

Carson City Agenda Report

Date Submitted: February 26, 2013

Agenda Date Requested: March 7, 2013

Time Requested: 1 hour

To: Mayor and Board of Supervisors

From: Public Works – Planning Division

Subject Title: For Possible Action: To prioritize the Community Support Services Grant (CSSG) funding for youth programs for FY2013-14. (Janice Brod)

Summary: The amount of CSSG funding available for Carson City youth programs for fiscal year 2013-14 is \$72,200. The Partnership Carson City Executive Board conducted a meeting on February 6, 2013 to review the applications and make funding recommendations for consideration by the Board of Supervisors.

Type of Action Requested:

Resolution

Formal Action/Motion

Ordinance

Other (Specify)

Does This Action Require A Business Impact Statement: Yes No

Recommended Board Action: I move to approve the Community Support Services Grant (CSSG) funding for youth programs for FY2013-14.

Explanation for Recommended Board Action: Seven proposals for youth services were received totaling more than the amount of funding available. The Partnership Carson City Executive Board based their recommendations on each program's potential for meeting Carson City's goals and furthering Partnership Carson City's vision.

Applicable Statue, Code, Policy, Rule or Regulation: NRS 244.1505, NRS 372.3261

Fiscal Impact: \$72,200

Explanation of Impact: General Fund/Youth- \$72,200

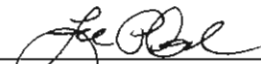

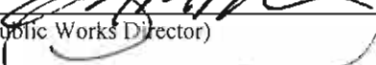

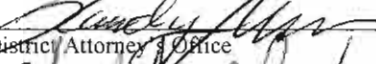
Funding Source: General Fund

Alternatives: Provide other direction.

Supporting Material: 1) Partnership Carson City letter and funding recommendation spreadsheet
2) Memorandum-Boys and Girls Club funding allocation
3) NRS 244.1505

- 4) NRS 372.3261
- 5) 2013 CSSG youth applications

Prepared By: Janice Brod, Grants Program Coordinator

Reviewed By: <u></u>	Date: <u>2-26-13</u>
(Planning Division Director)	
<u></u>	Date: <u>2-26-13</u>
(Public Works Director)	
<u></u>	Date: <u>2/26/13</u>
(City Manager)	
<u></u>	Date: <u>2/26/13</u>
(District Attorney's Office)	
<u></u>	Date: <u>2/26/13</u>
(Finance Director)	

Board Action Taken:

		Aye/Nay
Motion: _____	1) _____	_____
	2) _____	_____

(Vote Recorded By)

Partnership Carson City



February 8, 2013

Carson City Board of Supervisors
201 North Carson Street
Carson City, NV 89701

Dear Mayor and City Supervisors:

Please find attached the Partnership Carson City (PCC) 2013-2014 Youth Community Support Services funding recommendations. The Executive Board met on Wednesday, February 6, 2013 to review the seven (7) applications submitted, totaling \$89,948 in funding requests. The funding recommendation table reflects this year's funding levels, 2013-2014 funding requests, and the PCC Executive Board's funding recommendations.

The recommendations are based on the program's potential for addressing the City of Carson's goals and furthering PCC's vision. Additionally, the Executive Board took into consideration past performance of the organization related to City funding and gaps in services to Carson City.

PCC will be in attendance at the Board of Supervisor's meeting on March 7, 2013 to answer any questions related to these funding decisions.

Sincerely,

Kathy Bartosz
PCC Executive Director

1711 North Roop Street
Carson City, NV 89706
(775) 841-4730

Partnership Carson City

2013-2014

Carson City Youth Community Support Services Funding Recommendations

Organization	Program/Project	2012 – 2013 Funding	2013– 2014 Request	PCC Funding Recommendations
Advocates to End Domestic Violence	Teen Dating Violence Prevention Program	5,859	5,859	5,859
Best Buddies	School-Based Program for IDD students (intellectually and developmentally delayed)	0	20,000	0 Recommend they apply for funding next year when established in Carson City – PCC will assist in connecting them with school district
Boys & Girls Club of Western Nevada	Teen Center Programs	19,389	19,389	19,389
Boys & Girls Club – Mentor Center	E.P.I.C. – Educational Preparation & Improvement for College	8,000	8,500	8,500
Carson City Symphony Association	Strings in the Schools & Strings in the Summer Programs	4,500	6,200	6,200
Children’s Museum of Northern Nevada	Technology and Energy Exhibit	0	5,000	Match up to 2,500 Recommend local businesses be contacted to support one-half of exhibit costs
Easter Seals Nevada	Early Intervention Program	4,500	0	0
Ron Wood Family Resource Center	Assistance to Low & Moderate Income Families	25,000	25,000	25,000
Partnership Carson City	Grant Management	4,952	Maximum 7%	4,752 (6.5%)
TOTALS		72,200	89,948	72,200



Carson City Planning Division

108 E. Proctor St.
Carson City, Nevada 89701
(775) 887-2180
Planning@carson.org
www.carson.org

MEMORANDUM

Board of Supervisors Meeting of March 7, 2013

To: Mayor and Board of Supervisors
From: Lee Plemel, Director
Janice Brod, Grants Program Coordinator
Date: February 22, 2013
Subject: Boys and Girls Club Quality of Life funding for FY2013-14

The Boys and Girls Club receives an annual allocation (maximum of \$120,000) for maintenance from the Quality of Life (Q18) Fund. This year's allocation will be **\$117,000** based on the following calculation:

Base sales tax year (1st money given to the Boys and Girls Club) – 2010 – use Actual FY 2009 Quality of Life sales tax number of \$1,889,028 as the base

Use FY2012 Actual sales tax amounts for the FY2014 budget - \$1,836,591

$\$1,836,591 / \$1,889,028 = 97.22\%$

Maximum amount to be given to the Boys and Girls Club - \$120,000

FY2014 amount - $\$120,000 * 97.22\% = 116,664$ (Round to \$117,000)

NRS 244.1505 Expenditure of public money; grant of public money and donation of certain property to certain nonprofit organizations or governmental entities.

1. A board of county commissioners may expend money for any purpose which will provide a substantial benefit to the inhabitants of the county. Except as otherwise provided in subsection 4, the board may grant all or part of the money to a nonprofit organization created for religious, charitable or educational purposes to be expended for the selected purpose.

2. A board of county commissioners or its authorized representative may donate:

(a) Commodities, supplies, materials and equipment that the board determines to have reached the end of their useful lives; and

(b) Stolen or embezzled property for which the county treasurer has obtained an order authorizing the county treasurer to donate the property pursuant to subsection 6 of NRS 179.165.

→ to a nonprofit organization created for religious, charitable or educational purposes or to another governmental entity, to be used for any purpose which will provide a substantial benefit to the inhabitants of the county.

3. A grant or donation to a nonprofit organization created for religious, charitable or educational purposes and a donation to a governmental entity pursuant to this section must be made by resolution. The resolution must specify:

(a) The purpose of the grant or donation;

(b) If applicable, the maximum amount to be expended from the grant; and

(c) Any conditions or other limitations upon the expenditure of the grant or the use of the donated property.

4. The provisions of this section do not limit the ability of a board of county commissioners or its authorized representative to disburse money pursuant to NRS 321.5956 or any other specific statutory authority.

5. As used in this section:

(a) "Authorized representative" has the meaning ascribed to it in NRS 332.025.

(b) "Nonprofit organization created for religious, charitable or educational purposes" means an organization that meets the requirements set forth in NRS 372.3261.

(Added to NRS by 1981, 478; A 1987, 2306; 1989, 242; 1999, 1644, 3535; 2001, 368)

NRS 372.3261 Requirements for organization created for religious, charitable or educational purposes.

1. For the purposes of NRS 372.326, an organization is created for religious, charitable or educational purposes if it complies with the provisions of this section.

2. An organization is created for religious purposes if:

(a) It complies with the requirements set forth in subsection 5; and

(b) The sole or primary purpose of the organization is the operation of a church, synagogue or other place of religious worship at which nonprofit religious services and activities are regularly conducted. Such an organization includes, without limitation, an integrated auxiliary or affiliate of the organization, men's, women's or youth groups established by the organization, a school or mission society operated by the organization, an organization of local units of a church and a convention or association of churches.

3. An organization is created for charitable purposes if:

(a) It complies with the requirements set forth in subsection 5;

(b) The sole or primary purpose of the organization is to:

(1) Advance a public purpose, donate or render gratuitously or at a reduced rate a substantial portion of its services to the persons who are the subjects of its charitable services, and benefit a substantial and indefinite class of persons who are the legitimate subjects of charity;

(2) Provide services that are otherwise required to be provided by a local government, this State or the Federal Government; or

(3) Operate a hospital or medical facility licensed pursuant to chapter 449 or 450 of NRS; and

(c) The organization is operating in this State.

4. An organization is created for educational purposes if:

(a) It complies with the requirements set forth in subsection 5; and

(b) The sole or primary purpose of the organization is to:

(1) Provide athletic, cultural or social activities for children;

(2) Provide displays or performances of the visual or performing arts to members of the general public;

(3) Provide instruction and disseminate information on subjects beneficial to the community;

(4) Operate a school, college or university located in this State that conducts regular classes and provides courses of study required for accreditation or licensing by the State Board of Education or the Commission on Postsecondary Education, or for membership in the Northwest Association of Schools and of Colleges and Universities;

(5) Serve as a local or state apprenticeship committee to advance programs of apprenticeship in this State; or

(6) Sponsor programs of apprenticeship in this State through a trust created pursuant to 29 U.S.C. § 186.

5. In addition to the requirements set forth in subsection 2, 3 or 4, an organization is created for religious, charitable or educational purposes if:

(a) No part of the net earnings of any such organization inures to the benefit of a private shareholder, individual or entity;

(b) The business of the organization is not conducted for profit;

(c) No substantial part of the business of the organization is devoted to the advocacy of any political principle or the defeat or passage of any state or federal legislation;

(d) The organization does not participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office; and

(e) Any property sold to the organization for which an exemption is claimed is used by the organization in this State in furtherance of the religious, charitable or educational purposes of the organization.

(Added to NRS by 1995, 1437; A 1999, 965; 2003, 1283)



To End Domestic Violence

ORIGINAL

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 9 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:

\$5,859

1. Agency Name: Advocates to End Domestic Violence

2. Agency Mailing Address: Post Office Box 2529, Carson City, Nevada 89702

3. Project/Program Name: Teen Dating Violence Prevention

4. Project/Program Address/location: 32 Sierra Ave. Carson City, Nevada

5. Agency Director: Lisa Lee

6. Board Chairperson: Candy Duncan

7. Contact person: Lisa Lee, Executive Director

Phone number: 883-7654 E-Mail: carsonadvocates@aol.com

Fax: 883-0364 Website (if applicable) www.aedv.org

8. How long has your organization been in existence? since 1979 In Carson City? 34 years
Advocates To End Domestic Violence was funded in 1979 and incorporated in 1981.

9. What is the overall mission of your organization?

Advocates to End Domestic Violence believes in the worth, dignity, and uniqueness of individuals, their ability and responsibility to affect change in their lives, and the right to live free of violence. The purpose of Advocates to End Domestic Violence is to provide **prevention, crisis intervention, and support services** to victims of domestic violence to aid them and their families in breaking the cycle of violence in their lives and move toward self-sufficiency.

10. 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).

In 2000, Advocates developed a school-based dating violence prevention program in a proactive effort to eliminate domestic violence before it has the opportunity to affect the lives of local teenagers and future adults. The program's curriculum and materials have been approved by the school district and are structured to reach each targeted age group. Presentations are given to Carson Middle School, Eagle Valley Middle School, Silver State Charter Schools, Opportunity High School, and Pioneer High School students. The presentations are also provided to area youth groups and organizations, and materials are tailored to meet the needs of each group and time frame. The aim of the program is to reduce violence in youth dating relationships and promote healthy, respectful relationships through increased awareness and the ability to identify controlling and abusive behaviors. Conflict resolution, communication, and critical thinking skills are the cornerstones of the program.

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 CDBG ONLY (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).
- _____ 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.

Teen dating violence, like adult domestic violence, is a pattern of **coercive, manipulative behavior** that one partner exerts over the other for the purpose of establishing and maintaining power and control. The effects of dating violence can range from bruised self-esteem to broken bones, permanent injury, and even death. The U.S. Department of Justice reports that nearly one **in three high school students** have been or will be involved in an abusive relationship and that females between **16 and 24 years of age are more vulnerable** to intimate partner violence than any other age group, nearly triple the national average. According to California Coalition Against Sexual Assault, **half of reported date rapes** occur among teenagers. The National Center for Injury Prevention and Control documented that intimate partner violence among adolescents is associated with **increased risk** of substance abuse, unhealthy weight control, sexual risky behaviors, pregnancy, and suicide. 81% of surveyed parents either believe teen dating violence is not an issue or admit they don't know if it is an issue as reported by Family Violence Prevention Fund and Advocates for Youths. Dating violence crosses all economic, racial, gender, and social lines, with the majority of victims being young women who are at the highest risk for serious injury.

For the second straight year, Nevada has been **ranked 1st** in the nation for women killed by an intimate partner according to the Violence Policy Center report. 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.

