

Community Support Services Grant (CSSG) Program Application Fiscal Year 2017

GENERAL INFORMATION

YOU MUST SEND A LETTER A OF INTENT TO APPLY AND RECEIVE APPROVAL BEFORE SUBMITTING APPLICATION. APPLICATION INSTRUCTIONS ARE AVAILABLE AT <http://carson.org/cssg>.

APPLICATIONS ARE DUE*: APRIL 21, 2017, 4:00 P.M.

PLEASE SUBMIT THE ORIGINAL
PLUS 9 COPIES TO:

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. A pdf fill-in version of this document is available at <http://carson.org/cssg>. A PROGRESS REPORT MUST BE SUBMITTED WITH RENEWALS.

☐ NEW APPLICATION

☒ RENEWAL

APPLICANT INFORMATION

Agency Name: United Latino Community	
Agency Mailing Address: 1711 North Roop St	
Project Name: Client Advocate	
Project Address/Location: 1711 North Roop St	
Contact Person: Omar Anaya	
Phone Number: 775-750-2132	Email: omar@carsonulc.org
Fax: 775-885-7039	Website (if applicable): www. Carsonulc.org

PROJECT FUNDING

Requested amount	\$ 25,000.00
Other funding	
Total project cost	\$25,000.00

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 Client Advocate program is an ongoing initiative that serves as the introductory portal to the variety of services provided through United Latino Community. The Client Advocate Program serves everyone: youth to seniors. Although most of the necessary services are provided through ULC, the plan may include referral and follow through with other service providers in the community. Two thousand three hundred (2400) clients will be served by the Client Advocate program this year.

PROJECT ELIGIBILITY

Which City critical need does this project address?:

<input checked="" type="checkbox"/> Mental Health/Substance or Domestic Abuse Services	<input checked="" type="checkbox"/> Health/Dental Services
<input checked="" type="checkbox"/> Youth Services	<input checked="" type="checkbox"/> Senior Services
<input checked="" type="checkbox"/> Disabled Services	<input checked="" type="checkbox"/> Education Services

I - PROJECT DETAILS

1. Describe the critical need that is addressed by this project. Please include any local (Carson City) data to support this need. **(Max. Score: 10 points)**

The United Latino Community (ULC) Client Advocate assesses the needs of Hispanic/Latino residents in our community. We believe that this need is critical as Latinos compose 28% of the population of Carson City and our Latino student population continues to grow: 40.1% in 2013 and 45.2% in 2016. The Latino population brings a valuable work force, family values, and a colorful culture to our community; however this population is severely underserved. ULC is the only culturally competent non-profit organization in the State of Nevada that assists local Hispanic/Latino individuals and families with referrals, translations, job placement, advocacy, citizenship instructions, health care information and legal advice. Some of our other underserved populations include abused children; the elderly; culturally diverse residents such as non-English speaking persons; persons with multiple disabilities such as deafness or blindness; persons who are medically fragile; or persons with AIDS. The Latino student population reached an all-time high of 45.2% in 2016. The Client Advocate services are critical in helping break the communication barriers that significantly hinder the ability of many of these residents to navigate the education system with and for their children. Hispanics living in our city are facing some if not all of the issues listed above. Without the client advocate position, many non-English speakers in our community would continue to be underserved; living under the shadow of their mental illness, lack of education, or disabilities and their medical needs would continue to be an issue. ULC believes that the City of Carson has a responsibility to meet the needs of all of its residents.

2. Please provide a detailed description of the proposed project and how it relates to the critical need identified in #1. Be specific. Include what you will accomplish, how you will accomplish it, who will be served, how many will be served, and where the project will take place. The description should not exceed the allotted space.
(Max. Score 25 pts)

The Client Advocate position is an ongoing program at United Latino Community (ULC) currently supported by City funds. The Client Advocate Program serves everyone: youth to seniors. The responsibility of the Client Advocate is to interview people as they enter the ULC office to determine the purpose of their visit. The majority of our clients are able to get satisfactory resolution for their issues through the actions and support of the Advocate.

ULC has formed a successful collaboration with Advocates to End Domestic Violence in Carson City. We have assisted with the transition of many victims of domestic violence.

ULC has also assisted the families in working with local law enforcement, including translating and accompanying clients to their visits.

ULC also coordinates with the Labor Commission to assist people in the community who are often taken advantage of when it comes to employment, for example when employers refuse to pay for labor provided when the job is completed.

Other critically necessary services offered by ULC include assistance with divorce proceedings, legal advice, tenancy issues involving communication or disputes with a landlord, and citizenship concerns.

The Advocate can provide clients with a referral and translation or interpretation services. In many cases the translation of written material requires the Advocate to accompany the client to another agency or meeting, including medical appointments. Advocates are required to have an extensive knowledge of city, state and federal resources as well as private agencies. Advocates also refer clients to a variety of programs offered either by ULC staff or at the ULC office such as ESL, Computer Literacy, Immigration and the Mexican Consulate.

Ninety eight percent of the clients served by ULC are residents of Carson City.

ULC will serve between 2300 to 2500 clients each fiscal year.

The ULC office is in Carson City and the services provided are all offered in Carson City, as well.

United Latino Community Services Provided July 2016 to March, 2017

Immigration	Information	Translations	Documents	Other	Total
385	1,221	88	146	286	2,306

Note: On August 6, 2016, the Las Vegas Mexican Consulate was in the ULC office issuing Mexican Passports and Consular ID cards to 162 clients.

The Consulate visited again on February 11, 2017 and issued 178 Mexican Passports and Consular ID cards.

3. Do you coordinate your services with other agencies? If so, list agencies and describe collaboration. **(Max Score: 10 points)**

ULC has been in our community for over twenty-six (26) years and has been successful in meeting the needs of its Latino population through collaboration with other sister agencies including:

- Capital City C.I.R.C.L.E.S.
- Carson City Juvenile Probation Services
- Carson City Senior Center
- Carson City Sheriff's Office
- Division of Welfare & Supportive Services
- Friends in Service Helping (F.I.S.H.)
- Partnership Carson City (PCC)
- Ron Wood Resource Center
- United States Citizenship and Immigration Services (USCIS)
- Western Nevada College (WNC)

United Latino Community receives some funding through Partnership Carson City. Support from PCC underwrites a program for Diabetes Education, immigration services, Hola! A Carson City Youth Program and the English as a Second Language program.

4. How will your organization reduce the need for grant funding in the future and become self-sustaining? Explain. **(Max Score: 5 points)**

ULC offers many other services that are either self-funded or grant funded. The Client Advocate is the only position that is funded solely through the city. ULC does not charge a fee to assess recipients to determine the best way to remediate their needs. ULC clients are low income individuals and families. Many times clients arrive at our office when they are in urgent need of immediate assistance with services for medical, mental health, educational, or legal issues. It would be an extreme hardship for them if they were required to pay for the services offered by ULC. If this position is not funded ULC will no longer be able to offer assistance to residents of our city. In an effort to reduce the need for grant funding from Carson City in the future, ULC intends to explore other grant options.

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

ULC offers many other services that are either self-funded or grant funded. These services include Diabetes Education, English as a Second Language (ESL), Immigration, and the Hola! Carson City youth program. If the client advocate position was partially funded this would result in a reduction of hours of operation which will mean fewer people receiving the adequate services in our community or delaying the access to adequate care or guidance.

II - PROJECT MEASUREMENT

1. What percentage of clients served will be Carson City residents? **(Max Score: 5 points)**

Currently 98% of the clients served by ULC are Carson City residents. The other 2% are from Reno, Lake Tahoe and the surrounding rural areas.

2. How do you plan to track clients served? **(Max Score: 5 points)**

We currently have an Excel spreadsheet that we use to track clients served by our office as well as service outcomes.

The Client Advocate collects information as part of the services assessment. Information gathered for each client includes name, telephone, and reason for visiting the office. Reasons are: immigration questions, seeking information, translations, fill out documents, help with tax preparation and seeking legal help. About 98% of the people who seek services from the United Latino Community are residents of Carson City.

The information is used to track the numbers of clients served and to assess which services are requested.

Graphs and charts are used in quarterly reports that are used to inform the community about how many Carson City residents are served and what assistance they are provided.

3. What is the projected outcome of this /project? (How will the clients served benefit from this project and how will that be measured?) **(Max Score: 20 points)**

ULC's projected outcome is to assist the client in assimilating in our community, learning English to assist them in becoming a more active member of the community, getting work, furthering their education, becoming a United States Citizens and/or adjusting their immigration status. ULC estimates that we will serve a minimum of 2400 to 2500 clients in the upcoming fiscal year. Clients will benefit from the services provided by ULC as they receive a personalized plan to meet their individual and family needs.

The Client Advocate completes an initial assessment to determine the appropriate service(s) required to meet the urgent need. The Client Advocate contacts the resource(s) that can assist with needs and aligns the services for the client. Within a week a call is made to the client for follow-up and to schedule an appointment to complete a full assessment of the client's situation and needs. At that point a plan is developed to meet any additional needs (such as job placement, health care information, legal advice, etc.) identified through the assessment process. Goals relating to the identified needs are documented in a client file. Completion of goals, or lack thereof, is also documented in an Excel spreadsheet to measure outcomes.

ULC also sees a high number of clients who come in knowing exactly what they need to make their life more successful. Clients with general questions or non-urgent needs are assessed and assisted immediately. The Client Advocate is responsible for tracking the number of clients served and their outcomes, including the clients with non-urgent needs who do not need a client file.

4. Please fill out the performance outputs measurement table below with your quarterly projections: **(Max Score: 10 points)**

Quarter	What output will be delivered? (Unit of delivery)	Who will be served?	How many will you serve?
1	Clients will receive guidance and a comprehensive assessment and case plan as determined by the Advocate.	Carson City residents from youth to seniors	600
2	Clients will receive guidance and a comprehensive assessment and case plan as determined by the Advocate.	Carson City residents from youth to seniors	600
3	Clients will receive guidance and a comprehensive assessment and case plan as determined by the Advocate.	Carson City residents from youth to seniors	600
4	Clients will receive guidance and a comprehensive assessment and case plan as determined by the Advocate.	Carson City residents from youth to seniors	600

5. If this is a renewal, describe your successes and challenges while implementing your project. What will you do to make improvements?

ULC has garnered a great response from the community and built trust in this organization. As part of our successes this past year a ULC has hosted four major immigration workshops to inform the community on the importance of adjusting their immigration status or became United States Citizens.

Fourteen (14) new Carson City residents became United States Citizens after completing our Immigration Naturalization courses

Bi-annual meetings are also held with the Mexican Consulate where residents are able to obtain an official Mexican passport or ID. Our office welcomed a total of 344 residents in our office.

Staffing and a limited budget are ULC's major challenges. The ULC staff is limited to the director and the Client Advocate who serve well over 2300 (Current number of client seen as of March 2017.)

We rely on the help of volunteers during the community workshops and Mexican Consulate meetings, the citizenship classes and the English as a Second Language classes that we offer.

III - PROJECT BUDGET

Complete the Budget Summary chart below. This information is mandatory in order to be considered for a CSSG 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 and Balance Sheet. Attach copies of funding commitment letters or other evidence of funding support, if applicable. (Max Score: 10 points)

Project Title:	Requested Amount	Other Funding	In-Kind	Total Funds
Project Expenses FY 2016-17				
Salaries and Benefits	\$25,000	\$35,250	\$35,000	\$95,250
Utilities	\$0	\$1,200		
Operating Supplies	\$0	\$2,200		
Liability Insurance	\$0	\$350		
TOTALS	\$25,000	\$39,000	\$35,000	\$95,250

AGENCY ASSETS

Unrestricted cash	\$1,500
Restricted cash*	
Total cash on hand	\$1,500

*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.

ULC was awarded \$20,000 for 2016-2017 for the Client Advocate position. We also share our building space with Partnership Carson City, which is sponsored by City of Carson City.

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	\$25,000	30hrs x \$14.00 x 52 weeks + (FICA 7.65%, Worker's Comp 2.10%, Unemployment Insurance 3.20%) Total=\$25,000

PROJECT ADMINISTRATION

AGENCY DIRECTOR

Name:	Omar Anaya
Title:	Executive Director
Address	1711 North Roop St Carson City, Nevada 89706
Phone number:	775-885-1055
Email:	omar@carsonulc.org

PROJECT MANAGER

Name:	Omar Anaya
Title:	Executive Director
Address	1711 North Roop St Carson City, Nevada 89706
Phone number:	775-885-1055
Email:	omar@carsonulc.org

FISCAL MANAGER

Name:	Lavon Sollberger
Title:	Bookkeeper
Address	1711 North Roop St
Phone number:	775-885-1055
Email:	

PERFORMANCE TRACKING CONTACT

Name:	Omar Anaya
Title:	Executive Director
Address	1711 North Roop St
Phone number:	775-885-1055
Email:	omar@carsonulc.org

AGENCY INFORMATION

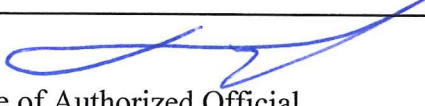
Date of incorporation	November,2013
Date of IRS certification	November,2014
Tax exempt number	45-2503904
DUNS#: (http://www.dnb.com/get-a-duns-number.html)	078768145

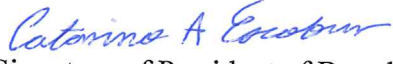
Attach items 1-6 to your application. Item 7 is optional. Please list and reference any additional attachments you are providing with your application. Do not include attachments unless they are needed to understand the project.

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 https://www.nvsilverflume.gov/certificate 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 http://nvsos.gov/sosentitysearch/ 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): Copy of the most recent Federal Tax Return. Attach FIRST 2 PAGES (Form 990 or 990EX)	✓
6	Profit and Loss Statements and Balance Sheets for prior <u>3</u> years	✓
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	Date 04/21/17
Omar Anaya/ Executive Director Typed Name and Title of Authorized Official	775-885-1055 Phone Number

 Signature of President of Board of Directors	Date 04/21/17
Catarino Escobar/ Board President Typed Name of President of Board of Directors	775-885-1055 Phone Number

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

DEPARTMENT OF THE TREASURY

Date: NOV 20 2014

UNITED LATINO COMMUNITY
1711 NORTH ROOP STREET
CARSON CITY, NV 89706-3113

Employer Identification Number:
45-2503904
DLN:
26053717001474
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
November 15, 2013
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

Based on the information you submitted on your application, we approved your request for retroactive reinstatement under Section 4 of Revenue Procedure 2014-11. Your effective date of exemption, as listed at the top of this letter, is retroactive to your date of revocation.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar

Letter 5436

SECRETARY OF STATE

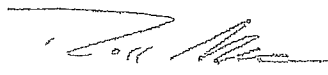


CORPORATE CHARTER

I, ROSS MILLER, the duly elected and qualified Nevada Secretary of State, do hereby certify that **UNITED LATINO COMMUNITY**, did on February 22, 2011, 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 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 February 24, 2011.


ROSS MILLER
Secretary of State

Certified By: GJ Jaillet
Certificate Number: C20110222-1667
You may verify this certificate
online at <http://www.nvsos.gov/>

UNITED LATINO COMMUNITY

Business Entity Information

Status:	Active	File Date:	2/22/2011
Type:	Domestic Non-Profit Corporation	Entity Number:	E0104162011-0
Qualifying State:	NV	List of Officers Due:	2/28/2018
Managed By:		Expiration Date:	
NV Business ID:	NV20111128081	Business License Exp:	

Registered Agent Information

Name:	UNITED LATINO COMMUNITY C/O EXECUTIVE DIRECTOR	Address 1:	1711 NORTH ROOP STREET
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			



Officers

☐ Include Inactive Officers

Director - EDGAR O ANAYA

Address 1:	1711 N ROOP ST	Address 2:	
City:	CARSON CITY	State:	NV
Zip Code:	89706	Country:	
Status:	Active	Email:	

Treasurer - BLANCA AYALA

Address 1:	1802 N CARSON ST	Address 2:	
City:	CARSON CITY	State:	NV
Zip Code:	89706	Country:	
Status:	Active	Email:	

President - CATARINO ESCOBAR

Address 1:	2201 S LOMPA LN	Address 2:	
City:	CARSON CITY	State:	NV
Zip Code:	89701	Country:	
Status:	Active	Email:	

Secretary - BRENDA SILIS

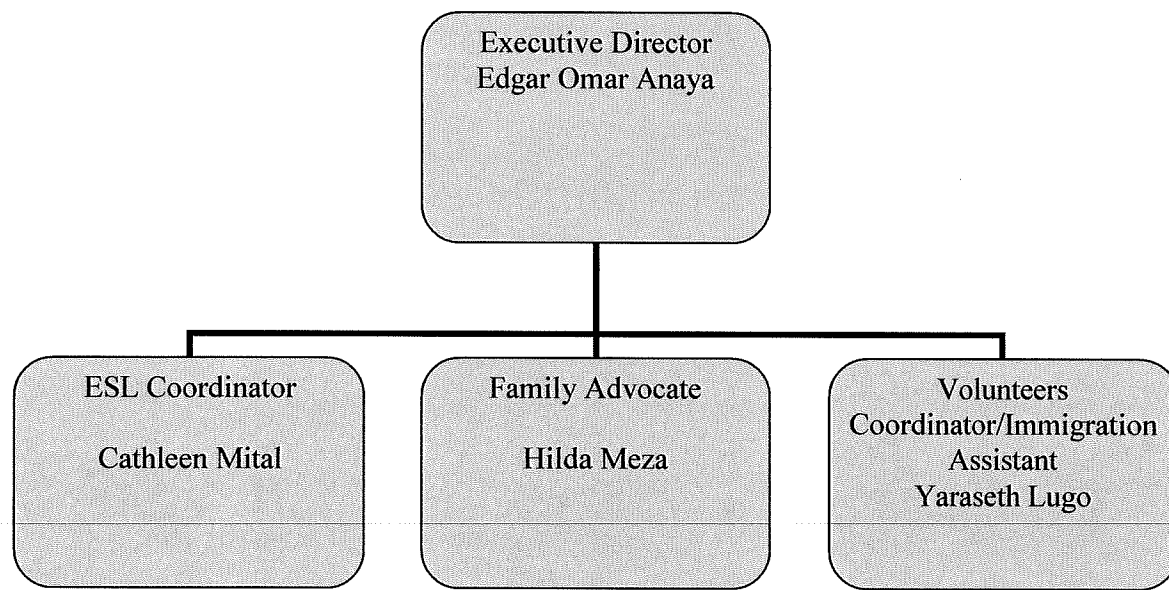
--	--	--	--

Address 1:	2621 NORTHGATE LN #10	Address 2:	
City:	CARSON CITY	State:	NV
Zip Code:	89706	Country:	
Status:	Active	Email:	

Actions\Amendments			
Action Type:		Articles of Incorporation	
Document Number:	20110128833-29	# of Pages:	6
File Date:	2/22/2011	Effective Date:	
(No notes for this action)			
Action Type:		Initial List	
Document Number:	20110234642-65	# of Pages:	2
File Date:	3/29/2011	Effective Date:	
11-12			
Action Type:		Annual List	
Document Number:	20120119893-76	# of Pages:	2
File Date:	2/21/2012	Effective Date:	
2012-2013			
Action Type:		Annual List	
Document Number:	20130059054-69	# of Pages:	1
File Date:	1/29/2013	Effective Date:	
(No notes for this action)			
Action Type:		Resignation of Officers	
Document Number:	20130372626-22	# of Pages:	1
File Date:	6/3/2013	Effective Date:	
(No notes for this action)			
Action Type:		Amendment	
Document Number:	20130372627-33	# of Pages:	1
File Date:	6/3/2013	Effective Date:	
(No notes for this action)			
Action Type:		Amendment	
Document Number:	20130372630-87	# of Pages:	1
File Date:	6/3/2013	Effective Date:	
(No notes for this action)			
Action Type:		Resignation of Officers	
Document Number:	20130372633-10	# of Pages:	1
File Date:	6/3/2013	Effective Date:	
(No notes for this action)			
Action Type:		Amendment	
Document Number:	20130501389-92	# of Pages:	1
File Date:	7/26/2013	Effective Date:	
(No notes for this action)			

Action Type:	Amendment		
Document Number:	20140071039-57	# of Pages:	1
File Date:	1/29/2014	Effective Date:	
(No notes for this action)			
Action Type:	Charitable-Solicitation Registration Statement		
Document Number:	20140071040-89	# of Pages:	1
File Date:	1/29/2014	Effective Date:	
(No notes for this action)			
Action Type:	Annual List		
Document Number:	20140071041-90	# of Pages:	1
File Date:	1/29/2014	Effective Date:	
(No notes for this action)			
Action Type:	Charitable-Solicitation Registration Statement		
Document Number:	20150094578-71	# of Pages:	2
File Date:	2/27/2015	Effective Date:	
(No notes for this action)			
Action Type:	Annual List		
Document Number:	20150094579-82	# of Pages:	1
File Date:	2/27/2015	Effective Date:	
15-16			
Action Type:	Annual List		
Document Number:	20160134295-33	# of Pages:	1
File Date:	3/25/2016	Effective Date:	
(No notes for this action)			
Action Type:	Charitable-Solicitation Registration Statement		
Document Number:	20160134296-44	# of Pages:	2
File Date:	3/25/2016	Effective Date:	
(No notes for this action)			
Action Type:	Annual List		
Document Number:	20170085574-89	# of Pages:	1
File Date:	2/27/2017	Effective Date:	
17-18			
Action Type:	Charitable-Solicitation Registration Statement		
Document Number:	20170085575-90	# of Pages:	2
File Date:	2/27/2017	Effective Date:	
(No notes for this action)			

Organization Chart



Current Board of Directors

Board Members and Affiliations

Catarino Escobar	Chair	Department of Corrections (Retired)
Daniel Gonzalez	Vice Chair	Carson City Sheriff's Office
Blanca Ayala	Treasurer	Nevada Health Systems
Brenda Silis	Member	Circles Initiative

Form **990-EZ****Short Form****Return of Organization Exempt From Income Tax**

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-EZ and its instructions is at www.irs.gov/form990.

