bal	5,170.29
Less Exp	-12,258.16
Plus Deposits	16,691.00

Ending Bal 1/16/15	9,603.13
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12/16/2015



CLEAR14

OP ID: KJ

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/02/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Leavitt Rec. & Hospitality Ins 942 14th Street Sturgis, SD 57735 Chris Hipple	CONTACT NAME: Chris Hipple	
	PHONE (A/C, No, Ext): 800-525-2060	FAX (A/C, No): 866-465-2797
	E-MAIL ADDRESS: chris-hipple@leavitt.com	
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Capitol Indemnity Corporation		10472
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

INSURED  
Clear Creek Bowmen  
Carol Davis  
P.O. Box 3201  
Carson City, NV 89702

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		CP02201543	02/13/2015	02/13/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPIOP AGG \$ 2,000,000
	GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

IT IS UNDERSTOOD AND AGREED THAT THE CERTIFICATE HOLDER IS NAMED AS ADDITIONAL INSURED, BUT ONLY WITH RESPECT TO ITS LIABILITY ARISING OUT OF THE ACTIVITIES OF THE NAMED INSURED.

\*\*2015 Classes: 1/2, 1/9, 1/14, 1/21, 1/28, 2/6, 2/11, 2/18, 2/25, 3/3, 3/10\*\*

## CERTIFICATE HOLDER

## CANCELLATION

City of Carson City  
201 N. Carson Street  
Carson City, NV 89701

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE  
Chris Hipple

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1 breach of the terms and conditions of this Agreement by CCB.

2           The Agreement shall automatically be renewed for successive periods of three (3) years  
3 on each anniversary date, unless either party serves by certified mail on the other party a written  
4 notice of termination, three (3) months prior to the expiration date. As used herein the words  
5 "expiration date" shall refer to the last day of the Agreement or the last day of any extended three  
6 (3) year period under the terms of this Agreement.

7           3. Use of premises. CCB shall submit any and all Articles of Incorporation and by-laws  
8 as they exist at the time of the Agreement to the Carson City Parks and Recreation Director for  
9 review and approval prior to commencing this Agreement. CCB shall use the premises only in  
10 conjunction with its purpose stated in its Articles of Incorporation and by-laws. The primary use  
11 of the premises shall be to promote, encourage, and foster recreational and competitive archery  
12 sports. CCB shall not have exclusive use of the premises and hereby understands that CITY shall  
13 permit the general public to also use said premises, with exception to CCB sponsored events, with  
14 prior CITY approval. All users who are not affiliated with CCB must provide proof of N.F.A.A.  
15 (National Field Archers Association) liability insurance prior to using the facility. CCB shall allow  
16 outside groups and organizations to schedule events and activities at the range, and CCB may  
17 charge a fee for said use of the facility. CCB is responsible for verification of proper liability  
18 insurance naming CCB and CITY as additional insured prior to any use of the facility by an outside  
19 entity. All fees and rules for facility reservations are subject to approval by CITY, with no  
20 exceptions.

21           4. Restriction on use. CCB shall not keep, use, or sell anything prohibited by any policy  
22 of fire insurance covering the premises, and shall comply with all requirements of the insurers,  
23 applicable to the premises, necessary to keep in force the fire and liability insurance. Additionally,  
24 CCB agrees not to use the premises for any purpose other than those described in paragraph 3 of  
25 this Agreement. CCB agrees to accept and assume liability for any negligent or intentional acts by

1 any person or persons when CCB is present and in control of the facility.

2 5. Waste, nuisance, or unlawful activity. CCB shall not allow any waste or nuisance on  
3 the premises, nor use or allow the premises to be used for any unlawful purpose. CCB shall not  
4 use the premises for any purpose in violation of any federal state or municipal statute or ordinance,  
5 or of any regulation, order, or directive of any governmental agency, as such statutes, ordinances,  
6 regulations, orders or directives now exist or may hereinafter provide, concerning the use and  
7 safety of the premises. On the breach of any provision hereof by CCB, CITY may, at its option,  
8 terminate this Use Agreement forthwith.

9 6. Serving of notices. Whenever under this Agreement notice is required to be given  
10 by CITY to CCB, such notice shall be sent to Rick Battaglia, P.O. Box 174, Virginia City, Nevada  
11 89440. Whenever under this Agreement notice is required to be given by CCB to CITY, notice  
12 shall be sent to Stephen D. Kastens, Carson City Parks and Recreation Director, 3303 Butti Way,  
13 Building #9, Carson City, Nevada 89701. Service of notice shall be by certified mail, return  
14 receipt requested, deposited in the United States Mail. Service of notice shall be complete upon  
15 mailing.

16 7. Improvements: All permanent additions, changes, and other improvements, including  
17 buildings, directed or placed on the premises shall first be approved by the CITY and remain  
18 thereon and shall not be moved therefrom, and at the expiration of this Agreement all such  
19 improvements shall be the property of CITY. This section shall not apply to trade fixtures.

20 Any structures or buildings hereinafter built on the premises by CCB shall be constructed  
21 and maintained in compliance with the laws of the State of Nevada, and the fire, building, and  
22 health ordinance and rules of CARSON CITY, and shall be built under the inspection and subject  
23 to the lawful requirements of the Building Department of CARSON CITY, or of such other  
24 agency or office authorized by law to inspect or make rules covering the erection and inspection  
25 of buildings or structures.

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8. Repairs and maintenance.

a. CCB, at its own expense, shall do all property maintenance. This shall include caring for existing natural resources at the site, and all minor building maintenance, if applicable. CCB shall be responsible for all refuse disposal. Additionally, all restrooms shall be maintained and supplied by CCB. CCB shall maintain all components of range (i.e. signage, targets, etc.).

9. Utilities. CITY shall be responsible for the monthly service charges for water and sewer utilities and connection fees when such services are installed. CCB shall initiate, contract for, and obtain, in its name, all other utility services required on the premises, including, but not limited to, gas, electricity, telephone, and CCB shall pay all charges for those services as they become due. If CCB fails to pay the charges, CITY may elect to terminate this Agreement.

CITY shall not be liable for any personal injury or property damage resulting from the negligent operation or faulty installation of utility services provided for use on the premises, nor shall CITY be liable for any injury or damage suffered by CCB as a result of the failure to make necessary repairs to the utility facilities.

CCB shall be liable for any injury or damage to the equipment or service lines of the utility suppliers that are located on the premises, resulting from the negligent or deliberate acts of CCB, or the agents or employees of CCB, and any and all use under this Agreement.

CITY shall be responsible for installation of power.

10. Insurance. CCB shall be responsible to assure that each entity using the facility shall show evidence of insurance coverage equaling TWO MILLION DOLLARS general liability.

As a condition precedent to the effectiveness of this Agreement and in partial performance of CCB obligations hereunder, CCB shall obtain and maintain in full force and effect during the term of this agreement, a policy or policies of liability insurance in a form satisfactory to CITY with minimum limits of FIVE HUNDRED THOUSAND DOLLARS (\$500,000.00) bodily injury

1 and ONE HUNDRED THOUSAND DOLLARS (\$100,000.00) property damage insurance, or  
2 equivalent. The CITY shall be named as an additional insured on such policies. Proof of proper  
3 insurance must be submitted to the Carson City Risk Manager and the Carson City Parks and  
4 Recreation Director annually.

5 CCB shall maintain adequate fire and extended casualty insurance on the premises to cover  
6 replacement costs of any of the improvements placed on the premises by CCB.

7 Any policy maintained in conformance with the provisions of the Agreement shall further  
8 provide that the same shall not be canceled or coverage reduced until a thirty (30) day written  
9 notice of cancellation or amendment has been served upon the CITY.

10 The procuring of such policies of insurance shall not be construed to be a limitation upon  
11 the CCB's liability, or as a full performance on its part of the indemnification provisions of this  
12 Agreement, CCB's obligation being, notwithstanding said policies of insurance, for the full and  
13 total amount of any damage, injury or loss caused by negligence or neglect or intentional act  
14 connected with CCB's operations under this Agreement.

15 11. Indemnity and Hold Harmless. CCB hereby agrees to indemnify and save harmless  
16 the CITY, its officers, employees, and agents from and against any and all liability, loss or damage,  
17 the CITY may suffer as a result of any claims, demands, costs, judgments, or damage to the CITY  
18 arising out of the negligent or intentional acts or omissions of CCB in performing under this  
19 Agreement. CCB agrees to bear all costs and expenses, including attorney's fees, which CITY may  
20 incur as a result of the above-referenced claims. CCB shall not have to indemnify the CITY from  
21 any acts resulting from CITY's sole negligence.

22 12. Non-liability of CITY for liens and assessments. CCB shall indemnify CITY against  
23 all liens and charges of any and every nature that may at any time be established against the  
24 premises or any improvements thereon or any part thereof as a consequence, direct or indirect, of  
25 the existence of CCB's interest under this Agreement.

1           13. Encumbrance, assignment, or license. CCB shall not encumber, or assign the  
2 rights or obligation arising from this Agreement, or any other right or privilege connected  
3 therewith without first obtaining the written consent of CITY. A consent by CITY shall not be a  
4 consent to a subsequent encumbrance, or assignment. An unauthorized encumbrance, or  
5 assignment, by CCB shall be void and shall terminate the Agreement at the option of the CITY.  
6 The interest of CCB in this Agreement is not assignable by operation of law without the prior  
7 written consent of CITY.

8           14. Breach. The failure of CCB to comply with each and every term and condition of this  
9 Agreement shall constitute a breach of this Agreement. CCB shall have ten (10) days after receipt  
10 of written notice from CITY of any breach to correct the conditions specified in the notice, or if  
11 the corrections cannot be made within the ten (10) day period, CCB shall have a reasonable time  
12 to correct the default as long as CCB commences corrective action within ten (10) days after  
13 receipt of the notice.

14           Upon breach of this Agreement by CCB, CITY may terminate the Agreement on giving  
15 thirty (30) days written notice of termination to CCB.

16           15. Succession. Each and all the covenants, terms agreements and conditions contained  
17 herein intend and do bind the successors and assigns of the respective parties hereto.

18           16. Independent contractor. It is understood and agreed that this Agreement is not a  
19 contract of employment. CCB is an independent contractor. CCB is not authorized to bind CITY  
20 to any contracts or other obligations. CITY shall not be liable for acts of CCB or its assistants or  
21 employees in performing the duties prescribed herein. Any questions regarding scope of duties or  
22 other facets of this Agreement shall be directed to the Carson City Parks and Recreation Director  
23 who, in his capacity, has responsibility for the proper performance of this Agreement.

24           IN WITNESS WHEREOF, the said parties have executed this instrument the day and year  
25 first above written.

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CARSON CITY

By *Ray Masayko*  
RAY MASAYKO, Mayor

ATTEST:

APPROVED AS TO FORM:

*Alan Glover*  
ALAN GLOVER, Clerk-Recorder

*Mark Forsberg*  
MARK FORSBERG, Chief Deputy  
District Attorney

CLEAR CREEK BOWMEN

By *Richard A. Batalia*

RICHARD A. BATALIA, PRESIDENT  
PRINT NAME AND TITLE

SUBSCRIBED and SWORN TO before me

this 30 day of March, 2001.

*Paula Rickmann*  
NOTARY PUBLIC





January 15, 2016

Ms. Janice Keillor  
Carson City Department of Finance  
291 N. Carson Street, Suite 3  
Carson City, Nevada 89701

Re: Jeanell Drive Training Center - Phase 2 of the Jeanell Drive Supportive Housing Project

Dear Ms. Keillor:

Nevada Rural Housing Authority respectfully submits its proposal to the Carson City Community Development Block Grant (CDBG) Program for \$225,000 to support the construction of the Jeanell Drive Training Center for the homeless and extremely low-income individuals.

The Jeanell Drive Project is an innovative and unique supportive housing program that incorporates a needed on-site on-the-job Training Center for those who are high users of costly community services. Through collaborative support from the community and service providers, the proposed on-site Training Center will house a comprehensive and structured training program, including on-the-job and life skills training with wrap-around support services, including behavioral health and money management.

**Individual Benefits:** Improve financial and personal situations, seek employment or better paying jobs and move to more permanent housing arrangement.

**Community Benefits:** Reduce reliance on social services, costly emergency shelters solutions, re-incarceration, and judicial system and detox facility costs associated with recidivism of criminal behavior and substance abuse.

**Service Provider Benefits:** Increase program efficiencies with a "one-stop-shop" of providing services to multiple clients at a single location.

**Meeting Federal and State Priorities:** HUD housing "*Continue to support efforts to move very low-income households and homeless to independence...*" and Nevada's CCBHC planning grant "*coordinate activities across the healthcare community and state agencies to access needs and ensure services are accessible and available...*"

The accompanying application describes in greater detail the nature and scope of this exciting proposal. Please do not hesitate to contact me at (775) 887-1042 or Eddie Hult at (775) 887-1178 should you need additional information.

Thank you for your consideration.

Warm regards,

  
D. Gary Longaker  
Executive Director



3695 Desatoya Drive Carson City, NV 89701 • p: 775-887-1795 • f: 775-887-1798  
TDD: 800-545-1833 ext. 545 • [nvrural.org](http://nvrural.org) • [help@nvrural.org](mailto:help@nvrural.org)  
This institution is an equal opportunity provider and employer.





## Community Development Block Grant (CDBG) Program Application Fiscal Year 2016-2017

### GENERAL INFORMATION

**PLEASE READ ATTACHED INSTRUCTIONS ON PAGE NN FOR MORE INFORMATION.**

**APPLICATIONS ARE DUE\*:** JANUARY 15, 2016, 4:00 P.M.

**PLEASE SUBMIT THE ORIGINAL PLUS 2 COPIES TO:** Janice Keillor

Carson City Dept. of Finance  
201 N. Carson St., Ste. 3  
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. An electronic version of this document is available at [CARSON.ORG/CDBG](http://CARSON.ORG/CDBG).

### APPLICANT INFORMATION

<b>Agency Name:</b> Nevada Rural Housing Authority	
<b>Agency Mailing Address:</b> 3695 Desatoya Drive, Carson City, Nevada 89701	
<b>Project Name:</b> Jeanell Drive Supportive Housing; Phase 2 - Training Center	
<b>Project Address/Location:</b> 430 Jeanell Drive, Carson City, Nevada 89701	
<b>Agency Director:</b> D. Gary Longaker	
<b>Board Chairperson:</b> Willis Swan	
<b>Contact Person:</b> Don Boebel	
<b>Phone Number:</b> 775-887-1795 x101	<b>Email:</b> <a href="mailto:Dboebel@nvrural.org">Dboebel@nvrural.org</a>
<b>Fax:</b> 775-283-0110	<b>Website (if applicable):</b> <a href="http://www.nvrural.org">www.nvrural.org</a>
<b>How long has your organization been in existence?</b> 42 yrs	<b>In Carson City?</b> 42 years

### PROJECT FUNDING

<b>Requested amount:</b>	\$225,000	Phase 2 - Training Center
<b>Other funding:</b>	\$ 60,188	Phase 2 - Training Center
<b>Total project cost:</b>	\$285,188	Phase 2 - Training Center

### PROJECT SUMMARY

Please provide a **brief** summary of the proposed project (not the organization), including what the project is, who will be served, how many will be served, and where will it take place. The description should be **no more than five sentences**.

Jeanell Drive Supportive Housing project is a unique, one-of-a-kind project that incorporates an on-the-job Training Center for homeless and extremely low-income individuals. Through collaborative support from the community and service providers, the goal is to increase self-sufficiency of this population and reduce their reliance on social services, costly emergency shelter solutions, re-incarceration, and judicial system and detox facility costs associated with recidivism of criminal behavior and substance abuse.

The Training Center will provide on-site life skills and on-the-job training (collectively known as "Training") opportunities to qualified Carson City residents, including veterans, (hereinafter known as "Clients") referred by Friends in Service Helping (FISH) and other social services providers.

**FUNDING CATEGORY**

<input checked="" type="checkbox"/> Public Improvements	<input type="checkbox"/> Public Services
<input type="checkbox"/> Economic Development	<input type="checkbox"/> Housing

**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 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 centers, senior centers, health centers, parking, landscaping, 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 (weatherization)

\_\_\_ Historic Preservation

\_\_\_ Commercial or Industrial Rehabilitation, including façade improvements and correction of code violations

\_\_\_ Special Economic Development or assistance to microenterprises

## PROJECT DESCRIPTION

The Five-year Consolidated Plan identifies priority community development needs for Carson City (see table on page 13). 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. (please use allotted space)

The Jeanell Drive Supportive Housing – Phase 2 Training Center is a training facility associated with the larger Jeanell Drive Supportive Housing Project. The Supportive Housing Project is a collaborative effort by FISH, Nevada Rural Housing Authority (NRHA), Nevada Rural Housing, Inc. (NRHI), the State of Nevada Housing Division (NHD), and Carson City's social service providers funded with HOME funds and Low Income Housing Tax Credits (LIHTC). The Training Center is an optional addition that is currently unfunded and would be part of the project's Phase 2 plan. This training program is designed to help the homeless and extremely low-income individuals receive on-site life skills and job training to encourage Clients to seek employment, improve job opportunities and move to more permanent housing, thereby reducing reliance on social services, costly emergency shelter solutions, re-incarceration, and judicial system and detox facility costs associated with recidivism of criminal behavior and substance abuse. The centrally located Training Center (object of this CDBG funding request) will be attached to the Supportive Housing complex. Once the Training Center is constructed, our partner FISH will assist with completing any special in-kind interior improvements required and provide furniture, equipment and on-the-job training, i.e., minor furniture and appliance repairs, warehousing, landscaping and handy-man skills. The facility will accommodate Other Service Providers ("OSPs") in providing wrap around support: behavioral modification and life skills training, including financial literacy courses to develop job and money-management skills to help Clients improve financial and personal situations and ultimately aid them in becoming self-sufficient. OSPs will include, but not be limited to, Financial Guidance Center, Nevada Job Connect, the Ron Wood Family Resource Center, Salvation Army, State of Nevada Welfare, etc

Phase 1, of the project will be funded with \$1,000,000 of HOME funds and \$6.25 million in LIHTC. Phase 2, the Training Center, if awarded, will be funded by CDBG Funds provided by Carson City (request of \$225,000). Post Phase 2 - Operations: FISH will assist with completing any special in-kind interior improvements required for the center plus furniture and training equipment; FISH and OSPs will provide Training, wrap around support, including behavioral modification, and transportation service that compliments existing city routes by offering van transportation from Jeanell Drive Apartments. Project-based vouchers (PBV) and Veterans Affairs Supportive Housing (VASH) vouchers have been awarded for rental assistance to ensure the project's ability to serve qualified Carson City residents as previously defined.

The overall project meets many of the housing priorities contained in the Carson City July 2015-June 2019 Consolidated Plan, which is the primary tool for assessing community need and prioritizing the use of HUD funding. The Consolidated Plan describes four main areas in which the majority of its resources will be focused. One of these goals is to "continue to support efforts to move very low income households and homeless to independence..." (p. 14).

The project also meets many of the priorities contained in Nevada's Certified Community Behavioral Health Clinics (CCBHC) planning grant that was awarded to Nevada in October 2015, by the Substance Abuse and Mental Health Services Administration (SAMHSA), in collaboration with Centers for Medicare & Medicaid Services (CMS). One of the goals is to "...coordinate activities across the health care community and state agencies to access needs and ensure services are accessible and available..."

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

FISH currently provides on-the-job training on its campus to the homeless and extremely low-income individuals in Carson City. FISH identified a population of qualified Carson City residents who require a more structured training program than its current facility, or other similar agency, can provide. The Training Center's target population includes Clients who require a more comprehensive and structured training program, including behavior modification skills, which in many cases will help reduce recidivism of criminal behavior and substance abuse. Although the residents at Jeanell Drive are the primary focus of this Training Center, other qualified Carson residents will be referred to this program. The training facility also provides FISH and OSPs the additional benefit of a "one-stop shop": A single location for providers to service multiple Clients in a structured program that is most effective for this target population. FISH will continue its collaborative efforts with other providers in the Carson City area, to evaluate and triage Clients to the most appropriate training program to achieve better employment, a more permanent living arrangement and self-sufficiency.

3. Describe who will benefit from the proposed project.

Extremely low-income and homeless individuals, including veterans, both residents of Jeanell Drive Apartments and qualified individuals from the local Carson City area.

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     Severely Disabled Adults     Migrant Farm Workers  
 Elderly     Other (Please explain) Extremely low-income Persons

5. If your project will not be serving a limited clientele, 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:

Not Applicable.

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

CDBG funds will be used to construct an onsite Training Center.  
See Attachment 8 - Scope Of Work.

This Phase is only one component of the Master Project. Phase I was funded by LIHTC and HUD HOME funds. Once the Training Center is constructed with the CDBG funds requested in this application, FISH will assist with special interior improvements and supply training equipment. FISH and OSPs will provide Training and additional transportation services.

