



**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:

\$10,000

1. Agency Name: Capital City Circles Initiative
2. Agency Mailing Address: 2621 Northgate Lane, Suite 10 Carson City, NV 89706
3. Project/Program Name: Capital City Circles Initiative
4. Project/Program Address/location: 2621 Northgate Lane, Suite 10 Carson City, NV 89706
5. Agency Director: Brenda Silis, Circles Coordinator
6. Board Chairperson: Shelly Aldean
7. Contact person: Brenda Silis, Circles Coordinator
 Phone number: (775) 883-6506 E-Mail: capitalcitycircles@gmail.com
 Fax: (775) 883-6506 Website (if applicable) capitalcitycircles.org
8. How long has your organization been in existence? 6yrs. 6mos. In Carson City? 6yrs. 6mos.
9. What is the overall mission of your organization?
 The Capital City Circles Initiative is a cooperative community effort to elevate people out of poverty by intentionally creating relationships across class lines, and empowering people in poverty to chart their own course toward self-sufficiency.
10. Type of funding requested (CDBG ONLY) (Check One):
 N/A Public Service N/A Public Facility/Improvement
 N/A Economic Development N/A Housing

BRIEF PROJECT DESCRIPTION:

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

Circles recruits motivated families from the Carson City community who desire to escape from poverty. Participants, recruited by recommendation of Carson City's Health and Human Services Department and other social services agencies, attend an intensive, 20-week "Getting Ahead"

workshop in which they investigate behaviors preventing them from leading a financially secure life, in a highly participatory curriculum that includes family finance, effective discipline, workplace behavior, and goal setting. On completing the workshop, participants – now called “Circle Leaders” -- are matched with community volunteers - "Allies" – and together become a “Circle of Support.” Within each Circle, the Circle Leaders assume the leadership and decision making role, while Allies model effective behaviors, act as sounding boards, contribute expertise, and stay by the side of the Circle Leaders in their journey out of poverty.

The deliberate friendships that Circles fosters between Circle Leaders and Allies is a key component of the program. These friendships cross socioeconomic lines and provide participants with invaluable support and encouragement as they meet their goals. Circle Leaders and Allies build and maintain these relationships for as long as needed.

After the “Getting Ahead” workshop is completed and Circles Leaders are matched with Allies, the next step is continued participation by Circle Leaders and Allies in weekly meetings which provide guest speakers, opportunities for community service, communication and leadership with the goal of supporting Circle Leaders as they develop the skills they need to emerge from poverty. In the three and a half years of weekly meetings since the first Getting Ahead class commenced, Circle Leaders have been offered a wide range of presentations on topics that will help them to successfully escape a life of poverty. These have included a four-part class on effective parenting; a discussion with local bankers on opening a first checking account; a presentation on educational opportunities; a discussion with local dentists on dental hygiene and options for low-cost dental care; a question and answer session with a Marriage and Family Therapist; a presentation by JOIN (Job Opportunities in Nevada) on job search and workplace etiquette; a smoking cessation presentation; and a presentation on how to shop for and prepare nutritious meals on a budget.

In related activities, Circles has offered four “Poverty Simulations” to the Carson City community. In these role-playing events, community members get an opportunity to experience a day in the life of a family living in poverty, playing the roles of various family members, while Circle Leaders and Allies play the roles of policemen, social workers, probation officers, and others who interact with those living in poverty. Circles staff, Circle Leaders, Allies, and other volunteers also present frequently to service clubs, churches and other groups on what Circles does and the value of the program to the community.

Community building, family economic self-sufficiency, and reciprocity are the foundation of Circles. All Circle Leaders practice some sort of reciprocity, whether it is volunteering in the Circles office, providing childcare for other participants, or volunteering at community events. This practical strategy not only stretches the program's resources as far as possible, it offers participants opportunities to become comfortable in leadership roles within the community. It takes up to two years for a Circles family to gain economic self-sufficiency, which includes partaking of no public assistance, obtaining safe housing, and securing work that provides sufficient income to meet family needs. This is two years of weekly meetings, volunteer activities, goal-setting and working toward goals, establishing relationships, and gaining the social, organizational and work skills necessary to thrive. The overall number of people served by Circles is not as large as other anti-poverty groups, but other groups, while serving valuable functions, often are not as engaged in the lives of program participants, nor are they as comprehensive in their approach to ending poverty within specific families and their unique family structures.

I. PROJECT ELIGIBILITY

A. **Check all statements that describe HOW this project/program meets one of Carson 1City'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.

N/A **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.

N/A **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.

N/A **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):

N/A Public Service (i.e., a new service or an **increase** in the level of service

N/A 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).

N/A Acquisition of Real Property

N/A Disposition of Real Property (sale, lease or donation)

N/A Privately-Owned Utilities

N/A Relocation Payments and Assistance to Displaced Persons

N/A Removal of Architectural Barriers, Handicapped Accessibility

N/A Housing Rehabilitation

N/A Historic Preservation

N/A Commercial or Industrial Rehabilitation, including façade improvements and correction of code violations

N/A 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 Capital City Circles Initiative is an ongoing program that has been serving the working poor families in our community since its inception. Circles has grown continuously and will continue to grow as more families enter the program as well as additional Allies who will befriend the families and support them during the transition from poverty to self sufficiency.

