



Carson City
Grants Program Application
Fiscal Year 2013–2014

An electronic version of this document is available at carson.org/cdbg

APPLICATIONS ARE DUE*: JANUARY 18, 2013, 4:00 P.M.

PLEASE SUBMIT 2 COPIES TO: CARSON CITY PLANNING DIVISION
108 E. PROCTOR ST.
CARSON CITY, NV 89701

*The deadline established is **firm**. Any proposal received **after** the deadline **will not** be considered for funding. **Applications must be unstapled. See attached instructions pg 15.**

GRANT APPLYING FOR: (check all that apply)

Community Development Block Grant (CDBG)

Community Support Services Grant (CSSG)

Total funding requested:

\$200,000

- Agency Name: Ventana Sierra
- Agency Mailing Address: P.O. Box 18005, Reno, NV 89511
- Project/Program Name: Housing for At-Risk Youth Trying to Improve Their Lives
- Project/Program Address/location: 1st House Location: 3558 Emerson, Carson City, NV 89706
- Agency Director: Kelly Foutz
- Board Chairperson: Ellen Hopkins
- Contact person: Kelly Foutz
Phone number: (775) 384-2290 E-Mail: Kelly@ventanasierra.org
Fax: (775) 849-1707 Website (if applicable) www.ventanasierra.org
- How long has your organization been in existence? 4 months In Carson City? 4 months
- What is the overall mission of your organization?
Ventana Sierra empowers at-risk youth by providing housing, food, clothing, education, and one-on-one vocational training to help these youth achieve their dreams of becoming productive members of society.
- Type of funding requested (CDBG ONLY) (Check One):
 Public Service Public Facility/Improvement
 Economic Development Housing

BRIEF PROJECT DESCRIPTION:

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

Ventana Sierra plans to open its first house for at-risk youth in Carson City, Nevada. In the summer of 2013, four disadvantaged youth, all males, will begin their vocational training, which will include rebuilding the second house to shelter four more youth, all females and at-risk.

I. PROJECT ELIGIBILITY

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

- A Safe and Secure Community
- A Healthy Community
- An Active and Engaged Community
- A Clean and Healthy Environment
- A Vibrant, Diverse and Sustainable Economy
- A Community Rich in History, Culture and the Arts
- A Community Dedicated to Excellence in Education
- A Physically and Socially Connected Community
- A Community Where Information is Available to All

B. For CDBG ONLY. This project/program meets at least ONE of the HUD national objectives listed below (please check all that apply)

- 1. Benefits low/moderate income individuals/households
- 2. Addresses the prevention or elimination of slums or blight
- 3. Meets a particularly urgent community development need

C. For CDBG ONLY. Check all statements that describe HOW this project/program meets one of the National Objectives above:

L/M Area Benefit: the project meets the identified needs of L/M income persons residing in an area where at least 51% of those residents are L/M income persons. The benefits of this type of activity are available to all persons in the area regardless of income. **Examples:** street improvements, water/sewer lines, neighborhood facilities, façade improvements in neighborhood commercial districts.

L/M Limited Clientele: the project benefits a specific group of people (rather than all the residents in a particular area), at least 51% of whom are L/M income persons. The following groups are presumed to be L/M: abused children, elderly persons, battered spouses, homeless, handicapped, illiterate persons. **Examples:** construction of a senior center, public services for the homeless, meals on wheels for elderly, construction of job training facilities for the handicapped.

L/M Housing: the project adds or improves permanent residential structures that will be occupied by L.M income households upon completion. Housing can be either owner or renter occupied units in either one family or multi-family structures. Rental units for L/M income persons must be occupied at affordable rents. Examples: acquisition of property for permanent housing, rehabilitation of permanent housing, conversion of non-residential structures into permanent housing.

L/M Jobs: the project creates or retains permanent jobs, at least 51% of which are taken by L/M income persons or considered to be available to L/M income persons. **Examples:** loans to pay for the expansion of a factory, assistance to a

business which has publicly announced its intention to close with resultant loss of jobs, a majority of which are held by L/M persons.

