

# Community Development Block Grant (CDBG) Program Application Fiscal Year 2017-2018

## GENERAL INFORMATION

**PLEASE READ ATTACHED INSTRUCTIONS ON PAGE NN FOR MORE INFORMATION.  
APPLICATIONS ARE DUE\*: JANUARY 13, 2017, 4:00 P.M.  
PLEASE SUBMIT THE ORIGINAL PLUS 2 COPIES TO:**

**Carson City Dept. of Finance  
201 N. Carson St., Ste. 3  
Carson City, NV 89701**

**\*The deadline established is firm. Any application received after the deadline will not be considered for funding. Applications must be unstapled. An electronic version of this document is available at [CARSON.ORG/CDBG](http://CARSON.ORG/CDBG).**

## APPLICANT INFORMATION

<b>Agency Name: Boys &amp; Girls Clubs of Western Nevada</b>	
<b>Agency Mailing Address: 1870 Russell Way, Carson City, NV 89706</b>	
<b>Project Name: Nutrition Program Kitchen</b>	
<b>Project Address/Location: 1870 Russell Way, Carson City, NV 89706</b>	
<b>Agency Director: Katie Leao</b>	
<b>Board Chairperson: Kurt Meyer</b>	
<b>Contact Person: Nick Brancato</b>	
<b>Phone Number: 775-882-8820</b>	<b>Email: <a href="mailto:nickb@bgcwn.org">nickb@bgcwn.org</a></b>
<b>Fax: 775-882-0250</b>	<b>Website (if applicable): <a href="http://www.bgcwn.org">www.bgcwn.org</a></b>
<b>How long has your organization been in existence? 23 yrs.</b>	<b>In Carson City? 23 yrs.</b>

## PROJECT FUNDING

<b>Requested amount:</b>	<b>\$150,000</b>
<b>Other funding:</b>	<b>\$342,400</b>
<b>Total project cost:</b>	<b>\$492,400</b>

## PROJECT SUMMARY

Please provide a **brief** summary of the proposed project (not the organization), including what the project is, who will be served, how many will be served, and where will it take place. The description should be **no more than five sentences**.

The purpose of this project is to fund the construction costs for a fully-functioning kitchen at the main operating site of the Boys & Girls Clubs of Western Nevada. This kitchen will not only be of benefit to the more than 400 members attending programming daily, but to the thousands of children and their families we provide outreach to, as well. More than 56% of our families report a household income below the Low-Moderate Income level for Carson City. This kitchen will serve as a resource for fighting both food insecurity, and childhood obesity for our Club kids, educating families on how to cook healthy and nutritionally beneficial meals at home, and expanding our ability to serve more Club and community members in need, through increased capacity and a wider array of Nutrition Programming.

FUNDING CATEGORY	
<input checked="" type="checkbox"/> Public Improvements	<input type="checkbox"/> Public Services
<input type="checkbox"/> Economic Development	<input type="checkbox"/> Housing

**PROJECT ELIGIBILITY**

**A. This project 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

**B. Check all statements that describe HOW this project 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 Category (check one):**

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

\_\_X\_\_ Public Facilities and Improvements (i.e., homeless shelter, water and sewer facilities, flood and drainage improvements, fire protection facilities/equipment, community centers, senior centers, health centers, parking, landscaping, 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 (weatherization)

\_\_\_\_\_ Historic Preservation

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

\_\_\_\_\_ Special Economic Development or assistance to microenterprises

## PROJECT DESCRIPTION

The Five-year Consolidated Plan identifies priority community development needs for Carson City (see table on page 13). 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 that provide a clear description of the project with supporting data and methodology of how the project will meet these needs.

1. Describe the proposed project, including how the project will address the National Objective indicated and whether the project is new, ongoing, or expanded from previous years. **(please use allotted space)**

Boys & Girls Clubs of Western Nevada (BGCWN) is proposing the new construction a full-scale commercial kitchen to provide more effective Youth Services to our more than 2,000 annual Club members as well as the greater community. This project will improve the function of our facility and our ability to provide outreach and engagement to our youth members, of whom more than 56% fall below the low-moderate income level for Carson City. This is a new project for BGCWN.

The primary purpose of the kitchen will be to feed and educate our Club members, their families, and other community members coming primarily from socio-economically disadvantaged circumstances. Through educational programming in conjunction with the USDA and local community partners such as chefs, nutritionists, fitness, and family planning professionals, this space will allow for expanded programming to help meet the nutrition and healthy habits needs of our most in-need community members.

The Club is open to all community children age 6-18. There is no pre-requisite need to becoming a Boys & Girls Club member, and with a robust scholarship program, no family is ever turned away for inability to pay the nominal \$30 annual membership fee. Any nutrition and healthy habits programming conducted outside of Club operating hours with the help of community partnerships will be open to all members of the public.

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

A portion of this project already exists. The Club currently has a "snack bar" area that will be converted to a fully-functioning commercial kitchen. Through a grant with USDA that partially subsidizes our snack program, we serve more than 85,000 free snacks to our Club kids every year. During our summer program, through a partnership with Carson City School District, we serve a hot breakfast and lunch free of charge to all members participating in summer programming.

While our snack program and summer breakfast and lunch programs have proven to be successful at providing our members with some nutritional benefit while they participate in Club programming, we are extremely limited in how we can expand that impact to be longer-lasting; beyond just the meal they receive here. Having a full kitchen would allow for a more diversified program, benefiting entire families and the community at-large. It

would also greatly reduce the costs of our food program by allowing us to buy raw ingredients and store and prepare them on-site, rather than purchasing more costly “redy-to-serve” snacks and meals. These savings would allow expanded program capacity by redirecting funds to other aspects of the program.

3. Describe who will benefit from the proposed project.

This project will be of benefit to a wide array of community members with a variety of new programming and service opportunities made possible through the use of a fully functioning kitchen. Our Club kids will benefit from the Club’s ability to provide healthy, well-rounded food options to our kids that can be prepared on site with controlled ingredients. This will save time and money, and allow us to invest more resources into broader Club programs, benefitting all members.

The use of the facility as a teaching kitchen will bring an element of educational and healthy habits programming to, not only our Club kids, but their families as well. With more than 56% of our member families falling below the low-moderate income level for Carson City, it is of vital importance that we do all we can to ensure they have the necessary tools to adequately feed themselves and their children as healthy and well-balanced diet as possible.

Members of the community will also benefit from the use of our kitchen during non-program hours. We will have the ability to expand upon existing, and start new partnerships with community organizations aimed at engaging the public in healthy habits and nutrition activities.

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"/> Severely Disabled Adults	<input type="checkbox"/> Migrant Farm Workers
<input type="checkbox"/> Elderly	<input type="checkbox"/> Other (Please explain)	

5. If your project will not be serving a limited clientele, 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:

During the membership application process, household income is documented on our application form. Back up proof of employment and income is required for any of our families seeking scholarships for our fee programs. This information is recorded, tracked and maintained using KidTrax, a third-party online database system. Reports are run in real time from KidTrax to show income levels for our registered members.

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

Funds from the Community Development Block Grant will be used in the construction of the commercial kitchen space. Our current snack bar area will require some significant infrastructure and equipment upgrades to bring the space up the specifications required for a fully-functioning commercial kitchen. Included with this proposal is a schematic design of the commercial kitchen space, and budget totals for both the construction portion, and for the equipment and furnishings; to be funded through other sources. We have held conversations with other foundations that have voiced support for such infrastructure improvements. Conversations with the FoodMaxx and SaveMart Cares Foundation, the Robert Z. Hawkins Foundation, Bank of America Charitable Grant Program, and the William N. Pennington Foundation have demonstrated considerable support for this project and strengthened our commitment to securing all necessary funds to complete the project in-full.

7. Can your organization reduce the need for grant funding in the future and become self-sustaining? Explain.

In order to keep our programming affordable for all participants, we charge a nominal \$30 annual membership fee. This fee goes toward programming, however, it makes up only a small portion of funds required for program implementation. Due to our efforts to ensure membership is not cost prohibitive, our programs will always rely on 3rd party funding to sustain themselves. The BGCWN Board of Directors is committed to ensuring the long-term viability of our programming through individual and corporate fundraising, in addition to grant and foundation proposals. Additionally, the Boys and Girls Clubs of Western Nevada has a commitment to develop community partnerships; creating a sustainable network of stakeholders invested in the development of our local youth. Through increased partnerships with organizations such as the Carson City School District, University of Nevada Reno, and Western Nevada College, the Sherriff's Department, among many other corporate and local non-profit groups, the long-term sustainability of programming will become less reliant on grant funding.

8. Can you still proceed with your project if you are awarded partial funding? Please provide a detailed explanation.

Yes, we will proceed as we receive funding. The project will be implemented in phases as additional funding becomes available. Our goal is to raise the necessary funds during the 2017 calendar year, and have construction begin before the end of the year. We will work with the selected contractor to develop a phased approach based on available funds, to ensure we can begin expanding the capacity of our nutrition program as the facility is being fully completed.

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

The Boys & Girls Clubs of Western Nevada is the only organization providing comprehensive afterschool programming, a free healthy snack, and dedicated time with professionally-trained staff mentors for youth age 6 to 18 in Carson City; while charging only a nominal \$30 annual membership fee per child.

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

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.)

The construction of the kitchen is a stand-alone project. This funding request, will cover the majority of the actual construction costs for the kitchen expansion. We are working with local vendors and foundations to supply funding and in-kind contributions to complete the equipment and furnishing portion of the project.

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

Working with the contractor, we will identify phases for the construction of the kitchen that allows us to move closer to the goal of a complete kitchen, while not extending any interference or delays to our current nutrition programming. Fully furnishing the kitchen with equipment would be the final phase of the project.

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

4. Who currently holds title to the property involved?  
Boys & Girls Clubs of Western Nevada

5. With whom will title be vested upon completion?  
Boys & Girls Clubs of Western Nevada

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: \_\_\_\_\_

**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 project?

We anticipate this project to serve our more than 2,000 Club members throughout the year. In addition to providing direct service to our Club kids, we have a goal of our kitchen providing service and support to a minimum of 200 family and community members a year through expanded programming focused on teaching the basics of cooking, meal planning, the importance of a balanced diet, managing diet-related conditions such as allergies, diabetes, Crohn's disease, and simply providing meals for our families most-in-need.

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?

As a requirement of the program, all of our Club members, and the families to which we provide service are Carson City residents. Our current data shows that more than 56% of our families report a household income that falls below the Low-Moderate Income level for Carson City, as calculated by 80% of the city-wide median income.

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

Projected outcomes for our kitchen facility and improved nutrition, healthy habits, and community outreach programs will be measured in the number of meals served, programs implemented, and Club and community members positively impacted.

Through the improved Nutrition Programming, we will continue our mission of fighting food insecurity benefitting our low-income population by providing more robust and balanced



daily snack options, with the addition of more complete meals served on a consistent basis. We expect a 15% increase in the number of healthy snacks served at the Club due to the ability to provide more diverse options to our kids. By expanding our USDA-supported snack program to include full meals, we anticipate serving a minimum of 500 meals to our Club families in the first year of having a commercial kitchen, with that number increasing in the years following through the expansion of other local partnerships.

The immediate results of the improving our Nutrition Program capacity is to provide children a healthy food source while they participate in Club programs. Having access to food boosts a child's ability to stay focused and motivated as they spend "Power Hour" at the Club every day completing homework and school assignments, and are engaged in recreation activities, developing fine motor skills, and learning teamwork.

Our families will have the opportunity to gain a better understanding of preparing a healthy, and diverse diet at home, with a focus of feeding your family on a limited budget. Gaining hands-on experience in meal planning, managing special dietary needs, buying healthy on a budget, and the basics of cooking will greatly benefit the overall health of our Club kids and their families when they leave the Club. The current partnership the Club has with a local celebrity Chef Clint Jolly will be greatly augmented by this project. Having the ability to physically cook on-site will expand on his ability to teach our families on a more regular basis. We anticipate the program to start as a monthly class, with increasing frequency as it continues in sequential years

Long-range benefits are to help youth and their families, over time, develop the foundation and knowledge to make healthy food choices, maintain a balanced and diverse diet, and reduce childhood obesity which affects 14% of Carson City youth age 9-18. This program will play a critical role in helping to reduce food insecurity among the youth of our community

4. How do you plan to track clients served?

All program participation is tracked through sign-up sheets documenting who is in attendance. That information is entered into our online data tracking program where it is stored for tracking and reporting purposes. Where appropriate, participants will take pre/post surveys, or demonstrate learned skills through active participation in problem-solving activities to gauge knowledge and understanding of any program instruction.

**PROJECT BUDGET**

Complete the Budget Summary chart below. This information is mandatory in order to be considered for a CDBG Grant. Detailed calculations **must** be attached in support of the proposed budget. Other funding is not required but will increase your score. Amount must match "Other Funding" from page #1. **Also attach Profit and Loss Statement, General Ledger, and Balance Sheet. Attach copies of funding commitment letters or other evidence of funding support, if applicable.**

<b>Project Title: Boys &amp; Girls Club Kitchen Project</b>	<b>Requested Amount</b>	<b>Other Funding</b>	<b>In-Kind</b>	<b>Total Funds</b>
<b>Project Expenses FY 2016-17</b>				
Construction Costs	\$150,000	\$75,000		\$225,000
Pre-construction		\$75,000	\$26,500	\$101,500
Equipment		\$100,000	\$56,000	\$156,000
Overhead/Profit		\$9,900		\$9,900
<b>TOTALS</b>	\$150,000	\$259,900	\$82,500	\$492,400

**AGENCY ASSETS**

<b>Unrestricted cash</b>	<b>\$401,623.81</b>
<b>Restricted cash*</b>	<b>\$95,296.18</b>
<b>Total cash on hand</b>	<b>\$496,919.99</b>

**\*If restricted cash, attach description and amount of restriction**

**Have you applied for or received any funds or in-kind contributions from Carson City? If so, please describe.**

BGCWN has applied for and received funding support from the city for nearly 20 years. Most recently in 2016, we received a Carson City Support Services Grant, administered by Partnership Carson City in the amount of \$19,400 to support Teen Programming. We receive \$120,000 through Question 18, annually, to support facilities maintenance since 2010. In addition to grants, we hold a joint-use agreement for use of the Multi-Purpose Athletic Center, adjacent to our main Club site on Russell Way.

## BUDGET JUSTIFICATION

Please list each project expense from the previous page and explain in more detail. Include calculations. Use additional pages if necessary.

PROJECT EXPENSE	AMOUNT BUDGETED	JUSTIFICATION OF EXPENSE
Construction Costs – Demolition, excavation, structural	\$225,000	\$150,000 of this total is being requested from CDBG grant. Total cost provided by Miles Construction (Attachment 9) is based conceptually on data from previous contracts. Bid process has not been completed to ascertain actual costs. Expected total of \$225,000 to be reduced during bid process.
Pre-Construction – Bid process, permitting, health and safety, project management, mobilization.	\$101,400	We expect a portion of this process will be donated in-kind by the contractor. BGCWN is engaged with community foundations and other grant programs to raise the necessary funds to cover full remaining costs. We have already received in-kind contributions for the initial layout/design and conceptual budget pieces of the project.
Equipment	\$156,000	Cost of equipment and furnishings based on equipment list from Attachment 10, with installation costs as noted in Item 11 on Attachment 9. Necessary funds to cover full cost of equipment will be raised through other sources such as foundation, in-kind donation, and capital campaign fundraising.
Overhead/Profit	\$9,9000	This is a conceptual amount for project overhead and contractor profit margin. This portion of funding will be raised through other sources.

## PROJECT ADMINISTRATION

### AGENCY DIRECTOR

<b>Name:</b>	Katie Leao
<b>Title:</b>	Executive Director
<b>Address</b>	1870 Russell Way, Carson City, NV 89706
<b>Phone number:</b>	775-882-8820
<b>Email:</b>	katiel@bgcwn.org

### PROJECT MANAGER

<b>Name:</b>	Matt Sampson
<b>Title:</b>	Director of Operations
<b>Address</b>	1870 Russell Way, Carson City, NV 89706
<b>Phone number:</b>	775-882-8820
<b>Email:</b>	matts@bgcwn.org

### FISCAL MANAGER

<b>Name:</b>	Wayne Nelson
<b>Title:</b>	IS Manager
<b>Address</b>	1870 Russell Way, Carson City, NV 89706
<b>Phone number:</b>	775-882-8820
<b>Email:</b>	waynen@bgcwn.org

### PERFORMANCE TRACKING CONTACT

<b>Name:</b>	Nick Brancato
<b>Title:</b>	Resource Development Director
<b>Address</b>	1870 Russell Way, Carson City, NV 89706
<b>Phone number:</b>	775-882-8820
<b>Email:</b>	nickb@bgcwn.org

## AGENCY INFORMATION

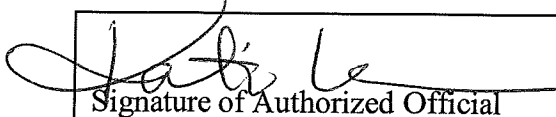
Date of incorporation	March, 1991
Date of IRS certification	April, 1992
Tax exempt number	88-0269139
DUNS#: ( <a href="http://www.dnb.com/get-a-duns-number.html">http://www.dnb.com/get-a-duns-number.html</a> )	797910460

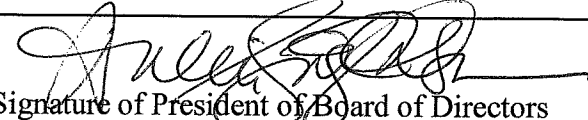
Attach items 1-6 to your application. Item 7 is optional. Please list and reference any additional attachments you are providing with your application. Do not include attachments unless they are needed to understand the project.

