



# STAFF REPORT

## Agenda Item: 5A

**Report To:** Parks and Recreation Commission

**Meeting Date:** April 4, 2023

**Staff Contact:** Dan Earp, CPRP, Recreation Superintendent

**Agenda Title: For Possible Action:** Discussion and possible action regarding a recommendation to the Board of Supervisors concerning proposed policies and procedures related to creation of a youth scholarship program. (Dan Earp, [djearp@carson.org](mailto:djearp@carson.org))

**Staff Summary:** This item is intended to discuss creation of a youth scholarship program. Discussion will include potential policies, procedures, guidelines, implementation strategy, funding, and review of similar programs throughout Northern Nevada for a possible recommendation to the Board of Supervisors.

**Agenda Action:** Formal Action/Motion

**Time Requested:** 20 minutes

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### **Proposed Motion**

I move to recommend to the Board of Supervisors the creation of a youth scholarship program as presented.

### **Board's Strategic Goal**

Quality of Life

### **Previous Action**

N/A

### **Background/Issues & Analysis**

For several years, the Parks, Recreation and Open Space Department ("Department") has had a goal to create a youth scholarship program that would be available for the majority of recreation programs available to youth participants. Until 2018, there was a scholarship available for participants in the Department's Before and After School Program, but the scholarship went away when the program became eligible for fee assistance through The Children's Cabinet. Lack of funding to support a program is the main reason a scholarship program has not yet been created. It is estimated that a minimum of \$6,000 is needed to get a scholarship program started. This fund also needs to be renewable so scholarships will be available year after year. Due to fundraising efforts from the Foundation for Carson City Parks and Recreation, and internal fundraising events, such as a dodgeball tournament and cornhole tournament, the Department now has the available funds to start the scholarship program. However, the parameters for the program still need to be discussed and established.

Upon review of many other agencies' scholarship programs, including Reno, Sparks and Clark County, staff recommend creating a youth scholarship with the following parameters:

## *General Information*

The Scholarship Program is available for any youth wishing to participate in an eligible Carson City Parks, Recreation and Open Space programs and activities. This program is funded through community donations and fundraisers and is limited to the funds that are available at any given time. Approved applicants will be eligible for a maximum award of \$200 (subject to availability) per fiscal year (July 1-June 30). Recreation scholarships will be granted to pay up to 50% (subject to availability) of the registration/program fees. Participants can register for multiple activities until their allotment of \$200 has been expended. Participants will be required to pay the remaining balance at the time of registration. Families with multiple youth participants need only submit one application per household.

## *Eligibility Requirements*

- Applicant must be a Carson City resident and provide proof of residency with a copy of a utility bill along with a picture ID.
- Scholarships are available to participants 17 years of age and under.
- Applicants must be 18 years of age or older and the legal parent/guardian of participant(s).
- Applicant must show proof that the household income is at or below 150% of the Federal Poverty Rate (see chart below). (Current paycheck stubs for last 2 months, unemployment, worker's compensations, social security, state disability, child support, spousal support, alimony, and earned income, etc., may be used to demonstrate eligibility.).
- Applications that are incomplete or do not provide the r information will not be accepted.
- Scholarship money will be issued on a first-come, first-served basis as long as funds are available.
- Applications must be received at least 14 days prior to registering in any recreation program.
- Once the application is approved, applicant will be notified by phone and funds will be available to use on recreation programs and activities.
- Participants are required to attend a minimum of 60% of the registered classes/meetings in order to retain scholarship privileges. If participant does not meet attendance requirements, they may be dropped from that session and forfeit their scholarship privileges.
- At Department's discretion, if an account's status is more than two weeks past due, the scholarship program privileges may be terminated.
- The Movers and Doers Adaptive Recreation program will be subsidized through scholarship fund. This will apply to all participants in the Movers and Doers program regardless of age. Participants will not be required to fill out a scholarship application form.