OMB No. 1545-1150

2015**Open to Public Inspection**Department of the Treasury
Internal Revenue Service**A** For the 2015 calendar year, or tax year beginning July 1, 2015, and ending June 30, 2016**B** Check if applicable:

- ☐ Address change
☐ Name change
☐ Initial return
☐ Final return/terminated
☐ Amended return
☐ Application pending

C Name of organization

United Latino Community, Inc.

Number and street (or P.O. box, if mail is not delivered to street address)

1711 N. Roop Street

City or town, state or province, country, and ZIP or foreign postal code

Carson City, NV 89706

D Employer identification number

45-2503904

E Telephone number

775-885-1055

F Group Exemption Number ▶**G** Accounting Method: ☒ Cash ☐ Accrual Other (specify) ▶**I** Website: ▶ www.carsonulc.org**H** Check ☒ if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).**J** Tax-exempt status (check only one) — ☒ 501(c)(3) ☐ 501(c) () ◀ (insert no.) ☐ 4947(a)(1) or ☐ 527**K** Form of organization: ☐ Corporation ☐ Trust ☐ Association ☐ Other**L** Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B) below) are \$500,000 or more, file Form 990 instead of Form 990-EZ. ▶ \$**Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances** (see the instructions for Part I)Check if the organization used Schedule O to respond to any question in this Part I. ☐

Revenue	1	Contributions, gifts, grants, and similar amounts received	1	
	2	Program service revenue including government fees and contracts	2	88271.13
	3	Membership dues and assessments	3	0
	4	Investment income	4	0
	5a	Gross amount from sale of assets other than inventory	5a	
	b	Less: cost or other basis and sales expenses	5b	
	c	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	5c	0
	6	Gaming and fundraising events		
	a	Gross income from gaming (attach Schedule G if greater than \$15,000)	6a	
b	Gross income from fundraising events (not including \$ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	6b		
c	Less: direct expenses from gaming and fundraising events	6c		
d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	6d	0	
7a	Gross sales of inventory, less returns and allowances	7a		
b	Less: cost of goods sold	7b		
c	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	7c		
8	Other revenue (describe in Schedule O)	8		
9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8 ▶	9	93,329.09	
Expenses	10	Grants and similar amounts paid (list in Schedule O)	10	
	11	Benefits paid to or for members	11	
	12	Salaries, other compensation, and employee benefits	12	90,001.96
	13	Professional fees and other payments to independent contractors	13	2,300.00
	14	Occupancy, rent, utilities, and maintenance	14	702.34
	15	Printing, publications, postage, and shipping	15	1,446.12
	16	Other expenses (describe in Schedule O)	16	10,862.10
	17	Total expenses. Add lines 10 through 16 ▶	17	105,312.52
Net Assets	18	Excess or (deficit) for the year (Subtract line 17 from line 9)	18	-11,983.43
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	
	20	Other changes in net assets or fund balances (explain in Schedule O)	20	
	21	Net assets or fund balances at end of year. Combine lines 18 through 20 ▶	21	-11,983.43

For Paperwork Reduction Act Notice, see the separate instructions.

Cat. No. 10642I

Form **990-EZ** (2015)

Check if the organization used Schedule O to respond to any question in this Part II ☐

Check if the organization used Schedule O to respond to any question in this Part III . . . ☐

Check if the organization used Schedule O to respond to any question in this Part IV ☐

Form 990-EZ (2015)

Part V Other Information (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V) Check if the organization used Schedule O to respond to any question in this Part V ☐

	Yes	No
33 Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O		<input checked="" type="checkbox"/>
34 Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O (see instructions)		<input checked="" type="checkbox"/>
35a Did the organization have unrelated business gross income of \$1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)?		<input checked="" type="checkbox"/>
b If "Yes," to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O		
c Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If "Yes," complete Schedule C, Part III		
36 Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N		<input checked="" type="checkbox"/>
37a Enter amount of political expenditures, direct or indirect, as described in the instructions ▶ 37a 0		
b Did the organization file Form 1120-POL for this year?		<input checked="" type="checkbox"/>
38a Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?		<input checked="" type="checkbox"/>
b If "Yes," complete Schedule L, Part II and enter the total amount involved		
39 Section 501(c)(7) organizations. Enter:		
a Initiation fees and capital contributions included on line 9		
b Gross receipts, included on line 9, for public use of club facilities		
40a Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 ▶ ; section 4912 ▶ ; section 4955 ▶		
b Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I		<input checked="" type="checkbox"/>
c Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958		
d Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization		
e All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T		<input checked="" type="checkbox"/>
41 List the states with which a copy of this return is filed ▶		
42a The organization's books are in care of ▶ <u>United Latino Community</u> Telephone no. ▶ <u>775-885-1055</u> Located at ▶ <u>1711 N. Roop St. Carson City, NV</u> ZIP + 4 ▶ <u>89701</u>		
b At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If "Yes," enter the name of the foreign country: ▶ See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c At any time during the calendar year, did the organization maintain an office outside the U.S.? If "Yes," enter the name of the foreign country: ▶	<input type="checkbox"/>	<input checked="" type="checkbox"/>
43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 —Check here ▶ <input type="checkbox"/> and enter the amount of tax-exempt interest received or accrued during the tax year ▶ 43		
44a Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ		<input checked="" type="checkbox"/>
b Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ		<input checked="" type="checkbox"/>
c Did the organization receive any payments for indoor tanning services during the year?		<input checked="" type="checkbox"/>
d If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O		<input checked="" type="checkbox"/>
45a Did the organization have a controlled entity within the meaning of section 512(b)(13)?		<input checked="" type="checkbox"/>
b Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ (see instructions)		<input checked="" type="checkbox"/>

- 46** Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I

	Yes	No
46		<input checked="" type="checkbox"/>

Part VI Section 501(c)(3) organizations only

All section 501(c)(3) organizations must answer questions 47–49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI ☐

- 47** Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II

	Yes	No
47		<input checked="" type="checkbox"/>

- 48** Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E

48		<input checked="" type="checkbox"/>
-----------	--	-------------------------------------

- 49a** Did the organization make any transfers to an exempt non-charitable related organization?

49a		<input checked="" type="checkbox"/>
------------	--	-------------------------------------

- b** If "Yes," was the related organization a section 527 organization?

49b		<input checked="" type="checkbox"/>
------------	--	-------------------------------------

- 50** Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and title of each employee	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
None				

f Total number of other employees paid over \$100,000 ▶

- 51** Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and business address of each independent contractor	(b) Type of service	(c) Compensation
None		

d Total number of other independent contractors each receiving over \$100,000 ▶

- 52** Did the organization complete Schedule A? **Note:** All section 501(c)(3) organizations must attach a completed Schedule A ☐ Yes ☒ No

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

Date

Type of print name and title

Paid Preparer Use Only

Print/Type preparer's name

Preparer's signature

Date

Check ☐ if self-employed

PTIN

Firm's name ▶

Firm's EIN ▶

Firm's address ▶

Phone no. ▶

May the IRS discuss this return with the preparer shown above? See instructions ☐ Yes ☒ No

SCHEDULE O
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

▶ Information about Schedule O (Form 990 or 990-EZ) and its instructions is at www.irs.gov/form990.

OMB No. 1545-0047

2015

**Open to Public
Inspection**

Name of the organization

United Latino Community - 990ez Line 16 other expenses

Employer identification number

45-2503904

Books & Subscriptions \$ 288.25

Insurance \$ 106.23

Media \$ 47.00

Office Supplies \$1,749.50

Program Expense \$4,226.50

Misc. \$1,103.50

Bank Fees \$ 72.00

Telecommunications \$3,269.12

Total expenses \$10,862.10

Schedule O (Form 990 or 990-EZ) (2015)
 Name of the organization

Employer identification number

United Latino Community, Inc.

Balance Sheet

As of December 31, 2016

	<u>Dec 31, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
U.S. Bank	<u>3,330.36</u>
Total Checking/Savings	<u>3,330.36</u>
Total Current Assets	<u>3,330.36</u>
TOTAL ASSETS	<u><u>3,330.36</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
24000 - Payroll Liabilities	<u>2,399.27</u>
Total Other Current Liabilities	<u>2,399.27</u>
Total Current Liabilities	<u>2,399.27</u>
Total Liabilities	<u>2,399.27</u>
Equity	
32000 - Retained Earnings	12,846.52
Net Income	<u>-10,923.45</u>
Total Equity	<u>1,923.07</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,330.36</u></u>

United Latino Community, Inc.**Balance Sheet**

As of December 31, 2015

	<u>Dec 31, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
U.S. Bank	3,779.92
Total Checking/Savings	<u>3,779.92</u>
Total Current Assets	<u>3,779.92</u>
TOTAL ASSETS	<u><u>3,779.92</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
24000 - Payroll Liabilities	2,632.47
Total Other Current Liabilities	<u>2,632.47</u>
Total Current Liabilities	<u>2,632.47</u>
Total Liabilities	2,632.47
Equity	
32000 - Retained Earnings	13,046.07
Net Income	-11,898.62
Total Equity	<u>1,147.45</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,779.92</u></u>

United Latino Community, Inc.

Profit & Loss

July through December 2015

	<u>Jul - Dec 15</u>
Ordinary Income/Expense	
Income	
47200 · Program Income	48,180.46
Total Income	<u>48,180.46</u>
Expense	
11 · Printing and Copying	345.62
12 · Books, Subscriptions, Reference	138.25
15 · Insurance - Liability, D and O	35.41
18 · Professional Fees	1,300.00
19 · Program Expense	1,060.31
23 · Telephone, Telecommunications	2,192.68
30 · Misc.	1,089.56
66000 · Payroll Expenses	40,316.73
Total Expense	<u>46,478.56</u>
Net Ordinary Income	<u>1,701.90</u>
Net Income	<u><u>1,701.90</u></u>



PARTNERSHIP CARSON CITY
1711 NORTH ROOP STREET
CARSON CITY, NEVADA 89703
(775) 841-4730
WWW.PARTNERSHIPCARSONCITY.ORG
501(c)3 non-profit organization

Dr. Jack Araza, President
Executive Board of Directors

Kathlyn Bartosz, Executive Director

Mayor Bob Crowell, Chairman
Steering Committee

April 17, 2017

To whom it may concern:

It is with great confidence I support the United Latino Community (ULC) application to fund a Community Advocate. I can personally attest to the quality of their staff, their services, and their commitment to their clients. This is easy because we are located in the same building. I observe them at work on a daily basis. Clients come in for everything from needing dental services to escaping from a domestic violence situation, to dealing with a problem teenager on the edge of gang involvement. ULC hosts the Mexican Consulate two to three times per year, serving an average of over 175 clients per session. Without ULC, these individuals would be driving to Las Vegas or Sacramento. They are a vital part of our community, and these services for them should be here.

ULC regularly fills the building with parents attending ESL classes and Computer Literacy Training as well Conversational English for the more advanced ESL clients. There are currently over 182 Carson City residents receiving these classes either one on one or in small groups for individual attention. Citizenship Preparedness seminars have been added this past year to deal with the demand for this service.

Carson City's Latino population, bringing a valuable work force, family values, and a colorful culture to our community is growing. A review of our student enrollment speaks to this, as data shows an increase every year with the percent of the total school population today standing at 45.7%, and of the total school population 20% require ESL services. The Client Advocate services are critical to the successful assimilation and quality of life for their clients and the community as a whole. As of today the Client Advocate is already struggling to keep up with the demand for services. I urge your support of this critical service in our community for our residents.

Respectfully,

Kathlyn Bartosz
Executive Director



Community Support Services Grant (CSSG) **ORIGINAL** Program Application Fiscal Year 2017

GENERAL INFORMATION

YOU MUST SEND A LETTER A OF INTENT TO APPLY AND RECEIVE APPROVAL BEFORE SUBMITTING APPLICATION. APPLICATION INSTRUCTIONS ARE AVAILABLE AT

<http://carson.org/cssg>.

APPLICATIONS ARE DUE*:

April 21, 2017, 4:00 P.M.

PLEASE SUBMIT THE ORIGINAL

PLUS 2 COPIES TO:

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. A pdf fill-in version of this document is available at <http://carson.org/cssg>. A PROGRESS REPORT MUST BE SUBMITTED WITH RENEWALS.

☐ NEW APPLICATION

☒ RENEWAL

APPLICANT INFORMATION

Agency Name: Nevada Rural Counties RSVP Program, Inc.

Agency Mailing Address: PO Box 1708, Carson City, NV 89702

Project Name: Senior Independent Living Programs

Project Address/Location: 2621 Northgate Lane, Suite 6, Carson City, NV 89706

Contact Person: Susan C. Haas, Executive Director & C.E.O.

Phone Number: (775) 687-4680 x 2 Email: shaas@nvrsvp.com

Fax: (775) 68704494 Website (if applicable): www.nevadaruralrsvp.org

PROJECT FUNDING

Requested amount \$ 43,622

Other funding \$223,110

Total project cost \$266,732

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**. RSVP's Independent Living Program will provide critical care services to 2,300 seniors through its network of highly trained Volunteers to ensure that Carson City's frail, homebound and low-income elders remain in their homes and live independently with dignity – thus avoiding costly and unnecessary institutionalization. Services include respite care, home companionship, escorted transportation, lifeline emergency response, homemaker cleaning services, pro bono legal, farmers market coupons, veterans assistance, and resistance exercise program. In addition, our Volunteer Stations Project will provide non-profits, public agencies, and health care facilities with volunteers to meet broader community needs while helping to carry out their mission.

PROJECT ELIGIBILITY

Which City critical need does this project address?:

<input type="checkbox"/> Mental Health/Substance or Domestic Abuse Services	<input type="checkbox"/> Health/Dental Services
<input type="checkbox"/> Youth Services	<input checked="" type="checkbox"/> Senior Services
<input type="checkbox"/> Disabled Services	<input type="checkbox"/> Education Services

I - PROJECT DETAILS

1. Describe the critical need that is addressed by this project. Please include any local (Carson City) data to support this need. **(Max. Score: 10 points)**

Nevada has seen a dramatic increase in its older adult population. According to ADSD "2012-2016 State Plan, Appendix B: Nevada Geographic and Demographic Data", in the decade 2000 to 2010, Nevada's population of adults age 60 and older increased by 56.3 percent to 475,283, an increase of 171,212 seniors compared with only a 22 percent increase of this age group nationwide. Nevada's seniors age 85 and older increased 77.7 percent to 30,187, an increase of 13,198 seniors compared with only a 29.75 percent increase of this age group nationwide.

Local data reflects the number of Carson City senior residents 60 years of age or older comprising twenty-four percent (13,385) of the total population (February 2015 U.S. Census American Community Survey data). Of this amount, 2,385 are living with a disability, while 2,315 are veterans. Low-income, frail and homebound elders face a myriad of issues and many have difficulty accessing the most basic services, as well as healthcare and other medically necessary services. Sadly, many are unable to remain independent and in their own homes without assistance. This vulnerable population is at risk for costly institutionalization, creating a heavy burden on already overextended government resources for Medicare, Medicaid, and long-term care facilities. To exacerbate this disparity, the isolated homebound elderly are more vulnerable to depression, self-neglect, elder abuse/fraud, and suicide.

Maintaining independence delivers a more cost efficient care system – decreasing premature and out-of-state nursing home placements. Nursing home costs range between \$82,125 and \$94,969 annually in Nevada (AARP Long-Term Care Calculator, 2015), depending on the individual needs for care.

The physical and emotional stress that 24/7 caregivers endure results in higher rates of depression, chronic illness and even death. Furthermore, elderly spousal caregivers with a personal history of chronic illness who are experiencing caregiving related stress have a 63% higher mortality rate than their non-caregiving peers (Family Caregivers Alliance: www.caregivers.org, 2016).

A relevant demonstration for RSVP's pertinent support system is identified in the final report from the Governor's Commission on Aging NRS 439 Report/*Needs & Priorities for Older Nevadans*. The Report identifies nine core services as most instrumental in maintaining independence (identified by The Nevada Aging & Disability Services Division through a series of 21 focus groups throughout Nevada). RSVP's "Independent Living" and "In-Home Care" core programs are included in the Report's list of priority services as follows: Homecare/Homemaker; Legal Services; Personal Emergency Response System; Respite Care; Senior Companion; and Transportation Services.

Mobilizing people to make a difference in their communities is cost effective and has long-term societal, plus it provides health benefits. Moreover, medical science and other research have shown that older adults who volunteer frequently live longer and report less disability. Volunteerism also supports positive health outcomes because socialization is ranked as a key factor in healthy aging, as well as staying active and healthy nutrition.

2. Please provide a detailed description of the proposed project and how it relates to the critical need identified in #1. Be specific. Include what you will accomplish, how you will accomplish it, who will be served, how many will be served, and where the project will take place. The description should not exceed the allotted space.
(Max. Score 25 pts)

RSVP's Independent Living Program will provide critical care services to Carson City senior citizens through its network of highly trained volunteers to ensure that Carson City's frail, homebound and low-income senior citizens remain in their homes and living independently – thus avoiding costly and unnecessary institutionalization. The Program will serve an estimated 2,300 local seniors who may be isolated due to lack of transportation, while helping them access critical services and resources including medical care and safety-net services. In partnership with the Carson City Senior Center, RSVP has identified strategies to expand its Independent Living Program to include daily trips to the Senior Center. Through collaboration our organizations will ensure that Carson City's elderly population, and particularly those in greatest social and economic need, will have access to the Center's daily congregate nutrition services for healthy meals and opportunities for social engagement.

RSVP volunteers provide services that assist seniors to live independently at home where they are healthiest, happiest, and where they remain contributing members of society. Our Program provides a "care-partnership" approach which is central to its effectiveness – keeping the care recipient at the center of the relationship. Family members, volunteers, and medical professionals all work "in-partnership" to support the elderly care recipient with their desire to remain at home and keep their dignity. The services provided by RSVP delivers a viable alternative to institutionalized care and ensures that older adults can remain in their own homes for as long as possible. RSVP's Independent Living Programs are provided at "no cost" with the exception of the monitoring fee from Lifeline; however, individuals who are below the poverty level may qualify for free Lifeline services.

Additionally, RSVP's Volunteer Stations will provide volunteer opportunities that enhance the capabilities of local public agencies, non-profit organizations, and proprietary health organizations. The Project will match volunteers to a specific area of interest thereby providing a cost effective benefit through in-kind services, and meet the greater social and economic needs in our local community.