## INDEX OF ATTACHMENTS

Attachment Number	Attachment Description	Attachment Included (✓)
1	<b>IRS Tax Exempt 501(c)(3) letter (available to print from Secretary of State's website)</b>	✓
2	<b>Proof of incorporation from Secretary of State (Certificate Only)</b> Go to <a href="https://www.nvsilverflume.gov/certificate">https://www.nvsilverflume.gov/certificate</a> You will need to register in order to get the certificate. Cost is \$50. <b>OR</b> Submit proof that your entity is active and in good standing. Go to <a href="http://nvsos.gov/sosentitysearch/">http://nvsos.gov/sosentitysearch/</a> and print your business entity information	✓
3	<b>Current Organization Chart with names of staff members</b>	✓
4	<b>Current Board of Directors and terms of office.</b> [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 CSSG funds.]	✓
5	<b>501(c)(3) non-profits: Copy of the most recent Federal Tax Return. Attach FIRST 2 PAGES (Form 990 or 990EX)</b>	✓
6	<b>Profit and Loss Statement, General Ledger, Balance Sheet</b>	✓
7	<b>Restricted Funds Sources</b>	✓
8	<b>Kitchen Layout and Design</b>	✓
9	<b>Construction Budget Detail</b>	✓
10	<b>Kitchen Equipment Cost List</b>	✓

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	1/11/2017 Date
Katie Leao Typed Name and Title of Authorized Official	775-882-8820 Phone Number

 Signature of President of Board of Directors	1/11/2017 Date
Andie Wilson Typed Name of President of Board of Directors	775-882-8820 Phone Number



BRIAN SANDOVAL  
Governor

ROBERT R. BARENGO  
Chair, Nevada Tax Commission

WILLIAM CHISEL  
Executive Director

Attachment 1  
STATE OF NEVADA  
DEPARTMENT OF TAXATION

Web Site: <http://tax.state.nv.us>  
1550 College Parkway, Suite 115  
Carson City, Nevada 89706-7937  
Phone: (775) 684-2000 Fax: (775) 684-2020

LAS VEGAS OFFICE  
Grant Sawyer Office Building, Suite 1300  
555 E. Washington Avenue  
Las Vegas, Nevada, 89101  
Phone (702) 486-2300 Fax. (702) 486-2373

RENO OFFICE  
4600 Kietzke Lane  
Building L, Suite 235  
Reno, Nevada 89502  
Phone: (775) 687-9999  
Fax: (775) 6881303

HENDERSON OFFICE  
2550 Paseo Verde Parkway Suite 180  
Henderson, Nevada 89074  
Phone: (702) 486-2300  
Fax: (702) 486-3377

May 14, 2012

Account Number: RCE-003-573

Exp date: May 14, 2017

BOYS AND GIRLS CLUB OF WESTERN NEVADA  
1870 RUSSELL WAY  
CARSON CITY NV 89706

Pursuant to NRS 372.3261 and related statutes, BOYS AND GIRLS CLUB OF WESTERN NEVADA has been granted sales/use tax exempt status as an educational organization. Direct purchases or sales of tangible personal property made by or to BOYS AND GIRLS CLUB OF WESTERN NEVADA are exempt from sales/use tax. Fraudulent use of this exemption letter is a violation of Nevada law.

Vendors selling tangible personal property to BOYS AND GIRLS CLUB OF WESTERN NEVADA are authorized to sell to them tax exempt. The vendor shall account for the exempt sale on its sales/use tax return under exemptions. For audit purposes, a vendor must have a copy of this letter in order to document the transaction was tax exempt.

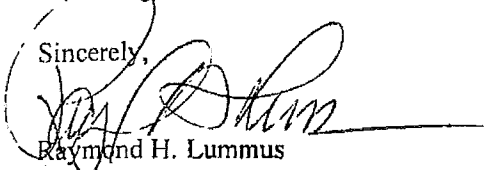
This letter only applies to Nevada sales/use tax and does not provide exemption from any other tax.

This exemption applies only to the above named organization and is not extended to individuals, or contractors or lessors to or for such organizations.

Any vendor having questions concerning the use of this sales/use tax exemption letter may contact the Department at one of the district offices listed above.

If, upon further or future review by the Department, it is determined the above named organization does not meet or no longer meets the criteria outlined in NRS 372.348, this letter of exemption will be revoked.

Sincerely,

  
Raymond H. Lummus  
Tax Manager

DISTRICT DIRECTOR  
2 CUPANIA CIRCLE  
MONTEREY PARK, CA 91755-7406

Attachment 1

DEPARTMENT OF THE TREASURY

Date: JUN 20 1996

Employer Identification Number:  
88-0269139  
Case Number:  
956138002  
Contact Person:  
TYRONE THOMAS  
Contact Telephone Number:  
(213) 894-2289  
Our Letter Dated:  
April 1992  
Addendum Applies:  
Yes

BOYS AND GIRLS CLUBS OF WESTERN  
CATHY BLANKENSHIP  
PO BOX 1836  
CARSON CITY, NV 89702-1836

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

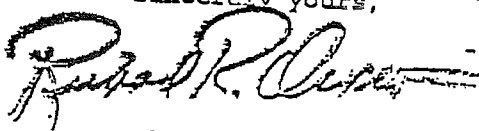
Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,



Richard R. Orosco  
District Director

Letter 1050 (DO/CG)



## Attachment 2

# BOYS & GIRLS CLUBS OF WESTERN NEVADA, INC.

Business Entity Information			
Status:	Active	File Date:	3/20/1991
Type:	Dom Non-Profit Coop Corp w/o stock	Entity Number:	C2261-1991
Qualifying State:	NV	List of Officers Due:	3/31/2017
Managed By:		Expiration Date:	3/20/2041
NV Business ID:	NV19911018814	Business License Exp:	Exempt - 002

Additional Information	
Name Consent Date:	03/20/1991

Registered Agent Information			
Name:	ALLISON MACKENZIE, LTD.	Address 1:	402 NORTH DIVISION STREET
Address 2:		City:	CARSON CITY
State:	NV	Zip Code:	89703
Phone:		Fax:	
Mailing Address 1:	P O BOX 646	Mailing Address 2:	
Mailing City:	CARSON CITY	Mailing State:	NV
Mailing Zip Code:	89702		
Agent Type:	Commercial Registered Agent - Corporation		
Jurisdiction:	NEVADA	Status:	Active

Financial Information			
No Par Share Count:	0	Capital Amount:	\$ 0
No stock records found for this company			

- Officers <span style="float: right;"><input type="checkbox"/> Include Inactive Officers</span>			
Treasurer - DREW AGUILAR			
Address 1:	1870 RUSSELL WAY	Address 2:	
City:	CARSON CITY	State:	NV
Zip Code:	89706	Country:	
Status:	Active	Email:	
Director - KURT MEYER			
Address 1:	1870 RUSSELL WAY	Address 2:	
City:	CARSON CITY	State:	NV
Zip Code:	89706	Country:	

## Attachment 2

Status:	Active	Email:	
<b>President - KURT MEYER</b>			
Address 1:	1870 RUSSELL WAY	Address 2:	
City:	CARSON CITY	State:	NV
Zip Code:	89706	Country:	
Status:	Active	Email:	
<b>Secretary - ROXANNE SPRING</b>			
Address 1:	1870 RUSSELL WAY	Address 2:	
City:	CARSON CITY	State:	NV
Zip Code:	89706	Country:	
Status:	Active	Email:	

<b>- Actions\Amendments</b>			
Action Type:	Articles of Incorporation		
Document Number:	C2261-1991-001	# of Pages:	9
File Date:	3/19/1991	Effective Date:	
(No notes for this action)			
Action Type:	Amendment		
Document Number:	C2261-1991-003	# of Pages:	1
File Date:	4/8/1992	Effective Date:	
CERTIFICATE OF AMENDMENT ADDING IRS LANGUAGE. DMF			
Action Type:	Registered Agent Change		
Document Number:	C2261-1991-004	# of Pages:	1
File Date:	3/16/1995	Effective Date:	
STEPHEN D. HARTMAN			
402 N. DIVISION STREET CARSON CITY NV 89703 ALH			
Action Type:	Annual List		
Document Number:	C2261-1991-008	# of Pages:	6
File Date:	3/18/1998	Effective Date:	
(No notes for this action)			
Action Type:	Annual List		
Document Number:	C2261-1991-007	# of Pages:	2
File Date:	4/16/1999	Effective Date:	
(No notes for this action)			
Action Type:	Annual List		
Document Number:	C2261-1991-009	# of Pages:	1
File Date:	3/3/2000	Effective Date:	
(No notes for this action)			
Action Type:	Annual List		
Document Number:	C2261-1991-010	# of Pages:	7
File Date:	3/28/2001	Effective Date:	

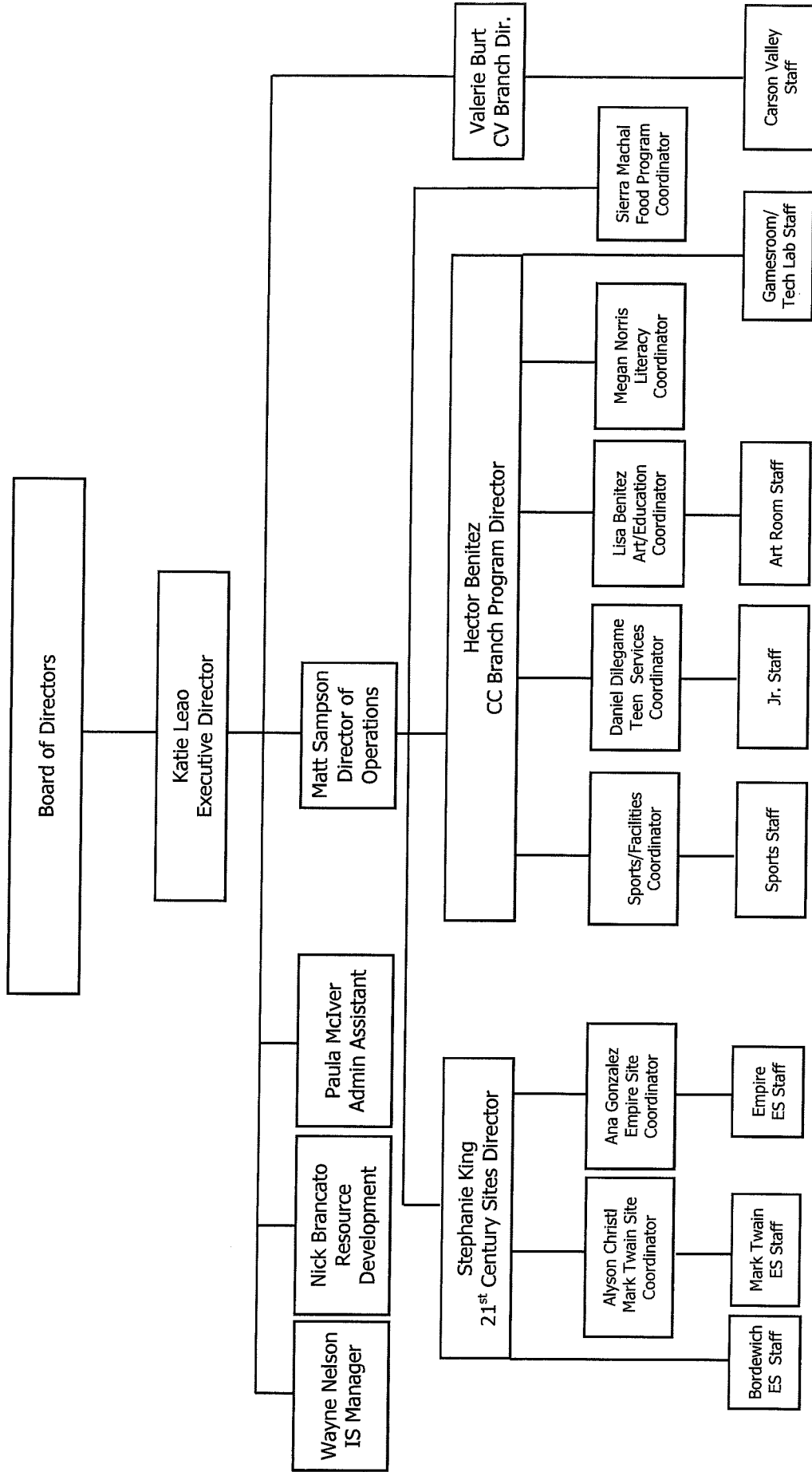
## Attachment 2

(No notes for this action)			
Action Type:	Annual List		
Document Number:	C2261-1991-006	# of Pages:	5
File Date:	3/27/2002	Effective Date:	
(No notes for this action)			
Action Type:	Annual List		
Document Number:	C2261-1991-005	# of Pages:	4
File Date:	5/9/2003	Effective Date:	
(No notes for this action)			
Action Type:	Annual List		
Document Number:	C2261-1991-002	# of Pages:	4
File Date:	5/18/2004	Effective Date:	
List of Officers for 2004 to 2005			
Action Type:	Annual List		
Document Number:	20050055906-22	# of Pages:	2
File Date:	2/22/2005	Effective Date:	
(No notes for this action)			
Action Type:	Annual List		
Document Number:	20060457796-26	# of Pages:	4
File Date:	7/18/2006	Effective Date:	
(No notes for this action)			
Action Type:	Annual List		
Document Number:	20070108332-56	# of Pages:	5
File Date:	2/14/2007	Effective Date:	
(No notes for this action)			
Action Type:	Annual List		
Document Number:	20080032376-81	# of Pages:	1
File Date:	1/16/2008	Effective Date:	
(No notes for this action)			
Action Type:	Annual List		
Document Number:	20090082727-07	# of Pages:	2
File Date:	1/26/2009	Effective Date:	
(No notes for this action)			
Action Type:	Annual List		
Document Number:	20100149671-81	# of Pages:	1
File Date:	2/22/2010	Effective Date:	
(No notes for this action)			
Action Type:	Annual List		
Document Number:	20110125835-88	# of Pages:	5
File Date:	2/18/2011	Effective Date:	
11/12			

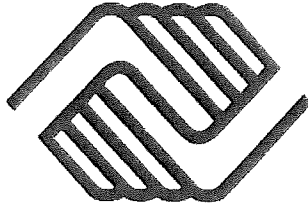
## Attachment 2

<b>Action Type:</b>	Annual List		
<b>Document Number:</b>	20120194125-67	<b># of Pages:</b>	2
<b>File Date:</b>	3/19/2012	<b>Effective Date:</b>	
(No notes for this action)			
<b>Action Type:</b>	Annual List		
<b>Document Number:</b>	20130203893-81	<b># of Pages:</b>	2
<b>File Date:</b>	3/20/2013	<b>Effective Date:</b>	
(No notes for this action)			
<b>Action Type:</b>	Annual List		
<b>Document Number:</b>	20140333827-53	<b># of Pages:</b>	3
<b>File Date:</b>	3/31/2014	<b>Effective Date:</b>	
2014/2015			
<b>Action Type:</b>	Annual List		
<b>Document Number:</b>	20150113423-32	<b># of Pages:</b>	3
<b>File Date:</b>	3/12/2015	<b>Effective Date:</b>	
(No notes for this action)			
<b>Action Type:</b>	Annual List		
<b>Document Number:</b>	20160122466-50	<b># of Pages:</b>	4
<b>File Date:</b>	3/17/2016	<b>Effective Date:</b>	
16-17			
<b>Action Type:</b>	Charitable-Solicitation Registration Statement		
<b>Document Number:</b>	20160122468-72	<b># of Pages:</b>	1
<b>File Date:</b>	3/17/2016	<b>Effective Date:</b>	
(No notes for this action)			

# Organizational Chart



Volunteers, Community Service Workers, Partner Agencies



**BOYS & GIRLS CLUBS  
OF WESTERN NEVADA**

**BGCWN 2017 Board of Directors**

**Drew Aguilar**

**Treasurer**

Carson Valley Accounting  
1663 US Hwy. 395 N. Ste 201  
Minden, NV 89423

**aguidr@aol.com**

Cell: 775.901.6038      Wk: 775.782.7874

**Sherry Dilly**

Community Advocate  
2981 San Fernando St.  
Minden, NV 89423

**sherrydilley@charter.net**

Cell: 775.267.7560      Hm: 775.267.3784

**Ron Bankofier**

Edward Jones  
1389-2 Lampe Dr.  
Gardnerville, NV 89410

**rlbanks34@gmail.com**

Cell: 775.790.0587      Wk: 775.782.9102

**Kenny Furlong**

Carson City Sheriff  
911 E. Musser St.  
Carson City, NV 89701

**kfurlong@carson.org**

Cell: 775.722.5856      Wk: 775.283-7800

**Frank Beglin**

Beglin Orthodontics  
525 W. Washington St.  
Carson City, NV 89703

**fbeglin@sbcglobal.net**

Cell: 707.337.0888      Wk: 775.882.5911

**Jeri Johnson**

**Board Secretary**

City National Bank  
2691 Skyline Dr.  
Minden, NV 89423

**jeri.johnson@cnb.com**

Cell: 775.771.6432

**Michael Bennett, P.E.**

Lumos & Associates  
800 E. College Pkwy.  
Carson City, NV 89706

**mbennett@lumosinc.com**

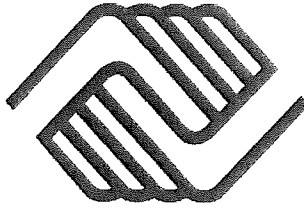
Wk: 775.883.7077

**Carson McFadden**

RCM Realty, Property Manager  
632 Martin St.  
Carson City NV 89703

**carson@rcmgroupnv.com**

Phone: 775.220.4444



Attachment 4

**BOYS & GIRLS CLUBS  
OF WESTERN NEVADA**

**BGCWN 2017 Board of Directors**

**Kurt Meyer**

**Immediate Past President**

Carson City Parks and Recreation

(Retired) 400 N Richmond Ave.