7. Can your organization reduce the need for grant funding in the future and become self-sustaining? Explain.

Yes. No additional grant funds will be required to construct the Training Center.

8. Can you still proceed with your project if you are awarded partial funding? Please provide a detailed explanation.

Phase 2 can move forward with minimum funding of \$194,842 to complete the Rooms and Shell (Parts 1 and 2) of the Training Center.

Special Note - Part 3 is required to transition the facility shell to a functioning Training Center and meet the many housing and CCBHC priorities described herein. If only partially funded, NRHA will seek additional funding sources in order to complete Part 3.

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

In the Carson City area, FISH and other entities, including Capital City CIRCLES Initiative, collaborate and complement each other by providing similar Training opportunities to homeless, very low and extremely low-income individuals with each entity focusing on a different community need and demand. FISH, and other entities, will continue to collaborate, evaluate and triage Clients on a regular basis redirecting them to service providers that "best fit" the Client's needs. The Training Center will allow FISH to expand services to fill the community's unmet needs and demands for the homeless and extremely-low income individuals who require a more comprehensive structured program (i.e., Training and supportive services, including behavior modification skills) that in many cases will help reduce recidivism of criminal behavior and substance abuse.

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.)

The Training Center, Phase 2, is an optional addition to The Jeanell Drive Supportive Housing project.

This unique overall project was conceptualized to service a segment of homeless and extremely low-income individuals who currently fall through the cracks and do not receive appropriate services. From this supportive housing arrangement, Clients will receive the necessary services through a single facility. The training and supportive services is extended to include qualified Carson residents, not limited to Jeanell Drive.

Phase 1 addresses an additional housing priority, not previously mentioned in this application, that is contained in the Carson City July 2015-June 2019 Consolidated Plan, which states "...to provide 20-40 new units that will increase transitional and permanent supportive housing for families and those in imminent danger of homelessness." (p. 23).

As a result, the Training Center will provide FISH, OSPs and Clients with a one-stop-shop: FISH and OSPs will provide Clients (Jeanell Drive and other qualified Carson City residents) with a comprehensive and structured Training program and wrap around support services (i.e., behavior modification skills). We anticipate this program to 1) mitigate environmental obstacles that prevent Clients from successfully attaining employment, more permanent housing arrangements and self-sufficiency and 2) help reduce recidivism of criminal behavior and substance abuse.

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?

Jeanell Drive Associates LLC, a Nevada Limited Liability Company (a sole purpose entity). NRHI dba Desert Winds Development Group is the Managing Member.

5. With whom will title be vested upon completion?

Upon tax credit closing, The Richman Group will become the Investor Partner.

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: Not Applicable.**

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: Not Applicable.**

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

The number of persons to be benefited: \_\_\_\_\_

### **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 Training Center outlined in this application, once constructed, will allow our partner FISH and OSPs to provide on-the-job training services to homeless and extremely low-income individuals who require a more comprehensive and structured program, including wrap around support services.

NRHA's annual projection – First year, 50 Clients, Second year and forward, up to 270 Clients are projected to access Training at the Training Center;

Residents at Jeanell Drive accessing Training at the Training Center: 45 Clients

- Assumes one person per room and 15% resident turnover during the first year.
- 75% to participate in the Training program at the Training Center plus a small group of "external" Clients in the first year.

Carson City area Outreach – Clients of FISH and OSPs accessing Training at the Training Center: 225 Clients

- Annual combined clients of 300
- 75% to participate in the Training program at the Training Center after the processes are established during the first year.

Ultimately, projected Client outputs include improved employment opportunities and life skills, resulting in reduced recidivism, increased self-sufficiency and a transition to more permanent living arrangements.

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 tenants of Jeanell Apartments will be Carson City residents and are LMI based on qualifications necessary to live in voucher subsidized housing. Other Clients will be referred by Carson City agencies, including FISH and social services, catering to

LMI individuals, primarily homeless and extremely-low income, and presumed to be 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?)

Through collaborative efforts of FISH, NRHA, NRHI, NHD and Carson City, this centralized Training Center, which is attached to a supportive housing development (Jeanell Drive Apartments), was conceptualized to fill an unmet community need and demand of providing a comprehensive and structured Training program, including wrap around support services (i.e., behavior modification skills) to homeless and extremely low-income individuals, encouraging them to access services to increase self-sufficiency, both personally and financially and reduce recidivism of criminal behavior and substance abuse. The projected outcome is for Clients to attain both life and employment skills, thereby becoming self-sufficient, allowing them to move out of homeless status, seek better paying jobs and reduce their reliance on social services, costly emergency shelter solutions, and reduce costs associated with re-incarceration and judicial activities.

4. How do you plan to track clients served?

FISH and OSPs will track the number of Clients that participate in each activity held at the Training Center (Training and supportive services) using methods such as training schedules and attendance logs.

FISH recently implemented a new computer program which provides all service providers accessibility to a single program to track Client activities. Through this program, providers can provide more effective and meaningful treatment, training or support by accessing a Client's service history and outcomes.

NRHA's property management company will comply with HUD requirements and track the number of individuals residing at the Jeanell Drive apartments and those who have moved to more permanent housing arrangements.

## PROJECT BUDGET

Complete the Budget Summary chart below. This information is mandatory in order to be considered for a CDBG Grant. Detailed calculations must be attached in support of the proposed budget. Other funding is not required but will increase your score. Amount must match "Other Funding" from page #1. Also attach Profit and Loss Statement, General Ledger, and Balance Sheet. Attach copies of funding commitment letters or other evidence of funding support, if applicable.

Project Title:	Requested Amount	Other Funding	In-Kind	Total Funds
Project Expenses FY 2016-17				
Phase 2 – Part 1 Foundation and earthwork	\$0	\$0	\$16,046	\$16,046
Phase 2 – Part 2 Rooms and shell construction	\$178,796	\$0	\$0	\$178,796
Phase 2 – Part 3 Finish interior construction	\$46,204	\$0	\$18,142	\$64,346
Phase 2 – Equipment (Estimate)	\$0	\$0	\$26,000	\$26,000
Phase 1 Funding – Construction of a 39-Unit supporting housing development				
LHFC Equity \$6,241,776				
HUD HOME Funds \$1,000,000				
Deferred Development Fee \$8,235				
Total Phase 1 \$7,250,011				
All units will be subsidized through PBV and VASH				
Post completion of the Training Center:				
FISH will assist in completing any required special interior improvement, equipment and Training.				
<b>TOTALS - JEANELL DRIVE SUPPORTIVE HOUSING; PHASE 2 – TRAINING CENTER</b>	<b>\$225,000</b>	<b>\$0</b>	<b>\$60,188</b>	<b>\$285,188</b>

AGENCY ASSETS	
Unrestricted cash	\$6,099,879
Restricted cash*	\$1,200,431
<b>Total cash on hand</b>	<b>\$7,300,310</b>

\*If restricted cash, attach description and amount of restriction

\*Restricted Cash - Refer to Fiscal Year 2015 Audited Financial Statements;  
Note 1, Section D.2

**Have you applied for or received any funds or in-kind contributions from Carson City? If so, please describe.**

Yes, only for Phase 1 of this Master Project.

Carson City paid and provided for the following items in Phase 1 for the Jeanell Drive Apartments construction:

1. "Homeless Needs Assessment" market study (\$6,900 CDBG administrative funds)
2. Demolition dump fees were waived (\$138,000)\*\*\* Pending with Carson City

NOTE: No funds have been provided by Carson City for Phase 2.

Important notes:

1. Carson City has been fully supportive of this project and in 2014 approved \$20,743 of CDBG funds for the Jeanell Drive Building Renovation project. Subsequent to such approval, FISH created a much bigger project that resulted in funding with tax credits and the approved CDBG funds were never used on Jeanell.
2. March 25, 2015, the Carson City Planning Commission approved a Special Use Permit for this project to allow Multi-Family Apartments on property zoned Retail Commercial.

## BUDGET JUSTIFICATION

Please list each project expense from the previous page and explain in more detail. Include calculations. Use additional pages if necessary.

PROJECT EXPENSE	AMOUNT BUDGETED	JUSTIFICATION OF EXPENSE
Part 1: Foundation & earthwork	\$16,046	See attached bid: Scope of Work
Part 2 Rooms & Shell construction	\$178,796	See attached bid: Scope of Work
Part 3 Finish interior construction	\$64,346	See attached bid: Scope of Work
Equipment	\$26,000	Estimate: Furniture & Equipment to furnish the Training Center
Refer to Project Expense section for additional funding sources for other parts of the master project.		

**PROJECT ADMINISTRATION****AGENCY DIRECTOR**

<b>Name:</b>	D. Gary Longaker
<b>Title:</b>	Executive Director
<b>Address:</b>	3695 Desatoya Drive, Carson City, Nevada 89701
<b>Phone number:</b>	775-887-1042
<b>Email:</b>	Glongaker@nvrural.org

**PROJECT DIRECTOR**

<b>Name:</b>	Eddie Hult
<b>Title:</b>	Real Estate Director
<b>Address:</b>	3695 Desatoya Drive, Carson City, Nevada 89701
<b>Phone number:</b>	775-887-1178
<b>Email:</b>	EHult@nvrural.org

**PROJECT MANAGER**

<b>Name:</b>	Don Boebel
<b>Title:</b>	Senior Project Manager
<b>Address:</b>	3695 Desatoya Drive, Carson City, Nevada 89701
<b>Phone number:</b>	775-887-1795 Ext 101
<b>Email:</b>	Dboebel@nvrural.org

**FISCAL MANAGER**

<b>Name:</b>	Tammy Lancaster, CMA
<b>Title:</b>	Director of Finance
<b>Address:</b>	3695 Desatoya Drive, Carson City, Nevada 89701
<b>Phone number:</b>	775-886-7937
<b>Email:</b>	Tlancaster@nvrural.org

**PERFORMANCE TRACKING CONTACT**

<b>Name:</b>	Beth Dunning
<b>Title:</b>	Project Development Coordinator
<b>Address:</b>	3695 Desatoya Drive, Carson City, Nevada 89701
<b>Phone number:</b>	775-887-1795 Ext 126
<b>Email:</b>	Bdunning@nvrural.org

**AGENCY INFORMATION**

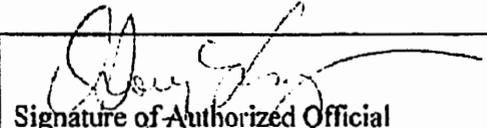
Date of incorporation	Formed in 1973. NRS 315.961
Date of IRS certification	NA
Tax exempt number	Sales Tax exemption RCE-014-805
DUNS#: ( <a href="http://www.dnb.com/get-a-duns-number.html">http://www.dnb.com/get-a-duns-number.html</a> )	787020945

Attach items 1-6 to your application. Item 7 is optional. Please list and reference any additional attachments you are providing with your application. Do not include attachments unless they are needed to understand the project.

### INDEX OF ATTACHMENTS

Attachment Number	Attachment Description	Attachment Included (✓)
1	IRS Tax Exempt 501(c)(3) letter (available to print from Secretary of State's website)	✓
2	Proof of incorporation from Secretary of State (Certificate Only) Go to <a href="https://www.nvsilverflume.gov/certificate">https://www.nvsilverflume.gov/certificate</a> . You will need to register in order to get the certificate. Cost is \$50. <b>OR</b> Submit proof that your entity is active and in good standing. Go to and print your business entity information	NA
3	Current Organization Chart with names of staff members	✓
4	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 CSSG funds.	✓
5	501(c)(3) non-profits: Copy of the most recent Federal Tax Return. Attach FIRST 2 PAGES (Form 990 or 990EX)	NA
6	Profit and Loss Statement, General Ledger, Balance Sheet A. Profit & Loss Statement (Comparative Statement of Revenues, Expenses, and Changes in Net Position) o Annual Audited Financial Statements (Page 32) Balance Sheet (Comparative Statement of Net Position) o Annual Audited Financial Statements (Page 31) B. General Ledger o Project Budget	✓
7	Funding commitment letters and/or letters of support (if applicable) A. State of Nevada Department of Business and Industry – Housing Division: Reservation of 2015 Low Income Housing Tax Credits: Jeanell Drive Apartments B. Nevada Department of Business and Industry – Housing Division: Allocation of HUD HOME funds. C. State of Nevada Project Based Voucher Contract D. HUD-VASH Project Based Voucher Awards (Nov 2015) E. Friends in Service Helping – Commitment Letter	✓
8	Scope of Work: Phase 2 – The Training Center	✓

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	1/15/2016 Date
D Gary Longaker Typed Name and Title of Authorized Official	(775) 887-1042 Phone Number

Signature of President of Board of Directors	Date
Typed Name of President of Board of Directors	Phone Number



BRIAN SANDOVAL  
Governor

ROBERT R. BARENGO  
Chair, Nevada Tax Commission

CHRISTOPHER G. NIELSON (interim)  
Executive Director

STATE OF NEVADA  
DEPARTMENT OF TAXATION

Web Site: <http://tax.state.nv.us>

1550 College Parkway, Suite 115  
Carson City, Nevada 89708-7937  
Phone: (775) 684-2000 Fax: (775) 684-2020

LAS VEGAS OFFICE  
Grant Sawyer Office Building, Suite 1300  
555 E. Washington Avenue  
Las Vegas, Nevada, 89101  
Phone: (702) 486-2300 Fax: (702) 486-2373

RENO OFFICE  
4500 Kietzke Lane  
Building L, Suite 235  
Reno, Nevada 89502  
Phone: (775) 888-1295  
Fax: (775) 888-1303

HENDERSON OFFICE  
2550 Paseo Verde Parkway Suite 180  
Henderson, Nevada 89074  
Phone: (702) 486-2300  
Fax: (702) 486-3377

July 05, 2011

Account Number: RCE-014-805

Exp date: July 05, 2016

NEVADA RURAL HOUSING, INC.  
3695 DESATOYA DRIVE  
CARSON CITY NV 89701

Pursuant to NRS 372.3261 and related statutes, NEVADA RURAL HOUSING, INC. has been granted sales/use tax exempt status as a charitable organization. Direct purchases of tangible personal property made by NEVADA RURAL HOUSING, INC. are exempt from sales/use tax. Fraudulent use of this exemption letter is a violation of Nevada law.

Vendors selling tangible personal property to NEVADA RURAL HOUSING, INC. are authorized to sell to them tax exempt. The vendor shall account for the exempt sale on its sales/use tax return under exemptions. For audit purposes, a vendor must have a copy of this letter in order to document the transaction was tax exempt.

This letter only applies to Nevada sales/use tax and does not provide exemption from any other tax.

This exemption applies only to the above named organization and is not extended to individuals, or contractors or lessors to or for such organizations.

Any vendor having questions concerning the use of this sales/use tax exemption letter may contact the Department at one of the district offices listed above.

If, upon further or future review by the Department, it is determined the above named organization does not meet or no longer meets the criteria outlined in NRS 372.348, this letter of exemption will be revoked.

Sincerely,

Christopher G. Nielsen (interim)  
Executive Director



**BRIAN SANDOVAL**  
*Governor*  
**ROBERT R. BARENGO**  
*Chair, Nevada Tax Commission*  
**CHRISTOPHER G. NIELSEN**  
*Interim Executive Director*

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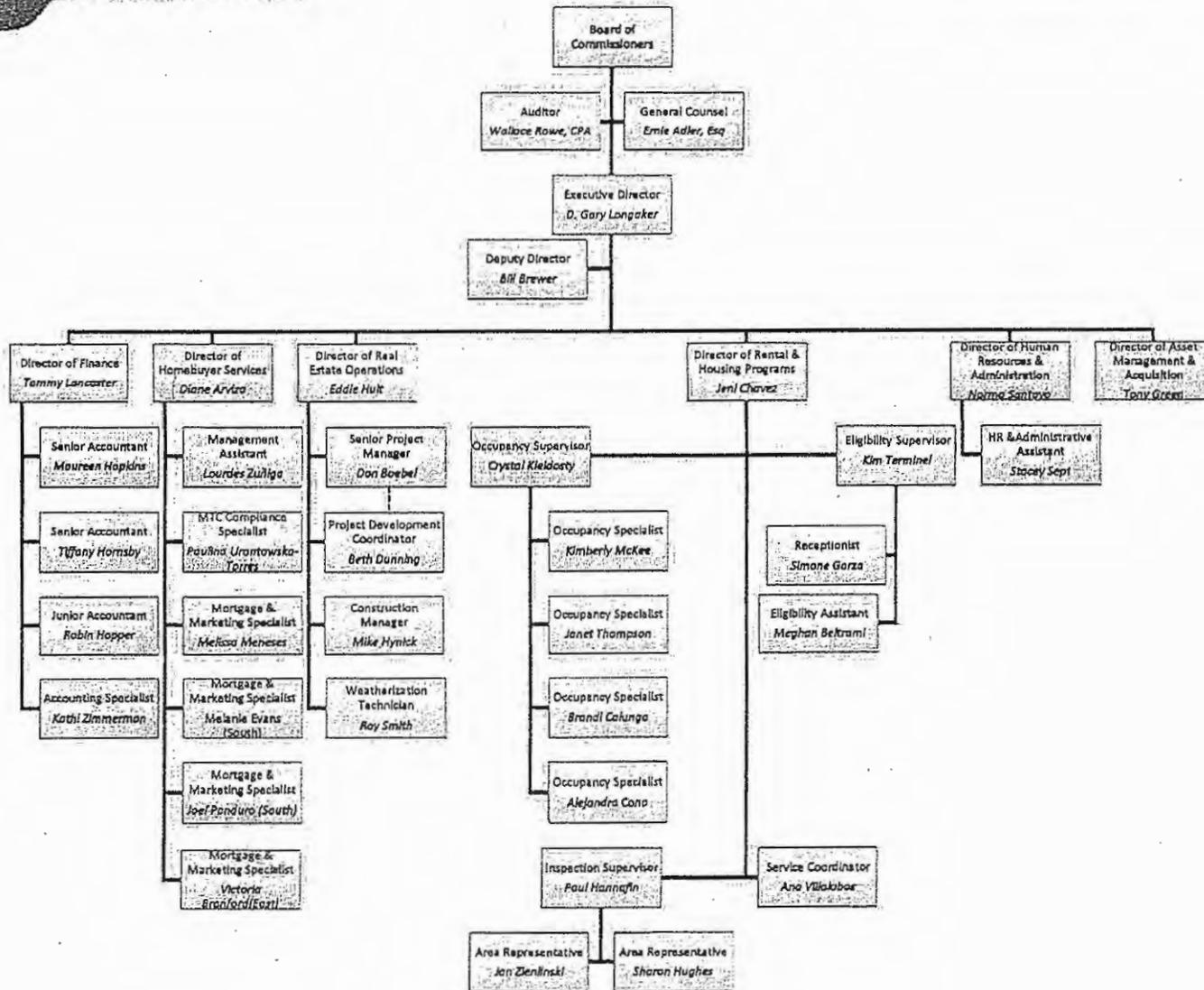
## EXEMPT ORGANIZATIONS

Governmental, Religious, Charitable and Educational organizations that are granted exemption from sales and use taxes for purchases or sales may only use their exemption in an official capacity.

Exemption status may not be transferred to individual organization members or anyone else for their personal use. Accordingly, use of an organization's exemption letter for other than its official capacity is inappropriate. Misuse of an organization's exemption may result in its revocation by the Department.



# ORGANIZATIONAL CHART



## **NEVADA RURAL HOUSING AUTHORITY BOARD OF COMMISSIONERS**

In 1995, legislation was approved that separated Nevada Rural Housing Authority from Nevada State government. The new quasi-governmental unit was assigned a five-member governing board appointed by the Nevada League of Cities and Nevada Association of Counties. Once appointed, the Commissioners serve four-year terms or until a successor is named.

NRHA's Board of Commissioners represents a diverse slice of rural life – active and retired politicians, ranchers, business people, and a former housing assistance recipient. They bring an authentic viewpoint and essential perspective to the work of NRHA and help keep the organization focused on its mission to promote, provide and finance affordable housing opportunities for all rural Nevadans..

**Willis Swan, Chairman**

**Joni Eastley, Commissioner**

**Roger Mancebo, Commissioner**

**Rosella May Cook, Vice Chairwoman**

**Melody Harkreader, Commissioner**

## NEVADA RURAL HOUSING AUTHORITY FINANCIALS

**6.A Nevada Rural Housing Authority Annual Financial Report: Year Ended June 30, 2015**

- Profit & Loss Statement: Comparative Statement of Revenues, Expenses, and Changes in Net Position *(Page 8)*
- Balance Sheet: Comparative Statement of Net Position *(Page 7)*

**6.B Development Budget: Jeanell Drive Supportive Housing**

- General Ledger: Development Budget

**CROPPER ROWE, LLP**  
**CERTIFIED PUBLIC ACCOUNTANTS**

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NEVADA RURAL HOUSING AUTHORITY  
ANNUAL FINANCIAL REPORT  
YEAR ENDED JUNE 30, 2015  
(Including Auditors' Report Thereon)

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**NEVADA RURAL HOUSING AUTHORITY  
FINANCIAL STATEMENTS  
JUNE 30, 2015**

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## INDEPENDENT AUDITORS' REPORT

To the Board of Commissioners  
Nevada Rural Housing Authority  
Carson City, Nevada

### Report on the financial Statements

We have audited the accompanying financial statements of the business-type activities, each major fund, and the aggregate remaining fund information of the Nevada Rural Housing Authority, as of and for the year ended June 30, 2015, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the Standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.



## Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities, each major fund, and the aggregate remaining fund information of the Nevada Rural Housing Authority, as of June 30, 2015, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

## Other Matters

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4 through 9, the Schedule of Funding Progress for OPEB, the Schedule of the Authority's Proportionate Share of the Net Pension Liability, and the Schedule of the Authority's Pension Plan Contribution on page 34 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to be required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### *Other Supplementary Information*

Our audit was performed for the purpose of forming opinions on the financial statements that collectively comprise the Nevada Rural Housing Authority's basic financial statements. The Schedule of Expenditures of Federal Awards on page 36 is required by the U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is not a required part of the basic financial statements. The accompanying Financial Data Schedule on pages 38 through 42 required by the U.S. Department of Housing and Urban Development is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The Schedule of Expenditures of Federal Awards and the Financial Data Schedule are the responsibility of management and were derived and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Expenditures of Federal Awards and the Financial Data Schedule are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

### *Implementation of New Accounting Standards*

As disclosed in Note 1 to the financial statements, the Authority implemented GASB Statement No. 68, *Accounting and Financial Reporting for Pensions – an amendment of GASB Statement No. 67*, and GASB Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date – an amendment of GASB Statement No. 68*, during the fiscal year 2015.

**Other Reporting Required By *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated December 4, 2015 on our consideration of the Nevada Rural Housing Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Nevada Rural Housing Authority's internal control over financial reporting and compliance.

*Coyner Row, LLP*

Walnut Creek, California  
December 4, 2015

## MANAGEMENT'S DISCUSSION AND ANALYSIS

As management of Nevada Rural Housing Authority we offer readers of the Authority's financial statements this narrative, overview and analysis of the financial activities of Nevada Rural Housing Authority for the fiscal year ended June 30, 2015. We encourage readers to consider the information presented here in conjunction with Nevada Rural Housing Authority's financial statements as presented in this report.

The Nevada Rural Housing Authority (the Authority) is a Public Housing Authority as defined in Section 8 of the United States Housing Act of 1937, as amended and a public body corporate and politic established pursuant to the Nevada Revised Statute 616. The Authority was organized in 1973 under the laws of the State of Nevada to primarily provide housing assistance to low and moderate income families and individuals.

The Nevada Rural Housing Authority primarily provides housing assistance to low income families and individuals. The primary sources of funding are through governmental grants received from the U.S. Department of Housing and Urban Development (HUD), the U.S. Department of Agriculture (USDA) Rural Development grants, developer and management fees, and rent collections from its owned units or administered units.

The following management discussion and analysis (MD&A) will discuss the results of the Authority's operations. Key financial information for the current fiscal year will be compared with those of the prior year.

### Financial Highlights

- The assets and deferred outflows of resources of the Authority exceeded its liabilities and deferred inflows of resources, resulting in a Net Position of \$14,150,397 at the close of fiscal year 2015 as opposed to \$16,408,166 for fiscal year 2014. The significant decrease in Net Position was primarily due to the prior period adjustment of \$2,580,908 as a result of the implementation of GASB 68.
- Total assets at June 30, 2015 were \$27,311,425. Of this, \$8,531,345 represents current assets and \$18,780,080 represents non-current assets. Total assets at June 30, 2015 increased by \$396,564 from the June 30, 2014 balance of \$26,914,861.
- Net capital assets for the fiscal year 2015 increased by \$87,465 from \$14,478,986 at June 30, 2014 to \$14,566,451 at June 30, 2015. Capital assets are reflected at cost, less accumulated depreciation for all capital assets.
- At June 30, 2015 there was \$364,947 of deferred outflows of resources. There were no deferred outflows of resources at June 30, 2014.
- Total liabilities at June 30, 2015 were \$12,651,355. Of this, \$5,304,374 represents current liabilities, and \$7,346,981 represents non-current liabilities. Total liabilities at June 30, 2015 increased by \$2,244,660 from the June 30, 2014 balance of \$10,506,695.
- At June 30, 2015 there was \$712,959 of deferred inflows of resources. There were no deferred inflows of resources at June 30, 2014.
- As of June 30, 2015 the Authority's Unrestricted Net Position was \$8,121,098, its Restricted Net Position was \$1,281,192, and its Net Investment in Capital Assets was \$4,748,107. This represents a total Net Position at June 30, 2015 of \$14,150,397 compared to a total Net Position at June 30, 2014 of \$16,408,166.
- The primary source of revenues for the Authority for the fiscal year ended June 30, 2015 were grants from federal agencies. Grant revenues for the fiscal year 2015 were \$11,959,319 versus \$11,825,073 for fiscal year 2014.

- Operating revenues for the Authority for the 2015 fiscal year were \$15,871,016 and operating expenses were \$15,448,604. Operating revenues and expenses for the fiscal year 2014 were \$14,654,801 and \$14,150,597 respectively.
- The major program expenditure, as reflected on the Combined Statement of Revenues, Expenses, and Changes in Net Position, was for housing assistance payments. There was \$9,694,746 of housing assistance payment expenses for fiscal year 2015. This represents an increase of \$701,495 of the amount for fiscal year 2014 of \$8,993,251.
- Expenditures of Federal Awards amounted to \$11,824,616 for 2015 an increase of \$1,266,564 from the prior fiscal year's expenditures of \$10,558,052.

### Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the Authority's basic financial statements, which are comprised of a Statement of Net Position, Statement of Revenues, Expenses, and Changes in Net Position, Statement of Cash Flows and Notes to the Financial Statements.

### Government-Wide Financial Statements

The *Statement of Net Position* presents information on the Authority's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Authority is improving or deteriorating.

The *Statement of Revenues, Expenses, and Changes in Net Position* presents information showing how the Authority's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

The *Statement of Cash Flows* presents the change in the Housing Authority's cash and cash equivalents during the most recent fiscal year.

### Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Authority uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. Some programs are required to be established by the United States Department of Housing and Urban Development (HUD). However, the Authority also administers other programs to help it control and manage money for particular purposes or to show that it is meeting legal responsibilities for using grants and other moneys. All of the funds of the Authority are classified as an enterprise housing fund as a result of GASB 34.

Enterprise funds account for activities similar to those found in the private sector, where the determination of net income is necessary or useful to sound financial administration. They are reported using the full accrual method of accounting in which all assets and all liabilities associated with the operation of these funds are included on the Statement of Net Position. The focus of enterprise funds is on income measurement, which together with the maintenance of equity, is an important financial indication.

## Notes to the Basic Financial Statements

The Notes to the Financial Statements provide additional information that is essential to a full understanding of the data provided in the fund financial statements.

### Component Unit

As is more fully described in Note 1.A, the government-wide financial statements includes the financial information of Nevada Rural Partners a discrete component unit of the Nevada Rural Housing Authority.

### Supplementary Information

The Schedule of Funding Progress for OPEB, the Schedule of the Authority's Proportionate Share of Net Pension Liability, the Schedule of the Authority's Pension Plan Contributions, the Schedule of Expenditures of Federal Awards and the Financial Data Schedule are presented for purposes of additional analysis as required by the and the U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations*, the Governmental Accounting Standards Board Statements (GASB), and the U.S. Department of Housing and Urban Development. These schedules can be found in the supplementary information sections of this report.

### Financial Analysis

As we noted earlier, the Authority uses funds to help it control and manage money for particular purposes. A portion of the Authority's net assets reflect the investment in capital assets (e.g. land, buildings and improvements, furniture, equipment and machinery). The Authority uses these capital assets to provide services to clients; consequently, these assets are not available for future spending.

### New Significant Accounting Standards Implemented

In fiscal year 2014-2015, the Authority adopted two new statements of financial accounting standards issued by the Governmental Accounting Standards Board ("GASB) that relate to the Authority's pension plan. The Statements are:

1. Statement No. 68, *Accounting and Financial Reporting for pensions – an amendment of GASB Statement No. 27.*
2. Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date – an amendment of GASB Statement No. 68.*

The significance of the Authority implementing Statement No. 68 is the reporting of the Authority's unfunded pension liability on the full accrual basis of accounting on the Authority's financial statements. There are new footnote disclosure requirements and supplementary schedules required by the Statement.

The measurement date for the pension liability is June 30, 2014. This date reflects a one year lag and was used so that these financial statements could be issued in a timely manner. Contributions made during fiscal year 2014 – 2015 are reported as deferred outflows of resources in accordance with Statement No. 71.

The implementation of these statements required that a prior period adjustment be made to the Authority's June 30, 2014 previously reported net position. This prior period adjustment decreased the Authority's reported Net Position June 30, 2014 by \$2,580,908 from \$16,408,166 to \$13,827,258 Please refer to Notes 6 and 7 for more information regarding the Authority's pension plan and prior period adjustment.

### Economic Factors

The Housing Authority is primarily dependent upon HUD for the funding of operations. Therefore, the Housing Authority is affected more by the federal budget than by state or local economic conditions. Changes in HUD grants affect the number of households that can be assisted under these federally funded programs on an ongoing basis.

### Budgetary Highlights

An agency-wide budget was prepared for the fiscal year ended June 30, 2015. The budget was primarily used as a management tool. Budgets are prepared in accordance with the accounting procedures prescribed by the applicable funding agency and revised during the year as appropriate. There are some slight variances and the budget comparison to actual can be found just after the statement of comparative activities.

### Comparative Statement of Net Position

The following table reflects the Statement of Net Position at June 30, 2015 compared to prior year. The Authority is engaged only in Business-Type Activities:

<b>Nevada Rural Housing Authority</b>				
<b>Comparative Statement of Net Position</b>				
<b>June 30, 2015</b>				
	<u>2015</u>	<u>2014</u>	<u>Increase/ Decrease</u>	<u>Percentage Change</u>
<b>Assets and Deferred Outflows</b>				
Current assets:	\$ 8,531,345	\$ 8,246,097	\$ 285,248	3.5%
Assets held for resale	56,438	56,438	-	
Mortgage loan receivable	4,100,000	4,100,000	-	
Mortgage interest receivable	57,191	33,340	23,851	71.5%
Capital Assets (net of accumulated depreciation)	14,566,451	14,478,986	87,465	0.6%
Deferred outflows	<u>364,947</u>	<u>-</u>	<u>364,947</u>	
<b>Total Assets and     Deferred Outflows</b>	<b><u>\$ 27,676,372</u></b>	<b><u>\$ 26,914,861</u></b>	<b><u>\$ 761,511</u></b>	<b>2.8%</b>
<b>Liabilities and Deferred Inflows</b>				
Current liabilities	\$ 5,304,374	\$ 5,258,618	\$ 45,756	0.9%
Non-current liabilities	7,508,542	5,248,077	2,260,465	43.1%
Deferred inflows	<u>712,959</u>	<u>-</u>	<u>712,959</u>	
<b>Total Liabilities and     Deferred Outflows</b>	<b><u>13,525,875</u></b>	<b><u>10,506,695</u></b>	<b><u>3,019,180</u></b>	<b>28.7%</b>
<b>Net Position</b>				
Net investment in Capital Assets	4,748,107	4,457,539	290,568	6.5%
Restricted	1,281,192	1,316,787	(35,595)	(2.7)%
Unrestricted	<u>8,121,098</u>	<u>10,633,840</u>	<u>(2,512,742)</u>	<u>(23.6)%</u>
<b>Total Net Position</b>	<b><u>\$ 14,150,397</u></b>	<b><u>\$ 16,408,166</u></b>	<b><u>\$(2,257,769)</u></b>	<b>(13.8)%</b>

### Comparative Statement of Revenues, Expenses, and Changes in Net Position

The following table presents the Statement of Revenues, Expenses, and Changes in Net Position for the fiscal year ended June 30, 2015 compared to prior year.

#### Nevada Rural Housing Authority Comparative Statement of Revenues, Expenses, and Changes in Net Position Year Ended June 30, 2015

	<u>2015</u>	<u>2014</u>	<u>Increase/ Decrease</u>	<u>Percentage Change</u>
<b><u>Operating Revenues</u></b>				
Grants	\$ 11,959,319	\$ 11,825,073	\$ 134,246	1.1%
Rents	621,216	623,372	(2,156)	(0.3)%
Mortgage issuer and lender fees	1,847,020	1,895,655	(48,635)	(2.6)%
Developer fees	640,150	-	640,150	
Other	803,311	310,701	492,610	158.5%
Total operating revenues	<u>15,871,016</u>	<u>14,654,801</u>	<u>1,216,215</u>	8.3%
<b><u>Operating Expenses</u></b>				
Administration	4,197,090	3,875,693	321,397	8.3%
Utilities	137,688	99,547	38,141	38.3%
Maintenance	637,316	585,307	52,009	8.9%
Tenant services	159,538	3,825	155,713	4,070.9%
General	174,894	180,930	(6,036)	(3.3)%
Housing Assistance Payments	9,694,746	8,993,251	701,495	7.8%
Depreciation	447,332	412,044	35,288	8.6%
Total operating expenses	<u>15,448,604</u>	<u>14,150,597</u>	<u>1,298,007</u>	9.2%
Operating Income (Loss)	<u>422,412</u>	<u>504,204</u>	<u>(81,792)</u>	(16.2)%
<b><u>Non-Operating Revenue (Expenses)</u></b>				
Interest Income	208,572	207,577	995	0.5%
Interest Expense	(228,841)	(205,617)	(23,224)	(11.3)%
Pension Expense	(79,004)	-	(79,004)	
Net Non-Operating Revenue (Loss)	<u>(99,273)</u>	<u>1,960</u>	<u>(101,233)</u>	(5,164.9)%
Change in Net Position	<u>323,139</u>	<u>506,164</u>	<u>(183,025)</u>	(36.2)%
Beginning Net Position, as Originally Stated	16,408,166	15,902,002	506,164	3.2%
Prior Period Adjustments	<u>(2,580,908)</u>	-	<u>(2,580,908)</u>	
Beginning Net Position, as Restated	<u>13,827,258</u>	<u>15,902,002</u>	<u>(2,074,744)</u>	(13.0)%
Net Position, End of Year	<u>\$ 14,150,397</u>	<u>\$ 16,408,166</u>	<u>\$(2,257,769)</u>	(13.8)%

#### Analysis of the Authority's Overall Financial Position and Results of Operations:

As indicated in the above comparative statements the Authority's net position at June 30, 2015 decreased by \$2,074,769 from the June 30, 2014 balance.

**Changes in Capital Assets**

Capital assets (net of accumulated depreciation) are presented below to illustrate changes from the prior year:

**Nevada Rural Housing Authority  
Changes in Capital Assets  
(Net of Accumulated Depreciation)**

	<u>2015</u>	<u>2014</u>	<u>Increase/ Decrease</u>	<u>Percentage Change</u>
Land	\$ 2,435,876	\$ 2,435,876	\$ -	-%
Buildings and Improvements	12,017,073	11,922,858	94,215	0.8%
Equipment	<u>113,502</u>	<u>120,251</u>	<u>(6,749)</u>	(5.6)%
<b>Total</b>	<b><u>\$ 14,566,451</u></b>	<b><u>\$ 14,478,985</u></b>	<b><u>\$ 87,466</u></b>	<b>0.6%</b>

The Authority's capital assets as of June 30, 2015 were \$14,566,451 (net of accumulated depreciation). During the fiscal year 2015 the Authority's net capital assets increased 87,466 or 0.6%. Additional information pertaining to the Authority's capital assets as of June 30, 2015 is presented in Note 3 to the Financial Statements.

**Changes in Long-Term Debt**

Long-term debt is presented below to illustrate changes from the prior year:

**Nevada Rural Housing Authority  
Changes in Long-Term Debt**

	<u>2015</u>	<u>2014</u>	<u>Increase/ Decrease</u>	<u>Percentage Change</u>
Notes payable	<u>\$ 9,818,344</u>	<u>\$ 9,878,826</u>	<u>\$ (60,482)</u>	(0.6)%
<b>Total</b>	<b><u>\$ 9,818,344</u></b>	<b><u>\$ 9,878,826</u></b>	<b><u>\$ (60,482)</u></b>	<b>(0.6)%</b>

At June 30, 2015 the Authority had long-term debt outstanding of \$9,818,344. During the fiscal year, the Authority's long-term debt decreased by \$60,482 or 0.6%. Additional information pertaining to the Authority's long-term debt as of June 30, 2015 is presented in Note 4 in the "Notes to the Financial Statements".

**Requests for information**

This financial report is designed to provide citizens, taxpayers, and creditors with a general overview of the Housing Authority's finances and to show the Housing Authority's accountability for the money it receives. Questions concerning any of the information provided in this report or request for additional financial information should be addressed to the Director of Finance at 3695 Desatoya Drive, Carson City, Nevada 89701.

**NEVADA RURAL HOUSING AUTHORITY**  
**STATEMENT OF NET POSITION**  
**PROPRIETARY FUNDS**  
**JUNE 30, 2015**

	<u>Primary Government Housing Fund</u>	<u>Component Unit Nevada Rural Partners</u>	<u>Total Combined</u>
<b>ASSETS</b>			
<b>Current Assets:</b>			
Cash and investments (Note 3)	\$ 6,099,879	\$ 1,000	\$ 6,100,879
Restricted cash	1,200,431	-	1,200,431
Due from other agencies	269,321	-	269,321
Accounts receivable	958,891	-	958,891
Prepaid expenses	<u>2,823</u>	<u>-</u>	<u>2,823</u>
Total current assets	<u>8,531,345</u>	<u>1,000</u>	<u>8,532,345</u>
Assets held for resale	56,438	-	56,438
Mortgage loan receivable	4,100,000	-	4,100,000
Mortgage interest receivable	57,191	-	57,191
Capital assets, net of accumulated depreciation of \$2,869,521 (Note 3)	<u>14,566,451</u>	<u>-</u>	<u>14,566,451</u>
Total non-current assets	<u>18,780,080</u>	<u>-</u>	<u>18,780,080</u>
Total assets	<u>27,311,425</u>	<u>1,000</u>	<u>27,312,425</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Pension Plan (Note 7)	<u>364,847</u>	<u>-</u>	<u>364,847</u>
Total assets and deferred outflows of resources	<u>\$ 27,676,272</u>	<u>\$ 1,000</u>	<u>\$ 27,677,272</u>
<b>LIABILITIES</b>			
<b>Current Liabilities:</b>			
Accounts payable	\$ 164,237	-	164,237
Accounts payable – other agencies	33,650	-	33,650
Tenant security deposits	48,302	-	48,302
Accrued liabilities	195,810	-	195,810
Compensated absences	7,606	-	7,606
Interest payable	12,109	-	12,109
Notes payable (Note 4)	<u>4,842,660</u>	<u>-</u>	<u>4,842,660</u>
Total current liabilities	<u>5,304,374</u>	<u>-</u>	<u>5,304,374</u>
<b>Noncurrent Liabilities:</b>			
Compensated absences (Note 5)	68,454	-	68,454
Other noncurrent liabilities	142,621	-	142,621
Notes payable (Note 4)	4,975,684	-	4,975,684
OPEB payable (Note 8)	9,983	-	9,983
Pension Liability	<u>2,311,800</u>	<u>-</u>	<u>2,311,800</u>
Total noncurrent liabilities	<u>7,508,542</u>	<u>-</u>	<u>7,508,542</u>
Total liabilities	<u>12,812,916</u>	<u>-</u>	<u>12,812,916</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Pension Plan (Note 7)	<u>712,959</u>	<u>-</u>	<u>712,959</u>
Total liabilities and deferred inflows of resources	<u>13,525,875</u>	<u>-</u>	<u>13,525,875</u>
<b>NET POSITION</b>			
Net investment in capital assets	4,748,107	-	4,748,107
Restricted	1,281,192	-	1,281,192
Unrestricted:	<u>8,121,098</u>	<u>1,000</u>	<u>8,122,098</u>
Total Net Position	<u>\$ 14,150,397</u>	<u>\$ 1,000</u>	<u>\$ 14,151,397</u>

See accompanying notes to the financial statements

**NEVADA RURAL HOUSING AUTHORITY  
STATEMENT OF REVENUES, EXPENSES, AND  
CHANGES IN NET POSITION -  
PROPRIETARY FUND TYPES  
FOR THE YEAR ENDED JUNE 30, 2015**

	<u>Primary Government Housing Fund</u>	<u>Component Unit Nevada Rural Partners</u>	<u>Total Combined</u>
<b><u>Operating Revenues</u></b>			
Grants	\$ 11,959,319	\$ -	\$ 11,959,319
Rents	621,216	-	621,216
Mortgage issuer and lender fees	1,847,020	-	1,847,020
Developer fees	640,150	-	640,150
Other	<u>803,311</u>	<u>-</u>	<u>803,311</u>
Total operating revenues	<u>15,871,016</u>	<u>-</u>	<u>15,871,016</u>
<b><u>Operating Expenses</u></b>			
Administration	4,197,090	-	4,197,090
Utilities	137,688	-	137,688
Maintenance	637,316	-	637,316
Tenant Services	159,538	-	159,538
General	174,894	-	174,894
Housing assistance payments	9,694,746	-	9,694,746
Depreciation	<u>447,332</u>	<u>-</u>	<u>447,332</u>
Total operating expenditures	<u>15,448,604</u>	<u>-</u>	<u>15,448,604</u>
Operating income (loss)	<u>422,412</u>	<u>-</u>	<u>422,412</u>
<b><u>Non-Operating Revenues (Expenses)</u></b>			
Interest income - investments	28,138	-	28,138
Interest income - mortgage loans	180,434	-	180,434
Interest expense	(228,841)	-	(228,841)
Pension expense (Note 7)	<u>(79,004)</u>	<u>-</u>	<u>(79,004)</u>
Net non-operating revenue	<u>(99,273)</u>	<u>-</u>	<u>(99,273)</u>
Change in net position	<u>323,139</u>	<u>-</u>	<u>323,139</u>
Beginning net position, as previously stated	16,408,166	1,000	16,409,166
Prior period adjustment (Note 6)	<u>(2,580,908)</u>	<u>-</u>	<u>(2,580,908)</u>
Beginning net position, as restated	<u>13,827,258</u>	<u>1,000</u>	<u>13,828,258</u>
Ending net position	<u>\$ 14,150,397</u>	<u>\$ 1,000</u>	<u>\$ 14,151,397</u>

See accompanying notes to the financial statements.

