



2023

# COMMUNITY AGENCY APPLICATIONS

Prepared by:  
Ingham County Controller/Administrator's Office  
October 2022

Organization	Program	2022 Amt. Received	2023 Grant Request	Controller Recommendation	Human Services Committee Recommendation	Finance Committee Recommendation
Advent House Ministries	Provides food, shelter, and advocacy services to the homeless and impoverished	\$15,000.00	\$25,000.00	\$18,750.00		
Allen Neighborhood Center	Delivers bread, fruit, and vegetables each week to families in need	\$1,500.00	\$2,500.00	\$2,500.00		
Big Brothers Big Sisters	Provides one-to-one mentoring relationships for youth facing academic, familial, social, and/or emotional health challenges in their day-to-day lives	\$7,500.00	\$15,000.00	\$9,375.00		
Boys & Girls Club	Provides lunch to youth ages 6-18 during summer, snacks to youth after school during school year, and dinner to youth in the evening at the facility	\$5,200.00	\$5,200.00	\$5,200.00		
Capital Area Housing Partnership - Ballentine Apartments	Provides housing to low-income and homeless populations	\$8,000.00	\$8,000.00	\$8,000.00		
Capital Area Housing Partnership - Tuesday Toolmen	Provides free home repairs and modifications to homeowners in need	\$3,800.00	\$4,750.00	\$4,750.00		
Capital Area Housing Partnership - Walnut Street & Ferris Manor Support Services	Provides permanent affordable housing for individuals and families with low incomes who meet the Support Service Plan & Tenant Selection Criteria	\$5,000.00	\$5,000.00	\$5,000.00		
Capital Area United Way	Provides college advisement for low-income, first generation, and students color high schoolers	N/A	\$15,000.00	\$7,500.00		
Cardboard Prophets	Provides diapers, formula, and wipes; personal care items (shampoo, razors, shaving cream, tooth paste, toilet paper, tooth brushes, etc); and helps secure housing for those in need	\$10,000.00	\$30,000.00	\$12,500.00		
Child and Family Charities - Gateway	Provides beds for youth for up to 18 months until they have learned the skills necessary to become well-functioning, independent adults	\$15,300.00	\$22,000.00	\$19,125.00		
Cristo Rey Community Center - Community Kitchen	Provides hot, nutritious meals to anyone that is in need	\$4,250.00	\$4,250.00	\$4,250.00		

Cristo Rey Community Center - Food Pantry	Once per month or during emergency situations, provides fresh & non-perishables; daily bread rack for any in need; twice per month provides box of fresh fruit, vegetables, and dairy to households	\$9,000.00	\$9,000.00	\$9,000.00		
Cristo Rey Community Center - Prescription Assistance	Provides bilingual staff to assist in obtaining access to discounted and free prescriptions to those in need	\$6,750.00	\$6,750.00	\$6,750.00		
Edgewood	Provides weekly distribution of organically grown produce from community garden for households in need	\$3,100.00	\$5,500.00	\$3,875.00		
EVE, Inc.	Provides shelter for survivors and their children until fully transitioned to new non-emergency housing	N/A	\$18,581.00	\$9,300.00		
Greater Lansing Food Bank	Provides and distributes gardening education, materials, supplies, and support	\$11,500.00	\$15,000.00	\$14,375.00		
Habitat for Humanity	Works with residents to increase quality of existing home or provides opportunities for residents to purchase newly reconstructed or rehabilitated, energy-efficient, affordable housing	\$12,250.00	\$25,000.00	\$15,312.50		
Haven House	Provides food and emergency homeless shelter to Ingham County families	\$14,250.00	\$15,000.00	\$15,000.00		
Holy Cross New Hope Community Center	Provides homeless persons with shelter and supportive services to meet basic and emergency needs	N/A	\$30,000.00	\$15,000.00		
Lansing Area AIDS Network	Provides case management, housing and utility assistance, medical expenses and co-pays, transportation, nutritional assistance, and mental health assistance to HIV/AIDS individuals in need	\$5,000.00	\$20,000.00	\$6,250.00		
Leslie Outreach	Provides personal needs items such as soap, toothbrushes, shampoo, toilet paper, etc.	\$1,400.00	\$3,000.00	\$1,750.00		
Listening Ear	Provides a crisis intervention, emotional support, and information for all residents 7 days a week	\$2,000.00	\$2,000.00	\$2,000.00		

Mason Community Services	Coordinates access to resources for basic needs, including food, clothing, and stable housing and/or suitable childcare	\$15,000.00	\$30,000.00	\$18,750.00		
MSU Safe Place	Provides free services (counseling, safety planning, advocacy services, and shelter) to those victimized by domestic violence and stalking and their children	\$12,500.00	\$12,500.00	\$12,500.00		
Northwest Initiative	Provides formerly incarcerated individuals with assistance in re-entering the community, career advice/skills/help, housing, child support/school, and family reunification	\$5,000.00	\$13,280.00	\$6,250.00		
Refugee Development Center	Provides direct distribution of food & clothing, basic needs outreach & referral services, open survival english class to refugees	\$12,250.00	\$20,000.00	\$15,312.50		
RSVP	Provides medical driving at no cost to seniors and those with disabilities	\$5,000.00	\$10,000.00	\$6,250.00		
Rural Family Services	Supplies food, shelter, and emergency utilities and rent for working poor, newly laid off, and elderly	N/A	\$18,000.00	\$9,000.00		
Southside Community Coalition		\$6,500.00	N/A			
Southside Community Kitchen	Serves well-balanced meals four days/week to anyone in need	N/A	\$1,000.00	\$1,000.00		
St. Vincent Catholic Charities	Provides refugee emergency housing as well as financial support for rent for refugees waiting paychecks and benefits	\$5,000.00	\$5,000.00	\$5,000.00		
Stockbridge Community Outreach	Provides families with Milk Bucks to purchase milk each month at local stores and gas stations due to lack of grocery stores	\$4,500.00	\$5,800.00	\$5,625.00		
Turning Point of Lansing	Provides Afrocentric group mentoring for youth African American males	N/A	\$25,000.00	\$12,500.00		
WAI-IAM - Care Unit	Provides a backpack with hygiene/sanitation kits, notepad, and pen and emergency food kit for addiction and recovery community	\$4,500.00	\$4,500.00	\$4,500.00		
WAI-IAM - Recovery Community	Provides individuals in need with substance use disorder or co-occurring disorder with support through recovery programs	\$10,000.00	\$10,000.00	\$10,000.00		

YMCA of Lansing	Provides meals to youth during bi-weekly career cluster meetings and while in the National College Tour	\$2,000.00	\$4,500.00	\$2,500.00		
<b>Total</b>		<b>\$223,050.00</b>	<b>\$446,111.00</b>	<b>\$304,750.00</b>	<b>\$0.00</b>	<b>\$0.00</b>



## County Controller's Office

P.O. Box 319  
Mason, MI 48854

Telephone: (517) 676-7206  
Fax: (517) 676-7306

County Controller/Administrator: Gregg A. Todd, (517) 676-7203, gtodd@ingham.org  
Deputy Controller: Jared Cypher, (517) 676-7229, jcypher@ingham.org  
Deputy Controller: Teri Morton, (517) 676-7211, tmorton@ingham.org  
Budget Director: Michael Townsend, (517) 676-7218, mtownsend@ingham.org  
Budget Analyst: Jill Bauer, (517) 676-7217, jbauer@ingham.org  
Diversity, Equity, and Inclusion Director: Feliz Rodriguez, (517) 231-7528, frodriguez@ingham.org  
Assistant to Controller: Rachel Prettenhofer, (517) 676-7206, controller@ingham.org

*A welcoming, inclusive, peaceful, engaged,  
healthy, and just community for all residents.*

November 3, 2022

TO: Human Services and Finance Committees

FROM: Jared Cypher, Deputy Controller

RE: 2023 Community Agency Requests

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The Controller/Administrator's Office has determined specific recommended funding levels for each applicant community agency. This book contains a spreadsheet detailing the Controller/Administrator's recommended funding levels for each applicant for the 2023 community agency appropriation, as well as applications from each agency, each applicant's scope of services, current year budget, Board of Directors, tax exempt status, and a budget for each applicant. Information for each agency such as audits and/or 990 Forms, and insurance information is available in the Controller/Administrator's Office upon request.

**Please bring the books to the following November 2021 liaison committee meetings:**

- **Human Services Committee meeting – Monday, November 14, 2022**
- **Finance Committee meeting – Wednesday, November 16, 2022**

The recommended funding levels for each agency were determined using the criteria set forth in Resolution #22-262 (see attached). There were 36 applications requesting a total of \$446,111; and \$300,000 is included in the 2023 Budget for community agency funding.

Each funded agency included in the recommendation is funded either at their request, or at what they received last year, with the exception of the new applications. Total recommended funding is \$304,750. If you have any questions, please feel free to contact me.

Attachments:

- Resolution #22-262 – *Resolution Approving Criteria for Evaluating 2022 Applications for Community Agency Funding*
  
- Controller’s Recommended Funding Levels for 2023 Community Agency Applicants

cc: Teri Morton, Deputy Controller  
Michael Townsend, Budget Director

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE CRITERIA FOR EVALUATING 2023 APPLICATIONS  
FOR COMMUNITY AGENCY FUNDING**

**RESOLUTION #22 – 262**

WHEREAS, since 1978, the Ingham County Board of Commissioners has provided financial support to various non-profit community organizations that provide a broad range of services for the purpose of advancing the County's adopted long-range objectives; and

WHEREAS, over the years the community agency process has grown to over 30 applications requesting funding, with total requests of approximately \$300,000 annually; and

WHEREAS, the Ingham County Board of Commissioners desires to make the process of awarding community agency funding efficient and effective; and

WHEREAS, the Ingham County Board of Commissioners desires to continue the Community Agency application process, focusing on the long-term goal of assisting Ingham County residents in meeting basic needs.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the 2023 community agency funding process, with priority given to those proposals that directly contribute to addressing the County's overarching long-term objective of "Meeting Basic Needs", such as food, clothing, and shelter.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to evaluate and determine funding levels for each applicant as a recommendation for approval by the Human Services Committee.

BE IT FURTHER RESOLVED, that no agency shall receive more than 10% of the total available funding for community agencies in FY 2023.

BE IT FURTHER RESOLVED, that the Board of Commissioners wishes for applicants to understand that solicitation of proposals is not a commitment to fund those proposals in fiscal year 2023.

**HUMAN SERVICES: Yeas:** Trubac, Cahill, Tennis, Crenshaw, Sebolt, Naeyaert

**Nays:** None **Absent:** Slaughter **Approved 05/16/2022**

**FINANCE: Yeas:** Grebner, Crenshaw, Polsdofer, Stivers, Peña, Schafer

**Nays:** None **Absent:** Tennis **Approved 05/18/2022**



**2023 Community Agency Applicants**

[Advent House Ministries](#)

[Allen Neighborhood](#)

[Big Brothers Big Sisters](#)

[Boys & Girls Club](#)

[Capital Area Housing Partnership – Ballentine Apartments](#)

[Capital Area Housing Partnership – Tuesday Toolmen](#)

[Capital Area Housing Partnership – Walnut Manor](#)

[Capital Area United Way – College Access Network](#)

[Cardboard Prophets](#)

[Child & Family Charities – Gateway](#)

[Cristo Rey Community Center – Community Kitchen](#)

[Cristo Rey Community Center – Direct Assistance](#)

[Cristo Rey Community Center – Prescription Assistance](#)

[Edgewood](#)

[EVE, Inc.](#)

[Greater Lansing Food Bank](#)

[Habitat for Humanity](#)

[Haven House](#)

[Holy Cross New Hope Day Shelter](#)

[Lansing Area AIDS Network](#)

[Leslie Outreach](#)

[Listening Ear](#)

[Mason Community Services](#)

[MSU Safe Place](#)

[Northwest Initiative](#)

[Refugee Development Center](#)

[RSVP](#)

[Southside Community Kitchen](#)

[St. Vincent Catholic Charities](#)

[Stockbridge Community Outreach](#)

[The Turning Point of Lansing](#)

[WAI-IAM – Recovery Care Unit](#)

[WAI-IAM – Recovery Community](#)

[YMCA](#)

**II. APPLICANT INFORMATION**

1. Organization: Advent House Ministries, Inc.
2. Contact Person: Susan Cancro Title: Executive Director
3. Alternate Contact Person: Natalie McIntyre Title: Day Shelter Director
4. Ingham County communications regarding community agency funds shall be sent to email address:  
secancro@adventhouse.com
5. Organization's Address: 743 N. Martin Luther King, Jr. Blvd.  
Lansing, MI 48915
6. Phone Number: 517-485-4722 Fax Number: 517-485-2837
7. WEB: www.adventhouse.com
8. Proposal Title: Weekend Day Shelter Program
9. Amount Requested: \$25,000.00
10. Federal Tax Identification Number: 38-2746052
11. Please indicate the names and titles of persons who are authorized to execute agreements on behalf of your organization:  
Name: Susan Cancro Name: \_\_\_\_\_  
Title: Executive Director Title: \_\_\_\_\_
12. Nonprofit Organization: Please Check One -  
 501(c)(2)  501(c)(3)  501(c)(4)  502(c)(3)  
 Other (specify)
13. Business organization (profit): \_\_\_\_\_
14. Unit of government including schools (specify): \_\_\_\_\_
15. Not incorporated (specify legal and/or professional status of the requesting individual):  
\_\_\_\_\_  
\_\_\_\_\_
16. How long has the applicant's organization been in business? Since 1987 (35 years)
17. What is the number of full-time equivalent positions currently employed? 40
18. How many volunteers are currently involved? 300+
19. a. How does your proposal involve coordination or collaboration with County services, other local governments, or other agencies?  
For 35 years the Advent House Ministries (AHM) Weekend Day Shelter has been providing day shelter and food assistance to homeless and at-risk individuals and families with all-day shelter, hot meals, and advocacy and referral services. This is a cornerstone program for vulnerable individuals and families that works closely with other community agencies and

county-based services to ensure that basic needs related to food insecurity, personal needs for hygiene and household health, homeless shelter, and permanent housing are met in a coordinated and accessible manner. This coordination of service is particularly essential to ensure community safety during periods of extreme hot or cold weather. To meet this need during the past year, the program has extended services to be open throughout the week as a safe haven from extreme weather, as needed. The program also worked in conjunction with the AHM Street Outreach Program and other area shelters during the COVID pandemic to offer a temporary 24 hour shelter and continues area partnerships to meet basic needs for shelter and food assistance as we move into the pandemic recovery period. AHM has benefited greatly from membership in the Capital Region Housing Collaborative and the Power of We and from relationships with over 30 community groups who prepare and serve meals and offer volunteer time at our program. Other partnerships include connections with the Ingham County Health Department through community forums and education sessions, Sparrow Hospital with the Mobile Health Unit, Voter Registration in cooperation with the City of Lansing, Community Mental Health services through facilitated access to services, as well as many other area resources. This past year we assisted over 2,000 unduplicated persons with more than 29,000 meals. The regular availability of nutritious food and safe shelter/respice continues to promote long-term stability and increased health among the most vulnerable men, women, and children in our community.

b. What other programs similar to your program are operating in the County?

There are other programs offering day shelter and food during the week; however, the Advent House Ministries Weekend Day Shelter is the only program offering all-day services on weekends in our area.

20. Is this your first request for funds from Ingham County?  yes  no

21. a. Have you sought funds for this proposal or concept from any other entity? Please identify who and the response.  yes  no

City of Lansing General Fund \$30,000 confirmed

Area churches/community grps. \$50,000 confirmed

b. Does the proposal anticipate utilizing funds from other sources?  yes  no

c. To what extent is the other funding assured?

Funding is assured as listed above. The AHM Weekend Day Shelter program is a foundational program for AHM and our community. We are committed to increasing partnerships for funding and volunteer support to ensure the continuity of this program.

22. Is your organization currently a member of the Power of We Consortium?  yes  no

**DETAILED SCOPE OF WORK – 2023 INGHAM COUNTY PROPOSAL  
ADVENT HOUSE MINISTRIES, INC. – WEEKEND DAY SHELTER PROGRAM**

1. **Nature of Services and Population** – Individuals and families who live with daily challenges of homelessness/inadequate housing need a stable ‘home base’ to meet their basic life needs, to address barriers to stable permanent housing, and, very simply, to be safe. For weekends during the past 35 years, the safe ‘home base’ in our community has been Advent House Ministries (AHM) Weekend Day Shelter Program (WDS)—open to all in need, homeless and non-homeless. The need for this program is directly proportionate to the extent of poverty in our community. The most recent Census data states that 13.8% of those in Ingham County and 22.7% of those in the City of Lansing are living below poverty level. Additional data from the Federal Reserve shows that child poverty may be as high as 20% in our area. To meet basic needs of food security and safety, AHM has offered the WDS Program since our inception in 1987. We provide hot, nutritious meals and a safe, clean environment every weekend—and, when community need arises, have been open all week. Community partnerships and close relationships with area churches and community groups provide donations of food and hundreds of volunteer hours every year to make this possible. The WDS staff oversees the program and the volunteers and provides advocacy/referral, including limited weekday follow-up. The WDS staff also works very closely with the AHM Street Outreach team, as well, to create safe haven for those who are street homeless.
2. **Program Details** – The AHM WDS Program provides food, shelter, and advocacy services to those who struggle with homelessness and poverty in our community. The program provides 3 meals each day and all-day shelter very weekend day, plus Christmas Day and New Year’s Day. Services and activities include: 1) all-day shelter on weekend throughout the year, 2) three balance meals served each day, 3) recreational and literacy services for adults and children, and 4) advocacy/referral services for individuals/families plus limited weekday follow-up.
3. **County’s Basic Needs Objective** – The AHM WDS Program meets the basic needs of food and day shelter, as well as supplying referral/advocacy services and opportunities to build life skills. The program serves those who face serious on-going challenges to stable housing and food security. This year the WDS provided over 29,000 meals to more than 2,000 persons, including approximately 600 homeless and 1,400 persons, including children, veterans, and senior citizens. The program is a resource hub on weekends when other services are unavailable to those most in need in the Lansing/Ingham County area.
4. **Specific Services Funded by Ingham County** – The Ingham County Community Grant will be used to purchase food, food-related supplies, and personal needs items to ensure that the AHM WDS Program can consistently provide nutritious meals for a minimum of 500 homeless and 800 non-homeless at-risk individuals and families. Funding will also be used to support WDS supervisory and advocacy staff to provide oversight of meals, activities, referral services, along with janitorial services and other operational needs of the WDS Program.
5. **Eligibility Criteria** – The AHM WDS Program is open to anyone who come to us. Guests are required only to sign-in and identity whether or not they are homeless. Most are City of Lansing/Ingham County residents or sheltered homeless who walk or take a city bus to access the WDS Program.
6. **Days/Times of Program Service** – The AHM WDS Program operates every weekend day from 8a to 5p, as well as on Christmas Day and New Year’s Day. As indicated above this program also operates as a cooling and warming center during extreme weather and, thereby, may operate during the week, as well, if needed.

NOTE REGARDING AHM BUDGET: For the past 2 years, AHM has been a partner in distribution of COVID Emergency Rental Assistance (CERA) funding, which has assisted thousands of households in Ingham County with millions of dollars in rent assistance. Due to the large allocation to our County of federal dollars, this grant temporarily and significantly increased our budget, as well as our workload. With the CERA program concluding at the end of 2022, we expect our budget and work to return to normal levels.

**IV. PROJECT BUDGET**

		<b>COUNTY REQUESTED AMOUNT</b>	<b>OTHER SOURCES</b>
<b>1</b>	<b><u>Personnel Services</u></b>		
	a. Salaries & Wages	\$9,984.00	\$110,505.00
	b. FICA	\$764.00	\$8,454.00
	c. Unemployment	\$352.00	\$3,874.00
	d. Fringe Benefits (may be further subdivided)	\$1,400.00	\$10,500.00
	e. Overtime		
	f. Temporary		
	g. Work Study Wages		
<b>2</b>	<b><u>Professional and Contractual</u></b>		
	a. Medical Services (for recipient population)		
	b. Accounting Services		
	c. Membership/Subscriptions		
	d. Federal or State grant match		
	e. Office Equipment Leases		
	f. Maintenance Agreements		\$4,000.00
<b>3</b>	<b><u>Operating Expenses</u></b>		
	a. Telephone		\$2,300.00
	b. Rent		
	c. Utilities		\$5,500.00
	d. Postage		
	e. Office Supplies		
	f. Travel		
	g. Insurance		\$1,200.00
<b>4</b>	<b><u>Direct Services to Ingham County Residents</u></b>		
	a. Food	\$8,000.00	\$17,000.00
	b. Utilities		
	c. Shelter/Housing		
	d. Other Direct Assistance	\$4,500.00	\$9,000.00
	<b>TOTAL</b>	<b>\$25,000.00</b>	<b>\$172,333.00</b>

Advent House Ministries, Inc.

**Total Budget Overview**

2022

	<b>TOTAL</b>
	<b>Jan-Dec 22</b>
<b>Income</b>	
<b>4000 - Unrestricted Donations</b>	
4001 - Businesses	0
4002 - Churches	0
4004 - Individuals	0
4015 - Capital Area United Way	5,700
<b>Total 4000 - Unrestricted Donations</b>	<b>5,700</b>
<b>4400 - Fundraising Income</b>	<b>275,000</b>
<b>Total Unrestricted Funds</b>	<b>280,700</b>
<b>4100 - Grants</b>	
4245 - Other Grants	242,975
4160 - SH - City of Lansing	24,100
4105 - DS - City of Lansing	129,710
DS - Ingham County	15,000
M&G Grant	0
4036 - SH-CERA	6,575,000
4348 - Shared Housing Intervention	68,001
4347 - LHC - PSH Case Mgmt	219,000
4342 - PSH Hope Housing	268,490
4340 - PSH for Families	92,050
4346 - Fresh Start RRH	60,500
4345 - PATH/Outreach	290,155
<b>Total 4100 - Grants</b>	<b>7,984,981</b>
4320 - Rental Income	0
4310 - Shelter Home Fees & Utilities	0
<b>Total Income</b>	<b>8,265,681</b>
<b>Expense</b>	
<b>5005 - Personnel Costs</b>	
5000 - Salaries & Wages	1,417,060
5050 - Employee Health Benefits	73,905
Retirement	0
Unemployment	7,680
<b>Total 5005 - Personnel Costs</b>	<b>1,498,645</b>
<b>5006 - Program Expenses</b>	
5340 - Client Services	0
5360 - Client Rent	6,425,000
5390 - Client Services Supplies	3,862
5400 - Client Transportation	33,451
<b>Total 5340 - Client Services</b>	<b>6,462,313</b>
5600 - Employee Mileage & Travel	20,398
6050 - Program Supplies	32,182

**Advent House Ministries, Inc.**  
**Total Budget Overview**  
2022

	<b>TOTAL</b>
	<b>Jan-Dec 22</b>
6000 · Program Food	5,677
<b>Total 5006 · Program Expenses</b>	<b>6,520,570</b>
<b>5008 · Operating Expenses</b>	
5500 - Conferences & Seminars	0
5550 Contractual Services	0
5560 · Janitorial	16,294
5650 · Fees	
5275 · Bank & Credit Card	1,284
5660 · Memberships & Activities	2,311
<b>Total 5650 · Fees</b>	<b>3,595</b>
5655 · Finance Charges/Penalties	300
5700 · Insurance	
5720 · Property & Liability	5,280
5730 · Workers Compensation	1,800
<b>Total 5700 · Insurance</b>	<b>7,080</b>
5750 · Legal & Accounting	15,400
5770 · Maintenance	
Equipment Maintenance	5,400
5300 · Building Maintenance	40,200
<b>Total 5770 · Maintenance</b>	<b>45,600</b>
5850 · Office Supplies	6,824
5900 · Postage	2,251
5950 · Printing	3,292
Advertising	0
6150 · Utilities	
6151 · AHM Telephone	11,521
6152 · AHM Utilities	24,150
6155 · Employee Cell Phone Charges	20,776
6160 · Shelter Homes	6,429
<b>Total 6150 · Utilities</b>	<b>62,876</b>
<b>Total 5008 · Operating Expenses</b>	<b>163,512</b>
<b>Total Expense</b>	<b>8,182,727</b>
<b>: Income</b>	<b>82,953</b>

**Advent House Ministries  
Board of Directors  
January 2022**

<b>Elected</b>	<b>Member</b>	<b>Telephone #'s</b>	<b>Affiliations</b>
2020 2017 2014 2011	<b>Debbie Horak, <i>President</i></b> 506 W. Dill Drive Dewitt, MI 48820 E-Mail: <a href="mailto:horak@gudmarketing.com">horak@gudmarketing.com</a>	(M) 281-4007 (W) 267-9800 Fax: 267-9815	<b>Owner – GUD Marketing/ Communications</b>
2020 2017	<b>C. William (Bill) Given, <i>Vice President</i></b> 1655 Boulevard Drive Okemoas, MI 48864 E-Mail: <a href="mailto:givenc@msu.edu">givenc@msu.edu</a>	(H) 349-1945 (M) 281-4696	<b>Educator Retired -- MSU College of Family Medicine</b>
2021 2018 2015	<b>Kendra Scorsone, <i>Secretary &amp; Treasurer</i></b> 2079 Arbor Meadows Drive Dewitt, MI 48820 E-Mail: <a href="mailto:kendra.scorsone@adp.com">kendra.scorsone@adp.com</a>	(M) 490-3447 (W) 678-497-2635	<b>Engagement - Automatic Data Processing (ADP)</b>
2022 2019	<b>Lisa Farley</b> 3216 Ellen Avenue Lansing, MI 48910 E-Mail: <a href="mailto:farley13@msu.edu">farley13@msu.edu</a>	(M) 408-529-9851 (W) 884-6097	<b>Associate Director Purchasing MSU Department of Procurement</b>
2021	<b>Julia Goatley</b> 3921 Cloverdale Ave. Okemos, MI 48864 E-Mail: <a href="mailto:juliagoatley@hotmail.com">juliagoatley@hotmail.com</a>	(H) 347-6926	<b>Attorney Retired – Jackson National Life Insurance</b>
2022 2019	<b>Michele L. Halloran</b> 10850 Canterbury Lane Grand Ledge, MI 48837 E-Mail: <a href="mailto:halloran58@gmail.com">halloran58@gmail.com</a>	(M) 242-5252	<b>Attorney – Retired Faculty MSU College of Law</b>
2022 2019 2016 2013 2010 2007	<b>John W. Hearn</b> 2600 Springdale Road Lansing, MI 48906 E-Mail: <a href="mailto:johnwhearns@aol.com">johnwhearns@aol.com</a>	(H) 323-6882	<b>Administrator Retired – Lansing Community College</b>
2020 2017	<b>Tim Hodgman</b> 1888 Maple Holt, MI 48842 E-Mail: <a href="mailto:twhodgman@msn.com">twhodgman@msn.com</a>	(M) 643-1497	<b>Banker – PNC Bank</b>



**Advent House Ministries  
Board of Directors  
January 2022**

2022 2019 2016 2013 2010 2007	<b>Ron Holley</b> 318 Memphis Lansing, MI 48915 E-Mail: <a href="mailto:ronaldleeholley@comcast.net">ronaldleeholley@comcast.net</a>	(H) 372-4547	<b>Educator Retired - MI Department of Corrections</b>
2020 2017 2014 2011 2008 2005 2002	<b>Mary Lou Keenon</b> 220 E. Ash St. Mason, MI 48854 E-Mail: <a href="mailto:keenonm@michigan.gov">keenonm@michigan.gov</a>	(H) 676-9136 (W) 373-0011 Fax: 373-7657	<b>Retired – Communications Officer MI State Housing Development Authority</b>
2022 2019	<b>LaVerne Mickel</b> P. O. Box 70003 Lansing, MI 48908 E-Mail: <a href="mailto:lavernedm@comcast.net">lavernedm@comcast.net</a>	(H) 372-6388	<b>Retired - Ingham County Dept. of Health &amp; Human Services</b>
2021 2018 2015 2012 2009 2006	<b>Robbia M. Pipper</b> 2279 Shawnee Trail Okemos, MI 48864 E-Mail: <a href="mailto:pipper@msu.edu">pipper@msu.edu</a>	(H) 347-7162 (M) 230-2214	<b>Manager MSU Food Services</b>
	<b>12 Members (as of 01/2022)</b>		
<b>Hired: 06/4/94</b>	<b>Susan E. Cancro</b> <i>Executive Director</i> 415 West Street Lansing, MI 48915 E-Mail: <a href="mailto:secancro@adventhouse.com">secancro@adventhouse.com</a>	(W) 485-4722 Fax: 485-2837 (M) 285-3988	

Internal Revenue Service  
District Director

Department of the Treasury

P. O. Box 2508  
Cincinnati, OH 45201

Date: JUN 25 1998

Advent House Ministries, Inc.  
743 N. Martin L. King Boulevard  
Lansing, MI 48915

Person to Contact:  
Dee Anna Jarmon  
Telephone Number:  
513-241-5199  
Fax Number:  
513-684-5936  
Federal Identification Number:  
38-2746052

Dear Sir or Madam:

This letter is in response to your request for a copy of your organization's determination letter. This letter will take the place of the copy you requested.