Carson City NV 89703

[kurtmeyer1966@gmail.com](mailto:kurtmeyer1966@gmail.com)

Cell: 775.350.0359

**Dr. Mary Pierczynski**

Lobbyist/Foster Consulting

7040 Franktown Rd.

Carson City, NV 89704

[mpconsulting47@gmail.com](mailto:mpconsulting47@gmail.com)

Cell: .775.720.9692

**Susie Messina**

Community Advocate

1866 Wellington East

Carson City, NV 89703

[SusieLMessina@gmail.com](mailto:SusieLMessina@gmail.com)

Cell: 775.315.0139

**Brenda Robertson**

Raymac Industries

3541 Mont Blanc Ct.

Carson City, NV 89705-7023

[brenda@ramac.com](mailto:brenda@ramac.com)

H: 775.267.3960 Wk: 775.267.2300 ext: 225

**Bill Miles**

Miles Construction

61 Industrial Pkwy.

Carson City, NV 89706

[wdmiles@milesconst.com](mailto:wdmiles@milesconst.com)

Cell: 775.230.6013 Wk: 775.246.3722

**Ryan Russell**

Allison, MacKenzie, Russell, et al

402 N. Division St.

Carson City, NV 89703

[rrussell@allisonmackenzie.com](mailto:rrussell@allisonmackenzie.com)

Cell: 775.721.7922 Wk: 775.687.0202

**Kim Murphy**

GE Bently Nevada

1730 Chaparral Dr.

Carson City, NV 89703

[kimberly.murphy@ge.com](mailto:kimberly.murphy@ge.com)

[kimct31@msn.com](mailto:kimct31@msn.com)

Cell: 267.337.0738 Wk: 775.215.1073

**Roxanne Spring**

**Vice President**

Click Bond

2151 Lockheed Way

Carson City, NV 89706

[rspring@clickbond.com](mailto:rspring@clickbond.com)

Cell: 775.771.9201 Wk: 775.885.8000

**Jonathon Olivas New**

York Life Insurance 201

W. Liberty #207 Reno, NV

89501

[johnnyolivas@gmail.com](mailto:johnnyolivas@gmail.com)

Cell: 775.690.7322 Wk: 775.325.2276

**Judge Tod Young**

District Court

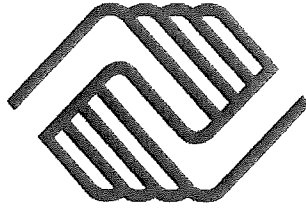
P.O. Box 218

Minden, NV 89403

[ntyoung@douglas.nv.gov](mailto:ntyoung@douglas.nv.gov)

Cell: 775.450.6115 Wk: 775.782.9961

Attachment 4



**BOYS & GIRLS CLUBS  
OF WESTERN NEVADA**

**BGCWN 2017 Board of Directors**

**Andie Wilson**

**President, Chief Volunteer Officer**

NAI Alliance

P.O. Box 21295

Carson City, NV 89721

**brandie.llc@prodigy.net** Cell:

775.721.2980

**Jason Woodbury**

Carson City District Attorney

1211 Cordero Dr.

Carson City, NV 89703

**jdwoodbury@sbcglobal.net**

Cell: 775.301.0187      Wk: 775.283.7677



# Attachment 5

10724 11/11/2016 10:47 AM

Form **990**

Department of the Treasury  
Internal Revenue Service

## Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

▶ Do not enter social security numbers on this form as it may be made public.  
▶ Information about Form 990 and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

OMB No. 1545-0047  
**2015**  
Open to Public Inspection

**A For the 2015 calendar year, or tax year beginning** \_\_\_\_\_, **and ending** \_\_\_\_\_

<b>B</b> Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	<b>C</b> Name of organization <div style="text-align: center;"><b>Boys And Girls Clubs of Western Nevada</b></div> Doing business as Number and street (or P.O. box if mail is not delivered to street address) Room/suite <div style="text-align: center;"><b>1870 Russell Way</b></div> City or town, state or province, country, and ZIP or foreign postal code <div style="text-align: center;"><b>Carson City NV 89706</b></div>	<b>D</b> Employer identification number <div style="text-align: center;"><b>88-0269139</b></div> <b>E</b> Telephone number 
	<b>F</b> Name and address of principal officer: <div style="text-align: center;"><b>Katie Leao</b> <b>1870 Russell Way</b> <b>Carson City NV 89706</b></div>	
<b>I</b> Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) ( ) (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527		<b>G</b> Gross receipts \$ <b>2,598,105</b>
<b>J</b> Website: ▶ <b>www.bgcwn.org</b>		<b>H(a)</b> Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>H(b)</b> Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>If "No," attach a list. (see instructions)</small>
<b>K</b> Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other ▶		<b>L</b> Year of formation: <b>1993</b> <b>M</b> State of legal domicile: <b>NV</b>

### Part I Summary

<b>1</b>	Briefly describe the organization's mission or most significant activities: <b>To inspire and enable all young people, especially those who need us most, to realize their full potential as productive, responsible, and caring citizens.</b>			
<b>2</b>	Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.			
<b>3</b>	Number of voting members of the governing body (Part VI, line 1a)	<b>3</b>	<b>24</b>	
<b>4</b>	Number of independent voting members of the governing body (Part VI, line 1b)	<b>4</b>	<b>24</b>	
<b>5</b>	Total number of individuals employed in calendar year 2015 (Part V, line 2a)	<b>5</b>	<b>79</b>	
<b>6</b>	Total number of volunteers (estimate if necessary)	<b>6</b>	<b>0</b>	
<b>7a</b>	Total unrelated business revenue from Part VIII, column (C), line 12		<b>0</b>	
<b>7b</b>	Net unrelated business taxable income from Form 990-T, line 34		<b>0</b>	
<b>8</b>	Contributions and grants (Part VIII, line 1h)	<b>8</b>	<b>985,996</b>	<b>1,893,010</b>
<b>9</b>	Program service revenue (Part VIII, line 2g)	<b>9</b>	<b>147,084</b>	<b>133,839</b>
<b>10</b>	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	<b>10</b>	<b>20,006</b>	<b>48,189</b>
<b>11</b>	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	<b>11</b>	<b>378,485</b>	<b>348,826</b>
<b>12</b>	<b>Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)</b>	<b>12</b>	<b>1,531,571</b>	<b>2,423,864</b>
<b>13</b>	Grants and similar amounts paid (Part IX, column (A), lines 1-3)			<b>0</b>
<b>14</b>	Benefits paid to or for members (Part IX, column (A), line 4)			<b>0</b>
<b>15</b>	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	<b>15</b>	<b>942,055</b>	<b>1,041,260</b>
<b>16a</b>	Professional fundraising fees (Part IX, column (A), line 11e)			<b>0</b>
<b>b</b>	<b>Total fundraising expenses (Part IX, column (D), line 25) ▶</b>		<b>52,135</b>	
<b>17</b>	Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	<b>17</b>	<b>560,239</b>	<b>180,863</b>
<b>18</b>	<b>Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)</b>	<b>18</b>	<b>1,502,294</b>	<b>1,222,123</b>
<b>19</b>	<b>Revenue less expenses. Subtract line 18 from line 12</b>	<b>19</b>	<b>29,277</b>	<b>1,201,741</b>
<b>20</b>	Total assets (Part X, line 16)	<b>20</b>	<b>4,772,447</b>	<b>5,661,350</b>
<b>21</b>	Total liabilities (Part X, line 26)	<b>21</b>	<b>427,680</b>	<b>141,961</b>
<b>22</b>	<b>Net assets or fund balances. Subtract line 21 from line 20</b>	<b>22</b>	<b>4,344,767</b>	<b>5,519,389</b>

### Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

<b>Sign Here</b>	Signature of officer  <b>Katie Leao</b> <small>Type or print name and title</small> <div style="text-align: right;"><b>Chief Prof Officer</b></div>	Date <b>8/29/16</b>
<b>Paid Preparer Use Only</b>	Print/Type preparer's name <b>Jonathan S. Steele, CPA</b> Preparer's signature  <b>Jonathan S. Steele, CPA</b> Date <b>11/11/16</b> Check <input type="checkbox"/> if self-employed <input type="checkbox"/> PTIN <b>P01362786</b> Firm's name ▶ <b>Steele &amp; Associates, LLC</b> Firm's EIN ▶ <b>88-0479248</b> Firm's address ▶ <b>611 N Nevada St</b> <b>Carson City, NV 89703-3968</b> Phone no. <b>775-882-7198</b>	

May the IRS discuss this return with the preparer shown above? (see instructions)  Yes  No

# Attachment 5

Form **8879-EO**

## IRS e-file Signature Authorization for an Exempt Organization

OMB No. 1545-1878

**2015**

Department of the Treasury  
Internal Revenue Service

For calendar year 2015, or fiscal year beginning \_\_\_\_\_, 2015, and ending \_\_\_\_\_, 20 \_\_\_\_\_

▶ **Do not send to the IRS. Keep for your records.**

▶ **Information about Form 8879-EO and its instructions is at [www.irs.gov/form8879eo](http://www.irs.gov/form8879eo).**

Name of exempt organization

**Boys And Girls Clubs  
of Western Nevada**

Employer identification number

**88-0269139**

Name and title of officer

**Katie Leao  
Chief Prof Officer**

### Part I Type of Return and Return Information (Whole Dollars Only)

Check the box for the return for which you are using this Form 8879-EO and enter the applicable amount, if any, from the return. If you check the box on line 1a, 2a, 3a, 4a, or 5a, below, and the amount on that line for the return being filed with this form was blank, then leave line 1b, 2b, 3b, 4b, or 5b, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. Do not complete more than 1 line in Part I.

1a	Form 990 check here	▶ <input checked="" type="checkbox"/>	b	Total revenue, if any (Form 990, Part VIII, column (A), line 12)	1b	<b>2,423,864</b>
2a	Form 990-EZ check here	▶ <input type="checkbox"/>	b	Total revenue, if any (Form 990-EZ, line 9)	2b	
3a	Form 1120-POL check here	▶ <input type="checkbox"/>	b	Total tax (Form 1120-POL, line 22)	3b	
4a	Form 990-PF check here	▶ <input type="checkbox"/>	b	Tax based on investment income (Form 990-PF, Part VI, line 5)	4b	
5a	Form 8868 check here	▶ <input type="checkbox"/>	b	Balance Due (Form 8868, Part I, line 3c or Part II, line 8c)	5b	

### Part II Declaration and Signature Authorization of Officer

Under penalties of perjury, I declare that I am an officer of the above organization and that I have examined a copy of the organization's 2015 electronic return and accompanying schedules and statements and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the organization's electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the organization's return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the organization's federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the organization's electronic return and, if applicable, the organization's consent to electronic funds withdrawal.

Officer's PIN: check one box only

I authorize **Steele & Associates, LLC** ERO firm name to enter my PIN **12345** as my signature  
Enter five numbers, but do not enter all zeros

on the organization's tax year 2015 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

As an officer of the organization, I will enter my PIN as my signature on the organization's tax year 2015 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Officer's signature ▶

Date ▶ **08/29/16**

### Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

**88200998765**

do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2015 electronically filed return for the organization indicated above. I confirm that I am submitting this return in accordance with the requirements of Pub. 4163, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature ▶

**Jonathan S. Steele, CPA**

Date ▶ **08/29/16**

**ERO Must Retain This Form—See Instructions**

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Form **8879-EO** (2015)

**Attachment 6**

**Boys & Girls Clubs of Western Nevada  
Income Statement**

December 2016

	2016		2015		Budget		
	Dec '16	YTD '16	Dec '15	YTD '15	Dec '16	YTD '16	2016
<b>Income</b>							
<b>Foundation Grants</b>							
0421 · United Way	40.26	2,301.41	62.60	2,808.77	67	3,000	3,000
0422 · Service Clubs	-	7,236.79	1,523.50	14,343.50	1,221	11,500	11,500
0450 · May Foundation	-	-	-	50,000.00	-	50,000	50,000
0497 · Foundation - Restricted	638.79	723,236.35	6,777.25	682,741.49	496	50,000	50,000
0498 · Foundation - Unrestricted	270.00	6,376.07	-	1,622.45	-	19,500	19,500
0499 · Foundation - In-Kind	-	-	-	-	-	-	-
Other Grants	-	-	-	-	3,125	37,500	37,500
<b>Total Foundation Grants</b>	<b>949.05</b>	<b>739,150.62</b>	<b>8,363.35</b>	<b>751,516.21</b>	<b>4,909</b>	<b>171,500</b>	<b>171,500</b>
<b>Corporate Grants</b>							
0447 · Corporate - Restricted	13,871.26	35,857.26	5,800.00	5,800.00	500	500	500
0448 · Corporate - Unrestricted	602.86	24,160.81	347.66	37,476.97	315	34,000	34,000
0449 · Corporate - In-Kind	333.33	14,834.14	2,492.92	28,749.13	390	4,500	4,500
<b>Total Corporate Grants</b>	<b>14,807.45</b>	<b>74,852.21</b>	<b>8,640.58</b>	<b>72,026.10</b>	<b>1,205</b>	<b>39,000</b>	<b>39,000</b>
<b>Government Grants</b>							
0400 · Carson City	-	120,000.00	-	495,000.00	-	120,000	120,000
0451 · DoA - Food Programs	4,353.32	47,913.12	4,352.88	44,178.24	4,434	45,000	45,000
0455 · Children's Cabinet	8,400.00	85,042.53	6,908.28	79,140.72	6,634	76,000	76,000
0461 · SAPTA	4,264.00	51,877.00	7,883.00	70,711.00	7,804	70,000	70,000
0471 · 21st Century	11,975.80	103,708.28	11,000.00	93,000.00	9,462	80,000	80,000
0474 · Partnership Carson City	-	27,000.00	-	25,183.00	-	35,000	35,000
0484 · OJP	-	-	-	-	500	6,000	6,000
0486 · Douglas County	-	5,000.00	-	5,125.00	-	5,000	5,000
0489 · Government - In-Kind	1,611.11	56,500.00	2,408.33	67,468.72	1,611	56,500	56,500
<b>Total Government Grants</b>	<b>30,604.23</b>	<b>497,040.93</b>	<b>32,552.49</b>	<b>879,806.68</b>	<b>30,445</b>	<b>493,500</b>	<b>493,500</b>
<b>Individual Gifts</b>							
0410 · Annual Giving	7,578.00	88,624.00	32,775.00	104,452.00	74,131	236,250	236,250
0440 · Board Member Dues	-	1,850.00	-	1,150.00	-	2,150	2,150
0468 · Building Campaign	-	-	-	431,426.83	-	-	-
0407 · Individual - Restricted	1,076.00	15,411.00	3,500.00	5,045.00	3,816	5,500	5,500
0408 · Individual - Unrestricted	1,393.54	58,452.29	3,845.00	21,121.42	13,393	75,000	75,000
0409 · Individual - In-Kind	-	-	-	-	-	-	-
<b>Total Individual Gifts</b>	<b>10,047.54</b>	<b>164,337.29</b>	<b>40,120.00</b>	<b>563,195.25</b>	<b>91,340</b>	<b>318,900</b>	<b>318,900</b>
<b>Special Event Income</b>							
0411 · Golf Tournament	-	148,266.80	-	129,586.00	-	130,000	130,000
0412 · Dinner Auction	125.00	307,391.00	-	265,975.00	-	300,000	300,000
0416 · Youth Awards	-	2,392.00	-	-	-	-	-
0419 · Other Fundraising Events	4,000.00	45,544.48	5,300.00	7,850.00	24,981	37,000	37,000
<b>Total Special Event Income</b>	<b>4,125.00</b>	<b>503,594.28</b>	<b>5,300.00</b>	<b>403,411.00</b>	<b>24,981</b>	<b>467,000</b>	<b>467,000</b>
<b>Earned Income</b>							
0430 · Membership Dues	450.00	34,761.00	1,130.00	32,385.00	1,117	32,000	32,000
0431 · Field Trips	-	20,317.00	-	20,837.00	-	18,000	18,000
0432 · Counter Sales	164.00	3,576.91	132.00	3,866.00	113	3,300	3,300
0433 · Vending	283.75	4,261.45	560.62	8,071.14	1,181	17,000	17,000
0434 · Summer Fees	-	81,500.43	10.00	67,282.76	11	77,000	77,000
0439 · Other Program Fees	1,227.50	6,296.69	190.00	247.00	-	-	-
<b>Total Earned Income</b>	<b>2,125.25</b>	<b>150,713.48</b>	<b>2,022.62</b>	<b>132,688.90</b>	<b>2,422</b>	<b>147,300</b>	<b>147,300</b>
<b>Endowment/Bequest/Investments</b>							
0418 · Bequests/Memorials	125.00	975.00	25.00	1,560.00	-	-	-
0426 · Investment Income	1,535.73	15,176.83	1,319.00	15,365.54	-	-	-
0427 · Planned Gifts	-	131,950.96	-	45,000.00	-	-	-
0444 · Gain/Loss on Asset Disposal	-	-	-	-	-	-	-
0445 · Unrealized Gain/Loss	1,683.28	10,691.43	(9,313.91)	(27,119.20)	-	-	-
0446 · Gain on Sale of Assets	85.10	619.83	2,259.55	1,898.62	-	-	-
<b>Total Endowment/Bequest/Investments</b>	<b>3,429.11</b>	<b>159,414.05</b>	<b>(5,710.36)</b>	<b>36,704.96</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Income</b>	<b>66,087.63</b>	<b>2,289,102.86</b>	<b>91,288.68</b>	<b>2,839,349.10</b>	<b>155,302</b>	<b>1,637,200</b>	<b>1,637,200</b>

Attachment 6

**Boys & Girls Clubs of Western Nevada**

**Income Statement**

December 2016

Expense	2016		2015		Budget		
	Dec '16	YTD '16	Dec '15	YTD '15	Dec '16	YTD '16	2016
<b>Facility Expenses</b>							
0522 · Insurance	3,988.75	48,441.49	4,042.26	48,755.26	4,063	49,000	49,000
0525 · Janitorial Supplies	409.27	9,925.07	1,109.76	8,665.91	768	6,000	6,000
0526 · Janitorial Service / Staff	-	9,169.53	8,949.47	17,803.10	6,032	12,000	12,000
0527 · Facility Renovation	95.00	12,643.41	1,126.62	6,372.97	1,591	9,000	9,000
0531 · Grounds Maintenance	-	-	-	350.00	-	3,000	3,000
0532 · Utilities	2,950.40	38,367.30	2,632.41	34,676.78	3,188	42,000	42,000
0533 · MAC Use	-	4,388.91	-	-	1,667	20,000	20,000
0534 · Fire & Security Systems	-	5,286.31	-	-	280	3,360	3,360
0535 · Storage	157.00	1,817.00	-	-	125	1,500	1,500
0539 · Other Facility Expenses	-	2,049.84	174.99	4,412.79	-	-	-
<b>Total Facility Expenses</b>	<b>7,600.42</b>	<b>132,088.86</b>	<b>18,035.51</b>	<b>121,036.81</b>	<b>17,714</b>	<b>145,860</b>	<b>145,860</b>
<b>Fundraising Expenses</b>							
0561 · Golf Tournament	-	-	-	6,160.96	-	300	300
0562 · Dinner Auction	-	4,164.00	-	19,033.75	-	20,000	20,000
0569 · Other Fundraising Expenses	-	10,586.00	-	834.63	-	1,000	1,000
<b>Total Fundraising Expenses</b>	<b>-</b>	<b>14,750.00</b>	<b>-</b>	<b>26,029.34</b>	<b>-</b>	<b>21,300</b>	<b>21,300</b>
<b>General &amp; Admin</b>							
0600 · Accounting & Legal	-	-	-	45.00	-	25	25
0602 · Advertising & Marketing	1,771.00	32,219.72	2,191.00	2,806.00	19,521	25,000	25,000
0603 · Advertising - In-Kind	333.33	4,000.00	416.67	5,000.00	375	4,500	4,500
0604 · Audit	-	11,000.00	1,500.00	11,000.00	1,295	9,500	9,500
0606 · Awards	-	370.75	-	509.63	-	500	500
0610 · National Dues	-	7,316.00	-	6,731.00	-	7,200	7,200
0611 · Credit Card Fees	227.92	9,197.51	633.86	3,282.75	502	2,600	2,600
0612 · Dues & Subscriptions	-	6,738.82	79.47	4,343.99	183	10,000	10,000
0613 · State Alliance Dues	-	1,373.93	-	1,033.90	-	1,250	1,250
0615 · Education/Training - Board	17.16	332.73	-	830.30	-	1,000	1,000
0616 · Education/Training - Staff	-	2,975.12	-	3,404.28	-	10,000	10,000
0621 · Office Equipment Rent/Lease	832.18	7,975.62	(2,516.26)	3,814.69	-	6,200	6,200
0625 · Food	660.00	1,699.55	336.52	2,330.67	72	500	500
0630 · Liability Insurance - D & O	200.50	2,367.25	187.58	2,359.50	199	2,500	2,500
0632 · Member Medical Insurance	-	-	-	-	-	-	-
0640 · Office Supplies	266.47	5,044.46	504.88	5,767.29	258	2,950	2,950
0645 · Personnel Recruitment	-	30.00	-	-	42	500	500
0646 · Direct Donor Benefits	-	23,475.31	-	29,390.00	-	35,750	35,750
0648 · Printing	317.70	2,738.15	112.26	3,223.63	33	950	950
0649 · Postage	-	1,856.90	288.79	2,122.47	211	1,550	1,550
0651 · Staff Uniforms	-	1,698.96	549.86	5,459.26	403	4,000	4,000
0652 · Board Uniforms	31.00	1,099.48	-	85.50	-	1,000	1,000
0660 · Telephone	2,505.18	22,340.33	1,612.07	12,934.40	1,271	10,200	10,200
0690 · Other G & A	202.78	9,499.36	198.15	2,139.79	56	600	600
<b>Total General &amp; Admin</b>	<b>7,365.22</b>	<b>155,349.95</b>	<b>6,094.85</b>	<b>108,614.05</b>	<b>24,421</b>	<b>138,275</b>	<b>138,275</b>
<b>Personnel Expense</b>							
0500 · Executive Director	17,288.14	93,695.78	9,808.87	77,847.36	9,923	86,331	86,331
0501 · Unit Director	8,402.58	67,119.31	7,696.22	62,339.51	7,626	66,342	66,342
0502 · Athletic Director	3,968.74	29,433.12	3,240.28	28,797.66	3,240	28,188	28,188
0503 · Teen Services Director	2,986.75	19,683.51	1,682.05	16,033.30	2,328	20,000	20,000
0504 · Program Staff	39,227.48	372,971.84	41,043.47	352,571.84	43,131	370,500	370,500
0505 · Office Manager	2,142.13	21,932.67	3,336.38	23,307.59	3,115	27,104	27,104
0508 · Contract Services	-	-	-	-	-	-	-
0509 · Director of Operations	10,803.55	61,890.12	6,630.04	58,749.90	6,635	57,721	57,721
0510 · Payroll Taxes	9,845.59	78,201.63	9,302.58	75,881.70	9,056	77,788	77,788
0511 · SIIS	1,636.37	12,999.04	1,388.58	12,071.13	1,500	12,888	12,888
0512 · Medical Insurance	6,383.14	91,317.31	7,161.91	85,826.83	6,801	81,500	81,500
0513 · Pension Expense	2,221.19	17,225.27	1,845.89	18,050.73	3,192	27,423	27,423
0514 · Education Director	3,656.52	30,131.88	3,363.16	29,742.68	3,365	29,272	29,272