## *Eligible Programs/Activities:*

Swim lessons, lifeguard certification, first aid certification, junior lifeguard, youth sports leagues, youth sports camps and workshops, Parent's Night Out, Ranger-Led Programs (if fee is required), outdoor education programs (camps, ski program etc.), Movers and Doers activities, art classes and workshops offered through the department and not an independent contractor, Aquatic Facility memberships, MAC memberships and other similar programs as created.

## *Non-Eligible Programs/Activities*

Capital Kids and Camp Carson (eligible for Children's Cabinet), activities/classes taught through a contractor

### *Income Requirement Chart*

# In Household	Income Less Than...
1	\$21,870
2	\$29,580
3	\$37,290
4	\$45,000
5	\$52,710
6	\$60,420
7	\$68,130
8	\$75,840

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

N/A

### **Financial Information**

Is there a fiscal impact? ☒ Yes ☐ No

If yes, account name/number: 1015057-501263 Latch Key Scholarships

Is it currently budgeted? ☐ Yes ☒ No

Explanation of Fiscal Impact: This would be a donation-based program so no fiscal impact to the General fund or other Parks funds. Recreation Youth currently has an existing expense account titled Latch Key Scholarships. The name could be changed to encompass all programs listed in the Background/Analysis section. An offsetting revenue account would need to be established.

### **Alternatives**

Do not approve as presented and provide alternate direction.



## CLARK COUNTY DEPARTMENT OF PARKS & RECREATION SCHOLARSHIP PROGRAM GUIDELINES

Clark County Parks & Recreation is committed to providing services to the public at moderate, low and no cost. The Department is also committed to making its programs accessible to all segments of the population. To this end, the Department has established a scholarship program, which provides financial assistance to qualifying Clark County residents for selected department programs, as funding is available.

### Eligibility

The scholarship program is available to any adults; parents; foster parents or legal guardians residing in Clark County and applicants may apply on behalf of themselves or dependents residing in the same household. If the dependent is over 18, and a full-time student, each applicant will need to submit a copy of a current transcript. The award amount is 50% off the program fee, with a total of \$200.00 available during the year. The scholarship year is January 1st through December 31st annually. Verification provided must indicate the applicant was eligible for a qualified program as identified below during the current program year. Verification outside that time period may not be approved.

### How do I apply?

Application forms are available at all community centers, aquatic facilities or the Sunset Administration office.

### When do I apply?

Applications will be accepted any time after December 1 for the upcoming year. Applications must be approved prior to enrollment in the desired class session or program. Participants should allow 14 days for processing before a program start date.

### What do I include with the application?

Applicant must provide proof of acceptance in any of the following financial assistance programs, as well as a birth certificate for each dependent. Birth certificates are not necessary for adults.

- CCAP (Child Care Assistance Program)
- EMBARQ – LIFELINE/LINK UP
- NV Energy Assistance
- Temporary Assistance for Needy Families (TANF)
- Supplemental Security Income (SSI)
- Social Security Disability (SSD)
- Veteran's Retirement
- Women Infant Children (WIC) TAD Report
- Supplemental Nutrition Assistance Program (SNAP)
- Medicaid
- Financial Assistance Service (FAS) Check Stub
- Welfare Set Aside Program (WSAP)
- Help of Southern Nevada
- HACA/Hopelink
- Foster Care (Guardianship Court Documentation)

### Which Parks & Recreation activities are available for the discount program?

Recreational Classes, Swim Team, Synchronized Swim, Senior Special Events (does not include drop-in fees or same day registration), Private Lessons, Youth Sports Leagues, 90-day Pool passes. **Presently registration using the scholarship program can be utilized in person at a recreation site or by mail-in registration. Internet registration may not be reimbursed through scholarship assistance.** Clark County reserves the right to add/delete any class or program from this list.

**The Scholarship Program does not cover Day Camps or Safekey fees. Participants requesting assistance for these activities must apply with the Las Vegas Urban League.**

**Camp Lee Resident Camp financial assistance is provided through the Camp Scholarship Program. Please phone (702) 455-7072 for further information, or to obtain an application.**

### What is the duration of the Scholarship?

Scholarships are valid for up to one year, from January 1st to December 31st. In order to renew, a new application with current proof of financial assistance is necessary. Additions to the household will only be considered during the next eligibility period, except for documented, legal placement.