Our records indicate that a determination letter issued in May 1988 granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Advent House Ministries, Inc.  
38-2746052

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

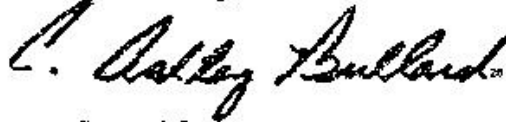
Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

Please direct any questions to the person identified in the letterhead above.

This letter affirms your organization's exempt status.

Sincerely,



C. Ashley Bullard  
District Director

**II. APPLICANT INFORMATION**

1. Organization: Allen Neighborhood Center
2. Contact Person: Denise Paquette Title: Director of Outreach, Engagement & Development
3. Alternate Contact Person: Joan Nelson Title: Executive Director
4. Ingham County communications regarding community agency funds shall be sent to email address: denisep@allenneighborhoodcenter.org
5. Organization's Address: 1611 E. Kalamazoo St  
Lansing, MI 48912
6. Phone Number: 517-367-2468 Fax Number: 517-367-0158
7. WEB: allenneighborhoodcenter.org
8. Proposal Title: Food Access for Low Income Neighbors
9. Amount Requested: \$2,500
10. Federal Tax Identification Number: 383502484
11. Please indicate the names and titles of persons who are authorized to execute agreements on behalf of your organization:  
Name: Joan Nelson Name: Denise Paquette  
Title: Executive Director Title: Dir. Outreach, Eng. & Dev.
12. Nonprofit Organization: Please Check One -  
 501(c)(2)  501(c)(3)  501(c)(4)  502(c)(3)  
 Other (specify)
13. Business organization (profit): \_\_\_\_\_
14. Unit of government including schools (specify): \_\_\_\_\_
15. Not incorporated (specify legal and/or professional status of the requesting individual):  
\_\_\_\_\_  
\_\_\_\_\_
16. How long has the applicant's organization been in business? 23 years
17. What is the number of full-time equivalent positions currently employed? 9
18. How many volunteers are currently involved? 400, fewer than usual due to covid.
19. a. How does your proposal involve coordination or collaboration with County services, other local governments, or other agencies?  
We work with the Greater Lansing Food Bank to provide 1,000 pounds of fresh produce weekly. We collaborate with Ingham County Health Department to provide Medicaid Enrollment & Informational Services. Additionally, we partner with Refugee

Development Center, Immigrant and Refugee Collaborative, City of Lansing, CADL, and many others to cross promote programs.

b. What other programs similar to your program are operating in the County?

Other programs offer food pantries. However we do not limit the amount of times per month people can access Breadbasket.

20. Is this your first request for funds from Ingham County?  yes  no

21. a. Have you sought funds for this proposal or concept from any other entity? Please identify who and the response.  yes  no

Comerica - \$4,000 awarded Blue Cross Complete - \$2,000 awarded

b. Does the proposal anticipate utilizing funds from other sources?  yes  no

c. To what extent is the other funding assured?

General Fundraising efforts (annual appeal)

22. Is your organization currently a member of the Power of We Consortium?  yes  no

### III. DETAILED SCOPE OF WORK

The Scope of Work should be one page or less and contain:

1. A statement regarding the general nature of the services and population with which your agency concerns itself.

Allen Neighborhood Center, founded in 1999, is a dynamic, non-profit hub for neighborhood revitalization serving the northeast quadrant of Lansing, Michigan known as 'the Eastside'. We describe our work as comprehensive and integrative community development, having discovered the value of working simultaneously in health, housing, food access, and social capital building. ANC relies on robust involvement of over 350 volunteers donating nearly 7,300 hours annually for the success of its programs; as well as the partnership and support of key institutional collaborators, both locally and regionally, who share our broad agenda.

2. **A statement regarding the specific details of the \*proposed program\* for which County funds, if granted, will be used (this is very important).**

The weekly Breadbasket Food Pantry distributes over 200 pounds of bread and 800-1,200 pounds of fruits and vegetables each week to approximately 230 unique families who visit Breadbasket 2,800 times annually. Food is donated by Panera, Bake N Cakes, Fresh Thyme, and the Greater Lansing Food Bank. Patrons are a rich mix, including low-income families, refugees, students, and elders. Neighbors tell us that they value Breadbasket, not only for the wholesome food, but for the welcoming and congenial settings, the recipes utilizing pantry items, and easy access to our outreach team to discuss other services. In the outreach center, we also assist our neighbors in accessing health coverage, food assistance programs, emergency relief, and finding housing. We are trained to assist neighbors with Michigan Department Health & Human Services, and Ingham Health Plan Applications. We operate referral systems for basic needs through other agencies, employing a 'no wrong door' approach with helping our neighbors. If granted the funds, we will serve the county of Ingham and within it, the surrounding zip codes of Allen Neighborhood Center.

3. A statement explaining how the proposal will address the County's long-term objective of Meeting Basic Needs. (See Resolution #22-262- Resolution Approving Criteria for Ranking Applications for Community Agency Funding). Priority consideration will be given to applicants that meet the objective of *Meeting Basic Needs*; however, if there are funds available, secondary consideration will be given to agencies serving vulnerable populations.

Allen Neighborhood Center has been operational for 23 years, developing its programs in concert with our neighbors to address the social determinate of health. In addition to assisting with basic needs enrollment and referral, we serve low income families with fresh produce and baked goods. We have many programs that serve the elderly and the youth of our surrounding communities. These programs help our community member stay active and live a healthy lifestyle.

4. A statement detailing the specific services which will be provided by Ingham County's appropriation. A statement of the specific target group for these areas.

Lansing's Eastside is an economically, ethically, and educationally diverse quadrant of Michigan's Capital City. This lively neighborhood has significant strengths and challenges. The strengths include Eastside's rich diversity: Michigan Demographics reports that of the estimated 17,300 people living within the 48912 zip code, 20% are African American, 11% are Hispanic,

60% are white, 3% are Asian-American, 1% Native American, and the remainder are of mixed ethnicities. Further, the Eastside has one of the highest concentrations of refugees in the Metro area, with 10% of households headed by someone born in another country. Challenges include the fact that 25% of the Eastside families are at or below the federal poverty line. Based on the US Census, 80% of these families make under Michigan's median income; and one-half of families with children are headed by a single parent (Source: US Census).

5. A statement describing the eligibility criteria for these services. (See Resolution #22-262 Resolution Approving Criteria for Ranking Applications for Community Agency Funding *and* must serve residents of Ingham County to be eligible).

The areas that will be served by this grant are primarily 48912, 48910, and 48906; however, we do not turn anyone away from other areas of the country.

6. A statement describing the time for the performance of these services.

Breadbasket was one of our earliest programs and has remained a weekly distribution for 22 years. As with most of our programs, this program was neighborhood driven, with neighbors telling us that they didn't have food to last between paydays or Food Assistance Program payments. The participants change weekly, with neighbors accessing it when it is needed. They especially appreciate the fresh produce.

**V. PROJECT BUDGET**

The Proposed Line Item Budget should be structured to address four major areas: Personnel Services, Professional and Contractual Services, Operating Expenses, and Direct Services to Ingham County Residents. Please be advised that emphasis will be placed on provision of direct services to county residents and use of Community Agency funds for personnel related expenditures is strongly discouraged.

		<b>COUNTY REQUESTED AMOUNT</b>	<b>OTHER SOURCES</b>
<b>1</b>	<b><u>Personnel Services</u></b>		
	a. Salaries & Wages	1,000.00	49,048.72
	b. FICA	80.96	3,094.34
	c. Unemployment	56.94	3,938.49
	d. Fringe Benefits (may be further subdivided)		
	e. Overtime		
	f. Temporary		
	g. Work Study Wages		
<b>2</b>	<b><u>Professional and Contractual</u></b>		
	a. Medical Services (for recipient population)		
	b. Accounting Services		
	c. Membership/Subscriptions	50.00	
	d. Federal or State grant match		
	e. Office Equipment Leases		
	f. Maintenance Agreements		
<b>3</b>	<b><u>Operating Expenses</u></b>		
	a. Telephone		
	b. Rent	845.10	29,348.29
	c. Utilities	467.00	14,000.00
	d. Postage		
	e. Office Supplies		
	f. Travel		
	g. Insurance		
<b>4</b>	<b><u>Direct Services to Ingham County Residents</u></b>		
	a. Food		
	b. Utilities		
	c. Shelter/Housing		
	d. Other Direct Assistance		
	<b>TOTAL</b>	<b>2,500.00</b>	<b>99,429.84</b>



## Allen Neighborhood Center 2022 Operating Budget

### REVENUE

Grant Income - Confirmed AND		420,726
Grant Income - Likely But Not Confirmed		
Program Income - Projected		422,300
Contributions, Sponsorships, and Fundraising - Projected		172,000
<b>TOTAL PROJECTED 2022 REVENUE</b>		<b>1,015,026</b>

### EXPENSES

#### **Personnel**

Director - Full-Time	63,502	
Finance & Business Manager - Full-Time	51,430	
Director of Outreach and Engagement - Full-time	54,903	
Volunteer Coordinator - Part-time	27,580	
Director of Gardenhouse - Full-time	52,408	
Youth Programs - Full-time	45,260	
AmeriCorps - GardenHouse - Part-time	12,294	
Events Managers	300	
Food Hub Manager - Full-time	54,161	
Kitchen Manager - Full-time	44,939	
AFM and Breadbasket Manager - Full-time	53,736	
		<b>460,513</b>

#### **Operating and Program Costs**

ANC General	138,100	
Outreach	16,200	
GardenHouse and Youth	20,998	
AMP Kitchen and Facility	92,850	
Farmers Market	51,036	
Exchange	235,329	
		<b>554,513</b>

<b>TOTAL PROJECTED 2022 EXPENSES</b>		<b>1,015,026</b>
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## **Board of Directors of Allen Neighborhood Center, with Affiliations**

- President* Jonathan Lum, 1500 N. Fairview Street, Lansing, 48912; (517-798-6264 cell), [jonathan.m.lum@gmail.com](mailto:jonathan.m.lum@gmail.com), Joined in August 2012.  
Owner of EXIT Realty Home Partners, Chairman of the Michigan Avenue Commercial Corridor Improvement Authority; Member of the City of Lansing Financial Health Team, long-term resident of Lansing's Eastside.
- Vice-President* Kristina Sankar, 316 Rumsey, Lansing, 48912; 231-409-7405 (cell); [kristina.adair@gmail.com](mailto:kristina.adair@gmail.com). Joined June 2016.  
*Volunteer Coordinator at Refugee Development Center, long-term resident of Lansing's Eastside*
- Secretary* Rebecca Bahar-Cook, 525 Westmoreland Ave., Lansing, MI 48915; 517-485-9127 (work), 517-290-2845; [rebeccabc@capitolfundraising.com](mailto:rebeccabc@capitolfundraising.com). Joined January 2017.  
*CEO of Capitol Fundraising, active resident of Lansing's Westside, former county commissioner, member of Shaarey Zedek, Capitol Area Michigan Works! Workforce Development Board Member, Ingham County Board of Canvassers, Ingham County Jury Board, Lansing Regional Chamber of Commerce Policy Committee, Capital Region Community Foundation Marketing and Communication Committee.*
- Treasurer* Andy Draheim, 359 University Drive, East Lansing, MI 48823, 517-410-1029 (cell), [draheimandy@gmail.com](mailto:draheimandy@gmail.com). Joined in January 2019.  
*Chief of Staff, MI EGLE*
- Member* Rick Kibbey, 1614 Lindbergh, Lansing, 48910 (517) 485-1154  
*Founder and Principal of Grass Roots Planning (2011-present) and Community Research and Education Center (1980-1998), City of Lansing Parks Board, Board of Potter Park Zoo; Advancement Chair of Troop 33, Boy Scouts of America; member of Eastside Neighborhood Organization and Friends of Fenner Nature Center*
- Member* Sarah Schillio, [2215 Tulane Drive, Lansing 48912](https://www.google.com/maps/place/2215+Tulane+Drive,+Lansing,+MI+48912), [517-944-1560](tel:5179441560); [sarah.schillio@gmail.com](mailto:sarah.schillio@gmail.com). Joined in 2010.  
*Staff at Michigan State Senate; past member and chair of the Ingham County Women's Commission, long-time resident of Lansing's Eastside*

- Member* Jennie Gies, 220 Ferguson Street, Lansing, MI 48912; 517-775-1914, 517-349-5640 (work); [jennie.gies@gmail.com](mailto:jennie.gies@gmail.com). Joined in March 2017.  
*Eastfield Neighborhood President, works with MI Nurses Association, long-time Eastside resident*
- Member* Mary Miner, 625 W. Berry Ave., Lansing, MI 48910, 410-599-1362 (cell), [mary.miner1921@gmail.com](mailto:mary.miner1921@gmail.com). Joined February 2019.  
*Sisters of Mercy, Immigrant and Refugee Resource Collaborative*
- Member* Greg Farhat, 702 Windyrush Ln., DeWitt, MI 48820; 517-202-6514 (home), 517-381-5500 (work); [Gregory.farhat@jackson.com](mailto:Gregory.farhat@jackson.com). Joined November 2019.  
*Director at Jackson National Life Insurance Company; President at Jameson Real Estate Services; Greater Lansing resident and entrepreneur*
- Member* Yvette Collins, 312 Midvale, Lansing, MI 48912; 517-334-3708 (work), 517-775-4208; [collinsyvette@sbcglobal.net](mailto:collinsyvette@sbcglobal.net). Joined in January 2019.  
*Director of External and Regulatory Affairs at AT&T Michigan.  
Secretary of the MI Ave Corridor Improvement Authority, Mayor's Arts and Culture Commission, Communities in Schools Michigan Board*
- Member* Andi Crawford, 322 N. Fairview Ave. Lansing, MI 48912. 517-410-3904. Re-joined in 2021  
*Director of Economic Development, Accelerator for America. Eastside resident*
- Staff* Joan Nelson, 1611 E. Kalamazoo, Lansing, MI 48912, 517-999-3912 (direct dial at ANC), 517-862-6918 (cell); [joann@allenneighborhoodcenter.org](mailto:joann@allenneighborhoodcenter.org);  
*Executive Director of Allen Neighborhood Center*

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

DEPARTMENT OF THE TREASURY

Date: JUL 06 2001

ALLEN NEIGHBORHOOD CENTER  
1619 E KALAMAZOO ST  
LANSING, MI 48912

Employer Identification Number:  
38-3502484  
DLN:  
17053058073011  
Contact Person:  
R. DIZON ID# 95004  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
July 31  
Form 990 Required:  
Yes  
Addendum Applies:  
No

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, if you are involved in an excess benefit transaction, that transaction might be subject to the excise taxes of section 4958. Additionally, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please contact your key district office.

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the

Letter 947 (DO/CG)

ELLEN NEIGHBORHOOD CENTER

part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of Code sections 2055, 2106, and 2522.

Contribution deductions are allowable to donors only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. See Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, which sets forth guidelines regarding the deductibility, as charitable contributions, of payments made by taxpayers for admission to or other participation in fundraising activities for charity.

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. If Yes is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete, so be sure your return is complete before you file it.

You are required to make your annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return or the date the return is filed. You are also required to make available for public inspection your exemption application, any supporting documents, and your exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

Letter 947 (DO/CG)

ALLEN NEIGHBORHOOD CENTER

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

This determination is based on evidence that your funds are dedicated to the purposes listed in section 501(c)(3) of the Code. To assure your continued exemption, you should keep records to show that funds are expended only for those purposes. If you distribute funds to other organizations, your records should show whether they are exempt under section 501(c)(3). In cases where the recipient organization is not exempt under section 501(c)(3), there should be evidence that the funds will remain dedicated to the required purposes and that they will be used for those purposes by the recipient.

If distributions are made to individuals, case histories regarding the recipients should be kept showing names, addresses, purposes of awards, manner of selection, relationship (if any) to members, officers, trustees or donors of funds to you, so that any and all distributions made to individuals can be substantiated upon request by the Internal Revenue Service. (Revenue Ruling 56-304, C.B. 1956-2, page 306.)

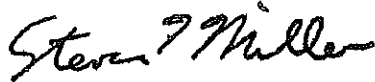
If we have indicated in the heading of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

We have sent a copy of this letter to your representative as indicated in your power of attorney.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



Steven T. Miller  
Director, Exempt Organizations

Letter 947 (DO/CG)

## II. APPLICANT INFORMATION

1. Organization: Big Brothers Big Sisters Michigan Capital Region
2. Contact Person: Megyn Forest Title: Executive Director
3. Alternate Contact Person: Shari Nelson Title: Office Manager
4. Ingham County communications regarding community agency funds shall be sent to email address: [Megyn.forest@bbbsmcr.org](mailto:Megyn.forest@bbbsmcr.org)
5. Organization's Address: 7200 W. Saginaw Hwy. Suite 1, Lansing MI 48917
6. Phone Number: 517-372-0160 Fax Number: N/A
7. WEB: www.bbbsmcr.org
8. Proposal Title: BBBSMCR Request for Increasing Matches and Continuing Increased Support
9. Amount Requested: \$15,000
10. Federal Tax Identification Number: 38-1515406
11. Please indicate the names and titles of persons who are authorized to execute agreements on behalf of your organization:  
Name: Megyn Forest Name: Tony Hollow  
Title: Executive Director Title: Interim Executive Director (Aug-Oct)
12. Nonprofit Organization: Please Check One -  
 501(c)(2)  501(c)(3)  501(c)(4)  502(c)(3)  
 Other (specify)
13. Business organization (profit): \_\_\_\_\_
14. Unit of government including schools (specify): \_\_\_\_\_
15. Not incorporated (specify legal and/or professional status of the requesting individual):  
\_\_\_\_\_  
\_\_\_\_\_
16. How long has the applicant's organization been in business? 68 years
17. What is the number of full-time equivalent positions currently employed? 4
18. How many volunteers are currently involved? 94
19. a. How does your proposal involve coordination or collaboration with County services, other local governments, or other agencies?  
We are fortunate to maintain collaborative partnerships with the County of Ingham, the City of Lansing, and a number of community and private foundations, all of whom support our efforts to facilitate new matches while continuing to provide high quality, comprehensive support to our current matches and families. Our proposal helps us

maintain and strengthen these collaborative partnerships, which provide vital financial and community backing for us to increase and elevate mentorship opportunities.

- b. What other programs similar to your program are operating in the County?  
Programs similar to our agency, which provide mentorship services in Ingham County include Peckham, Edgewood Village Network Center, Child and Family Charities, and Turning Point of Lansing. However, none provide one-to-one professionally supported mentoring services like Big Brothers Big Sisters.
20. Is this your first request for funds from Ingham County?  yes  no
21. a. Have you sought funds for this proposal or concept from any other entity? Please identify who and the response.  yes  no  
Yes, we receive funding from multiple sources regularly.
- b. Does the proposal anticipate utilizing funds from other sources?  yes  no
- c. To what extent is the other funding assured?  
Our agency facilitates multiple fundraisers throughout the year, including our annual BIG Breakfast and Miles for Mentorship 5K events. However, with any fundraiser, funds are not guaranteed. County support is vital as we continue to serve the youth of Ingham County.
22. Is your organization currently a member of the Power of We Consortium?  yes  no



## **Big Brothers Big Sisters Michigan Capital Region – Detailed Scope of Work 2023**

**1.** Big Brothers Big Sisters Michigan Capital Region (BBBSMCR) is an affiliate of Big Brothers Big Sisters of America, which is the largest evidence-based mentoring organization in the United States. The mission of Big Brothers Big Sisters is to create and support one-to-one mentoring relationships that ignite the power and promise of youth. BBBSMCR directly serves youth who are facing academic, familial, social, and/or emotional health challenges in their day-to-day lives. BBBSMCR connects youth to adult volunteer mentors, or Bigs, who help youth navigate these challenges, learn to see the world through a more comprehensive lens, and ultimately, become the best versions of themselves. BBBSMCR is based in Lansing, MI, but services the counties of Clinton, Eaton, Ingham, Ionia, and Shiawassee, and serves approximately 100 youth each year.

**2.** If granted, County funds will be used to support one staff member part-time on the Program team, whose work would be dedicated solely to serving youth in Ingham County. Our Program team currently employs 1 full-time Program staff member under the direction of the Executive Director, who work together to serve Capital Region youth aged 5-17. Our Program team recruits and onboards new volunteers (or Bigs), facilitates meaningful mentoring relationships between volunteers and local youth (or Littles), and supports the Big, Little, and the Little's family through the lifespan of the match. We would like to continue providing an expanded scope of services in the future, and County funds would be used to maintain our current level of staffing and allow our active matches and families to continue to receive comprehensive services.

Big Brothers Big Sisters currently has 62 youth who are ready to be matched with a mentor once an appropriate Big is identified. Supporting one staff member part-time would also allow our Program staff to expand their capacity and recruit Bigs to serve additional youth, while ensuring that all current matches and families continue to receive comprehensive support through our agency.

**3.** Since March 2020, the BBBSMCR Program Staff has expanded their scope of services to include general wellness checks, in addition to the monthly check-ins we currently provide to matches and families. The COVID-19 pandemic has severely disrupted our day-to-day routines, and many of our community members continue to struggle while navigating the on-going challenges created by the COVID-19 pandemic. COVID-19 has put a persistent strain on our collective resources, and Big Brothers Big Sisters is aware of the emotional, mental, and financial toll that this takes on our families. Therefore, it is as important as ever that we continue to prioritize wellness checks for our Program participants, and ensure that all of our Littles and their families continue to have access to basic needs such as food, clothing, and shelter.

**4.** Ingham County's appropriation will be used to support our Bigs, Littles, and families through match support and wellness checks, as well as to recruit new volunteers to serve as Bigs. Specific services include volunteer and child enrollment, background checks, reference checks, prospective volunteer interviews, family interviews, match orientations, professional match and wellness support on a monthly basis, and operational expenses (including facilities, activities, insurance, and supplies). We are targeting adults over the age of 18 years to serve as Bigs, and youth aged 5-17 to join our program as Littles.

**5.** Big Brothers Big Sisters enrolls youth aged 5-17, with the majority of our youth served being between the ages of 5-10 years old. We believe that all children have the inherent potential to lead successful and productive lives, and we provide free mentorship services for all youth in our service area. Our chapter serves youth in five counties in Mid-Michigan, including Ingham County.

**6.** If selected as a recipient for County funds, BBBSMCR will utilize these funds between January 1, 2023 and December 31, 2023.

**IV. PROJECT BUDGET**

The Proposed Line Item Budget should be structured to address four major areas: Personnel Services, Professional and Contractual Services, Operating Expenses, and Direct Services to Ingham County Residents. Please be advised that emphasis will be placed on provision of direct services to county residents and use of Community Agency funds for personnel related expenditures is strongly discouraged.

