



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** November 18, 2021

Staff Contact: Mirjana Gavric, Grants Administrator

Agenda Title: For Possible Action: Discussion and possible action regarding the appropriation of \$209,586 in grant funds from the \$1.3 million approved on August 5, 2021 by the Carson City Board of Supervisors for non-profit and governmental entities in Carson City's Plan of Expenditure for the American Rescue Plan Act of 2021 ("ARPA") grant funds. (Mirjana Gavric, mgavric@carson.org)

Staff Summary: Carson City's Plan of Expenditure for ARPA grant funds dedicated \$1.3 million to be awarded to non-profit and governmental entities located in Carson City, who apply and are eligible for the financial assistance program. The funds are intended to support recovery from the COVID-19 pandemic, and to respond to the secondary effects of the pandemic. Recovery includes continued response efforts and addresses the systemic public health and economic challenges that have contributed to the unequal impact of the pandemic on certain populations. On October 19, 2021, an Application Review Work Group ("ARWG") reviewed and ranked thirteen eligible applications, using federal guidelines, for recommendation to the Board of Supervisors. ARWG recommends that five applicants be awarded for a total amount of \$209,586. Staff recommends that the remaining funds be placed on hold until the final guidelines are published, at which time the City can evaluate the potential funding of two building design requests. Any remaining funds will be advertised in a second round of applications during Fiscal Year 2023.

Agenda Action: Formal Action / Motion

Time Requested: 1 hour

Proposed Motion

I move to approve the appropriation as recommended.

Board's Strategic Goal

Efficient Government

Previous Action

On August 5, 2021 the Board of Supervisors approved Carson City's Plan of Expenditure for APRA.

Background/Issues & Analysis

ARPA, which became law on March 11, 2021, created a relief package that provides funding in several areas related to the primary or secondary effects of the COVID-19 Pandemic. The U.S. Department of Treasury allocated the funding from the Coronavirus State and Local Fiscal Recovery Fund and also released an interim rule on how these funds can be used. As a consolidated municipality, Carson City qualifies for funding allocated both to counties and to metropolitan cities. On June 11, 2021, Carson City received notification that it would receive \$10,861,027 as a county and \$9,912,979 as a city. ARPA allows pass through funding to other organizations, as a sub-recipient of the award; however, as the primary recipient, Carson City is required to

perform sub-recipient monitoring over these awards. A preliminary Plan of Expenditure was presented and approved by the Board of Supervisors on August 5, 2021, where \$1.3 million was approved for Carson City non-profit and governmental entities that provide the following services to Carson City residents:

- 1) Mental health treatment;
- 2) Substance abuse treatment;
- 3) Crisis intervention and other behavioral health services;
- 4) Services or outreach to promote access to health and social services;
- 5) Affordable housing/rent subsidies/homelessness; or
- 6) Employment or job training services to address negative economic or public health impacts experienced due to a worker's occupation or level of training.

Thirteen eligible applications were received for a total request of \$2,010,125.31. The ARWG, which was comprised of community residents, a subject matter expert and a City representative, is recommending that Carson City allocate grant funding to five of the thirteen applicants for a total amount of \$209,586, as follows:

- 1) Boys & Girls Club of Western Nevada (Score 87%) - \$48,298;
- 2) Advocates to End Domestic Violence (Score 86%) - \$96,000;
- 3) Nevada Humane Society (Score 84%) - \$7,200;
- 4) Nevada Rural Counties RSVP (Score 79%) - \$35,288; and
- 5) St. Vincent de Paul Society (Score 76%) - \$22,800.

Of the remaining eight applications, five did not score 70% or above, therefore they do not qualify for funding. Those applications were submitted by FISH, Nevada Humane Society, Ron Wood Family Resource Center, Carson City Community Counseling Center, and the Lighthouse Lodge Project. Two applications submitted by Advocates to End Domestic Violence and Nevada Health Centers have been placed on hold until the ARPA final guidelines are published and Carson City staff can determine if the projects are eligible. Finally, Partnership Carson City's application for the Nights Off The Street project was not recommended for funding as the pass-through of funds is too complex and the City would not be able to do the required sub-recipient monitoring. Staff welcomes future applications from Nights Off The Street at the next opportunity once it is able to meet the non-profit requirements.

Applicable Statute, Code, Policy, Rule or Regulation

N/A

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: \$209,586 from Expense G070121010 2750620-501225. There is no fiscal impact to the City as any expenses incurred pursuant to the approved Plan of Expenditure will be fully funded from ARPA.

Is it currently budgeted? No

Explanation of Fiscal Impact: As the City was awarded the federal funding after the Fiscal Year 2022 budget preparation was complete. Staff will be augmenting the budget for the federal financial assistance during the first round of budget augmentations in January 2022.

Alternatives

Please provide other direction.

Attachments:

Memo to BOS-ARPA Funding Recommendations 10-22-2021 .pdf

Boys & Girls Club.pdf

Nevada Humane Society Training.pdf

RSVP.pdf

AEDV ARPA Therapy Application.pdf

St.Teresa of Avila Conference.pdf

FISH Workforce Support.pdf

Nevada Humane Society Truck.pdf

Community Counseling Center.pdf

Ron Wood Family Support.pdf

Lighthouse Lodge Project.pdf

AEDV ARPA Shelter Transitional Housing Application.pdf

Nevada Health Centers.pdf

Partnership Carson City & N.O.T.S..pdf

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)



CARSON CITY, NEVADA

CONSOLIDATED MUNICIPALITY AND STATE CAPITAL

MEMORANDUM

Board of Supervisors Meeting of November 18, 2021

To: Mayor and Board of Supervisors
From: Mirjana Gavric, Grants Administrator
Date: November 18, 2021
Subject: American Rescue Plan Act Non-Profit Allocations

The following is a summary of the American Rescue Plan Act (ARPA) non-profit allocations for the COVID 19 pandemic assistance.

The ARPA initial expenditure plan was brought before the Board of Supervisors on August 5, 2021, at which time the Board allocated \$1,300,000 to local nonprofits for program approved expenditures. The Application Review Work Group (ARWG) recommends \$209,586 be awarded to the non-profits below. Staff recommends the remaining balance of \$1,090,414 to be held until such time as program guidance is finalized, as \$942,035 has been requested for facility design, and the interim ARPA guidance is not clear if these costs will be allowed. Once guidance is clear, any further funding recommendations would be brought before the Board of Supervisors for award. Any remaining funds would be advertised for a second round of applications in FY 2023.

Recommendations:

- 1) Project Name: Trauma Informed Care Program
Agency: Boys and Girls Club of Western Nevada
Funding Request: \$48,298
Recommendation: **\$48,298**
Score: 87%
Description: The Boys & Girls Clubs of Western Nevada is seeking funds to implement a Trauma-Informed Care program for Club families. The requested funding would provide an eight-month Trauma-Informed Care training for Boys & Girls Club staff and support the startup of an evidence-based social and emotional wellness program for youth.

The COVID-19 pandemic has adversely affected families who have had changes in their job status, work schedules, additional demands on childcare and caring for sick family members. Due to these changes the Boys & Girls Club has seen an increase in demand for childcare services; furthermore, they have identified a need to expand services to include a Trauma Informed Care approach in identifying families that are struggling from the impacts of the pandemic. The ARWG recommends full funding for this program.

DEPARTMENT OF FINANCE

201 North Carson Street, Suite #3, Carson City, NV 89701 - (775) 887-2133 (775) 887-2107 fax

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- 2) Project Name: Additional Counselors for Domestic Violence
Agency: Advocates to End Domestic Violence
Funding Request: \$96,000
Recommendation: **\$96,000**
Score: 86%
Description: Advocates to End Domestic Violence (AEDV) is seeking funds to provide additional on-site counseling to survivors of domestic and sexual assault and their children; in addition, AEDV is requesting to replace lost revenue.

Domestic violence risk factors have increased in women and children seeking crisis intervention and shelter during the COVID-19 pandemic due to quarantine, unemployment, financial insecurity, and health concerns. The second component of the request is to replace lost program revenue that would have been generated by the Taste of Downtown, the AEDV annual fundraiser. The funds raised, would have supported the crisis intervention and services AEDV provides to their clients. The event was canceled for the second year due to community health concerns after COVID-19 escalated. The ARWG recommends full funding for this application.

- 3) Project Name: Leadership Training for Humane Workers
Agency: Nevada Humane Society
Funding Request: \$7,200
Recommendation: **\$7,200**
Score: 84%
Description: Nevada Humane Society is requesting funds for leadership training which will enable the organization to help combat the difficulty in hiring and retaining employees, a crisis brought on by the COVID-19 pandemic. The leadership training will allow the Nevada Humane Society staff to gain skills in the following topics: Navigating the Path of Leadership, Legal Issues for Management, Recruitment, Selection and Hiring, Criticizing Without Crippling, How to Motivate and Retain Employees, and Documentation and Evaluating Employee Performance. The ARWG recommends full funding for this program.

- 4) Project Name: Transportation for the Senior and Disabled Population
Agency: Nevada Rural Counties RSVP
Funding Request: \$104,438
Recommendation: **\$35,288**
Score: 79%
Description: RSVP is requesting funds to replace two aging vehicles with two newer vehicles for their senior transportation program. Due to the COVID-19 pandemic, RSVP has had an increase in transportation service requests in Carson City by 97 hours for 2021 when compared to 2019. In addition, RSVP is requesting fuel for these new vehicles for a three-month period. RSVP is also requesting funds to reimburse volunteer drivers who utilize their own vehicles to transport RSVP clients for a three-month period.

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Lastly, RSVP has requested partial salary for their Operations Manager and Program Director. The ARWG is recommending the purchase of one electrical vehicle and charging station. The application did not support a strong connection to COVID-19 for the remaining requests; in addition, RSVP receives funding for fuel and volunteer drivers through CDBG, CDBG-CV and CSSG.

- 5) Project Name: Winter Clothing for Homeless Citizens of Carson City
Agency: St. Vincent de Paul Society
Funding Request: \$25,400
Recommendation: **\$22,800**
Score: 76%
Description: St. Vincent de Paul Society is requesting funds to purchase winter coats, gloves, hats and socks for the homeless population of Carson City. The items will be distributed through the Nights Off The Street program and to those individuals who attend the annual Carson City Point-In-Time Count. Providing winter clothing to the homeless citizens of Carson City will help a population of Carson City that was disproportionately impacted by the COVID-19 pandemic. The ARWG is recommending all supplies with the exception of the hand/toe warmers. The hand/toe warmers are a one-time use, and once used they are thrown away; therefore, the ARWG felt the cost is too high for a throw away item.

The following applications scored below 70%, the minimum that an application must score to be considered for funding is 70%.

- 6) Project Name: Fast Forward 4 Families
Agency: FISH
Funding Request: \$250,000
Recommendation: **\$0**
Score: 68%
Description: FISH is requesting assistance in supporting rent, utilities, insurance, transportation, phone, day care, and WIFI for the Fast Forward 4 Families program participants. Due to the COVID-19 pandemic, many families and/or individuals experienced a reduction in work hours or termination from employment. This program allows individuals who have been struggling to learn a specialized skill and find a higher paying job by attending a certification program offered through Western Nevada College. The ARWG does not recommend funding for this program because the application did not clearly identify the number of people this program will benefit and the length of time that the participants would participate in the program. The ARWG stated that the information provided was confusing and the budget was not clear.

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7) Project Name: Box Truck for Pet Food
Agency: Nevada Humane Society
Funding Request: \$50,000
Recommendation: **\$0**
Score: 65%
Description: The Nevada Humane Society is requesting funds to purchase one box truck needed to collect and deliver pet food. Since COVID-19 the Nevada Humane Society has experienced a greater need for services to promote animal health and social services for the elderly and community members who don't have the resources to buy pet food. In addition, the truck would enable staff to more efficiently pick up large amounts of pet food for the public pet food assistance programs like the Food Bank of Northern Nevada, Catholic Charities and the Reno-Sparks Gospel Mission. The ARGW does not recommend funding for this project. The application did not directly tie COVID-19 to the purchase of a truck; in addition, it was not made clear if the use of the truck would be for Carson City residents and/or Carson City and Reno residents.

8) Project Name: Resources for Community Services
Agency: Ron Wood Family Resource Center
Funding Request: \$105,767
Recommendation: **\$0**
Score: 63%
Description: Ron Wood is requesting funds to provide the unmet needs of Carson City families impacted by COVID-19. The needs are primary and secondary effects of the pandemic. The grant would allow Ron Wood to purchase food, gasoline cards, PPE's, identification documents, a passenger van, and computers.

Ron Wood's application stated that feedback was received from different public agencies, private sector businesses and from members of the community pinpointing the unmet needs of Carson City residents; needs that have risen due to the COVID-19 pandemic. Unfortunately, Ron Wood did not explain how the feedback was received and which agencies took part in providing feedback. The applications did not state how much data was collected or the amount of people and/or families that have been impacted. The ARWG does not recommend funding for this program. There was no mention of operational costs in the application, but the costs were listed on the budget page. In addition, the ARWG found that many of the services being requested were vague and are offered through other local non-profit agencies.

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- 9) Project Name: Additional Resources to Comply with COVID 19
Agency: Carson City Community Counseling Center
Funding Request: \$133,020.31
Recommendation: **\$0**
Score: 56%
Description: Carson City Community Counseling is requesting funds to assist in the unexpected compliance costs related to the COVID-19 pandemic. In order to adhere to social distancing and other COVID-19 requirements, the agency needs to purchase additional office furniture, chairs, Zoom fees and additional laptops for counselors working from home. The agency is also requesting additional PPE supplies, premium pay for essential front-line workers and a used vehicle. The ARWG does not recommend funding for this program. The ARWG did not support bonuses for staff; it was not made clear in the application what staff would receive bonuses. In addition, the agency requested furniture and working from home tools; however, the application does not explain what percentage of staff are working from home and how many staff are in the office. Overall, the ARWG states that there is no clear justification for the requests in this application.
- 10) Project Name: Transitional Housing for Newly Released Prisoners
Agency: Lighthouse Lodge Project
Funding Request: \$28,000
Recommendation: **\$0**
Score: 13%
Description: The Lighthouse Lodge Project is requesting rent and utilities for a support home that would house people who are transitioning from jail or prison back into society. The ARWG does not recommend this program for funding. The application did not have any supporting details about the program or explain how the need was COVID-19 related. The application did not mention any partnerships or prior history. The budget was not comprehensive.

The two applications listed below have been placed on hold because the federal ARPA guidelines have not been finalized. In reviewing all of the current ARPA guidelines, it is not clear if architectural design is an approved expense.

- 11) Project Name: Transitional Housing for DV Survivors
Agency: Advocates to End Domestic Violence
Funding Amount: \$180,000
Recommendation: **\$0**
Score: N/A
Description: Advocates to End Domestic Violence (AEDV) is requesting funds for architectural design documents for the construction of an emergency shelter and separate transitional housing unit. This development will be built on two acres of land owned by the agency which will meet the needs of homeless survivors of domestic and sexual violence and their

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children. The architectural plans are required to estimate construction costs and raise funds to build the buildings. Domestic violence has increased in our area and is a secondary effect of COVID-19.

- 12) Project Name: Charity Care Program
Agency: Nevada Health Centers
Funding Request: \$762,035
Recommendation: **\$0**
Score: N/A
Description: Nevada Health Centers (NHC) is requesting funds to expand access to health care and strengthen their ability to deliver medical and behavioral services by building a 12,744 square foot addition to the existing Carson City Health Center. The ARPA funds would cover the architect fees, a Charity Care program and a licensed Clinical Social Worker. The extra space would allow NHC to expand their pharmacy services due to a growing demand for prescriptions. Also, NHC is looking to grow their access to specialty care like oncology, cardiology, dentistry, and other specialists. In addition, the funds would allow NHC to establish a Charity Care program to assist patients who have been financially impacted by the pandemic by covering the cost of co-pays, specialty care and prescriptions. Last, NHC is requesting ARPA funds that would offset salary costs for a Licensed Clinical Social Worker dedicated to serving patients with behavioral health needs, especially those effected by COVID-19.

For the design component of the request, the application has been placed on hold due to the finalization of federal guidelines for ARPA. For the Charity Care program and Licensed Clinical Social Worker, the ARWG is not recommending funding because the application listed several zip codes that are not in Carson City; therefore, it was not clear what percentage of services would serve Carson City residents.

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The ARWG is recommending that the applicant listed below apply for funding in FY 2023 once Nights Off the Street has obtained a Non-Profit status.

- 13) Project Name: Nights off the Streets (NHS)
Agency: Partnership Carson City
Funding Request: \$219,967
Recommendation: **\$0**
Score: N/A
Description: Partnership Carson City in partnership with the Night Off the Streets Program are requesting funds to expand their current homeless shelter program that runs November 1st through March 31st each year. The expansion would support a year-round Carson City homeless shelter. The funding would provide support for the rental of a permanent facility along with operational costs. Included in the request are supplies to start up the program, staffing, administration, vehicle, fuel and maintenance costs.

This program would establish the first year-round homeless shelter for Carson City; furthermore, the shelter would directly address public health to include COVID-19, by providing a central point for homeless residents to obtain referrals to services like health care. The ARWG is not recommending funding as the ARPA federal assistance rules require subrecipient monitoring by Carson City, and the way this application is designed, through Partnership Carson City, it is too complex for proper subrecipient monitoring. Once Nights off the Street receives their non-profit status along with their registered DUNS number, they are welcome to reapply at the next opportunity.

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Non-Profit Agencies That Have Received COVID-19 Funding
Through Carson City

AGENCY	CARES ACT COVID 19 FUNDS RECEIVED	CBDG-CV COVID-19 FUNDS RECEIVED	TOTAL COVID-19 FUNDS RECEIVED FROM CARSON CITY
Advocates to End Domestic Violence	-	\$66,843	\$66,843
Boys & Girls Club of Western Nevada	\$57,700	\$106,449	\$164,149
Community Counseling Center	\$66,375	-	\$66,375
FISH	\$56,111	-	\$56,111
Nevada Health Centers	\$190,004	\$200,834	\$390,838
Nevada Humane Society	\$3,300	-	\$3,300
Ron Wood Family Resource Center	\$150,000	\$220,000	\$370,000
St. Vincent de Paul Society	-	\$38,080	\$38,080
Spirit of Hope Inc.	\$124,756	\$97,856	\$222,612
Nevada Rural RSVP	-	\$55,371	\$55,371
TOTAL	\$648,246	\$785,433	\$1,433,679



LETTER OF INTEREST 2021 American Rescue Plan Act (ARPA) – ONE TIME FUNDING

Purpose Statement: To better serve families heavily impacted by the COVID-19 pandemic by providing Trauma Informed Care programming and increased partnerships to leverage additional resources and link families to a broader network of support.

Name of Organization & Duns Number: Boys & Girls Clubs of Western Nevada,

DUNS: 797910460

Address: 1870 Russell Way, Carson City, NV 89706

Contact Person: Nick Brancato

Telephone: 775-882-8820

Email: nickb@bgcwn.org

Requested amount: \$48,298

Your project or program must meet one of the requirements listed below and serve the residents of Carson City:

- Mental Health Treatment
- Substance Abuse Treatment
- Crisis Intervention and Other Behavioral Health Services
- Services or Outreach to Promote Access to Health and Social Services
- Affordable Housing/Rent Subsidies/Homelessness
- Employment or job training services to address negative economic or public health impacts experienced due to a worker's occupation or level of training

Project Description:

Boys & Girls Clubs of Western Nevada seeks funding support to increase direct services to families most in-need of intervention resources as a result of impacts due the pandemic. The Club seeks to focus on implementing Trauma-Informed Care programming to identified Club families by providing key staff with an 8-month Trauma-Informed Care training administered by Boys & Girls Clubs of America, and develop a key partnership with Carson Tahoe Health's

Behavior Health Department, and a licensed family therapist to conduct one-on-one care. The Club also seeks to expand social and emotional wellness programming to provide additional resources for mentor-led activities with youth identified through the program as requiring additional direct support.

Please submit this form to the Grants Administrator by **September 30, 2021** 4:00 p.m., at 201 N Carson St., Ste. 3, Carson City, NV 89701 or via email at grants@carson.org. Notifications of award will go out November 2021. The approval of any submission for grant funding is solely within the discretion of Carson City.