**NEVADA RURAL HOUSING AUTHORITY  
STATEMENT OF CASH FLOWS  
PROPRIETARY FUND TYPES  
FOR THE YEAR ENDED JUNE 30, 2015**

	<u>Primary Government Housing Fund</u>	<u>Component Unit Nevada Rural Partners</u>	<u>Total Combined</u>
<b><u>Cash flows from operating activities:</u></b>			
Grants received	\$ 11,776,900	\$ -	\$ 11,776,900
Cash received from rents	600,213	-	600,213
Development and management fees	2,385,178	-	2,385,178
Other cash receipts	146,922	-	146,922
Cash payments to suppliers and landlords	(13,471,264)	-	(13,471,264)
Cash payments to employees	<u>(1,487,838)</u>	-	<u>(1,487,838)</u>
Net cash provided (used) in operating activities	<u>(49,889)</u>	-	<u>(49,889)</u>
<b><u>Cash flows from capital and related financing activities:</u></b>			
Interest paid on long-term debt	(216,732)	-	(216,732)
Purchase of fixed assets	(534,798)	-	(534,798)
Principal payments of long-term debt	<u>(60,482)</u>	-	<u>(60,482)</u>
Net cash (used) by capital and related financing activities	<u>(812,012)</u>	-	<u>(812,012)</u>
<b><u>Cash flows from investing activities:</u></b>			
Interest received from investments	<u>184,721</u>	-	<u>184,721</u>
Net cash provided by investing activities	<u>184,721</u>	-	<u>184,721</u>
Net increase (decrease) in cash	(677,180)	-	(677,180)
Cash at beginning of year	<u>7,977,490</u>	<u>1,000</u>	<u>7,978,490</u>
Cash at end of year	<u>\$ 7,300,318</u>	<u>\$ 1,000</u>	<u>\$ 7,301,318</u>
<b><u>Reconciliation of operating income (loss) to net cash provided (used) by operating activities:</u></b>			
Operating income (loss)	\$ 422,412	\$ -	\$ 422,412
Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities:			
Depreciation	447,332	-	447,332
Changes in assets and liabilities:			
Increase in accounts receivable	(779,384)	-	(779,384)
Increase in receivables from other agencies	(182,419)	-	(182,419)
Increase in prepaid expenses	(625)	-	(625)
Increase in accounts payable	89,970	-	89,970
Increase in accrued liabilities	11,290	-	11,290
Decrease in amounts due other agencies	<u>(58,465)</u>	-	<u>(58,465)</u>
Net cash provided by operating activities	<u>\$ (49,889)</u>	<u>\$ -</u>	<u>\$ (49,889)</u>

See accompanying notes to the financial statements.

**NEVADA RURAL HOUSING AUTHORITY**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2015**

**Note 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accounting policies of the Nevada Rural Housing Authority (the Authority) conform to accounting principles generally accepted in the United States of America (GAAP) as applicable to governmental entities. The following is a summary of the more significant policies.

**A. Definition of Reporting Entity**

The Nevada Rural Housing Authority (the Authority) was established during 1973 by Nevada Revised Statute 616 and updated by Nevada Revised Statute 315. The Authority is governed by a five member Board of Commissioners appointed to four year terms. The Authority was organized to promote the health and safety of the residents of the State of Nevada and to develop more desirable neighborhoods and alleviate poverty in the counties, cities, and towns of the state by making provisions for decent, safe and sanitary low-rent housing facilities for persons of low and moderate income.

The Authority has implemented the provisions of the Governmental Accounting Standards Board, codified in GASB section 2100, "Defining the Government Reporting". For financial reporting purposes the Authority's financial statements include all funds over and other organizations over which Authority officials exercise oversight responsibility. Oversight responsibility includes such duties as appointment of governing body members, budget review, approval of tax levies, responsibility for outstanding debt secured by the Authority's full faith and credit, or revenues, and the responsibility for funding deficits.

**Discretely Presented Component Unit**

The financial information of the Nevada Rural Community Partners, Inc (The Agency) is a legally separate entity from the Nevada Rural Housing Authority. However, beginning January 1, 2013 the Authority's Board of Commissioners also began acting as the Board of Directors for the Agency. The Authority also provides management services and financial assistance to the Agency.

The Basis of Presentation and Basis of Accounting used by the Nevada Rural Community Partners, Inc. are the same as those used by the Nevada Rural Housing Authority.

**B. Government-wide and Fund Financial Statements**

The government-wide financial statements (i.e. the statement of net position; the statement of revenues, expenses, and changes in net position; and the statement of cash flows) report the financial information of the Authority's operations as a whole.

For financial reporting purposes, the Authority reports all of its operations as a single business type activity in a single enterprise housing fund. Therefore, for the Authority the government-wide and fund financial statements are the same. These basic financial statements are presented in accordance with the standards established by the Governmental Accounting Standards Board (GASB).

NEVADA RURAL HOUSING AUTHORITY  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2015

Note 1 (continued)

**C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation**

The financial statements and the Schedule of Expenditures of Federal Awards are reported using the *economic resources measurement focus* and the *accrual basis* of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when related cash flows take place. Nonexchange transactions are those in which the Authority receives value without directly giving equal value in exchange. These transactions include revenues from federal, state, and local assistance programs. Revenues from these sources are recognized in the fiscal year in which all eligibility requirements have been met.

The Authority applies all applicable Financial Accounting Standards Board (FASB) pronouncements issued before December 30, 1989 in accounting and reporting for its proprietary operations and it has implemented in fiscal year 2015 GASB Statement No. 62, Codification of Accounting and Financial Reporting Guidance Contained in Pre-December 30, 1989 FASB and AICPA Pronouncements for FASB Pronouncements after December 30, 1989.

Proprietary funds distinguish *operating* revenues and expenses from *nonoperating* activities. Operating revenues and expenses generally result from providing services in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the Authority's enterprise housing fund are grants from federal funding agencies for housing assistance payments earned, administrative and developer fees, and rental income from its owned housing units. Operating expenses include employee services and supplies, administrative expenses, management fees, utilities, housing assistance payments to landlords, and depreciation of its capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

When both restricted and unrestricted resources are available for use, it is the Authority's policy to use restricted resources first, then unrestricted resources as they are needed.

**D. Assets, Liabilities, and Net Position**

**1. Cash and Cash Equivalents**

For purposes of the accompanying statement of cash flows, the Authority considers all of their cash and investments, including restricted cash, to be cash and equivalents. The Authority considers all of their investments to be highly liquid and, therefore, to be cash equivalents.

Cash and cash equivalents include amounts in demand deposits, certificates of deposit, money market accounts, and savings accounts. All of the Authority's investments can be converted to cash in a relatively short amount of time and are therefore presented in the Statement of Cash Flows.

**NEVADA RURAL HOUSING AUTHORITY**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2015**

**Note 1 (continued)***2. Restricted Assets*

Restricted cash, cash equivalents, and investments, represent deposits that are used for replacement reserves, security deposit payable amounts to tenants and amounts that are required by grants from HUD to be used only to provide housing assistance for individuals and families that meet various income, age, and employment standards.

*3. Receivables*

All receivables are reported at their gross value and are reduced by an allowance for doubtful accounts if such an amount is considered applicable.

*4. Inventories and prepaid assets*

All inventories are valued at cost using the first in/first out (FIFO) method. Inventories are recorded as expenditures when consumed rather than when purchased.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items the financial statements.

*5. Capital Assets*

Capital assets which include land, buildings, improvements, and furniture and equipment, are reported at historical cost. Contributed capital assets are recorded at fair value at the time received. Interest expense during any development periods is capitalized.

Maintenance, minor repairs and replacements are recorded as expenses; extraordinary replacements of property resulting in property betterments are charged to the property accounts.

Depreciation is charged to operations using the straight-line method based on the estimated useful life of the related asset. The estimated useful lives of the various asset categories are as follows:

Buildings	40 years
Improvements	15 years
Furniture and Equipment	5 years

*6. Compensated Absences*

It is the Authority's policy to permit employees to accumulate earned but unused vacation and sick pay benefits. All vacation pay is accrued when incurred. A portion of unused sick leave is only payable to employees who have over 10 years of services upon termination of their employment.

*7. Taxes*

The Authority is exempt from federal income taxes. The Authority is also exempt from property taxes but makes payments in lieu of taxes on its owned housing units.

NEVADA RURAL HOUSING AUTHORITY  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2015

Note 1 (continued)

*8. Encumbrances*

Encumbrance accounting is not employed by the Authority.

*9. Net Position*

Net position represents the differences between assets and liabilities. Net position consists of investment in capital assets, net of related debt; restricted net position; and unrestricted net position. Net position invested in capital assets, net of related debt, consists of capital assets, net of depreciation, reduced by the outstanding balances of borrowings used for the construction, or improvement of those assets. Net position is reported as restricted when there are limitations imposed on their use through constitutional provisions or enabling legislation or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments.

*10. Deferred Outflows/Inflows of Resources*

In addition to assets and liabilities, the Statement of Net Position includes separate sections for deferred outflows and inflows of resources. These separate sections represent a consumption or acquisition of net position that applies to future periods and will not be recognized as outflows (revenues) or inflows (expenses) until that time.

*11. Pensions*

For purposes of measuring the net pension liability (NPL) and deferred outflows/inflows of resources related to pensions, pension expense, information about the fiduciary net position (FNP) of the Authority's Public Employees' Retirement System (PERS) Plans and additions to/deductions from the Plans' fiduciary net position have been determined on the same basis as they are reported by Nevada PERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

**E. New GASB Pronouncements**

During fiscal year 2015 the Authority adopted the following GASB Statements:

Statement No. 68 - *Accounting and Financial Reporting for Pensions – an amendment of GASB Statement No. 27.*

Statement No. 71 – *Pension Transition for Contributions Made Subsequent to the Measurement Date – an amendment to GASB Statement No. 68.*

**F. Estimates**

Management of the Authority has made certain estimates and assumptions relating to the reporting of assets and liabilities and revenues and expenses to prepare the financial statements. Actual results may differ from those estimates.

**NEVADA RURAL HOUSING AUTHORITY**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2015**

**Note 1 (continued)****G. Budgets and Budgetary Accounting**

Each year the Authority's Board of Commissioners adopts an operating budget. This budget may be revised during the year to give consideration to unanticipated revenue and expenditures primarily resulting from events unknown at the time of the adoption of the annual budget.

**Note 2.- CASH AND INVESTMENTS**

Cash and investments as of June 30, 2015, are classified in the accompanying financial statements as follows:

Unrestricted cash and investments	\$ 6,099,879
Restricted cash	<u>1,200,431</u>
Total cash and investments	<u>\$ 7,300,310</u>

Combined unrestricted and restricted cash and investments as of June 30, 2015, consist of the following:

Checking and savings deposits with financial institutions	\$ 849,150
Certificate of deposit	125,000
Guaranteed fixed annuity contracts	564,534
Money market accounts	5,761,226
Petty cash on hand	<u>400</u>
Total cash and investments	<u>\$ 7,300,310</u>

*Interest Rate Risk* – Interest rate risk is the risk of possible reduction in the value of a security, especially a bond, resulting from the rise in interest rates. To limit exposure to interest rate risk, the Nevada Revised Statutes limits banker's acceptances to 180 days maturities, repurchase agreements to 90 days, U.S. Treasuries and Agencies to less than 10 years, and commercial paper to 270 days maturity. At June 30, 2015 the Authority was not invested in any of these types of investments.

*Credit Risk* – Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligation and is a function of the credit quality ratings of its investments. In accordance with the Nevada Revised Statutes, the Authority limits its investment instruments by their credit risk. The Authority's investment in VALIC Guaranteed Fixed Deferred Annuity Contracts is rated by nationally recognized statistical rating organizations as "A".

*Custodial Credit Risk* – Custodial credit risk is the risk that in the event of a bank or brokerage failure, the Authority's deposits may not be returned. The Authority's bank deposits are either covered by FDIC insurance or are collateralized. At June 30, 2015 \$893,285 of the Authority's cash and investments are covered by FDIC insurance.

**NEVADA RURAL HOUSING AUTHORITY**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2015**

**Note 3 - CAPITAL ASSETS**

The following is a summary of the Authority's changes in capital assets for the fiscal year ended June 30, 2015:

	<u>Balance</u> <u>7/1/14</u>	<u>Additions</u>	<u>Adjustments</u> <u>And Deletions</u>	<u>Balance</u> <u>6/30/15</u>
Land	\$ 2,435,876	\$ -	\$ -	\$ 2,435,876
Buildings and improvements	14,139,648	493,736	-	14,633,384
Equipment	325,650	41,062	-	366,712
Total capital assets	<u>16,901,174</u>	<u>534,798</u>	<u>-</u>	<u>17,435,972</u>
Less accumulated Depreciation:				
Buildings and Improvements	(2,216,790)	(399,521)	-	(2,616,311)
Equipment	(205,399)	(47,811)	-	(253,210)
Total accumulated depreciation	<u>(2,422,189)</u>	<u>(447,332)</u>	<u>-</u>	<u>(2,869,521)</u>
Total capital assets, net	<u>\$ 14,478,985</u>	<u>\$ 87,466</u>	<u>\$ -</u>	<u>\$ 14,566,451</u>

**Note 4 - LONG-TERM DEBT**

The following is a summary of changes in long-term debt for the year ended June 30, 2015:

	<u>Balance</u> <u>7/1/14</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>6/30/15</u>
Mortgage notes	\$ 9,878,826	\$ 2,117	\$ (62,599)	\$ 9,818,344
Compensated Absences (Note.6)	69,519	6,541	-	76,060
	<u>\$ 9,948,345</u>	<u>\$ 8,658</u>	<u>\$ (62,599)</u>	<u>\$ 9,894,404</u>

**NEVADA RURAL HOUSING AUTHORITY  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2015**

**Note 4 (continued)**

A description of the debt recorded at June 30, 2015 for the housing authority is as follows:

	<u>Balance</u>
<u>Winnemucca Manor</u>	
Installment note, due February 1, 2041; secured by a consolidated deed of trust on real property and security agreement which includes an assignment of rents; interest at 8.5% per annum. Per an agreement with the USDA dated February 12, 2013 the monthly principal and interest payments have been deferred until February 2034 at which time all deferred principal and interest is due.	\$ 212,526
Installment note, due February 1, 2041; secured by a consolidated deed of trust on real property and security agreement which includes an assignment of rents; interest at 9% per annum. Per an agreement with the USDA dated February 12, 2013 the monthly principal and interest payments have been deferred from March 2013 until February 2034 at which time all deferred principal and interest is due.	31,576
Installment note, due February 1, 2041; secured by a consolidated Deed of trust on real property and security agreement which includes interest at 10.75% per annum. Per an agreement with the USDA dated February 12, 2013 the monthly principal and interest payments have been deferred from March 2013 until February 2034 at which time all accrued principal and interest is due.	17,782
Installment note, due February 1, 2061; secured by a deed of trust on real property and security agreement which includes interest at 3.125%. Monthly principal and interest payments total \$1,000.	297,401
<u>Southwood Manor A</u>	
Installment note, due September 1, 2032; secured by a deed of trust on real property and security agreement which includes an assignment of rents; interest at 13.125% per annum; monthly principal and interest payments amount to \$1,524.	124,848
Installment note, due September 1, 2032; secured by a deed of trust on real property and security agreement which includes interest at 13.125% per annum, monthly principal and interest payments amount to \$1,451.	118,845
Installment note, due November 1, 2033; secured by a deed of trust on real property and security agreement which includes interest at 10.75% per annum; monthly principal and interest payments amount to \$1,214.	116,805

**NEVADA RURAL HOUSING AUTHORITY**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2015**

**Note 4 (continued)**

<p>Installment note, due December 16, 2030, secured by a deed of trust on real property and security agreement which includes an assignment of rents; interest at 6.875% per annum; monthly principal and interest payments amount to \$211.</p>	\$ 33,550
<p>Installment note, due December 16, 2030, secured by a deed of trust on real property and security agreement which includes an assignment of rents; interest at 6.875% per annum; monthly principal and interest payments amount to \$589, reduced to \$398.</p>	93,667
<u>Southwood Senior Manor</u>	
<p>Installment note, due July 24, 2034; secured by a deed of trust on real property and security agreement which includes an assignment of rents; interest at 10.75% per annum; monthly principal and interest payments amount to \$1,710.</p>	166,155
<u>Yerington Manor</u>	
<p>Installment note due February 1, 2029, secured by a deed of trust on real property and security agreement which includes an assignment of rents, interest at 8.25% per annum, required monthly principal and interest payments are \$3,373.</p>	331,104
<p>Installment note due March 1, 2029, secured by a deed of trust on real property and security agreement which includes an assignment of rents, interest at 8.75% per annum, required monthly principal and interest payments are \$1,721.</p>	164,820
<p>Installment note due December 25, 2029, secured by a deed of trust on real property and security agreement which includes an assignment of rents, interest at 9.00% per annum, required monthly principal and interest payments are \$323.</p>	30,499
<p>Installment note due March 2, 2039, secured by a deed of trust on real property and security agreement which includes an assignment of rents, interest at 9.00% per annum, monthly principal and interest payments amount to \$4,416.</p>	518,752
<p>Installment note due March 2, 2039 secured by a deed of trust on real property and security agreement which includes an assignment of rents, interest at 9.5% per annum, monthly principal and interest payments amount to \$630.</p>	71,180

**NEVADA RURAL HOUSING AUTHORITY**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2015**

**Note 4 (continued):**Property located in Eureka County, Nevada

Note secured by a deed of trust on real property. The note plus any accrued interest is payable in full no later than May 25, 2017. The note bears interest at 3% per annum. Payments of interest only are due on the first day of each quarter.

\$ 1,000,000

Eureka Canyon Apartments, Eureka, Nevada

A multifamily promissory note secured by a deed of trust. The note was issued on September 13, 2011 pursuant to a "Multifamily Grant Agreement". The original promissory note dated September 13, 2011 required quarterly interest only payments at a rate of 3% per annum. The original note required payment of all principal and interest no later than March 16, 2014. Per the associated "Multifamily Grant Agreement" it was intended that separate permanent financing was to be obtained prior to the March 16, 2014 loan due date to repay the multifamily promissory note. Section 100.G. of the Multifamily Grant Agreement also indicated if permanent financing for the Multifamily Project could not be obtained before the original maturity date of the note the lender would convert the grant (note) to a permanent loan. As of the date of this report the Authority has been unable to secure permanent financing to repay the original loan and is continuing to make quarterly interest only payments on the loan at 3% per annum. Management has indicated as of the date of this report negotiations between itself and the lender are on-going.

4,781,348

Property located in Elko County, Nevada

Installment note secured by a deed of trust on real property. The note is payable in full no later than August 1, 2047. The note bears interest at 7.25% per annum. Monthly payments of principal and interest amount to \$1,694.

734,314

Installment note secured by a deed of trust on real property. The note is payable in full no later than March 1, 2043. The note bears interest at 7.25% per annum. Monthly payments of principal and interest amount to \$1,677.