The Project is a robust and collaborative approach that will target an estimated 2,300 Carson City senior residents with essential life-saving activities, as follows:

(1) Independent Living Programs:

- Home Companion Program - provides essential daily services such as talking to and spending time with seniors. Volunteers provide the emotional support, socialization, and human contact that is necessary for the homebound elderly.
- Lifeline emergency response system – provides an emergency response system that gives immediate access to emergency services.
- Homemaker Services – provides frail homebound seniors assistance with housekeeping such as dusting, kitchen and bathroom cleaning, floor maintenance, laundry and linen changing.
- Respite Care Program - provides 24/7 caregivers who are exhausted, overwhelmed and stressed with regular breaks to provide relief and help them continue the care of their loved

ones who are elderly as well as care for adults with a disability. Volunteers provide breaks 2 to 4 hours or more per week.

- Transportation Program - provides escorted door-to-door safe transportation for seniors and disabled persons giving them access to critical services including medical appointments, prescription/pharmacy pick up, grocery shopping, and socialization or wellness events.
- CARE Law Program - provides pro bono legal services for eligible seniors. Areas include estate planning, durable power of attorney, wills, guardianships, Medicare, Medicaid, help with debt problems, probate issues and elder abuse issues.
- Veterans "Volunteers in Partnership" - provides veterans with RSVP programs and works with NV Office of Suicide Prevention for suicide awareness; and the Carson City Sheriff's Office for wellness checks, emergency medical transport, and priority transportation to the VA Center in Reno.
- Resistance Exercise Program - provides light weights training; helping to keep seniors active and healthy, improving mobility, cognitive ability, and muscle strength.
- Farmer's Market Nutrition Program - provides free coupons each summer for fresh fruits and vegetables, serving as a nutritional supplement for eligible seniors.

(2) Volunteer Stations:

- Community volunteer stations – RSVP volunteers provide a variety of services to Federal, State, and local government agencies; non-profits; and health care facilities.
- New volunteers receive orientation and training from Program staff before being placed at a volunteer station. Volunteers attend annual elder abuse and driver's education and safety training. Annual and quarterly training events provide volunteers with engaging speakers and information about how to work with elderly clients on a wide variety of topics ranging from elder abuse, Alzheimer's disease, communication skills, COPD, diabetes, dealing with different personality types, CPR training, legal issues relating to senior citizens, and much more so that volunteers can continue to provide high quality in-home companionship, Respite care, escorted transportation, and Lifeline telephone system installations and maintenance services to frail, homebound seniors.

3. Do you coordinate your services with other agencies? If so, list agencies and describe collaboration. (Max Score: 10 points)

RSVP coordinates services with numerous agencies, family members and volunteers through a holistic approach which follows Person-centered practice – keeping our care recipients at the center of their own care, considering first and foremost the needs of the person receiving the care. Project staff, field representatives and volunteers alike collaborate with family members, physicians, social workers, and other agency representatives to provide a responsive service system that acknowledges the unique needs of our aging citizens. Through our comprehensive service delivery model, RSVP works with other caring groups and community members to expand outreach efforts, improve access to supports, and deliver direct service programs.

RSVP has developed successful partnerships and coordinates referrals with ADSD, Fund for a Healthy Nevada, Carson City Health and Human Services, FISH, Nevada 211, and many other local service organizations. RSVP has a Memorandum of Understanding (MOU) with UNR Sanford Center for Aging and the Alzheimer's Association. Our organization also partners with the UNR Nevada Geriatric Education Center to promote the Center's training events on suicide prevention and geriatric health issues. In addition, RSVP offers respite care and transportation services to ensure that seniors and their caregivers can attend RSVP and partner events.

RSVP and the Carson City Senior Center have developed strategies to eliminate duplication of services by consolidating the Senior Center's transit service. Contingent upon funding, RSVP will assume responsibility for transporting between eight to ten Carson City seniors on a daily schedule to and from the Center for meal services, socialization and other activities. The *new* Project will also link participating seniors to RSVP's Independent Living programs. RSVP recently established the Veterans VIP Program in partnership with the Carson City Sheriff's Office. Sheriff's office volunteers provide wellness checks, emergency medical transport, and priority transportation to the VA Center in Reno. RSVP formed a new partnership with the Nevada Office of Suicide Prevention (NSP) to incorporate suicide prevention awareness and training in community outreach efforts. NSP will present a comprehensive suicide awareness and prevention training with our VISTA members and an Applied Suicide Intervention Skills Training (ASIST) for caregivers seeking to prevent the immediate risk of suicide. ASIST uses many different teaching processes to create a practice-oriented and interactive learning experience.

Under our Volunteer Stations Program, RSVP has MOU's with twenty four Carson City organizations and agencies that need volunteer support including: Carson City Friends of the Library, Carson City Fire Department, Carson-Tahoe Regional Medical Center, Carson City Literacy for Adults and Children, and CASA of Carson City.

4. How will your organization reduce the need for grant funding in the future and become self-sustaining? Explain. **(Max Score: 5 points)**

CSSG funding is critical to maintaining an effective service delivery system for Carson City seniors, a population which is expected to continue to grow. RSVP's core program model – to engage seniors in volunteerism - is considered a valuable self-sustaining effort in all states across the nation. We have also made great strides to diversify our budget with new funding sources which include NDOT, ADSD, DHHS, mines, private foundations, corporations, local businesses, and private donors. Our organization also continues to improve our annual special fundraising events and fairs in Carson City.

Our organization has identified Fundraising as a Priority Area in its 2015-2020 Strategic Plan which includes the following strategic goals:

- Aggressively pursue private funding and sponsorships from new sources including foundations, non-profit organizations, and local businesses;
- Continue to enhance and promote the organization's annual fairs/signature events;
- Sustain funding from key government sources including the Corporation for National and Community Service, State of Nevada, and providing information and education to our Congressional delegation;
- Expand memberships in relevant associations and participate in public awareness campaigns;
- Encourage suggested donations.

In order to further diversify its funding base, RSVP will coordinate the creation of a Fund Development Plan with the following activities to be conducted:

- An environmental scan of other organizations with similar goals, of similar size and with similar missions;

- Determine present sources of donor income and categorize all revenue sources;
- Identify the effectiveness of current community fundraising activities including special events, direct mail, annual giving campaigns, and memberships;
- Establish logical, attainable, long-term funding goals

RSVP strives to inform our state legislators and the Nevada Congressional delegation about the benefits of community-based and volunteer independent living programs. Keeping seniors independent and in their own homes is not only the right thing to do, it is the most fiscally sound alternative to institutionalized care.

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

Yes, however, not at the level of services outlined in our proposal. Partial funding will require a dramatic scaling back in service delivery. Other ramifications include implementing a client wait list which will force Carson City seniors to wait for help and bear the negative consequences of going without basic services. Individuals on wait lists for extended periods of time are: (1) more likely to end up in a nursing home; (2) less likely to remain living in their own home; (3) more likely to seek care from a hospital emergency room; and (4) more likely to die waiting for assistance. Furthermore, our service infrastructure would be negatively impacted because education, recruitment and retention of volunteers is necessary to identify the clients that are in greatest need.

The need for senior services continues to grow; however, RSVP's funding remains flat and in some cases has been reduced. RSVP's Federal funds were reduced by 20%. Several of our supporters have stopped funding RSVP because they have changed priorities. When compared to the cost of institutionalized care, RSVP's request of \$43,622 would pay for about six months of the cost of institutionalization for one indigent senior. With these funds, RSVP is able to provide a significant return on investment. For every \$1 of CSSG funding that RSVP receives - Carson City receives \$15.12 worth of services. RSVP's services are a great value to the community.

RSVP volunteers are able to provide these lifesaving services at no charge to the seniors; however, volunteers are not free. They are an extremely valuable resource to Carson City.

II - PROJECT MEASUREMENT

1. What percentage of clients served will be Carson City residents? **(Max Score: 5 points)**

100% of CCSG funds will be used in Carson City.

2. How do you plan to track clients served? **(Max Score: 5 points)**

Clients are tracked utilizing the following methods: a) client intake and registration forms; b) client service plans; c) monthly volunteer time reports; d) annual surveys.

For each new client, an initial intake and assessment is conducted with the client and a personalized date-specific care plan is developed. The service plan is implemented by RSVP by conducting a client/volunteer match. The intake and assessment and the service plan are confidential and maintained in secured files at RSVP. Clients are re-assessed annually (or whenever there are substantial changes to the client's situation) to update the service plan and

conduct a satisfaction survey. Monthly time and activity reports are stored in RSVP's in-house databases. Data is used for project reporting and future project improvement and enhancement.

3. What is the projected **outcome** of this /project? (How will the clients served benefit from this project and how will that be measured?) **(Max Score: 20 points)**

- Two thousand three-hundred (2,300) Carson City seniors will receive 16,000 hours of volunteer assistance through RSVP independent living programs. RSVP independent living programs will enable seniors to remain independent and in their own homes; thus avoiding costly and unnecessary institutionalized care.
- Twenty-four (24) Carson City non-profit organizations, public agencies, and health care facilities will receive 17,000 hours of support from RSVP volunteers. RSVP volunteers will use their lifetime of skills and talents to provide support to community agencies and address community needs through service. RSVP volunteers will provide needed assistance to Carson City agencies to achieve their goals.
- Four hundred (400) active Carson City volunteers will be recruited and trained to provide basic services and community services (duplicative count serving multiple stand-alone unique programs). Volunteers are compensated at different levels, as follows: respite volunteers receive a monthly stipend; homemaker volunteers receive an hourly wage; and all other direct service volunteers (i.e.; transportation, home companion, etc.) receive mileage reimbursement only which is capped at \$30/month. Volunteers are also honored at awards and recognition events.
- Volunteer monthly time reports will track the date, number of hours provided, and name of clients and Carson City organizations served. Data from monthly time reports will be stored in our in-house and state databases and data will be used for project reporting and future project improvement and enhancement.

4. Please fill out the performance outputs measurement table below with your quarterly projections: **(Max Score: 10 points)**

Quarter	What output will be delivered? (Unit of delivery)	Who will be served?	How many will you serve?
1	1) RSVP volunteers will provide 4,000 hours of companionship, pro-bono legal, respite care, homemaker, escorted transportation, veterans' referrals/services, resistance exercise training, personal emergency response system, & free farmers market coupons (independent living programs)	1) Seniors, veterans, 24/7 caregivers and the ones being cared for at home (clients) who live in Carson City	575 clients
	2) Volunteers will provide 4,250 hours of volunteer support	2) Non-profits, public agencies, and health care facilities who have an MOU with RSVP (community workstations)	24 workstations
2	1) Volunteers will provide 4,000 hours of independent living programs services	1) RSVP clients who live in Carson City	575 clients
	2) Volunteers will provide 4,250 hours of volunteer support	2) Community workstations	24 workstations

3	1) Volunteers will provide 4,000 hours of independent living programs services	1) RSVP clients who live in Carson City	575 clients
	2) Volunteers will provide 4,250 hours of volunteer support	2) Community workstations	24 workstations
4	1) Volunteers will provide 4,000 hours of independent living programs services	1) RSVP clients who live in Carson City	575 clients
	2) Volunteers will provide 4,250 hours of volunteer support	2) Community workstations	24 workstations

5. If this is a renewal, describe your successes and challenges while implementing your project. What will you do to make improvements?

RSVP programs provide services and the emotional reassurance so necessary for the homebound elderly who are struggling to remain in their own homes with dignity. Through our partnerships and collaborations, we have built a support system that helps elders to remain at home where they can continue to contribute and be a part of a healthy, vibrant community. They are able to avoid costly and premature institutionalization in a long-term care facility at a cost that ranges between \$82,125 and \$94,969 annually in Nevada (AARP Long-Term Care Calculator, 2015), depending on the individual needs for care.

In FY2016 (July 1, 2015-June 30, 2016), RSVP volunteers provided 14,185 hours of independent living services to more than 1,559 Carson City clients. RSVP volunteers also provided 17,960 hours of volunteer support for 23 Carson City volunteer stations. RSVP is engaged in an 18-month process to become a certified Service Enterprise. Nevada Volunteers is sponsoring and guiding RSVP through this process. The Service Enterprise Initiative (SEI) is a national initiative that strengthens the capacity of nonprofits to fundamentally leverage volunteers and their skills to address community needs. RSVP will assess not only the roles volunteers play in the organization, but also staff roles and responsibilities around volunteer engagement. We believe that this can lead to transformative organizational change that is needed in order to sustain our programs of service which are lifesaving to seniors.

Our programs of service successfully assist elder Nevadan's; however, we are challenged with sustaining and securing critical funding. We are faced with flat, reduced, or eliminated funding for senior services. RSVP will work to find additional revenue to sustain and expand our services so that we may continue to provide vital supportive services for our clients which are essential to ensure their independence. This process will be achieved as we create a Fund Development Plan led by the Executive Director/C.E.O. and Development Director.

III - PROJECT BUDGET

Complete the Budget Summary chart below. This information is mandatory in order to be considered for a CSSG 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 and Balance Sheet. Attach copies of funding commitment letters or other evidence of funding support, if applicable. (Max Score: 10 points)

Project Title:	Requested Amount	Other Funding	In-Kind	Total Funds
Project Expenses FY 2016-17				
Staff	\$11,648	\$104,762		\$116,410
Fringe	2,912	26,109		29,021
Office Supplies	3,200	2,740		5,940
Contractual IT	2,500	1,100		3,600
Postage	600	3,900		4,500
Brochures and Promotional items for outreach	475 1,360	2,922 643		3,397 2,003
Advertisement: Carson Now and Nevada Appeal	3,070	0		3,070
Other:				
Respite Volunteer Stipends	14,700	35,532		50,232
Respite Volunteer Mileage	2,912	44,466		47,378
Background Checks	245	936		1,181
23,000 hours – Carson City			460,000	
TOTALS	\$43,622	\$223,110	\$460,000	\$266,732

AGENCY ASSETS

Unrestricted cash	\$56,284
Restricted cash*	0
Total cash on hand	\$56,284

*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. Office of Business Dev. awarded \$9,000 for CC 4th of July fair, \$11,029 in private donations from CC residents for Respite, Transportation, CARE Law, Homemaker, & Lifeline Programs; and \$1,000 in donations which are not restricted to any specific program. Carson City owned offices at 2621 Northgate Lane, #6 at \$1/yr.; 3,840 sq. ft. (valued @ \$0.90/sf) per our lease agreement: \$41,472 annually (utilities not included).

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
Staff: 1. Program Assistant 2. Program Manager 3. Transportation Manager	\$11,648	Time to be spent as follows: 8 hrs/wk – 52 wks @ \$15 hr = \$6,240 2 hrs/wk – 52 wks @ \$20 hr = \$2,080 4 hrs/wk – 52 wks @ \$16 hr = \$3,328
Fringe benefits @ 25% of Budgeted Amount	2,912	$\$11,648 \times 25\% = \$2,912$
Office Supplies: Ink cartridges, paper, letterhead, envelopes, etc.	3,200	$\$266.67/\text{mo.} \times 12 \text{ mos.} = \$3,200$ Based on prior year usage.
Contractual Information Technology (IT) Support	2,500	Contract for 1 year = \$2,500
Postage	600	Based on estimated usage
Brochures (Printing)	475	\$1,187 for 5,000 brochures @ 40%=\$475 (based on prior year usage)
Promotional items for community outreach in Carson City (CC)	1,360	Estimate for upcoming year for promo items for use in Carson City
Ads to recruit clients and volunteers: Nevada Appeal Newspaper	3,070	NV Appeal Ads \$99 per week x 31 wks. = \$3,070
Other: 7 Respite Volunteer Stipends	\$14,700	$\$175/\text{mos.} \times 12 \text{ mos.} = \$2,100 \times 7 \text{ vols.} = \$14,700$
Other: 7 Respite Volunteer Mileage @ \$.40/mi	2,912	$\$416/\text{yr} \times 7 \text{ vols.} = \$2,912$ (based on prior year CC vols. Average)
Other: 7 Respite Volunteers required background checks	245	$\$35/\text{background} \times 7 \text{ vols.} = \245

PROJECT ADMINISTRATION

AGENCY DIRECTOR

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

PROJECT MANAGER

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

FISCAL MANAGER

Name:	Nick Providenti
Title:	Controller
Address	2621 Northgate Lane, Suite 6, Carson City, NV 89706
Phone number:	(775) 687-4680 x 5
Email:	nprovidenti@nvrsvp.com

PERFORMANCE TRACKING CONTACT

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

AGENCY INFORMATION

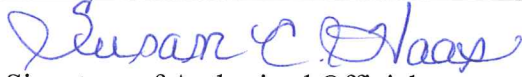
Date of incorporation	July 16, 1992
Date of IRS certification	June 18, 1992
Tax exempt number	94-3164032
DUNS#: (http://www.dnb.com/get-a-duns-number.html)	06-786-7080


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.

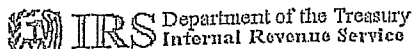
INDEX OF ATTACHMENTS

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 https://www.nvsilverflume.gov/certificate 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 http://nvsos.gov/sosentitysearch/ 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): Copy of the most recent Federal Tax Return. Attach FIRST 2 PAGES (Form 990 or 990EX)	✓
6	Profit and Loss Statements and Balance Sheets for prior <u>3</u> years	✓
7	Brochure: RSVP Direct Service Programs	✓
8	Brochure: RSVP Respite Care Program	✓
9	Brochure: RSVP Veterans' VIP – <i>Volunteers in Partnership</i>	✓

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

 Signature of Authorized Official	Date <u>4/18/17</u>
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	Date <u>4-19-17</u>
Jerry Thurman Typed Name of President of Board of Directors	(775) 882-9537 Phone Number



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

For _____

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

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.

NEVADA RURAL COUNTIES RSVP PROGRAM, INC.

