



## STAFF REPORT

<b>Report To:</b>	Board of Supervisors	<b>Meeting Date:</b>	December 3, 2020
<b>Staff Contact:</b>	Mirjana Gavric, Grants Administrator, <a href="mailto:mgavric@carson.org">mgavric@carson.org</a>		
<b>Agenda Title:</b>	For Possible Action: Discussion and possible action regarding a final appropriation for the Community Support Services 5-Year Grant ("CSSG") funding for Fiscal Year ("FY") 2022 to FY 2026. (Mirjana Gavric, <a href="mailto:MGavric@carson.org">MGavric@carson.org</a> )		
<p><b>Staff Summary:</b> The CSSG total funding for this program for FY 2022 to FY 2026 is \$572,500. Staff recommends \$114,500 be awarded each year for the general non-competitive program. The start and end dates for the 5-year non-competitive program are July 1, 2021 to June 30, 2026. The decision to allocate CSSG funding to Carson City non-profit organizations is in accordance with the recommendation of the Application Review Work Group (ARWG). The ARWG is a community-based group that reviewed and scored the applications on November 17, 2020, for recommendation to the Board of Supervisors. The ARWG took into consideration the application score, the amount requested, the ability for the agency to obtain other funding and the critical need requirement.</p>			

**Agenda Action:** Formal Action / Motion      **Time Requested:** 90 mins

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### Proposed Motion

I move to approve the funding as recommended.

### Board's Strategic Goal

Quality of Life

### Previous Action

N/A

### Background/Issues & Analysis

Total CSSG Funding for FY 2021 is \$385,000, of which \$120,000 is paid to the Boys and Girls Club from the Quality of Life Fund, leaving a total of \$265,000 available for CSSG grants. For the last 5 years (FY 2017-2021), the City has awarded \$114,500 in non-competitive grants, which has left the remaining (\$150,500 FY 2021) to be split between competitive annual adult and youth programs (youth programs are managed by Partnership Carson City). The FY 2022 budget has not yet been prepared, but amounts are expected to be similar and the Board of Supervisors has the flexibility to change this allocation between competitive and non-competitive grants. ARWG's recommended CSSG 5-year program award is \$114,500 from the General Fund to non-profit organizations that address a critical need in Carson City. The recommended funding to be approved by the Board of Supervisors will be automatically funded every year, assuming that they meet all the requirements of the award, for a total of \$572,500 over a 5-year period of time.

During the competitive grant approval process (March-May annually), if there is an entity that is approved through competitive funding year-over-year and it provides a critical service for our community, the Board of

Supervisors can direct that the entity be included in the remainder of the 5 year non-competitive program. All non-competitive dollars approved will reduce the total available for competitive grants.

Ten applications were received from Carson City non-profits. Seven of the ten applications have been recommended for funding by the ARWG. The seven agencies recommended for funding will have an agency representative give a 5-minute presentation on the requested program or project to the Board of Supervisors via WebEx.

The ARWG, a community-based group, has recommended the following applications for annual funding:

1. Nevada Rural Counties Senior Independent Living - \$15,000
2. Advocates to End Domestic Violence Crisis Intervention - \$15,000
3. Carson City Senior Center, Meals on Wheels Vehicle Expenses - \$24,000
4. Northern Nevada Dream Center, Door to Door Deliveries - \$7,500
5. Ron Wood Family Resource Center Youth Services - \$7,500
6. Carson City Community Counseling, Addiction Treatment - \$20,000
7. CASA of Carson City, Guardian ad Litem - \$25,500

Due to low scores or inability to meet the critical need criteria, the ARWG has made the recommendation to not fund the following programs:

1. Carson City Senior Center, Case Manger Program -- \$28,834,
2. Friends In Service Helping -- \$7,500, and
3. Spirit of Hope Inc. -- \$72,200.

#### **Applicable Statute, Code, Policy, Rule or Regulation**

N/A

#### **Financial Information**

**Is there a fiscal impact?** Yes

**If yes, account name/number:** General Fund, Community Support Department / Account 1010615-501401.

**Is it currently budgeted?** Yes

**Explanation of Fiscal Impact:** The CSSG program grants are historically budgeted as Board Designated amounts, totaling \$265,000. Once the Finance Department has Board approval on both non-competitive and competitive grants, the Finance Department moves the money to the appropriate line item during the first round of budget augmentations. Non-competitive grants approved during this meeting will be built into their own line items in the budget, and therefore the competitive amount will be the amount left in Board Designated. If approved, \$114,500 in automatic annual funding will be included in the FY 2022 through FY 2026 budgets in the Community Support Department.

#### **Alternatives**

Alternate amounts may be awarded up to \$265,000, leaving zero dollars for competitive annual grants.

#### **Attachments:**

[Memo to BOS-CSSG 5-Year Program 2.pdf](#)

[#1 Application AEDV.pdf](#)

[#2 Application Community Counseling.pdf](#)

#3 Application Senior Center Case Manager.pdf

#4 Application Senior Center Meals on Wheels.pdf

#5 Application CASA.pdf

#6 Application FISH.pdf

#7 Application RSVP.pdf

#8 Application Northern Nevada Dream Center.pdf

#9 Application Ron Wood.pdf

#10 Application Spirit of Hope.pdf

BLANK EXAMPLE CSSG Scoring Form.docx

BLANK EXAMPLE Five Year CSSG Application.doc

**Board Action Taken:**

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

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

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

Aye/Nay

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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(Vote Recorded By)



## **CARSON CITY, NEVADA CONSOLIDATED MUNICIPALITY AND STATE CAPITAL**

### **MEMORANDUM**

Board of Supervisors Meeting of December 3, 2020

**To:** Mayor Pro Tempore and Board of Supervisors  
**From:** Mirjana Gavric, Grants Administrator  
**Date:** November 17, 2020  
**Subject:** CSSG FY 2022-2026 5-Year Community Support Services Grant

This report is a summary of the Community Support Services Grant (CSSG) applications received for the 5-year non-competitive program and ranked by the Application Review Work Group (ARWG).

Total CSSG Funding for FY 2021 is \$385,000, of which \$120,000 is paid to the Boys and Girls Club from the Quality of Life Fund, leaving a total of \$265,000 available for CSSG grants. For the last 5 years FY 2017-2021, the City has awarded \$114,500 in non-competitive grants, which has left the remaining (\$150,500 FY 2021) to be split between competitive annual adult and youth programs (youth programs are managed by Partnership Carson City). The FY 2022 budget has not yet been prepared, but amounts are expected to be similar and the Board of Supervisors has the flexibility to change this allocation between competitive and non-competitive grants for FY 2022-2026. ARWG recommended CSSG 5-year program award is \$114,500 from the General Fund to non-profit organizations that address a critical need in Carson City. The total recommended funding for the 5-year period is \$572,500.

The ARWG was selected from citizen volunteers who responded to an advertisement listed in CarsonNOW, on October 2, 2020. From the citizen volunteer applications received, six community volunteers and one subject-matter expert were selected to review the CSSG applications, as follows:

- Linda Allen – Carson City Citizen
- Stephanie Cook – Carson City Citizen
- Catherine Carroll – Carson City Citizen
- Diane Phillips -- Carson City Citizen
- Gail Rowe – Carson City Citizen
- Geigy Stringer – Carson City Citizen
- Mary Jane Ostrander- Division Manager for Carson City Health and Human Services

The CSSG applications were due on October 23, 2020. Ten applications were received. The ARWG held a telephone conference on November 17, 2020, where the ARWG ranked and evaluated the applications, in compliance with the Carson City critical needs requirements. The ARWG took into consideration the application score, the amount requested, the ability of the agency to obtain other funding and the critical need requirement. Out of the ten applications received, seven were recommended for funding.

### **DEPARTMENT OF FINANCE**

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**CSSG RECOMMENDATIONS:**

**Total Available = \$114,500 per year for 5 years.**

**1) Project Name:** Senior Independent Living Programs  
**Agency:** Nevada Rural Counties RSVP, Inc.  
**CSSG Status:** First time applicant to the CSSG 5-year program.  
**Funding Request:** \$28,742  
**Recommendation:** **\$15,000**  
**Application Score:** **87%**  
**Description:** RSVP is requesting funding for staffing and operational costs in order to provide critical services to homebound, low-income and veteran seniors. The services allow seniors to be more independent and to stay in their homes. Services include but are not limited to the following: respite care transportation, legal support, lifeline alert emergency response system, exercise programs, food delivery and suicide prevention.

**2) Project Name:** Crisis Intervention  
**Agency:** Advocates to End Domestic Violence (AEDV)  
**CSSG Status:** This program receives \$9,000 per year from the CSSG 5-year program.  
**Funding Request:** \$15,000  
**Recommendation:** **\$15,000**  
**Application Score:** **86%**  
**Description:** AEDV is requesting continual funding for staffing and operational costs in order to keep providing emergency domestic violence shelter services as well as additional funding toward crisis intervention services for survivors of sexual assault.

**3) Project Name:** Meals-On-Wheels Vehicle Expenses  
**Agency:** Carson City Senior Center  
**CSSG Status:** This program receives \$13,000 per year from the CSSG 5-year program.  
**Funding Request:** \$24,000  
**Recommendation:** **\$24,000**  
**Application Score:** **84%**  
**Description:** The Carson City Senior Center is requesting funding for vehicle insurance, maintenance and fuel for the Meals on Wheels program. The Meals on Wheels program provides one prepared hot meal, per day, to adults age 60 and over. The meals are delivered to Carson City seniors. The Carson City Senior Center closed their fiscal year ending in September 2020, delivering 110,936 meals, a record year for this program.

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**4) Project Name:** Door to Door Deliveries  
**Agency:** Northern Nevada Dream Center  
**CSSG Status:** First time applicant to the 5-year CSSG program.  
**Funding Request:** \$13,000  
**Recommendation:** **\$7,500**  
**Application Score:** **81%**  
**Description:** Northern Nevada Dream Center is requesting funding for staffing and operational costs. The program provides door-to-door delivery of groceries to seniors. This program is complementary to the Meals on Wheels program and is not a duplication of services. The delivery of groceries allows seniors to have three nutritional meals a day. The Meals on Wheels programs, provides one prepared meal to seniors who may be disabled and unable to prepare their meals. This program allows seniors a variety of fresh foods and the ability to have pantry staples.

**5) Project Name:** Operational Grant Youth Services  
**Agency:** Ron Wood Family Resource Center  
**CSSG Status:** First time applicant to the 5-year CSSG program.  
**Funding Request:** \$54,120  
**Recommendation:** **\$7,500**  
**Application Score:** **79%**  
**Description:** Ron Wood Family Resource Center is requesting funding for staffing and operational cost to provide programmatic and administrative oversight of the following family centered programs: Reach Up, Family Engagement, Supervised Visitations and Cooperative Parenting. These programs provide behavioral mental health counseling for youth, support for families with youth on probation, supervised visitations to Carson City court-ordered non-custodial parents, and court-ordered co-parenting classes to help parents improve communication. Currently, Ron Wood receives CDBG and CSSG Youth funding from Carson City. This amount would help supplement other funding that Ron Wood may receive from Carson City.

**6) Project Name:** Evidence Based Addiction Treatment  
**Agency:** Carson City Community Counseling  
**CSSG Status:** This program receives \$60,000 per year from the CSSG 5-year program.  
**Funding Request:** \$70,677  
**Recommendation:** **\$20,000**  
**Application Score:** **72%**  
**Description:** Carson City Community Counseling is requesting continual funding for staffing. The request is for one Alcohol and Drug Abuse Counselor and for one Peer Specialist and Case Manager. The staff provides evidence-based treatment for substance abuse. Community Counseling received their Certified Community Behavioral Health Certificate in late 2019 which allows the organization to bill Medicaid for many of their services; therefore, the ARWG did not fund them their full request.

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7) Project Name: Meals on Wheels Case Manager  
Agency: Carson City Senior Center  
CSSG Status: First time applicant to the CSSG 5-year program.  
Funding Request: \$28,834  
Recommendation: **The recommendation from the ARWG is not to fund this request because it does not fill the critical need requirement.**  
Application Score: **72%**  
Description: The Carson City Senior Center is requesting funding for a new part-time Case Manger position to support the Meals on Wheels (MOW) program. This new position would determine eligibility requirements set forth by the State of Nevada Aging and Disability Services Division or the MOW program. In addition, this position would support the MOW seniors by providing resources to those seniors who have been identified with warning signs associated with depression and suicide.

8) Project Name: Guardian ad Litem Program  
Agency: CASA of Carson City  
CSSG Status: This program receives \$25,000 per year from the CSSG 5-year program.  
Funding Request: \$35,000  
Recommendation: **\$25,500**  
Application Score: **68%**  
Description: CASA of Carson City is requesting continuous funding for staffing and operational costs in order to provide support and promote court-appointed volunteer advocacy to abused and neglected children in Carson City. CASA staff recruit, train and supervise volunteers who are empowered by the courts to provide best interest advocacy for children and young people who are in the child welfare system.

9) Project Name: Emergency Dental Assistance Program  
Agency: Friends In Service Helping  
CSSG Status: This program receives \$7,500 per year from the CSSG 5-year program.  
Funding Request: \$7,500  
Recommendation: **The recommendation from the ARWG is not to fund this request due to the low application score and missing documents.**  
Application Score: **68%**  
Description: Friends in Service Helping (FISH) is requesting reimbursement for dental costs for uninsured or underinsured Carson City residents. FISH works with a variety of dental programs and dentists to help provided dental care for residents who are unable to afford emergency dental care. The FISH Emergency Dental Program served 151 adults in the past 5 years.

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**10)** Project Name: Senior Homeless Housing and Support  
Agency: Spirit of Hope, Inc.  
CSSG Status: First time applicant to the 5-year CSSG program.  
Funding Request: \$72,200  
Recommendation: **The recommendation from the ARWG is not to fund this request due to the low application score.**  
Application Score: **55%**  
Description: Spirit of Hope is requesting funding for staffing and operational costs as well as payment for two rental homes to house homeless seniors. This program provides clean, safe accommodations for seniors living in Carson City. After an intake process each qualifying candidate is placed in a home. Currently, Spirit of Hope has a waitlist of 16 people looking for placement.

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**Review of Applicants' CSSG Competitive and Youth Funding for the Past Five Years**

**FY21:**

- Ron Wood Family Resource Center – (\$50,000) Youth
- RSVP – (\$15,250) Competitive

**FY20:**

- Ron Wood Family Resource Center – (\$41,056) Youth
- RSVP – (\$16,000) Competitive
- AEDV – (\$7,359) Youth

**FY19:**

- Ron Wood Family Resource Center – (\$25,000) Youth
- RSVP – (\$12,250) Competitive
- AEDV – (\$7,359) Youth

**FY18:**

- Ron Wood Family Resource Center – (\$25,000) Youth
- RSVP – (\$20,000) Competitive
- AEDV – (\$5,860) Youth

**FY17:**

- Ron Wood Family Resource Center – (\$35,000)
- RSVP – (\$8,277)

**Review of Applicants' CSSG Non-Competitive Funding for the Past Five Years**

**FY 2017-2021:**

- AEDV – (\$9,000)
- CASA – (\$25,000)
- Community Counseling Center – (\$60,000)
- FISH – (\$7,500)
- Senior Center – (\$13,000)

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**Community Support Services Grant (CSSG)**  
**Five-Year, Non-Competitive Application**  
**Fiscal Year 2021-2026**

NEW APPLICANT  
 CURRENTLY FUNDED APPLICANT (AMOUNT \$ 9,000 )

**APPLICANT INFORMATION**

Agency Name: Advocates to End Domestic Violence	
Agency Mailing Address: Post Office Box 2529, Carson City, Nevada 89702	
Project Name: Crisis Intervention	
Project Address/Location: 32 Sierra Ave, Carson City, Nevada	
Contact Person: Lisa Lee	
Phone Number: 775-883-7654	Email: <a href="mailto:director@aedv.org">director@aedv.org</a>
Fax: 775-883-0364	Website (if applicable): <a href="http://www.aedv.org">www.aedv.org</a>

**FISCAL MANAGER**

Name:	Terri Farnworth
Title:	Fiscal Manager
Phone number:	775-883-7654
Email:	<a href="mailto:officemgr@aedv.org">officemgr@aedv.org</a>

**PROJECT FUNDING**

Requested amount	\$15,000
Other funding for the same project	\$122,549
Total project cost	\$137,549

**PROJECT ELIGIBILITY**

Which Carson City critical need does this project address?

<input type="checkbox"/> SENIOR CITIZEN SERVICES	<input type="checkbox"/> HEALTH/DENTAL SERVICES
<input type="checkbox"/> MENTAL HEALTH SERVICES	<input type="checkbox"/> <b>X DOMESTIC VIOLENCE SERVICES</b>
<input type="checkbox"/> DISABLED CITIZENS SERVICES	<input type="checkbox"/> SUBSTANCE ABUSE SERVICES

**Community Support Services Grant (CSSG)**  
**Five-Year, Non-Competitive Application**  
**Fiscal Year 2021-2026**

**GENERAL OVERVIEW TWO PAGES LIMIT 10 POINTS**

Advocates to End Domestic Violence, hereafter referred to as AEDV, is requesting continual funding for the emergency domestic violence shelter as well as additional funding toward crisis intervention services for survivors of sexual assault. AEDV was founded in 1979 by volunteers who came together to ensure survivors had options to remaining in abusive relationships. As the necessity for services grew, AEDV developed programs that include **24-hour call/texting hotlines**, crisis intervention, **emergency shelter**, transitional housing, case management, court advocacy, hospital/police accompaniment, **sexual assault advocacy**, training and outreach, teen dating violence prevention, parenting, support groups, and programs that assist survivors toward recovery and self-sufficiency.

AEDV delivers **direct** comprehensive services structured to provide protection and safety while fostering self-sufficiency and survivor empowerment. Although people of all socio-economic levels experience domestic violence, shelters primarily serve those with **low incomes, few resources, and limited options**. Survivors initially contact AEDV through the crisis or texting hotlines for resources, encouragement and, when needed, crisis intervention. It is vital survivors have a safe refuge when fleeing abuse that provides protection as well as support and services toward increasing their ability to achieve financial stability and self-sufficiency, reducing the necessity to return to an abusive relationship or become homeless.

The shelter is handicap accessible, with **51-emergency beds** that can offer stays of up to five months. Services are **available 24/7** without regard to age, gender, sexual orientation, race, ethnicity, religion, social standing, or immigration status. Some survivors need only a night or two until they can secure safety out of the area or relocate to a family member. Others need shelter only until they can save a few paychecks for a deposit. Unfortunately for others, five months is barely long enough to regain their identity, a sense of safety, and financial stability. The majority of sheltered clients enter the program financially unstable, having experienced years of abuse and isolation with limited work history and a lack of marketable skills.

The emergency shelter is more than a safe place to hide. It allows physical and emotional healing, a time for reflection, and through intense case management and targeted action plans, a path toward independence and a violence-free future. Emergency shelters are the only option of escape many victims have as they may not have the financial resources or family support needed to protect themselves and their children. During the past forty-one years of service, AEDV has sheltered 5,558 survivors and their children, providing 184,107 nights of safe shelter and lifesaving opportunities.

Amid the COVID-19 pandemic, AEDV has overcome challenges to ensure crisis intervention and support services continue without interruption, meeting the needs of survivors and their children. Staff wear personal protection equipment, extra cleaning procedures have been implemented, and staff and sheltered clients are screened daily for symptoms. A unit is reserved should a client show symptoms and need to be

# Community Support Services Grant (CSSG)

## Five-Year, Non-Competitive Application

### Fiscal Year 2021-2026

quarantined. It is not possible to operate an emergency shelter and provide crisis intervention remotely. Intervention requires direct, in-person advocacy to maintain the integrity of services, case management, and support necessary to assist clients with moving from crisis victims to survivors. CSSG funds have been instrumental in AEDV's ability to provide emergency shelter to Carson City residents and address the trauma and emotional aftermath of violence experienced by survivors and their children.

AEDV is requesting an increase in funding toward the cost of providing crisis intervention and advocacy for **survivors of sexual assault**. During the last legislative session, AB176 was passed mandating that counties have an advocate available to support survivors of sexual assault during forensic medical examination and interviews with law enforcement, which occur on a 24-hour basis. AEDV is a member of the Nevada Coalition to End Domestic and Sexual Violence committee, developing systems, curriculum, and training to ensure counties are in compliance.

The Sexual Assault Response Advocates, hereafter referred to as **SARA**, was formed 28 years ago after Carson Tahoe Health made AEDV aware of the lack of intervention services in Carson City for victims of sexual assault. The program is available 24/7 to answer crisis calls, accompany survivors during forensic examinations, assist with law enforcement investigations, attend court hearings and trials, and offer community referrals toward regaining a sense of safety and control in the aftermath of sexual violence. The average forensic examination, police statement, and interview takes at least **six hours**. Survivors are provided a new outfit to wear home after the examination when their clothing is kept for evidence. Snacks are provided as well as taxi fare if they are without transportation. For children under the age of 12, SARA staff provides advocacy during forensic examinations which are held at the Child Advocacy Center (CAC) in Reno. Assistance is given to survivors in securing Victims of Crime Compensation to pay for medical and mental health needs and relocation expenses should they feel unsafe to continue living in their home.

AEDV is the **only agency** exclusively providing crisis intervention and emergency shelter for survivors of domestic and sexual violence in Carson City. AEDV strives to **empower** survivors to become proactive in the decisions of their lives while encouraging self-improvement in a holistic approach with life skill tools structured to develop confidence and financial stability. AEDV's commitment goes beyond aiding victims while in crisis, to continuing to provide resources and support as they move forward, becoming survivors.

**Community Support Services Grant (CSSG)  
Five-Year, Non-Competitive Application  
Fiscal Year 2021-2026**

**PROBLEM STATEMENT ONE PAGE LIMIT 10 POINTS**

According to the Centers for Disease Control and Prevention, on average 1 in 4 women and 1 in 7 men have experienced severe physical violence by an intimate partner at some point in their lives. Rape, Abuse, & Incest National Network (RAINN) data state that in America, a person is sexually assaulted every **98 seconds**, and every 11 minutes the victim is a child. The 2014 Department of Justice National Crime Victimization Survey estimates that at least 60% of rapes are never reported to the police, making sexual assault the most under-reported felony in the country. Domestic victimization is correlated with a **higher** rate of depression and suicidal behavior. National Coalition Against Domestic Violence (NCADV) data shows that 72% of all murder-suicides involve an intimate partner, and 94% of the victims of these murder-suicides are female. As cited by the National Institute of Justice, in over 70 percent of intimate **partner homicides**, the male partner had physically abused the female before she was murdered. The National Law Center on Homelessness and Poverty documents that up to 57% of women who are homeless report that domestic or sexual violence was the immediate cause of their homelessness. Studies have found that a component of victims losing and not maintaining employment is an abusive partner **interfering with work activities**. The fear of homelessness and **economic insecurity** keeps many families bound to abusive relationships, thereby endangering lives and continuing the cycle of violence.

Year after year, Nevada ranks in the top ten of the nation for females murdered by males, ranking **fourth in the latest data** by the Violence Policy Center report "When Men Murder Women." According to data collected over a five-year period by the FBI, **women in Nevada are 65 percent** more likely to be **shot and killed** by intimate partners than women nationwide. On a local level, the most recent data from the Nevada Department of Motor Vehicles and Public Safety cited Carson City as the **third highest** county in the state for incidents of domestic violence. These facts spotlight the danger survivors' face when they make the courageous choice to flee for a chance at safety and a future free of violence for themselves and their children.

Domestic violence and sexual assault are acts of violence affecting people in all communities regardless of gender, age, sexual orientation, race, ethnicity, religion, social standing, and immigration status. These crimes affect not only individuals who experience the violence but those who witness it, as well as the community as a whole. Domestic violence is a pattern of assaultive and coercive behaviors that include physical, sexual, and psychological attacks. Sexual assault is an act of violence whereby sex is used as a weapon. Victims are forced, coerced, and/or manipulated to participate in unwanted sexual activity. The physical, financial, and emotional consequences of domestic and sexual violence place victims at a **higher risk** for mental health issues, substance abuse, suicide, poverty, child abuse, and homelessness which directly affects our community.

**Community Support Services Grant (CSSG)**  
**Five-Year, Non-Competitive Application**  
**Fiscal Year 2021-2026**

**GOALS AND OBJECTIVES TWO PAGE LIMIT 10 POINTS**

AEDV's goal is to ensure survivors of domestic and sexual violence receive crisis intervention, advocacy, shelter, and case management toward securing services to increase their sense of safety and stability while recovering from the trauma of violence. Working cooperatively with law enforcement, social services, religious affiliations, medical professions, and the community, AEDV has developed strong bonds to ensure victims are aware of the crisis intervention, support services, and emergency shelter available in Carson City.

The hotline and emergency shelter are the **core** of AEDV's crisis intervention services and were the first programs the agency implemented forty-one years ago. During the grant cycle, AEDV anticipates providing **105** primary and secondary survivors with an estimated **4,800** nights of emergency shelter and 9,600 meals. Last year, of the clients who completed the five-month shelter program, 93% did NOT return to abusive relationships and moved to a home of their own. The crisis/texting hotlines will answer a minimum of **900** crisis calls and offer a minimum of **1,800** referrals for needed community resources.

The **SARA** program will answer **225** crisis calls, provide advocacy and support during **90** hospital/forensic examinations/accompaniments, and assist with police reports and investigations. Additionally, staff will attend and provide advocacy and support during **70** court hearings and trials, give **1,100** referrals for community services, and assist 100% of victims with applications for Victims of Crime Compensation.

**Goal 1:** Increase the safety of survivors of domestic violence and their children.

Objective	Activities	Documentation	How will this goal be measured
1. Provide an estimated 105 primary and secondary victims emergency shelter for an estimated 4,800 nights.	1. Admit survivors 24/7 to shelter, providing personal hygiene items, food, clothing, and protection in a clean and supportive environment.	1. Client intake and case files will document services and items provided.	1. Monthly, quarterly, and annually, client intakes and nights of shelter will be tabulated for reports with supporting back-up provided.
2. Provide crisis intervention to 900 callers/texts, providing 1800 referrals.	2. Staff/volunteers will answer crisis calls/texts 24/7, providing support, information, services, and community referrals.	2. Client contacts, notes, and crisis call sheets will be maintained manually and digitally to analyze services and program goals.	2. The number of client contacts and provided referrals will measure services provided.

**Community Support Services Grant (CSSG)**  
**Five-Year, Non-Competitive Application**  
**Fiscal Year 2021-2026**

**Goal 2:** Increase survivors of sexual assault access to intervention services and advocacy.

<b>Objective</b>	<b>Activities</b>	<b>Documentation</b>	<b>How will this goal be measured</b>
<p>1. Provide crisis intervention to <b>225</b> callers/texts, providing <b>1,100</b> referrals.</p> <p>2. Provide advocacy and accompaniment during <b>90</b> hospital/forensic examinations/police reports and investigations and attend <b>70 court</b> hearings and trials, providing <b>1,100</b> referrals for services</p>	<p>1. Answer crisis calls/texts 24/7, providing support information, services, and referrals for community services.</p> <p>2. Provide advocacy and accompaniment that supports survivors during forensic examinations, police contact, court hearings, and trials on a 24/7 basis.</p>	<p>1. Client contacts, notes, and crisis call sheets will be maintained manually and digitally to analyze services and program goals.</p> <p>2. Case notes and client files will document physical injuries, case history, advocacy, referrals, support services, and follow-up.</p>	<p>1. The number of client contacts and provided referrals will measure services provided.</p> <p>2. The number of client contacts, along with referrals, will measure services provided.</p>

**Community Support Services Grant (CSSG)  
Five-Year, Non-Competitive Application  
Fiscal Year 2021-2026**

**METHODS OF ACCOMPLISHMENT ONE PAGE LIMIT 20 POINTS**

Victims typically contact AEDV while in crisis, usually via the 24-hour **crisis and texting hotlines** operated by staff during business hours and after hours by volunteers who receive an initial **60-hours** of intensive crisis intervention training with additional coaching and continuing education quarterly. Information is gathered in a conversational, supportive manner to determine the course of services and types of appropriate resources and referrals. A caller's information and situation are documented using questions developed to assess the level of risk and immediate needs. When needed, **transportation to the shelter** is arranged. If a caller chooses to remain in the relationship, a safety plan and options are addressed, and their rights are explained.

All information is confidential and only used internally by AEDV, becoming part of a client's case file, which is maintained in a secure, locked area. Each victim receives the individual attention and support of an advocate who works with them to develop action plans, secure resources and, when needed, shelter. Each person has the right to information, support, and services necessary to become safe, self-reliant, and able to recover from the trauma of violence.

The **emergency shelter** has 51 beds between 6 apartment-style units housing 12 bedrooms. Each client with children is given their own family bedroom, which offers privacy and sanctuary as communal living can be stressful. Clients without children share bedrooms, and male victims are given their own units. Keeping families intact and maintaining routines and privacy with a minimum of stress is a priority of the program. The Shelter Manager lives in a separate home next door to the shelter, allowing for 24/7 admission and supervision. Bednights, contacts, and provided items are **documented in clients' files** and used to measure program results. The Manager checks on clients throughout the day and evening, providing needed personal hygiene items, food, transportation, and emotional support. An on-site Manager helps increase the safety of clients and ensure their needs are met in a timely manner. Providing after-hour emergency shelter access and meeting clients' daily needs would be limited without an on-site manager. A file is generated for each client containing the initial crisis call sheet, case notes, daily contacts, goals, restraining order, participation in support groups, counseling, budgeting and parenting classes, Matrix scores, exit interview, and follow-up.

The **SARA** program is staffed by two full-time positions, the SARA Coordinator and the SARA I, with 20 volunteers who receive 75 hours of specialized training and continuing education quarterly. The program is staffed Monday through Friday with flexible hours to respond to evening and weekend emergency crisis intervention. The SARA program recruits, trains, and schedules volunteers to answer crisis calls, accompany victims to forensic examinations, assist with police reports, interviews, investigations, and court trials, provide referrals for community services, and assist and follow-up with securing Victims of Crime Compensation from the county and state.

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**PROJECT EVALUATION AND INTERNAL ASSESSMENT TWO PAGE  
LIMIT 20 POINTS**

A call initiates a **crisis sheet** that documents the caller's basic information: name, age, phone number, county of residence, number of children, type of abuse, level of danger, law enforcement intervention, housing situation, employment, etc. The caller's needs are **assessed and appropriate referrals, resources, and services** are provided, as well as emotional support. All initial **in-person contacts** generate the same crisis sheet and are utilized to document client data, referrals, and services. Data from the crisis sheets are tabulated and used for **program reports** and filed according to month and year and kept on-site in a secure storage area. Should a caller contact the crisis line or appear in-person at some point in the future, each additional crisis sheet is attached to the original crisis sheet and used as a reference for services and data collection. From crisis calls to goal sessions, each client contact is maintained on paper in addition to an electronic database that has been designed to meet the needs of crisis intervention programs.

AEDV utilizes the collected data to track demographics, service needs, client satisfaction, and program evaluations. As the Goals and Objectives outline, service data and program outcomes are measured and tracked for program progress and reported to grant providers. AEDV works to eliminate obstacles to victims accessing services, establishing a low-barrier approach to direct services offered comprehensively and holistically. Services are **individually tailored** to the needs of each survivor and their children and provided with empathy and emotional support. Staff is available to address the needs of survivors 24/7, providing back-up to volunteers after-hours and on holidays.

Each program maintains files on client contact, police reports, medical exams, arraignments, hearings, trials, stalking and protection orders, referrals, services provided, case notes, and follow-up. The collected data is utilized to track **measured client outcomes** and **effectiveness**, aid in program analysis, and document program success. The data collected is compiled quarterly and annually and reported to the Nevada Coalition To End Domestic and Sexual Violence (NCEDSV), which compile statewide statistics for state reporting purposes.

Sheltered clients meet weekly with the Case Manager to set short and long-term weekly goals that may include securing childcare, employment, transportation, medical and legal needs, and housing. The Case Manager tracks services provided and accomplishments during a client's stay. AEDV developed the **Self-Sufficiency Matrix** tool to document the progress that clients make as they advance through the shelter program. The Matrix goes beyond case notes and goal setting to track the program's overall impact toward improving the opportunities that each client utilizes. The Matrix is conducted when a client first enters the shelter to set the base score, which documents different levels of need from safety to employment to permanent housing. The Matrix is

## Community Support Services Grant (CSSG) Five-Year, Non-Competitive Application Fiscal Year 2021-2026

structured to evaluate a client's monthly progress, concluding with their exit, and is a case management tool that aids in illustrating clients' strengths and weaknesses and where to focus resources to assist victims in stabilizing their lives after victimization.

An **exit evaluation** is completed by clients and used to **measure the services** received during their shelter stay. Also, a **Discharge Summary** is conducted with staff to evaluate the effectiveness of the program in meeting the needs of the client. The major criteria focus on whether the client became self-sufficient by securing employment and permanent housing. Any program failures are discussed, allowing for staff input on possible solutions. **Focus groups** are held with past clients from six months to five years after they depart the program to evaluate the long-term results of services and are used as an instrument for program development.

Each of AEDV's programs offer clients the opportunity to **evaluate the staff and rate their satisfaction with the service** they received on forms that have been individualized for each program. The evaluations are collected weekly and entered into a database. The SARA evaluation provides survivors the opportunity to rate six service and staff categories. Consistently, **100% satisfaction** is reported in each category, the highest of all programs provided by AEDV. The Director utilizes the evaluations to review each service weekly, monitoring client satisfaction and investigating any criticism or program suggestions.

Weekly, shelter clients **evaluate the services, programs, and staff**, offering insight as well as constructive criticism and suggestions on programs they would like to see developed and implemented.

*"The program helped me gain my confidence back, that I was worthy enough. I was also able to save money so when I left, I could afford things for my new apartment. I learned new habits, and the case manager kept me on track with the things I desperately needed to do. Now I feel like I'm on course to lead a happy, healthy, confident lifestyle with hope and light at the end of the tunnel where before, was filled with darkness. The program has completely saved my life and changed my future."*

Taken from an exit evaluation written by a survivor who moved from the shelter this past January after securing employment, a car, childcare, a bank account, and permanent housing.

Last year, **98%** of clients rated their overall experience as "very good" with zero-rating the shelter as "could be improved."

The services offered by AEDV are **without charge** and provided by staff and volunteers who are **bi-lingual**, as are the materials.

# Community Support Services Grant (CSSG)

## Five-Year, Non-Competitive Application

### Fiscal Year 2021-2026

#### SUSTAINMENT OF THE PROJECT HALF A PAGE LIMIT 5 POINTS

Program revenue is generated through the diverse combination of state/federal grants, fundraisers, community donations, and operation of the Classy Seconds Thrift Shop. Roughly **seventy percent** of AEDV's annual budget is generated through raised funds, with the remaining provided by program-specific grants. CSSG funds are requested for only a portion of the **salary cost** of the Shelter Manager and SARA Coordinator, shelter operating cost, and the crisis call answering service.

AEDV has established a strong core of fundraisers that serve the dual purpose of generating funds while increasing public awareness. One annual event is the Taste of DownTown, which has produced needed program revenue for over 26 years, but unfortunately had to be canceled this year. AEDV established Classy Seconds twenty-three years ago with the goal of benefiting clients with needed clothing, houseware items, and furniture for relocation from the shelter to a home of their own. A percentage of the thrift shop revenue is allocated toward restricted funds for the construction of the Intervention and Resource Center and, in the future, emergency shelter, with remaining revenue used to bridge funding gaps and expand program services. AEDV will continue to maintain and develop proven events with a goal of increasing raised revenue annually once the world recovers after COVID-19.

AEDV has been innovative in partnering and developing resources to expand and advance victim services to encompass best-practice methods of responding and providing crisis intervention. Funding sources are limited and highly competitive, requiring AEDV to focus on efficiently providing proven programs. The revenue received through CSSG is **crucial** for the continuation of current programs and **used to demonstrate Carson City's support** for these services with other funding sources.

#### COORDINATION AND COLLABORATION HALF PAGE LIMIT 5 POINTS

No one agency can do it all. It takes a team approach to build resources and services in a state with limited means. AEDV has built a reputation of not only meeting the needs of survivors and their families, but working with other groups, businesses, agencies, and organizations collaboratively and cooperatively. Locally, AEDV has Memorandum of Understanding MOU's with the following organizations that are structured to empower survivors of domestic and sexual violence:

Carson Tahoe Health	Nevada Health Centers
Carson City Sheriff's	Office Community Counseling Center
Nevada Urban Indians	Carson Justice Court
United Latino Community	Volunteer Attorneys for Rural Nevadans
Nevada Rural Housing Authority	Carson City Health & Human Services
Carson City/Storey County	School District Students in Transition
Department of Juvenile Services	Friends in Service Helping (FISH)

AEDV is an involved member of the **Carson Agency Action Network** (CAAN), which includes over 30 agencies and groups that meet monthly at the Carson City Sheriff's Office to present and discuss projects, share resources, develop opportunities, and increase communications.

**Community Support Services Grant (CSSG)**  
**Five-Year, Non-Competitive Application**  
**Fiscal Year 2021-2026**

**PROJECT BUDGET- 20 POINTS**

Complete the Budget Summary chart below. This information is mandatory in order to be considered for a CSSG Grant. Other funding is not required. (Max Score: 10 points)  
 Please note, when preparing your budget, you will calculate a one-year cost to run your program. The amount your agency receives will be the same each year for five years, based on the one-year budget request.

Project Title: Crisis Intervention	Requested Amount	Other Funding	Total Funds
<b>Project Expenses FY 2021-2026</b>			
Personnel Cost:			
Shelter Manager Salary	\$4,400	\$7,639	\$12,039
SARA Coordinator Salary	\$3,000	\$47,500	\$50,500
Supplies/Operating			
Shelter Utilities	\$1,600	\$24,560	\$26,160
Liability Insurance	\$2,500	\$14,000	\$16,500
Crisis Hotline/Phones/Texting	\$2,000	\$19,500	\$21,500
Shelter Food	\$1,500	\$9,350	\$10,850
<i>This budget ONLY includes the items AEDV is requesting funding toward, and does not represent the total cost of operating the emergency shelter, crisis intervention or the SARA programs.</i>			
<b>TOTALS</b>	<b>\$15,000</b>	<b>\$122,549</b>	<b>\$137,549</b>

**Other Carson City Contributions**

Please make sure to provide information on any Carson City subsidy (s) made to your agency, for example: cash, building rental, land, a building, other grants, equipment etc.	CSSG is the only funding AEDV receives from the City of Carson.
Please provide the value of the subsidy (s) listed above. If more than one, please identify each amount separately.	

**Community Support Services Grant (CSSG)**  
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**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
<b>Shelter Manager</b> On-site 24/7. Requested funds are for salary only and do not include housing, which is separate for salary cost.	\$12,039	\$1,003.25/mth x 12/mths = \$12,039
<b>SARA Coordinator</b> 40 hours a week, plus on-call 24/7 for medical exams and police accompaniments.	\$50,500	\$24.27/hr x 2080/hrs = \$50,500 (rounded)
<b>Shelter Utilities</b> Includes gas, electricity, & trash; shelter trash is billed at the commercial rate which is higher than the residential rate (estimated costs).	\$26,160	\$2,180/mth x 12/mths = \$26,160 Gas @ \$1,100/mth = \$13,200 Electricity @ \$625/mth = \$7,500 Trash @ \$455/mth = \$5,460
<b>Liability Insurance</b> Includes property and liability insurance.	\$16,500	\$1,375/mth x 12/mths = \$16,500
<b>Crisis Hotline/Phones/Texting</b> After hour's answering service, annual texting software fee, cell phones, and shelter landline phones (estimated costs).	\$21,500	\$1,791.66/mth x 12/mths = \$21,500 Answering service @ \$500/mth = \$6,000 Texting fee @ \$3,500/yr. Shelter landlines @ \$400/mth = \$4,800 Cell phones @ \$600/mth = \$7,200
<b>Shelter Food</b> Fresh produce, dairy, and proteins supplement canned and dried donated food items.	\$10,500	\$875/mth x 12/mths = \$10,500 \$10,500/365 days = \$28.76 a day

These listed items are only a small portion of the cost of providing emergency shelter and SARA and crisis intervention services.

**Community Support Services Grant (CSSG)**  
**Five-Year, Non-Competitive Application**  
**Fiscal Year 2021-2026**

**AGENCY INFORMATION**

Date of incorporation	1981
Date of IRS certification	June 1980
Tax exempt number	94-2665387
DUNS#: ( <a href="http://www.dnb.com/get-a-duns-number.html">http://www.dnb.com/get-a-duns-number.html</a> )	027915367

Attach items 1-7 to your application. Item 8 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.