Carson City Goals met by Circles:

A Safe and Secure Community:

Working families who are an active part of their community do not commit crimes and threaten the security of their neighbors. By engaging families living in poverty in a self-help network of communication, education, and friendship, Circles is taking individuals who were formerly isolated and helping them to become leaders of their families and their community. These newly fledged leaders then become role models for friends and family.

A Healthy Community:

Working families are better able to provide good nutrition and adequate healthcare to their children. In addition to this, current Circles families are actively engaged in initiatives that will improve the overall health of the community. In one initiative last year, discussions with local dentists resulted in agreements with two dentists for lower-cost treatments for qualified families. Two other dentists have offered free dental health education to families in need. This year, Circles families will attend a class on nutrition and preparing inexpensive, nutritious meals for their families. Circles families are encouraged to allow their children to participate in organized sports: this year five Circles families, who had never done so before, enrolled their children in organized sports programs.

An Active and Engaged Community and A Physically and Socially Connected Community:

Connection and engagement are what Circles is about. Circle Leaders and Allies foster and maintain active friendships: these friendships, we have found, continue to grow, drawing more friends of friends into the circle of support. Circles also engages with the local business community in many ways, including serving as an employment reference for Circle Leaders. Circle Leaders and Allies continually reach out to the community, presenting to service clubs, churches, and business groups regularly. Circle

Leaders continue to volunteer in the community. Over the years, Circle Leaders have volunteered at Ron Wood Family Resource Center (food bank, packing holiday meals & distribution); FISH (Thrift store); Salvation Army (Holiday Sign-Up, Packing Holiday Meals & Distribution) Carson City Health & Human Services (Homeless Connect-Cutting Hair & Handing Out Circles Info.); Noon Rotary Club Fundraiser; Computer Corps; National Night Out (Handing Out Circles Information); Shop With A Hero (Gift Wrapping); In their children's schools; churches; and sports events.

A Vibrant, Diverse, and Sustainable Economy:

Currently, Nevada in general and Carson City in particular has a very difficult environment for those living in poverty at the margins of our community – the working poor. The “Great Recession,” deemed over in 2009, lingers in Nevada. The state’s May, 2012 unemployment rate was 11.6% (11.7 % in Carson City), far above the national rate of 8.2%. In May 2012 in Carson City, overall job growth was negative 4.2%. This lingering unemployment is having painful effects on Nevada’s families: according to an analysis of Census Bureau figures, between 2007 and 2010 Nevada’s poverty rate increased 4.5% - the second highest increase in the nation after Florida – and the median household income decreased by 5.0% - again, the second largest decrease in the nation after Florida. The U.S. Census Bureau reports that in 2011 an estimated 14% of Carson City’s population was living below the poverty level – this is about 7,700 people. These are the citizens who the Capital Cities Circles Initiative is designed to serve.

Circles offers a long term commitment to participating families, giving them the opportunity to build supportive relationships at many levels, then to develop and enhance the skills they need to become self-supporting within the circle of those relationships. We think this comprehensive, community-based approach is critical for successfully helping families emerge from poverty in these difficult economic times in Nevada.

A principal goal of Circles is for families to become free of the struggles and challenges that living in poverty poses. This process generally takes eighteen months to two years after the family completes the Getting Ahead training. In the Getting Ahead Workgroup participants get their first glimpse of the changes that they will need to make in their life and in their behaviors in order to become self sufficient and no longer have the need to rely on public subsidies. During the workgroup the families gain a better understanding of their finances which enables them to develop their goals, which they will later execute with the help of their Allies once they are matched.

Matched families continue to receive financial education through their Allies and through the educational opportunities provided to them in the weekly Circles Meetings, and we have seen positive improvements in participant's money management. It is our intent for the families to use the knowledge and support that they receive in Circles to improve their economic situation: we have seen families pay off debt completely; end all public assistance; understand and improve their credit; open a small business; and even purchase their own home.

Circles volunteer and Ally, Steve Shaw (former Administrator of the Division of Child and Family Services of the State of Nevada) has calculated the value of this economic self sufficiency to the community in terms of reduced cost of TANF, food stamps, Medicaid, Section 8 rental housing subsidies and child care subsidy at \$33,801 per family annually.