Business Entity Information

Status:	Active	File Date:	7/16/1992
Type:	Domestic Non-Profit Corporation	Entity Number:	C7656-1992
Qualifying State:	NV	List of Officers Due:	7/31/2017
Managed By:		Expiration Date:	
NV Business ID:	NV19921048693	Business License Exp:	

Additional Information

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

Registered Agent Information

Name:	SUSAN C HAAS EXECUTIVE DIRECTOR/ CEO	Address 1:	2621 NORTHGATE LANE STE 6
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			



Officers

☐ Include Inactive Officers

Treasurer - MARSHA BURGESS

Address 1:	2249 PINION HILLS DR	Address 2:	
City:	CARSON CITY	State:	NV
Zip Code:	89701	Country:	USA
Status:	Active	Email:	

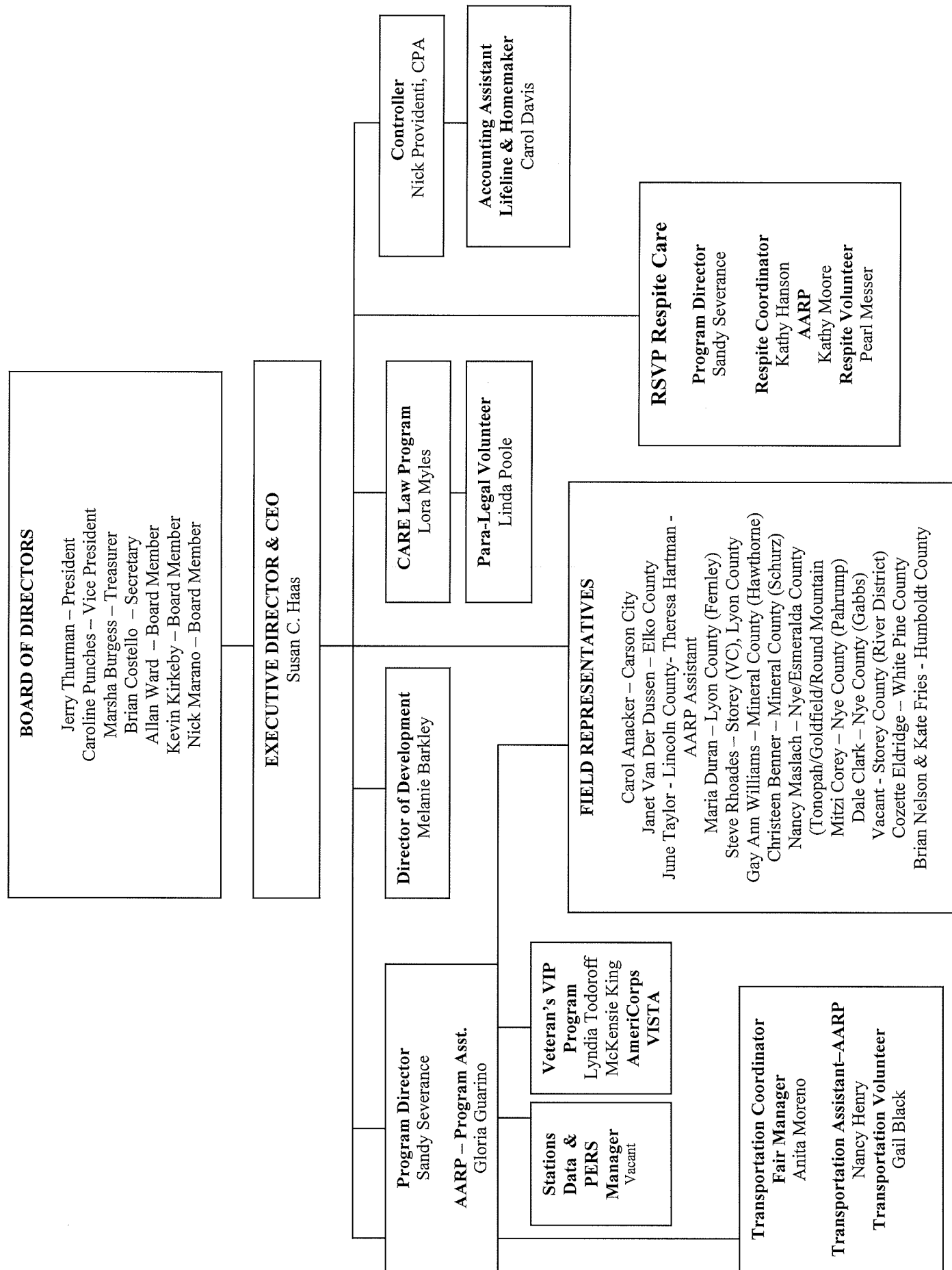
Secretary - BRIAN COSTELLO

Address 1:	1415 CELESE LANE	Address 2:	
City:	RENO	State:	NV
Zip Code:	89511	Country:	USA
Status:	Active	Email:	

(No notes for this action)			
Action Type:	Annual List		
Document Number:	C7656-1992-006	# of Pages:	1
File Date:	6/27/2002	Effective Date:	
(No notes for this action)			
Action Type:	Annual List		
Document Number:	C7656-1992-005	# of Pages:	1
File Date:	6/3/2003	Effective Date:	
(No notes for this action)			
Action Type:	Annual List		
Document Number:	C7656-1992-002	# of Pages:	1
File Date:	9/2/2004	Effective Date:	
List of Officers for 2004 to 2005			
Action Type:	Annual List		
Document Number:	20050302160-59	# of Pages:	1
File Date:	7/5/2005	Effective Date:	
(No notes for this action)			
Action Type:	Annual List		
Document Number:	20060441304-54	# of Pages:	1
File Date:	7/11/2006	Effective Date:	
(No notes for this action)			
Action Type:	Annual List		
Document Number:	20070333416-39	# of Pages:	2
File Date:	5/11/2007	Effective Date:	
(No notes for this action)			
Action Type:	Registered Agent Address Change		
Document Number:	20080333829-48	# of Pages:	1
File Date:	5/14/2008	Effective Date:	
(No notes for this action)			
Action Type:	Annual List		
Document Number:	20080352841-03	# of Pages:	1
File Date:	5/23/2008	Effective Date:	
(No notes for this action)			
Action Type:	Annual List		
Document Number:	20090410030-59	# of Pages:	1
File Date:	5/13/2009	Effective Date:	
(No notes for this action)			
Action Type:	Registered Agent Address Change		
Document Number:	20100375191-69	# of Pages:	1
File Date:	5/19/2010	Effective Date:	
(No notes for this action)			

Document Number:	20160337560-53	# of Pages:	1
File Date:	7/29/2016	Effective Date:	
(No notes for this action)			
Action Type:	Charitable-Solicitation Registration Statement		
Document Number:	20160337561-64	# of Pages:	1
File Date:	7/29/2016	Effective Date:	
(No notes for this action)			

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



RSVP BOARD OF DIRECTORS ROSTER

Board Terms are Indefinite
April 19, 2017

Jerry Thurman – Board President

President, Insured Financial Services

6175 McDowell Road
Carson City, NV 89706
(775) 882-9537 Cell: 885-2525
jerryanddelia@charter.net

Caroline PUNCHES – Board Vice President

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

206 La Costa Avenue
Dayton, NV 89403
(775) 246-1850
Cpunches206@charter.net

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

Brian Costello – Board Secretary

Carson Region Director, NV Energy

P.O. Box 10100
Reno, NV 89520
(775) 834-5772
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

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

Nick Marano – Board Member

Carson City Manager

201 N. Carson St. Suite 2
Carson City, NV 89701
(775) 887-2100 Cell: 775-350-4450
Nmarano@carson.org

Form **990**Department of the Treasury
Internal Revenue Service**Return of Organization Exempt From Income Tax**
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.

OMB No. 1545-0047

2015Open to Public
Inspection**A** For the 2015 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 1708City 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 \$

1,338,533.

H(a) Is this a group returnfor subordinates? ☐ Yes ☒ No**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	1	Briefly describe the organization's mission or most significant activities: THE ORGANIZATION WORKS WITH VOLUNTEERS THROUGHOUT NEVADA AND ASSISTS SENIORS AND DISABLED		
	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 2015 (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	
7b	Net unrelated business taxable income from Form 990-T, line 34	7b		
Revenue	8	Contributions and grants (Part VIII, line 1h)	Prior Year	Current Year
	9	Program service revenue (Part VIII, line 2g)	1,136,788.	1,122,671.
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	117,132.	113,774.
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	16.	10.
	12	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	51,341.	58,030.
	13	Grants and similar amounts paid (Part IX, column (A), lines 1-3)	1,305,277.	1,294,485.
	14	Benefits paid to or for members (Part IX, column (A), line 4)	0.	0.
Expenses	15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	0.	0.
	16a	Professional fundraising fees (Part IX, column (A), line 11e)	591,100.	487,187.
	16b	Total fundraising expenses (Part IX, column (D), line 25) ▶ 32,016.	0.	0.
	17	Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	801,719.	774,922.
	18	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	1,392,819.	1,262,109.
	19	Revenue less expenses. Subtract line 18 from line 12	-87,542.	32,376.
	Net Assets or Fund Balances	20	Total assets (Part X, line 16)	Beginning of Current Year
21		Total liabilities (Part X, line 26)	196,198.	213,046.
22		Net assets or fund balances. Subtract line 21 from line 20	92,168.	76,640.

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	Preparer's signature	Date
	CONNIE CHRISTIANSEN	CONNIE CHRISTIANSEN	11/08/16
	Firm's name ▶ KOHN & COMPANY LLP	Firm's EIN ▶ 46-3281627	Check <input type="checkbox"/> if self-employed
	Firm's address ▶ 5310 KIETZKE LANE, SUITE 101	Phone no. 775-828-7300	
	RENO, NV 89511		

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:

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 ☒ 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 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 \$ 803,572. including grants of \$ 0.) (Revenue \$ 113,774.)

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 \$ 215,460. including grants of \$ 0.) (Revenue \$ 0.)

PROVIDED VOLUNTEER SERVICES TO PUBLIC AND NON-PROFIT COMMUNITY AGENCIES

4c (Code:) (Expenses \$ 55,708. including grants of \$ 0.) (Revenue \$ 0.)

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 **1,074,740.**

Form 990 (2015)

4:04 PM

Nevada Rural Counties RSVP Program, Inc.

03/29/17

Summary Balance Sheet

Accrual Basis

As of December 31, 2014

	Dec 31, 14
ASSETS	
Current Assets	
Checking/Savings	106,791.99
Accounts Receivable	45,874.08
Other Current Assets	86.00
Total Current Assets	152,752.07
Fixed Assets	38,116.51
Other Assets	5,437.45
TOTAL ASSETS	196,306.03
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	45,462.73
Other Current Liabilities	46,765.03
Total Current Liabilities	92,227.76
Total Liabilities	92,227.76
Equity	104,078.27
TOTAL LIABILITIES & EQUITY	196,306.03

4:02 PM

03/29/17

Accrual Basis

Nevada Rural Counties RSVP Program, Inc.

Profit & Loss

January through December 2014

	Jan - Dec 14
Ordinary Income/Expense	
Income	
4600 · Home Companion Respite Program	9,027.82
Transportation Donations	7,651.37
4030 · Contributions Income	21,107.50
4040 · Donated Professional services	557,828.20
4110 · Grants	930,723.11
4150 · Miscellaneous Income	439.23
4170 · Program Rev	276,658.75
4700 · Fundraising Rev	92,328.00
4903 · United Way of Northern Nevada	8,511.61
4909 · United Way of Southern Nevada	234.67
4904 · Volunteer Expense Reimbursement	255.00
Total Income	1,904,765.26
Gross Profit	1,904,765.26
Expense	
5489 · CARELaw client direct expenses	-828.78
5300 · Program Expenses	1,817,841.67
5492 · US Food Distribution	122,876.40
5600 · Fundraising	52,365.49
Total Expense	1,992,254.78
Net Ordinary Income	-87,489.52
Net Income	-87,489.52

4:04 PM

03/29/17

Accrual Basis

Nevada Rural Counties RSVP Program, Inc.

Summary Balance Sheet

As of December 31, 2015

	<u>Dec 31, 15</u>
ASSETS	
Current Assets	
Checking/Savings	49,219.40
Accounts Receivable	<u>21,735.48</u>
Total Current Assets	<u>70,954.88</u>
Fixed Assets	138,336.30
Other Assets	<u>4,104.29</u>
TOTAL ASSETS	<u><u>213,395.47</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	34,040.90
Other Current Liabilities	<u>42,854.17</u>
Total Current Liabilities	<u>76,895.07</u>
Total Liabilities	<u>76,895.07</u>
Equity	<u>136,500.40</u>
TOTAL LIABILITIES & EQUITY	<u><u>213,395.47</u></u>

4:02 PM

Nevada Rural Counties RSVP Program, Inc.

03/29/17

Profit & Loss

Accrual Basis

January through December 2015

	Jan - Dec 15
Ordinary Income/Expense	
Income	
4600 · Home Companion Respite Program	8,509.75
Transportation Donations	10,642.75
4030 · Contributions Income	21,721.78
4040 · Donated Professional services	538,190.00
4110 · Grants	925,558.02
4150 · Miscellaneous Income	10.52
4170 · Program Rev	262,308.92
4700 · Fundraising Rev	102,078.06
4903 · United Way of Northern Nevada	7,650.64
4909 · United Way of Southern Nevada	123.81
Total Income	1,876,794.25
Gross Profit	1,876,794.25
Expense	
5489 · CARELaw client direct expenses	1,689.74
5300 · Program Expenses	1,661,554.34
5492 · US Food Distribution	121,965.75
5600 · Fundraising	59,124.35
Total Expense	1,844,334.18
Net Ordinary Income	32,460.07
Net Income	32,460.07

4:04 PM

03/29/17

Accrual Basis

Nevada Rural Counties RSVP Program, Inc.

Summary Balance Sheet

As of December 31, 2016

	Dec 31, 16
ASSETS	
Current Assets	
Checking/Savings	78,122.66
Accounts Receivable	18,742.28
Total Current Assets	96,864.94
Fixed Assets	99,927.27
Other Assets	4,763.96
TOTAL ASSETS	201,556.17
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	43,119.46
Other Current Liabilities	47,238.62
Total Current Liabilities	90,358.08
Total Liabilities	90,358.08
Equity	111,198.09
TOTAL LIABILITIES & EQUITY	201,556.17

4:03 PM

Nevada Rural Counties RSVP Program, Inc.

03/29/17

Profit & Loss

Accrual Basis

January through December 2016

	Jan - Dec 16
Ordinary Income/Expense	
Income	
4600 · Home Companion Respite Program	5,457.00
Transportation Donations	12,927.10
4030 · Contributions Income	25,345.18
4040 · Donated Professional services	11,790.97
4110 · Grants	739,728.16
4150 · Miscellaneous Income	542.34
4170 · Program Rev	348,729.40
4700 · Fundraising Rev	98,331.15
4903 · United Way of Northern Nevada	8,422.50
4909 · United Way of Southern Nevada	739.57
Total Income	1,252,013.37
Gross Profit	1,252,013.37
Expense	
54802 · Bank Service Charges	229.00
5489 · CARELaw client direct expenses	-875.94
5300 · Program Expenses	1,024,533.45
5492 · US Food Distribution	203,872.50
5600 · Fundraising	49,556.67
Total Expense	1,277,315.68
Net Ordinary Income	-25,302.31
Net Income	-25,302.31



A Call to Action

Anyone can volunteer. You don't have to be retired or a senior citizen. Volunteers come from all walks of life and all backgrounds, with a shared desire to offer their time and energy to those in need. RSVP connects volunteers with service opportunities that match their skills, availability and personal interests.

What are the benefits?

- RSVP volunteers are covered by five types of insurance,
- Volunteers receive out-of pocket expense reimbursement for mileage,
- Volunteers are honored at awards and recognition events,
- Volunteers have the opportunity to make a difference in the lives of others,
- RSVP offers maximum flexibility and choice to its volunteers. You choose how often and where you want to serve,

Who is eligible for Services?

- Seniors, aged 60 and older are eligible for RSVP services.
- Disabled persons aged 18 and older in need of transportation.

HOW CAN I DONATE TO RSVP?

RSVP is a 501(c)(3) tax exempt organization and we rely upon donations and grant funding in order to provide services to seniors. Please mail your tax deductible donation to RSVP, P.O. Box 1708, Carson City, NV 89702, or go to our website at www.nevadaruralrsvp.org to contribute online.

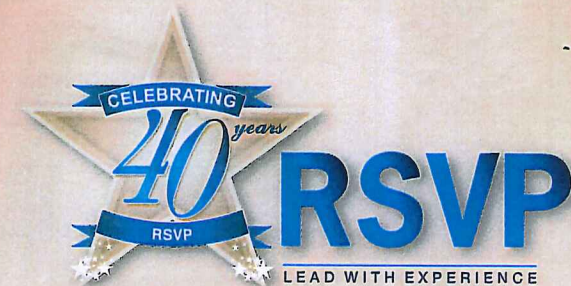
For more information contact:
 Kris Hughes – Program Coordinator
 2621 Northgate Lane, Ste. 6, Carson City, NV 89706
 (775) 687-4680 x 7
 Toll-free 1 (800) 992-687-4680, ask for Ext. 4680
 then dial Ext. 7.
www.nevadaruralrsvp.org

CONTACT YOUR LOCAL FIELD REPRESENTATIVE:

RSVP's Partners:



Susan C. Haas
 Executive Director & C.E.O.
 (775) 687-4680 x 2



**NEVADA RURAL COUNTIES
 RSVP PROGRAM, INC.**

RSVP's direct service programs are a comprehensive support system, whose goal is to help seniors and disabled persons to remain independent and in their own homes with dignity.

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 provide support to community agencies and address community needs through service.





Community Support Services Grant (CSSG) Program Application Fiscal Year 2017

GENERAL INFORMATION

YOU MUST SEND A LETTER A OF INTENT TO APPLY AND RECEIVE APPROVAL BEFORE SUBMITTING APPLICATION. APPLICATION INSTRUCTIONS ARE AVAILABLE AT

<http://carson.org/cssg>.

APPLICATIONS ARE DUE*:

April 21, 2017, 4:00 P.M.

PLEASE SUBMIT THE ORIGINAL
PLUS 2 COPIES TO:

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. A pdf fill-in version of this document is available at <http://carson.org/cssg>. A PROGRESS REPORT MUST BE SUBMITTED WITH RENEWALS.



NEW APPLICATION



RENEWAL

APPLICANT INFORMATION

Agency Name: The Capital City C.I.R.C.L.E.S. Initiative	
Agency Mailing Address: 2621 Northgate Lane, Suite 10 Carson City, NV 89706	
Project Name: The Capital City C.I.R.C.L.E.S. Initiative	
Project Address/Location: 2621 Northgate Lane, Suite 10 Carson City, NV 89706	
Contact Person: Brenda Silis, Program Manager	
Phone Number: 775-883-6506	Email: capitalcitycircles@gmail.com
Fax: 775-883-6506	Website (if applicable): capitalcitycircles.org

PROJECT FUNDING

Requested amount	\$16,000
Other funding	
Total project cost	\$16,000

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**.

We are requesting \$16,000 to offset the cost of sponsoring two families through our program for one year. These funds will cover the cost of putting the families through the 12-16 week "Getting Ahead" program and cover the expense of their continued participation over the remainder of the 12 month term. Costs such as supplies, meals, childcare, enrichment opportunities and staff time will be offset by this grant. Participation in this program will benefit both parents and children as they attend weekly meetings where they will receive support, training and be empowered to chart their own paths out of poverty. Our goal is to break the cycle of generational poverty. To do this, we must work with the adults and children simultaneously to have a significant, transformational and lasting impact.

PROJECT ELIGIBILITY

Which City critical need does this project address?:

<input type="checkbox"/> Mental Health/Substance or Domestic Abuse Services	<input type="checkbox"/> Health/Dental Services
<input type="checkbox"/> Youth Services	<input type="checkbox"/> Senior Services
<input type="checkbox"/> Disabled Services	<input checked="" type="checkbox"/> Education Services

I - PROJECT DETAILS

1. Describe the critical need that is addressed by this project. Please include any local (Carson City) data to support this need. **(Max. Score: 10 points)**

The critical need addressed by this project is **education services**. C.I.R.C.L.E.S. uses a specialized curriculum in connection with its "Getting Ahead" classes. This curriculum is designed to offer participants the chance to engage in self-discovery, take ownership of their problems and plan for the future. Over the course of 12 modules and supplemental course work, participants expand their knowledge of the Hidden Rules of Class, Budgeting and Money Management, Goal Setting and other relevant topics.

The education and training component of our program continues well after the completion of the "Getting Ahead" workgroup. Over the next 24 months participants continue receiving education and training to expand their knowledge of the barriers that have kept them impoverished. According to the 2015 Census, out of a population of 54,742, 16.4% of Carson City residents live in poverty. C.I.R.C.L.E.S. believes that education is key to breaking the cycle of generational poverty. Therefore, presentations on employment marketability, financial education, computer literacy, leadership, parenting and educational opportunities are presented to our Champions for Change during their weekly meetings. At these same meetings the children of our Champions also receive support and tutoring.

2. Please provide a detailed description of the proposed project and how it relates to the critical need identified in #1. Be specific. Include what you will accomplish, how you will accomplish it, who will be served, how many will be served, and where the project will take place. The description should not exceed the allotted space.
(Max. Score 25 pts)

As noted above, these funds will be used to sponsor two families through our program for 12 months. The families in question will receive instruction delivered through the "Getting Ahead" workgroup and will be afforded continued training and skill building opportunities. The goal of the program is to permanently break the cycle of poverty and ensure self-sufficiency through the next generation. Implementation of the "Project" will take place at weekly meetings which are held on Wednesday nights from 6:00 to 8:00PM at St. Peter's Episcopal Church in Carson City.

C.I.R.C.L.E.S. recruits motivated low income and under resourced families from the community who desire to transition out of poverty. Participants attend intensive workgroup meetings once a week for 12-16 weeks. Here, they investigate the behaviors that prevent them from leading financially secure lives. The highly participatory curriculum is co-facilitated by our Project Manager and community volunteers. During these sessions, our low income participants learn about personal leadership, relationship building, communication and goal setting. They also explore their relationship with money; develop their personal spending plans and the self-discipline to make these plans work.

Upon completing the workgroup, participants -- now called "Champions for Change" -- are matched with community volunteers - "Allies" -- and together become a "Circle of Support" that will meet at least once a month (in addition to the routine weekly meetings) for a period of two years. The deliberate friendships that C.I.R.C.L.E.S. fosters between Champions and Allies are a key component of the program. These friendships cross socioeconomic lines and provide participants with invaluable support and encouragement as they strive to meet their goals.