The first step to breaking the cycle of domestic violence is **awareness of the issue**. Similar to providing education regarding prevention of drugs and smoking and bullying, teen dating violence can be reduced through information and awareness. The program, which has been structured to appeal to and hold the attention of teenagers, utilizes nationally developed materials designed for each specific grade and maturity level. The curriculum involves age-appropriate dramatized videos, information handouts, worksheets, role playing, and class discussions which encourage interaction to capture students' attention while providing opportunities for skill development and increased awareness. Pre- and post-tests document students' level of awareness prior to and after each presentation. The ultimate goal of the program is to **reduce violence in youth dating relationships** and promote healthy, respectful relationships through increased awareness and the ability to identify controlling and abusive behaviors.

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

AEDV has been providing education and awareness to the youths of Carson City since 2000. Our program does not specifically target low-to moderate-income teenagers as dating violence affects young people of all economic levels.

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

By providing youth with the necessary tools to recognize and, thus, **avoid** abusive relationships, Advocates believes that fewer teenage relationships will evolve into **adult domestic violence** incidents. This will decrease the need for crisis intervention, emergency shelter, legal services, law enforcement, substance abuse counseling, and welfare assistance, thereby changing the path that many teens are heading toward while also providing long-term benefits to the community of Carson City.

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 Youths	

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:

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

CSSG funding will pay for a portion of the part-time position that will coordinate and present the classes. In addition, funds will be used toward the purchase and printing of handouts and other material costs, as well as age-appropriate videos. No CSSG funds will be used toward administration costs only direct services.

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

Funding will be combined with agency funds and resources to provide the Teen Dating Violence Prevention program to local students throughout Carson City. AEDV has strived to diversify our funding sources by incorporating local, state, and federal government sources, as well as **raising 55% percent** of annual revenue through fundraising efforts that involves events, direct mail requests, general donations, and a thrift shop. These efforts demonstrate AEDV's on-going drive to develop a **diverse funding base** toward program sustainability and continuation.

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

Funding sources are limited and highly competitive, requiring AEDV to focus on providing proven programs in an effective manner. The revenue received through CSSG through Partnership Carson City **is crucial for the continuation** of the Teen Dating Violence Prevention program and would be impossible to replace through other sources. Though AEDV raises the majority of agency revenue through fundraisers and donations, without grant funding, AEDV would not be able to continue to provide the Teen Dating Violence Prevention program. AEDV believes in the life-altering effects this program provides and the future positive changes it will have on so many young lives.

AEDV is aware of the limited CSSG funds available to assist community non-profits in providing necessary services to those in need and, therefore, **has not requested** an increase in funding from the past year's levels.

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?

Advocates To End Domestic Violence is the **only program** that provides interactive teen dating violence prevention classes to students in Carson City. Advocates works in a collaborative effort with other social service organizations and agencies in order to provide a full range of opportunities and services for the students we serve.

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

- Target Area (specify geographic area) _____
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 _____ No4.
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: _____

The number of persons to be benefited: _____

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).

AEDV's request for funding will meet at least two of the City's stated goals: A Safe and Secure Community and a Healthy Community.

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

The primary goal of the program is to reduce **teen dating violence** and to promote a safe, secure, and healthy community that advocates respectful relationships through increased knowledge and awareness of abusive and harmful relationships. Materials (handouts and videos) will be reviewed and purchased during the first and second quarters. During the second and third quarters, the program coordinator will meet with administrators and teachers to schedule presentations that will take place during the third and fourth quarters.

AEDV will present the teen dating violence prevention program to an estimated **700 Carson City students** utilizing approved curriculum and pre- and post-tests during the 3rd and 4th quarters.

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?**

It is anticipated that all will be residents of Carson City as they will be students attending Carson City schools or participating in youth programs operating in Carson City. We do not administer income verification to students, but, according to the most recent United States Census, roughly fourteen percent of Carson City residents live below the poverty level. The latest KIDS Count data illustrates **that 21.5 percent** of children in Carson City live in poverty.

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

Utilizing pre- and post-tests, eighty percent of students will demonstrate an increase in knowledge regarding the warning signs of an abusive relationship and awareness of the affects of controlling and abusive dating relationships.

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

AEDV utilizes pre- and post-tests to measure students' levels of knowledge before and after the presentations. Students also complete an evaluation of the materials and the instructor that is used to adjust the presentations to better meet student expectations and needs. Records regarding materials purchased, student attendance, hours of instruction, dates, and times will be maintained in a secure location.

AEDV completes multiple site, financial, and program audits annually as required by state and federal granting sources. The audits ensure that **services are documented** and that accurate data is collected, reported, and securely maintained. Failure to pass an audit could result in cancellation of program funding. In addition, AEDV has an **annual financial audit** conducted by an independent public accountant and **monthly financial statements** are compiled by an outside firm.

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			
Salaries and Benefits	\$3,900	\$2,372	\$6,272
Rent and Utilities	0	700	700
Mortgage	0	0	0
Equipment	0	0	0
Equipment Maintenance & Repair	0	0	0
Office Supplies	0	100	100
Operating Supplies/Mileage/Trainings	0	450	450
Postage and Shipping	0	0	0
Printing and Publications	1,959	1,941	3,900
Advertising and Promotion	0	0	0
Subscriptions and Dues	0	0	0
Liability/Other Insurance	0	300	300
Professional Fees	0	0	0
Other project costs: (Specify Below)			
TOTALS	\$5,859	\$5,863	\$11,722

DETAILED BUDGET BREAKDOWN

COST CATEGORY	GRANT COST CONTRIBUTIONS	OTHER MONETARY	TOTAL PROGRAM
Salaries			
Coordinator 40hrs/wk x \$14.00 x 10wks = \$5,600 12% withholding/benefits= \$672	\$3,900	\$2,372	\$6,272
Sub-Total	\$3,900	\$2,372	\$6,272
Program Expenses:			
Insurance	0	300	300
Printing and Videos	\$1,959	1,941	3,900
Operating Supplies			
Training	0	200	200
Mileage	0	250	250
Office Supplies	0	100	100
Rent and Utilities	0	700	700
Sub-Total	\$1,959	\$3,491	\$5,450
TOTAL	\$5,859	\$5,863	\$11,722

Matching Funding

<u>Shelter Funding Source</u>	<u>Amount</u>	<u>Secured</u>
AEDV General Funds	\$5,863	On-Going

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:

Lisa Lee, Executive Director

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

Lisa Lee, Executive Director

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

Terri Farnworth, Office Manager, Post Office Box 2529, Carson City, Nevada, 89702, 883-7654, advocates.om@gmail.com

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.

Lisa Lee, Executive Director, Post Office Box 2529, Carson City, Nevada 89702, 883-7654, carsonadvocates@aol.com

VI. AGENCY INFORMATION

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

Date of incorporation	1981
Date of IRS certification	June 1980
Tax exempt number	94-2665387

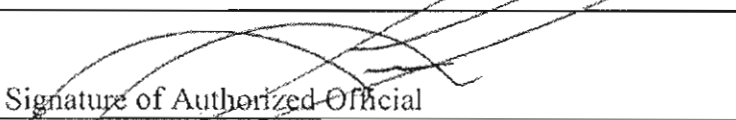
2. **DUNS Number:** 027915367
For information on DUNS, go to: <http://www.ccr.gov/pdfs/DUNSGuideGovVendors.pdf>

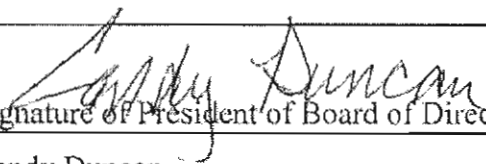
3. **Attach the following to each copy of the Proposal for Funding:**

- 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.

	1/14/13
Signature of Authorized Official	Date
Lisa Lee, Executive Director	883-7654
Typed Name and Title of Authorized Official	Phone Number

	1/15/13
Signature of President of Board of Directors	Date
Candy Duncan	883-5818
Typed Name of President of Board of Directors	Phone Number

**Partnership Carson City
2012-2013 City Grant
Semi Annual Report
DUE DATE: JANUARY 15, 2013**

Sub Grantee: Advocates to End Domestic Violence
 Report Prepared By: Traci Trenoweth
 Email Address of Preparer: vc_advocates@yahoo.com carsonadvocates@alo.com
 Report Period: July 1, 2012 – December 31, 2012

A. Complete the below table specific to the Scope of Work as outlined in the grant application:

GOAL: Reduce teen dating violence to promote a safe, secure, and healthy community that promotes respectful relationships through increased knowledge and awareness of abusive and harmful relationships.			
OBJECTIVES	OUTCOMES	July – December 2012 Activities Completed	January – June 2013 Activities Completed
Review, compile, revise, and develop age-appropriate curriculum materials to be presented in a classroom setting.	Purchase/produce videos and handout materials for 800 students during the 1 st and 2 nd quarters.	We were able to review and revise our curriculum for the middle school age students. We also reviewed and revised our curriculum for the high school age students.	
Presentations will be provided to 7 th and 8 th grade students at the middle schools as well as area high schools and local youth groups.	Classroom presentations will be scheduled with middle schools and high school administrators and teachers during the 2 nd and 3 rd quarters.	We have started to contact the local schools and youth organizations to set-up our presentations for the necessary quarters. We complete our presentations in the Spring as it is better for the schools due to testing.	
Using a variety of techniques such as role-play, videos, creative expression, structured	Present teen dating violence prevention program to 800 Carson City students utilizing approved	We added a new structured exercise identifying Red Flags for the middle school aged students. We have added a discussion dealing with real teen stories	

exercises, and practice of new skills, the classroom presentations will engage students in discussions of real life situations related to healthy and abusive relationships.	curriculum and pre and post tests during 3 rd and 4 th quarters.	from our community for our high school aged students. We have been reviewing different sources for appropriate age hand-outs.	
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------	--

B. Complete the below budget table indicating money spent to date:

Budget Category	Budget Amount	Spent	
		July 1 – December 31, 2012	Spent January 1 – June 30, 2013
Personnel	3,900.00	\$1,950.00	
Consultant/Contractor			
Travel			
Training			
Operating	1,959.00	0	
Other			
TOTAL	5,549.00	\$ 3,599.00	

C. Provide an overview of the program/project evaluation including numbers served, pre/post survey results, reports, evaluations, indicators tracked, anecdotal information, etc. Be specific as to evaluation outcomes:

Measure Used	Outcome Achieved
	The program will begin providing direct service within the schools during the third and fourth quarters

D. Provide any additional information not included above that is relevant to the program/project:

We will be working with the Boys and Girls Club to present to their teen groups. We are excited about this new partnership. As a result of our presentations last year I had a student from EVMS ask about volunteering. She has been a victim and knows first-hand the importance of being supported during a difficult time. She would like to be able to provide support to those who do not have it. It is truly remarkable to see young youth wanting to help an organization that deals with subjects that are hard to talk about and deal with.

E. Outline any successes or challenges you have experienced during the implementation of this program/project:

One of the program successes has been that the curriculum has been accepted into the school system and is considered a valuable program. When we began working with Teen Dating Violence in 2000, AEDV was one of the few programs in the United States to offer this type of direct service. We were challenged to find materials for this age group, in fact, we originally had to develop much of the handouts and worksheets in-house. As teen dating received national awareness, resources were developed that allowed our original curriculum to evolve and expand. Due to our long track record of providing this program, we have been approached by other schools who were interested in our program and how we were able to fund and implement it. AEDV is proud to have been at the forefront of teen dating violence prevention and believe that it has resulted in changing the path of many lives.

Please submit this report electronically to Linda Lang @ dlhlang@pyramid.net



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 9 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:

\$19,389.00

1. Agency Name: Boys & Girls Clubs of Western Nevada
2. Agency Mailing Address: 1870 Russell Way, Carson City Nevada 89706
3. Project/Program Name: Teen Center Educational Programs
4. Project/Program Address/location: 1870 Russell Way, Carson City, Nevada 89706
5. Agency Director: Diane McCoy, Interim Chief Professional Officer
6. Board Chairperson: Scott Robinson, Chief Volunteer Officer
7. Contact person: Diane McCoy
Phone number: 775 882-8820 E-Mail: dianem@bgcwn.org
Fax: 775 882-0250 Website (if applicable) www.bgcwn.org
8. How long has your organization been in existence? 19 years In Carson City? 19 years
9. What is the overall mission of your organization?
The mission of the Boys & Girls Clubs of Western Nevada (BGCWN) is as follows: To inspire and enable all young people, especially those who need us the most, to realize their full potential as productive, responsible and caring individuals.
10. 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).

The Boys & Girls Clubs of Western Nevada provides daily afterschool programming for teens and middle school aged youth. Members have the choice of participating in the teen center,

homework room (power hour), arts and crafts, sports/fitness programs and tech lab. They are provided with a safe and positive place to be afterschool.

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)

N/A

- 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:

N/A

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).

_____ 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.

The Boys & Girls Clubs of Western Nevada (BGCWN) is requesting this grant to assure the continuation of the programs we have been offering to our members for the last twelve years. BGCWN offers teens what they need and want the most: a place to call their own, with adults who respect and listen to them; a safe environment where they can have fun and be themselves; and interesting, constructive activities that channel youthful energy into challenging pursuits. A youth development strategy that fosters a sense of belonging, competence, usefulness and influence underlies all Boys & Girls Club programs and builds self-confidence and self-esteem.

For nineteen years, BGCWN has been in the forefront of youth development, working with teens/middle school aged youth from all segments of Carson City, but with a special effort to reach those from disadvantaged economic, social and family circumstances. We have actively sought to enrich the lives of the youth of our community. We are dedicated to ensuring that our community's youth have greater access to quality programs and services that will enhance their lives and shape their futures.

