



Carson City, a Consolidated Municipality

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FEB 23 2011 *LB*

CARSON CITY
EXECUTIVE OFFICES

Application for

Community Support Services Funding
Fiscal Year 2011-2012

Name of Organization: Muscle Powered

Amount Requested: \$ 5,000.00

Contact Person: Jeff Potter

Mailing Address: 1 Sierra Circle

City: Carson City State: NV Zip Code: 89703

Phone Number: 775-841-4821 E-mail: 6dogs@pyramid.net

501(c)3 Taxpayer I.D. Number: 88-0437321

Date Submitted: 2/23/2011

Please mail completed application and attachments to:
Carson City Executive Offices
201 N. Carson Street, Suite 2
Carson City, NV 89701

Carson City Community Support Services
APPLICATION FOR GRANT FUNDS
Fiscal Year 2011-2012
Organization Information

Please see attached for questions 1-16

Carson City Community Support Services
APPLICATION FOR GRANT FUNDS
Fiscal Year 2011-2012

Organization Information

1. What is the overall purpose or goal of your organization?

2. How long has your organization been in existence? 14 Years ____ Months
How long has your organization been in Carson City? 14 Years ____ Months

3. Describe in general the activities or services of your organization:

4. How many people do you intend to serve during this Fiscal Year 2011-2012?
of Youth ____ # of Adults ____ # of Seniors ____

5. How many people served this Fiscal Year 2011-2012 will be Carson City residents?
of Youth ____ # of Adults ____ # of Seniors ____

6. How many paid employees/volunteers does your organization employ?
of full-time employees ____ # of part-time employees ____

7. Percentage of organizational funds to be utilized for administrative costs (i.e., salaries, travel, training, etc): _____

8. Describe how your organization is managed and governed (i.e., Board of Directors).

9. Please provide information on your Executive Board members or contact person:

<u>Name</u>	<u>Title</u>	<u>Phone</u>
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Program/Proposal Information

10. Amount of funds requested? \$ _____
11. Purpose of Program/Proposal: Describe the program/proposal, target population, number to be served, what the grant will specifically fund. Explain your organization's qualifications to deal with the issue.
12. Goals, Objectives & Measurable Outcomes: The events and/or services must assist the City to fulfill its vision statement and accomplish one or more of the City's Goals. Please indicate which goal(s) will be met. Clearly state measurable outcomes of the project. Tell how you propose to achieve the outcomes of the project in terms of specific activities, including a timetable (proposed starting date and duration of the project):
13. Indicate who will benefit from the use of these funds, and how they will benefit. If this is an ongoing event, please state how you intend to fund the program in future years.
14. Are you aware of any other private sector/nonprofit/governmental/agencies in the area providing the same services as your program/proposal? If yes, please explain how your project will compliment other existing programs?

15. Please include a detailed budget for this program/event, and detailed list of intended expenditures and revenues.

16. Has your organization been funded by Carson City previously? ☐ Yes ☐ No

If yes, please list:

<u>Year</u>	<u>Amount</u>	<u>Program/Event</u>
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Required Attachments:

- A copy of your 501(c)3 Designation Letter from the IRS. For branches of a larger organization (i.e., local troop of Boy Scouts of America), please provide the letter for your umbrella organization.
- A copy of your most recent audited financial statement. For smaller organizations, or branches, a more simple budget showing income and expenses is acceptable. Also include an IRS form 990.
- **Previous Grantees: If your organization received grant funding in Fiscal Year 2010-2011 you must complete and submit an Annual Report form detailing how those funds were spent. Applications for former grantees will not be considered if an Annual Report has not been included.**
- Signed Guidelines for Grants (please keep a copy for your files).

Organization Information

1. What is the overall purpose or goal of your organization?

Muscle Powered is a community group dedicated to making Nevada's capital city a better community for bicycling and walking through advocacy, education, and promotion of bike-and-pedestrian-friendly roadways, and bike-and-pedestrian-friendly development and redevelopment.

2. How long has your organization been in existence?

14 Years

How long has your organization been in Carson City?