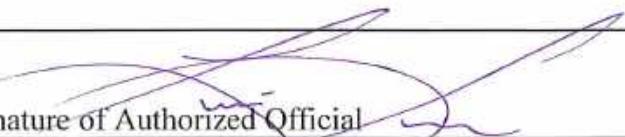
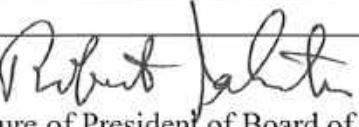
**INDEX OF ATTACHMENTS**

Attachment Number	Attachment Description	Attachment Included (✓)
1	<b>IRS Tax Exempt 501(c) (3) letter (available to print from Secretary of State's website)</b>	X
2	<b>Proof of incorporation from Secretary of State (Certificate Only)</b> Go to <a href="https://www.nvsilverflume.gov/certificate">https://www.nvsilverflume.gov/certificate</a> You will need to register in order to get the certificate. Cost is \$50. <b>OR</b> Submit proof that your entity is active and in good standing. Go to <a href="http://nvsos.gov/sosentitysearch/">http://nvsos.gov/sosentitysearch/</a> and print your business entity information	X
3	<b>Current Organization Chart with names of staff members</b>	X
4	<b>Current Board of Directors and terms of office.</b> [If a member of your Board of Directors is in a position to obtain a financial benefit or interest from your proposed project, you may be ineligible for CSSG funds.]	X
5	<b>501(c)(3): Copy of the most recent Federal Tax Return. Attach FIRST 2 PAGES (Form 990 or 990EX)</b>	X
6	<b>Profit and Loss Statements and Balance Sheets for prior 3 years</b>	X
7	Has your agency registered with the System for Award Management (SAM) previously known as CCR data base? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>PLEASE ATTACH A COPY OF YOUR AGENCY'S SAM REGISTRATION</b>	X
8	<b>Funding commitment letters and/or letters of support (if applicable)</b>	

**Community Support Services Grant (CSSG)  
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**CERTIFICATION**

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	October 13 <sup>th</sup> , 2020 Date
Lisa Lee, Executive Director Typed Name and Title of Authorized Official	775-883-7654 Phone Number
 Signature of President of Board of Directors	10/16/20 Date
Robert Johnston, Board President Typed Name of President of Board of Directors	775-883-7654 Phone Number

## **APPENDIX II**

- Attachment A: IRS Tax Exempt 501 (c) 3
- Attachment B: Proof of Incorporation from Secretary of State
- Attachment C: Organization Staff Chart
- Attachment D: Board of Directors
- Attachment E: Federal Tax Return 990
- Attachment F: Profit and Loss/Annual Audit
- Attachment G: SAM Registration

## **APPENDIX II**

Attachment A: IRS Tax Exempt 501 (c ) 3

District  
Director

300 N. Los Angeles St. MS 7043  
Los Angeles, CA 90012

Advocates to End Domestic  
Violence  
PO Box 2529  
Carson City, Nevada 89702-2529

Person to Contact: Stephen M. Klopp  
Telephone Number: 213-894-2289

Refer Reply to: E0052698

Date: APR 14 2000

re:#94-2665387

Dear Taxpayer:

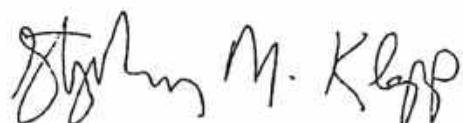
This letter is in response to your request for a copy of the determination letter for the above named organization.

Our records indicate that this organization was recognized to be exempt from Federal Income Tax in June 1980 as described in Internal Revenue Code Section 501(c)(3). It is further classified as an organization that is not a private foundation as defined in Section 509(a) of the Code, because it is an organization described in Section 170(b)(1)(A)(vi).

The exempt status for the determination letter issued in June 1980 continues to be effect.

If you need further assistance, please contact our office at the above address or telephone number.

Sincerely,



Stephen M. Klopp  
Disclosure Assistant

## **APPENDIX II**

Attachment B: Proof of Incorporation from Secretary of State

# SECRETARY OF STATE



## CERTIFICATE OF EXISTENCE WITH STATUS IN GOOD STANDING

I, Barbara K. Cegavske, the duly qualified and elected 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, corporations sole, 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, **ADVOCATES TO END DOMESTIC VIOLENCE**, as a **DOMESTIC NONPROFIT CORPORATION** (82) duly organized under the laws of Nevada and existing under and by virtue of the laws of the State of Nevada since 03/05/1980, 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 02/28/2020.

A handwritten signature in black ink that reads "Barbara K. Cegavske".

BARBARA K. CEGAVSKE  
Secretary of State

Certificate Number: B20200228615436

You may verify this certificate  
online at <http://www.nvsos.gov>

## **APPENDIX II**

Attachment C: Organization Staff Chart

## BOARD OF DIRECTORS

**Volunteers**  
 DV Crisis Hot-Line, SARA Crisis Hot-Line, Lyon County SARA,  
 Child Care, Children's Program, Teen Volunteers, Peer Counselors, Court Advocates,  
 Office, Shelter, Fundraisers, Community Service and Thrift Shop Volunteers

<b>Main Office</b> 775-883-7654 <b>Court Offices</b> 775-884-1886	<b>Finance Committee</b>
<b>Executive Director</b> <b>Lisa M. Lee</b> <a href="mailto:director@aedv.org">director@aedv.org</a>	<b>Personnel Committee</b>
<b>Fiscal/Office Manager</b> <b>Terri Farnworth</b> <a href="mailto:officemgr@aedv.org">officemgr@aedv.org</a>	<b>Nominating Committee</b>
<b>Classy Seconds</b> Thrift Shop 15 Full-Time Staff Positions 3 AARP Positions	<b>Resource Development Committee</b>
<b>Shelter Manager</b> On-site 24hr Maggie Norkunas	<b>Data Coordinator</b> Brooke Gray
<b>Parenting Coordinator</b> Rhonda Roth License Teacher	<b>PATH Coordinator</b> Tammy Thornton BSW
<b>Outreach Coordinator</b> Shannon Simmons	<b>Sexual Assault Coordinator</b> Traci Trenoweth
<b>Case Manager</b> Jackie Rhea	<b>Victims Court Advocates</b> Anna Siebaldi <b>Court I</b> Shauna Sowles <b>Court II</b> Stephanie Morales
<b>Group Counselors</b> Josse Perrine MFT Carol Toohey Tammy Thornton BSW Dr. Skidmore	<b>SARA I</b> Jennifer Waller

## **APPENDIX II**

Attachment D:      Board of Directors

# BOARD OF DIRECTORS

Advocates to End Domestic Violence

Revised January 2020

All elected positions begin January and end December

<b>Robert G. Johnston</b> Western Resources, Attorney President 1/20 – 12/20 Past Regional Chair, State Bar of Nevada Fee Dispute Committee	412 North Division Street Carson City, 89703	(W) 461-3677
<b>Stacey Giomi</b> Director of Facilities and Emergency Preparedness Nevada Health Centers Past President Elected Carson City Board of Supervisors Retired Senior Volunteer Program RSVP Secretary Past President Nevada Fire Chief's Association Retired Fire Chief of Carson City	2777 Ash Canyon Road Carson City, Nevada 89701	(W) 283-7150
<b>Candace Duncan</b> Director of Marketing Virginia & Truckee Railway Co. Vice President 1/20 – 12/20 Leadership Alumni, Chamber of Commerce, Regional Marketing Commission Reno-Tahoe Territory	1819 Divit Drive Carson City, 89701	(W) 687-7410 (H) 887-724-5007
<b>Sarah Hill</b> Wells Fargo Treasurer 1/20 - 12/20 Leadership Alumni, Chamber of Commerce	3898 Westwood Carson City, 89703	(W) 886-4216
<b>Anne Bowen</b> Legislative Counsel Bureau Secretary 1/20 - 12/20 American Civil Liberties Union of Nevada	3368 Desatoya Carson City, 89701	(H) 883-3215
<b>Joanna Wilson</b> Attorney Past Elected School Board Member LDS Relief Society President	1211 Kingsley Lane Carson City, 89701	(H) 885-9557
<b>Susan Pintar, MD, FAAP</b> Pediatrician CC & Douglas County Public Health Officer Eagle Valley Children Home - Medical Director Nevada State Medical Association Nevada Health Centers CASA Board of Directors	900 East Long Street, Carson City, 89703	(W) 887-2190

## APPENDIX II

Attachment E:      Federal Tax Return 990

A For the 2018 calendar year, or tax year beginning **07/01/18**, and ending **06/30/19**

B Check if applicable:

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

C Name of organization

**ADVOCATES TO END DOMESTIC VIOLENCE**

D Employer identification number

**94-2665387**

Doing business as

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

**PO BOX 2529**

E Telephone number

**775-883-7654**

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

**CARSON CITY NV 89702**G Gross receipts \$ **3,346,486**

F Name and address of principal officer:

**ROBERT JOHNSTON****PO BOX 2529****CARSON CITY****NV 89702**H(a) Is this a group return for subordinates?  Yes  NoH(b) Are all subordinates included?  Yes  No

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

I Tax-exempt status

 501(c)(3)  501(c) ( )  (insert no.)  4947(a)(1) or  527J Website: ► **N/A**

K Form of organization:

 Corporation  Trust  Association  Other ►L Year of formation: **1980**M State of legal domicile: **NV****Part I Summary**1 Briefly describe the organization's mission or most significant activities:**DOMESTIC VIOLENCE SHELTER**

Activities & Governance	2 Check this box ► <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
		3	7
Revenue	4 Number of voting members of the governing body (Part VI, line 1a)	4	7
	5 Total number of individuals employed in calendar year 2018 (Part V, line 2a)	5	57
	6 Total number of volunteers (estimate if necessary)	6	70
	7a Total unrelated business revenue from Part VIII, column (C), line 12	7a	0
	b Net unrelated business taxable income from Form 990-T, line 38	7b	0
Expenses	8 Contributions and grants (Part VIII, line 1h)	Prior Year	Current Year
	9 Program service revenue (Part VIII, line 2g)	<b>1,494,213</b>	<b>1,909,362</b>
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	242	54
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	<b>310,847</b>	<b>173,294</b>
	12 Total revenue – add lines 8 through 11 (must equal Part VIII, column (A), line 12)	<b>1,805,302</b>	<b>2,082,710</b>
	13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)		0
	14 Benefits paid to or for members (Part IX, column (A), line 4)		0
	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	<b>792,395</b>	<b>883,111</b>
	16a Professional fundraising fees (Part IX, column (A), line 11e)		0
	b Total fundraising expenses (Part IX, column (D), line 25) ►	<b>40,591</b>	
	17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	<b>424,273</b>	<b>426,597</b>
	18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	<b>1,216,668</b>	<b>1,309,708</b>
	19 Revenue less expenses. Subtract line 18 from line 12	<b>588,634</b>	<b>773,002</b>
Net Assets or Fund Balances	20 Total assets (Part X, line 16)	Prior Year	Current Year
	21 Total liabilities (Part X, line 26)	<b>4,403,564</b>	<b>5,180,062</b>
	22 Net assets or fund balances. Subtract line 21 from line 20	<b>5,093</b>	<b>8,589</b>
		<b>4,398,471</b>	<b>5,171,473</b>

**Part II Signature Block**

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

Sign  
Here

Signature of officer

Date

**ROBERT JOHNSTON****PRESIDENT**

Type or print name and title

Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed	PTIN
	<b>MERLIN S. BELNAP</b>	<b>MERLIN S. BELNAP</b>	<b>10/28/19</b>		<b>P01303958</b>
	Firm's name ► <b>STRONG BELNAP HELMERS LTD</b>			Firm's EIN ► <b>88-0266180</b>	
	5865 TYRONE RD STE 102				
	Firm's address ► <b>RENO, NV 89502</b>			Phone no. <b>775-826-9400</b>	

May the IRS discuss this return with the preparer shown above? (see instructions)

For Paperwork Reduction Act Notice, see the separate instructions.

 Yes  NoForm **990** (2018)

## 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:**DOMESTIC VIOLENCE SHELTER**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 \$ 751,293 including grants of \$ ) (Revenue \$ )  
**ADVOCATES TO END DOMESTIC VIOLENCE PROVIDES SHELTER AND COUNSELING FOR ABUSED INDIVIDUALS AND FAMILIES. THE ORGANIZATION HELPS THOUSANDS OF VICTIMS OF DOMESTIC VIOLENCE ANNUALLY.**

4b (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ )  
**N/A**

4c (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ )  
**N/A**

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

(Expenses \$ 443,662 including grants of \$ )

(Revenue \$ )

4e Total program service expenses ► 1,194,955

## **APPENDIX II**

Attachment F: Profit and Loss Statements/Annual Audit

**Advocates To End Domestic Violence**  
**Statements of Financial Position**  
**June 30, 2017 and 2016**

Assets	2017	2016
<b>Current Assets</b>		
Cash and cash equivalents	\$ 267,530	\$ 187,392
Savings	1,096,586	1,615,390
Grants receivable	65,880	101,349
Inventory	80,000	80,000
Deposits	-	1,270
<b>Total Current Assets</b>	<b>1,509,996</b>	<b>1,985,401</b>
<b>Fixed Assets</b>		
Vehicles	107,860	119,068
Office equipment and furnishings	55,902	54,426
Shelter furnishings	134,597	139,332
Office building	211,567	211,567
Fall Street house	78,125	78,125
Apartment building	401,930	401,930
Improvements	143,609	143,609
Highway 50 land	802,738	802,738
<b>Less accumulated depreciation</b>	<b>1,936,328</b>	<b>1,950,795</b>
<b>Net Fixed Assets</b>	<b>515,481</b>	<b>505,510</b>
<b>Construction-in-progress - Classy Seconds</b>	<b>881,922</b>	<b>20,422</b>
<b>Total Assets</b>	<b>\$ 3,812,765</b>	<b>\$ 3,451,108</b>
<b>Liabilities and Net Assets</b>		
<b>Current Liabilities</b>		
Accrued payroll	\$ 2,928	\$ -
<b>Total Current Liabilities</b>	<b>2,928</b>	<b>-</b>
<b>Net Assets</b>	<b>3,809,837</b>	<b>3,451,108</b>
<b>Total Liabilities and Net Assets</b>	<b>\$ 3,812,765</b>	<b>\$ 3,451,108</b>

The accompanying notes are an integral part of these financial statements

See Accountant's Audit Report

**Advocates To End Domestic Violence**  
**Statements of Activities**  
**For the Years Ended June 30, 2017 and 2016**

<b>Revenue</b>	<b>2017</b>	<b>2016</b>
Grants and contracts	\$ 579,909	\$ 587,694
General donations	16,809	31,810
Donated goods - Classy Seconds	593,424	541,944
Fund raising	170,698	74,088
Interest and dividends	1,763	2,334
Classy Seconds revenue	593,424	541,944
Rental Income	64,856	58,975
<b>Total Revenue</b>	<b>2,020,883</b>	<b>1,838,789</b>
<b>Expenses</b>		
Cost of goods sold	593,424	541,944
Functional expenses:		
Programs	967,628	897,840
Management	69,280	63,713
Fund raising	31,822	9,026
<b>Total Expenses</b>	<b>1,662,154</b>	<b>1,512,523</b>
Change in net assets	358,729	326,266
Net assets at the beginning of year	3,451,108	3,124,842
<b>Net assets at end of year</b>	<b>\$ 3,809,837</b>	<b>\$ 3,451,108</b>

The accompanying notes are an integral part of these financial statements

See Accountant's Audit Report

**Advocates To End Domestic Violence**  
**Statements of Financial Position**  
**June 30, 2018 and 2017**

	<b>Assets</b>	
	<b>2018</b>	<b>2017</b>
<b>Current Assets</b>		
Cash and cash equivalents	\$ 540,717	\$ 1,364,116
Grants receivable	93,589	65,880
Inventory	120,000	80,000
<b>Total Current Assets</b>	<b>754,306</b>	<b>1,509,996</b>
<b>Fixed Assets</b>		
Vehicles	107,860	107,860
Office equipment and furnishings	55,902	55,902
Shelter furnishings	134,597	134,597
Office building	211,567	211,567
Fall Street house	78,125	78,125
Apartment building	401,930	401,930
Improvements	143,609	143,609
Highway 50 land	802,738	802,738
Gordon Street land	136,375	-
Classy Seconds building	2,118,890	-
Classy Seconds fixtures	4,922	-
Classy Seconds signage	22,656	-
	4,219,171	1,936,328
Less accumulated depreciation	569,912	515,481
<b>Net Fixed Assets</b>	<b>3,649,259</b>	<b>1,420,847</b>
Construction-in-progress - Classy Seconds	-	881,922
<b>Total Assets</b>	<b>\$ 4,403,565</b>	<b>\$ 3,812,765</b>
	<b>Liabilities and Net Assets</b>	
<b>Current Liabilities</b>		
Accrued payroll	\$ 5,094	\$ 2,928
<b>Total Current Liabilities</b>	<b>5,094</b>	<b>2,928</b>
<b>Total Liabilities</b>	<b>5,094</b>	<b>2,928</b>
<b>Net Assets</b>	<b>4,398,471</b>	<b>3,809,837</b>
<b>Total Liabilities and Net Assets</b>	<b>\$ 4,403,565</b>	<b>\$ 3,812,765</b>

The accompanying notes are an integral part of these financial statements  
 See Independent Auditor's Report

**Advocates To End Domestic Violence**  
**Statements of Activities**  
**For the Years Ended June 30, 2018 and 2017**

<b>Revenue</b>		
	<b>2018</b>	<b>2017</b>
Grants and contracts	\$ 551,807	\$ 579,909
General donations	33,834	16,809
Donated goods - Classy Seconds	908,572	593,424
Fund raising	169,775	170,698
Interest and dividends	242	1,763
Classy Seconds revenue	969,405	593,424
Rental income	65,200	64,856
Other revenue	6,997	-
<b>Total Revenue</b>	<b>2,705,832</b>	<b>2,020,883</b>
<b>Expenses</b>		
Cost of goods sold	868,572	593,424
Functional expenses:		
Programs	1,141,993	967,628
Management	75,828	69,280
Fund raising	30,805	31,822
<b>Total Expenses</b>	<b>2,117,198</b>	<b>1,662,154</b>
Change in net assets	588,634	358,729
Net assets, beginning of year	<b>3,809,837</b>	<b>3,451,108</b>
<b>Net assets, end of year</b>	<b>\$ 4,398,471</b>	<b>\$ 3,809,837</b>

The accompanying notes are an integral part of these financial statements  
 See Independent Auditor's Report

**Advocates To End Domestic Violence**  
**Statements of Financial Position**  
**June 30, 2019 and 2018**

	<b>Assets</b>	
	<b>2019</b>	<b>2018</b>
<b>Current Assets</b>		
Cash and cash equivalents	\$ 1,146,707	\$ 540,717
Grants receivable	308,576	93,589
Inventory	120,000	120,000
<b>Total Current Assets</b>	<b>1,575,283</b>	<b>754,306</b>
<b>Fixed Assets</b>		
Vehicles	116,360	107,860
Office equipment and furnishings	72,567	55,902
Shelter furnishings	134,597	134,597
Office building	211,567	211,567
Fall Street house	78,125	78,125
Apartment building	401,930	401,930
Improvements	143,609	143,609
Highway 50 land	802,738	802,738
Gordon Street land	136,375	136,375
Classy Seconds building	2,118,890	2,118,890
Classy Seconds fixtures	4,922	4,922
Classy Seconds signage	22,656	22,656
	<b>4,244,336</b>	<b>4,219,171</b>
Less accumulated depreciation	650,055	569,912
<b>Net Fixed Assets</b>	<b>3,594,281</b>	<b>3,649,259</b>
<b>Construction-in-progress</b>	<b>10,500</b>	-
<b>Total Assets</b>	<b>\$ 5,180,064</b>	<b>\$ 4,403,565</b>
<b>Liabilities and Net Assets</b>		
<b>Current Liabilities</b>		
Accrued payroll	\$ 8,589	\$ 5,094
<b>Total Current Liabilities</b>	<b>8,589</b>	<b>5,094</b>
<b>Total Liabilities</b>	<b>8,589</b>	<b>5,094</b>
<b>Net Assets</b>	<b>5,171,475</b>	<b>4,398,471</b>
<b>Total Liabilities and Net Assets</b>	<b>\$ 5,180,064</b>	<b>\$ 4,403,565</b>

The accompanying notes are an integral part of these financial statements  
 See Independent Auditor's Report

**Advocates To End Domestic Violence**  
**Statements of Activities**  
**For the Years Ended June 30, 2019 and 2018**

<b>Revenue</b>		
	2019	2018
Grants and contracts	\$ 640,129	\$ 551,807
General donations	38,570	33,834
Donated goods - Classy Seconds	1,230,663	1,009,405
Fund raising	139,164	169,775
Interest and dividends	54	242
Classy Seconds revenue	1,230,663	969,405
Rental income	63,773	65,200
Other revenue	3,470	6,997
<b>Total Revenue</b>	<b>3,346,486</b>	<b>2,806,665</b>
<b>Expenses</b>		
Cost of goods sold	1,230,663	969,405
Functional expenses:		
Programs	1,220,853	1,141,993
Management	81,375	75,828
Fund raising	40,591	30,805
<b>Total Expenses</b>	<b>2,573,482</b>	<b>2,218,031</b>
Change in net assets	773,004	588,634
Net assets, beginning of year	4,398,471	3,809,837
<b>Net assets, end of year</b>	<b>\$ 5,171,475</b>	<b>\$ 4,398,471</b>

The accompanying notes are an integral part of these financial statements  
 See Independent Auditor's Report

## APPENDIX II

Attachment G: SAM Registration



 ALERT: SAM.gov will be down for scheduled maintenance Saturday, 05/14/2020 from 8:00 AM to 3:00 PM

**MY SAM**

- My User Roles
- My Account Settings
- My Data Access
- General

**Entity Registrations**

**Existing Entity Registrations**

**Page Description**

This page allows you to manage your existing entity registrations regardless of the record status. The Entity List contains all entities with which you have user roles. You can search for entities within this list or simply select the entity for which you want to view, update, delete, or deactivate a registration record.

Once you select an entity, your registration details will display in either the Registration Details for Complete Record section or the Registration Details for Incomplete Record section. If you started an update to either an active or inactive registration record, you will find registration details in both sections. Check the Registration Status, then select the action you wish to take.

For keyboard only users, please tab to the desired entity and then press the Enter key to expand the child entities. Press the space bar to select an entity from the Entity List and the details will display in the appropriate Registration Details table.

To register a new entity in SAM, select the Register New Entity link from the sub-navigation menu.

**IMPORTANT:** If you navigate away from a page during the registration process without selecting Save and Continue, the information entered on the page will **NOT** be saved, you must select Save and Continue on every page.

**Search for an Entity :**

Search
Clear

[Download Your Active SAM Registrations \(XML\)](#)

[Download Your Active SAM Registrations \(Excel\)](#)

[Download Your Expired SAM Registrations \(XML\)](#)

[Download Your Expired SAM Registrations \(Excel\)](#)

**Entity List**

ADVOCATES TO END DOMESTIC VIOLENCE

Registration Details for Complete Record	
Entity Name: ADVOCATES TO END DOMESTIC VIOLENCE	
DUNS Number:	0279125307
CAGE:	6MUX3
Address:	
32 SIERRA AVE CARSON CITY, NV 89703-0000 UNITED STATES	
Purpose of Registration: Federal Assistance Awards	
Registration Status:	Active
Expiration Date:	12/31/2020
Address Update Required: No	

Registration Details for Incomplete Record	
Your entity registration is Active. Please select Update Entity from Registration Details for Complete Record if you want to update or renew it.	

UPDATE ENTITY VIEW

(SAM) System for Award Management  
GSA

Help  
About  
Check Status  
Privacy Policy  
GSA.gov  
USA.gov

<https://sam.gov/SAM/pages/secured/entity/mySAMRegistrations.jsf>

1/44

**Community Support Services Grant (CSSG)**  
**Five-Year, Non-Competitive Application**  
**Fiscal Year 2021-2026**

**APPLICATION**

NEW APPLICANT

CURRENTLY FUNDED APPLICANT (AMOUNT \$ 60,000)

**APPLICANT INFORMATION**

<b>Agency Name :</b> Carson City Community Counseling Center	
<b>Agency Mailing Address:</b> 205 S. Pratt Ave, Carson City NV 89701	
<b>Project Name:</b> Evidence Based Addiction Treatment	
<b>Project Address/Location:</b> 205 S. Pratt Ave, Carson City NV 89701	
<b>Contact Person:</b> Caroline Basagoitia	
<b>Phone Number:</b> 775-882-3945	<b>Email:</b> carolinebasagoitia@gmail.com
<b>Fax:</b> 775-882-3945	<b>Website (if applicable):</b> cccofcarsoncity.org

**FISCAL MANAGER**

<b>Name:</b>	Jackie Shott
<b>Title:</b>	Office Personnel
<b>Phone number:</b>	775-882-3945
<b>Email:</b>	jshott@cccofcarsoncity.org

**PROJECT FUNDING**

<b>Requested amount</b>	\$70,677.00 annual counselor salary
<b>Other funding for the same project</b>	\$45,804.00 annual peer/case manager
<b>Total project cost</b>	\$116,481.00

**PROJECT ELIGIBILITY**

**Which Carson City critical need does this project address?**

<input type="checkbox"/> SENIOR CITIZEN SERVICES	<input type="checkbox"/> HEALTH/DENTAL SERVICES
<input type="checkbox"/> DENTAL HEALTH SERVICES	<input type="checkbox"/> DOMESTIC VIOLENCE SERVICES
<input type="checkbox"/> DISABLED CITIZENS SERVICES	<input checked="" type="checkbox"/> SUBSTANCE ABUSE SERVICES

# Community Support Services Grant (CSSG)

## Five-Year, Non-Competitive Application

### Fiscal Year 2021-2026

#### **GENERAL OVERVIEW TWO PAGES LIMIT 10 POINTS**

The Community Counseling Center began in Carson City in 1984 as the Community Addiction Clinic with a primary goal of offering high quality outpatient care for those suffering from substance abuse and for their families. The clinic changed its name to Community Counseling Center in 1992 to reflect a broader range of services available to the public.

Since its founding, the Center has expanded services to include diagnostic assessments, anger management, individual and family therapy group therapy both for substance abuse and mental health, basic skills training, medication management for addiction and mental health, trauma informed care, gambling, professional training, employee assistance programs, a transitional house for women, community education and prevention activities as well as services for adolescents and services in Spanish. In 2019 the Center was certified as a Community Certified Behavioral Health Center allowing for an expansion in mental health services and the hiring of medical staff which allows the Center to have a whole client centered approach and allows for all services to be conducted in one central location.

The proposed project has been ongoing for over 30 years. The evidence-based treatment for substance abuse recovery has been used in Carson City since the 1990's. Currently the evidence-based treatment most recommended in the substance abuse treatment field includes cognitive behavioral therapy, motivational interviewing, twelve step facilitation, life skills training and solution focused therapy. All client centered treatment establishes specific time periods and very specific behavioral goals so that the client and the counselor can determine if forward progress is being made. The use of these goals makes intuition and opinion unnecessary. Treatment placements are made based on criteria established in the ASAM which is the American Society of Addiction Medicine Criteria; Patient Placement Criteria for the Treatment of Substance-Related Disorders. The Center is focused on being client centered and is able to assist in client driven goals that relate to the client's substance abuse diagnosis goals to ensure long term recovery by touching on all problem areas. This project will focus on these areas and allow for the clients to engage in several services that address the substance abuse diagnosis.

The Community Counseling Center (CCC) has been an integral part of the fabric of Carson City since its inception in 1984. CCC has a strong investment in the community and stays informed of community needs by active participation with the Forensic Assessment Screening Team which takes place in the local jail. CCC is able to engage clients and assess what their needs will be upon release to reduce the chances of recidivism once the client is no longer incarcerated. Additionally, CCC collaborates with Rural Clinics, the Partnership Carson City, the Sheriff's department Mobile Outreach Safety Team to assist with clients who are in crisis situations, the court system to manage the specialty court population which includes the Felony, Misdemeanor, Drug Court and Mental Health Court client's treatment. CCC has long standing history with all the community agencies that support the recovery of its citizens, examples include close relationships with Ron Wood Center, Food Bank, FISH, Veterans Housing, City of Carson Health and Human Resources for permanent housing, the indigenous people of the Washoe Tribe, casinos, state and juvenile probation, Western Nevada Community College, an understanding with Superintendent Richards Stokes for all area schools, and most of the local churches including St. Teresa for over 35 years. The Center also supports multiple

**Community Support Services Grant (CSSG)  
Five-Year, Non-Competitive Application  
Fiscal Year 2021-2026**

Employee Assistance Programs which support local agencies in the state of Nevada. The Community Counseling Center plays a critical part for the city to combat the abuse of substances and crime in the city and helps to promote a healthy drug free community. Clients and their families benefit from substance abuse treatment in a variety of critical ways, completing education improves chances of employment, finding and maintaining employment, because a person in sobriety is more likely to become employed and work regularly, paying overdue fines and tickets, stabilizing housing, re-acquiring social connectedness, healing families by providing parenting skills, and diminished use of social services offered in Carson City. The citizens of Carson City benefit from the operations of Community Counseling Center by a diminished threat of theft, impaired driving which can also cause bodily harm or property damage, and the reduction in the use of the emergency room and urgent cares caused by bodily harm or overdoses. All these things benefit each citizen of Carson City and all the families who are involved with addicts, either willingly or by proximity or happenstance.

Community Counseling Center provides non-duplicative critical services to Carson City with permission to conduct treatment and assessments in the local jail. CCC is the provider for Specialty Court treatment including the Medically Assisted Treatment Court which focuses on the treatment of Heroin and other opiates by method of using medication. CCC has a complete wrap around service to offer the clients including medical that can prescribe medication for clients if needed.

# Community Support Services Grant (CSSG)

## Five-Year, Non-Competitive Application

### Fiscal Year 2021-2026

#### **PROBLEM STATEMENT ONE PAGE LIMIT 10 POINTS**

The treatment and recovery of substance use disorders varies significantly depending on age, stage of addiction, physical health, co-occurring disorders and socio-economic factors that may hinder success. There are many complex factors that need to be incorporated into treatment. CCC promotes policies and practices to lower the risk of overdose for persons with substance use disorders and help decrease recidivism of substance use offenders. There is a continuing increase in opiate, methamphetamine, cannabis and alcohol abuse in the county. There is a strong need for centrally located wrap around services to address substance use as well as other problem areas of one's life. Statistics from Carson City Sheriff Kenny Furlong indicates that Carson's most predominantly effected area is the eastern side of town; however, the problem persists throughout the entire city and surrounding areas. A primary factor being lower socio economical class, which in turn creates barriers to receiving services. CCC intends to serve the geographic area of Carson City with in person services at the agency as well as offering telehealth to accommodate those who may need to do services at home due to illness or COVID-19 concerns.

CCC has seen an increased need for substance abuse treatment year after year. The number of client service hours in 2018 for alcohol and drug clients was 45,213 and rose to 60,627 in 2019. The overall increase in CCC client service units was 34%. The number of substance abuse and all behavioral services continues to grow indicating the great need for continued services. Data provided by Carson City Sheriff's Office confirms this growth. Sheriff Furlong stated since COVID began, drug related arrests have drastically increased in Carson City. Currently in 2020 there have been 401 drug/narcotic arrests in comparison to the 277 arrests in 2019. Not to mention the heightened numbers in DUI's, domestic violence, burglaries, robberies and other property crimes whose main perpetrators are predominantly substance abusers. The Sheriff noted a shift from heroin back to methamphetamine which factors into the increase of dual diagnosis individuals that he is witnessing.

CCC serves all members of the community. Most of the population that is served by CCC for substance and co-occurring issues fall in the age group 18 to 30. 90% of the clients served at CCC fall below the federal poverty level. Many times, this population is referred from the criminal justice system due to having committed crimes as a result of their substance use. Many substance users are unable to maintain employment and resort to committing crime which effects not only the addict but their family and the citizens of Carson City.

CCC's primary efforts in treating and alleviating the current substance abuse problem is by incorporating a variety of services for the client in addition to their substance abuse treatment. In order to achieve long term success through treatment there are several areas of an addict's life that need to be addressed in addition to substance use. CCC has the ability and intends to offer family therapy, individual therapy, basic skills training, trauma therapy and any other service that may fit the client's needs to overcome substance use.

The proposed project will individually address each client's needs by beginning with a screening process to develop a uniquely tailored treatment program. All problem areas will be addressed using a wraparound team approach. The result being, these individuals will complete treatment as sober, productive members of society, and will possess the skills necessary to maintain long term sobriety.

**Community Support Services Grant (CSSG)  
Five-Year, Non-Competitive Application  
Fiscal Year 2021-2026**

**GOALS AND OBJECTIVES TWO PAGE LIMIT 10 POINTS**

Goal 1: To offer evidence-based treatment to citizens with substance use disorders and achieve and maintain a meaningful and sustained recovery resulting in positive life changes for Carson City citizens

Objective #1 Client will be assessed, and a level of care will be determined within 7 days. A substance abuse evaluation containing the detailed assessment will be written and entered into the AWARDS electronic system detailing the specifics of the level of care needed to accomplish the recovery intended. CCC staff will meet with the clients and complete a detailed interview to establish the level of care; the behavior changes necessary will be clarified for the client. The level of care will be explained to the client within 72 hours and a treatment plan developed for them. The change in behaviors will be started as described on the plan as soon as possible and the change occurs gradually over the period of the 12 – 18 months treatment period. The specifics of each treatment plan are of course individualized for every client; however, they contain a few similar threads such as avoidance of old drug involved friends, old drug involved places and a dedicated endeavor to avoid drugs and paraphernalia while attending counseling and incorporate treatment activities to develop strong coping skills in order to accomplish this new lifestyle. The agency measures the positive steps by reviewing attendance to the therapeutic groups, attendance to 12 step meetings, and avoidance of former drug users, no new arrests, clean urine tests, efforts to obtain legal employment, reunification with family members and other signs of positive progress. Clients will develop their personal treatment plan within 30 days and update every 30 days or sooner as life developments occur. Short term goals are started within 30 days and as those goals are met, they are replaced with new long-term goals. The recovery process that is most successful is between 12 and 18 months long. Aftercare plans to follow treatment are developed prior to completion of the program to ensure long term sobriety after discharge into the community.

Objective #2 Clients will learn to locate and engage in self-help meetings in the community. CCC staff will educate on the various types of self-help meetings in the community and will strongly encourage that client attend chosen meetings weekly. Client will be taught to use resources to establish sober relationships in the community and practice letting go of old people, places and things associated with substance use. Client will use this as a resource that can be accessed for the long term. It is critical to recovery to build a healthy support system. Client will begin attending self-help meetings and have a sponsor no later than 30 days after beginning to attend the self-help meetings. This will be accomplished and measured by the client getting an attendance verification form signed to present to their counselor to show the objective is being met. Self-help meetings are encouraged as a lifelong recovery tool at client's disposal whenever support is needed. In the first 90 days between three to seven 12 step meetings are recommended weekly, after 90 days of treatment three twelve step meetings per week is preferred for the remainder of treatment.

**Community Support Services Grant (CSSG)  
Five-Year, Non-Competitive Application  
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Goal #2 Client will overcome obstacles in their life that hinder success not solely due to substance use but other areas that may influence the need to use substances, client will address all problem areas and deal with complex factors to promote success long term sobriety.

Objective #1 A needs assessment screening will be conducted in order to identify problem areas; this is done through a series of questions that focus on areas such as family, medical, housing, financial and mental health. Client and counselor will be able to identify problem areas creating a treatment plan; client then will be referred to case manager to begin working on client needs with the client. This will be done at the first visit to the Center. No later than 30 days after a plan will be drafted together with the client and the counselor indicating areas of needed support and the client will be referred to work with the case manager who will then meet with the client weekly or as needed to help with resources in the community to help improve the problem areas. This will be accomplished and measured by whether clients meets goals such as obtaining employment, working on GED or Diploma, obtaining medical insurance, establishing health care, obtaining transportation, maintaining license and registration and any other basic life skill the client reports needing to address and correct. Counselor will be able to verify through paystubs, documentation verification and client disclosure. Problem areas should be addressed or at least controlled by completion of treatment no later than 12 -18 months after beginning services.

**Community Support Services Grant (CSSG)**  
**Five-Year, Non-Competitive Application**  
**Fiscal Year 2021-2026**

**METHODS OF ACCOMPLISHMENT ONE PAGE LIMIT 20 POINTS**

The proposed project addresses the problem of substance addiction by offering a holistic treatment approach. Addiction to substances can be very complex and varies from person to person. CCC recognizes that treatment is most successful when it is client centered and services are inclusive. Frequently other problem areas exist in the addict's lives. Many times, clients are aware that they need added services but there is limited availability, and difficulty finding services, they fail to follow through. Having access to the majority of services in one central location and being able to provide them in a relatively short period of time greatly increases the likelihood of achieving improved lifestyle and long-term sobriety increases greatly.

CCC supports and promotes substance treatment, health and recovery supported services for all individuals with substance abuse disorders and mental health concerns. The recovery-oriented service system in place focuses on client centered treatment planning with numerous steps that permit each client to be placed within the appropriate level of care while also directing them for self-care services. Each client is supported in finding education and employment direction. All services are evidence based and intended to improve the lives of the clients in the most positive ways. Using evidence-based practices paired with easy access to the necessary care has shown to be both cost effective and highly successful. Activities implemented to manage objectives to reach goals are customized to each client based on their specific needs and skill set. Individualized screening and planning with clients and their treatment team include individual appointments to review the specifics of the plan with calendars and schedules developed to avoid misunderstanding. This is to assist the client in achieving all goals stated in the treatment plan. CCC has over 54 different groups available per week to inform, teach and guide the clients toward achieving coping skills and improved functioning in their lives.

Funding for the project will continue to support CCC providing treatment in the recovery from substance addiction: a process of change through which an individual achieves abstinence and improved health, wellness, and a quality of life. The existing project will continue to focus on substance abuse treatment for a full-time counselor salary that was hired for the initial project, as well as all the support staff who have been added in the last two years. What future changes will occur is clients will have access to many more services in house at CCC. Peer staff will support the client with building strong community ties and help the client learn to engage in self-help groups and build strong supports in their community. The case managers help the clients in recovery by connecting them with the resources in the community necessary to advance their housing, education needs, job placement, welfare, social services, and multiple other needs. By offering these community ties and long-term resources the clients will have a long-standing net of support after completing treatment.

**Community Support Services Grant (CSSG)  
Five-Year, Non-Competitive Application  
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**PROJECT EVALUATION AND INTERNAL ASSESSMENT TWO PAGE LIMIT 20  
POINTS**

The proposed project will be internally assessed and evaluated by reviewing records & progress of the clients who are being served by the project. The assessment will measure how well the client's needs are being met based on the assessment that was conducted at the beginning of the client's treatment when a level of care was determined. AWARDS, the Center's electronic health record system will record and track client data and records. Once a client's level of care has been determined an individualized treatment plan is created with both short term and long-term goals. The client works towards achieving these as part of their recovery and treatment. These goals and objectives are reviewed monthly with a counselor known as a 1x1 appointment. Counselor can track success towards goals and objectives that were mutually agreed upon at time of engaging in services. Counselors can then successfully mark goals as complete, extend them and/or modify them. In general, short term goals are worked on in the beginning moving on to more extensive goals as the client continues to engage in and grow in their sober lifestyle. Common short-term goals include: reaching 30,60,90 days of sobriety, negative drug screens, attending 12 step self-help meetings, housing, obtaining ID's or Driver's license, resume building and/or gaining of employment, medical insurance, no new emergency room visits and overdoses. These goals are addressed and recorded in the AWARDS system. Data is also collected, and progress tracked when a client decreases treatment intensity by completing a WITS survey which is comprised of a series of questions. Long-term goals are measured in the same manner with the goals being more complex in nature and take longer to achieve. Many times, client's complete treatment while continuing to work towards the long-term goals, these can include such things as obtaining a degree or a trade, purchasing a house, etc.

WITS data is routinely collected upon admission into the program, then again at the time of decreases in treatment intensity and finally at discharge of the program. A report is then pulled from AWARDS by the office manager who has 12 years experience in data collection. It is then submitted to the state monthly for review as well as a copy kept for our own internal audit. This receipt helps identify if the agency is having success in treatment services conducted. Additionally, CCC works with the Forensic Assessment Screening Triage Team (FASTT) which deals with the incarcerated population in order to identify substance abusers early on to offer treatment services without a gap occurring once the clients are released. Data is collected and stored into the CMIS system which is used by several state agencies to identify different areas of need. Many of the clients are seen in the jail with initial data collection occurring while incarcerated into the city program, and then if the individual is released and engages with CCC the data is also entered into AWARDS.

Community Counseling Center worked diligently to meet certification requirements to become a Certified Behavioral Health Clinic, and in October 2019 the Center officially became certified. The certification to act as a CCBHC requires that the agency complete client-centered

# **Community Support Services Grant (CSSG)**

## **Five-Year, Non-Competitive Application**

### **Fiscal Year 2021-2026**

treatment that focuses to address goals that are agreed upon by the clients themselves. In order to assure the program is working at its best capacity, the state certification team who monitors CCBHC compliance has created a consumer satisfaction survey that is given to the clients on a quarterly basis. The surveys are done anonymously by all clients of the Center. The survey is comprised of 40 questions that focus on the client's point of view of whether they see improvement in their lives and if promised services were conducted in a timely manner. At the end of the survey there is also an area for a handwritten response on how the clients feel the Center is doing. The surveys are then sent into the state CCBHC compliance team. CCBHC physical inspections are conducted yearly when the state comes out to review records and the quality of work that the clients are receiving.

With this project CCC plans to serve the all ages or the age 18 which will primarily include evidence-based substance use treatment but will also have access to all CCC's wrap-around services. CCC anticipates that 20-40 people will receive treatment for outpatient and intensive outpatient substance treatment. Each client's treatment episode is anticipated to last from 12-18 months. Each client will have a minimum of 4 to 9 hours of service week. Of the clients served with this project, 100% will be low income or no income based, and all will be Carson City residents. Income level is verified through required documentation of financial status which is part of each client file. CCC's clients are typically in the lowest 10% of income, when entering services, but status improves once clients progress in treatment. This information is reassessed and updated every three months. CCC expects the outcome of the project to be successful by completion of treatment and recovery in at least 85% of the clients. Successful completion is sobriety, financial security, social networking, stable mental health, reduced law enforcement involvement, successful employment and educational goals. These will be the projected outcomes that will be evaluated and assessed to determine if the project is working if the Center is meeting its objectives.