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

Circles has experienced success in providing services to the working poor families in our community by preparing Circle Leaders with learning opportunities to be successful in the middle class. We have seen attrition in the Getting Ahead Workgroup improve: in the last two Getting Ahead Workgroups all of the participants who started the session completed the 20 weeks successfully. All Circle Leaders who have graduated from Getting Ahead have been matched with Allies. Of the Circle Leaders who have completed the Getting Ahead training, 70% have obtained full-time employment. Additionally,

- One of our Circles families has bought a home
- One of our Circle Leaders is now the Food and Beverage Supervisor for a local casino
- Two of our recent Getting Ahead Graduates recently obtained their GED's
- Six of our Circle Leaders are currently attending college
- Three Circle Leaders had extensive dental work done; improving their self-esteem and job prospects
- Three Circle Leaders obtained reliable transportation in the last year
- Multiple Circle Leaders have opened bank accounts
- 72% of the Circles children are participating in extracurricular activities
- Two Circle Leaders have completed vocational training
- Eight Circle Leaders have paid off their revolving Loans
- Six families are completely off all public assistance
- A Circle Leader has paid off all debt
- Ten Circle Leaders have received an increase in pay since their involvement in Circles
- One of our Circle Leaders was nominated for Caregiver of the Year

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

Who will benefit from funds:

The Circles program benefits not only the families involved, but the entire community. The goal of the program is to permanently break the cycle of poverty and ensure self-sufficiency through the next generation. As the necessary resources and support are provided to Circles families by their circle of support, they become less dependent on social services and other assistance programs, thus alleviating the burden of support by state and local governments and taxpayers. Attached is an estimate of the social services cost savings per family, as families become financially self-sufficient.

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

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

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?
We intend to use all of this funding for the salary of the program coordinator. The position of program coordinator has as a main focus program delivery. The Circles Coordinator recruits, interviews and selects program participants in addition to organizing and leading the Getting Ahead workgroup. In addition the Circles Coordinator serves as a coach and counselor for the Circle Leaders while organizing continued participation from Circle Leaders, Allies, and program volunteers.
7. Describe how your organization plans to reduce the need for grant funding in the future:
The Capital City Circles Initiative plans to reduce the need for grant funding in the future by pursuing recurring, dependable funding opportunities identified by our five year strategic plan. An example, and key component of this strategy, is our first annual "Gem Of A Fundraiser." The event, which was held last March, brought us significant income. We are currently in the preparation stages for our second annual "Gem Of A Fundraiser." In addition we are exploring the possibility of putting on a joint fundraiser with the Carson City Public Library, which would also increase our income for this year. Circles continues to send our end-of-year appeal letter to our supporters which has had improving financial results each year. Circles was again the beneficiary of the generosity and support of various community service clubs such as the Carson City Noon Rotary Club and the Carson City Elk's Lodge which provided us with financial support. Recently we too have expanded our fundraising efforts to include donation opportunities by utilizing giving buttons on our website thru Network for Good making it very easy for donors to make their contribution from their home computer. In an effort to improve income generation, we contracted with a professional fundraiser who has assisted us in improving our appeals and with the identification of local funding sources. In addition, we have recently re-affiliated with the National Circles Campaign, which has support and resources available to assist us with our fundraising efforts. With this re-affiliation comes the possibility of establishing a Regional Training Center for Circles here in Carson City which would bring in revenue to the Circles Initiative.
8. Could your organization use less than the amount of funds requested for the proposed project/program? Please explain.
The Circles Initiative could use less than the amount of funds that we are requesting since we are actively pursuing other grants. Any financial support that we are awarded will serve to pay part of the salary of the Circles Coordinator so she can continue providing program delivery.
9. Are there other agencies or organizations that provide the same service as your organization? If so, how do you coordinate your services with that organization?
There are currently several other organizations that provide services to families/individuals in poverty, but these are not the same services that Circles provides. Circles works very closely and collaborates with the efforts of various other agencies in our community such as Carson City Health & Human Services, FISH, Salvation Army, The Ron Wood Family Resource Center and Advocates to End Domestic Violence: all of these organizations also provide services to families living in poverty. Our services are

designed to permanently elevate families out of poverty and into self-sufficiency. Circles is not for everyone - families must be ready to put in the intense effort it takes to change old habits of dependency. Professionals at Carson City's social services organizations have recognized how Circles helps families move on from poverty. Circles is seen as complementing, rather than competing with these agencies, and families are referred to Circles by them. We continue to coordinate services and referrals, and avoid duplication of services. Nevada Legal Services and Circles entered into a partnership when NLS closed their office in Carson City. Circles shares office space with NLS two days per week so NLS clients - many of whom cannot afford automobiles and are unable to drive, can access their services conveniently here in Carson City.

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

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:

The number of homes to be rehabilitated: N/A

The number of persons to be benefited: N/A

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? Circles completed its fourth "Getting Ahead" training in 2011; six families – including 7 adults and 13 children - took part in the training. We currently are serving 14 Circle Leader families -17 adults and a total of 27 children. In addition to providing services to the Circle Leaders (families) we also provide training and support to twenty-two volunteer Allies. Aside from our Allies, Circles also works very closely with a pool of about forty additional volunteers who range from Board members, facilitators, meal providers, ad-hoc Allies, tutors, and childcare providers.

We will continue to offer Getting Ahead workshops each year; we expect to increase the number of individuals and families who we serve by putting on one to two Getting Ahead Workgroups in 2013. Each of the workgroups will bring in from five to eight families to the program. Along with those families we will recruit additional volunteer Allies to match with the families.

We will continue to hold weekly meetings where the Circle Leaders will receive content, support, skill building, and opportunities to continue building community. Circles will continue to instill the ideals of service to the community, and empower families to reciprocate what they receive by becoming active members in their community.