### How will I be notified of the decision on my application?

Once the application is approved, site staff will notify the applicant by phone.

### What if I miss 25% of the class/program meetings?

Any participant who misses 25% of their classes/meetings in one session will be dropped from that class and forfeit that amount of the full scholarship award.



## CONDADO DE CLARK DEPARTAMENTO DE PARQUES Y RECREACIÓN

### GUIAS DEL PROGRAMA DE BECA

El Departamento de Parques y Recreación del Condado de Clark está comprometido a proveer servicio al público a un precio moderado, bajo o gratis. El Departamento también se compromete a proveer programas que son accesibles a todos los segmentos de la población. Y es por eso que el Departamento ha establecido un programa de descuento que provee asistencia financiera a residentes elegibles del Condado de Clark para ciertos programas, *mientras que fondos estén disponibles*.

#### Elegibilidad

El programa de beca está disponible para cualquier adulto; padres adoptivos o tutores que residen en el Condado de Clark y pueden solicitar en nombre de sí mismos o de los dependientes que residen en el mismo hogar. Si el dependiente tiene más de 18 años de edad, o es estudiante de tiempo completo, el solicitante tendrá que presentar las más recientes transcripciones escolares. Un total de \$200.00 dólares por año estará disponibles para cada participante que califique en el programa de beca. El programa de beca se lleva a cabo del 1<sup>ro</sup> de 1<sup>o</sup> de enero hasta el 31<sup>no</sup> de diciembre anualmente. El solicitante tendrá que incluir un comprobante de aceptación a uno de los programas de asistencia económica con fechas vigentes. Si el comprobante no tiene fecha vigente la aplicación no será aprobada.

#### ¿Cómo puedo aplicar?

El Departamento de Parques y Recreación del Condado de Clark tiene aplicaciones disponibles en cada uno de los Centros Comunitarios, Locales de Natación y en la Oficina Administrativa del Parque Sunset.

#### ¿Cuándo puedo aplicar?

Las aplicaciones serán aceptadas después del 1<sup>ro</sup> de Diciembre. Su aplicación deberá ser aprobada antes de registrarse en cualquier clase o programa. Permita 14 días para procesar la solicitud antes del comienzo del programa.

#### ¿Qué debería incluir con la solicitud?

Solicitantes deben incluir comprobante de aceptación en cualquiera de los siguientes programas de asistencia económica. Además, se requiere un certificado de nacimiento por cada dependiente. No se necesita certificado de nacimiento para los adultos.

- CCAP (Chile Care Assistance Program)
- EMBARQ – LIFELINE/LINK UP
- NV Energy Assistance
- Temporary Assistance for Needy Families (TANF)
- Supplemental Security Income (SSI)
- Social Security Disability (SSD)
- Veteran's Retirement
- Women Infant Children (WIC) TAD Report
- Supplemental Nutrition Assistance Program (SNAP)
- Medicaid
- Financial Assistance Service (FAS) Check Stub
- Welfare Set Aside Program (WSAP)
- Help
- HACA/Hopelink
- Foster Care (Guardianship Court Documentation)

#### ¿Cuáles son las actividades ofrecidas por el Departamento de Parques y Recreación donde se puede aplicar la beca?

Clases, Equipo de Natación, Equipo de Natación Sincronizado Evento Especiales para Individuos de Mayor Edad – Registros ese mismo día no son elegibles o/y nomás para pasar a visitar, Lecciones Privadas, Ligas Deportivas Juveniles, 90 días Pases de la Piscina. **Registros tendrá que ser en persona o por correo. No se reembolsará ningún dinero si se registra usando el internet.**

El Condado de Clark reserva el derecho de agregar/eliminar cualquier clase o programa de esta lista.