14 Years

3. Describe in general the activities or services of your organization:

Organizing year round weekly hikes, Farmer's Market bike valet, and Bike Month activities to promote commuting by bicycle; and partnering with Carson City to secure grants for projects which achieve Muscle Powered's goals, e.g. bridges on the Mexican Ditch Trail. And partnering with the City to reach a Bicycle Friendly Community designation.

4. How many people do you intend to serve during this Fiscal Year 2011-2012?

of Youth _____ # of Adults _____ # of Seniors _____

It is difficult to to account for the number of people that will be served, however all residents will be encouraged and welcome to participate in the construction of this trail. We will invite the public to our volunteer workdays through local media, businesses and community websites. We will contact other local organizations who have expressed an interest in this project, e.g. local running group Sagebrush Stompers. Muscle Powered currently has ninety four members.

5. How many people served this Fiscal Year 2011-2012 will be Carson City residents?

of Youth _____ # of Adults _____ # of Seniors _____

It is difficult to to account for the number of people that will be served. All residents will be encouraged and welcome to participate in the construction of this trail.

6. How many paid employees/volunteers does your organization employ?

of full-time employees: None.

of part-time employees: None.

7. Percentage of organizational funds to be utilized for administrative costs (i.e., salaries, travel, training, etc):

Zero

8. Describe how your organization is managed and governed (i.e., Board of Directors).

Board of Directors - 9

Board Advisors - 2

9. Please provide information on your Executive Board members or contact person:

Jeff Moser	President	(775)230-5696
Marcus Marcheggar	Treasurer	(775)882-9000
Jeff Potter	Board Member (Contact Person)	(775)841-4821

Program/Proposal Information

10. Amount of funds requested?

\$ 5,000.00

11. Purpose of Program/Proposal: Describe the program/proposal, target population, number to be served, what the grant will specifically fund. Explain your organization's qualifications to deal with the issue.

The Purpose is to construct a non-motorized multi-use trail connecting Kings Canyon to Ash Canyon in accordance with Unified Pathways Master Plan (UPMP) of Carson City. The first phase of the proposed trail would be to start construction on approximately two miles of trail on lands managed by Carson City.

Though the trail is designed for mountain bikes, runners and hikers, it will also be suitable for equestrians. Although it is difficult to estimate the number of citizens this trail will service, it will further enhance the opportunity for Carson City residents to enjoy non-motorized activities in an accessible area. While the Carson City portion of the Kings Canyon to Ash Canyon trail is approximately two miles in length, the entire trail will be approximately 7 miles. Add this to the other proposed west-side trails on the UPMP (connecting Ash Canyon to Hobart Road, Kings Canyon to Hobart Reservoir, and possibly Carson City to the Tahoe Rim Trail), this is a multi-year project that will serve multiple age groups of Carson City residents for many generations.

The proposed trail crosses two waterways: North Kings Canyon Creek and Ash Canyon Creek. Both creeks require bridges that will accommodate equestrian use. We are requesting that the grant fund the Ash Canyon Creek bridge and trail-building specific tools, e.g. Griphoist (a hand winch used to safely move large logs and boulders), mcleods, pulaskis, prybars, wheelbarrows, and tampers. When this project is complete the tools will be used to construct remainder of the proposed west-side trails on the UPMP.

Muscle Powered has demonstrated that we are a community organization that can get things accomplished. In the organization's 14 year history we have successfully advocated for the freeway bike path adjacent to the freeway bypass, secured grants that purchased two bridges across the Mexican Ditch Trail, and wrote successful grant applications for Safe Routes to School projects in three elementary schools. Muscle Powered is now engaging in trail building. In 2006 after studying the UPMP, Muscle Powered board member Jeff Potter initiated field reconnaissance to determine the feasibility of a trail connecting Kings Canyon to Ash Canyon.

Three years later the trail project was presented to the staff at Parks and Recreation, the Open Space Advisory Committee, the Parks and Recreation Commission and the Carson City Board of Supervisors, all of which unanimously support this project.

As a result of the unanimous support from the City, notably efforts by Juan Guzman, Ann Bollinger, and a letter of support from Mayor Bob Crowell, the USFS has given their blessing towards proceeding with construction of this trail on City managed land, provided we adhere to all state and local requirements, which we have.