In addition, C.I.R.C.L.E.S. has implemented a free academic tutoring program that benefits Champions and their children in an effort to help them improve their educational success. Community building, family economic self-sufficiency, and reciprocity are the foundational principles of our Initiative

On average, it takes two years for a C.I.R.C.L.E.S. family to gain economic self-sufficiency, which includes eliminating their reliance on public assistance, obtaining safe housing, and securing work that provides sufficient income to meet their family's needs.

3. Do you coordinate your services with other agencies? If so, list agencies and describe collaboration. **(Max Score: 10 points)**

C.I.R.C.L.E.S. closely coordinates its efforts with other agencies in the community. Currently we collaborate not only with other agencies addressing the needs of people in poverty but with local religious organizations. By building upon their work we can permanently elevate families out of poverty and into self-sufficiency. We complement, rather than compete with other community service agencies through the sharing of ideas, resources and referrals.

Organizations like FISH, the Salvation Army, the Ron Wood Family Resource Center, and Carson City Health & Human Services (which administered C.I.R.C.L.E.S. in its formative years) have all partnered with us and are an important source of client referrals. They also help us address the short term needs of our participants through the identification of special resources (e.g. housing vouchers, emergency food assistance). In return, we refer clients to them. By way of example, in May of this year we will be imbedding our Project Manager for a certain number of days each month into the offices of FISH so we can better evaluate the readiness of their client population to transition into our program and out of poverty.

4. How will your organization reduce the need for grant funding in the future and become self-sustaining? Explain. **(Max Score: 5 points)**

As a small non-profit with a working board of directors, staff of one, and a modest cash budget, CCCI has traditionally relied on in-kind donations and volunteer manpower. All grant writing and fundraising have been done mostly by volunteers and our Program Manager.

We continue pursuing recurring, dependable funding opportunities previously identified in our five year strategic plan, including 1) hosting our annual "Gem of a Fundraiser," which raises funds and awareness about the community need we address (In 2016 we solicited event sponsorships to increase the amount of net revenue raised); 2) sending out a year-end appeal letter to our supporters which has yielded improving financial results each year, while expanding our database of potential new supporters; and 3) offering ease-of-access to potential new donors by utilizing giving buttons on our website and partnering with Amazon Smile which allows Amazon customers to direct a percentage of their eligible purchases toward a charitable organization of their choice.

In addition, we have established a Regional Training Center for NETworX USA here in Carson City which brings in revenue to our Initiative when new communities join the program.

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

The C.I.R.C.L.E.S. Initiative could use less than the amount requested since we are actively pursuing other grants. However, any financial support that we are awarded will serve to underwrite the cost of putting two families through our program for one year and can be used to leverage other grants.

II - PROJECT MEASUREMENT

1. What percentage of clients served will be Carson City residents? **(Max Score: 5 points)**

The Champions for Change we serve are all Carson City residents who come from generational poverty. Families must reside in Carson City in order to be eligible for our services. Most of our Allies and other C.I.R.C.L.E.S. volunteers are also Carson City residents.

2. How do you plan to track clients served? **(Max Score: 5 points)**

We plan to track our clients using our outcomes surveys, periodic interviews, updates and direct conversations with program participants. Using the NETworX Outcomes Data Tracking System we will collect the information gathered from our participants to track their progress in our program.

3. What is the projected **outcome** of this /project? (How will the clients served benefit from this project and how will that be measured?) **(Max Score: 20 points)**

C.I.R.C.L.E.S. has many projected outcomes, ranging from short-term to long-term. The outcomes that result from participation in C.I.R.C.L.E.S impact the lives of the C.I.R.C.L.E.S families in many positive ways. We identify specific milestones that should be achieved at specific points in times.

We measure short-term outcomes upon completion of the “Getting Ahead” workgroup. At this point our graduates will have increased their social connectedness by establishing relationships with the facilitators and fellow workgroup participants. Families will have options as well as a sense of control because they will have identified the behaviors and choices that need to be changed in order to begin their journey towards self-sufficiency. They will have learned about basic budgeting and debt, which provides them with the knowledge they need to make improvements in their finances, thereby reducing the stress on the family and allowing for more stability in their home life.

Mid-term outcomes are realized at around twelve months following completion of the “Getting Ahead” workgroup. At this time, our Champions will be meeting with their Allies on a regular basis to refine and implement their goals. Families will begin reciprocating by volunteering within C.I.R.C.L.E.S. and within the community. Their social capital will have grown to include not only their Allies but other people in the community outside of their usual circle of friends. In addition, our Champions will have identified and be actively pursuing skill development opportunities by enrolling in GED classes or continuing education. At this point, with a noticeable improvement in their finances, families will no longer use predatory lenders and will take steps to increase their assets. Finally, our Champions will see an improvement in their parenting skills and in their family life in general as they become more actively engaged in their children's lives and their education.

Long-term outcomes will occur 18 to 24 months after families have completed the “Getting Ahead” workgroup. At this stage, our Champions will have effective support, relationships and communication within their Circles. In addition, they will be actively involved in their community and will have achieved or be close to achieving financial independence by having reduced or eliminated their reliance on public assistance. The families will have either completed

their skill development or will be continuing to develop their skills by taking upper level education courses or by attending college. Our Champions at this stage will have adequate employment that is both stable and gainful.

The positive outcomes experienced by our Champions allow them not only to improve their lives and the lives of their children, but to improve the opportunities of future generations by breaking the repetitious cycle of poverty.

We will evaluate each family's progress in attaining their goals by tracking changes in the following areas every six months:

1. Increases in Family Income
2. Decreases in use of Public Assistance
3. Increases in Family Assets
4. Decreases in Family Debt
5. Employment Status
6. Education
7. Reliable Transportation
8. Safe Housing
9. Establishment of Savings Accounts

4. Please fill out the performance outputs measurement table below with your quarterly projections: **(Max Score: 10 points)**

Quarter	What output will be delivered? (Unit of delivery)	Who will be served?	How many will you serve?
1	<p>We will recruit 8 to 10 adult participants to enroll in the "Getting Ahead" workgroup, two under the City's sponsorship.</p> <p>Weekly meetings will be provided for Champions that include content and skill building.</p> <p>Childcare, youth programming, and a no cost meal will be provided at weekly meetings.</p>	18-20 adult participants will be served along with their children. (This # includes participants already in the program).	<p>8-10 "Getting Ahead" potential Participants</p> <p>10 Matched Champions for Change</p>
2	<p>8 to 10 adult participants will complete the "Getting Ahead" workgroup.</p> <p>Weekly meetings will be provided for Champions that include content and skill building.</p>	18-20 adult participants will be served along with their children.	<p>8-10 "Getting Ahead" Participants</p> <p>10 Matched Champions for Change</p>
3	8 to 10 adult participants will be matched with Allies.	18-20 adult participants will be served along	18-20 Champions

	Weekly meetings will be provided for Champions that include content and skill building.	with their children.	
4	We will recruit 8 to 10 adult participants to enroll in the 2018 "Getting Ahead" workgroup.	18-20 adult participants will be served along with their children.	8-10 "Getting Ahead" potential Participants 10 Matched Champions for Change

5. If this is a renewal, describe your successes and challenges while implementing your project. What will you do to make improvements? **This is not a renewal of an existing grant but we would like, nevertheless, to respond to this question,**

The success of our program is defined by the positive impact experienced by our program participants, their children and volunteers. A total of 20 families (21 Adults) were assisted in 2016. Additionally, more than 50 community members are actively involved in the program as volunteers. These community volunteers play key roles in the C.I.R.C.L.E.S. Initiative, serving as Allies, childcare providers, meal providers, tutors, Board Members and in other roles. Weekly meetings continue to be held with the Champions and their Allies during which workshops, specialized training, advanced content, volunteer opportunities and guest speakers are made available with the goal of developing the organizational, educational, social, financial, emotional and spiritual resources that our Champions need to emerge from generational and situational poverty.

We have faced two challenges in recent months. The first involves our difficulty in recruiting sufficient volunteers to match our program participants with 3-4 Allies each. Being an Ally requires commitment. We ask our volunteer Allies to commit to a period of 24 months during which time they will walk alongside their Champions on their journey out of poverty by providing ongoing mentoring and emotional encouragement. Finding committed volunteers that are willing to take on a 24 month commitment is not an easy task.

We have also faced a second challenge over the last few months with the unexpected loss of our C.I.R.C.L.E.S. Coach, David Bash, who passed away on October 15, 2016. His loss not only had an impact on our program but also impacted each one of us on a personal level. It also reduced the staffing for the program leaving just the Program Manager to oversee and facilitate the operation of the Initiative.

To overcome the challenge of an insufficient number of Allies, we are seeking funding from other sources to develop a targeted program to recruit and retain future Allies. This will involve the creation of professionally produced informational videos and brochures. In addition, we are

exploring a shift in the way we match our Champions and Allies by matching multiple Champions with a group of Allies versus individual pairings.

To address the loss of our Coach, we are in the process of recruiting and identifying a qualified individual to fill this position. The Coach will provide direct support to our Champions for Change.

III - PROJECT BUDGET

Complete the Budget Summary chart below. This information is mandatory in order to be considered for a CSSG 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 and Balance Sheet. Attach copies of funding commitment letters or other evidence of funding support, if applicable. (Max Score: 10 points)

Project Title: The Capital City C.I.R.C.L.E.S. Initiative	Requested Amount	Other Funding	In-Kind	Total Funds
Project Expenses FY 2016-17				
Circles Coach	10,000	11,320		21,320
Contract Services		3,450	15,000	18,450
Facilities & Equipment		16,800	42,995	59,795
Training Center		29,685	21,000	50,685
Fundraising Expense		9,000		9,000
Operations, Misc. & Other Expense		10,450		10,450
Program Expense	6,000	88,115	7,500	101,615
Training		1,000		1,000
TOTALS	16,000	169,820	86,495	272,315

AGENCY ASSETS

Unrestricted cash	\$157,600 at 3/31/2017
Restricted cash*	\$22,556 at 3/31/2017
Total cash on hand	\$180,156 at 3/31/2017

*If restricted cash, attach description and amount of restriction

PLEASE SEE ATTACHMENTS entitled "DOCUMENTS THAT GO WITH PROJECT BUDGET"

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

In the past years we have applied for and received assistance from Carson City both in the form of funds as well as in-kind support. In FY 2016-2017 we received \$4,240 in CSSG funding to help fund a portion of our Youth Programming. Quarterly reports for this funding are submitted to Hannah McDonald at Partnership Carson City. In addition, Carson City provides us with office space at 2621 Northgate Lane, Ste. 10, Carson City, free of charge. This donation has an estimated value of \$11,995/year.

3:05 PM

04/05/17

Accrual Basis

Capital City C.I.R.C.L.E.S. Initiative
Profit & Loss
 July 2016 through March 2017

	Jul '16 - Mar 17
Ordinary Income/Expense	
Income	
Direct Public/Private Support	
Corporate Contributions	4,199.94
Grants - Private	
Fairweather Foundation	10,000.00
Family Foundations	20,000.00
Total Grants - Private	30,000.00
Grants - Public	
Community Support Services	2,933.04
SAPTA	7,476.00
Total Grants - Public	10,409.04
Individual	
Total Direct	20
Full Circle T	00
Fundraising	
Gem of a	
Total Fundra	00
In-Kind Supp	
Gifts in Ki	
Donated	
Donated	
Program	
Total Gifts	
Gifts in Kir	
Contract	
Operatio	
Program	
Training	
Total Gifts i	20,092.00
Total In-Kind Support	62,946.82
Miscellaneous Income	
Parking Meter Income	1,505.25
Total Miscellaneous Income	1,505.25
Total Income	153,635.67
Gross Profit	153,635.67
Expense	
Contract Labor	
Circles Coach	6,090.00
Total Contract Labor	6,090.00
Contract Services	
Accounting	3,142.53
Marketing "Storytelling"	5,051.34
Professional Services	10,227.00
Total Contract Services	18,420.87
Dues and Subscriptions	115.00
Facilities and Equipment	
Donated Facilities	29,921.40
Parking Meter Expense	1,454.42
Utilities	1,286.96

Documents that
go with Project
Budget Page

3:05 PM

04/05/17

Accrual Basis

Capital City C.I.R.C.L.E.S. Initiative
Profit & Loss
 July 2016 through March 2017

	Jul '16 - Mar 17
Total Facilities and Equipment	32,662.78
Full Circle Training Center	
NetWorx Fee	2,000.00
Recruiting	15,750.00
Trainer Payroll	
Benefits Expense	736.55
Employer Payroll Taxes Expense	610.94
Payroll Expense - Wages	3,914.12
Total Trainer Payroll	5,261.61
Training Center Travel	2,416.60
Training Ctr Materials/Supplies	325.66
Total Full Circle Training Center	25,753.87
Fundraising Expense	
Gem of a Fundraiser	6,349.08
Fundraising Expense - Other	572.60
Total Fundraising Expense	6,921.68
Liability Insurance	1,375.00
Miscellaneous	132.83
Operations	
Computer Expense	807.68
Internet	680.84
Licenses and Permits	35.00
Postage and Delivery	47.00
Website	400.00
Total Operations	1,970.52
Program Expense	
Adult Tutoring	1,251.22
Child Services	
Child Care	2,026.61
Child Enrichment	1,108.04
Child Tutoring	510.00
Total Child Services	3,644.65
Circles Manager Payroll	
Benefits Expense	5,612.98
Employer Payroll Taxes Expense	4,227.57
Payroll Expense - Wages	27,317.82
Total Circles Manager Payroll	37,158.37
Graduation	528.07
Materials and Supplies	631.94
Meals and Related Expense	6,401.80
Stipends	1,510.00
Telephone	1,082.19
Work Credit	70.00
Total Program Expense	52,278.24
Reconciliation Discrepancies	0.00
Travel	119.87
Total Expense	145,840.66
Net Ordinary Income	7,795.01
Other Income/Expense	
Other Income	
Interest Income	62.61

3:05 PM

04/05/17

Accrual Basis

Capital City C.I.R.C.L.E.S. Initiative
Profit & Loss
July 2016 through March 2017

	Jul '16 - Mar 17
Total Other Income	62.61
Other Expense	
Bad Debt Expense	795.37
Depreciation	225.00
Total Other Expense	1,020.37
Net Other Income	-957.76
Net Income	6,837.25

Capital City C.I.R.C.L.E.S. Initiative
Balance Sheet
As of March 31, 2017

	Mar 31, 17
ASSETS	
Current Assets	
Checking/Savings	
CNB - MMA	177,574.23
CNB General Account	2,582.10
Total Checking/Savings	180,156.33
Accounts Receivable	
Income Receivable	5,442.00
Loan Fund Receivable	1,956.23
Total Accounts Receivable	7,398.23
Other Current Assets	
Undeposited Funds	11,198.00
Total Other Current Assets	11,198.00
Total Current Assets	198,752.56
Fixed Assets	
Computer & Software	
Accumulated Depreciation	-1,233.68
Computer & Software - Other	1,838.98
Total Computer & Software	605.30
Total Fixed Assets	605.30
Other Assets	
Key Deposit	100.00
Total Other Assets	100.00
TOTAL ASSETS	199,457.86
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	630.95
Total Accounts Payable	630.95
Other Current Liabilities	
Accrued Liabilities	4,159.59
Accrued Utilities	525.00
Total Other Current Liabilities	4,684.59
Total Current Liabilities	5,315.54
Total Liabilities	5,315.54
Equity	
Temp. Restricted Net Assets	
CSSG - Child Services	1,306.96
David Bash Scholarship	2,622.00
Dermody Prop - Wheels to Work	1,250.00
SAPTA - Coach & Utilities	4,524.00
Soroptimist - Wheels to Work	593.70
Stillwater Found - Coach Salary	10,000.00
Swift Foundation - Tutoring	1,859.45
Temp. Rest. Net Assets - Other	400.00
Total Temp. Restricted Net Assets	22,556.11
Unrestricted Net Assets	164,748.96
Net Income	6,837.25

3:04 PM

04/05/17

Accrual Basis

Capital City C.I.R.C.L.E.S. Initiative
Balance Sheet
As of March 31, 2017

	Mar 31, 17
Total Equity	194,142.32
TOTAL LIABILITIES & EQUITY	199,457.86

Capital City C.I.R.C.L.E.S. Initiative
Restricted Cash
As of March 31, 2017

	<u>Mar 31, 17</u>
Temp. Restricted Net Assets	
CSSG - Child Services	1,306.96
David Bash Scholarship	2,622.00
Dermody Prop - Wheels to Work	1,250.00
SAPTA - Coach & Utilities	4,524.00
Soroptomist - Wheels to Work	593.70
Stillwater Found - Coach Salary	10,000.00
Swift Foundation - Tutoring	1,859.45
Temp. Rest. Net Assets - Other	400.00
Total Temp. Restricted Net Assets	<u>22,556.11</u>

4:17 PM

04/18/17

Accrual Basis

Capital City C.I.R.C.L.E.S. Initiative

Profit & Loss Budget Overview

July 2017 through June 2018

	Jul '17 - Jun 18
Ordinary Income/Expense	
Income	
Direct Public/Private Support	
Corporate Contributions	13,000.00
Grants - Private	
Charis Foundation	5,000.00
Eaglemark Savings Bank	16,000.00
Family Foundations	21,000.00
Nevada Women's Fund	20,000.00
Soroptimist	2,000.00
St. Teresa of Avila	2,000.00
Swift Foundation	2,000.00
Total Grants - Private	68,000.00
Grants - Public	
Community Support Services	16,000.00
SAPTA	15,000.00
Total Grants - Public	31,000.00
Individual Contributions	18,000.00
Membership Contributions	5,000.00
Total Direct Public/Private Support	135,000.00
Full Circle Training Ctr Fees	25,000.00
Fundraising Events	
Gem of a Fundraiser	25,000.00
Total Fundraising Events	25,000.00
In-Kind Support	
Gifts in Kind - Goods	
Donated Facilities - Meetings	31,000.00
Donated Facilities - Office	11,995.00
Program Exp-Meals and Related	5,800.00
Total Gifts in Kind - Goods	48,795.00
Gifts in Kind - Services	
Contract Services-Prof Services	12,000.00
Operations-Accounting	3,000.00
Program Expense-Child Tutoring	700.00
Training Ctr - Recruiting Exp	21,000.00
Wheels to Work - Labor	1,000.00
Total Gifts in Kind - Services	37,700.00
Total In-Kind Support	86,495.00
Miscellaneous Income	
Parking Meter Income	1,500.00
Total Miscellaneous Income	1,500.00
Total Income	272,995.00
Gross Profit	272,995.00
Expense	
Contract Labor	
Circles Coach	21,320.00
Total Contract Labor	21,320.00
Contract Services	
Accounting	4,250.00
Marketing "Storytelling"	2,200.00
Professional Services	12,000.00

4:17 PM

04/18/17

Accrual Basis

Capital City C.I.R.C.L.E.S. Initiative

Profit & Loss Budget Overview

July 2017 through June 2018

	Jul '17 - Jun 18
Total Contract Services	18,450.00
Facilities and Equipment	
Cleaning	300.00
Donated Facilities	42,995.00
Office Rental	14,400.00
Parking Meter Expense	100.00
Utilities	2,000.00
Total Facilities and Equipment	59,795.00
Full Circle Training Center	
NetWorx Fee	12,000.00
Recruiting	21,000.00
Trainer Payroll	
Benefits Expense	1,170.00
Employer Payroll Taxes Expense	1,215.00
Payroll Expense - Wages	6,900.00
Total Trainer Payroll	9,285.00
Training Center Travel	3,000.00
Training Ctr Materials/Supplies	5,000.00
Virtual Consultation Technology	400.00
Total Full Circle Training Center	50,685.00
Fundraising Expense	
Gem of a Fundraiser	8,000.00
Fundraising Expense - Other	1,000.00
Total Fundraising Expense	9,000.00
Liability Insurance	1,500.00
Miscellaneous	1,000.00
Operations	
Computer Expense	1,200.00
Internet	900.00
Licenses and Permits	200.00
Postage and Delivery	250.00
Website	600.00
Total Operations	3,150.00
Program Expense	
Adult Tutoring	2,000.00
Ally Outreach	
Graphic Design/Production	1,000.00
Videography	5,000.00
Total Ally Outreach	6,000.00
Child Services	
Child Care	6,000.00
Child Care/Tutoring Supplies	1,000.00
Child Enrichment	3,000.00
Child Tutoring	5,000.00
Total Child Services	15,000.00
Circles Manager Payroll	
Benefits Expense	6,630.00
Bonus	1,000.00
Employer Payroll Taxes Expense	6,885.00
Payroll Expense - Wages	39,100.00
Total Circles Manager Payroll	53,615.00
Facilitation	1,000.00
Graduation	1,000.00

4:17 PM

04/18/17

Accrual Basis

Capital City C.I.R.C.L.E.S. Initiative
Profit & Loss Budget Overview
 July 2017 through June 2018

	Jul '17 - Jun 18
Materials and Supplies	2,500.00
Meals and Related Expense	10,000.00
Printing and Reproduction	2,500.00
Stipends	3,000.00
Telephone	2,000.00
Wheels to Work	2,000.00
Work Credit	1,000.00
Total Program Expense	101,615.00
Revolving Loan Fund	2,000.00
Training	1,000.00
Total Expense	269,515.00
Net Ordinary Income	3,480.00
Other Income/Expense	
Other Income	
Interest Income	100.00
Total Other Income	100.00
Other Expense	
Bad Debt Expense	500.00
Depreciation	300.00
Other Expenses	2,000.00
Total Other Expense	2,800.00
Net Other Income	-2,700.00
Net Income	780.00

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
Circles Coach	21,320	C.I.R.C.L.E.S. Coach provides program delivery to our clients. The Coach assists with recruiting and screening program participants ("Champions for Change") and volunteers ("Allies"); matching Champions for Change with Allies; sharing referral and advocacy information; brokering needed services and resources; providing conflict resolution, when necessary, within the Circle; and collaborating with case managers to ensure the progress of Champions for Change. The C.I.R.C.L.E.S. Coach also co-organizes and co-leads "Getting Ahead" workgroups.
Contract Services	18,450	Contract Services consist of accounting/bookkeeping costs, marketing costs and professional services. Professional services consist entirely of the in-kind costs of the donated time spent by our Board Members.
Facilities & Equipment	59,795	Consists of in-kind costs associated with our Office Facility along with in-kind costs associated with our weekly Meeting Facility. Also includes utilities, cleaning costs, and expenses associated with maintaining parking meters used as a fundraising item.
Training Center	50,685	Costs associated with expanding our poverty alleviation model by exporting it to other communities in Nevada and California.
Fundraising Expense	9,000	Costs associated with our annual Fundraiser along with other fundraising events.