**El Programa de Beca no cubre programas como Day Camps o Safekey. Los participantes que necesiten asistencia para esos programas tendrán que aplicar en la oficina de Las Vegas Urban League.**

**Asistencia financiera para los Campamentos Residenciales es autorizada por el Programa de Beca para el Campamento. Por favor, de llamar al (702) 455-7072 para más información o/y para obtener una aplicación.**

#### ¿Cuál es la duración del descuento?

Cada descuento será válido por un (1) año, del 1<sup>o</sup> de Enero hasta el 31<sup>o</sup> de Diciembre. Para renovar la beca tendrá que aplicar nuevamente y tener comprobantes de asistencia. Adiciones y/o anulaciones serán solo permitidas durante el tiempo de renovación o en casos donde hay documentación de colocación legal.

#### ¿Cómo será notificado de la decisión sobre mi solicitud?

En cuanto se revise su solicitud, comprobantes y certificados de nacimiento, el personal lo notificará por teléfono.

#### ¿Que pasará si falto a 25% de las clases o juntas?

Cualquier participante que falte 25% de las clases/juntas en una sesión, será descontinuado de las clases/juntas y perderán su descuento por el resto del tiempo previamente autorizada.





# SCHOLARSHIP PROGRAM GUIDELINES



All scholarships remain in effect for one calendar year from January 1-December 31.



A maximum of a \$500 credit is granted per individual per year.



Scholarships may be revoked at any time due to lack of funding, income changes or applicant fraud.



Food stamps and/or housing assistance do not need to be verified.



All Adult household applicants that will be recipients of financial aid must provide a government issued photo ID.



Proof of City of Reno residency is required (i.e., current driver's license, real estate tax bill, and voter registration card, or monthly bill proving current address is acceptable). An exception is for youth before and after school programs and full day camps.



30 days of income verification required. Wages may be verified with pay stubs. If you have just started work or have not been employed for 30 days, a letter from your employer with the date you started employment, the average hours worked per week and the rate of pay per hour will be required. The information on the letter must also include your employer's phone number and address. Other income such as social security, pensions and retirement accounts must be submitted and verified with appropriate documentation. All sources of income are required on the application.

The City of Reno Scholarship Program provides fee assistance in order to remove a financial barrier to recreation. Our recreational opportunities provide exposure to positive experiences for a healthier quality of life. Upon approval, individuals will receive a credit to be used toward programs and memberships.

City of Reno Scholarships are awarded at 20%, 40% and 60% of the program cost. The level of the scholarship is determined by the household income according to the sliding scale as indicated by the State of Nevada Subsidy Programs Household Size and Monthly Income Chart.

To complete the approval process you need to submit verification of gross income for the 30 day period prior to the date the application is signed. A complete application can take up to 10 days to process once received at the Administration Office.

# SCHOLARSHIP APPLICATION

Please print. This is a two sided form; both sides must be filled out completely. Please do not leave any section blank. If section does not apply, please enter "n/a". To be considered for scholarship assistance, you **MUST** attach proof of ALL income, school/training program enrollment and other income/public assistance for the past 30 days.

Proof of Reno residency is required (i.e. current drivers

license, real estate tax bill, voter registration card, or monthly utility bill with current address is acceptable). An exception is for youth before and after school program and full day camps. All Adult household applicants that will be recipients of financial aid must provide a government issued photo ID.

Please call our office if you have any questions. Staff is available to assist.

**Approved scholarships are effective for the calendar year, January 1 – December 31.**

**SCHOLARSHIP REQUESTS WILL NOT BE PROCESSED WITHOUT THE FOLLOWING INFORMATION.**

Please allow 10 business days for processing.

**Program Requested (Be Specific):** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Home Address (Physical):** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

List all ADULTS living at this address (including applicant) and attach proof of income: This includes employment, self-employment and odd jobs. If adult has not been employed within the last 30 days enter "none".