Chas Macquarie of Lumos & Associates donated his time and surveyed the Ash Canyon Creek proposed bridge site deeming it a suitable location. City and USFS staff agreed with this determination. And on November 18th and 20th, 2010, archeologist Jim Hutchins generously donated his time to survey the entire trail alignment for the necessary cultural study. His report is expected soon (to speed up the process the USFS deputized Mr. Hutchins, essentially waiving the required permit to conduct the study).

Before Muscle Powered initiated this project, board member Jeff Potter was building and maintaining trails with Max Jones at Lake Tahoe Nevada State Park, Spooner Lake, and has since worked with staff and volunteers at Lake Tahoe Nevada State Park on the Marlette Campground Connector trail. In 2008 and 2009 Jeff Potter completed trail building classes offered by the Tahoe Rim Trail Association, which included advanced trail building techniques, trail design, and crew leader training. Jeff Potter is also an Open Space volunteer who maintains the popular Ash Creek trail.

12. Goals, Objectives & Measurable Outcomes: The events and/or services must assist the City to fulfill its vision statement and accomplish one or more of the City's Goals. Please indicate which goal(s) will be met. Clearly state measurable outcomes of the project. Tell how you propose to achieve the outcomes of the project in terms of specific activities, including a timetable (proposed starting date and duration of the project):

A Healthy Community, A Clean and Healthy Environment, A Physically and Socially Connected Community, A Vibrant, Diverse, and Sustainable Economy, An Active and Engaged Community.

Our project engages in five of the nine city goals listed.

An Active and Engaged Community: Muscle Powered has initiated the process to partner with Carson City and the United States Forest Service to fund, construct and maintain the Kings Canyon to Ash Canyon Trail with volunteer labor. Our volunteer labor force will be made up of primarily Carson City residents young and old. We will be actively engaging the community in planning, constructing, and maintaining this trail.

A Healthy Community: Cardiovascular disease and childhood obesity are just two health issues which affect our community. Recreational trails provide a much needed opportunity to enjoy the outdoors while promoting a healthy lifestyle.

A Clean and Healthy Environment: We believe that non-motorized use of recreational trails passively educates our society with respect to a clean and healthy environment.

A Physically and Socially Connected Community: Through trail building and use, Carson City residents will have the opportunity to work and play side-by-side with their neighbors. A volunteer-lead community based trail building effort will promote an active and social union of residents working toward a common goal. Upon completion of trail building, the community can be engaged to join group mountain bike rides and hikes with their fellow neighbors.

A Vibrant, Diverse, and Sustainable Economy: According to the International Mountain Bike Association (IMBA), recreational trails pump \$26 billion into the American economy. In the Rocky Mountain region, which includes Nevada, bicycling contributes \$6.2 billion annually to the regional economy. From a tourism aspect, establishing and enhancing Carson City's potential as a destination for outdoor recreational enthusiasts (ie: mountain biking, hiking, etc) can provide economic benefits for our local businesses and even attract new residents to Carson City.

13. Indicate who will benefit from the use of these funds, and how they will benefit. If this is an ongoing event, please state how you intend to fund the program in future years.

This project will serve multiple age groups of Carson City residents for many generations by providing an outdoor recreational opportunity that enhances the sense of place, public health, quality of life, connectivity, and economic sustainability of the community. Once completed, this will be a free resource to residents and visitors of Carson City that requires minimum expenditures for maintenance and upkeep. Trails offer opportunities for a diverse set of user groups including hikers, runners, dog walkers, birders, cyclists and equestrians. Middle and high school cross-country races, elementary school field trips, and senior hiking trips are all examples of user group activities that utilizing localized access to the world famous Sierra Nevada Mountains in Carson City's "backyard." With the addition of a more extensive multi-use trail system, future activities may include regional running and mountain biking events that can attract a greater number of people to Carson City.

This trail will also help Carson City achieve a Bicycle Friendly Community designation, which has been shown to promote tourism in cities, encourage healthy lifestyles.

After bridges are constructed and tools are purchased, the remainder of the Kings Canyon to Ash Canyon Trail project may be built using a combination of volunteer labor, matching-fund trail grants (if our application is approved these funds can be used as leverage for the Bikes Belong and RTP grants), and other community supported fundraisers. Initial estimates suggest that the Kings to Ash Canyon Trail project will take five years to complete, using strictly volunteer labor. Any additional funding would assist in completing the project sooner.