Boys & Girls Clubs of Western Nevada

Carson City ARPA Funding Request

Problem Statement

The COVID-19 pandemic has adversely affected families from all walks of life, but especially those from socio-economically disadvantaged circumstances, who saw changes in their job status and work schedule, additional demands on families to provide full-time childcare while youth were unable to return to school, and general hardships brought on by the fear, uncertainty, and direct impacts of the pandemic. More than 50% of families served by Boys & Girls Clubs of Western Nevada fall below the low-moderate income level for our community. The Club has seen an increased demand for childcare services, and an identified need to expand services to include more direct interventions using a Trauma Informed Care (TIC) approach to those identified families that are particularly struggling from impacts due to the pandemic.

Boys & Girls Clubs of Western Nevada (BGCWN) has identified a need to better train staff and create a culture of care that is able to respond to the traumas faced by the families we serve as a result of the pandemic. The Club is committed providing additional resources to support our families by shifting our philosophy and approach to working with families to address the often hidden physical and mental health indicators of trauma, provide programming and resources at the Club facility, and connect them with a network of external support resources through community partnerships.

Funding from this proposal will enable the Club to invest the necessary resources to better train staff to take a trauma informed care approach to providing services to families disproportionately impacted by the COVID-19 pandemic, enable the Club to engage external partners to help identify and provide additional resources and networks of support, and provide for additional social and emotional wellness programming for Club kids identified through this process.

Use of Funds

These funds would be used to provide for staff to participate in an 8-month Trauma Informed Care training administered by Boys & Girls Clubs of America (BGCA). The resource guides and trainings from BGCA will enable us to become a Trauma Informed Club, and directly address the needs of families identified through this program. Funding will also support Club staff to implement evidence-based social and emotional wellness programming to youth participants,

ensuring they receive additional prevention resources as they and their families work with staff and partnering agencies for interventive services to address imminent needs. These needs may present as stresses placed on youth as a result of change in guardian employment status, general fear and uncertainty surrounding the pandemic, the loss of loved ones due to illness.

Working with Carson Tahoe Health's Behavioral Health Department, funds will be used to host "Open Houses" for families seeking additional support. The families we serve are already used to receiving childcare at the Club facilities, and this funding will allow the Club to act as a point of service for families identified as in-need or seeking care through the TIC program. Often being referred to an external resource, and having to go to a doctor's office or clinical setting can serve as a barrier to families due to fear, insecurity, and general hassle of making the additional time commitment to travel, as addressing these issues can often be retraumatizing. By serving as an open house setting where families can seek small group or individualized guidance in partnership with Club trained staff and professionals from CTH Behavioral Health team, the Club can serve as a welcoming environment for families already used to receiving childcare on location, and where the Club is already a planned stop for their daily schedule.

The Club partners with a licensed family therapist, and this funding would help support one-on-one and small group sessions with Dr. Packman either at the Club facility, or as directed by her assessment of need for those families needing more individualized care and support.

As families are identified through the Trauma Informed Care program, the Club will work directly with the children and guardians in conjunction with community partners to establish a plan of care and external resources for additional support and guidance to ensure their resultant traumas from secondary impacts of the pandemic are being identified and treated. These funds will also help support additional mentoring resources from trained Club staff using evidence-based programs such as Positive Action, daily check-ins, help with schoolwork, and peer and mentor relationship development to create a network of care.

Internal Controls

The Club will use Excel spreadsheets for tracking all grant-related expenditures, and all expenses are tracked using QuickBooks software. All program-related expenditures will be assigned a specific general ledger code to ensure no duplicate billing of services. Back-up for all program-related expenditures will be maintained in both paper and electronic grant management files. Activity logs will record all staff time relevant to the program, with payroll reports to back-up staff time allocation. Member records will be maintained detailing all services received, and kept confidential in lockable storage.

Budget Detail

**BGCWN Budget Detail
ARPA Funding - Trauma Informed Care Program**

Cost Category	Hourly Wage	Hours per pay period	# pay periods	Totals
Personnel:				
Program Coordinator Staff (4) - Trauma Informed Training (Duration of 10 pay periods from Jan-May, 2022) Social & Emotional Wellness Program Support	\$ 18.00	16	20	\$ 5,760.00
Youth Engagement Director	\$ 21.50	20	20	\$ 8,600.00
Program Director	\$ 28.56	10	20	\$ 5,712.00
Director of Operations	\$ 38.63	10	20	\$ 7,726.00
Contracted Services				
Licensed Family Therapist - Dr. Jill Packman, one-on-one and small group care for an average of 2 hour per week	\$ 150.00	4	20	\$12,000.00
Program Supplies				
Printed resources for families, curriculum for evidence-based programming, program supplies and consumables				\$ 5,000.00
Cleaning and Sanitization:				
Disinfectant equipment, supplies, and emergency clothing to adhere to heightened cleaning and disinfecting guidelines from CDC.				\$ 3,500.00
Total Costs				\$48,298.00



#10

LETTER OF INTEREST 2021 American Rescue Plan Act (ARPA) – ONE TIME FUNDING

Purpose Statement: COVID-19 has impacted Nevada Humane Society's workforce like so many others in the community and we have had, and continue to have, a hard time recruiting and hiring due to the pandemic. Qualified employees are essential to our life-saving mission of saving thousands of homeless animals each year.

Name of Organization & Duns Number: Nevada Humane Society DUNS# 165109059

Address: 2825 Longely Lane Suite B Reno, NV 90502 | 549 Airport Road, Carson City, NV 89701

Contact Person: Kristen Saibini, Development Director

Telephone: 775-856-2000 x316

Email: ksaibini@nevadahumanesociety.org

Requested amount: \$7,200

Your project or program must meet one of the requirements listed below and serve the residents of Carson City:

- Mental Health Treatment
- Substance Abuse Treatment
- Crisis Intervention and Other Behavioral Health Services
- Services or Outreach to Promote Access to Health and Social Services
- Affordable Housing/Rent Subsidies/Homelessness
- Employment or job training services to address negative economic or public health impacts experienced due to a worker's occupation or level of training

Project Description:

Nevada Humane Society is the only open-admission, no-kill animal shelter in the state of Nevada, we are requesting \$7,200 for ~~leadership training which will enable us to continue to combat the workforce woes worsened by COVID-19 to be able to train our~~ leaders to recruit, hire and retain qualified staff to aid us in our life-saving mission to care for more than 16,000 animals each year.

Please submit this form to the Grants Administrator by **September 30, 2021** 4:00 p.m., at 201 N Carson St., Ste. 3, Carson City, NV 89701 or via email at grants@carson.org. Notifications of award will go out November 2021. The approval of any submission for grant funding is solely within the discretion of Carson City.



September 28, 2021

Carson City, Department of Finance
201 N. Carson Street #3
Carson City, NV 89701
Attn: Mirjana Gavric, Grants Administrator

Letter of Interest

Dear Ms. Gavric,

As the only open-admission, no-kill shelter in Nevada, our work is essential to saving thousands of lives each year and NHS has seen the negative effects of COVID-19 as it related to the workforce. We are requesting \$7,200 to conduct a six-session leadership course on a variety of topics for 14-20 employees to continue to build skills needed to recruit, hire and retain employees in the current job market.

COVID-19 has impacted our workforce like so many others in the community and we have had, and continue to have, a hard time recruiting, hiring and retaining employees due to the pandemic with a year-to-date turnover rate of 36% turnover rate and raising. Our organization has also seen our volunteer base dwindled as well due to those not wanting to be in the building or simply finding other things to do. COVID-19 has forced our team to change a lot of our practices, like breaking our teams into A and B teams who can work together in case of exposure, as well as having to suspend some of our employee programs, like our Pathways to Growth for high-potential employees due to being short staffed.

Our HR Director has had to get very creative in looking for employees by trying to advertise in new areas, to new groups and connect with community resources to find qualified candidates. But, like so many others we are all trying to go after the same work force pool due to COVID-19 and as a non-profit we just can't compete with the sky-rocketing starting wages and cost of living. We have maxed out our \$10,000 relocation budget and still need to hire more positions that qualify for relocation which would put us \$17,000 over budget.

While we have been hit hard by the employment woos, our HR Director has been working hard to ensure there are opportunities for growth for staff with just having reinstated our Pathways to Growth program for employees to cross-train and advance within their departments/organization. A big part of that success depends on expanding our leadership training, creating content, and bringing in outside speakers to share their expertise with our leaders and high potential employees. NHS is proud to have been a finalist for Best Places to Work this year from the Northern Nevada Humane Resources Association (NNHRA) and further leadership training would assist in our teams being able to retain employees, provide the best customer services and animal care possible to aid the thousands of homeless pets in our care each year.

Thank you very much for your consideration.

Kristen Saibini

Kristen Saibini
Nevada Humane Society
Development Director
775-856-2000 x 316 | ksaibini@nevadahumanesociety.org



September 29, 2021

Carson City, Department of Finance
201 N. Carson Street #3
Carson City, NV 89701
Attn: Mirjana Gavric, Grants Administrator

Problem Statement

Dear Ms. Gavric,

Nevada Humane Society is the only open-admission, no-kill animal shelter in the state of Nevada and we are requesting \$7,200 for a six-course leadership workshop which will enable us to continue to combat the workforce woes created and worsened by COVID-19 to be able to train our leaders to not only be better leaders but also help our organization to recruit, hire and retain qualified staff to aid us in our life-saving mission to care for more than 16,000 animals each year.

Animal welfare employees are a specialized type of employee that need to be developed in-house or we risk having to go out-of-state which causes an increase in money spent bringing candidates in for interviews as well as associated relocation costs for certain positions. Succession planning is a large part of our employee success to ensure those specialized animal welfare employees are able to grow and succeed at work while helping our organization as a whole with our life-saving mission as well as customer service.

Stats that support our need to increase our employee level of training in 2022 as we are still having difficulty hiring in this COVID-19 HR market:

- An increased number of no-shows for interviews
- A 36% year-to-date turnover rate in 2021 with that number continuing to grow
- We have used our entire \$10,000 relocation budget
 - If we are able to find and hire the clinic staff needed to get us at the staffing level we need to be at, we will add \$17,000 to that budget, thus going over budget by \$17,000 this year
- The cost of turnover, vacancy and continually having to train new employees costs us \$6,159.56 per employee
 - Year-to-date that has cost us over \$252,000 and that number continues to rise as our turnover rate continues to rise

As a result of COVID-19 pandemic the workforce has reduced significantly based on government assistance along with cost of living increases and competing against other companies, in a position to provide a higher wage, for the same employees. This funding would allow us to ensure that we can offer employees training they need to be successful with our organization long term.

Thank you very much for your consideration.

Kristen Saibini

Kristen Saibini
Nevada Humane Society
Development Director
775-856-2000 x 316 | ksaibini@nevadahumanesociety.org

ARRA Grant Carson City

Cost Category	Amount Requested	Totals
<i>*Budget is all inclusive in the consulting fee*</i>		
Personnel		\$ -
Consultants/Contracts	\$7,200	\$ 7,200.00
Travel		\$ -
Supplies/Operating		\$ -
Equipment		\$ -
Other		\$ -
		\$ -
		\$ -
		\$ -
Total Costs		\$7,200



September 29, 2021

Carson City, Department of Finance
201 N. Carson Street #3
Carson City, NV 89701
Attn: Mirjana Gavric, Grants Administrator

Plan of Expenditure

Dear Ms. Gavric,

Nevada Humane Society is the only open-admission, no-kill animal shelter in the state of Nevada and we are requesting \$7,200 for a six-course leadership workshop which will enable us to continue to combat the workforce woes created and worsened by COVID-19 to be able to train our leaders to not only be better leaders but also help our organization to recruit, hire and retain qualified staff to aid us in our life-saving mission to care for more than 16,000 animals each year.

Nevada Humane Society would use this grant funding to secure leadership training from the Human Resource Connection on a variety of topics to help combat the impacts COVID-19 has had, and continues to have, on our workforce. Our employees are our number one asset and we rely on them daily to carry out our life-saving mission. Funding from this grant would be used to host a six-session leadership course for approximately 14-20 of our employee leaders to ensure they have the tools and training needed to compete in this very competitive COVID-19 job market.

Workshop Topics would include:

1. Navigating The Path Of Leadership
2. Legal Issues For Management
3. Recruitment, Selection And Hiring – How To Hire The Most Qualified Candidates
4. Criticizing Without Crippling – How To Motivate And Retain Our Employees
5. Documentation, Discipline And Termination
6. Evaluating Employee Performance

Timeline

- If awarded funding, upon approval, NHS' HR Director would sign the agreement for the workshops to secure the contractor for the workshops
- From there, dates would be selected for training every other month as part of the six-class workshops and holds would be placed on leaders calendars as well as on the calendars of the high-potential employees
- After each workshop is held, our HR Director would assign each attendee a test through our PayComm employee module to ensure leaders are retaining this information as well as putting it into practice

Internal Controls

Nevada Humane Society prides itself in ensuring all grant funds are used in compliance with any local, state or federal requirements and guidance focusing on operations, reporting and compliance and will do so in the following manner through internal controls including:



- Our Chief Executive Officer (CEO) Chief Financial Officer (CFO) will ensure all funds received in conjunction with the American Rescue Plan Act (ARPA) grant are tracked and used for the indented purpose.
- CEO and CFO will ensure these resources are being used efficiently and effectively for its intended purpose including review of budget to actual results.
- Our Board of Directors Finance Committee, in conjunction with our CEO and CFO routinely review all funding sources and ensures appropriate use of funding.
- Development Team will provide timely and accurate reporting metrics and provide detailed and thorough reporting of all funds received through the ARPA grant.
- Testing at the end of each workshop to ensure leaders are retaining the info and putting it into practice.

Thank you very much for your consideration.

Kristen Saibini

Kristen Saibini
Nevada Humane Society
Development Director
775-856-2000 x 316 | ksaibini@nevadahumanesociety.org

HRC 
the | human | resource | connection
CONSULTING AGREEMENT
NEVADA HUMANE SOCIETY
LEADERSHIP WORKSHOP SERIES

Dear Megan:

September 29, 2021

Thank you for contracting with HRC, Ltd. for your Human Resource training needs. Below are the terms of our agreement.

OVERALL DESCRIPTION OF SERVICES

Provide Nevada Humane Society with the following workshops for approximately 20 employees (site TBD):

1. Navigating The Path Of Leadership
2. Legal Issues For Management
3. Recruitment, Selection And Hiring – How To Hire The Most Qualified Candidates
4. Criticizing Without Crippling – How To Motivate And Retain Our Employees
5. Documentation, Discipline And Termination
6. Evaluating Employee Performance

Date and times: TBD

HRC, LTD. - SPECIFIC DELIVERABLES

- Provide Nevada Humane Society with customized handouts, to be printed a week before training, to include: participant guides, certificates, sign in sheets, and any policies or forms that are pertinent
- Bring laptop with Power Point loaded
- Conduct trainings as scheduled

NEVADA HUMANE SOCIETY - SPECIFIC DELIVERABLES

- Provide logo to HRC, Ltd.
- Set up room for training including projection unit (TBD)
- Send training invite to team members for each training
- Print handouts (1 per participant) for all attending
- Attend scheduled trainings

COST AND PAYMENT

\$7,200 (non-profit discount) due prior to the start of the training.

Any additional guidance outside of the deliverables on this contract will be billed and invoiced separately at \$225.00 (non-profit discount) an hour (e.g. guidance/training on ER issues, discussions/meetings outside the scope of the project, advisement on legal issues/ER issues, projects that arise that are not defined in this agreement). In addition, if possible, appointments need to be made in advance for these issues in order to plan our work. (This does not include emergency situations for which we will do our best to be available on demand via office, cell phone or email). There will be a one-time administrative fee of \$99.00.



**CONSULTING AGREEMENT
NEVADA HUMANE SOCIETY
LEADERSHIP WORKSHOP SERIES**

The Parties agree that HRC, Ltd. invests significant time and resources into the training and development of its employees. HRC, Ltd. provides its services to Nevada Humane Society and others through these employees. The nature of HRC, Ltd.'s services require it to provide Nevada Humane Society with significant direct contact with HRC, Ltd. employees. In recognition of the substantial time and resources HRC, Ltd. invests in training its employees, Nevada Humane Society agrees that it will not hire HRC, Ltd. employees who have performed services for Nevada Humane Society to work for Nevada Humane Society as an employee or independent contractor during the employee's employment with HRC, Ltd. and for one (1) year following the termination of that employee's employment with HRC, Ltd. (the "Restricted Period"). Should Nevada Humane Society violate this provision by hiring an HRC, Ltd. employee to work for or perform services for Nevada Humane Society as an employee or independent contractor during the Restricted Period, the Parties agree that HRC, Ltd. would incur substantial economic damages and losses of the types and amounts that are impossible to compute and ascertain with certainty. Therefore, should Nevada Humane Society violate this provision, Nevada Humane Society agrees to pay HRC, Ltd. an amount equal to fifty thousand dollars (\$50,000.00) as liquidated damages.

This Agreement shall remain in effect until such time as one or the other Party provides 30 days written notice of cancellation. This Agreement may be modified or amended as necessary after negotiations initiated by either Party. If agreement is reached, only a written instrument signed by both Parties will modify or amend this Agreement. The cost and payment quoted in this agreement is valid for 30 days from the date hereof and becomes binding if signed and delivered by both parties during that period.

Our signatures on this agreement indicate full compliance with the above deliverables and an understanding of the services to be provided.

Agreed by all parties:

Megan Barrencea, Human Resources Director, Nevada Humane Society

Date _____

Karyn Jensen

Karyn Jensen, MS, SPHR, SHRM-SCP, Founder, HRC, Ltd.

Date 9/29/21



LETTER OF INTEREST
2021 American Rescue Plan Act (ARPA) – ONE TIME FUNDING

Purpose Statement:

Nevada Rural Counties RSVP Program, Inc. is a nonprofit 501(c)3 organization focused on providing programs to help person with disabilities and seniors maintain their independence.

Name of Organization & Duns Number: Address: Nevada Rural Counties RSVP Program, Inc.
Duns #067867080

Contact Person: Molly Walt

Telephone: (775) 687-4680

Email: mwalt@nrvsvp.com

Requested amount: \$104,438.00

Your project or program must meet one of the requirements listed below and serve the residents of Carson City:

- Mental Health Treatment
- Substance Abuse Treatment
- Crisis Intervention and Other Behavioral Health Services
- Services or Outreach to Promote Access to Health and Social Services
- Affordable Housing/Rent Subsidies/Homelessness
- Employment or job training services to address negative economic or public health impacts experienced due to a worker's occupation or level of training

Project Description:

To address the growing need for reliable transportation for Carson City's senior and disabled population, RSVP will replace its aging vehicles with two economical vehicles. In addition, funding will provide fuel for these new vehicles for a three-month period and will also allow RSVP to reimburse volunteer drivers who utilize their own vehicles to transport clients also for a three-month period. Transportation services will provide safe, free transportation for seniors, persons with disabilities and veterans.

These new vehicles will replace two aging vehicles that are no longer viable as they have outlived their life expectancy - a 1999 Astro Cargo Minivan and a 2005 Toyota Corolla, which was donated by Carson City Toyota.

Thanks to a grant from NDOT, RSVP was able to add one 2021 wheelchair accessible Ford Transit to complement our 2010 wheelchair accessible Dodge Caravan. However, increased demand necessitates the addition of two vehicles dedicated to Carson City to provide expanded transportation services.

The 1999 Astro Van and the 2005 Toyota Corolla need to be replaced to continue to enhancement RSVP's transportation program in Carson City. The Kelley Blue Book estimated trade-in value of the 2005 Toyota Corolla is \$1,836, with estimated maintenance and repairs needed at \$809.00. The Kelley Blue Book estimated trade-in value of the 1999 Astro Cargo Minivan is \$843.00. Currently, the 1999 Astro Cargo Minivan does not run and will need to be towed to an auto body repair shop. From a fiscal perspective, it makes no sense to invest in these aged vehicles.

The new assets will help meet the demand in transportation service requests in Carson City. Prior to the pandemic (March 2019 – February 2020), RSVP volunteers averaged 386.54 transporting hours/month. From March 2020 – February 2021, RSVP volunteers averaged 262.10 transporting hours/month. March 2021 – August 2021, RSVP has increased transporting hours/month to an average of 483.42: this is an increase of 84%.

We appreciate your thoughtful consideration of this request.

Thank you,



Molly Walt, M.A.Ed
Chief Executive Officer
Nevada Rural Counties RSVP Program, Inc.