**Attachment 6**

**Boys & Girls Clubs of Western Nevada  
Income Statement**

December 2016

	2016		2015		Budget		
	Dec '16	YTD '16	Dec '15	YTD '15	Dec '16	YTD '16	2016
0515 · CCSD Site Directors	9,881.00	74,181.28	8,586.57	62,483.74	8,656	75,309	75,309
0517 · Computer Lab Instructor	1,675.79	14,474.54	1,449.56	14,431.06	1,746	15,000	15,000
0518 · IS Manager	5,395.82	45,376.61	5,251.35	45,777.42	5,192	45,173	45,173
0519 · Res. Devel. Director	5,395.83	38,821.07	-	-	6,020	46,154	46,154
0530 · Outreach Special Events Coordinator	-	-	-	30,459.18	-	-	-
0540 · Program Director	2,829.82	23,157.82	2,660.28	22,768.28	2,640	22,968	22,968
0541 · Learning Center Director	1,309.13	21,418.63	2,776.28	24,120.28	2,760	24,012	24,012
0700 · Payroll Expenses	686.92	5,460.44	491.00	5,214.65	443	4,700	4,700
<b>Total Personnel Expense</b>	<b>135,736.49</b>	<b>1,119,491.87</b>	<b>117,714.47</b>	<b>1,046,474.84</b>	<b>127,369</b>	<b>1,118,373</b>	<b>1,118,373</b>
<b>Program Expenses</b>							
0575 · Program Equip & Supplies	22,122.03	55,020.63	12,010.65	37,753.12	11,212	35,243	35,243
0593 · Program Equip & Supplies - In-Kind	-	-	-	-	-	-	-
0576 · Computer Equipment & Supplies	6,138.98	9,810.71	1,216.30	3,579.44	1,359	4,000	4,000
0577 · Field Trips	-	13,207.30	140.00	15,841.57	150	17,000	17,000
0579 · Program Awards	44.37	1,035.80	337.84	1,990.13	764	4,500	4,500
0580 · Program Food	9,051.55	72,102.98	6,649.17	64,684.86	3,916	38,100	38,100
0594 · Program Food - In-Kind	-	42,000.00	-	45,793.72	-	42,000	42,000
0583 · Counter Sales	469.05	3,365.87	314.93	2,589.87	608	5,000	5,000
0584 · Prog - Staff Training	-	4,836.34	-	5,710.97	-	5,700	5,700
0586 · Auto & Travel Expense	630.60	13,961.05	846.50	20,139.32	492	15,000	15,000
0595 · Auto & Travel - In-Kind	1,611.11	14,500.00	2,408.33	21,675.00	1,611	14,500	14,500
0596 · School Transportation	-	8,465.40	-	8,465.40	-	8,500	8,500
0587 · Youth Training	-	-	-	783.42	-	1,000	1,000
0588 · Vending Expense	188.43	2,692.65	177.20	4,864.87	273	7,500	7,500
0589 · Background Checks	-	340.09	7.18	893.84	18	2,200	2,200
0599 · Other Program Expenses	1,000.00	9,000.00	-	3,148.09	-	2,000	2,000
<b>Total Program Expenses</b>	<b>41,256.12</b>	<b>250,338.82</b>	<b>24,108.10</b>	<b>237,913.62</b>	<b>20,403</b>	<b>202,243</b>	<b>202,243</b>
<b>Non-GAAP Expenses</b>							
0591 · Capital Expense - Vehicle	-	-	-	-	-	-	-
0592 · Capital Expense - Equipment	-	125,636.05	-	-	-	-	-
0597 · Capital Expense - Construction	-	-	-	-	-	-	-
<b>Total Non-GAAP Expenses</b>	<b>-</b>	<b>125,636.05</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
0810 · Depreciation	-	-	124,654.56	124,654.56	-	-	-
<b>Total Expense</b>	<b>191,958.25</b>	<b>1,797,655.55</b>	<b>290,607.49</b>	<b>1,664,723.22</b>	<b>189,907</b>	<b>1,626,051</b>	<b>1,626,051</b>
<b>Net Income</b>	<b>(125,870.62)</b>	<b>491,447.31</b>	<b>(199,318.81)</b>	<b>1,174,625.88</b>	<b>(34,605)</b>	<b>11,149</b>	<b>11,149</b>

## Attachment 6

### Boys & Girls Clubs of Western Nevada Income Statement Summary

	December 2016				
	Actual		Budget	Variance	
	Dec '16	Dec '15	Dec '16	LY	Budget
<b>Income</b>					
Foundation Grants	949	8,363	4,909	(7,414)	(3,960)
Corporate Grants	14,807	8,641	1,205	6,167	13,602
Government Grants	30,604	32,552	30,445	(1,948)	159
Individual Gifts	10,048	40,120	91,340	(30,072)	(81,292)
Special Event Income	4,125	5,300	24,981	(1,175)	(20,856)
Earned Income	2,125	2,023	2,422	103	(297)
Endowment/Bequest/Investments	3,429	(5,710)	-	9,139	3,429
<b>Total Income</b>	<b>66,088</b>	<b>91,289</b>	<b>155,302</b>	<b>(25,201)</b>	<b>(89,214)</b>
<b>Expense</b>					
Facility Expenses	7,600	18,036	17,714	(10,435)	(10,114)
Fundraising Expenses	-	-	-	-	-
General & Admin	7,365	6,095	24,421	1,270	(17,056)
Personnel Expense	135,736	117,714	127,369	18,022	8,367
Program Expenses	41,256	24,108	20,403	17,148	20,853
Non-GAAP Expenses	-	-	-	-	-
Depreciation	-	124,655	-	(124,655)	-
<b>Total Expense</b>	<b>191,958</b>	<b>290,607</b>	<b>189,907</b>	<b>(98,649)</b>	<b>2,051</b>
<b>Net Income</b>	<b>(125,871)</b>	<b>(199,319)</b>	<b>(34,605)</b>	<b>73,448</b>	<b>(91,266)</b>

	Year To Date				
	Actual		Budget	Variance	
	YTD	LTYD	YTD	LY	Budget
<b>Income</b>					
Foundation Grants	739,151	751,516	171,500	(12,366)	567,651
Corporate Grants	74,852	72,026	39,000	2,826	35,852
Government Grants	497,041	879,807	493,500	(382,766)	3,541
Individual Gifts	164,337	563,195	318,900	(398,858)	(154,563)
Special Event Income	503,594	403,411	467,000	100,183	36,594
Earned Income	150,713	132,689	147,300	18,025	3,413
Endowment/Bequest/Investments	159,414	36,705	-	122,709	159,414
<b>Total Income</b>	<b>2,289,103</b>	<b>2,839,349</b>	<b>1,637,200</b>	<b>(550,246)</b>	<b>651,903</b>
<b>Expense</b>					
Facility Expenses	132,089	121,037	145,860	11,052	(13,771)
Fundraising Expenses	14,750	26,029	21,300	(11,279)	(6,550)
General & Admin	155,350	108,614	138,275	46,736	17,075
Personnel Expense	1,119,492	1,046,475	1,118,373	73,017	1,119
Program Expenses	250,339	237,914	202,243	12,425	48,096
Non-GAAP Expenses	125,636	-	-	125,636	125,636
Depreciation	-	124,655	-	(124,655)	-
<b>Total Expense</b>	<b>1,797,656</b>	<b>1,664,723</b>	<b>1,626,051</b>	<b>132,932</b>	<b>171,605</b>
<b>Net Income</b>	<b>491,447</b>	<b>1,174,626</b>	<b>11,149</b>	<b>(683,179)</b>	<b>480,298</b>

## Attachment 6

## Boys &amp; Girls Clubs of Western Nevada

## Balance Sheet

December 2016

ASSETS	Last Month		YTD		Last Year		
	Dec '16	Nov '16	\$ Diff	Dec '15	\$ Diff	Dec '15	\$Diff
<b>Current Assets</b>							
<b>Checking/Savings</b>							
City - Operating	30,019.51	130,781.60	(100,762.09)	4,209.05	25,810.46	4,209.05	25,810.46
City - Program	7,802.95	7,827.76	(24.81)	53,554.44	(45,751.49)	53,554.44	(45,751.49)
City - Teen Center Const. Acct.	47,740.01	47,528.88	211.13	811,857.51	(764,117.50)	811,857.51	(764,117.50)
0111 · City - Nevada Area Council	7,659.34	7,659.16	0.18	9,857.20	(2,197.86)	9,857.20	(2,197.86)
0112 · City - CDs	-	-	-	102,628.69	(102,628.69)	102,628.69	(102,628.69)
United FCU	20.00	20.00	-	-	20.00	-	20.00
Paypal	-	-	-	-	-	-	-
0100 · Petty Cash	300.00	79.82	220.18	126.56	173.44	126.56	173.44
0117 · Petty Cash - CV	200.00	200.00	-	200.00	-	200.00	-
0133 · Edward Jones	256,029.52	253,514.68	2,514.84	316,218.06	(60,188.54)	316,218.06	(60,188.54)
0118 · Edward Jones - Carson Valley	147,148.66	146,363.13	785.53	72,293.24	74,855.42	72,293.24	74,855.42
<b>Total Checking/Savings</b>	<b>496,919.99</b>	<b>593,975.03</b>	<b>(97,055.04)</b>	<b>1,370,944.75</b>	<b>(874,024.76)</b>	<b>1,370,944.75</b>	<b>(874,024.76)</b>
<b>Accounts Receivable</b>							
0120 · Accounts Receivable	210.00	-	210.00	4,000.00	(3,790.00)	4,000.00	(3,790.00)
0129 · Accounts Receivable - Auction	-	-	-	-	-	-	-
0131 · Accounts Receivable - Grants	56,114.38	62,054.26	(5,939.88)	55,516.51	597.87	55,516.51	597.87
<b>Total Accounts Receivable</b>	<b>56,324.38</b>	<b>62,054.26</b>	<b>(5,729.88)</b>	<b>59,516.51</b>	<b>(3,192.13)</b>	<b>59,516.51</b>	<b>(3,192.13)</b>
<b>Other Current Assets</b>							
<b>Prepaid Expenses</b>							
0140 · Prepaid Insurance	7,358.91	6,741.55	617.36	7,635.89	(276.98)	7,635.89	(276.98)
0145 · Prepaid Unemployment Insurance	16,493.18	17,491.24	(998.06)	14,228.33	2,264.85	14,228.33	2,264.85
0150 · Workman's Comp Prepaid	(121.28)	1,515.09	(1,636.37)	-	(121.28)	-	(121.28)
0129 · Payroll Prepaid	-	-	-	-	-	-	-
0139 · Prepaid Expenses - Other	3,738.00	3,738.00	-	3,729.60	8.40	3,729.60	8.40
<b>Total Prepaid Expenses</b>	<b>27,468.81</b>	<b>29,485.88</b>	<b>(2,017.07)</b>	<b>25,593.82</b>	<b>1,874.99</b>	<b>25,593.82</b>	<b>1,874.99</b>
Auction Startup Cash	-	-	-	-	-	-	-
0134 · Accrued Interest Receivable	178.57	178.57	-	178.57	-	178.57	-
<b>Total Other Current Assets</b>	<b>27,647.38</b>	<b>29,664.45</b>	<b>(2,017.07)</b>	<b>25,772.39</b>	<b>1,874.99</b>	<b>25,772.39</b>	<b>1,874.99</b>
<b>Total Current Assets</b>	<b>580,891.75</b>	<b>685,693.74</b>	<b>(104,801.99)</b>	<b>1,456,233.65</b>	<b>(875,341.90)</b>	<b>1,456,233.65</b>	<b>(875,341.90)</b>
<b>Fixed Assets</b>							
0159 · Construction in Progress	1,640,293.71	1,640,293.71	-	337,058.78	1,303,234.93	337,058.78	1,303,234.93
0172 · Sports Fields	288,750.17	288,750.17	-	288,750.17	-	288,750.17	-
0166 · Cleaning equipment	8,218.60	8,218.60	-	8,218.60	-	8,218.60	-
0173 · Paving	169,630.08	169,630.08	-	169,630.08	-	169,630.08	-
0174 · Storage shed	3,275.00	3,275.00	-	3,275.00	-	3,275.00	-
0171 · Fencing	50,095.00	50,095.00	-	50,095.00	-	50,095.00	-
0160 · Furniture & Fixtures	35,558.51	35,558.51	-	35,558.51	-	35,558.51	-
0161 · Land - Lompa Lane	262,595.32	262,595.32	-	262,595.32	-	262,595.32	-
0164 · Building	3,641,426.00	3,641,426.00	-	3,641,426.00	-	3,641,426.00	-
0165 · Office Equipment	84,801.56	84,801.56	-	84,801.56	-	84,801.56	-
0167 · Recreation Equipment	36,836.21	36,836.21	-	36,836.21	-	36,836.21	-
0175 · Transportation Equipment	104,469.50	104,469.50	-	104,469.50	-	104,469.50	-
0176 · Portable Trailer	45,374.00	45,374.00	-	45,374.00	-	45,374.00	-
0179 · Shade Structure	48,606.16	48,606.16	-	48,606.16	-	48,606.16	-
0177 · Accumulated Depreciation	(922,194.46)	(922,194.46)	-	(922,194.46)	-	(922,194.46)	-
<b>Total Fixed Assets</b>	<b>5,497,735.36</b>	<b>5,497,735.36</b>	<b>-</b>	<b>4,194,500.43</b>	<b>1,303,234.93</b>	<b>4,194,500.43</b>	<b>1,303,234.93</b>
<b>Other Assets</b>							
0168 · Software	10,615.75	10,615.75	-	10,615.75	-	10,615.75	-
<b>Total Other Assets</b>	<b>10,615.75</b>	<b>10,615.75</b>	<b>-</b>	<b>10,615.75</b>	<b>-</b>	<b>10,615.75</b>	<b>-</b>
<b>TOTAL ASSETS</b>	<b>6,089,242.86</b>	<b>6,194,044.85</b>	<b>(104,801.99)</b>	<b>5,661,349.83</b>	<b>427,893.03</b>	<b>5,661,349.83</b>	<b>427,893.03</b>