Today (January 11th), more than 1,315 boys and girls are current members of BGCWN of that number 513 are youth between the ages of 11 -18. The proposed programs will target teens/middle school youth, we will track and measure the members participating in the following programs:

Goals For Graduation for members aged 11 - 18:

This program features five major components:

- **Focus member's attention on setting goals.** This component is designed to capture members aged 11 - 18 attention with a variety of techniques to generate enthusiasm and interest for participation in the Goals for Graduation program. Including an exciting first meeting to kick off the program where members take the confidence boosting "I Can Achieve" pledge.
- **Set goals for academic success.** Goal setting is practiced in a three-step process with increasing personal responsibility. The long-term goals are broken down into manageable steps that can be accomplished on a daily or weekly basis.
- **Support and encourage achievement.** To contribute to the success of each participant, BGCWN staff provides daily homework support and supplemental educational activities that enhance goal achievement.

- Helps member's relate goal setting success to other areas of their lives. Staff assists teens in bridging their goal setting experiences with other areas of their lives. They are asked to share what they accomplished as a result of the goal-setting program. Staff asks the teens if they understand how this success is helpful in other aspects of their lives. Participants are asked if they would like to hear an outside perspective on how their goal achievement has helped them. Once the discussion is completed participants are presented with an incentive that is linked to their goal setting success that is called "A's for Awards".
- Assist member's to develop a personal commitment to learning. As members become more successful, staff move members away from dependence on rewards and towards intrinsic satisfaction from the learning experiences. Members are encouraged to set educational goals each day and celebrate the success of achieving each goal.

Youth participating in "Goals for Graduation" can expect the following benefits:

- Securing the required knowledge and ability to set goals
- Participating in successful goal-setting experiences
- Developing good habits to apply to studying or completing home works assignments.
- Understanding how academic goal setting impacts future aspirations
- Confidence in their ability to succeed
- Improved self-esteem
- Improved grades
- Improved social behavior
- Engaging in a continual cycle of setting and attaining goals
- Acquiring a lifelong commitment to learning

Career Development/Junior Staff Program/Leaders in Training:

BGCWN proposes to implement the Career Development/Jr. Staff Program to assist members aged 13 to 18 years in exploring a career in youth or human services. This program provides youth with the opportunity to participate in a comprehensive career/volunteer development program consisting of leadership and service activities. It also provides youth with the essential support to prepare them for future employment opportunities. The program components are as follows:

- Geared for members aged 13 to 18. This small-group program gives members the opportunity to explore personal strengths, needs and interests and looks at how they correlate with a career choice.
- Participants must complete 64 hours of volunteer service within at least four different areas of the Club.
- Learn the 10 basic aspects of a Boys & Girls Club, and work in each area and level of our organization.

These three components help to set the foundation for the segments that follow:

- Club Service geared for teens aged 13 -18, this program gives members the opportunity to earn financial help for the post-secondary education while serving their community.
- Leaders in Training, gives members aged 13 to 18 the chance to gain work, and community service experience while learning the personal skills related to employment: training in leadership, responsibilities in work situations, how to conduct oneself at work and the importance of proper work ethic.

Program benefits as a result of taking part in the program:

- Develop and strengthen leadership skills
- Being seen as positive role models and respected by peers, family, school personnel, and community and Club staff.
- Introduced to a career in Human Services or Boys & Girls Clubs professions.
- A sense of pride in their responsibilities.
- Learn how to set goals and maintain direction.
- Learn important decision-making skills to prepare and plan for their future.
- A limited number of teens that complete the program are hired as “Jr. Staff” and paid minimum wage.

Typically, participation in this program leads to improved attendance and better grades in school, improved work habits, increased involvement in community affairs, improved self-image and greater self-confidence. Although relationships with parents and families remain fundamental, the Teen Director advisor can have a powerful and positive influence on the lives of young participants by providing additional continuity, direction, support and guidance. Our Teen Director will be the appointed and trained to be the Career Development/Junior Staff Advisor and the will also be responsible to run the Goals for Graduation program as well.

The Boys & Girls Clubs unique system of informal guidance and ongoing relationships between teens and caring adults are critical to helping the majority of our teens, who haven't ventured in the wrong direction, stay on the right path, as well as to help those who have strayed from the right path to find their way back. Sustained, positive relationships with caring staff help build strong connections between youth and their community. One of the most important protective factors in preventing a number of the high-risk behaviors is to have teens participate in afterschool activities, supervised by supportive adults. This leads to better grades and better behavior in teens. With transportation provided by the Club and Carson City School District, there leaves little if any barriers to accessing all the Club's programs and facility usage.

Staffing is a key component for a successful Teen program. Our Teen Center Director serves as a role model, mentor and friend to an average **35 teens/middle school members a day and over 513 each year.** We know that activities alone do not attract and keep teens coming to the Teen Center or prevent youth from engaging in risky behavior-positive, caring staff do.

Unemployment is one of the biggest challenges facing our nation today. In the face of a sluggish economy, workers are daily seeing their hours cut or being laid off completely. While much is made in the media about the record-setting adult unemployment rates, the teen unemployment rate is an often overlooked, but very important, statistic. According to the Labor Department, the number of young Americans (ages 16 -24) without a job is at a post-World War II high. Young workers represent about an eighth of the workforce, but account for a quarter of America's unemployed.

Nevada's overall unemployment rate remains the highest in the nation at 10.8%, and the youth unemployment rate reflects the overall rate. According to the Employment Policies Institute, Nevada ranks second (tied) (34.5%) in Teen unemployment rates, 10% higher than the national average of 24.2%.

A lack of a job during one's teen years can have a lasting impact. According to the Washington Post, “Millions of (young) Americans are staring at the likelihood that their lifetime earning potential will be diminished and, combined with the predicted slow economic recovery, their transition into productive members of society could be put on hold for an extended period of time.” Unfortunately for many teens, it's not a lack of desire or effort to find a job, but a high level of competitiveness for the few available positions. With so many adults out of work, the field is tough, and a teen with little or no work experience doesn't stand much of a chance against adults with long work histories.

2. If the proposed project/program already exists, please describe your success rates in providing services to low- to moderate-income persons:
Our Club serve's a primarily low-income population; we are able to track our member's income at time of registration each year. "Kid Trax" is the software program we use daily to track our members attendance and demographics, 75.9% of our member's families annual household income is \$49,999 or below. BGCWN had 254 unduplicated members participate in our Jr. Staff, Leaders in training, homework (powerhour), arts and crafts, tech lab and sports and fitness programs during the last six months. Furthermore six of our members graduated from High School and three are attending Western Nevada College.

3. Describe who will benefit from the proposed project/program.
Our teen/middle school membership is 513 youth and of this number 99% are Carson City residents. Our members will benefit with the staffing of the teen/middle school Director to ensure the delivery of the programs at the BGCWN. Members also participated in our homework (power hour), arts and crafts, tech lab, sports and fitness, and other Club programs as well.

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:
 Abused Children Illiterate Persons Homeless Persons
 Battered Spouses Elderly Severely Disabled Adults
 Migrant Farm Workers Other (Please explain)
BGCWN serves youth between the ages of 6 – 18. The proposed project will serve youth from all walks of life between the ages of 11 – 18.

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?
Funding will be used to fund 50% of our Teen Directors salary and benefits, program supplies such as member recognition, incentives, office supplies, and field trips for job shadowing, college tours and visits to local business.

7. Describe how your organization plans to reduce the need for grant funding in the future:
BGCWN is committed to ensuring the long-term viability of teen/middle school aged programming. As teen/middle school members are only charged a nominal \$30 dollar a year membership fee, the teen/middle school programs will never be fully self-sustaining. However, the Board of Director and staff are developing a diversified resource development strategy to obtain future funding from private donors, foundations, corporations, special events and government grants for all Club operations. Teen/middle school operations cost \$52,778 annually. This request for funding is the amount of

\$19,389.00 represents 36.7% of the total program cost. The remaining costs are covered through BGCWN general operations budget. Maintaining a consistent level of community support, as evidenced by the level of funding from Carson City and Partnership Carson City, is crucial to helping us keep our Teen Center operational.

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

BGCWN would have to make budget and programming cuts to cover the costs not funded, but as mentioned above the Board of Directors is committed to providing this very valuable program to our members.

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?
BGCWN is not aware of any other agency providing these services in our community.

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

Target Area (specify geographic area) The proposed programs will target youth between the ages of 11 -18 in the Carson City community and our membership base. BGCWN will do community outreach at our two Middle Schools and High School to make the youth of our community aware of these vital programs.

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.)

N/A

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

N/A

3. Have CDBG or CSSG funds been used for an earlier phase? X Yes _____ No
BGCWN has received CSSG funding in the past.

4. Who currently holds title to the property involved?

N/A

5. With whom will title be vested upon completion?

N/A

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

_____ Yes X No _____ N/A

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

_____ Yes X 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.

N/A

For CDBG Housing Projects please indicate: N/A

The number of homes to be rehabilitated: _____

The number of persons to be benefited: _____

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?

Our Teen/middle school membership is 513 youth of that number 500 are Carson City residents. Families alone, especially single-parent families (49.4% of our members live in single-parent households), are not meeting the needs of the young adolescents. For developmental reasons, teens/middle school aged youth need to become more involved outside the home to learn from adults other than their parents, master new skills, and try out adult roles. The importance of adult role models to the development of young teens is well documented in research literature (An Outcome Evaluation of Across Ages: An Intergenerational Mentoring Approach to Drug Prevention, The Center for Intergenerational Learning, Temple University, 1996).

Although relationships with parents and families remain fundamental, our Teen/Middle School Center Director can have a powerful and positive influence on the lives of youth participants by providing additional continuity, direction, support and guidance. Our Teen Center Director will fill this gap.

We will fulfill the City’s Goals by providing teens with:

- A Safe and Secure Community
 - A Healthy Community
 - An Active and Engaged Community
 - A Community Dedicated to Excellence in Education
 - A Community Where Information is Available to All
- Teens participating in “Goals for Graduation” and “Junior Staff/Career Launch” can

expect the following benefits:

- Securing the required knowledge and ability to set goals
- Participating in successful goal-setting experiences

- Developing good habits to apply to studying and completing homework assignments
- Understanding how academic goal setting impacts futures aspirations
- Improved attitude toward learning
- Improved grades
- Improved social behavior
- Acquiring a lifelong commitment to learning

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?

Kid Trax is used to track our household income and race/ethnicity of our members. According to our reports 14% of our members make \$0-9,999 a year; 17.1% make \$10,000-19,999; 17.1% make \$20,000-29,999; 13.8% make \$30,000-39,999; 10.7% make \$40,000-49,999; and last 27.3% make \$50,000 or more each year. According to Kid Trax the total number of registered members is 1,317 youth of these numbers 740 members are low/moderate income, or 56% of our membership. The number of members eligible for teen/middle school programming is 513, 500 are 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 process is divided into two phases; process and outcome. The process phase documents what activities are implemented and who participates in those activities. The outcome evaluation tests behavioral changes made due to the program. The following are a few testimonies from our members

- Adriana, a resident of Tiger Drive, explained her personal benefit of participating in the Junior Staff program by stating, "Before this program, I didn't know what I wanted to be. By working at the Club, I'm able to get my school work done, get ready for college, and make money to help pay the bills and buy groceries for my family. This program has helped me and my family a lot."
- Mykala, also expressed, I've learned how to create new ideas for the Club to be an even better and run more efficiently. I feel like I am important here, and I feel deeply involved in my classes and my Club. I know that the Staff are going to check my grades, so I want to make them proud".
- Alicia reports "I feel proud of this Club now. When I hear younger members talking about drugs or not doing homework, I feel like it's my responsibility to speak up and help them out. Not everybody has a place to go where adults will listen to them and help them to make positive choices."

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

The evaluation/outcome process answers the following questions. "who attended the program" and "what activities did they participate in"? In order to answer these two questions we need to track the following:

- Folders will be kept on each teen member, containing appropriate demographic information, areas of need, report cards and staff comments.

- Rosters will be kept documenting daily/monthly attendance and activities they participated in such as homework room attendance and teen center attendance.
- Goal setting forms will be copied and placed in each member's folder with successes and challenges noted for weekly/monthly goals.
- A pre/post program survey will be used to determine participant's improvements/changes.
- Rate of retention in the Junior Staff Career Development Program
- Rate of job placement from Leaders in Training to paid Jr. Staff
- Volunteer/Community Service hours will be tracked

The hours spent completing homework at the Club will be tracked through daily attendance forms. Finally, the Teen Center Director will document incremental changes in the behavior of participants. These notes will be summarized as a qualitative support for the numeric and self-reported data.

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			
Salaries and Benefits	17,424	30,632	48,056
Rent and Utilities			
Mortgage			
Equipment			
Equipment Maintenance & Repair			
Office Supplies	1,965	2,757	4,722
Operating Supplies			
Postage and Shipping			
Printing and Publications			
Advertising and Promotion			
Subscriptions and Dues			
Liability/Other Insurance			
Professional Fees			
Other project costs: (Specify Below)			
TOTALS	19,389	33,389	52,778

Leveraged funds \$6,881.00 is from Substance Abuse Prevention Treatment Agency funding, and \$14,000.00 is from our United Way funding to fund the Jr. Staff in the program and \$12,508.00 is from our General Operating Accounts.

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:
Diane McCoy, Interim Chief Professional Officer.

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

3. The person responsible for the financial management of the project/program, including preparation, review and approval of reimbursement requests:
Wayne Nelson, I.S. Manager and Marci Harrell, Administrative Assistant and Diane McCoy, Director of Operations/ Interim CPO.