		<b>COUNTY REQUESTED AMOUNT</b>	<b>OTHER SOURCES</b>
<b>1</b>	<b><u>Personnel Services</u></b>		
	a. Salaries & Wages	\$15,000.00	\$4,922.00
	b. FICA		\$1524.00
	c. Unemployment		
	d. Fringe Benefits (may be further subdivided)		
	e. Overtime		
	f. Temporary		
	g. Work Study Wages		
<b>2</b>	<b><u>Professional and Contractual</u></b>		
	a. Medical Services (for recipient population)		
	b. Accounting Services		
	c. Membership/Subscriptions		
	d. Federal or State grant match		
	e. Office Equipment Leases		
	f. Maintenance Agreements		
<b>3</b>	<b><u>Operating Expenses</u></b>		
	a. Telephone		
	b. Rent		
	c. Utilities		
	d. Postage		
	e. Office Supplies		
	f. Travel		
	g. Insurance		
<b>4</b>	<b><u>Direct Services to Ingham County Residents</u></b>		
	a. Food		
	b. Utilities		
	c. Shelter/Housing		
	d. Other Direct Assistance		
	<b>TOTAL</b>	\$15,000.00	\$6446.00

**Big Brothers Big Sisters**  
2022 Approved Budget

<b>Acct #</b>	<b>Income Account</b>	<b>2022 Budget</b>
4475	MFM Donations	\$25,000.00
4480	MFM Sponsors	\$30,000.00
4510	Annual Appeal	\$20,000.00
4650	The BIG Thank YOU	\$5,000.00
4675	The BIG Breakfast	\$75,000.00
4755	3rd Party Fundraisers	\$3,000.00
4800	Grants/Foundations	\$185,000.00
4810	CAUW Allocation-Grants	\$0.00
4820	CAUW Designations	\$5,000.00
4840	Individual Contribution	\$40,000.00
4850	Corporate Contributions	\$30,000.00
4890	Interest Income	\$1.00
4900	3rd Party Fund (CRCF Endowment	\$5,500.00
4910	Misc/Other Income (Trust)	\$5,000.00
	2021 Net Assets Carryover	\$10,000.00
	Projected 2020 ERC	\$35,000.00
	Projected 2021 ERC	\$22,000.00
	<b>Total Income</b>	<b>\$495,501.00</b>
<b>Acct #</b>	<b>Expense Account</b>	<b>2022 Budget</b>
4520	Holiday Appeal	\$125.00
5000	Salaries	\$304,500.00
5110	Health Ins.	\$32,500.00
5120	Dental Ins.	\$2,100.00
5130	Life/Disability Ins.	\$3,600.00
5200	Fica/Medicare	\$23,300.00
5210	Unemployment	\$500.00
6200	Professional Fees	\$23,000.00
6300	Travel	\$1,500.00
6390	Training/Conf/Travel	\$3,000.00
6430	National Dues	\$20,000.00
6440	Local Dues	\$2,200.00
6810	Postage	\$500.00
6830	Business/Office Supplies	\$500.00
6840	Telephone & Info. System Fee	\$7,000.00
6850	Facilities Maint & Supplies	\$3,500.00
6860	Equip Purch/Lease	\$2,000.00
7110	Rent	\$30,000.00
7120	Insurance	\$12,000.00
7220	Bank Charges	\$1,800.00
7275	Direct Grant Expenses	\$1,000.00
7280	Misc. Program	\$7,000.00
7285	CAMP	\$1,500.00
7290	Board Development	\$500.00
7295	Partner/Fund Development	\$5,000.00
7380	The BIG Nite	\$1,000.00
7381	The BIG Breakfast	\$4,000.00
7385	Miles For Mentorship	\$1,500.00
	<b>Total Expenses</b>	<b>\$495,125.00</b>
	<b>Net Income</b>	<b>\$376.00</b>

President: John Varilek  
Vice President: Patricia Scott

**BIG BROTHERS BIG SISTERS  
MICHIGAN CAPITAL REGION  
2022 Board of Directors**

Treasurer: Heather Shawa  
Secretary: Bill Hodges

<b>Alicia Barajas</b>	<a href="mailto:alicialorelei@gmail.com">alicialorelei@gmail.com</a>	Community Mental Health
<b>Anthony Bechtol</b>	<a href="mailto:anthony.bechtol@gmail.com">anthony.bechtol@gmail.com</a>	Peckham, Inc.
<b>Janice Berry</b>	<a href="mailto:berryjy37@comcast.net">berryjy37@comcast.net</a>	Department of Health & Human Services
<b>Michael Coleman</b>	<a href="mailto:mjci2005@yahoo.com">mjci2005@yahoo.com</a>	Midwest Eye Consultants
<b>Gloria Denning</b>	<a href="mailto:gddenning.225@gmail.com">gddenning.225@gmail.com</a>	U.S.Senate
<b>William Hodges</b>	<a href="mailto:bhodges@fbinsmi.com">bhodges@fbinsmi.com</a>	Farm Bureau Insurance
<b>Kristin Hofman</b>	<a href="mailto:khofman@publicsectorconsultants.com">khofman@publicsectorconsultants.com</a>	Public Sector Consultants
<b>Steven Japinga</b>	<a href="mailto:stevejapinga@gmail.com">stevejapinga@gmail.com</a>	Lansing Regional Chamber of Commerce
<b>Timothy Mielak</b>	<a href="mailto:tim.mielak@msufcu.org">tim.mielak@msufcu.org</a>	MSUFCU
<b>Patricia Scott</b>	<a href="mailto:pscott@fosterswift.com">pscott@fosterswift.com</a>	Foster Swift Collins & Smith, PC
<b>Heather Shawa</b>	<a href="mailto:hshawa2@yahoo.com">hshawa2@yahoo.com</a>	Lansing Board of Water & Light
<b>Jo-Ellyn Tucker</b>	<a href="mailto:jtucker218@gmail.com">jtucker218@gmail.com</a>	Community Volunteer
<b>John Varilek</b>	<a href="mailto:john.varilek@dewpoint.com">john.varilek@dewpoint.com</a>	Dewpoint
<b>Amit Vashisht</b>	<a href="mailto:avashisht@gmail.com">avashisht@gmail.com</a>	Jackson National Life

EXECUTIVE DIRECTOR:  
Megyn Forest  
7200 W. Saginaw Hwy., Suite1, Lansing, MI 48917  
[Megyn.Forest@bbbsmcr.org](mailto:Megyn.Forest@bbbsmcr.org)  
517.372.0162

Internal Revenue Service  
P.O. Box 2508  
Cincinnati, Ohio 45201

Department of the Treasury

Date: APR 23 2007

Big Brothers Big Sisters  
Michigan Capital Region Inc.  
1235 Center St., Ste. A  
Lansing, MI 48906-4446

Person to Contact - ID#:  
Gerald R. Mink - 31-08461  
Contact Telephone Numbers:  
877-829-5500 Phone  
Federal Identification Number:  
38-1515406

Dear Sir or Madam:

By our determination dated April 1974, you were held to be exempt from Federal Income Tax under the provisions of section 501(c)(3) of the Internal Revenue Code.

You recently furnished us information that the Big Brothers and Big Sisters of Clinton County, Incorporated merged with Big Brothers and Big Sisters of Greater Lansing, Inc. on June 23, 2006, and changed the organization name to Big Brothers Big Sisters Michigan Capital Region, Inc. Based on the information submitted, we have determined that the merger does not affect your exempt status. The organization will continue using Employer Identification Number 38-1515406.

Please let us know about any further changes in your character, purposes, method of operation, name or address.

If you have any questions regarding this matter, please contact the person whose name and telephone number appear in the heading of this letter.

Sincerely,



Robert Choi  
Director, Exempt Organizations  
Rulings and Agreements

RECEIVED APR 25 2007

# 2023 INGHAM COUNTY COMMUNITY AGENCY APPLICATION

## APPLICANT INFORMATION

### Organization

Boys & Girls Club of Lansing

### Contact Name

Sandra Kowalk-Thompson

### Contact Title

Director of Development

### Alternate Contact Name

Joseph Yang

### Alternate Contact Title

Director of Operations

### Email for communications regarding community agency funds:

skowalk@bgclansing.org

### Organization's Address:

4315 Pleasant Grove Rd., Lansing MI 48910

### Phone Number

517-394-0455

### Fax Number

### Website url

www.bgclansing.org

### Proposal Title

Food / Nutrition Program

### Amount Requested

5,200.00

### Federal Tax Id

381788281

Please indicate the names and titles of persons who are authorized to execute agreements on behalf of your organization:

**Authorized Name**

Carmen Y Turner

**Authorized Name**

Dennis Blue

**Authorized Title**

President / CEO

**Authorized Title**

Chairman - Board of Directors

**Nonprofit Type**  501(c)(2)  501(c)(3)  501(c)(4)  502(c)(3)

Other (specify)

**Business organization (profit):**

**Unit of government including schools (specify):**

**Not incorporated (specify legal and/or professional status of the requesting individual):**

---



**How long has the applicant's organization been in business?**

58 years

**What is the number of full-time equivalent positions currently employed?**

9

**How many volunteers are currently involved?**

44

**How does your proposal involve coordination or collaboration with County services, other local governments, or other agencies?**

The Boys & Girls Club of Lansing collaborates with the Greater Lansing Food Bank to provide food to youth throughout the year. We also collaborate with the Lansing School District's "Summer Food Nutrition Program" (federally funded) to provide school lunches for 5 weeks during the summer program. Additionally, we collaborate with the City of Lansing to receive grant funding (or meals) during spring break week. Note: whenever there are "emergency food packages" prepared for families, through the City of Lansing – Human Relations Community Services Department, several bundled food kits are delivered to the Boys & Girls Club for our most vulnerable youth and families.

---

**What other programs similar to your program are operating in the County?**

Community centers also participate in the summer food program through the Lansing School District. Pre-pandemic, we average 332 lunches each day to kids during the summer, no one provides more lunches/food for children in Ingham County than the Boys & Girls Club of Lansing!

---

**Is this your first request for funds from Ingham County?**

No

**Have you sought funds for this proposal or concept from any other entity? Please identify who and the response.**

The City of Lansing has earmarked \$5,000 in the HRCS budget (again) for our "Food Program" FY2022-2023.

**To what extent is the other funding assured?**

City of Lansing HRCS funding is confirmed for 2022-2023 and there is no reason to assume that we will not receive funding from the Greater Lansing Food Bank this year or the Lansing School District's summer nutrition program in 2023.

---

**Is your organization currently a member of the Power of We Consortium?**

Yes

No

**DETAILED SCOPE OF WORK** - *The Scope of Work should be one page or less and contain:*

**1. A statement regarding the general nature of the services and population with which your agency concerns itself.**

The Boys & Girls Club of Lansing (BGCL) programs and staff give boys and girls ages 6-18 the opportunity to develop a positive self-concept, a sense of responsibility toward themselves and their community, and to uphold the standard that all youth deserve the chance to reach their full potential. We provide: recreation programs, arts & crafts, educational development, character development, drug & alcohol prevention education, goal-setting activities, tutoring/mentoring opportunities, and leadership groups. In addition, Club members get a daily snack/ meal program; can participate in organized sports leagues, and advanced computer enrichment activities. Approximately 1,986 Ingham County youth are currently members of the Boys & Girls Club of Lansing.

**2. A statement regarding the specific details of the \* proposed program \* for which County funds, if granted, will be used (this is very important).**

We will serve lunch to more than 140 youth ages 6-18 at the Boys & Girls Club of Lansing during the summer; and during the school year we will serve snacks to 125 youth after school. During the school year we are open from 3:00 – 8:00 p.m. Every child gets a snack after-school, but what we don't advertise is the fact that we also provide food in the evening around 7:00 p.m. to children who are still in the building – 99% of whom have come to the Club after school so they have not been home since 6:30/7:00 a.m. that morning! These 30 or so youth tend to be foster kids or kids being raised by grandparents. We feed them dinner: sandwiches, spaghetti, chicken, fruit and the like.

**3. A statement explaining how the proposal will address the County's long-term objective of Meeting Basic Needs. (As stated in Resolution #22-262 - Approving Criteria for Ranking 2023 Applications for Community Agency Funding).**

We see a growing number of children from a variety of ethnic, economic, and family structures who seem to be growing up with disadvantages that limit the development of their potential, compromise their health, impair their sense of self, and generally restrict their chances for successful lives. Pre-pandemic, we served more lunches to youth (310-360 lunches every day!) during the summer, than any other youth serving organization in the county! More than 79% of children who attend the Boys & Girls Club of Lansing qualify for free or reduced lunch.

**4. A statement detailing the specific services which will be provided by Ingham County's appropriation. A statement of the specific target group for these areas.**

We will serve lunch to youth ages 6-18 at the Boys & Girls Club of Lansing during the summer; and during the school year we will serve snacks to youth after school and a meal in the evening.

**5. A statement describing the eligibility criteria for these services. (Resolution #22-262) Program must serve residents of Ingham County to be eligible.**

The BGCL serves youth ages 6-18. ALL Ingham County youth are eligible for youth development programs at the BGCL (97% of kids who attend the Boys & Girls Club live in Ingham County).

**6. A statement describing the time for the performance of these services.**

Summer: Mon.–Fri. 9:00a.m.–3:00p.m. / After-School: Mon.–Fri. 3:00p.m.–8:00 p.m.

## PROJECT BUDGET

The Proposed Line Item Budget should be structured to address four major areas: Personnel Services, Professional and Contractual Services, Operating Expenses, and Direct Services to Ingham County Residents. Please be advised that for 2022 emphasis will be placed on provision of direct services to county residents and use of Community Agency funds for personnel related expenditures is strongly discouraged.

### Personnel Services

	COUNTY REQUESTED AMOUNT	OTHER SOURCES
Salaries & Wages	\$ 0.00	\$ 935652.00
FICA	\$ 0.00	\$ 71800.00
Unemployment	\$ 0.00	\$ 0.00
Fringe Benefits (may be further subdivided)	\$ 0.00	\$ 110000.00
Overtime	\$ 0.00	\$ 0.00
Temporary	\$ 0.00	\$ 0.00
Work Study Wages	\$ 0.00	\$ 0.00
<b>Sub Total</b>	\$ 0.00	\$ 1117452.00

### Professional and Contractual

	COUNTY REQUESTED AMOUNT	OTHER SOURCES
Medical Services (for recipient population)	\$ 0.00	\$ 0.00
Accounting Services	\$ 0.00	\$ 17500.00
Membership/Subscriptions	\$ 0.00	\$ 10200.00
Federal or State grant match	\$ 0.00	\$ 0.00
Office Equipment Leases	\$ 0.00	\$ 0.00
Maintenance Agreements	\$ 0.00	\$ 10000.00
<b>Sub Total</b>	\$ 0.00	\$ 37700.00

### Operating Expenses

**COUNTY REQUESTED AMOUNT****OTHER SOURCES**

Telephone	\$ 0.00	\$ 10300.00
Rent	\$ 0.00	\$ 0.00
Utilities	\$ 0.00	\$ 40000.00
Postage	\$ 0.00	\$ 1500.00
Office Supplies	\$ 0.00	\$ 0.00
Travel	\$ 0.00	\$ 5000.00
Insurance	\$ 0.00	\$ 26700.00
<b>Sub Total</b>	\$ 0.00	\$ 83500.00

**Direct Services to Ingham County Residents**

	<b>COUNTY REQUESTED AMOUNT</b>	<b>OTHER SOURCES</b>
Food	\$ 5200.00	\$ 34000.00
Utilities	\$ 0.00	\$ 0.00
Shelter/Housing	\$ 0.00	\$ 0.00
Other Direct Assistance	\$ 0.00	\$ 95000.00
<b>Sub Total</b>	\$ 5200.00	\$ 129000.00

	<b>COUNTY REQUESTED AMOUNT</b>	<b>OTHER SOURCES</b>
<b>TOTAL</b>	\$ 5200.00	\$ 1367652.00

**Uploads**

<b>Form Item Name</b>	<b>User FileName</b>	<b>User ContentType</b>	<b>File Size</b>
MostrecentFinancialStatement	2020 Financial Statements.pdf	application/pdf	2.7MB
ListOfBoardofDirectors	2022 BOARD OF DIRECTORS.pdf	application/pdf	560.2KB
IRSTaxExemptionLetter	IRS Determination Letter.pdf	application/pdf	122.5KB
InsuranceCertificate	2021 - County of Ingham.pdf	application/pdf	37.2KB
DetailedScopeOfWork	ING CO grant_ Detailed Scope of Work.pdf	application/pdf	207.2KB
CurrentYearOrganizationBudget	2022 BGCL Budget_final.pdf	application/pdf	205.1KB



**BOYS & GIRLS CLUB  
OF LANSING**

2022 Budget

**Projected Revenue**

Accounts	TOTAL
<b>General Revenue</b>	
Individual Contributions	\$162,000.00
Institutional Contributions	\$250,000.00
BGC Non-Profit	\$275,000.00
CRCF Distribution	\$19,800.00
Long Term Funds Distribution	\$186,852.00
	<b>\$893,652.00</b>
<b>Special Fundraising Events</b>	
Golf Outing	\$70,000.00
A Night to Remember	\$65,000.00
	<b>\$135,000.00</b>
<b>Grants</b>	<b>\$308,300.00</b>
<b>Operational - Program</b>	
Canteen Sales	\$13,000.00
Membership	\$12,000.00
Program Fees	\$4,000.00
	<b>\$29,000.00</b>
<b>Miscellaneous</b>	
Interest/Misc. Income	\$1,700.00
	<b>\$1,700.00</b>
<b>TOTAL</b>	<b>\$1,367,652.00</b>

**Projected Expenses**

Accounts	TOTAL
<b>Salary/Wages</b>	<b>\$935,652.00</b>
<b>Employee Benefits</b>	<b>\$110,000.00</b>
<b>Club Insurance/Taxes</b>	
F.I.C.A.	\$71,800.00
Workman's Comp	\$8,500.00
Directors & Officers	\$1,200.00
Package Policy (auto, etc.)	\$17,000.00
	<b>\$98,500.00</b>

**Projected Expenses (cont.)**

<b>Accounting/Pro. Fees</b>	
Audit/Pension/Alarm	\$13,000.00
Payroll Processing	\$4,500.00
	<b>\$17,500.00</b>
<b>Program Related Exp.</b>	
Program Supp & Materials	\$16,500.00
Food Expenses	\$39,500.00
Canteen Expense	\$11,000.00
	<b>\$67,000.00</b>
<b>General Office Exp.</b>	<b>\$10,300.00</b>
<b>Building/Maintenance</b>	
Care of Grounds	\$10,000.00
Maintenance Supplies	\$10,000.00
Equipment Maintenance	\$2,000.00
Utilities	\$40,000.00
	<b>\$62,000.00</b>
<b>Printing &amp; Advertising</b>	<b>\$1,500.00</b>
<b>Vehicle Operating</b>	
Vehicle Maintenance	\$8,000.00
	<b>\$8,000.00</b>
<b>Meetings &amp; Conferences</b>	<b>\$5,000.00</b>
<b>Special Fundraising Events</b>	
Golf Outing	\$27,000.00
A Night to Remember	\$15,000.00
	<b>\$42,000.00</b>
<b>Dues</b>	
BGCA National Dues	\$6,800.00
Adm. Professional Dues	\$2,000.00
Alliance Dues	\$1,400.00
	<b>\$10,200.00</b>
<b>TOTAL</b>	<b>\$1,367,652.00</b>



**BOYS & GIRLS CLUB**  
OF LANSING

## 2022 BOARD OF DIRECTORS

POSITION	NAME	OCCUPATION	EMPLOYER
<b>Chairperson</b>	Dennis Blue	Vice President, Corporate Support Services	Jackson National Life Insurance
<b>1<sup>st</sup> Vice Chairperson</b>	Joe Arnold	President & CEO	Clean Team USA
<b>2<sup>nd</sup> Vice Chairperson</b>	David Ferszt	President	DTN Management
<b>Treasurer</b>	Karol Kvorka	<i>Retired</i> Manager – Budgets & Expense Reporting	Jackson National Life Insurance
<b>Secretary</b>	Jill Kacel	Estate Planning	Sutton Advisors, PLC
	Dr. Tammy Barnett	Counselor & Motivational Speaker	Unwrapping Imperfection
	Karen Beekman	Community Volunteer	
	Marshea Brown	HR Director	Capital Area Transportation Authority
	Michael DeMartelaere	Vice President, External Affairs Market Manager	Comerica Bank
	Anthony Green	Lead Supervisor – Central Maintenance & Construction	Lansing Board of Water & Light
	Kurt Hanus	SVP – Lansing Commercial Manager	Mercantile Bank
	Richard Kerbawy	Partner/Attorney	Wilson, Lett & Kerbawy, PLC
	Joshua Richardson	Assistant Vice President – Employment & Investigations	Jackson National Life Insurance
	Dr. John Sauchak	<i>Retired</i> Orthopedic Surgeon	Mid-Michigan Orthopaedic Institute
	Laurie Schwartz	Substitute Teacher	Mid-Michigan Area Public Schools Consortium
	Amanda Smith	HR Manager	Toyoda Gosei Fluids Systems
	Ben Weber	Tax Manager / CPA	Plante Moran
<i>Posthumous Emeritus</i>	<i>Jack Davis</i>	<i>Partner/Attorney</i>	<i>Loomis, Ewert, Parsley, Davis, &amp; Gotting, P.C.</i>

**Internal Revenue Service**

**Date:** May 21, 2007

BOYS AND GIRLS CLUB OF LANSING  
4315 PLEASANT GROVE  
LANSING MI 48910

**Department of the Treasury**  
**P. O. Box 2508**  
**Cincinnati, OH 45201**

**Person to Contact:**

J. Petersen 29-75297  
Customer Service Representative

**Toll Free Telephone Number:**  
877-829-5500

**Federal Identification Number:**  
38-1788281

Dear Sir or Madam:

This is in response to your request of May 16, 2007, regarding your organization's tax-exempt status.

In October 1964 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Michele M. Sullivan, Oper. Mgr.  
Accounts Management Operations 1

## II. APPLICANT INFORMATION

1. Organization: Capital Area Housing Partnership (CAHP)
2. Contact Person: Rawley Van Fossen Title: Executive Director
3. Alternate Contact Person: Emma Henry Title: Assistant Executive Director
4. Ingham County communications regarding community agency funds shall be sent to email address: rawley@capitalareahousing.org
5. Organization's Address: 600 W. Maple Street – Suite D  
Lansing, MI 48906
6. Phone Number: 517-332-4663 Fax Number: N/A
7. WEB: www.capitalareahousing.org
8. Proposal Title: Ballentine Apartments – Support Services
9. Amount Requested: \$8,000.00
10. Federal Tax Identification Number: 38-3099281
11. Please indicate the names and titles of persons who are authorized to execute agreements on behalf of your organization:  
Name: Rawley Van Fossen Name: Thomas L. Lapka  
Title: Executive Director Title: Board Chair
12. Nonprofit Organization: Please Check One -  
 501(c)(2)  501(c)(3)  501(c)(4)  502(c)(3)  
 Other (specify)
13. Business organization (profit): N/A
14. Unit of government including schools (specify): N/A
15. Not incorporated (specify legal and/or professional status of the requesting individual):  
N/A
16. How long has the applicant's organization been in business? 30 years – Founded in 1992
17. What is the number of full-time equivalent positions currently employed? 30 FTE – 7 PTE
18. How many volunteers are currently involved? 100+
19. a. How does your proposal involve coordination or collaboration with County services, other local governments, or other agencies?  
The Capital Area Housing Partnership (CAHP) partners with the Ingham County Continuum of Care, the City of Lansing, Michigan State Housing Development Authority (MSHDA) and service providers to best serve the residents of this property. Collaboratively we meet weekly with the CEI Community Mental Health, Advent House



Ministries, and KMG Prestige Management staff to review this project, and discuss action items and updates.

- b. What other programs similar to your program are operating in the County?  
CAHP reserves 13% of the apartments at our Deerpath Apartments in East Lansing for persons experiencing homelessness, in partnership with Haven House. Additionally, CAHP reserves all of the apartments at Ballentine Apartments for persons experiencing homelessness. CAHP reserves all apartments at The Bailey Center (East Lansing) and Jefferson Street Square (Mason) for adults 55 years and older. The Lansing Housing Commission does own/operate affordable housing that is available to persons with special needs – though not targeted specifically.

20. Is this your first request for funds from Ingham County?  yes  no

21. a. Have you sought funds for this proposal or concept from any other entity? Please identify who and the response.  yes  no

We have sought out leveraged founding through the Ingham County Continuum of Care, Advent House Ministries, CMH – CEI, the Michigan State Housing Development Authority (MSHDA) and private fundraising.

- b. Does the proposal anticipate utilizing funds from other sources?  yes  no

- c. To what extent is the other funding assured?

Through private fundraising and property owner contributions, CAHP has secured \$10,000.00 leveraged funding to-date. Advent House provides match funding through staff time and support of project.

22. Is your organization currently a member of the Power of We Consortium?  yes  no

### III. DETAILED SCOPE OF WORK

The Scope of Work should be one page or less and contain:

**1. A statement regarding the general nature of the services and population with which your agency concerns itself.**

CAHP is a Community Housing Development Organization (CHDO) providing decent affordable housing, revitalizing neighborhoods, and, most recently, providing housing with services most likely to keep those with special needs stably housed. Ballentine Apartments, with its integrated service program, has provided project-based voucher housing and case management support to 18 households annually for almost a decade. The program utilizes the expertise of partners that include housing development (CAHP), interactive and supportive property management (KMG Prestige), case management/supportive service delivery and connection (Advent House Ministries, Community Mental Health, the Ingham County Health Dept., and the Dept. of Health & Human Services, as well as other agencies in the Capital Region Housing Collaborative. The program offers a structured supported housing option for low income families and individuals who are moving beyond situational homelessness, chronic homelessness, and who are disabled and/or survivors of domestic violence. These are persons whose income is below 30% of Area Median Income and who often struggle with generational poverty and require life skill-building assistance to build stability.

**2. A statement regarding the specific details of the \*proposed program\* for which County funds, if granted, will be used (this is very important).**

CAHP is currently the only CHDO in Ingham County. The expansion into addressing the needs of low-income and homeless populations in the area brings much needed targeted housing to those in our community most in need. As described above, the population eligible for Ballentine faces overwhelming situational and generational barriers to stability as they struggle with the daily challenges of illiteracy and lack of education, chronic unemployment, mental health and physical health issues, and lack of life skills—such as problem solving and goal setting. These persons are thereby unable to secure the stable housing without the assistance designed specifically to address these ongoing challenges either in the short term or long term – depending on their ability to graduate out of housing with ‘fail-safes’ in place.

**3. A statement explaining how the proposal will address the County’s long-term objective of Meeting Basic Needs. (See the attached Resolution #22-262 - Resolution Approving Criteria for Ranking Applications for Community Agency Funding). Priority consideration will be given to applicants that meet the objective of Meeting Basic Needs; however, if there are funds available, secondary consideration will be given to agencies serving vulnerable populations.**

The CAHP Ballentine Apts. Program addresses the County’s objective of meeting basic needs by ensuring that all program participants receive on-going case management support from our partner agency. Advent House Ministries, with 31 years’ experience working with vulnerable individuals and families, provides services to residents based on need, referring residents to other providers as needed. Goal and Action plans for each resident include general life skill development as well as the development of a network of community support. Using a strength-based approach informed by real world experience, the Case Manager assists residents to identify and evaluate obstacles and builds a plan for long-term housing stability with the recipient. The program provides on-site service for individual case management, classes, group activities and an outside play area for children. Additional connections are developed with community partners to provide basic needs, as necessary for the well- being of each family.

**4. A statement detailing the specific services which will be provided by Ingham County’s appropriation. A statement of the specific target group for these areas.**

Funding provided by Ingham County will support the contracted Support Service Case Manager and support services that offers guidance and direction to program residents on reaching individual and family goals. Our target group(s) are all county residents and include individuals, families with children, veterans, and seniors. Our housing supports those with mental illnesses, chronic health issues and substance abusers in recovery, as well as those coming from domestic violence. All individuals/families have had issues with ongoing homelessness.

**5. A statement describing the eligibility criteria for these services. (See the attached Resolution #22-262 Resolution Approving Criteria for Ranking Applications for Community Agency Funding and must serve residents of Ingham County to be eligible).**

All participants in Ballentine Apts. are Ingham County residents as the property is in the City of Lansing. Additionally, all applicants must demonstrate that they are homeless, chronically homeless, are survivors of domestic violence and/or have a disability/special needs prior to being housed.

**6. A statement describing the time for the performance of these services.**

This project is on-going; however, the requested funding will cover services for the 2021 calendar year and will be used in conjunction with other funding support for this program, as outlined in the grant application form.

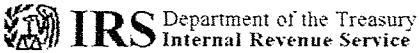
#### IV. PROJECT BUDGET

The Proposed Line Item Budget should be structured to address four major areas: Personnel Services, Professional and Contractual Services, Operating Expenses, and Direct Services to Ingham County Residents. Please be advised that for 2021 emphasis will be placed on provision of direct services to county residents and use of Community Agency funds for personnel related expenditures is strongly discouraged.

		<b>COUNTY REQUESTED AMOUNT</b>	<b>OTHER SOURCES</b>
<b>1</b>	<b><u>Personnel Services</u></b>		
	a. Salaries & Wages		\$15,000
	b. FICA		\$2,200
	c. Unemployment		
	d. Fringe Benefits (may be further subdivided)		\$3,400
	e. Overtime		
	f. Temporary		
	g. Work Study Wages		
<b>2</b>	<b><u>Professional and Contractual</u></b>		
	a. Medical Services (for recipient population)		
	b. Accounting Services		\$7,300
	c. Membership/Subscriptions/		\$10,500
	d. Federal or State grant match		
	e. Office Equipment Leases		
	f. Maintenance Agreements		\$34,000
<b>3</b>	<b><u>Operating Expenses</u></b>		
	a. Telephone		\$3,800
	b. Rent		
	c. Utilities		\$33,500
	d. Postage		\$250
	e. Office Supplies		\$5,200
	f. Travel		
	g. Insurance		\$5,750
<b>4</b>	<b>Direct Services to Ingham County Residents</b>		
	a. Food		
	b. Utilities		
	c. Shelter/Housing *Support Services*	\$8,000	\$10,000
	d. Other Direct Assistance		
	<b>TOTAL</b>	<b>\$8,000</b>	<b>\$130,900</b>







Department of the Treasury  
Internal Revenue Service

P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0752884911  
Feb. 21, 2019 LTR 4168C 0  
38-3099281 000000 00

00026323

BODC: TE

CAPITAL AREA HOUSING PARTNERSHIP  
% DIRECTOR OF COMMUNITY DEVELOPMENT  
600 W MAPLE ST STE D  
LANSING MI 48906

041822

Employer ID number: 38-3099281  
Form 990 required: Yes

Dear Taxpayer:

We're responding to your request dated Feb. 11, 2019, about your tax-exempt status.