## Attachment 6

### Boys & Girls Clubs of Western Nevada

#### Balance Sheet

December 2016

	Last Month			YTD		Last Year	
	Dec '16	Nov '16	\$ Diff	Dec '15	\$ Diff	Dec '15	\$Diff
<b>LIABILITIES &amp; EQUITY</b>							
<b>Liabilities</b>							
<b>Current Liabilities</b>							
<b>Accounts Payable</b>							
0200 · Accounts Payable	45,293.73	36,147.15	9,146.58	115,715.16	(70,421.43)	115,715.16	(70,421.43)
<b>Total Accounts Payable</b>	<b>45,293.73</b>	<b>36,147.15</b>	<b>9,146.58</b>	<b>115,715.16</b>	<b>(70,421.43)</b>	<b>115,715.16</b>	<b>(70,421.43)</b>
<b>Credit Cards</b>							
BofA	14,881.66	3,453.62	11,428.04	2,082.49	12,799.17	2,082.49	12,799.17
Costco	146.76	552.86	(406.10)	-	146.76	-	146.76
Wal-Mart	657.08	144.09	512.99	2,299.15	(1,642.07)	2,299.15	(1,642.07)
<b>Total Credit Cards</b>	<b>15,685.50</b>	<b>4,150.57</b>	<b>11,534.93</b>	<b>4,381.64</b>	<b>11,303.86</b>	<b>4,381.64</b>	<b>11,303.86</b>
<b>Other Current Liabilities</b>							
City - Construction LOC	-	-	-	-	-	-	-
City - Loan	-	-	-	-	-	-	-
0215 · Accrued Payroll	-	-	-	2,285.97	(2,285.97)	2,285.97	(2,285.97)
0225 · Medical Liability	158.29	(228.65)	386.94	(115.60)	273.89	(115.60)	273.89
Pension Liability	-	-	-	-	-	-	-
0210 · Accrued Payroll Taxes	-	-	-	226.77	(226.77)	226.77	(226.77)
0270 · Current Lease Obligation	2,789.50	2,789.50	-	2,789.50	-	2,789.50	-
<b>Total Other Current Liabilities</b>	<b>2,947.79</b>	<b>2,560.85</b>	<b>386.94</b>	<b>5,186.64</b>	<b>(2,238.85)</b>	<b>5,186.64</b>	<b>(2,238.85)</b>
<b>Total Current Liabilities</b>	<b>63,927.02</b>	<b>42,858.57</b>	<b>21,068.45</b>	<b>125,283.44</b>	<b>(61,356.42)</b>	<b>125,283.44</b>	<b>(61,356.42)</b>
<b>Long Term Liabilities</b>							
0282 · Lease Obligation	6,818.79	6,818.79	-	6,818.79	-	6,818.79	-
0283 · Joint Use Agreement	-	-	-	-	-	-	-
0281 · Desert Area Council	7,659.34	7,659.16	0.18	9,857.20	(2,197.86)	9,857.20	(2,197.86)
<b>Total Long Term Liabilities</b>	<b>14,478.13</b>	<b>14,477.95</b>	<b>0.18</b>	<b>16,675.99</b>	<b>(2,197.86)</b>	<b>16,675.99</b>	<b>(2,197.86)</b>
<b>Total Liabilities</b>	<b>78,405.15</b>	<b>57,336.52</b>	<b>21,068.63</b>	<b>141,959.43</b>	<b>(63,554.28)</b>	<b>141,959.43</b>	<b>(63,554.28)</b>
<b>Equity</b>							
<b>0390 · Unrestricted Net Assets</b>							
0391 · Fixed Assets	5,508,351.11	5,508,351.11	-	4,205,116.18	1,303,234.93	4,205,116.18	1,303,234.93
0392 · Group Clubs	5,635.17	5,575.06	60.11	3,156.07	2,479.10	3,156.07	2,479.10
0393 · Carson Valley	43,085.71	59,524.68	(16,438.97)	73,375.24	(30,289.53)	73,375.24	(30,289.53)
0380 · Board Designated	122,721.33	122,721.33	-	-	122,721.33	-	122,721.33
0394 · Undesignated	235,748.21	315,160.70	(79,412.49)	440,293.24	(204,545.03)	440,293.24	(204,545.03)
<b>Total 0390 · Unrestricted Net Assets</b>	<b>5,915,541.53</b>	<b>6,011,332.88</b>	<b>(95,791.35)</b>	<b>4,721,940.73</b>	<b>1,193,600.80</b>	<b>4,721,940.73</b>	<b>1,193,600.80</b>
<b>0395 · Temp Restricted Net Assets</b>							
0396 · Grants	62,916.30	91,995.57	(29,079.27)	65,027.85	(2,111.55)	65,027.85	(2,111.55)
0397 · Capital Improvements	16,149.88	16,149.88	-	714,191.82	(698,041.94)	714,191.82	(698,041.94)
0399 · Other	16,230.00	17,230.00	(1,000.00)	18,230.00	(2,000.00)	18,230.00	(2,000.00)
<b>Total 0395 · Temp Restricted Net Assets</b>	<b>95,296.18</b>	<b>125,375.45</b>	<b>(30,079.27)</b>	<b>797,449.67</b>	<b>(702,153.49)</b>	<b>797,449.67</b>	<b>(702,153.49)</b>
<b>Total Equity</b>	<b>6,010,837.71</b>	<b>6,136,708.33</b>	<b>(125,870.62)</b>	<b>5,519,390.40</b>	<b>491,447.31</b>	<b>5,519,390.40</b>	<b>491,447.31</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>6,089,242.86</b>	<b>6,194,044.85</b>	<b>(104,801.99)</b>	<b>5,661,349.83</b>	<b>427,893.03</b>	<b>5,661,349.83</b>	<b>427,893.03</b>



Attachment 6

**Boys & Girls Clubs of Western Nevada  
Statement of Cash Flows**

December 2016

	<u>Last Month</u>	<u>YTD</u>	<u>12-Months</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Change in Net Assets	(125,870.62)	491,447.31	491,447.31
<b>Adjustments to Reconcile</b>			
Depreciation	-	-	-
(Increase) Decrease In:			
Grants & Accounts Receivable	5,729.88	3,192.13	3,192.13
Prepaid Expenses	2,017.07	(1,874.99)	(1,874.99)
Other Current Assets	-	-	-
Increase (Decrease) In:			
Accounts Payable	9,146.58	(70,421.43)	(70,421.43)
Credit Cards	11,534.93	11,303.86	11,303.86
Loans	-	-	-
Accrued Payroll Liabilities	-	(2,512.74)	(2,512.74)
Compensated Absences	-	-	-
Other Liabilities	387.12	(1,923.97)	(1,923.97)
	<u>(97,055.04)</u>	<u>429,210.17</u>	<u>429,210.17</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Purchase of Property & Equipment	-	(1,303,234.93)	(1,303,234.93)
	-	(1,303,234.93)	(1,303,234.93)
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Payments on Capital Lease Obligation	-	-	-
	-	-	-
<b>NET INCREASE (DECREASE) IN CASH</b>	<b>(97,055.04)</b>	<b>(874,024.76)</b>	<b>(874,024.76)</b>
CASH AT BEGINNING OF PERIOD	593,975.03	1,370,944.75	1,370,944.75
<b>CASH AT END OF PERIOD</b>	<b>496,919.99</b>	<b>496,919.99</b>	<b>496,919.99</b>
	-	-	-

Attachment 7

Boys & Girls Clubs of Western Nevada  
Sources of Restricted Cash

Grants and Foundations:

\$ 62,916.30

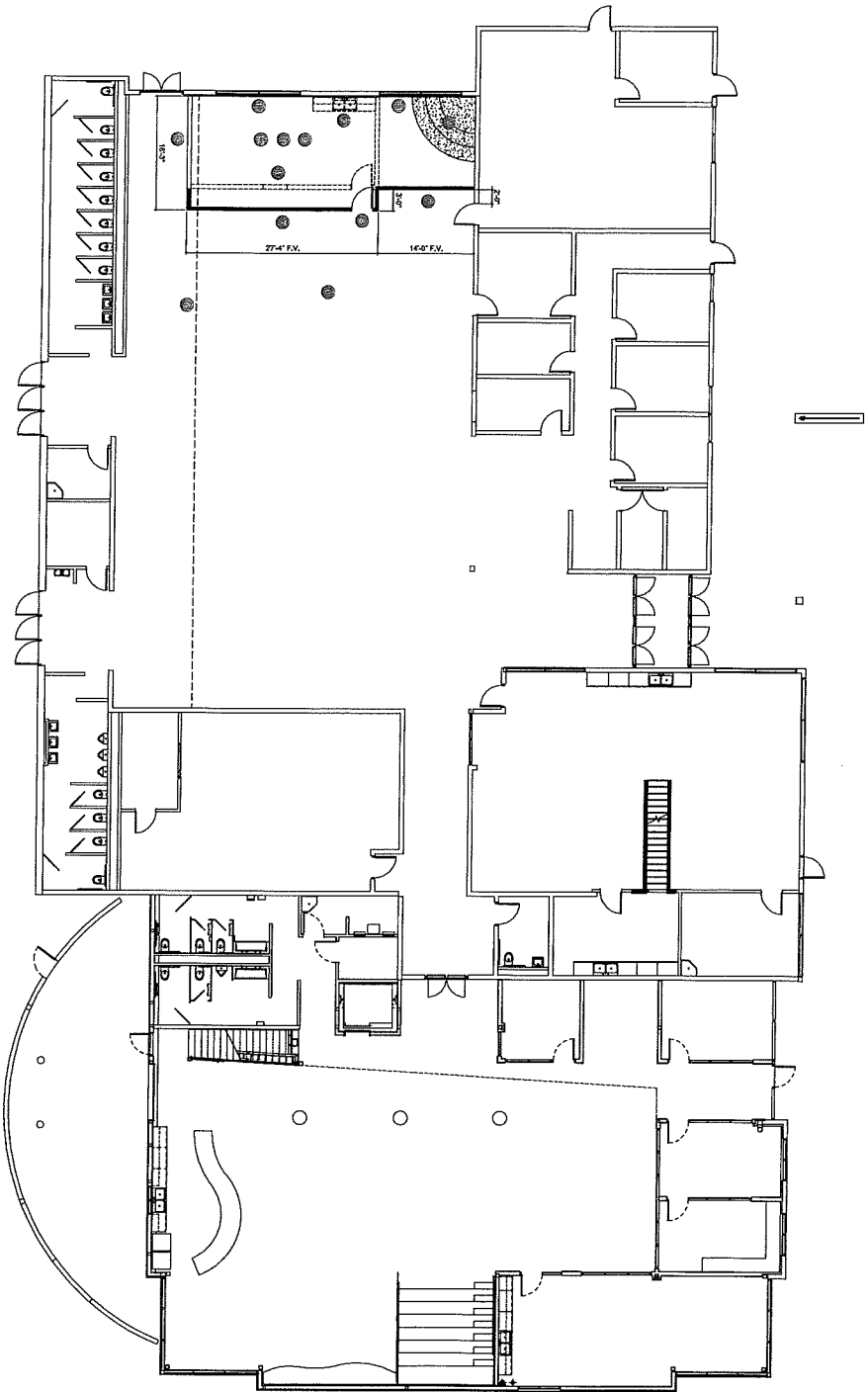
Capital Improvements - Teen Center Construction Account

\$ 16,149.88

Scholarship Fund:

\$ 16,230.00

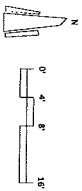
Attachment 8



KEYNOTES

- ① DEMO (B) WALL'S DOORFRAME & PASS-THRU COUNTER - (SHOWN DASHED)
- ② DEMO (B) CASWORK AND SINK (SHOWN DASHED)
- ③ INFILL (B) WALL ABOVE TO GMB SOFFIT ABOVE (APPROXIMATELY 1'-0")
- ④ INFILL (B) STEPS W/ CONCRETE - MATCH FINISH FLOOR.
- ⑤ LINE OF (B) GMB SOFFIT ABOVE (9'-0" AFF. - FIELD VERIFY).
- ⑥ OPEN TO (B) DECK ABOVE.
- ⑦ 3/8" x 18 GA. METAL STUD WALL AT 16" o.c. FINISH FLOOR. (SOLID HATCH)
- ⑧ 3'-0" x 7'-0" SOLID CORE WOOD DOOR IN H.A.L. FRAME.
- ⑨ SUSPENDED ACOUSTICAL CEILING GRID/TILE WASHABLE - KITCHEN ZONE BY ARMSTRONG (5'-0" x 9'-0")
- ⑩ METAL JOIST FRAMED CEILING AT 10'-0" AFF. BEARING JOISTS TO BE 16" x 18 GA. AT 4'-0" o.c. HEADER AT THE (B) OPENINGS SHALL BE 12" x 2" x 18 GA. STUD NESTLED IN AN 18 GA. TRACK. (B) 7/8" x 9" TITENS EX. END.
- ⑪ 2 1/2" x 18 GA. METAL STUD WALL AT 16" o.c. W/ 1/2" COX PL. W/D. (PAINTED WHITE - EXTERIOR) (2'-0" x 10' x 9'-0" H)
- ⑫ EPOXY FLOOR SYSTEM - (CG-1-25 BY NEGARD OR APPROVED EQUAL. (KITCHEN APPLICATION)

NOTE:  
STAINLESS STEEL AND FRP WALL FINISHES & LOCATIONS TO BE DETERMINED WITH FINAL KITCHEN EQUIPMENT LAYOUT.



## Attachment 9

### BGCWN-Kitchen remodel

Project:

SF:

Cost Code	Original Budget	Notes
141.260 - Permits	2,000	
73.160 - Insurance Requirements	1,500	
73.190 - Health & Safety Requirements	5,000	
130.570 - Plans	1,500	
131.000 - Project Management & Coord.	8,500	
131.170 - Project Supervision	31,000	
130.170 - Pre-construction Services	7,000	
131.270 - Administrative Support	7,000	
151.000 - Temporary Utilities	1,000	
152.000 - Construction Facilities	1,000	
156.000 - Temporary Barriers & Enclosures	1,500	
158.000 - Project Identification	-	
171.130 - Mobilization	2,500	
174.130 - Progress Cleaning	5,000	
174.230 - Final Cleaning	2,000	
121.160 - Contingency Allowance	25,000	Owner Contingency
<b>1 Total</b>	<b>101,500</b>	
241.000 - Demolition	20,000	Demo existing walls, concrete trenches, G. I. demo
<b>2 Total</b>	<b>20,000</b>	
300.000 - CONCRETE	5,000	
315.000 - Concrete Accessories	1,500	
<b>3 Total</b>	<b>6,500</b>	
Excavations	45,000	
<b>4 Total</b>	<b>45,000</b>	
512.000 - Structural Steel Framing	20,000	
<b>5 Total</b>	<b>20,000</b>	
610.000 - Rough Carpentry	2,500	
641.000 - Architectural Wood Casework		
<b>6 Total</b>	<b>2,500</b>	
721.000 - Thermal Insulation	2,000	
750.000 - Membrane Roofing	2,000	Roof penetration patching, curb at exhaust
<b>7 Total</b>	<b>4,000</b>	
810.000 - Doors & Frames	2,000	
833.000 - Coiling Doors, Grilles	-	
<b>8 Total</b>	<b>2,000</b>	
920.000 - Plaster and Gypsum Board	10,000	
991.000 - Painting	6,500	
<b>9 Total</b>	<b>16,500</b>	
<b>10 Total</b>	<b>-</b>	
1100.000 - EQUIPMENT	156,000	Kitchen equipment with installation
<b>11 Total</b>	<b>156,000</b>	
Epoxy flooring	13,000	
<b>13 Total</b>	<b>13,000</b>	
2100.000 - FIRE SUPPRESSION	5,000	
2124.000 - Dry-Chemical Fire-Exting Sys	2,500	Hood-Ansul system
<b>21 Total</b>	<b>7,500</b>	
2200.000 - Plumbing	15,000	Underslab sinks, hook up kitchen equipment
<b>22 Total</b>	<b>15,000</b>	
2300.000 - HEATING VENTILATING & AC(HVAC)	10,000	Rework duct above, hood above cooking-hook up
<b>23 Total</b>	<b>10,000</b>	
2600.000 - ELECTRICAL	20,000	Safe off, rough in, hook up equipment
<b>26 Total</b>	<b>20,000</b>	
3100.009 - Earthwork	45,000	Grease Interceptor, excavations, Asphalt and concrete
<b>31 Total</b>	<b>45,000</b>	
130.370 - Overhead	4,950	
130.470 - Profit	4,950	
	<b>9,900</b>	
	<b>492,400</b>	



01/10/2017

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# Quotation

From: Vern Martin Design Associates  
 Chris Thompson  
 760 Robin St.  
 Reno, NV 89509  
 (775) 240-2637  
 (858) 336-4480 (Contact)  
 7752010066 (Fax)  
 chris@martinreno.com

Project: Boys and Girls Club, Carson City

Job Reference Number: 28

Consultant: Vern Martin Design  
 Associates (Vern Martin)

Item	Qty	Description	Sell	Sell Total
1/2/3	1 ea	WALK-IN COOLER, SELF-CONTAINED	\$15,628.00	\$15,628.00
4	20 ea	WIRE SHELVING	\$73.00	\$1,460.00
5	4 ea	WIRE SHELVING	\$81.00	\$324.00
6	20 ea	WIRE SHELVING	\$67.00	\$1,340.00
7	8 ea	WIRE SHELVING	\$81.00	\$648.00
8		SPARE NO.		Spare
9		SPARE NO.		Spare
10	1 ea	ICE CUBER	\$3,766.00	\$3,766.00
11	1 ea	ICE BIN FOR ICE MACHINES	\$1,581.00	\$1,581.00
12	1 ea	WATER FILTRATION SYSTEM	\$314.00	\$314.00
13	1 ea	REACH-IN FREEZER	\$6,351.00	\$6,351.00
14	1 ea	ELECTRICAL RETRACTABLE DROP CORD	\$350.00	\$350.00
15	1 ea	WORK TABLE	\$571.00	\$571.00
16		SPARE NO.		Spare
17	1 ea	THREE (3) COMPARTMENT SINK	\$887.00	\$887.00
18	2 ea	WALL / SPLASH MOUNT FAUCET	\$115.00	\$230.00
19	3 ea	LEVER WASTE	\$54.00	\$162.00
20	1 ea	PRE-RINSE FAUCET ASSEMBLY, WITH ADD ON FAUCET	\$381.00	\$381.00
21		SPARE NO.		Spare
22	1 ea	FOOD PROCESSOR	\$603.00	\$603.00
23	1 ea	WORK TABLE, WITH PREP SINK(S)	\$1,500.00	\$1,500.00
24	2 ea	LEVER WASTE	\$85.00	\$170.00
25	1 ea	SHELVING, WALL-MOUNTED	\$219.00	\$219.00

Item	Qty	Description	Sell	Sell Total
26		SPARE NO.		Spare
27	1 ea	EQUIPMENT STAND	\$209.00	\$209.00
28	1 ea	FOOD SLICER	\$1,004.00	\$1,004.00
29	4 ea	GARBAGE CAN	\$70.00	\$280.00
30	2 ea	HAND SINK	\$170.00	\$340.00
31	2 ea	WALL / SPLASH MOUNT FAUCET	\$92.00	\$184.00
32	2 ea	PAPER TOWEL DISPENSER	\$47.00	\$94.00
33	1 ea	REACH-IN REFRIGERATOR	\$4,821.00	\$4,821.00
34		SPARE NO.		Spare
35	1 ea	TILTING SKILLET, GAS	\$15,687.00	\$15,687.00
36	1 ea	COUNTERTOP GAS STEAM KETTLE	\$13,955.00	\$13,955.00
37	1 ea	HOOD CANOPY	\$3,198.30	\$3,198.30
38	1 ea	S/S WALL LINER	\$409.50	\$409.50
39	1 ea	RANGE, 48", 4 BURNERS, 24" GRIDDLE	\$6,805.00	\$6,805.00
40	1 ea	COOK HOLD OVEN	\$7,601.00	\$7,601.00
41	1 ea	ANSUL FIRE PROTECTION SYSTEM	\$4,294.50	\$4,294.50
42		SPARE NO.		Spare
43		SPARE NO.		Spare
44	1 ea	MILK COOLER	\$3,072.00	\$3,072.00
45	1 ea	SANDWICH / SALAD PREPARATION REFRIGERATOR	\$3,840.00	\$3,840.00
46	1 ea	TRAY SLIDE	\$1,200.00	\$1,200.00
47	1 ea	UTILITY WALL		<By G/C>
48	1 ea	HOT FOOD SERVING COUNTER	\$2,248.00	\$2,248.00
49	1 ea	SWING GATE	\$500.00	\$500.00
Total				\$106,227.30

**GENERAL INFORMATION**

**PLEASE READ ATTACHED INSTRUCTIONS ON PAGE NN FOR MORE INFORMATION.**

**APPLICATIONS ARE DUE\*: JANUARY 13, 2017, 4:00 P.M.**

**PLEASE SUBMIT THE ORIGINAL PLUS 2 COPIES TO:**

**Carson City Dept. of  
Finance  
201 N. Carson St., Ste.  
3  
Carson City, NV 89701**

**\*The deadline established is firm. Any application received after the deadline will not be considered for funding. Applications must be unstapled. An electronic version of this document is available at [CARSON.ORG/CDBG](http://CARSON.ORG/CDBG).**

**APPLICANT INFORMATION**

**Agency Name: Washoe Tribe of Nevada and California Head Start**

**Agency Mailing Address: 919 U.S. Highway 395 South, Gardnerville, NV 89410**

**Project Name: Washoe Tribe Head Start Stewart Facility Playground Improvement Project.**

**Project Address/Location: 429 Delahedeh Street, Carson City, NV**

**Agency Director: Darinda Caldera**

**Board Chairperson: Neil Mortimer**

**Contact Person: Frances Sullivan**

**Phone Number: 775 884-1355**

**Email:**

**[frances.sullivan@washoetribe.us](mailto:frances.sullivan@washoetribe.us)**

**Fax: 775-884-1399**

**Website (if applicable):**

**How long has your organization been in existence? Washoe Tribe Head Start has been in existence since 1996.**

**In Carson City?**

**PROJECT FUNDING**

**Requested amount: \$24,984.00**

**\$24,984.00**

**Other funding:**

**\$1,032.56**

**Total project cost:**

**\$26,016.56**

**PROJECT SUMMARY**

Please provide a **brief** summary of the proposed project (not the organization), including what the project is, who will be served, how many will be served, and where will it take place. The description should be **no more than five sentences**.