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.
Diane McCoy, dianem@bgcwn.org and Bridget Gordon, bridgetg@bgcwn.org the Address for both is 1870 Russell Way Carson City and the phone numbers are 882-8820.


VI. AGENCY INFORMATION

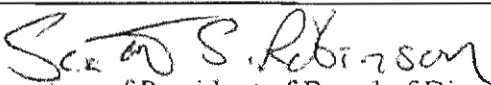
1. Proof of non-profit status for private agencies (governmental entities and schools are exempt):

Date of incorporation	March 1991
Date of IRS certification	April 1992
Tax exempt number	88-0269139

2. DUNS Number: 797910460
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 1/15/2013
Diane McCoy, Interim Chief Professional Officer Typed Name and Title of Authorized Official	775 882-8820 Phone Number

 Signature of President of Board of Directors	Date 1/15/2013
Scott Robinson, Chief Volunteer Officer Typed Name of President of Board of Directors	775 882-0900 Phone Number



**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: \$8,500.00

- Agency Name: Mentor Center Boys & Girls Clubs of Western Nevada
- Agency Mailing Address: 1870 Russell Way Carson City, NV 89706
- Project/Program Name: Str8 Street/EPIC
- Project/Program Address/location: 1870 Russell Way Carson City, NV 89706
- Agency Director: Diane McCoy, Interim Chief Professional Officer
- Board Chairperson: Scott Robinson, Chief Volunteer Officer
- Contact person: Ruth Gordon
Phone number: 775-445-3346 E-Mail: ruthg@bgcwn.org
Fax: 445-3160 Website (if applicable) www.bgcwn.org

8. **How long has your organization been in existence?** The BGCWN has been in Carson City for 19 years; The Mentor Center 12 years In Carson City? entire time

9. **What is the overall mission of your organization?**

To ensure that every youth has at least one caring adult in their life who supports, encourages and guides them towards their future. To inspire and enable all young people, especially those who need us the most, to realize their full potential as productive, responsible and caring individuals.

10. **Type of funding requested (CDBG ONLY) (Check One):**

- | | |
|-----------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Public Service | <input type="checkbox"/> Public Facility/Improvement |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Housing |

BRIEF PROJECT DESCRIPTION:

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

The Mentor Center is one of the programs offered to the school-aged youth most in need in the Carson City area. We currently offer three styles of mentoring. We have a community based program, where the mentors and the youth, many impacted by incarceration and poverty, set goals that are specific to the youth and meet a minimum of one hour a week. Second, we have a combined group mentoring project with students from Carson High School collaborating with WNC called E.P.I.C. (Encourage Prepare Inspire Connect) and youth involved with Carson City Juvenile Probation. Most of these youth are under-fathered or under-parented boys who need the extra guidance to complete school, turn away from drugs, violence and gang life in order to become productive members of our community. The name of the program is Str8Street. Our third mentoring style is just beginning, Club Based Mentoring. Mentor volunteers will come into the Club during Club hours and participate with their matched youth in activities at the Club. All three models achieve the same type of objectives.

I. PROJECT ELIGIBILITY

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

X A Safe & Secure Community

Through education, support, guidance and accountability, youth will understand their role in staying or becoming crime free and using that belief system to spread the example of the benefits a safe & secure community offer to all.

X A Healthy Community

Youth will participate in a variety of activities leading to their overall health. This will include healthy eating classes and opportunities for shopping and cooking as well as sports from walking to team sports. Awareness will be built on the need for healthy choice lifestyles.

X An Active and Engaged Community

By involving successful professionals in the community as mentors, both the mentee and mentor will be actively involved in Carson City on many various levels. The mentor will become more aware of our youth educational system and family life and introduce the student to areas of interest outside his/her current experience.

X A Clean & Healthy Environment

Every activity/meeting will include the proper care of the environment where the activity takes place. Youth are expected to make their own rules and then follow them in regards to how to care for the area they are using so that they leave it in the same or better condition it was upon arrival. Talk will include making this the "norm" for their daily life.

X A Vibrant, Diverse and Sustainable Economy

By teaching the youth that they are important to the community and that the choices they make will affect the whole, we will add to reaching and maintaining this goal. We will be connecting Carson City students to career advancement possibilities following successful education and / or job training. These first time graduates and higher education students will then be able to contribute to the community.

X A Community Rich in History, Culture and the Arts

Each person contributes to the fabric of a community by what they bring to it. Our youth are taught to be proud of their heritage and expected to respect the culture of others. By exposure to the richness that the area offers, understanding and appreciation will grow.

X **A Community Dedicated to Excellence in Education**
We aim to promote a "culture of mentoring" in Carson City. By placing area professionals in the role of mentor we will place the spotlight on the responsibility and importance of all of the community in graduating young people ready to contribute to society. Mentees will be supported academically, socially and show improved attendance if needed.

X **A Physically and Socially Connected Community**
By bringing together youth and area professionals, we will see bridges built between generations and experience.

X **A Community Where Information is Available to All**
To participate in EPIC/Str8 Street one just has to have the desire to better themselves and guide another. Our target audience includes youth impacted by incarceration; first generation high school graduates; and first generation seekers of higher education or trade development

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

- 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: N/A**

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):

X__ 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).

_____ 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.

This request is to assure the continuation of our E.P.I.C. Str8/Str8 Street Mentoring Program that has been serving 12-17 years old students for the past three years.

Our EPIC / Str8 Street Program strives to engage under-fathered / under parented boys and girls, often without the resources to succeed, working together with trained men & women from the community. Working with an ex-gangmember, we heard how his home life was not unique among young people with his background. He had an abusive drug addicted father and turned away from school and his family to join a gang. Now 30 years old, this young man worked with The Mentor Center to outline the needs of Carson City's under-fathered boys and the attraction of gang membership. EPIC/ Str8 Street is in need of funding in order to continue and to expand so it may achieve to its fullest potential.

EPIC/ STR8 Street is a home-grown project started by The BGCWN Mentor Center to address Carson City's epidemic of low-income, under-privileged and under-parented youth who turn to gangs and drug abuse and away from academic success.

In the past the community was reactive, trying to "arrest the problem away." With EPIC/Str8 Street, we want to prevent the problem by giving youth a positive outlet for their energy as well as giving them the skills, support and knowledge to become productive members of the community. Once these youth become adults they will pass on what they've learned thus changing the violence they grew up in.

EPIC/Str8 Street is designed to reach a gap we have in a large high school and two large Middle Schools in meeting the needs of those students identified as having academic and/or vocational promise but needing the support of another caring adult to get there. We are also striving to reach the youth whose lives have not prepared them for a successful crime free and drug free future.

Men understand the needs of boys growing into men and the effect on society. On the Saturdays piloted since the formation of Str8 Street the boys and men have hiked, visited the art museum, camped, set goals, learned basic auto maintenance and played sports. The boys spend time "checking in" about what is happening in their life. Future activities include community service projects, CPR training, and learning to barbeque. A long term plan has been laid out, one that will hopefully become a model program for all communities. The Carson City Sherriff, the District Attorney, the Chief Juvenile Probation Officer, businesses, community organizations, and local churches all believe in this model. E.P.I.C. (Encourage Prepare Inspire Connect) is designed to reach a gap we have in a

large high school in meeting the needs of those students identified as having academic and/or vocational promise but needing the support of another caring adult to get there. The mentors provide a role-model to the students who may otherwise not have the resources, encouragement, or know-how to attend college. The mentors and mentees commit time each week to discuss educational and career goals, college applications, financial aid, scholarships, and other topics related to college and success in life as a community member.

Students are indentified by Juvenile Probation Officers, school counselors, deans and teachers as benefiting by participation in EPIC/Str8 Street. Student referral forms and permission forms are completed by the parent/caregiver. Each student then signs a contract committing to the program.

Mentor volunteers complete a volunteer application with references, Mentor Orientation and Training, and a background check. They are asked to commit to the three and one-half years of regular weekly contact with a mentee and/or participate in the bi-weekly Saturday activities. Mentors are matched with their mentee based on interest, career and gender. Matches meet and follow prearranged meeting schedules with speakers as well as on their own.

Western Nevada College has agreed to participate with the Mentor Center in introducing the youth to the idea of higher education early in the high school career. During the Senior year, WNC operates a program called Bridge to Success which will be a strong conclusion to the students involved in EPIC.

The Mentor Center has been operating a successful mentoring program in Carson City since April 2000, begun by Leadership Alumni Carson City and administered by the Boys & Girls Clubs of Western Nevada. We have demonstrated strong ties in the community, at the college and at the High School that will support the EPIC program. We will continue to support the matches throughout the three plus years with speakers, materials and activities.

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

Over the past twelve years, the Mentor Center has matched 387 low income, school aged youth with community volunteers to act as mentors in the Carson area. Matches have lasted anywhere from the mandatory one year to a lifetime. E.P.I.C /Str8Street has effectively been serving the 12-17 year old in this community for three years. We have seen drops in repeat offenders, a drop in truancy amongst those who have participated for at least ten months, three students who graduated with diplomas and are attending WNC. The graduates are now part of the adult team which speaks to the success of what they experienced as participants.

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

The program is designed to serve low-income, under-fathered boys ages 12-17 at risk of drop out, gang involvement, substance use & other community detachment. The goal of our Mentoring Program is to enroll and match students that show promise but lack support and follow them through successful completion of high school and entrance into college and/or vocational education. The entire community benefits because as young people feel more connected and successful, they become productive, contributing citizens rather than a drain on the City. The first person to benefit will be the student. Through training that includes, but is not limited to, educational success, career search and life skills, they will be driven to high school graduation and a vision for their future. As a

professional from the community, the mentor benefits by sharing what he/she knows. Mentors often relate how their lives are changed by the relationship. The community will benefit from this project as they see more and more students graduate and continue their education or vocational training and enter the workforce. They will also benefit from the lower number of youth involved in drug and alcohol related crime.

Families of the youth involved will benefit by becoming more engaged in the life, welfare and success of their child.

All will benefit by a more engaged and involved community. We would like to see this become a model of what a small community can do to combat gangs, drugs, crime and low graduation rates.

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:

Abused Children Illiterate Persons Homeless Persons
 Battered Spouses Elderly Severely Disabled Adults
 Migrant Farm Workers Other (Please explain) Under-fathered boys
ages 12-17 at risk of drop out, gang involvement, substance use & other community
detachment

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?

The funds dedicated to this program will have a ripple effect throughout the community. Through training that includes, but is not limited to, educational success, career search and life skills, the student/mentee will be driven to high school graduation and a vision for their future. Funds will support any special projects and additional tutoring a student might require. Funds will support the youth completion acknowledgement as each individual reaches important markers towards their success. Personnel funds are necessary for one BGCWN employee to coordinate the volunteers & youth, to drive the van and open the building. All will benefit by a more engaged and involved community. We would like to see this become a model of what a small community can do to combat gangs, drugs, crime and low graduation rates.

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

We intend to keep this program going and add new students to it each year. We will always be looking for sustainability resources from a diversified field that includes individual donors and foundation grants.

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

We are requesting a bare minimum of needed funds to assist in programming. We understand how difficult the economic landscape is at this time and do appreciate any funding we may receive.

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 is no other program in Carson City with this type of skill driven mentoring focus that includes a school success emphasis. WNC has the Bridge to Success Program for seniors in high school to assist in college preparation and entrance. We are working with the college as the "on-ramp" to that piece. Our students will take part in Bridge to Success when they are in their Senior year

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

Target Area (specify geographic area) _____

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.)

N/A

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

N/A

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

N/A

4. Who currently holds title to the property involved? N/A

5. With whom will title be vested upon completion? N/A

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

_____ Yes _____ No _____x_____ N/A

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

_____ Yes _____ No _____x_____ 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.

N/A

For CDBG Housing Projects please indicate:

N/A

The number of homes to be rehabilitated: _____

The number of persons to be benefited: _____

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?

Total # of youth served for the fiscal year of 2013-2014: 75

Total # of adults involved: 50-75

Total number of people benefiting from these funds: 60,000!

OBJECTIVE 1:

Successful completion of each grade level of school thru Carson High School Graduation & successful completion of juvenile probation requirements if so deemed.

OBJECTIVE 2:

Develop values, goals and skills with support of a trained and screened mentor or group of mentors

OBJECTIVE 3:

Preparation for higher education or career training programs. Planting the seed of higher education/training early in the school career

OBJECTIVE 4:

A more than sufficient number of volunteer community mentors wishing to participate in EPIC/Str8 Street and to share what they know.

A community dedicated to excellence in education and drug free/reduced crime youth involvement.

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? (see attachment 6)

100% of the participants in EPIC/Str8Street are 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 following outcomes will tell the story of how each participant is progressing towards their goal. This will benefit the individual by helping to keep them on track or engage resources where need be, assist the administration in assessing success and adjusting as necessary, and in the long run benefit the community as more young people are seen as successful, contributing members of the community.

OUTCOME 1:

Increased awareness of graduation and career roads open to students and the role the community plays in helping students achieve these goals, evidenced by a growing number of interested mentors. Reduced number of teen arrests. Increased positive family involvement.

OUTCOME 2:

Attendance records for school and participation in EPIC/Srt8 Street; Grade reports; needed progress reports for classes at risk; JPO reports

OUTCOME 3:

Pre and post tests will show growth in knowledge and understanding in the areas of life skills & competency, safe behaviors and choices that affect educational and personal success, community involvement and career goals

OUTCOME 4:

Written evaluations following presentations offered throughout the school years; interviews with staff and college personnel as a student moves on

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

The youth application will introduce the youth, state needs, concerns and school level and give guardian permissions for staff to contact school and Juvenile officials to receive reports and share information.