We issued you a determination letter in July 1993, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also show you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(iv).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If you're required to file a return, you must file one of the following by the 15th day of the 5th month after the end of your annual accounting period:

- Form 990, Return of Organization Exempt From Income Tax
- Form 990-EZ, Short Form Return of Organization Exempt From Income Tax
- Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990-EZ
- Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation

According to IRC Section 6033(j), if you don't file a required annual information return or notice for 3 consecutive years, we'll revoke your tax-exempt status on the due date of the 3rd required return or notice.

You can get IRS forms or publications you need from our website at [www.irs.gov/forms-pubs](http://www.irs.gov/forms-pubs) or by calling 800-TAX-FORM (800-829-3676).

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m.,


0752884911  
Feb. 21, 2019 LTR 4168C 0  
38-3099281 000000 00  
00026324

CAPITAL AREA HOUSING PARTNERSHIP  
% DIRECTOR OF COMMUNITY DEVELOPMENT  
600 W MAPLE ST STE D  
LANSING MI 48906

local time, Monday through Friday (Alaska and Hawaii follow Pacific time).

Thank you for your cooperation.

Sincerely yours,



Teri M. Johnson  
Operations Manager, AM Ops. 3

OGDEN UT 84201-0046

In reply refer to: 0423256121  
Feb. 12, 2015 LTR 252C 0  
38-3099281 000000 00  
00007958  
BODC: TE

CAPITAL AREA HOUSING PARTNERSHIP  
% DIRECTOR OF COMMUNITY DEVELOPMENT  
1290 DEER PATH LN  
EAST LANSING MI 48823

FEB 18 2015



034792

Taxpayer Identification Number: 38-3099281

Dear Taxpayer:

Thank you for the inquiry dated Jan. 07, 2015.

We have changed the name on your account as requested. The number shown above is valid for use on all tax documents.

If you need forms, schedules, or publications, you may get them by visiting the IRS website at [www.irs.gov](http://www.irs.gov) or by calling toll-free at 1-800-TAX-FORM (1-800-829-3676).

If you have any questions, please call us toll free at 1-877-829-5500.

If you prefer, you may write to us at the address shown at the top of the first page of this letter.

Whenever you write, please include this letter and, in the spaces below, give us your telephone number with the hours we can reach you. Also, you may want to keep a copy of this letter for your records.

Telephone Number ( ) \_\_\_\_\_ Hours \_\_\_\_\_

Sincerely yours,



Brett S. Bemenderfer  
Dept. Manager, Code & Edit/Entity 3

Enclosure(s):  
Copy of this letter





Department of the Treasury  
Internal Revenue Service  
Ogden, UT 84201

In reply refer to: 0458677158  
Sep 14, 2012 LTR 147C  
38-3099281

HOMETOWN HOUSING PARTNERSHIP INC  
% DIRECTOR OF COMMUNITY DEVELOPMENT  
541 E GRAND RIVER STE 3  
E LANSING MI 48823-4445 990

Taxpayer Identification Number: 38-3099281

Form(s):

Dear Taxpayer:

This letter is in response to your telephone inquiry of September 14th, 2012.

Your Employer Identification Number (EIN) is 38-3099281. Please keep this number in your permanent records. You should enter your name and your EIN, exactly as shown above, on all business federal tax forms that require its use, and on any related correspondence documents.

If you have any questions regarding this letter, please call our Customer Service Department at 1-800-829-0115 between the hours of 7:00 AM and 7:00 PM. If you prefer, you may write to us at the address shown at the top of the first page of this letter. When you write, please include a telephone number where you may be reached and the best time to call.

Sincerely,

MS BOBINO  
1000247234  
Customer Service Representative

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

DEPARTMENT OF THE TREASURY

Date: FEB 11 1997

Employer Identification Number:  
38-3099281

DLN:  
17053314816006

EAST LANSING HOUSING & NEIGHBORHOOD  
SERVICES INC  
C/O DENNIS E MCGINTY  
601 ABBOTT ROAD  
EAST LANSING, MI 48823

Contact Person:  
D. A. DOWNING  
Contact Telephone Number:  
(513) 684-3957

Our Letter Dated:  
July, 1993

Addendum Applies:  
No

Dear Applicant:

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

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

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

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

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

We have sent a copy of this letter to your representative as indicated in your power of attorney.

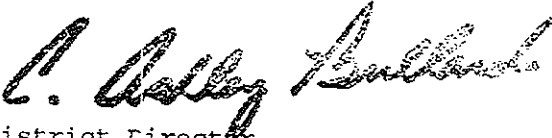
Letter 1050 (DO/CG)

-2-

EAST LANSING HOUSING & NEIGHBORHOOD

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

Sincerely yours,

  
District Director

Enclosure:  
Addendum

Letter 1050 (DO/CG)

## II. APPLICANT INFORMATION

1. Organization: Capital Area Housing Partnership (CAHP)
2. Contact Person: Rawley Van Fossen Title: Executive Director
3. Alternate Contact Person: Brady Calkins Title: Tuesday Toolmen Manager
4. Ingham County communications regarding community agency funds shall be sent to email address:  
rawley@capitalareahousing.org
5. Organization's Address: 600 W. Maple Street – Suite D  
Lansing, MI 48906
6. Phone Number: 517-332-4663 Fax Number: N/A
7. WEB: www.capitalareahousing.org
8. Proposal Title: CAHP Tuesday Toolmen Program
9. Amount Requested: \$ 3,800
10. Federal Tax Identification Number: 38-3099281
11. Please indicate the names and titles of persons who are authorized to execute agreements on behalf of your organization:  
Name: Rawley Van Fossen Name: Thomas L. Lapka  
Title: Executive Director Title: Board Chair
12. Nonprofit Organization: Please Check One -  
 501(c)(2)  501(c)(3)  501(c)(4)  502(c)(3)  
 Other (specify)
13. Business organization (profit): N/A
14. Unit of government including schools (specify): N/A
15. Not incorporated (specify legal and/or professional status of the requesting individual):  
N/A
16. How long has the applicant's organization been in business? 30 years – Founded 1992
17. What is the number of full-time equivalent positions currently employed? 30 FTE – 7 PTE
18. How many volunteers are currently involved? 100+
19. a. How does your proposal involve coordination or collaboration with County services, other local governments, or other agencies?  
The Tuesday Toolmen program has been active in the mid-Michigan area since 2010. Under CAHP, the program receives funding from the City of Lansing to complete projects within those respective City limits. To expand the program's service area, the

Tuesday Toolmen collaborate with Habitat for Humanity including the Capital Region and Clinton-Gratiot Habitat for Humanity. Furthermore, the Tuesday Toolmen work closely with the Tri-County Office on Aging, AARP, Legal Services of South Central Michigan, The Disability Network, Lansing Area RSVP, Power of We, Michigan Department of Veteran Affairs, and other disability and senior friendly community-based programs/organizations for client referrals.

---

- b. What other programs similar to your program are operating in the County?  
Habitat for Humanity in the past has completed handicap accessible ramp projects in Ingham County. It is our understanding that the homeowner must pay for those materials. Under CAHP, the Tuesday Toolmen program strives to provide materials and labor at no cost to the homeowner. Furthermore, the Tuesday Toolmen program's scope of work reaches a larger audience knowing they can complete minor home repairs on top of constructing handicap accessible ramps.
- 

20. Is this your first request for funds from Ingham County?  yes  no

21. a. Have you sought funds for this proposal or concept from any other entity? Please identify who and the response.  yes  no

CAHP has received funding for FY23 from the City of Lansing. We have also secured funding from the Tri-County Office on Aging.

---

- b. Does the proposal anticipate utilizing funds from other sources?  yes  no

- c. To what extent is the other funding assured?  
Under CAHP, the Tuesday Toolmen has a grant agreement for FY23 City of Lansing Department of Economic Development & Planning for City-based projects. It is our desire that by applying for additional funding from Ingham County, the Tuesday Toolmen will be able to continue serving all residents of the County.
- 

22. Is your organization currently a member of the Power of We Consortium?  yes  no

### III. DETAILED SCOPE OF WORK

The Scope of Work should be one page or less and contain:

1. **A statement regarding the general nature of the services and population with which your agency concerns itself.**

CAHP supports the development of strong, diverse neighborhoods with a focus on affordable housing, homeownership and financial security in mid-Michigan. We bring a long history of housing development, management and community collaboration to the table. As a nonprofit Community Housing Development Organization (CHDO) and a Community Based Development Organization (CBDO) – CAHP has been providing affordable housing opportunities for 29 years. We believe strong partnerships between local government, neighbors, businesses and organizations like ours are the best fit to achieve these results.

2. **A statement regarding the specific details of the \*proposed program\* for which County funds, if granted, will be used (this is very important).**

CAHP's Tuesday Toolmen program provides free home repairs and modifications to help people remain safely in their homes. Funding provided by the County would allow the program to continue serving all geographic regions of Ingham County.

3. **A statement explaining how the proposal will address the County's long-term objective of Meeting Basic Needs. (See Resolution #22-262- Resolution Approving Criteria for Ranking Applications for Community Agency Funding). Priority consideration will be given to applicants that meet the objective of *Meeting Basic Needs*; however, if there are funds available, secondary consideration will be given to agencies serving vulnerable populations.**

The Tuesday Toolmen program offers home repair and modification assistance at no cost to the homeowner which assists in assuring *shelter* as a basic need is being met through this service.

4. **A statement detailing the specific services which will be provided by Ingham County's appropriation. A statement of the specific target group for these areas.**

Services provided by the County's appropriation include expanding the Tuesday Toolmen's service area to residents outside of the City of Lansing. Program services can include but are not limited to home repairs such as; grab bar installations, entry doors, window repairs, smoke alarms, garage doors, etc., and home modifications such as; handicap accessible ramps, entry stairway repair, and handrail installation.

5. **A statement describing the eligibility criteria for these services. (See Resolution #22-262 Resolution Approving Criteria for Ranking Applications for Community Agency Funding *and must serve residents of Ingham County to be eligible*).**

The Tuesday Toolmen program serves seniors (age 62+) and/or persons with severe disabilities. Services provided by Ingham County's appropriation would be limited to residents within Ingham County – excluding City of Lansing residents as the City of Lansing already contributes program funding.

6. **A statement describing the time for the performance of these services.**

Services provided by Ingham County's appropriation would be performed within one year following the funds award. Current City of Lansing program funding operates on a July 1 – June 30 fiscal year timeline.

**IV. PROJECT BUDGET**

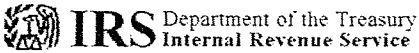
The Proposed Line Item Budget should be structured to address four major areas: Personnel Services, Professional and Contractual Services, Operating Expenses, and Direct Services to Ingham County Residents. Please be advised that for 2022 emphasis will be placed on provision of direct services to county residents and use of Community Agency funds for personnel related expenditures is strongly discouraged.

		<b>COUNTY REQUESTED AMOUNT</b>	<b>OTHER SOURCES</b>
<b>1</b>	<b><u>Personnel Services</u></b>		
	a. Salaries & Wages		\$105,000.00
	b. FICA		\$10,600.00
	c. Unemployment		
	d. Fringe Benefits (may be further subdivided)		\$3,700.00
	e. Overtime		
	f. Temporary		
	g. Work Study Wages		
<b>2</b>	<b><u>Professional and Contractual</u></b>		
	a. Medical Services (for recipient population)		
	b. Accounting Services		
	c. Membership/Subscriptions		\$3,000.00
	d. Federal or State grant match		
	e. Office Equipment Leases		
	f. Maintenance Agreements		
<b>3</b>	<b><u>Operating Expenses</u></b>		
	a. Telephone		
	b. Rent		
	c. Utilities		
	d. Postage		\$5,000.00
	e. Office Supplies		\$5,500.00
	f. Travel		\$300.00
	g. Insurance		\$5,000.00
	h. Other		\$6,300.00
<b>4</b>	<b><u>Direct Services to Ingham County Residents</u></b>		
	a. Food		
	b. Utilities		
	c. Shelter/Housing	\$3,800.00	\$40,000
	d. Other Direct Assistance		
	<b>TOTAL</b>	<b>\$3,800.00</b>	<b>\$184,400</b>









Department of the Treasury  
Internal Revenue Service

P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0752884911  
Feb. 21, 2019 LTR 4168C 0  
38-3099281 000000 00

00026323

BODC: TE

CAPITAL AREA HOUSING PARTNERSHIP  
% DIRECTOR OF COMMUNITY DEVELOPMENT  
600 W MAPLE ST STE D  
LANSING MI 48906

041822

Employer ID number: 38-3099281  
Form 990 required: Yes

Dear Taxpayer:

We're responding to your request dated Feb. 11, 2019, about your tax-exempt status.

We issued you a determination letter in July 1993, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

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- Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990-EZ
- Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation

According to IRC Section 6033(j), if you don't file a required annual information return or notice for 3 consecutive years, we'll revoke your tax-exempt status on the due date of the 3rd required return or notice.

You can get IRS forms or publications you need from our website at [www.irs.gov/forms-pubs](http://www.irs.gov/forms-pubs) or by calling 800-TAX-FORM (800-829-3676).

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0752884911  
Feb. 21, 2019 LTR 4168C 0  
38-3099281 000000 00  
00026324

CAPITAL AREA HOUSING PARTNERSHIP  
% DIRECTOR OF COMMUNITY DEVELOPMENT  
600 W MAPLE ST STE D  
LANSING MI 48906

local time, Monday through Friday (Alaska and Hawaii follow Pacific time).

Thank you for your cooperation.

Sincerely yours,



Teri M. Johnson  
Operations Manager, AM Ops. 3

OGDEN UT 84201-0046

In reply refer to: 0423256121  
Feb. 12, 2015 LTR 252C 0  
38-3099281 000000 00  
00007958  
BODC: TE

CAPITAL AREA HOUSING PARTNERSHIP  
% DIRECTOR OF COMMUNITY DEVELOPMENT  
1290 DEER PATH LN  
EAST LANSING MI 48823

FEB 18 2015



034792

Taxpayer Identification Number: 38-3099281

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Thank you for the inquiry dated Jan. 07, 2015.

We have changed the name on your account as requested. The number shown above is valid for use on all tax documents.

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Whenever you write, please include this letter and, in the spaces below, give us your telephone number with the hours we can reach you. Also, you may want to keep a copy of this letter for your records.

Telephone Number ( ) \_\_\_\_\_ Hours \_\_\_\_\_

Sincerely yours,

Brett S. Bemenderfer  
Dept. Manager, Code & Edit/Entity 3

Enclosure(s):  
Copy of this letter



Department of the Treasury  
Internal Revenue Service  
Ogden, UT 84201

In reply refer to: 0458677158  
Sep 14, 2012 LTR 147C  
38-3099281

HOMETOWN HOUSING PARTNERSHIP INC  
% DIRECTOR OF COMMUNITY DEVELOPMENT  
541 E GRAND RIVER STE 3  
E LANSING MI 48823-4445 990

Taxpayer Identification Number: 38-3099281

Form(s):

Dear Taxpayer:

This letter is in response to your telephone inquiry of September 14th, 2012.

Your Employer Identification Number (EIN) is 38-3099281. Please keep this number in your permanent records. You should enter your name and your EIN, exactly as shown above, on all business federal tax forms that require its use, and on any related correspondence documents.

If you have any questions regarding this letter, please call our Customer Service Department at 1-800-829-0115 between the hours of 7:00 AM and 7:00 PM. If you prefer, you may write to us at the address shown at the top of the first page of this letter. When you write, please include a telephone number where you may be reached and the best time to call.

Sincerely,

MS BOBINO  
1000247234  
Customer Service Representative

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

DEPARTMENT OF THE TREASURY

Date: FEB 11 1997

Employer Identification Number:  
38-3099281

EAST LANSING HOUSING & NEIGHBORHOOD  
SERVICES INC  
C/O DENNIS E MCGINTY  
601 ABBOTT ROAD  
EAST LANSING, MI 48823

DLN:  
17053314816006  
Contact Person:  
D. A. DOWNING  
Contact Telephone Number:  
(513) 684-3957  
Our Letter Dated:  
July, 1993  
Addendum Applies:  
No

Dear Applicant:

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

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

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

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

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

We have sent a copy of this letter to your representative as indicated in your power of attorney.

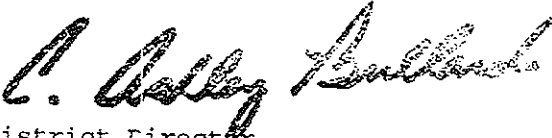
Letter 1050 (DO/CG)

-2-

EAST LANSING HOUSING & NEIGHBORHOOD

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

Sincerely yours,

  
District Director

Enclosure:  
Addendum

Letter 1050 (DO/CG)

## II. APPLICANT INFORMATION

1. Organization: Capital Area Housing Partnership (CAHP)
2. Contact Person: Rawley Van Fossen Title: Executive Director
3. Alternate Contact Person: Emma Henry Title: Assistant Executive Director
4. Ingham County communications regarding community agency funds shall be sent to email address: rawley@capitalareahousing.org
5. Organization's Address: 600 W. Maple Street – Suite D  
Lansing, MI 48906
6. Phone Number: 517-332-4663 Fax Number: N/A
7. WEB: www.capitalareahousing.org
8. Proposal Title: Walnut Manor Apartments – Support Services
9. Amount Requested: \$5,000.00
10. Federal Tax Identification Number: 38-3099281
11. Please indicate the names and titles of persons who are authorized to execute agreements on behalf of your organization:  
Name: Rawley Van Fossen Name: Thomas L. Lapka  
Title: Executive Director Title: Board Chair
12. Nonprofit Organization: Please Check One -  
 501(c)(2)  501(c)(3)  501(c)(4)  502(c)(3)  
 Other (specify)
13. Business organization (profit): N/A
14. Unit of government including schools (specify): N/A
15. Not incorporated (specify legal and/or professional status of the requesting individual):  
N/A
16. How long has the applicant's organization been in business? 30 years – Founded in 1992
17. What is the number of full-time equivalent positions currently employed? 30 FTE – 7 PTE
18. How many volunteers are currently involved? 100+
19. a. How does your proposal involve coordination or collaboration with County services, other local governments, or other agencies?  
The Capital Area Housing Partnership (CAHP) partners with the Ingham County Continuum of Care, the City of Lansing, Michigan State Housing & Development Authority (MSHDA), and direct service providers to best serve the residents of this property. Collaboratively we meet weekly with the CEI Community Mental Health,



Advent House Ministries, and KMG Prestige Management staff to review this program, and discuss action items and updates.

- b. What other programs similar to your program are operating in the County?

CAHP reserves 13% of the apartments at our Deerpath Apartments in East Lansing for persons experiencing homelessness, in partnership with Haven House. Additionally, CAHP reserves all of the apartments at Ballentine Apartments for persons experiencing homelessness. CAHP reserves all apartments at The Bailey Center (East Lansing) and Jefferson Street Square (Mason) for adults 55 years and older. The Lansing Housing Commission does own/operate affordable housing that is available to persons with special needs – though not targeted specifically.

20. Is this your first request for funds from Ingham County?  yes  no

21. a. Have you sought funds for this proposal or concept from any other entity? Please identify who and the response.  yes  no

We have sought out leveraged founding through the Ingham County Continuum of Care, Advent House Ministries, CMH – CEI, the Michigan State Housing Development Authority (MSHDA) and private fundraising.

- b. Does the proposal anticipate utilizing funds from other sources?  yes  no

- c. To what extent is the other funding assured?

The Michigan State Housing Development Authority (MSHDA) has awarded Low-Income Housing Tax Credits (LIHTC) funding to these projects. LIHTC funding will allow for necessary repair work to occur at these facilities to assure long term viability. Additionally, private fundraising has been secured to assist with support services. Advent House provides match funding through staff time and support of project. CMH provides a Peer Support position.

22. Is your organization currently a member of the Power of We Consortium?  yes  no

### III. DETAILED SCOPE OF WORK

The Scope of Work should be one page or less and contain:

**1. A statement regarding the general nature of the services and population with which your agency concerns itself.**

CAHP is a Community Housing Development Organization (CHDO) providing decent affordable housing, revitalizing neighborhoods, and, most recently, providing housing with services most likely to keep those with special needs stably housed. Walnut Manor Apartments, with their integrated service program, have provided housing and case management support to 12 households annually for over a decade. The program utilizes the expertise of partners that include housing development (CAHP), interactive and supportive property management (KMG Prestige), case management/supportive service delivery and connection (Advent House Ministries, Community Mental Health, the Ingham County Health Dept., and the Dept. of Health & Human Services, as well as other agencies in the Capital Region Housing Collaborative. The program offers a structured supported housing option for low-income families and individuals who are moving beyond situational homelessness, chronic homelessness, and who have special needs requirements.

**2. A statement regarding the specific details of the \*proposed program\* for which County funds, if granted, will be used (this is very important).**

CAHP is currently the only CHDO in Ingham County. The expansion into addressing the needs of low-income and homeless populations in the area brings much needed targeted housing to those in our community most in need. Walnut Manor will provide permanent affordable housing for individuals and families with low incomes meeting the client targets outlined in the Support Service Plan and Tenant Selection Criteria. Many of Walnut Manor's potential tenants will have experienced homelessness or histories of unstable housing as well as disabilities or other special needs. To maximize housing stability for tenants, Walnut Manor's model of Supportive Housing Services is designed to best assist its residents in maintaining a stable housing situation and improving their quality of life. These goals incorporate those included in the Housing First Model (per attached commitment) and are based on the belief that housing is a human right and a basic need that must be met for someone to successfully address significant life challenges. Walnut Manor's Supportive Housing Services approach blends traditional landlord work with a variety of outreach, engagement and community building activities designed to prevent eviction.

**3. A statement explaining how the proposal will address the County's long-term objective of Meeting Basic Needs. (See the attached Resolution #22-262 - Resolution Approving Criteria for Ranking 2022 Applications for Community Agency Funding). Priority consideration will be given to applicants that meet the objective of Meeting Basic Needs; however, if there are funds available, secondary consideration will be given to agencies serving vulnerable populations.**

The CAHP Walnut Manor Apartments Program addresses the County's objective of meeting basic needs by ensuring that all program participants receive on-going case management support from our partner agency. Advent House Ministries and CEI-CMH, bring the experience working with vulnerable individuals and families, provides services to residents based on need, referring residents to other providers as needed. Goal and Action plans for each resident include general life skill development as well as the development of a network of community support. Using a strength-based approach informed by real world experience, the Case Manager assists residents to identify and evaluate obstacles and builds a plan for long-term housing stability with the recipient. The program provides on-site service for individual case management, classes, group activities and an outside play area for children. Additional connections are developed with community partners to provide basic needs, as necessary for the well-being of each family.

**4. A statement detailing the specific services which will be provided by Ingham County's appropriation. A statement of the specific target group for these areas.**

Funding provided by Ingham County will support the contracted Support Service Case Manager and support services that offers guidance and direction to program residents on reaching individual and family goals. Our target group(s) are all county residents and include individuals, families with children, veterans, and seniors. Our housing supports those with mental illnesses, chronic health issues and substance abusers in recovery, as well as those coming from domestic violence. All individuals/families have had issues with ongoing homelessness.

**5. A statement describing the eligibility criteria for these services. (See the attached Resolution #22-262 Resolution Approving Criteria for Ranking 2022 Applications for Community Agency Funding and must serve residents of Ingham County to be eligible).**

All participants are Ingham County residents as the property is in the City of Lansing. Additionally, all applicants must demonstrate that they are homeless, chronically homeless, and/or have a disability/special needs prior to being housed.

**6. A statement describing the time for the performance of these services.**

This project is on-going; however, the requested funding will cover services for the 2022 calendar year and will be used in conjunction with other funding support for this program, as outlined in the grant application form.

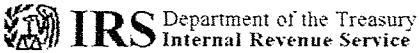
#### IV. PROJECT BUDGET

The Proposed Line Item Budget should be structured to address four major areas: Personnel Services, Professional and Contractual Services, Operating Expenses, and Direct Services to Ingham County Residents. Please be advised that for 2022 emphasis will be placed on provision of direct services to county residents and use of Community Agency funds for personnel related expenditures is strongly discouraged.

		<b>COUNTY REQUESTED AMOUNT</b>	<b>OTHER SOURCES</b>
<b>1</b>	<b><u>Personnel Services</u></b>		
	a. Salaries & Wages		\$12,000
	b. FICA		\$2,000
	c. Unemployment		
	d. Fringe Benefits (may be further subdivided)		\$3,400
	e. Overtime		
	f. Temporary		
	g. Work Study Wages		
<b>2</b>	<b><u>Professional and Contractual</u></b>		
	a. Medical Services (for recipient population)		
	b. Accounting Services		\$5,000
	c. Membership/Subscriptions/		
	d. Federal or State grant match		
	e. Office Equipment Leases		
	f. Maintenance Agreements		\$30,000
<b>3</b>	<b><u>Operating Expenses</u></b>		
	a. Telephone		\$2,000
	b. Rent		
	c. Utilities		\$15,000
	d. Postage		\$250
	e. Office Supplies		\$5,000
	f. Travel		
	g. Insurance		\$5,000
<b>4</b>	<b>Direct Services to Ingham County Residents</b>		
	a. Food		
	b. Utilities		
	c. Shelter/Housing <b>*Support Services*</b>	\$5,000	\$15,000
	d. Other Direct Assistance		
	<b>TOTAL</b>	\$5,000	\$94,650







Department of the Treasury  
Internal Revenue Service

P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0752884911  
Feb. 21, 2019 LTR 4168C 0  
38-3099281 000000 00

00026323

BODC: TE

CAPITAL AREA HOUSING PARTNERSHIP  
% DIRECTOR OF COMMUNITY DEVELOPMENT  
600 W MAPLE ST STE D  
LANSING MI 48906

041822

Employer ID number: 38-3099281  
Form 990 required: Yes

Dear Taxpayer:

We're responding to your request dated Feb. 11, 2019, about your tax-exempt status.

We issued you a determination letter in July 1993, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also show you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(iv).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If you're required to file a return, you must file one of the following by the 15th day of the 5th month after the end of your annual accounting period:

- Form 990, Return of Organization Exempt From Income Tax
- Form 990-EZ, Short Form Return of Organization Exempt From Income Tax
- Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990-EZ
- Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation

According to IRC Section 6033(j), if you don't file a required annual information return or notice for 3 consecutive years, we'll revoke your tax-exempt status on the due date of the 3rd required return or notice.

You can get IRS forms or publications you need from our website at [www.irs.gov/forms-pubs](http://www.irs.gov/forms-pubs) or by calling 800-TAX-FORM (800-829-3676).

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m.,

0752884911  
Feb. 21, 2019 LTR 4168C 0  
38-3099281 000000 00  
00026324

CAPITAL AREA HOUSING PARTNERSHIP  
% DIRECTOR OF COMMUNITY DEVELOPMENT  
600 W MAPLE ST STE D  
LANSING MI 48906

local time, Monday through Friday (Alaska and Hawaii follow Pacific time).

Thank you for your cooperation.