**Community Support Services Grant (CSSG)  
Five-Year, Non-Competitive Application  
Fiscal Year 2021-2026**

**SUSTAINMENT OF THE PROJECT HALF A PAGE LIMIT 5 POINTS**

Carson City Community Counseling Center continues to act as a community-based agency. During the past two years the agency has been working on certification to become a Certified Community Behavioral Health Clinic. The certification was granted after the implementation of person-centered care which consists of nine core services that were put into place in order to operate as a CCBHC. These efforts were completed, which allowed for certification and CCC began as a CCBHC on October 1, 2019. Due to the nature of the clients served by this project, inability to pay will almost always be a factor. Establishing this accomplishment has allowed the agency to offer a wider range of services which has increased our funding and sustainability efforts. CCC also has community referrals that could assist with funding such as relationships with the courts, schools, and other partners in the community. The plan for the project to self-sustain would be to identify other funding sources such as Medicaid enrollment, sliding fee scale, and or writing additional grants to supplement the funding.

**COORDINATION AND COLLABORATION HALF PAGE LIMT 5 POINTS**

CCC currently has several Memorandums of Understanding (MOU) in place with community organizations. CCC understands and values the importance of working in collaboration with other community partners. Currently in place, CCC has a MOU with Carson City School District agreeing to see students and their families for screenings and primary care concerns. CCC has a continuous MOU with Vitality Unlimited with an agreement that Vitality will provide detoxification and residential care for CCC clients who are deemed appropriate. Carson Tahoe Behavioral Health currently has an agreement that they will help with mental health inpatient needs and other psychiatric needs. Rural clinics currently has an MOU to assist with children who are Severely Emotionally Disturbed (SED) and adults with Severe Mental Illness (SMI). CCC also has good relationships and existing collaborations with multiple organizations within the community that allow for effective referrals and client care coordination. These organizations include: Ron Wood Family Resource Center, FISH, Health and Human Services, Salvation Army, Carson City Sheriff's Office, Western Nevada College and other community resources.

**Community Support Services Grant (CSSG)  
Five-Year, Non-Competitive Application  
Fiscal Year 2021-2026**

**PROJECT BUDGET- 20 POINTS**

Complete the Budget Summary chart below. This information is mandatory in order to be considered for a CSSG Grant. Other funding is not required. (Max Score: 10 points)  
Please note, when preparing your budget, you will calculate a one-year cost to run your program. The amount your agency receives will be the same each year for five years, based on the one-year budget request.

Project Title: Evidence Based Addiction Treatment	Requested Amount	Other Funding	Total Funds
<b>Project Expenses FY2021-2026</b>			
Staff salary	\$70,677	\$45,804	\$116,6481
<b>TOTALS</b>	<b>\$70,677</b>	<b>\$45,804</b>	<b>\$116,481</b>

**Other Carson City Contributions**

Please make sure to provide information on any Carson City subsidy (s) made to your agency, for example: cash, building rental, land,a building, other grants, equipment etc.	
Please provide the value of the subsidy (s) listed above.	

**Community Support Services Grant (CSSG)**  
**Five-Year, Non-Competitive Application**  
**Fiscal Year 2021-2026**

If more than one, please identify each amount separately.

**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
Alcohol and Drug Abuse Counselor Salary and benefits:  ROP: \$28.65 X 2080hrs=\$59,592 Medicare \$34.47X26 pay periods =\$896.22 SSI \$147x26 pay periods=\$3,822 W.Comp \$29.82x12=\$357.84 Health/Dental/Insurance:\$6008.28	\$70,677	Full-time staff.  25 hours per week dedicated to face to face: evaluations, assessments, emergency sessions, individual sessions, community travel, recovery groups  15 hours per week for: report writing, electronic note entry, phone calls
Peer Specialist and Case Manager  ROP: \$20X280hrs=\$41,640.00 \$4,164 fringe	\$45,804	10 hours per week for Peer Specialist 10 hours per week for Case Manager

**Community Support Services Grant (CSSG)**  
**Five-Year, Non-Competitive Application**  
**Fiscal Year 2021-2026**

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**AGENCY INFORMATION**

Date of incorporation	05/31/1985
Date of IRS certification	02/16/1999
Tax exempt number	88-0212354
DUNS#: ( <a href="http://www.dnb.com/get-a-duns-number.html">http://www.dnb.com/get-a-duns-number.html</a> )	782755326

Attach items 1-7 to your application. Item 8 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	<b>IRS Tax Exempt 501(c) (3) letter (available to print from Secretary of State's website)</b>	X
2	<b>Proof of incorporation from Secretary of State (Certificate Only)</b> Go to <a href="https://www.nvsilverflume.gov/certificate">https://www.nvsilverflume.gov/certificate</a> You will need to register in order to get the certificate. Cost is \$50. <b>OR</b> Submit proof that your entity is active and in good standing. Go to <a href="http://nvsos.gov/sosentitysearch/">http://nvsos.gov/sosentitysearch/</a> and print your business entity information	X
3	<b>Current Organization Chart with names of staff members</b>	X
4	<b>Current Board of Directors and terms of office.</b> [If a member of your Board of Directors is in a position to obtain a financial benefit or interest from your proposed project, you may be ineligible for CSSG funds.]	X
5	<b>501(c)(3): Copy of the most recent Federal Tax Return. Attach FIRST 2 PAGES (Form 990 or 990EX)</b>	X
6	<b>Profit and Loss Statements and Balance Sheets for prior 3 years</b>	X
7	Has your agency registered with the System for Award Management (SAM) previously known as CCR data base? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>PLEASE ATTACH A COPY OF YOUR AGENCY'S SAM REGISTRATION</b>	X
8	<b>Funding commitment letters and/or letters of support (if applicable)</b>	

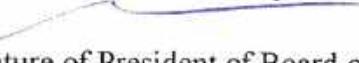
Community Support Services Grant (CSSG)  
Five-Year, Non-Competitive Application  
Fiscal Year 2021-2026

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**CERTIFICATION**

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	10/21/2020 Date
Executive Director Typed Name and Title of Authorized Official	775-882-3945 Phone Number

 Signature of President of Board of Directors	10/21/20 Date
Robert J. Fliegler, MD 206 North Curry Street Carson City, NV 89703 Typed Name of President of Board of Directors	(775) 841-7644 Phone Number



STATE OF NEVADA  
DEPARTMENT OF TAXATION

Web Site: <http://tax.nv.gov>  
1550 College Parkway, Suite 115  
Carson City, Nevada 89706-7937  
Phone: (775) 684-2000 Fax: (775) 684-2020

BRIAN SANDOVAL  
Governor  
JAMES DEVOLLD  
Chair, Nevada Tax Commission  
WILLIAM D. ANDERSON  
Executive Director

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

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

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

October 16, 2018

Account Number: RCE-003-507  
Exp date: October 31, 2023

CARSON CITY COMMUNITY COUNSELING CENTER  
205 S. PRATT AVE.  
CARSON CITY NV 89701

Pursuant to NRS 372.3261 and related statutes, CARSON CITY COMMUNITY COUNSELING CENTER has been granted sales/use tax exempt status as a charitable organization. Direct purchases or sales of tangible personal property made by or to CARSON CITY COMMUNITY COUNSELING CENTER are exempt from sales/use tax. Fraudulent use of this exemption letter is a violation of Nevada law.

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

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

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

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

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

Sincerely,

Charlene Bernardo  
Tax Program Supervisor II

Internal Revenue Service  
District Director

Department of the Treasury

Date: FEB 16 1999

P. O. Box 2508  
Cincinnati, OH 45201

Carson City Community Counseling  
Center  
625 Fairview Suite 116  
Carson City, NV 89701-5430

Person to Contact:  
Mildred Davis  
Telephone Number:  
8777-829-5500  
Fax Number:  
513-684-5936  
Federal Identification Number:  
88-0212354

Dear Sir or Madam:

This letter is in response to your Certificate of Amendment to the Articles of Incorporation filed October 2, 1992, changing your name.

Our records indicate that a determination letter issued in May 1986 granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Carson City Community Counseling Center  
88-0212354

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

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

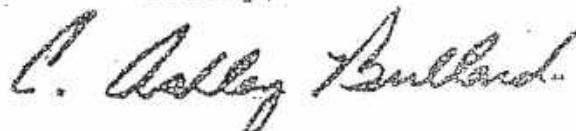
Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return.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

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

Please direct any questions to the person identified in the letterhead above.

This letter affirms your organization's exempt status.

Sincerely,



C. Ashley Bullard  
District Director

# SECRETARY OF STATE



## CERTIFICATE OF EXISTENCE WITH STATUS IN GOOD STANDING

I, Barbara K. Cegavske, the duly qualified and elected 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, corporations sole, 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, **CARSON CITY COMMUNITY COUNSELING CENTER**, as a **DOMESTIC NONPROFIT CORPORATION (82)** duly organized under the laws of Nevada and existing under and by virtue of the laws of the State of Nevada since 05/31/1985, 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 03/03/2020.

A handwritten signature in black ink that reads "Barbara K. Cegavske".

BARBARA K. CEGAVSKE  
Secretary of State

Certificate Number: B20200303627418

You may verify this certificate  
online at <http://www.nvsos.gov>

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

**KIMBERLEY PERONDI**  
*Deputy Secretary for  
Commercial Recordings*

**STATE OF NEVADA**  
  
**OFFICE OF THE  
SECRETARY OF STATE**

*Commercial Recordings & Notary Division*  
202 N. Carson Street  
Carson City, NV 89701  
Telephone (775) 684-5708  
Fax (775) 684-7138  
  
*North Las Vegas City Hall*  
2250 Las Vegas Blvd North, Suite 400  
North Las Vegas, NV 89030  
Telephone (702) 486-2880  
Fax (702) 486-2888

Donya Jenkins  
205 S. Pratt Ave  
Carson City, NV 89701

**Work Order #:** W2020030301975  
March 3, 2020  
Receipt Version: 1

**Special Handling Instructions:**

**Submitter ID:** 213122

**Charges**

Description	Filing Number	Filing Date/Time	Filing Status	Qty	Price	Amount
Certificates	20200520493	3/3/2020 3:16:21 PM	Approved	1	\$50.00	\$50.00
<b>Total</b>						<b>\$50.00</b>

**Payments**

Type	Description	Payment Status	Amount
Credit Card	5832773692396528203086	Success	\$50.00
<b>Total</b>			<b>\$50.00</b>

Credit Balance: \$0.00

Donya Jenkins  
205 S. Pratt Ave  
Carson City, NV 89701



BARBARA K. CEGAVSKE  
Secretary of State  
202 North Carson Street  
Carson City, Nevada 89701-4201  
(775) 684-5708  
Website: [www.nvsos.gov](http://www.nvsos.gov)  
[www.nvsilverflume.gov](http://www.nvsilverflume.gov)

## Annual or Amended List and State Business License Application

ANNUAL  AMENDED (check one)

### List of Officers, Managers, Members, General Partners, Managing Partners, Trustees or Subscribers:

**CARSON CITY COMMUNITY COUNSELING CENTER**

NAME OF ENTITY

**NV19851008900**

Entity or Nevada Business  
Identification Number (NVID)

**TYPE OR PRINT ONLY - USE DARK INK ONLY - DO NOT HIGHLIGHT**

**IMPORTANT:** Read instructions before completing and returning this form.

Please indicate the entity type (check only one):

Corporation  
 This corporation is publicly traded, the Central Index Key number is:

Nonprofit Corporation (see nonprofit sections below)

Limited-Liability Company

Limited Partnership

Limited-Liability Partnership

Limited-Liability Limited Partnership

Business Trust

Corporation Sole

Filed in the Office of <i>Barbara K. Cegavske</i>	Business Number C3725-1985
	Filing Number 20200520480
	Filed On 03/03/2020 15:13:34 PM
	Number of Pages 2

Additional Officers, Managers, Members, General Partners, Managing Partners, Trustees or Subscribers, may be listed on a supplemental page.

#### CHECK ONLY IF APPLICABLE

Pursuant to NRS Chapter 76, this entity is exempt from the business license fee.

001 - Governmental Entity  
 006 - NRS 680B.020 Insurance Co, provide license or certificate of authority number

For nonprofit entities formed under NRS chapter 80: entities without 501(c) nonprofit designation are required to maintain a state business license, the fee is \$200.00. Those claiming an exemption under 501(c) designation must indicate by checking box below.

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

For nonprofit entities formed under NRS Chapter 81: entities which are Unit-owners' association or Religious, Charitable, fraternal or other organization that qualifies as a tax-exempt organization pursuant to 26 U.S.C. § 501(c) are excluded from the requirement to obtain a state business license. Please indicate below if this entity falls under one of these categories by marking the appropriate box. If the entity does not fall under either of these categories please submit \$200.00 for the state business license.

Unit-owners' Association  Religious, charitable, fraternal or other organization that qualifies as a tax-exempt organization pursuant to 26 U.S.C. §501(c)

For nonprofit entities formed under NRS Chapter 82 and 80: **Charitable Solicitation Information - check applicable box**

Does the Organization intend to solicit charitable or tax deductible contributions?

No - no additional form is required  
 Yes - the "Charitable Solicitation Registration Statement" is required.  
 The Organization claims exemption pursuant to NRS 82A.210 - the "Exemption From Charitable Solicitation Registration Statement" is required

**\*\*Failure to include the required statement form will result in rejection of the filing and could result in late fees.\*\***

STATE OF NEVADA

BARBARA K. CEGAVSKE  
Secretary of State



KIMBERLEY PERONDI  
Deputy Secretary for  
Commercial Recordings

OFFICE OF THE  
SECRETARY OF STATE

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

North Las Vegas City Hall  
2250 Las Vegas Blvd North, Suite 400  
North Las Vegas, NV 89030  
Telephone (702) 486-2880  
Fax (702) 486-2888

**Business Entity - Filing Acknowledgement**

03/03/2020

Work Order Item Number: W2020030301965 - 447080  
Filing Number: 20200520480  
Filing Type: Annual List  
Filing Date/Time: 03/03/2020 15:13:34 PM  
Filing Page(s): 2

**Indexed Entity Information:**

Entity ID: C3725-1985 Entity Name: CARSON CITY  
COMMUNITY COUNSELING CENTER  
Entity Status: Active Expiration Date: None

Commercial Registered Agent  
SCOTT J HEATON  
951 JACKS VALLEY RD STE E, CARSON CITY, NV 89705, USA

The attached document(s) were filed with the Nevada Secretary of State, Commercial Recording Division. The filing date and time have been affixed to each document, indicating the date and time of filing. A filing number is also affixed and can be used to reference this document in the future.

Respectfully,

A handwritten signature in black ink that reads "Barbara K. Cegavske".

BARBARA K. CEGAVSKE  
Secretary of State



BARBARA K. CEGAVSKE  
Secretary of State  
202 North Carson Street  
Carson City, Nevada 89701-4201  
(775) 684-5708  
Website: [www.nvsos.gov](http://www.nvsos.gov)  
[www.nvsilverflume.gov](http://www.nvsilverflume.gov)

## Annual or Amended List and State Business License Application - Continued

Officers, Managers, Members, General Partners, Managing Partners, Trustees or Subscribers:

CORPORATION, INDICATE THE TREASURER:

**TERI ZUTTER**

Name

**991 E MUSSER ST**

Address

**USA**

Country

**NV 89701**

State Zip/Postal Code

CORPORATION, INDICATE THE SECRETARY:

**KEN FURLONG**

Name

**991 E MUSSER ST**

Address

**USA**

Country

**NV 89701**

State Zip/Postal Code

CORPORATION, INDICATE THE PRESIDENT:

**ROBERT FLIEGLER MD**

Name

**1668 MACKLAND AVE**

Address

**USA**

Country

**NV 89423**

State Zip/Postal Code

CORPORATION, INDICATE THE DIRECTOR:

**CAROL BASAGOITIA**

Name

**205 S PRATT AVENUE**

Address

**USA**

Country

**NV 89701**

State Zip/Postal Code

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

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

**X Carol Basagoitia**

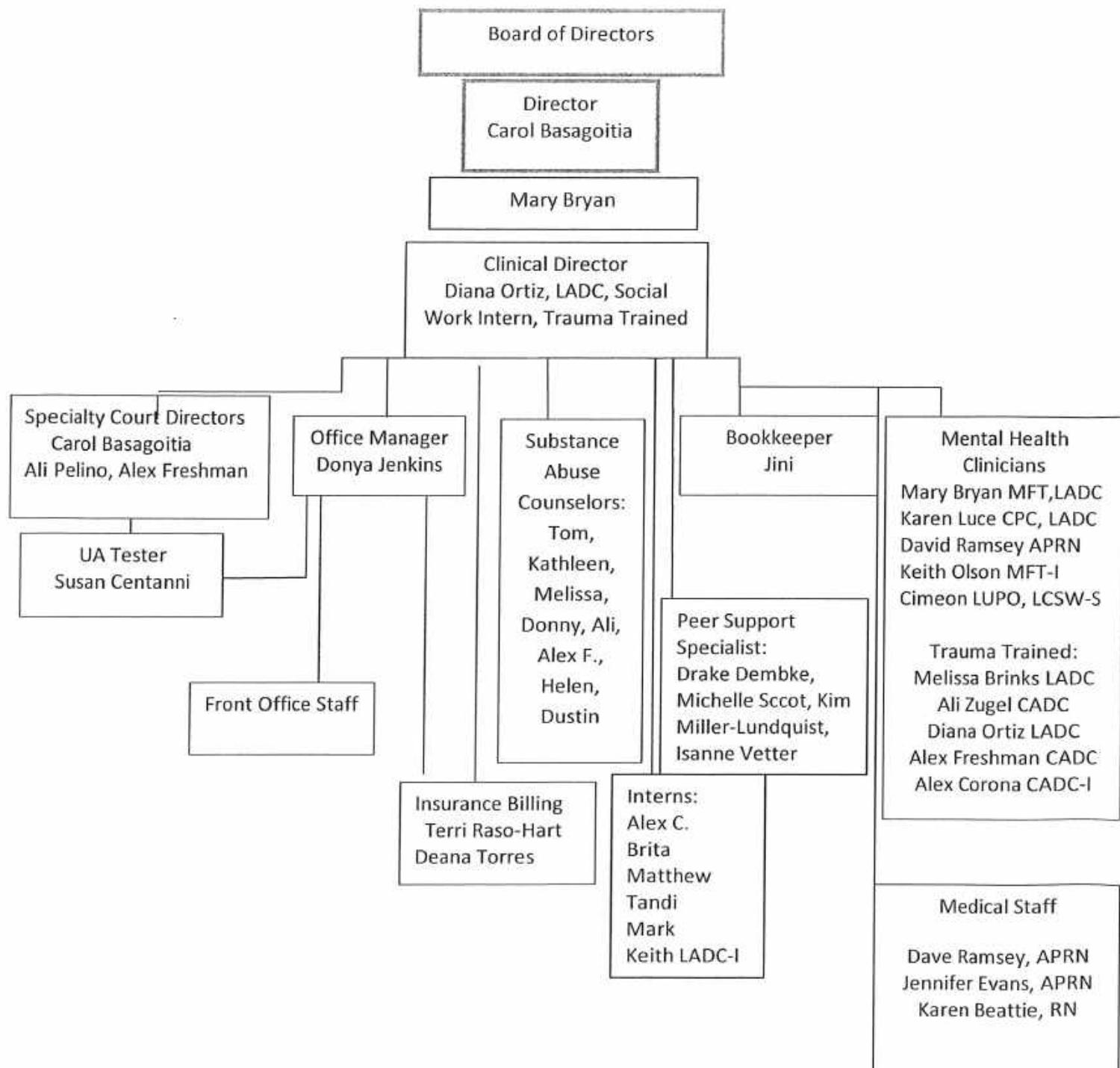
Signature of Officer, Manager, Managing Member,  
General Partner, Managing Partner, Trustee,  
Subscriber, Member, Owner of Business,  
Partner or Authorized Signer FORM WILL BE RETURNED IF  
UNSGNED

**Director**

**03/03/2020**

Title

Date



COMMUNITY COUNSELING CENTER  
BOARD OF DIRECTORS  
April 2018

Teri Zutter 909 W. Bonanza Drive Carson City, NV 89706 C 315-9419 W 445-4453 Fax 445-3183	January 2009	Director, Adult Basic Ed Western Nevada College <a href="mailto:teri@kenzutter.com">teri@kenzutter.com</a>
Severin Carlson 50 W. Liberty St. Suite 900 Reno, NV 89501 W 852-3900 C 220-8703 H 853-5426	January 2009	Attorney <a href="mailto:scarlson@kkbrf.com">scarlson@kkbrf.com</a> <a href="mailto:scarlson@knvlaw.com">scarlson@knvlaw.com</a>
John L. Ascuaga, Vice President P.O. Box 797 Reno, NV 89431 C 742-3470	August 2012	Businessman <a href="mailto:jlascuaga@aol.com">jlascuaga@aol.com</a> <a href="mailto:reinkofnevada@charter.net">reinkofnevada@charter.net</a>
Robert J Fliegler, MD, President 206 North Curry St. Carson City, NV 89703 H 841-9644 W 841-7644	August 2012	Physician <a href="mailto:Robert@flieger.com">Robert@flieger.com</a>
Roger Williams 3470 GS Richards Blvd Carson City, NV 89703 W 882-3201 C 720-3201	August 2012	Accountant <a href="mailto:roger.williams@marinsanitary.com">roger.williams@marinsanitary.com</a>
Sheriff Kenny Furlong, Sect/Treasurer Jan 2013 911 East Musser Street Carson City, NV 89701 W 887-2500 C 283-7800		Law Enforcement <a href="mailto:kfurlong@carson.org">kfurlong@carson.org</a>
Bill Richards 911 E. Musser Street Carson City, NV 89701 C 721-5025 W 887-2500		Law Enforcement <a href="mailto:BRichards@carson.org">BRichards@carson.org</a>

BY-LAWS  
OF  
CARSON CITY COMMUNITY COUNSELING CENTER

(Formerly Community Addiction Clinic)

Revised 2003

ARTICLE I. NAME

The name of the Corporation will be Carson City Community Counseling Center d.b.a. Community Counseling Center [ amended September 1, 1992], hereafter known as Community Counseling Center.

ARTICLE II. PURPOSES

The Corporation is organized pursuant to the provisions of NRS 81.290 through 81.340.

ARTICLE III. MEMBERSHIP

The Board of Trustees of the Corporation shall constitute the Corporation as provided for by NRS 81.339.

ARTICLE IV. BOARD OF TRUSTEES

Section 1. General Powers

- a. The business and affairs of the Corporation shall be managed under the direction of its Board of Trustees consisting initially of those individuals named in the Articles of Incorporation. In addition to the powers expressly conferred upon them by these By-Laws, the Board of Trustees may exercise all the powers of the Corporation. From time to time, the Board of Trustees may delegate to officers of the Corporation such powers and duties as it may see fit in addition to those specifically provided in these By-Laws.
- b. The Board of Trustees shall have the sole authority to retain and/or terminate the services of a Director. During any period of time that position of Director is not filled, the President with consent of a majority of the trustees shall have the power to hire and terminate employees other than the Director.
- c. The Board of Trustees shall approve the location for the Center, including equipment and supplies.
- d. The Board of Trustees shall appoint necessary committees.

- e. The Board of Trustees shall determine time and place of Board meetings.
- f. The Board of Trustees shall have the authority to enter into agreements and contracts as may be necessary.
- g. The Board of Trustees shall review and resolve grievances not resolved by the Executive Director.
- h. The Board of Trustees shall have responsibility for fund raising to aid in the financing the Community Counseling Center programs.
- i. The Board of Trustees shall review and approve the budget and annual audit.

#### Section 2 Number and Tenure

Individual trustees shall be elected to the Board of Trustees by a two-thirds (2/3) vote of the trustees holding office at such a time as the Board deems necessary and as provided for in these By- Laws. The number of trustees may, by vote of a majority of the entire Board, be decreased to not less than four (4) or increased to a number not exceeding nine (9). The Board of Trustees shall keep minutes of its meetings and a full account of its transactions. **Board members shall serve no more than two (2), consecutive three (3) year terms.**(amended 2/03)

#### Section 3 Qualifications

- a. Individual trustees of the Board shall be persons who have demonstrated an interest and Concern in substance abuse issues and/or have time and talents which will enhance the Quality of the Board of Trustees of the Community Counseling Center.
- b. There is no membership fee to serve on the Board of Trustees.
- c. Each trustee of the Board is entitled to one vote, unless in receipt of a Community Counseling Center proxy form.
- d. All trustees of the Board must accept in principal the objectives of the Community Counseling Center.
- e. Trustees may withdraw from the Board by giving a verbal or written resignation.
- f. Trustees may be removed from the Board with or without cause by a majority vote.

#### Section 4 Vacancies

- a. A vacancy in the Board of Trustees shall exist upon the death, resignation or removal of any trustee or a change in number.

- b. Vacancies in the Board of trustees may be filled by a majority of the remaining trustees though less than a quorum, or by a sole remaining trustee.
- c. The Board shall fill vacancies with persons nominated by a Board trustee or persons recommended by the Director and approved by a majority of existing trustees.
- d. The written consent of a person who is nominated or recommended must be submitted to the Board prior to its vote.

#### Section 5. Removal

At any meeting of the trustees called for the purpose of removal any trustee may, vote of two-thirds (2/3) of the trustees, be removed from office, with or without cause.

#### Section 6 Compensation

Trustees shall receive no compensation for their services as such but may, by resolution of the Board of Trustees, be allowed reimbursement for their expenses actually and reasonably incurred on behalf of the Corporation.

#### Section 7 Advisory Board Members (Added on October 15, 1997)

The Board of Trustees may appoint advisory board members, who shall be persons who have demonstrated an interest and concern in substance abuse issues. The number of advisory board members is at the discretion of the Board of Trustees. Advisory board members will not exercise the powers, or have the responsibilities, of members of the Board of Trustees, but may contribute to the Community Counseling Center in any way they see fit. An advisory board member may be appointed only with his or her consent, and may resign or be removed in the same manner as a regular member of the Board of Trustees.

### ARTICLE V. MEETINGS

#### Section 1 Regular and Special Meetings

- a. The Board of Trustees will meet a minimum of six (6) [amended February 2, 1993] times per year.
- b. The Board of Trustees will call special meetings as necessary.
- b. Minutes will be kept at all meetings. These minutes will include time, date, trustees present, topics discussed, decisions made and proposed, target dates, and review of program objectives.
- d. An annual report will be available to the public as required by NRS 449.076

- e. Board meetings are open to the public with the exception of personnel sessions. (i.e. Public Meeting Law).
- f. A majority of the trustees present shall constitute a quorum.
- g. Board minutes will be on file in the Community Counseling Center and available to all funding or regulatory agencies.
- h. Agenda and announcement of all Board meetings shall be posted in at least three (3) public places, three (3) working days prior to the Board meeting.
- i. The general public may submit a topic for the Board agenda; however, seven (7) working days notice is required.

#### Section 2. Place of Meeting

The Board of Trustees may hold its meetings at such a place within or without the State of Nevada as it may from time to time determine. In the absence of such determination, meetings of the Board of Trustees shall be held at the principal business office of the Corporation.

#### Section 3. Notice

Notice of the place, day and hour of every regular and special meeting shall be given to each trustee by notice in writing, mailed postage prepaid, not later than the third day before the day set for the meeting and addressed to the trustee's last known post office address according to the records of the Corporation.

### ARTICLE VI. OFFICERS

#### Section 1. In General

- a. Officers of the Corporation shall be members of the Board of Trustees. These officers shall be: President, Vice-President, and Secretary/Treasurer [ amended February 2, 1993].
- b. The officers shall be elected annually at the Board of Trustees first meeting of each year.

#### Section 2. Duties.

- a. The President shall be the presiding officer of the Board of Trustees at all meetings.
- b. In the absence of the president of the Board, the Vice-President will automatically assume the chairmanship. The president with approval of the Board will appoint all standing committees.

- c. The President with approval of the Board will appoint all standing committees.
- d. The Vice-President will perform duties at the discretion of the president of the Board.
- e. In case of absence of the president due to illness or resignation, the Vice-President will fill the term of office to its completion.
- f. The Secretary/Treasurer [ amended February 2, 1993] shall be responsible to see there are minutes of the Board meetings and such record of official correspondence as may be necessary for the Corporation.
- g. The Secretary/Treasurer [ amended February 2, 1992] shall be responsible for assuring that sound policies are maintained concerning all funds of the corporation and shall perform such other duties as the Board may from time to time direct.

#### Section 3. Removal

The Board of Trustees shall have the power to set the term of any officer and at any regular or special meeting to remove any officer with or without cause by majority vote of the Board.

#### Section 4. Vacancies

The Board of Trustees at any regular or special meeting shall have the power to fill a vacancy occurring in any officer designated in these By-Laws.

### ARTICLE VII. DIRECTOR

This person shall have all qualifications as required by federal, state or municipal licensing agencies. The Director shall be empowered by the Board of Trustees and charged with the overall administration and operation of the Community Counseling Center. The Director shall be accountable to the Board of Trustees in its official capacity and to no one individual trustee of the Board.

### ARTICLE VII. COMMITTEES

#### Section 1. Executive Committee of Trustees

The Board of Trustees, by resolution adopted by a majority of the trustees in office, may designate from among its members an Executive Committee consisting of such number of trustees as may be specified in the resolution, which Committee, to the extent provided in such resolution, shall have and exercise the authority of the Board of Trustees in the management of

the Corporation, except that such Committee shall not have authority to amend, alter, or repeal the By-Laws, to elect, appoint, or remove and trustees or officer of the Corporation, or to approve any charter document required to be filed, with the State Department of Assessments and Taxation of Nevada.

#### Section 2. Other Committees

The Board of Trustees may by resolution constitute and appoint such other committees to perform such other duties and functions as the Board may deem appropriate.

#### Section 3. Term of Office

Each trustee or every committee shall continue in office at the pleasure of the Board of Trustees.

#### Section 4. Chairman

One trustee of each committee shall be appointed chairman, either directly by the Board of Trustees or in such other manner as the Board of Trustees may prescribe.

#### Section 5. Quorum

Unless otherwise provided in the resolution of the Board of Trustees designating a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the Committee.

#### Section 6. Rules

Each committee may adopt rules for its own government not inconsistent with the Articles of Incorporation, with these bylaws, with rules adopted by the Board of Trustees, or with any applicable law of the state of Nevada.

### ARTICLE IX. GENERAL PROVISIONS

#### Section 1. Fiscal year

The taxable year of the Corporation shall be calendar year unless some other fiscal year be specified by resolution of the Board of Trustees.

#### Section 2. Indemnification

To the maximum extent permitted by the Nevada General corporation Law as from time to time amended, the Corporation shall indemnify its currently acting and its former trustees, officers, agents and employees.

### Section 3. Amendments to By-Laws

These By-Laws may be altered, amended or repealed and new By-Laws may be adopted, by two-thirds (2/3) of the entire Board of Trustees at any regular meeting or at any special meeting called for that purpose.

Revisions 2/03

President, Board of Directors

Edward J. Lynn, MD

Secretary, Board of Directors

John Morris acting secy.



# **Carson City Community Counseling Center**

**FINANCIAL STATEMENTS  
DECEMBER 31, 2019 AND 2018  
(INDEPENDENT AUDITORS' REPORT)**

**CARSON CITY COMMUNITY COUNSELING CENTER**  
**TABLE OF CONTENTS**  
**DECEMBER 31, 2019 AND 2018**

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## INDEPENDENT AUDITORS' REPORT

To the Board of Directors of  
Carson City Community Counseling Center  
Carson City, Nevada

We have audited the accompanying financial statements of Carson City Community Counseling Center (a nonprofit organization), which comprise the statements of financial position as of December 31, 2019 and 2018, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

### **Management's Responsibility for the Financial Statements**

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

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

## INDEPENDENT AUDITORS' REPORT (Continued)

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Carson City Community Counseling Center as of December 31, 2019 and 2018, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

*J.A. Solari & Partners, LLC*

Reno, Nevada  
October 20, 2020

**CARSON CITY COMMUNITY COUNSELING CENTER**  
**STATEMENTS OF FINANCIAL POSITION**  
**DECEMBER 31, 2019 AND 2018**

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**ASSETS**

	<b>2019</b>	<b>2018</b>
Cash and cash equivalents	\$ 385,827	\$ 547,241
Accounts receivable	380,756	254,226
Grants receivable	73,256	147,801
Prepaid expenses	-	28,323
Property and equipment	1,297,851	1,319,897
Unamortized loan fees	970	1,254
	<hr/>	<hr/>
	\$ 2,138,660	\$ 2,298,742

**LIABILITIES**

Accounts payable	\$ 27,248	\$ 44,209
Accrued payroll and payroll liabilities	58,404	44,870
Accrued compensated absences	33,386	22,473
Long-term liabilities	784,233	809,474
Total liabilities	903,271	921,026

**NET ASSETS**

Without donor restrictions	1,235,389	1,377,716
Total net assets	1,235,389	1,377,716
	<hr/>	<hr/>
	\$ 2,138,660	\$ 2,298,742

*See accompanying notes.*

**CARSON CITY COMMUNITY COUNSELING CENTER  
STATEMENTS OF ACTIVITIES  
FOR THE YEARS ENDED DECEMBER 31, 2019 AND 2018**

	2019	2018
<b>CHANGES IN NET ASSETS WITHOUT DONOR RESTRICTIONS</b>		
<b>Revenues and gains</b>		
Charges for services (net of adjustments)	\$ 2,350,012	\$ 1,940,907
Contributions	1,275	6,224
Grants	265,255	391,364
Other revenues	11,253	4,563
	<u>2,627,795</u>	<u>2,343,058</u>
<b>Net assets released from restrictions</b>		
Total revenues, gains, and other support without donor restrictions	2,627,795	2,343,058
<b>Expenses</b>		
Program services:		
Outpatient counseling	1,904,497	1,506,923
Drug court	515,168	534,482
Supporting services:		
Management and general	321,080	231,798
Fundraising	29,377	19,415
Total expenses	<u>2,770,122</u>	<u>2,292,618</u>
<b>Increase in Net Assets without Donor Restrictions</b>	<b>(142,327)</b>	<b>50,440</b>
<b>CHANGES IN NET ASSETS WITH DONOR RESTRICTIONS</b>		
Grants	-	-
Net assets released from restrictions	-	-
<b>Increase in Net Assets with Donor Restrictions</b>	<b>-</b>	<b>-</b>
<b>Increase (Decrease) in Net Assets</b>	<b>\$ (142,327)</b>	<b>\$ 50,440</b>
<b>Net Assets, beginning of year</b>	<b>1,377,716</b>	<b>1,327,276</b>
<b>Net Assets, end of year</b>	<b>\$ 1,235,389</b>	<b>\$ 1,377,716</b>

*See accompanying notes.*

CARSON CITY COMMUNITY COUNSELING CENTER  
 STATEMENT OF FUNCTIONAL EXPENSES  
 FOR THE YEAR ENDED DECEMBER 31, 2019

	PROGRAM SERVICES			SUPPORTING SERVICES			Total Supporting Services	Total
	Outpatient Counseling	Drug Court	Total Program Services	Management and General	Fund Raising			
Compensation and related expenses								
Compensation	\$ 1,436,454	\$ 172,357	\$ 1,608,811	\$ 198,997	\$ 26,354	\$ 225,351	\$ 1,834,162	
Payroll taxes	117,347	14,388	131,735	17,978	1,983	19,961	151,696	
Workers' compensation	9,035	998	10,033	1,165	45	1,210	11,243	
Employee benefits	102,549	6,951	109,500	4,732	936	5,668	115,168	
	1,665,385	194,694	1,860,079	222,872	29,318	252,190	2,112,269	
Advertising	1,347	-	1,347	-	-	-	1,347	
Contract services	5,640	-	5,640	4,300	-	4,300	9,940	
Depreciation/amortization	34,958	-	34,958	-	-	-	34,958	
Donations	1,400	-	1,400	-	-	-	1,400	
Dues and subscriptions	2,529	-	2,529	-	-	-	2,529	
EAP program	112	-	112	-	-	-	112	
Fees and charges	-	780	780	23,370	-	23,370	24,150	
Fundraising	-	-	-	-	59	59	59	
Insurance	10,029	-	10,029	518	-	518	10,547	
Interest	-	17,359	17,359	38,205	-	38,205	55,564	
Miscellaneous	1,417	-	1,417	-	-	-	1,417	
Office	21,612	546	22,158	1,821	-	1,821	23,979	
Printing and postage	5,522	49	5,571	456	-	456	6,027	
Professional services	25,148	33,000	58,148	23,348	-	23,348	81,496	
Public education	265	-	265	-	-	-	265	
Reimbursements	-	135,938	135,938	-	-	-	135,938	
Rent	29,967	-	29,967	-	-	-	29,967	
Repairs and maintenance	19,096	1,075	20,171	-	-	-	20,171	
Staff development and training	24,107	135	24,242	-	-	-	24,242	
Supplies	13,408	89,695	103,103	653	-	-	653	
Taxes	9,653	2,563	12,216	797	-	797	103,756	
Telephone	6,171	2,482	8,653	1,277	-	1,277	13,013	
Travel	8,416	33,425	41,841	-	-	-	41,841	
Utilities	18,315	3,427	21,742	1,441	-	1,441	23,183	
Total expenses	\$ 1,904,497	\$ 515,168	\$ 2,419,665	\$ 321,080	\$ 29,377	\$ 350,457	\$ 2,770,122	

See accompanying notes.

CARSON CITY COMMUNITY COUNSELING CENTER  
 STATEMENT OF FUNCTIONAL EXPENSES  
 FOR THE YEAR ENDED DECEMBER 31, 2018

	PROGRAM SERVICES			SUPPORTING SERVICES			Total Supporting Services	Total
	Outpatient Counseling	Drug Court	Total Program Services	Management and General	Fund Raising			
Compensation and related expenses								
Compensation	\$ 1,052,739	\$ 165,406	\$ 1,218,145	\$ 129,198	\$ 16,964	\$ 146,162	\$ 1,364,307	
Payroll taxes	108,292	14,657	122,949	12,948	1,424	14,372	137,321	
Workers' compensation	3,314	744	4,058	3,115	466	3,581	7,639	
Employee benefits	79,665	6,738	86,403	4,436	561	4,997	91,400	
	1,244,010	187,545	1,431,555	149,697	19,415	169,112	1,600,667	
Advertising	9,536	-	9,536	-	-	-	9,536	
Depreciation/amortization	31,329	-	31,329	-	-	-	31,329	
Donations	40	-	40	-	-	-	40	
Dues and subscriptions	3,559	-	3,559	-	-	-	3,559	
EAP program	585	-	585	-	-	-	585	
Fees and charges	12,212	1,593	13,805	3,392	-	3,392	17,197	
Insurance	9,914	-	9,914	1,653	-	1,653	11,567	
Interest	-	19,230	19,230	27,937	-	27,937	47,167	
Miscellaneous	2,011	-	2,011	-	-	-	2,011	
Office	10,224	676	10,900	3,215	-	3,215	14,115	
Printing and postage	3,295	-	3,295	887	-	887	4,182	
Professional services	64,334	63,300	127,634	28,271	-	28,271	155,905	
Public education	2,414	-	2,414	-	-	-	2,414	
Reimbursements	-	127,150	127,150	-	-	-	127,150	
Rent	12,820	-	12,820	-	-	-	12,820	
Repairs and maintenance	14,969	2,733	17,702	4,027	-	4,027	21,729	
Staff development and training	32,175	57	32,232	-	-	-	32,232	
Supplies	19,967	96,584	116,551	6,424	-	6,424	122,975	
Taxes	6,291	1,962	8,253	1,692	-	1,692	9,945	
Telephone	7,020	2,515	9,535	1,328	-	1,328	10,863	
Travel	8,046	28,163	36,209	-	-	-	36,209	
Utilities	12,172	2,974	15,146	3,275	-	3,275	18,421	
Total expenses	\$ 1,506,923	\$ 534,482	\$ 2,041,405	\$ 231,798	\$ 19,415	\$ 251,213	\$ 2,292,618	

See accompanying notes.