_____ **Microenterprise Assistance:** the project assists in the establishment of a microenterprise or assists persons developing a microenterprise. (A microenterprise is defined as having five or fewer employees, one or more of whom owns the business.) This activity must benefit low/moderate income persons, area or jobs as defined in previous sections.

_____ **Slum or Blighted Area:** the project is in a designated slum/blight area and the result of this project addresses one or more of the conditions that qualified the area.

_____ **Spot Blight:** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety. **Examples:** historic preservation of a public facility threatening public safety, demolition of a deteriorated, abandoned building.

C. Project/Program Category (check one):

_____ Public Service (i.e., a new service or an **increase** in the level of service)

_____ Public Facilities and Improvements (i.e., homeless shelter, water and sewer facilities, flood and drainage improvements, fire protection facilities/equipment, community, senior and health centers, parking, streets, curbs, gutters and sidewalks, parks and playgrounds).

 X Acquisition of Real Property

_____ Disposition of Real Property (sale, lease or donation)

_____ Privately-Owned Utilities

_____ Relocation Payments and Assistance to Displaced Persons

_____ Removal of Architectural Barriers, Handicapped Accessibility

_____ Housing Rehabilitation

_____ Historic Preservation

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

_____ Special Economic Development or assistance to microenterprises

II. PROJECT DESCRIPTION

The Five-year Consolidated Plan identifies priority community development needs for Carson City (see Appendix II). The need for your proposed project will be determined by identifying how the project impacts upon the adopted Consolidated Plan Priority Needs. Greater consideration will be given to projects/programs that provide a clear description of the project/program with supporting data and methodology of how the project will meet these needs.

1. Describe the proposed project/program, including how the project/program will address the National Objective indicated (CDBG ONLY) and whether the project/program is new, ongoing, or expanded from previous years.

Ventana Sierra is a new nonprofit starting a new program that will empower at-risk youth who are seeking higher education and/or vocational training, yet they do not have the financial means to pursue their dreams. This program will provide housing, food, clothing, education (including life skills and academic classes), and vocational training to economically disadvantaged youth during a two-and-a-half to five-year period. All youth enrolled in the program must make a commitment to live substance free, volunteer on a regular basis to give back to the community, and devote a minimum of 30 hours a week towards their education and/or vocational training.

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

Ventana Sierra has been an incorporated nonprofit for only 4 months. However, CEO Kelly Foutz, who will be in charge of the program, has over 10 years of experience working closely with over 40 at-risk youth in a nonprofit residential environment.

3. Describe who will benefit from the proposed project/program.

Ventana Sierra is dedicated to serving at-risk youth, ages 17 to 25, who do not have the financial means to pursue an education or vocational training on their own. These clients are all economically challenged and will include homeless teens and aged-out foster children. Each youth will be paired with a local mentor (see Attachment 6: Mentor List), who will volunteer his/her time to train an apprentice for at least two-and-a-half years. In the long-term, the program will help the Carson City community by transforming at-risk youth into productive members of society.

4. If your project is designed to serve a specific or limited clientele, please indicate the population you will be serving with your project/program:

<input type="checkbox"/> Abused Children	<input type="checkbox"/> Illiterate Persons	<input type="checkbox"/> Homeless Persons
<input type="checkbox"/> Battered Spouses	<input type="checkbox"/> Elderly	<input type="checkbox"/> Severely Disabled Adults
<input type="checkbox"/> Migrant Farm Workers	<input checked="" type="checkbox"/> Other (Please explain)	

Economically Challenged At-Risk Youth

5. For CDBG ONLY. If your project/program will not be serving one of the above limited clientele categories, explain how you will document client income and how you will document that at least 51% of your clientele will be low-to-moderate income:

N/A

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

Ventana Sierra will use the funds to purchase and repair a second house where four economically disadvantaged young women will live during their minimum two and a half year educational and vocational training commitment. Other funds raised from individuals and other organizations will be used to feed, clothe, and educate all the youth who are enrolled in this program as well as support general operating expenses.