Please submit this form to the Grants Administrator by September 30, 2021, 4:00 p.m., at 201 N Carson St., Ste. 3, Carson City, NV 89701 or via email at grants@carson.org. Notifications of award will go out November 2021. The approval of any submission for grant funding is solely within the discretion of Carson City.



2021 American Rescue Plan Act (ARPA) ONE TIME FUNDING

The budget represents November 2021 – January 2022

Organization: Nevada Rural Counties RSVP Program, Inc.	
Contact: Molly Walt	Address: 2621 Northgate Lane, Suite 6, Carson City, NV 89706
Phone: (775) 687-4680	Date: September 30, 2021
Email: mwalt@nrvsvp.com	
Budget:	
Personnel /Salaries and Benefits	
Fiscal and Operations Manager	\$10,000.00
Program Director	\$10,000.00
2020 Nissan Leaf SL Plus	\$32,888.00
2021 Wheelchair Accessible Chrysler Voyager	\$44,000.00
Supplies	\$2,000.00
Operating	
Volunteer Mileage Reimbursement (November 2021 – January 2022)	\$1,950.00
Fuel for 4 vehicles (November 2021 – January 2022)	\$1,200.00
Charging Station – Nissan Leaf	\$2,400.00
Other (Please specify other below)	
TOTAL BUDGET	\$104,438.00



2021 American Rescue Plan Act (ARPA) ONE TIME FUNDING Plan of Expenditure

Brief Problem Statement:

RSVP's on-demand free Transportation program is a robust door-to-door service to a variety of destinations in Carson City, as well as, transporting clients to Reno for specialized medical appointments and the Veterans Hospital and to the Gardnerville VA Clinic. Where public transportation is available, many seniors simply cannot use it due to physical ailments, or inability to access the fixed route schedule or cost. Our program helps to fill this gap in service delivery. Improving access to care for transportation-disadvantaged populations can also reduce local and national health care costs, and potentially offset the increase in transportation costs.

RSVP will use the American Rescue Plan Act funding to purchase two new vehicles to replace the one nonoperational vehicle and the one aged vehicle that are dedicated to the Carson City area. Due to the high transportation service demand in Carson City, four vehicles are needed to transport low-income seniors, persons with disabilities and veterans. The new vehicles will replace the current assets; the 1999 Astro Cargo Minivan and the 2005 Toyota Corolla. In the past six months, new clients in Carson City have increased by 121% from the previous year. The two operational vehicles we have are not enough to meet the demand of transportation services for Carson City seniors, persons with disabilities, and Veterans. Several times a week, one vehicle is used to transport clients to the Veterans Hospital. The wait at the hospital could take hours, so that vehicle is unable to be used for local trips. We average 40 trips per week locally, which is why the need for four vehicles in Carson City is so important.

RSVP's Transportation Program benefits frail, homebound, and low-income seniors, persons with disabilities, and Veterans in Carson City. Not only does this population receive critical transportation services at no cost; they also receive the emotional support which is so necessary for the confined elderly. In most cases the seniors we serve fall into the low- and moderate-income category as they are either retired or on a fixed-income. State funds are stretched thin as more and more people in need of long- and short-term services are seeking assistance. Therefore, providing transportation services which keep seniors and persons with a disability at home is the most fiscally prudent way to help them and best alternative because if indigent, Carson City must pay for the costs of living in a care facility. People living at home also continue to contribute to the local economy which makes for a healthy, vibrant community.

Our clients are highly reliant upon RSVP to help with their transportation needs as sustained taxi service is far too expensive and the physical demands of public transit systems make it impossible for elders to feel confident in their ability to access necessary goods and services.

Volunteers utilize a RSVP van to transport clients to dialysis, chemotherapy, specialty clinics, primary care physicians, to access physical therapy, grocery shopping, the senior centers, Social Security and Medicaid offices in Reno, pick up prescriptions and to meet a myriad of other needs including personal grooming and socialization. RSVP provides free critical care trips to medical, dental, vision appointments and other trip purposes both within and outside our ridership counties. Not only does the volunteer assist clients at the door to and from their home to the van, but they also provide companionship during the trip destination and their return home.

How funds are expected to be used to respond directly to the COVID-19 public health emergency or for a secondary effect of the pandemic:

Funding will be utilized as follows:

- The purchase of two economical vehicles:
 - one which will be wheelchair accessible.
 - second vehicle will be an electric vehicle, which will allow RSVP to continue utilizing the vehicle far beyond the period of the grant.
- A charging station
- Fuel for RSVP Carson City based vehicles
- Volunteer Reimbursement for mileage

Of course, all age groups have been affected by COVID-19; however, our senior population have faced a significant risk of developing severe illness if they contract the disease due to physiological changes that come with aging and potential underlying health conditions. RSVP's transportation program supports Carson City's senior, persons with disabilities, and Veterans living alone and ensures they are being transported to vaccinations appointments and clinics, medical appointments to support their physical health, essential shopping trips to access nutrition needs, and socialization opportunities to stay mentally healthy. Not only does this population receive critical transportation services at no cost; they also receive the emotional support which is so necessary for the confined elderly.

The Program has maintained continuity and success for many years in meeting the needs of low-income transit dependent and disabled elders aged 60 and older who struggle to live safely and comfortably in Carson City. We have been working to recruit more volunteers to drive, provide transportation service and create more awareness of the program through all media, word of mouth and community outreach efforts. Our transportation program is one element of a comprehensive support system with the primary objective aimed at helping low-income, homebound and transit dependent seniors living in rural Nevada to remain self-sufficient and living in their own homes for as long as possible.

All volunteers receive on-going orientation and training, including elder abuse prevention and reporting, driver's education and safety, respite care orientation. and other relevant topics of relevance which help our volunteers to be well prepared for their volunteer assignments.

Provide internal controls of the agency receiving the funds, as subrecipient monitoring will be necessary to ensure the use of funds meet federal guidance:

Nevada Rural Counties RSVP Program, Inc. RSVP maintains an accounting structure that provides accurate and complete information about all financial transactions related to each grant-supported project including government grants (city, county, state, federal) and private grants. RSVP prepares its financial statements using the accrual method of accounting, which recognizes revenue when earned and expenses as incurred. The accrual basis is the method of accounting whereby revenue and expenses are identified with specific periods of time, such as a month or year, and are recorded as incurred. This method of recording revenue and expenses is without regard to date of receipt or payment of cash.

As of January 1, 2018, RSVP adopted the provisions of Financial Accounting Standards Board (FASB) Accounting Standards Update (ASU) 2016-14, *Presentation of Financial Statements for Not-for-Profit Entities*. The provisions of the ASU replace the existing three classes of net assets with two new classes (net assets without donor restrictions and net assets with donor restrictions). The ASU introduces new disclosure requirements to improve a financial statement user's ability to assess RSVP's liquidity and exposure to risk.

Financial transactions are recorded in QuickBooks Enterprise Pro for Non-Profits Accounting Software program to ensure that accounting tasks are easily categorized, tracked, and reported on revenue and expenditures by fund/program. Throughout the fiscal year (January through December), expenses are accrued into the month in which they are incurred. At the close of the fiscal year, this rule is not enforced. All expenses that should be accrued into the prior fiscal year, are so accrued, to ensure that year-end financial statements reflect all expenses incurred during the fiscal year and captured in the fiscal year to be captured in the request for funds/reimbursements. Revenue is recorded in the month in which it was earned, received, or pledged. RSVP's Finance Committee is responsible for the oversight and coordination of the annual budget presentation for Board approval, presentation of periodic financial statements, management of investments, selection of the outside auditors, annual financial report, internal controls, and financial policies. The Treasurer of RSVP shall serve as the Chair of the Finance Committee. The Finance Committee is staffed by the C.E.O., and Fiscal and Operations Manager. The long-term financial objectives of RSVP are reviewed and approved by the Finance Committee following the recommendations of the C.E.O.

RSVP Board of Directors will approve fiscal policies and are required to review them annually and the Fiscal and Operations Manager will be the authority to approve expenses in accordance with the approved budget. The C.E.O. approves the revenue, expenses, and budgets of the fiscal systems.

RSVP's financial duties are distributed among multiple people to help ensure protection from fraud and error. The distribution of duties aims for maximum protection of RSVP's assets while also considering efficiency of operations and are reasonably employed in a timely, economic, and efficient way. The C.E.O. and Board President as check signers are not involved in basic accounting procedures and expense approval. The C.E.O. approves the revenue, expenses, and budgets of the fiscal systems.

RSVP maintains physical security of its assets to ensure that only people who are authorized have physical or indirect access to money, securities, real estate, and other valuable property.

Blank checks are sequentially numbered and stored in the Fiscal and Operations Manager's office in a locked file cabinet. RSVP uses passwords to prevent access to accounting software, bank and savings accounts and retirement fund. Passwords are changed by the C.E.O. Checks are stored in the Fiscal and Operations Manager's office. RSVP does not have petty cash.

RSVP has sound programmatic and fiscal oversight and day-to-day operational support to ensure compliance with RSVP program and audit requirements. RSVP's financial management system complies with the financial management responsibilities as specified in OMB Circulars A-87, A-110, A-122, and A-133. RSVP continues to successfully undergo independent audits annually. The audit is completed each year. The Board Finance Committee is responsible for review of auditor comments, audit performance, and annual audit report. The audit report is presented to the Board of Directors during the regularly scheduled board meeting by the C.E.O. and the audit firm. The audit summary is made available to the public on RSVP's website in the Financials Section and included in RSVP's Annual Report.



LETTER OF INTEREST

2021 American Rescue Plan Act (ARPA) – ONE TIME FUNDING

Purpose Statement: To fund a part-time therapist and offset lost program revenue from canceling the Taste of DownTown due to COVID-19.

Name of Organization & Duns Number: Advocates to End Domestic Violence #027915367

Address: Post Office Box 2529, Carson City, Nevada 89702 – Mailing
3640 Gordon Street, Carson City, Nevada 89701 – Physical

Contact Person: Lisa Lee, Executive Director

Telephone: 775-883-7654

Email: director@aedv.org

Requested amount: \$96,000

Your project or program must meet one of the requirements listed below and serve the residents of Carson City:

- X Mental Health Treatment
- Substance Abuse Treatment
- X Crisis Intervention and Other Behavioral Health Services
- X Services or Outreach to Promote Access to Health and Social Services
- X Affordable Housing/Rent Subsidies/Homeless

Employment or job training services to address negative economic or public health impacts experienced due to a worker's occupation or level of training

Project Description: Provide on-site counseling to survivors of domestic and sexual assault and their children who are struggling with the ramifications of abuse and COVID-19. Replace funds supporting crisis intervention, direct services, and program costs that aid survivors of domestic and sexual violence which were lost when it was necessary to cancel an annual event due to the increased spread of COVID-19.

Please submit this form to the Grants Administrator by September 30, 2021, 4:00 p.m., at 201 North Carson Street., Ste. 3, Carson City, NV 89701 or via email at grants@carson.org. Notifications of award will go out November 2021. The approval of any submission for grant Funding is solely within the discretion of Carson City.

Brief Problem Statement:

Advocates To End Domestic Violence, hereafter referred to as AEDV, is requesting ARPA funding towards two areas. **The first** is for a part-time, ten-hour-a-week mental health therapist. Dr. Sherri Skidmore PH. D is a licensed psychologist with vast experience counseling survivors of domestic and sexual violence and juveniles who have endured trauma and abuse. Dr.Skidmore will facilitate a weekly support group and provide individual counseling to address the emotional stresses of survivors and their children who have struggled during the pandemic. **The second component** is a request to replace program revenue lost from the cancelation of an annual fundraiser out of community health concerns due to an increased outbreak of COVID-19.

Explanation of Funds Expenditure:

COVID-19 lockdowns may have decreased the spread of a deadly virus, but it created an ideal environment for increased isolation and a "shadow pandemic" of domestic violence. Quarantine, unemployment, financial insecurity, and health concerns have amplified domestic violence risk factors and caused an increase in those seeking crisis intervention and shelter during the COVID-19 outbreak. Domestic violence has escalated for those in vulnerable relationships, with many feeling trapped and isolated without the accessibility of family, friends, and co-workers' support. The psychosocial impact of the pandemic has produced panic, anxiety, depression, and post-traumatic stress disorder for many. The pandemic has also touched the emotional lives of children that will have long-reaching consequences to their mental health. The closing of schools and limited social outlets has disrupted children's usual routines and promoted distress and confusion. On a national level, parents report that their children have become more demanding, impatient, and hostile due to a lack of personal space during quarantine. They have observed their family's financial struggles, experienced emotional and physical violence, and worried about losing their home. Survivors need their fears, anxieties, and depression addressed to avoid developing unhealthy coping strategies such as self-harm, alcohol, and substance abuse as we move through the pandemic.

By offering on-site support groups and individual counseling, adults and children will have access to a path of healing and recovery in a community with limited mental health services. The program will be provided without charge and address the short- and long-term stresses and emotional effects experienced during the pandemic.

Counseling Budget

$\$50.00/\text{hr} \times 10/\text{hrs a week} \times 52/\text{wks} = \$26,000$

AEDV will fund all administrative, equipment, supplies, and support costs for the program. The position will be a 990-employee responsible for her payroll taxes. Licensed psychologists in Northern Nevada charge between \$200 to \$275 an hour. Dr. Skidmore recently retired and would like to direct her skills to improve the mental health of those most in need with limited resources. Dr. Skidmore's passion for working with survivors and their children provides AEDV the opportunity to offer professional therapy to a vulnerable population at a time in their lives that can have long-reaching positive effects.

Internal Controls

Support group sign-in sheets will document attendance. Client files will be maintained on-site in a locked file cabinet in a secured room. Dr. Skidmore will keep a calendar that tracks individual sessions and support groups and maintain an activity-based timesheet for documentation.

The **second component** of the request is replacing lost program revenue that would have been generated by an annual fundraiser, Taste of DownTown. The funds raised are needed to support the crisis intervention and services AEDV provides to domestic and sexual violence survivors. The event had to be canceled for the second year due to community health concerns after COVID-19 escalated in our area, and the fear of becoming a "super spreader" became a strong possibility.

In February, the staff and volunteers begin planning the Taste that is traditionally held in early summer. Projecting COVID-19 would diminish after vaccinations became available, many summer community events were planned in Northern Nevada after being cancelled the year before. Taking a cautious approach, AEDV scheduled the Taste for September instead of the traditional date. The team began recruiting restaurants, signing bands, designing the logo, posters, and tickets, reserving Sani-huts and bandstands, purchasing advertisements, updating the website and social media, securing insurance, getting approval to close streets, and applying for city permits. As COVID-19 cases began to decrease and the mask mandate was dropped, people started venturing out again, craving involvement and community participation and public events. AEDV experienced the highest volume of online ticket sales in the history of the Taste and projected the event would surpass revenue expectations while giving a boost to the local economy, which was still recovering.

Raising funds for any group or non-profit is a challenge. It takes years to develop and grow an event that often only reaches those that support a particular cause. The Taste is unique since it doesn't depend on people purchasing tickets because they support the work AEDV does, but because they want to stroll downtown while enjoying good food and music with neighbors and friends. What began as one of many small fundraisers AEDV hosted twenty-nine years ago has grown into a regional event and our primary fundraiser, producing unreplaceable program revenue and generating community awareness that reaches further than other forms of advertising. The awareness AEDV generates through the Taste is nearly as valuable as the funds raised, resulting in support, future donations, and knowledge of available resources and services for survivors in our community.

By the end of August, the Delta variant was causing hospitals to issue warnings of the lack of available beds, the mask mandate resumed, and Northern Nevada was experiencing a spike in positive test results and deaths. Local events began canceling, citing the surge in COVID-19 as a result of the Delta variant. Dr. Pinter, the former Carson City Public Health Officer for Health and Human Services and AEDV board member, expressed concerns about public gatherings. The team met to discuss the most recent data from the Nevada Health Response, Centers for Disease and Control, and Nevada Department of Health and Human Services. After evaluating all the data, it was decided that canceling the Taste was best for the community if not AEDV. Advertising spots were changed to notify the community that the Taste had been postponed until next year and that refunds would be provided to ticket holders. Sponsors were given the options of rolling their support to next year, a refund, or making a donation. The largest sponsor opted for a refund, the majority rolled their sponsorship to next year, and several kindly made it a donation. AEDV chose to pay the online transaction fee charged by the processor of \$2.25 per ticket since it was no fault of the ticket holder

the Taste was canceled. A large number have chosen to roll their ticket to next year, many have opted for the refund, and some have generously given their tickets as a donation.

The cost of advertising, printing, and processing refund fees has resulted in a loss of roughly \$9,000. The net revenue that would have been generated had the Taste been able to be held after all expenses would have been at least \$70,000. Since the Taste had to be canceled last year due to COVID-19, the total loss of program revenue is roughly \$140,000. For a larger non-profit, that sum could be made up in other ways, but for AEDV, it has added to the challenge of funding services. COVID-19 has had a devastating financial effect on AEDV funding resources. Last year, the loss of the Taste was combined with further loss resulting from the closure of AEDV’s Classy Seconds Thrift Shop for two months when the state locked down, and a severe reduction in a primary grant funded through marriage licenses that resulted in a loss of over \$300,000.

This year’s Taste of DownTown revenue was budgeted to offset a portion of salaries and operating costs that are not fully funded through grants and other sources.

Budget

Salaries

Sexual Assault Coordinator	\$5,063
Sexual Assault Specialist I	\$5,686
Client Case Manager	\$6,320
Parenting Coordinator	\$3,808
Fiscal Coordinator	\$2,975
Shelter Manager	\$5,469
Client Data Manager	\$8,300
Court Coordinator	\$5,000
Court I	\$3,829
Community Awareness Coordinator	\$3,500
Sub-Total	\$49,950

Operating

Answering Service Hotline/Phones	\$4,800
Audit	\$4,200
Volunteer Training	\$500
Teen Dating Violence Instructional Materials	\$1,500
Liability and Health Insurance	\$6,850
Vehicle (insurance, registration, gas)	\$2,200
Sub-Total	\$20,050
TOTAL	\$70,000

Internal Controls

AEDV follows general accounting practices, with oversight by an independent accountant who provides monthly financial statements reviewed by the Board Treasurer and approved by the Board. An annual audit and 990s are provided by an independent CPA who presents them to the Board of Directors. All records pertaining to the ARPA grant will be maintained for seven years in accordance with best practices.

TASTE 19 PROFIT STATEMENT

Taste Income 19		Taste Expenses 19	
Ticket Sales (1791)	\$ 83,740.00	Team Sports Ink	\$ 2,797.20
Sponsorship	\$ 34,050.00	Wristband	\$ 692.35
REVENUE	\$ 117,790.00	Sani-Hut	\$ 352.74
		Waste Management	\$ 304.00
EXPENSES	\$ 35,733.00	Advertising	\$ 7,042.30
		Restaurant Reimbursement	\$ 9,396.25
		Band Payments	\$ 4,150.00
TOTAL PROFIT	\$ 82,057.00	Stage	\$ 1,200.00
		Trash Detail/Clean Up Crew	\$ 1,000.00
		Permits	\$ 1,428.30
		Paper/Envelopes	\$ 590.63
		Sheriff's Office Reserves	\$ 500.00
		Entertainment	\$ 300.00
		Drone	\$ 450.00
		Generator	\$ 972.00
		Supplies	\$ 2,725.98
		Ecommerce	\$ 1,832.03
		Expenses	\$ 35,733.78

Taste of DownTown 2021

Profit and Loss Statement

	Revenue	Refunded	Rolled to Next Taste	Donated
Sponsorship	\$33,050	\$5,250	\$11,450	\$16,350
Pre-Sold Tickets	\$25,700	\$8,120	\$17,235	\$345
Total	\$58,750	\$13,370	\$28,685	\$16,695

- ❖ AEDV sent ticket holders an email explaining that the Taste had been canceled and gave them the option of receiving a refund, rolling their ticket to the next Taste, or giving it as a donation. If the ticket holder did not respond, AEDV rolled the ticket to the next Taste. This revenue is restricted and can not be expended in case tickets need to be refunded if the 2022 Taste is not able to be held.
- ❖ Sponsors were given the option to “roll over” to next year, take a refund or allow AEDV to keep it as a donation. Any unrefunded sponsorship is restricted and cannot be expended in case the 2022 Taste is not able to be held, and refunds would be needed.