709,437

Installment note secured by a deed of trust on real property. The note is payable in full no later than January 1, 2049. The note bears interest at 7.25% per annum. Monthly payments of principal and interest amount to \$2,320.

263,735

Total notes payable at June 30, 2015

\$ 9,818,344

**NEVADA RURAL HOUSING AUTHORITY**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2015**

**Note 4 (continued)**

The following is a schedule of debt payment requirements to maturity for long-term obligations other than compensated absences:

Year Ending June 30,	Principal Payments	Interest Payments	Total Payments
2016	\$ 4,842,660	\$ 241,009	\$ 5,083,669
2017	1,066,252	86,405	1,152,657
2018	71,650	54,339	125,989
2019	77,555	48,435	125,990
2020	84,013	41,977	125,990
2021-2025	540,562	89,389	629,951
2026-2030	735,767	(148,319)	587,448
2031-2035	801,149	(124,634)	676,515
2036-2040	631,440	(247,392)	384,048
2041-2045	650,657	(155,051)	495,606
2046-2050	191,326	(35,291)	156,035
2051-2055	43,696	(5,094)	38,602
2056-2060	51,076	(12,474)	38,602
2061-2065	30,541	(10,092)	20,449
	<u>\$ 9,818,344</u>	<u>\$ (176,793)</u>	<u>\$ 9,641,551</u>

**Note 5 - COMPENSATED ABSENCES**

It is the Authority's policy to permit employees to accumulate earned but unused vacation leave. This leave will be used in future periods or paid to employees upon separation from the Authority. Employees also are entitled to receive unused sick leave at separation of service up to a maximum of \$8,000 based upon the number of years of service, after being with the Authority ten years or more. At June 30, 2015 accrued vacation and sick leave has been valued by the Authority and has been recorded as a short term liability of \$7,606 and a long-term liability of \$68,454.

**Note 6 - PRIOR PERIOD ADJUSTMENTS****Pension Plan:**

A prior period adjustment of \$2,580,908 was made to decrease the beginning net position. The adjustment was made to reflect the prior period costs related to the implementation of the net pension liability.

The restatement of the beginning net position is summarized as follows:

Net positions at June 30, 2014, as previously stated	\$ 16,408,166
Net position liability adjustment	<u>(2,580,908)</u>
Net position at June 30, 2014, as restated	<u>\$ 13,827,258</u>

NEVADA RURAL HOUSING AUTHORITY  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2015

Note 7 – EMPLOYEES RETIREMENT PLAN

A. General Information about the Pension Plan

**Plan Descriptions** – Public Employee Retirement System of Nevada (PERS) administers a cost-sharing, multiple-employer, defined benefit public employees' retirement system. The system was established by the Nevada Legislature in 1947, effective July 1, 1948. The system is administered to provide a reasonable base income to qualified employees who have been employed by a public employer and whose earning capacities have been removed or substantially impaired by age or disability.

Additional information supporting the Schedule of Employer Allocations and the Schedule of Pension Amounts by Employer is located in the PERS Comprehensive Annual Financial Report (CAFR) available on the PER's website at [www.nvpers.org](http://www.nvpers.org) under Quick Links – Publications.

**Benefits Provided** – Benefits, as required by the Nevada Revised Statutes, are determined by the number of years accredited service at time of retirement and the member's highest average compensation in any 36 consecutive months with special provisions for members entering the System on or after January 1, 2010. Benefit payments to which participants or their beneficiaries may be entitled under the plan include pension benefits, disability benefits, and survivor benefits.

Monthly benefit allowances for members are computed as 2.5% of average compensation for each accredited year of service prior to July 1, 2001. For service earned on or after July 1, 2001, this multiplier is 2.67% of average compensation. For members entering the System on or after January 1, 2010, there is a 2.5% multiplier. The System offers several alternatives to the unmodified service retirement allowance which, in general, allow the retired employee to accept a reduced service retirement allowance payable monthly during his or her lifetime and various optional monthly payments to a named beneficiary after his or her death.

**Vesting** – Regular members are eligible for retirement at age 65 with five years of service, at age 60 with ten years of service, or at any age with thirty years of service. Regular members entering the System on or after January 1, 2010 are eligible for retirement at age 65 with five years of service, or at age 62 with ten years of service, or at any age with thirty years of service.

The normal ceiling limitation on monthly benefits allowances is 75% of average compensation. However, a member who has an effective date of membership before July 1, 1985, is entitled to a benefit up to 90% of average compensation.

**NEVADA RURAL HOUSING AUTHORITY**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2015**

**Note 7 (continued)**

The Plans' provisions and benefits in effect at June 30, 2015, are summarized as follows:

	<u>Miscellaneous Plans</u>		
	<u>Prior to January 1, 2001</u>	<u>Prior to January 1, 2010</u>	<u>On or After January 1, 2010</u>
Benefit Formula	2.50%	2.67%	2.50%
Benefit Vesting Formula	5 years of service	5 years of service	5 years of service
Benefit payments	monthly for life	monthly for life	monthly for life
Retirement age based on years of service	60-65, any after 30 years	60-65, any after 30 years	65-65, any after 30 years
Monthly benefits, as a % of eligible compensation	2.50%	2.67%	2.50%
Required employee contribution rates	13.25%	13.25%	13.25%
Required employer contribution rates	13.25%	13.25%	13.25%

**Contributions** – The authority for establishing and amending the obligation to make employer and member contribution rates, is set by statute. New hires, in agencies, which did not elect the Employer-Pay Contribution (EPC) plan prior to July 1, 1983, have the option of selecting one or two contribution plans. Contributions are shared equally by employer and employee. Employees can take a reduced salary and have contributions made by the employer (EPC) or can make contributions by a payroll deduction matched by the employer.

The System's basic funding policy provides for periodic contributions at a level pattern of cost as a percentage of salary throughout an employee's working lifetime in order to accumulate sufficient assets to pay benefits when due.

The system receives an actuarial valuation on an annual basis indicating the contribution rates required to fund the System on an actuarial reserve basis. Contributions actually made are in accordance with the required rates established by the Nevada Legislature. These statutory rates are increased/decreased pursuant to NRS 286.421 and 286.450.

The actuary funding method used is the Entry Age Normal Cost Method. It is intended to meet the funding objective and result in a relatively level long-term contributions requirement as a percentage of salary.

For the fiscal year ended June 30, 2014 and June 30, 2015 the Regular Statutory Employer/employee matching rate was 13.25%. The Regular Employer-pay contribution (EPC) rate was 25.75%.

For the year ended June 30, 2015, the contributions recognized as part of pension expense were as follows:

Contributions – employer	\$ 189,514.
Contributions – employee	\$ 175,333

**NEVADA RURAL HOUSING AUTHORITY**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2015**

**Note 7 (continued)*****Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions***

**Pension Liability** - The following table shows the Plan's proportionate share of the regular risk pool collective net pension liability over the measurement period ended June 30, 2014:

	<u>Proportionate Share of Pension Liability</u>	<u>Pool Percentage</u>
Balance at 6/30/13 - Valuation date	\$ 2,916,890	.02218%
Balance at 6/30/14 - Measurement date	<u>2,311,800</u>	<u>.02218%</u>
Total Net Change	<u>\$ 605,090</u>	<u>.02218%</u>

The Authority's net pension liability (NPL) was measured as of June 30, 2014, and the total pension liability used to calculate the pension liability was determined by an actuarial valuation as of that date. The NPL of \$2,311,800 is measured as the proportionate share of the net pension liability of \$10,421,979,023 (or .02218%).

The employer allocation percentage of the net pension liability was based on the total contributions due on wages paid during the measurement period. Each employer's proportion of the net pension liability is based on their combined employer and member contributions relative to the total combined employer and member contributions for all employers for the period ended June 30, 2014.

**Pension expense** - As of June 30, 2015, the Authority recognized pension expense of \$79,004.

**Deferred inflows/outflows** - At June 30, 2015, the Authority reported deferred outflows of resources and deferred inflows of resources related to pensions from the following:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Pension contributions subsequent to measurement date	\$ 364,847	\$ 0
Differences between actual and expected experience	0	(110,632)
Changes in assumptions	0	0
Net differences between projected and actual earnings on pension plan investments	0	(485,573)
Adjustment due to differences between actual Contributions and proportionate share of contributions	<u>0</u>	<u>(116,759)</u>
Total	<u>\$ 364,847</u>	<u>\$ (712,959)</u>

**NEVADA RURAL HOUSING AUTHORITY**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2015**

**Note 7 (continued)**

\$348,112 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2016 (measurement period ended June 30, 2015). Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

Measurement Period Ended June 30	Deferred Outflows/inflows of Resources
2016	\$ 206,631
2017	(158,216)
2018	(158,216)
2019	(158,216)
2020	(36,833)
Thereafter	(43,262)

**Actuarial Methods and Assumptions Used to Determine Total Pension Liability** – The System's net pension liability was measured as of June 30, 2014, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The total pension liability was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial Assumptions:	
Discount Rate	8.00%
Inflation	3.50%
Payroll Growth	5.00%, including inflation
Productivity pay increase	0.75%
Projected Salary Increase	4.60% to 9.75% depending on service Rates include inflation and productivity increases
Consumer Price Index	3.50%
Other Assumptions	Same as those used in the June 30, 2014 funding actuarial valuation

Actuarial assumptions used in the June 30, 2014 valuation were based on the results of the experience review completed in 2013.

**Discount Rate** – The discount rate used to measure the total pension liability was 8.00% as of June 30, 2014 and June 30, 2013. The projection of cash flows used to determine the discount rate assumed that employee and employer contributions will be made at the rate specified in statute. Based on that assumption, the pension plan fiduciary net position at June 30, 2014, was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability as of June 30, 2014 and June 30, 2013.

**NEVADA RURAL HOUSING AUTHORITY  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2015**

**Note 7 (continued)**

The following was the Pension Board adopted policy target asset allocation as of June 30, 2014:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Geometric Expected Real Rate of Return*</u>
Domestic Equity	42.0%	5.50%
International Equity	18.0%	5.75%
Domestic Fixed Income	30.0%	0.25%
Private Markets	10.0%	6.80%
Total	<u>100.0%</u>	

\*As of June 30, 2014 PER's long-term inflation assumption was 3.5%

*Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate* - The following presents the Authority's proportionate share of the net pension liability/ (asset), calculated using the discount rate of 8.00 percent, as well as what the Authority's proportionate share of the net pension liability/ (asset) would be if it were calculated using a discount rate that is 1-percentage point lower (7.00%) or 1-percentage point higher (9.00%) than the current rate:

	<u>Discount Rate - 1% (7.00%)</u>	<u>Current Discount Rate (8.00%)</u>	<u>Discount Rate +1% (9.00%)</u>
Plan's Net Pension Liability	\$ 3,594,783	\$ 2,311,595	\$ 1,244,939

*Pension Plan Fiduciary Net Position* - Detailed information about each pension plan's fiduciary net position is available in the separately issued PERS Comprehensive Annual Financial Report, available on the PERS website.

***Payable to the Pension Plan***

At June 30, 2015, the Authority reported a payable of \$0 for the outstanding amount of contributions to the pension plan required for the year ended June 30, 2015.

**Note 8 - OTHER POSTEMPLOYMENT BENEFITS (OPEB)****Plan Descriptions:**

The Nevada Rural Housing Authority (the Authority) administers a single-employer defined benefit healthcare plan, Nevada Rural Housing Authority Employee Health Benefit Plan (NVRHAEHBP). Additionally, the Authority contributes to an agent multiple-employer defined benefit postemployment healthcare plan, Public Employees' Benefits Plan (PEBP). Each plan provides medical, vision, dental, and life insurance benefits to eligible retired Authority employees and beneficiaries.

**NEVADA RURAL HOUSING AUTHORITY**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2015**

**Note 8 (continued)**

Benefit provisions for the NVRHAEHBP are established pursuant to NRS 287.023 and amended through negotiations between the Authority and the respective associations. NRS 288.150 assigns the authority to establish benefit provisions to the Board of Trustees. The plan provides healthcare insurance for eligible retirees and their beneficiaries through the Authority's group health insurance plan, which covers both active and retired members. Under NRS 287.023, eligible retirees are able to participate in the plan with at the same premium rates as active employees, thereby benefitting from an implicit subsidy. Retirees are required to pay 100% of their premiums under the plan. As of June 30, 2015, three retirees were using this plan. The NVRHAEHBP does not issue a publicly available financial report.

Benefit provisions for the PEBP are administered by the State of Nevada. NRS 287.043 assigns the authority to establish and amend benefit provisions to the PEBP nine-member board of trustees. Authority employees who met the eligibility requirements effective September 1, 2008 for retirement within the Public Employee Retirement System had the option upon retirement to enroll in coverage under the PEBP. NRS 287.023 sunsetted the option to join PEBP for Authority employees who retired after December 29, 2008. Local governments are required to pay the same portion of cost of coverage for those persons joining PEBP that the State of Nevada pays for those persons retired from state service who have continued to participate in the plan. As of June 30, 2015, the Authority retirees were utilizing this benefit.

The PEBP issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to Public Employee's Benefits Program, 901 S. Stewart Street, Suite 1001, Carson City, NV, 89701, by accessing the website at [www.pebp.state.nv.us/informed/financial.htm](http://www.pebp.state.nv.us/informed/financial.htm) or calling (775)684-7000.

**Funding Policy and Annual OPEB Cost:**

For NVRHAEHBP, contribution requirements of the plan members and the Authority are established and may be amended through negotiations between the Authority and the associations. Retirees pay 100% of the pay-as-you-go premiums based on a blended rate that blends active participants and retirees. The Authority's contribution requirements for retirees relate to the implicit subsidy that results from using the blended rates and is determined in actuarial studies contracted for by the Authority. The Authority participates in a community rated plan where the claims experience of the active and retired employees of all participating members are co-mingled in determining the premium rates for all the members.

The actuary has concluded that any change in their group's mix of retirees and actives would not reasonably be expected to affect the premium rates for the plan. In this circumstance, while an implicit subsidy may exist, it is not required to be disclosed. Consequently, there is no OPEB liability to be reported for the NVRHAEHBP.

For the PEBP, NRS 287.046 establishes the subsidies to be contributed toward the premium costs of the eligible retired district employees. Plan members receiving benefits have their monthly contribution deducted from their pension checks based on the health plan chosen by the retiree as reduced by the amount of the subsidy therefore, their contributions are not available.

**NEVADA RURAL HOUSING AUTHORITY**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2015**

**Note 8 (continued)**

For the plan year ended June 30, 2015, retirees qualify for a monthly subsidy of \$116 at 5 years of service and \$636 at 20 years of service with incremental increases for each year of service in between. The contribution requirements of plan members and the Authority are established and amended by the PEBP board of trustees. As a participating employer, the Authority is billed for the subsidy on a monthly basis and is legally required under NRS 287.023 to provide for it. For fiscal year 2015, the Authority contributed \$2,844 to the plan for current premiums. The Authority did not prefund any future benefits.

Annual OPEB Cost and Net OPEB Obligation:

The Authority's annual other postemployment benefit (OPEB) cost (expense) for the plans is calculated based on the annual required contribution of the employer (ARC), an amount actuarially determined in accordance with the parameters of GASB Statement 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and to amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed thirty years.

The Authority's annual OPEB cost, the percentage of annual OPEB cost contributed to the plans, and the net OPEB obligations (assets), by plan, for fiscal years 2013, 2014 and 2015 are as follows:

Fiscal Year Ended	Annual OPEB Cost	Employer Contributions	Percentage of Annual OPEB Cost Contributed	Net OPEB Obligation
6/30/13	\$ 2,519	\$ 2,285	100%	9,138
6/30/14	\$ 3,356	\$ 2,831	100%	9,663
6/30/15	\$ 3,164	\$ 2,844	100%	9,983

The net OPEB obligation (NOPEBO) as of June 30, 2015, was calculated as follows:

Annual required contribution	\$ 3,396
Interest on the beginning net OPEB obligation	387
ARC adjustment	<u>(619)</u>
Annual OPEB expense	3,164
Contributions made	<u>2,844</u>
Increase (decrease) in net OPEB obligation	320
Net OPEB obligation (asset), beginning of year	<u>9,663</u>
Net OPEB obligation (asset), end of year	<u>\$ 9,983</u>

**NEVADA RURAL HOUSING AUTHORITY**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2015**

**Note 8 (continued)**Funded Status and Funding Progress:

The funded status of the plans as of June 30, 2015, was as follows:

Accrued actuarial liability (a)	\$ 55,181
Actuarial value of plan assets (b)	-
Unfunded actuarial accrued liability (a) - (b)	<u>55,181</u>
Covered payroll (c)	\$ 1,379,135
Unfunded actuarial accrued liability as a percentage of covered payroll (a - b)/c	4.0%

Actuarial valuations involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

Actuarial Methods and Assumptions:

Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing benefit costs between the Authority and the plan members to that point. Actuarial calculations reflect long-term perspective and employ methods and assumptions that are designed to reduce short-term volatility in actuarial accrued liabilities and the actuarial value of assets:

Significant methods and assumptions are as follows:

Actuarial valuation date	6/30/14
Actuarial cost method	Entry Age Normal Cost
Amortization method	Level Dollar Closed
Asset valuation method	Market Value

Actuarial Assumptions:

Investment rate of return	4.0%
Projected salary increases	N/A
Healthcare inflation rate increases effective July 1, 2015	3.00%

NEVADA RURAL HOUSING AUTHORITY  
 NOTES TO FINANCIAL STATEMENTS  
 JUNE 30, 2015

**Note 9 – CONTINGENT LIABILITIES**

Federal Grants

The Authority has received funds from various federal, state, and local grant programs. It is possible that at some future date it may be determined that the Authority was not in compliance with applicable grant requirements. The amount, if any, of expenditures which may be disallowed by the granting agencies cannot be determined at this time although the Authority does not expect such disallowed amounts, if any, to materially affect the financial statements.

Contingent Liability

For the West Minor Street Associates, LLC, West Minor Street Associates II, LLC, and Sunridge Fallon Associates, LLC partnerships, the Nevada Rural Housing Authority (the Authority) has guaranteed performance regarding delivery of low-income housing tax credits, funding of operating deficits, and maintaining compliance with applicable provisions of Internal Revenue Code Section 42. In addition, the Authority has guaranteed performance regarding completion of construction, repayment of construction and/or permanent loans and payment of development fees for the West Minor Street Associates II, LLC partnership under provisions of the same code. Failure to maintain compliance or to correct noncompliance within a specified time period could result in a default and create financial costs to the Authority. There are no outstanding faults that are probable in which the loss is estimable, which would be required to be accrued in these financial statements.

**Note 10 – OPERATING LEASES**

The Authority leases space for its central office under noncancelable leases expiring on August 31, 2016. There is an option to extend this lease for an additional two years. Total rents paid under this lease agreement for the fiscal year ended June 30, 2015 was \$127,366. The future minimum rental payment for this lease is as follows:

<u>Year ending June 30.</u>	
2016	\$ 145,963
2017	<u>24,411</u>
Total	<u>\$ 170,374</u>

NEVADA RURAL HOUSING AUTHORITY  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2015

**Note 11 – SUBSEQUENT EVENTS**

Management evaluated all activity of the Authority through December 4, 2015, and concluded that no subsequent events have occurred that would require recognition in the financial statements or disclosure in the notes to the financial statements.

**REQUIRED SUPPLEMENTARY INFORMATION  
(Other Than the MD&A)**

**NEVADA RURAL HOUSING AUTHORITY  
REQUIRED SUPPLEMENTARY INFORMATION  
AS OF JUNE 30, 2015**

**Schedule of funding progress for OPEB**

Fiscal Year Ended	Actuarial Valuation Date	Actuarial Value of Assets	Actuarial Accrued Liability	Unfunded Actuarial Accrued Liability	Funded Ratio	Annual Covered Payroll	UAAL as a Percentage of covered Payroll
2011	June 30, 2011	\$ 0	\$ 49,560	\$ 49,560	0%	\$1,117,827	4.4%
2012	June 30, 2011	\$ 0	\$ 46,339	\$ 46,339	0%	\$1,091,306	4.3%
2013	June 30, 2011	\$ 0	\$ 46,055	\$ 46,055	0%	\$1,150,169	4.0%
2014	June 30, 2014	\$ 0	\$ 55,781	\$ 55,781	0%	\$1,269,561	4.3%
2015	June 30, 2014	\$ 0	\$ 55,181	\$ 55,181	0%	\$1,379,135	4.0%

**Schedule of the Authority's Proportionate Share of the Net Pension Liability**

	<u>6/30/14</u>
Plans' Proportion of the Net Pension Liability/(Asset)	0.02218%
Plan's Proportionate Share of the Net Pension Liability/(Asset)	\$ 2,311,800
Plan's Covered-Employee Payroll	\$ 1,319,436 (3)
Plan's Proportionate Share of the Net Pension Liability/(Asset) as a Percentage of its Covered-Employee Payroll	175%
Plan's Proportionate Share of the Fiduciary Net Position as a Percentage of the Plan's Total Pension Liability	76.51% (4)
Plan's Proportionate Share of Aggregate Employer Contributions	\$ 7,446,953 (5)

**Schedule of the Authority's Pension Plan Contributions**

	<u>6/30/14</u>
Actuarially Determined Contribution	\$ 335,982 (2)
Contributions in Relation to the Actuarially Determined Contribution	<u>(335,982) (2)</u>
Contribution Deficiency (Excess)	<u>\$ 0</u>
Covered Payroll	\$ 1,319,436 (3)
Contributions as a Percentage of Covered-Employee Payroll	25.46%

**Notes to Schedules:**

- 1-Historical information is required only for measurement periods for which GASB 68 is applicable.
- 2-Employees are assumed to make contributions equal to the actuarially determined contributions.
- 3-Covered-employee payroll represented above is based on pensionable earnings provided by the employer.
- 4-Derived from CAFR p. 98, Fiduciary Net Position/Total Pension Liability \$33,575,081.157/\$43,997,060.157=76.31%.
- 5-Multiplied .02218% times \$33,575,081.157=\$7,446,953.