**CARSON CITY COMMUNITY COUNSELING CENTER  
STATEMENTS OF CASH FLOWS  
FOR THE YEARS ENDED DECEMBER 31, 2019 AND 2018**

	<u>2019</u>	<u>2018</u>
<b>Cash flows from operating activities:</b>		
Increase (decrease) in net assets	\$ (142,327)	\$ 50,440
Adjustments to reconcile increase in net assets to net cash provided (used) by operating activities:		
Depreciation and amortization	34,958	31,329
Changes in operating assets and liabilities:		
Accounts receivable	(126,530)	(61,186)
Grants receivable	74,545	74,123
Prepaid expenses	28,323	(23,105)
Accounts payable	(16,961)	5,155
Accrued payroll and payroll liabilities	13,534	(7,510)
Accrued compensated absences	10,913	5,695
Net cash provided (used) by operating activities	<u>(123,545)</u>	<u>74,941</u>
<b>Cash flows from investing activities:</b>		
Payments for property and equipment	(12,628)	(26,686)
Net cash provided (used) by investing activities	<u>(12,628)</u>	<u>(26,686)</u>
<b>Cash flows from financing activities:</b>		
Payments on capital lease obligations	3,874	(6,961)
Payments on loans payable	(29,115)	(28,286)
Borrowings on long-term debt	-	-
Net cash provided (used) by financing activities	<u>(25,241)</u>	<u>(35,247)</u>
Net increase (decrease) in cash and cash equivalents	(161,414)	13,008
<b>Cash and cash equivalents, beginning of year</b>	<u>547,241</u>	<u>534,233</u>
<b>Cash and cash equivalents, end of year</b>	<u>\$ 385,827</u>	<u>\$ 547,241</u>
<b>Supplemental Disclosure of Cash Flow Information:</b>		
Equipment acquired with a capital lease	\$ -	\$ -
Interest paid during the year	\$ 55,564	\$ 47,572

**CARSON CITY COMMUNITY COUNSELING CENTER  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2019 AND 2018**

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**NOTE 1 – NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES**

**a. Nature of Activities**

Carson City Community Counseling Center (the Organization) is a nonprofit corporation organized under the laws of the State of Nevada. Its purpose is to provide high quality outpatient care to individuals suffering from emotional disturbances, family disruption, communication disorders, anger management issues, psychiatric problems, substance abuse and acute and chronic behavioral health issues. Low- and no-income community members of the Carson City area as well as neighboring Douglas and Storey counties are the primary target of the Organization's resources and programs.

**b. Basis of Accounting and Presentation**

The accompanying financial statements of the Organization have been prepared on the accrual basis of accounting and in accordance with U.S. generally accepted accounting principles (GAAP).

Contributions and grants received are recorded as net assets with donor restrictions or net assets without donor restrictions depending on the existence or nature of any donor restrictions.

**c. Revenue and Support**

Effective 2014, the Organization became a certified Medicaid provider and receives revenue for outpatient counseling services based on billings to Medicaid and other private insurance. The Organization also receives support from grants awarded by various state and local agencies and through service agreements with contracting agencies.

Support that is restricted by donors is reported as an increase in net assets without donor restrictions if the restrictions expire in the reporting period in which the support is recognized. All other donor-restricted support is reported as an increase in net assets with donor restrictions depending on the nature of the restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the Statement of Activities as net assets released from restrictions.

**d. Cash and Cash Equivalents**

Cash includes deposits on account at financial institutions and cash on hand. The Organization considers cash equivalents to include all highly liquid investments available for current use with an initial maturity of three months or less.

**e. Accounts Receivable**

Accounts receivable represent outstanding balances for counseling fees billed to Medicaid, private insurance and individual patients. Amounts billed under private insurance may differ from actual collections due to contractual adjustments. Contractual adjustments are recorded as claims are settled and all other adjustments are recorded after collection efforts have been exhausted.

The Organization provides an allowance for uncollectible accounts consisting of contractual adjustments and collection losses that are estimated to be incurred in the collection of all receivables. The estimated losses are based upon historical collection experience, coupled with a review of the current status of existing accounts. Uncollected patient balances of \$50 or greater that have not experienced any activity for 150 days are referred to a local collection agency.

**CARSON CITY COMMUNITY COUNSELING CENTER  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2019 AND 2018**

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**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**f. Property and Equipment**

Property and equipment is stated at purchase cost or, if contributed, at estimated fair value at the date of donation. It is the Organization's policy to capitalize all acquisitions in excess of \$500 that have a useful life greater than one year. Depreciation is provided using the straight-line method over the estimated useful lives of the assets, which range from 3 to 7 years for furniture, fixtures and equipment and is 39 years for buildings. Property and equipment also includes items acquired under capital lease.

**g. Compensated Absences**

*Vacation* – Full time employees accrue vacation time throughout the year. A maximum of 40 hours of unused vacation may be carried over to the following year, with certain limited exceptions subject to approval annually. Unused hours in excess of the maximum as of December 31 each year are forfeited. Vacation which has been accrued but not used is paid upon termination.

*Sick Leave* – Full time employees accrue sick leave at the rate of 3.33 hours per month. The maximum amount of sick leave that may be carried over to the following year is 80 hours; sick leave is not paid upon termination.

**h. Cost Allocation**

The financial statements report certain categories of expenses that are attributable to more than one program or supporting function. These expenses therefore require allocation on a reasonable basis that is consistently applied. The expenses that are allocated include compensation and benefits, which are allocated on the basis of employee estimates of time and effort, as well as occupancy and office overhead costs, which are allocated based on usage factors.

**i. Advertising**

Advertising costs are expensed as they are incurred. Advertising expense for the years ended December 31, 2019 and 2018 was \$1,347 and \$9,536, respectively.

**j. Income Taxes**

The Organization's activities are generally exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. Since the Organization is exempt from federal income tax liability, no provision is made for current or deferred income tax expense.

Income tax benefits are recognized for income tax positions taken, or expected to be taken, in a tax return only when it is determined that the income tax position will more likely than not be sustained upon examination by taxing authorities. The Organization has analyzed its tax positions taken for filings with the Internal Revenue Service. The Organization believes that its income tax filing positions will be sustained upon examination and does not anticipate any adjustments that would result in a material adverse effect on the Organization's financial position, changes in net assets, or cash flows. Accordingly, the Organization has not recorded any tax assets or liabilities, or related accruals for interest and penalties for uncertain income tax positions at December 31, 2019 or 2018. The Organization would recognize interest and penalties, if any, related to unrecognized tax benefits in interest expense. All tax-exempt entities are subject to review and audit by federal, state and other applicable agencies. Such agencies may review the taxability of unrelated business income, or the qualification of the tax-exempt entity under the Internal Revenue Code and applicable state statutes. There currently are no audits of the

**CARSON CITY COMMUNITY COUNSELING CENTER  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2019 AND 2018**

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**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**j. Income Taxes (Continued)**

Organization's returns in progress. With few exceptions, the Organization is no longer subject to U.S. federal income tax examinations for years before 2015.

**k. Contributed Services**

No amounts have been reflected in the financial statements for donated services. The Organization generally pays for services requiring specific expertise. From time to time, individuals may volunteer their time to perform a variety of tasks that assist the Organization in accomplishing its purpose, but these services do not meet the criteria for recognition as contributed services.

**l. Concentration of Credit Risk**

At times throughout the year, the Organization may maintain cash balances in certain bank accounts in excess of FDIC or other insured limits. The Organization has not experienced any losses in such accounts and believes it is not exposed to any significant credit risk in the accounts. There were no balances in excess of insured limits in the Organization's accounts as of December 31, 2019.

**m. Concentration of Funding Sources**

The Organization receives substantially all of its grant revenue from a few specific funding sources. If the Organization were to experience a significant reduction in the level of support from these grants or not comply with grant requirements, it would have a material effect on its programs and activities.

**n. Use of Estimates**

The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect the amounts reported in the financial statements. Actual results could differ from those estimates.

**NOTE 2 – ACCOUNTS RECEIVABLE**

Accounts receivable consisted of the following as of December 31:

	<b>2019</b>	<b>2018</b>
Patient and insurance accounts	\$ 486,447	\$ 398,517
Less: allowance for uncollectible accounts	(105,691)	(144,291)
	<b>\$ 380,756</b>	<b>\$ 254,226</b>

**CARSON CITY COMMUNITY COUNSELING CENTER  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2019 AND 2018**

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**NOTE 3 – PROPERTY AND EQUIPMENT**

Property and equipment consisted of the following as of December 31:

	<b>2019</b>	<b>2018</b>
Office and therapy furniture, fixtures and equipment	\$ 88,440	\$ 118,135
Communication system	15,998	15,998
Buildings	744,141	744,141
Building improvements	41,897	31,062
<u>Land</u>	<u>589,060</u>	<u>589,060</u>
	1,479,536	1,498,396
<u>Less: accumulated depreciation</u>	<u>( 181,685)</u>	<u>( 178,499)</u>
	\$ 1,297,851	\$ 1,319,897

Depreciation expense totaled \$34,674 and \$31,045 for the years ended December 31, 2019 and 2018, respectively.

**NOTE 4 – INTANGIBLE ASSETS**

Intangible assets consist of loan fees paid in connection with incurring long-term debt associated with the 2013 purchase of the land and building located at 205 South Pratt Street, Carson City, Nevada, which houses the Organization's outpatient counseling center. The loan fees are being amortized over the life of the loan and are reported net of accumulated amortization of \$1,870 and \$1,586 as of December 31, 2019 and 2018, respectively. Amortization expense totaled \$284 and \$284 for the years ended December 31, 2019 and 2018, respectively.

**NOTE 5 – LONG-TERM LIABILITIES**

Long-term liabilities consisted of the following as of December 31:

	<b>2019</b>	<b>2018</b>
Loan payable in monthly installments of \$3,488, bearing interest at 5.42% per year until June 2023 at which time the remaining principal plus any interest is due, secured by real property	\$ 486,105	\$ 500,804
Loan payable in monthly installments of \$2,800, bearing interest at 5.50% per year, secured by real property, principal payment of \$50,000 due July 2023, balance of loan maturing July 2028	285,226	299,642
Capital lease payable in monthly installments of \$580, bearing interest at 16.87% per year, secured by office equipment, maturing February 2023	12,902	9,027
<u>Less: current portion</u>	<u>784,233</u>	<u>809,473</u>
	\$ 755,656	\$ 774,895

**CARSON CITY COMMUNITY COUNSELING CENTER  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2019 AND 2018**

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**NOTE 5 – LONG-TERM LIABILITIES (Continued)**

The cost of office equipment under capital lease included in property and equipment was \$16,074 and \$16,074 as of December 31, 2019 and 2018, respectively, with related accumulated depreciation of \$6,698 and \$3,483, respectively.

Future minimum payments are as follows for the years ending December 31:

2020	\$ 73,028
2021	75,230
2022	75,230
2023	524,993
2024	26,415
Thereafter	211,137
	986,033
Less: amount representing interest	( 201,800)
	<hr/>
	\$ 784,233

**NOTE 6 – RESTRICTIONS ON NET ASSETS**

As of December 31, 2019, and 2018, the Organization did not have any net assets with donor restrictions primarily because all grant revenue was based on reimbursement requests submitted after accomplishment of the restricted purpose.

**NOTE 7 – EMPLOYEE BENEFIT PLAN**

The Organization has a defined contribution salary deferral plan (SIMPLE IRA) covering employees who have been employed for at least 2 years and work a minimum of 32 hours per week. Under the plan, the Organization matches dollar for dollar up to three percent of each eligible employee's salary. Employer contributions and plan expenses incurred by the Organization during 2019 and 2018 were \$26,831 and \$22,665 respectively.

**NOTE 8 – LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS**

As of December 31, 2019, and 2018, the Organization's financial assets available to meet cash needs for general expenditure within one year of the balance sheet date consisted of cash and cash equivalents plus receivables totaling \$839,841 and \$949,268, respectively. There were no reductions for amounts not available for general use resulting from contractual or donor-imposed restrictions.

As part of the Organization's liquidity management, no cash or cash equivalent is invested in non-highly liquid investments, i.e. with an initial maturity of more than three months.

**NOTE 9 – COMMITMENTS**

The Organization's loan payable secured by land and building contains various covenant provisions and prohibits certain asset dispositions, mergers, combinations or business acquisitions.

**CARSON CITY COMMUNITY COUNSELING CENTER  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2019 AND 2018**

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**NOTE 10 – SUBSEQUENT EVENTS**

The Organization has evaluated subsequent events through October 20, 2020 the date which the financial statements were available for issue. The 2020 Coronavirus/COVID Pandemic has impacted the Organization's operations, but the financial impact has not been significant. An estimate of potential future financial effect cannot be made.

# Community Counseling Center

## PROFIT AND LOSS

January - December 2017

	TOTAL
<b>Income</b>	
3020 SAPTA Grant	330,506.90
3030 Client Income	48,360.94
3030-1 Refunds	-170.00
3030-2 DO NOT USE--Insurance co-pays	14,675.34
3031 Client Income - Insurance	34,541.67
3031-2 Reimbursement for Claims Paid	-60,552.29
3031-3 Medicaid	922,565.24
<b>Total 3031 Client Income - Insurance</b>	<b>896,554.62</b>
3032 Client Income from Collections	1,889.99
<b>Total 3030 Client Income</b>	<b>961,310.89</b>
3040 Donations	20,733.86
3065 DO NOT USE--UNR Clinical Supervision	1,440.00
3098 Interest Income	816.75
3099 Miscellaneous Income	1,341.71
3100 Grants	
3045 DO NOT USE--Bank of America Grant	12,500.00
3060 FASTT Prison Grant	101,489.06
3090 Comm Services Grant	
3084 Misdemeanor Court	30,578.80
3086 HOLD--Mental Health Services	51,600.00
3088 Comm Services CSSG Grant	69,426.95
3089 DO NOT USE--Comm Service Youth Grant	20,089.25
3090-3 Drug Court ADEP	1,663.75
<b>Total 3090 Comm Services Grant</b>	<b>173,358.75</b>
3095 Douglas County Grant	10,500.00
3095-1 Misdemeanor Court	12,000.00
<b>Total 3095 Douglas County Grant</b>	<b>22,500.00</b>
3097 Drug Court Grant	318,531.14
3097-4 Drug Court--MAT/MHC/DUI	74,843.49
3097-3 Drug Court Outpatient	69,300.00
<b>Total 3097-4 Drug Court--MAT/MHC/DUI</b>	<b>144,143.49</b>
<b>Total 3097 Drug Court Grant</b>	<b>462,674.63</b>
<b>Total 3100 Grants</b>	<b>772,522.44</b>
<b>Total Income</b>	<b>\$2,088,672.55</b>
<b>GROSS PROFIT</b>	<b>\$2,088,672.55</b>
<b>Expenses</b>	
4000 Payroll	1,068,298.27
4001 Salaries	71,367.70
4010 Company FICA	

# Community Counseling Center

## PROFIT AND LOSS

January - December 2017

	TOTAL
4011 Company Medicare	16,851.75
4012 Company Workman's Comp	7,270.10
4013 Company NESD	26,972.79
4015 Bond Contribution	5,636.54
4020 Company Health Ins	66,187.71
4050 SIMPLE/Employer Paid	17,615.37
<b>Total 4000 Payroll</b>	<b>1,280,200.23</b>
4300 Drug Court Grant Expenses	
4305 Drug Ct. Salaries	149,930.46
4306 Drug Ct. FICA/Medicare	11,329.57
4307 Drug Ct. Company NESD	2,493.30
4308 Drug Ct. Company Work Comp	809.67
4311 Drug Ct. Health Insurance	6,628.64
4313 Drug Ct. Rent	13,241.67
4314 Building Insurance	735.74
4315 Drug Ct. Telephone	1,901.34
4316 Drug Ct. Utilities	2,720.65
4318 Drug Ct. Property Tax	872.90
4321 Repair & Maintenance	1,015.62
4325 Drug Ct. Office	480.25
4331 Drug Ct. Supplies	72.18
4332 Drug Ct. Postage	72.65
4336 Drug Ct. Fees	472.00
4338 Drug Ct. Payroll Service	355.18
4340 Drug Ct - Legal & Professional Fees	31,500.00
4351 Drug Ct. Staff Training	250.00
4360 Drug Ct. Travel	26,607.28
4368 Drug Ct. UA Supplies	74,504.54
4370 Drug Ct. Reimbursements	116,669.02
4371 Drug Ct.Client Expense/Supplies	13,168.83
<b>Total 4300 Drug Court Grant Expenses</b>	<b>455,831.49</b>
4500 Operating Expenses	
4501 Depreciation/Amortization Exp	25,075.17
4509 Property Tax	9,293.95
4511 Insurance/Building/Property	6,341.46
4515 Telephone	6,992.20
4516 Utilities	12,139.21
4518 Advertising & Promotion	1,680.08
4519 Storage Rent	1,432.39
4520 Equipment Lease	405.24
4521 Repairs & Maintenance	18,934.23
4525 Office Expense	4,344.84
4526 Computer Expense	2,145.63

# Community Counseling Center

## PROFIT AND LOSS

January - December 2017

	TOTAL
4530 Printing/Copying	2,943.27
4531 Supplies	17,597.46
4532 Postage	1,164.00
4535 Dues & Subscriptions	3,166.71
4536 Fees	35,441.46
4537 Bank Charges	1,474.16
4538 Payroll Service Expense	2,732.32
4541 Professional Services	28,163.11
4542 Staff misc. expense	11,298.69
4546 Donations	538.56
4551 Staff Train/Certification	6,686.80
4553 Insurance/Professional	928.90
4560 Travel	2,374.57
4571 Client Expense/Supplies	6,682.05
4578 Ct/Public Education	4,064.70
4599 Miscellaneous Expense	309.34
<b>Total 4500 Operating Expenses</b>	<b>214,350.50</b>
4600 EAP Program	3,215.00
7000 Finance Charge & Fees	344.10
<b>Total Expenses</b>	<b>\$1,953,941.32</b>
<b>NET OPERATING INCOME</b>	<b>\$134,731.23</b>
Other Expenses	
8000 Interest Expense	2,070.80
8000-1 Building Loan	36,630.86
<b>Total 8000 Interest Expense</b>	<b>38,701.66</b>
<b>Total Other Expenses</b>	<b>\$38,701.66</b>
<b>NET OTHER INCOME</b>	<b>\$ -38,701.66</b>
<b>NET INCOME</b>	<b>\$96,029.57</b>

# Community Counseling Center

## PROFIT AND LOSS

January - December 2018

	TOTAL
Income	
3020 SAPTA Grant	45,828.81
3020-1 DO NOT USE--SAPTA Grant-State Portion	92,113.28
<b>Total 3020 SAPTA Grant</b>	<b>137,942.09</b>
3030 Client Income	127,732.35
3030-1 Refunds	-249.50
3030-2 DO NOT USE--Insurance co-pays	11,741.89
3031 Client Income - Insurance	86,445.69
3031-1 Repayments	-1,919.89
3031-2 Reimbursement for Claims Paid	-5,406.13
3031-3 Medicaid	1,169,529.08
<b>Total 3031 Client Income - Insurance</b>	<b>1,248,648.75</b>
3032 Client Income from Collections	1,624.42
<b>Total 3030 Client Income</b>	<b>1,389,497.91</b>
3040 Donations	1,223.63
3098 Interest Income	4,511.62
3099 Miscellaneous Income	51.76
3100 Grants	
3045 DO NOT USE--Bank of America Grant	5,000.00
3060 FASTT Prison Grant	51,021.78
3090 Comm Services Grant	
3083 Comm Services CCBHC	33,744.20
3084 Misdemeanor Court	35,600.00
3086 HOLD--Mental Health Services	33,660.00
3087 DO NOT USE--Dependency Court Council	16,680.00
3088 Comm Services CSSG Grant	47,031.00
3089 DO NOT USE--Comm Service Youth Grant	17,485.00
3090-3 Drug Court ADEP	1,966.25
<b>Total 3090 Comm Services Grant</b>	<b>186,166.45</b>
3095 Douglas County Grant	5,000.00
3095-1 Misdemeanor Court	13,200.00
<b>Total 3095 Douglas County Grant</b>	<b>18,200.00</b>
3097 Drug Court Grant	385,008.50
3097-4 Drug Court--MAT/MHC/DUI	105,858.92
3097-3 Drug Court Outpatient	58,575.00
<b>Total 3097-4 Drug Court--MAT/MHC/DUI</b>	<b>164,433.92</b>
<b>Total 3097 Drug Court Grant</b>	<b>549,442.42</b>
<b>Total 3100 Grants</b>	<b>809,830.65</b>

# Community Counseling Center

## PROFIT AND LOSS

January - December 2018

	TOTAL
Services	0.00
<b>Total Income</b>	<b>\$2,343,057.66</b>
<b>GROSS PROFIT</b>	<b>\$2,343,057.66</b>
Expenses	
4000 Payroll	
4001 Salaries	1,199,103.36
4010 Company FICA	79,097.82
4011 Company Medicare	18,529.02
4012 Company Workman's Comp	6,895.47
4013 Company NESD	25,406.69
4015 Bond Contribution	-368.31
4020 Company Health Ins	61,996.86
4050 SIMPLE/Employer Paid	22,664.50
<b>Total 4000 Payroll</b>	<b>1,413,325.41</b>
4300 Drug Court Grant Expenses	
4305 Drug Ct. Salaries	165,203.27
4306 Drug Ct. FICA/Medicare	12,286.02
4307 Drug Ct. Company NESD	2,370.67
4308 Drug Ct. Company Work Comp	744.19
4311 Drug Ct. Health Insurance	6,738.23
4315 Drug Ct. Telephone	2,564.52
4316 Drug Ct. Utilities	2,974.34
4318 Drug Ct. Property Tax	1,961.58
4321 Repair & Maintenance	2,732.75
4325 Drug Ct. Office	675.70
4331 Drug Ct. Supplies	1,320.83
4336 Drug Ct. Fees	1,255.01
4338 Drug Ct. Payroll Service	338.26
4340 Drug Ct - Legal & Professional Fees	63,300.00
4351 Drug Ct. Staff Training	57.32
4360 Drug Ct. Travel	29,473.52
4368 Drug Ct. UA Supplies	82,161.39
4370 Drug Ct. Reimbursements	127,150.00
4371 Drug Ct. Client Expense/Supplies	13,146.59
4378 Drug Ct. Client Education	878.29
<b>Total 4300 Drug Court Grant Expenses</b>	<b>517,332.48</b>
4500 Operating Expenses	
4501 Depreciation/Amortization Exp	31,329.19
4505 Rent	12,589.50
4509 Property Tax	7,983.41
4511 Insurance/Building/Property	7,799.46
4515 Telephone	8,297.05

# Community Counseling Center

## PROFIT AND LOSS

January - December 2018

	TOTAL
4516 Utilities	15,447.00
4518 Advertising & Promotion	9,535.96
4519 Storage Rent	230.00
4521 Repairs & Maintenance	18,996.14
4525 Office Expense	8,617.55
4526 Computer Expense	5,314.83
4530 Printing/Copying	3,105.49
4531 Supplies	23,673.84
4532 Postage	1,076.39
4535 Dues & Subscriptions	3,559.00
4536 Fees	10,840.93
4537 Bank Charges	1,609.26
4538 Payroll Service Expense	2,619.24
4541 Professional Services	35,872.38
4542 Staff misc. expense	17,661.85
4543 Contract Labor	56,733.37
4546 Donations	40.00
4551 Staff Train/Certification	14,513.49
4553 Insurance/Professional	3,768.00
4560 Travel	6,735.95
4570 Medical Supplies	50.50
4571 Client Expense/Supplies	2,127.08
4578 Ct/Public Education	1,535.53
4599 Miscellaneous Expense	2,012.13
<b>Total 4500 Operating Expenses</b>	<b>313,674.52</b>
4600 EAP Program	585.00
7000 Finance Charge & Fees	534.17
<b>Total Expenses</b>	<b>\$2,245,451.58</b>
<b>NET OPERATING INCOME</b>	<b>\$97,606.08</b>
Other Expenses	
8000 Interest Expense	0.00
8000-1 Building Loan	47,166.71
<b>Total 8000 Interest Expense</b>	<b>47,166.71</b>
<b>Total Other Expenses</b>	<b>\$47,166.71</b>
<b>NET OTHER INCOME</b>	<b>\$ -47,166.71</b>
<b>NET INCOME</b>	<b>\$50,439.37</b>

# Community Counseling Center

## PROFIT AND LOSS

January - December 2019

	TOTAL
<b>Income</b>	
3020 SAPTA Grant	40,712.10
3030 Client Income	219,656.13
3030-1 Refunds	-60.00
3031 Client Income - Insurance	60,397.44
3031-2 Reimbursement for Claims Paid	-50,230.42
3031-3 Medicaid	1,251,747.48
<b>Total 3031 Client Income - Insurance</b>	<b>1,261,914.50</b>
3032 Client Income from Collections	722.40
<b>Total 3030 Client Income</b>	<b>1,482,233.03</b>
3040 Donations	774.90
3098 Interest Income	4,175.70
3099 Miscellaneous Income	6,926.99
3100 Grants	
3060 FASTT Prison Grant	18,991.20
3090 Comm Services Grant	
3082 CC Transitional Housing	11,195.00
3083 Comm Services CCBHC	162,710.80
3084 Misdemeanor Court	26,555.00
3086 HOLD--Mental Health Services	30,360.00
3088 Comm Services CSSG Grant	57,450.60
3089 DO NOT USE--Comm Service Youth Grant	4,730.00
3090-3 Drug Court ADEP	1,540.00
<b>Total 3090 Comm Services Grant</b>	<b>294,541.40</b>
3095 Douglas County Grant	1,200.00
3095-1 Misdemeanor Court	12,000.00
<b>Total 3095 Douglas County Grant</b>	<b>13,200.00</b>
3097 Drug Court Grant	404,931.53
3097-4 Drug Court--MAT/MHC/DUI	115,376.03
3097-3 Drug Court Outpatient	43,650.00
<b>Total 3097-4 Drug Court--MAT/MHC/DUI</b>	<b>159,026.03</b>
<b>Total 3097 Drug Court Grant</b>	<b>563,957.56</b>
<b>Total 3100 Grants</b>	<b>890,690.16</b>
Services	1,845.99
<b>Total Income</b>	<b>\$2,427,358.87</b>
<b>GROSS PROFIT</b>	<b>\$2,427,358.87</b>
<b>Expenses</b>	
4000 Payroll	8,204.52
4001 Salaries	1,635,915.08
4010 Company FICA	93,936.27

# Community Counseling Center

## PROFIT AND LOSS

January - December 2019

	TOTAL
4011 Company Medicare	22,170.50
4012 Company Workman's Comp	10,222.05
4013 Company NESD	21,201.27
4015 Bond Contribution	-8,204.52
4020 Company Health Ins	89,589.90
4050 SIMPLE/Employer Paid	26,831.24
<b>Total 4000 Payroll</b>	<b>1,899,866.31</b>
4300 Drug Court Grant Expenses	
4305 Drug Ct. Salaries	165,523.62
4306 Drug Ct. FICA/Medicare	12,662.52
4307 Drug Ct. Company NESD	1,725.27
4308 Drug Ct. Company Work Comp	1,021.09
4311 Drug Ct. Health Insurance	6,951.04
4315 Drug Ct. Telephone	2,481.61
4316 Drug Ct. Utilities	3,427.25
4318 Drug Ct. Property Tax	2,562.90
4321 Repair & Maintenance	985.00
4326 Drug Ct. Computer	240.00
4332 Drug Ct. Postage	48.68
4336 Drug Ct. Fees	580.00
4338 Drug Ct. Payroll Service	306.13
4340 Drug Ct - Legal & Professional Fees	33,000.00
4351 Drug Ct. Staff Training	135.00
4360 Drug Ct. Travel	32,791.26
4368 Drug Ct. UA Supplies	86,211.36
4370 Drug Ct. Reimbursements	135,937.50
4371 Drug Ct.Client Expense/Supplies	2,560.26
<b>Total 4300 Drug Court Grant Expenses</b>	<b>489,150.49</b>
4500 Operating Expenses	
4501 Depreciation/Amortization Exp	23,301.16
4505 Rent	29,235.95
4509 Property Tax	10,450.43
4511 Insurance/Building/Property	6,791.39
4515 Telephone	7,447.61
4516 Utilities	18,891.86
4518 Advertising & Promotion	1,346.86
4519 Storage Rent	731.13
4521 Repairs & Maintenance	19,356.17
4525 Office Expense	11,061.25
4526 Computer Expense	9,979.92
4530 Printing/Copying	5,224.25
4531 Supplies	8,552.48
4532 Postage	753.85

# Community Counseling Center

## PROFIT AND LOSS

January - December 2019

	TOTAL
4535 Dues & Subscriptions	2,529.00
4536 Fees	19,874.10
4537 Bank Charges	2,509.45
4538 Payroll Service Expense	2,828.87
4541 Professional Services	43,872.39
4542 Staff misc. expense	8,871.86
4543 Contract Labor	9,940.00
4545 Fund Raising Expense	59.00
4546 Donations	900.00
4551 Staff Train/Certification	15,234.66
4552 Supervision	4,623.00
4553 Insurance/Professional	3,755.32
4560 Travel	9,049.76
4568 UA Supplies	91.00
4570 Medical Supplies	1,213.80
4571 Client Expense/Supplies	5,126.57
4578 Ct/Public Education	265.14
4599 Miscellaneous Expense	1,270.14
<b>Total 4500 Operating Expenses</b>	<b>285,138.37</b>
4600 EAP Program	112.00
7000 Finance Charge & Fees	986.62
<b>Total Expenses</b>	<b>\$2,675,253.79</b>
<b>NET OPERATING INCOME</b>	<b>\$ -247,894.92</b>
Other Expenses	
8000 Interest Expense	25.00
8000-1 Building Loan	48,291.97
<b>Total 8000 Interest Expense</b>	<b>48,316.97</b>
<b>Total Other Expenses</b>	<b>\$48,316.97</b>
<b>NET OTHER INCOME</b>	<b>\$ -48,316.97</b>
<b>NET INCOME</b>	<b>\$ -296,211.89</b>

# Community Counseling Center

## BALANCE SHEET

As of December 31, 2017

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1100 Change Cash Account	100.00
1103 B of A checking--3003	212,489.10
2206 Certificate of Deposit	321,643.74
<b>Total Bank Accounts</b>	<b>\$534,232.84</b>
Accounts Receivable	
2000 Receivables	0.00
2003 Receivables from Collections	0.00
2009 Grant Receivable	221,923.98
2010 SSI Administration	0.00
2012 COBRA	0.00
2020 Employee Loan	0.00
<b>Total Accounts Receivable</b>	<b>\$221,923.98</b>
Other Current Assets	
1499 Undeposited Funds	0.00
2001 Allow Doubtful Accts	-270,855.00
2050 Patient Receivables	463,895.59
2201 Deposits	1,025.00
2204 Other Prepays	3,645.68
2205 Prepaid Rent/Northlake Ventures	400.00
2210 Escrow	147.00
<b>Total Other Current Assets</b>	<b>\$198,258.27</b>
<b>Total Current Assets</b>	<b>\$954,415.09</b>

# Community Counseling Center

## BALANCE SHEET

As of December 31, 2017

	TOTAL
<b>Fixed Assets</b>	
2501 Office Equipment	113,623.79
2503 Leasehold Improvement	0.00
2504 Detox Furn, Equip & Leasehold	0.00
2505 Accum Depreciation	-84,365.98
2506 Detox Accum Depreciation	0.00
2510 Building	744,140.74
2517 Building Improvements	24,885.50
2519 Accum Depr - Buildings & Impr	-63,088.17
<b>Total 2510 Building</b>	<b>705,938.07</b>
2511 Land	589,060.51
2512 Loan Fees	2,840.00
2516 Accum Amortization	-1,301.67
<b>Total 2512 Loan Fees</b>	<b>1,538.33</b>
2520 Building 2	0.00
<b>Total Fixed Assets</b>	<b>\$1,325,794.72</b>
<b>TOTAL ASSETS</b>	<b>\$2,280,209.81</b>

# Community Counseling Center

## BALANCE SHEET

As of December 31, 2017

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2002 Accounts Payable	36,496.38
<b>Total Accounts Payable</b>	<b>\$36,496.38</b>
Credit Cards	
2600 CC-Office Depot	88.95
2604 CC-Bank of America	186.29
2606 Bank of America Loan Line	2,282.77
2608 Staples	0.00
<b>Total Credit Cards</b>	<b>\$2,558.01</b>
Other Current Liabilities	
2702 Advances/SAPTA Grant	0.00
2709 Employee FWH	0.00
2710 Employee FICA	-0.07
2711 Employee Medicare	0.07
2715 Employee SIMPLE	1,348.14
2717 Employee IRA	0.00
2718 Employee Insurance	-132.26
2720 Child Support Wage Assignment	0.00
2725 Garnishment-other	0.00
2726 Current portion of lease #4	0.00
2729 Current portion of lease #3	0.00
2730 Accrued Vacation	16,777.78
2733 Current Portion of Loan- BofA	0.00
2735 Accrued Payroll	51,164.06
<b>Total Other Current Liabilities</b>	<b>\$69,157.72</b>
<b>Total Current Liabilities</b>	<b>\$108,212.11</b>
Long-Term Liabilities	
2824 Copier lease #3	0.00
2825 Copier lease #4	0.00
2826 Copier Lease #5	15,988.46
2852 Building Loan-M&M Bigue	-0.05
2853 Building Loan-BofA	514,720.89
2854 Building Loan - Drange	314,012.40
<b>Total Long-Term Liabilities</b>	<b>\$844,721.70</b>
<b>Total Liabilities</b>	<b>\$952,933.81</b>

# Community Counseling Center

## BALANCE SHEET

As of December 31, 2017

	TOTAL
<b>Equity</b>	
2901 Retained Earnings	0.00
2905 Net Assets	0.00
2906 Temporarily Restricted	0.00
2908 Unrestricted	1,231,246.43
<b>Total 2905 Net Assets</b>	<b>1,231,246.43</b>
2909 Opening Bal Equity	0.00
Net Income	96,029.57
<b>Total Equity</b>	<b>\$1,327,276.00</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$2,280,209.81</b>

# Community Counseling Center

## BALANCE SHEET

As of December 31, 2018

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1100 Change Cash Account	100.00
1103 B of A checking--3003	221,460.61
2206 Certificate of Deposit	325,460.23
<b>Total Bank Accounts</b>	<b>\$547,020.84</b>
Accounts Receivable	
2000 Receivables	0.00
2003 Receivables from Collections	0.00
2009 Grant Receivable	147,800.66
2010 SSI Administration	0.00
2012 COBRA	0.00
2020 Employee Loan	0.00
<b>Total Accounts Receivable</b>	<b>\$147,800.66</b>
Other Current Assets	
1499 Undeposited Funds	220.00
2001 Allow Doubtful Accts	-144,291.33
2050 Patient Receivables	398,517.14
2201 Deposits	0.00
2204 Other Prepads	11,607.98
2205 Prepaid Rent/Northlake Ventures	13,365.00
2210 Escrow	0.00
<b>Total Other Current Assets</b>	<b>\$279,418.79</b>
<b>Total Current Assets</b>	<b>\$974,240.29</b>

# Community Counseling Center

## BALANCE SHEET

As of December 31, 2018

	TOTAL
<b>Fixed Assets</b>	
2501 Office Equipment	118,135.32
2503 Leasehold Improvement	0.00
2504 Detox Furn, Equip & Leasehold	0.00
2505 Accum Depreciation	-91,381.55
2506 Detox Accum Depreciation	0.00
2508 Communication System	15,997.88
2510 Building	744,140.74
2517 Building Improvements	31,061.41
2519 Accum Depr - Buildings & Impr	-87,117.79
<b>Total 2510 Building</b>	<b>688,084.36</b>
2511 Land	589,060.51
2512 Loan Fees	2,840.00
2516 Accum Amortization	-1,585.67
<b>Total 2512 Loan Fees</b>	<b>1,254.33</b>
2520 Building 2	0.00
<b>Total Fixed Assets</b>	<b>\$1,321,150.85</b>
<b>TOTAL ASSETS</b>	<b>\$2,295,391.14</b>

# Community Counseling Center

## BALANCE SHEET

As of December 31, 2018

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2002 Accounts Payable	42,771.96
<b>Total Accounts Payable</b>	<b>\$42,771.96</b>
Credit Cards	
2600 CC-Office Depot	0.00
2604 CC-Bank of America	66.29
2606 Bank of America Loan Line	1,370.62
2608 Staples	0.00
<b>Total Credit Cards</b>	<b>\$1,436.91</b>
Other Current Liabilities	
2702 Advances/SAPTA Grant	0.00
2709 Employee FWH	0.00
2710 Employee FICA	-0.07
2711 Employee Medicare	0.07
2715 Employee SIMPLE	1,784.29
2717 Employee IRA	0.00
2718 Employee Insurance	-4,878.89
2720 Child Support Wage Assignment	0.00
2725 Garnishment-other	0.00
2726 Current portion of lease #4	0.00
2729 Current portion of lease #3	0.00
2730 Accrued Vacation	22,472.85
2733 Current Portion of Loan- BofA	-1,287.01
2735 Accrued Payroll	47,964.60
<b>Total Other Current Liabilities</b>	<b>\$66,055.84</b>
Total Current Liabilities	<b>\$110,264.71</b>
Long-Term Liabilities	
2824 Copier lease #3	0.00
2825 Copier lease #4	0.00
2826 Copier Lease #5	9,026.78
2852 Building Loan-M&M Bigue	-0.05
2853 Building Loan-BofA	502,091.85
2854 Building Loan - Drange	296,292.48
<b>Total Long-Term Liabilities</b>	<b>\$807,411.06</b>
<b>Total Liabilities</b>	<b>\$917,675.77</b>

# Community Counseling Center

## BALANCE SHEET

As of December 31, 2018

	TOTAL
<b>Equity</b>	
2901 Retained Earnings	0.00
2905 Net Assets	0.00
2906 Temporarily Restricted	0.00
2908 Unrestricted	1,327,276.00
<b>Total 2905 Net Assets</b>	<b>1,327,276.00</b>
2909 Opening Bal Equity	0.00
Net Income	50,439.37
<b>Total Equity</b>	<b>\$1,377,715.37</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$2,295,391.14</b>

# Community Counseling Center

## BALANCE SHEET

As of December 31, 2019

	TOTAL
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1100 Change Cash Account	100.00
1103 B of A checking--3003	206,117.67
2206 Certificate of Deposit	179,610.93
<b>Total Bank Accounts</b>	<b>\$385,828.60</b>
<b>Accounts Receivable</b>	
2000 Receivables	0.00
2003 Receivables from Collections	0.00
2009 Grant Receivable	0.00
2010 SSI Administration	0.00
2012 COBRA	0.00
2020 Employee Loan	0.00
<b>Total Accounts Receivable</b>	<b>\$0.00</b>
<b>Other Current Assets</b>	
1499 Undeposited Funds	0.00
2001 Allow Doubtful Accts	-144,291.33
2050 Patient Receivables	398,517.14
2201 Deposits	865.00
2204 Other Prepays	0.00
2205 Prepaid Rent/Northlake Ventures	0.00
2210 Escrow	0.00
<b>Total Other Current Assets</b>	<b>\$255,090.81</b>
<b>Total Current Assets</b>	<b>\$640,919.41</b>

# Community Counseling Center

## BALANCE SHEET

As of December 31, 2019

	TOTAL
<b>Fixed Assets</b>	
2501 Office Equipment	119,778.60
2503 Leasehold Improvement	12,596.26
2504 Detox Furn, Equip & Leasehold	0.00
2505 Accum Depreciation	-101,031.61
2506 Detox Accum Depreciation	0.00
2508 Communication System	15,997.88
2510 Building	744,140.74
2517 Building Improvements	31,061.41
2519 Accum Depr - Buildings & Impr	-100,484.89
<b>Total 2510 Building</b>	<b>674,717.26</b>
2511 Land	589,060.51
2512 Loan Fees	2,840.00
2516 Accum Amortization	-1,869.67
<b>Total 2512 Loan Fees</b>	<b>970.33</b>
2520 Building 2	0.00
<b>Total Fixed Assets</b>	<b>\$1,312,089.23</b>
<b>TOTAL ASSETS</b>	<b>\$1,953,008.64</b>

# Community Counseling Center

## BALANCE SHEET

As of December 31, 2019

LIABILITIES AND EQUITY	TOTAL
Liabilities	
Current Liabilities	
Accounts Payable	
2002 Accounts Payable	27,181.81
<b>Total Accounts Payable</b>	<b>\$27,181.81</b>
Credit Cards	
2600 CC-Office Depot	0.00
2604 CC-Bank of America	66.29
2606 Bank of America Loan Line	0.00
2608 Staples	0.00
<b>Total Credit Cards</b>	<b>\$66.29</b>
Other Current Liabilities	
2702 Advances/SAPTA Grant	0.00
2709 Employee FWH	0.00
2710 Employee FICA	-0.03
2711 Employee Medicare	0.13
2715 Employee SIMPLE	1,255.97
2717 Employee IRA	0.00
2718 Employee Insurance	-4,421.68
2720 Child Support Wage Assignment	0.00
2725 Garnishment-other	0.00
2726 Current portion of lease #4	0.00
2729 Current portion of lease #3	0.00
2730 Accrued Vacation	22,472.85
2733 Current Portion of Loan- BofA	-3,358.31
2735 Accrued Payroll	47,964.60
<b>Total Other Current Liabilities</b>	<b>\$63,913.53</b>
<b>Total Current Liabilities</b>	<b>\$91,161.63</b>
Long-Term Liabilities	
2824 Copier lease #3	0.00
2825 Copier lease #4	0.00
2826 Copier Lease #5	2,065.10
2852 Building Loan-M&M Bigue	-0.05
2853 Building Loan-BofA	489,462.81
2854 Building Loan - Drange	288,815.67
<b>Total Long-Term Liabilities</b>	<b>\$780,343.53</b>
<b>Total Liabilities</b>	<b>\$871,505.16</b>

# Community Counseling Center

## BALANCE SHEET

As of December 31, 2019

	TOTAL
<b>Equity</b>	
2901 Retained Earnings	50,439.37
2905 Net Assets	0.00
2906 Temporarily Restricted	0.00
2908 Unrestricted	1,327,276.00
<b>Total 2905 Net Assets</b>	<b>1,327,276.00</b>
2909 Opening Bal Equity	0.00
Net Income	-296,211.89
<b>Total Equity</b>	<b>\$1,081,563.48</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,953,008.64</b>



- ⚠️ ALERT: Due to internal CAGE maintenance, CAGE will be unavailable from Friday October 23, 2020 @ 5:00 PM - Sunday October 25, 2020 @ 11:59 PM (ET).
- ⚠️ ALERT: SAM.gov will be down for scheduled maintenance Saturday, 10/24/2020 from 8:00 AM to 4:00 PM.