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?

The Circle Leaders that we serve are all Carson City residents, families must reside in Carson City in order to be eligible for our services. Most of our volunteer Allies and other Circles volunteers are Carson City residents as well.

Of the families that we currently serve 92% fall within the low-to-moderate income guidelines for 2012. The families that the Circles Initiative recruits for the most part come from generational poverty although we have recently included in our program a few individuals who have found themselves in situational poverty. It is the intent of Circles that the ten to sixteen families that we foresee joining Circles this year will also be within the low-to-moderate income guidelines.

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

Circles has many projected outcomes, those outcomes range from short term to long term. The outcomes that result from the participation in Circles impact the lives of the Circles families in many positive ways. We have designed a logic model that identifies short term, mid-term, and long term outcomes for participants that identify the milestones that they will be achieving at those set times. We measure their short term outcomes upon their completion of the Getting

Ahead Workgroup. At that point they will have increased their social connectedness by having established relationships with the facilitators and fellow workgroup participants. Families will have a sense of options as well as a sense of control because they will have had identified the behaviors and choices that need to be changed in order to begin their journey towards self sufficiency. In addition their family and financial well being will improve. They will have learned about basic budgeting and debt, providing the families with the knowledge base to make improvements in their finances, thus reducing the stress on the family and allowing for more stability in their home life.

Mid-term outcomes are measured at around five months after having had completed the Getting Ahead program. At that time Circle Leaders will be meeting with their Circles regularly to set and plan out their goals. At this point in their participation we will see families beginning to reciprocate by volunteering within Circles and in their community. Their social capital will have grown to include Allies and other people in the community outside of their usual circle of friends. In addition participants will have identified and be actively pursuing skill development opportunities such as enrollment in GED classes or college courses. At this point a noticeable improvement in family finances will also be visible, families will no longer use predatory lenders and will taking steps to increase their assets. Finally Circle Leaders will also see an improvement in their parenting and in their family life, which will come as a result of being more actively engaged in their children's life and their education.

The long term outcomes will occur 12 to 24 months after families have completed the Getting Ahead workgroup. At this stage Circle Leaders will have effective support, relationships, and communication with their Circle. In addition Circle Leaders will be actively involved in their community and will have achieved financial independence by no longer utilizing public assistance. The families have either completed their skill development or continue developing their skills through taking upper level education courses or by attending college. The Circle Leaders at this stage have adequate employment that is both gainful and fulfilling.

The positive outcomes that the Circle Leaders experience allow them not only to improve their lives and the lives of their children but it also helps improve the opportunities of their families future generations by breaking the cycle of poverty.

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

We will have an evaluation system to track the outcomes of our program and the progress of Circles participants toward economic self sufficiency in place by the end of this year. The evaluation system will consist of focused interviews with Circle Leaders at set intervals during their engagement with the program. With our recent re-affiliation to the National Circles Campaign came the ability to utilize and participate in the Circles National Data Collection Database which will allow us input and easily track our outcomes. The database will allow us to accurately track participants and the impact that we are having in their lives. We will be able to see how our outcomes compare to other communities similar to ours.

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.

Capital City Circles Initiative	Funds Requested	Leveraged Funds	Total Fund
Project/Program Expenses FY 2013-14			
Salaries and Benefits	\$10,000.00	\$46,544.00	\$56,544.00
Rent and Utilities		\$49,095.00	\$49,095.00
Mortgage			
Equipment			
Equipment Maintenance & Repair			
Office Supplies (internet,telephone, website, cleaning)		\$2,000.00	\$2,000.00
Operating Supplies		\$1,500.00	\$1,500.00
Postage and Shipping		\$100.00	\$100.00
Printing and Publications		\$3,800.00	\$3,800.00
Advertising and Promotion		\$600.00	\$600.00
Subscriptions and Dues		\$250.00	\$250.00
Liability/Other Insurance		\$1,550.00	\$1,550.00
Professional Fees		\$1,224.00	\$1,224.00
Other project costs: (Specify Below)			
Fundraising Expenses		\$9,450.00	\$9,450.00
Program Expenses		\$15,350.00	\$15,350.00
Training		\$1,000.00	\$1,000.00
TOTALS	\$10,000.00	\$132,463.00	\$142,463.00

** Refer to Budget Overview and Budget to Actual @ 12/31/12 Attached.*

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:

Brenda Silis, Circles Coordinator

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

Brenda Silis, Circles Coordinator

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

Marcia Steeves, Circles Board Treasurer

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.