Applicant Name	Relationship	Gender	Date of Birth
Employer Name and Phone			
Applicant Name	Relationship	Gender	Date of Birth
Employer Name and Phone			
Applicant Name	Relationship	Gender	Date of Birth
Employer Name and Phone			

**Parks and Recreation - Administration Office, City Hall**

1 East 1st Street, 11th floor, Reno, NV 89501

Phone: (775) 334-2260 | Fax: (775) 334-2449 | [Reno.Gov/ParksandRec](http://Reno.Gov/ParksandRec)



# SCHOLARSHIP APPLICATION

**OTHER HOUSEHOLD INCOME:** All income received in the last 30 days must be listed and verified by documentation.

- |                           |                         |                                  |                          |
|---------------------------|-------------------------|----------------------------------|--------------------------|
| 1. Alimony/Child Support  | 8. Interest             | 15. Royalties                    | 20. TANF                 |
| 2. Contributions/Gifts    | 9. Loans                | 16. Social Security Disability   | 21. Temporary Disability |
| 3. Dividends              | 10. Lump Sum Payments   | 17. Social Security Retirement   | 22. Tips                 |
| 4. Educational Assistance | 11. Military Allotments | 18. Social Security Survivors    | 23. Unemployment         |
| 5. Food Stamps            | 12. Pell Grants         | 19. Supplemental Security Income | 24. Veterans' Benefits   |
| 6. Foster Care Payments   | 13. Pensions/Trust      |                                  | 25. Winnings             |
| 7. Insurance Settlements  | 14. Railroad Retirement |                                  | 26. Worker's Comp        |

Other: \_\_\_\_\_

Income Type #	Amount	How often is the income received?	Who receives the income
<i>Example: 05</i>	<i>\$250.00</i>	<i>Monthly</i>	<i>Family</i>

## Full Time Students need to submit by Semester/Quarter/Class Period:

Copy of Class Schedule

Copy of Sources of Income: Letter from private party, gifts/support, grants or student loans

Child Name	Do both parents reside in the home?		Do you receive Child Support?*		If so, how often?	Amount of Child Support	Date of Birth	Is child male or female		Relationship to Applicant
	Yes	No	Yes	No				M	F	
	Yes	No	Yes	No				M	F	
	Yes	No	Yes	No				M	F	
	Yes	No	Yes	No				M	F	

**AUTHORIZATION / RESPONSIBILITY:** Consent is granted by this form to disclose or release information that is protected by the Privacy Act to appropriate Federal, State and Local agencies. This authorization includes, and is not limited to, the above statistical, income, employment, and educational information. I also understand that deliberate misrepresentation of information subjects the applicant to being disqualified for scholarship consideration. I hereby certify that all the above information is true and correct to the best of my knowledge and belief.

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

**Parks and Recreation - Administration Office, City Hall**

1 East 1st Street, 11th floor, Reno, NV 89501

Phone: (775) 334-2260 | Fax: (775) 334-2449 | [Reno.Gov/ParksandRec](http://Reno.Gov/ParksandRec)





# SPARKS Scholarship Program

## Application

The City of Sparks Parks and Recreation Department Scholarship Program provides financial assistance to qualifying individuals who have a financial need that would prevent them from participating in programs offered. The level (percentage %) of funding is determined by the household income according to the sliding scale as indicated by the State of Nevada Subsidy Programs Household Size and Monthly Income Chart.

### **GUIDELINES:**

Funding is awarded to Sparks Residents only. Proof of residency is required (i.e., current driver's license, real estate tax bill, power/water monthly bill providing current address). Also, 30 days of income verification is required from the date the application is submitted. Wages may be verified with current pay stubs. Additional income such as social security, pensions, retirement and child support must be submitted and verified with appropriate documentation. All sources of income must be included on the application. New employment can be verified with a letter from an employer that includes a start date, average hours worked per week and the rate of pay per hour. Employment information must also include the employer's contact information (phone number and physical address).

A maximum of a \$300 credit is available per individual per fiscal year (July-June). An separate application must be completed for each individual applying for funding. Each applicant will be considered on an individual basis and must be an immediate member of the household. Extended family members will not be considered. Funds may not be applied to child care programs. Funding can only be allocated prior to enrollment.