Sincerely yours,



Teri M. Johnson  
Operations Manager, AM Ops. 3

OGDEN UT 84201-0046

In reply refer to: 0423256121  
Feb. 12, 2015 LTR 252C 0  
38-3099281 000000 00  
00007958  
BODC: TE

CAPITAL AREA HOUSING PARTNERSHIP  
% DIRECTOR OF COMMUNITY DEVELOPMENT  
1290 DEER PATH LN  
EAST LANSING MI 48823

FEB 18 2015



034792

Taxpayer Identification Number: 38-3099281

Dear Taxpayer:

Thank you for the inquiry dated Jan. 07, 2015.

We have changed the name on your account as requested. The number shown above is valid for use on all tax documents.

If you need forms, schedules, or publications, you may get them by visiting the IRS website at [www.irs.gov](http://www.irs.gov) or by calling toll-free at 1-800-TAX-FORM (1-800-829-3676).

If you have any questions, please call us toll free at 1-877-829-5500.

If you prefer, you may write to us at the address shown at the top of the first page of this letter.

Whenever you write, please include this letter and, in the spaces below, give us your telephone number with the hours we can reach you. Also, you may want to keep a copy of this letter for your records.

Telephone Number ( ) \_\_\_\_\_ Hours \_\_\_\_\_

Sincerely yours,



Brett S. Bemenderfer  
Dept. Manager, Code & Edit/Entity 3

Enclosure(s):  
Copy of this letter





Department of the Treasury  
Internal Revenue Service  
Ogden, UT 84201

In reply refer to: 0458677158  
Sep 14, 2012 LTR 147C  
38-3099281

HOMETOWN HOUSING PARTNERSHIP INC  
% DIRECTOR OF COMMUNITY DEVELOPMENT  
541 E GRAND RIVER STE 3  
E LANSING MI 48823-4445 990

Taxpayer Identification Number: 38-3099281

Form(s):

Dear Taxpayer:

This letter is in response to your telephone inquiry of September 14th, 2012.

Your Employer Identification Number (EIN) is 38-3099281. Please keep this number in your permanent records. You should enter your name and your EIN, exactly as shown above, on all business federal tax forms that require its use, and on any related correspondence documents.

If you have any questions regarding this letter, please call our Customer Service Department at 1-800-829-0115 between the hours of 7:00 AM and 7:00 PM. If you prefer, you may write to us at the address shown at the top of the first page of this letter. When you write, please include a telephone number where you may be reached and the best time to call.

Sincerely,

MS BOBINO  
1000247234  
Customer Service Representative

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

DEPARTMENT OF THE TREASURY

Date: FEB 11 1997

Employer Identification Number:  
38-3099281

DLN:  
17053314816006

EAST LANSING HOUSING & NEIGHBORHOOD  
SERVICES INC  
C/O DENNIS E MCGINTY  
601 ABBOTT ROAD  
EAST LANSING, MI 48823

Contact Person:  
D. A. DOWNING  
Contact Telephone Number:  
(513) 684-3957

Our Letter Dated:  
July, 1993

Addendum Applies:  
No

Dear Applicant:

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

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

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

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

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

We have sent a copy of this letter to your representative as indicated in your power of attorney.

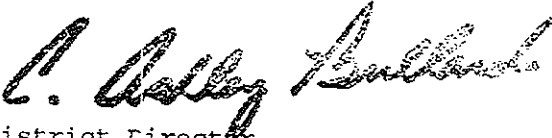
Letter 1050 (DO/CG)

-2-

EAST LANSING HOUSING & NEIGHBORHOOD

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

Sincerely yours,

  
District Director

Enclosure:  
Addendum

Letter 1050 (DO/CG)

# 2023 INGHAM COUNTY COMMUNITY AGENCY APPLICATION

## APPLICANT INFORMATION

### Organization

Capital Area College Access Network- United Way of South Central Michigan

### Contact Name

Michele Strasz

### Contact Title

Executive Director

### Alternate Contact Name

Jim Eddy

### Alternate Contact Title

Controller

### Email for communications regarding community agency funds:

strasz@capcan.org

### Organization's Address:

330 Marshall Street Ste 203

### Phone Number

15172035011

### Fax Number

### Website url

www.capcan.org

### Proposal Title

Capital Area College Access Network- A

### Amount Requested

15,000

### Federal Tax Id

38-1359193

Please indicate the names and titles of persons who are authorized to execute agreements on behalf of your organization:

**Authorized Name**

**Authorized Title**

Teresa Kmetz

Chief Resource Development Officer

**Authorized Name**

**Authorized Title**

Chris Sargent

Chief Executive Officer

**Nonprofit Type**  501(c)(2)  501(c)(3)  501(c)(4)  502(c)(3)

Other (specify)

**Business organization (profit):**

**Unit of government including schools (specify):**

**Not incorporated (specify legal and/or professional status of the requesting individual):**

---

**How long has the applicant's organization been in business?**

2009

**What is the number of full-time equivalent positions currently employed?**

2

**How many volunteers are currently involved?**

10

**How does your proposal involve coordination or collaboration with County services, other local governments, or other agencies?**

Capital Area College Access Network is a community collaborative focused on making completion of post-secondary education an achievable reality for all residents of the capital area. Our stakeholder board includes representatives from the Ingham Intermediate School District, local school districts, higher education including Lansing Community College, business, nonprofits, philanthropy, and local government. CapCAN provides matching funds, mentoring, and professional development to nine AmeriCorps members serving as college advisers in nine high schools in Ingham County, including: Dansville, Lansing Eastern, Everett, and Sexton; Holt; Stockbridge; Waverly; Webberville; and the Wilson Talent Center. One AmeriCorps members provide capacity for the CapCAN office.

**What other programs similar to your program are operating in the County?**

Lansing Promise provides scholarships to Lansing high school students. CapCAN provides assistance to Lansing Promise Scholars to apply and access their scholarships. The Executive Director of Lansing Promise serves on the CapCAN Board of Directors. CapCAN participates in the Lansing Community College Coalition for College and Career Readiness chairing the Student Transition Action Team. CapCAN merged with Eaton County in 2018 and has a sister organization in Clinton County. Each network works in collaboration to compliment missions and avoid duplication of effort.

**Is this your first request for funds from Ingham County?**

No

**Have you sought funds for this proposal or concept from any other entity? Please identify who and the response.**

Pentecost Foundation (received \$10,000); Rotary Foundation of Lansing (received \$10,000); Lansing Promise (received \$12,000); Lansing Sc

**To what extent is the other funding assured?**

To date we have received \$32,000 of local match for AmeriCorps college advisers. Another \$72,000 is pledged. The total expenses for college and career advisers is \$128,500.

**Is your organization currently a member of the Power of We Consortium?**

Yes

No

## **DETAILED SCOPE OF WORK: Capital Area College Access Network**

### **1. General nature of the services and population served:**

The Capital Area College Access Network (CapCAN) mission is to increase the college attainment rate of students particularly those who are low-income, first generation, and students of color from Ingham County. This is accomplished through a community collaborative network dedicated to developing a college going culture and school-based support for college readiness, participation and completion.

CapCAN supports the work of college and career advisors in nine area high schools to assist with post-secondary planning, financial aid and scholarship completion, and an array of events to create a college-going culture including college tours, career fairs, and knowledge seminars. CapCAN has implemented a College Ambassador program for high school students to a) engage in peer-to-peer outreach and education, parent engagement, and public awareness; b) promote a college going culture and college access opportunities at their school; and c) develop crucial leadership and team skills.

**How is program success measured?** The college advisers complete an online database to track the:

1. Number of students who have submitted 1 or more college applications
2. Number of students who have submitted 1 or more scholarship applications.
3. Number of families who have submitted FAFSA financial aid forms
4. Number of students who have received 1:1 college advising
5. Number of students who have committed to attending a post-secondary institution at the end of the school year.

**Specific details of the \*proposed program\*:** The Ingham County funding will be used to provide local match for state and federal funds allocated for 9 AmeriCorps members serving as college advisers in local high schools and a VISTA member serving with CapCAN.

**Objective of Meeting Basic Needs.** The Ingham County schools targeted for college advising and readiness services have high rates of economically disadvantaged students, including Dansville (29.5%); Lansing Everett, Eastern, Sexton (78.6%); Holt (47.4%); Waverly (61.4%); Webberville (50.4%); and Stockbridge (41.2%). All of these rates have increased since 2020. However, all 9-12<sup>th</sup> grade students will be served with college advising and readiness services.

Capital Area CAN's focus on post-secondary attainment is directly aligned with the focus on basic needs of Ingham County youth by enhancing their educational and economic opportunities. It is through CapCAN's network of high-quality strategic alliances that the infrastructure necessary to support post secondary attainment among the children and families of Ingham County will result in a more equitable society, ready workforce, strong economy, and healthy community.

**A statement detailing the specific services and target group:** Approximately 2,700 high school students in the ten high schools in Ingham County including Dansville, Lansing Eastern, Everett, Sexton; Holt; Waverly; Webberville, Stockbridge, and the Wilson Talent Center will be served. Juniors and seniors will receive one on one college advising services including assistance completing their college or apprenticeship applications and submitting FAFSA financial aid and scholarships. Juniors and seniors will be eligible to participate in college visits. The entire student population will receive education in the form of classroom presentations, parent and student workshops, and a college and career fair. Approximately 15 students will be trained as College Ambassadors to develop and implement student driven college readiness activities.

**All service will be performed during the October 2022- June 2023 school year.**



## PROJECT BUDGET

The Proposed Line Item Budget should be structured to address four major areas: Personnel Services, Professional and Contractual Services, Operating Expenses, and Direct Services to Ingham County Residents. Please be advised that for 2022 emphasis will be placed on provision of direct services to county residents and use of Community Agency funds for personnel related expenditures is strongly discouraged.

### Personnel Services

	COUNTY REQUESTED AMOUNT	OTHER SOURCES
Salaries & Wages	\$ 0.00	\$ 0.00
FICA	\$ 0.00	\$ 0.00
Unemployment	\$ 0.00	\$ 0.00
Fringe Benefits (may be further subdivided)	\$ 0.00	\$ 0.00
Overtime	\$ 0.00	\$ 0.00
Temporary	\$ 0.00	\$ 0.00
Work Study Wages	\$ 0.00	\$ 0.00
<b>Sub Total</b>	\$ 0.00	\$ 0.00

### Professional and Contractual

	COUNTY REQUESTED AMOUNT	OTHER SOURCES
Medical Services (for recipient population)	\$ 0.00	\$ 0.00
Accounting Services	\$ 0.00	\$ 0.00
Membership/Subscriptions	\$ 0.00	\$ 0.00
Federal or State grant match	\$ 15000.00	\$ 113500.00
Office Equipment Leases	\$ 0.00	\$ 0.00
Maintenance Agreements	\$ 0.00	\$ 0.00
<b>Sub Total</b>	\$ 15000.00	\$ 113500.00

### Operating Expenses

**COUNTY REQUESTED AMOUNT****OTHER SOURCES**

Telephone	\$ 0.00	\$ 0.00
Rent	\$ 0.00	\$ 0.00
Utilities	\$ 0.00	\$ 0.00
Postage	\$ 0.00	\$ 0.00
Office Supplies	\$ 0.00	\$ 0.00
Travel	\$ 0.00	\$ 0.00
Insurance	\$ 0.00	\$ 0.00
<b>Sub Total</b>	\$ 0.00	\$ 0.00

**Direct Services to Ingham County Residents**

	<b>COUNTY REQUESTED AMOUNT</b>	<b>OTHER SOURCES</b>
Food	\$ 0.00	\$ 0.00
Utilities	\$ 0.00	\$ 0.00
Shelter/Housing	\$ 0.00	\$ 0.00
Other Direct Assistance	\$ 0.00	\$ 0.00
<b>Sub Total</b>	\$ 0.00	\$ 0.00

	<b>COUNTY REQUESTED AMOUNT</b>	<b>OTHER SOURCES</b>
<b>TOTAL</b>	\$ 15000.00	\$ 113500.00

**Uploads**

<b>Form Item Name</b>	<b>User FileName</b>	<b>User ContentType</b>	<b>File Size</b>
CurrentYearOrganizationBudget	CapCAN EC 2022-03-31 Budget 22-23 v2.pdf	application/pdf	173.4KB
ListOfBoardofDirectors	CapCAN Board list for grants 2022-23.pdf	application/pdf	51.4KB
MostrecentFinancialStatement	CLIENT COPY-2020 UNITED WAY OF THE BATTLE CREEK AND KALAMAZOO REGION-990, MI LTS RETURNS.pdf	application/pdf	1.1MB

<b>Form Item Name</b>	<b>User FileName</b>	<b>User ContentType</b>	<b>File Size</b>
DetailedScopeOfWork	capcan scope of work ingham cty fy 2023.docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document	22.5KB
IRSTaxExemptionLetter	Tax Exempt Letter.pdf	application/pdf	427.7KB
InsuranceCertificate	The County of Ingham 9313887 insurance united way.pdf	application/pdf	112.2KB
AdditionalFiles	Capcan question email.png	image/png	193.8KB

<b>CapCAN Executive Committee</b>					
<b>Financial Statement for 9 months ending March 31, 2022 with Proposed 2022/2023 Budget</b>					
	<b>06/30/2021 FYE</b>	<b>Actual 9 month 3/31/2022</b>	<b>Budget 12 month 2021/2022</b>	<b>Budget 12 month 2022/2023</b>	<b>Grants Use</b>
<b>Revenues</b>					
Grants (MCAN)	12,500	14,500	25,000	25,000	Michele's salary
School District Contributions					
Holt Schools	5,000	5,000	5,000	5,000	College Adviser
Ingham ISD - Career Center	10,000	25,000	10,000	25,000	College Adviser
Lansing School District	25,000	25,000	25,000	25,000	College Adviser & Michele
Stockbridge Area Schools		3,000	3,000	3,000	No adviser
Waverly Community Schools	5,000	5,000	5,000	5,000	College Adviser
Webberville Schools		2,000	2,000	2,000	College Adviser
Pottersville Schools	2,000		2,000	2,000	College Adviser
Dansville Schools	2,000	5,000	2,000	2,500	College Adviser
Lansing Community College	10,000	10,000	10,000	10,000	Michele
Launch Your Dream (College Fair)	19,300	4,800	10,000	10,000	Events
Eaton RESA Educational Contract	52,500	50,000	55,000	55,000	Ashley
College YAC Fund	2,000	3,500	3,500	2,500	Student Activities
Non-School Grants					
MSU FAFSA - Student Activities (MSUFCU)	2,500	2,500	2,500	2,500	Student Activities
RE Olds Foundation		750	500	500	Student Activities
Pentecost Foundation	6,800	10,000	10,000	10,000	Student Activities
LEAP	15,000	25,000	5,000	5,000	Michele
Other Funders	7,500	6,000	21,500		? 10,000
NCAN				30,000	
CRCF: Student Activities			3,500		
Lansing Exchange	1,000	1,000	1,000	1,000	Student Activities
AT&T		2,500			Student Activities
Eaton County	6,000	4,000	10,000	10,000	College Adviser/PPI
Lansing Promise	10,500	12,000	10,000	30,000	College Adviser
Ingham County	2,500		6,500	10,000	College Adviser
CAUW - GM Foundation	140,000			75,000	+ \$100,000 carryover
UpLift our Youth	2,000	3,000	1,000	1,000	Double Check Amt
Rathbun Agency				500	
Paycheck Protection Program	28,240				
Individual Donations	148		2,000	2,000	
Workplace Pledges	5,770	2,490	1,500	1,500	
Endowment Distribution	1,368		1,420	3,000	
<b>Total Revenues</b>	<b>374,626</b>	<b>222,040</b>	<b>233,920</b>	<b>354,000</b>	
<b>Expenses</b>					
CapCAN Executive Director Salary	54,816	56,501	70,000	75,000	

	06/30/2021 FYE	Actual 9 month 3/31/2022	Budget 12 month 2021/2022	Budget 12 month 2022/2023	Grants Use
Exec Dir: Payroll Taxes & W/C 8%	4,396	4,531	5,614	6,000	
Exec Dir: Group Insurance	16,502	13,436	16,428	19,780	
Exec Dir: Life & LT Disability	1,194	1,145	1,526	536	
Exec Dir: Retirement	3,173	4,520	4,900	7,500	
Allocation for 1/3 Non-CapCAN Responsibilities				(36,236)	
Eaton County RESA: Exempt Associate	42,299	33,413	42,722	48,000	
Eaton County RESA: Exempt Associate Ret Option	195	1,002	1,269		
Eaton County RESA: Payroll Taxes & W/C 8%	3,392	2,760	3,426	3,840	
Eaton County RESA: Group Insurance	3,974	3,055	4,172	5,303	
Eaton County RESA: Life & LT Disability	924	719	959	343	
Eaton County RESA: Retirement	335	688	880	4,800	
College Access Engagement Associate				41,470	
CAE Associate: Payroll Taxes & W/C 8%				3,318	
CAE Associate: Group Insurance				5,000	
CAE Associate: Life & LT Disability				296	
CAE Associate: Retirement				4,147	
CapCAN Computer Depreciation 2021-06-30	220	220	220	220	
Career Advisor Independent Contractor	19,400	16,000	25,000	15,000	
VISTA member (3 x \$9,500 Budget)	28,213	6,630	34,000	28,500	
Collier Consulting for DEI	2,000	3,000	2,000		
CapCAN Advisors				25,000	
College Advisors					
MSU College Advisor - Holt	15,000	10,000	15,000	15,000	
MSU College Advisor - Waverly	15,000	10,000	15,000	15,000	
MSU College Advisor - Webberville/Other	12,000	10,000	15,000	15,000	
MSU College Advisor - Everett	15,000	10,000	15,000	15,000	
AT&T Grant Expenses					
CapCAN Computer & Equipment Supplies	785		220	1,000	New Computer
Electronic Communication	2,415	636	500	500	
Marketing: Public Relations & Media		187	15,000	5,000	
Summer College Advising	3,500	1,000	3,500	1,500	
Meals, Travel & Conferences	419	2,868	1,500	2,000	
Print materials	817	433	1,000	1,000	
Student Activities & UP Trip	6,400	4,955	10,000	10,000	
Focus Group		1,000	1,500	1,500	
Launch Your Dream	6,470	5,000	9,000	5,000	
<b>Total Expenses</b>	<b>258,843</b>	<b>203,699</b>	<b>315,336</b>	<b>345,317</b>	
<b>Total Revenues</b>	<b>374,626</b>	<b>222,040</b>	<b>233,920</b>	<b>354,000</b>	
<b>Total Expenses</b>	<b>258,843</b>	<b>203,699</b>	<b>315,336</b>	<b>345,317</b>	
<b>Indirect Costs 5%</b>		<b>11,102</b>		<b>17,700</b>	
<b>Increase (Decrease) in Net Assets</b>	<b>115,783</b>	<b>7,239</b>	<b>(81,416)</b>	<b>(9,017)</b>	
<b>Prior Year Excess Net Assets</b>	<b>(15,782)</b>	<b>100,000</b>		<b>107,239</b>	

	06/30/2021 FYE	Actual 9 month 3/31/2022	Budget 12 month 2021/2022	Budget 12 month 2022/2023	Grants Use
Increase <Decrease> in Net Assets	115,783	7,239		(9,017)	
<b>Net Assets Available for following year</b>	<b>100,000</b>	<b>107,239</b>		<b>98,222</b>	

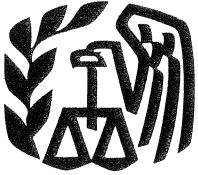
## Capital Area College Access Network Board of Directors 2022-23

Member	Title
William Barnes	Asst. Superintendent, Grand Ledge Public Schools
Donovan Brittain	Parent, Pharmaceutical Representative
Erika Brown Binion	Executive Director, Refugee Development Center
Terence Brown	Assoc. Director, Admissions, Michigan State University
Sergio Keck	Deputy Superintendent, Lansing School District
DeLisa Fountain	Director of Neighborhoods, City of Lansing
Jeremy Whittum	Commissioner, Eaton County Board of Commissioners
Scott Duimstra	Executive Director, Capital Area District Library
Bill De France	Superintendent, Eaton Rapids Community Schools
Jared Stratz	Olivet College, Director of Admissions
Cindy Hales	Vice President, Capital Region Community Foundation
Cassandra Hansel	Senior Associate Director of Michigan Operations, Global Campus, Central Michigan
David Hornak	Superintendent, Holt Community Schools
Amy Hoyes	Executive Director, Grand Ledge Chamber of Commerce
Toni Glasscoe	LCC Associate VP- External Affairs, Development, & K-12 Operations
James Jackson Sr.	Workforce Development, MI Dept. Of Transportation
Deyeya Jones	Client Services, Sutton Advisors
Teresa Kmetz	President, Capital Area United Way
Rita LaMoreaux	Young Agent Specialist, MI Assoc. of Insurance Agents
Victor Loomis	Trustee, Pentecost Foundation
Cindy Kangas	Executive Director, Capital Area Manufacturing Council
Victoria Meadows	Marketing, Communications, and Talent Director, LEAP
Jason Mellema	Superintendent, Ingham Intermediate School District
Susan Porrett	Executive Campus Director, Davenport University
Justin Sheehan	Executive Director, Lansing Promise
Patty Spagnuolo	Director, University Center, Lansing Community College
David Viering	Farm Bureau Insurance, HR Director
Terrance Warren	Constituency Relations, Office of the Governor
Arnold Weinfeld	MSU University Outreach and Engagement
Sean Williams	Superintendent, Eaton Regional Service Agency

Address any reply to: 520 Cadillac Tower, Detroit, Mich 48226  
Department of the Treasury  
A. Glenn (313) 226-7330  
Not toll free

District Director  
**Internal Revenue Service**

Date: SEP 24 1974 In reply refer to: 441:208:AG



▷ Greater Kalamazoo United Way, Inc.  
709 S. Westnedge Avenue  
Kalamazoo, Michigan 49007

Attention: Joseph J. Dunnigan,  
Executive Director

Gentlemen:

The records of this office disclose that on June 23, 1945, you were granted an exemption from Federal income tax under section 101(6), since re-enacted as Code section 501(c)(3) of the 1954 Internal Revenue Code as it was shown that you were organized and operated exclusively for charitable purposes.

Based on the information you submitted, we have classified your organization as one that is not a private foundation as defined in section 509(a) of the Internal Revenue Code because you are an organization described in section 509(a)(2) as of November 27, 1970.

Accordingly, you are not required to file Federal income tax returns so long as you retain your exempt status, unless you are subject to the tax on unrelated business income imposed by section 511 of the Code, in which event you are required to file Form 990-T. You are required to file an information return, Form 990, annually on or before the 15th day of the fifth month after the close of your annual accounting period. The failure to file the information return Form 990 by the day prescribed may subject you to a penalty of \$10.00 for each day during which such failure continues to a maximum of \$5,000.00.

You are not liable for Federal unemployment taxes. You are liable for social security taxes only if you file a certificate waiving exemption from taxes as provided in the Federal Insurance Contribution Act.

Contributions made to you are deductible by donors as provided in section 170 of the Code. Bequests, legacies, devises, transfers or



Greater Kalamazoo United Way, Inc.

-2-

gifts to or for your use are deductible for Federal estate and gift tax purposes under the provisions of section 2055, 2100 and 2522 of the Code.

The aforementioned determination remains in full force and effect until otherwise modified by this office. In order to retain an exempt status, any changes in operation or in your character or purposes, must be reported immediately to your District Director for consideration of their effect upon your exempt status. You must also report any change in your name or address.

This is an affirmation letter.

Very truly yours,

A handwritten signature in cursive script, appearing to read "R. L. Plate".

R. L. Plate  
District Director

Internal Revenue Service  
P.O. Box 2508  
Cincinnati, OH 45201

Department of the Treasury

Date: April 5, 2013

Person to Contact:

Mr. R. Molloy  
ID# 0203248

Toll Free Telephone Number:

877-829-5500

Employer Identification Number:

38-1359193

UNITED WAY OF THE BATTLE CREEK AND  
KALAMAZOO REGION  
% LISA STOVER  
709 S WESTNEDGE  
KALAMAZOO MI 49007-6003

Dear Sir or Madam:

This is in response to your March 27, 2013, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in June 1945.

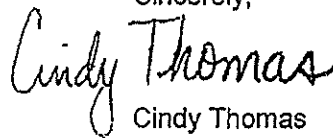
Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website [www.irs.gov/eo](http://www.irs.gov/eo) for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. The IRS maintains a list on our website of organizations whose tax-exempt status was automatically revoked under section 6033 (j) of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Cindy Thomas  
Manager, Exempt Organizations  
Determinations

# 2023 INGHAM COUNTY COMMUNITY AGENCY APPLICATION

## APPLICANT INFORMATION

### Organization

Cardboard Prophets

### Contact Name

Linda Karl

### Contact Title

Administrator

### Alternate Contact Name

linda m hughson

### Alternate Contact Title

co- administrator

### Email for communications regarding community agency funds:

lmhughson1@aol.com

### Organization's Address:

5472 Oak Hil Dr Eaton Rapids, MI 48827

### Phone Number

517 712-0008

### Fax Number

### Website url

www.Cardboardprophets.org

### Proposal Title

Give Hope,Love and second chances.

### Amount Requested

30,000

### Federal Tax Id

82-2737501

Please indicate the names and titles of persons who are authorized to execute agreements on behalf of your organization:

**Authorized Name**

**Authorized Title**

Linda Karl

Administrator

**Authorized Name**

**Authorized Title**

Linda hughson

Co-Administrator

**Nonprofit Type**  501(c)(2)  501(c)(3)  501(c)(4)  502(c)(3)

Other (specify)

**Business organization (profit):**

**Unit of government including schools (specify):**

**Not incorporated (specify legal and/or professional status of the requesting individual):**

---

**How long has the applicant's organization been in business?**

2018

**What is the number of full-time equivalent positions currently employed?**

0 all volunteer

**How many volunteers are currently involved?**

50+

**How does your proposal involve coordination or collaboration with County services, other local governments, or other agencies?**

We collaborate with many other local, state agencies such as Distributing diapers to 15 agencies for the underserved, We collaborate with agencies to help secure housing and shelter for the homeless. We coordinate with many agencies to help the under served do laundry , get meals and clothing. We also operate a Freetail store in the Lansing Mall to hand out free clothing ,non-perishable food, personal care items,diapers and formula. We work with localnon-profits and area churches,city of Lansing including police department and MDHHS.

---

**What other programs similar to your program are operating in the County?**

We are the only street -based outreach in Lansing that we are aware of.

---

**Is this your first request for funds from Ingham County?**

Yes

**Have you sought funds for this proposal or concept from any other entity? Please identify who and the response.**

no

**To what extent is the other funding assured?**

We rely solely on donations and anticipated grant awards.

---

**Is your organization currently a member of the Power of We Consortium?**

Yes

No

**From:** [lmhughson1@aol.com](mailto:lmhughson1@aol.com)  
**To:** [Rachel Prettenhofer](#)  
**Subject:** scope of service  
**Date:** Friday, August 05, 2022 1:00:34 PM

---

Cardboard Prophets addendum for scope of service:

1. Cardboard Prophets would use granted money for purchasing diapers and diaper supplies to include formula and wipes for the Capitol Area Diaper Bank.
2. Cardboard prophets would also use grant money for purchasing non perishable food for food pantry at Free Tail store that is distributed for free for those in need. Also personal care items such as 3-n-1 shampoo for men and women and razors, shaving cream, tooth paste ,tooth brushes, toilet paper .
3. Cardboard prophets would also use allocated grant money for helping secure housing for those requiring assistance to obtain permanent housing . This could include a hotel stay to supply safe place to stay until paper work is completed for housing and to help if shelter placement is not available. Cost of application fees to apply for housing if required.