Pre and Post tests will be designed to gather and access required information.

Attendance records and participation notes will be collected after every gathering as well as feedback forms from the youth and the volunteers.

Monthly contact with the guardian will be done via phone and/or email.

A file for each youth and each volunteer will be inclusive and maintained throughout the project.

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			
Salaries and Benefits	8,000.00	5,370.00 General Operating Account	13,370
Rent and Utilities			
Mortgage			
Equipment			
Equipment Maintenance & Repair			
Office Supplies			
Operating Supplies	500.00	3,130 General Operating Account	3,630
Postage and Shipping			
Printing and Publications			
Advertising and Promotion			
Subscriptions and Dues			
Liability/Other Insurance			
Professional Fees			
Other project costs: (Specify Below)			
TOTALS	8,500	8,500 General Operating Account	17,000

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:

Ruth Gordon, Mentor Center Director
775-445-3346 fax: 775-445-3160
ruthg@bgcwn.org

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

Paul Young, Project Manager
775-445-3282 fax: 775-445-3160
paul@bgcwn.org

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

Wayne Nelson, BGCWN I.S. Manager
775-882-8820 fax: 775-882-0250
Diane McCoy, Director of Operations
775 882-8820 fax: 775-882-0250

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.

Paul Young, Project Manager
775-445-3282 fax: 775-445-3160
1870 Russell Way Carson City, NV 89706
paul@bgcwn.org

VI. AGENCY INFORMATION

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

Date of incorporation	March 1991
Date of IRS certification	April 1992
Tax exempt number	88-0269139


2. DUNS Number: 797910460
 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 1/15/2013
Diane McCoy, Interim Chief Professional Officer Typed Name and Title of Authorized Official	775 882-8820 Phone Number

 Signature of President of Board of Directors	Date 1/15/2013
Scott Robinson, Chief Volunteer Officer Typed Name of President of Board of Directors	775 882-8820 Phone Number



**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 9 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:

\$6,200

1. Agency Name: Carson City Symphony Association
2. Agency Mailing Address: P.O. Box 2001, Carson City, NV 89702-2001
3. Project/Program Name: Strings in the Schools
4. Project/Program Address/location: Multiple locations (schools)
5. Agency Director: Elinor Bugli
6. Board Chairperson: Elinor Bugli
7. Contact person: Elinor Bugli
 Phone number: 775-883-4154 E-Mail: ehbugli@aol.com
 Fax: 775-883-4371 Website (if applicable): http://CCSymphony.com
8. How long has your organization been in existence? 29 years In Carson City? 29 years
9. What is the overall mission of your organization?

Our mission is to (1) enhance the quality of life in northern Nevada by providing creative, educational, and social opportunities for amateur and volunteer professional instrumentalists and vocalists of all ages; (2) educate and entertain a broad and diverse audience, including residents, visitors, and tourists; (3) enhance music education for the K-12 student population and adults; and (4) expand our reputation for adventurous programming by playing music by contemporary composers and featuring non-traditional solo instruments.

10. 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).

We are requesting support for Carson City Symphony's Youth Education programs, including:

- ***Strings in the Schools*** (After-school string education, Sept.-June) - Tuition-free beginning violin instruction for interested students in grades 2-5; intermediate and advanced string ensembles for students in grades 2 to 12. Program features weekly sessions at three schools, four or more concerts, and a workshop. (See Attachment 7, sample program.) We plan to add a beginning cello class at another elementary school.
 - ***Strings in the Summer*** (Six weeks in summer) - Tuition-free fiddle and orchestra classes for northern Nevada string students of all ages, including adults. Features weekly sessions for three experience levels and an end-of-season public concert.
 - ***Secondary School Strings*** (In-school orchestras, Sept.-June) - Program in cooperation with the Carson City School District. The school music specialists teach credited elective orchestras at Carson and Eagle Valley Middle Schools and Carson High School. We provide assistance to the instructors and instruments (violin, viola, cello, and bass) for students who cannot afford their own.
-

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)

N/A

- 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:

N/A

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).

_____ 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.

Carson City Symphony Association's services help the city reach its goals of providing a community rich in culture and the arts, and dedicated to excellence in education. The program is ongoing and growing. In the coming year, we propose to:

- enhance the quality of life in Carson City by providing creative, educational, and social opportunities for our youth, measured by numbers participating.
- continue free tuition, which encourages attendance by students and sibling groups from low/moderate income families.
- continue the Strings in the Schools partnership with Carson City Schools to assist in-school, for-credit, string orchestras at Carson and Eagle Valley Middle Schools and Carson High.
- have an experienced instructor direct the program, teach lower-level, after-school, and summer classes, and assist classroom music specialists in teaching and directing the Middle School and High School orchestras.
- increase opportunities for beginning cello instruction at the elementary-school level.
- provide four or more performance opportunities throughout the year.
- bring in guest artists and groups to lead workshops and master classes for the students.

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

Our program, now in its eighth year, draws students from the entire city, including public-, private-, and home-schooled students, grades 2-12. It makes string education available and affordable for all, and an integral component of music education in schools. To serve low/moderate income families, we keep our program tuition free and provide instruments to about 45 students who cannot afford to purchase or rent instruments. More than a third of Carson City students are eligible for free/reduced price lunch, and half our beginning violin students attend Empire Elementary School, where more than 3/4 of students qualify for free/reduced lunch. Evidence of success is that students who began the program years ago now participate in middle- and high-school orchestras, continuing to reap the academic, creative, and social benefits of music education.

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

All Carson City students who have interest, aptitude, or curiosity about string instruments will benefit—more than 150 students receive instruction each year. Benefits go beyond music education into realms of academic and social achievements. (See attachment 6 - Note from Parent.) The population that attends student concerts and recitals (about 300

per concert) will benefit directly, and the entire population of about 55,000 city residents potentially benefits from the improved artistic and cultural environment created by having a string program and youth orchestras available in the Capital City.

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:

N/A

Abused Children Illiterate Persons Homeless Persons
 Battered Spouses Elderly Severely Disabled Adults
 Migrant Farm Workers Other (Please explain)

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?

The funds will help cover fees for string-program instructors and assistants; guest musicians/workshop leaders; fees for videographers and technicians; equipment and supplies; marketing the program; and insurance; and will be leveraged as matching funds for State, corporate, and foundation grants and private donations.

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

In future years, we plan to fund the program through increased private contributions, corporate donations, and foundation and State and federal grants.

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

We are committed to continue the program with whatever funds are available. However, the program is still growing and we have a waiting list for beginning classes each year. Only the instructors and guest artists are paid - administrative staff members are volunteers. Therefore, less funding would likely result in fewer students served.

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?

No other agencies offer the same services. The Carson Valley Violin School in Douglas County has a string ensemble for its advanced private students, but no summer program, and no group lessons. The Reno Philharmonic has youth orchestras open to area students, but they are primarily for high-school students who have had extensive previous instruction, and are filled by auditions. Our Strings in the Summer program is open to any string player who would like to participate, including members of other organizations, and it offers all string students an opportunity to continue their education during the summer months.

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

- Target Area (specify geographic area) _____
OR
 Community-wide

For Public Improvement (construction) Projects only

N/A

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: _____

The number of persons to be benefited: _____

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?

Strings in the Schools (after-school program) - total 95 students served

Beginning violin	40 students, grades 2-5
Beginning cello	6 students, grade 5
String Ensemble, intermediate	25-30 students, grades 3-12
STRAZZ, advanced	25-30 students, grades 6-12

Strings in the Summer (three groups) - total 60 students served, all ages

Secondary School Strings (in-school orchestras) - total 80 students served

Carson Middle School	25 students
Eagle Valley Middle School	25 students
Carson High School	30 students

Note: Participation in the three components of our Youth education programs overlap. More than 150 unique individuals are involved.

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?

We estimate that more than half the students served are from low-to-moderate income families. All in the after-school and in-school classes are Carson City residents; 90% of the summer students are 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?)

Strings in the Schools - total 95

Beginners will learn note reading, scales, simple tunes, and the mechanics of playing their instruments. They will participate in two or more public performances.

String Ensemble students will develop proficiency in playing slurs and hooked bowings, simple double stops, 16th-note rhythms, c and f naturals, and identifying notes on the g string. They will learn classical, folk, jazz, and other music styles, and participate in two or more public performances.

STRAZZ students will master third and fifth positions and vibrato technique. They will learn alternative styles and improvisation and participate in four or more public performances.

Strings in the Summer - total 60

Participants will learn six tunes each and present one performance.

Secondary School Strings - total 80

Middle School students will meet state standards for music education and earn class credit for orchestra participation. High-school students will fulfill their humanities/occupational graduation requirement and earn class credit. All will perform in their respective school concerts. Secondary school strings students, depending on level of achievement, may also be eligible for the after-school String Ensemble or STRAZZ.

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

Strings in the Schools will track individual student and class progress, level of literature performed, enrollment and attendance, and overall quality of the educational experience. The instructor will maintain weekly progress reports for each student and group. At the end of each educational cycle, student participants, parents, and community mentors will have the opportunity to complete an evaluation form. Their responses will be considered in the planning process for the future.

Strings in the Summer is a less formal program designed to provide music experience during the school break. Number of students enrolled, attendance, and repertoire learned will be tracked as measures of group performance.

Secondary School Strings progress will be evaluated by the students' respective school music teachers/specialists on the basis of standard instrumental-music program criteria of the Carson City School District and Nevada Department of Education standards.

Documented progress is one way of determining that goals are achieved. Student satisfaction and enjoyment are equally important. The number of participants who drop out of the programs (very few), and the number of parents of preschoolers who ask about future enrollment (many), are indications that we are serving and benefiting the community.

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: Strings in the Schools	Funds Requested	Leveraged Funds*	Total Funds
Project/Program Expenses FY 2013-14			
Salaries and Benefits (Instructors)	5,000	5,000	10,000
Rent and Utilities		500	500
Mortgage		0	0
Equipment (Instruments)	500	3,100	3,600
Equipment Maintenance & Repair		200	200
Office Supplies	100	100	200
Operating Supplies		200	200
Postage and Shipping		100	100
Printing and Publications		100	100
Advertising and Promotion	200	400	600
Subscriptions and Dues		0	0
Liability/Other Insurance (prorated)	200	300	500
Professional Fees (Videographer, audio tech)	200	400	600
Other project costs: (Specify Below)			
Admin personnel - in-kind (value \$2,500)	0	0	0
Classroom mentors - in-kind (value \$6,600)	0	0	0
Graphic/web design - in-kind (value \$3,000)	0	0	0
Symphony tickets - in-kind (value \$4,000)	0	0	0
TOTALS	6,200	10,400*	16,600

***Leveraged funds** (anticipated): Private donations \$4,000; State Arts in Education grant \$3,000; Foundation support \$2,000; Corporate support \$500; Instrument maintenance fees \$500; Symphony Association reserve funds \$400.

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:

Elinor Bugli, President
775-883-4154
ehbugli@aol.com

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

Sue Jesch, Education Director/Instructor
775-450-5584
sue@tahoefiddler.com

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

Elinor Bugli, President
775-883-4154
ehbugli@aol.com

Jonathan Rabben, Treasurer
775-783-9086
jmrabben@yahoo.com

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.

Elinor Bugli, President
775-883-4154
ehbugli@aol.com

Sue Jesch, Education Director/Instructor
775-450-5584
sue@tahoefiddler.com

VI. AGENCY INFORMATION

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

Date of incorporation	Oct. 2, 1985
Date of IRS certification	May 1988
Tax exempt number	88-0229678


2. DUNS Number: 8042799
 For information on DUNS, go to: <http://www.ccr.gov/pdfs/DUNSGuideGovVendors.pdf>

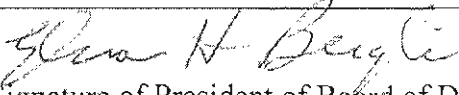
3. Attach the following to each copy of the Proposal for Funding:

- 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	January 18, 2013 Date
Elinor Bugli, President Typed Name and Title of Authorized Official	775-883-4154 Phone Number

 Signature of President of Board of Directors	January 18, 2013 Date
Elinor Bugli Typed Name of President of Board of Directors	775-883-4154 Phone Number



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 9 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:

\$5,000.00

1. Agency Name: The Children's Museum of Northern Nevada
2. Agency Mailing Address: 813 N. Carson Street, Carson City, NV 89701
3. Project/Program Name: Science Room
4. Project/Program Address/location: 813 N. Carson Street, Carson City, NV 89701
5. Agency Director: Luana Olsen
6. Board Chairperson: Jamie Castle
7. Contact person: Lu Olsen
 Phone number: 775) 884-2226 E-Mail: lu@cmnn.org
 Fax: 775) 884-2179 Website (if applicable) cmnn.org
8. How long has your organization been in existence? 19 years In Carson City? at this address
9. What is the overall mission of your organization?
The Children's Museum provides a play-based learning experience for children and adults to enjoy together.

10. 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).

We are opening a science room where children can explore and discover science, technology, engineering and math (STEM), with hands-on exhibits and a docent for tutoring if needed.

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).
- _____ 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.

This is a new project for the museum. The science demonstrations and lab workstations will tie to Nevada State Teaching Standards for K-8th grade. All three aspects of science will be included in the room as well as the use of technology, engineering problem-solving activities and math brain teasers. One of our goals is to introduce children to STEM, at an early age.