## Entity Dashboard

### Entity Overview

### Entity Registration

- ▶ [Core Data](#)

- ▶ [Assertions](#)

- ▶ [Reps & Certs](#)

- ▶ [POCs](#)

### Reports

- ▶ [Service Contract Report](#)

- ▶ [BioPreferred Report](#)

### Exclusions

- ▶ [Active Exclusions](#)

- ▶ [Inactive Exclusions](#)

- ▶ [Excluded Family Members](#)

[BACK TO USER DASHBOARD](#)

Community Counseling Center  
DUNS: 782755326 CAGE Code: 5PTX9  
Status: Active  
Expiration Date: 02/05/2021  
Purpose of Registration: Federal Assistance Awards Only

205 S. Pratt  
Carson City, NV, 89701-4730  
UNITED STATES

### Entity Overview

**Entity Registration Summary**

DUNS: 782755326  
Name: Community Counseling Center  
Business Type: Business or Organization  
Last Updated By: Carol Basagoitia  
Registration Status: Active  
Activation Date: 02/06/2020  
Expiration Date: 02/05/2021

**Exclusion Summary**

Active Exclusion Records? No



IBM-P-20200814-1154

WWW3

<a href="#">Search Records</a>	<a href="#">Disclaimers</a>	<a href="#">FAPIIS.gov</a>
<a href="#">Data Access</a>	<a href="#">Accessibility</a>	<a href="#">GSA.gov/IAE</a>
<a href="#">Check Status</a>	<a href="#">Privacy Policy</a>	<a href="#">GSA.gov</a>
<a href="#">About</a>		<a href="#">USA.gov</a>
<a href="#">Help</a>		

**Community Support Services Grant (CSSG)**  
**Five-Year, Non-Competitive Application**  
**Fiscal Year 2021-2026**

**APPLICATION**

**NEW APPLICANT**

**CURRENTLY FUNDED APPLICANT (AMOUNT \$ \_\_\_\_\_)**

**APPLICANT INFORMATION**

**Agency Name:** Carson City Senior Citizens Center

**Agency Mailing Address:** 911 Beverly Drive, Carson City, NV 89706

**Project Name:** Meals on Wheels Case Manager

**Project Address/Location:** 911 Beverly Drive, Carson City, NV 89706

**Contact Person:** Courtney Warner

**Phone Number:** 775-283-7235      **Email:** cwarner@carson.org

**Fax:** 775-883-2869      **Website (if applicable):**  
[www.carsoncityseniorcenter.org](http://www.carsoncityseniorcenter.org)

**FISCAL MANAGER**

<b>Name:</b>	Michael Salogga
<b>Title:</b>	Business Manager
<b>Phone number:</b>	775-883-0703
<b>Email:</b>	msalogga@carson.org

**PROJECT FUNDING**

<b>Requested amount</b>	\$28,834
<b>Other funding for the same project</b>	\$539,697
<b>Total project cost</b>	\$568,531

**PROJECT ELIGIBILITY**

**Which Carson City critical need does this project address?**

<input checked="" type="checkbox"/> SENIOR CITIZEN SERVICES	<input type="checkbox"/> HEALTH/DENTAL SERVICES
<input type="checkbox"/> MENTAL HEALTH SERVICES	<input type="checkbox"/> DOMESTIC VIOLENCE SERVICES
<input type="checkbox"/> DISABLED CITIZENS SERVICES	<input type="checkbox"/> SUBSTANCE ABUSE SERVICES

**Community Support Services Grant (CSSG)**  
**Five-Year, Non-Competitive Application**  
**Fiscal Year 2021-2026**

**GENERAL OVERVIEW TWO PAGES LIMIT 10 POINTS**

The Carson City Senior Citizens Center, Inc. (CCSSCC) has been providing services, programs and support for older adults since 1972, starting as a golden age vision of the local Carson City Kiwanis Club. Since that time, CCSSCC has consistently met the needs of the aging Carson City population. Its mission to enhance the quality of life and independence of seniors is fulfilled through a variety of activities, programs, resources and connections steered to nourish the mind, body and soul. CCSSCC operates with a unique memorandum of understanding (MOU) with the City of Carson City, charged with the entire operation and management of the senior center.

For over 45 years, CCSSCC has been providing nutrition services to older adults, age 60 and over, through two grant-funded programs: congregate lunch, an on-site, socially engaging lunch experience and home-delivered meals, commonly known as Meals on Wheels, delivering lunch to homebound seniors and checking in on the well-being of the senior participants. Both nutrition programs are primarily funded through the Older American's Act (OAA) administered through the State of Nevada Aging and Disability Services Division (ADSD). ADSD sets the grant requirements and regulations with consideration to the guidelines set forth by OAA.

CCSSCC is requesting funding to support its Meals on Wheels (MOW) program by adding a MOW Case Manager to the team. MOW provides a nutritious, fresh meal, delivered Monday through Friday and frozen meals for weekend and holiday closures. Fresh meals consist of a combination of hot and cold entrees, sides, fruit or dessert and milk, all prepared and packaged in CCSSCC's commercial kitchen by a team of kitchen staff in accordance to all local food code regulations, meeting one-third of a senior's dietary needs with each meal. The team of MOW Drivers deliver meals between the hours of 9AM to 2PM using custom delivery vehicles that have refrigeration and heating units to keep all food at safe temperatures. Four routes cover the Carson City county limits delivering to homes, apartment units, mobile homes, RV parks, long stay motels; delivering anywhere homebound seniors live.

To qualify for MOW, CCSSCC Case Managers assess prospective seniors to determine if they meet eligibility requirements set forth by ADSD. A senior must be age 60 or older, determined to be homebound and confined to their home due to advancing age, illness, disability and/or geographic location. Income status is not used to determine eligibility although is captured for statistical purposes. Many seniors have a debilitating illness that causes a hardship to shop for groceries and/or prepare meals in their home. Some are caretakers for a highly impaired spouse or family member that needs assistance to take cooking one meal off their plate.

CCSSCC has continually grown, sometimes at rapid paces, to keep up with the demand for services. MOW closed out its fiscal year, ending in September, delivering 110,936 meals, a record year. State and federal funding only funded 90,000 meals. State and federal funding limits reimbursement to \$3.65 per meal while the actual cost to deliver a meal averages \$6.50 per meal. CCSSCC is also responsible for funding the gap between reimbursement rate and average cost per meal (approximately \$2.85 per meal) and funding meals not reimbursed by the grant. MOW seniors are asked to voluntarily contribute, most cannot, and no one is turned away if they are not financially able to provide a donation.

**Community Support Services Grant (CSSG)**  
**Five-Year, Non-Competitive Application**  
**Fiscal Year 2021-2026**

MOW is a critical operation of Carson City. Without it, public safety agencies would be overburdened with calls for assistance from seniors who are struggling to maintain their independence, may be at increased risk due to frequent falls in the home and who are in poor condition. Hospitals and care facilities would see an increase of seniors who require frequent hospital stays and increased institutional care. The cost to deliver one meal, every day for an entire day is nearly the same average cost of one day in the hospital. If the City operated MOW instead of CCSCC, the cost per meal would be at least double.

In 2014, to address food insecurity in Nevada the Governor's Council on Food Security was established (GCFS) to improve the quality of life and health of Nevadans, including older Nevadans. This statewide advisory board worked to develop strategies to reduce food insecurity. CCSCC senior nutrition program is part of the 2018 Nevada's Plan for Action with the statewide goal to increase participation in state/federal nutrition programs (1). Local government or another organization would be tasked to provide senior nutrition should CCSCC cease to operate.

CCSCC is a collaborative partner of the non-profit community and senior service providers. It is strategic in its operation not to duplicate services that are available by other organizations and providers. MOW is unique as it targets a highly vulnerable population that is isolated in their homes delivering one fresh meal Monday through Friday and frozen meals on weekends and holidays. Other organizations may provide a food box or pantry bag to seniors or distribute coupons for fresh produce. The target population of these other programs are seniors on a fixed income with the ability to prepare food themselves. Many of the MOW participants lack the capacity to prepare meals for themselves three times per day, struggle to leave the home for extended periods of time or have limited or no transportation. These other services providing "senior nutrition" are not duplications of services as their programs are different and unique. MOW provides a unique wellness check that gives reassurance to the senior and their family members knowing that qualified and background checked MOW staff are checking in every weekend on them. If a senior can qualify for all programs, they are able to supplement their pantry with quality food thus leaving more funds available for necessary expenses like medications, co-pays, utilities and housing.

Historically, the Elder Resource Advocate, a city-funded position has completed all assessments and welfare calls for MOW. As CCSCC has grown combined with a significant growth of MOW, the ability to respond to all inquiries and complete intake assessments in a timely fashion has become strained combined with an increase in complex cases that require significant amount of time and follow up to support a thorough care plan. MOW assessments are unique as they are completed in the home (pre-COVID) at intake and annual reassessment. Being in a client's home offers better representation of the real picture identifying hardships in food security, home safety and cleanliness, fall risks and hazards and other areas that are evaluated during assessment. This is essential to completing a thorough care plan however takes an average of two hours to complete leaving less available time as the MOW roster grows. CCSCC has identified that adding a new Case Manager, dedicated solely to MOW would be essential to keep up with the growing demands for services, allowing for adequate time for assessment and relationship building. The MOW Case Manager fills a void that benefits the senior community to live dignified lives.

**Community Support Services Grant (CSSG)**  
**Five-Year, Non-Competitive Application**  
**Fiscal Year 2021-2026**

**PROBLEM STATEMENT ONE PAGE LIMIT 10 POINTS**

The demand for MOW continues to grow year over year at an average rate of 111%. Carson City is just starting to see the first signs of the silver tsunami or wave of the baby boomers. The national population of seniors is projected to rise from 14% to 20% by 2030 and peak at 25% by 2050 (1). Senior services like MOW continue to be driven past capacity limits to serve those in need. At the end of fiscal year 2015/2016, MOW delivered a mere 72,594 meals. MOW just finished its fiscal year 2019/2020 delivering 110,936 meals. This represents a growth of 153% in four years. While CCSCC has the kitchen and vehicles to support growth, it is limited in funding to grow necessary positions to support the operation. Funding from ADSD remains flat and donations from participants steadily declines as more seniors are living at or below poverty levels. MOW not only provides a solution for rising concerns of insecurity and the fear of going hungry among older Nevadans it has the capacity to provide case management services to homebound seniors. Sadly, there is no funding source to support this necessary endeavor. At times MOW is required to quickly conduct assessments to meet the demand of seniors seeking help, compromising an opportunity to dive deep into a seniors' situation and help seek and implement necessary supports to keep them independent.

Nevada has the 2<sup>nd</sup> highest elder suicide rate in the country (2). CCSCC seeks to be part of the solution and conversation to inspire hope and to help. CCSCC's Director and Elder Resource Advocate are registered to attend the ASIST Training (Applied Suicide Intervention Skills Training) by the Nevada Coalition for Suicide Prevention once training resumes (due to COVID). The MOW Case Manager would attend this training to support seniors who may be in crisis and need support. MOW would be a responding agency for a critical but not emergent situation, reducing the load and demand on public safety resources and the MOST team. A study by Conwell, et al., (3) suggested that targeting older adults who are isolated, have experienced a recent loss, chronic pain or have functional impairment may prevent suicide. MOW seniors are the target population as they encounter one if not many of those risk factors identified in the study by Conwell.

Based on fiscal year 2019/20 demographics, MOW serves a highly vulnerable population with 55% disabled, 46% consider themselves frail, 53% live alone and 33% are low income. As the requests to for help to be added to MOW continue to mount up, CCSCC seeks a cost-effective solution to meet the demand while also filling a gap in services provided to the community. No other senior service provider can meet the senior in their home to conduct assessments and supportive counseling; no other agency can quickly respond to urgent concerns that are not life threatening. CCSCC MOW Case Manager fills a unique need to a growing and vulnerable population.

In order to support older Carson City Nevadans as they age in their homes, CCSCC is requesting funding to expand the MOW program to include a dedicated Case Manager. This individual would assess, support and respond to homebound and confined seniors who are the City's most vulnerable. The MOW Case Manager would connect MOW seniors to resources and supports, identify and screen for warning signs associated with depression and suicide and continue to monitor and assist MOW seniors as they age in place.

**Community Support Services Grant (CSSG)**  
**Five-Year, Non-Competitive Application**  
**Fiscal Year 2021-2026**

**GOALS AND OBJECTIVES TWO PAGE LIMIT 10 POINTS**

Goal 1 – to empower Carson City MOW seniors to make informed decisions about their long-term supports to maintain independence.

Objectives:

1. Complete 75 direct service hours per month
2. At least 75% of survey respondents will report MOW helps them live independently in their home
3. Within 45 days of renewal date, complete a comprehensive annual reassessment with a focus on additional support needed to remain in the home
4. Inquiries will be assessed within 3 days of intake call

Goal 2 – to create a person-centered and “no wrong door” environment

Objectives:

1. At hire, staff will be trained to be person-centered, setting individualized goals and care plans tailored to the individual
2. Connect monthly with mutual service agencies for cross training and streamlining applications
3. At least 75% of referrals will be made on behalf of the client

Goal 3 – to increase awareness and viability of the MOW program

Objectives:

1. Publish stories of interest, client impact statements, fundraisers and thank you notices in CarsonNow and Nevada Appeal at least quarterly
2. Attend civic club meetings, health fairs, community events and senior service provider meetings at least quarterly
3. Create brochures (also in Spanish) and revise annually
4. Fundraise at least \$50,000 of private and corporation charitable giving by the Governing Board

**Community Support Services Grant (CSSG)**  
**Five-Year, Non-Competitive Application**  
**Fiscal Year 2021-2026**

**METHODS OF ACCOMPLISHMENT ONE PAGE LIMIT 20 POINTS**

The primary goal of MOW Case Manager is to empower Carson City MOW seniors to make informed decisions about their long-term support to maintain independence by providing comprehensive support for seniors as they age. A service unit for Case Manager is defined as one hour of direct service to a specific client and includes phone calls, home visits, writing case notes and completing referrals. By having the support of a skilled Case Manager, MOW seniors will gain assistance in navigating the complex maze of services and resources available in the community. For new seniors inquiring about the program, an intake assessment is completed quickly after inquiry to determine eligibility, paired with existing resources and support to maximize their independence and meet their individual goals. Current MOW seniors are reassessed once a year to ensure they continue to meet eligibility requirements but also to help facilitate and provide access to additional supports or resources to improve or maintain their independence. MOW seniors are given a survey twice per year (Spring/Fall) to evaluate services and provide feedback, criticism and compliments and collect statistical information related to how MOW makes them feel and impacts their health.

The secondary goal is to create a person-centered and “no wrong door” environment by training and breaking the old-school mold of fitting all seniors into a cookie-cutter program. Aging is a unique and individual experience and Case Management should be the same. The MOW Case Manager at hire will be trained in goal setting, narrative assessments and active listening. Through a person-centered approach, relationships and trust will be built supporting a strong foundation to support crisis situations (i.e. depression and suicide). CCSCC has adopted a no wrong door approach for over five years, where seniors seeking assistance receive handholding where CCSCC makes calls on behalf of the senior versus giving the phone number to the senior and send them on their way. This approach provides a quality experience for the senior while also monitoring that contact was made and assisting with next steps. CCSCC takes pride in knowing intricate details about other organizations, knowing the criteria to participate and commonly completing applications on behalf of the senior to expedite the process.

The third goal is to increase awareness of the MOW program to ensure that seniors who need services, know where and how to access services. The most successful methods CCSCC has found is a combination of print media, online media, TV appearances, social media and in-person attendance to best market the MOW program. CCSCC diligently works to promote itself and have a regular presence on CarsonNow, Nevada Appeal, TV news and Facebook. CCSCC staff and volunteers also attend local health fairs, speak at civic club events and participate in local events outside of the target demographic (National Night Out, Nevada Day and Boonanza). CCSCC also diligently works to support a diverse population and recognizes the importance of having print collateral available in Spanish to reduce barriers to access services.

The MOW Case Manager has the capacity to identify hardships of seniors aging in their home and connect them to valuable resources that improves or maintains their quality of life and dignity. This position can build relationships with a population at risk for depression and suicide, connecting them to services and access the help they need.

**Community Support Services Grant (CSSG)**  
**Five-Year, Non-Competitive Application**  
**Fiscal Year 2021-2026**

**PROJECT EVALUATION AND INTERNAL ASSESSMENT TWO PAGE LIMIT 20  
POINTS**

CCSSC's MOW program is thoroughly evaluated by multiple methods that determine if the program is effective and meeting its objectives. One of the most effective evaluation tools is collecting direct feedback from the participants themselves. MOW seniors are regularly encouraged to provide feedback regarding the program by written notes, phone calls and email. Additionally, bi-annual surveys are distributed in the fall and spring months. Respondents can express their satisfaction with the meals received, give input on menu changes or suggestions, answer questions regarding how MOW makes them feel in relationship to their independence and isolation, answer questions related to their overall health and basic demographic questions. Other questions are added on a case by case basis to address suspected gaps in services needed; for example, past surveys asked questions regarding: COVID-19 needs, handyman services, pet food needs, flu shots, etc.

As this is a federally grant funded program, the program is evaluated routinely. Prior to award, program outcomes (deliverables) are established and used toward monthly, quarterly and year-end performance. CCSSC fulfills this requirement by submitting monthly meal count reports to ADSD to track performance. If the program shows decline in outcomes, CCSSC adjusts its recruiting efforts to track more seniors in isolation and to track if a trend is occurring causing seniors to drop the program. Year after year, MOW has steadily grown in demand and has yet to experience a decline in outcomes. ADSD also completes an unbiased, on-site program review to verify compliance with grant guidelines and evaluate participant satisfaction. ADSD also completes a fiscal review for compliance with fiscal guidelines and appropriate use of grant funding. CCSSC considers its relationship with ADSD as a partnership and has regular contact with its Grant Program Specialist, Lisa Torres, who provides guidance, input and technical assistance as it arises.

Because CCSSC operates as a commercial kitchen, it is inspected on a randomly scheduled annual basis by an unbiased third party (Carson City Public Health). Both kitchen and MOW vehicles are inspected to compliance to local food code. ADSD requires an inspection score of 90(A) or above. At the last inspection (February 6, 2020), CCSSC received a perfect score (100 – A). CCSSC has three employees ServSafe certified (Kitchen Manager, Assistant Kitchen Manager, Director) above the requirement of one employee certified.

CCSSC is overseen by two boards: Governing Board and Advisory Council. The Governing Board meets monthly and reviews the financial performance of the organization, with detailed focus on grant expenses and performance. The Finance Committee, a subset of the Governing Board, meets quarterly to review detailed financial activities, ensuring compliance with all applicable laws, rules and governance. The Governing Board consists of up to nine members, all volunteers and none who receive financial compensation for their participation. The Governing Board diligently works to attract new funding opportunities through grants, fundraising, donor cultivation and business sponsorships.

The Advisory Council consists of up to nine members, all volunteers who receive no compensation for participating and all must be active participants of any senior center programs.

**Community Support Services Grant (CSSG)  
Five-Year, Non-Competitive Application  
Fiscal Year 2021-2026**

The Advisory Council provides governance for the activities, policies, rules and procedures of the senior center facility and its programs, activities, events, volunteers and participants. The Advisory Council reviews official grievances for unbiased determinations and actions.

CCSSC staff receive routine trainings respective to their positions. All receive annual training on elder abuse and reporting as mandated by statute. Elder abuse trainings are tailored to MOW staff as they encounter seniors in their home and may see changes in condition, suspicious events or experience weird concerns that do not add up. MOW drivers are randomly observed in the field and evaluated for their safe driving practices. With COVID-19 precautions, staff have been trained in ongoing safety precautions and measures to have contact-less deliveries and socially distanced, safe interactions with homebound seniors. All efforts for a safe workplace for staff, volunteers and seniors have been successful as there has been no infections of COVID-19 to date.

The effectiveness of the MOW Case Manager is evaluated in their ability to keep up with their caseload of new and current seniors. Intake assessments and reassessments are equally important to ensure those who need services are receiving both the nutrition from MOW and supplemental resources identified in assessments. Each client has their individual case file which is regularly monitored by the Elder Resource Advocate evaluating the Case Manager's ability to thoroughly evaluate the situation, problem solve solutions, goal setting with the senior and the follow up of referrals and services to support goals.

The MOW Case Manager uses standardized forms that assess activities of daily living (ability to dress, bathe, etc.), instrumental activities of daily living (ability to shop, prepare food, housekeeping, managing medications, etc.), income level, family and friend supports, diagnoses, medications, transportation (including access to public transportation) and other categories to capture the full picture of the situation and the condition in which the senior lives. These assessments are reviewed by the Elder Resource Advocate in daily team meetings in which complex cases are discussed and brainstormed for the best resources to meet the individual's goals.

MOW is fully operational during the COVID-19 pandemic. Services are adjusted based on the Governor's directives and CDC guidelines for safe operation. During the pandemic, the MOW Case Manager will conduct assessments over the phone and limit home visits to urgent requests, meeting outdoors and with face coverings. CCSSC has been fortunate to not have experienced a closure due to the pandemic and has emergency plans in place should a quarantine occur. Protecting the safety of staff, volunteers and the seniors it serves is top priority.

**Community Support Services Grant (CSSG)**  
**Five-Year, Non-Competitive Application**  
**Fiscal Year 2021-2026**

**SUSTAINMENT OF THE PROJECT HALF A PAGE LIMIT 5 POINTS**

CCSSC is dependent on the combination of state, federal and local grants to continue to operate its MOW program. State and federal funding remains a dependable source of funding through the re-appropriation of the Older Americans Act. CCSSC understands the importance of operating a fiscally sound organization and does not exceed its means. Through charitable gifts, CCSSC has grown its reserve account to support unplanned fiscal situations and support programs through financial hardship until sustained. MOW is the primary cause for fundraisers, donor drives and net proceeds of the Second Wind Thrift Store. CCSSC's Governing Board adopt a fundraising goal to solicit both private and corporate sponsorships to expand the growth of MOW.

CCSSC requesting funding is for a new part-time MOW Case Manager position. Should CSSG funding become unavailable, CCSSC would not add this position. State and federal grant funding for MOW fiscal year 2020-2021 has been awarded and is secured. CCSSC is reliant on grant funding and donations for continued operation and growth. If funding reduces, CCSSC may activate a waitlist until another funding source is secured.

**COORDINATION AND COLLABORATION HALF PAGE LIMIT 5 POINTS**

CCSSC and the City of Carson City have an existing MOU charging CCSSC with full operational responsibility of the senior center. CSSG grant funds would not be used to purchase equipment.

CCSSC is a collaborative local agency, recognizing the value of partnership versus competition. Referrals to neighboring non-profits, like Nevada Rural Counties Retired & Senior Volunteer Program (RSVP), Ron Wood Family Resource Center, Friends in Service Helping (FISH), Northern Nevada Dream Center, all regularly occur to maximize the services for seniors in need. Access to Healthcare uses space free of charge to provide Medicare counseling to seniors. The Food Bank of Northern Nevada operates a drive-thru commodity pickup in CCSSC's parking lot. University of Nevada Reno Cooperative Extension holds classes and programs in the CCSSC facility. American Association of Retired Persons (AARP) hosts driver's education and free tax preparation and CCSSC provides free facility space and assists with signing up participants to the programs. CCSSC partners with Jump Around Carson (JAC) to provide senior bus passes at the CCSSC location. Volunteers assist to complete the paperwork to sign seniors up for a bus pass and send documentation to JAC for their reporting needs. CCSSC serves as a location for voting applications. CCSSC's Director is chair of the Regional Planning Group, a multi-county meeting of senior service providers to network, idea share, and problem solve. Carson City is full of amazing non-profits and organizations doing their part to serve the community. Instead of reinventing the wheel, CCSSC builds strong relationships with these organizations to partner and expand limited resources that ultimately benefit the community at large.

**Community Support Services Grant (CSSG)**  
**Five-Year, Non-Competitive Application**  
**Fiscal Year 2021-2026**

**PROJECT BUDGET- 20 POINTS**

Complete the Budget Summary chart below. This information is mandatory in order to be considered for a CSSG Grant. Other funding is not required. (Max Score: 10 points)  
 Please note, when preparing your budget, you will calculate a one-year cost to run your program. The amount your agency receives will be the same each year for five years, based on the one-year budget request.

Project Title: Meals on Wheels Case Manager	Requested Amount	Other Funding	Total Funds
<b>Project Expenses FY 2021-2026</b>			
Personnel: Case Manager	\$28,834	\$0	\$28,834
<b>TOTALS</b>	<b>\$28,834</b>	<b>\$0</b>	<b>\$28,834</b>

**Other Carson City Contributions**

Please make sure to provide information on any Carson City subsidy (s) made to your agency, for example: cash, building rental, land, a building, other grants, equipment etc.	<b>Carson City and CCSCC operate together with an established MOU and the Senior Center has a special revenue fund. This fund pays for direct expenses of three City employees (Director, Business Manager, Elder Resource Advocate), utilities, building maintenance, office supplies, fire system, equipment repair, IT services and other City department supports. No direct payments are made to CCSCC.</b>
Please provide the value of the subsidy (s) listed above. If more than one, please identify each amount separately.	\$730,828*  <b>*Estimated revenue of the Senior Center Special Revenue Fund</b>

**Community Support Services Grant (CSSG)**  
**Five-Year, Non-Competitive Application**  
**Fiscal Year 2021-2026**

**BUDGET JUSTIFICATION**

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

<b>PROJECT EXPENSE</b>	<b>AMOUNT BUDGETED</b>	<b>JUSTIFICATION OF EXPENSE</b>
Personnel: MOW Case Manager	\$28,834	<p>\$20.00/hour x 50hrs/pay period x 26 pay periods = \$26,000</p> <p>Fringe (tax, insurance) = \$2,834</p> <p>Funding for one, part-time position working 50 hours per pay period (25 hours per week). The salary for this position is \$20/hour and does not include any employer-paid benefits such as medical insurance or 401K.</p>

**Community Support Services Grant (CSSG)**  
**Five-Year, Non-Competitive Application**  
**Fiscal Year 2021-2026**

**AGENCY INFORMATION**

Date of incorporation	August 27, 1976
Date of IRS certification	September 2, 1997
Tax exempt number	88-0123061
DUNS#: ( <a href="http://www.dnb.com/get-a-duns-number.html">http://www.dnb.com/get-a-duns-number.html</a> )	14-753-9027

Attach items 1-7 to your application. Item 8 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.

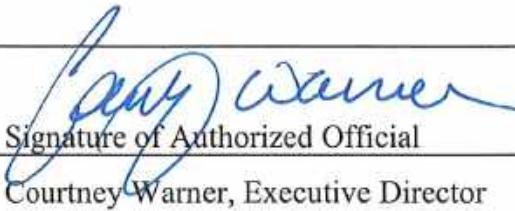
**INDEX OF ATTACHMENTS**

Attachment Number	Attachment Description	Attachment Included (✓)
1	<b>IRS Tax Exempt 501(c) (3) letter (available to print from Secretary of State's website)</b>	✓
2	<b>Proof of incorporation from Secretary of State (Certificate Only)</b> Go to <a href="https://www.nvsilverflume.gov/certificate">https://www.nvsilverflume.gov/certificate</a> You will need to register in order to get the certificate. Cost is \$50. <b>OR</b> Submit proof that your entity is active and in good standing. Go to <a href="http://nvsos.gov/sosentitysearch/">http://nvsos.gov/sosentitysearch/</a> and print your business entity information	✓
3	<b>Current Organization Chart with names of staff members</b>	✓
4	<b>Current Board of Directors and terms of office.</b> [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	<b>501(c)(3): Copy of the most recent Federal Tax Return. Attach FIRST 2 PAGES (Form 990 or 990EX)</b>	✓
6	<b>Profit and Loss Statements and Balance Sheets for prior 3 years</b>	✓
7	Has your agency registered with the System for Award Management (SAM) previously known as CCR data base? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>PLEASE ATTACH A COPY OF YOUR AGENCY'S SAM REGISTRATION</b>	✓
8	<b>Funding commitment letters and/or letters of support (if applicable)</b>	✓
9	<b>Works Cited</b>	✓
10	<b>Memorandum of Understanding – City of Carson City &amp; CCSSCC</b>	✓

**Community Support Services Grant (CSSG)**  
**Five-Year, Non-Competitive Application**  
**Fiscal Year 2021-2026**

**CERTIFICATION**

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	October 14, 2020 Date
Courtney Warner, Executive Director Typed Name and Title of Authorized Official	(775) 283-7235 Phone Number
 Signature of President of Board of Directors	October 14, 2020 Date
Bruce Scott Typed Name of President of Board of Directors	(775) 883-1600 Phone Number

Internal Revenue Service  
District Director

Department of the Treasury

P. O. Box 2508  
Cincinnati, OH 45201

Date: SEP 02 1997

Carson City Senior Citizens Center  
901 Beverly Dr.  
Carson City, NV 89706

Person to Contact:  
D. A. Downing

Telephone Number:  
513-241-5199

Fax Number  
513-684-5936

Federal Identification Number:  
88-0123061

Dear Sir or Madam:

This letter is in response to your request for a copy of your organization's determination letter. This letter will take the place of the copy you requested.

Our records indicate that a determination letter issued in August of 1976 granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) & 170(b)(1)(A)(vi) of the code.

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Carson City Senior Citizens Center  
88-0123061

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

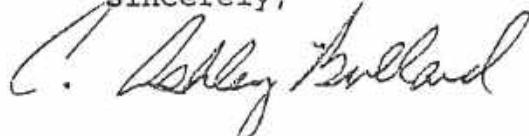
Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return.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

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

Please direct any questions to the person identified in the letterhead above.

This letter affirms your organization's exempt status.

Sincerely,



C. Ashley Bullard  
District Director

**ENTITY INFORMATION****ENTITY INFORMATION****Entity Name:**

CARSON CITY SENIOR CITIZEN CENTER, INC.

**Entity Number:**

C3244-1976

**Entity Type:**

Domestic Nonprofit Corporation (82)

**Entity Status:**

Active

**Formation Date:**

08/27/1976

**NV Business ID:**

NV19761005166

**Termination Date:**

8/27/2026

**Annual Report Due Date:**

8/31/2021

**Solicits Charitable Contribution:**

No

**REGISTERED AGENT INFORMATION****Name of Individual or Legal Entity:**

COURTNEY WARNER

**Status:**

Active

**CRA Agent Entity Type:****Registered Agent Type:**

Non-Commercial Registered Agent

**NV Business ID:****Office or Position:****Jurisdiction:****Street Address:**

911 BEVERLY DR, CARSON CITY, NV, 89706, USA

**Mailing Address:****Individual with Authority to Act:****Fictitious Website or Domain Name:****OFFICER INFORMATION** **VIEW HISTORICAL DATA**

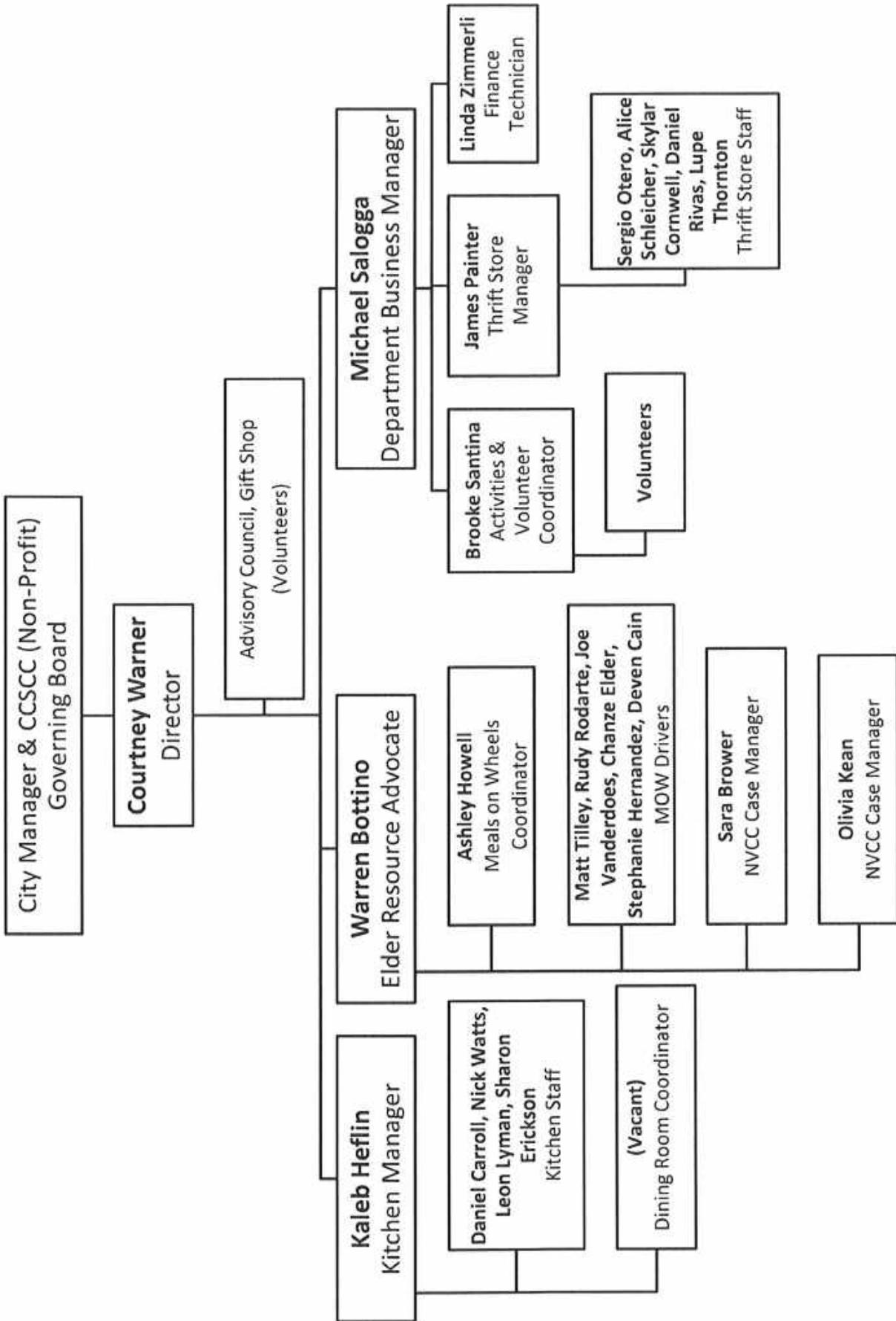
Title	Name	Address	Last Updated	Status
President	BRUCE SCOTT	340 N MINNESOTA, CARSON CITY, NV, 89703, USA	06/11/2019	Active
Secretary	TOM BAKER	4301 LEVI GULCH, CARSON CITY, NV, 89703, USA	06/11/2019	Active
Treasurer	MICHAEL CROSSLEY	PO BOX 410, GENOA, NV, 89411, USA	06/11/2019	Active
Director	PAMELA A COUCH	PO BOX 21869, CARSON CITY, NV, 89721, USA	06/11/2019	Active

Page 1 of 1, records 1 to 4 of 4

**CURRENT SHARES**

Class/Series	Type	Share Number	Value
No records to view.			
Number of No Par Value Shares:			
0			
Total Authorized Capital:			
		Filing History	Name History
		Mergers/Conversions	

[Return to Search](#) [Return to Results](#)



## Carson City Senior Center

### Governing Board Roster

2020-21

<b>Bruce Scott (President)</b>
O – (775) 883-1600      F – (775) 883-1656      Email: bruce@rci-nv.com
Address: 340 N. Minnesota, Carson City, NV 89703
Title: Principal; Engineer Resource Concepts
Term of Office: October 2019 – October 2022
<b>Tom Baker (Secretary)</b>
H – (775) 882-2065      C – (775) 230-2547      Email - baker89703@sbcglobal.net
Address: 4301 Levi Gulch, Carson City, NV 89703
Title: Retired; Former Rural Director to NV State Senator Bryan
Term of Office: October 2019 – October 2022
<b>Mike Crossley (Treasurer)</b>
H – (775) 782-4677      C – (775) 721-6634      Email: mrcrossley@charter.net
Address: 708 West Musser Street, Carson City, NV 89703
Title: Retired CPA
Term of Office: October 2019 – October 2022
<b>Mike Pavlakis (Director)</b>
O – (775) 687-0202      F – (775) 882-7918      Email: mpavlakis@allisonmackenzie.com
Address: 402 N. Division St. Carson City, NV 89703
Title: Attorney, Allison – MacKenzie
Term of Office: October 2020 – October 2023
<b>Pam Couch (Director)</b>
C – (530) 640-6763      Email: pamcouchcc@yahoo.com
Address: PO Box 21869, Carson City, NV 89721
Title: Retired; Regional Transportation Director
Term of Office: October 2018 – October 2021
<b>Chris Gray (Director)</b>
C – (775) 309-3553      Email: christophergray1219@gmail.com
Address: 1641 W. Minden Village Loop, Minden, NV 89423
Title: IT Systems Technician
Term of Office: October 2019 – October 2022

Governing Board positions are voluntary and receive no compensation

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.

► Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047

2018

Open to Public  
Inspection

A For the 2018 calendar year, or tax year beginning 10/01/18, and ending 09/30/19

B Check if applicable Address change Name change Initial return Final return/terminated Amended return Application pending	C Name of organization Carson City Senior Citizen's Center Inc.	D Employer identification number 88-0123061		
	Doing business as Number and street (or P.O. box if mail is not delivered to street address) 911 Beverly Drive	E Telephone number 775-883-0703		
	City or town, state or province, country, and ZIP or foreign postal code Carson City NV 89706	F Gross receipts \$ 902,538		
	G Name and address of principal officer Courtney Warner 911 Beverly Drive Carson City NV 89706	H(a) Is this a group return for subordinates? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
		H(b) Are all subordinates included? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
		If "No," attach a list (see instructions) ►		
I Tax-exempt status <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) ( ) <input type="checkbox"/> (insert no) 4947(a)(1) or 527	J Website: ► <a href="http://carson.org/government/departments-g-z/">carson.org/government/departments-g-z/</a>	K Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other ►	L Year of formation:	M State of legal domicile: NV

## Part I Summary

1 Briefly describe the organization's mission or most significant activities:  
See Schedule O

2 Check this box ► 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 6

4 Number of independent voting members of the governing body (Part VI, line 1b)

4 6

5 Total number of individuals employed in calendar year 2018 (Part V, line 2a)

5 43

6 Total number of volunteers (estimate if necessary)

6 0

7a Total unrelated business revenue from Part VIII, column (C), line 12

7a 0

b Net unrelated business taxable income from Form 990-T, line 38

7b 0

Activities & Governance	8 Contributions and grants (Part VIII, line 1h)	Prior Year	Current Year
		661,357	582,886
Revenue	9 Program service revenue (Part VIII, line 2g)	101,931	135,639
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	80,546	4,649
Expenses	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	65,150	84,453
	12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	908,984	807,627
Net Assets or Fund Balances	13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)		0
	14 Benefits paid to or for members (Part IX, column (A), line 4)		0
20	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	346,040	361,833
	16a Professional fundraising fees (Part IX, column (A), line 11e)		0
21	b Total fundraising expenses (Part IX, column (D), line 25) ►	0	
	17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	546,456	532,742
22	18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	892,496	894,575
	19 Revenue less expenses. Subtract line 18 from line 12	16,488	-86,948
		Beginning of Current Year	End of Year
	20 Total assets (Part X, line 16)	726,555	660,993
	21 Total liabilities (Part X, line 26)	1,722	23,109
	22 Net assets or fund balances. Subtract line 21 from line 20	724,833	637,884

## 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 Courtney Warner	Date			
	Type or print name and title				
Paid Preparer Use Only	Print/Type preparer's name Jonathan S. Steele, CPA	Preparer's signature Jonathan S. Steele, CPA	Date 08/14/20	Check <input type="checkbox"/> if self-employed	PTIN P01362786
	Firm's name ► Steele & Associates, LLC		Firm's EIN ► 88-0479248		
	Firm's address ► 611 N Nevada St Carson City, NV 89703-3968		Phone no 775-882-7198		

May the IRS discuss this return with the preparer shown above? (see instructions)

X Yes No

For Paperwork Reduction Act Notice, see the separate instructions.  
DAA

Form 990 (2018)

## 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:

See Schedule O

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 \$ 810,516 including grants of \$ ) (Revenue \$ 135,639 )  
**Nutrition Program:** Serves in excess of 137,000 meals to over 2,500 unduplicated individuals age 60 & over. The program received \$525,300 in donated facilities and services. This consisted primarily of \$129,100 in rent and property-related expenses from Carson City, NV and \$396,200 in personnel and volunteers. The donated facilities and services is not included in the \$525,300 of program expenses.