Please contact me if there are any further information  
I can supply or expand on . Thanks Linda Hughson

## PROJECT BUDGET

The Proposed Line Item Budget should be structured to address four major areas: Personnel Services, Professional and Contractual Services, Operating Expenses, and Direct Services to Ingham County Residents. Please be advised that for 2022 emphasis will be placed on provision of direct services to county residents and use of Community Agency funds for personnel related expenditures is strongly discouraged.

### Personnel Services

	COUNTY REQUESTED AMOUNT	OTHER SOURCES
Salaries & Wages	\$ 0.00	\$ 0.00
FICA	\$ 0.00	\$ 0.00
Unemployment	\$ 0.00	\$ 0.00
Fringe Benefits (may be further subdivided)	\$ 0.00	\$ 0.00
Overtime	\$ 0.00	\$ 0.00
Temporary	\$ 0.00	\$ 0.00
Work Study Wages	\$ 0.00	\$ 0.00
<b>Sub Total</b>	\$ 0.00	\$ 0.00

### Professional and Contractual

	COUNTY REQUESTED AMOUNT	OTHER SOURCES
Medical Services (for recipient population)	\$ 0.00	\$ 0.00
Accounting Services	\$ 2000.00	\$ 0.00
Membership/Subscriptions	\$ 735.00	\$ 0.00
Federal or State grant match	\$ 0.00	\$ 0.00
Office Equipment Leases	\$ 600.00	\$ 0.00
Maintenance Agreements	\$ 1000.00	\$ 0.00
<b>Sub Total</b>	\$ 4335.00	\$ 0.00

### Operating Expenses



**COUNTY REQUESTED AMOUNT****OTHER SOURCES**

Telephone	\$ 0.00	\$ 0.00
Rent	\$ 2200.00	\$ 0.00
Utilities	\$ 630.00	\$ 0.00
Postage	\$ 500.00	\$ 0.00
Office Supplies	\$ 1250.00	\$ 0.00
Travel	\$ 300.00	\$ 0.00
Insurance	\$ 2000.00	\$ 0.00
<b>Sub Total</b>	\$ 6880.00	\$ 0.00

**Direct Services to Ingham County Residents**

	<b>COUNTY REQUESTED AMOUNT</b>	<b>OTHER SOURCES</b>
Food	\$ 1500.00	\$ 0.00
Utilities	\$ 1200.00	\$ 0.00
Shelter/Housing	\$ 10000.00	\$ 0.00
Other Direct Assistance	\$ 10725.00	\$ 0.00
<b>Sub Total</b>	\$ 23425.00	\$ 0.00

	<b>COUNTY REQUESTED AMOUNT</b>	<b>OTHER SOURCES</b>
<b>TOTAL</b>	\$ 34640.00	\$ 0.00

**Uploads**

<b>Form Item Name</b>	<b>User FileName</b>	<b>User ContentType</b>	<b>File Size</b>
DetailedScopeOfWork	Scope-of-Work.pdf	application/pdf	551.5KB
CurrentYearOrganizationBudget	2021-Budget.pdf	application/pdf	241.5KB
MostrecentFinancialStatement	2021-990-EZ.pdf	application/pdf	889.9KB
ListOfBoardofDirectors	Corporation-Summary.pdf	application/pdf	572.9KB
IRSTaxExemptionLetter	Tax-Exempt-Letter.pdf	application/pdf	461.9KB
InsuranceCertificate	Certificate-of-Insurance.pdf	application/pdf	838.8KB

**Form Item Name**

**User FileName**

**User ContentType**

**File Size**

AdditionalFiles

2021-Statement of Assets.pdf

application/pdf

230.7KB

**Cardboard Prophets****Budget for 2021****INCOME**

Direct Public Grants	5,000
General Public Contributions	35,000
Interest Income	5
<b>TOTAL INCOME</b>	<b>40,005</b>

**EXPENSES**

Advertising & Promotion	275
Automobile Expense	300
Bank Service Charges	
Clothing	1,500
Charitable Contributions	3,400
Food	1,500
Insurance	2,000
Internet	630
Leased Equipment	35
Leased Software	565
Licenses	410
Ministry Expenses	
Gift Cards	100
Utilities Outreach	1,200
Covid Outreach	575
Supplies Given Out	4,000
Laundry Expenses	2,000
Room Rental	10,000
Transportation	50
Ministry Expense-Other	2,500
Total Ministry Expense	20,425
Miscellaneous	325
Office Supplies	450
Payroll Fees	325
Postage and Delivery	500
Printing and Reproduction	885
Professional Fees	2,000
Repairs and Maintenance	1,000
Supplies	800
Storage Lease	2,200
<b>TOTAL EXPENSE</b>	<b>39,525</b>

**NET INCOME****480**

# LARA Corporations Online Filing System

Department of Licensing and Regulatory Affairs

D Number: 80211450

[Request certificate](#)

[Return to Results](#)

[New search](#)

Summary for: CARDBOARD PROPHETS

The name of the DOMESTIC NONPROFIT CORPORATION: CARDBOARD PROPHETS

Entity type: DOMESTIC NONPROFIT CORPORATION

Identification Number: 80211450 Old D Number: 72183J

Date of Incorporation in Michigan: 09/07/2017

Purpose:

Term: Perpetual

Most Recent Annual Report: 2021 -

Most Recent Annual Report with Officers & Directors: 2020

The name and address of the Resident Agent:

Resident Agent Name: MICHAEL D KARL  
 Street Address: 5472 OAK HILLS DR  
 Apt/Suite/Other:  
 City: EATON RAPIDS State: MI Zip Code: 48827

Registered Office Mailing address:

P.O. Box or Street Address: 5472 OAK HILLS DRIVE  
 Apt/Suite/Other:  
 City: EATON RAPIDS State: MI Zip Code: 48827

The Officers and Directors of the Corporation:

PRESIDENT	MICHAEL D.KARL	5472 OAK HILLS DRIVE EATON RAPIDS, MI 48827 USA
TREASURER	LINDA C. KARL	5472 OAK HILLS DRIVE EATON RAPIDS, MI 48827 USA
SECRETARY	PATRIC A A. BAKER	6966 S. STINE OLIVET,MI 49076 USA
DIRECTOR	PATR C A A. BAKER	6966 S. STINE OLIVET,MI 49076 USA
DIRECTOR	LINDA C. KARL	5472 OAK HILLS DRIVE EATON RAPIDS, MI 48827 USA
DIRECTOR	MICHAEL D.KARL	5472 OAK HILLS DRIVE EATON RAPIDS, MI 48827 USA
DIRECTOR	REV.LYDIA ANDREW	2790 SIRHAL DRIVE 111EAST LANSING, MI 48823 USA

Act Formed Under: 162-1982 Nonprofit Corporation Act

The corporation is formed on a Directorship basis.

Written Consent

Date : **MAR 12 2018**

CARDBOARD PROPHETS  
C/O MICHAEL KARL  
5472 OAK HILLS DR  
EATON RAPIDS, MI 48827-8743

Employer Identification Number:  
82-2737501  
DLN:  
17053284311037  
Contact Person;  
JOSEPH LAUX ID# 31077  
Contact Telephone Number :  
(877) 829-5500  
Accounting Period Ending :  
December 31  
Public Charity Status :  
170 b)(1) (A) (vi )  
Form 990/990-EZ/990-N Required:  
Yes  
Effective Date of Exemption :  
September 7, 2017  
Contribution Deductibility:  
Yes  
Addendum Applies :  
No

Dear Applicant :

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (RC) Section 501 (c) (3). Donors can deduct contributions they make to you under RC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under RC Section 501 (c) (3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ or 990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501 (c) (3) Public Charities, which describes your record-keeping, reporting, and disclosure requirements.

# 2023 INGHAM COUNTY COMMUNITY AGENCY APPLICATION

## APPLICANT INFORMATION

### Organization

Child and Family Charities-Gateway Youth Services

### Contact Name

Jennifer McMahon

### Contact Title

Director of Grants & Compliance

### Alternate Contact Name

Julie Thomasma

### Alternate Contact Title

CEO

### Email for communications regarding community agency funds:

jenniferm@childandfamily.org and julie@childandfamily.org

### Organization's Address:

4287 Five Oaks Drive, Lansing, MI 48911

### Phone Number

517.882.4000

### Fax Number

517.882.3506

### Website url

childandfamily.org

### Proposal Title

Gateway Youth Services

### Amount Requested

\$22,000

### Federal Tax Id

38-2118108

Please indicate the names and titles of persons who are authorized to execute agreements on behalf of your organization:

**Authorized Name**

**Authorized Title**

Julie Thomasma

CEO

**Authorized Name**

**Authorized Title**

**Nonprofit Type**  501(c)(2)  501(c)(3)  501(c)(4)  502(c)(3)

Other (specify)

**Business organization (profit):**

**Unit of government including schools (specify):**

**Not incorporated (specify legal and/or professional status of the requesting individual):**

---



**How long has the applicant's organization been in business?**

1911-111 years

**What is the number of full-time equivalent positions currently employed?**

104

**How many volunteers are currently involved?**

1,000+

**How does your proposal involve coordination or collaboration with County services, other local governments, or other agencies?**

Child and Family Charities (CFC) is a member of the Capital Region Housing Collaborative, a group of over 25 agencies devoted to ending homelessness in the Lansing area. CFC meets with these local service providers monthly. CFC partners with local schools, the Michigan Department of Health and Human Services, medical personnel (Carefree Medical Clinic, Willow Teen Plaza, Community Mental Health) and employment services (Peckham Vocational Industries, Michigan Rehabilitation Services, Michigan Works) to address the needs of individual youth. Staff also coordinate with other CFC programs to meet the needs of youth including the Family Growth Center that provides respite childcare, the Behavioral Health Division that provides substance abuse screening, assessment and treatment and mental health therapy to adolescents and their families. Teen Court provides parent education using the Strengthening Families. CFC partners with the SALUS Center to offer an LGBTQ support group for youth. CFC's Street Outreach Coordinator is a member of the Power of We Steering Committee.

**What other programs similar to your program are operating in the County?**

None, CFC is the only agency in the county to provide shelter and transitional housing to unaccompanied youth in Ingham County. The Higher Ground program provides up to three weeks of emergency shelter and basic care needs for youth ages 12-17 and up to 90 days of supportive services to youth and their families with an emphasis on preventing long-term homelessness with the goal of family reunification. The Crossroads program provides safe housing to homeless youth ages 16-21 with an emphasis on individuals completing their education and/or training and learning independent living skills in order to transition to successful, independent adulthood. CFC also provides supportive housing programs for young homeless adults and pregnant and parenting young adults who are homeless.

**Is this your first request for funds from Ingham County?**

No

**Have you sought funds for this proposal or concept from any other entity? Please identify who and the response.**

Yes. Capital Area United Way (\$39,225) funded, City of Lansing General Fund (\$25,000) funded, Greater Lansing Food Bank (\$2,500) funded

**To what extent is the other funding assured?**

CFC's Gateway Youth Services programs are funded by local, state and federal contracts and grants, private foundations and individual donations. Funding for 2022-2023 has been secured or is pending from the following sources: Capital Area United Way (\$39,225), City of Lansing General Fund (\$25,000), Greater Lansing Food Bank (\$2,500), USDHHS (\$250,000 secured, \$194,728 pending), US HUD (\$181,345), State of Michigan (\$226,360), MSHDA (\$40,950). We anticipate raising the following funds during the 2022 calendar year: \$26,850 from foundations and corporations, \$29,185 in donations, \$17,500 in in-kind donations and \$5,500 in rental income from residents.

**Is your organization currently a member of the Power of We Consortium?**

Yes

No

## Scope of Work Child and Family Charities-Gateway Youth Services

- 1. Nature of Services & Population.** Child and Family Charities is a multi-service agency that works with children, youth and families. The Gateway Youth Services Division (GYS) provides food, clothing, shelter and hygiene products; crisis intervention; individual, group and family counseling; and independent living skills training to homeless, runaway, at-risk and street **youth ages 12 to 24 in Ingham County**. GYS works with the schools to help youth further or complete their education and with employment agencies to help youth become employed. Services are provided through the Higher Ground, Crossroads, Street Outreach, Housing Young Families and Rapid Rehousing Programs and in collaboration with numerous local agencies and governmental entities.
- 2.** The Crossroads Transitional Living Program has 10 beds where youth can stay for up to 18 months during which time they learn to become independent, functioning adults. During the grant period GYS will provide **stable and safe living accommodations** in a structured and supervised environment. The Housing Young Families program provides supported independent living in scattered site apartments to homeless youth and their dependent children for up to 18 months. The Supportive Housing for Youth Program serves homeless individuals for up to 24 months. Services address the issues that led to homelessness which include: domestic or sexual violence, family of origin homelessness, family dysfunction, substance abuse, mental illness, lack of educational support and training leading to the acquisition of employable skills, lack of medical care, or pregnancy. **GYS meets the basic needs of food, clothing and shelter** allowing youth to focus on learning the skills necessary to become independent, productive members of the community. GYS staff provide the emotional support to address trauma, substance abuse and mental health concerns. Youth work with a case manager to navigate the education, healthcare, social service and employment systems to obtain the resources and support they need. Case Managers also work with youth on budgeting and money management to prepare them for taking over their full monthly rent at program completion.
- 3. How the proposal will meet the County's Long-Term objective of meeting basic needs.** GYS provides for the **basic needs** of youth including food, clothing (for school and work), hygiene products, shelter (365 days per year) with age appropriate adult supervision or guidance, and household furnishings.
- 4. Funding from Ingham County will be used to** provide youth living in the shelter with food and specific assistance including obtaining personal identification documents; weather appropriate clothing based on needs identified during clothing inventories; bus passes to help youth get to medical, dental and other appointments; co-pays for medical appointments and prescriptions; tuition and books for educational advancement when all other sources of assistance have been exhausted; driver's training; and haircuts for job interviews. Funding will also be used to pay for utilities to run the shelter (water, electricity), so that youth can take showers, prepare meals, and stay warm. For youth placed in scattered site apartments, funds will be used to provide food baskets until applications for food stamps have been approved, utility deposits and utility costs until the youth can afford to take over, rental assistance support, household furnishings, moving costs, clothing, medical expenses and child care expenses until child care applications are approved.
- 5. Eligibility Criteria for Services** GYS programs are open to Ingham County youth ages 12 through 24 (and their children) who do not have a safe or stable home in which to reside or who are at-risk of becoming homeless. The Youth Home is not able to work with youth currently in the foster care system but does work with youth who have aged out of the foster care system.
- 6. Time for Performing Services:** Services will be performed January 1, 2023 through December 31, 2023. GYS accepts youth into its programs 24 hours a day, 7 days a week, 365 days a year.

## PROJECT BUDGET

The Proposed Line Item Budget should be structured to address four major areas: Personnel Services, Professional and Contractual Services, Operating Expenses, and Direct Services to Ingham County Residents. Please be advised that for 2022 emphasis will be placed on provision of direct services to county residents and use of Community Agency funds for personnel related expenditures is strongly discouraged.

### Personnel Services

	COUNTY REQUESTED AMOUNT	OTHER SOURCES
Salaries & Wages	\$ 0.00	\$ 563383.00
FICA	\$ 0.00	\$ 43099.00
Unemployment	\$ 0.00	\$ 5600.00
Fringe Benefits (may be further subdivided)	\$ 0.00	\$ 109628.00
Overtime	\$ 0.00	\$ 0.00
Temporary	\$ 0.00	\$ 0.00
Work Study Wages	\$ 0.00	\$ 0.00
<b>Sub Total</b>	\$ 0.00	\$ 721710.00

### Professional and Contractual

	COUNTY REQUESTED AMOUNT	OTHER SOURCES
Medical Services (for recipient population)	\$ 0.00	\$ 0.00
Accounting Services	\$ 0.00	\$ 4000.00
Membership/Subscriptions	\$ 0.00	\$ 6000.00
Federal or State grant match	\$ 0.00	\$ 0.00
Office Equipment Leases	\$ 0.00	\$ 4500.00
Maintenance Agreements	\$ 0.00	\$ 4778.00
<b>Sub Total</b>	\$ 0.00	\$ 19278.00

### Operating Expenses

**COUNTY REQUESTED AMOUNT****OTHER SOURCES**

Telephone	\$ 0.00	\$ 10070.00
Rent	\$ 0.00	\$ 12000.00
Utilities	\$ 0.00	\$ 28680.00
Postage	\$ 0.00	\$ 960.00
Office Supplies	\$ 0.00	\$ 24600.00
Travel	\$ 0.00	\$ 18900.00
Insurance	\$ 0.00	\$ 13200.00
<b>Sub Total</b>	\$ 0.00	\$ 108410.00

**Direct Services to Ingham County Residents**

	<b>COUNTY REQUESTED AMOUNT</b>	<b>OTHER SOURCES</b>
Food	\$ 3000.00	\$ 7200.00
Utilities	\$ 3000.00	\$ 8000.00
Shelter/Housing	\$ 8500.00	\$ 131555.00
Other Direct Assistance	\$ 7500.00	\$ 21000.00
<b>Sub Total</b>	\$ 22000.00	\$ 167755.00

	<b>COUNTY REQUESTED AMOUNT</b>	<b>OTHER SOURCES</b>
<b>TOTAL</b>	\$ 22000.00	\$ 1017153.00

**Uploads**

<b>Form Item Name</b>	<b>User FileName</b>	<b>User ContentType</b>	<b>File Size</b>
IRSTaxExemptionLetter	2021 IRS letter.pdf	application/pdf	521.8KB
CurrentYearOrganizationBudget	CFC 2022 Budget.pdf	application/pdf	73.1KB
MostrecentFinancialStatement	Child and Family - 2021 Audit - Final.pdf	application/pdf	447.2KB
InsuranceCertificate	Insurance Certificate.pdf	application/pdf	569.6KB

<b>Form Item Name</b>	<b>User FileName</b>	<b>User ContentType</b>	<b>File Size</b>
DetailedScopeOfWork	CFC 2023 Scope of Work.docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document	20.8KB
ListOfBoardofDirectors	CFC 2022 board list.doc	application/msword	111KB

## Child and Family Charities Budget for 2022

Program ID	Budget For 2022
<b>INCOME:</b>	
FOSTER CARE ADMIN. REVENUE	2,897,735
OTHER CONTRACT	3,120,704
UNITED WAY	64,284
PRIVATE PAY / PROGRAM FEES	236,000
INSURANCE	125,000
SPECIFIC ASSISTANCE	762,850
INVESTMENT INCOME	105,000
DONATIONS	285,000
IN-KIND DONATION	1,612,000
EVENTS	250,000
<b>TOTAL INCOME</b>	<b>9,458,573</b>
<b>EXPENSES:</b>	
SALARIES	4,103,801
BENEFITS	1,044,862
TAXES	320,772
PROFESSIONAL FEES	259,369
SUPPLIES	170,500
TELEPHONE	121,500
POSTAGE	11,900
OCCUPANCY	371,000
LIABILTY INSURANCE	83,094
PRINTING	15,250
PUBLICATIONS	-
TRAVEL	109,800
CONFERENCE / MEALS	39,700
SPECIFIC ASSISTANCE	762,850
DUES	37,350
IN-KIND DISTRIBUTIONS	1,612,000
EVENT EXPENSES	85,600
MISCELLENEOUS	58,600
BANK CHARGES	3,225
ADEVERTISEMENT / MARKETING	73,000
DEPRECIATION ( F & F )	30,436
DEPRECIATION - (BUILDING)	98,857
DEPRECIATION (Motor Vehilcle)	22,173
TEMP / PERM RESTRICTED EXP.	-
<b>OPERATING EXPENSES</b>	<b>9,435,638</b>
ADMINISTRATIVE ALLOCATION	-
<b>TOTAL EXPENSES</b>	<b>9,435,638</b>
<b>NET INCOME / (EXPENSES)</b>	<b>22,935</b>



Board of Directors  
2022

**Susan Devon, President**  
*Community Volunteer*

**Sam Hosey, Jr. Vice President**  
*Manager, Innovation AF Group*

**Anthony Zale, Treasurer**  
*Financial Advisor, Morgan Stanley*

**Stanley S. Chase, Ph.D., Secretary**  
*S/Y Chase Consulting, LLC*

**Derek Miller, At-Large**  
*Roslund Prestage and Co PC*

**Shea Bryant**  
*Michigan State University*  
*Manager Financial Analysis/Reporting*

**Michelle Hoffman**  
*Hoffman Photography*

**Carol Horowitz, Secretary**  
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*Officer and Counsel*

**Michele Poorman, Ph.D.**  
*Licensed Psychologist*

**Ian Richardson**  
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**Tracey Taylor**  
*Kellogg Community College*  
*Director, Bus, & Info Technology*

**David Thomas**  
*Podium Risk Management*

**Sara Vera**  
*Sara Vera Homes*

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**Honorary Member**  
*Sheri Jones*  
*News Anchor, WLNS 6 News*



Department of the Treasury  
Internal Revenue Service  
Tax Exempt and Government Entities  
P.O. Box 2508  
Cincinnati, OH 45201



Date: 05/18/2021  
Employer ID number: 38-2118108  
Person to contact: Name: Bryan Woeste  
ID number: 1004831  
Telephone: 513-975-6701  
Accounting period ending: December 31  
Public charity status: 170(b)(1)(A)(vi)  
Form 990 / 990-EZ / 990-N required: Yes  
Effective date of exemption: May 12, 2021  
Contribution deductibility: Yes  
Addendum applies: No  
DLN: 26053737001900

CHILD AND FAMILY CHARITIES  
4287 FIVE OAKS DR  
LANSING, MI 48911-4214

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

Our records show you were previously tax exempt as a subordinate under group exemption number 2738. Because you applied for and were granted your own individual tax-exempt status, you no longer rely on your affiliation with a parent organization for recognition of your tax exemption and you'll be listed individually in the Tax Exempt Organization Search (Pub. 78 data).

If, in the future, you choose to become a subordinate under a group ruling, you'll lose your individual recognition of tax-exempt status and you'll no longer appear in the Exempt Organizations Select Check (Pub. 78 data). Moreover, if you become a subordinate under a group ruling and your parent organization loses its tax-exempt status, you also will lose your exempt status. To reestablish your individual tax exemption after rejoining a group exemption, you'll be required to reapply and pay the appropriate user fee.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.



For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

*Stephen A. Martin*

Stephen A. Martin  
Director, Exempt Organizations  
Rulings and Agreements

# 2023 INGHAM COUNTY COMMUNITY AGENCY APPLICATION

## APPLICANT INFORMATION

### Organization

Cristo Rey Community Center

### Contact Name

Kelly Pino

### Contact Title

Director of Fund Development

### Alternate Contact Name

Joseph Garcia

### Alternate Contact Title

CEO

### Email for communications regarding community agency funds:

kpino@crstoreycommunity.org

### Organization's Address:

1717 N. High St.

### Phone Number

5173724700

### Fax Number

5173728499

### Website url

www.cristoreycommunity.org

### Proposal Title

CRCC Community Kitchen

### Amount Requested

4,250

### Federal Tax Id

38-1779460

Please indicate the names and titles of persons who are authorized to execute agreements on behalf of your organization:

**Authorized Name**

**Authorized Title**

Joseph Garcia

CEO

**Authorized Name**

**Authorized Title**

**Nonprofit Type**  501(c)(2)  501(c)(3)  501(c)(4)  502(c)(3)

Other (specify)

**Business organization (profit):**

**Unit of government including schools (specify):**

**Not incorporated (specify legal and/or professional status of the requesting individual):**

---

**How long has the applicant's organization been in business?**

53 years

**What is the number of full-time equivalent positions currently employed?**

42

**How many volunteers are currently involved?**

50-60 per month

**How does your proposal involve coordination or collaboration with County services, other local governments, or other agencies?**

Please see attached "Other" document

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**What other programs similar to your program are operating in the County?**

Please see attached "Other" document

---

**Is this your first request for funds from Ingham County?**

No

**Have you sought funds for this proposal or concept from any other entity? Please identify who and the response.**

City of Lansing-10,000(secured), Granger Foundation-13,500(secured), Jackson National-12,500(secured), Glenn & Trish Granger Found.-7,

**To what extent is the other funding assured?**

Funding from the City of Lansing, Granger Foundation, and Jackson National has been secured.

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**Is your organization currently a member of the Power of We Consortium?**

Yes

No

## Detailed Scope of Work – Community Kitchen 2022-2023

Cristo Rey Community Center is a 501(c)(3) basic-needs provider serving vulnerable populations, primarily in the Greater Lansing Area, with an emphasis on medical care, counseling services, and food access. Cristo Rey is dedicated to serving community members with respect and dignity, while advocating for their self-sufficiency. The programs and services offered at Cristo Rey are designed to work together, in a multi-pronged approach, to treat all aspects that keep individuals and families in a cycle of poverty. This structure allows access to medical care, addiction and prevention services, counseling, financial empowerment, and basic needs services for at-risk populations in our community.

The Community Kitchen program was established in 2014 with the purpose of providing prepared daily meals in a respectful environment for those in need. Utilizing community support, the Community Kitchen has grown from serving hot breakfasts only to adding a bagged lunch and eventually to serving two hot and nutritious meals Monday through Friday. Meals are offered to any person in need of food with no prerequisites or requirements to be met. Everyone is welcome. In fact, one of the main functions of the Community Kitchen has been providing a safe and welcoming place for community. Individuals are provided a seat at a table in a temperature-regulated building for their comfort. People visit the Community Kitchen for much needed meals and stay to visit with neighbors and friends.

As economic instability and the impact of the pandemic wreaks havoc on families, new estimates point to some of the worst rates of food insecurity in the United States in years. An estimated 10.5 percent of U.S. households were food insecure at least some time during the year in 2021. According to current data, 43% of Michigan households struggle to afford the basic necessities of housing, transportation, child care, food, and healthcare. In the Greater Lansing Area, one in seven people struggle with hunger and one in six children don't get enough to eat. Feeding America reports that 3 in 10 people who are food insecure are unlikely to qualify for most federal nutrition programs. It is left to food pantries and community kitchens to fill the gap. As Americans enter the third year impacted by the pandemic, they can expect to receive significantly less federal aid. It is expected that poverty will rise as benefits expire and wages fail to keep pace with the rising cost of household essentials.

Low-income people are disproportionately impacted by the rise in food prices and often turn to more affordable and less nutritious foods to feed their families. Even if food prices weren't an issue, these families and individuals often live too far from grocery stores to access fresh food by foot and for many, transportation is often a serious roadblock. A lack of nutritious food choices can ultimately lead to health-related issues which only compound the struggles low-income individuals and families are facing. Cristo Rey Community Center's Community Kitchen addresses these issues by providing fresh, nutritious, food to people in our community who are struggling with food instability.

In order to measure this program's success, the Community Kitchen asks each individual to sign-in and provide some basic information about themselves. The sign-in sheet is then used to track the number of individuals utilizing the service, total meals served, as well as demographic information such as household size, age, and ethnic background. In 2021, the Community Kitchen served 32,985 meals to at-risk individuals. This resulted in a total of 55,616 pounds of food being shared with our community. These numbers represent a significant increase over past years in both the number of individuals we are serving and the pounds of food being distributed.

## PROJECT BUDGET

The Proposed Line Item Budget should be structured to address four major areas: Personnel Services, Professional and Contractual Services, Operating Expenses, and Direct Services to Ingham County Residents. Please be advised that for 2022 emphasis will be placed on provision of direct services to county residents and use of Community Agency funds for personnel related expenditures is strongly discouraged.