**The project consist of the removal of a large age inappropriate playground that does**

not meet safety guidelines and replacing it with age appropriate equipment that will improve student safety as well as enhance and nurture the students' developmental needs. The project is located at the Washoe Tribe Head Start Stewart Facility Pre-school located at Carson City Nevada. The project will serve primarily 54 pre-school students whose families meet the Federal government's poverty requirements. Secondary benefits will be served to the family members of these students as educational benefits to the students will provide quality of life improvements for all members of their families.

FUNDING CATEGORY	
Public Improvements X	Public Services
Economic Development	Housing

**PROJECT ELIGIBILITY**

**A. This project 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

**B. Check all statements that describe HOW this project 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 Category (check one):**

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

  X   Public Facilities and Improvements (i.e., homeless shelter, water and sewer facilities, flood and drainage improvements, fire protection facilities/equipment, community centers, senior centers, health centers, parking, landscaping, 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 (weatherization)
- \_\_\_\_\_ Historic Preservation
- \_\_\_\_\_ Commercial or Industrial Rehabilitation, including façade improvements and correction of code violations
- \_\_\_\_\_ Special Economic Development or assistance to microenterprises

## PROJECT DESCRIPTION

The Five-year Consolidated Plan identifies priority community development needs for Carson City (see table on page 13). 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 that provide a clear description of the project with supporting data and methodology of how the project will meet these needs.

1. Describe the proposed project, including how the project will address the National Objective indicated and whether the project is new, ongoing, or expanded from previous years. **(please use allotted space)**

**The project is located at the Stewart Facility Head Start School operated by the Washoe Tribe Head Start Program and consists of the removal of a large age inappropriate playground that does not meet current safety guidelines and replacing it with age appropriate equipment that will improve student safety as well as enhance and nurture the students' developmental needs.**

**This project addresses the National Objectives by providing facilities that are targeted to families and clients who qualify as members of the Low to Moderate income population. All students enrolled in Head Start must meet the Federal Government's poverty standards or the children must possess developmental delays.**

**The project helps satisfy the City of Carson City's Five-year Consolidated Plan by 1) Improving parks and recreation type facilities (high priority), 2) Improving child care facilities (medium priority), 3) Improving neglected facilities for children (high priority) and 3) Improve facilities that provide youth services (high priority).**

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

**Head Start is a federally funded program that has been in existence since the Johnson administration. The program is aimed at preparing developmentally delayed or income disadvantaged pre-school age children for Kindergarten. Many studies have shown that the most cost effective way to increase developmentally delayed students' academic and future economic success is through early intervention before they attend regular school. The Washoe Tribe Head Start program is open to all kids who meet the Federal government's standards. The Washoe Tribe Head Start program has been in existence for 21 years. It operates two facilities (schools) one in the Stewart Colony that primarily serves Carson City residents and one in Dresslerville that serves Douglas County residents. The Stewart Facility annually enrolls approximately 54 students. Children who receive the services provided by Head Start not only are more successful in school and later in life but they also require less services when attending regular K-12 schools.**

3. Describe who will benefit from the proposed project.

**The project will provide primary benefits to the 54 pre-school students who attend the Washoe Tribe Head Start school annually. The estimated lifetime for the replacement playground equipment is 25 years, therefore over the life span of the equipment approximately 1,350 students will be benefited. In addition, the family members of these students will be secondary beneficiaries as many studies have shown that as children with developmental disabilities gain improvements their families will also realize financial, social and emotional benefits.**

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     Severely Disabled Adults     Migrant Farm  
Workers  
 Elderly     Other (Please explain)

**This project benefits the educational and social needs of at-risk pre-school children whose families meet the Federal poverty guidelines or who have developmental delays.**

5. If your project will not be serving a limited clientele, 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?

**The funds will be used to remove an existing large age inappropriate playground and replacing it with age appropriate play structures that will nurture Head Start students' physical and brain development. The project will also improve the safety of playground for the children, and meet the Indian Health Services requirements (see attached letter from Indian Health Services).**

7. Can your organization reduce the need for grant funding in the future and become self-sustaining? Explain.

**Head Start is self sustaining on an operational basis, however, the program is deficient in capital improvement funds. The goal for the Program is to become ultimately self-sustaining in both operations and capital needs.**

8. Can you still proceed with your project if you are awarded partial funding? Please provide a detailed explanation.

**The highest priority is to remove the age inappropriate equipment. This could be accomplished with reduced funding, however, the reduced funding may not be adequate to replace and install new age appropriate and safe playground equipment.**

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

**This is the only Head Start program that serves Carson City children.**

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

Target Area (specify geographic area)

\_\_\_\_\_

OR

**X Community-wide. The Washoe Tribe Head Start program serves Carson City residents. Ninety-two percent of the children enrolled are from Carson City.**

**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.)

**As presented this is a stand-alone project. However, Washoe Tribe Head Start is committed to ensuring that their playground is a safe environment for its students and that the equipment meets their physical, cognitive and emotional needs. Therefore, the school may be considering additional improvements in the future.**

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

**The highest and most critical need is to replace the unsafe and age inappropriate equipment. However, without replacement the students will face a shortage of playground opportunities. Replacing the equipment with safe and age appropriate equipment will allow the school to enhance and nurture the children's development and physical exercise needs.**

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

4. Who currently holds title to the property involved?

**The Washoe Tribe of Nevada and California.**

5. With whom will title be vested upon completion?

**Same as above.**

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:  N/A

The number of persons to be benefited:  N/A

**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).

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

**The Stewart Head Start School serves typically 54 students and their families each year.**

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

**All families served by Head Start must meet the Federal poverty level requirements. Currently 92% of the students attend this school are Carson City residents.**

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

**The project will improve the safety of the playground used by the Head Start students and improve their physical, emotional and cognitive developmental abilities.**

How do you plan to track clients served?

**The clients (students) are tracked through enrollment into the program. Staff also uses Teaching Strategies curriculum to track the students development in five domains, which includes, physical, cognitive, social/emotional, literacy and math/science.**

### **PROJECT BUDGET**

Complete the Budget Summary chart below. This information is mandatory in order to be considered for a CDBG Grant. Detailed calculations **must** be attached in support of



the proposed budget. Other funding is not required but will increase your score. Amount must match "Other Funding" from page #1. **Also attach Profit and Loss Statement, General Ledger, and Balance Sheet. Attach copies of funding commitment letters or other evidence of funding support, if applicable.**

<b>Project Title: Washoe Tribe Head Start Stewart Facility Playground Improvement Project</b>	<b>Requested Amount</b>	<b>Other Funding Volunteer</b>	<b>In-Kind</b>	<b>Total Funds</b>
<b>Project Expenses FY 2016-17</b>				
Remove old playground equipment	\$5,000.00	\$209.80		\$5,209.80
Purchase of new new playground equipment	\$12,184.00	\$83.92	\$151.40	\$12,419.32
Installation of new equipment	\$7,800.00	\$587.44		\$8,387.44
<b>TOTALS</b>	<b>\$24,984.00</b>	<b>\$881.16</b>	<b>\$151.40</b>	<b>\$26,016.56</b>

<b>AGENCY ASSETS - Washoe Tribe of Nevada and California</b>	
<b>Unrestricted cash</b>	<b>\$9,904,729</b>
<b>Restricted cash*</b>	<b>\$5,566,447</b>
<b>Total cash on hand</b>	<b>\$14,740,869</b>

**\*If restricted cash, attach description and amount of restriction.**

**See Attachment 6.**

**Have you applied for or received any funds or in-kind contributions from Carson City? If so, please describe.**

**No.**

### BUDGET JUSTIFICATION

Please list each project expense from the previous page and explain in more detail. Include calculations. Use additional pages if necessary.

PROJECT EXPENSE	AMOUNT BUDGETED	JUSTIFICATION OF EXPENSE
Remove old playground equipment (20 hours at \$250 per hour for labor and equipment).	\$5,000.00	The old equipment is not age appropriate for pre-school children and does not meet safety requirements. Project supervision
Volunteer supervision of removal - 10 hours @ \$20.98/hr.	\$209.80	
Purchase of new playground equipment: Group spinner @ \$3,840 Merry-go-Round @ \$4,979 Volcano climber @ \$3,365	\$12,184.00	New equipment to meet the safety and developmental needs of the pre-school children.  Ensure new equipment meets spatial and safety requirements.  Agency staff responsibility.
Volunteer lay out (placement) of new equipment - 4 hours @ \$20.98	\$83.92	
Procurement of new equipment - In-kind staff: 4 hours at \$37.85/hr (inc. benefits).	\$151.40	
Installation of new equipment (40 hours at \$195 per hour)	\$7,800.00	Contracted out in order to meet installation and safety requirements.  Ensure proper and quality installation.  Project construction close-out, inspection and approval.
Project management: Supervision of installation - Volunteer - 20 hours @ \$20.98.	\$419.60	
Post construction inspection and approval - Volunteer - 8 hours @ \$20.98.	\$167.84	

**PROJECT ADMINISTRATION**

**AGENCY DIRECTOR**

<b>Name:</b>	<b>Neil Mortimer</b>
<b>Title:</b>	<b>Tribal Chairman</b>
<b>Address</b>	<b>919 U.S. Highway 395 South, Gardnerville, NV 89410</b>
<b>Phone number:</b>	<b>775 265-8600</b>
<b>Email:</b>	<b>Neil.Mortimer@washoetribe.us</b>

**PROJECT MANAGER**

<b>Name:</b>	<b>Darinda Caldera</b>
<b>Title:</b>	<b>Head Start Director</b>
<b>Address</b>	<b>919 U.S. Highway 395 South, Gardnerville, NV 89410</b>
<b>Phone number:</b>	<b>775 265-8600</b>
<b>Email:</b>	<b>Darinda.Caldera@washoetribe.us</b>

**FISCAL MANAGER**

<b>Name:</b>	<b>Jeremy Steele</b>
<b>Title:</b>	<b>Secretary/Treasurer</b>
<b>Address</b>	<b>919 U.S. Highway 395 South Gardnerville, NV 89410</b>
<b>Phone number:</b>	<b>775 265-8600</b>
<b>Email:</b>	<b>Jeremy.Steele@washoetribe.us</b>

**PERFORMANCE TRACKING CONTACT**

<b>Name:</b>	<b>Frances Sullivan</b>
<b>Title:</b>	<b>Site Manager</b>
<b>Address</b>	<b>429 Delahedeh Street, Carson City, NV 89701</b>
<b>Phone number:</b>	<b>775 884-1355</b>
<b>Email:</b>	<b>frances.sullivan@washoetribe.us</b>

**AGENCY INFORMATION**

Date of incorporation	Washoe Tribe was incorporated in 1934. The Washoe Head Start Program started in 1996.
Date of IRS certification	Under Section 7871 of the IRS Code Tribes are considered governments and therefore the Tribe's income is not subject to federal income tax.
Tax exempt number	

DUNS#: ( HYPERLINK "<http://www.dnb.com/get-a-duns-number.html>" <http://www.dnb.com/get-a-duns-number.html>)

Attach items 1-6 to your application. Item 7 is optional. Please list and reference any additional attachments you are providing with your application. Do not include attachments unless they are needed to understand the project.

**INDEX OF ATTACHMENTS**

Attachment Number	Attachment Description	Attachment Included (✓)
1	<b>IRS Tax Exempt 501(c)(3) letter (available to print from Secretary of State's website)</b>	Attached as Attachment 1: A letter from the Department of the Treasury Internal Revenue Service.


N/A

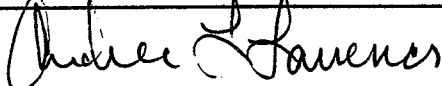
**2Proof of incorporation from Secretary of State (Certificate Only)** Go to HYPERLINK "<https://www.nvsilverflume.gov/certificate>" <https://www.nvsilverflume.gov/certificate> You will need to register in order to get the certificate. Cost is \$50. **OR** Submit proof that your entity is active and in good standing. Go to HYPERLINK "<http://nvsos.gov/sosentitysearch/>" <http://nvsos.gov/sosentitysearch/> and print your business entity information

3	<b>Current Organization Chart with names of staff members</b>	Organization chart for the Washoe Tribe Head Start is included as attachment 3.
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4	<b>Current Board of Directors and terms of office.</b> [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 CSSG funds.	Included as attachment 4 is the 2016 Washoe Tribal Council and the Head Start Policy Council.
5	<b>501(c)(3) non-profits: Copy of the most recent Federal Tax Return. Attach FIRST 2 PAGES (Form 990 or 990EX)</b>	N/A. See Attachment 1.
6	<b>Profit and Loss Statement, General Ledger, Balance Sheet</b>	Included in Attachment 6.
7	<b>Funding commitment letters and/or letters of support (if applicable)</b>	
8	<b>Letter from IHS</b>	Included as Attachment 8.
9	<b>Letter of support from Stewart Community Council</b>	Included as Attachment 9.

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

 Signature of Authorized Official	Date <u>1/11/2017</u>
Neil Mortimer Tribal Chairman Typed Name and Title of Authorized Official	Phone Number 775 265-8600

 Signature of President of Board of Directors	Date <u>1-11-17</u>
Andrea Lawrence President, Washoe Head Start Policy President Typed Name of President of Board of Directors	Phone Number <u>775-843-5830</u>

**Table 2B: Priority Community Development Needs  
(This table is for your reference only. Do not fill out)**

**Priority Need Priority Need Level Unmet**

**Priority  
Need Dollars to Address  
Need 5 Yr  
Goal  
Plan/Act Annual  
Goal  
Plan/Act Percent  
Goal**

Completed Acquisition of Real Property Medium Disposition Low Clearance and Demolition Low  
Clearance of Contaminated Sites Low Code Enforcement Low Public Facility (General)

Measures by # of Projects/Facilities

Senior Centers Medium Handicapped Centers Medium Homeless Facilities High 11 Youth  
Centers Medium Neighborhood Facilities High 11 Child Care Centers Medium Health Facilities Medium  
Mental Health Facilities High Parks and/or Recreation  
Facilities High 11 Parking Facilities Medium Tree Planting Low Fire Stations/Equipment Medium  
Abused/Neglected Children  
Facilities High 11 Asbestos Removal Low Non-Residential Historic  
Preservation Medium Other Public Facility Needs Medium Infrastructure (General)

Measured by # of Projects/Facilities

Water/Sewer Improvements Medium Street Improvements High Sidewalks High 44 Solid Waste  
Disposal  
Improvements Medium Flood Drainage Improvements Medium Other Infrastructure Medium Public  
Services (General)

Measured by # of Persons Served

Senior Services Medium Handicapped Services High 50 Legal Services Medium Youth  
Services High 250 Child Care Services Medium Transportation Services Medium Substance Abuse  
Services High 300 Employment/Training  
Services Medium Health Services Medium Lead Hazard Screening Medium Crime Awareness Medium  
Fair Housing Activities High 150 Tenant Landlord Counseling Medium Other Services Medium Economic  
Development (General)

Measured by Business Assisted and Jobs Created

C/I Land  
Acquisition/Disposition Medium C/I Infrastructure  
Development Medium C/I Building  
Acq/Const/Rehab Medium Other C/I Medium ED Assistance to For-Profit Low ED Technical  
Assistance Medium Micro-enterprise Assistance Low Other Transit Oriented  
Development Medium Urban Agriculture Medium

2016 Carson City CDBG Application

Page PAGE 2 of NUMPAGES 14

**Community Development Block Grant (CDBG)  
Program Application  
Fiscal Year 2017–2018**

2017 Carson City CDBG application

Page PAGE 1 of NUMPAGES 14

2016 Carson City CDBG Application

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FILENAME 2016 Carson City CDBG Application

Page PAGE 13 of NUMPAGES 14  
November 2014



# ATTACHMENT 1

Letter form the Department of Treasury, Internal Revenue  
Service

DEPARTMENT OF THE TREASURY  
INTERNAL REVENUE SERVICE  
Office of Indian Tribal Governments  
4330 Watt Ave  
ITG: 7283 SA: 5214  
Sacramento, CA 95821  
Phone: (916) 974-5578  
Fax: (916) 974-5159



TAX EXEMPT AND  
GOVERNMENT ENTITIES DIVISION

May 17, 2004

Washoe Tribe of Nevada & California  
Attn: Pauline Howe, Finance Director  
919 U.S. Highway 395 South  
Gardnerville, NV 89410

Dear Ms. Howe,

This responds to your request for information concerning your tribe's federal tax status, and the issue that has been raised by certain grantors concerning a perceived need for Section 501(c)(3) status. While we have no control over their governing instruments, we can address the issue of Section 501(c)(3) and federally recognized Indian Tribal governments.

Under Section 7871 of the Internal Revenue Code, Congress determined that federally recognized Indian tribes and their subdivisions would be treated like states for certain specified purposes, because tribal governments, like state governments, serve the public within their jurisdictional boundaries, and accordingly should be permitted to devote their limited resources to that end.

There is no provision in the Internal Revenue Code that imposes an income tax on governmental entities or their political subdivisions. Revenue Ruling 67-284 amplifies this issue regarding federally recognized Indian tribes, by affirmatively indicating that they are not subject to federal income tax. Thus, Indian tribal governments do not qualify for exemption from federal income tax as described under Section 501(c)(3) of the Internal Revenue Code, since they are simply not subject to federal income tax.

The Washoe Tribe of Nevada & California is a federally recognized tribe and is listed in Revenue Procedure 2002-64 as an organization that may be treated as a governmental entity in accordance with Section 7871. As such, the tribe's income would not be subject to federal income tax. In addition, the tribe would also be eligible to receive charitable contributions that are deductible for federal income, estate, and gift tax purposes by the donor.

Sometimes governmental units are asked to provide proof of their status as part of a grant application. If your tribe is applying for a grant from a private foundation, the foundation may be requesting certain information from your tribe because of restrictions imposed by the Internal Revenue Code on such foundations under Sections 4945 and 4942 of the Code.

Private foundation grants to governmental units for public or charitable purposes are not subject to these restrictions. Grants to governmental units for public purposes are "qualifying distributions" under Section 53.4942(a)-3(a) of the regulations; and, if they are for charitable purposes, will not be taxable expenditures under section 53.4945-6(a) of the regulations. Most grants to governmental units will qualify as being for charitable (as well as public) purposes.