Brenda Silis 2621 Northgate Lane, Suite 10 Carson City, NV 89706

(775) 883-6506 capitalcitycircles@gmail.com

Marcia Steeves 2151 Lockheed Way Carson City, NV 89706

(775) 885-8000 ext. 1120 msteeves@clickbond.com

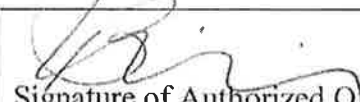
VI. AGENCY INFORMATION

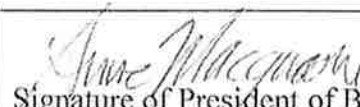
1. Proof of non-profit status for private agencies (governmental entities and schools are exempt):

Date of incorporation	Health Smart 08/03/1998 Capital City Circles Initiative 09/30/2002 <small>(Restated Articles of Incorporation with amended name)</small>
Date of IRS certification	January 2003
Tax exempt number	94-3328209

2. DUNS Number: 963751537
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	1/17/13 Date
Brenda Silis, Circles Coordinator Typed Name and Title of Authorized Official	(775) 883-6506 Phone Number

 Signature of President of Board of Directors	1/17/13 Date
Anne Macquarie, Circles Board Vice President Typed Name of President of Board of Directors	(775) 882-4898 Phone Number

The Capital City Circles Initiative

April 21, 2010

COST SAVINGS GENERATED BY MOVING A FAMILY FROM WELFARE TO INDEPENDENCE IN NEVADA

BEHIND THE NUMBERS

We have chosen to base our savings calculations on five programs that are generally used by persons or families on “welfare”. These five programs originate from the federal government yet the services are frequently delivered by state, local or non-profit agencies. Two of the largest programs, Medicaid and Temporary Assistance to Needy Families require a non-federal match of 45 to 50 percent. Eligibility for each program differs.

Some Circle Leaders in the CCCI may not be currently enrolled in all five of the programs. However, there are several programs for low-income families that CCCI families may be participating in such as Supplemental Nutrition Program, Employment Support Services, Energy Assistance, etc. We have not included these costs in our calculations.

A completely accurate calculation would require an individual survey of Circle Leaders over a long period of time, which we have decided is too intrusive and unnecessarily detailed for this calculation.

Finally, our calculations are based on an average Circle family of two adults and two children, none of which are disabled.

SUMMARY OF ANNUAL SAVINGS

Total Annual Costs Per Family

TANF.....	\$6366.80
Food Stamps.....	\$5268.22
Medicaid.....	\$8138.00
Section 8 Rental Subsidy.....	\$7692.00
Child Care Subsidy.....	\$6336.00
Total	\$33,801.02

DETAIL BY PROGRAM

1. TANF (Temporary Assistance to Needy Families)

FY	Average Family Size	Expenditures per Month	Expenditures per year
2009	2.54	\$336.91	\$4042.92
Family of 4	4	\$530.56	\$6366.80

TANF is one of several programs administered by the Division of Welfare and Supportive Services. The 2010 total recommended budget was \$286,701, 581. There is no breakdown of administrative costs. 63.69% is Federal dollars

2. FOOD STAMPS

FY	Average Family Size	Expenditures per Month	Expenditures per year
2009	2.2	\$241.46	\$2897.52
Family of 4	4	\$439.02	\$5268.22

The Food Stamp program is administered by the Welfare & Supportive Services Division of the Department of Health and Human Services. This is a 100% federally funded program from the US Department of Agriculture with services usually provided by the state, local or community-based agency.

3. MEDICAID

FY	Average Family Size	Expenditures per Month	Expenditures per year
2008	4	\$678	\$8138.00
	2 adults not disabled	\$4548 *	
	2 children not disabled	<u>\$3590 *</u>	
		Total	\$8138

*If 1 child or 1 adult is disabled, substitute \$13,409.
If both children are disabled substitute \$26,818

The Nevada Medicaid budget is the largest eligibility program in the states budget Medicaid is administered by the Department of Health and Human Services, Division of Health Care Financing and Policy. In State Fiscal year 2008 the budget was \$1,353,164,968. The budgeted amount to administer the Medicaid program was \$74,968,304 = 5%.

4. SECTION 8 HOUSING

The average subsidy payment per unit occupied in 2004 was \$641 per month.

Average Family size unknown	Expenditures per Month \$641	Expenditures per year \$7692
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5. SUBSIDIZED CHILD CARE

Average Cost of care for two children is \$528 per month. This information obtained by interview with Gerry Allan, Director of Child Care services, Welfare Division & Supportive services, Department of Health and Human Services

FY	Average Family Size	Expenditures per Month	Expenditures per year
2010	2	\$528	\$6336.00

LIMITATIONS ON DATA

TANF limitations require that families, except in unusual circumstances, can only participate for two consecutive years and then must sit out a year. TANF also has a five-year lifetime limit (except in some circumstances). The other four programs have their own eligibility criteria and in all probability most of the Circle Leaders, at one time or another, have been enrolled in most of the five programs

Federal, state and local levels of government and private non-profit agencies designed to assist low-income/poverty citizens administer these programs. Because there are several entities providing service, identifying administrative costs is next to impossible. Further complicating the data gathering is the fact that the fiscal year is different between the federal and state governments and sometime different from the local fiscal year or private non-profit agencies. Additionally, what these various entities describe as administrative costs vary drastically.