	Expenses
Marketing/Advertising	\$4,210.00
Tickets/Printed	\$355.74
Posters	\$200.00
Ecommerce hosting fee	\$1,547.12
Total	\$6,312.86

AEDV uses an E-commerce site to sell tickets online securely. A fee is charged per purchased ticket and per refunded ticket, which AEDV covered.

AEDV was able to cancel Waste Management, portable restrooms, insurance, banners, t-shirts, United Rentals, permits, stage, and bands at no charge.

Expense Breakdown

Generated revenue	\$16,695.00
Expenses	\$6,312.86
Total Profit	\$10,382.14

The 2020 Taste of DownTown was canceled before revenue was received or expenses were incurred. NO revenue was generated from the 2020 Taste of DownTown.



Advocates to End Domestic Violence

October 19, 2021

Mirjana Gavric
Grants Administrator
Carson City, Department of Finance
201 North Carson Street, #3

Reference: American Resue Plan Act grant application

Dear Ms. Gavric:

Attached is the profit statement for the 2019 Taste of DownTown, held July, 2019, which was the last event we hosted prior to the onset of COVID-19 in the spring of 2020. The profit statement was reviewed and approved by the Board of Directors and reflected in our annual audit. Due to the pandemic, we had to cancel the 2020 and the 2021 Taste of DownTown fundraisers. The Taste of DownTown is our largest annual event, with the revenue used to fund the emergency shelter and support services for domestic and sexual violence survivors. It has been a financial challenge losing two years of funds raised by the Taste of DownTown.

If you have any questions, please give me a call.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Lisa Lee', with a long, sweeping flourish extending to the right.

Lisa Lee
Executive Director



**LETTER OF INTEREST
2021 American Rescue Plan Act (ARPA) – ONE TIME FUNDING**

Purpose Statement:

Name of Organization & Duns Number: 078707640
St. Teresa of Avila Conference, St. Vincent de Paul Society
Address:
3000 N. Lompq Lane, Carson City, NV 89706
Contact Person:
Edward Choklek, President
Telephone:
775-882-1968 ext. 119
Email:
edchoklek@gmail.com
Requested amount: \$25,400

Your project or program must meet one of the requirements listed below and serve the residents of Carson City:

- Mental Health Treatment
- Substance Abuse Treatment
- Crisis Intervention and Other Behavioral Health Services
- Services or Outreach to Promote Access to Health and Social Services
- Affordable Housing/Rent Subsidies/Homelessness
- Employment or job training services to address negative economic or public health impacts experienced due to a worker's occupation or level of training

Project Description:

Provide winter coats, gloves, hats and socks to Carson City's homeless citizens to prevent and reduce the spread of COVID-19 within this vulnerable segment of our community's child and adult population.

Please submit this form to the Grants Administrator by September 30, 2021 4:00 p.m., at 201 N Carson St., Ste. 3, Carson City, NV 89701 or via email at grants@carson.org. Notifications of award will go out November 2021. The approval of any submission for grant funding is solely within the discretion of Carson City.

2021 American Rescue Plan Act (ARPA) – One Time Funding Application

Project Title: Winter Clothing for Homeless Citizens

Applicant: St. Teresa of Avila Conference, St. Vincent de Paul Society

Problem Statement:

The St. Vincent de Paul Society (SVDPS) received a \$20,080 CDBG-CV Grant in the fall of 2020 that paid for the additional operating costs of the Nights Off The Street (NOTS) warming shelter in order for its host sites to comply with state and local COVID-19 guidelines and regulations. One of the main lessons we learned from this special community outreach project was the dire need our homeless citizens have for high-quality winter clothing. SVDPS requested a project budget and scope change to purchase some winter clothing (gloves and socks) for NOTS guests, and this request was approved by Carson City and the State of Nevada. Recently, SVDPS and NOTS leadership met to discuss the 2021-2022 season for the Nights Off The Street warming shelter logistics and operation. NOTS leadership will be simultaneously applying for a 2021 ARPA Grant while filing the necessary paperwork to become a 501(c)(3) corporation at the federal and state levels. As a result of this development, the St. Vincent de Paul Society members voted unanimously on September, 27, 2021, to provide high-quality, new winter clothing to Carson City's homeless citizens as our 2022 special community outreach project.

Carson City has experienced an explosive growth in the number of homeless citizens since 2015 due to the lack of affordable housing and the prevalence of lower-wage jobs in our community. In his State of the City address from January 2019, Mayor Robert Crowell stated, "... This leads me to homelessness. The Sheriff's Office and our Health Department estimate that we have seen about a 30% increase in homeless individuals in our community." SVDPS has heard from multiple local social service agencies that 50-100 homeless Caldor Fire evacuees were bussed into Carson City and that this has caused our local homeless population to swell to >300. NOTS leadership has experienced first-hand that many of our local homeless citizens choose to not utilize the NOTS warming shelter due to its limited capacity under COVID-19 conditions, their lifestyle preference to avoid groups of people, reoccurring alcohol/drug addiction and various mental health issues. These individuals are at high-risk of frostbite, hypothermia, deteriorating health conditions and weakened immune systems due to their prolonged exposure to winter weather. During the COVID-19 health emergency, homeless citizens could not spend time in our public library, community center, senior center and numerous private businesses in daytime hours to get a break from extreme weather conditions (both cold and heat).

2021 American Rescue Plan Act (ARPA) – One Time Funding Application

Explanation of Funding and Impact on the Covid-19 Public Health Emergency:

The SVDPS Homeless Winter Clothing Project will purchase coats, gloves, hand/toe warmers, hats and socks that will then be distributed to NOTS guests and other homeless Carson City citizens through referrals by multiple social service agencies for the winters of 2021-2022 and 2022-2023. These items will also be made available to area homeless individuals who attend the annual Carson City Point-In-Time Count organized by Carson City Health & Human Services.

Providing high-quality winter clothing to homeless citizens will greatly reduce the infection rate and spread of COVID-19 within a community population that is highly susceptible to disease. Their personal hygiene habits are often neglected. Many of these individuals are at high risk due to other underlying health issues, especially weakened immune systems. Once the word gets out on the street that NOTS guests will receive a new winter coat, gloves and hat, some of those reluctant to use the warming shelter will have a change of heart and try out this safe and secure sleeping environment. All NOTS guests and volunteers have temperature checks and are also screened for other signs of COVID-19 in order to comply with state and local regulations. Being proactive in preventing frostbite and hypothermia within our homeless population will free up local emergency responders and healthcare providers to focus on treating COVID-19 patients and vaccinating the general public should COVID-19 booster shots become necessary. **Since the NOTS program started during the winter of 2016-2017, not a single homeless citizen in Carson City has died due to extreme cold exposure, and SVDPS wants to keep this success story going through collaboration with NOTS for the winters of 2021-2022 and 2022-2023.**

Internal Controls Discussion:

The St. Vincent De Paul Society utilizes Quick Books software to track our income and expenses on a weekly basis. Only the President, Secretary and Treasurer have the authority to sign checks that must be made payable to a business entity. SVDPS debit cards have limits on the size of a single purchase, as well as, a daily spending limit. We will assign a Project Manager to oversee the purchasing and distribution of winter clothing items and to complete the monthly and quarterly reports by Carson City. In addition, SVDPS will be tagging each winter coat distributed with the name of the homeless person who receives it and recording his/her name in a log or spreadsheet sorted alphabetically. Homeless individuals will be able to only receive one winter coat during each winter season. SVDPS has complied with Memorandums of Understanding from Carson City for CSSG funding and CDBG-CV from previous projects completed since 2018.

2021 American Rescue Plan Act (ARPA) – One Time Funding Application

Line-Item Budget and Information:

In-Kind Contributions	180 hours of volunteer time @ \$28.54/hr	\$5137
ARPA Funding Items	200 winter coats @ \$60 each	\$12,000
	500 packages (8 pairs) of socks @ \$12 each	\$6000
	400 pairs of winter gloves @ \$8 each	\$3200
	20 boxes (10 per box) hand/toe warmers @ \$13 each	\$2600
	200 winter hats @ \$8 each	\$1600
Total ARPA Funding		\$25,400
Total Project Budget		\$30,537

Notes:

Volunteer time is for purchasing and picking up clothing items, distributing and tracking clothing items and preparing required monthly and quarterly reports for Carson City. The hourly volunteer rate is based upon data from the Independent Sector report dated 4/20/21.

Pricing for all clothing items was provided by BIG 5 Sporting Goods, Burlington Coat Factory, Costco and Walmart. Research on clothing items and pricing was also done using the internet.



LETTER OF INTEREST 2021 American Rescue Plan Act (ARPA) – ONE TIME FUNDING

Purpose Statement:

FISH is requesting funds for a new program addressing the needs of the local economy and workforce due to Covid-19.

Name of Organization & Duns Number: 167266626

Address: 138 E. Long St. Carson City, NV

Contact Person: Megan McKeon

Telephone: 775-882-3474 ext. 1032

Email: megan@nvfish.com

Requested amount: \$250,000

Your project or program must meet one of the requirements listed below and serve the residents of Carson City:

- Mental Health Treatment
- Substance Abuse Treatment
- Crisis Intervention and Other Behavioral Health Services
- Services or Outreach to Promote Access to Health and Social Services
- Affordable Housing/Rent Subsidies/Homelessness
- Employment or job training services to address negative economic or public health impacts experienced due to a worker's occupation or level of training

Project Description:

FISH has been working on a new workforce development program, called Fast Forward 4 Families, which enables individuals to go from nonessential minimum wage jobs to essential, skilled trade jobs, helping underemployed individuals get into steady, lucrative careers.

Please submit this form to the Grants Administrator by **September 30, 2021** 4:00 p.m., at 201 N Carson St., Ste. 3, Carson City, NV 89701 or via email at grants@carson.org. Notifications of award will go out November 2021. The approval of any submission for grant funding is solely within the discretion of Carson City.

Updated 2022 Annual Estimates

	2021	2022		2023		2024		Participants per Cohort
	Fall	Spring	Fall	Spring	Fall	Spring	Fall	
Cohort 1	6	6						12
Cohort 2		10	10					20
Cohort 3			15	15				30
Cohort 4				25	25			50
Cohort 5					25	25		50
Cohort 6						25	25	50
Participants per Semester	6	16	25	40	50	50	25	

Red = Estimated number of participants in FF4F

<p>Returning participants</p> <ul style="list-style-type: none"> • Spring: 6 • Fall: 10 <p>New participants</p> <ul style="list-style-type: none"> • Spring: 10 • Fall: 15 	<p>Total unduplicated participants for 2022: 31</p> <p>Breakdown of participants for budget:</p> <ul style="list-style-type: none"> • Spring 16 • Summer 10 • Fall 25
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Fast Forward for Families					
Cohort (Semester)	Time Period	Number of Months	Cost per Month	Number of Participants	Cost per Semester
Housing					
Spring	Jan-May	5	\$ 500.00	16	\$ 40,000.00
Summer	Jun-Aug	3	\$ 500.00	10	\$ 15,000.00
Fall	Sep-Dec	4	\$ 500.00	25	\$ 50,000.00
				Rent Variable (higher than estimated cost due to relocation during construction of housing for FF4F)	\$ 23,286.00
				Total Housing Cost	\$ 128,286.00

Cohort (Semester)	Time Period	Number of Months	Cost per Month	Number of Participants	Cost per Semester
Insurance					
Spring	Jan-May	5	\$ 100.00	16	\$ 8,000.00
Summer	Jun-Aug	3	\$ 100.00	10	\$ 3,000.00
Fall	Sep-Dec	4	\$ 100.00	25	\$ 10,000.00
Total Insurance Cost					\$ 21,000.00
Phone					
Spring	Jan-May	5	\$ 45.00	16	\$ 3,600.00
Summer	Jun-Aug	3	\$ 45.00	10	\$ 1,350.00
Fall	Sep-Dec	4	\$ 45.00	25	\$ 4,500.00
Total Phone Cost					\$ 9,450.00
Transportation					
Spring	Jan-May	5	\$ 14.00	16	\$ 1,120.00
Summer	Jun-Aug	3	\$ 14.00	10	\$ 420.00
Fall	Sep-Dec	4	\$ 14.00	25	\$ 1,400.00
Total Transportation Cost					\$ 2,940.00
WIFI					
Monthly Flat Rate		12	\$ 250.00	N/A	\$ 3,000.00
Total WIFI Cost					\$ 3,000.00
DayCare					
Spring	Jan-May	5	\$ 720.00	8	\$ 28,800.00
Summer	Jun-Aug	3	\$ 720.00	5	\$ 10,800.00
Fall	Sep-Dec	4	\$ 720.00	12	\$ 34,560.00
Total DayCare Cost					\$ 74,160.00
Stipend					
Per Year		12	\$ 30.00	N/A	\$ 360.00
Total Stipend Cost					\$ 360.00
Total Cost for FF4F					\$ 239,196.00

Family Program					
Cohort (Semester)	Time Period	Number of Months	Cost per Month	Number of Participants	Cost per Semester
Meals					
Spring	Jan-May	5	\$ 8.00	8	\$ 320.00
Summer	Jun-Aug	3	\$ 8.00	5	\$ 120.00
Fall	Sep-Dec	4	\$ 8.00	12	\$ 384.00
Total Meal Cost					\$ 824.00
Staff Hours					
Per Year		12	\$ 333.33	N/A	\$ 4,000.00
Total Staff Cost					\$ 4,000.00
Supplies					
Per Year		12	\$ 216.67	N/A	\$ 2,600.00
Total Staff Cost					\$ 2,600.00
Summer Program					
Per Year		12	\$ 281.67	N/A	\$ 3,380.00
Total Staff Cost					\$ 3,380.00

Total Cost for Family Program	\$ 10,804.00
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Total Expenses for Fast Forward for Families and Family Program	\$ 250,000.00
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Narrative

Last year’s COVID shutdowns highlighted the instability of our service sector jobs. During lockdown, many businesses were forced to limit services or shut down altogether, affecting a lot of individuals who were already struggling to make ends meet. For many of these, service sector jobs seemed the only option, as returning to school was unrealistic given their financial responsibilities.

“Skilled trades workers were not impacted by the pandemic in lost worked time, as many other jobs were. Many manufacturing jobs continued and even increased in these times to supply the world mid-pandemic. Even before the world was paused, trades workers have always been in high demand. Workers can levy their skills for better wages, better benefits, better jobs, and more stability. Having certifications gives individuals the security to travel and know that they will have the skills needed to gain employment anywhere they go.” (Lower Columbia College, 2021)

FISH has been working on a new workforce development program, called Fast Forward 4 Families, which enables individuals to go from nonessential minimum wage jobs to essential, skill trade jobs, helping underemployed individuals get into steady, lucrative careers.

Our partners include Western Nevada College (WNC), providing the “formal education,” the Capital City C.I.R.C.L.E.S. Initiative program developing the team skills/people skills/relationship skills, and FISH providing the stability of housing, food, on-the-job training, and other support as needed. The certificate programs being offered include manufacturing, construction, automotive, welding, HVAC, information technology, and healthcare. We are working with other organizations to provide interviewing and other job skills. We are also partnering with the Northern Nevada Development Authority (NNDA), which will function as the liaison with our regional employers.

This funding is needed to help cover the wrap-around living expenses so that candidates can focus on earning a certificate in their respective fields instead of trying to juggle a full-time job along with family responsibilities and full-time schoolwork. Currently, this program has six participants, some with family, working towards certifications in machine tool technology, automotive, cyber security, business administration and manufacturing.

FISH anticipates approximately 16 participants in the Fast Forward 4 Families program in the spring of 2022 and eventually expects to have as many as 50 participants work through the program each year.

We are determined to move forward with this valuable program that could potentially change not only the lives of the participants, but also the demographics of our city – reducing the need for low-income housing and public assistance. The funding this grant provides would make this all the more possible, undoing some of the damage COVID has done and moving people forward in directions they hadn’t thought possible before.

OUR MISSION:

To provide food, training, clothing, shelter, and medical aid to those with behavioral or physical health issues, the under-employed, homeless, and hungry within our community; with the objective to develop individualized plans to train and otherwise develop families and individuals so they may become self-sufficient.



FAST FORWARD 4 FAMILIES



Revitalizing our Community through

Fast Forward 4 Families

Plan of Expenditure

for a program of Friends In Service Helping





I. Target Categories for Federal Assistance

6. Employment or job training services to address negative economic or public health impacts experienced due to a worker's occupation or level of training

II. Problem Statement

Due to the COVID-19 pandemic, many families were impacted by either a reduction in hours or termination from employment. With recently improvements in the economy, businesses are eager to hire but are unable to find individuals with specialized skills, within the local work force, to fill these positions. Individuals with **non-specialized skills**, that were impacted by COVID-19, have been able to find employment, but at a reduced salary. Furthermore, at approximately \$1,100 per month, Carson City's Fair Market Rental prices are among the nation's highest, ranked at 16th out of 50¹.

Individuals within our community that have been impacted by COVID-19 are struggling with a low paying job and increasing rental rates.

While some believe that more low-incoming housing is needed in the region, FISH is actively working to reducing the number of families that need it through the **Fast Forward 4 Families** program. Federal funding is needed to help cover current and future stipends for the program, allowing individuals and families to move from minimum wage to meaningful careers.

III. Introduction to Fast Forward 4 Families

The Fast Forward 4 Families (FF4F) program is currently reducing the number of individuals and families impacted by the COVID-19 pandemic that require low-income housing in Northern Nevada. Program participants attend certification programs offered through Western Nevada College (WNC), which is approximately 30 credits (2 semesters). By obtaining a **specialized skill set**, impacted COVID-19 individuals will be able to seek higher levels of employment, rather than positions that hover at minimum wage, and that may be considered non-essential in the future. Furthermore, participants join the Capital City CIRCLES Initiative to build life skills as they work on their academic accomplishments. Friends In Service Helping (FISH) also provides a Family Empowerment Program in tandem with CIRCLES to address the needs of every family member. To allow the participants of FF4F to focus on their academic work, FISH, along with community partners, acts as a catalyst by providing: housing, covering monthly expenses via stipends, providing necessities, and educational support and encouragement. Upon successful completion of the program, FISH works with local employers to assist in securing higher level employment.

1. <https://worldpopulationreview.com/state-rankings/average-rent-by-state>, accessed 24Sep2021



IV. Use of Federal Funds

6. Employment or job training services to address negative economic or public health impacts experienced due to a worker's occupation or level of training

There are currently six participants in the FF4F program for the fall of 2021.

As FF4F is an active program that is already providing assistance to individuals that are underpaid or have been impacted by the COVID-19 pandemic, any federal assistance provided will be applied to the program to assist with any current and future program costs. To allow FF4F participants to focus on their educational goals, FISH covers the participants monthly expenses through a stipend. Federal assistance will help fund the following areas, includes housing, childcare, course fees, books, school supplies, and food and necessities.

See the below breakdown of individuals already participating in the FF4F program, along with the number of projected individuals through 2024 (note: FF4F does not intend to cease after 2024).

	2021	2022		2023		2024		Participants per Cohort
	Fall	Spring	Fall	Spring	Fall	Spring	Fall	
Cohort 1	6	6						12
Cohort 2		10	10					20
Cohort 3			15	15				30
Cohort 4				25	25			50
Cohort 5					25	25		50
Cohort 6						25	25	50
Participants per Semester	6	16	25	40	50	50	25	

Red = Estimated number of participants in FF4F

The below is a monetary breakdown per FF4F participant, both monthly and annually:

	1 Participant		6 Participants (Fall 2021)	16 Participants (Spring 2022)
	Monthly	Annually	Annually	Annually
Rent	\$500	\$6,000	\$36,000	\$96,000
Insurance	\$100	\$1,200	\$2,400	\$19,200
Phone	\$45	\$540	\$2,700	\$8,640
Transportation	\$14	\$168	\$2,016	\$2,688
Day Care (Infant)	\$720	\$8,640	\$17,280	\$138,240
Day Care (Before/After School)	\$160	\$1,920	\$9,600	\$30,720
Housing WIFI (3 locations)	\$245	\$2,940	\$2,940	\$2,940
Total	\$1,784	\$21,408	\$113,748	\$298,428



V. Internal Controls

Any Federal Assistance received will be identified in our data base as a restricted fund, thus allowing FISH to use the funds for FF4F as related to category 6 and 5. We have passed every financial audit from various government agencies, Workers Comp, medical insurance, and by various other Grantors (governmental and otherwise). Additionally, FISH has documented financial policies and procedures and a chain of command for financial review whereas:

- A. Receptionist provides receipts for money coming in
- B. Accountant makes deposits and can not sign checks or transfer money
- C. Another Staff member reconciles all bank statements
- D. Account using QuickBooks software prepares financial reports
 - A. E. the Executive Director provides initial review of monthly finances
 - B. F. the Board of Directors provides a monthly review of finances
 - C. G. Annually, finances are reviewed by the Certified Public Accountant.