**Community Development Block Grant (CDBG)  
Program Application  
Fiscal Year 2016–2017**

**GENERAL INFORMATION**

PLEASE READ ATTACHED INSTRUCTIONS ON PAGE NN FOR MORE INFORMATION.

APPLICATIONS ARE DUE\*: JANUARY 15, 2016, 4:00 P.M.

PLEASE SUBMIT THE ORIGINAL PLUS 2 COPIES TO: Janice Keillor

Carson City Dept. of Finance  
201 N. Carson St., Ste. 3  
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. An electronic version of this document is available at [CARSON.ORG/CDBG](http://CARSON.ORG/CDBG).

**APPLICANT INFORMATION**

<b>Agency Name:</b> Carson City Public Works Department	
<b>Agency Mailing Address:</b> 3505 Butti Way, Carson City, NV 89701	
<b>Project Name:</b> Nichols Lane Road Improvements	
<b>Project Address/Location:</b> Nichols Lane between US 50 and Carmine Street (please refer to Attachment A)	
<b>Agency Director:</b> Darren Schulz	
<b>Board Chairperson:</b> Brad Bonkowski, RTC Chair	
<b>Contact Person:</b> Patrick Pittenger	
<b>Phone Number:</b> 283-7396	<b>Email:</b> ppittenger@carson.org
<b>Fax:</b> 887-2112	<b>Website (if applicable):</b> www.carson.org
<b>How long has your organization been in existence?</b>	<b>In Carson City?</b>

**PROJECT FUNDING**

<b>Requested amount:</b>	\$227,000
<b>Other funding:</b>	
<b>Total project cost:</b>	\$227,000

**PROJECT SUMMARY**

Please provide a brief summary of the proposed project (not the organization), including what the project is, who will be served, how many will be served, and where will it take place. The description should be **no more than five sentences**.

The project consists of installing an inverted road section with a 3-foot wide valley gutter down the center of the road (tying into the existing gutter) on Nichols Lane between US 50 and Carmine Street. The pavement on Nichols Lane has degraded to gravel and presents safety and flooding issues to the residents along the roadway (please refer to attachment B). Nichols Lane serves as the only access to homes in the neighborhood and its sub-standard condition makes it difficult to traverse several times throughout the year, particularly after storm events.

**FUNDING CATEGORY**

<input checked="" type="checkbox"/> Public Improvements	<input type="checkbox"/> Public Services
<input type="checkbox"/> Economic Development	<input type="checkbox"/> Housing

## 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 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 centers, senior centers, health centers, parking, landscaping, 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 (weatherization)

Historic Preservation

Commercial or Industrial Rehabilitation, including façade improvements and correction of code violations

Special Economic Development or assistance to microenterprises

**PROJECT DESCRIPTION**

The Five-year Consolidated Plan identifies priority community development needs for Carson City (see table on page 13). 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. (please use allotted space)

This is a new, stand-alone project. The pavement on Nichols Lane has degraded to a state that presents safety and flooding issues to the residents along the roadway. Nichols Lane serves as the only access to several homes in the neighborhood and its sub-standard condition makes it difficult to traverse several times throughout the year, particularly after storm events. Despite the fact that Nichols Lane is more narrow (approximately 21 feet) than a standard roadway, residents have raised concerns (staff has received numerous complaints) of speeding on the roadway from through traffic. In addition to drainage improvements, the proposed improvements also consist of features to help control the speed on Nichols Lane. Added striping will also discourage parking on the already narrow roadway, which is another concern cited by residents. The low/moderate income residents served by this roadway exceeds the 51% threshold making this an eligible project, but the improvements will benefit all users of the road; particularly non-motorized (pedestrian/bicycle) users as speeding is expected to decline.

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

N/A

3. Describe who will benefit from the proposed project.

Beneficiaries of the project include residents of the neighborhood, particularly those whose properties front Nichols Lane and users of the roadway across all modes of transportation and demographic groups.

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     Severely Disabled Adults     Migrant Farm Workers  
 Elderly     Other (Please explain)

5. If your project will not be serving a limited clientele, 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 roadway lies completely within a neighborhood in which 61.4% of the residents are considered low-to-moderate income as determined by the 2010 decennial census.

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

The funds will be used exclusively for the design, construction, and management of the proposed improvements. Attachment C provides a detailed estimate of the project costs.

7. Can your organization reduce the need for grant funding in the future and become self-sustaining? Explain.

The maintenance needs of the City's roadways and sidewalk infrastructure far exceed the available budget to address all of the necessary improvements. However, grants such as these allow the City to make greater progress and always go to improving the safety and welfare of the neighborhoods they are implemented.

8. Can you still proceed with your project if you are awarded partial funding? Please provide a detailed explanation.

Depending on the award amount, it would be difficult to implement a meaningful project with partial funding. The challenge would be to construct improvements uniformly throughout Nichols Lane, without risking a clear and obvious demarcation where "the funding ran out," and perceived inequity among residents.

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

N/A

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

- Target Area (specify geographic area) Nichols Lane and surrounding neighborhood  
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 the sense that it will improve a specific roadway segment. However, projects like these further the goal of improving the safety and connectivity of the citywide transportation network.

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

While it is not ideal, this project could be done in phases. However, it would end up costing more in the long term when factoring in mobilization and demobilization costs.

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

4. Who currently holds title to the property involved?

The City of Carson City

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: \_\_\_\_\_

## 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?

During a recent data collection effort, average daily traffic volumes at the south end of Nichols Lane were approximately 160 vehicles per day. Accurate speed data was not able to be collected due to the condition of the pavement (or lack thereof) on the section of roadway where the highest speeds have been reported. However, if the project is awarded, staff will be able to collect and monitor speeds after construction as they will be able to place counters on the new pavement where they will not be destroyed or malfunction. It is not expected that volumes will change, but speeds will decrease.

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

Of the total residents in the area (1,584 in the Census block group), 61.4% are low-to-moderate income. All are Carson City residents.

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

The result of this project will be an improved and safer road surface with better drainage and clear striping to define the roadway. The expected outcome is for slower vehicular speeds and a safer environment for bicyclists and pedestrians as opposed to the "free-for-all" that it currently is.

4. How do you plan to track clients served?

As "before" traffic counts were completed, Public Works staff will complete "after" traffic counts to determine the traffic served on the road before and after the project. The "after" counts will also provide speed data so the impact of the speed calming measures can be evaluated. Public Works staff will also encourage feedback from residents and businesses located on the road to determine how they believe the improvements have made a difference in their perceived safety and quality of life.

**PROJECT BUDGET**

Complete the Budget Summary chart below. This information is mandatory in order to be considered for a CDBG Grant. Detailed calculations must be attached in support of the proposed budget. Other funding is not required but will increase your score. Amount must match "Other Funding" from page #1. Also attach Profit and Loss Statement, General Ledger, and Balance Sheet. Attach copies of funding commitment letters or other evidence of funding support, if applicable.

Project Title:	Requested Amount	Other Funding	In-Kind	Total Funds
Project Expenses FY 2016-17				
Project design, construction, and management	\$227,000			\$227,000
<b>TOTALS</b>	<b>\$227,000</b>			<b>\$227,000</b>

**AGENCY ASSETS**

Unrestricted cash	N/A
Restricted cash*	N/A
Total cash on hand	N/A

\*If restricted cash, attach description and amount of restriction

Have you applied for or received any funds or in-kind contributions from Carson City? If so, please describe.

Have received previous CDBG funding primarily used for sidewalk improvements in low-to-moderated income neighborhoods to improve safety, accessibility, and connectivity.

**BUDGET JUSTIFICATION**

Please list each project expense from the previous page and explain in more detail. Include calculations. Use additional pages if necessary.

PROJECT EXPENSE	AMOUNT BUDGETED	JUSTIFICATION OF EXPENSE
Please refer to Attachment C		

## PROJECT ADMINISTRATION

### AGENCY DIRECTOR

<b>Name:</b>	Darren Schulz
<b>Title:</b>	Public Works Director
<b>Address:</b>	3505 Butti Way, Carson City, NV 89701
<b>Phone number:</b>	283-7391
<b>Email:</b>	dschulz@carson.org

### PROJECT MANAGER

<b>Name:</b>	Patrick Pittenger
<b>Title:</b>	Transportation Manager
<b>Address:</b>	3505 Butti Way, Carson City, NV 89701
<b>Phone number:</b>	283-7396
<b>Email:</b>	ppittenger@carson.org

### FISCAL MANAGER

<b>Name:</b>	Patrick Pittenger
<b>Title:</b>	Transportation Manager
<b>Address:</b>	3505 Butti Way, Carson City, NV 89701
<b>Phone number:</b>	283-7396
<b>Email:</b>	ppittenger@carson.org

### PERFORMANCE TRACKING CONTACT

<b>Name:</b>	Patrick Pittenger
<b>Title:</b>	Transportation Manager
<b>Address:</b>	3505 Butti Way, Carson City, NV 89701
<b>Phone number:</b>	283-7396
<b>Email:</b>	ppittenger@carson.org

### AGENCY INFORMATION

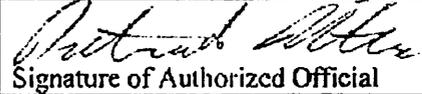
Date of incorporation	N/A
Date of IRS certification	N/A
Tax exempt number	N/A
DUNS#: ( <a href="http://www.dnb.com/get-a-duns-number.html">http://www.dnb.com/get-a-duns-number.html</a> )	073787152

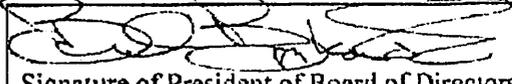
Attach items 1-6 to your application. Item 7 is optional. Please list and reference any additional attachments you are providing with your application. Do not include attachments unless they are needed to understand the project.

### INDEX OF ATTACHMENTS

Attachment Number	Attachment Description	Attachment Included (✓)
1	IRS Tax Exempt 501(c)(3) letter (available to print from Secretary of State's website)	N/A
2	Proof of incorporation from Secretary of State (Certificate Only) Go to <a href="https://www.nvsilverflume.gov/certificate">https://www.nvsilverflume.gov/certificate</a> You will need to register in order to get the certificate. Cost is \$50. <b>OR</b> Submit proof that your entity is active and in good standing. Go to <a href="http://nvsos.gov/sosentitysearch/">http://nvsos.gov/sosentitysearch/</a> and print your business entity information	N/A
3	Current Organization Chart with names of staff members	N/A
4	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 CSSG funds.	N/A
5	<i>501(c)(3) non-profits</i> : Copy of the most recent Federal Tax Return. Attach FIRST 2 PAGES (Form 990 or 990EX)	N/A
6	Profit and Loss Statement, General Ledger, Balance Sheet	N/A
7	Funding commitment letters and/or letters of support (if applicable)	N/A
A	Map of Project Area	X
B	Photographs of Existing Roadway	X
C	Preliminary Statement of Probable Cost	X
D	Letter of Support	X

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	1-13-16 Date
Patrick Pittenger, Transportation Manager Typed Name and Title of Authorized Official	283-7396 Phone Number

 Signature of President of Board of Directors	1-13-16 Date
Brad Bonkowski, RTC Chair Typed Name of President of Board of Directors	Phone Number

# ATTACHMENT A – MAP OF PROJECT AREA



**ATTACHMENT B – PHOTOGRAPHS OF EXISTING ROADWAY**



Looking south on Nichols Lane toward the intersection with Highway 50



Alligator cracking and ponding in pavement



Pothole & ponding north of existing valley gutter



Pavement degradation just south of gravel section

## ATTACHMENT C

Preliminary Statement of Probable Costs  
Nichols Lane Road Improvements  
Dec 7, 2015

The project consists of installing an inverted road section with a 3-foot wide valley gutter down the center of the road. The project would begin about 300 feet north of US Highway 30 and continue to Carmine Lane.

Item	Description	Quantity	Unit	Price	Amount
1	Mob/demob	1	LS	\$8,000	\$8,000.00
2	Earthwork	1,200	CY	\$10	\$12,000.00
3	AC Pavement 3" AC on 6" AB	15,200	SF	\$8	\$114,000.00
4	PCC 3ft Valley Gutter	2,400	SF	\$20	\$48,000.00
5	Relocations signs, mail boxes	1	LS	\$3,000	\$3,000.00
6	Raise valves/manholes	1	LS	\$1,750	\$1,750.00
7	Striping	1	LS	\$3,000	\$3,000.00
	Subtotal				\$189,750.00
	Contingency				\$12,000.00
	Design				\$11,000.00
	CM				\$14,250.00
	Total				\$227,000.00

Does not include relocation of power or Telephone  
nor does the project include street lights

**ATTACHMENT D**

***Carson Nursing & Rehabilitation Center***

*2898 Hwy 50 East, Carson City, NV 89701*

*(775) 882-3301*

December 24, 2015

Carson City Board of Supervisors

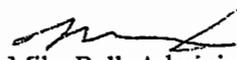
RE: Support for Nichols Lane Roadway Improvements

Dear Supervisors,

Carson Nursing & Rehabilitation Center supports the Carson City Public Works Department in their application seeking Community Development Block Grant (CDBG) funding to improve Nichols Lane. Nichols Lanes serves as the primary access to parking for our facility and is in much need of repair. The current state of the roadway, with its degrading asphalt and poor drainage, poses safety concerns for our patrons.

Clients and staff of Carson Nursing & Rehabilitation Center alike would greatly benefit from the Public Works Departments planned improvements, and appreciates the Board of Supervisors careful consideration of their application. Please feel free to contact me for any reason regarding this matter.

Sincerely,



Mike Ball, Administrator  
Carson Nursing & Rehabilitation Center



*"We Are Family Serving Families"*



## Community Development Block Grant (CDBG) Program Application Fiscal Year 2016–2017

### GENERAL INFORMATION

PLEASE READ ATTACHED INSTRUCTIONS ON PAGE NN FOR MORE INFORMATION.

APPLICATIONS ARE DUE\*: **JANUARY 15, 2016, 4:00 P.M.**

PLEASE SUBMIT THE ORIGINAL PLUS 9 COPIES TO: Janice Keillor

Carson City Dept. of Finance  
201 N. Carson St., Ste. 3  
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. An electronic version of this document is available at [CARSON.ORG/CDBG](http://CARSON.ORG/CDBG).

### APPLICANT INFORMATION

Agency Name: Carson City Harvest Hub	
Agency Mailing Address: 2805 Mountain Street, Carson City, Nevada 89703	
Project Name: Carson City Harvest Hub	
Project Address/Location: 402 North Carson Street, Carson City, Nevada 89703	
Agency Director:	
Board Chairperson: Amanda Long	
Contact Person: Amanda Long	
Phone Number: 775-720-2549	Email: <a href="mailto:Amanda@thehomemadecook.com">Amanda@thehomemadecook.com</a>
Fax:	Website (if applicable):
How long has your organization been in existence? 3 years	In Carson City? 3 years

### PROJECT FUNDING

Requested amount:	277,000.00
Other funding:	402,000.00
<b>Total project cost:</b>	<b>679,000.00</b>

### PROJECT SUMMARY

Please provide a brief summary of the proposed project (not the organization), including what the project is, who will be served, how many will be served, and where will it take place. The description should be **no more than five sentences**.

Renovation, improvements and start-up rent of a downtown historic Carson Street building to transform the new Harvest Hub. This public project will make local, sustainable grown food accessible to low-income individuals, assist other local nonprofits by providing healthy food options to hungry and food-insecure community members and provide employment and job training to at-risk and foster youth.

### FUNDING CATEGORY

<input checked="" type="checkbox"/> Public Improvements	<input type="checkbox"/> Public Services
<input type="checkbox"/> Economic Development	<input type="checkbox"/> Housing

## 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 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 centers, senior centers, health centers, parking, landscaping, 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 (weatherization)

Historic Preservation

Commercial or Industrial Rehabilitation, including façade improvements and correction of code violations

\_\_\_ Special Economic Development or assistance to microenterprises

## PROJECT DESCRIPTION

The Five-year Consolidated Plan identifies priority community development needs for Carson City (see table on page 13). 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. **(please use allotted space)**

The Harvest Hub is a new project and will address the National Objectives by offering L/M clientele.

The Harvest Hub's vision is to provide Carson City Residents with easier access to a Farm to Market program, a Healthy Food Access Program for low-income individuals on food assistance such as WIC and SNAP. Provide a community commercial kitchen to help local food business start-ups and the general public acquire local cottage industry food related products. The kitchen would also be used to bring in free cooking and nutrition classes to those who participate in our LMI programs. The Harvest Hub will assist other local non-profits provide healthy food options to hungry and food-insecure. Provide space for youth entrepreneurial programs in our community, provide working experience for participants in youth entrepreneurial programs. We will work with local farmers and other local food hubs in outlying areas to expand Farm to Market access in our community. We will also work with local non-profits to employ at-risk and foster youth to help provide work experience and training.

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

**The Harvest Hub Board of Directors have been planning and organizing the project for over 2 years. Through local non-profits, community leaders and stakeholders, the project will kick-off in May of 2016.**

3. Describe who will benefit from the proposed project.

The entire Carson City Community, low-income individuals on food assistance, (such as WIC and SNAP) and local non-profit partners serving individuals on food assistance.

Employment and training opportunities will offer local at-risk youth and disadvantaged individuals paid job training, volunteer opportunities and on site classroom training.

Food and Nutrition education for healthy cooking and safe food handling for LMI families as well as the general public.

Downtown Carson City will also benefit from the Harvest Hub through the preservation and restoration of the old Horseshoe Club as a viable business and outlet for year-round farm fresh product, local cottage industry food related products, juice and coffee bar.

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     Severely Disabled Adults     Migrant Farm Workers  
 Elderly     Other (Please explain) General Public

5. If your project will not be serving a limited clientele, 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 Harvest Hub Project plans to serve all Carson City residents with an emphasis on providing services to LMI youth and families. Services will include Farm to Table produce year-round supported by employment and training opportunities to LMI at-risk and foster youth in the local community.

LMI residents will receive no cost – low cost fresh local produce based on the HUD poverty income levels. Each individual or family will complete a membership form and provide income verification of need. If individuals are without income, a third party verification of need must be produced. (welfare letter, WIC eligibility, etc.)

Membership forms are will support the 51% or greater documentation as well as the remaining 49% or less of the greater Carson City area membership.

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

The requested grant funding will be used to pay for the necessary improvements to renovate the historic building while adhering to local planning/building codes. Additionally, the grant funding will offer rent subsidy for the first 12 months of operation.

7. Can your organization reduce the need for grant funding in the future and become self-sustaining? Explain.

Several grant opportunities are being considered as well as community-minded investors. Ron Wood Family Resource Center's Independent Living Program will provide training wages for at-risk and foster youth to provide needed job skills training. This program will offer 3 years wages for youth in their CHAFEE/FAFFY grant funded foster youth programming.

Volunteers will also provide "match" for grant funding from the state and federal grants management units.

Large fund-raising event planning is currently in process to further support the project.

Harvest Hub daily income will generate added funding through the sales of nutritious foods and our juice and coffee bistro.

8. Can you still proceed with your project if you are awarded partial funding? Please provide a detailed explanation.

Yes, we would be able to secure a location and the necessary renovations if we were to receive a minimum of \$100,000. We are confident that with any CDBG grant funding award, we will be able to begin the process to bring our Harvest Hub Food Collaborative Project to a model practice which has already proven successful in many rural and urban communities. Grant funding through USDA and other grant entities will be more inclined to grant funding with existing "seed" monies should the CDBG funding be awarded.

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

Harvest Hub will fill in missing services. We would work with the Greenhouse Project, Food for Thought to help to provide the farm to market foods providing more fresh healthy foods to LMI clientele. Neither the local food bank or Food for Thought provide fresh farm to market products.

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.)

It is a stand-alone project.