Operations, Misc and Other Expenses	10,450	Costs associated with insurance costs, computer and internet costs, postage, website, depreciation, and other ancillary costs.
Program Expense	101,615	Costs to provide our main focus of elevating families out of poverty.
Training	1,000	Costs associated with training provided to staff as needed.

PROJECT ADMINISTRATION

AGENCY DIRECTOR

Name:	Brenda Silis
Title:	Program Manager
Address	2621 Northgate Lane, Suite 10 Carson City, NV 89706
Phone number:	(775) 883-6506
Email:	capitalcitycircles@gmail.com

PROJECT MANAGER

Name:	Brenda Silis
Title:	Program Manager
Address	2621 Northgate Lane, Suite 10 Carson City, NV 89706
Phone number:	(775) 883-6506
Email:	capitalcitycircles@gmail.com

FISCAL MANAGER

Name:	Marcia Steeves
Title:	C.I.R.C.L.E.S. Board Treasurer
Address	2151 Lockheed Way Carson City, NV 89706
Phone number:	(775) 283-4620
Email:	msteeves@clickbond.com

PERFORMANCE TRACKING CONTACT

Name:	Brenda Silis
Title:	Program Manager
Address	2621 Northgate Lane, Suite 10 Carson City, NV 89706
Phone number:	(775) 883-6506
Email:	capitalcitycircles@gmail.com

AGENCY INFORMATION

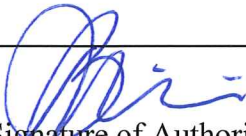
Date of incorporation	Health Smart 08/03/1998 The Capital City C.I.R.C.L.E.S. Initiative 09/30/2002 *Restated Articles of Incorporation with Amended Name
Date of IRS certification	January 2003
Tax exempt number	94-3328209
DUNS#: (http://www.dnb.com/get-a-duns-number.html)	963751537


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 https://www.nvsilverflume.gov/certificate 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 http://nvsos.gov/sosentitysearch/ 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): Copy of the most recent Federal Tax Return. Attach FIRST 2 PAGES (Form 990 or 990EX)	✓
6	Profit and Loss Statements and Balance Sheets for prior <u>3</u> years	✓
7	Funding commitment letters and/or letters of support (if applicable)	N/A
8	CIRCLES Newsletter- January 2017	✓

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

 Signature of Authorized Official	Date <u>4/21/17</u>
Brenda Silis, Program Manager Typed Name and Title of Authorized Official	775-883-6506 Phone Number

 Signature of President of Board of Directors	Date <u>4/21/17</u>
Shelly Aldean, C.I.R.C.L.E.S. Board President Typed Name of President of Board of Directors	775-885-8282 Phone Number



IRS Department of the Treasury
Internal Revenue Service

P.O. Box 2508, Room 4010
Cincinnati OH 45201

In reply refer to: 4077550279
Aug. 11, 2008 LTR 4168C 0
94-3328209 000000 00 000
00024821
BODC: TE

THE CAPITAL CITY CIRCLES INITIATIVE
HEALTHSMART
900 E LONG ST
CARSON CITY NV 89706-3129005

Employer Identification Number: 94-3328209
Person to Contact: Sophia Brown
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of June 25, 2008, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in January 2003, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate 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.

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

Sincerely yours,

Cindy Westcott
Manager, EO Determinations

SECRETARY OF STATE



CERTIFICATE OF EXISTENCE WITH STATUS IN GOOD STANDING

I, Barbara K. Cegavske, the duly elected and qualified Nevada Secretary of State, do hereby certify that I am, by the laws of said State, the custodian of the records relating to filings by corporations, non-profit corporations, corporation soles, limited-liability companies, limited partnerships, limited-liability partnerships and business trusts pursuant to Title 7 of the Nevada Revised Statutes which are either presently in a status of good standing or were in good standing for a time period subsequent of 1976 and am the proper officer to execute this certificate.

I further certify that the records of the Nevada Secretary of State, at the date of this certificate, evidence, **THE CAPITAL CITY C.I.R.C.L.E.S. INITIATIVE**, as a non-profit corporation duly organized under the laws of Nevada and existing under and by virtue of the laws of the State of Nevada since August 3, 1998, and is in good standing in this state.



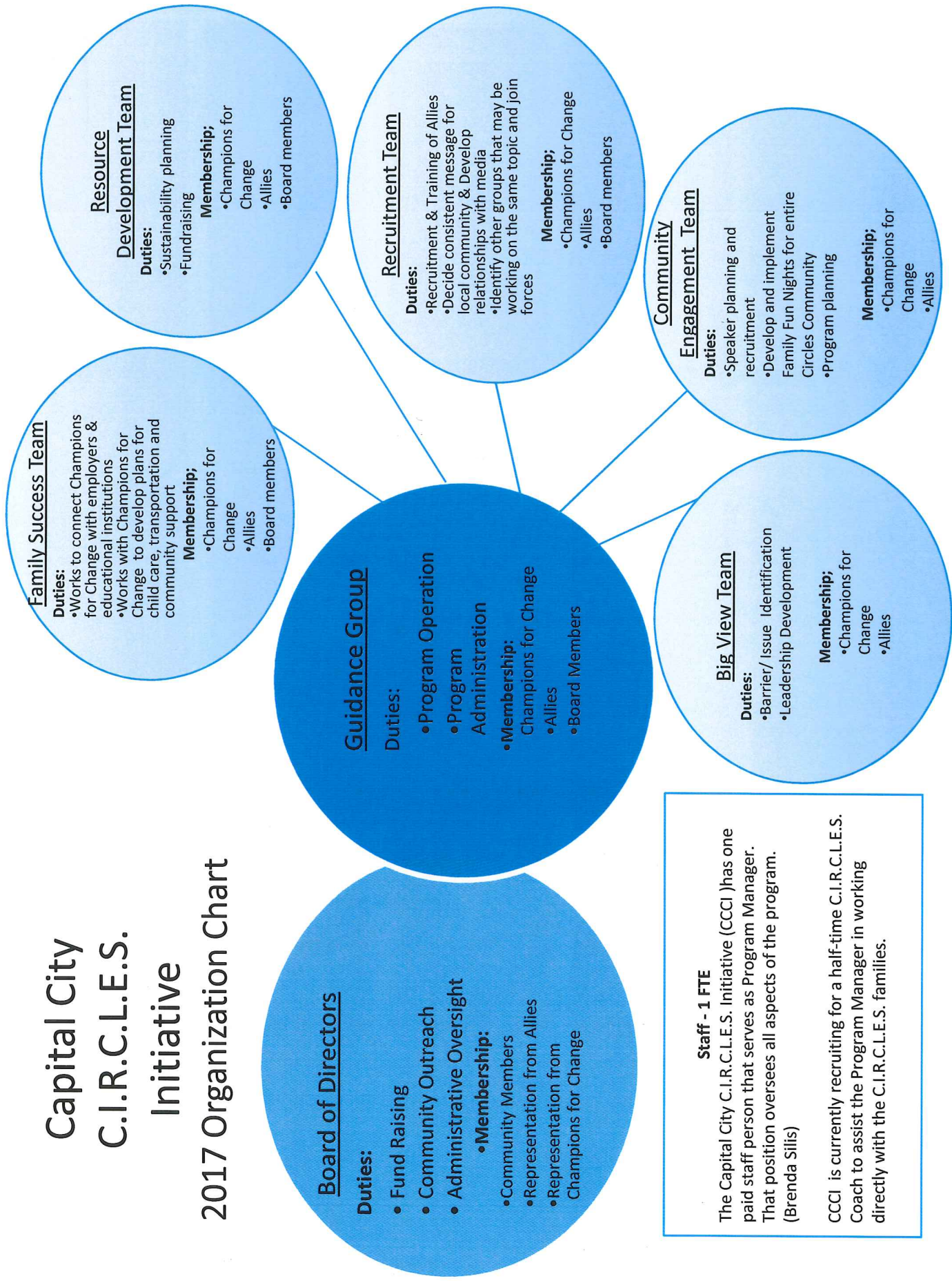
IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of State, at my office on April 18, 2017.

Barbara K. Cegavske

Barbara K. Cegavske
Secretary of State

Electronic Certificate
Certificate Number: C20170418-2106
You may verify this electronic certificate
online at <http://www.nvsos.gov/>

Capital City C.I.R.C.L.E.S. Initiative 2017 Organization Chart



Staff - 1 FTE

The Capital City C.I.R.C.L.E.S. Initiative (CCCI) has one paid staff person that serves as Program Manager. That position oversees all aspects of the program. (Brenda Silis)

CCCI is currently recruiting for a half-time C.I.R.C.L.E.S. Coach to assist the Program Manager in working directly with the C.I.R.C.L.E.S. families.

CAPITAL CITY C.I.R.C.L.E.S BOARD OF DIRECTORS

EXECUTIVE COMMITTEE

NAME	ADDRESS	PHONE	E-MAIL	BOARD POSITION
Shelly Aldean (Business Owner)	504 W. 5th Street Carson City, NV 89703	885-8282	shelly@tristatecommercial.com	<u>Board President</u> Number of Terms: 10
Fr. Jeff Paul (Rector)	St. Peters Episcopal Church 300 S. Division Street Carson City, NV 89703	882-1534	godguy@stpeterscarsoncity.org	<u>Vice President</u> Number of Terms: 10
Marcia Steeves (Accounting, Bookkeeping)	Click Bond Inc. 2151 Lockheed Way Carson City, NV 89706	885-8000 ext. 1120	msteeves@clickbond.com	<u>Treasurer</u> Number of Terms: 4
Marti Cote (retired Social Services Chief)	2029 Emily Court Carson City, NV 89703	c-720-0085 h-882-2915	mcote89703@gmail.com	<u>Secretary</u> Number of Terms: 4

BOARD MEMBERS

Tom Armstrong (Justice of the Peace)	160 Cogomo Way Carson City, NV 89703	(775) 560-7705	tarmstrong@carson.org	<u>Board Member</u> Number of Terms: 5
Bob Crowell (Carson City Mayor)	510 W. Fourth Street Carson City, NV 89703	884-8300	Rcrowell@kcncvlaw.com	<u>Board Member</u> Number of Terms: 10
Fr. Chuck Durante (Pastor-Administrator)	St. Teresa of Avila Catholic Comm. 3000 N. Lompa Lane Carson City, NV 89706	882-1968	Fr.Chuck@stteresaoafavila.net	<u>Board Member</u> Number of Terms: 8
Kenny Furlong (Carson City Sheriff)	Carson City Sheriff Dept. 911 E. Musser Street Carson City, NV 89701	283-7800 c- 722-5856	kfurlong@carson.org	<u>Board Member</u> Number of Terms: 8

Collie Hutter (Chairman of Click Bond, Inc.)	Click Bond, Inc. 2151 Lockheed Way Carson City, NV 89706	885-8000 ext.1111	collie@clickbond.com	<u>Board Member</u> Number of Terms: 5
NAME	ADDRESS	PHONE	E-MAIL	BOARD POSITION
JW Lazzari (Director of Financial Assistance)	Western Nevada College 2201 W. College Pkwy Carson City, NV 89703	445-3259 445-3058 (f)	john.lazzari@wnc.edu	<u>Board Member</u> Number of Terms: 5
Marilyn Lewis (Business Owner)	321 W. Winnie Lane, Suite 106 Carson City, NV 89703	882-4875	marilyn.lewis.b63d@statefarm.com	<u>Board Member</u> Number of Terms: 8
Joyce Newman (Retired Businesswoman)	35 Lewers Creek Road Carson City, NV 89704	771-0464	washoephotog@gmail.com	<u>Board Member</u> Number of Terms: 1
Jon Rogers (Businessman)	601 San Marcus Drive Carson City, NV 89703	883-4717	jayraj89703@sbcglobal.net	<u>Board Member</u> Number of Terms: 8
Steve Shaw (Retired Administrator) (Social Services)	1000 Sharrow Way Carson City, NV 89703	882-4087	nvshaw@sbcglobal.net	<u>Board Member</u> Number of Terms: 3
Jenny Treece (Business Development Manager)	Nevada Appeal 580 Mallory Way Carson City, NV 89701	283-5570	jtreece@nevadaappeal.com	<u>Board Member</u> Number of Terms: 6
Julianne Weir (Former Ally)	7250 Franktown Road Carson City, NV 89704	883-2119		<u>Board Member</u> Number of Terms: 4
Honorary Board Members				
Linda Rifter (Consultant)	4250 Hobart Rd. Carson City, NV 89703	884-4250	lpitter@gmail.com	<u>Board Member</u> Number of Terms: 6
Jim Smolenski (General Manager - Fitzhenry's)	513 West Fourth Street Carson City, NV 89703	c- 691-1467 w- 882-2644	1smolenski@att.net	<u>Board Member</u> Number of Terms: 1
C.I.R.C.I.E.S. Staff				
Brenda Silis	2621 Northgate Lane, Suite 10 Carson City, NV 89706	883-6506 c- 315-9469	capitalcitycircles@gmail.com	(Program Manager)

*EXECUTIVE BOARD MEMBERS ARE SUBJECT TO RE-ELECTION. THE TERM THAT THEY SERVE IS 1 YEAR AND ELECTIONS TAKE PLACE
ON AN ANNUAL BASIS.

Form **990-EZ**Department of the Treasury
Internal Revenue Service**Short Form****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. 1545-1150

2015**Open to Public
Inspection**

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

▶ Information about Form 990-EZ and its instructions is at www.irs.gov/form990.

A For the 2015 calendar year, or tax year beginning July 1, 2015, and ending June 30, 2016

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

C Name of organization
THE CAPITAL CITY C.I.R.C.L.E.S. INITIATIVE
 Number and street (or P.O. box, if mail is not delivered to street address) Room/suite
2621 NORTHGATE LANE 10
 City or town, state or province, country, and ZIP or foreign postal code
CARSON CITY, NV 89706

D Employer identification number
94-3328209

E Telephone number
775-883-6506

F Group Exemption Number ▶

G Accounting Method: ☐ Cash ☒ Accrual Other (specify) ▶

I Website: ▶ **CAPITALCITYCIRCLES.ORG**

H Check ☐ If the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).

J Tax-exempt status (check only one) — ☒ 501(c)(3) ☐ 501(c) () ◀ (insert no.) ☐ 4947(a)(1) or ☐ 527

K Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other

L Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B) below) are \$500,000 or more, file Form 990 instead of Form 990-EZ. ▶ \$

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I)
Check if the organization used Schedule O to respond to any question in this Part I ☒

Revenue	1	Contributions, gifts, grants, and similar amounts received	1	71,766
	2	Program service revenue including government fees and contracts	2	25,600
	3	Membership dues and assessments	3	
	4	Investment income	4	81
	5a	Gross amount from sale of assets other than inventory	5a	
	b	Less: cost or other basis and sales expenses	5b	
	c	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	5c	
	6	Gaming and fundraising events		
	a	Gross income from gaming (attach Schedule G if greater than \$15,000)	6a	
Expenses	b	Gross income from fundraising events (not including \$ 6,590 of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	6b	14,229
	c	Less: direct expenses from gaming and fundraising events	6c	6,175
	d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	6d	8,054
	7a	Gross sales of inventory, less returns and allowances	7a	
	b	Less: cost of goods sold	7b	
	c	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	7c	
	8	Other revenue (describe in Schedule O)	8	20
	9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8	9	105,521
	10	Grants and similar amounts paid (list in Schedule O)	10	
	11	Benefits paid to or for members	11	
	12	Salaries, other compensation, and employee benefits	12	57,442
	13	Professional fees and other payments to independent contractors	13	23,383
14	Occupancy, rent, utilities, and maintenance	14	1,977	
15	Printing, publications, postage, and shipping	15	1,568	
16	Other expenses (describe in Schedule O)	16	34,799	
17	Total expenses. Add lines 10 through 16	17	119,169	
Net Assets	18	Excess or (deficit) for the year (Subtract line 17 from line 9)	18	(13,648)
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	190,800
	20	Other changes in net assets or fund balances (explain in Schedule O)	20	(12,403)
	21	Net assets or fund balances at end of year. Combine lines 18 through 20	21	164,749

For Paperwork Reduction Act Notice, see the separate instructions.

Cat. No. 106421

Form **990-EZ** (2015)

Part II

Check if the organization used Schedule O to respond to any question in this Part II ☒

	(A) Beginning of year	(B) End of year
22 Cash, savings, and investments	190,155	22 169,020
23 Land and buildings		23
24 Other assets (describe in Schedule O)	3,469	24 19,370
25 Total assets	193,624	25 188,390
26 Total liabilities (describe in Schedule O)	2,824	26 23,641
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	190,800	27 164,749

Part III

Check if the organization used Schedule O to respond to any question in this Part III ☒

What is the organization's primary exempt purpose? Self sufficiency program to help end poverty

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

Expenses
(Required for section
501(c)(3) and 501(c)(4)
organizations; optional for
others.)

28	Participants were provided training in budgeting and life skills to move them out of poverty and into self sufficiency. They were then paired with "allies" to assist them in navigating their move to self sufficiency. A total of 9 families completed Getting Ahead classes with 22 families continuing with the program in FY 2016. (Grants \$) If this amount includes foreign grants, check here	28a	103,269
29	Expand our outreach by partnering with additional communities to provide training and materials to help end poverty in communities outside Carson City, NV. We have partnered with a total of 4 communities in FYE 2015-2016. (Grants \$) If this amount includes foreign grants, check here	29a	15,900
30	 (Grants \$) If this amount includes foreign grants, check here	30a	
31	Other program services (describe in Schedule O) (Grants \$) If this amount includes foreign grants, check here	31a	
32	Total program service expenses (add lines 28a through 31a)	32	119,169

Part IV

Check if the organization used Schedule O to respond to any question in this Part IV ☐

[illegible]

**FINANCIAL STATEMENTS
THE CAPITAL CITY C.I.R.C.L.E.S. INITIATIVE
JUNE 30, 2016**

STRONG McPHERSON & COMPANY
Certified Public Accountants

RENO:

Danny R. Strong, CPA
Edna K. Helmers, CPA

Members

American Institute of Certified Public Accountants

CARSON CITY:

Samuel T. Cook, CPA
Michael L. Williams, CPA

5865 Tyrone Rd., Suite 102
Reno, NV 89502
Tele (775) 826-9400
Fax (775) 826-9266

INDEPENDENT ACCOUNTANT'S REVIEW REPORT

901 East 2nd Street
Carson City, NV 89701
Tele (775) 882-4460
Fax (775) 882-4531

To the Board of Directors
The Capital City C.I.R.C.L.E.S. Initiative
Carson City, Nevada

We have reviewed the accompanying financial statements of The Capital City C.I.R.C.L.E.S. Initiative (a not for profit corporation) as of June 30, 2016 which comprise the statement of financial position and the related statements of activities, cash flows and functional expenses for the year then ended and the related notes to the financial statements. A review includes primarily applying analytical procedures to the management's financial data and making inquiries of the owners. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

Management is responsible for preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement whether due to fraud or error.