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LETTER OF INTEREST 2021 American Rescue Plan Act (ARPA) – ONE TIME FUNDING

Purpose Statement: As the only open-admission, no-kill shelter in Nevada, Nevada Humane Society's (NHS) work is essential to saving thousands of lives each year and NHS has seen the negative effects of COVID-19 both internally and externally in our community and at both our Reno and Carson City Shelter locations.

Name of Organization & Duns Number: Nevada Humane Society DUNS#: 165109059

Address: 2825 Longley Lane Suite B., Reno, NV 89502 549 Airport Road, Carson City, NV 89701

Contact Person: Kristen Saibini, Development Director

Telephone: 775-856-2000 x316

Email: ksaibini@nevadahumanesociety.org

Requested amount: \$50,000

Your project or program must meet one of the requirements listed below and serve the residents of Carson City:

- Mental Health Treatment
- Substance Abuse Treatment
- Crisis Intervention and Other Behavioral Health Services
- Services or Outreach to Promote Access to Health and Social Services
- Affordable Housing/Rent Subsidies/Homelessness
- Employment or job training services to address negative economic or public health impacts experienced due to a worker's occupation or level of training

Project Description:

Nevada Humane Society is the ONLY open-admission, no-kill shelter in Nevada and is requesting \$50,000 to buy a box truck needed to not only collect pet food for our two locations, but also to help meet the needs of the community where we've seen a marked increase in the need for pet food for those in the community. In addition, with monetary donations down due to COVID, we have had to buy food for the first time in years since we don't have a box truck to pick up donated food.

Please submit this form to the Grants Administrator by **September 30, 2021** 4:00 p.m., at 201 N Carson St., Ste. 3, Carson City, NV 89701 or via email at grants@carson.org. Notifications of award will go out November 2021. The approval of any submission for grant funding is solely within the discretion of Carson City.



September 29, 2021

Carson City, Department of Finance
201 N. Carson Street #3
Carson City, NV 89701
Attn: Mirjana Gavric, Grants Administrator

Letter of Interest

Dear Ms. Gavric,
Nevada Humane Society (NHS) is the only open-admission, no-kill shelter in Nevada. We are requesting for \$50,000 to purchase a box truck to not only pick up donated food for our shelter but also to use it to help get pet food to the community since we've seen a marked increase in the need for pet food in our community since COVID-19 began.

We have seen an increase in need for pet food from our community since COVID-19. And as such, a greater need for services or outreach to promote access to health and social services where securing a box truck through this grant would allow us to pick up donations as well as deliver donations to the community. NHS just wrapped up delivering pet food to several hotels and shelters in our community using smaller vehicles, personal vehicles, trailers and volunteers so securing a box truck would allow us to be efficient in our trips and getting much-needed supplies to the community faster. It would also allow NHS to do so safely in going into the community instead of having large groups come to our shelters which helps decrease any potential health concerns with COVID-19.

Securing funding for a box truck would allow NHS to be more efficient in doing food pickups not only for our shelter pets but food also for our public pet food assistance we hold two times a week at our Reno and Carson City shelters to aid those in the community who are in need of pet food to keep their animals with them.

NHS is just starting several community programs, such as our Senior for Seniors program where we transport animals and supplies (like scratching posts, food, litter boxes etc.) to senior living homes for an afternoon of enrichment to allow the residents time to snuggle animals and benefit from the stress relief animals bring. Our overall donations took a hit in 2020 due to the pandemic and as an organization that relies 100 percent on donations, we've had to buy food for the first time in over a decade since we don't have the equipment needed to transport large, donated food pallets. A box truck would allow us to ease the strain on our budget caused by lower donations due to the pandemic by having the vehicle needed to pick up donated food.

Finally, we are so thankful for being able to help our community. COVID-19 has impacted us and our community so much and having this vehicle would allow us to deliver food to other animal welfare shelters who find themselves in a similar position. Additionally, it would allow us to hold community popups taking food and supplies to those that need it and directly to community organizations (like the Food Bank of Northern Nevada, Catholic, Charities and the Reno-Sparks Gospel Mission) in an efficient and safe way to help as many as we can who have been impacted by COVID-19 and are transitioning practices to be as safe as possible.

Thank you very much for your consideration.

Kristen Saibini

Kristen Saibini
Nevada Humane Society
Development Director
775-856-2000 x 316 | ksaibini@nevadahumanesociety.org



September 28, 2021

Carson City, Department of Finance
201 N. Carson Street #3
Carson City, NV 89701
Attn: Mirjana Gavric, Grants Administrator

Problem Statement

Dear Ms. Gavric,
Nevada Humane Society (NHS) is the only open-admission, no-kill shelter in Nevada. We are requesting for \$50,000 to purchase a box truck to not only pick up donated food for our shelter but also to use it to help get pet food to the community since we've seen a marked increase in the need for pet food in our community since COVID-19 began.

On average, NHS makes 2-3 pickups a week from local retailers who provide pet food for us free of charge if we can pick it up. While we do, we often time can't take the entire offering or have to bring multiple employees to literally load the food in by hand into a smaller vehicle. As COVID-19 continues on, more retailers have reached out offering us pet food and supplies free of charge if we can pick it up. We've had routinely decline offerings 2-3 times a month as we don't have a box truck to take in the pet food as these offerings are a take all or nothing situation. Since we don't have the equipment needed to take this donated food, we have had to purchase pet food for our shelter pets for the first time in 10 years. Year to date we have spent thousands of dollars purchasing food and cat litter for our shelter pets since we are unable to pick up the donated offerings. Shelter donations have been down as well during COVID-19 so having to purchase pet food for the first time in a decade is putting a financial strain on our budget.

Expenses incurred for having to purchase food and supplies year-to-date in 2021 due to not have an appropriate vehicle to pick up donated food supplies include:

- Kitten food: \$2,143.34
- Cat food: \$3,966.34
- Cat litter: \$4,148.80
- Kitten formula: \$3,934.21
- Puppy formula: \$332.70
- TOTAL: \$8,233.25

Additionally, it's a goal our organization has as part of our life-saving mission to help those in the community in need, too – a need we've seen increase during the pandemic as well. We want to be able to offer things like pet food/supply pop ups but at the present times those events aren't feasible as we'd have to take several vehicles and use several employees to load in and take out the food as well as drive the multiple vehicles to the location.

Thank you very much for your consideration.

Kristen Saibini

Kristen Saibini
Nevada Humane Society
Development Director
775-856-2000 x 316 | ksaibini@nevadahumanesociety.org

ARRA Grant Carson City

Cost Category	Amount Requested	Totals
Budget is all inclusive in the purchase of a box truck. Please see plan of expenditure for breakdown		
Personnel		\$ -
Consultants/Contracts		\$ -
Travel		\$ -
Supplies/Operating		\$ -
Equipment	\$50,000	\$ 50,000.00
Other		\$ -
price and maintenance (if applicable)		\$ -
		\$ -
Total Costs		\$ 50,000.00



September 28, 2021

Carson City, Department of Finance
201 N. Carson Street #3
Carson City, NV 89701
Attn: Mirjana Gavric, Grants Administrator

Plan of Expenditure

Dear Ms. Gavric,
Nevada Humane Society (NHS) is the only open-admission, no-kill shelter in Nevada. We are requesting for \$50,000 to purchase a box truck to not only pick up donated food for our shelter but also to use it to help get pet food to the community since we've seen a marked increase in the need for pet food in our community since COVID-19 began.

Per our funding need, we have had to purchase pet food for the first time in a decade with this shortage of food leading to our organization spending more than \$8,000 on pet food and litter which reduced our ability to help other rural shelter in Nevada due to lack of supplies.

Timeline

- Given supply chain issues with so many things, including box trucks that have been impacted due to COVID, NHS would work quickly and effectively if awarded to secure a box truck.
- NHS' Development Team and Maintenance Manager will immediately reach out to vendors to secure three quotes for a box truck.
- Once the quote is selected, NHS' team will work in close contact with the vendor to place our request for the box truck to get the order in the que.
- Once the box truck is in stock, we will purchase it to begin using it as soon as possible.
- NHS' Maintenance Manager will take the lead working with our vendors to secure the truck and get it on site after purchase to begin using.
- NHS' Development Team will work to request reimbursement which we anticipate needing a month in advance to secure and complete the process.

Internal Controls

Nevada Humane Society prides itself in ensuring all grant funds are used in compliance with any local, state or federal requirements and guidance focusing on operations, reporting and compliance and will do so in the following manner through internal controls including:

- Our Chief Executive Officer (CEO) Chief Financial Officer (CFO) will ensure all funds received in conjunction with the American Rescue Plan Act (ARPA) grant are tracked and used for the indented purpose.
- CEO and CFO will ensure these resources are being used efficiently and effectively for its intended purpose including review of budget to actual results.
- Our Board of Directors Finance Committee, in conjunction with our CEO and CFO, routinely review all funding sources and ensures appropriate use of funding.
- Development Team will provide timely and accurate reporting metrics and provide detailed and thorough reporting of all funds received through the ARPA grant.



Thank you very much for your consideration.

Kristen Saibini

Kristen Saibini
Nevada Humane Society
Development Director
775-856-2000 x 316 | ksaibini@nevadahumanesociety.org



SILVER STATE INTERNATIONAL



SILVER STATE INTERNATIONAL TRUCKS
2255 LARKIN CIRCLE
SPARKS, NV 89431
P: (775) 685-6000

BILL TO
NEVADA HUMANE SOCIETY
2825B LONGLEY LN
RENO, NV89502
P: (775) 856-2000

DELIVER TO
NEVADA HUMANE SOCIETY
2825B LONGLEY LN
RENO, NV 89502
P: (775) 856-2000

Customer Acct#: 102536

Customer Acct#: 102536

SALES INVOICE: V201000160

Table with 6 columns: PRINT DATE, ORDER STATUS, DELIVERY DATE, INVOICE DATE, SALESPERSON, CUSTOMER REFERENCE. Row 1: 9/23/2021, INVOICE, 9/23/2021, 9/23/2021, R. PARKINS

USED

YR - MAKE - MODEL
2013 - INTERNATIONAL - 4300

SERIAL NUMBER / ITEM DESCRIPTION
IHTMNAALXDH303704

UNIT#: 100166 PRICE

Vehicle - Price 48,000.00
Title Fee 28.25
EXEMPT 0.000% 0

Total Price: \$48,028.25

SALES PRICE: \$48,028.25
TAX: + \$0.00
TOTAL PRICE: = \$48,028.25
LESS TRADE IN: - \$0.00
LESS DOWNPAYMENT: - \$0.00
UNPAID BALANCE = \$48,028.25

Please Remit Payment To:
SILVER STATE INTERNATIONAL TRUCKS
PO BOX 399380
SAN FRANCISCO, CA 94139-9380



#9

LETTER OF INTEREST
2021 American Rescue Plan Act (ARPA) – ONE TIME FUNDING

Purpose Statement:

Community Counseling Center would like to request funds to aid in the unexpected cost related to the COVID-19 Pandemic. In order to be in compliance with the recommendations of social distancing we have identified the need for additional office furniture and group room chairs that can be sanitized after each session. We have a need for increased Zoom expenses, including increased monthly payment for Zoom, All-in-One computers for our group rooms for Zoom meetings, and additional laptops for counselors to perform meetings from home. To be in compliance with the CDC guidelines to reduce the risk and lower transmission rates of COVID-19 we have identified the need for additional supplies to achieve those needs such as the purchase of mask, gloves, testing supplies, sanitizer, and cleaning supplies. When need an additional vehicle for transportation of our clients due to the social distancing need. We feel that our counselors and staff are dealing with higher risk clientele and would like to provide two payroll bonuses next day.

Name of Organization & Duns Number: Carson City Community Counseling Center

DUNS #782755326

Address: 205 S. Pratt Avenue; Carson City, NV 89701

Contact Person: Caroline Basagoitia

Telephone: 775-882-3945

Email: carolinebasagoitia@gmail.com; jjarvis@cccocfcarsoncity.org

Requested amount: \$133,020.31

Your project or program must meet one of the requirements listed below and serve the residents of Carson City:

- Mental Health Treatment
- Substance Abuse Treatment
- Crisis Intervention and Other Behavioral Health Services
- Services or Outreach to Promote Access to Health and Social Services
- Affordable Housing/Rent Subsidies/Homelessness

- Employment or job training services to address negative economic or public health impacts experienced due to a worker's occupation or level of training

Project Description:

With regards to the COVID-19 public health emergency, Community Counseling Center must meet State and Federal guidelines set by the CDC to be in compliance while we are experiencing an increase in mental health clients, sanitation issues, and the need to maintain social distancing. These added expenditures were not in our original approved budget.

Attached is the budget for the use of the requested funds, along with a plan of expenditure.

We need to get extra desks/furniture for the employees to accommodate social distancings. We are also in need of All-In-One computers for our group rooms so that the groups/sessions can be conducted through Zoom as well as in person. There is also a need for increased Zoom users, thus increased monthly expense for Zoom. We need to obtain laptops for the counselors to work remotely with their Zoom meetings/sessions.

We need to replace the chairs in our group rooms with plastic chairs that can be wiped down after each session.

We will need for our employees, plus provide to our clients, masks, gloves, COVID-19 testing/supplies, sanitation supplies such as wipes, bleach, sprays, etc.

As our staff are essential workers and are working with higher risk clientele, we would like to provide quarterly bonuses to the staff.

We have one vehicle to transport multiple clients to rehab, appointments, etc. Due to social distancing requires we need another vehicle to separate the clients.

The requested funds will be tracked through QuickBooks Online, Excel, and with copies of the receipts.

Thank you for your consideration of our American Rescue Plan Act request.

Please submit this form to the Grants Administrator by **September 30, 2021** 4:00 p.m., at 201 N Carson St., Ste. 3, Carson City, NV 89701 or via email at grants@carson.org. Notifications of award will go out November 2021. The approval of any submission for grant funding is solely within the discretion of Carson City.

Plan of Expenditure
2021 American Rescue Plan Act (ARPA) – ONE TIME FUNDING

Name of Organization & Duns Number: Carson City Community Counseling Center

DUNS #782755326

Address: 205 S. Pratt Avenue; Carson City, NV 89701

Contact Person: Caroline Basagoitia

Telephone: 775-882-3945

Email: carolinebasagoitia@gmail.com; jjarvis@cccocarsoncity.org

Requested amount: \$133,020.31

Plan of Expenditure:

With regards to the COVID-19 public health emergency, Community Counseling Center must meet State and Federal guidelines set by the CDC to be in compliance while we are experiencing an increase in mental health clients, sanitation issues, and the need to maintain social distancing. These added expenditures were not in our original approved budget.

We need to get four extra desks with accompanying furniture to separate the employees into separate offices to accommodate social distancings.

We need to replace the chairs in our group rooms with plastic chairs that can be wiped down after each session.

We need three All-In-One computers for our group rooms so that the groups/sessions can be conducted through Zoom as well as in person.

We need more Zoom users, thus increased monthly expense for Zoom.

We need to obtain six additional laptops for the counselors to work remotely with their Zoom meetings/sessions.

We need printers to go with all nine new computers.

In order to accommodate Zoom on our current computers, we need to update our Windows version, and some of the computers need webcams.

We will need for our employees, plus provide to our clients, masks, gloves, COVID-19 testing supplies, sanitation supplies such as wipes, bleach, sprays, etc. for the safety of everyone

As our staff are essential workers and are working with higher risk clientele, we would like to provide quarterly bonuses to the staff.

We have one vehicle to transport multiple clients at a time to rehab, appointments, etc. Due to social distancing requirements we need another vehicle to separate the clients.

The requested funds will be tracked through QuickBooks Online, Excel, and with copies of the receipts.

Thank you for your consideration of our American Rescue Plan Act request.

Cost Category	Description	Cost per Unit	Quantity	Totals	TOTALS BY COST CATEGORIES
Social Distancing					\$ 25,598.20
	Four desks and associated additional office furniture--To move staff to separate offices to accommodate social distancing requirements	\$ 1,000.00	4.00	\$ 4,000.00	
	Washable plastic chairs for our group rooms that be sanitized after each session	\$ 8,000.00	1.00	\$ 8,000.00	
	Zoom--We need to add additional users to provide clients with the ability to contact us and have their groups and sessions remotely, to be paid monthly	\$ 299.85	12.00	\$ 3,598.20	
	Vehicle (car) plus costs to transport client to meetings, rehab, etc., as with social distancing mandates we cannot have two clients in the same vehicle.	\$ 10,000.00	1.00	\$ 10,000.00	
Computers					\$ 17,030.21
	Three All-in-One computers in our group rooms to perform Zoom meetings	\$ 1,200.00	3.00	\$ 3,600.00	
	Six laptops for counselors to work remotely.	\$ 1,500.00	6.00	\$ 9,000.00	
	Nine dedicated printers for the above computers	\$ 325.00	9.00	\$ 2,925.00	
	Antivirus Bitdefender through Credo for new computers	\$ 29.70	9.00	\$ 267.30	
	Web cams for current computers to be able to do Zoom meetings	\$ 35.00	4.00	\$ 140.00	
	Adobe editor for the above requested computers	\$ 14.99	9.00	\$ 134.91	
	GoDaddy MS users for above requested computers	\$ 107.00	9.00	\$ 963.00	
Medical expenses					\$ 8,391.90
	Masks and gloves	\$ 6,000.00	1.00	\$ 6,000.00	
	COVID-19 testing materials	\$ 398.65	6.00	\$ 2,391.90	
COVID-19 Mitigation Efforts					\$ 6,000.00
	Sanitation--Disinfecting wipes, bleach, disinfecting spray, cleaning supplies	\$ 6,000.00	1.00	\$ 6,000.00	
Premium pay for essential workers					\$ 76,000.00
	Quarterly bonus for essential/front line workers due to extra COVID-19 risk due to our high risk clientele	\$ 19,000.00	4.00	\$ 76,000.00	
	TOTAL:				\$ 133,020.31



LETTER OF INTEREST 2021 American Rescue Plan Act (ARPA) – ONE TIME FUNDING

Purpose Statement:

Ron Wood will address the unmet needs of our community due to the COVID-19 pandemic: vehicle for transporting food deliveries and foster youth to necessary appointments, food for home delivery, gasoline, identification documents, PPE/Personal Protective Equipment/sanitizing provisions and computers to assist clients with needed services because of the COVID-19 pandemic.

Name of Organization & Duns Number:

RON WOOD FAMILY RESOURCE CENTER

DUNS #: 867923401

Address: 2621 NORTHGATE LANE ~ SUITE 62, CARSON CITY, NV 89706

Contact Person: JOYCE BUCKINGHAM

Telephone: (775) 884-2269

Email: executive_director@carson-family.org

Requested amount: \$105,767.00

Your project or program must meet one of the requirements listed below and serve the residents of Carson City:

- Mental Health Treatment
- Substance Abuse Treatment
- Crisis Intervention and Other Behavioral Health Services
- Services or Outreach to Promote Access to Health and Social Services
- Affordable Housing/Rent Subsidies/Homelessness
- Employment or job training services to address negative economic or public health impacts experienced due to a worker's occupation or level of training

Project Description:

Ron Wood Family Resource Center has identified gaps in existing community services to assist victims of the COVID-19 pandemic. These gaps include a vehicle for delivering food and transporting foster youth to appointments, food for emergency delivery, gas for clients to continue job search and attend medical/mental health/substance abuse prevention appointments, funds for state identification cards and birth certificates for job search/subsidized housing requirements, personal protective equipment/sanitizing provisions and computer equipment to assist clients in job search/unemployment benefits and perform elevated COVID-related intake for individuals and families.

Please submit this form to the Grants Administrator by **September 30, 2021 4:00 p.m.**, at 201 N Carson St., Ste. 3, Carson City, NV 89701 or via email at grants@carson.org. Notifications of award will go out November 2021. The approval of any submission for grant funding is solely within the discretion of Carson City.