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

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

4. Who currently holds title to the property involved? Jeanette Kelly

5. With whom will title be vested upon completion? Jeanette Kelly
  
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: \_\_\_\_\_

**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?

500 families or 2000 individuals will receive healthy farm to table produce at a market, low cost or free basis depending on income level. (annually)

51% - 70% of individuals (251 families or 1000 individuals annually) receiving food will be LMI guidelines.

100% of individuals training or employment by the Harvest Hub will meet LMI guidelines

51% - 70% of individuals receiving cooking/food education will met LMI guidelines

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?

95 – 100% of individuals receiving food, training or employment will be 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?)

All Carson City families will have local year-round access to Farm to Table produce.

All Carson City families will have access to cooking and nutrition education classes

All LMI Harvest Hub staff will receive training, education and employment to become productive and healthier Carson City citizens.

4. How do you plan to track clients served?

Harvest Hub has outlined membership services to include a membership form with particular information regarding clientele financial info such as family composition, residency, verifiable income criteria (for LMI targeted individuals) and this information will be captured using a free online membership services for non-profits which will track necessary data about our clientele and a CRM to help manage membership, website, events and other activities.

## PROJECT BUDGET

Complete the Budget Summary chart below. This information is mandatory in order to be considered for a CDBG Grant. Detailed calculations **must** be attached in support of the proposed budget. Other funding is not required but will increase your score. Amount must match "Other Funding" from page #1. **Also attach Profit and Loss Statement, General Ledger, and Balance Sheet. Attach copies of funding commitment letters or other evidence of funding support, if applicable.**

Project Title: Harvest Hub	Requested Amount	Other Funding	In-Kind	Total Funds
<b>Project Expenses FY 2016-17</b>				
Lease/Rent – 4500.00 for 12 months Utilities are included	200,000.00	340,000.00		540,000.00
Building historic restoration and code improvements	100,000.00			100,000.00
Youth and staff employment and training costs – provided by Ron Wood Family Resource Center	-0-	24,000.00		24,000.00
Volunteer Hours 1000 hrs x 12 months @ 15.00 as stated by the Non-Profit Sector	-0-	-0-	15,000.00	15,000.00
<b>TOTALS</b>	<b>300,000.00</b>	<b>364,000.00</b>	<b>15,000.00</b>	<b>679,000.00</b>

<b>AGENCY ASSETS</b>	
Unrestricted cash	-0-
Restricted cash*	24,000.00
Total cash on hand	-0-

\*If restricted cash, attach description and amount of restriction

Have you applied for or received any funds or in-kind contributions from Carson City? If so, please describe.  
None received at this point.

## BUDGET JUSTIFICATION

Please list each project expense from the previous page and explain in more detail. Include calculations. Use additional pages if necessary.

PROJECT EXPENSE	AMOUNT BUDGETED	JUSTIFICATION OF EXPENSE
Rent/Lease for the old Horseshoe Club on Carson Street for 1 year.  4500.00 per month x 12 months which includes utilities and insurance	\$540,000.00	New facility rent which represents a lower start-up cost than renovating a building that has not previously been used for the food industry with commercial cooking, easy access and a centralized locale for Carson City LMI families.
Renovation of historic existing building to be ADA compliant, update for code improvements and change from a casino to a market.	\$100,000.00	Renovation of building, convert from a casino into a fresh open space, ceiling work, wall work, opening kitchen, flooring, restroom work to update to ADA compliant, signage, basement upgrades. Fire alarm upgrades ma be necessary along with furniture and equipment.
At-risk and foster youth training and employment funding will be monitored and provided by the Ron Wood Family Resource Center  3 - 5 youth per month @ 3333.00 = 24,000.00	24,000.00	Foster youth and At-Risk youth from local Independent Living programs will learn employment expectations and earn while they learn!
Volunteer hours 1000 hours per month x 15.00 per hour as specified by the Nonprofitsector.com	15,000.00	Volunteers from the local community will volunteer time

**PROJECT ADMINISTRATION****AGENCY DIRECTOR**

<b>Name:</b>	Amanda Long
<b>Title:</b>	President
<b>Address:</b>	3 Penn Circle Carson City, Nevada 89706
<b>Phone number:</b>	775-720-2549
<b>Email:</b>	amanda@thehomemadecook.com

**PROJECT MANAGER**

<b>Name:</b>	Amanda Long
<b>Title:</b>	President
<b>Address:</b>	3 Penn Circle Carson City, Nevada 89706
<b>Phone number:</b>	775-720-2549
<b>Email:</b>	amanda@thehomemadecook.com

**FISCAL MANAGER**

<b>Name:</b>	George Allbritten
<b>Title:</b>	Treasurer
<b>Address:</b>	1038 Baily Court, Carson City 89703
<b>Phone number:</b>	775-885-7770
<b>Email:</b>	galbritten@nvfoodforthought.org

**PERFORMANCE TRACKING CONTACT**

<b>Name:</b>	George Allbritten
<b>Title:</b>	Treasurer
<b>Address:</b>	1038 Baily Court Carson City Nevada 89703
<b>Phone number:</b>	775-885-7770
<b>Email:</b>	galbritten@nvfoodforthought.org

### AGENCY INFORMATION

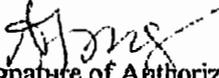
Date of incorporation	5/28/2013
Date of IRS certification	9/2014
Tax exempt number	46-2849180
DUNS#: ( <a href="http://www.dnb.com/get-a-duns-number.html">http://www.dnb.com/get-a-duns-number.html</a> )	

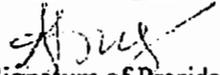
Attach items 1-6 to your application. Item 7 is optional. Please list and reference any additional attachments you are providing with your application. Do not include attachments unless they are needed to understand the project.

### INDEX OF ATTACHMENTS

Attachment Number	Attachment Description	Attachment Included (✓)
1	IRS Tax Exempt 501(c)(3) letter (available to print from Secretary of State's website)	X
2	Proof of incorporation from Secretary of State (Certificate Only) Go to <a href="https://www.nvsilverflume.gov/certificate">https://www.nvsilverflume.gov/certificate</a> You will need to register in order to get the certificate. Cost is \$50. <b>OR</b> Submit proof that your entity is active and in good standing. Go to <a href="http://nvsos.gov/sosentitysearch/">http://nvsos.gov/sosentitysearch/</a> and print your business entity information	X
3	Current Organization Chart with names of staff members	NONE
4	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 CSSG funds.	X
5	501(c)(3) non-profits: Copy of the most recent Federal Tax Return. Attach FIRST 2 PAGES (Form 990 or 990EX)	X
6	Profit and Loss Statement, General Ledger, Balance Sheet	X
7	Funding commitment letters and/or letters of support (if applicable)	NONE

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	1.15.16 Date
Amanda Long, President Typed Name and Title of Authorized Official	775.720.2549 Phone Number

 Signature of President of Board of Directors	1.15.16 Date
Amanda Long, President Typed Name of President of Board of Directors	Phone Number



Department of the Treasury  
Internal Revenue Service

P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0248358237  
Feb. 23, 2015 LTR 4170C 0  
46-2849180 000000 00

00034429

BODC: TE

HARVEST HUB  
% SORAYA TABIBI AGRUIRRE  
5441 KIETZKE LN 2ND FLR  
RENO NV 89511

035005

Person to Contact: Mr. Kammerer  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of Feb. 11, 2015, regarding the tax-exempt status of Harvest Hub.

Our records indicate that a determination letter was issued in September 2014, granting this organization exemption from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate this organization is not a private foundation within the meaning of section 509(a) of the Code because it is described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to this organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to the organization or for its use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website [www.irs.gov/eo](http://www.irs.gov/eo) for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

If you have any questions, please call us at the telephone number shown above.

0248358237

Feb. 23, 2015 LTR 4170C 0  
46-2849180 000000 00

00034430

HARVEST HUB  
% SORAYA TABIBI AGRUIRRE  
5441 KIETZKE LN 2ND FLR  
RENO NV 89511

Sincerely yours,

*Doris P. Kenwright*

Doris Kenwright, Operation Mgr.  
Accounts Management Operations 1

 **IRS** Department of the Treasury  
Internal Revenue Service  
P.O. Box 2508  
Cincinnati OH 45201

035005.534226.379228.17425 1 MB 0.435 530



 HARVEST HUB  
% SORAYA TABIBI AGRUIRRE  
5441 KIETZKE LN 2ND FLR  
RENO NV 89511

035005

CUT OUT AND RETURN THE VOUCHER AT THE BOTTOM OF THIS PAGE IF YOU ARE MAKING A PAYMENT,  
EVEN IF YOU ALSO HAVE AN INQUIRY.

The IRS address must appear in the window.

BODCD-TE

0248358237

Use for payments

Letter Number: LTR4170C  
Letter Date : 2015-02-23  
Tax Period : 000000

INTERNAL REVENUE SERVICE  
P.O. Box 2508  
Cincinnati OH 45201  




\*462849180\*

HARVEST HUB  
% SORAYA TABIBI AGRUIRRE  
5441 KIETZKE LN 2ND FLR  
RENO NV 89511

462849180 VQ HARV 00 2 000000 670 000000000000

# HARVEST HUB

## Business Entity Information

Status:	Active	File Date:	5/28/2013
Type:	Domestic Non-Profit Corporation	Entity Number:	E0271632013-1
Qualifying State:	NV	List of Officers Due:	5/31/2016
Managed By:		Expiration Date:	
NV Business ID:	NV20131331825	Business License Exp:	

## Additional Information

Central Index Key:	
--------------------	--

## Registered Agent Information

Name:	SORAYA TABIBI AGUIRRE	Address 1:	5441 KIETZKE LN SECOND FLOOR
Address 2:		City:	RENO
State:	NV	Zip Code:	89511
Phone:		Fax:	
Mailing Address 1:		Mailing Address 2:	
Mailing City:		Mailing State:	NV
Mailing Zip Code:			
Agent Type:	Commercial Registered Agent		
Status:	Active		

## Financial Information

No Par Share Count:	0	Capital Amount:	\$ 0
No stock records found for this company			

## Officers Include Inactive Officers

Treasurer - GEORGE ALLBRITTEN			
Address 1:	1038 BAILY COURT	Address 2:	
City:	CARSON CITY	State:	NV
Zip Code:	89703	Country:	USA
Status:	Active	Email:	

Secretary - LYNNETTE CONRAD			
Address 1:	929 W. KING STREET	Address 2:	
City:	CARSON CITY	State:	NV
Zip Code:	89703	Country:	USA
Status:	Active	Email:	

<b>Director - AMANDA LONG</b>			
<b>Address 1:</b>	3 PENN CIRCLE	<b>Address 2:</b>	
<b>City:</b>	CARSON CITY	<b>State:</b>	NV
<b>Zip Code:</b>	89706	<b>Country:</b>	USA
<b>Status:</b>	Active	<b>Email:</b>	
<b>President - AMANDA LONG</b>			
<b>Address 1:</b>	3 PENN CIRCLE	<b>Address 2:</b>	
<b>City:</b>	CARSON CITY	<b>State:</b>	NV
<b>Zip Code:</b>	89706	<b>Country:</b>	USA
<b>Status:</b>	Active	<b>Email:</b>	

<b>- Actions/Amendments</b>			
<b>Action Type:</b>	Articles of Incorporation		
<b>Document Number:</b>	20130368573-98	<b># of Pages:</b>	4
<b>File Date:</b>	5/28/2013	<b>Effective Date:</b>	
(No notes for this action)			
<b>Action Type:</b>	Initial List		
<b>Document Number:</b>	20130374046-40	<b># of Pages:</b>	2
<b>File Date:</b>	6/4/2013	<b>Effective Date:</b>	
(No notes for this action)			
<b>Action Type:</b>	Charitable-Solicitation Registration Statement		
<b>Document Number:</b>	20140379528-91	<b># of Pages:</b>	2
<b>File Date:</b>	5/23/2014	<b>Effective Date:</b>	
(No notes for this action)			
<b>Action Type:</b>	Annual List		
<b>Document Number:</b>	20140379529-02	<b># of Pages:</b>	2
<b>File Date:</b>	5/23/2014	<b>Effective Date:</b>	
(No notes for this action)			
<b>Action Type:</b>	Charitable-Solicitation Registration Statement		
<b>Document Number:</b>	20150232084-47	<b># of Pages:</b>	1
<b>File Date:</b>	5/21/2015	<b>Effective Date:</b>	
(No notes for this action)			
<b>Action Type:</b>	Annual List		
<b>Document Number:</b>	20150232085-58	<b># of Pages:</b>	2
<b>File Date:</b>	5/21/2015	<b>Effective Date:</b>	
15-16			

## BOARD OF TRUSTEES

Amanda Long, President

Lynnette Conrad, Secretary

George Allbritten, Treasurer

Karen Abwod, Director

Cortney Bloomer, Director

Joyce Buckingham, Director

Soraya Tabibi Aguirre, Director

Rick Lattin, Director

David Peri, Director

\*At this time we do not have terms of office for the officers, except as established in NRS Chapter 82, if any.

# Information copy. Do not send to IRS.

Form **990-N**  
Department of the Treasury  
Internal Revenue Service

**Electronic Notice (e-Postcard)**  
for Tax-Exempt Organizations not Required To File Form 990 or  
990-EZ

OMB No. 1545-2085

**2014**

Open to Public Inspection

A For the 2014 calendar year, or tax year beginning 1/1/2014, and ending 12/31/2014.

B Check if applicable:  
 Terminated out of Business

Gross receipts are normally \$50,000 or less

C Name of organization: HARVEST HUB  
d/b/a

% George Allbritten  
1038 Baily Court  
Carson City, NV, US, 89703

D Employer Identification Number  
46-2849180

F Name of Principal Officer: George Allbritten

E Website: 1038 Baily Court  
Carson City, NV, US, 89703

**Privacy Act and Paperwork Reduction Act Notice.** We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in Code section 6104.

The time needed to complete and file this form and related schedules will vary depending on individual circumstances. The estimated average times is 15 minutes.

**Note:** This image is provided for your records only. Do NOT mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.

HARVEST HUB  
AS OF 12/31/2015  
BALANCE SHEET

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ASSETS

Petty Cash	<u>\$50.00</u>	
TOTAL ASSETS		<u>\$50.00</u>

LIABILITIES AND RETAINED EARNINGS

Retained Earnings	<u>\$50.00</u>	
TOTAL LIABILITIES AND RETAINED EARNINGS		<u>\$50.00</u>

HARVEST HUB  
CALENDAR YEAR 2015  
INCOME STATEMENT

REVENUE

Donations	<u>\$50.00</u>	
TOTAL REVENUE		\$ 50.00

EXPENDITURES

Web Page Maintenance	\$38.00	
Bank Service Charges	<u>\$19.65</u>	
TOTAL EXPENDITURES		<u>\$ 57.65</u>

NET LOSS

\$ 7.65

HARVEST HUB  
 CALENDAR YEAR 2015  
 GENERAL LEDGER

---

PAYEE	TRANSACTION DATE	AMOUNT	WEB PAGE	BANK SERVICE CHARGES	DONATION	PETTY CASH
NATION BUILDER	1/12/15	\$19.00	\$19.00			
MUTUAL OF OMAHA BANK	1/30/15	\$10.00		\$10.00		
NATION BUILDER	2/12/15	\$19.00	\$19.00			
SERVICE CHARGE	2/27/15	\$10.00		\$10.00		
MUTUAL OF OMAHA BANK (REVERSE SERVICE CHARGE)	3/10/15	\$30.00		\$30.00		
MUTUAL OF OMAHA BANK DEPOSIT	3/31/15	\$40.00		\$40.00		
MUTUAL OF OMAHA BANK	4/30/15	\$50.00			\$50.00	
MUTUAL OF OMAHA BANK	4/30/15	\$115.00		\$115.00		
MUTUAL OF OMAHA BANK (REVERSE SERVICE CHARGE)	5/1/15	\$125.35		\$125.35		
MUTUAL OF OMAHA BANK	5/18/15	\$50.00				\$50.00
<b>TOTAL TRANSACTIONS</b>		<u>\$57.65</u>	<u>\$38.00</u>	<u>\$19.65</u>	<u>\$50.00</u>	<u>\$50.00</u>
<b>BEGINNING BANK BALANCE</b>	1/31/15	\$57.65				
<b>2015 TRANSACTIONS</b>		<u>\$57.65</u>				
<b>ENDING BANK BALANCE</b>	12/31/15	<u>\$0.00</u>				



# CARSON CITY FIRE DEPARTMENT

*Service with Pride. Commitment. Compassion.*

---

January 13, 2016

Robert Schreihans, Fire Chief, Emergency Manager  
Carson City Fire Department  
777 S. Stewart Street, Carson City, NV 89701  
775-887-2210  
[rschreihans@carson.org](mailto:rschreihans@carson.org)

Dear CDBG Committee:

Please accept the Carson City Fire Department Community Development Block Grant Submission for a new ambulance.

The Carson City Fire Department provides emergency medical service to residents and visitors of Carson City and like many other cities across the nation; Carson City has experienced exponential growth in 911- Emergency Medical calls for assistance.

The majority of medical calls are dispatched to one Fire Station, Station 52 which is located the City's most economically vulnerable area, with an estimated population of 19,510 persons or 35% of the total population. Carson City has only 3 Fire/EMS stations, in a community of 146 square miles, a combination rural and suburban, and is supported by one area hospital and a shrinking medical community. Between 2013 and 2015, Station 52 which is located in the most medically-underserved, vulnerable population of Carson City, saw an increase of nearly 17% in medical assistance calls. According to a 2010 study by the RAND Corporation close to 27 percent of all ED visits are non-urgent care related.

The fleet of Carson City vehicles is aging, requiring more maintenance and out-of-service time leading to increased call response times and more dependency on neighboring agencies to respond to emergency calls. During the first week of January I was informed Carson City will not ask taxpayers for a tax-increase for new equipment or facilities in the next three years. We plea for your consideration of these grant dollars which we will use to purchase a new ambulance to safely and proudly serve our community.

Respectfully,

Chief Robert Schreihans, Carson City Fire Department



**Community Development Block Grant (CDBG)  
Program Application  
Fiscal Year 2016-2017**

**GENERAL INFORMATION**

PLEASE READ ATTACHED INSTRUCTIONS ON PAGE NN FOR MORE INFORMATION.

APPLICATIONS ARE DUE\*: **JANUARY 15, 2016, 4:00 P.M.**

PLEASE SUBMIT THE ORIGINAL PLUS 2 COPIES TO: Janice Keillor

Carson City Dept. of Finance  
201 N. Carson St., Ste. 3  
Carson City, NV 89701

**APPLICANT INFORMATION**

<b>Agency Name:</b> Carson City Fire Department	
<b>Agency Mailing Address:</b> 777 S. Stewart Street	
<b>Project Name:</b> Station 52 Ambulance Procurement	
<b>Project Address/Location:</b> 2400 College Parkway, Carson City, NV 89706, & CFD Station 52	
<b>Agency Director:</b> Chief Robert Schreihans	
<b>Board Chairperson:</b> N/A	
<b>Contact Person:</b> Chief Robert Schreihans	
<b>Phone Number:</b> 775-887-2210	<b>Email:</b> rschreihans@carson.org
<b>Fax:</b> 775-887-2209	<b>Website (if applicable):</b> <a href="http://carson.org/index.aspx?page=266">http://carson.org/index.aspx?page=266</a>
<b>How long has your organization been in existence?</b> 53 yrs.	<b>In Carson City?</b> 53 yrs.

**PROJECT FUNDING**

<b>Requested amount:</b>	\$203,506.00
<b>Other funding:</b>	\$0
<b>Total project cost:</b>	\$203,506.00

**PROJECT SUMMARY**

Please provide a brief summary of the proposed project (not the organization), including what the project is, who will be served, how many will be served, and where will it take place. The description should be no more than five sentences.

The fleet of Carson City rescue vehicles is aging, requiring more maintenance and out-of-service time, leading to increased call response times and more dependency on neighboring agencies to respond to emergency calls. In order to meet the needs of North-East Carson City a new ambulance is essential.

Receiving funding for a new ambulance will allow Carson City to explore the ability to implement a Community Paramedicine model addressing the overuse of the 911 system for managing/treating patients in their homes, reducing use of the Fire Department and hospital as a primary healthcare provider.

**FUNDING CATEGORY**

<input checked="" type="checkbox"/> Public Improvements	<input type="checkbox"/> Public Services
<input type="checkbox"/> Economic Development	<input type="checkbox"/> Housing

## 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 Category (check one):**

- \_\_\_\_\_ Public Service (i.e., a new service or an increase in the level of service)
- X** Public Facilities and Improvements (i.e., homeless shelter, water and sewer facilities, flood and drainage improvements, fire protection facilities/equipment, community centers, senior centers, health centers, parking, landscaping, 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 (weatherization)
- \_\_\_\_\_ Historic Preservation
- \_\_\_\_\_ Commercial or Industrial Rehabilitation, including façade improvements and correction of code violations
- \_\_\_\_\_ Special Economic Development or assistance to microenterprises

## PROJECT DESCRIPTION

The Five-year Consolidated Plan identifies priority community development needs for Carson City (see table on page 13). 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. (please use allotted space)

Carson City is a community of over 55,000 residents served by three operational Fire Stations - the national standard recommends a minimum of five. Station 52 is located in a predominately low/moderate income area, with high call volumes for non-emergency response and transport for individuals requiring access to primary care.