Accountant's Responsibility

Our responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our report.

Accountant's Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.

Strong McPherson & Co

Strong McPherson & Company
October 31, 2016

The Capital City C.I.R.C.L.E.S. Initiative
STATEMENT OF ACTIVITIES
For the year ended June 30, 2016

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Support and revenues				
Grants	\$ 13,758	\$ -	\$ -	\$ 13,758
Training center fees	25,600	-	-	25,600
Donations	42,104	4,208	0	46,312
Fund raising	20,818	0	0	20,818
Gift in kind	84,548	0	0	84,548
Interest income	81	0	0	81
Restrictions satisfied by payments	11,308	(11,308)	0	0
Total unrestricted support	198,217	(7,100)	0	191,117
Expenses				
Programs	159,328	0	0	159,328
Management	24,952	0	0	24,952
Fund-raising	27,587	0	0	27,587
Total expenses	211,867	0	0	211,867
Net increase (decrease) in unrestricted net assets	(13,650)	(7,100)	0	(20,750)
Net assets at the beginning of year	178,399	12,404	0	190,803
Net assets at end of year	\$ 164,749	\$ 5,304	\$0	\$ 170,053

See accountant's review report and notes to financial statement.

The Capital City C.I.R.C.L.E.S. Initiative
STATEMENT OF FUNCTIONAL EXPENSES
For the year ended June 30, 2016

	<u>Program</u>	<u>Management</u>	<u>Fund-raising</u>	<u>Total</u>
Wages	\$ 27,794	\$ 5,956	\$ 5,956	\$ 39,706
Payroll taxes	4,685	1,004	1,004	6,693
Benefits	4,783	1,025	1,025	6,833
Contract labor	20,870	-	-	20,870
Contract services	4,394	8,549	5,807	18,750
Donated facilities	27,675	5,998	5,997	39,670
Utilities	1,384	297	297	1,978
Gem of a Fundraiser expense	-	-	6,175	6,175
Other fundraising	-	-	777	777
Liability insurance	-	1,375	-	1,375
Operations	1,581	445	549	2,575
Program expenses	28,915	-	-	28,915
Training Center	36,930	-	-	36,930
Bad debt expense	317	-	-	317
Depreciation	-	303	-	303
	<u>\$ 159,328</u>	<u>\$ 24,952</u>	<u>\$ 27,587</u>	<u>\$ 211,867</u>

See accountant's review report and notes to financial statement.

The Capital City C.I.R.C.L.E.S. Initiative
STATEMENT OF CASH FLOWS
For the year ended June 30, 2016

Cash Flows from Operating Activities	
Cash received from grants and donors	\$ 85,670
Cash received from fundraising	20,818
Other cash received	81
Cash paid to suppliers	(67,545)
Cash paid to employees	(39,706)
Cash paid for fundraising	(6,952)
Payroll taxes and benefits paid	<u>(13,526)</u>
Cash provided by operating activities	<u>(21,160)</u>
Cash Flows from Investing Activities	
Purchase of equipment	<u>0</u>
Cash used by investing activities	<u>0</u>
Cash provided (used) by financing activities	
	<u>0</u>
Increase (decrease) in cash	<u>(21,160)</u>
Cash, beginning or year	<u>190,180</u>
Cash, end of year	<u>\$ 169,020</u>
Reconciliation of change in net assets to net cash flow from operating activities	
Change in net assets	\$ <u>(20,750)</u>
Adjustments to reconcile net assets to net cash	
Depreciation expense	303
Bad debt	317
Decrease in grants receivable	(12)
Decrease in accounts payable	<u>(1,018)</u>
Total adjustments	<u>(410)</u>
Net cash flow from operating activities	<u>\$ (21,160)</u>

See accountant's review report and notes to financial statement.

THE CAPITAL CITY C.I.R.C.L.E.S. INITIATIVE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016

NOTE 1 - NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES

The Capital City C.I.R.C.L.E.S. Initiative (herein "CIRCLES") is a nonprofit organization governed by a Board of Directors and operated by a professional staff that seeks to fulfill their mission to elevate people out of poverty by intentionally creating relationships across class lines, and teaching people in poverty how to chart a course toward self-sufficiency.

The Capital City C.I.R.C.L.E.S. Initiative was founded in 2007 as a collaborative effort between the Carson City community and the human services system to help elevate people out of poverty and prevent homelessness. CIRCLES has established a Training Center which will expand their outreach with additional communities to provide training and materials to end poverty in communities outside of Carson City.

Basis of Presentation

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with generally accepted accounting principles. Net assets and revenues, expenses, gains and losses are classified based on the existence or absence of donor imposed restrictions. Accordingly, net assets of CIRCLES and changes therein are classified and reported as follows:

Unrestricted Net Assets - Net assets that are not subject to donor-imposed stipulations.

Temporarily Restricted Net Assets - Net assets subject to donor imposed stipulations that will be met, either by actions of CIRCLES and/or the passage of time. When a restriction expires, restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Cash and Cash Equivalents

Cash and Cash equivalents are comprised of highly liquid instruments with original maturities of three months or less.

Accounts Receivable

CIRCLES has established a revolving loan fund receivable for Circle leaders to assist them with small unexpected expenses. CIRCLES considers receivables on June 30, 2016 to be fully collectible; therefore, no allowance for doubtful accounts is required.

Property and Equipment

Expenditures for the acquisition of property and equipment are capitalized at cost. Donated assets and materials are reported as unrestricted support at the estimated fair market value on the date received, unless the donor has restricted the donated assets. Depreciation is provided over the estimated useful lives of the assets using the straight-line method.

THE CAPITAL CITY C.I.R.C.L.E.S. INITIATIVE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016

NOTE 1 – NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES -- Continued

Income Tax Status

CIRCLES is a not-for-profit organization exempt from income taxes under section 501 (c) (3) of the Internal Revenue Code, and is classified as a public charity by the Internal Revenue Service.

Donated Assets

Donated assets consist of in-kind contributions that are recorded as revenue and expenses in the accompanying financial statements at their estimated fair market values at the date they were received. In-kind contributions consist principally of the donated use of property and equipment and donated supplies.

Donated Services

Contributed professional services are recognized if the services received (a) create or enhance long-lived assets or (b) require specialized skills, or are provided by individuals possessing such skills and would typically need to be purchased if not provided by donation.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Capital City C.I.R.C.L.E.S. Initiative
Balance Sheet
As of June 30, 2016

	Jun 30, 16
ASSETS	
Current Assets	
Checking/Savings	
CNB - MMA	165,820.72
CNB General Account	3,199.72
Total Checking/Savings	169,020.44
Accounts Receivable	
Income Receivable	16,240.00
Loan Fund Receivable	2,329.60
Total Accounts Receivable	18,569.60
Total Current Assets	187,590.04
Fixed Assets	
Computer & Software	
Accumulated Depreciation	-1,008.68
Computer & Software - Other	1,708.99
Total Computer & Software	700.31
Total Fixed Assets	700.31
Other Assets	
Key Deposit	100.00
Total Other Assets	100.00
TOTAL ASSETS	188,390.35
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	322.02
Total Accounts Payable	322.02
Other Current Liabilities	
Accrued Liabilities	1,250.00
Accrued Utilities	525.00
Total Other Current Liabilities	1,775.00
Total Current Liabilities	2,097.02
Total Liabilities	2,097.02
Equity	
Temp. Restricted Net Assets	
CSSG - Child Services	4,240.00
Hutter - GA Sponsorship	1,200.00
SAPTA - Coach & Utilities	12,000.00
Soroptimist - Wheels to Work	593.70
Swift Foundation - Tutoring	1,859.45
Temp. Rest. Net Assets - Other	1,651.22
Total Temp. Restricted Net Assets	21,544.37
Unrestricted Net Assets	178,397.08
Net Income	-13,648.12
Total Equity	186,293.33
TOTAL LIABILITIES & EQUITY	188,390.35

11:27 AM

07/12/16

Accrual Basis

Capital City C.I.R.C.L.E.S. Initiative
Profit & Loss
 July 2015 through June 2016

	Jul '15 - Jun 16
Ordinary Income/Expense	
Income	
Direct Public/Private Support	
Corporate Contributions	25,887.28
Grants - Private	
Charis Foundation	5,000.00
Keyser Foundation	400.00
Soroptomist	716.30
St. Teresa of Avila	2,850.00
Total Grants - Private	8,966.30
Grants - Public	
Community Support Services	9,000.00
Total Grants - Public	9,000.00
Individual Contributions	16,197.26
Total Direct Public/Private Support	60,050.84
Full Circle Training Ctr Fees	25,600.00
Fundraising Events	
Gem of a Fundraiser	20,818.68
Total Fundraising Events	20,818.68
In-Kind Support	
Gifts in Kind - Goods	
Donated Facilities - Meetings	27,675.00
Donated Facilities - Office	11,995.00
Program Exp-Meals and Related	5,125.00
Total Gifts in Kind - Goods	44,795.00
Gifts in Kind - Services	
Contract Services-Prof Services	13,183.00
Operations-Accounting	2,905.00
Program Expense-Child Tutoring	615.00
Training Ctr - Recruiting Exp	21,000.00
Wheels to Work - Labor	2,050.00
Total Gifts in Kind - Services	39,753.00
Total In-Kind Support	84,548.00
Miscellaneous Income	
Bad Debt Recovery	20.00
Total Miscellaneous Income	20.00
Total Income	191,037.52
Gross Profit	191,037.52
Expense	
Bank Service Charges	126.55
Contract Labor	
Circles Coach	20,870.00
Total Contract Labor	20,870.00
Contract Services	
Accounting	4,155.00
Marketing "Storytelling"	1,262.80
Professional Services	13,183.00
Public Relations	150.00
Total Contract Services	18,750.80
Dues and Subscriptions	100.00

11:27 AM

07/12/16

Accrual Basis

Capital City C.I.R.C.L.E.S. Initiative
Profit & Loss
July 2015 through June 2016

	Jul '15 - Jun 16
Facilities and Equipment	
Donated Facilities	39,670.00
Utilities	1,977.00
Total Facilities and Equipment	41,647.00
Full Circle Training Center	
Exchange Fees	2,000.00
NetWorx Fee	8,000.00
Recruiting	21,000.00
Trainer Payroll	
Benefits Expense	542.19
Employer Payroll Taxes Expense	525.41
Payroll Expense - Wages	3,143.14
Total Trainer Payroll	4,210.74
Training Center Travel	1,057.74
Training Ctr Materials/Supplies	283.77
Virtual Consultation Technology	348.00
Total Full Circle Training Center	36,900.25
Fundraising Expense	
Gem of a Fundraiser	6,175.40
Fundraising Expense - Other	776.57
Total Fundraising Expense	6,951.97
Liability Insurance	1,375.00
Miscellaneous	0.00
Operations	
Computer Expense	1,518.97
Internet	599.40
Postage and Delivery	231.25
Total Operations	2,349.62
Program Expense	
Adult Tutoring	2,482.63
Child Services	
Child Care	1,233.07
Child Enrichment	598.11
Child Tutoring	615.00
Total Child Services	2,446.18
Circles Manager Payroll	
Benefits Expense	6,833.31
Bonus	1,000.00
Employer Payroll Taxes Expense	6,692.90
Payroll Expense - Wages	38,704.63
Total Circles Manager Payroll	53,230.84
Materials and Supplies	1,372.06
Meals and Related Expense	8,985.03
Printing and Reproduction	560.01
Stipends	1,370.00
Telephone	1,763.16
Wheels to Work	2,766.30
Work Credit	70.00
Total Program Expense	75,046.21
Training	30.00
Total Expense	204,147.40
Net Ordinary Income	-13,109.88

11:27 AM
07/12/16
Accrual Basis

Capital City C.I.R.C.L.E.S. Initiative
Profit & Loss
July 2015 through June 2016

	Jul '15 - Jun 16
Other Income/Expense	
Other Income	
Interest Income	80.57
Total Other Income	80.57
Other Expense	
Bad Debt Expense	316.81
Depreciation	302.00
Total Other Expense	618.81
Net Other Income	-538.24
Net Income	-13,648.12

**FINANCIAL STATEMENTS
CAPITAL CITY CIRCLES INITIATIVE
JUNE 30, 2015**

STRONG McPHERSON & COMPANY
Certified Public Accountants

RENO:

Danny R. Strong, CPA
Edna K. Helmers, CPA

5865 Tyrone Rd., Suite 102
Reno, NV 89502
Tele. (775) 826-9400
Fax (775) 826-9266

Members
American Institute of Certified Public Accountants

CARSON CITY.
Samuel T. Cook, CPA
Michael L. Williams, CPA

901 East 2nd Street
Carson City, NV 89701
Tele. (775) 882-4460
Fax (775) 882-4531

INDEPENDENT ACCOUNTANT'S REVIEW REPORT

To the Board of Directors
Capital City Circles Initiative
Carson City, Nevada

We have reviewed the accompanying statement of financial position of Capital City Circles Initiative (a not for profit corporation) as of June 30, 2015 and the related statements of activities, cash flows and functional expenses for the year then ended. A review includes primarily applying analytical procedures to the management's financial data and making inquiries of the owners. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management is responsible for preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance that there are no material modifications that should be made to financial statements. We believe that the results of our procedures provide a reasonable basis for our report.

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.

Strong McPherson & Company
October 20, 2015

Strong McPherson & Co

Capital City Circles Initiative
STATEMENT OF FINANCIAL POSITION
June 30, 2015

ASSETS

Current assets

Cash - operating funds	\$ 190,180
Fund raising receivable	0
Loan fund receivable	2,342
Total current assets	<u>192,522</u>

Equipment

Computers and software	1,709
Less accumulated depreciation	<u>(707)</u>
	1,002

Other assets

Key deposit	100
Total	<u>\$ 193,624</u>

LIABILITIES AND NET ASSETS

Current liabilities

Accounts payable	\$ 749
Accrued expenses	2,072
Total current liabilities	<u>2,821</u>

Net assets

Unrestricted net assets	178,399
Temporarily restricted net assets	12,404
Permanently restricted net assets	0
Total net assets	<u>190,803</u>
Total	<u>\$ 193,624</u>

See accountant's review report and notes to financial statements.

Capital City Circles Initiative
STATEMENT OF ACTIVITIES
For the year ended June 30, 2015

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Support and revenues				
Grants	\$ 93,871	\$0	\$0	\$ 93,871
Donations	46,957	15,000	0	61,957
Fund raising	0	0	0	0
Gift in kind	59,033	0	0	59,033
Interest income	69	0	0	69
Restrictions satisfied by payments	25,999	(25,999)	0	0
Total unrestricted support	<u>225,929</u>	<u>(10,999)</u>	<u>0</u>	<u>214,930</u>
Expenses				
Programs	145,669	0	0	145,669
Management	30,446	0	0	30,446
Fund-raising	13,719	0	0	13,719
Total expenses	<u>189,834</u>	<u>0</u>	<u>0</u>	<u>189,834</u>
 Net increase (decrease) in unrestricted net assets	 36,095	 (10,999)	 0	 25,096
Net assets at the beginning of year	<u>142,304</u>	<u>23,403</u>	<u>0</u>	<u>165,707</u>
Net assets at end of year	<u>\$ 178,399</u>	<u>\$ 12,404</u>	<u>\$0</u>	<u>\$ 190,803</u>

See accountant's review report and notes to financial statement

Capital City Circles Initiative
STATEMENT OF FUNCTIONAL EXPENSES
For the year ended June 30, 2015

	<u>Program</u>	<u>Management</u>	<u>Fund-raising</u>	<u>Total</u>
Wages	\$ 30,615	\$ 6,560	\$ 6,560	\$ 43,735
Payroll taxes	4,833	1,035	1,036	6,904
Benefits	5,345	1,145	1,145	7,635
Contract labor	20,940	-	-	20,940
Contract services	7,505	7,500	3,725	18,730
Donated facilities	27,000	11,995	-	38,995
Utilities	1,509	323	323	2,155
Gem of a Fundraiser expense	-	-	-	-
Other fundraising	-	-	-	-
Liability insurance	-	1,375	-	1,375
Operations	1,544	513	930	2,987
Program expenses	44,204	-	-	44,204
Training	1,218	-	-	1,218
Bad debt expense	654	-	-	654
Depreciation	302	-	-	302
	<u>\$ 145,669</u>	<u>\$ 30,446</u>	<u>\$ 13,719</u>	<u>\$ 189,834</u>

See accountant's review report and notes to financial statement

Capital City Circles Initiative
STATEMENT OF CASH FLOWS
For the year ended June 30, 2015

Cash Flows from Operating Activities	
Cash received from grants and donors	\$ 134,933
Cash received from fundraising	-
Other cash received	69
Cash paid to suppliers	(52,168)
Cash paid to employees	(43,735)
Cash paid for fundraising	0
Payroll taxes and benefits paid	<u>(14,539)</u>
Cash provided by operating activities	<u>24,560</u>
Cash Flows from Investing Activities	
Purchase of equipment	<u>0</u>
Cash used by investing activities	<u>0</u>
Cash provided (used) by financing activities	<u>0</u>
Increase (decrease) in cash	<u>24,560</u>
Cash, beginning or year	<u>165,620</u>
Cash, end of year	<u>\$ 190,180</u>
Reconciliation of change in net assets to net cash flow from operating activities	
Change in net assets	<u>\$ 25,096</u>
Adjustments to reconcile net assets to net cash	
Depreciation expense	302
Bad debt	654
Decrease in grants receivable	2,372
Decrease in accounts payable	<u>(3,864)</u>
Total adjustments	<u>(536)</u>
Net cash flow from operating activities	<u>\$ 24,560</u>

See accountant's review report and notes to financial statement.

CAPITAL CITY CIRCLES INITIATIVE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2015

NOTE 1 - NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES

The Capital City Circles Initiative (herein "Circles") is a nonprofit organization governed by a Board of Directors and operated by a professional staff that seeks to fulfill their mission to elevate people out of poverty by intentionally creating relationships across class lines, and teaching people in poverty how to chart a course toward self-sufficiency.

The Capital City Circles Initiative was founded in 2007 as a collaborative effort between the Carson City community and the human services system to help elevate people out of poverty and prevent homelessness.

Basis of Presentation

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with generally accepted accounting principles. Net assets and revenues, expenses, gains and losses are classified based on the existence or absence of donor imposed restrictions. Accordingly, net assets of Circles and changes therein are classified and reported as follows:

Unrestricted Net Assets - Net assets that are not subject to donor-imposed stipulations.

Temporarily Restricted Net Assets - Net assets subject to donor imposed stipulations that will be met, either by actions of Circles and/or the passage of time. When a restriction expires, restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Cash and Cash Equivalents

Cash and Cash equivalents are comprised of highly liquid instruments with original maturities of three months or less.

Accounts Receivable

Circles has established a revolving loan fund receivable for Circle leaders to assist them with small unexpected expenses. Circles considers receivables on June 30, 2015 to be fully collectible; therefore, no allowance for doubtful accounts is required.

Property and Equipment

Expenditures for the acquisition of property and equipment are capitalized at cost. Donated assets and materials are reported as unrestricted support at the estimated fair market value on the date received, unless the donor has restricted the donated assets. Depreciation is provided over the estimated useful lives of the assets using the straight-line method.