Brief Problem Statement

Ron Wood Family Resource Center (RWFRC) provides services and programming to the Carson City community. Our focus is to identify gaps in services and avoid duplicating services. During the duration of the COVID-19 pandemic, our staff receives feedback from public agencies, private sector businesses and from community members pinpointing the unmet needs of our community. These unmet needs have escalated due to the pandemic. These needs are both primary and secondary effects of the COVID-19 pandemic.

The unmet needs that we would like to address with the ARPA funding are:

- A new van that is equipped to transport food to COVID-impacted families that are unserved and transport foster youth to necessary appointments. (multi-purpose usage)
- Food to deliver to unserved COVID-impact families and individuals in the Carson City area. These deliveries and distribution sites target low-income motels, apartments, schools and other designated community drop off locations.
- Gasoline cards that provide transportation assistance (due to high fuel costs) that preclude families from gaining employment and attending medical, mental health and other essential appointments.
- Identification documents that assist families in providing documentation for necessary eligibility requirements toward accessing employment, housing and health care.
- Computer equipment to provide client and staff access to completing employment applications, unemployment benefits, health insurance applications and conducting COVID-related intake to complete client services.
- PPE – Personal Protective Equipment and cleaning supplies to keep clients and staff healthy and protected when providing intake and services at our center.

How Funds Will Be Utilized Directly To Respond To COVID-19 Emergency

RWFRC is currently providing a myriad of COVID-related services to the community through other funding sources. Those services include housing assistance, utility assistance, laptop computers (for education) to foster youth and case management services to offer information and referrals to homeless families, families in poverty, children in-need, seniors and individuals with disabilities.

RWFRC has procedures in place that capture the needs of COVID-effected individuals and families. The City of Carson and the Nevada Governor’s Office of Economic Development (HUD) have approved these procedures and eligibility documents currently utilized.

Funds will be utilized as follows:

- New vehicle to deliver COVID-emergency food to homebound low-income families and individuals and transport foster youth to necessary COVID-related appointments.

- Food for home delivery to COVID-impacted families and individuals that reside at motels, low income apartment buildings, schools and designated drop off locations that are not currently being served.
- Gasoline cards that enable families to attend needed appointments. Fuel costs have increased and looking for employment or attended needing appointments located outside of public transportation routes. By providing a gift card specifically for fuel, families will have the ability to attend appointments at specific times at specific locations.
- Identification documents would include funding for State ID, State Driver's licenses and birth certificates required for employment, health insurance and housing. Many of our low-income clientele impacted by COVID-19 do not have the required identification for securing employment, housing and health benefits.
- Computer equipment would be accessible for client use and enable our agency to conduct more client COVID intake in a more expedient manner when addressing emergent client needs. Clients are also in need of access computers to access welfare benefits, unemployment benefits and filling out job applications online.
- PPE – Personal Protective Equipment and cleaning supplies to keep clients and staff protected from COVID-19 when providing intake and services at our center.

Internal Controls of Ron Wood Family Resource Center

RWFRC has policy and procedures in place to adhere to State, Federal and Local grantor requirements.

Documentation required for direct client services:

- Welcome Form – Captures family demographics/composition.
- Family Goal Worksheet – Identifying goals, objectives and measurable outcomes.
- Release of Information – Enables staff to contact and verify expenditure request.
- Income Verification Form – Verifying client income status based on Federal Poverty Level.
- COVID-19 Impact Statement – Verifies COVID-19 related-need.
- Client file/confirmation of additional client needs – Chronological progress notes documenting client need for transportation, identification, etc.
- Gasoline Gift Card Log – accountability for distributing gas cards.
- Food Distribution Logs – Identifying client, location and food distribution sites.
- Mileage logs – Documenting vehicle distribution, mileage and purpose.
- Fiscal records – Documenting personnel time and effort, expenditures, payments, etc.

In September of 2021, Mirjana Garvic, Carson City's Grant Administrator, provided an onsite review of our policy and procedures for both programmatic and fiscal accountability. Our review was perfect and appropriate to adhere to needed mandates.

An independent CPA firm performs our annual audit and there have been no findings to date.

Ron Wood – ARPA Plan of Expenditure

RWFRC provides an array of services for the community on an ongoing basis. These services include prevention of child abuse and neglect, school district truancy/prevention of chronic absenteeism, emergency food services, substance abuse prevention, parenting education, youth behavioral/psycho-educational counseling and many other services required by our local court system.

RWFRC is also providing COVID-related services to the community. Those services include funding for housing, utilities, laptops and necessities for area foster youth and associated services.

RWFRC has the infrastructure, staffing and resources to assist low-income clientele with existing services, coordinate service delivery and formulate new services based on need.

RWFRC Plan of Expenditure with the ARPA funding are:

- A new van that is equipped to transport food to COVID-impacted families that are unserved and transport foster youth to necessary appointments. (multi-purpose usage) RWFRC has one cargo vehicle currently. We have a Ford Cargo van that works 7 days per week to pick-up food from retailers. This cargo van is busy daily and on weekends and not available for other purposes.

We are asking for a Ford Transit Combo-Cargo/Passenger van that will offer the ability to:

Transport (passengers) foster children to necessary COVID-related appointments as well as school, counseling and health appointments. These older foster youth do not have transportation and we are using our personal vehicles to service these needs. Our foster youth also attend group meetings and events in the community. AND

Drop-off/distribute emergency food delivery services to COVID-impacted low-income families. These families reside at motels, apartments and RV parks. No other community partner is serving these families. Our goal is to coordinate with other partners (such as Northern NV Dream Center) to ensure that we are not duplicating services but providing services to the unserved most in-need.. A multi-purpose vehicle will allow us to make daily food deliveries, drop off turkey/ham baskets during the Christmas holiday and provide site food distribution in low-income housing areas.

- Food to deliver to unserved COVID-impact families and individuals in the Carson City area. These deliveries will be made onsite to low income motels, apartments, mobile home parks, schools and other designated community drop off locations.

- Gasoline cards that provide transportation assistance. With high fuel costs, families are impeded from gaining employment, attending medical, mental health and other essential appointments. By offering a \$25.00 gasoline card, individuals will be able to attend appointments outside public transportation routes for job search, medical and mental health appointments and other essential engagements.
- Identification documents that assist families in providing necessary eligibility requirements for employment, housing and health care. Many homeless clients and low-income families are unable to access employment or services without government ID. By providing this service, we eliminate a barrier of realizing employment, accessing health care and applying for other vital services.
- Computer equipment to provide client and staff access to completing employment applications, unemployment benefits, health insurance applications and conducting COVID-related intake to complete client services. Clients are coming into the center at three times the average on a weekly basis. There is currently a two-week wait for services due to limited computer availability. If granted four more computers, we would utilize additional staff and interns for intake and provide computer access to the clients to complete applications and job search on their own at the center. We currently have four advocates providing intake and case management. We could double our capacity with additional equipment.
- PPE – Personal Protective Equipment and cleaning supplies to keep clients and staff protected when providing intake and services at our center. Thankfully we have received PPE equipment and sanitizer from the City of Carson in the past 12 months. The supplies (at our center) are running low and additional supplies are needed for the coming year. We would like to purchase masks, gloves, cleaning sanitizer, hand sanitizer, paper towels and filters for our three air purifiers.

RWFRC Plan to Execute ARPA Program and Services:

Over the last 26 years, RWFRC has demonstrated the experience and results to provide emergent services to the Carson City community. We have the infrastructure, staff, interns and capacity to provide COVID-19 related services in a wrap-around/one-stop method.

Our reputation demonstrates a friendly and convenient service delivery to the most in-need. By adding the proposed services and supports, we will address and assist youth, families and individuals' in-need with COVID-19 related services.

We would like to thank the City of Carson and the Application Review Workgroup for the funding we have realized and for the consideration of additional funding to service our community!

Ron Wood Family Resource Center
ARPA BUDGET 01/01/2022 - 12/30/2022

Cost Category	Carson City Funds	Local Cash	In-Kind	State	Other Federal	Other	Totals
PERSONNEL	\$ 18,056.00						\$ 18,056.00
OPERATING EXPENSES:							\$ -
Office Supplies	\$ 420.00						\$ 420.00
Communications	\$ 427.00						\$ 427.00
Utilities/Garbage/Water	\$ 765.00						\$ 765.00
Janitorial/Maintenance	\$ 689.00						\$ 689.00
Storage Unit	\$ 90.00						\$ 90.00
Audit/Tax Preparation	\$ 1,688.00						\$ 1,688.00
Liability Insurance	\$ 750.00						\$ 750.00
IT Technology	\$ 1,503.00						\$ 1,503.00
Printing/Copying	\$ 318.00						\$ 318.00
Postage	\$ 63.00						\$ 63.00
EQUIPMENT:							\$ -
Ford Cargo/Passenger Van	\$ 56,250.00						\$ 56,250.00
Dell Inspiron Computers	\$ 2,908.00						\$ 2,908.00
Philips Monitors	\$ 840.00						\$ 840.00
OTHER:							\$ -
Food for COVID Victims	\$ 10,000.00						\$ 10,000.00
Gasoline Cards	\$ 5,000.00						\$ 5,000.00
Identification Documents	\$ 5,000.00						\$ 5,000.00
Personal Protective Equipment	\$ 1,000.00						\$ 1,000.00
	\$ 105,767.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 105,767.00

ARPA BUDGET NARRATIVE

PERSONNEL*

Family Advocate

.25 FTE @ \$21.53/hr x 52 weeks = \$11,196 (10 hrs/wk or 520 hrs/yr)

Executive Director

.025 FTE @ \$35.99/hr x 52 weeks = \$1,872 (1 hr/wk or 52 hrs/yr)

Fiscal Manager

.05 FTE @ \$31.73/hr x 52 weeks = \$3,300 (2 hrs/wk or 104 hrs/yr)

Food Bank Coordinator

.05 FTE @ \$16.23/hr x 52 weeks = \$1,688 (2 hrs/wk or 104 hrs/yr)

**Wages per hour include fringe benefits; Fringe benefits include SS & Medicare payroll taxes, health benefit stipend, workers compensation, and unemployment insurance*

OPERATING EXPENSES:

OFFICE SUPPLIES

\$420 5% of agency budget based on FY21 expenditures and vendor price increase for inflation

COMMUNICATIONS

\$427 5% of agency budget based on FY21 expenditures and vendor price increase for inflation

UTILITIES/GARBAGE/WATER

\$765 5% of agency budget based on FY21 expenditures and vendor price increase for inflation

JANITORIAL/MAINTENANCE

\$689 5% of agency budget based on FY21 expenditures and vendor price increase for inflation

STORAGE UNIT

\$90 5% of agency budget based on FY21 expenditures and vendor price increase for inflation

AUDIT/TAX PREPARATION

\$1,688 5% of agency budget based on FY21 estimate from vendor

LIABILITY INSURANCE

\$750 5% of agency budget based on FY21 expenditures and vendor price increase for inflation

IT TECHNOLOGY

\$543 Basic svcs @ 5% of agency budget based on FY21 expenditures & vendor price increase for inflation

\$960 \$120/hr x 8 hrs (installation of new computers)

PRINTING/COPYING

\$318 5% of agency budget based on FY21 expenditures and vendor price increase for inflation

POSTAGE

\$63 5% of agency budget based on FY21 expenditures and vendor price increase for inflation

Source of the estimate is based on actual costs and grant attainment as per 2021-22 budget year. Expenditures are formulated by our funding map that continually changes as grants change.

ARPA BUDGET NARRATIVE

EQUIPMENT:

- \$56,250 Ford Transit Cargo/Passenger Van - multi-purpose
 - \$2,908 Dell Inspiron 3880 Desktop Computers - Intel Core i5 10th Gen, 12 GB Memory
\$727.00 each x 4
 - \$840 Philips 276E9QDSB 27" Frameless Monitors
\$210.00 each x 4
-

OTHER:

- \$10,000 Food for Delivery to COVID victims
- \$5,000 Gasoline Cards - \$25.00 each x 200
- \$5,000 Identification Documents including Birth Certificates and State Issued ID's
\$25.00 each x 200
- \$1,000 Personal Protective Equipment for Staff and Clients
Includes Masks, Gloves, Hand Sanitizer, Paper Towels, Alcohol Wipes, Room Sanitizer

\$105,767 Total Budget for 01/01/2022 - 12/30/2022



LETTER OF INTEREST 2021 American Rescue Plan Act (ARPA) – ONE TIME FUNDING

Purpose Statement:

Enrich the lives of previously incarcerated women and men by providing contacts for housing, education, counseling, and organizational skills founded in a spiritual environment. _____.

Name of Organization & Duns Number: Lighthouse Lodge Project #118236273

Address: 1805 N Carson Street, Suite 700, Carson City, NV 89701

Contact Person: Diane Rea

Telephone: (775) 315-0056

Email: dianerea1947@gmail.com lighthouselodge.nv@yahoo.com

Requested amount: \$28,000

Your project or program must meet one of the requirements listed below and serve the residents of Carson City:

- Mental Health Treatment
- Substance Abuse Treatment
- Crisis Intervention and Other Behavioral Health Services
- Services or Outreach to Promote Access to Health and Social Services
- Affordable Housing/Rent Subsidies/Homelessness
- Employment or job training services to address negative economic or public health impacts experienced due to a worker's occupation or level of training

Project Description:

By sharing our experiences and supporting one another in our new journey forward we can identify the needs of each person and supply the tools needed to be successful and to create a supporting relationship with available community services. _____.

Please submit this form to the Grants Administrator by **September 30, 2021** 4:00 p.m., at 201 N Carson St., Ste. 3, Carson City, NV 89701 or via email at grants@carson.org. Notifications of award will go out November 2021. The approval of any submission for grant funding is solely within the discretion of Carson City.

Program Budget

Housing for 3 bedroom 2 bath home up to \$2100 per month rent		\$25,200 annual
Utilities	average \$250 per month	\$ 3,000 annual
Total		\$28,200

a. Brief problem statement(s) explaining why funds are needed.

There is no Transitional Housing in Carson City for people coming from jail and/or prison or those homeless under Alternative Sentencing. We propose providing affordable housing along with a program for them to learn skills necessary to transition back into society successfully and to become valuable citizens.

b. An explanation of how funds are expected to be used to respond directly to the COVID-19 public health emergency or for a secondary effect of the pandemic.

Funds are expected to be used to provide affordable housing for homeless coming from jail and/or prison or those under Alternative Sentencing as well as covering the expected utilities for the house.

c. Provide internal controls of the agency receiving the funds. As subrecipient monitoring will be necessary to ensure the use of funds meet federal guidance.

Internal control of the funding will be from the Lighthouse Lodge President, Diane Rea, and the Treasurer, Vickie Polzien. No funds will be distributed without a committee vote and the monitoring and reporting from the President and Treasurer.



LETTER OF INTEREST

2021 American Rescue Plan Act (ARPA) – ONE TIME FUNDING

Purpose Statement: Funding toward the architectural cost to design emergency and transitional housing for homeless survivors of domestic and sexual violence survivors and their children.

Name of Organization & Duns Number: Advocates to End Domestic Violence #027915367

Address: Post Office Box 2529, Carson City, Nevada 89702 – Mailing
3640 Gordon Street, Carson City, Nevada 89701 – Physical

Contact Person: Lisa Lee, Executive Director

Telephone: 775-883-7654

Email: director@aedv.org

Requested amount: \$180,000 (AEDV will be providing a match)

Your project or program must meet one of the requirements listed below and serve the residents of Carson City:

Mental Health Treatment

Substance Abuse Treatment

X Crisis Intervention and Other Behavioral Health Services

X Services or Outreach to Promote Access to Health and Social Services

X Affordable Housing/Rent Subsidies/Homeless

Employment or job training services to address negative economic or public health impacts experienced due to a worker's occupation or level of training.

Project Description:

AEDV's goal is to construct an emergency shelter and separate transitional housing on two acres owned by the agency which will meet the needs of homeless survivors of domestic and sexual violence and their children fleeing abusive relationships. Architectural plans are required to estimate construction costs and raise funds to build this needed project.

Please submit this form to the Grants Administrator by September 30, 2021 4:00 p.m., at 201 North Carson Street., Ste. 3, Carson City, NV 89701 or via email at grants@carson.org. Notifications of award will go out November 2021. The approval of any submission for grant Funding is solely within the discretion of Carson City.

Brief Problem Statement:

Advocates to End Domestic Violence, hereafter referred to as AEDV, was formed in 1979 and incorporated in 1981 to provide crisis intervention and support services to survivors of domestic violence and their children. Due to a lack of available services, AEDV was approached by the emergency room staff of Carson Tahoe Health to expand services to include survivors of sexual assault and began offering crisis intervention in 1992. Since 1985, AEDV has leased buildings from the State of Nevada for emergency shelter, expanding to include administrative offices and transitional housing for a total of five buildings. The buildings are nearly 100 years old and historically protected, limiting the ability to modify them to meet the standards of the Americans with Disabilities Act. The facilities require a great deal of maintenance and have limitations due to their age and design. Over the years, the state has investigated other uses for the complex, which would result in AEDV needing to relocate its services and possibly to buildings distant from one another. Faced with the likelihood of one day losing the properties, a long-term strategic plan was developed that involved establishing a business and fundraisers that could generate unrestricted revenue toward the cost of relocating the program to owned properties. AEDV opened Classy Seconds Thrift Shop in 1997, allocating a portion of revenue from the shop and all fundraisers toward relocating from the leased buildings. Initially, the intention was to purchase existing structures and renovate them to meet the program's needs. After years of investigating properties throughout Carson City without success, AEDV chose to purchase land along East Highway 50. AEDV was hesitant to take on the unfamiliar role of developing property, but with no other alternative, our non-profit organization began the challenge of constructing the first phase of a three-phase project.

Explanation of Funds Expenditure:

The original goal of developing a campus to include all AEDV services began to be realized. The first phase involved building and relocating Classy Seconds. The second phase was recently completed with the construction of the Intervention and Resources Center (IRC) to which AEDV's primary offices were relocated. The original intent was to construct the shelter on the same property, but after the land was purchased, part of the property was redesignated as a flood zone, making building very expensive. Fortunately, two acres directly behind the IRC unexpectedly became available, which were ideal for the third phase, the emergency shelter. With a large piece of land, AEDV was able to expand the project to include desperately needed transitional housing. The purchase of the additional land will enable the emergency shelter to be located away from the thrift shop and offices while remaining near for staff and client access.

With the construction of Classy Seconds and the IRC, the project's third phase is ready to move forward, beginning with designing the project to best utilize the property for function and security. The project involves designing an emergency shelter for individuals and families who have fled an abusive relationship, become homeless, and need to be safe while starting a new life. The design will incorporate the ability to house single survivors and families with children ranging in ages from newborns to teenagers. At the same time, the needs of survivors with disabilities or pets will be met with the new buildings.

Most survivors flee with few possessions, often arriving at the shelter late in the evening with only the clothes they are wearing, lacking identification documents and a vehicle, and having few financial resources. The shelter program is a protective bridge that aids survivors as they transition to a life on their own, without abuse, through case management in a welcoming environment. The emergency shelter is time-limited, providing survivors up to five months of supportive, protective housing, which has not closed during COVID-19. The shelter functions as a home, fully furnished and equipped, with each family having their own bedroom and separate space. Transitional housing addresses the need for affordable housing in our community with a high cost of rentals and a lack of available apartments. Currently, a one-bedroom apartment at Carson Catalina on Hot Springs Road rents for \$1,350 a month - if one is available. A 3-bedroom apartment in the same complex is listed for \$1,850 a month. Many older apartments do not have washers/dryers in the units, resulting in additional costs to tenants. The cost of rentals in Carson City consumes over the standard 33% of a family's income, making it difficult to fund other living expenses such as childcare, vehicle, healthcare, utilities, clothing, and food. The high cost of housing has led to food insecurity, increasing the demand placed on food banks and community resources, which has been made worse during COVID-19.