4b (Code: ) (Expenses \$ ) including grants of \$ ) (Revenue \$ )  
**N/A**

4c (Code: ) (Expenses \$ ) including grants of \$ ) (Revenue \$ )  
**N/A**

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

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

4e Total program service expenses ► 810,516

# CCSCC

## STATEMENT OF ACTIVITY

October 2017 - September 2020

	OCT 2017 - SEP 2018	OCT 2018 - SEP 2019	OCT 2019 - SEP 2020	TOTAL
<b>Revenue</b>				
41000 Nutrition C1 Income				\$0.00
41001 ADSD Grant	85,457.00	81,648.36	161,842.50	\$328,947.86
41002 NSIP	30,576.69			\$30,576.69
41004 Donations	56.76		60.00	\$116.76
41005 C1 Program Income	38,962.03	37,418.87	35,973.30	\$112,354.20
<b>Total 41000 Nutrition C1 Income</b>	<b>155,052.48</b>	<b>119,067.23</b>	<b>197,875.80</b>	<b>\$471,995.51</b>
42000 Nutrition C2 Income				\$0.00
42001 ADSD Grant C2	217,546.00	234,056.32	375,056.25	\$826,658.57
42002 NSIP C2	62,826.31			\$62,826.31
42004 CSSG Grant	13,000.00	13,000.00	13,000.00	\$39,000.00
42005 Donations C2	93,361.55	55,368.38	57,842.34	\$206,572.27
42006 C2 Program Income	46,673.27	43,372.32	47,365.14	\$137,410.73
42008 ADSD Equipment Grant	48,601.00		50,000.00	\$98,601.00
42010 Raffle Revenue	2,773.32	2,334.25	2,139.00	\$7,246.57
<b>Total 42000 Nutrition C2 Income</b>	<b>484,781.45</b>	<b>348,131.27</b>	<b>545,402.73</b>	<b>\$1,378,315.45</b>
43000 NSIP Income				\$0.00
43001 NSIP Grant		101,321.00	90,141.78	\$191,462.78
<b>Total 43000 NSIP Income</b>		<b>101,321.00</b>	<b>90,141.78</b>	<b>\$191,462.78</b>
43100 Emergency Grant Revenue				\$0.00
43101 COVID-19 Emergency Grant Revenue			53,325.84	\$53,325.84
<b>Total 43100 Emergency Grant Revenue</b>			<b>53,325.84</b>	<b>\$53,325.84</b>
45000 Case Manager Income				\$0.00
45001 Case Manager Grant	52,034.74	53,454.26	70,433.94	\$175,922.94
45002 Case Management Program Income		298.07	174.00	\$472.07
<b>Total 45000 Case Manager Income</b>	<b>52,034.74</b>	<b>53,752.33</b>	<b>70,607.94</b>	<b>\$176,395.01</b>
46000 Transportation Income				\$0.00
46001 Transportation Grant	4,717.00			\$4,717.00
46002 Transportation Program Income	56.50			\$56.50
<b>Total 46000 Transportation Income</b>	<b>4,773.50</b>			<b>\$4,773.50</b>
47000 Gift Shop Income				\$0.00
47001 Gift Shop Sales	34,332.49	34,014.40	19,363.43	\$87,710.32
47002 Bank Fees	208.00			\$208.00
<b>Total 47000 Gift Shop Income</b>	<b>34,540.49</b>	<b>34,014.40</b>	<b>19,363.43</b>	<b>\$87,918.32</b>
48000 Operations Income				\$0.00
48002 Facility Rent	16,978.28	12,444.50	3,416.00	\$32,838.78
48003 Donations	4,631.40	3,786.22	4,425.09	\$12,842.71
48004 Fundraising	3,343.00	3,673.45	143.72	\$7,160.17
48005 Sunday Bingo	17,761.50	27,407.00	15,014.00	\$60,182.50
48007 Under 60 Membership	100.00	194.00	96.00	\$390.00
48008 Employee Relations	125.00	45.00	868.78	\$1,038.78
48009 Newsletter Revenue	10,783.50	11,602.92	3,419.96	\$25,806.38

# CCSCC

## STATEMENT OF ACTIVITY

October 2017 - September 2020

	OCT 2017 - SEP 2018	OCT 2018 - SEP 2019	OCT 2019 - SEP 2020	TOTAL
48010 Coffee Revenue	1,114.79	801.89	365.76	\$2,282.44
48011 Bank Fees/ NSF			-10.00	\$ -10.00
48012 Trips	391.00			\$391.00
48013 Senior Follies	6,157.50	4,687.00		\$10,844.50
48017 Senior Dance	3,010.00	2,305.55	200.00	\$5,515.55
48019 Meals on Wheels America Grant	21,029.96	25,707.19	43,356.52	\$90,093.67
48021 Talent Show	7,128.08			\$7,128.08
48023 Chamber of Commerce Leadership Program	7,825.00			\$7,825.00
48024 Stay Strong Stay Healthy	6,445.91	1,604.09		\$8,050.00
48025 ADSD Respite Grant Revenue			7,000.00	\$7,000.00
<b>Total 48000 Operations Income</b>	<b>106,824.92</b>	<b>94,268.81</b>	<b>78,295.83</b>	<b>\$279,379.56</b>
49000 Thrift Store Income				\$0.00
49001 Thrift Store Sales	71,091.44	99,490.60	77,211.80	\$247,793.84
49002 Thrift Store Other Income			13.50	\$13.50
<b>Total 49000 Thrift Store Income</b>	<b>71,091.44</b>	<b>99,490.60</b>	<b>77,225.30</b>	<b>\$247,807.34</b>
49500 Banking Interest Income		4,573.71		\$4,573.71
49501 United Savings Account Income	2,885.20	74.83	3,738.32	\$6,698.35
<b>Total 49500 Banking Interest Income</b>	<b>2,885.20</b>	<b>4,648.54</b>	<b>3,738.32</b>	<b>\$11,272.06</b>
Sales of Product Revenue	6.59	0.00		\$6.59
Services		47,854.78		\$47,854.78
<b>Total Revenue</b>	<b>\$911,990.81</b>	<b>\$902,538.96</b>	<b>\$1,135,976.97</b>	<b>\$2,950,506.74</b>
Cost of Goods Sold				
Cost of Goods Sold		0.00		\$0.00
Inventory Shrinkage			0.00	\$0.00
<b>Total Cost of Goods Sold</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>GROSS PROFIT</b>	<b>\$911,990.81</b>	<b>\$902,538.96</b>	<b>\$1,135,976.97</b>	<b>\$2,950,506.74</b>
Expenditures				
61000 Nutrition C1 Expense				\$0.00
61002 Kitchen Supplies C1	5,238.49	7,803.85	3,210.60	\$16,252.94
61003 Raw Foods C1	116,642.23	79,059.22	53,798.74	\$249,500.19
61004 Wages	51,057.24	56,634.60	37,465.32	\$145,157.16
61040 Nutrition Staff Insurance Stipend		1,023.75	2,016.00	\$3,039.75
<b>Total 61000 Nutrition C1 Expense</b>	<b>172,937.96</b>	<b>144,521.42</b>	<b>96,490.66</b>	<b>\$413,950.04</b>
62000 Nutrition C2 Expense				\$0.00
62003 Kitchen Supplies C2	21,732.74	61,952.61	58,972.46	\$142,657.81
62004 Raw Food C2	239,293.12	155,572.97	223,623.73	\$618,489.82
62005 Wages C2	182,831.84	202,397.28	246,177.99	\$631,407.11
62006 Vehicle Insurance	6,153.40	13,659.37	10,181.00	\$29,993.77
62007 Vehicle Fuel/ Maint.	21,773.92	16,049.17	15,147.46	\$52,970.55
62010 Raffle Expense	1,386.66	1,137.00	1,157.00	\$3,680.66
62040 Nutrition Staff Insurance Stipend		2,126.25	10,584.00	\$12,710.25
62041 C2 Operating		253.76		\$253.76

# CCSCC

## STATEMENT OF ACTIVITY

October 2017 - September 2020

	OCT 2017 - SEP 2018	OCT 2018 - SEP 2019	OCT 2019 - SEP 2020	TOTAL
<b>Total 62000 Nutrition C2 Expense</b>	<b>473,171.68</b>	<b>453,148.41</b>	<b>565,843.64</b>	<b>\$1,492,163.73</b>
63000 NSIP Expenses				\$0.00
63001 NSIP Grant Raw Food		126,036.00	110,772.94	\$236,808.94
<b>Total 63000 NSIP Expenses</b>		<b>126,036.00</b>	<b>110,772.94</b>	<b>\$236,808.94</b>
64000 Emergency Grant Expenditures				\$0.00
64001 COVID-19 Emergency Grant Expenditures			55,422.37	\$55,422.37
<b>Total 64000 Emergency Grant Expenditures</b>			<b>55,422.37</b>	<b>\$55,422.37</b>
65000 Case Manager Expense				\$0.00
65001 Wages	38,870.00	38,685.00	43,790.60	\$121,345.60
65002 Fringe	5,127.47	6,647.38	4,138.19	\$15,913.04
65004 Office Supplies	460.04	204.94	346.71	\$1,011.69
65005 Public Information	1,488.00	2,395.00	990.00	\$4,873.00
65006 Occupancy	180.00	210.00	455.41	\$845.41
<b>Total 65000 Case Manager Expense</b>	<b>46,125.51</b>	<b>48,142.32</b>	<b>49,720.91</b>	<b>\$143,988.74</b>
66000 Transportation Expense				\$0.00
66001 Wages	1,101.45			\$1,101.45
66002 Fringe	79.32			\$79.32
66004 Supplies	75.36			\$75.36
66005 Occupancy	794.71			\$794.71
<b>Total 66000 Transportation Expense</b>	<b>2,050.84</b>			<b>\$2,050.84</b>
67000 Gift Shop Expense				\$0.00
67001 Consignment Checks	27,967.94	26,026.47	19,650.37	\$73,644.78
67002 Store Supplies	4,863.18	5,593.90	3,179.05	\$13,636.13
67003 Office Supplies	588.03	134.57		\$722.60
67004 Bank Fees	88.00			\$88.00
67005 Donations	5,000.00			\$5,000.00
67006 Advertising	142.20	180.00		\$322.20
<b>Total 67000 Gift Shop Expense</b>	<b>38,649.35</b>	<b>31,934.94</b>	<b>22,829.42</b>	<b>\$93,413.71</b>
68000 Operations Expense				\$0.00
68001 Facility Rent	4,051.12	898.04	164.18	\$5,113.34
68002 Fundraising		25.96	184.63	\$210.59
68003 Insurance	18,376.24	7,442.08	14,445.00	\$40,263.32
68004 Wages	59,606.95	51,732.15	53,116.49	\$164,455.59
68005 Employee Relations	6,867.78	5,878.73	2,216.68	\$14,963.19
68007 Cash Over/ Short Advisory	0.00	0.10		\$0.10
68008 Sunday Bingo	3,114.31	4,456.15	2,728.27	\$10,298.73
68009 Bank Fees/ NSF	54.21	62.46	-17.00	\$99.67
68010 Volunteer Recognition	1,548.62	2,087.37	2,110.05	\$5,746.04
68011 Building Maint. & Office Supp.	215.18	149.87		\$365.05
68012 Dues & Subscriptions	2,690.07	1,391.00	1,986.67	\$6,067.74
68013 Senior Low Cost Housing	2,274.00	2,294.00	1,735.00	\$6,303.00
68014 Trips	478.65			\$478.65

# CCSCC

## STATEMENT OF ACTIVITY

October 2017 - September 2020

	OCT 2017 - SEP 2018	OCT 2018 - SEP 2019	OCT 2019 - SEP 2020	TOTAL
68015 Senior Follies	548.81	501.61	232.50	\$1,282.92
68018 Payroll Servicing Fees	1,406.44	2,210.00	1,737.50	\$5,353.94
68021 Senior Dance	2,904.30	2,446.70	200.00	\$5,551.00
68022 Marketing Expense	22,778.80	14,468.04		\$37,246.84
68025 MOW Pet Program	1,500.00			\$1,500.00
68026 Talent Show Expenses	1,453.16			\$1,453.16
68027 Chamber of Commerce Leadership Project	7,323.42			\$7,323.42
68028 Stay Strong Stay Healthy Program Expenses	5,153.87			\$5,153.87
68029 Stay Strong Stay Healthy Instructor Expenses	147.47			\$147.47
68030 ADSD Respite Grant Reimbursement			6,363.63	\$6,363.63
<b>Total 68000 Operations Expense</b>	<b>142,493.40</b>	<b>96,044.26</b>	<b>87,203.60</b>	<b>\$325,741.26</b>
69000 Thrift Shop Expense				\$0.00
69001 Wages	33,146.01	50,218.50	53,903.87	\$137,268.38
69002 Vehicle Insurance	2,959.91	3,344.56	1,935.00	\$8,239.47
69003 Vehicle Fuel & Maint.	602.52	1,683.29	1,235.60	\$3,521.41
69005 Cash Over/Short		100.00		\$100.00
69006 Square Fee Charges	647.58	927.30	870.53	\$2,445.41
69007 Store Supplies	66.60	324.34	99.95	\$490.89
69008 Advertising		1,063.18		\$1,063.18
<b>Total 69000 Thrift Shop Expense</b>	<b>37,422.62</b>	<b>57,661.17</b>	<b>58,044.95</b>	<b>\$153,128.74</b>
Payroll Expenses				\$0.00
Taxes	-681.98	-12.32	0.00	\$-694.30
Wages	683.92	-130.00	0.00	\$553.92
<b>Total Payroll Expenses</b>	<b>1.94</b>	<b>-142.32</b>	<b>0.00</b>	<b>\$-140.38</b>
Square Fees	23.36			\$23.36
<b>Total Expenditures</b>	<b>\$912,876.66</b>	<b>\$957,346.20</b>	<b>\$1,046,328.49</b>	<b>\$2,916,551.35</b>
<b>NET OPERATING REVENUE</b>	<b>\$ -885.85</b>	<b>\$ -54,807.24</b>	<b>\$89,648.48</b>	<b>\$33,955.39</b>
Other Revenue				
99994 Facility Rent Suspense Account	850.00			\$850.00
<b>Total Other Revenue</b>	<b>\$850.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$850.00</b>
Other Expenditures				
99998 Depreciation	6,749.00	18,517.00		\$25,266.00
99999 City Reimbursement	0.00		0.00	\$0.00
Reconciliation Discrepancies-1	925.52		12.75	\$938.27
<b>Total Other Expenditures</b>	<b>\$7,674.52</b>	<b>\$18,517.00</b>	<b>\$12.75</b>	<b>\$26,204.27</b>
<b>NET OTHER REVENUE</b>	<b>\$ -6,824.52</b>	<b>\$ -18,517.00</b>	<b>\$ -12.75</b>	<b>\$ -25,354.27</b>
<b>NET REVENUE</b>	<b>\$ -7,710.37</b>	<b>\$ -73,324.24</b>	<b>\$89,635.73</b>	<b>\$8,601.12</b>

# CCSCC

## STATEMENT OF FINANCIAL POSITION

As of September 30, 2020

	OCT 2017 - SEP 2018	OCT 2018 - SEP 2019	OCT 2019 - SEP 2020
<b>ASSETS</b>			
Current Assets			
Bank Accounts			
10000 Bank and Cash Accounts	0.00	0.00	0.00
10100 Heritage Bank- CC	177,923.60	168,477.76	184,200.05
10111 NUT Reserve Heritage Bank	0.00	0.00	0.00
10300 Gift Shop-Heritage Bank	2,902.42	6,061.31	3,310.49
10400 Activities-Heritage Bank	12,485.36	13,469.31	11,377.82
10500 United Savings Account	141,245.18	87,465.75	307,428.66
10650 United 6-11 CD	0.00	0.00	0.00
10750 United 12-17 CD	0.00	0.00	0.00
10755 United 16 Month CD - 5627		91,945.11	0.00
10850 United 16 Month CD - 5664	121,961.63	124,253.44	0.00
10875 United 13 Month Business CD	60,808.95	0.00	0.00
<b>Total 10000 Bank and Cash Accounts</b>	<b>517,327.14</b>	<b>491,672.68</b>	<b>506,317.02</b>
<b>Total Bank Accounts</b>	<b>\$517,327.14</b>	<b>\$491,672.68</b>	<b>\$506,317.02</b>
Accounts Receivable			
11000 Accounts Receivable			
11100 Advisory A/R	1,340.00	990.00	-565.00
11200 NUT A/R	0.00	0.00	0.00
11300 Grant A/R	0.00	0.00	0.00
<b>Total 11000 Accounts Receivable</b>	<b>1,340.00</b>	<b>990.00</b>	<b>-565.00</b>
<b>Total Accounts Receivable</b>	<b>\$1,340.00</b>	<b>\$990.00</b>	<b>\$ -565.00</b>
Other Current Assets			
10600 Accounting Office Petty Cash	150.00	150.00	150.00
10700 Thrift Store Register Cash	100.00	100.00	100.00
10775 Thrift Store Saturday Bank	100.00	100.00	100.00
10950 Undeposited Funds	0.00	0.00	6.50
13000 Inventory Asset			
13100 Kitchen Inventory NUT	24,010.59	19,938.94	15,036.92
<b>Total 13000 Inventory Asset</b>	<b>24,010.59</b>	<b>19,938.94</b>	<b>15,036.92</b>
99030 2014-2015 A/p A/r	13,125.56	13,125.56	0.00
Inventory Asset-1		0.00	0.00
Payroll Refunds	496.69	496.69	536.49
Uncategorized Asset		0.00	-48.60
<b>Total Other Current Assets</b>	<b>\$37,982.84</b>	<b>\$33,911.19</b>	<b>\$15,881.31</b>
<b>Total Current Assets</b>	<b>\$556,649.98</b>	<b>\$526,573.87</b>	<b>\$521,633.33</b>
Fixed Assets			
15000 Fixed Assets			
15050 Furniture & Fixtures Org Cost	34,715.34	34,715.34	34,715.34
15100 Furniture & Fixtures Depre.	-34,715.34	-34,715.34	-34,715.34
15150 Equipment Org. Cost	215,174.78	215,174.78	215,174.78

# CCSCC

## STATEMENT OF FINANCIAL POSITION

As of September 30, 2020

	OCT 2017 - SEP 2018	OCT 2018 - SEP 2019	OCT 2019 - SEP 2020
15200 Equipment Accum. Dep.	-215,174.78	-215,174.78	-215,174.78
15250 New Building Addition	56,215.31	56,215.31	56,215.31
15300 New Building Accum. Dep.	-25,176.31	-26,838.31	-26,838.31
15350 Vehicles Cost	93,551.45	103,321.45	158,867.18
15400 Vehicles Accum. Dep.	-34,916.00	-44,348.00	-44,348.00
15450 Vehicle Original Cost NUT	112,809.25	112,809.25	112,809.25
15500 Vehicles Accum. Dep. NUT	-108,394.25	-108,394.25	-108,394.25
15550 Furniture & Fixtures Org. NUT	152.99	152.99	152.99
15600 Furniture & Fix. Accum. Dep NUT	-152.99	-152.99	-152.99
15650 Equipment Org. Cost NUT	115,662.59	115,662.59	115,662.59
15700 Equipment Accum. Dep. NUT	-115,662.59	-115,662.59	-115,662.59
<b>Total 15000 Fixed Assets</b>	<b>94,089.45</b>	<b>92,765.45</b>	<b>148,311.18</b>
15210 KITCHEN KETTLE	9,344.25	9,344.25	9,344.25
15215 Kitchen Kettle Accum. Depr.	-2,336.06	-2,336.06	-2,336.06
15220 Rackstar44 Dishwasher	16,046.02	16,046.02	16,046.02
15225 Rackstar44 Dishwasher Accum. Depr.	-1,146.00	-5,403.00	-5,403.00
15230 Bingo Equipment	11,635.05	11,635.05	11,635.05
15235 Bingo Equipment Accum. Depr.	-554.00	-3,720.00	-3,720.00
15240 Cooler/Freezer Equipment			17,123.00
<b>Total Fixed Assets</b>	<b>\$127,078.71</b>	<b>\$118,331.71</b>	<b>\$191,000.44</b>
Other Assets			
81200 JAC Bus Passes	-1,201.00	-1,365.00	-2,560.50
99991 Nutrition Suspense Account	0.00	0.00	0.00
<b>Total Other Assets</b>	<b>\$ -1,201.00</b>	<b>\$ -1,365.00</b>	<b>\$ -2,560.50</b>
<b>TOTAL ASSETS</b>	<b>\$682,527.69</b>	<b>\$643,540.58</b>	<b>\$710,073.27</b>

### LIABILITIES AND EQUITY

#### Liabilities

##### Current Liabilities

###### Accounts Payable

20000 Accounts Payable	-8,709.21	29,806.73	26,956.45
20100 Advisory Accounts Payable	35.10	35.10	35.10
20200 NUT Accounts Payable	0.00	0.00	0.00
<b>Total 20000 Accounts Payable</b>	<b>-8,674.11</b>	<b>29,841.83</b>	<b>26,991.55</b>
<b>Total Accounts Payable</b>	<b>\$ -8,674.11</b>	<b>\$29,841.83</b>	<b>\$26,991.55</b>

###### Credit Cards

5472163000185551			-27.00
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###### Total Credit Cards

	\$0.00	\$0.00	\$ -27.00
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###### Other Current Liabilities

Direct Deposit Payable	0.00	0.00	-92.35
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###### Payroll Liabilities

Federal Taxes (941/944)	0.00	-39.80	0.00
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NV UI Bond Obligation Assessment	419.62	419.62	419.62
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# CCSCC

## STATEMENT OF FINANCIAL POSITION

As of September 30, 2020

	OCT 2017 - SEP 2018	OCT 2018 - SEP 2019	OCT 2019 - SEP 2020
NV Unemployment Tax	1,267.12	1,595.26	1,685.18
<b>Total Payroll Liabilities</b>	<b>1,686.74</b>	<b>1,975.08</b>	<b>2,104.80</b>
<b>Total Other Current Liabilities</b>	<b>\$1,686.74</b>	<b>\$1,975.08</b>	<b>\$2,012.45</b>
<b>Total Current Liabilities</b>	<b>\$ -6,987.37</b>	<b>\$31,816.91</b>	<b>\$28,977.00</b>
<b>Total Liabilities</b>	<b>\$ -6,987.37</b>	<b>\$31,816.91</b>	<b>\$28,977.00</b>
Equity			
30000 Equity & Reserve Accounts			
30025 Equity	-7,169.32	-7,169.32	0.00
30320 Activities Accounts			
30300 Computer Lab	20.52	-283.73	-451.73
30325 Thursday Bingo	3,841.91	3,687.46	1,587.46
30350 Lapidary	5,158.00	5,043.99	4,848.12
30375 Pool Room	2,699.78	2,876.99	3,079.27
30400 NSCA	489.00	489.00	489.00
<b>Total 30320 Activities Accounts</b>	<b>12,209.21</b>	<b>11,813.71</b>	<b>9,552.12</b>
<b>Total 30025 Equity</b>	<b>5,039.89</b>	<b>4,644.39</b>	<b>9,552.12</b>
30050 Reserve Fund Balance	0.00	0.00	0.00
30075 Activity Reser. Funds Restict.	0.00	0.00	0.00
30100 Special Reserve Funds	0.00	0.00	0.00
30125 Equipment Reserves	0.00	0.00	0.00
30150 Furniture Reserves	0.00	0.00	0.00
30175 Thrift Store Bldg. Reserve	0.00	0.00	0.00
30200 Thrift Store Fixtures Reserves	0.00	0.00	0.00
30225 Thrift Store Vehicle Reserves	0.00	0.00	0.00
30330 Unrestricted Net Assets C2	0.00	0.00	0.00
30500 Temp. Restricted Funds NUT	0.00	0.00	0.00
30525 Reserve Funds Balance NUT	0.00	0.00	0.00
30550 Equipment Reserves C1	0.00	0.00	0.00
30575 Food Reserves C1	0.00	0.00	0.00
30600 Furniture Reserves C1	0.00	0.00	0.00
30625 Kitchen Reserves C1	0.00	0.00	0.00
30650 Office Equip Reserves C1	0.00	0.00	0.00
30675 Grant Yr End Bal - C1	0.00	0.00	0.00
30725 Building Reserves C2	0.00	0.00	0.00
30750 Equip Reserves C2	0.00	0.00	0.00
30775 Food Reserves C2	0.00	0.00	0.00
30800 Kitchen Reserves C2	0.00	0.00	0.00
30825 Office Equip. Reserves C2	0.00	0.00	0.00
30850 Vehicle Reserves C2	0.00	0.00	0.00
<b>Total 30000 Equity &amp; Reserve Accounts</b>	<b>5,039.89</b>	<b>4,644.39</b>	<b>9,552.12</b>
30450 Unrestricted Net Assets	692,185.54	680,403.52	581,882.38
<b>30475 Opening Balance Equity</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

# CCSCC

## STATEMENT OF FINANCIAL POSITION

As of September 30, 2020

	OCT 2017 - SEP 2018	OCT 2018 - SEP 2019	OCT 2019 - SEP 2020
Net Revenue	-7,710.37	-73,324.24	89,661.77
<b>Total Equity</b>	<b>\$689,515.06</b>	<b>\$611,723.67</b>	<b>\$681,096.27</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$682,527.69</b>	<b>\$643,540.58</b>	<b>\$710,073.27</b>



SYSTEM FOR AWARD MANAGEMENT

## Entity Overview Details

DUNS: 147539027  
Status: Submitted

911 Beverly Dr  
Carson City, NV, 89706 - 3115  
UNITED STATES

D&B Legal Business Name: Carson City Senior Citizen Center, Inc  
Doing Business as: Carson City Senior Citizens Thrift Store

### Core Data

#### Business Information:

Business start date: 09/02/1997  
Fiscal year end close date: 09/30  
Company Division Name:  
Company Division Number:  
Corporate URL:  
Congressional District: NV 02  
Registration Date: 10/07/2020  
Activation Date: N/A  
Expiration Date: 10/07/2021  
Renewal Date:  
MPIN: \*\*\*\*\*ior8

#### Physical Address:

Address line 1 911 Beverly Dr  
City Carson City  
State NV  
ZIP/ Postal Code 89706 - 3115  
Country UNITED STATES

#### Mailing Address:

Address line 1 911 Beverly Dr  
City Carson City  
State NV  
ZIP/ Postal Code 89706 - 3115  
Country UNITED STATES

#### Sensitive Information:

EIN: \*\*\*\*\*3061

#### IRS Consent:

Tax payer name: Carson City Senior Citizens Center Inc  
Address Line 1: 911 Beverly Dr  
Address Line 2:  
City: Carson City  
State: NV  
Country: UNITED STATES  
Zip/Postal Code: 89706 - 3115  
Type of Tax: Applicable Federal Tax  
Tax Year (Most Recent Tax Year): 2020  
Name of individual executing consent: Courtney Warner  
Title of the individual executing consent: Executive Director  
Signature: Courtney Warner  
TIN Consent Date: 10/07/2020

#### CAGE/NCAGE Code:

#### General Information

Country of Incorporation: UNITED STATES  
State of Incorporation: NV  
Company Security Level:  
Highest Employee Security Level:

#### Business Types:

For more information on an entity's socio-economic status please see SBA's Dynamic Small Business Search.  
Entity Structure  
Corporate Entity (Tax Exempt)  
Entity Type  
Business or Organization  
Profit Structure  
Non-Profit Organization  
Purpose of Registration  
Federal Assistance Awards

#### Financial Information

Do you accept credit cards as a method of payment? Yes.  
Department Code: Account Details: HERITAGE BANK ADD GLACIER BANK - Checking  
CAGE Code:

- New Account Electronic Funds Transfer:

Account Type	Checking
Financial Institution:	HERITAGE BANK ADD GLACIER BANK
ABA Routing Number:	*****1814
Account Number:	*****5108
Lockbox Number:	

Automated Clearing House (ACH):

ACH U.S. Phone:	(775)883-0703
ACH Non-U.S. Phone:	
ACH Fax:	
ACH Email:	

Remittance Address:

Remittance Name:	Courtney Warner
Address Line 1:	911 Beverly Dr
Address Line 2:	
City:	Carson City
State:	NV
Country:	UNITED STATES
ZIP/Postal Code:	89706 -

#### Executive Compensation Questions

In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) receive both of the following: 1. 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and 2. \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

No

Does the public have access to information about the compensation of the senior executives in your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

No

#### Proceedings Questions

Is your business or organization, as represented by the DUNS Number on this entity registration, responding to a Federal procurement opportunity that contains the provision at FAR 52.209-7, subject to the clause in FAR 52.209-9 in a current Federal contract, or applying for a Federal grant opportunity which contains the award term and condition described in 2 C.F.R. 200 Appendix XII?

N

Does your business or organization, as represented by the DUNS number on this specific SAM record, have current active Federal contracts and/or grants with total value (including any exercised/unexercised options) greater than \$10,000,000?

Within the last five years, had the business or organization (represented by the DUNS number on this specific SAM record) and/or any of its principals, in connection with the award to or performance by the business or organization of a Federal contract or grant, been the subject of a Federal or State (1) criminal proceeding resulting in a conviction or other acknowledgment of fault; (2) civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than \$5,000, or other acknowledgment of fault; and/or (3) administrative proceeding resulting in a finding of fault with either a monetary fine or penalty greater than \$5,000 or reimbursement, restitution, or damages greater than \$100,000, or other acknowledgment of fault?

#### SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results: Yes.

#### Assertions

##### NAICS Codes Selected

NAICS Code	Primary	Description
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##### Product & Service Codes Selected

PSC	Description
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#### Size metrics:

Worldwide:

Annual Receipts (in accordance with 13 CFR 121):

Average Number of Employees (12 Month Average):

Location (Optional):

Annual Receipts (in accordance with 13 CFR 121):

Annual Receipts (in accordance with 13 CFR 121):

**EDI Information:**

Do you wish to enter EDI Information for your non-government entity?:No

**Disaster Response Information:****Point of Contacts:****Mandatory Point of Contact:**

## Accounts Receivable POC

Title:	Business Manager
First Name:	Michael
Middle Name:	
Last Name:	Salogga
Email:	msalogga@carson.org
US Phone:	(775)883-0703
Extension:	
NON US Phone:	
Notes:	

## Electronic Business POC

Title:	Business Manager
First Name:	Michael
Middle Name:	
Last Name:	Salogga
Email:	msalogga@carson.org
US Phone:	(775)883-0703
Extension:	
NON US Phone:	
Notes:	
Address Line 1:	911 Beverly Dr
Address Line 2:	
City:	Carson City
State/Province:	NV
Country:	UNITED STATES
ZIP/Postal Code:	89706

## Government Business POC

Title:	Executive Director
First Name:	Courtney
Middle Name:	
Last Name:	Warner
Email:	cwarner@carson.org
US Phone:	(775)883-0703
Extension:	
NON US Phone:	
Notes:	
Address Line 1:	911 Beverly Dr
Address Line 2:	
City:	Carson City
State/Province:	NV
Country:	UNITED STATES
ZIP/Postal Code:	89706

**Optional Point of Contact:**

## Past Performance POC

Title:	Executive Director
First Name:	Courtney
Middle Name:	
Last Name:	Warner
Email:	cwarner@carson.org
US Phone:	(775)883-0703
Extension:	
NON US Phone:	
Notes:	
Address Line 1:	911 Beverly Dr
Address Line 2:	
City:	Carson City
State/Province:	NV
Country:	UNITED STATES
ZIP/Postal Code:	89706



Date 10-14-2020

Courtney Warner, Director  
Carson City Senior Citizens Center  
911 Beverly Drive  
Carson City, NV 89706

RE: Letter of Support and agreement for Carson City Senior Citizens Center application to the Community Support Services Grant (CSSG) for your Meals on Wheels program.

Dear Courtney Warner,

This letter is to inform you that the Carson City Mobile Outreach Safety Team of the Carson City Sheriff's Office is committed to supporting the Carson City Senior Citizens Center's application to the Community Support Services Grant (CSSG) for your Meals on Wheels program. These funds are critical for our community to meet the needs of our seniors.

As an agency that responds to welfare calls, we value your partnership and ability to respond to seniors who have critical needs outside of our scope of emergency services. We continue to see the rise of seniors living independently at home struggling to provide for themselves. Knowing that you can provide a daily nutritious meal and check-in on Carson City's most vulnerable is comforting to us.

We are hopeful your organization will be funded as it will support the seniors of our community living independently with an increased sense of well-being and dignity.

Sincerely,

Don Gibson  
Bekah Bock  
CCSO MOST

October 19, 2020

To Whom It May Concern:

I would like to express my support for your consideration of the Carson City Senior Center for the CSSG Case Management grant.

Almost six years ago I called Warren Bottino at the Senior Center because I was considering a move from Connecticut to Carson City. Mr. Bottino made a couple of suggestions and I was able to secure affordable housing. Mr. Bottino additionally provided services that could assist with the move, where I found a Boy Scout Troup that needed a senior service project.

After establishing myself, I was looking to volunteer in the community and Mr. Bottino suggested the Senior Volunteer program, which I have been a working with for over five years.

In my duties as a Senior Volunteer I have witnessed the impact Case Management makes.

The effect Meals on Wheels has for our homebound seniors is immeasurable. Many of my clients have debilitating conditions are low income, and without the aid and support of meals on wheels would go hungry.

I am always surprised with the work that gets accomplished with the minimum staff at the Center and with almost no delays.

I believe that services would only be enhanced with additional staff. It would allow for a quicker response to concerns of the elderly, which in many cases are urgent situations, and it would permit for expanded oversight of ongoing clients and projects.

I strongly recommend you consider the Carson City Senior Center for funding. Should you have any additional please contact me at (203) 858-8735.

Sincerely,



Michael Fama

Works Cited

1. Barber RD, Coulourides Kogan A, Riffenburgh A, Enguidanos S. A role for social workers in improving care setting transitions: a case study. *Soc Work Health Care*. 2015;54(3):177-192. doi:10.1080/00981389.2015.1005273
2. <https://nvsuicideprevention.org/facts-about-suicide/>
3. Conwell Y, Thompson C. Suicidal behavior in elders. *Psychiatr Clin North Am*. 2008;31(2):333-356. doi:10.1016/j.psc.2008.01.004

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
CITY OF CARSON CITY  
AND  
CARSON CITY SENIOR CITIZENS CENTER, INC.

THIS MEMORANDUM OF UNDERSTANDING, made this 7th day of  
November, 1991, between THE CITY OF CARSON CITY, hereinafter referred  
to as "Carson City" and CARSON CITY SENIOR CITIZENS CENTER, INC., hereinafter  
referred to as "Corporation",

WITNESSETH:

WHEREAS, Carson City is the owner of real estate located at 901 and 911 Beverly  
Drive, Carson City, Nevada, which is used as a Senior Center Complex which consists of  
the following:

- a. 901 Beverly Drive - these buildings were acquired through  
community efforts and conveyed to Carson City in 1976.
- b. 911 Beverly Drive - a building and parking lot were constructed in  
1989-90 by Carson City with funds derived from a 1.3 million bond  
issue secured by revenues generated from a Senior Ad Valorum Tax  
Override, and

WHEREAS, Corporation is a Nevada corporation created in 1976 as a non-profit  
private corporation with 501(c)3 status and is the grantee for three Federal Older  
American programs (Nutrition, Transportation and Social Services) and is responsible  
for acquiring supplemental funding for these programs that are presently being  
operated out of the Senior Citizens Complex described above, and

WHEREAS, on September 4, 1984, the voters of Carson City approved a Senior  
Ad Valorum Tax Override (hereinafter "Tax Override") at the rate of \$.05 per \$100.00 of  
assessed property valuation to be used for the construction, furnishings, equipment,  
operation and ongoing maintenance of senior citizen facilities in Carson City, and

WHEREAS, Carson City's Senior population has grown in the past and will  
increase in the future, causing a real need for Senior services, and

WHEREAS, since Carson City owns the Senior Center Complex and Corporation  
occupies the same and runs the Senior programs therein it has become desirous to  
formulate this Memorandum of Understanding so that the respective rights and duties  
of both parties can be better understood for future operation of the Senior Center  
Complex and programs,

NOW, THEREFORE, it is understood as follows:

1. Term: This Memorandum of Understanding shall be effective July 1, 1991 and shall automatically renew from year to year unless terminated as provided herein.

2. Administration of Finances: Carson City shall remain responsible to collect, administer and appropriate for spending all funds received from the Tax Override. Corporation may advise Carson City of its needs and lobby for necessary funds. However, both organizations must adhere to Resolution No. 1984-R-20 that sets forth the purpose of the bond and is quoted as follows:

"Shall the Carson City Board of Supervisors be authorized to levy an additional tax ad valorem (property tax), commencing in fiscal year 1985-86, to provide for the construction, furnishings, equipment, operation and ongoing maintenance of senior citizen facilities in Carson City? The total revenue from this tax ad valorem shall not exceed \$200,000 for fiscal year 1985-86. Thereafter, the tax will continue from year to year at rates to be determined according to need but not greater than 5 cents per \$100 of assessed valuation."

3. Employees: Carson City, with the advice of the corporation shall employ one full time Senior Center Director. This position shall be equivalent of a City Department Head and shall report directly to the City Manager. This Senior Center Director may also serve as a Senior Director to Corporation and direct the senior programs administered by Corporation.

The Senior Center Director shall have the authority to approve or pay all expenses of the center from the funds appropriated by Carson City for this purpose and authority to approve or pay all expenses received from external sources for the programs performed at the center.

The Senior Center Director may supervise a full time City employee as a senior accounting clerk to assist with the necessary accounting functions of the center and programs. Any future City employees hired for the center will also be supervised by the Director.

All future City employees to be used at the complex must be authorized and approved by Carson City. However, this cost need not be exclusively dependent upon revenue collected from the Tax Override.

4. Maintenance: The maintenance of the complex may be partially provided by the Carson City Building Maintenance Department and with prior approval of the director be charged to the Senior Center Complex account.

The Senior Center Complex and its Director may use other interdepartmental services of Carson City.

5. Purpose of Tax Override: All funds used by the center that are derived from the Tax Override can only be used for the purposes stated in Resolution No. 1984-R-20.

6. Right to Use Senior Center Complex: Carson City hereby grants Corporation the right to use the Senior Center Complex for the purpose of running senior programs for senior citizens. This right to use the complex can be terminated by giving Corporation sixty (60) days written notice to vacate the premises.

7. Duties of Senior Citizens Center, Inc. Corporation shall perform the following functions:

- a. Be responsible for appropriate administration of all federal grants the corporation is awarded and other program funds other than the Tax Override.
- b. Be responsible for funding all programs approved by the corporation for activities at the Senior Center Complex.
- c. Be directly involved with the current and future direction of Senior programs.
- d. Act in an advisory capacity to the Carson City Board of Supervisors and City staff on all Senior issues, including any expenditure of Tax Override funds.
- e. Shall provide adequate general liability and property insurance for all corporation assets, including but not limited to, corporation vehicles.

8. Termination: This Memorandum of Understanding may be terminated with or without cause with sixty (60) days written notice.

9. Indemnification/Hold Harmless: Each party shall indemnify and hold harmless the other party for its intentional or negligent acts, including attorney's fees and costs of suit.

DATED the day, month and year indicated above.

CARSON CITY SENIOR  
CENTER, INC.

a Nevada non-profit corporation;

By: J.W. Berkich (a)

By: Donald J. Harvey

By: Pat L. K.

By: Jay A. Shireman

By: James R. K.

CITY OF CARSON CITY;

By: John Berkich  
JOHN BERKICH, City Manager

By: Marv Teixeira  
MARV TEIXEIRA, Mayor

**Community Support Services Grant (CSSG)**  
**Five-Year, Non-Competitive Application**  
**Fiscal Year 2021-2026**

**APPLICATION**

NEW APPLICANT

CURRENTLY FUNDED APPLICANT (AMOUNT \$ 13,000.00)

**APPLICANT INFORMATION**

Agency Name: Carson City Senior Citizens Center

Agency Mailing Address: 911 Beverly Drive, Carson City, NV 89706

Project Name: Meals on Wheels Vehicle Expenses

Project Address/Location: 911 Beverly Drive, Carson City, NV 89706

Contact Person: Courtney Warner

Phone Number: 775-283-7235 Email: [cwarner@carson.org](mailto:cwarner@carson.org)

Fax: 775-883-2869 Website (if applicable):  
[www.carsoncityseniorcenter.org](http://www.carsoncityseniorcenter.org)

**FISCAL MANAGER**

<b>Name:</b>	Michael Salogga
<b>Title:</b>	Business Manager
<b>Phone number:</b>	775-883-0703
<b>Email:</b>	<a href="mailto:msalogga@carson.org">msalogga@carson.org</a>

**PROJECT FUNDING**

<b>Requested amount</b>	\$24,000
<b>Other funding for the same project</b>	\$515,697
<b>Total project cost</b>	\$539,697

**PROJECT ELIGIBILITY**

**Which Carson City critical need does this project address?**

<input checked="" type="checkbox"/> SENIOR CITIZEN SERVICES	<input type="checkbox"/> HEALTH/DENTAL SERVICES
<input type="checkbox"/> MENTAL HEALTH SERVICES	<input type="checkbox"/> DOMESTIC VIOLENCE SERVICES
<input type="checkbox"/> DISABLED CITIZENS SERVICES	<input type="checkbox"/> SUBSTANCE ABUSE SERVICES

**Community Support Services Grant (CSSG)  
Five-Year, Non-Competitive Application  
Fiscal Year 2021-2026**

**GENERAL OVERVIEW TWO PAGES LIMIT 10 POINTS**

The Carson City Senior Citizens Center, Inc. (CCSSCC) has been providing services, programs and support for older adults since 1972, starting as a golden age vision of the local Carson City Kiwanis Club. Since that time, CCSSCC has consistently met the needs of the aging Carson City population. Its mission to enhance the quality of life and independence of seniors is fulfilled through a variety of activities, programs, resources and connections steered to nourish the mind, body and soul. CCSSCC operates with a unique memorandum of understanding (MOU) with the City of Carson City, charged with the entire operation and management of the senior center.