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

N/A

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

People of all ages will benefit, learn and have fun with the demonstrations, exhibits and lab experiments.

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:

Abused Children Illiterate Persons Homeless Persons
 Battered Spouses Elderly Severely Disabled Adults
 Migrant Farm Workers Other (Please explain)

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?

The funds received will be used to purchase paint, paint supplies, constructions materials, and electrical upgrades.

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

Once the room is built out, furnished and running, there should be no additional need for funding.

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

We will use whatever amount you are willing to grant.

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?

I know of no other organization offering this kind of venue in the area.

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

Target Area (specify geographic area) _____

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.)

There are four phases for the science room. I am requesting building materials for phase 1.

2. Can this project be done in different phases? Yes No

If YES, explain.

Phase one: painting, installing countertops and workstations, lighting

Phase two: supplying workstation materials, lab equipment, exhibits

Phase three: "signage" for stations, directions, instructions, donor plaques

Phase four: hiring a weekend docent

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

4. Who currently holds title to the property involved?

The City

5. With whom will title be vested upon completion?

The City

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.

N/A

For CDBG Housing Projects please indicate:

The number of homes to be rehabilitated: _____

The number of persons to be benefited: _____

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?

We generally have 30-40 students at the museum on any given weekend. We would like to see it grow.

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?

About 73% of our students are from Carson. I do not know their LMI.

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

We are hoping to inspire students to go into science and math related careers.

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

We will implement parent and child comment cards for feedback.

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			
Salaries and Benefits			
Rent and Utilities			
Mortgage			
Equipment			
Equipment Maintenance & Repair			
Office Supplies			
Operating Supplies			
Postage and Shipping			
Printing and Publications			
Advertising and Promotion			
Subscriptions and Dues			
Liability/Other Insurance			
Professional Fees			
Other project costs: (Specify Below)			
Construction materials	\$5,000.00		
TOTALS	\$5,000.00		

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:

Lu Olsen

775) 884-2226

lu@cmnn.org

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

Lu Olsen

775) 884-2226

lu@cmnn.org

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

Lu Olsen

775) 884-2226

lu@cmnn.org

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.

Lu Olsen

775) 884-2226

lu@cmnn.org

VI. AGENCY INFORMATION


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

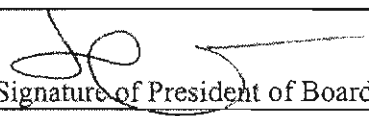
Date of incorporation	1987
Date of IRS certification	June 14, 1993
Tax exempt number	88-0236615

2. DUNS Number: N/A
 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	Jan 15, 2013 Date
Luana Olsen, Executive Director Typed Name and Title of Authorized Official	781-5290 Phone Number

 Signature of President of Board of Directors	Jan. 15, 2013 Date
Jamie Castle Typed Name of President of Board of Directors	461-3535 Phone Number

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: N/A

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).

_____ 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. **N/A**

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

Ron Wood Family Resource Center has been designated a LMI located family resource center. All 18 grants serve primarily low-moderate income individuals. Participants' self declare income and family composition for all services.

3. Describe who will benefit from the proposed project/program.
Ron Wood Family Resource Center serves the most-in-need. Many of the programs focus on the needs of youth and family. Child abuse and neglect issues, parenting and family classes, youth counseling, child car seat safety, WIC services, our Community Essential Food Bank's emergency services, foster youth services, truancy services and case management to assist children and families in realizing services toward self-sufficiency.

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:

XXX Abused Children XXX Illiterate Persons XXX Homeless Persons
XXX Battered Spouses XXX Elderly XXX Severely Disabled Adults
 Migrant Farm Workers XXX Other (Please explain) - youth specific services, families in crisis, families that are food insecure, youth experiencing truancy and requests for involvement issues, youth with substance abuse issues, foster youth programs, infant and toddler programs, child car seat safety, children with special needs.

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?
Ron Wood Family Resource Center operates under 17 grants to provide much needed services for our community. The funding needed will support partial wages for the executive director, fiscal department, office support staff, our Cooperative Parenting instructor and a portion of operating costs not supported by existing grant funding. These "indirect service-related expenses" are essential toward conducting needed services.

7. Describe how your organization plans to reduce the need for grant funding in the future:
Fund raising efforts have increased to include; Community Leader of the Year benefit, Adopt a Family for the Holidays, Food Drives and many private sector partnerships that offer promote both goods and monetary donations. Fee-for-service activities incorporating mental health services, marriage and family counseling services and other projects that address gaps in services for our community are incorporated in our long-term goals.

8. Could your organization use less than the amount of funds requested for the proposed project/program? Please explain.
Yes - Ron Wood Family Resource Center appreciates the long positive relationship with Partnership Carson City and the support we have realized over the last several years. These funds mostly address management and fiscal responsibilities necessary to offer viable services and programs to the community. We are requesting funds representing a shortfall in balancing our budget. We would be grateful for any amount granted.

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?
No - Ron Wood Family Resource Center identifies needs and continues to building programming that is not a duplication in services, meets youth and families' needs and supports our families in their quest toward becoming contributing, self-sufficient and productive citizens. Our community partners may offer some level of case management, parenting or food assistance, but our programming remains unique; emergency-only food bank, evidence-based family and parent communication classes, strength-based case management designed to allow families to set their own goals and affect their own success.

10. What is the geographic target area that will be served by this project/program?
 Target Area (specify geographic area) _____
OR
 Community-wide; Carson City incorporates 90% of our service-base.

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.) - N/A
2. Can this project be done in different phases? _____ Yes _____ No

- If YES, explain. – N/A
3. Have CDBG or CSSG funds been used for an earlier phase? _____ Yes _____ No N/A
 2. Who currently holds title to the property involved? – N/A
 5. With whom will title be vested upon completion? – N/A
 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: N/A

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: N/A

The number of homes to be rehabilitated: _____

The number of persons to be benefited: _____

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?

Outputs: 80,000+ - Fiscal Year 2013- 2014– Total center units of services
30,000+ - # Individuals Low-Moderate Income will utilize the food bank
25,000+ - # Individual referrals for services per year
3,000+ - # Ongoing Case management appointments

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?

Ron Wood Family Resource Center is located in a HUD designated LMI area of Carson City. By design, over 80% to 90% of all services provided through the center serve the very low to moderate income community. 90%+ of individuals served live in the greater Carson City community.

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

Outcomes: 80% to 90% of all individuals surveyed will indicate an above average to excellent satisfaction rating with their participation in services and programming at the Ron Wood Family Resource Center

100% of Carson City residents that complete food request forms will receive quality and nutritious emergency food assistance as supplies are available.

100% of individuals requesting services from Ron Wood Family Resource Center will receive quality services and a waiver of fees for appropriate services if needed.

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

Ron Wood Family Resource Center takes extraordinary care to collect data insuring outcomes for each grant are measured and evaluated. All RWFRC programs document activities through participant sign in sheets, customer satisfaction surveys, protective factors surveys, pre and post surveys and facilitator evaluations. Data is reported through electronic methods to the grantors and reported to the executive director on a monthly, quarterly and annual basis.

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: RWFRC 2013-14 Operational Grant	Funds Requested	• Leveraged Funds	Total Funds
Project/Program Expenses FY 2013-14			
Salaries and Benefits	24,400.00	699176.00	723576.00
Rent and Utilities		41057.00	41057.00
Mortgage/Lease		1.00	1.00
Equipment		Included	---
Equipment Maintenance & Repair		Included	---
Office Supplies		22500.00	22500.00
Operating Supplies	600.00	17149.00	17749.00
Postage and Shipping		Included	---
Printing and Publications		Included	---
Advertising and Promotion		Included	---
Subscriptions and Dues		Included	---
Liability/Other Insurance		Included	---
Professional Fees		---	---
Other project costs: (Specify Below)			
Program Direct Services/Supplies Foster Youth Services		99162.00	99162.00
Mileage		12500.00	12500.00
TOTALS	25,000.00	891545.00	916545.00

* **Leveraged Funding is based on secured and pending grants (Attachment 6)**

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:

Joyce Buckingham – Executive Director
(775) 884-2269
Executive_director@carson-family.org

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

Joyce Buckingham – Executive Director
(775) 884-2269
Executive_director@carson-family.org

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

Betty Weiser – Fiscal Manager
(775) 884-2269
betty@carson-family.org

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.

Betty Weiser – Fiscal Manager
(775) 884-2269
betty@carson-family.org

VI. AGENCY INFORMATION

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

Date of incorporation	4-9-97
Date of IRS certification	5-23-97
Tax exempt number	IRS – 86-0865470 NV – RCE-012-907

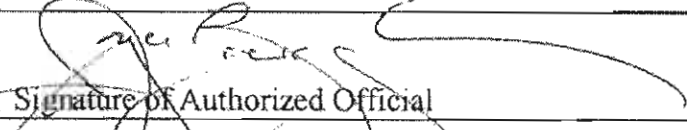
2. DUNS Number: 867923401
For information on DUNS, go to: <http://www.ccr.gov/pdfs/DUNSGuideGovVendors.pdf>


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	
Joyce Buckingham	(775) 884-2269
Typed Name and Title of Authorized Official	Phone Number

 Signature of President of Board of Directors	
Fred Redican	(775) 884-2269
Typed Name of President of Board of Directors	Phone Number

**Annual Report
For Community Support Services Funding
Fiscal Year 2012-2013**

Name of Organization: Ron Wood Family Resource Center

Program/Project: Ron Wood Family Resource Center Operational Grant

Amount of Funds Received \$ 25,000.00

Contact Person: Joyce Buckingham

Mailing Address: 2621 Northgate Lane #62

City: Carson City State: Nevada Zip Code: 89706

Phone Number: (775) 884-2269 E-mail: executive_director@carson-fmaily.org

Date Submitted: 1-18-13

1. Please attach a final financial income and expense statement that specifically explains how grant funds were used, including a comparison between your budgeted and your actual incomes and expenses. See Attached
2. Evaluate your achievement of the measurable outcomes listed in your application:

MEASUREABLE OBJECTIVES FOR OUTCOME/OUTPUT #1

73,000+ individual units of service. Monthly reports and data collection from each member of the staff will support the number of individuals served in each program. 80+% of individuals that attend programs and services will complete evaluations and will indicate a favorable/above average indication that services were beneficial and the center services were delivered with respect and professionalism.

OUTCOME/OUTPUT #1

49,047 individual units of service have been executed for the first 6 months of this fiscal year. This is a 19.7% increase over last year and 34.4% increase over the YTD goal for 2012-13.

Program client satisfaction surveys show a median approval/satisfaction rating of 92% of all clients completing surveys and evaluations.

MEASUREABLE OBJECTIVES FOR OUTCOME/OUTPUT #2

28,350+ residents will complete food request forms and receive quality and nutritious foods on an emergency basis. 50+% will be youth from 0 to 18 years of age.

OUTCOME/OUTPUT #2

18,073 residents have completed food request forms and received quality and nutritious emergency foods. This is a 14.8% increase over last year and 27.5% increase over the YTD goal for 2012-13.

52% of this total was youth between 0 – 18 years of age.

Needs assessments are printed on the back of the food requests forms to determine additional needs for each client. (English and Spanish)

Home delivery is available for homebound individuals.

MEASUREABLE OBJECTIVES FOR OUTCOME/OUTPUT #3

15,000+ individual referrals for services per year. 2,500+ case management appointments for individuals most in-need. 80% of individuals surveyed will specify that the center has provided above average to excellent services.

OUTCOME/OUTPUT #3

18,640 individual referrals for services were initiated in the first 6 months. This is a 49.6% increase over last year and 149% increase over the YTD goal for 2012-13.

1564 ongoing case management appointments were conducted with individuals most in-need. This is an 18.7% increase over last year and 25% increase over the YTD goal for 2012-13.

Program client satisfaction surveys show a median approval/satisfaction rating of 92% of all clients completing surveys and evaluations.

3. Approximately how many people benefitted from your project? How many of those people were Carson City residents? What were some of the individual benefits?

49,047 individual units of service (duplicated clients) have been delivered through the center. 90+% of people served were Carson City residents. Individual benefits included increased information and referrals, ongoing case management for the most in-need, reduction of food insecurity for people requiring emergency food assistance and a 92% satisfaction rating for services provided.

4. What specific community benefit did your project provide Carson City?

Free services to individuals in-need; disabled, seniors, youth, families, unemployed, underemployed, victims of child abuse and neglect, victims of crime, victims of domestic violence, transient populations.

Community resource providing agency requested services; courts, school district, juvenile services, child protective services, welfare, private and public sector partners.

5. Will this program/project be reoccurring? How do you anticipate funding the project in the future?

Ron Wood Family Resource Center has operated for 18 years. The need for services and programs are increasing as demand escalates coinciding with high unemployment, high food insecurity, housing foreclosures and troubling youth and family financial, physical/mental health issues.

Funding is always a concern as federal, state and local governmental funding falls short and budget deficits are problematic. Sound sustainability is always our focus and creating additional funding sources are constantly being developed.

6. Describe any challenges that impacted your program.

Funding is always a challenge.

Obtaining enough food for the food bank to operate. Frequent outages are a challenge when trying to assist our community with emergency food.