TANF & Food Stamp data from Nevada Welfare and Supportive Service Caseload Summary: https://dwss.nv.gov/dmdocuments/Bud_CaseSumStats-FY2009.pdf

Medicaid data from Kaiser Health Foundation, Medicaid Fact Sheets:
<http://www.statehealthfacts.org/mfs.jsp?rgn=30&rgn=1>

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

Name of Organization: Capital City Circles Initiative
Program/Project: Capital City Circles Initiative
Amount of Funds Received \$7,500.00
Contact Person: Brenda Silis, Circles Coordinator
Mailing Address: 2621 Northgate Lane, Suite 10
City: Carson City State: Nevada Zip Code: 89706
Phone Number: (775) 883-6506 E-mail: capitalcitycircles@gmail.com
Date Submitted: January 17, 2013

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:

This year, the Circles Initiative assisted a total of 21 adults with 31 children. The assistance provided was in the form of continued support from our Volunteer Allies with families that had graduated the Getting Ahead Coursework, and new families just starting the Getting Ahead Classes. Of these participants:

- 8 adults supporting 13 children graduated from the 2012 Getting Ahead class
- Circles is currently seeking participants for the 2013 Getting Ahead class
- 18 adults secured employment
- 4 adults obtained their GED
- 2 adults completed vocational training programs
- 8 adults are enrolled in post secondary education
- 8 adults enrolled children in before or after school programs, in order to acquire or maintain employment
- 17 adults have reliable transportation and a driver's license to maintain employment
- 10 adults obtained health care services for themselves or a family member
- 31 children obtained age appropriate immunizations, medical and dental care
- 18 children participated in extra curricular activities
- 17 adults exhibit improved family functioning skills

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

A total of 17 families, including their 31 children were assisted this year.

All of the families assisted were Carson City residents.

The List of benefits can be found in Section 2 above.

Additionally, 35 community members have become actively involved in the program as Allies to the families since the establishment of the program. These Allies support and encourage Getting Ahead Graduates (Circle Leaders) to pursue their goals. Weekly meetings are held with the Circle Leaders and their Allies where workshops and guest speakers are presented with the goal of developing the organizational, social, financial, emotional and spiritual skills needed to emerge from generational and situational poverty.

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

By permanently breaking the cycle of poverty and ensuring that the next generation lives a life of self sufficiency, the dependence on social services and other assistance programs are alleviated and the burden of support from all citizens are reduced. It has been conservatively estimated that the cost of poverty exceeds \$33,800 for each family annually. The number represents the annual value of the services provided by government agencies as follows:

TANF	\$6,400
Food Stamps	\$5,300
Medicaid	\$8,100
Section 8 Rental Subsidy	\$7,700
Child Care Subsidy	\$6,300

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

The "Circles Program" is envisioned to continue next year and for many more years to come. Circles is an ongoing program, as it takes an average of 18 to 24 months after being matched with their Allies for Circle Leaders to become self-sufficient.

Circle Leaders are expected to practice reciprocity in the form of service to the community of Carson City. From this expectation of reciprocity and the success of recruiting Allies to become involved and to support the program, Capital City Circles Initiative has built a valuable volunteer base.

We anticipate funding Circles in the future by continuing our efforts to secure monetary resources through our annual fundraiser, our end-of-the-year appeal, and through the continued support of individuals and local organizations.

The support of community members and local organizations has proved vital to the financial well being of Circles. We continue to be the beneficiaries of the support and generosity of local organizations such as the Noon Carson City Rotary Club. The faith-based community - St.

Teresa's Catholic Church, St. Peter's Episcopal, First Presbyterian Church, and The First United Methodist Church have also greatly supported Circles: they not only provide us with a place to hold our meetings, they also provide the meals, and some financial support.

In an effort to expand our fundraising methods we now utilize Network for Good which allows individuals to make a donation to Circles from their own computer by clicking on the giving buttons on our website. Circles will continue to explore and pursue more fundraising opportunities to fund the program.

6. Describe any challenges that impacted your program.

The challenge that has most impacted our program is the lack of permanent employment opportunities available to our Circle Leaders. The participant's financial well being relies on the availability of stable, full time employment in which participants can become invested and grow. However, that has proved challenging. Participants will at times find themselves struggling to move from temporary to permanent full time employment. There have been times when a family is doing great and making headway in their journey towards self-sufficiency, then it comes to an abrupt hold when a member of the family loses their employment because the assignment ended, or finds themselves struggling because their hours were cut. It is then that having the support system in place is so important to the family. The support they receive will help them get up, dust themselves, and look forward.

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 Accrual Basis

Capital City Circles Initiative Profit & Loss Budget Overview July 2012 through June 2013