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

Ventana Sierra is raising funds from individual donors through traditional face-to-face solicitation methods as well as new social media crowdfunding charity sites such as Razoo. Currently we have raised \$52,000 in only 2 months. We are also creating unique fundraising events that including the new Carson City Literary Festival and a new monthly speakers' program that charges admission to adults but provide free admission for all teen participants. All instructors and speakers will donate their time. We also plan to build a boutique publishing program that encourages young writers, including the clients, to learn how to write, edit, design, and publish a variety of media, including books, apps, and games. The money made from these published media will help fund the housing program. Ventana Sierra will also be collaborating with other Carson City nonprofits like The Boys and Girls Club to create future fundraising opportunities.

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

We want to help as many Carson City at-risk youth as soon as possible, and it is high on our priority list to purchase the second house in Carson City this year. We have the support of Joyce Buckingham of The Ron Woods Family Resource Center, Chris Bayer of CASA, Sara Jones of Carson City Public Library, Tamara Pierce with JOIN (Job Opportunities in Nevada). We hope to receive as much of the grant money as soon as possible to effectively serve our clients in need.

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

There are currently no other nonprofits that provide housing for at-risk youth in Carson City. We want to fill that void. In addition, Ventana Sierra will partner with The Boys and Girls Club, JOIN, the Carson City Public Library, Western Nevada College to leverage all our expertise in order to provide the best educational services to our clients.

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

Target Area (specify geographic area) **Carson City**

OR

Community-wide

For Public Improvement (construction) Projects only

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

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

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

4. Who currently holds title to the property involved?

5. With whom will title be vested upon completion?

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

Yes No N/A

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

Yes No N/A

For CDBG Economic Development projects only:

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

For CDBG Housing Projects please indicate:

The number of homes to be rehabilitated: 1
The number of persons to be benefited: 8

III. PROJECT MEASUREMENT

Carson City has implemented a Performance and Outcome Measurement System into the application and grant/project administration process. When completing this section, keep in mind that **outputs** are specific descriptions of what your project is intended to accomplish (such as serve a total of 20 clients) and **outcomes** are the benefits or changes that result from the program (such as how well the service met the client needs).

1. What are the projected **outputs**, or total number of people served, from this program/project?

The house acquired will serve two purposes: 1) It will be a vocational training opportunity for the four young men who are apprenticed to professional workers. These youth, under the guidance of their mentors, will renovate and fix the house. 2) Once it is fixed up, the house will shelter four more at-risk youth enrolled in the program. Thus, a total of eight youth will be served with the purchase of this house.

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

All eight at-risk youth are low-to-moderate income and will also be Carson City residents.

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

The outcome of this project will be that eight at-risk youth will receive vocational training and shelter, and after they complete the program, they will be able to become financially independent. With the requirement of community service hours and helping to rehabilitate the house, these youth will also develop a habit of giving back to their community.

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

Each youth must devote a minimum of 30 hours minimum a week to education and/or vocational training. Each youth has to maintain a GPA of 2.5 if enrolled in school and/or earn consistently positive mentor evaluation throughout the program.

IV. PROJECT BUDGET

Complete the Budget Summary chart. More detailed budgets may be attached in support of the proposal. Identify sources of leveraged funding for the activity. Include the status of these funds (i.e. cash on hand, grants received, planned fund-raising, etc.) Attach copies of funding commitment letters or other evidence of funding support.

Project/Program Title:	Funds Requested	Leveraged Funds	Total Funds
Project/Program Expenses FY 2013-14			
Rent		6,000	6,000
2 nd House Purchase Usage	150,000		150,000
2 nd House Repair	50,000		50,000
Utilities		6,600	6,600
Taxes		3,000	3,000
Insurance		7,200	7,200
Maintenance, Landscaping/Snow, Licenses		3,000	3,000
Salary & Benefits		125,000	125,000
Professional Fees		5,000	5,000
Marketing		5,000	5,000
Food		7,500	7,500
Postage		200	200
Phone & Computer		2,000	2,000
Supplies		10,000	10,000
Classes		15,000	15,000
Other		20,000	20,000
TOTALS	200,000	215,500	415,500

V. PROJECT ADMINISTRATION

A. Provide the names, phone numbers and e-mails of the following people. (There may be more than one person responsible in each category. If the specific individual is not known, please give a job title):