Ron Wood Family Resource Center
 CCCSS City Grant Financial Report
 7/1/12 - 12/31/12

			Income	% expended
Grant funding	\$	25,000.00	\$ 25,000.00	
donations				
total Income	\$	25,000.00	\$ 25,000.00	
			expenditures	
			7/1/12 -	
			12/31/12	
Personnel	Budget	\$ 24,400	\$ 10,991.4	45%
operating	\$	600	\$ 600.0	100%
total	\$	25,000	\$ 11,591.4	46%
Balance remaining			\$ 13,408.65	54%

Ron Wood Family Resource Center
Transaction Detail By Account

July through December 2012

Date	Num	Name	Class	Amount
6560 · Payroll Expenses				
07/20/2012	13637	Buckley, Wendy	PCC City Grant	23.10
07/20/2012	13641	Maier, Jo A	PCC City Grant	31.50
11/09/2012	14049	Buckingham, Joyce	PCC City Grant	118.88
11/09/2012	14050	Buckley, Wendy	PCC City Grant	11.55
11/21/2012	14100	Buckley, Wendy	PCC City Grant	11.55
12/07/2012	14139	Buckingham, Joyce	PCC City Grant	59.44
12/07/2012	14139	Buckingham, Joyce	PCC City Grant	0.00
12/07/2012	14139	Buckingham, Joyce	PCC City Grant	0.00
12/07/2012	14140	Buckley, Wendy	PCC City Grant	23.10
Total 6560 · Payroll Expenses				279.12
7200 · Salaries & related expenses				
07/06/2012	13606	Buckley, Wendy	PCC City Grant	88.00
07/06/2012	13609	Maier, Jo A	PCC City Grant	240.00
07/20/2012	13637	Buckley, Wendy	PCC City Grant	92.40
07/20/2012	13637	Buckley, Wendy	PCC City Grant	23.10
08/03/2012	13723	Buckley, Wendy	PCC City Grant	115.50
08/03/2012	13727	Maier, Jo A	PCC City Grant	504.00
08/03/2012	13722	Buckingham, Joyce	PCC City Grant	178.32
08/03/2012	13722	Buckingham, Joyce	PCC City Grant	8.52
08/17/2012	13764	Buckley, Wendy	PCC City Grant	92.40
08/17/2012	13764	Buckley, Wendy	PCC City Grant	17.33
08/17/2012	13768	Maier, Jo A	PCC City Grant	252.00
08/17/2012	13768	Maier, Jo A	PCC City Grant	63.00
08/17/2012	13763	Buckingham, Joyce	PCC City Grant	59.44
08/17/2012	13763	Buckingham, Joyce	PCC City Grant	118.88
08/17/2012	13772	Rodgers-McIntyre, Amanda J	PCC City Grant	15.00
08/31/2012	13824	Buckley, Wendy	PCC City Grant	103.95
08/31/2012	13833	Maier, Jo A	PCC City Grant	126.00
08/31/2012	13833	Maier, Jo A	PCC City Grant	149.94
08/31/2012	13841	Yesitis, Lisa A	PCC City Grant	210.00
08/31/2012	13837	Rodgers-McIntyre, Amanda J	PCC City Grant	15.00
08/31/2012	13825	Buckingham, Joyce	PCC City Grant	59.44
08/31/2012	13825	Buckingham, Joyce	PCC City Grant	118.88
08/31/2012	13842	Weiser, Betty .	PCC City Grant	35.00
09/14/2012	13870	Buckley, Wendy	PCC City Grant	92.40
09/14/2012	13884	Yesitis, Lisa A	PCC City Grant	42.00
09/14/2012	13869	Buckingham, Joyce	PCC City Grant	267.48
09/14/2012	13877	Rodgers-McIntyre, Amanda J	PCC City Grant	15.00
09/28/2012	13914	Buckley, Wendy	PCC City Grant	115.50
09/28/2012	13918	Maier, Jo A	PCC City Grant	315.00
09/28/2012	13913	Buckingham, Joyce	PCC City Grant	297.20
09/28/2012	13921	Rodgers-McIntyre, Amanda J	PCC City Grant	15.00
10/12/2012	13969	Buckingham, Joyce	PCC City Grant	297.20

Ron Wood Family Resource Center Transaction Detail By Account

		July through December 2012				
Date	Num	Name	Memo	Class	Amount	
10/12/2012	13968	Buckley, Wendy		PCC City Grant	46.20	
10/12/2012	13964	Maier, Jo A		PCC City Grant	220.50	
10/12/2012	13964	Maier, Jo A		PCC City Grant	31.50	
10/12/2012	13970	Yesitis, Lisa A	VOID:	PCC City Grant	0.00	
10/12/2012	13973	Yesitis, Lisa A		PCC City Grant	42.00	
10/12/2012	13961	Rodgers-McIntyre, Amanda J		PCC City Grant	15.00	
10/26/2012	14031	Buckley, Wendy		PCC City Grant	115.50	
10/26/2012	14027	Maier, Jo A		PCC City Grant	252.00	
10/26/2012	14027	Maier, Jo A		PCC City Grant	34.02	
10/26/2012	14016	Yesitis, Lisa A		PCC City Grant	42.00	
10/26/2012	14032	Buckingham, Joyce		PCC City Grant	297.20	
10/26/2012	14024	Rodgers-McIntyre, Amanda J		PCC City Grant	15.00	
11/09/2012	14049	Buckingham, Joyce		PCC City Grant	178.32	
11/09/2012	14050	Buckley, Wendy		PCC City Grant	103.95	
11/09/2012	14054	Maier, Jo A		PCC City Grant	252.00	
11/09/2012	14057	Rodgers-McIntyre, Amanda J		PCC City Grant	15.00	
11/09/2012	14065	Yesitis, Lisa A		PCC City Grant	42.00	
11/21/2012	14099	Buckingham, Joyce		PCC City Grant	297.20	
11/21/2012	14100	Buckley, Wendy		PCC City Grant	103.95	
11/21/2012	14104	Maier, Jo A		PCC City Grant	252.00	
11/21/2012	14106	Rodgers-McIntyre, Amanda J		PCC City Grant	15.00	
12/07/2012	14139	Buckingham, Joyce		PCC City Grant	148.60	
12/07/2012	14140	Buckley, Wendy		PCC City Grant	92.40	
12/07/2012	14144	Maier, Jo A		PCC City Grant	252.00	
12/07/2012	14146	Rodgers-McIntyre, Amanda J		PCC City Grant	15.00	
12/07/2012	14153	Yesitis, Lisa A		PCC City Grant	42.00	
12/18/2012	14204	Yesitis, Lisa A	VOID:	PCC City Grant	0.00	
12/21/2012	14208	Buckingham, Joyce		PCC City Grant	297.20	
12/21/2012	14209	Buckley, Wendy		PCC City Grant	46.20	
12/21/2012	14212	Maier, Jo A		PCC City Grant	252.00	
12/21/2012	14214	Rodgers-McIntyre, Amanda J		PCC City Grant	15.00	
12/21/2012	14239	Yesitis, Lisa A		PCC City Grant	273.00	
					7,946.62	
07/06/2012	13606	Buckley, Wendy		PCC City Grant	5.46	
07/06/2012	13609	Maier, Jo A		PCC City Grant	14.88	
07/20/2012	13637	Buckley, Wendy		PCC City Grant	8.59	
07/20/2012	13641	Maier, Jo A		PCC City Grant	17.58	
08/03/2012	13723	Buckley, Wendy		PCC City Grant	9.02	
08/03/2012	13727	Maier, Jo A		PCC City Grant	35.59	
08/03/2012	13722	Buckingham, Joyce		PCC City Grant	12.82	
08/03/2012	13722	Buckingham, Joyce		PCC City Grant	12.82	
08/17/2012	13764	Buckley, Wendy		PCC City Grant	6.80	
08/17/2012	13768	Maier, Jo A		PCC City Grant	19.53	
08/17/2012	13763	Buckingham, Joyce		PCC City Grant	11.06	

Ron Wood Family Resource Center Transaction Detail By Account

July through December 2012

Date	Num	Name	Memo	Class	Amount
08/17/2012	13772	Rodgers-McIntyre, Amanda J		PCC City Grant	0.93
08/31/2012	13824	Buckley, Wendy		PCC City Grant	9.23
08/31/2012	13833	Maier, Jo A		PCC City Grant	19.79
08/31/2012	13841	Yesitis, Lisa A		PCC City Grant	15.91
08/31/2012	13837	Rodgers-McIntyre, Amanda J		PCC City Grant	0.93
08/31/2012	13837	Rodgers-McIntyre, Amanda J		PCC City Grant	1.86
08/31/2012	13825	Buckingham, Joyce		PCC City Grant	4.31
08/31/2012	13825	Buckingham, Joyce		PCC City Grant	12.92
08/31/2012	13842	Weiser, Betty .		PCC City Grant	2.17
09/14/2012	13870	Buckley, Wendy		PCC City Grant	5.73
09/14/2012	13884	Yesitis, Lisa A		PCC City Grant	2.60
09/14/2012	13869	Buckingham, Joyce		PCC City Grant	16.58
09/14/2012	13877	Rodgers-McIntyre, Amanda J		PCC City Grant	1.86
09/14/2012	13877	Rodgers-McIntyre, Amanda J		PCC City Grant	0.93
09/28/2012	13914	Buckley, Wendy		PCC City Grant	10.26
09/28/2012	13918	Maier, Jo A		PCC City Grant	22.71
09/28/2012	13928	Yesitis, Lisa A		PCC City Grant	2.76
09/28/2012	13913	Buckingham, Joyce		PCC City Grant	22.77
09/28/2012	13921	Rodgers-McIntyre, Amanda J		PCC City Grant	1.86
09/28/2012	13921	Rodgers-McIntyre, Amanda J		PCC City Grant	0.93
10/12/2012	13969	Buckingham, Joyce		PCC City Grant	7.37
10/12/2012	13969	Buckingham, Joyce		PCC City Grant	18.43
10/12/2012	13968	Buckley, Wendy		PCC City Grant	2.86
10/12/2012	13964	Maier, Jo A		PCC City Grant	15.62
10/12/2012	13970	Yesitis, Lisa A	VOID:	PCC City Grant	0.00
10/12/2012	13973	Yesitis, Lisa A		PCC City Grant	2.60
10/12/2012	13961	Rodgers-McIntyre, Amanda J		PCC City Grant	1.86
10/12/2012	13961	Rodgers-McIntyre, Amanda J		PCC City Grant	0.93
10/26/2012	14031	Buckley, Wendy		PCC City Grant	10.26
10/26/2012	14027	Maier, Jo A		PCC City Grant	20.55
10/26/2012	14016	Yesitis, Lisa A		PCC City Grant	16.12
10/26/2012	14016	Yesitis, Lisa A		PCC City Grant	3.22
10/26/2012	14032	Buckingham, Joyce		PCC City Grant	8.61
10/26/2012	14032	Buckingham, Joyce		PCC City Grant	21.53
10/26/2012	14024	Rodgers-McIntyre, Amanda J		PCC City Grant	2.79
10/26/2012	14024	Rodgers-McIntyre, Amanda J		PCC City Grant	0.93
11/09/2012	14049	Buckingham, Joyce		PCC City Grant	7.37
11/09/2012	14049	Buckingham, Joyce		PCC City Grant	18.43
11/09/2012	14050	Buckley, Wendy		PCC City Grant	7.16
11/09/2012	14054	Maier, Jo A		PCC City Grant	15.62
11/09/2012	14057	Rodgers-McIntyre, Amanda J		PCC City Grant	2.79
11/09/2012	14057	Rodgers-McIntyre, Amanda J		PCC City Grant	0.93
11/09/2012	14065	Yesitis, Lisa A		PCC City Grant	13.02
11/09/2012	14065	Yesitis, Lisa A		PCC City Grant	2.60
11/21/2012	14099	Buckingham, Joyce		PCC City Grant	8.61
11/21/2012	14099	Buckingham, Joyce		PCC City Grant	21.53