For over 45 years, CCSSCC has been providing nutrition services to older adults, age 60 and over, through two grant-funded programs: congregate lunch, an on-site, socially engaging lunch experience and home-delivered meals, commonly known as Meals on Wheels, delivering lunch to homebound seniors and checking in on the well-being of the senior participants. Both nutrition programs are primarily funded through the Older American's Act (OAA) administered through the State of Nevada Aging and Disability Services Division (ADSD). ADSD sets the grant requirements and regulations with consideration to the guidelines set forth by OAA.

CCSSCC is requesting funding to support its Meals on Wheels (MOW) program, specifically funding for its vehicle expenses. MOW provides a nutritious, fresh meal, delivered Monday through Friday and frozen meals for weekend and holiday closures. Fresh meals consist of a combination of hot and cold entrees, sides, fruit or dessert and milk, all prepared and packaged in CCSSCC's commercial kitchen by a team of kitchen staff in accordance to all local food code regulations. Each meal meets one-third of a senior's dietary needs and includes a variety of proteins including seafood, whole-wheat products, legumes, no salt added seasoning and zero frying for a balanced, wholesome meal. The team of MOW Drivers deliver meals between the hours of 9AM to 2PM using custom delivery vehicles that have refrigeration and heating units to keep all food at safe temperatures. Four routes cover the Carson City county limits delivering to homes, apartment units, mobile homes, RV parks, long stay motels; delivering anywhere homebound seniors live.

To qualify for MOW, CCSSCC Case Managers assess prospective seniors to determine if they meet eligibility requirements set forth by ADSD. A senior must be age 60 or older, determined to be homebound and confined to their home due to advancing age, illness, disability and/or geographic location. Income status is not used to determine eligibility although is captured for statistical purposes. Many seniors have a debilitating illness that causes a hardship to shop for groceries and/or prepare meals in their home. Some are caretakers for a highly impaired spouse or family member that needs assistance to take cooking one meal off their plate.

CCSSCC has continually grown, sometimes at rapid paces, to keep up with the demand for services. MOW closed out its fiscal year, ending in September, delivering 110,936 meals, a record year. State and federal funding only funded 90,000 meals. State and federal funding limits reimbursement to \$3.65 per meal while the actual cost to deliver a meal averages \$6.34 per meal. CCSSCC is responsible for funding the gap between reimbursement rate and average cost per meal (approximately \$2.69 per meal) and funding meals not reimbursed by the grant. There is no

**Community Support Services Grant (CSSG)  
Five-Year, Non-Competitive Application  
Fiscal Year 2021-2026**

cost or fee to participate in MOW. MOW seniors are asked to voluntarily contribute, most cannot, and no one is turned away if they are not financially able to provide a donation.

MOW is a critical operation of Carson City. Without it, public safety agencies would be overburdened with calls for assistance from seniors who are struggling to maintain their independence, may be at increased risk due to frequent falls in the home and who are in poor condition. Hospitals and care facilities would see an increase of seniors who require frequent hospital stays and increased institutional care. The cost to deliver one meal, every day for an entire year is nearly the same average cost of one day in the hospital. If the City operated MOW instead of CCSCC, the cost per meal would be at least double.

In 2014, to address food insecurity in Nevada the Governor's Council on Food Security was established (GCFS) to improve the quality of life and health of Nevadans, including older Nevadans. This statewide advisory board worked to develop strategies to reduce food insecurity. CCSCC senior nutrition program is part of the 2018 Nevada's Plan for Action with the statewide goal to increase participation in state/federal nutrition programs (1). Local government or another organization would be tasked to provide senior nutrition should CCSCC cease to operate.

CCSSC is a collaborative partner of the non-profit community and senior service providers. It is strategic in its operation not to duplicate services that are available by other organizations and providers. MOW is unique as it targets a highly vulnerable population that is isolated and confined in their homes delivering one fresh meal Monday through Friday and frozen meals on weekends and holidays. MOW provides a unique wellness check that gives reassurance to the senior and their family members knowing that qualified and background checked MOW staff are checking in on them. MOW goes to senior's homes and provides follow up, assistance, applications and support in the home. Other organizations may provide a food box or pantry bag to seniors or distribute coupons for fresh produce. The target population of these other programs are seniors on a fixed income with the ability to prepare food themselves. Many of the MOW participants lack the capacity to prepare meals for themselves three times per day, struggle to leave the home for extended periods of time or have limited or no transportation. These other services providing "senior nutrition" are not duplications of services as their programs are different and unique. If a senior can qualify for all programs, they are able to supplement their pantry with quality food thus leaving more funds available for necessary expenses like medications, co-pays, utilities and housing.

COVID-19 caused many households to experience being shut-in and confined in their homes, worry about food security and have an increased stress regarding their health and wellbeing. This is just a taste and short duration of what homebound seniors participating in MOW experience daily. MOW provides the security, nutrition and comfort seniors need to live a dignified life.

**Community Support Services Grant (CSSG)**  
**Five-Year, Non-Competitive Application**  
**Fiscal Year 2021-2026**

**PROBLEM STATEMENT ONE PAGE LIMIT 10 POINTS**

Carson City seniors are at risk of going hungry. All areas of the county are impacted. According to the *Meals on Wheels of America 2020 Nevada Fact Sheet*, there are 218,608 older Nevadans, age 60 and older, reporting some level of food insecurity. Of those food insecure older Nevadans, 113,255 (17% of Nevada's total senior population) are threatened by hunger, 70,455 (11% of Nevada's total senior population) is at risk of hunger and 34,989 (5% of Nevada's total senior population) are facing hunger (6). To be food secure, one must have "access, at all times, to enough food for an active, healthy life for all household members (3)."

Food insecurity among seniors is caused by multiple factors including financial resource constraints, functional impairment, isolation, financial vulnerability and poor health (4). Ten percent of older Nevadans are living below the poverty line, making up to \$12,760 annually for a single household (6). Seniors must prioritize their spending and budgets leading to stress and making sacrifices to what they can afford (5). Thirty percent of older Nevadans are living with a disability (6). Disability combined with or without chronic illness creates hardship to shop for food, carry purchases into one's home and prepare the food (4).

Food insecurity tends to target older adults who are low income, less educated, separated or divorced, never married, renters, unemployed, living alone and/or living with a disability. Seniors who are food insecure tend to consume fewer calories and nutrients with an overall lower dietary quality compared to food secure seniors, which can put them at nutritional risk. Seniors are also at risk for malnutrition commonly attributed to loss of appetite, limited ability to chew or swallow, certain medications, functional or cognitive decline and disease-related factors (5). The lack of dependable, nutritious and balanced meals leads to severe effects on quality of life and health. Previous studies show that poor nutrition and food insecurity is associated with poor health, increased depression, disability, poor quality of life, cardiovascular disease, anemia, diabetes, functional impairment, lower cognitive function and obesity (2)(4). Food insecurity is a problem in Carson City and can lead to a strain on the public health system (4). Forty-one percent of Nevadan seniors participating in OAA programs live alone (6). According to the Centers for Disease Control and Prevention (CDC), loneliness and isolation among seniors carries serious health risks. As defined, loneliness is the feeling of being alone and social isolation is a lack of social connections. Social isolation carries the risk of a 50% increased risk of dementia, whereas loneliness increased one's risk of depression, anxiety and suicide (7).

The increase of seniors at risk of going hungry, combined with the stagnant state and federal funding, puts MOW in a hard situation to grow and expand. Raw food costs and wage increases to keep up with cost of living rise annually at between 3-5%. Sources alternative funding opportunities is essential for MOW to meet the growing demand.

Access to nutritious food is crucial for a senior's wellbeing and quality of life and connecting vulnerable seniors to nutrition programs is essential. CCSCC's MOW program is a solution to food insecurity among older Carson City Nevadans who are at risk of going hungry. Vulnerable seniors are provided a nutritious meal that lessens their fear of going hungry and provides a friendly visitor to check on their wellbeing. There is no other program in Carson City delivering a ready-to-eat, prepared meals like MOW.

**Community Support Services Grant (CSSG)  
Five-Year, Non-Competitive Application  
Fiscal Year 2021-2026**

**GOALS AND OBJECTIVES TWO PAGE LIMIT 10 POINTS**

Faced with the fear of not knowing where your next meal comes from is a stress no homebound Carson City senior should experience. As a current CSSG Five-Year awardee, MOW has continued to meet its program goals and objectives, growing its meal count year over year, serving more Carson City seniors with stagnant and limited funding. The growth of the program demonstrates a need in the community and CCSCC's successful ability to deliver a quality program effectively and efficiently.

Goal 1 – to improve or maintain the independence of homebound Carson City seniors

Objectives:

1. Deliver a minimum of 100,000 nutritious meals by program fiscal year end (September)
2. At least half (>50%) of survey respondents will report their overall health has improved or stayed the same over the past year
3. Within 45 days of renewal date, complete a comprehensive annual reassessment with a focus on additional support needed to remain in the home
4. Inquiries will be assessed within 3 days of intake call

Goal 2 – to reduce isolation among Carson City seniors

Objectives:

1. At least half (>50%) of survey respondents will report MOW helps them feel less lonely
2. Welfare checks will be completed at all deliveries and concerns reported to MOW Coordinator by the end of shift
3. Publish engaging stories in the monthly newsletter on health and wellness, exercise in the home, nutrition, hydration or home safety
4. Match all requested Christmas gifts from program participants with donors to ensure all participants receive a gift during the Christmas season

Goal 3 – to increase awareness and viability of the MOW program

Objectives:

1. Publish stories of interest, client impact statements, fundraisers and thank you notices in CarsonNow and Nevada Appeal at least quarterly
2. Attend civic club meetings, health fairs, community events and senior service provider meetings at least quarterly
3. At least 75% of survey respondents will report a score of good or higher on their overall satisfaction of the meals received
4. Fundraise at least \$50,000 of private and corporation charitable giving by the Governing Board

CCSCC builds community for older adults. It brings services to one's home to maintain dignity and quality of life. CCSCC is a trusted partner in the senior service provider community, working to streamline services, support seniors and add programs as necessary. Through its programs, CCSCC will combat senior hunger and isolation with MOW.

**Community Support Services Grant (CSSG)**  
**Five-Year, Non-Competitive Application**  
**Fiscal Year 2021-2026**

**METHODS OF ACCOMPLISHMENT ONE PAGE LIMIT 20 POINTS**

The primary goal of MOW is to improve or maintain the independence of homebound Carson City seniors by providing one nutritious meal each weekday and frozen meals for weekends and holidays. The meals served meet one-third of dietary requirements and are low-sodium by design. MOW seniors are given a survey twice per year (Spring/Fall) to evaluate services and provide feedback, criticism and compliments and collect statistical information related to how MOW makes them feel and impacts their health. For new seniors inquiring about the program, an intake assessment is completed quickly after inquiry to determine eligibility, paired with existing resources and support to maximize their independence and meet their individual goals. Current MOW seniors are reassessed once a year to ensure they continue to meet eligibility requirements but also to help facilitate and provide access to additional supports or resources to improve or maintain their independence.

The secondary goal is to reduce social isolation of Carson City seniors. This is accomplished by the daily contact the seniors receive by the delivery driver's visit. With each visit, the MOW driver must make visual or verbal contact with the senior (or caregiver, family member or designee) to ensure their safety and wellbeing. Any changes in condition are reported back to CCSCC Case Managers for appropriate follow up. CCSCC invites all MOW seniors to participate in its annual Christmas Gift program and summer Fan Drive. The Christmas Gift program is CCSCC's version of a secret Santa program – a senior asks for a gift; a generous donor of the community buys the gift and wraps it special for the senior in need and MOW delivers the gift during the holiday season. CCSCC's Fan Drive solicits box fan donations from the community and provides them to MOW seniors who need to cool off during the summer months. Other programs and community collaborations occur throughout the year including Girl Scout handmade gifts, placemats from school-age children, greeting cards and friendly visits from volunteers and special guests. All MOW seniors receive a free copy of the Senior Sentinel, a monthly publication published by CCSCC with engaging stories written by seniors, health, exercise and nutrition articles and announcements along with a copy of the month's menu.

The third goal is to increase awareness of the MOW program to ensure that seniors who need services, know where and how to access services. The most successful methods CCSCC has found is a combination of print media, online media, TV appearances, social media and in-person attendance to best market the MOW program. CCSCC diligently works to promote itself and have a regular presence on CarsonNow, Nevada Appeal, TV news and Facebook. CCSCC staff and volunteers also attend local health fairs, speak at civic club events and participate in local events outside of the target demographic (National Night Out, Nevada Day and Boonanza). Word of mouth and having a good reputation is also methods used to create awareness of the program. CCSCC cares about the quality of food served and the delivery it provides. Surveys are also used to collect other gap in services. For example, the most recent survey administered in July 2020 sought to collect more information and gaps related to the COVID-19 pandemic.

The fear of food insecurity and risk of malnutrition will reduce as the senior will have a guaranteed source of nutrition thus improving their quality of life. The emotional wellbeing is equally as important as nutrition and MOW strives to meet the needs of its seniors through a comprehensive and effective service to Carson City homebound seniors.

**Community Support Services Grant (CSSG)  
Five-Year, Non-Competitive Application  
Fiscal Year 2021-2026**

**PROJECT EVALUATION AND INTERNAL ASSESSMENT TWO PAGE LIMIT 20  
POINTS**

CCSSC's MOW program is thoroughly evaluated by multiple methods that determine if the program is effective and meeting its objectives. One of the most effective evaluation tools is collecting direct feedback from the participants themselves. MOW seniors are regularly encouraged to provide feedback regarding the program by written notes, phone calls and email. Additionally, bi-annual surveys are distributed in the fall and spring months. Respondents can express their satisfaction with the meals received, give input on menu changes or suggestions, answer questions regarding how MOW makes them feel in relationship to their independence and isolation, answer questions related to their overall health and basic demographic questions. Other questions are added on a case by case basis to address suspected gaps in services needed; for example, past surveys asked questions regarding: COVID-19 needs, handyman services, pet food needs, flu shots, etc.

As this is a federally grant funded program, the program is evaluated routinely. Prior to award, program outcomes (deliverables) are established and used toward monthly, quarterly and year-end performance. CCSSC fulfills this requirement by submitting monthly meal count reports to ADSD to track performance. If the program shows decline in outcomes, CCSSC adjusts its recruiting efforts to track more seniors in isolation and to identify if a trend is occurring causing seniors to drop the program. Year after year, MOW has steadily grown in demand and has yet to experience a decline in outcomes. ADSD completes an unbiased, on-site program reviewed to verify compliance with grant guidelines and evaluate participant satisfaction. ADSD also completes a fiscal review for compliance with fiscal guidelines and appropriate use of grant funding. CCSSC considers its relationship with ADSD as a partnership and has regular contact with its Grant Program Specialist, Lisa Torres, who provides guidance, input and technical assistance as it arises.

Because CCSSC operates as a commercial kitchen, it is inspected on a randomly scheduled annual basis by an unbiased third party (Carson City Public Health). Both kitchen and MOW vehicles are inspected for compliance to local food code. ADSD requires an inspection score of 90(A) or above. At the last inspection (February 6, 2020), CCSSC received a perfect score (100 – A). CCSSC has three employees ServSafe certified (Kitchen Manager, Assistant Kitchen Manager, Director) above the requirement of one employee certified.

CCSSC is overseen by two boards: Governing Board and Advisory Council. The Governing Board meets monthly and reviews the financial performance of the organization, with detailed focus on grant expenses and performance. The Finance Committee, a subset of the Governing Board, meets quarterly to review detailed financial activities, ensuring compliance with all applicable laws, rules and governance. The Governing Board consists of up to nine members, all volunteers and none who receive financial compensation for their participation. The Governing Board diligently works to attract new funding opportunities through grants, fundraising, donor cultivation and business sponsorships.

The Advisory Council consists of up to nine members, all volunteers who receive no compensation for participating and all must be active participants of any senior center programs.

**Community Support Services Grant (CSSG)  
Five-Year, Non-Competitive Application  
Fiscal Year 2021-2026**

The Advisory Council provides governance for the activities, policies, rules and procedures of the senior center facility and its programs, activities, events, volunteers and participants. The Advisory Council reviews official grievances for unbiased determinations and actions.

CCSCC staff receive routine trainings respective to their positions. All receive annual training on elder abuse and reporting as mandated by statute. Elder abuse trainings are tailored to MOW staff as they encounter seniors in their home and may see changes in condition, suspicious events or experience weird concerns that do not add up. MOW drivers are randomly observed in the field and evaluated for their safe driving practices. With COVID-19 precautions, staff have been trained in ongoing safety precautions and measures to have contact-less deliveries and socially distanced, safe interactions with homebound seniors. All efforts for a safe workplace for staff, volunteers and seniors have been successful as there has been no infections of COVID-19 to date.

MOW is fully operational during the COVID-19 pandemic. Services are adjusted based on the Governor's directives and CDC guidelines for safe operation. During the pandemic, MOW Drivers deliver by door-drop as much as possible, maintaining social distancing, wearing face coverings, and having daily temperature checks at the start of their shift. CCSCC has been fortunate to not have experienced a closure due to the pandemic and has emergency plans in place should a quarantine occur. Protecting the safety of staff, volunteers and the seniors it serves is top priority.

**Community Support Services Grant (CSSG)  
Five-Year, Non-Competitive Application  
Fiscal Year 2021-2026**

**SUSTAINMENT OF THE PROJECT HALF A PAGE LIMIT 5 POINTS**

CCSSC is dependent on the combination of state, federal and local grants to continue to operate its MOW program. State and federal funding remains a dependable source of funding through the re-appropriation of the Older Americans Act. CCSSC understands the importance of operating a fiscally sound organization and does not exceed its means. Through charitable gifts, CCSSC has grown its reserve account to support unplanned fiscal situations and support programs through financial hardship until sustained. MOW is the primary cause for fundraisers, donor drives and net proceeds of the Second Wind Thrift Store. CCSSC's Governing Board adopt a fundraising goal to solicit both private and corporate sponsorships to expand the growth of MOW.

Should CSSG funding become unavailable, CCSSC would experience a hardship however the program would continue to operate. CSSG requested funding is to cover vehicle expenses (insurance, maintenance, fuel) and while incredibly important to the success of the operation, only represents 4% of the total cost to operate MOW. State and federal grant funding for MOW fiscal year 2020-2021 has been awarded and is secured. CCSSC is reliant on grant funding and donations for continued operation and growth. If funding reduces, CCSSC may activate a waitlist until another funding source is secured.

**COORDINATION AND COLLABORATION HALF PAGE LIMIT 5 POINTS**

CCSSC and the City of Carson City have an existing MOU charging CCSSC with full operational responsibility of the senior center. CSSG grant funds would not be used to purchase equipment.

CCSSC is a collaborative local agency, recognizing the value of partnership versus competition. Referrals to neighboring non-profits, like Nevada Rural Counties Retired & Senior Volunteer Program (RSVP), Ron Wood Family Resource Center, Friends in Service Helping (FISH), Northern Nevada Dream Center, all regularly occur to maximize the services for seniors in need. Access to Healthcare uses space free of charge to provide Medicare counseling to seniors. The Food Bank of Northern Nevada operates a drive-thru commodity pickup in CCSSC's parking lot. University of Nevada Reno Cooperative Extension holds classes and programs in the CCSSC facility. American Association of Retired Persons (AARP) hosts driver's education and free tax preparation and CCSSC provides free facility space and assists with signing up participants to the programs. CCSSC partners with Jump Around Carson (JAC) to provide senior bus passes at the CCSSC location. Volunteers assist to complete the paperwork to sign seniors up for a bus pass and send documentation to JAC for their reporting needs. CCSSC serves as a location for voting applications. CCSSC's Director is chair of the Regional Planning Group, a multi-county meeting of senior service providers to network, idea share, and problem solve. Carson City is full of amazing non-profits and organizations doing their part to serve the community. Instead of reinventing the wheel, CCSSC builds strong relationships with these organizations to partner and expand limited resources that ultimately benefit the community at large.

**Community Support Services Grant (CSSG)**  
**Five-Year, Non-Competitive Application**  
**Fiscal Year 2021-2026**

**PROJECT BUDGET- 20 POINTS**

Complete the Budget Summary chart below. This information is mandatory in order to be considered for a CSSG Grant. Other funding is not required. (Max Score: 10 points)  
 Please note, when preparing your budget, you will calculate a one-year cost to run your program. The amount your agency receives will be the same each year for five years, based on the one-year budget request.

Project Title: Meals on Wheels Vehicle Expenses	Requested Amount	Other Funding	Total Funds
<b>Project Expenses FY 2021-2026</b>			
Vehicle Insurance	\$10,699	\$0	\$10,699
Vehicle Maintenance	\$7,301	\$0	\$7,301
Fuel	\$6,000	\$0	\$6,000
<b>TOTALS</b>	<b>\$24,000</b>	<b>\$0</b>	<b>\$24,000</b>

**Other Carson City Contributions**

Please make sure to provide information on any Carson City subsidy (s) made to your agency, for example: cash, building rental, land, a building, other grants, equipment etc.	Carson City and CCSCC operate together with an established MOU and the Senior Center has a special revenue fund. This fund pays for direct expenses of three City employees (Director, Business Manager, Elder Resource Advocate), utilities, building maintenance, office supplies, fire system, equipment repair, IT services and other City department supports. No direct payments are made to CCSCC.
Please provide the value of the subsidy (s) listed above. If more than one, please identify each amount separately.	<p>\$730,828*</p> <p><b>*Estimated revenue of the Senior Center Special Revenue Fund</b></p>

**Community Support Services Grant (CSSG)**  
**Five-Year, Non-Competitive Application**  
**Fiscal Year 2021-2026**

**BUDGET JUSTIFICATION**

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

<b>PROJECT EXPENSE</b>	<b>AMOUNT BUDGETED</b>	<b>JUSTIFICATION OF EXPENSE</b>
Vehicle Insurance	\$10,699	<p>Vehicle insurance premium for six MOW vehicles:</p> <p>2013 Ford F150 (\$1,753)  2003 Toyota Tundra (\$1,542)  2017 Nissan NV 200 (\$1,893)  2018 Nissan NV 200 (\$2,042)  2020 Chevrolet Colorado (\$2,050)  1998 Ford Ranger (\$1,419)</p> <p>All vehicles are insured with comprehensive coverage.</p>
Vehicle Maintenance	\$7,301	<p>Winter Tire Changes: \$480  (\$40/each x 6 vehicles x 2 on/off install)  Oil Changes: \$720  (\$60/each x 6 vehicles x 2/year)  Unplanned maintenance, tires, repairs: \$6,101</p> <p>Vehicles are maintained at Christensen Automotive, Les Schwab Tires, Ron's Refrigeration and Battle Born Autobody. Five of the Six vehicles have custom heating and cooling units that require additional repairs from a special technician. All vehicles are equipped with studded tires during the winter months.</p>
Fuel	\$6,000	<p>Fuel: \$6000  (Avg. cost: \$500/mo x 12 mo)</p> <p>Each vehicle averages 40 miles per day per route and an hour run-time of 5 hours per day. Low gas prices have reduced average monthly expenses from previous years' averages.</p>

**Community Support Services Grant (CSSG)**  
**Five-Year, Non-Competitive Application**  
**Fiscal Year 2021-2026**

**AGENCY INFORMATION**

Date of incorporation	August 27, 1976
Date of IRS certification	September 2, 1997
Tax exempt number	88-0123061
DUNS#: ( <a href="http://www.dnb.com/get-a-duns-number.html">http://www.dnb.com/get-a-duns-number.html</a> )	14-753-9027

Attach items 1-7 to your application. Item 8 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.

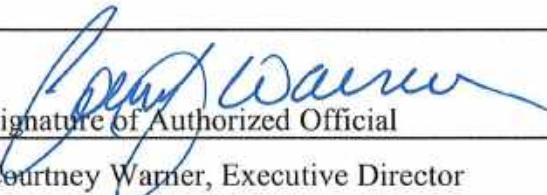
**INDEX OF ATTACHMENTS**

Attachment Number	Attachment Description	Attachment Included (✓)
1	<b>IRS Tax Exempt 501(c) (3) letter (available to print from Secretary of State's website)</b>	✓
2	<b>Proof of incorporation from Secretary of State (Certificate Only)</b> Go to <a href="https://www.nvsilverflume.gov/certificate">https://www.nvsilverflume.gov/certificate</a> You will need to register in order to get the certificate. Cost is \$50. <b>OR</b> Submit proof that your entity is active and in good standing. Go to <a href="http://nvsos.gov/sosentitysearch/">http://nvsos.gov/sosentitysearch/</a> and print your business entity information	✓
3	<b>Current Organization Chart with names of staff members</b>	✓
4	<b>Current Board of Directors and terms of office.</b> [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	<b>501(c)(3): Copy of the most recent Federal Tax Return. Attach FIRST 2 PAGES (Form 990 or 990EX)</b>	✓
6	<b>Profit and Loss Statements and Balance Sheets for prior 3 years</b>	✓
7	Has your agency registered with the System for Award Management (SAM) previously known as CCR data base? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>PLEASE ATTACH A COPY OF YOUR AGENCY'S SAM REGISTRATION</b>	✓
8	<b>Funding commitment letters and/or letters of support (if applicable)</b>	✓
9	<b>Works Cited</b>	✓
10	<b>Memorandum of Understanding – City of Carson City &amp; CCSSC</b>	✓

**Community Support Services Grant (CSSG)**  
**Five-Year, Non-Competitive Application**  
**Fiscal Year 2021-2026**

**CERTIFICATION**

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	October 14, 2020 Date
Courtney Warner, Executive Director Typed Name and Title of Authorized Official	(775) 283-7235 Phone Number

 Signature of President of Board of Directors	October 14, 2020 Date
Bruce Scott Typed Name of President of Board of Directors	(775) 883-1600 Phone Number

Internal Revenue Service  
District Director

Department of the Treasury

P. O. Box 2508  
Cincinnati, OH 45201

Date: SEP 02 1997

Person to Contact:

D. A. Downing

Telephone Number:

513-241-5199

Fax Number

513-684-5936

Federal Identification Number:

88-0123061

Carson City Senior Citizens Center  
901 Beverly Dr.  
Carson City, NV 89706

Dear Sir or Madam:

This letter is in response to your request for a copy of your organization's determination letter. This letter will take the place of the copy you requested.

Our records indicate that a determination letter issued in August of 1976 granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) & 170(b)(1)(A)(vi) of the code.

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Carson City Senior Citizens Center  
88-0123061

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

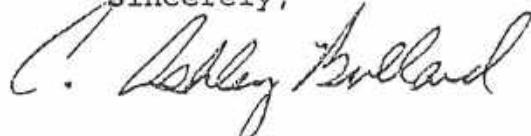
Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return.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

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

Please direct any questions to the person identified in the letterhead above.

This letter affirms your organization's exempt status.

Sincerely,



C. Ashley Bullard  
District Director

**ENTITY INFORMATION****ENTITY INFORMATION****Entity Name:**

CARSON CITY SENIOR CITIZEN CENTER, INC.

**Entity Number:**

C3244-1976

**Entity Type:**

Domestic Nonprofit Corporation (82)

**Entity Status:**

Active

**Formation Date:**

08/27/1976

**NV Business ID:**

NV19761005166

**Termination Date:**

8/27/2026

**Annual Report Due Date:**

8/31/2021

**Solicits Charitable Contribution:**

No

**REGISTERED AGENT INFORMATION****Name of Individual or Legal Entity:**

COURTNEY WARNER

**Status:**

Active

**CRA Agent Entity Type:****Registered Agent Type:**

Non-Commercial Registered Agent

**NV Business ID:****Office or Position:****Jurisdiction:****Street Address:**

911 BEVERLY DR, CARSON CITY, NV, 89706, USA

**Mailing Address:****Individual with Authority to Act:****Fictitious Website or Domain Name:****OFFICER INFORMATION** **VIEW HISTORICAL DATA**

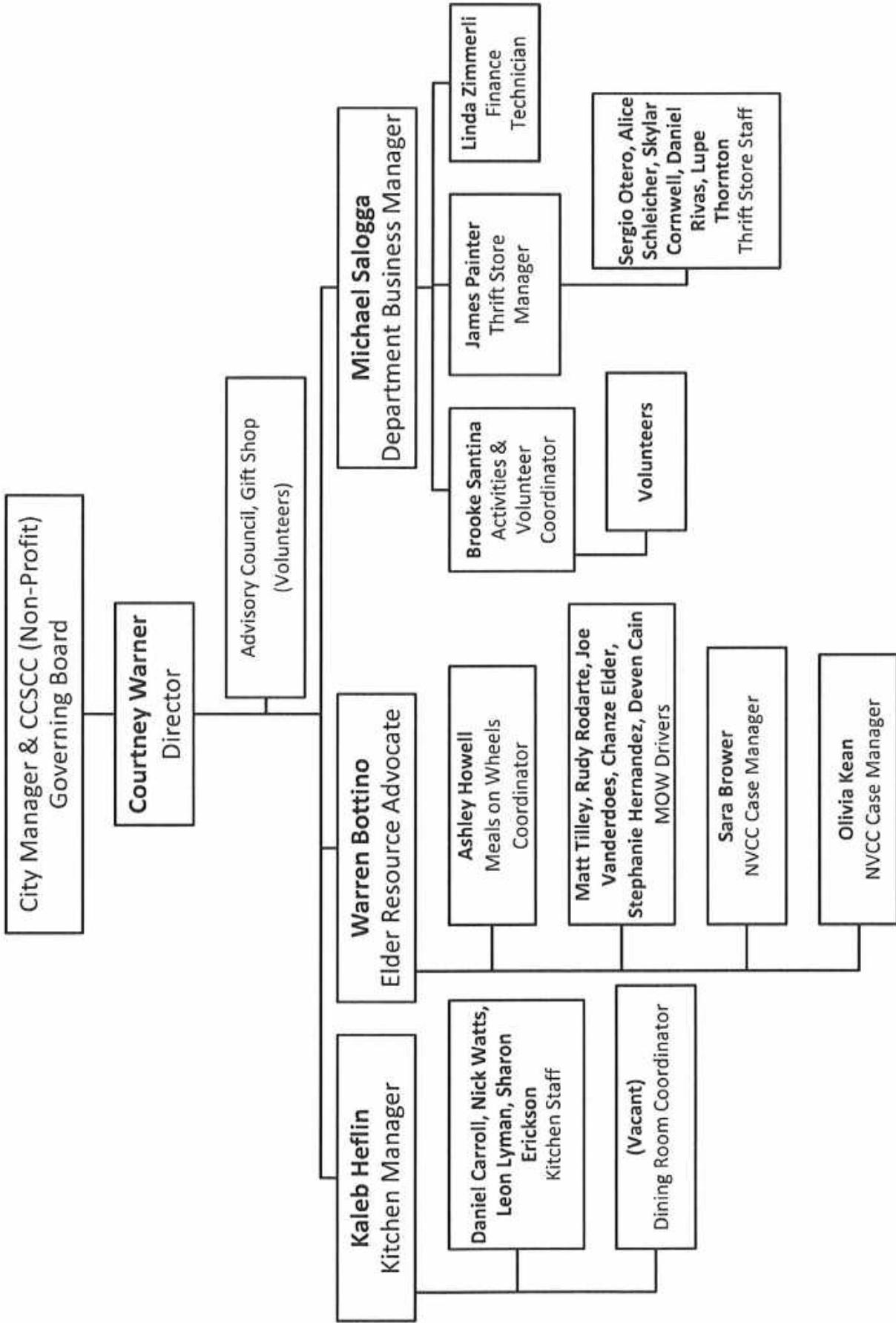
Title	Name	Address	Last Updated	Status
President	BRUCE SCOTT	340 N MINNESOTA, CARSON CITY, NV, 89703, USA	06/11/2019	Active
Secretary	TOM BAKER	4301 LEVI GULCH, CARSON CITY, NV, 89703, USA	06/11/2019	Active
Treasurer	MICHAEL CROSSLEY	PO BOX 410, GENOA, NV, 89411, USA	06/11/2019	Active
Director	PAMELA A COUCH	PO BOX 21869, CARSON CITY, NV, 89721, USA	06/11/2019	Active

Page 1 of 1, records 1 to 4 of 4

**CURRENT SHARES**

Class/Series	Type	Share Number	Value
No records to view.			
Number of No Par Value Shares:			
0			
Total Authorized Capital:			
		Filing History	Name History
			Mergers/Conversions

[Return to Search](#)    [Return to Results](#)



## Carson City Senior Center

## Governing Board Roster

2020-21

<b>Bruce Scott (President)</b>
O – (775) 883-1600      F – (775) 883-1656      Email: bruce@rci-nv.com
Address: 340 N. Minnesota, Carson City, NV 89703
Title: Principal; Engineer Resource Concepts
Term of Office: October 2019 – October 2022
<b>Tom Baker (Secretary)</b>
H – (775) 882-2065      C – (775) 230-2547      Email - baker89703@sbcglobal.net
Address: 4301 Levi Gulch, Carson City, NV 89703
Title: Retired; Former Rural Director to NV State Senator Bryan
Term of Office: October 2019 – October 2022
<b>Mike Crossley (Treasurer)</b>
H – (775) 782-4677      C – (775) 721-6634      Email: mrcrossley@charter.net
Address: 708 West Musser Street, Carson City, NV 89703
Title: Retired CPA
Term of Office: October 2019 – October 2022
<b>Mike Pavlakis (Director)</b>
O – (775) 687-0202      F – (775) 882-7918      Email: mpavlakis@allisonmackenzie.com
Address: 402 N. Division St. Carson City, NV 89703
Title: Attorney, Allison – MacKenzie
Term of Office: October 2020 – October 2023
<b>Pam Couch (Director)</b>
C – (530) 640-6763      Email: pamcouchcc@yahoo.com
Address: PO Box 21869, Carson City, NV 89721
Title: Retired; Regional Transportation Director
Term of Office: October 2018 – October 2021
<b>Chris Gray (Director)</b>
C – (775) 309-3553      Email: christophergray1219@gmail.com
Address: 1641 W. Minden Village Loop, Minden, NV 89423
Title: IT Systems Technician
Term of Office: October 2019 – October 2022

Governing Board positions are voluntary and receive no compensation

Form 990

Department of the Treasury  
Internal Revenue ServiceReturn of Organization Exempt From Income Tax  
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

OMB No. 1545-0047

2018

Open to Public  
Inspection

A For the 2018 calendar year, or tax year beginning 10/01/18, and ending 09/30/19

B Check if applicable Address change Name change Initial return Final return/terminated Amended return Application pending	C Name of organization Carson City Senior Citizen's Center Inc.	D Employer identification number 88-0123061
	Doing business as Number and street (or P.O. box if mail is not delivered to street address) 911 Beverly Drive	E Telephone number 775-883-0703
	City or town, state or province, country, and ZIP or foreign postal code Carson City NV 89706	F Gross receipts \$ 902,538
	G Name and address of principal officer Courtney Warner 911 Beverly Drive Carson City NV 89706	H(a) Is this a group return for subordinates? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
		H(b) Are all subordinates included? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		H(c) If "No," attach a list (see instructions)
I Tax-exempt status X 501(c)(3) 501(c) ( ) (insert no) 4947(a)(1) or 527	J Website: ► <a href="http://carson.org/government/departments-g-z/">carson.org/government/departments-g-z/</a>	K Form of organization: X Corporation Trust Association Other ►
L Year of formation:	M State of legal domicile NV	

## Part I Summary

Activities & Governance	1 Briefly describe the organization's mission or most significant activities: See Schedule O		
	2 Check this box ► if the organization discontinued its operations or disposed of more than 25% of its net assets.		
Revenue	3 Number of voting members of the governing body (Part VI, line 1a)	3	6
	4 Number of independent voting members of the governing body (Part VI, line 1b)	4	6
Expenses	5 Total number of individuals employed in calendar year 2018 (Part V, line 2a)	5	43
	6 Total number of volunteers (estimate if necessary)	6	0
Net Assets or Fund Balances	7a Total unrelated business revenue from Part VIII, column (C), line 12	7a	0
	b Net unrelated business taxable income from Form 990-T, line 38	7b	0
	Prior Year	Current Year	
Revenue	8 Contributions and grants (Part VIII, line 1h)	661,357	582,886
	9 Program service revenue (Part VIII, line 2g)	101,931	135,639
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	80,546	4,649
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	65,150	84,453
	12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	908,984	807,627
Expenses	13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)		0
	14 Benefits paid to or for members (Part IX, column (A), line 4)		0
	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	346,040	361,833
	16a Professional fundraising fees (Part IX, column (A), line 11e)		0
	b Total fundraising expenses (Part IX, column (D), line 25) ►	0	
Net Assets or Fund Balances	17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	546,456	532,742
	18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	892,496	894,575
	19 Revenue less expenses. Subtract line 18 from line 12	16,488	-86,948
		Beginning of Current Year	End of Year
	20 Total assets (Part X, line 16)	726,555	660,993
21 Total liabilities (Part X, line 26)	1,722	23,109	
22 Net assets or fund balances. Subtract line 21 from line 20	724,833	637,884	

## 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 Courtney Warner	Date			
	Type or print name and title				
Paid Preparer Use Only	Print/Type preparer's name Jonathan S. Steele, CPA	Preparer's signature Jonathan S. Steele, CPA	Date 08/14/20	Check <input type="checkbox"/> Self-employed <input checked="" type="checkbox"/>	PTIN P01362786
	Firm's name ► Steele & Associates, LLC		Firm's EIN ►	88-0479248	
	Firm's address ► 611 N Nevada St Carson City, NV 89703-3968		Phone no	775-882-7198	

May the IRS discuss this return with the preparer shown above? (see instructions)

For Paperwork Reduction Act Notice, see the separate instructions.  
DAA

Form 990 (2018)

## 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:

See Schedule O

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 \$ 810,516 including grants of \$ ) (Revenue \$ 135,639 )  
**Nutrition Program: Serves in excess of 137,000 meals to over 2,500 unduplicated individuals age 60 & over. The program received \$525,300 in donated facilities and services. This consisted primarily of \$129,100 in rent and property-related expenses from Carson City, NV and \$396,200 in personnel and volunteers. The donated facilities and services is not included in the \$525,300 of program expenses.**

4b (Code: ) (Expenses \$ ) including grants of \$ ) (Revenue \$ )  
**N/A**

4c (Code: ) (Expenses \$ ) including grants of \$ ) (Revenue \$ )  
**N/A**

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

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

4e Total program service expenses ► 810,516

# CCSCC

## STATEMENT OF ACTIVITY

October 2017 - September 2020

	OCT 2017 - SEP 2018	OCT 2018 - SEP 2019	OCT 2019 - SEP 2020	TOTAL
<b>Revenue</b>				
41000 Nutrition C1 Income				\$0.00
41001 ADSD Grant	85,457.00	81,648.36	161,842.50	\$328,947.86
41002 NSIP	30,576.69			\$30,576.69
41004 Donations	56.76		60.00	\$116.76
41005 C1 Program Income	38,962.03	37,418.87	35,973.30	\$112,354.20
<b>Total 41000 Nutrition C1 Income</b>	<b>155,052.48</b>	<b>119,067.23</b>	<b>197,875.80</b>	<b>\$471,995.51</b>
42000 Nutrition C2 Income				\$0.00
42001 ADSD Grant C2	217,546.00	234,056.32	375,056.25	\$826,658.57
42002 NSIP C2	62,826.31			\$62,826.31
42004 CSSG Grant	13,000.00	13,000.00	13,000.00	\$39,000.00
42005 Donations C2	93,361.55	55,368.38	57,842.34	\$206,572.27
42006 C2 Program Income	46,673.27	43,372.32	47,365.14	\$137,410.73
42008 ADSD Equipment Grant	48,601.00		50,000.00	\$98,601.00
42010 Raffle Revenue	2,773.32	2,334.25	2,139.00	\$7,246.57
<b>Total 42000 Nutrition C2 Income</b>	<b>484,781.45</b>	<b>348,131.27</b>	<b>545,402.73</b>	<b>\$1,378,315.45</b>
43000 NSIP Income				\$0.00
43001 NSIP Grant		101,321.00	90,141.78	\$191,462.78
<b>Total 43000 NSIP Income</b>		<b>101,321.00</b>	<b>90,141.78</b>	<b>\$191,462.78</b>
43100 Emergency Grant Revenue				\$0.00
43101 COVID-19 Emergency Grant Revenue			53,325.84	\$53,325.84
<b>Total 43100 Emergency Grant Revenue</b>			<b>53,325.84</b>	<b>\$53,325.84</b>
45000 Case Manager Income				\$0.00
45001 Case Manager Grant	52,034.74	53,454.26	70,433.94	\$175,922.94
45002 Case Management Program Income		298.07	174.00	\$472.07
<b>Total 45000 Case Manager Income</b>	<b>52,034.74</b>	<b>53,752.33</b>	<b>70,607.94</b>	<b>\$176,395.01</b>
46000 Transportation Income				\$0.00
46001 Transportation Grant	4,717.00			\$4,717.00
46002 Transportation Program Income	56.50			\$56.50
<b>Total 46000 Transportation Income</b>	<b>4,773.50</b>			<b>\$4,773.50</b>
47000 Gift Shop Income				\$0.00
47001 Gift Shop Sales	34,332.49	34,014.40	19,363.43	\$87,710.32
47002 Bank Fees	208.00			\$208.00
<b>Total 47000 Gift Shop Income</b>	<b>34,540.49</b>	<b>34,014.40</b>	<b>19,363.43</b>	<b>\$87,918.32</b>
48000 Operations Income				\$0.00
48002 Facility Rent	16,978.28	12,444.50	3,416.00	\$32,838.78
48003 Donations	4,631.40	3,786.22	4,425.09	\$12,842.71
48004 Fundraising	3,343.00	3,673.45	143.72	\$7,160.17
48005 Sunday Bingo	17,761.50	27,407.00	15,014.00	\$60,182.50
48007 Under 60 Membership	100.00	194.00	96.00	\$390.00
48008 Employee Relations	125.00	45.00	868.78	\$1,038.78
48009 Newsletter Revenue	10,783.50	11,602.92	3,419.96	\$25,806.38