### Personnel Services

	COUNTY REQUESTED AMOUNT	OTHER SOURCES
Salaries & Wages	\$ 1964.70	\$ 53329.30
FICA	\$ 0.00	\$ 0.00
Unemployment	\$ 32.40	\$ 372.60
Fringe Benefits (may be further subdivided)	\$ 117.45	\$ 5872.57
Overtime	\$ 0.00	\$ 0.00
Temporary	\$ 0.00	\$ 0.00
Work Study Wages	\$ 0.00	\$ 0.00
<b>Sub Total</b>	\$ 2114.55	\$ 59574.47

### Professional and Contractual

	COUNTY REQUESTED AMOUNT	OTHER SOURCES
Medical Services (for recipient population)	\$ 0.00	\$ 0.00
Accounting Services	\$ 0.00	\$ 0.00
Membership/Subscriptions	\$ 0.00	\$ 0.00
Federal or State grant match	\$ 0.00	\$ 0.00
Office Equipment Leases	\$ 0.00	\$ 0.00
Maintenance Agreements	\$ 0.00	\$ 0.00
<b>Sub Total</b>	\$ 0.00	\$ 0.00

### Operating Expenses

**COUNTY REQUESTED AMOUNT****OTHER SOURCES**

Telephone	\$ 0.00	\$ 0.00
Rent	\$ 0.00	\$ 0.00
Utilities	\$ 0.00	\$ 0.00
Postage	\$ 0.00	\$ 0.00
Office Supplies	\$ 0.00	\$ 0.00
Travel	\$ 0.00	\$ 0.00
Insurance	\$ 0.00	\$ 0.00
<b>Sub Total</b>	\$ 0.00	\$ 0.00

**Direct Services to Ingham County Residents**

	<b>COUNTY REQUESTED AMOUNT</b>	<b>OTHER SOURCES</b>
Food	\$ 2135.45	\$ 23714.55
Utilities	\$ 0.00	\$ 0.00
Shelter/Housing	\$ 0.00	\$ 0.00
Other Direct Assistance	\$ 0.00	\$ 0.00
<b>Sub Total</b>	\$ 2135.45	\$ 23714.55

	<b>COUNTY REQUESTED AMOUNT</b>	<b>OTHER SOURCES</b>
<b>TOTAL</b>	\$ 4250.00	\$ 83289.02

**Uploads**

<b>Form Item Name</b>	<b>User FileName</b>	<b>User ContentType</b>	<b>File Size</b>
DetailedScopeOfWork	Scope of Work - Community Kitchen 22-23.docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document	16.7KB
CurrentYearOrganizationBudget	FY 2022 Budget.pdf	application/pdf	237.3KB
MostrecentFinancialStatement	CRCC Form 990 - 2021 - FINAL - FULL COPY.pdf	application/pdf	336.8KB



<b>Form Item Name</b>	<b>User FileName</b>	<b>User ContentType</b>	<b>File Size</b>
ListOfBoardofDirectors	Board Member Contact Info 06.01.22.pdf	application/pdf	159.5KB
IRSTaxExemptionLetter	CRCC 501c3 Tax Exempt Status.pdf	application/pdf	1.5MB
InsuranceCertificate	Cristo COI Ingham.pdf	application/pdf	311.9KB
AdditionalFiles	Community Kitchen - OTHER - Document 2022.docx	application/vnd.openxmlformats- officedocument.wordprocessingml.document	12.5KB

Cristo Rey Community Center  
 FY 2022 Budget

	2021 Fiscal Year Budget	YTD as of Jan 2021	Projected Feb & March 2021	Total Projected Fiscal Year 2021	2022 Fiscal Year Budget
<b>REVENUE</b>					
Diocese of Lansing	\$ 88,650	0	0	0	0
Mid-State Health Care Network	622,992	420,065	59,057	479,122	368,245
Counseling Claims/Fee for Service	374,384	193,009	59,915	252,923	435,000
Medical Claims / Fee for Serv.	857,690	563,411	88,780	652,191	748,957
City of Lansing FEC	254,642	235,137	51,667	286,804	254,642
Grants	345,663	257,607	11,116	268,722	609,403
Fundraising	123,342	206,069	53,869	259,939	250,000
Contributions	190,000	545,671	43,827	589,499	190,000
Bank & Interest Revenue	1,050	258	41	299	250
In Kind Donations	57,000	7,760	178	7,938	57,000
Misc. Revenue	0	13,906	2,781	16,687	0
Gain (Loss) on Sale FA's	0	7,192	0	7,192	0
<b>TOTAL REVENUE</b>	<b>\$ 2,915,413</b>	<b>2,450,085</b>	<b>371,231</b>	<b>2,831,316</b>	<b>2,913,497</b>
<b>EXPENSES</b>					
Salaries & Wages	\$ 1,799,392	1,428,201	285,640	1,713,842	1,703,268
Payroll Taxes	137,653	105,508	21,102	126,610	137,961
Employee Benefits	386,309	334,967	66,993	401,961	440,880
Business Insurance	43,303	35,686	7,137	42,824	44,273
Licenses & Certifications Expense	6,341	2,199	440	2,639	9,797
Dues & Subscriptions Expense	36,678	26,489	5,298	31,787	34,376
Occupancy Expense	84,766	97,137	19,427	116,565	83,486
Building Maintenance & Repairs	3,200	12,268	2,454	14,722	3,160
Small Equipment Replacement Expense	3,474	25,678	5,136	30,813	1,800
Office Supplies Expense	14,342	9,166	1,833	10,999	16,050
Program Supplies Expense	74,947	74,816	14,963	89,779	78,427
Food Expense	72,700	13,772	2,754	16,526	76,200
Training/Conferences Expense	19,922	2,422	484	2,906	12,805
Meeting, & Local Travel Expense	1,046	431	86	517	1,300
Client & Community Assistance	500	0	0	0	100
Postage Expense	4,200	1,371	274	1,646	3,621
Telephone Expense	19,472	17,744	3,549	21,293	20,662
Technology Expense	16,831	15,675	3,135	18,810	13,910
Professional / Contractual Services Expense	88,213	108,509	21,702	130,211	141,990
Staff & Volunteer Appreciation Expense	1,576	1,755	351	2,105	1,226
Vehicle Expense	2,593	1,217	243	1,461	2,440
Lease Expense	4,021	2,949	590	3,538	1,302
Fundraising Expense	25,452	9,192	0	9,192	11,360
Advertising/Marketing Expense	1,190	131	26	157	900
Printing Expense	1,250	2,114	423	2,536	6,564
Bank & Credit Card Fees	2,695	3,973	795	4,767	2,289
Depreciation	63,349	52,664	10,533	63,197	63,349
<b>TOTAL EXPENSE</b>	<b>\$ 2,915,415</b>	<b>2,386,034</b>	<b>475,368</b>	<b>2,861,402</b>	<b>2,913,497</b>
<b>NET SURPLUS / (DEFICIT)</b>	<b>\$ -2</b>	<b>64,051</b>	<b>-104,137</b>	<b>-40,086</b>	<b>0</b>
Capital Additions / Fixed Assets	\$ -				-
<b>NET INCOME/LOSS with ALL INCLUDED</b>	<b>\$ -2</b>	<b>64,051</b>	<b>-104,137</b>	<b>-40,086</b>	<b>0</b>

Unaudited - For Management Purposes Only



# Board of Directors

## July 1, 2021 – June 30, 2022

<p><b>Fr. Vincent Richardson, Member</b> Priest Cristo Rey Church <a href="mailto:frvincenrichardson@cristoreychurch.org">frvincenrichardson@cristoreychurch.org</a></p> <p>Term Expiration: Non-Expiring Committee Assignment: Development &amp; Executive</p>	<p><b>Margherita Clark, President</b> Retired Dean, Health &amp; Human Services Lansing Community College <a href="mailto:clarkm@lcc.edu">clarkm@lcc.edu</a> Cell: (517) 582-5120 Work: (517) 483-1461 Term: 2 Term Expiration: 6/30/2023 Committee Assignment: Governance &amp; Executive</p>
<p><b>Andrea Cascarilla, Vice President</b> Legislative Director Acuitas <a href="mailto:acascarilla@acuitasllc.com">acascarilla@acuitasllc.com</a> Cell: (517) 648-2367 Work: (517) 853-1236 Term: 2 Term Expiration: 6/30/2024 Committee Assignment: Development &amp; Executive</p>	<p><b>Keri Kittmann, Treasurer</b> Director of Strategy, Performance, and Administration AF Group <a href="mailto:keri.kittmann@accidentfund.com">keri.kittmann@accidentfund.com</a> Cell: (517) 896-3211 Work: (517) 708-5350 Term: 2 Term Expiration: 6/30/2024 Committee Assignment: Finance &amp; Executive</p>
<p><b>Jeff Borton, Secretary</b> Assistant Vice President Mobile Technologies Jackson National <a href="mailto:jeff.borton@jackson.com">jeff.borton@jackson.com</a> Work: (517) 367-4235 Term: 2 Term Expiration: 6/30/2023 Committee Assignment: Governance &amp; Executive</p>	<p><b>Nolan Erickson</b> Associate Attorney Grewal Law <a href="mailto:nolan.l.erickson@gmail.com">nolan.l.erickson@gmail.com</a> Cell: 269838-4360 Work: 517393-3000 Term: 1 Term Expiration: 6/30/2022 Committee Assignment: Development</p>
<p><b>Carrie Galdes</b> Senior Learning and Organization Development Specialist MSU Human Resources <a href="mailto:carriehavens@hotmail.com">carriehavens@hotmail.com</a> Cell: (517) 285-0465 Work: (517) 884-4408 Term: 1 Term Expiration: 6/30/2022 Committee Assignment: Governance</p>	<p><b>Dr. Toni Glasscoe</b> Associate Vice President of External Affairs, Development, &amp; K-12 Operations Lansing Community College <a href="mailto:glassct@lcc.edu">glassct@lcc.edu</a> Cell: (517) 712-8284 Work: (517) 483-9909 Term: 1 Term Expiration: 6/30/2023 Committee Assignment: Development</p>
<p><b>Dr. Linda Mercado Peterson, MD</b> Chief Medical Officer McLaren Greater Lansing <a href="mailto:linda.peterson@mcclaren.org">linda.peterson@mcclaren.org</a> Cell: (517) 449-1688 Work: (517) 975-7562 Term: 2 Term Expiration: 6/30/2022 Committee Assignment: Development</p>	<p><b>Trinidad Pehlivanoglu</b> Division Legal Secretary Supervisor Attorney General Office, State of Michigan <a href="mailto:Trini24@yahoo.com">Trini24@yahoo.com</a> Cell: (517) 402-4506 Term: 2 Term Expiration: 6/30/2024 Committee Assignment: Governance</p>

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

DEPARTMENT OF THE TREASURY

Date: **NOV 22 2004**

CRISTO REY COMMUNITY CENTER  
1717 N HIGH ST  
LANSING, MI 48906

Employer Identification Number:  
38-1779460  
DLN:  
17053089012014  
Contact Person:  
GARY RICE ID# 52484  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
MARCH 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990 Required:  
YES  
Effective Date of Exemption:  
MARCH 24, 2004  
Contribution Deductibility:  
YES  
Advance Ruling Ending Date:  
MARCH 31, 2008

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Information for Exempt Organizations Under Section 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

Letter 1045 (DO/CG)

# 2023 INGHAM COUNTY COMMUNITY AGENCY APPLICATION

## APPLICANT INFORMATION

### Organization

Cristo Rey Community Center

### Contact Name

Kelly Pino

### Contact Title

Director of Fund Development

### Alternate Contact Name

Joseph Garcia

### Alternate Contact Title

CEO

### Email for communications regarding community agency funds:

kpino@crstoreycommunity.org

### Organization's Address:

1717 N. High St.

### Phone Number

5173724700

### Fax Number

5173728499

### Website url

www.cristoreycommunity.org

### Proposal Title

Food Access Programs

### Amount Requested

9,000

### Federal Tax Id

38-1779460

Please indicate the names and titles of persons who are authorized to execute agreements on behalf of your organization:

**Authorized Name**

**Authorized Title**

Joseph Garcia

CEO

**Authorized Name**

**Authorized Title**

**Nonprofit Type**  501(c)(2)  501(c)(3)  501(c)(4)  502(c)(3)

Other (specify)

**Business organization (profit):**

**Unit of government including schools (specify):**

**Not incorporated (specify legal and/or professional status of the requesting individual):**

---

**How long has the applicant's organization been in business?**

53 years

**What is the number of full-time equivalent positions currently employed?**

42

**How many volunteers are currently involved?**

50-60 per month

**How does your proposal involve coordination or collaboration with County services, other local governments, or other agencies?**

Please see attached "other" document

---

**What other programs similar to your program are operating in the County?**

Please see attached "other" document

---

**Is this your first request for funds from Ingham County?**

No

**Have you sought funds for this proposal or concept from any other entity? Please identify who and the response.**

City of Lansing-10,000(secured), Granger Foundation-13,500(secured), Jackson National-12,500(secured), Glenn & Trish Granger Found.-7,

**To what extent is the other funding assured?**

Secured - City of Lansing, Jackson National, Granger Foundation

---

**Is your organization currently a member of the Power of We Consortium?**

Yes

No



## Detailed Scope of Work – Food Access Programs 2022-2023

Cristo Rey Community Center is a 501(c)(3) basic-needs provider serving vulnerable populations, primarily in the Greater Lansing Area, with an emphasis on medical care, counseling services, and food access. Cristo Rey is dedicated to serving our community members with respect and dignity, while advocating for their self-sufficiency. The programs and services offered at Cristo Rey are designed to work together, in a multi-pronged approach, to treat all aspects that keep individuals and families in a cycle of poverty. This structure allows access to medical care, addiction and prevention services, counseling, financial empowerment, and basic needs services for at-risk populations in our community.

Over the past 53 years, Cristo Rey Community Center has positioned itself as one of the largest food access points for individuals living in the Greater Lansing area. Available services within our Food Access program include the Food Pantry, Open Distribution, and Bread Rack. Once per month or during emergency situations, community members who live in eligible zip codes and have scheduled appointments are able to visit the Food Pantry and select fresh and non-perishable items for their household. Stationed outside of the Food Pantry, our Bread Rack provides bread and baked items daily for anybody in need. Those wishing to receive 2 baked items per day simply need to sign their name on a sheet next to the rack. Lastly, the bi-monthly Open Distribution is held the second and fourth Thursday of every month and provides one box of fresh fruits, vegetables, and dairy products per household.

In 2021 the Food Pantry served 8,185 community members, distributed 138 emergency food kits, and shared 203,637 pounds of food with our community. The Bread Rack served 3,067 community members, and distributed 13,227 pounds of food. In 2020, Open Distribution fed 6,079 families and distributed 50,995 pounds of food to at-risk individuals. However, this program has been temporarily halted due to supply chain issues as a result of the pandemic. We anticipate that this program will resume later this year. Cristo Rey Community Center believes it is a basic right to have access to fresh, healthy, food regardless of social-economic status. Because of these safety-net programs, residents in the Greater Lansing area are able to weather adversity and continue to provide for their families.

Anyone from our community is welcome to participate in our Open Distribution days and our Community Bread Rack. Our Food Pantry is partnered with the Greater Lansing Food Bank Network, and abides by their guidelines. In accordance with their regulations, the Food Pantry serves a specific geographical area, and requires a Michigan ID and proof of residence. Participants must meet income criteria if they want to receive assistance. The Direct Assistance Program is offered on-site at 1717 N. High St., in Lansing, MI 48906 and is available Monday- Friday 8:00am to 5:00pm.

## PROJECT BUDGET

The Proposed Line Item Budget should be structured to address four major areas: Personnel Services, Professional and Contractual Services, Operating Expenses, and Direct Services to Ingham County Residents. Please be advised that for 2022 emphasis will be placed on provision of direct services to county residents and use of Community Agency funds for personnel related expenditures is strongly discouraged.

### Personnel Services

	COUNTY REQUESTED AMOUNT	OTHER SOURCES
Salaries & Wages	\$ 4383.82	\$ 58242.18
FICA	\$ 0.00	\$ 0.00
Unemployment	\$ 45.99	\$ 719.01
Fringe Benefits (may be further subdivided)	\$ 159.25	\$ 1025.77
Overtime	\$ 0.00	\$ 0.00
Temporary	\$ 0.00	\$ 0.00
Work Study Wages	\$ 0.00	\$ 0.00
<b>Sub Total</b>	\$ 4589.06	\$ 59986.96

### Professional and Contractual

	COUNTY REQUESTED AMOUNT	OTHER SOURCES
Medical Services (for recipient population)	\$ 0.00	\$ 0.00
Accounting Services	\$ 0.00	\$ 0.00
Membership/Subscriptions	\$ 0.00	\$ 0.00
Federal or State grant match	\$ 0.00	\$ 0.00
Office Equipment Leases	\$ 0.00	\$ 0.00
Maintenance Agreements	\$ 0.00	\$ 0.00
<b>Sub Total</b>	\$ 0.00	\$ 0.00

### Operating Expenses

**COUNTY REQUESTED AMOUNT****OTHER SOURCES**

Telephone	\$ 36.87	\$ 589.13
Rent	\$ 0.00	\$ 0.00
Utilities	\$ 881.59	\$ 2457.41
Postage	\$ 0.00	\$ 0.00
Office Supplies	\$ 11.16	\$ 546.84
Travel	\$ 69.87	\$ 1150.13
Insurance	\$ 0.00	\$ 0.00
<b>Sub Total</b>	\$ 999.49	\$ 4743.51

**Direct Services to Ingham County Residents**

	<b>COUNTY REQUESTED AMOUNT</b>	<b>OTHER SOURCES</b>
Food	\$ 3411.45	\$ 43438.55
Utilities	\$ 0.00	\$ 0.00
Shelter/Housing	\$ 0.00	\$ 0.00
Other Direct Assistance	\$ 0.00	\$ 0.00
<b>Sub Total</b>	\$ 3411.45	\$ 43438.55

	<b>COUNTY REQUESTED AMOUNT</b>	<b>OTHER SOURCES</b>
<b>TOTAL</b>	\$ 9000.00	\$ 108169.02

**Uploads**

<b>Form Item Name</b>	<b>User FileName</b>	<b>User ContentType</b>	<b>File Size</b>
DetailedScopeOfWork	Scope of Work-Food Access Program 22-23.docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document	13.8KB
AdditionalFiles	Food Access - OTHER- Document 2022.docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document	12.7KB

<b>Form Item Name</b>	<b>User FileName</b>	<b>User ContentType</b>	<b>File Size</b>
CurrentYearOrganizationBudget	Board Approved FY 2022 Budget.pdf	application/pdf	237.3KB
MostrecentFinancialStatement	CRCC Form 990 - 2021 - FINAL - FULL COPY.pdf	application/pdf	336.8KB
ListOfBoardofDirectors	Board Member Contact Info 06.01.22.pdf	application/pdf	159.5KB
IRSTaxExemptionLetter	CRCC 501c3 Tax Exempt Status.pdf	application/pdf	1.5MB
InsuranceCertificate	Cristo COI Ingham.pdf	application/pdf	311.9KB

Cristo Rey Community Center  
 FY 2022 Budget

	2021 Fiscal Year Budget	YTD as of Jan 2021	Projected Feb & March 2021	Total Projected Fiscal Year 2021	2022 Fiscal Year Budget
<b>REVENUE</b>					
Diocese of Lansing	\$ 88,650	0	0	0	0
Mid-State Health Care Network	622,992	420,065	59,057	479,122	368,245
Counseling Claims/Fee for Service	374,384	193,009	59,915	252,923	435,000
Medical Claims / Fee for Serv.	857,690	563,411	88,780	652,191	748,957
City of Lansing FEC	254,642	235,137	51,667	286,804	254,642
Grants	345,663	257,607	11,116	268,722	609,403
Fundraising	123,342	206,069	53,869	259,939	250,000
Contributions	190,000	545,671	43,827	589,499	190,000
Bank & Interest Revenue	1,050	258	41	299	250
In Kind Donations	57,000	7,760	178	7,938	57,000
Misc. Revenue	0	13,906	2,781	16,687	0
Gain (Loss) on Sale FA's	0	7,192	0	7,192	0
<b>TOTAL REVENUE</b>	<b>\$ 2,915,413</b>	<b>2,450,085</b>	<b>371,231</b>	<b>2,831,316</b>	<b>2,913,497</b>
<b>EXPENSES</b>					
Salaries & Wages	\$ 1,799,392	1,428,201	285,640	1,713,842	1,703,268
Payroll Taxes	137,653	105,508	21,102	126,610	137,961
Employee Benefits	386,309	334,967	66,993	401,961	440,880
Business Insurance	43,303	35,686	7,137	42,824	44,273
Licenses & Certifications Expense	6,341	2,199	440	2,639	9,797
Dues & Subscriptions Expense	36,678	26,489	5,298	31,787	34,376
Occupancy Expense	84,766	97,137	19,427	116,565	83,486
Building Maintenance & Repairs	3,200	12,268	2,454	14,722	3,160
Small Equipment Replacement Expense	3,474	25,678	5,136	30,813	1,800
Office Supplies Expense	14,342	9,166	1,833	10,999	16,050
Program Supplies Expense	74,947	74,816	14,963	89,779	78,427
Food Expense	72,700	13,772	2,754	16,526	76,200
Training/Conferences Expense	19,922	2,422	484	2,906	12,805
Meeting, & Local Travel Expense	1,046	431	86	517	1,300
Client & Community Assistance	500	0	0	0	100
Postage Expense	4,200	1,371	274	1,646	3,621
Telephone Expense	19,472	17,744	3,549	21,293	20,662
Technology Expense	16,831	15,675	3,135	18,810	13,910
Professional / Contractual Services Expense	88,213	108,509	21,702	130,211	141,990
Staff & Volunteer Appreciation Expense	1,576	1,755	351	2,105	1,226
Vehicle Expense	2,593	1,217	243	1,461	2,440
Lease Expense	4,021	2,949	590	3,538	1,302
Fundraising Expense	25,452	9,192	0	9,192	11,360
Advertising/Marketing Expense	1,190	131	26	157	900
Printing Expense	1,250	2,114	423	2,536	6,564
Bank & Credit Card Fees	2,695	3,973	795	4,767	2,289
Depreciation	63,349	52,664	10,533	63,197	63,349
<b>TOTAL EXPENSE</b>	<b>\$ 2,915,415</b>	<b>2,386,034</b>	<b>475,368</b>	<b>2,861,402</b>	<b>2,913,497</b>
<b>NET SURPLUS / (DEFICIT)</b>	<b>\$ -2</b>	<b>64,051</b>	<b>-104,137</b>	<b>-40,086</b>	<b>0</b>
Capital Additions / Fixed Assets	\$ -				-
<b>NET INCOME/LOSS with ALL INCLUDED</b>	<b>\$ -2</b>	<b>64,051</b>	<b>-104,137</b>	<b>-40,086</b>	<b>0</b>

Unaudited - For Management Purposes Only



# Board of Directors

## July 1, 2021 – June 30, 2022

<p><b>Fr. Vincent Richardson, Member</b> Priest Cristo Rey Church <a href="mailto:frvincenrichardson@cristoreychurch.org">frvincenrichardson@cristoreychurch.org</a> Term Expiration: Non-Expiring Committee Assignment: Development &amp; Executive</p>	<p><b>Margherita Clark, President</b> Retired Dean, Health &amp; Human Services Lansing Community College <a href="mailto:clarkm@lcc.edu">clarkm@lcc.edu</a> Cell: (517) 582-5120 Work: (517) 483-1461 Term: 2 Term Expiration: 6/30/2023 Committee Assignment: Governance &amp; Executive</p>
<p><b>Andrea Cascarilla, Vice President</b> Legislative Director Acuitas <a href="mailto:acascarilla@acuitasllc.com">acascarilla@acuitasllc.com</a> Cell: (517) 648-2367 Work: (517) 853-1236 Term: 2 Term Expiration: 6/30/2024 Committee Assignment: Development &amp; Executive</p>	<p><b>Keri Kittmann, Treasurer</b> Director of Strategy, Performance, and Administration AF Group <a href="mailto:keri.kittmann@accidentfund.com">keri.kittmann@accidentfund.com</a> Cell: (517) 896-3211 Work: (517) 708-5350 Term: 2 Term Expiration: 6/30/2024 Committee Assignment: Finance &amp; Executive</p>
<p><b>Jeff Borton, Secretary</b> Assistant Vice President Mobile Technologies Jackson National <a href="mailto:jeff.borton@jackson.com">jeff.borton@jackson.com</a> Work: (517) 367-4235 Term: 2 Term Expiration: 6/30/2023 Committee Assignment: Governance &amp; Executive</p>	<p><b>Nolan Erickson</b> Associate Attorney Grewal Law <a href="mailto:nolan.l.erickson@gmail.com">nolan.l.erickson@gmail.com</a> Cell: 269838-4360 Work: 517393-3000 Term: 1 Term Expiration: 6/30/2022 Committee Assignment: Development</p>
<p><b>Carrie Galdes</b> Senior Learning and Organization Development Specialist MSU Human Resources <a href="mailto:carriehavens@hotmail.com">carriehavens@hotmail.com</a> Cell: (517) 285-0465 Work: (517) 884-4408 Term: 1 Term Expiration: 6/30/2022 Committee Assignment: Governance</p>	<p><b>Dr. Toni Glasscoe</b> Associate Vice President of External Affairs, Development, &amp; K-12 Operations Lansing Community College <a href="mailto:glassct@lcc.edu">glassct@lcc.edu</a> Cell: (517) 712-8284 Work: (517) 483-9909 Term: 1 Term Expiration: 6/30/2023 Committee Assignment: Development</p>
<p><b>Dr. Linda Mercado Peterson, MD</b> Chief Medical Officer McLaren Greater Lansing <a href="mailto:linda.peterson@mcclaren.org">linda.peterson@mcclaren.org</a> Cell: (517) 449-1688 Work: (517) 975-7562 Term: 2 Term Expiration: 6/30/2022 Committee Assignment: Development</p>	<p><b>Trinidad Pehlivanoglu</b> Division Legal Secretary Supervisor Attorney General Office, State of Michigan <a href="mailto:Trini24@yahoo.com">Trini24@yahoo.com</a> Cell: (517) 402-4506 Term: 2 Term Expiration: 6/30/2024 Committee Assignment: Governance</p>

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

DEPARTMENT OF THE TREASURY

Date: **NOV 22 2004**

CRISTO REY COMMUNITY CENTER  
1717 N HIGH ST  
LANSING, MI 48906

Employer Identification Number:  
38-1779460  
DLN:  
17053089012014  
Contact Person:  
GARY RICE ID# 52484  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
MARCH 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990 Required:  
YES  
Effective Date of Exemption:  
MARCH 24, 2004  
Contribution Deductibility:  
YES  
Advance Ruling Ending Date:  
MARCH 31, 2008

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Information for Exempt Organizations Under Section 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

Letter 1045 (DO/CG)

# 2023 INGHAM COUNTY COMMUNITY AGENCY APPLICATION

## APPLICANT INFORMATION

### Organization

Cristo Rey Community Center

### Contact Name

Kelly Pino

### Contact Title

Director of Fund Development

### Alternate Contact Name

Joseph Garcia

### Alternate Contact Title

CEO

### Email for communications regarding community agency funds:

kpino@crstoreycommunity.org

### Organization's Address:

1717 N. High St.

### Phone Number

5173724700

### Fax Number

5173728499

### Website url

www.cristoreycommunity.org

### Proposal Title

Prescription Assistance Program

### Amount Requested

6,750

### Federal Tax Id

38-1779460



Please indicate the names and titles of persons who are authorized to execute agreements on behalf of your organization:

**Authorized Name**

**Authorized Title**

Joseph Garcia

CEO

**Authorized Name**

**Authorized Title**

**Nonprofit Type**  501(c)(2)  501(c)(3)  501(c)(4)  502(c)(3)

Other (specify)

**Business organization (profit):**

**Unit of government including schools (specify):**

**Not incorporated (specify legal and/or professional status of the requesting individual):**

---

**How long has the applicant's organization been in business?**

53 years

**What is the number of full-time equivalent positions currently employed?**

42

**How many volunteers are currently involved?**

Please see attached "other" document

**How does your proposal involve coordination or collaboration with County services, other local governments, or other agencies?**

Please see attached "other" document

---

**What other programs similar to your program are operating in the County?**

Please see attached "other" document

---

**Is this your first request for funds from Ingham County?**

No

**Have you sought funds for this proposal or concept from any other entity? Please identify who and the response.**

City of Lansing-10,000(secured)

**To what extent is the other funding assured?**

City of Lansing-10,000(secured)

---

**Is your organization currently a member of the Power of We Consortium?**

Yes

No

## **Detailed Scope of Work – Prescription Assistance Program 2022-2023**

Cristo Rey Community Center is a 501(c)(3) basic-needs provider serving vulnerable populations, primarily in the Greater Lansing Area, with an emphasis on medical care, counseling services, and food access. Cristo Rey is dedicated to serving our community members with respect and dignity, while advocating for their self-sufficiency. The programs and services offered at Cristo Rey are designed to work together, in a multi-pronged approach, to treat all aspects that keep individuals and families in a cycle of poverty. This structure allows access to medical care, addiction and prevention services, counseling, financial empowerment, and basic needs services for at-risk populations in our community. The Prescription Assistance Program helps to ensure community members are able to afford necessary medications that are essential to not only basic health but quality of life.