14. Are you aware of any other private sector/nonprofit/governmental agencies in the area providing the same services as your program/ proposal? If yes, please explain how your project will compliment other existing programs?

Yes. The Carson Valley Trails Association has partnered with the USFS to construct the Genoa Foothills Trail System. Once completed, the Genoa Foothill Trail will reach Clear Creek Road. It will be possible to link these two trails together, adding another valuable resource to our community.

15. Please include a detailed budget for this program/event, and detailed list of intended expenditures and revenues.

Attached you will find the Kings Canyon to Ash Canyon Trail Cost Estimate.

Trail Construction Cost Source: IMBA Trail Solutions- Guide to Building Sweet Singletrack.

Costs are based on estimates IMBA gathered after polling several professional contractors in 2004. If using all volunteer hours you can use these estimates to put a dollar amount on the work.

Other sources used for the trail cost estimate are; online catalogs (tools), the City (recently constructed Silver Saddle Ranch bridge), Lumos & Assoc & USFS (NEPA).

16. Has your organization been funded by Carson City previously?

Yes

If yes, please list:

2003

\$2,875

Carson City Bicycle System Map.

Kings Canyon to Ash Canyon Trail Cost Estimate			
Description	Quantity	Price Per Unit	Cost
NEPA			\$75,000.00
USFS NEPA Review			\$17,500.00
Bridge Materials			
Ash Creek	1	\$2000	\$2,000.00
North Kings Canyon Creek	1	\$2000	\$2,000.00
Trailhead Kiosk			
Kings Canyon	1	\$1000	\$1,000.00
Ash Canyon	1	\$1000	\$1,000.00
Trail Markers	5	\$20	\$100.00
Tools			
Grip Hoist	1	\$1120	\$1,120.00
McLeod	10	\$100	\$1,000.00
Pulaski	5	\$55	\$275.00
Pick Mattock	5	\$40	\$200.00
Shovel	5	\$40	\$200.00
Prybar	2	\$86	\$172.00
Hand Tamp	2	\$50	\$100.00
Wheelbarrow	2	\$90	\$180.00
Misc-Loppers, gloves, etc.			\$253.00
Total			\$102,100.00
Cost of Labor Estimate			
Easy Construction	3546 Ft	\$1 per foot	\$3,546.00
Typical Construction	3270 Ft	\$5 per foot	\$16,350.00
Hard Construction	26176 Ft	\$10 per foot	\$261,760.00
Switchbacks	19		\$16,000.00
Other Areas Requiring Major Construction, e.g; Bridge Approaches, Tread Support Walls, Gully Crossings and Rock Work			\$14,000.00
Total			\$311,656.00
Subtotal			\$413,756.00
15% Contingency			\$62,064.00
Grand Total			\$475,820.00

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

DEPARTMENT OF THE TREASURY

Date: MAR 31 2004

MUSCLE POWERED CITIZENS FOR A
BIKABLE AND WALKABLE CARSON CITY
C/O ANNE MACQUARIE
700 WAGNER DR
CARSON CITY, NV 89703-1535

Employer Identification Number:
88-0437321

DLN:

17053073733044

Contact Person:

ADAM R STANDEN

ID# 31124

Contact Telephone Number:

(877) 829-5500

Public Charity Status:

170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated FEBRUARY 2000, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity during an advance ruling period.

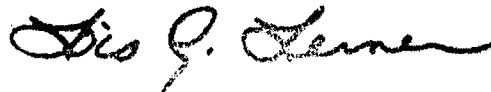
Based on our records and on the information you submitted, we are pleased to confirm that you are exempt under section 501(c)(3) of the Code, and you are classified as a public charity under the Code section listed in the heading of this letter.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading between 8:00 a.m. - 6:30 p.m. Eastern time.

Please keep this letter in your permanent records.