	Jul '12 - Jun 13
Ordinary Income/Expense	
Income	
Direct Public Support	
Corporate Contributions	5,000.00
Grants - Government	7,000.00
Grants - Private	41,500.00
Individual Contributions	15,000.00
Total Direct Public Support	68,500.00
Fundraising Events	
Gem of a Fundraiser	24,000.00
Rotary Fundraiser	3,000.00
Total Fundraising Events	27,000.00
In-Kind Support	
Gifts in Kind - Goods	59,895.00
Gifts in Kind - Services	9,874.00
Total In-Kind Support	69,769.00
Total Income	165,269.00
Gross Profit	165,269.00
Expense	
Contract Services	
Accounting	1,224.00
Marketing	600.00
Total Contract Services	1,824.00
Facilities and Equipment	
Cleaning	120.00
Donated Facilities	47,095.00
Utilities	2,000.00
Total Facilities and Equipment	49,215.00
Fundraising Expense	9,450.00
Liability Insurance	1,550.00
Operations	
Internet	480.00
Licenses and Permits	250.00
Postage and Delivery	100.00
Printing and Reproduction	3,800.00
Supplies	1,500.00
Telephone	1,200.00
Website	200.00
Total Operations	7,530.00
Payroll	56,544.00
Program Expense	
Child Care	3,000.00
Graduation	350.00
Materials and Supplies	600.00
Meals and Related Expense	9,000.00
Stipends	2,400.00
Total Program Expense	15,350.00
Training	1,000.00
Total Expense	142,463.00
Net Ordinary Income	22,806.00

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Capital City Circles Initiative
Profit & Loss Budget Overview
July 2012 through June 2013

	<u>Jul '12 - Jun 13</u>
Other Income/Expense	
Other Expense	
Depreciation	579.00
Other Expenses	280.00
Total Other Expense	<u>859.00</u>
Net Other Income	<u>-859.00</u>
Net Income	<u><u>21,947.00</u></u>

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**Capital City Circles Initiative
 Profit & Loss
 July through December 2012**

	<u>Jul - Dec 12</u>
Ordinary Income/Expense	
Income	
Direct Public Support	
Corporate Contributions	7,295.00
Grants - Government	7,500.00
Grants - Private	16,000.00
Individual Contributions	5,017.50
Restricted	
GA Participant	600.00
Healthy Food Grant	2,500.00
National Affiliation Grant	3,000.00
Restricted - Other	50.00
Total Restricted	<u>6,150.00</u>
Total Direct Public Support	41,962.50
Fundraising Events	
Gem of a Fundraiser	660.00
Total Fundraising Events	660.00
In-Kind Support	
Gifts in Kind - Goods	24,682.88
Gifts in Kind - Services	3,434.25
Total In-Kind Support	<u>28,117.13</u>
Total Income	<u>70,739.63</u>
Gross Profit	70,739.63
Expense	
Contract Services	
Accounting	599.25
National Affiliation	1,000.00
Total Contract Services	1,599.25
Facilities and Equipment	
Donated Facilities	19,497.70
Utilities	898.01
Total Facilities and Equipment	20,395.71
Fundraising Expense	2,094.99
Liability Insurance	589.00
Miscellaneous	540.93
Operations	
Computer Expense	79.97
Internet	239.70
Licenses and Permits	200.00
Postage and Delivery	64.00
Printing and Reproduction	449.78
Supplies	684.20
Telephone	654.24
Website	145.45
Total Operations	2,517.34
Payroll	
Benefits Expense	3,828.85
Bonus	200.00
Employer Payroll Taxes Expense	2,950.07
Payroll Expense - Wages	20,719.86
Total Payroll	<u>27,698.78</u>

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Capital City Circles Initiative
Profit & Loss
July through December 2012

	<u>Jul - Dec 12</u>
Program Expense	
Child Care	1,000.00
Graduatlon	235.85
Materials and Supples	112.07
Meals and Related Expense	2,771.32
Stipends	1,095.00
Work Credit	430.00
Total Program Expense	<u>5,644.24</u>
Training	1,947.40
Total Expense	<u>63,027.64</u>
Net Ordinary Income	7,711.99
Other Income/Expense	
Other Income	
Other Income	5.00
Total Other Income	5.00
Other Expense	
Bad Debt Expense	368.19
Depreciation	289.59
Other Expenses	1,379.26
Total Other Expense	<u>2,037.04</u>
Net Other Income	<u>-2,032.04</u>
Net Income	<u><u>5,679.95</u></u>

Capital City Circles Initiative Profit & Loss Budget vs. Actual July through December 2012

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		Jul - Dec 12	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
Direct Public Support					
	Corporate Contributions	7,295.00	5,000.00	2,295.00	145.9%
1	Grants - Government	7,500.00	7,000.00	500.00	107.14%
	Grants - Private	16,000.00	41,500.00	-25,500.00	38.55%
	Individual Contributions	5,017.50	15,000.00	-9,982.50	33.45%
Restricted					
	GA Participant	600.00			
2	Healthy Food Grant	2,500.00			
3	National Affiliation Grant	3,000.00			
	Restricted - Other	50.00			
	Total Restricted	6,150.00			
	Total Direct Public Support	41,962.50	68,500.00	-26,537.50	61.26%
Fundraising Events					
* 4	Gem of a Fundraiser	660.00			
	Total Fundraising Events	660.00			
In-Kind Support					
5	Gifts in Kind - Goods	24,682.88	32,098.00	-7,415.12	76.9%
6	Gifts in Kind - Services	3,434.25	4,937.00	-1,502.75	69.56%
	Total In-Kind Support	28,117.13	37,035.00	-8,917.87	75.92%
	Total Income	70,739.63	105,535.00	-34,795.37	67.03%
	Gross Profit	70,739.63	105,535.00	-34,795.37	67.03%
Expense					
Contract Services					
6	Accounting	599.25	612.00	-12.75	97.92%