Ron Wood Family Resource Center Transaction Detail By Account

Date	Num	Name	Memo	Class	Amount
11/21/2012	14100	Buckley, Wendy		PCC City Grant	10.26
11/21/2012	14104	Maier, Jo A		PCC City Grant	18.44
11/21/2012	14106	Rodgers-McIntyre, Amanda J		PCC City Grant	2.79
11/21/2012	14106	Rodgers-McIntyre, Amanda J		PCC City Grant	0.93
11/21/2012	14114	Yesitis, Lisa A		PCC City Grant	18.28
12/07/2012	14139	Buckingham, Joyce		PCC City Grant	12.90
12/07/2012	14139	Buckingham, Joyce		PCC City Grant	12.90
12/07/2012	14140	Buckley, Wendy		PCC City Grant	7.16
12/07/2012	14144	Maier, Jo A		PCC City Grant	15.62
12/07/2012	14146	Rodgers-McIntyre, Amanda J		PCC City Grant	2.79
12/07/2012	14146	Rodgers-McIntyre, Amanda J		PCC City Grant	0.93
12/07/2012	14153	Yesitis, Lisa A		PCC City Grant	18.23
12/07/2012	14153	Yesitis, Lisa A		PCC City Grant	2.60
12/07/2012	14150	Weiser, Betty .		PCC City Grant	2.17
12/18/2012	14202	White, Tracy A	VOID:	PCC City Grant	0.00
12/18/2012	14204	Yesitis, Lisa A	VOID:	PCC City Grant	0.00
12/18/2012	14204	Yesitis, Lisa A	VOID:	PCC City Grant	0.00
12/18/2012	14201	Weiser, Betty .		PCC City Grant	4.34
12/21/2012	14208	Buckingham, Joyce		PCC City Grant	7.37
12/21/2012	14208	Buckingham, Joyce		PCC City Grant	18.43
12/21/2012	14209	Buckley, Wendy		PCC City Grant	2.86
12/21/2012	14212	Maier, Jo A		PCC City Grant	15.62
12/21/2012	14214	Rodgers-McIntyre, Amanda J		PCC City Grant	2.79
12/21/2012	14214	Rodgers-McIntyre, Amanda J		PCC City Grant	0.93
12/21/2012	14227	Buckingham, Joyce		PCC City Grant	1.24
12/21/2012	14227	Buckingham, Joyce		PCC City Grant	3.10
12/21/2012	14228	Buckley, Wendy		PCC City Grant	1.24
12/21/2012	14231	Maier, Jo A		PCC City Grant	2.48
12/21/2012	14235	White, Tracy A		PCC City Grant	13.64
12/21/2012	14237	Yesitis, Lisa A		PCC City Grant	4.96
12/21/2012	14237	Yesitis, Lisa A		PCC City Grant	4.96
12/21/2012	14239	Yesitis, Lisa A		PCC City Grant	16.93
12/21/2012	14239	Yesitis, Lisa A		PCC City Grant	16.93
12/21/2012	14181	Weiser, Betty .		PCC City Grant	4.34
					791.09
07/06/2012	13606	Buckley, Wendy		PCC City Grant	1.28
07/06/2012	13609	Maier, Jo A		PCC City Grant	3.48
07/20/2012	13637	Buckley, Wendy		PCC City Grant	2.01
07/20/2012	13641	Maier, Jo A		PCC City Grant	4.11
08/03/2012	13723	Buckley, Wendy		PCC City Grant	2.11
08/03/2012	13727	Maier, Jo A		PCC City Grant	8.32
08/03/2012	13722	Buckingham, Joyce		PCC City Grant	3.00
08/03/2012	13722	Buckingham, Joyce		PCC City Grant	3.00
08/17/2012	13764	Buckley, Wendy		PCC City Grant	1.59

Ron Wood Family Resource Center

Transaction Detail By Account

July through December 2012

Date	Num	Name	Memo	Class	Amount
08/17/2012	13768	Maier, Jo A		PCC City Grant	4.57
08/17/2012	13763	Buckingham, Joyce		PCC City Grant	0.86
08/17/2012	13763	Buckingham, Joyce		PCC City Grant	2.59
08/17/2012	13772	Rodgers-McIntyre, Amanda J		PCC City Grant	0.22
08/17/2012	13772	Rodgers-McIntyre, Amanda J		PCC City Grant	0.44
08/31/2012	13824	Buckley, Wendy		PCC City Grant	2.16
08/31/2012	13839	White, Tracy A		PCC City Grant	13.25
08/31/2012	13833	Maier, Jo A		PCC City Grant	4.63
08/31/2012	13841	Yesitis, Lisa A		PCC City Grant	3.72
08/31/2012	13837	Rodgers-McIntyre, Amanda J		PCC City Grant	0.22
08/31/2012	13837	Rodgers-McIntyre, Amanda J		PCC City Grant	0.43
08/31/2012	13825	Buckingham, Joyce		PCC City Grant	1.01
08/31/2012	13825	Buckingham, Joyce		PCC City Grant	3.02
08/31/2012	13842	Weiser, Betty .		PCC City Grant	0.51
09/14/2012	13870	Buckley, Wendy		PCC City Grant	1.34
09/14/2012	13884	Yesitis, Lisa A		PCC City Grant	0.61
09/14/2012	13869	Buckingham, Joyce		PCC City Grant	3.88
09/14/2012	13877	Rodgers-McIntyre, Amanda J		PCC City Grant	0.43
09/14/2012	13877	Rodgers-McIntyre, Amanda J		PCC City Grant	0.22
09/28/2012	13914	Buckley, Wendy		PCC City Grant	2.40
09/28/2012	13918	Maier, Jo A		PCC City Grant	5.31
09/28/2012	13926	White, Tracy A		PCC City Grant	10.67
09/28/2012	13928	Yesitis, Lisa A		PCC City Grant	0.64
09/28/2012	13913	Buckingham, Joyce		PCC City Grant	5.32
09/28/2012	13921	Rodgers-McIntyre, Amanda J		PCC City Grant	0.44
09/28/2012	13921	Rodgers-McIntyre, Amanda J		PCC City Grant	0.22
10/12/2012	13969	Buckingham, Joyce		PCC City Grant	1.72
10/12/2012	13969	Buckingham, Joyce		PCC City Grant	4.31
10/12/2012	13968	Buckley, Wendy		PCC City Grant	0.67
10/12/2012	13964	Maier, Jo A		PCC City Grant	3.65
10/12/2012	13970	Yesitis, Lisa A	VOID:	PCC City Grant	0.00
10/12/2012	13973	Yesitis, Lisa A		PCC City Grant	0.61
10/12/2012	13961	Rodgers-McIntyre, Amanda J		PCC City Grant	0.43
10/12/2012	13961	Rodgers-McIntyre, Amanda J		PCC City Grant	0.22
10/26/2012	14031	Buckley, Wendy		PCC City Grant	2.40
10/26/2012	14027	Maier, Jo A		PCC City Grant	4.81
10/26/2012	14018	White, Tracy A		PCC City Grant	14.58
10/26/2012	14016	Yesitis, Lisa A		PCC City Grant	3.77
10/26/2012	14016	Yesitis, Lisa A		PCC City Grant	0.75
10/26/2012	14032	Buckingham, Joyce		PCC City Grant	2.01
10/26/2012	14032	Buckingham, Joyce		PCC City Grant	5.03
10/26/2012	14024	Rodgers-McIntyre, Amanda J		PCC City Grant	0.65
10/26/2012	14024	Rodgers-McIntyre, Amanda J		PCC City Grant	0.22
11/09/2012	14049	Buckingham, Joyce		PCC City Grant	1.72
11/09/2012	14049	Buckingham, Joyce		PCC City Grant	4.31
11/09/2012	14050	Buckley, Wendy		PCC City Grant	1.68

Ron Wood Family Resource Center Transaction Detail By Account

		July through December 2012				
Date	Num	Name	Memo	Class	Amount	
11/09/2012	14054	Maier, Jo A		PCC City Grant	3.65	
11/09/2012	14057	Rodgers-McIntyre, Amanda J		PCC City Grant	0.65	
11/09/2012	14057	Rodgers-McIntyre, Amanda J		PCC City Grant	0.22	
11/09/2012	14065	Yesitis, Lisa A		PCC City Grant	3.05	
11/09/2012	14065	Yesitis, Lisa A		PCC City Grant	0.61	
11/21/2012	14099	Buckingham, Joyce		PCC City Grant	2.01	
11/21/2012	14099	Buckingham, Joyce		PCC City Grant	5.03	
11/21/2012	14100	Buckley, Wendy		PCC City Grant	2.40	
11/21/2012	14104	Maier, Jo A		PCC City Grant	4.31	
11/21/2012	14106	Rodgers-McIntyre, Amanda J		PCC City Grant	0.65	
11/21/2012	14106	Rodgers-McIntyre, Amanda J		PCC City Grant	0.22	
11/21/2012	14112	White, Tracy A		PCC City Grant	14.58	
11/21/2012	14114	Yesitis, Lisa A		PCC City Grant	4.28	
12/07/2012	14139	Buckingham, Joyce		PCC City Grant	3.02	
12/07/2012	14139	Buckingham, Joyce		PCC City Grant	3.02	
12/07/2012	14140	Buckley, Wendy		PCC City Grant	1.68	
12/07/2012	14144	Maier, Jo A		PCC City Grant	3.65	
12/07/2012	14146	Rodgers-McIntyre, Amanda J		PCC City Grant	0.65	
12/07/2012	14146	Rodgers-McIntyre, Amanda J		PCC City Grant	0.22	
12/07/2012	14151	White, Tracy A		PCC City Grant	10.87	
12/07/2012	14153	Yesitis, Lisa A		PCC City Grant	4.26	
12/07/2012	14153	Yesitis, Lisa A		PCC City Grant	0.61	
12/07/2012	14150	Weiser, Betty .		PCC City Grant	0.51	
12/18/2012	14202	White, Tracy A	VOID:	PCC City Grant	0.00	
12/18/2012	14204	Yesitis, Lisa A	VOID:	PCC City Grant	0.00	
12/18/2012	14204	Yesitis, Lisa A	VOID:	PCC City Grant	0.00	
12/18/2012	14201	Weiser, Betty .		PCC City Grant	1.01	
12/21/2012	14208	Buckingham, Joyce		PCC City Grant	1.72	
12/21/2012	14208	Buckingham, Joyce		PCC City Grant	4.31	
12/21/2012	14209	Buckley, Wendy		PCC City Grant	0.67	
12/21/2012	14212	Maier, Jo A		PCC City Grant	3.65	
12/21/2012	14214	Rodgers-McIntyre, Amanda J		PCC City Grant	0.65	
12/21/2012	14214	Rodgers-McIntyre, Amanda J		PCC City Grant	0.22	
12/21/2012	14227	Buckingham, Joyce		PCC City Grant	0.29	
12/21/2012	14227	Buckingham, Joyce		PCC City Grant	0.73	
12/21/2012	14228	Buckley, Wendy		PCC City Grant	0.29	
12/21/2012	14231	Maier, Jo A		PCC City Grant	0.58	
12/21/2012	14237	Yesitis, Lisa A		PCC City Grant	1.16	
12/21/2012	14237	Yesitis, Lisa A		PCC City Grant	1.16	
12/21/2012	14239	Yesitis, Lisa A		PCC City Grant	3.96	
12/21/2012	14239	Yesitis, Lisa A		PCC City Grant	3.96	
12/21/2012	14181	Weiser, Betty .		PCC City Grant	1.01	
				PCC City Grant	<u>247.27</u>	
				PCC City Grant		
08/03/2012	13723	Buckley, Wendy		PCC City Grant	30.00	

Ron Wood Family Resource Center
Transaction Detail By Account

July through December 2012

Date	Num	Name	Memo	Class	Amount
08/03/2012	13727	Maier, Jo A		PCC City Grant	70.00
08/03/2012	13722	Buckingham, Joyce		PCC City Grant	20.00
08/31/2012	13824	Buckley, Wendy		PCC City Grant	45.00
08/31/2012	13833	Maier, Jo A		PCC City Grant	43.24
08/31/2012	13841	Yesitis, Lisa A		PCC City Grant	46.67
08/31/2012	13825	Buckingham, Joyce		PCC City Grant	10.00
08/31/2012	13825	Buckingham, Joyce		PCC City Grant	10.00
08/31/2012	13825	Buckingham, Joyce		PCC City Grant	20.00
09/28/2012	13914	Buckley, Wendy		PCC City Grant	50.00
09/28/2012	13918	Maier, Jo A		PCC City Grant	51.28
09/28/2012	13928	Yesitis, Lisa A		PCC City Grant	44.44
09/28/2012	13913	Buckingham, Joyce		PCC City Grant	20.00
09/28/2012	13913	Buckingham, Joyce		PCC City Grant	50.00
10/26/2012	14031	Buckley, Wendy		PCC City Grant	50.00
10/26/2012	14027	Maier, Jo A		PCC City Grant	45.39
10/26/2012	14016	Yesitis, Lisa A		PCC City Grant	50.00
10/26/2012	14016	Yesitis, Lisa A		PCC City Grant	10.00
10/26/2012	14032	Buckingham, Joyce		PCC City Grant	20.00
10/28/2012	14032	Buckingham, Joyce		PCC City Grant	50.00
11/21/2012	14099	Buckingham, Joyce		PCC City Grant	20.00
11/21/2012	14099	Buckingham, Joyce		PCC City Grant	50.00
11/21/2012	14100	Buckley, Wendy		PCC City Grant	50.00
11/21/2012	14104	Maier, Jo A		PCC City Grant	45.39
11/21/2012	14114	Yesitis, Lisa A		PCC City Grant	56.69
12/21/2012	14227	Buckingham, Joyce		PCC City Grant	20.00
12/21/2012	14227	Buckingham, Joyce		PCC City Grant	50.00
12/21/2012	14228	Buckley, Wendy		PCC City Grant	20.00
12/21/2012	14231	Maier, Jo A		PCC City Grant	40.00
12/21/2012	14237	Yesitis, Lisa A		PCC City Grant	80.00
12/21/2012	14237	Yesitis, Lisa A		PCC City Grant	80.00
					<u>1,248.10</u>
11/01/2012	14043	employers Preferred Ins Co		PCC City Grant	51.73
12/06/2012	14158	Employers Insurance Group of Nevada		PCC City Grant	90.64
					<u>142.37</u>
Total 7200 · Salaries & related expenses					10,654.57
7500 · Other personnel expenses					
08/13/2012	13753	Sheila Swartz	PCC City Grant	PCC City Grant	0.00
08/13/2012	13754	Sheila Swartz	PCC City Grant	PCC City Grant	57.66
					<u>57.66</u>
Total 7500 · Other personnel expenses					57.66

Ron Wood Family Resource Center Transaction Detail By Account

July through December 2012

Date	Num	Name	Memo	Class	Amount
8200 - Occupancy expenses					
08/17/2012	13785	Carson City	PCC City Grant	PCC City Grant	132.11
11/09/2012	14074	Carson City	PCC Positive Action	PCC City Grant:Positive Action	467.89
					<u>600.00</u>
Total 8200 - Occupancy expenses					<u>600.00</u>
					<u>11,591.35</u>