Being funded to purchase a new ambulance for Carson City Fire Station 52 will improve operational efficiency, reliability and patient safety through the replacement of the current ambulance which has already been in service beyond the planned replacement date. The request for these funds is two-fold: CCFD must replace the existing equipment at Station 52 to continue timely response and medical service levels in their high need jurisdiction and replacing the existing ambulance with a new unit will allow CCFD to seek additional funding to replace the chassis on the existing type 1 ambulance which will be central in the development of a Community Paramedicine (CP) Model.

CP is a community-based health care model in which paramedic staff will function outside their customary emergency response and transport roles by assisting residents, especially in this service area, who are identified low income, medically underserved population. A CP model will address the overuse of the 911 system for social or psychological problems, the need for alternative means to manage patients who do not require transport for an acute care hospital emergency department (ED), repeat ED visits or hospital readmissions to gaps in care between hospital and outpatient primary care or specialty management; limited or no capacity for short-notice home visits, especially during off hours; and supplementing primary care shortage in underserved areas, while safely meeting daily emergency care needs.

Carson City Station 52 currently responds to high call volume, over 50% of all emergency medical calls received in Carson City are in this medically underserved jurisdiction and between 2013 and 2015 the Station saw a 16.28% increase in total call volume, the highest in the City. The current ambulance must be replaced, or safety and potentially lives will be at risk. By replacing the current equipment and planning for its refurbishment, Carson City will be one step closer to closing the medical gaps in primary care for the medically vulnerable population.

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

CCFD Station 52 has absorbed a 16.28% increase in call volume between 2013 and 2015, resulting in increased call response times and reliance on neighboring jurisdictions.

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

CCFD Station 52, located on College Parkway, primarily services Zip Code 89706 - a mix of industrial, commercial and low income residential to include apartments, single family, manufactured and assisted living home identified as low income persons

National statistics show up to 35% of EMS calls are non-emergent, meaning nearly 1,575 calls dispatched out of Station #52, in 2015, were not life-threatening or requiring acute care hospital intervention. In these cases, community paramedics can provide on-the-spot care, or re-direct transport destinations for minor injuries and illnesses, which reduces cost and frees up valuable Emergency Department resources.

The Carson City CP model focuses on providing services for recognized medical gaps: such as the medically un-insured or under-insured, limited access to care for the lowest socioeconomic populations, or when a short term intervention is needed. Studies have shown these groups have a higher prevalence of chronic conditions along with higher rates of mortality and poorer health outcomes. By addressing these disparities in healthcare, and treating patients in their homes, community paramedicine will help to increase access to care, and reduce health care costs by providing the right level of care based on the individuals' medical needs and not transporting to the local Emergency Room.

**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       Severely Disabled Adults       Migrant Farm Workers  
 Elderly       Other (Please explain)

**5. If your project will not be serving a limited clientele, 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:**

CCFD Station 52 will continue to utilize annual demographic statistical data to demonstrate a minimum of 51% of patients are low to moderate income.

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

CCFD will use the provided funds to replace the aging ambulance at Station 52 with a new vehicle reducing out of service time, maintenance issues and reliance on neighboring jurisdictions for assistance.

**7. Can your organization reduce the need for grant funding in the future and become self-sustaining? Explain.**

CCFD was informed at the beginning of the year a small tax-override for Fire Department improvements will not be put before the voters, and Carson City budget does not have dollars for expansion of service and implementing a CP model in Carson City. However, the project is being designed to be self-sustaining.

8. Can you still proceed with your project if you are awarded partial funding? Please provide a detailed explanation.

Partial funding will delay the implementation of a CP model in Carson City; however if we are only awarded partial funding, CCFD will replace the chassis of the existing ambulance and keep it in service for several more years. This allows the department to extend the life of the current ambulance: completing a total make-over of the current unit. This option will fix the immediate need, but does not allow for expansion of services.

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

No.

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

Target Area (specify geographic area)

Geographic Area currently served by CCFD Station 52, North-East Carson City, see attachment 8, GIS mapping

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 proposed project is part of a larger vision for implementing a Carson City CP model focusing on filling medical gaps in service, in a socioeconomic area where access to care is limited or a short term intervention is needed. CCFD must first replace the existing equipment at Station 52 which will allow CCFD to seek additional funding to develop service-based Community Paramedicine (CP) Model.

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

Step 1: Obtain funding to purchase a new ambulance to serve emergency and medical needs served by Station 52.

Step 2: Continue to actively pursue funding to replace the chassis and customize the current, aging ambulance to implement a self-sustaining, CP model, taking advantage of locally developed linkages and collaborations between and among emergency medical services (EMS) and other health care and social service providers.

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

4. Who currently holds title to the property involved?

The City of Carson City

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  X  N/A

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

\_\_\_\_\_ Yes \_\_\_\_\_ No  X  N/A

**For CDBG Economic Development projects ONLY:**

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

**For CDBG Housing Projects please indicate:**

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

The number of persons to be benefited: \_\_\_\_\_

**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 2015, 4,499 total emergency medical calls were dispatched to Station 52 for response. Using the accepted National statistic of 35% of EMS calls being non-emergent, a minimum of 1,575 low-income, medically underserved patients would be served.

Projecting an 8% increase in calls for care, an additional 360 medical calls will be dispatched to Station 52 and 126 non-emergent patients will need assistance in 2016.

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 attached (attachment 9) 2010 HUD Low/Mod Census Data, there are 8 identified qualified block groups who are served by Station 52; out of a total of 12 in Carson City. Among those 8 qualified block groups are some of the highest percentage households identified as Low/Moderate income.

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

By reducing out-of-service and maintenance time and reliance on neighboring jurisdictions for response, every person requiring medical response by Station 52 will benefit.

In addition, replacing the existing ambulance with a new unit will allow CCFD to seek additional funding to replace the chassis on the existing type 1 ambulance which will be essential in the development of a Community Paramedicine (CP) Model.

**4. How do you plan to track clients served?**

Every call for service and patient interaction is well documented, per regulation. Client income is not documented however, when patients are transported to the hospital or receive intermediate life-support care (wound care or starting an IV for a chronically ill patient) at home, their insurance status is documented. Patients can be privately insured, receiving Medicaid or Medicare benefits, or not insured.

**PROJECT BUDGET**

Complete the Budget Summary chart below. This information is mandatory in order to be considered for a CDBG Grant. Detailed calculations must be attached in support of the proposed budget. Other funding is not required but will increase your score. Amount must match "Other Funding" from page #1. Also attach Profit and Loss Statement, General Ledger, and Balance Sheet. Attach copies of funding commitment letters or other evidence of funding support, if applicable.

Project Title:	Requested Amount	Other Funding	In-Kind	Total Funds
Project Expenses FY 2016-17				
Ambulance	\$203,506	\$0	\$0	\$203,506
<b>TOTALS</b>				

**AGENCY ASSETS**

Unrestricted cash	\$0.00
Restricted cash*	\$0.00
<b>Total cash on hand</b>	<b>\$0.00</b>

\*If restricted cash, attach description and amount of restriction

Have you applied for or received any funds or in-kind contributions from Carson City? If so, please describe.

N/A

**BUDGET JUSTIFICATION**

Please list each project expense from the previous page and explain in more detail. Include calculations. Use additional pages if necessary.

PROJECT EXPENSE	AMOUNT BUDGETED	JUSTIFICATION OF EXPENSE
Ambulance	\$203,506.00	Current ambulance is beyond its recommended replacement date

## PROJECT ADMINISTRATION

### AGENCY DIRECTOR

<b>Name:</b>	Chief Robert Schreihans
<b>Title:</b>	Fire Chief
<b>Address</b>	777 S. Stewart Street, Carson City, NV 89701
<b>Phone number:</b>	775-887-2210
<b>Email:</b>	rschreihans@carson.org

### PROJECT MANAGER

<b>Name:</b>	Chief Robert Schreihans
<b>Title:</b>	Fire Chief
<b>Address</b>	777 S. Stewart Street, Carson City, NV 89701
<b>Phone number:</b>	775-887-2210
<b>Email:</b>	rschreihans@carson.org

### FISCAL MANAGER

<b>Name:</b>	David Aurand
<b>Title:</b>	Business Manager
<b>Address</b>	777 S. Stewart Street, Carson City, NV 89701
<b>Phone number:</b>	775-887-2210
<b>Email:</b>	daurand@carson.org

### PERFORMANCE TRACKING CONTACT

<b>Name:</b>	David Aurand
<b>Title:</b>	Business Manager
<b>Address</b>	777 S. Stewart Street, Carson City, NV 89701
<b>Phone number:</b>	775-887-2210
<b>Email:</b>	daurand@carson.org

**AGENCY INFORMATION**

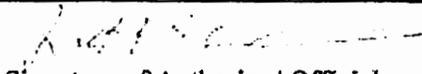
Date of incorporation	1963
Date of IRS certification	
Tax exempt number	88-60000189
DUNS#: ( <a href="http://www.dnb.com/get-a-duns-number.html">http://www.dnb.com/get-a-duns-number.html</a> )	782889851

Attach items 1-6 to your application. Item 7 is optional. Please list and reference any additional attachments you are providing with your application. Do not include attachments unless they are needed to understand the project.

**INDEX OF ATTACHMENTS**

Attachment Number	Attachment Description	Attachment Included (✓)
1	IRS Tax Exempt 501(c)(3) letter (available to print from Secretary of State's website)	
2	Proof of incorporation from Secretary of State (Certificate Only) Go to <a href="https://www.nvsilverflume.gov/certificate">https://www.nvsilverflume.gov/certificate</a> You will need to register in order to get the certificate. Cost is \$50. <b>OR</b> Submit proof that your entity is active and in good standing. Go to <a href="http://nvsos.gov/sosentitysearch/">http://nvsos.gov/sosentitysearch/</a> and print your business entity information	
3	Current Organization Chart with names of staff members	X
4	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 CSSG funds.	
5	501(c)(3) non-profits: Copy of the most recent Federal Tax Return. Attach FIRST 2 PAGES (Form 990 or 990EX)	
6	Profit and Loss Statement, General Ledger, Balance Sheet	
7	Funding commitment letters and/or letters of support (if applicable)	
8	2010 Carson City HUD Low/Mod Census Data	X
9	Carson City HUD map highlighting Station 52 service area	X
10	Copy of quote for purchase of a new ambulance	X

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	01/15/2016 Date
Robert Schreihans Typed Name and Title of Authorized Official	775-887-2210 Phone Number

Signature of President of Board of Directors	Date
Typed Name of President of Board of Directors	Phone Number

# Carson City Fire Department 2016

Fire Chief and Emergency Manager  
Robert Schreihans

Deputy Emergency Manager  
Stacey Belt

Fire Prevention Captain  
Dave Ruben

Business Manager  
David Aurand

Fire Inspector FT  
Lee Ann Horton

Fire Inspector PT  
Joe Sanford

Fuels Mgmt. PT  
Rodd Rummel

Deputy Chief  
Administration/Support Services  
Robert Charles

Deputy Chief  
Emergency Services  
Tom Tarulli

Admin Assistant  
Loralei Barr

Training Captain  
TBD

EMS Billing  
Carol Hill

A Shift  
Battalion Chief  
John Arneson

B Shift  
Battalion Chief  
TJ DeHaven

C Shift  
Battalion Chief  
Dan Shirey

Mgmt. Assistant FT  
Kris Pradere

Station 51  
Captain  
Driver/Operator  
FF/PM

Station 51  
Captain  
Driver/Operator  
FF/PM

Station 51  
Captain  
Driver/Operator  
FF/PM

Mgmt. Assistant FT  
Rachel Schneider

Station 52  
Captain  
Driver/Operator  
FF/PM

Station 52  
Captain  
Driver/Operator  
FF/PM

Station 52  
Captain  
Driver/Operator  
FF/PM

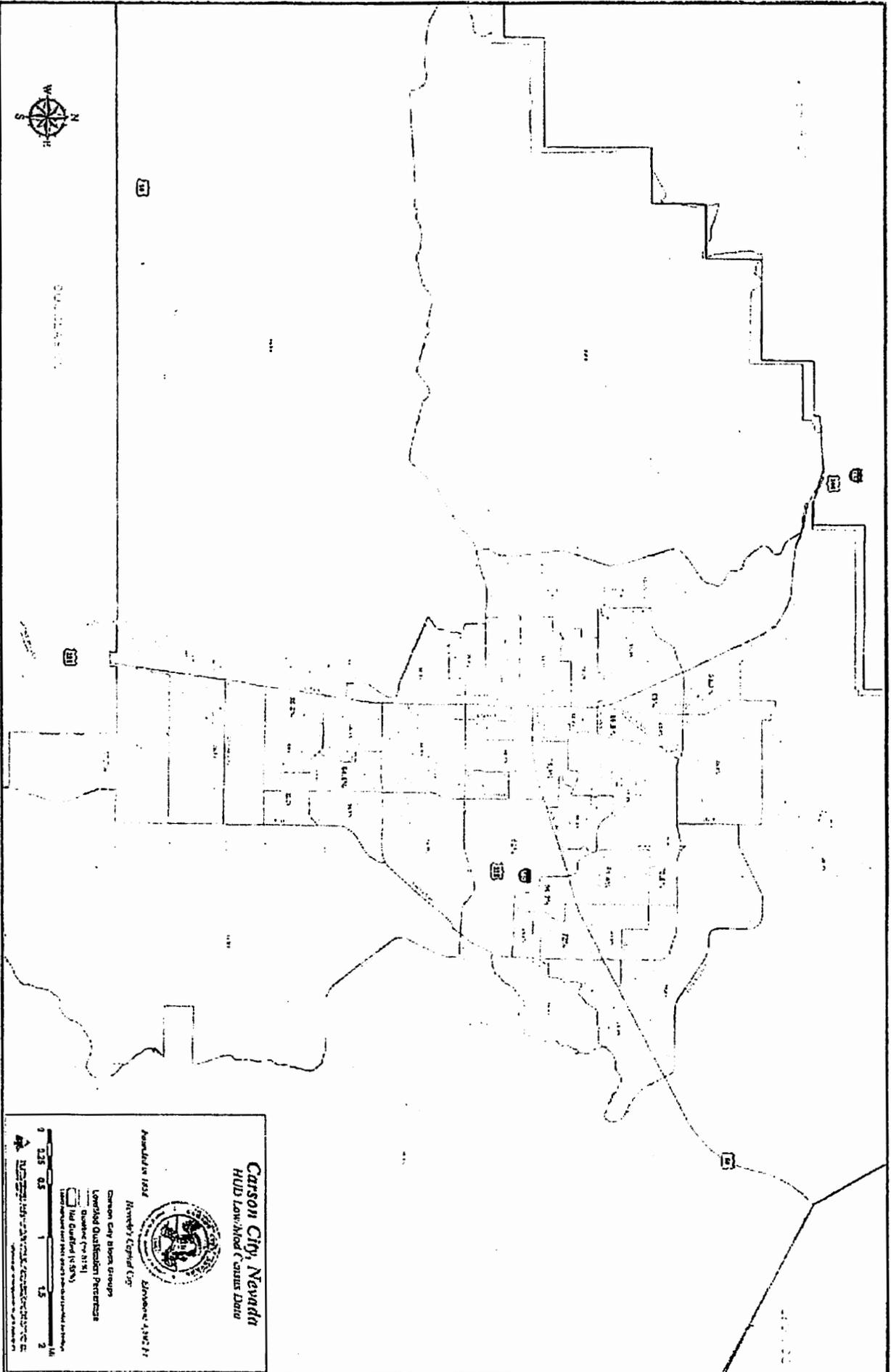
Mgmt. Assistant PT  
Shelby Price

Station 53  
Captain  
Driver/Operator  
FF/PM

Station 53  
Captain  
Driver/Operator  
FF/PM

Station 53  
Captain  
Driver/Operator  
FF/PM

EMS Billing PT  
Shelley Holland







January 15, 2016

Batalion Chief John Arneson  
Carson City Fire Department  
777 South Stewart Street  
Carson City , Nevada 89701

RE: Offer to Provide One (1) 2016 Road Rescue Type I Ultramedic Ambulance(s) on Ford F450, 4 x 2, Two Door, Diesel Powered Chassis

Attention: Batalion Chief John Arneson

On behalf of Emergency Vehicle Group, Inc., I would like to thank you for the opportunity to provide you with the following offer for the Carson City Fire Department to purchase One (1) 2016 Road Rescue Type I Ultramedic Ambulance(s) on Ford F450, 4 x 2, Two Door, Diesel Powered Chassis

Emergency Vehicle Group, Inc. (EVG) is proud to be in the business of serving those who bravely serve our communities and help ensure the safety of our families and friends. Our pledge is to offer you the same quality of service and expertise that is demanded from you. Over the years we have introduced fire departments, municipalities and private companies to the absolute best in service, sales and support for emergency vehicle products.

We proudly serve California, Arizona and Nevada and offer you premium custom products along with the best value available in the industry. EVG accomplishes this by representing Spartan ERV Apparatus, SVI Trucks, Wheeled Coach Ambulance, Road Rescue Ambulances, Lifeline Ambulances and McCoy Miller Ambulances as well as ambulance remounts and command vehicles built by EVG.

EVG employs EVT and ASE Certified Mechanics with decades of experience in servicing emergency vehicles, fire apparatus and ambulances. EVG recognizes the importance of these vehicles as a life saving device and take great pride in serving those that bravely serve and protect us. Our corporate office, remount and main service facility is located in Anaheim, CA.

Our mission is to develop long-term relationships and provide our customers with "honest, intelligent effort" in everything we do for you. We are committed to do whatever it takes to surpass customers' expectations by continually improving upon what we do.

All of us at Emergency Vehicle Group, Inc. believe in long-term relationships and we look forward to the opportunity of working with you and the Carson City Fire Department. I would again like to thank you for the opportunity. Each of us at EVG offer you our sincere pledge of "Honest, Intelligent Effort" in everything we do for you now, and in the future.

Sincerely,

Tom Walters  
Regional Account Manager

2883 E. Coronado St. Anaheim, CA 92806  
Tel: 714-238-0110 Fax: 714-238-0120  
www.evginc.net



**Offer and Purchase Agreement for:**

**Carson City Fire Department**

**One (1) 2016 Road Rescue Type I Ultramedic Ambulance(s) on Ford F450, 4 x 2, Two Door, Diesel Powered Chassis  
January 15, 2016**

The following is a formal proposal offer for Carson City Fire Department to purchase One (1) 2016 Road Rescue Type I Ultramedic Ambulance(s) on Ford F450, 4 x 2, Two Door, Diesel Powered Chassis from Emergency Vehicle Group, Inc.

All prices are quoted to include Ford GPC Rebates. Pricing is subject to change if the current rebate/GPC amount changes or becomes unavailable per vehicle. If the Ford rebates amount changes, the difference will be invoiced to Carson City Fire Department. Price is subject to change and will be recalculated if additional options are requested.

Description	Qty	Price Each	Extended Price
One (1) 2016 Road Rescue Type I Ultramedic Ambulance(s) on Ford F450, 4 x 2, Two Door, Diesel Powered Chassis Per Provided Work Order(s), Specification(s) and Drawing(s)	1	\$203,426.00	\$203,426.00
Misc Fee:	1	\$80.00	\$80.00
<b>Total Purchase Price</b>	<b>1</b>	<b>\$203,506.00</b>	<b>\$203,506.00</b>

This constitutes a contract for the purchase and sale of One (1) 2016 Road Rescue Type I Ultramedic Ambulance(s) on Ford F450, 4 x 2, Two Door, Diesel Powered Chassis between Emergency Vehicle Group, Inc. (Seller) and the Carson City Fire Department (Buyer) in the total amount of:

**Two Hundred Three Thousand Five Hundred Six Dollars and No Cents  
\$203,506.00**

**Payment Terms:** 100% payment for the above amount is due at time of delivery of the vehicles. Failure to pay for the vehicle(s) in full may result in interest occurring at the rate of 6%. Proof of insurance and approved financing or payment will be required to execute this contract.

**Delivery Time:** Delivery shall be 120 days after receipt of chassis and approved work order and production drawings of the vehicle.

Signature below represents acceptance of above contract and terms:

**Carson City Fire Department:**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**Emergency Vehicle Group:**

\_\_\_\_\_  
Signature Date **1/15/2016**

**Tom Walters**  
\_\_\_\_\_  
Printed Name

**Regional Account Manager**  
\_\_\_\_\_  
Title