Some private foundations require grant applicants to submit a letter from the Internal Revenue Service determining them to be exempt under section 501(c)(3) and classified as a non-private foundation. Such a letter, or an underlying requirement that a grantee be a public charity, is not legally required when the prospective grantee is a governmental unit and the grant is for qualifying (public or charitable) purposes.

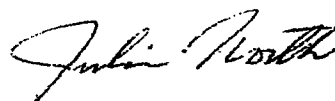
The following references may be useful to a grantor in verifying eligibility under Section 7871:

- Revenue Procedure 2002-64 lists Indian tribal governments that are treated similarly to states for federal tax purposes, including sections 7871 and 7701(a)(40) of the Code.
- Revenue Procedure 84-36 lists subdivisions of Indian tribal governments that are treated as political subdivisions of states for the same specified purposes under the Internal Revenue Code that are noted in Revenue Procedure 2002-64.

I hope that this general information will be of assistance to your tribe. You may wish to provide a copy to an organization that inquires regarding your federal tax status. This letter, however, is not a ruling and may not be relied on as such.

If you have any questions, please feel free to contact me at (916) 974-5578.

Sincerely,



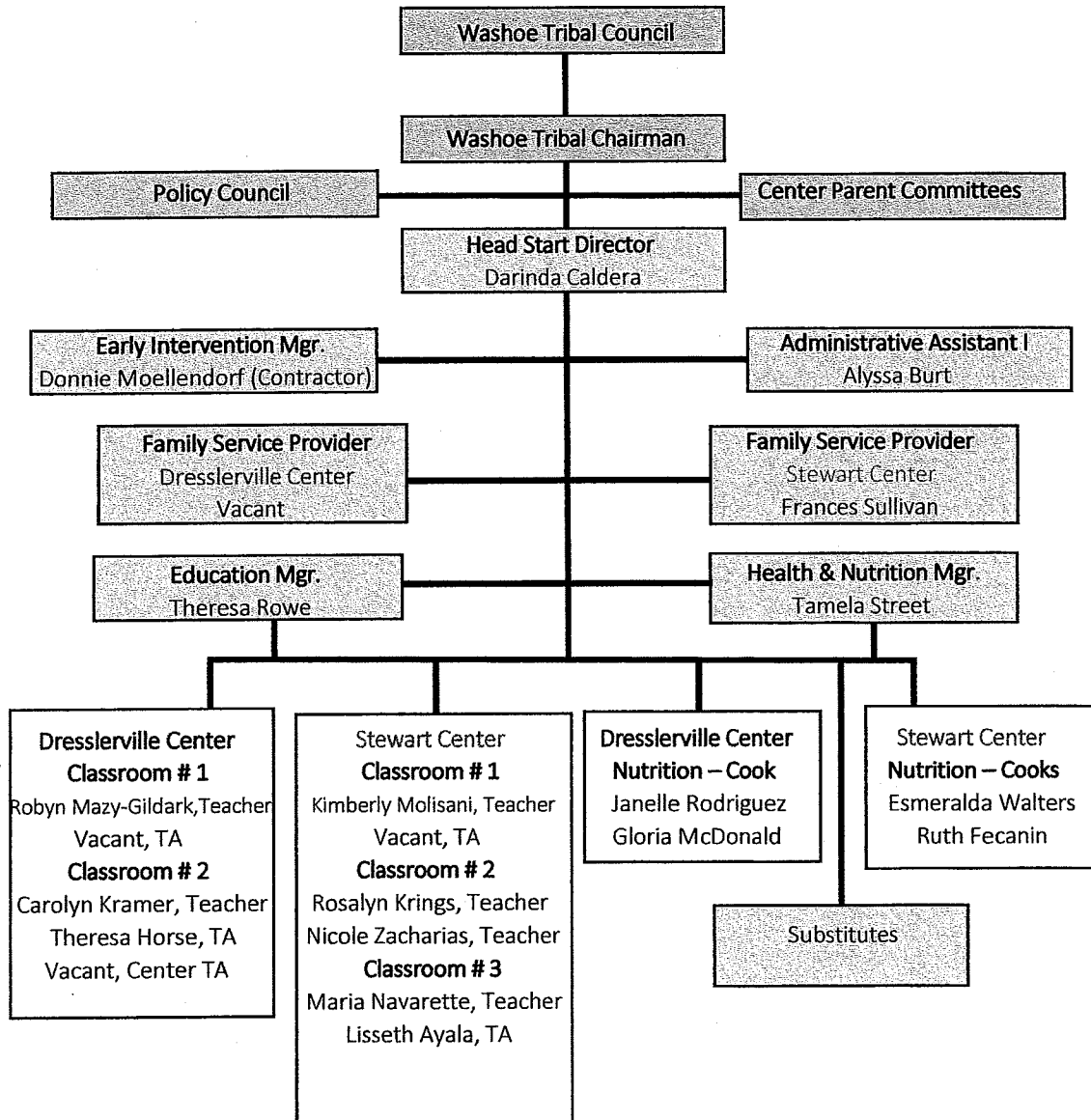
Julie North  
Indian Tribal Governments Specialist  
Employee #: 68-11886

# ATTACHMENT 3

## Washoe Tribe Head Start Program Organizational Chart

# WASHOE TRIBE HEAD START PROGRAM

## ORGANIZATIONAL CHART



SCHOOL HOURS: MONDAY – THURSDAY 9:00 AM – 1:30 PM  
 CENTER'S BUSINESS HOURS: 8:00 AM – 4:00 PM  
 STAFF DEVELOPMENT DAYS: FRIDAYS, 8:00 AM – 4:30 PM  
 ADMIN. OFFICE HOURS: MONDAY – FRIDAY 8:00 AM TO 5:00 PM

# ATTACHMENT 4

Washoe Tribe of Nevada and California Tribal Council 2016  
Washoe Tribe Head Start Policy Council 2016/17

**Washoe Tribe of Nevada and California Tribal Council 2016**

**Neil Mortimer**  
TRIBAL CHAIRMAN  
**Deidre Jones-Flood**  
TRIBAL VICE CHAIRWOMAN

**CARSON COLONY COMMUNITY**

**Gary Nevers**  
Chairman

**Chad Malone**  
Vice Chairman

**DRESSLERVILLE COMMUNITY**

**Lisa Christensen**  
Chairwoman

**Rueben Vasquez**  
Vice Chairman

**STEWART COMMUNITY**

**Jacqueline Steele**  
Chairwoman

**Stan Smokey**  
Vice Chairman

**WOODFORDS COMMUNITY**

**Irvin Jim, Jr.**  
Chairman

**Deidre Jones-Flood**  
Vice Chairwoman

**OFF RESERVATION**

**Mahlon Machado**  
Representative

**Jeremy Steele**  
Representative

**RENO/SPARKS INDIAN COLONY**

**Lorraine Keller**  
Representative

**Secretary/Treasurer – Kathleen Simpson**

## **KEY STAFF**

**Director of Senior Programs and the Senior Centers – Nicole Turner**  
**Grants Manager – Debby Carlson**



**Head Start Policy Council Members for the 2016-2017 school year:**

Andrea Lawrence (Stewart) **Chairman**

Jose Casados (Dresslerville) **Vice-Chairman**

**Secretary-Treasurer (VACANT)**

Leah Jim (Dresslerville) **Community Representative**

Lorraine Silis (Stewart)

Stacey Sept (Dresslerville)

Caren Devita (Stewart)

Rosa Vasquez (Stewart)

Shantel Mayer (Dresslerville)

# ATTACHMENT 6

Washoe Tribe of Nevada and California Financial Information  
for the Year Ended December 31, 2015 including:

Statement of Net Position

Statement of Activities

Balance Sheet - Governmental Funds

Statement of Revenues and Expenditures

**GOVERNMENTAL DEPARTMENTS OF THE  
WASHOE TRIBE OF NEVADA AND CALIFORNIA  
STATEMENT OF NET POSITION  
DECEMBER 31, 2015**

	<b>Governmental Activities</b>
<b>ASSETS</b>	
Cash, cash equivalents, and investments	\$ 14,740,869
Accounts receivable, net	826,403
Notes receivable	4,324,000
Due from funding agencies	1,200,962
Internal balances	1,981,295
Inventory	69,153
Prepaid items	122,212
Equity interest in component unit	1,882,087
Depreciable capital assets, net	8,657,912
Nondepreciable capital assets	6,044,526
<b>Total assets</b>	<b>39,849,419</b>
<b>LIABILITIES</b>	
Accounts payable	1,069,787
Accrued liabilities	1,391,104
Unearned revenues	6,468,680
Line of credit	746,234
Long-term debt:	
Due within one year	75,578
Due in more than one year	6,167,506
<b>Total liabilities</b>	<b>15,918,889</b>
<b>NET POSITION</b>	
Net investment in capital assets	8,459,354
Restricted for equity interest in component unit	1,882,087
Restricted for clinic	3,684,360
Unrestricted	9,904,729
<b>Total net position</b>	<b>\$ 23,930,530</b>

**GOVERNMENTAL DEPARTMENTS OF THE  
WASHOE TRIBE OF NEVADA AND CALIFORNIA  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED DECEMBER 31, 2015**

<u>Functions / Programs:</u>	<u>Expenses</u>	<u>Program Revenues</u>		<u>Net (Expenses) / Revenues and Changes in Net Position</u>
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Governmental Activities</u>
Governmental activities:				
General government	\$ 5,962,028	\$ 1,792,799	\$ 65,568	\$ (4,103,661)
Judicial/public safety	1,483,610	3,045	1,476,990	(3,575)
Social/welfare	15,203,258	-	16,403,480	1,200,222
Education	1,347,294	-	1,456,015	108,721
Health	7,302,182	2,825,783	5,704,334	1,227,935
Water and land resources	1,112,874	-	1,460,953	348,079
Housing	66,274	-	-	(66,274)
Capital and construction	95,509	-	-	(95,509)
Debt service interest	400,348	-	-	(400,348)
<b>Total governmental activities</b>	<b>\$ 32,973,377</b>	<b>\$ 4,621,627</b>	<b>\$ 26,567,340</b>	<b>(1,784,410)</b>
<b>General revenues and transfers:</b>				
Sales and excise taxes				1,779,396
California state gaming revenue sharing distribution				1,100,000
Interest and investment earnings				111,057
Changes in equity interest in component unit				(726,863)
Transfers				(664,701)
<b>Total general revenues and transfers</b>				<b>1,598,889</b>
<b>Change in net position</b>				<b>(185,521)</b>
<b>Net position, beginning of year - restated (see note 18)</b>				<b>24,116,051</b>
<b>Net position, end of year</b>				<b>\$ 23,930,530</b>

**GOVERNMENTAL DEPARTMENTS OF THE  
WASHOE TRIBE OF NEVADA AND CALIFORNIA  
BALANCE SHEET - GOVERNMENTAL FUNDS  
DECEMBER 31, 2015**

	General Fund	Clinic Fund	TANF Fund	Other Governmental Funds	Total Governmental Funds
<b>ASSETS</b>					
Cash, cash equivalents, and investments	\$ 4,217,296	\$ 6,372,377	\$ 1,336,063	\$ 2,815,133	\$ 14,740,869
Accounts receivable, net	389,377	343,160	-	93,866	826,403
Due from funding agencies	-	344,378	480,889	375,695	1,200,962
Due from other funds	2,354,195	-	-	-	2,354,195
Inventory	-	69,153	-	-	69,153
Prepaid items	59,114	639	62,459	-	122,212
<b>Total assets</b>	<b>\$ 7,019,982</b>	<b>\$ 7,129,707</b>	<b>\$ 1,879,411</b>	<b>\$ 3,284,694</b>	<b>\$ 19,313,794</b>
<b>LIABILITIES AND FUND BALANCES</b>					
<b>LIABILITIES</b>					
Accounts payable	\$ 235,121	\$ 560,228	\$ 195,610	\$ 78,828	\$ 1,069,787
Accrued liabilities	337,285	312,833	545,964	195,022	1,391,104
Unearned revenues	-	2,572,286	1,137,837	2,758,557	6,468,680
Due to other funds	-	-	-	372,900	372,900
Line of credit	746,234	-	-	-	746,234
<b>Total liabilities</b>	<b>1,318,640</b>	<b>3,445,347</b>	<b>1,879,411</b>	<b>3,405,307</b>	<b>10,048,705</b>
<b>FUND BALANCES</b>					
Nonspendable	59,114	69,792	62,459	-	191,365
Restricted for clinic	-	3,614,568	-	-	3,614,568
Committed for economic development	13,959	-	-	-	13,959
Unassigned (deficit)	5,628,269	-	(62,459)	(120,613)	5,445,197
<b>Total fund balances (deficit)</b>	<b>5,701,342</b>	<b>3,684,360</b>	<b>-</b>	<b>(120,613)</b>	<b>9,265,089</b>
<b>Total liabilities and fund balances</b>	<b>\$ 7,019,982</b>	<b>\$ 7,129,707</b>	<b>\$ 1,879,411</b>	<b>\$ 3,284,694</b>	

**Amounts reported for governmental activities in the statement of net position are different because:**

Capital assets used in governmental activities are not current financial resources and, therefore, are not reported in the fund financial statements.	14,702,438
Equity interest in component unit is not a current financial resource and, therefore, is not reported in the fund financial statements.	1,882,087
Notes receivable relating to the governmental activities are not current financial resources and, therefore, are not reported in the fund financial statements.	4,324,000
Long-term debt which is not due and payable in the current period is reported on the statement of net position but is not reflected in the fund financial statements.	(6,243,084)
<b>Net position of governmental activities</b>	<b>\$ 23,930,530</b>

**GOVERNMENTAL DEPARTMENTS OF THE  
WASHOE TRIBE OF NEVADA AND CALIFORNIA  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES  
IN FUND BALANCES - GOVERNMENTAL FUNDS  
FOR THE YEAR ENDED DECEMBER 31, 2015**

	General Fund	Clinic Fund	TANF Fund	Other Governmental Funds	Total Governmental Funds
<b>REVENUES:</b>					
Contracts and grants	\$ -	\$ 5,704,334	\$ 15,809,154	\$ 5,053,852	\$ 26,567,340
Indirect recoveries	2,386,577	-	-	-	2,386,577
Charges for services	641,433	2,825,783	-	3,045	3,470,261
Sales and excise taxes	1,779,396	-	-	-	1,779,396
California state gaming revenue sharing distribution	1,100,000	-	-	-	1,100,000
Investment and interest income	108,853	2,204	-	-	111,057
Other	734,091	1,985	-	162,726	898,802
<b>Total revenues</b>	<b>6,750,350</b>	<b>8,534,306</b>	<b>15,809,154</b>	<b>5,219,623</b>	<b>36,313,433</b>
<b>EXPENDITURES:</b>					
<b>Current:</b>					
General government	5,546,741	-	-	62,477	5,609,218
Judicial/public safety	-	-	-	1,396,528	1,396,528
Social/welfare	14,951	-	14,694,245	416,866	15,126,062
Education	4,016	-	-	1,328,311	1,332,327
Health	-	7,116,911	-	41,618	7,158,529
Water and land resources	18,334	-	-	1,025,197	1,043,531
Capital and construction	-	-	-	16,331	16,331
Indirect cost allocation	208,368	457,365	1,114,909	353,371	2,134,013
Capital outlay	85,981	10,000	-	581,005	676,986
<b>Debt repayment:</b>					
Debt principal payments	24,452	27,980	-	-	52,432
Interest	369,106	31,242	-	-	400,348
<b>Total expenditures</b>	<b>6,271,949</b>	<b>7,643,498</b>	<b>15,809,154</b>	<b>5,221,704</b>	<b>34,946,305</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES</b>	<b>478,401</b>	<b>890,808</b>	<b>-</b>	<b>(2,081)</b>	<b>1,367,128</b>
<b>OTHER FINANCING SOURCES (USES):</b>					
Proceeds from issuance of debt	5,678,981	-	-	-	5,678,981
Issuance of notes receivable	(4,324,000)	-	-	-	(4,324,000)
Transfers to other funds	(664,701)	-	-	-	(664,701)
<b>Total other financing sources (uses)</b>	<b>690,280</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>690,280</b>
<b>NET CHANGE IN FUND BALANCES</b>	<b>1,168,681</b>	<b>890,808</b>	<b>-</b>	<b>(2,081)</b>	<b>2,057,408</b>
<b>FUND BALANCES (DEFICIT), BEGINNING OF YEAR</b>	<b>4,532,661</b>	<b>2,793,552</b>	<b>-</b>	<b>(118,532)</b>	<b>7,207,681</b>
<b>FUND BALANCES (DEFICIT), END OF YEAR</b>	<b>\$ 5,701,342</b>	<b>\$ 3,684,360</b>	<b>\$ -</b>	<b>\$ (120,613)</b>	<b>\$ 9,265,089</b>

# ATTACHMENT 8

Letter of Support from Indian Health Services (IHS)



Phoenix Area Indian Health Service  
Office of Environmental Health & Engineering  
Reno District Office  
1150 Financial Boulevard, STE 500  
Reno, NV 89502

January 11, 2017

Mr. Neil Mortimer, Chairperson  
Washoe Tribe of Nevada & California  
919 US Hwy 395 South  
Gardnerville, NV 89410

**Re: IHS Letter of Support - Stewart Head Start Center Playground Improvements**

Dear Chairperson Mortimer:

This letter is provided in support of the proposed playground improvements for the Washoe Tribe of NV & CA - Stewart Head Start Center. Comprehensive environmental health surveys of the Stewart Head Start Center are routinely conducted by this office to assess program compliance with applicable health and safety standards, to include playground safety. The most recent survey conducted on October 4, 2016, identified deficiencies directly related to playground safety to include aging commercial play equipment with damaged coating on the metal playground decks. The coating has become worn and the metal is exposed. This coating is to protect the metal from corrosion, create a non-skid surface as well as keep the surface cooler under the sun. The cracks and tears in the vinyl coating itself have become sharp and present a shear hazard.

Head Start staff were clearly committed to providing a safe and healthy environment to children and immediately began to explore options for corrective action. The Indian Health Service (IHS) Reno District Office of Environmental Health and Engineering (OEHE) commends the efforts made by the Washoe Tribe of NV & CA to improve the health and safety conditions within their facilities.

The IHS Reno District OEHE would like to provide our support and recommendation for the Washoe Tribe of NV & CA in addressing playground safety through proposed playground improvements to ensure a safe and healthy environment to both children and staff by providing age appropriate equipment that meets current industry standards and safety requirements.