CAPITAL CITY CIRCLES INITIATIVE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2015

NOTE 1 – NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES -- Continued

Income Tax Status

Circles is a not-for-profit organization exempt from income taxes under section 501 (c) (3) of the Internal Revenue Code, and is classified as a public charity by the Internal Revenue Service.

Donated Assets

Donated assets consist of in-kind contributions that are recorded as revenue and expenses in the accompanying financial statements at their estimated fair market values at the date they were received. In-kind contributions consist principally of the donated use of property and equipment and donated supplies.

Donated Services

Contributed professional services are recognized if the services received (a) create or enhance long-lived assets or (b) require specialized skills, or are provided by individuals possessing such skills and would typically need to be purchased if not provided by donation.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

1:16 PM
08/05/15
Accrual Basis

Capital City Circles Initiative
Balance Sheet
As of June 30, 2015

	Jun 30, 15
ASSETS	
Current Assets	
Checking/Savings	
CNB - MMA	165,716.09
CNB General Account	24,439.26
Total Checking/Savings	190,155.35
Accounts Receivable	
Loan Fund Receivable	2,341.68
Total Accounts Receivable	2,341.68
Other Current Assets	
Undeposited Funds	25.00
Total Other Current Assets	25.00
Total Current Assets	192,522.03
Fixed Assets	
Computer & Software	
Accumulated Depreciation	-706.68
Computer & Software - Other	1,708.99
Total Computer & Software	1,002.31
Total Fixed Assets	1,002.31
Other Assets	
Key Deposit	100.00
Total Other Assets	100.00
TOTAL ASSETS	193,624.34
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	748.96
Total Accounts Payable	748.96
Other Current Liabilities	
Accrued Liabilities	1,550.00
Accrued Utilities	525.00
Total Other Current Liabilities	2,075.00
Total Current Liabilities	2,823.96
Total Liabilities	2,823.96
Equity	
Temp. Restricted Net Assets	
Fundraiser Sponsorship	2,000.00
Keyser Found - Coach Salary	400.00
Soroptomist - Wheels to Work	810.00
Swift Foundation - Tutoring	1,859.45
Temp. Rest. Net Assets - Other	7,333.85
Total Temp. Restricted Net Assets	12,403.30
Unrestricted Net Assets	142,302.81
Net Income	36,094.27
Total Equity	190,800.38
TOTAL LIABILITIES & EQUITY	193,624.34

1:18 PM
08/05/15
Accrual Basis

Capital City Circles Initiative

Profit & Loss

July 2014 through June 2015

	Jul '14 - Jun 15
Ordinary Income/Expense	
Income	
Direct Public/Private Support	
Corporate Contributions	9,386.24
Grants - Private	
Barrick Gold	28,500.00
Fairweather Foundation	20,000.00
Keyser Foundation	21,540.00
Nevada Energy	16,000.00
Soroptomist	190.00
Swift Foundation	140.55
Total Grants - Private	86,370.55
Grants - Public	
Community Support Services	7,500.00
Total Grants - Public	7,500.00
Individual Contributions	37,281.43
Total Direct Public/Private Support	140,538.22
In-Kind Support	
Gifts in Kind - Goods	
Donated Facilities - Meetings	27,000.00
Donated Facilities - Office	11,995.20
Program Exp-Meals and Related	5,125.00
Total Gifts in Kind - Goods	44,120.20
Gifts in Kind - Services	
Contract Services-Prof Services	11,173.20
Operations-Accounting	1,275.00
Program Expense-Child Tutoring	600.00
Program Expense-Childcare	1,800.00
Gifts in Kind - Services - Other	65.00
Total Gifts in Kind - Services	14,913.20
Total In-Kind Support	59,033.40
Total Income	199,571.62
Gross Profit	199,571.62
Expense	
Bank Service Charges	42.58
Contract Labor	
Circles Coach	20,940.00
Total Contract Labor	20,940.00
Contract Services	
Accounting	3,775.00
National Affiliation	3,781.49
Professional Services	11,173.20
Total Contract Services	18,729.69
Facilities and Equipment	
Cleaning	150.00
Donated Facilities	38,995.20
Utilities	2,154.98
Total Facilities and Equipment	41,300.18
Liability Insurance	1,375.00
Miscellaneous	0.00

1:18 PM
08/05/15
Accrual Basis

Capital City Circles Initiative
Profit & Loss
July 2014 through June 2015

	Jul '14 - Jun 15
Operations	
Computer Expense	1,592.09
Internet	537.80
Licenses and Permits	75.00
Postage and Delivery	588.92
Total Operations	2,793.81
Program Expense	
Adult Tutoring	1,856.15
Child Services	
Child Care	2,124.35
Child Enrichment	145.00
Child Tutoring	740.55
Total Child Services	3,009.90
Circles Manager Payroll	
Benefits Expense	7,635.43
Bonus	1,600.00
Employer Payroll Taxes Expense	6,904.26
Payroll Expense - Wages	42,135.33
Total Circles Manager Payroll	58,275.02
Getting Ahead Material	72.24
Graduation	518.51
Materials and Supplies	835.53
Meals and Related Expense	7,839.93
Printing and Reproduction	118.60
Stipends	1,386.24
Telephone	1,898.20
Wheels to Work	565.89
Work Credit	104.56
Total Program Expense	76,480.77
Training	1,218.18
Total Expense	162,880.21
Net Ordinary Income	36,691.41
Other Income/Expense	
Other Income	
Interest Income	68.96
Other Income	290.00
Total Other Income	358.96
Other Expense	
Bad Debt Expense	654.10
Depreciation	302.00
Total Other Expense	956.10
Net Other Income	-597.14
Net Income	36,094.27

**FINANCIAL STATEMENTS
CAPITAL CITY CIRCLES INITIATIVE
JUNE 30, 2014**

STRONG McPHERSON & COMPANY

Certified Public Accountants

RENO:

Danny R. Strong, CPA
Edna K. Helmers, CPA

5865 Tyrone Road Suite 102
Reno, NV 89502
Tele. (775) 826-9400
Fax (775) 826-9266

Members

American Institute of Certified Public Accountants

CARSON CITY:

Samuel T. Cook, CPA
Michael L. Williams, CPA

202 South Pratt Avenue
Carson City, NV 89701
Tele. (775) 882-4460
Fax (775) 882-4531

INDEPENDENT ACCOUNTANT'S REVIEW REPORT

To the Board of Directors
Capital City Circles Initiative
Carson City, Nevada

We have reviewed the accompanying statement of financial position of Capital City Circles Initiative (a not for profit corporation) as of June 30, 2014 and the related statements of activities, cash flows and functional expenses for the year then ended. A review includes primarily applying analytical procedures to the management's financial data and making inquiries of the owners. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management is responsible for preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance that there are no material modifications that should be made to financial statements. We believe that the results of our procedures provide a reasonable basis for our report.

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.

Strong McPherson & Company
September 29, 2014

Strong McPherson & Co

Capital City Circles Initiative
STATEMENT OF FINANCIAL POSITION
June 30, 2014

ASSETS

Current assets

Cash - operating funds	\$ 165,620
Fund raising receivable	1,780
Loan fund receivable	<u>2,934</u>
Total current assets	<u>170,334</u>

Equipment

Computers and software	1,709
Less accumulated depreciation	<u>(405)</u>
	<u>1,304</u>

Total	<u>\$ 171,638</u>
-------	-------------------

LIABILITIES AND NET ASSETS

Current liabilities

Accounts payable	\$ 5,481
Accrued expenses	<u>450</u>
Total current liabilities	<u>5,931</u>

Net assets

Unrestricted net assets	142,304
Temporarily restricted net assets	23,403
Permanently restricted net assets	<u>0</u>
Total net assets	<u>165,707</u>
Total	<u>\$ 171,638</u>

The accompanying notes are an integral part of these financial statements.

Capital City Circles Initiative
STATEMENT OF ACTIVITIES
For the year ended June 30, 2014

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Support and revenues				
Grants	\$ 100,420	\$ 23,403	0	\$ 123,823
Donations	24,877	0	0	24,877
Fund raising	16,208	0	0	16,208
Gift in kind	50,838	0	0	50,838
Bad debt recovery	200	0	0	200
Total unrestricted support	192,543	23,403	0	215,946
Expenses				
Programs	123,314	0	0	123,314
Management	13,181	0	0	13,181
Fund-raising	39,452	0	0	39,452
Total expenses	175,947	0	0	175,947
 Net increase (decrease) in unrestricted net assets	 16,596	 23,403	 0	 39,999
Net assets at the beginning of year	125,708	0	0	125,708
Net assets at end of year	\$ 142,304	\$ 23,403	0	\$ 165,707

The accompanying notes are an integral part of these financial statements.

Capital City Circles Initiative
STATEMENT OF FUNCTIONAL EXPENSES
For the year ended June 30, 2014 and 2012

	<u>Program</u>	<u>Management</u>	<u>Fund-raising</u>	<u>Total</u>
Wages	\$ 32,727	\$ 6,137	\$ 2,045	\$ 40,909
Payroll taxes	5,089	954	318	6,361
Benefits	6,880	1,290	430	8,600
Contract labor	10,913	-	28,800	39,713
Contract services	4,000	978	-	4,978
Donated facilities	38,621	1,799	600	41,020
Utilities	1,382	259	86	1,727
Gem of a Fundraiser expense	-	-	5,660	5,660
Other fundraising	-	-	1,402	1,402
Liability insurance	-	1,375	-	1,375
Operations	1,823	389	111	2,323
Program expenses	19,293	-	-	19,293
Training	1,928	-	-	1,928
Bad debt expense	490	-	-	490
Depreciation	168	-	-	168
	<u>\$ 123,314</u>	<u>\$ 13,181</u>	<u>\$ 39,452</u>	<u>\$ 175,947</u>

The accompanying notes are an integral part of these financial statements.

Capital City Circles Initiative
STATEMENT OF CASH FLOWS
For the year ended June 30, 2014

Cash Flows from Operating Activities	
Cash received from grants and donors	\$ 148,900
Cash received from fundraising	16,208
Other cash received	0
Cash paid to suppliers	(58,396)
Cash paid to employees	(40,909)
Cash paid for fundraising	(7,062)
Payroll taxes and benefits paid	<u>(14,961)</u>
Cash provided by operating activities	<u>43,780</u>
Cash Flows from Investing Activities	
Purchase of equipment	<u>(1,079)</u>
Cash used by investing activities	<u>(1,079)</u>
Cash provided (used) by financing activities	
	<u>0</u>
Increase (decrease) in cash	42,701
Cash, beginning of year	<u>122,919</u>
Cash, end of year	<u><u>\$ 165,620</u></u>
Reconciliation of change in net assets to net cash flow from operating activities	
Change in net assets	\$ 39,999
Adjustments to reconcile net assets to net cash	
Depreciation expense	168
Increase in grants receivable	(1,868)
Increase in accounts payable	<u>5,481</u>
Total adjustments	<u>3,781</u>
Net cash flow from operating activities	<u><u>\$ 43,780</u></u>

The accompanying notes are an integral part of these financial statements.

CAPITAL CITY CIRCLES INITIATIVE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014

NOTE 1 - NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES

The Capital City Circles Initiative (herein "Circles") is a nonprofit organization governed by a Board of Directors and operated by a professional staff that seeks to fulfill their mission to elevate people out of poverty by intentionally creating relationships across class lines, and teaching people in poverty how to chart a course toward self-sufficiency.

The Capital City Circles Initiative was founded in 2007 as a collaborative effort between the Carson City community and the human services system to help elevate people out of poverty and prevent homelessness.

Basis of Presentation

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with generally accepted accounting principles. Net assets and revenues, expenses, gains and losses are classified based on the existence or absence of donor imposed restrictions. Accordingly, net assets of Circles and changes therein are classified and reported as follows:

Unrestricted Net Assets - Net assets that are not subject to donor-imposed stipulations.

Temporarily Restricted Net Assets - Net assets subject to donor imposed stipulations that will be met, either by actions of Circles and/or the passage of time. When a restriction expires, restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Cash and Cash Equivalents

Cash and cash equivalents are comprised of highly liquid instruments with original maturities of three months or less.

Accounts Receivable

Circles has established a revolving loan fund receivable for Circle leaders to assist them with small unexpected expenses. Circles considers receivables on June 30, 2014 to be fully collectible; therefore, no allowance for doubtful accounts is required.

Property and Equipment

Expenditures for the acquisition of property and equipment are capitalized at cost. Donated assets and materials are reported as unrestricted support at the estimated fair market value on the date received, unless the donor has restricted the donated assets. Depreciation is provided over the estimated useful lives of the assets using the straight-line method.

CAPITAL CITY CIRCLES INITIATIVE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014

NOTE 1 – NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES - - Continued

Income Tax Status

Circles is a not-for-profit organization exempt from income taxes under section 501 (c) (3) of the Internal Revenue Code, and is classified as a public charity by the Internal Revenue Service.

Donated Assets

Donated assets consist of in-kind contributions that are recorded as revenue and expenses in the accompanying financial statements at their estimated fair market values at the date they were received. In-kind contributions consist principally of the donated use of property and equipment and donated supplies.

Donated Services

Contributed professional services are recognized if the services received (a) create or enhance long-lived assets or (b) require specialized skills, or are provided by individuals possessing such skills and would typically need to be purchased if not provided by donation.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

2:27 PM
07/30/14
Accrual Basis

Capital City Circles Initiative
Balance Sheet
As of June 30, 2014

	Jun 30, 14
ASSETS	
Current Assets	
Checking/Savings	
City National Bank	165,617.16
Total Checking/Savings	165,617.16
Accounts Receivable	
Income Receivable	1,780.00
Loan Fund Receivable	2,934.34
Total Accounts Receivable	4,714.34
Total Current Assets	170,331.50
Fixed Assets	
Computer & Software	
Accumulated Depreciation	-404.68
Computer & Software - Other	1,708.99
Total Computer & Software	1,304.31
Total Fixed Assets	1,304.31
TOTAL ASSETS	171,635.81
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	5,480.50
Total Accounts Payable	5,480.50
Other Current Liabilities	
Accrued Utilities	450.00
Total Other Current Liabilities	450.00
Total Current Liabilities	5,930.50
Total Liabilities	5,930.50
Equity	
Temp. Restricted Net Assets	
Hutter - GA Sponsorship	337.50
Keyser Found - Coach Salary	21,940.00
Methodist Church-National Aff.	1,000.00
Temp. Rest. Net Assets - Other	125.00
Total Temp. Restricted Net Assets	23,402.50
Unrestricted Net Assets	125,707.79
Net Income	16,595.02
Total Equity	165,705.31
TOTAL LIABILITIES & EQUITY	171,635.81

2:31 PM
07/30/14
Accrual Basis

Capital City Circles Initiative

Profit & Loss

July 2013 through June 2014

	Jul '13 - Jun 14
Ordinary Income/Expense	
Income	
Direct Public/Private Support	
Corporate Contributions	6,360.30
Grants - Private	
Bank of the West	1,000.00
City National Bank	500.00
Fairweather Foundation	40,000.00
Keyser Foundation	10,160.00
Methodist Church	3,000.00
Nightingale Foundation	28,800.00
St. Teresa of Avila	3,100.00
Total Grants - Private	86,560.00
Grants - Public	
Community Support Services	7,500.00
Total Grants - Public	7,500.00
Individual Contributions	24,877.40
Total Direct Public/Private Support	125,297.70
Fundraising Events	
Gem of a Fundraiser	16,208.43
Total Fundraising Events	16,208.43
In-Kind Support	
Gifts in Kind - Goods	
Donated Facilities - Meetings	29,025.00
Donated Facilities - Office	11,995.00
Program Exp-Meals and Related	5,500.00
Total Gifts in Kind - Goods	46,520.00
Gifts in Kind - Services	
Fundraising Exp-Grantwriting	1,140.00
Operations-Accounting	977.50
Program Expense-Childcare	2,200.00
Total Gifts in Kind - Services	4,317.50
Total In-Kind Support	50,837.50
Miscellaneous Income	
Bad Debt Recovery	200.00
Total Miscellaneous Income	200.00
Total Income	192,543.63
Gross Profit	192,543.63
Expense	
Bank Service Charges	132.88
Contract Labor	
Circles Coach	9,860.00
Grant Writing	28,800.00
Contract Labor - Other	1,053.00
Total Contract Labor	39,713.00
Contract Services	
Accounting	977.50
National Affiliation	4,000.00
Total Contract Services	4,977.50

2:31 PM
07/30/14
Accrual Basis

Capital City Circles Initiative
Profit & Loss
July 2013 through June 2014

	Jul '13 - Jun 14
Facilities and Equipment	
Cleaning	43.84
Donated Facilities	41,020.00
Utilities	1,727.31
Total Facilities and Equipment	42,791.15
Fundraising Expense	
Gem of a Fundraiser	5,659.99
Fundraising Expense - Other	1,402.42
Total Fundraising Expense	7,062.41
Liability Insurance	1,375.00
Miscellaneous	310.56
Operations	
Computer Expense	701.98
Internet	508.45
Licenses and Permits	50.00
Postage and Delivery	360.15
Total Operations	1,620.58
Payroll	
Benefits Expense	8,600.00
Bonus	1,600.00
Employer Payroll Taxes Expense	6,361.07
Payroll Expense - Wages	39,308.54
Total Payroll	55,869.61
Program Expense	
Child Services	
Child Care	2,336.35
Total Child Services	2,336.35
Graduation	293.26
Materials and Supplies	1,342.05
Meals and Related Expense	10,294.18
Printing and Reproduction	971.62
Stipends	2,055.00
Telephone	1,435.08
Work Credit	565.00
Total Program Expense	19,292.54
Training	1,147.81
Training Center	781.21
Total Expense	175,074.25
Net Ordinary Income	17,469.38
Other Income/Expense	
Other Expense	
Bad Debt Expense	490.00
Depreciation	216.00
Other Expenses	168.36
Total Other Expense	874.36
Net Other Income	-874.36
Net Income	16,595.02

Dear Executive Board Member:

Partnership Carson City staff completed a technical review for the sections of the application that were not assigned a score. Attached is a 3-page application-scoring sheet for you to review and score Sections I, II, and III of the application.

Applicant Agency: Advocates to End Domestic Violence

Program Name: Teen Dating Violence Prevention

Previously Funded: ☒ Yes ☐ No

If yes, previous funding status:

Grant Year	Amount	Success, Challenges, Sustainability
14-15	5,859	
15-16	5,859	
16-17	5,860	

TECHNICAL REVIEW:

Cover Page Completed: ☒ Yes ☐ No

Project Administration Completed: ☒ Yes ☐ No

Agency Information Completed: ☒ Yes ☐ No

Attachments	Yes	No
IRS Tax Exempt 501(c)(3) letter	<input checked="" type="checkbox"/>	
Proof of incorporation from Secretary of State	<input checked="" type="checkbox"/>	
Current Organization Chart with names of staff members	<input checked="" type="checkbox"/>	
Current Board of Directors and terms of office	<input checked="" type="checkbox"/>	
First 2 pages of most recent federal tax return	<input checked="" type="checkbox"/>	
Profit and Loss Statement and Balance Sheet	<input checked="" type="checkbox"/>	
Funding commitment letters and/or letters of support (if applicable, not mandatory)	<input checked="" type="checkbox"/>	

Comments:

This program is requested year after year and they meet the legislative law for teaching sexual assault.

Reviewer Name: Brooklyn Maw

Completed: ☒ Yes ☐ No

**Partnership Carson City
Objective Review Application Scoring Sheet**

**Carson City Community Support Services Grant (CSSG)
Fiscal Year 2016 - 2017**

Applicant:	
Reviewer Name:	Maximum Points: 100
Awarded Points:	

I - PROJECT DETAILS

1. Describe the critical need that is addressed by this project. Please include any local data to support this need. If you checked "Other" on the cover page, please explain why this need is critical.

Maximum Score = 10 points

Reviewers Score = _____

Comments: _____

2. Provide a detailed description of the proposed project and how it relates to the critical need identified in #1. Be specific. Include what you will accomplish, how you will accomplish it, who will be served, how many will be served, and where the project will take place.

Maximum Score = 25 points

Reviewers Score = _____

Comments: _____

3. Do you coordinate your services with other agencies? If so, list agencies and describe collaboration.

Maximum Score = 10 points

Reviewers Score = _____

Comments: _____