# CCSCC

## STATEMENT OF ACTIVITY

October 2017 - September 2020

	OCT 2017 - SEP 2018	OCT 2018 - SEP 2019	OCT 2019 - SEP 2020	TOTAL
48010 Coffee Revenue	1,114.79	801.89	365.76	\$2,282.44
48011 Bank Fees/ NSF			-10.00	\$ -10.00
48012 Trips	391.00			\$391.00
48013 Senior Follies	6,157.50	4,687.00		\$10,844.50
48017 Senior Dance	3,010.00	2,305.55	200.00	\$5,515.55
48019 Meals on Wheels America Grant	21,029.96	25,707.19	43,356.52	\$90,093.67
48021 Talent Show	7,128.08			\$7,128.08
48023 Chamber of Commerce Leadership Program	7,825.00			\$7,825.00
48024 Stay Strong Stay Healthy	6,445.91	1,604.09		\$8,050.00
48025 ADSD Respite Grant Revenue			7,000.00	\$7,000.00
<b>Total 48000 Operations Income</b>	<b>106,824.92</b>	<b>94,258.81</b>	<b>78,295.83</b>	<b>\$279,379.56</b>
49000 Thrift Store Income				\$0.00
49001 Thrift Store Sales	71,091.44	99,490.60	77,211.80	\$247,793.84
49002 Thrift Store Other Income			13.50	\$13.50
<b>Total 49000 Thrift Store Income</b>	<b>71,091.44</b>	<b>99,490.60</b>	<b>77,225.30</b>	<b>\$247,807.34</b>
49500 Banking Interest Income		4,573.71		\$4,573.71
49501 United Savings Account Income	2,885.20	74.83	3,738.32	\$6,698.35
<b>Total 49500 Banking Interest Income</b>	<b>2,885.20</b>	<b>4,648.54</b>	<b>3,738.32</b>	<b>\$11,272.06</b>
Sales of Product Revenue	6.59	0.00		\$6.59
Services		47,854.78		\$47,854.78
<b>Total Revenue</b>	<b>\$911,990.81</b>	<b>\$902,538.96</b>	<b>\$1,135,976.97</b>	<b>\$2,950,506.74</b>
Cost of Goods Sold				
Cost of Goods Sold		0.00		\$0.00
Inventory Shrinkage			0.00	\$0.00
<b>Total Cost of Goods Sold</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>GROSS PROFIT</b>	<b>\$911,990.81</b>	<b>\$902,538.96</b>	<b>\$1,135,976.97</b>	<b>\$2,950,506.74</b>
Expenditures				
61000 Nutrition C1 Expense				\$0.00
61002 Kitchen Supplies C1	5,238.49	7,803.85	3,210.60	\$16,252.94
61003 Raw Foods C1	116,642.23	79,059.22	53,798.74	\$249,500.19
61004 Wages	51,057.24	56,634.60	37,465.32	\$145,157.16
61040 Nutrition Staff Insurance Stipend		1,023.75	2,016.00	\$3,039.75
<b>Total 61000 Nutrition C1 Expense</b>	<b>172,937.96</b>	<b>144,521.42</b>	<b>96,490.66</b>	<b>\$413,950.04</b>
62000 Nutrition C2 Expense				\$0.00
62003 Kitchen Supplies C2	21,732.74	61,952.61	58,972.46	\$142,657.81
62004 Raw Food C2	239,293.12	155,572.97	223,623.73	\$618,489.82
62005 Wages C2	182,831.84	202,397.28	246,177.99	\$631,407.11
62006 Vehicle Insurance	6,153.40	13,659.37	10,181.00	\$29,993.77
62007 Vehicle Fuel/ Maint.	21,773.92	16,049.17	15,147.46	\$52,970.55
62010 Raffle Expense	1,386.66	1,137.00	1,157.00	\$3,680.66
62040 Nutrition Staff Insurance Stipend		2,126.25	10,584.00	\$12,710.25
62041 C2 Operating		253.76		\$253.76

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## STATEMENT OF ACTIVITY

October 2017 - September 2020

	OCT 2017 - SEP 2018	OCT 2018 - SEP 2019	OCT 2019 - SEP 2020	TOTAL
<b>Total 62000 Nutrition C2 Expense</b>	<b>473,171.68</b>	<b>453,148.41</b>	<b>565,843.64</b>	<b>\$1,492,163.73</b>
63000 NSIP Expenses				\$0.00
63001 NSIP Grant Raw Food		126,036.00	110,772.94	\$236,808.94
<b>Total 63000 NSIP Expenses</b>		<b>126,036.00</b>	<b>110,772.94</b>	<b>\$236,808.94</b>
64000 Emergency Grant Expenditures				\$0.00
64001 COVID-19 Emergency Grant Expenditures			55,422.37	\$55,422.37
<b>Total 64000 Emergency Grant Expenditures</b>			<b>55,422.37</b>	<b>\$55,422.37</b>
65000 Case Manager Expense				\$0.00
65001 Wages	38,870.00	38,685.00	43,790.60	\$121,345.60
65002 Fringe	5,127.47	6,647.38	4,138.19	\$15,913.04
65004 Office Supplies	460.04	204.94	346.71	\$1,011.69
65005 Public Information	1,488.00	2,395.00	990.00	\$4,873.00
65006 Occupancy	180.00	210.00	455.41	\$845.41
<b>Total 65000 Case Manager Expense</b>	<b>46,125.51</b>	<b>48,142.32</b>	<b>49,720.91</b>	<b>\$143,988.74</b>
66000 Transportation Expense				\$0.00
66001 Wages	1,101.45			\$1,101.45
66002 Fringe	79.32			\$79.32
66004 Supplies	75.36			\$75.36
66005 Occupancy	794.71			\$794.71
<b>Total 66000 Transportation Expense</b>	<b>2,050.84</b>			<b>\$2,050.84</b>
67000 Gift Shop Expense				\$0.00
67001 Consignment Checks	27,967.94	26,026.47	19,650.37	\$73,644.78
67002 Store Supplies	4,863.18	5,593.90	3,179.05	\$13,636.13
67003 Office Supplies	588.03	134.57		\$722.60
67004 Bank Fees	88.00			\$88.00
67005 Donations	5,000.00			\$5,000.00
67006 Advertising	142.20	180.00		\$322.20
<b>Total 67000 Gift Shop Expense</b>	<b>38,649.35</b>	<b>31,934.94</b>	<b>22,829.42</b>	<b>\$93,413.71</b>
68000 Operations Expense				\$0.00
68001 Facility Rent	4,051.12	898.04	164.18	\$5,113.34
68002 Fundraising		25.96	184.63	\$210.59
68003 Insurance	18,376.24	7,442.08	14,445.00	\$40,263.32
68004 Wages	59,606.95	51,732.15	53,116.49	\$164,455.59
68005 Employee Relations	6,867.78	5,878.73	2,216.68	\$14,963.19
68007 Cash Over/ Short Advisory	0.00	0.10		\$0.10
68008 Sunday Bingo	3,114.31	4,456.15	2,728.27	\$10,298.73
68009 Bank Fees/ NSF	54.21	62.46	-17.00	\$99.67
68010 Volunteer Recognition	1,548.62	2,087.37	2,110.05	\$5,746.04
68011 Building Maint. & Office Supp.	215.18	149.87		\$365.05
68012 Dues & Subscriptions	2,690.07	1,391.00	1,986.67	\$6,067.74
68013 Senior Low Cost Housing	2,274.00	2,294.00	1,735.00	\$6,303.00
68014 Trips	478.65			\$478.65

# CCSCC

## STATEMENT OF ACTIVITY

October 2017 - September 2020

	OCT 2017 - SEP 2018	OCT 2018 - SEP 2019	OCT 2019 - SEP 2020	TOTAL
68015 Senior Follies	548.81	501.61	232.50	\$1,282.92
68018 Payroll Servicing Fees	1,406.44	2,210.00	1,737.50	\$5,353.94
68021 Senior Dance	2,904.30	2,446.70	200.00	\$5,551.00
68022 Marketing Expense	22,778.80	14,468.04		\$37,246.84
68025 MOW Pet Program	1,500.00			\$1,500.00
68026 Talent Show Expenses	1,453.16			\$1,453.16
68027 Chamber of Commerce Leadership Project	7,323.42			\$7,323.42
68028 Stay Strong Stay Healthy Program Expenses	5,153.87			\$5,153.87
68029 Stay Strong Stay Healthy Instructor Expenses	147.47			\$147.47
68030 ADSD Respite Grant Reimbursement			6,363.63	\$6,363.63
<b>Total 68000 Operations Expense</b>	<b>142,493.40</b>	<b>96,044.26</b>	<b>87,203.60</b>	<b>\$325,741.26</b>
69000 Thrift Shop Expense				\$0.00
69001 Wages	33,146.01	50,218.50	53,903.87	\$137,268.38
69002 Vehicle Insurance	2,959.91	3,344.56	1,935.00	\$8,239.47
69003 Vehicle Fuel & Maint.	602.52	1,683.29	1,235.60	\$3,521.41
69005 Cash Over/Short		100.00		\$100.00
69006 Square Fee Charges	647.58	927.30	870.53	\$2,445.41
69007 Store Supplies	66.60	324.34	99.95	\$490.89
69008 Advertising		1,063.18		\$1,063.18
<b>Total 69000 Thrift Shop Expense</b>	<b>37,422.62</b>	<b>57,661.17</b>	<b>58,044.95</b>	<b>\$153,128.74</b>
Payroll Expenses				\$0.00
Taxes	-681.98	-12.32	0.00	\$ -694.30
Wages	683.92	-130.00	0.00	\$553.92
<b>Total Payroll Expenses</b>	<b>1.94</b>	<b>-142.32</b>	<b>0.00</b>	<b>\$ -140.38</b>
Square Fees	23.36			\$23.36
<b>Total Expenditures</b>	<b>\$912,876.66</b>	<b>\$957,346.20</b>	<b>\$1,046,328.49</b>	<b>\$2,916,551.35</b>
<b>NET OPERATING REVENUE</b>	<b>\$ -885.85</b>	<b>\$ -54,807.24</b>	<b>\$89,648.48</b>	<b>\$33,955.39</b>
Other Revenue				
99994 Facility Rent Suspense Account	850.00			\$850.00
<b>Total Other Revenue</b>	<b>\$850.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$850.00</b>
Other Expenditures				
99998 Depreciation	6,749.00	18,517.00		\$25,266.00
99999 City Reimbursement	0.00		0.00	\$0.00
Reconciliation Discrepancies-1	925.52		12.75	\$938.27
<b>Total Other Expenditures</b>	<b>\$7,674.52</b>	<b>\$18,517.00</b>	<b>\$12.75</b>	<b>\$26,204.27</b>
<b>NET OTHER REVENUE</b>	<b>\$ -6,824.52</b>	<b>\$ -18,517.00</b>	<b>\$ -12.75</b>	<b>\$ -25,354.27</b>
<b>NET REVENUE</b>	<b>\$ -7,710.37</b>	<b>\$ -73,324.24</b>	<b>\$89,635.73</b>	<b>\$8,601.12</b>

**CCSCC**  
**STATEMENT OF FINANCIAL POSITION**  
As of September 30, 2020

	OCT 2017 - SEP 2018	OCT 2018 - SEP 2019	OCT 2019 - SEP 2020
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Bank Accounts</b>			
10000 Bank and Cash Accounts	0.00	0.00	0.00
10100 Heritage Bank- CC	177,923.60	168,477.76	184,200.05
10111 NUT Reserve Heritage Bank	0.00	0.00	0.00
10300 Gift Shop-Heritage Bank	2,902.42	6,061.31	3,310.49
10400 Activities-Heritage Bank	12,485.36	13,469.31	11,377.82
10500 United Savings Account	141,245.18	87,465.75	307,428.66
10650 United 6-11 CD	0.00	0.00	0.00
10750 United 12-17 CD	0.00	0.00	0.00
10755 United 16 Month CD - 5627		91,945.11	0.00
10850 United 16 Month CD - 5664	121,961.63	124,253.44	0.00
10875 United 13 Month Business CD	60,808.95	0.00	0.00
<b>Total 10000 Bank and Cash Accounts</b>	<b>517,327.14</b>	<b>491,672.68</b>	<b>506,317.02</b>
<b>Total Bank Accounts</b>	<b>\$517,327.14</b>	<b>\$491,672.68</b>	<b>\$506,317.02</b>
<b>Accounts Receivable</b>			
11000 Accounts Receivable			
11100 Advisory A/R	1,340.00	990.00	-565.00
11200 NUT A/R	0.00	0.00	0.00
11300 Grant A/R	0.00	0.00	0.00
<b>Total 11000 Accounts Receivable</b>	<b>1,340.00</b>	<b>990.00</b>	<b>-565.00</b>
<b>Total Accounts Receivable</b>	<b>\$1,340.00</b>	<b>\$990.00</b>	<b>\$ -565.00</b>
<b>Other Current Assets</b>			
10600 Accounting Office Petty Cash	150.00	150.00	150.00
10700 Thrift Store Register Cash	100.00	100.00	100.00
10775 Thrift Store Saturday Bank	100.00	100.00	100.00
10950 Undeposited Funds	0.00	0.00	6.50
13000 Inventory Asset			
13100 Kitchen Inventory NUT	24,010.59	19,938.94	15,036.92
<b>Total 13000 Inventory Asset</b>	<b>24,010.59</b>	<b>19,938.94</b>	<b>15,036.92</b>
99030 2014-2015 A/p A/r	13,125.56	13,125.56	0.00
Inventory Asset-1		0.00	0.00
Payroll Refunds	496.69	496.69	536.49
Uncategorized Asset		0.00	-48.60
<b>Total Other Current Assets</b>	<b>\$37,982.84</b>	<b>\$33,911.19</b>	<b>\$15,881.31</b>
<b>Total Current Assets</b>	<b>\$556,649.98</b>	<b>\$526,573.87</b>	<b>\$521,633.33</b>
<b>Fixed Assets</b>			
15000 Fixed Assets			
15050 Furniture & Fixtures Org Cost	34,715.34	34,715.34	34,715.34
15100 Furniture & Fixtures Depre.	-34,715.34	-34,715.34	-34,715.34
15150 Equipment Org. Cost	215,174.78	215,174.78	215,174.78

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## STATEMENT OF FINANCIAL POSITION

As of September 30, 2020

	OCT 2017 - SEP 2018	OCT 2018 - SEP 2019	OCT 2019 - SEP 2020
15200 Equipment Accum. Dep.	-215,174.78	-215,174.78	-215,174.78
15250 New Building Addition	56,215.31	56,215.31	56,215.31
15300 New Building Accum. Dep.	-25,176.31	-26,838.31	-26,838.31
15350 Vehicles Cost	93,551.45	103,321.45	158,867.18
15400 Vehicles Accum. Dep	-34,916.00	-44,348.00	-44,348.00
15450 Vehicle Original Cost NUT	112,809.25	112,809.25	112,809.25
15500 Vehicles Accum. Dep. NUT	-108,394.25	-108,394.25	-108,394.25
15550 Furniture & Fixtures Org. NUT	152.99	152.99	152.99
15600 Furniture & Fix. Accum. Dep NUT	-152.99	-152.99	-152.99
15650 Equipment Org. Cost NUT	115,662.59	115,662.59	115,662.59
15700 Equipment Accum. Dep. NUT	-115,662.59	-115,662.59	-115,662.59
<b>Total 15000 Fixed Assets</b>	<b>94,089.45</b>	<b>92,765.45</b>	<b>148,311.18</b>
15210 KITCHEN KETTLE	9,344.25	9,344.25	9,344.25
15215 Kitchen Kettle Accum. Depr.	-2,336.06	-2,336.06	-2,336.06
15220 Rackstar44 Dishwasher	16,046.02	16,046.02	16,046.02
15225 Rackstar44 Dishwasher Accum. Depr.	-1,146.00	-5,403.00	-5,403.00
15230 Bingo Equipment	11,635.05	11,635.05	11,635.05
15235 Bingo Equipment Accum. Depr.	-554.00	-3,720.00	-3,720.00
15240 Cooler/Freezer Equipment			17,123.00
<b>Total Fixed Assets</b>	<b>\$127,078.71</b>	<b>\$118,331.71</b>	<b>\$191,000.44</b>
Other Assets			
81200 JAC Bus Passes	-1,201.00	-1,365.00	-2,560.50
99991 Nutrition Suspense Account	0.00	0.00	0.00
<b>Total Other Assets</b>	<b>\$ -1,201.00</b>	<b>\$ -1,365.00</b>	<b>\$ -2,560.50</b>
<b>TOTAL ASSETS</b>	<b>\$682,527.69</b>	<b>\$643,540.58</b>	<b>\$710,073.27</b>
<hr/>			
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 Accounts Payable	-8,709.21	29,806.73	26,956.45
20100 Advisory Accounts Payable	35.10	35.10	35.10
20200 NUT Accounts Payable	0.00	0.00	0.00
<b>Total 20000 Accounts Payable</b>	<b>-8,674.11</b>	<b>29,841.83</b>	<b>26,991.55</b>
<b>Total Accounts Payable</b>	<b>\$ -8,674.11</b>	<b>\$29,841.83</b>	<b>\$26,991.55</b>
Credit Cards			
5472163000185551			-27.00
<b>Total Credit Cards</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$ -27.00</b>
Other Current Liabilities			
Direct Deposit Payable	0.00	0.00	-92.35
Payroll Liabilities			
Federal Taxes (941/944)	0.00	-39.80	0.00
NV UI Bond Obligation Assessment	419.62	419.62	419.62

# CCSCC

## STATEMENT OF FINANCIAL POSITION

As of September 30, 2020

	OCT 2017 - SEP 2018	OCT 2018 - SEP 2019	OCT 2019 - SEP 2020
NV Unemployment Tax	1,267.12	1,595.26	1,685.18
<b>Total Payroll Liabilities</b>	<b>1,686.74</b>	<b>1,975.08</b>	<b>2,104.80</b>
<b>Total Other Current Liabilities</b>	<b>\$1,686.74</b>	<b>\$1,975.08</b>	<b>\$2,012.45</b>
<b>Total Current Liabilities</b>	<b>\$ -6,987.37</b>	<b>\$31,816.91</b>	<b>\$28,977.00</b>
<b>Total Liabilities</b>	<b>\$ -6,987.37</b>	<b>\$31,816.91</b>	<b>\$28,977.00</b>
Equity			
30000 Equity & Reserve Accounts			
30025 Equity	-7,169.32	-7,169.32	0.00
30320 Activities Accounts			
30300 Computer Lab	20.52	-283.73	-451.73
30325 Thursday Bingo	3,841.91	3,687.46	1,587.46
30350 Lapidary	5,158.00	5,043.99	4,848.12
30375 Pool Room	2,699.78	2,876.99	3,079.27
30400 NSCA	489.00	489.00	489.00
<b>Total 30320 Activities Accounts</b>	<b>12,209.21</b>	<b>11,813.71</b>	<b>9,552.12</b>
<b>Total 30025 Equity</b>	<b>5,039.89</b>	<b>4,644.39</b>	<b>9,552.12</b>
30050 Reserve Fund Balance	0.00	0.00	0.00
30075 Activity Reser. Funds Restict.	0.00	0.00	0.00
30100 Special Reserve Funds	0.00	0.00	0.00
30125 Equipment Reserves	0.00	0.00	0.00
30150 Furniture Reserves	0.00	0.00	0.00
30175 Thrift Store Bldg. Reserve	0.00	0.00	0.00
30200 Thrift Store Fixtures Reserves	0.00	0.00	0.00
30225 Thrift Store Vehicle Reserves	0.00	0.00	0.00
30330 Unrestricted Net Assets C2	0.00	0.00	0.00
30500 Temp. Restricted Funds NUT	0.00	0.00	0.00
30525 Reserve Funds Balance NUT	0.00	0.00	0.00
30550 Equipment Reserves C1	0.00	0.00	0.00
30575 Food Reserves C1	0.00	0.00	0.00
30600 Furniture Reserves C1	0.00	0.00	0.00
30625 Kitchen Reserves C1	0.00	0.00	0.00
30650 Office Equip Reserves C1	0.00	0.00	0.00
30675 Grant Yr End Bal - C1	0.00	0.00	0.00
30725 Building Reserves C2	0.00	0.00	0.00
30750 Equip Reserves C2	0.00	0.00	0.00
30775 Food Reserves C2	0.00	0.00	0.00
30800 Kitchen Reserves C2	0.00	0.00	0.00
30825 Office Equip. Reserves C2	0.00	0.00	0.00
30850 Vehicle Reserves C2	0.00	0.00	0.00
<b>Total 30000 Equity &amp; Reserve Accounts</b>	<b>5,039.89</b>	<b>4,644.39</b>	<b>9,552.12</b>
30450 Unrestricted Net Assets	692,185.54	680,403.52	581,882.38
30475 Opening Balance Equity	0.00	0.00	0.00

# CCSCC

## STATEMENT OF FINANCIAL POSITION

As of September 30, 2020

	OCT 2017 - SEP 2018	OCT 2018 - SEP 2019	OCT 2019 - SEP 2020
Net Revenue	-7,710.37	-73,324.24	89,661.77
Total Equity	\$689,515.06	\$611,723.67	\$681,096.27
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$682,527.69</b>	<b>\$643,540.58</b>	<b>\$710,073.27</b>



SYSTEM FOR AWARD MANAGEMENT

## Entity Overview Details

DUNS: 147539027  
Status: Submitted

911 Beverly Dr  
Carson City, NV, 89706 - 3115  
UNITED STATES

D&B Legal Business Name: Carson City Senior Citizen Center, Inc  
Doing Business as: Carson City Senior Citizens Thrift Store

## Core Data

## Business Information:

Business start date: 09/02/1997  
Fiscal year end close date: 09/30  
Company Division Name:  
Company Division Number:  
Corporate URL:  
Congressional District: NV 02  
Registration Date: 10/07/2020  
Activation Date: N/A  
Expiration Date: 10/07/2021  
Renewal Date:  
MPIN: \*\*\*\*\*ior8

## Physical Address:

Address line 1 911 Beverly Dr  
City Carson City  
State NV  
ZIP/ Postal Code 89706 - 3115  
Country UNITED STATES

## Mailing Address:

Address line 1 911 Beverly Dr  
City Carson City  
State NV  
ZIP/ Postal Code 89706 - 3115  
Country UNITED STATES

## Sensitive Information:

EIN: \*\*\*\*\*3061

## IRS Consent:

Tax payer name: Carson City Senior Citizens Center Inc  
Address Line 1: 911 Beverly Dr  
Address Line 2:  
City: Carson City  
State: NV  
Country: UNITED STATES  
Zip/Postal Code: 89706 - 3115  
Type of Tax: Applicable Federal Tax  
Tax Year (Most Recent Tax Year): 2020  
Name of individual executing consent: Courtney Warner  
Title of the individual executing consent: Executive Director  
Signature: Courtney Warner  
TIN Consent Date: 10/07/2020

## CAGE/NCAGE Code:

## General Information

Country of Incorporation: UNITED STATES  
State of Incorporation: NV  
Company Security Level:  
Highest Employee Security Level:

## Business Types:

For more information on an entity's socio-economic status please see SBA's Dynamic Small Business Search.  
Entity Structure  
Corporate Entity (Tax Exempt)  
Entity Type  
Business or Organization  
Profit Structure  
Non-Profit Organization  
Purpose of Registration  
Federal Assistance Awards

## Financial Information

Do you accept credit cards as a method of payment? Yes.  
Department Code: Account Details: HERITAGE BANK ADO GLACIER BANK - Checking  
CAGE Code:

- New Account/Electronic Funds Transfer:  
 Account Type: Checking  
 Financial Institution: HERITAGE BANK ADD GLACIER BANK  
 ABA Routing Number: \*\*\*\*\*1814  
 Account Number: \*\*\*\*\*5108  
 Lockbox Number:  
 Automated Clearing House (ACH):  
 ACH U.S. Phone: (775)883-0703  
 ACH Non-U.S. Phone:  
 ACH Fax:  
 ACH Email:  
 Remittance Address:  
 Remittance Name: Courtney Warner  
 Address Line 1: 911 Beverly Dr  
 Address Line 2:  
 City: Carson City  
 State: NV  
 Country: UNITED STATES  
 ZIP/Postal Code: 89706 -

### Executive Compensation Questions

In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) receive both of the following: 1. 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and 2. \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

No

Does the public have access to information about the compensation of the senior executives in your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

No

### Proceedings Questions

Is your business or organization, as represented by the DUNS Number on this entity registration, responding to a Federal procurement opportunity that contains the provision at FAR 52.209-7, subject to the clause in FAR 52.209-9 in a current Federal contract, or applying for a Federal grant opportunity which contains the award term and condition described in 2 C.F.R. 200 Appendix XII?

N

Does your business or organization, as represented by the DUNS number on this specific SAM record, have current active Federal contracts and/or grants with total value (including any exercised/unexercised options) greater than \$10,000,000?

Within the last five years, had the business or organization (represented by the DUNS number on this specific SAM record) and/or any of its principals, in connection with the award to or performance by the business or organization of a Federal contract or grant, been the subject of a Federal or State (1) criminal proceeding resulting in a conviction or other acknowledgment of fault; (2) civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than \$5,000, or other acknowledgment of fault; and/or (3) administrative proceeding resulting in a finding of fault with either a monetary fine or penalty greater than \$5,000 or reimbursement, restitution, or damages greater than \$100,000, or other acknowledgment of fault?

### SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results: Yes.

### Assertions

NAICS Codes Selected

NAICS Code	Primary	Description
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Product & Service Codes Selected

PSC	Description
-----	-------------

### Size metrics:

Worldwide:  
 Annual Receipts (in accordance with 13 CFR 121);  
 Average Number of Employees (12 Month Average):

Location (Optional):  
 Annual Receipts (in accordance with 13 CFR 121);  
 Annual Receipts (in accordance with 13 CFR 121);

**EDI Information:**

Do you wish to enter EDI Information for your non-government entity?:No

**Disaster Response Information:****Point of Contacts:****Mandatory Point of Contact:**

## Accounts Receivable POC

Title: Business Manager  
First Name: Michael  
Middle Name:  
Last Name: Salogga  
Email: msalogga@carson.org  
US Phone: (775)883-0703  
Extension:  
NON US Phone:  
Notes:

## Electronic Business POC

Title: Business Manager  
First Name: Michael  
Middle Name:  
Last Name: Salogga  
Email: msalogga@carson.org  
US Phone: (775)883-0703  
Extension:  
NON US Phone:  
Notes:  
Address Line 1: 911 Beverly Dr  
Address Line 2:  
City: Carson City  
State/Province: NV  
Country: UNITED STATES  
ZIP/Postal Code: 89706

## Government Business POC

Title: Executive Director  
First Name: Courtney  
Middle Name:  
Last Name: Warner  
Email: cwarner@carson.org  
US Phone: (775)883-0703  
Extension:  
NON US Phone:  
Notes:  
Address Line 1: 911 Beverly Dr  
Address Line 2:  
City: Carson City  
State/Province: NV  
Country: UNITED STATES  
ZIP/Postal Code: 89706

**Optional Point of Contact:**

## Past Performance POC

Title: Executive Director  
First Name: Courtney  
Middle Name:  
Last Name: Warner  
Email: cwarner@carson.org  
US Phone: (775)883-0703  
Extension:  
NON US Phone:  
Notes:  
Address Line 1: 911 Beverly Dr  
Address Line 2:  
City: Carson City  
State/Province: NV  
Country: UNITED STATES  
ZIP/Postal Code: 89706



Tuesday, October 6, 2020

Dear Mirjana Gavric, Grants Administrator, Carson City,

On behalf of Carson City Senior Center Meals on Wheels, Inc. and Nevada Rural Counties RSVP Program, Inc., please accept this joint letter of support dually recognizing both organizations for their exemplary efforts serving Carson City seniors. While it may appear that our organizations serve the same function, they are unique in many ways, ensuring they provide the essential services our seniors need and deserve.

As Carson City continues to experience rapid growth in its senior population, non-profits like ours, offer programs, services and resources for seniors to access ultimately reducing the strain on public services, reducing hospital visits and maintaining a seniors' independence and dignity.

Carson City Senior Center, Inc, has been a senior service provider for over 46 years, committed to providing resources, services and support for seniors to live their fullest lives possible. Most recognizable is its Meals on Wheels program providing critical nutrition services by means of a weekday delivery of a fresh, nutritious meal to the City's most vulnerable homebound seniors while checking in on the commonly isolated senior with a friendly visit. For fiscal year, 2019/2020, Carson City Meals on Wheels delivered over 110,000 meals to homebound seniors and did not miss a beat to continue services safely during the height of the COVID pandemic when its services were needed the most.

Nevada Rural Counties RSVP Program, Inc, has been a pillar in the Carson City community since 1974. Its comprehensive list of services includes transportation, home companion, respite care, homemaker, legal services, veterans' services, farmer's market coupons, senior exercise and a robust volunteer program that benefits many organizations within the Carson City community. Through its successful programs, thousands of seniors remain at home and out of costly institutions. The result has been millions of dollars in savings to taxpayers for long-term care, and enabled seniors to live out their lives with dignity in their own homes where they are the happiest and healthiest and still a part of the Carson City community.

It is unique that two non-profit organizations operate as collaboratively as we do. We continually work together, promoting each organization's specific programs that benefit the seniors we interact with. COVID offered challenges to reach seniors and we partnered early this summer to use the Carson City Senior Center's facility to distribute Rural RSVP's farmer's market coupons. We continually refer seniors to each other's organization stretching resources within the Carson City community even further and avoid duplicating programs and services each other offer.



While funding continually remains limited to flat-funded for senior service providers, the demand for services steadily rises. Non-profits like ours, continue to look for creative ways to raise funds, apply for grants and appeal to the community for donations. Receiving funding from the CSSG five-year program gives assurance that both organizations can continue to provide the critical services necessary for Carson City seniors to remain independent in their homes, living dignified lives.

We are honored to support each other's application for the CSSG five-year grant funding. Your consideration for both of our applications is greatly appreciated.

Our best,

A blue ink signature of the name Courtney Warner.

Courtney Warner  
Executive Director  
Carson City Senior Center, Inc  
Meals on Wheels  
(775) 883-0703

A blue ink signature of the name Melanie Barkley.

Melanie Barkley  
Interim CEO  
Nevada Rural Counties RSVP Program, Inc  
(775) 687-4680



# SENIORS IN SERVICE

1380 Greg Street, Suite 212 • Sparks, NV 89431 • [www.seniorsinservicenevada.org](http://www.seniorsinservicenevada.org)

Seniors in Service engages vibrant and experienced volunteers to enrich  
Northern Nevada communities one life at a time.

October 13, 2020

Courtney Warner, Director  
Carson City Senior Citizens Center  
911 Beverly Drive  
Carson City, NV 89706

RE: Letter of Support for Carson City Senior Citizens Center application to the  
Community Support Services Grant (CSSG) for your Meals on Wheels program.

Dear Ms. Warner,

This letter is to inform you that Seniors in Service is committed to supporting the Carson City Senior Citizens Center's application to the Community Support Services Grant (CSSG) for your Meals on Wheels program. These funds are critical for our community to meet the needs of our seniors.

As a senior service agency, we recognize the critical service Meals on Wheels provides. We value our partnership and collaboration with your Case Management team, where both organizations can streamline referrals and get seniors the assistance they need to live independently. Meals on Wheels is a unique program in Carson City that ensures no homebound senior goes hungry. This is essential for their quality of life and we appreciate the essential work you do.

We are hopeful your organization is funded as it supports seniors living independently with an increased sense of well-being and dignity.

Sincerely,

Mary Brock  
Executive Director

1101 Denney Dr #305  
Carson City NV 89706  
Oct 9-2000

My name is Ellie Greer - 90 years of age and I receive Meals on Wheels.

I am very fortunate in having a nice healthy meal which comes from the Carson City Senior center. It is brought to me by pleasant and caring people who are dedicated in helping the seniors.

The Senior Center is closed to the public at the present time with drive through lunch only. I know several people who miss going to the Center. It's a comfort place to go with all kind of programs to help if help is needed.

They gather to visit and make new friends and it's like one large family "get together". Questions are answered, activities are enjoyed. It's a place for seniors to go with others who have been through a life time of memories. - Some good, some bad. It's a place for their problems to be forgotten for a short time to enjoy the company of others.

In the Center are wonderful and understanding people who work and volunteer to help others.

The Center also has a beautiful gift shop for seniors to make and take items there. They have a great thrift store with many bargains to benefit Meals on Wheels.

Thank you for all your help.  
We, who have gone to the Center, for years  
do appreciate all your kindness and love

Sincerely

Ellie Greer

**Monte C. Fast  
162 Sierra Nevada Lane  
Carson City, NV 89706  
775 882-8101**

October 8, 2020

To whom this may concern.

FISH was a principal player over the twenty years I was privileged to lead, but the cooperative and connective role played by our sister agencies and county governmental programs kept us afloat. It was a unique partnership. I consider that 20 years of service to be the most important work I did.

The Carson City Senior Center was truly a leader in our vital collaborative efforts.

It has come to my attention that the Carson Senior Center has opportunity to apply for a grant which will make significant increases in available human services funding available for our area.

I am supportive of this expansion in the strongest possible terms. It is needed, and needed now.

The Senior Center is the agency which should take the leadership role. They have an excellent board of directors. Their programs are mature and well staffed.

Meals on Wheels is a good example of their value to the human service efforts. My wife and I have become unable to do many routine tasks, and without Meals on Wheels I just don't know what we would do. Through the Senior Center, someone, probably a volunteer plans a balanced diet, then it is packaged. and our door bell rings. We make a financial contribution.

Later when we say grace over our meal which arrived on wheels, it is with true thankfulness.

I pray that the processor of this grant application will think of the several hundred seniors in Carson Lyon Douglas and Storey counties who have come to be thankful for the services this grant will support.

Cordially,

*Monte C. Fast*

Monte C. Fast

## CSSG Application 2021

### Project: Meals on Wheels, Vehicle Expenses

#### Works Cited

1. [http://dpbh.nv.gov/uploadedFiles/dhhsnvgov/content/Programs/Grants/StrategicPlan\\_FoodSecurityinNV\\_020713.pdf](http://dpbh.nv.gov/uploadedFiles/dhhsnvgov/content/Programs/Grants/StrategicPlan_FoodSecurityinNV_020713.pdf)
2. <https://frac.org/wp-content/uploads/hunger-health-impact-poverty-food-insecurity-health-well-being.pdf>
3. <https://www.ers.usda.gov/topics/food-nutrition-assistance/food-security-in-the-us/measurement.aspx>
4. Fernandes SG, Rodrigues AM, Nunes C, et al. Food Insecurity in Older Adults: Results From the Epidemiology of Chronic Diseases Cohort Study 3. *Front Med (Lausanne)*. 2018;5:203. Published 2018 Jul 12. doi:10.3389/fmed.2018.00203
5. Evans C. Malnutrition in the elderly: a multifactorial failure to thrive. *Perm J*. 2005;9(3):38-41. doi:10.7812/tpp/05-056
6. [https://www.mealsonwheelsamerica.org/docs/default-source/factsheets/2020/2020-state/nevada-2020.pdf?sfvrsn=68a9b53b\\_2](https://www.mealsonwheelsamerica.org/docs/default-source/factsheets/2020/2020-state/nevada-2020.pdf?sfvrsn=68a9b53b_2)
7. <https://www.cdc.gov/aging/publications/features/lonely-older-adults.html>

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
CITY OF CARSON CITY  
AND  
CARSON CITY SENIOR CITIZENS CENTER, INC.

THIS MEMORANDUM OF UNDERSTANDING, made this 7<sup>th</sup> day of  
November, 1991, between THE CITY OF CARSON CITY, hereinafter referred  
to as "Carson City" and CARSON CITY SENIOR CITIZENS CENTER, INC., hereinafter  
referred to as "Corporation",

WITNESSETH:

WHEREAS, Carson City is the owner of real estate located at 901 and 911 Beverly  
Drive, Carson City, Nevada, which is used as a Senior Center Complex which consists of  
the following:

- a. 901 Beverly Drive - these buildings were acquired through  
community efforts and conveyed to Carson City in 1976.
- b. 911 Beverly Drive - a building and parking lot were constructed in  
1989-90 by Carson City with funds derived from a 1.3 million bond  
issue secured by revenues generated from a Senior Ad Valorum Tax  
Override, and

WHEREAS, Corporation is a Nevada corporation created in 1976 as a non-profit  
private corporation with 501(c)3 status and is the grantee for three Federal Older  
American programs (Nutrition, Transportation and Social Services) and is responsible  
for acquiring supplemental funding for these programs that are presently being  
operated out of the Senior Citizens Complex described above, and

WHEREAS, on September 4, 1984, the voters of Carson City approved a Senior  
Ad Valorum Tax Override (hereinafter "Tax Override") at the rate of \$.05 per \$100.00 of  
assessed property valuation to be used for the construction, furnishings, equipment,  
operation and ongoing maintenance of senior citizen facilities in Carson City, and

WHEREAS, Carson City's Senior population has grown in the past and will  
increase in the future, causing a real need for Senior services, and

WHEREAS, since Carson City owns the Senior Center Complex and Corporation  
occupies the same and runs the Senior programs therein it has become desirous to  
formulate this Memorandum of Understanding so that the respective rights and duties  
of both parties can be better understood for future operation of the Senior Center  
Complex and programs,

NOW, THEREFORE, it is understood as follows:

1. Term: This Memorandum of Understanding shall be effective July 1, 1991 and shall automatically renew from year to year unless terminated as provided herein.

2. Administration of Finances: Carson City shall remain responsible to collect, administer and appropriate for spending all funds received from the Tax Override. Corporation may advise Carson City of its needs and lobby for necessary funds. However, both organizations must adhere to Resolution No. 1984-R-20 that sets forth the purpose of the bond and is quoted as follows:

"Shall the Carson City Board of Supervisors be authorized to levy an additional tax ad valorem (property tax), commencing in fiscal year 1985-86, to provide for the construction, furnishings, equipment, operation and ongoing maintenance of senior citizen facilities in Carson City? The total revenue from this tax ad valorem shall not exceed \$200,000 for fiscal year 1985-86. Thereafter, the tax will continue from year to year at rates to be determined according to need but not greater than 5 cents per \$100 of assessed valuation."

3. Employees: Carson City, with the advice of the corporation shall employ one full time Senior Center Director. This position shall be equivalent of a City Department Head and shall report directly to the City Manager. This Senior Center Director may also serve as a Senior Director to Corporation and direct the senior programs administered by Corporation.

The Senior Center Director shall have the authority to approve or pay all expenses of the center from the funds appropriated by Carson City for this purpose and authority to approve or pay all expenses received from external sources for the programs performed at the center.

The Senior Center Director may supervise a full time City employee as a senior accounting clerk to assist with the necessary accounting functions of the center and programs. Any future City employees hired for the center will also be supervised by the Director.

All future City employees to be used at the complex must be authorized and approved by Carson City. However, this cost need not be exclusively dependent upon revenue collected from the Tax Override.

4. Maintenance: The maintenance of the complex may be partially provided by the Carson City Building Maintenance Department and with prior approval of the director be charged to the Senior Center Complex account.

The Senior Center Complex and its Director may use other interdepartmental services of Carson City.

5. Purpose of Tax Override: All funds used by the center that are derived from the Tax Override can only be used for the purposes stated in Resolution No. 1984-R-20.

6. Right to Use Senior Center Complex: Carson City hereby grants Corporation the right to use the Senior Center Complex for the purpose of running senior programs for senior citizens. This right to use the complex can be terminated by giving Corporation sixty (60) days written notice to vacate the premises.

7. Duties of Senior Citizens Center, Inc. Corporation shall perform the following functions:

- a. Be responsible for appropriate administration of all federal grants the corporation is awarded and other program funds other than the Tax Override.
- b. Be responsible for funding all programs approved by the corporation for activities at the Senior Center Complex.
- c. Be directly involved with the current and future direction of Senior programs.
- d. Act in an advisory capacity to the Carson City Board of Supervisors and City staff on all Senior issues, including any expenditure of Tax Override funds.
- e. Shall provide adequate general liability and property insurance for all corporation assets, including but not limited to, corporation vehicles.

8. Termination: This Memorandum of Understanding may be terminated with or without cause with sixty (60) days written notice.

9. Indemnification/Hold Harmless: Each party shall indemnify and hold harmless the other party for its intentional or negligent acts, including attorney's fees and costs of suit.

DATED the day, month and year indicated above.

CARSON CITY SENIOR  
CENTER, INC.

a Nevada non-profit corporation;

By: J.V. Berkich (a)

By: Donald J. Bolanay

By: John L. K.

By: Ray A. Shiras

By: James R. K.

CITY OF CARSON CITY;

By: John Berkich  
JOHN BERKICH, City Manager

By: Marv Teixeira  
MARV TEIXEIRA, Mayor