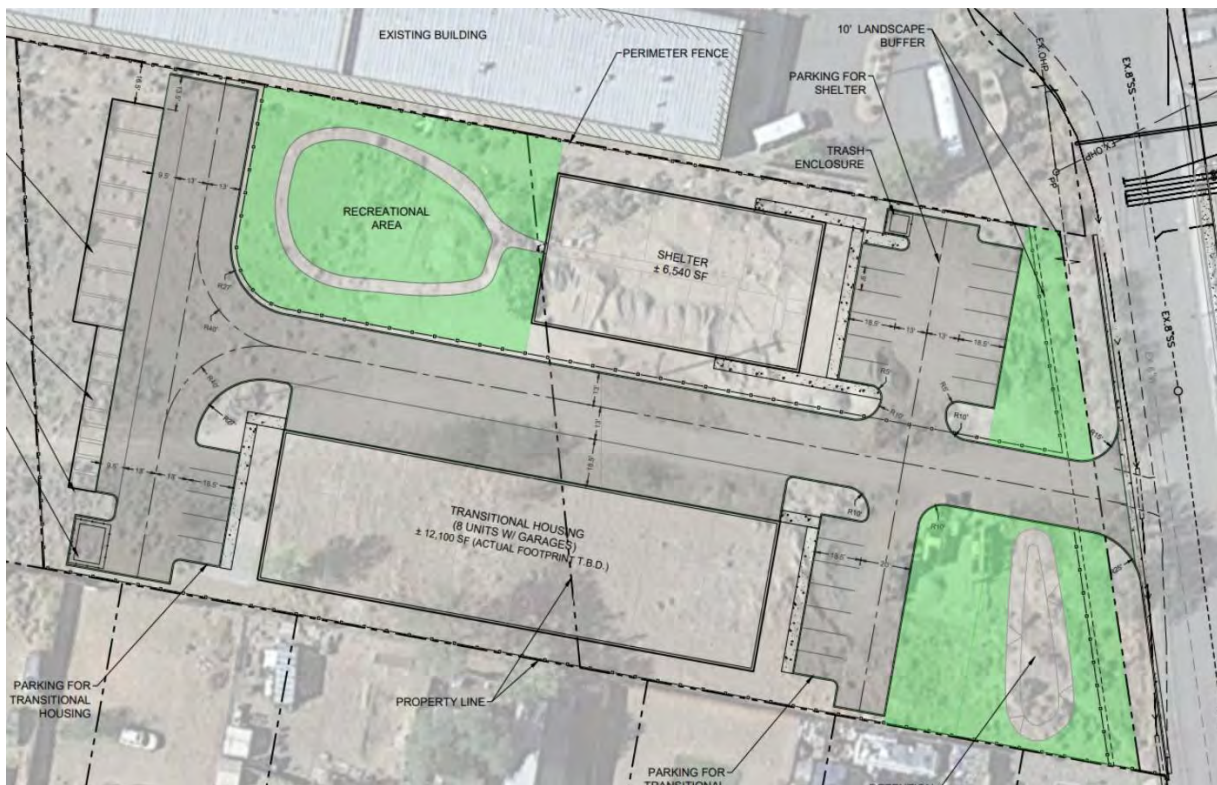
Separate living spaces, air filtration systems, and additional security will be incorporated in the design. The project will have units of different sizes for individuals and families, an outdoor recreation area, and continue to be provided without charge. Transitional housing will be individual apartments offering long-term affordable housing based on income and housing opportunities. Transitional housing will increase the number of rental units in Carson City and help alleviate the housing shortage.

The engineering site layout plan has been completed, including structures, driveways, and issues that need to be considered. AEDV is in the process of interviewing architects with experience in designing multiple and affordable workforce housing to contract for the conceptual design. This stage involves formulating a concept for how the buildings will look and the size and needs of each structure and recreation space. AEDV will fund the conceptual design plan at an estimated cost of \$35,000 to be completed by the end of the year, with the architectural schematic design to start in the first quarter of 2022.

AEDV is requesting funding toward the cost of the Architectural Schematic Design Documents, which consist of the following:

Scaled floor plans	Scaled roof plans
Scaled reflected ceiling plans	Scaled exterior elevations
Building sections	Structural framing system
Code analysis	Civil Engineering
Landscape	Electrical
Mechanical (heating & air conditioning)	Plumbing

The design is involved and can take a year to complete. Once completed, the contractor will compile a cost estimate for development of the land and construction, enabling AEDV to seek funding from foundation and private sources.



Due to COVID-19, AEDV's ability to host fundraising events has been restricted, resulting in the cancellation of the Taste of Downtown for two years. In addition, Classy Seconds Thrift Shop was closed for two months at the beginning of the pandemic, with hours of operation reduced once it reopened due to a labor shortage and volunteers limiting their public exposure. AEDV's donor base is primarily comprised of people with middle to lower-middle incomes, many of whom were adversely financially affected by the pandemic, resulting in a

decline in cash donations last year. These unexpected factors have had a negative financial impact, requiring AEDV to seek needed funding toward the design component of the emergency shelter and transitional housing phase.

Budget

	AEDV Match	ARPA Request	Total
Engineering Due Diligence (completed)	\$7,000		\$7,000
Conceptual Design/Engineering	\$30,000		\$30,000
Architectural Schematic Design Documents	\$20,000	\$180,000	\$200,000

Internal Controls

AEDV follows general accounting practices, with oversight by an independent accountant who provides monthly financial statements reviewed by the Board Treasurer approved by the Board. An annual audit and 990s are conducted by an independent CPA who presents them to the Board of Directors. All records pertaining to the ARPA grant will be maintained for seven years in accordance with best practices.



LETTER OF INTEREST 2021 American Rescue Plan Act (ARPA) – ONE TIME FUNDING

Purpose Statement: Attached Cover Letter

Name of Organization & Duns Number: Nevada Health Centers, Inc. Duns Number: 139767255

Address: 3325 Research Way, Carson City, NV 89706

Contact Person: Whitley Walker, Vice President and Executive Director

Telephone: 775.888.6616

Email: wwalker@nvhealthcenters.org

Requested amount: \$762,035

Your project or program must meet one of the requirements listed below and serve the residents of Carson City:

- Mental Health Treatment
- Substance Abuse Treatment
- Crisis Intervention and Other Behavioral Health Services
- Services or Outreach to Promote Access to Health and Social Services
- Affordable Housing/Rent Subsidies/Homelessness
- Employment or job training services to address negative economic or public health impacts experienced due to a worker's occupation or level of training

Project Description:

Nevada Health Centers (NVHC) is requesting Carson City ARPA funding to address a critical need to expand access to health care and to strengthen our ability to deliver the comprehensive medical and behavioral health services that respond directly to the COVID-19 health emergency and the secondary effects of the pandemic for our Carson City patient population and community.

Please submit this form to the Grants Administrator by **September 30, 2021** 4:00 p.m., at 201 N Carson St., Ste. 3, Carson City, NV 89701 or via email at grants@carson.org. Notifications of award will go out November 2021. The approval of any submission for grant funding is solely within the discretion of Carson City.



Bringing quality healthcare to Nevada's communities

September 30, 2021

Mirjana Gavric, Grants Administrator
201 N. Carson St., Ste. 3
Carson City, NV 89701

RE: 2021 American Rescue Plan Act (ARPA) – One Time Funding

Dear Ms. Gavric and Grants Committee Members:

Nevada Health Centers' application for 2021 American Rescue Plan Act (ARPA) one time funding is enclosed.

Applicant's Information

Nevada Health Centers (NVHC) Duns Number: 139767255
Administrative Office:
3325 Research Way, Second Floor
Carson City, NV 89706

Phone: 775-888-6616
Vice President and Executive Director
Email: wwalker@nvhealthcenters.org
Website: www.nevadahealthcenters.org

Purpose Statement:

Nevada Health Centers (NVHC) is Nevada's largest Federally Qualified Health Center (FQHC) and the state's primary provider of healthcare services to economically disadvantaged, uninsured/underinsured, and geographically isolated Nevada residents. NVHC is requesting Carson City ARPA funding to address a critical need for expanded space and to strengthen our ability to deliver the comprehensive healthcare services that address the effects of the pandemic for our patient population and community. ARPA funding will allow Nevada Health Centers to establish a Charity Care program for patients impacted by the pandemic who are unable to afford needed prescription medications and specialty care services. Funding will also enhance our ability to promote access to behavioral health services and will help advance a planned capital project designed to add new service lines to our facility in order to address unmet health needs within the Carson City community. NVHC has extensive, demonstrated experience in engaging community stakeholders in the development of community-driven, culturally appropriate initiatives and the provision of science-based information to at-risk populations. Letter of Interest and our grant application and the project budget are enclosed. Thank you for your consideration of Nevada Health Centers' request.

Sincerely Yours

Walter B. Davis
Chief Executive Director and President

Whittley Walker

Whittley Walker
Vice President and Executive Director

NORTHERN NEVADA REGION ADMINISTRATIVE OFFICE

3325 Research Way, Carson City, NV 89706 | Phone 775.887.1590 | Fax 775.887.7047

SOUTHERN NEVADA REGION ADMINISTRATIVE OFFICE

1799 Mount Mariah Drive, Las Vegas, NV 89106 | Phone 702.307.5414 | Fax 702.307.5421

nvhealthcenters.org

**2021 ARPA January 1, 2022-December 31, 2022
Program Budget
Nevada Health Centers, Inc.**

	Year 1
PERSONNEL	
Licensed Clinical Social Worker (LCSW)	\$77,000
TOTAL PERSONNEL	\$77,000
FRINGE BENEFITS	
FICA @ 7.65% (adjusted for Social Security Max)	\$5,891
Group Insurance (Medical, Dental, Vision, life, disability: based on ave @ \$587.40 per month per employee)	\$7,049
Workers Compensation @ \$125 per year per FTE	\$125
Unemployment @.5%	\$385
403b Employer Match @ 3%	\$2,310
TOTAL FRINGE BENEFITS	\$15,759
PATIENT CARE	
Charity Care, Pharmacy and Specialty care services funding will allow NVHC to establish a Charity Care program to assist patients who have been financially impacted by the pandemic with covering the cost of copays, prescription medication and specialty care services. This will ensure that patients are able to adhere to the treatment plans and medication regimens designed to manage chronic illness and improve health outcomes.	\$100,000
TOTAL PATIENT CARE	\$100,000
CONTRACTUAL	
Architect Fees: Cost for the architectural fees, which will cover the following: structural, civil engineering, mechanical and electrical design; bid construction documents (plans and specifications); and assistance during the construction bidding (answer questions presented by the contractors).	\$500,000
TOTAL CONTRACTUAL	\$500,000
INDIRECT COSTS	
De minimus rate of 10%	\$69,276
TOTAL INDIRECT COSTS	\$69,276
TOTAL BUDGET	\$762,035

Year 1 Proposed Personnel Jan 1 2022-Dec 31 2022					
Name	Position Title	Base Salary	Adjusted Annual Salary	FTE Count	Amount Requested
	Licensed Clinical Social Worker (LCSW)	\$ 77,000	\$77,000	1	\$77,000
				1	\$77,000

Carson City ARPA Funding Opportunity Nevada Health Centers Plan of Expenditure

Problem Statement: Nevada Health Centers (NVHC) is requesting Carson City ARPA funding to address a critical need for expanded access and to strengthen our ability to deliver the comprehensive health care services that address the effects of the pandemic for our patient population and community. ARPA funding will allow NVHC to establish a Charity Care program for patients impacted by the pandemic who are unable to afford needed prescription medications and specialty care services. Funding will also enhance our ability to promote access to behavioral health services and will help advance a planned capital project designed to add new service lines to our facility in order to address unmet health needs within the Carson City community.

COVID-19 Response: Funding will support healthcare needs for NVHC's Sierra Nevada Health Center service population residing in ZCTAs 89701, 89703, 89706, 89403, 89429 and 89705. Nearly 14% of this population rely on Medicaid, 10.22% are uninsured, 32.37% are low-income, 11.44% live in poverty, 30.44% have no usual source of healthcare, and 16.36% have delayed or not sought care due to cost. In FY21, Sierra Nevada Health Center served 7,560 unique patients through 19,172 encounters of which 48.3% of patients were qualified as low-income, 28.9% Medicaid, 19.9% uninsured, and 20% seniors. ARPA funding will enhance our ability to address health disparities exacerbated by the pandemic and to expand our infrastructure to better meet our community's growing healthcare needs.

Patient Assistance Charity Care for Pharmacy and Specialty Care Services

As a core safety-net provider, NVHC provides primary care to anyone who comes through the doors at our Sierra Nevada Health Center. Ensuring patients also have access to needed specialty care and prescription medication is a bigger challenge.

Sierra Nevada Health Center's pharmacy participates in the 340 B program which allows us to offer prescription medication to patients at significantly reduced prices. Over the past 5 years, the pharmacy's prescription volumes have increased by 133%. Staff report that many patients struggle to afford needed medications. The pandemic has only made matters worse with job losses and mandatory shut-downs causing more patients to lose income, savings and health insurance benefits. NVHC patients continue to feel the economic fallout of the pandemic and many are having to make tough choices between adhering to prescribed treatment and making potentially dangerous changes to their medication regimens that put them at-risk for emergency incidents and serious long-term health problems.

Access to specialty care is another disparity that has been heightened by the pandemic. NVHC often coordinates patient referrals for specialty care such as oncology, cardiology, dentistry, pulmonary and other specialists. Patients who are unable to afford the cost of copays, visits, and services will often skip or no-show to appointments. Missed appointments and delayed testing interrupts continuity of care and can be severely detrimental to patient health. Medication efficacy can't be monitored, preventative screenings can't be delivered in a timely manner, and acute illness goes untreated increasing the likelihood of conditions becoming chronic.

ARPA funding will allow NVHC to establish a Charity Care program to assist patients who have been financially impacted by the pandemic with covering the cost of copays, specialty care, and prescription

medication. This can help to reduce no-show rates and ensure that patients are able to adhere to the treatment plans and medication regimens designed to manage chronic illness and improve health outcomes.

Behavioral Health Services

Recognizing that the pandemic has dramatically changed the lives of families across the state, the emotional health and well-being of residents in our community remains a top priority for NVHC. In 2020, our Sierra Nevada Health Center served 905 patients (14% of our patient population) with depression or other depressive disorders, 800 patients (13%) with anxiety disorder, and 386 patients (6%) with another behavioral health disorder, not including substance abuse.

Lingering trauma from the pandemic continues to increase the need for mental health treatment and services. NVHC will use ARPA funding to offset salary costs for a Licensed Clinical Social Worker dedicated to serving patients with behavioral health needs. It will also enable our ability to deploy additional mental health resources to ensure services, such as mental health screening and intervention, suicide prevention, and resiliency training, are accessible for patients.

Dental and Podiatry Service Line Additions

The pandemic underscored the barriers and disparities that exist for servicing our populations in accessing both primary and specialty care. In response, NVHC has embarked on the initial phases of a planned capital project to add square footage to our existing facility that will also support the implementation of new dental and podiatry services lines to address unmet specialty care needs in our community.

Sierra Nevada Health Center's service area population includes 10 dental health provider shortage areas (HPSAs) and has no access to affordable dental services. Only one dentist in the region accepts Medicaid (limited to pediatric patients) and the number of patients they will accept is capped. No area providers accept Medicaid for adults and none offer sliding scale payments for dental care. Additionally, NVHC's statewide mobile dental program for children is only able to support Carson City 10 days per year as it services the entire state. Travel times to the nearest community health center providing dental procedures ranges from 45 minutes to 1.5 hours depending on starting location and are a major barrier to accessing care.

Podiatry services are also out of reach for most uninsured patients and those relying on Medicaid. The nearest community health center offering podiatry is located in Reno, (60-70 miles away) requiring long travel times and a difficult commute for patients during winter months. Podiatry services are especially needed by the approximately 19% of Sierra Health Center's patient population with diabetes and elderly patients who make up 20.39% of the service population. In 2020, NVHC served 1,187 patients with diabetes. These patients are at extreme risk for infection and foot ulcers that can complicate management of their chronic illness and impact overall health outcomes. Patients with diabetes are also more likely to face serious complications if they contract COVID-19.

The Sierra Nevada Health Center expansion project is multi-phased and multi-year project expected to cost around \$6.5M. The project scope includes construction of a 12,744 square foot addition to the existing health center. The project will allow us to expand our existing pharmacy, behavioral health, and tele-health programs and add dental and podiatry service lines which are critically needed in the Carson

City area. We are in the process of launching a campaign to raise funds for the expansion and we believe that securing ARPA dollars will help us to leverage additional support and funding for the project. However, because the project construction timeline will exceed the one-year grant period for ARPA funding, we are requesting support to cover only a portion of project costs associated with the architectural design phase of the project. These costs include fees for structural and civil engineering, mechanical and electrical design, and bid construction documents which will be incurred by the January 31, 2022 grant expenditure deadline.

As the Carson community's only Federally Qualified Health Center, Nevada Health Centers provides healthcare services to the populations most impacted by the public health crisis including low-to-median income individuals and households who may have limited access to primary care, behavioral health, pharmacy and specialty care services. The proposed use of ARPA funding will enhance our ability to respond to the immediate effects of the pandemic and will position NVHC to better address future community health needs.

Internal Controls: Nevada Health Centers has a wealth of experience managing state and federal grant funds. The organization utilizes best practices to ensure appropriate accounting internal controls, cash management that meets standards outlined in the Cash Management Improvement Act, budget controls, records retention policies, procurement system and internal controls, a personnel system that complies with all laws and regulations, time keeping system, property management system, travel policy, and auditing policies and procedures that meet a-133 audit standards. Ongoing federal and state awards include funding from the Health Resources and Services Administration (HRSA), Centers for Disease Control (CDC), Department of Health & Human Services (DHHS), Title X, U.S. Department of Agriculture (USDA), and various Community Development Block Grants (CDBG) and Community Service (CSSG).



LETTER OF INTEREST
2021 American Rescue Plan Act (ARPA) – ONE TIME FUNDING

Purpose Statement: To ensure no unhoused person dies in Carson City streets due to exposure.

Name of Organization & Duns Number: Partnership Carson City, DUNS 135269756
on behalf of Night Off the Streets ^(NOTS) program
Address: 1925 N. Carson St., Carson City, NV 89701
Contact Person: Hannah McDonald, Executive Director
Telephone: 775-841-4730
Email: hannah@pecarson.org
Requested amount: \$ 203,673

Your project or program must meet one of the requirements listed below and serve the residents of Carson City:

- Mental Health Treatment
- Substance Abuse Treatment
- Crisis Intervention and Other Behavioral Health Services
- Services or Outreach to Promote Access to Health and Social Services
- Affordable Housing/Rent Subsidies/Homelessness
- Employment or job training services to address negative economic or public health impacts experienced due to a worker's occupation or level of training

Project Description:

NOTS will provide shelter beds for up to 50 unhoused persons from 9 PM to 6:30 AM 365 days per year. Staffing will be by 3 unpaid officers, 1 contracted program administrator, a donated part-time volunteer coordinator, and 5,472 hours of volunteer time. Funds are sought for operating and insuring a dedicated facility, to include move-in costs, bedding and furnishings.

Please submit this form to the Grants Administrator by September 30, 2021 4:00 p.m., at 201 N Carson St., Ste. 3, Carson City, NV 89701 or via email at grants@carson.org. Notifications of award will go out November 2021. The approval of any submission for grant funding is solely within the discretion of Carson City.

NOTS is in the process of becoming a 501(c)(3). This application by PEC on NOTS' behalf enables PEC to administer ARPA funding without delay. NOTS and PEC are working on a Memorandum of Understanding, which will be completed on October 6, 2021 and a copy of which will be provided.

NIGHT OFF THE STREETS PROGRAM

PLAN OF EXPENDITURE FOR JANUARY 1, 2022, TO DECEMBER 31, 2022, FUNDING DATES

THE CHALLENGE

Due to COVID-19 protocols, the most recent HUD Point-in-Time count of the unsheltered is not reliable. However, Deacon Craig LaGier, whose position at St. Teresa of Avila Catholic Community is to minister to the homeless, has observed approximately three hundred unsheltered persons in Carson City. At the inception of the Night Off the Streets (NOTS) program in 2017, LaGier counted sixty-five. He has observed a greater than a 360% increase of unsheltered persons in Carson City in 4-1/2 years' time. The news reports the closure of emergency and warming shelters in California's metropolitan areas due to COVID-19; a secondary effect of the public health emergency has been the influx of unhoused persons into Carson City.

Carson City Health and Human Services has emergency housing funds to allocate to individuals experiencing homelessness; however, there are no housing units available at the federal eligibility maximum of \$788 per month for a one-bedroom unit, including utilities, to be found in Carson City. A one-bedroom unit currently rents at around \$1,100, utilities not included. A secondary effect of the COVID-19 eviction moratorium is that housing inventory is severely impacted in Carson City, such that affordable housing is practically non-existent.