1. The person to whom all questions regarding the application should be directed:

Kelly Foutz (775) 384-2290 Kelly@ventanasierra.org

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

Kelly Foutz (775) 384-2290 Kelly@ventanasierra.org

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

Ellen Hopkins (775) 384-2290 EllenHopkins@charter.net

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

Joaquin Foutz P.O. Box 18005, Reno, NV 89511 (775) 384-2290
Joaquin@ventanasierra.org

VI. AGENCY INFORMATION

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

Date of incorporation	May 22, 2012
Date of IRS certification	September 19, 2012
Tax exempt number	45-5342049


2. DUNS Number: 07-872-3602
 For information on DUNS, go to: <http://www.ccr.gov/pdfs/DUNSGuideGovVendors.pdf>

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

- a. IRS Tax Exempt "501(c)(3)" letter.
- b. Proof of incorporation from Secretary of State (CERTIFICATE ONLY)
- c. Current organization chart with names of staff members. Staff members may not serve as a Board Member of the agency they work for.
- d. List of current Board of Directors and terms of office. If a member of your Board of Directors is in a position to obtain a financial benefit or interest from your proposed project, you may be ineligible for CDBG funds (See 24 CFR 570.611).
- e. *For all 501(c)(3) non-profit organizations:* a copy of the organization's most recently submitted Federal Tax Return (Form 990 or 990EX). Governmental bodies and schools are exempt from this requirement.

4. Required Certification (see instructions):

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

 Signature of Authorized Official	Date <u>1/16/13</u>
KELLY FOUTZ, CHIEF EXECUTIVE OFFICER Typed Name and Title of Authorized Official	(775) 384-2290 Phone Number

 Signature of President of Board of Directors	Date <u>1/16/13</u>
ELLEN HOPKINS, FOUNDER & BOARD CHAIR Typed Name of President of Board of Directors	(775) 384-2290 Phone Number

1. V & T PET CLINIC

V&T Pet Clinic in Carson City, NV is a full service animal hospital offering Wellness visits, general surgery, dentistry, vaccination clinics and basic health care needs.

Mentor: Dr. Gregg Meyer

Dr. Gregg Meyer received his veterinary degree from the University of Missouri in 1975. Before joining our practice in 2003, Dr Meyer owned his own veterinary practice in Winnemucca, NV for over 20 years. Currently, Dr. Meyer practices at an Emergency and Critical Care facility in California once a month. In his spare time he enjoys riding his quad, playing with his golden retrievers and hunting. His main areas of professional interest are dogs and cats.

2. PLUMBERMAN PLUMBING

Plumberman Plumbing, Heating & Air Conditioning was founded in 1999 by Maryan and Nick Grilli on these founding principles: Honesty, Integrity, High Quality Work, Fair Pricing. To some, these are overworked words and phrases that mean very little. To us and our many residential and commercial customers, they are the cornerstone of every facet of our business.

Mentor: Maryan Grilli

3. GREEN LIZARD LANDSCAPE LLC

Green Lizard Landscape LLC was established in 2006 with the belief that high desert landscaping can and should be beautiful, water efficient, low maintenance and designed with plant material that thrives in our region.

We are the only landscape company in Carson City that has a certified arborist on staff. Both owners have Certified Nursery Worker certificates, and we encourage all employees to obtain certification as well. Everyone is trained in proper ANSI standards and sustainable horticultural practices.

We strive for environmental sustainability throughout all aspects of our business. In addition to onsite installation practices we: Recycle greenwaste at Full Circle Compost; plant pots are returned to the nurseries where they will be reused; cardboard, plastics and aluminum are recycled. Only organic fertilizers are used; for the benefit of the soil, plants, and waterways.

4. CARSON CITY LIBRARY

The Carson City Library Staff's Mission Statement: To be a valuable resource to the entire community for information, education and entertainment.

Your Carson City Library team has a number of key elements which work together to provide you the best service possible. Many are dedicated volunteers who give selflessly of themselves toward the betterment of Carson City citizens and visitors.

Mentor: Sara Jones

5. KINDRED CONSTRUCTION

313 Cold Spring Way, Carson City, NV 89701

Mentor: Michael Kindred

***Please note we are constantly recruiting new mentors. For the most current list, please go to our web site:
<http://ventanasierra.org/lend-a-hand/vocational-mentorship-opportunities/>