Capital City Circles Initiative Profit & Loss Budget vs. Actual July through December 2012

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		Jul - Dec 12	Budget	\$ Over Budget	% of Budget
	Marketing	0.00	600.00	-600.00	0.0%
3	National Affiliation	1,000.00			
	Total Contract Services	1,599.25	1,212.00	387.25	131.95%
	Facilities and Equipment				
	Cleaning	0.00	60.00	-60.00	0.0%
5	Donated Facilities	19,497.70	23,548.00	-4,050.30	82.8%
	Utilities	898.01	1,000.00	-101.99	89.8%
	Total Facilities and Equipment	20,395.71	24,608.00	-4,212.29	82.88%
	Fundraising Expense	2,094.99	4,725.00	-2,630.01	44.34%
	Liability Insurance	589.00	775.00	-186.00	76.0%
	Miscellaneous	540.93			
	Operations				
	Computer Expense	79.97			
	Internet	239.70	240.00	-0.30	99.88%
	Licenses and Permits	200.00	250.00	-50.00	80.0%
	Postage and Delivery	64.00	49.00	15.00	130.61%
5	Printing and Reproduction	449.78	3,800.00	-3,350.22	11.84%
	Supplies	684.20	750.00	-65.80	91.23%
	Telephone	654.24	600.00	54.24	109.04%
	Website	145.45	200.00	-54.55	72.73%
	Total Operations	2,517.34	5,889.00	-3,371.66	42.75%
	Payroll				
	Benefits Expense	3,828.85			
	Bonus	200.00			
	Employer Payroll Taxes Expense	2,950.07			
1	Payroll Expense - Wages	20,719.86			
	Payroll - Other	0.00	28,272.00	-28,272.00	0.0%
	Total Payroll	27,698.78	28,272.00	-573.22	97.97%
	Program Expense				

Capital City Circles Initiative Profit & Loss Budget vs. Actual July through December 2012

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		Jul - Dec 12	Budget	\$ Over Budget	% of Budget
6	Child Care	1,000.00	1,500.00	-500.00	66.67%
	Graduation	235.85	350.00	-114.15	67.39%
5	Materials and Supplies	112.07	300.00	-187.93	37.36%
2,5	Meals and Related Expense	2,771.32	4,500.00	-1,728.68	61.59%
	Stipends	1,095.00	1,200.00	-105.00	91.25%
	Work Credit	430.00			
	Total Program Expense	5,644.24	7,850.00	-2,205.76	71.9%
	Training	1,947.40	1,000.00	947.40	194.74%
	Total Expense	63,027.64	74,331.00	-11,303.36	84.79%
	Net Ordinary Income	7,711.99	31,204.00	-23,492.01	24.72%
	Other Income/Expense				
	Other Income				
	Other Income	5.00			
	Total Other Income	5.00			
	Other Expense				
	Bad Debt Expense	368.19			
	Depreciation	289.59	289.50	0.09	100.03%
	Other Expenses	1,379.26	140.00	1,239.26	985.19%
	Total Other Expense	2,037.04	429.50	1,607.54	474.28%
	Net Other Income	-2,032.04	-429.50	-1,602.54	473.12%
	Net Income	5,679.95	30,774.50	-25,094.55	18.46%

Numbers noted next to various income items correspond to appropriate expense items that income was/is used for
 Direct Public Support budgeted for a total of \$68,500 represents the entire FY funding - Budget to Actual represents 6 months of funding receipts.
 Item 1 in the amount of \$7,500 represents Grant received from CSSG for 2012-2013 - all of which was used to cover payroll expense for our Coordinator

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Accrual Basis

Capital City Circles Initiative Profit & Loss Budget vs. Actual July through December 2012

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<u>Jul - Dec 12</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
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* 4 Fundraising events occur in April and May of each year and are budgeted for \$27,000

Any funding short falls during the FY are covered by our cash on hand (\$106M at 12/31/2012)

9:38 AM

01/08/13

Accrual Basis

Capital City Circles Initiative
Balance Sheet
As of December 31, 2012

	<u>Dec 31, 12</u>
ASSETS	
Current Assets	
Checking/Savings	
City National Bank	108,060.41
Total Checking/Savings	<u>108,060.41</u>
Accounts Receivable	
Income Receivable	10,000.00
Loan Fund Receivable	1,249.93
Total Accounts Receivable	<u>11,249.93</u>
Total Current Assets	119,310.34
Fixed Assets	
Computer & Software	
Accumulated Depreciation	-2,150.15
Computer & Software - Other	2,895.73
Total Computer & Software	<u>745.58</u>
Total Fixed Assets	<u>745.58</u>
TOTAL ASSETS	<u>120,055.92</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Accrued Utilities	483.00
Total Other Current Liabilities	<u>483.00</u>
Total Current Liabilities	<u>483.00</u>
Total Liabilities	483.00
Equity	
Retained Earnings	113,892.97
Net Income	5,679.95
Total Equity	<u>119,572.92</u>
TOTAL LIABILITIES & EQUITY	<u>120,055.92</u>