Sincerely yours,



Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CG)

10:09 AM

02/16/11

Accrual Basis

Muscle Powered
Profit & Loss
January 1, 2010 through February 16, 2011

	<u>Jan 1, '10 - Feb 16, 11</u>
Ordinary Income/Expense	
Income	
Other Types of Income	
Miscellaneous Revenue	838.00
Total Other Types of Income	838.00
Program Income	
Membership Dues	1,635.00
Total Program Income	1,635.00
Total Income	2,473.00
Expense	
Contract Services	
Legal Fees	25.00
Total Contract Services	25.00
Cost of Good Sold	243.00
Facilities and Equipment	
Rent, Parking, Utilities	72.00
Total Facilities and Equipment	72.00
Meetings	66.32
Office Supplies	20.95
Operations	
Postage, Mailing Service	15.05
Promotions	799.00
Operations - Other	150.67
Total Operations	964.72
Other Types of Expenses	
Insurance - Liability, D and O	483.20
Total Other Types of Expenses	483.20
Total Expense	1,875.19
Net Ordinary Income	597.81
Net Income	<u><u>597.81</u></u>

Form **990-N**
Department of the Treasury
Internal Revenue Service

Electronic Notice (e-Postcard)
for Tax-Exempt Organizations not Required To File Form 990 or
990-EZ

OMB No. 1545-
2085

2010

Open to Public
Inspection

A For the 2010 calendar year, or tax year beginning 1/1/2010, and ending 12/31/2010.

B Check if applicable

☐ Terminated, Out of
Business

☒ Gross receipts are normally
\$50,000 or less

C Name of organization: MUSCLE POWERED CITIZENS FOR A
BIKABLE AND WALKABLE CARSON CITY
d/b/a:

PO Box 2482
Carson City, NV, US, 89702

D Employer
Identification
Number
88-0437321

E Website:

www.musclepowered.org

F Name of Principal Officer: Jeff Moser

Employment Security Division 500 E Third St
Carson City, NV, US, 89713

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in Code section 6104.

The time needed to complete and file this form and related schedules will vary depending on individual circumstances. The estimated average times is 15 minutes.

Note: This image is provided for your records only. Do NOT mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.

Guidelines for Grants

Fiscal Year 2011-2012

Vision

A leader among cities as an inviting, prosperous community where people live, work and play!

Mission

Preserve and enhance the quality of life and heritage of Carson City for present and future generations of residents, workers and visitors.

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

1. The competitive grant review process seeks to identify and fund those projects and programs with the greatest potential for furthering the City's goals while benefitting the community.
2. Funding is provided on a year to year basis only. Funding is strictly limited by the availability of funds.
3. Upon approval by the Board of Supervisors of the request, the grant money will be included in the next succeeding year's budget and will be dispensed by the City Manager's Office without further hearing. However, the Board shall continue to retain the prerogative and authority to deny any payment, if in the opinion of the Board, the applicant is not making a "good faith" effort in meeting the obligations and commitments outlined by said applicant within the application process. All grants approved shall be subject to funding availability.
4. The Board of Supervisors may in any event decide by majority vote to conduct a subsequent hearing concerning the application and, if so, the applicant will be notified as to the date of the subsequent hearing.
5. The applicant will utilize the grant monies solely for the general benefit of Carson City and the purpose set forth in the grant application.
6. These guidelines shall not prevent the City from entering into a contract to provide grant money for a term of years.
7. These guidelines shall not control any grants of money provided by any other public or private entity.

8. Approval of each request for funds and/or other forms of consideration shall have a condition that the applicant must complete an Annual Report form detailing all funds utilized, measurable outcomes and benefit to the citizens of Carson City. The completed Annual Report must be submitted to the City Manager's Office no later than March 1, 2011.
- 9 Any and all individuals and/or entities desiring a grant from the City must complete and execute an "Application for Grant Funds" form and include the required attachments as listed in the application.
10. The **original and nine (9) copies** of the application packet must be submitted to the City Manager's Office no later than **5:00 p.m. on February 23, 2011**. An electronic pdf version may also be e-mailed to cceo@carson.org.

I have read and understand the Guidelines for Grants. The information that is included within this application and its attachments are true to my knowledge.

Kings Canyon to Ash Canyon Trail
Name of Program


Project Director Signature

2-23-2011
Date

Carson City Executive Offices
201 N. Carson Street, Suite 2
Carson City, NV 89701
775-887-2100
775-887-2286 (fax)
cceo@carson.org
www.carson.org