Further, climate change has made sleeping outdoors dangerous for those experiencing homelessness, from the poor air quality brought by wildfires to extreme summer heat brought by drought conditions, in addition to the usual winter cold and precipitation.

Four unsheltered individuals died from cold exposure between November 2016 and January 2017; this record number provided the impetus for NOTS. Apart from **not one** single homeless person dying of cold exposure since NOTS began operations, the program has had the following impacts:

Census and Outcomes During 5-Month Shelter Season November 1 to March 31, by Beginning Year

	2018	2019	2020*
Total Nights Open	151	151	129
Total Beds (sum of nightly beds provided)	4178	4283	2012
Total Bussed from FISH to Shelter	619	1022	1582
Entered Rehab or Behavioral Health Services	No data	3	3
Transported to Emergency Room from Shelter	No data	2	3
Found Full Time Work	No data	2	4
Found Part Time Work	No data	1	0
Found Permanent Housing	No data	3	6

*2020 Reduced capacity in compliance with COVID-19 mandates

Carson City simply needs more beds to house its unsheltered, whether they are homeless due to addiction to drugs, alcohol or gambling, suffer from untreated mental illness, have experienced a

catastrophic event and are actively seeking more stable housing, or have failed attempts at employment and behavioral modification treatment. Carson City facilities that presently provide year-round beds for the unsheltered are Focus House (16 available nightly or 5,840 annual men's beds) and Wylie (8 available nightly or 2,920 annual women- or family-only beds).

So, the remainder of Carson City's homeless individuals find spots in which to shelter. Merchants around the city, especially around the Capitol Mall where tourists are drawn, complain about urine and feces left by the overnight inhabitants of their store fronts and back alleys. *Martin v. City of Boise*, 902 F.3d 1031 (9th Cir. 2018), amended by 920 F.3d 584 (9th Cir. 2019) (en banc) made criminalization of homelessness a violation of the homeless individual's constitutional rights. It is a violation of an individual experiencing homelessness' civil rights to be arrested or cited for sleeping under a protective store overhang or around dumpster enclosures if there is no practicable bed for him to sleep in at the time law enforcement takes notice of him.

Begun as a pilot one-month warming shelter in March of 2017 when it provided 408 "beds" (sleeping bags, tarps and moving blankets) at St. Teresa of Avila Catholic Community, the NOTS program grew in participation to seven host churches to include First Presbyterian, St. Paul's Lutheran, First United Methodist, St. Peter's Episcopal, Connected Naz, and The Salvation Army. In 2018 and 2019, between November 1 and March 31, the first five churches rotated hosting individuals experiencing homelessness in their meeting spaces. The Salvation Army donated use of its 16-passenger bus to shuttle guests from the Friends in Service Helping (FISH) parking lot to the host church. In those years, the 5-month warming shelter was staffed by a peak of two hundred volunteers, representing eleven area churches, working three 3.5-hour shifts in pairs to ensure the guests' safety.

When the COVID-19 pandemic was declared, the shelter paused operations and resumed them after making modifications to its protocols. The pandemic thinned the ranks of willing volunteers, and it reduced the number of admissible guests to half of the host church's occupancy limit. The St. Teresa chapter of the St. Vincent de Paul Society allocated \$20,000 of grant funding it received to NOTS. The Salvation Army donated the use of its vacant community center on Colorado Street for the last three months of the 2020 shelter season; however, that facility has been sold and will not be available for the 2021 winter season.

THE PROPOSAL

Night Off the Streets proposes to expand its current operations to house the city's chronically, transitionally, and episodically homeless populations throughout the year. Being a low barrier shelter, it will continue to admit guests even when they are under the influence of alcohol or drugs, so long as they do not disrupt the peace and quiet that the program aims to deliver to its overnight guests between the hours of 9:00 PM and 6:30 AM. In the summer months, when extreme heat danger is declared or when the air quality index necessitates sheltering indoors, the shelter will open during daytime hours as available volunteer staffing permits.

The program will need to revert to hosting Carson City's unsheltered persons in participating churches until a singular dedicated space like the Salvation Army accommodations can be found. Amid the highly contagious Delta variant, rotating the program around the local churches increases the potential transmission of COVID-19 between church goers and program participants, adherence to COVID-19 screening, sanitation and distancing guidelines notwithstanding.

4

A search is underway for leased space that will accommodate guests in one space: men and women are segregated, and families with minor children are separated from both. Bedding will be upgraded to padded cots. Beloved pets are allowed on leash or in crates. The shelter requires approximately 2,000 square feet to shelter fifty individuals, **producing 18,250 annual beds**. Coffee, tea, water, personal hygiene items, and internet service will be provided. Nonprofits serving the unsheltered population will be given time and space to administer services. COVID-19 safety protocols such as surface sanitation, symptom screening, use of personal protective equipment, and distancing will be enforced. Such a facility will serve as a secure place for guests to stow their belongings so they can be more productive citizens during the day, unburdened by the stigma of bundles or carts.

A full-time Program Administrator who will be accountable to the NOTS officers will be responsible for receiving deliveries, keeping supplies stocked and furnishings in good order, managing vendors, liaising with social services providers, and ensuring the security of the program's assets. This will be an independent contractor position. A part-time Volunteer Coordinator who will be supervised by the Program Administrator will manage the volunteer scheduling. NOTS will seek to partner with Partnership Carson City to provide paid volunteers for this position. NOTS' three officers, namely the President, Secretary and Treasurer, will be unpaid volunteer positions accountable to the board of directors.

Volunteers representing churches and the concerned public will continue to staff three 3.5-hour shifts in pairs. There are currently 168 active volunteers, but volunteer recruitment has been reinvigorated to increase the number to two hundred or more. Appeals will be made at churches, fraternal organizations, professional and labor groups, companies, colleges, and community centers. Volunteers undergo mandatory 4-hour training annually and abide by a policy and procedures manual. A volunteer appreciation program will encourage participation.

Treasury's Interim Final Rule lists homelessness among the economic impacts of the pandemic; it favors expanded service in support of persons experiencing homelessness, individuals with disabilities, and older adults¹ -- these individuals comprise NOTS's guests. Expansion of the NOTS shelter from five months to year-round, in a leased facility, and adding paid community services staff to the operation, responds to the explosion of the homeless population in our community, an existing situation that was made worse by the pandemic.

This proposal to enlarge the city's supply of emergency shelter beds by an additional 18,250 beds annually and to provide persons experiencing homelessness with an attractive, sanitary and safe place to spend the night will also benefit Carson City's tourism, travel and hospitality industry by eliminating the unsightly and unsanitary waste that litter Carson City streets and alleys that accompany the homeless condition. Fiscal recovery funds may be used to respond to the negative economic impacts of the public health emergency on industries such as tourism, travel, and hospitality.²

Night Off the Streets was formed under the auspices of St. Teresa of Avila Catholic Community. The six churches that took turns hosting the emergency shelter did so as part of their respective ministries. Therefore, Night Off the Streets has not needed to register as a Nevada or federal

¹ <https://home.treasury.gov/system/files/136/FRF-Interim-Final-Rule.pdf>, page 4

² *Ibid.*, page 7

nonprofit until now. With a D-U-N-S number, NOTS will be able to ensure program sustainability beyond the 2022 ARPA funding dates; it intends to apply for Carson City Community Development Block Grants and Community Support Services Grants. Cash and in-kind donations will continue to be solicited from merchants and private donors. Current partnerships with the Saint Vincent de Paul Society, the Salvation Army, and the area churches will continue, while new ones sought with local nonprofits such as Partnership Carson City, Dream Center, and regional nonprofits such as Volunteers of America and Community Foundation of Western Nevada, to name a few.

Night Off the Streets and Partnership Carson City (PCC) will execute a Memorandum of Understanding no later than October 6, 2021, whereby PCC will be the fiscal agent for NOTS in consideration of an administrative fee, enabling NOTS to execute the year-round shelter without delay.

INTERNAL CONTROLS

To facilitate subrecipient monitoring by Carson City Health and Human Services, NOTS will institute the following controls:

1. **Control Environment.** NOTS will operate under a clearly defined code of ethics which will be included in the policy and procedures manual that each member of the board, officers, paid and volunteer staff, and volunteers will get and countersign for. Each member of NOTS' governance, management and operation team will have a scope of work or role description which delineates how the position is responsible for internal controls. Conduct, past or prospective, will be examined for conflict of interest. Ethics and integrity will continue to be among NOTS' organizational values.
2. **Control Risks.** NOTS will always carry property, general liability, and professional liability insurance. NOTS will obtain and abide by any necessary zoning variance or special use permit. Guests', donors', vendors', and volunteers' personal information will be safeguarded against cybercrime.
3. **Control Activities.** NOTS will segregate bookkeeping and cash-handling duties. Any two of the President, Secretary and Treasurer will be required signatories on checks, and transaction limits will be placed on debit or credit cards. Receipts will be filed for all transactions. An inventory of physical assets will be maintained. Petty cash, checking and savings accounts will be reconciled monthly. Standard accounting procedures will be employed, with financial reports provided to the board of directors at least quarterly; the board will designate an audit task force annually.
4. **Communication and Information Flow.** Staff will receive training whenever there are changes in shelter processes or policies. NOTS will maintain its group email, which distributes to all members of the organization. Web-based channels such as Google Docs, Sheets and Drive will be used for document storage, access and sharing.
5. **Monitoring.** NOTS board members, officers and staff will receive annual performance evaluations. Members of the board's audit task force will perform unscheduled spot checks of inventory and bank reconciliations between internal audits. For compliance, NOTS will rely on a CPA to be advised of changes in state and federal laws and regulations.

NIGHT OFF THE STREETS JANUARY 1 TO DECEMBER 31, 2022 BUDGET

Budget Item (% of, by Category)	Budget Amount \$	Source of Funding			Explanation
		ARPA Grant \$	Donated by	Contributed by	
			Partners \$	Community \$	
ADMINISTRATIVE (5.3%)					
Legal: annual filing fee and business licensing	875	875			
Accounting: bookkeeping, tax prep & audit	6,500	6,000	500		Tax prep pro bono
Estimated insurance: property, general liability, D&O	12,000	12,000			
Grant administration fee	16,294	16,294			To Partnership Carson City
STAFFING (59.5%)					
Annual contract for Form 1099 contractor: Full-time Program Administrator	62,000	62,000			Source: U.S. Bureau of Labor Statistics
Annual salary for Part-Time Community Health Worker as Volunteer Coordinator	17,680		17,680		Partnership Carson City grant position
Annual value of volunteer hours working 3 nightly shift within 8:30 PM to 7:00 AM (10.5 hours/night @ \$25.46/hr.)	97,575			97,575	Source: https://independentsector.org/resource/vovt_state_2021/
Annual value of volunteer bus driver hours working nightly from 8:30 PM to 10:00 PM (1.5 hours/night @ \$25.46/hr.)	13,939			13,939	Ditto
Annual value of 3 board members working 7 hours per week each in supervision, fundraising and advocacy (21 hours/week @ \$25.46/hr.)	27,802			27,802	Ditto
End-of-Winter Season Laundry Service (sleeping bags)	600		600		Local merchant fundraising
FACILITY (31.8%)					
Estimated annual lease for 2,000 s.f. facility	48,000	48,000			
Special Use Permit application fee and estimated modifications	10,000	10,000			Includes signage, smoke & CO alarms, fire extinguishers, light remodeling work
Estimated annual electricity, gas, water, sewer, garbage, and internet service	15,000	15,000			
CCTV Security camera system	800	800			
Daily janitorial service	12,740	12,740			
Pest control	1,200	1,200			
Annual rent for offsite storage unit	750	750			
42 army-issue metal beds with mattresses, shipped	18,900	18,900			

Budget Item (% of, by Category)	Budget Amount \$	Source of Funding			Explanation
		ARPA Grant \$	Donated by	Contributed by	
			Partners \$	Community \$	
4 army-issue metal bunk beds with mattresses & railings, shipped	4,000	4,000			
2 portable room partitions	2,206	2,206			
2 lockable storage cabinets	1,600	1,600			
4 collapsible plastic pet crates, assorted sizes	280	280			
1 HEPA air purifier and annual supply of HEPA filters	660	660			
4 commercial grade plastic folding tables	410	410			
24 commercial grade folding chairs	382	382			
2 40-cup percolators	200	200			
Water dispensers	20	20			
SUPPLIES (3.1%)					
120 sleeping bags (winter issue) @ \$30 ea.	3,600	3,600			
120 moving blankets (summer issue) @ \$3.50 ea.	420	420			
5 dozen healthcare pillows	40	40			
5 dozen duffle top bulk storage bags in lieu of lockers	890	890			
Disinfectant sprayer	350		350		Local merchant fundraising
Surface disinfectant spray solution and wipes	500		500		Local merchant fundraising
General surface cleaning supplies and agents	300		300		Local merchant fundraising
PPE (Gloves, masks, shields) and hand sanitizers	600		600		Local merchant fundraising
First aid and personal hygiene	300		300		Local merchant fundraising
Coffee, tea, sugar, sugar substitute, creamer, cups and stirrers	3,623		3,623		Local merchant fundraising
Office supplies	700	700			
TRANSPORTATION (0.4%)					
Estimated annual fuel, maintenance and repair of 16-passenger bus for approximately 6 miles daily	1,500		1,500		Salvation Army
TOTAL BUDGET	385,237	219,967	25,953	139,317	
Percent of Budget by Funding Source		57%	7%	36%	



Education. Prevention. Results.

Partnership Carson City
1925 N. Carson St. Carson City, NV 89701
775.841.4730
hannah@pcccarson.org
pcccarson.org

Carson City Grants Administrator – Mirjana Gavric
201 N. Carson Street Carson City, NV 89701

Dear Reviewers and Grants Department,

It is my greatest pleasure to support the NOTS Program. I am Hannah McDonald, Executive Director of Partnership Carson City (PCC), Carson City's substance abuse prevention and education coalition. As Executive Director I have been blessed to work with involved and passionate service providers, especially those who dedicate their time to individuals that are unsheltered and receive services through NOTS program.

Partnership Carson City shares a vision of promoting healthy environments for all citizens and reducing health disparities, substance misuse, homelessness, and gaps in services within our city and state. We understand that achieving this vision requires that leaders in the community engage in partnerships with families', service agencies, faith-based organizations, and community leaders.

In support of the NOTS program in conjunction with many local faith-based organizations, Carson City Sheriff's Office, FISH, Carson City Health and Human Services; Partnership Carson City (PCC) is eager and grateful to provide a Community Health Worker (CHW) for this program. The CHW will be employed by PCC however supervised by the NOTS program director and serve as their employee. Through grant funds from the Center of Disease Control (CDC) PCC can provide this opportunity. The CHW will be hired on as a part time employee (20 hours weekly) and may be hired as a full-time employee (40 hours weekly) based on the needs of the NOTs program. The match is no less than \$17,680.00 and may go up to \$35,360.00 should the NOTS program desire a full-time position.

As Director I look forward to the great work our Community Health Worker will provide for this program and those it serves. Should you have any further questions you may reach me at 775-841-4730 or by email hannah@pcccarson.org

Deepest regards and blessings,

Hannah McDonald

EXECUTIVE DIRECTOR



RON WOOD FAMILY RESOURCE CENTER

September 30, 2021

Board of Supervisors
ARPA Application Review Workgroup
City of Carson
201 North Carson Street #3
Carson City, NV 89701

2621 Northgate Lane
Suite 62
Carson City, NV 89706
(775) 884-2269 - Phone
(775) 884-2730 - Fax
www.carson-family.org

In Re: Letter of Support – Nights Off The Street - NOTS

Honorable Board of Supervisors and ARW Committee:

Please consider our recommendation and support for the Nights off the Street (NOTS) ARPA grant proposal.

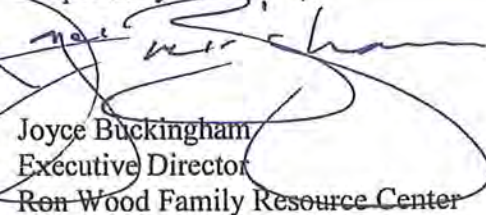
The City of Carson has a severe gap in the services that address our chronically homeless situation. As the executive director at the Ron Wood Family Resource Center, we heavily rely on the NOTS program to accept the challenge of working with chronically homeless individuals. These individuals are forced to live in alleys, dumpsters and business lots year-round. The human need is dire.

The current funding to place these individuals in shelters and motels is minimal at best. NOTS has proven to be a competent partner and they collaborate well with the non-profits that serve these individuals. Low cost housing is a critical need in Carson City. Rents have skyrocketed and individuals in poverty are “out-priced” when it comes to affordable housing.

This situation is not only a crucial need, but also imperative in addressing the potential spread of the COVID-19 pandemic. Individuals would receive resources, referrals and the preventative care to reduce the spread of this pandemic.

Please consider investing in the NOTS project and assisting homeless individuals in receiving shelter, food, resources and the ability to coordinate with other community partners. It is our plan to work side-by-side with the NOTS program and end homelessness in Carson City.

Respectfully submitted,


Joyce Buckingham
Executive Director
Ron Wood Family Resource Center

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Savannah Wood
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EXECUTIVE DIRECTOR

Joyce Buckingham

Promoting
Healthy
Family
Relationships
Through
Education
& Support Services



Ken Furlong
Sheriff

911 E. Musser St.
Carson City, NV
89701

775-887-2500
Fax: 775-887-2026

September 30, 2021

TO: Carson City Grants Administrator

RE: Letter of Support for American Rescue Plan Act Funding

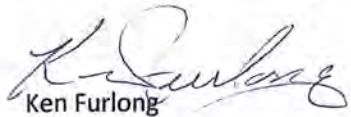
FROM: Sheriff Ken Furlong

This letter is in support of the Night Off the Streets (NOTS) application for American Rescue Plan Act funding.

Deacon Craig LaGier started the winter warming shelter experiment in 2017 in response to extreme winter conditions, as well as the tragic losses of life due to critical winter exposures. The initiative has grown to become the *Night Off the Street* program. Deacon LaGier works for me as an agency chaplain and is closely connected to the Patrol Division's responses. Craig makes it his job to know every homeless person that by circumstance is living on the streets of Carson City. He gets to know the root causes of a person's homeless condition and attempts to connect an appropriate level of resources to the person. While challenging, this program and others is a health and safety response to community needs.

After the COVID-19 pandemic hit, the number of Carson City homeless people exploded to such a level that Deacon Craig was challenged to keep up with initiating and maintaining personal contact with all the homeless population. A year-round emergency shelter in Carson City will provide a designated place where people experiencing homelessness can get connected to as much help as they want, and to experience humanity in what can feel like a hopeless condition. Further, the shelter operation allows community resources a focused location to monitor the population and provide continuous services.

Since the NOTS program has been up and running, deputies have had to make fewer arrests of individuals who are experiencing addictive and debilitating conditions while roaming the streets at night. This saves taxpayers the cost of incarcerating someone just because of their circumstance. My agency values the work of the NOTS program and consider them to be allies in policing and patrolling Carson City.


Ken Furlong
Sheriff



Saint Vincent de Paul Society
Saint Teresa of Avila Conference

3000 N. Lompa Lane
Carson City, NV 89706

September 28, 2021

RE: Letter of Support for N.O.T.S. Grant Application
American Rescue Plan Act (ARPA) Grant

Carson City Grants Administrator,

Please accept this as a letter of support for the grant application from the Night Off the Streets (N.O.T.S.) program. Award of this grant would allow them to continue and expand their work in providing shelter for the homeless in our community.

We have worked in collaboration with them this past year through a grant we received to provide the necessary items and supplies to safely operate a nightly shelter for the winter months during the Covid pandemic, including PPE, cleaning and sanitizing equipment and supplies, and sleeping bags and bedding. Their Covid prevention procedures and operations successfully resulted in no Covid-19 outbreaks at the shelter. We have also collaborated with them recently on two new grant proposals we have submitted to provide coats and other winter clothing for the homeless.

The N.O.T.S. shelter program fills a critical need in our community. Funds from this grant would allow them to expand to full-time shelter operations. They and their mission have our strongest support.

Sincerely,

Sharon L. McCloskey, Treasurer
St. Teresa of Avila Conference,
St. Vincent de Paul Society