Sincerely,

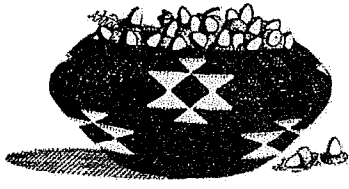
LCDR Landon Wiggins, REHS  
Environmental Health Officer

Cc: Ms. Jaqueline Steel, Chairperson, Stewart Colony  
Ms. Darinda Caldera, Head Start Director, Washoe Tribe Head Start (e-copy)  
Ms. Tamela Street, Health and Nutrition Manager, Washoe Tribe Head Start (e-copy)  
Ms. Donnie Moellendorf, Early Intervention Consultant, Washoe Tribe Head Start (e-copy)



# ATTACHMENT 9

Letter of Support from the Stewart Community Council



# Stewart Community Council

465 Clear Creek Avenue  
Carson City, Nevada 89701  
(775) 883-7794  
Fax: (775) 883-5679

Washoe Tribe of Nevada/California

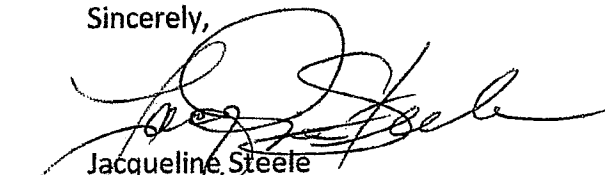
January 10, 2017

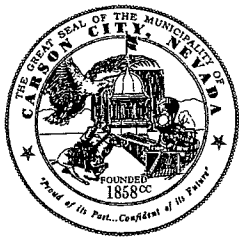
To Whom It May Concern,

I am writing on behalf of the Stewart Community to support the Washoe Tribe Stewart Head Start Center in their effort to apply for the Carson City Community Support Services Grant (CSSG). Prior to the opening of their center a playground structure had been installed which was not age appropriate for their preschool. This equipment has been altered to make it safer for their children, yet it does not meet the safety guidelines for children 2 year to 5 years of age. They have been in their center for over 8 years and have not had the funds to replace this equipment.

The staff from Head Start presented the grant to our community and asked for our support. We feel that the removal of this equipment and replacing the equipment to meet the needs of the younger children will benefit the community and provide a safe playground for the Head Start children.

Sincerely,

  
Jacqueline Steele  
Chairwoman  
Stewart Community Council



# Community Development Block Grant (CDBG) Program Application Fiscal Year 2017-2018

## GENERAL INFORMATION

PLEASE READ ATTACHED INSTRUCTIONS ON PAGE NN FOR MORE INFORMATION.  
 APPLICATIONS ARE DUE\*: JANUARY 13, 2017, 4:00 P.M.  
 PLEASE SUBMIT THE ORIGINAL PLUS 2 COPIES TO:

Carson City Dept. of Finance  
 201 N. Carson St., Ste. 3  
 Carson City, NV 89701

\*The deadline established is firm. Any application received after the deadline will not be considered for funding. Applications must be unstapled. An electronic version of this document is available at [CARSON.ORG/CDBG](http://CARSON.ORG/CDBG).

## APPLICANT INFORMATION

<b>Agency Name:</b> Carson City Library	
<b>Agency Mailing Address:</b> 900 N. Roop Street, Carson City, NV 89701	
<b>Project Name:</b> Carson City Library Improvement Project	
<b>Project Address/Location:</b> 900 N. Roop Street, Carson City, NV 89701	
<b>Agency Director:</b> Sena Loyd, MLS	
<b>Board Chairperson:</b> Jeremy Hays, Library Board of Trustees Chair	
<b>Contact Person:</b> Diane Baker	
<b>Phone Number:</b> 775-283-7554	<b>Email:</b> <a href="mailto:dbaker@carson.org">dbaker@carson.org</a>
<b>Fax:</b> 775-887-2273	<b>Website (if applicable):</b> <a href="http://www.carsoncitylibrary.org">www.carsoncitylibrary.org</a>
<b>How long has your organization been in existence?</b> 50 yrs	<b>In Carson City?</b> 50 yrs

## PROJECT FUNDING

<b>Requested amount:</b>	\$ 33,750.00
<b>Other funding:</b>	\$ 4,000.00
<b>Total project cost:</b>	\$ 37,750.00

## PROJECT SUMMARY

Please provide a **brief** summary of the proposed project (not the organization), including what the project is, who will be served, how many will be served, and where will it take place. The description should be **no more than five sentences**.

The Carson City Library is requesting CDBG funds for professional services for painting and surface repair costs for the improvement of the Library. The project will consist of painting the Library to include preparation, surface repair and painting of all exterior and interior surfaces of the building. The library is a critical community access point that provides a range of services to low and moderate income persons including equitable access to workforce services, basic skills training, computer usage and recreation for families, children, teens, adults and seniors.

## FUNDING CATEGORY

<input checked="" type="checkbox"/> Public Improvements	<input type="checkbox"/> Public Services
<input type="checkbox"/> Economic Development	<input type="checkbox"/> Housing

## PROJECT ELIGIBILITY

A. This project 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

B. Check all statements that describe HOW this project 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 Category (check one):**

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

X  Public Facilities and Improvements (i.e., homeless shelter, water and sewer facilities, flood and drainage improvements, fire protection facilities/equipment, community centers, senior centers, health centers, parking, landscaping, 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 (weatherization)

\_\_\_ Historic Preservation

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

\_\_\_ Special Economic Development or assistance to microenterprises

## PROJECT DESCRIPTION

The Five-year Consolidated Plan identifies priority community development needs for Carson City (see table on page 13). 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 that provide a clear description of the project with supporting data and methodology of how the project will meet these needs.

1. Describe the proposed project, including how the project will address the National Objective indicated and whether the project is new, ongoing, or expanded from previous years. **(please use allotted space)**

This is a new, one-time project and is eligible under the National Objective by providing a benefit to low- and moderate- income persons under L/M Area Benefit category. At least 51% of those served by the library are in the low to moderate income category, including the areas immediately surrounding the library facility. The library is an important community anchor that addresses recreation, economic, educational and health disparities for the community, especially the vulnerable, marginalized and disadvantaged. The library is the only resource available to many in the community.

The improvements of the interior and exterior of the library with the repair, surface preparation and painting will maintain a vital connection with the community with a revitalized look to the public facility. The library is a high-traffic public facility and a very visible community resource.

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

An interior and exterior library improvement paint project does not already exist.

3. Describe who will benefit from the proposed project.

This project for public facilities and infrastructure improvements will primarily benefit the low and moderate income persons and families in Carson City that are in the neighborhoods immediately contiguous to the library's location – e.g. Census tract 5.02 has one of the highest poverty rates (75.90%) in the city that reflects in a disproportionate level of need for workforce, educational and information services.

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       Severely Disabled Adults       Migrant Farm Workers  
 Elderly       Other (Please explain)

The Library is an important resource that addresses needs of low- and moderate-income individuals; but there is no limitation of service to this group.

5. If your project will not be serving a limited clientele, 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?

These funds will be used for the improvement of the Carson City Library as an important public facility for the community, especially for the disadvantaged and vulnerable populations of the city. Painting the interior and exterior of the building will improve and maintain a vital public resource and help ensure an equitable, welcoming environment for all segments of the city. The project funds will be used for painting the exterior and interior of the building.

7. Can your organization reduce the need for grant funding in the future and become self-sustaining? Explain.

This is a one-time project request for the improvement of the facility.

8. Can you still proceed with your project if you are awarded partial funding? Please provide a detailed explanation.

The library would be able to proceed with the rehabilitation of the library with funding for just the interior painting of the library. A CDBG request for rehabilitation of the library with exterior painting would be submitted in a subsequent year.

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

No other organization provides similar services as the Carson City Library for the city's vulnerable low and moderate income population.

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

Target Area (specify geographic area) LMI neighborhoods adjacent to the Library

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.)

This is a stand-alone project.

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

The project could be done in two phases: 1) rehabilitation and painting of the exterior of the library building and 2) rehabilitation and painting of the interior.

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

4. Who currently holds title to the property involved?

The City of Carson City

5. With whom will title be vested upon completion?

The City of Carson 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.

**For CDBG Housing Projects please indicate:**

The number of homes to be rehabilitated: \_\_\_\_\_

The number of persons to be benefited: \_\_\_\_\_



## 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 project?

The output of the project will be significant improvement to the public library facility both inside and out that replaces tired wall surfaces with a fresh, engaging look.

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

All are Carson City residents. In the surrounding library service area, the in block group 2 of tract 5.02 has an LMI of over 70%.

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

Residents in the LMI areas will have an equitable and welcoming library environment as an important community anchor that addresses recreation, economic, educational and health disparities for the community, especially the vulnerable, marginalized and disadvantaged and is the only resource available to many in the community.

4. How do you plan to track clients served?

Due to the type of this infrastructure project, it would be problematic to identify impact on individuals in a specific affected area. The library will be able to release a survey to building users and the community to assess the benefit.

## PROJECT BUDGET

Complete the Budget Summary chart below. This information is mandatory in order to be considered for a CDBG Grant. Detailed calculations **must** be attached in support of the proposed budget. Other funding is not required but will increase your score. Amount must match "Other Funding" from page #1. **Also attach Profit and Loss Statement, General Ledger, and Balance Sheet. Attach copies of funding commitment letters or other evidence of funding support, if applicable.**

<b>Project Title: Carson City Library Improvement Project</b>	<b>Requested Amount</b>	<b>Other Funding</b>	<b>In-Kind</b>	<b>Total Funds</b>
<b>Project Expenses FY 2016-17</b>				
Exterior painting including preparation and repair of surfaces*	\$ 21,125.00	\$ 3,000.00		\$ 24,125.00
Interior painting including preparation and repair of surfaces*	\$ 12,625.00			\$ 12,625.00
Advertising and promotion of library improvements		\$ 1,000.00		\$ 1,000.00
*labor costs quotes as prevailing wage				
<b>TOTALS</b>	<b>\$ 33,750.00</b>	<b>\$ 4,000.00</b>		<b>\$ 37,750.00</b>

<b>AGENCY ASSETS</b>	
<b>Unrestricted cash</b>	
<b>Restricted cash*</b>	
<b>Total cash on hand</b>	

**\*If restricted cash, attach description and amount of restriction**

**Have you applied for or received any funds or in-kind contributions from Carson City? If so, please describe.** The Carson City Library is a department of the city and receives city general funds as the majority of the annual budget.

## BUDGET JUSTIFICATION

Please list each project expense from the previous page and explain in more detail. Include calculations. Use additional pages if necessary.

PROJECT EXPENSE	AMOUNT BUDGETED	JUSTIFICATION OF EXPENSE
Cost for interior painting: includes any required repair, surface preparation and painting.	\$24,125.00*	The costs for the library exterior painting project are based on the quote received from the local vendor identified by the Carson City Facilities Division. See attached quote
Cost for interior painting: includes any required repair, surface preparation and painting.	\$12,625.00*	The costs for the library interior painting project are based on the quote received from the local vendor identified by the Carson City Facilities Division. See attached quote
Advertising and promotion of library improvements	\$ 1,000.00	The costs to promote the library improvements to the community through a range of media outlets and social media.
*Quotes for project are based on 2017 prevailing wage rates.		

**PROJECT ADMINISTRATION****AGENCY DIRECTOR**

<b>Name:</b>	Sena Loyd, MLIS
<b>Title:</b>	Library Director
<b>Address:</b>	900 N. Roop Street, Carson City, NV 89701
<b>Phone number:</b>	775-283-7591
<b>Email:</b>	sloyd@carson.org

**PROJECT MANAGER**

<b>Name:</b>	Diane Baker, MLS
<b>Title:</b>	Department Business Manager
<b>Address:</b>	900 N. Roop Street, Carson City, NV 89701
<b>Phone number:</b>	775-283-7554
<b>Email:</b>	dbaker@carson.org

**FISCAL MANAGER**

<b>Name:</b>	Diane Baker, MLS
<b>Title:</b>	Department Business Manager
<b>Address:</b>	900 N. Roop Street, Carson City, NV 89701
<b>Phone number:</b>	775-283-7554
<b>Email:</b>	dbaker@carson.org

**PERFORMANCE TRACKING CONTACT**

<b>Name:</b>	Kris Klug
<b>Title:</b>	Administration, clerical
<b>Address:</b>	900 N. Roop Street, Carson City, NV 89701
<b>Phone number:</b>	775-887-2244
<b>Email:</b>	kklug@carson.org

## AGENCY INFORMATION

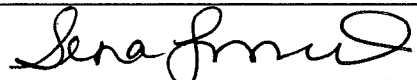
Date of incorporation	N/A
Date of IRS certification	N/A
Tax exempt number	N/A
DUNS#: ( <a href="http://www.dnb.com/get-a-duns-number.html">http://www.dnb.com/get-a-duns-number.html</a> )	073787152

Attach items 1-6 to your application. Item 7 is optional. Please list and reference any additional attachments you are providing with your application. Do not include attachments unless they are needed to understand the project.

## INDEX OF ATTACHMENTS

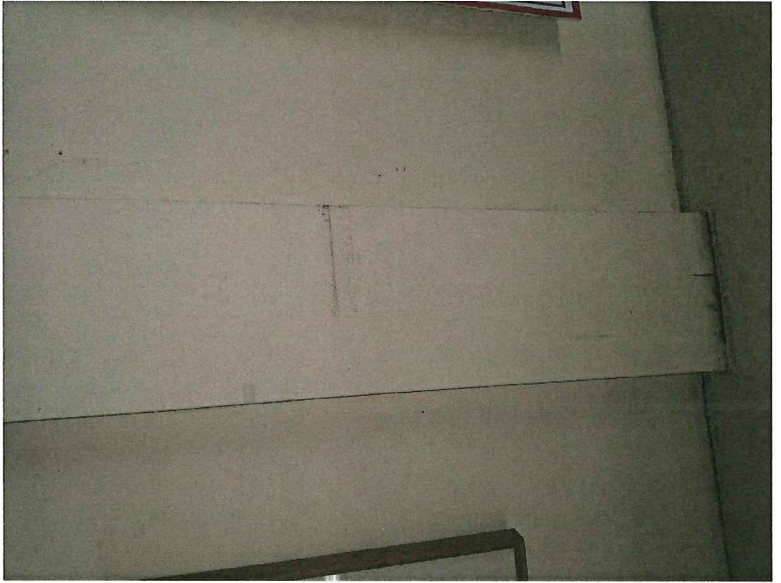
Attachment Number	Attachment Description	Attachment Included (✓)
	<b>IRS Tax Exempt 501(c)(3) letter (available to print from Secretary of State's website)</b>	N/A
	<b>Proof of incorporation from Secretary of State (Certificate Only)</b> Go to <a href="https://www.nvsilverflume.gov/certificate">https://www.nvsilverflume.gov/certificate</a> You will need to register in order to get the certificate. Cost is \$50. <b>OR</b> Submit proof that your entity is active and in good standing. Go to <a href="http://nvsos.gov/sosentitysearch/">http://nvsos.gov/sosentitysearch/</a> and print your business entity information	N/A
	<b>Current Organization Chart with names of staff members</b>	N/A
	<b>Current Board of Directors and terms of office.</b> [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 CSSG funds.]	N/A
	<b>501(c)(3) non-profits: Copy of the most recent Federal Tax Return. Attach FIRST 2 PAGES (Form 990 or 990EX)</b>	N/A
	<b>Profit and Loss Statement, General Ledger, Balance Sheet</b>	N/A
	<b>Funding commitment letters and/or letters of support (if applicable)</b>	N/A
1	<b>Photos of interior and exterior of library surfaces</b>	Pages 1-2
2	<b>Quotes for interior and exterior painting and preparation</b>	Pages 3 - 4

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	1/13/17 Date
Sena Loyd, Library Director Typed Name and Title of Authorized Official	775-283-7591 Phone Number

N/A Signature of President of Board of Directors	 Date
 Typed Name of President of Board of Directors	 Phone Number

**Attachment 1 - Sample Library Interior Images (page 1)**







Danny Trujillo  
P.O. Box 4193  
Carson City, NV 89702  
Email: [trucoverage@gmail.com](mailto:trucoverage@gmail.com)



775.443.6354  
Fax: 775.297.3947  
NV Lic. # 0071763  
Bid Limit \$35,000

Carson City Facilities Division  
Attn: Kirt Benson  
3303 Butti Way, Building #9  
Carson City, NV 89701  
775-887-2262  
Fax 775-887-2145

December 30, 2016

### Revision

**Project Area**  
Carson City Library 900 E. Long St.

Scope of work

Exterior Painting

1. Powerwash entire exterior prior to painting (over hangs, etc...) to clean and remove any dirt and debris.
2. Lightly sand as necessary any rusted or peeling metal prior to painting.
3. Patch all holes in stucco to match surrounding substrate.
4. Spot prime any and all raw substrate prior to painting.
5. Apply one coat Kelly Moore 1119 low sheen elastomeric paint to all stucco walls, over hangs and panels.
6. Apply 2<sup>nd</sup> coat (to cover) Kelly Moore 1210 exterior low sheen paint to all areas previously painted with elastomeric.
7. Apply (2) coats Kelly Moore exterior 1250 semi gloss paint to all painted steel, (6) doors and jams.

Total Cost \$ 24125.00

Notes

1. Revision Bid is for 2017 Carson City prevailing wage rates.
2. Bid is for labor, materials and lift rental.
3. Color of paint is to be chosen by others.
4. Paint products to be Kelly Moore.
5. All areas not getting painted are to be masked and or covered.

**Exclusions**

Interior painting, roof, carpentry repairs and anything not specifically listed in above scope of work.

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Customer \_\_\_\_\_ Date \_\_\_\_\_

---

Tru-Coverage Painting \_\_\_\_\_ Date \_\_\_\_\_

Danny Trujillo  
P.O. Box 4193  
Carson City, NV 89702  
Email: trucoverage@gmail.com



775.443.6354  
Fax: 775.297.3947  
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Carson City Facilities Division  
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Carson City, NV 89701  
775-887-2262  
Fax 775-887-2145

December 30, 2016

## Revision

### Project Area

Carson City Library, 900 E. Long St.

### Scope of work

Interior Painting

1. Remove switch plates prior to painting.
2. Clean walls and ceilings as needed prior to painting.
3. Caulk any cracks and patch any holes prior to painting.
4. Prime any raw substrate prior to painting.
5. Apply one coat (to cover) interior flat paint to popcorn ceilings in front entry area and Digitorium.
6. Apply one coat (to cover) eggshell enamel to all painted walls in Main library and addition, Digitorium and back office, front desk area and back hallway, entry hallway, Directors office, upstairs office 's and PC area and (2) stairwells.
7. Apply one coat (to cover) semi gloss enamel to all walls and ceilings in (3) restrooms.
8. Lightly sand and apply (2) coats of semi gloss enamel to all interior painted doors and jams.

Total Cost \$ 12625.00

### Notes

1. Revision bid is for 2017 Carson City prevailing wage rates.
2. Color of paint is to be chosen by others.
3. Accent colors can be added at no extra cost providing they are not needing (3) or more coats.
4. All areas not getting painted are to be masked and or covered.

### Exclusions

Exterior painting, wood work, large employee area behind front desk, windows and anything not specifically listed in above scope of work.

---

Customer

Date

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Tru-Coverage Painting

Date