Since its inception in 2003, the Prescription Assistance Program has served those in the Greater Lansing area who cannot afford critical, life-saving, medications. Individuals are assisted by bilingual staff to navigate the often complicated application process necessary for obtaining access to discounted and free prescriptions offered by pharmaceutical companies.

Our data consistently shows that over 90% of the patients that are treated at the Cristo Rey Family Health Center are either completely uninsured or significantly underinsured. This number includes individuals who are both employed and unemployed. It also includes patients with mental illness, and elderly patients who cannot afford critical prescriptions. Since we know the process for obtaining affordable medications can be daunting to many of our patients, they are referred to the Prescription Assistance Program from the Family Health Center regularly. It is imperative that patients are able to receive the medications they need in order to participate in their own health management and live a healthier, better quality, life. Because of our Prescription Assistance Program, many of our community members are no longer forced to choose between the necessary medicines they need to live a healthier life and other needs essential to their families.

In 2021, the Prescription Assistance Program helped 391 patients obtain 397 prescriptions at a value of \$680,254.49 at little or no cost to our patients. Essential medications such as anti-depressants, antibiotics, and those necessary in treating diabetes and high blood pressure have been made available to those in need. Local medical practices are encouraged to refer any patients who require help with affording their prescription medicines to Cristo Rey Community Center's Prescription Assistance Program.

Patients are welcome to make a one-on-one appointment with our PAP Coordinator to assess eligibility and to provide additional information concerning resource referrals if applicable. A valid prescription written by a licensed healthcare provider who is authorized to prescribe medication in the U.S. is required for consideration. Clients must meet the different low-income guidelines as determined by the individual pharmaceutical company participating in this service. Proof of income, such as a copy of a recent federal income tax return, W-2, unemployment benefit statement, or pay stub, must also be provided. The PAP is accessible Monday-Friday, 8:00am-5:00pm at Cristo Rey Community Center, 1717 N. High St., in Lansing, MI 48906.

## PROJECT BUDGET

The Proposed Line Item Budget should be structured to address four major areas: Personnel Services, Professional and Contractual Services, Operating Expenses, and Direct Services to Ingham County Residents. Please be advised that for 2022 emphasis will be placed on provision of direct services to county residents and use of Community Agency funds for personnel related expenditures is strongly discouraged.

### Personnel Services

	COUNTY REQUESTED AMOUNT	OTHER SOURCES
Salaries & Wages	\$ 2316.60	\$ 20849.40
FICA	\$ 0.00	\$ 0.00
Unemployment	\$ 68.94	\$ 111.06
Fringe Benefits (may be further subdivided)	\$ 199.83	\$ 3796.80
Overtime	\$ 0.00	\$ 0.00
Temporary	\$ 0.00	\$ 0.00
Work Study Wages	\$ 0.00	\$ 0.00
<b>Sub Total</b>	\$ 2585.37	\$ 24757.26

### Professional and Contractual

	COUNTY REQUESTED AMOUNT	OTHER SOURCES
Medical Services (for recipient population)	\$ 0.00	\$ 0.00
Accounting Services	\$ 0.00	\$ 0.00
Membership/Subscriptions	\$ 0.00	\$ 0.00
Federal or State grant match	\$ 0.00	\$ 0.00
Office Equipment Leases	\$ 0.00	\$ 0.00
Maintenance Agreements	\$ 0.00	\$ 0.00
<b>Sub Total</b>	\$ 0.00	\$ 0.00

### Operating Expenses

**COUNTY REQUESTED AMOUNT****OTHER SOURCES**

Telephone	\$ 11.61	\$ 311.39
Rent	\$ 0.00	\$ 0.00
Utilities	\$ 381.70	\$ 1288.30
Postage	\$ 0.00	\$ 0.00
Office Supplies	\$ 0.00	\$ 0.00
Travel	\$ 0.00	\$ 0.00
Insurance	\$ 0.00	\$ 0.00
<b>Sub Total</b>	\$ 393.31	\$ 1599.69

**Direct Services to Ingham County Residents**

	<b>COUNTY REQUESTED AMOUNT</b>	<b>OTHER SOURCES</b>
Food	\$ 0.00	\$ 0.00
Utilities	\$ 0.00	\$ 0.00
Shelter/Housing	\$ 0.00	\$ 0.00
Other Direct Assistance	\$ 3771.32	\$ 0.00
<b>Sub Total</b>	\$ 3771.32	\$ 0.00

	<b>COUNTY REQUESTED AMOUNT</b>	<b>OTHER SOURCES</b>
<b>TOTAL</b>	\$ 6750.00	\$ 26356.95

**Uploads**

<b>Form Item Name</b>	<b>User FileName</b>	<b>User ContentType</b>	<b>File Size</b>
DetailedScopeOfWork	Scope of Work-PAP 22-23.docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document	14.8KB
InsuranceCertificate	Cristo COI Ingham.pdf	application/pdf	311.9KB
AdditionalFiles	PAP -OTHER- Document 2022.docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document	12.4KB

<b>Form Item Name</b>	<b>User FileName</b>	<b>User ContentType</b>	<b>File Size</b>
CurrentYearOrganizationBudget	Board Approved FY 2022 Budget.pdf	application/pdf	237.3KB
MostrecentFinancialStatement	CRCC Form 990 - 2021 - FINAL - FULL COPY.pdf	application/pdf	336.8KB
ListOfBoardofDirectors	Board Member Contact Info 06.01.22.pdf	application/pdf	159.5KB
IRSTaxExemptionLetter	CRCC 501c3 Tax Exempt Status.pdf	application/pdf	1.5MB

Cristo Rey Community Center  
 FY 2022 Budget

	2021 Fiscal Year Budget	YTD as of Jan 2021	Projected Feb & March 2021	Total Projected Fiscal Year 2021	2022 Fiscal Year Budget
<b>REVENUE</b>					
Diocese of Lansing	\$ 88,650	0	0	0	0
Mid-State Health Care Network	622,992	420,065	59,057	479,122	368,245
Counseling Claims/Fee for Service	374,384	193,009	59,915	252,923	435,000
Medical Claims / Fee for Serv.	857,690	563,411	88,780	652,191	748,957
City of Lansing FEC	254,642	235,137	51,667	286,804	254,642
Grants	345,663	257,607	11,116	268,722	609,403
Fundraising	123,342	206,069	53,869	259,939	250,000
Contributions	190,000	545,671	43,827	589,499	190,000
Bank & Interest Revenue	1,050	258	41	299	250
In Kind Donations	57,000	7,760	178	7,938	57,000
Misc. Revenue	0	13,906	2,781	16,687	0
Gain (Loss) on Sale FA's	0	7,192	0	7,192	0
<b>TOTAL REVENUE</b>	<b>\$ 2,915,413</b>	<b>2,450,085</b>	<b>371,231</b>	<b>2,831,316</b>	<b>2,913,497</b>
<b>EXPENSES</b>					
Salaries & Wages	\$ 1,799,392	1,428,201	285,640	1,713,842	1,703,268
Payroll Taxes	137,653	105,508	21,102	126,610	137,961
Employee Benefits	386,309	334,967	66,993	401,961	440,880
Business Insurance	43,303	35,686	7,137	42,824	44,273
Licenses & Certifications Expense	6,341	2,199	440	2,639	9,797
Dues & Subscriptions Expense	36,678	26,489	5,298	31,787	34,376
Occupancy Expense	84,766	97,137	19,427	116,565	83,486
Building Maintenance & Repairs	3,200	12,268	2,454	14,722	3,160
Small Equipment Replacement Expense	3,474	25,678	5,136	30,813	1,800
Office Supplies Expense	14,342	9,166	1,833	10,999	16,050
Program Supplies Expense	74,947	74,816	14,963	89,779	78,427
Food Expense	72,700	13,772	2,754	16,526	76,200
Training/Conferences Expense	19,922	2,422	484	2,906	12,805
Meeting, & Local Travel Expense	1,046	431	86	517	1,300
Client & Community Assistance	500	0	0	0	100
Postage Expense	4,200	1,371	274	1,646	3,621
Telephone Expense	19,472	17,744	3,549	21,293	20,662
Technology Expense	16,831	15,675	3,135	18,810	13,910
Professional / Contractual Services Expense	88,213	108,509	21,702	130,211	141,990
Staff & Volunteer Appreciation Expense	1,576	1,755	351	2,105	1,226
Vehicle Expense	2,593	1,217	243	1,461	2,440
Lease Expense	4,021	2,949	590	3,538	1,302
Fundraising Expense	25,452	9,192	0	9,192	11,360
Advertising/Marketing Expense	1,190	131	26	157	900
Printing Expense	1,250	2,114	423	2,536	6,564
Bank & Credit Card Fees	2,695	3,973	795	4,767	2,289
Depreciation	63,349	52,664	10,533	63,197	63,349
<b>TOTAL EXPENSE</b>	<b>\$ 2,915,415</b>	<b>2,386,034</b>	<b>475,368</b>	<b>2,861,402</b>	<b>2,913,497</b>
<b>NET SURPLUS / (DEFICIT)</b>	<b>\$ -2</b>	<b>64,051</b>	<b>-104,137</b>	<b>-40,086</b>	<b>0</b>
Capital Additions / Fixed Assets	\$ -				-
<b>NET INCOME/LOSS with ALL INCLUDED</b>	<b>\$ -2</b>	<b>64,051</b>	<b>-104,137</b>	<b>-40,086</b>	<b>0</b>

Unaudited - For Management Purposes Only





# Board of Directors

## July 1, 2021 – June 30, 2022

<p><b>Fr. Vincent Richardson, Member</b> Priest Cristo Rey Church <a href="mailto:frvincenrichardson@cristoreychurch.org">frvincenrichardson@cristoreychurch.org</a> Term Expiration: Non-Expiring Committee Assignment: Development &amp; Executive</p>	<p><b>Margherita Clark, President</b> Retired Dean, Health &amp; Human Services Lansing Community College <a href="mailto:clarkm@lcc.edu">clarkm@lcc.edu</a> Cell: (517) 582-5120 Work: (517) 483-1461 Term: 2 Term Expiration: 6/30/2023 Committee Assignment: Governance &amp; Executive</p>
<p><b>Andrea Cascarilla, Vice President</b> Legislative Director Acuitas <a href="mailto:acascarilla@acuitasllc.com">acascarilla@acuitasllc.com</a> Cell: (517) 648-2367 Work: (517) 853-1236 Term: 2 Term Expiration: 6/30/2024 Committee Assignment: Development &amp; Executive</p>	<p><b>Keri Kittmann, Treasurer</b> Director of Strategy, Performance, and Administration AF Group <a href="mailto:keri.kittmann@accidentfund.com">keri.kittmann@accidentfund.com</a> Cell: (517) 896-3211 Work: (517) 708-5350 Term: 2 Term Expiration: 6/30/2024 Committee Assignment: Finance &amp; Executive</p>
<p><b>Jeff Borton, Secretary</b> Assistant Vice President Mobile Technologies Jackson National <a href="mailto:jeff.borton@jackson.com">jeff.borton@jackson.com</a> Work: (517) 367-4235 Term: 2 Term Expiration: 6/30/2023 Committee Assignment: Governance &amp; Executive</p>	<p><b>Nolan Erickson</b> Associate Attorney Grewal Law <a href="mailto:nolan.l.erickson@gmail.com">nolan.l.erickson@gmail.com</a> Cell: 269838-4360 Work: 517393-3000 Term: 1 Term Expiration: 6/30/2022 Committee Assignment: Development</p>
<p><b>Carrie Galdes</b> Senior Learning and Organization Development Specialist MSU Human Resources <a href="mailto:carriehavens@hotmail.com">carriehavens@hotmail.com</a> Cell: (517) 285-0465 Work: (517) 884-4408 Term: 1 Term Expiration: 6/30/2022 Committee Assignment: Governance</p>	<p><b>Dr. Toni Glasscoe</b> Associate Vice President of External Affairs, Development, &amp; K-12 Operations Lansing Community College <a href="mailto:glassct@lcc.edu">glassct@lcc.edu</a> Cell: (517) 712-8284 Work: (517) 483-9909 Term: 1 Term Expiration: 6/30/2023 Committee Assignment: Development</p>
<p><b>Dr. Linda Mercado Peterson, MD</b> Chief Medical Officer McLaren Greater Lansing <a href="mailto:linda.peterson@mclaren.org">linda.peterson@mclaren.org</a> Cell: (517) 449-1688 Work: (517) 975-7562 Term: 2 Term Expiration: 6/30/2022 Committee Assignment: Development</p>	<p><b>Trinidad Pehlivanoglu</b> Division Legal Secretary Supervisor Attorney General Office, State of Michigan <a href="mailto:Trini24@yahoo.com">Trini24@yahoo.com</a> Cell: (517) 402-4506 Term: 2 Term Expiration: 6/30/2024 Committee Assignment: Governance</p>

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

DEPARTMENT OF THE TREASURY

Date: **NOV 22 2004**

CRISTO REY COMMUNITY CENTER  
1717 N HIGH ST  
LANSING, MI 48906

Employer Identification Number:  
38-1779460  
DLN:  
17053089012014  
Contact Person:  
GARY RICE ID# 52484  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
MARCH 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990 Required:  
YES  
Effective Date of Exemption:  
MARCH 24, 2004  
Contribution Deductibility:  
YES  
Advance Ruling Ending Date:  
MARCH 31, 2008

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Information for Exempt Organizations Under Section 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

Letter 1045 (DO/CG)

# 2023 INGHAM COUNTY COMMUNITY AGENCY APPLICATION

## APPLICANT INFORMATION

### Organization

Edgewood Village Housing Corporation

### Contact Name

Caroline Jaccobs

### Contact Title

Executive Director

### Alternate Contact Name

Bell Reyes

### Alternate Contact Title

Office Manager

### Email for communications regarding community agency funds:

c.jacobs@edgewoodvillage.net

### Organization's Address:

6213 Towar Garden Circle

### Phone Number

517-489-2850

### Fax Number

517-483-2902

### Website url

edgewoodvillage.net

### Proposal Title

Edgewood CSA

### Amount Requested

5,500

### Federal Tax Id

38-3117670

Please indicate the names and titles of persons who are authorized to execute agreements on behalf of your organization:

**Authorized Name**

**Authorized Title**

Caroline Jacobs

Executive Director

**Authorized Name**

**Authorized Title**

Tom Schaberg

Board President

**Nonprofit Type**  501(c)(2)  501(c)(3)  501(c)(4)  502(c)(3)

Other (specify)

**Business organization (profit):**

**Unit of government including schools (specify):**

**Not incorporated (specify legal and/or professional status of the requesting individual):**

---

**How long has the applicant's organization been in business?**

28 years

**What is the number of full-time equivalent positions currently employed?**

3

**How many volunteers are currently involved?**

25-35/year

**How does your proposal involve coordination or collaboration with County services, other local governments, or other agencies?**

Our CSA also helps distribution of other food to qualified residents. Like Commodities coordinated through the state and Federal governments. We also work with DHHS for the filling of the AmeriCorps position.

---

**What other programs similar to your program are operating in the County?**

Meals on Wheels, offers prepared food but not produce. The double SNAP bucks at local farmer's markets are similar but accessibility can be an issue.

---

**Is this your first request for funds from Ingham County?**

Yes

**Have you sought funds for this proposal or concept from any other entity? Please identify who and the response.**

No

**To what extent is the other funding assured?**

We pull funds from interest on our endowment as well as our other investments.

---

**Is your organization currently a member of the Power of We Consortium?**

Yes

No

## Scope of Work

Edgewood Village Nonprofit Housing Corp. serves low and extremely low-income residents of Ingham County. The property we serve has 105 townhomes with 2 to 4 bedrooms and an apartment building with 30 1-bedroom apartments. Our Network Center provides support services for household stabilization as well as needed food security and childcare access.

Our request this year is in support of the, free to residents', crop share program. This program primarily serves elderly and disabled residents but is available to all households on property. The crop share is a weekly distribution of organically grown produce from the community garden. This application is for support funding to offset our costs for a garden intern.

In 2022 the crop share expanded to serve 30 households. Our hope is that the \$5,500 requested will support continued growth of this program. Our elderly and disabled on site are the primary recipients of this support as it addresses both food insecurity in low and extremely low-income households as well as nutrition concerns for our elderly and disabled residents.

This funding will offset the committed funding for part time garden support. The AmeriCorps member prepares crop shares weekly. They also deliver them (on foot) to resident households on site. Every household on site is qualified as low or extremely low income through their application to live on the HUD maintained property. The vetting process is managed and maintained by the management office. Everyone on site is an Ingham County resident. The services of the support staff will be rendered throughout 2023 with primary food production and distribution June through October.

## PROJECT BUDGET

The Proposed Line Item Budget should be structured to address four major areas: Personnel Services, Professional and Contractual Services, Operating Expenses, and Direct Services to Ingham County Residents. Please be advised that for 2022 emphasis will be placed on provision of direct services to county residents and use of Community Agency funds for personnel related expenditures is strongly discouraged.

### Personnel Services

	COUNTY REQUESTED AMOUNT	OTHER SOURCES
Salaries & Wages	\$ 0.00	\$ 0.00
FICA	\$ 0.00	\$ 0.00
Unemployment	\$ 0.00	\$ 0.00
Fringe Benefits (may be further subdivided)	\$ 0.00	\$ 0.00
Overtime	\$ 0.00	\$ 0.00
Temporary	\$ 0.00	\$ 0.00
Work Study Wages	\$ 5500.00	\$ 0.00
<b>Sub Total</b>	\$ 5500.00	\$ 0.00

### Professional and Contractual

	COUNTY REQUESTED AMOUNT	OTHER SOURCES
Medical Services (for recipient population)	\$ 0.00	\$ 0.00
Accounting Services	\$ 0.00	\$ 0.00
Membership/Subscriptions	\$ 0.00	\$ 0.00
Federal or State grant match	\$ 0.00	\$ 0.00
Office Equipment Leases	\$ 0.00	\$ 0.00
Maintenance Agreements	\$ 0.00	\$ 0.00
<b>Sub Total</b>	\$ 0.00	\$ 0.00

### Operating Expenses



**COUNTY REQUESTED AMOUNT****OTHER SOURCES**

Telephone	\$ 0.00	\$ 0.00
Rent	\$ 0.00	\$ 0.00
Utilities	\$ 0.00	\$ 0.00
Postage	\$ 0.00	\$ 0.00
Office Supplies	\$ 0.00	\$ 0.00
Travel	\$ 0.00	\$ 0.00
Insurance	\$ 0.00	\$ 0.00
<b>Sub Total</b>	\$ 0.00	\$ 0.00

**Direct Services to Ingham County Residents**

	<b>COUNTY REQUESTED AMOUNT</b>	<b>OTHER SOURCES</b>
Food	\$ 0.00	\$ 0.00
Utilities	\$ 0.00	\$ 0.00
Shelter/Housing	\$ 0.00	\$ 0.00
Other Direct Assistance	\$ 0.00	\$ 0.00
<b>Sub Total</b>	\$ 0.00	\$ 0.00

	<b>COUNTY REQUESTED AMOUNT</b>	<b>OTHER SOURCES</b>
<b>TOTAL</b>	\$ 5500.00	\$ 0.00

**Uploads**

<b>Form Item Name</b>	<b>User FileName</b>	<b>User ContentType</b>	<b>File Size</b>
CurrentYearOrganizationBudget	Budget 2022 approved 12-2-21.pdf	application/pdf	47.7KB
MostrecentFinancialStatement	2020 Edgewood Village NP Hsg Public Disclosure Copy.pdf	application/pdf	812KB
ListOfBoardofDirectors	Board Roster 2022.pdf	application/pdf	71.2KB
IRSTaxExemptionLetter	Most recent Tax Exempt.pdf	application/pdf	29KB
InsuranceCertificate	Michigan State Housing Development Authority MSHDA [LIAB].pdf	application/pdf	311.8KB
DetailedScopeOfWork	Scope of Work 2023.pdf	application/pdf	64.8KB

## Budget 2022

Payroll		
74000	Executive Director	\$59,488
74001	Office Manager	\$35,610
74002	Youth Director	\$40,061
74003	Garden Director	\$23,647
74004	Tower Coordinator	\$18,083
74006	Bonuses	\$3,000
		<b>\$179,889</b>

\$28.60 per hour 40 hours a week
\$17.12 per hour 40 hours a week
\$19.26 per hour 40 hours a week
\$18.19 per hour 25 hours/week
\$13.91 per hour 25 hours/week
Potential hazard and holiday bonuses.

Administrative		
60102	Volunteer Appreciation	\$450
60103	Staff Development	\$2,040
60104	Office Supplies	\$2,000
60105	Soft wear and Tech	\$1,500
60106	Funds Development	\$800
64000	Legal and Professional Fees	\$5,500
64001	FICA	\$14,167
62000	Bank Charges	\$100
69501	Vehicle Maintenance	\$400
69502	Vehicle Insurance	\$4,914
69503	Insurance General & Unemployment	\$4,230
69504	Health Insurance	\$25,606
69505	Gas	\$300
72500	Administrative Intern	\$0
72501	Resident Council	\$1,800
89001	Postage	\$800
89500	Board Development	\$1,000
6400	Audit	\$6,000
		<b>\$71,607</b>

Small gifts for Volunteers that spend time working on property on a workday.
Approximately 8 credit hours at \$105/hr. (LCC) plus \$300 for trainings and workshops for other staff.
Any office supplies or furniture not covered by KMG. Microsoft 365 and Sage software subscriptions added an amazon prime membership.
2 asks
Accounting Contract Fee and legal consults
Social Security Payments
Various costs associated with check ordering and direct deposit fees
detailing once a year, lights maintenance and oil change.
This was just updated through a new insurance provider Progressive.
Using last year as a guide.
Using last year as a guide.
One full tank of gas quarterly for Tower and Youth outings.
No intern planned for 2022
Refreshments, and childcare for meetings.
2 asks with postage at approximately \$400
Meals for Board Meetings
Maynor Casterian-includes the 990

Youth		
60100	Special Events	\$1,100
70500	Afterschool Program	\$2,600
70501	Summer Program	\$1,200
72500	Americorps Vista	\$5,000

Parties, School's out, and Back to school events Increased. Combined the Operations line item and Board line item for Afterschool Program. Due to the split of entities.
New Line item, 9 weeks at approximately \$130 per week.
Membership stipend

72500	Internship Stipends	\$1,000
74300	SAT Testing/Applications	\$500
75000	Scholar Weekly Meetings	\$1,200
75001	Scholar Scholarships	\$2,000
75002	Scholar Awards Ceremony	\$750
75003	Community Service Days	\$200
89002	Youth Voices Funds	\$0
		<b>\$15,550</b>

2 internships \$500 apiece
AP applications, testing fees,
About \$40 a week for meals for the students at meetings.
2 graduating seniors 2022
end of year banquet for scholar program
Travel for community service volunteer hours.
Grant funding provided to the Center to incentivize youth activities.

Tower		
89003	Tower Power Group	\$240
89005	Workshops	\$500
89006	Arts and Crafts	\$360
89007	Potlucks	\$350
89008	Bingo	\$360
89009	Equipment	\$150
89010	Outings	\$1,350
89011	Concert Series	\$400
89012	Tower Bucks	\$300
		<b>\$4,010</b>

Monthly meetings for Tower residents to plan their outings and parties. Budget includes \$20 per month for refreshments at meetings to encourage more residents to attend and voice their opinions
We will be doing workshops once a month.
There will be an average of \$30 per each Arts and Crafts event/ once a month.
Potlucks will occur for holidays and this will cover the set up and food costs for the events, about \$90 to \$100 for each potluck
There will be an average of \$30 per each Bingo event/ once a month. The money will be used for prizes such as snacks, gift cards, a house hold items.
This will be for any equipment we need to use for certain activities such as movie and game night snacks
Outings will take place every other month. This will ensure \$230 for each outing allowing for around 15 to 18 residents to participate. Outings will include field trips such as the lugnuts games, restaurants, and farmers markets.
This will be used for 2 to 3 onsite concerts and 2 to 3 visits to the warton center throughout the year
A reward program for residents who participate in tower activities. \$20 will ensure that prizes such as gift cards, sweets, and house hold items.

Garden and Nutrition		
60101	Capital Improvements	\$2,000
66000	Resources for resident Gardeners	\$250
66001	Operating expenses	\$500
66002	Nutritional Education	\$300
66003	Kid's garden	\$150
66004	VV CSA & Produce Distribution	\$750
72500	Americorps State	\$5,500
74104	Panera Distribution	\$0
		\$9,450

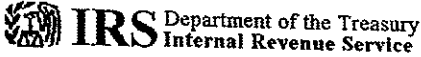
Market Stand for excess produce, Fruit trees, perennials, pavers, bed edging,
Plant starts, tomato cages, workshops etc
Plant replacements as needed. KMG has been absorbing the majority of these costs.
Cooking Demonstrations, Canning/Preserving, preparing healthy meals and snacks. Led by Americorps and visiting instructors. Once a month for 12 months. reaching 5-15 people each workshop. 2 hours each.
A program to engage young people and their families in the garden. planting and tending kids garden in the summer, garden crafts and learning year round.
Membership Stipend
This has been combined with the CSA distribution.

Full Property		
60100	Special Events	\$3,000
66606	Personal Needs Bank	\$1,500
66607	Emergency Funds	\$10,000
74100	Summer Camps	\$10,000
74102	Adult Programming	\$4,300
74106	Free Store	\$0
76000	Bus Passes	\$0
89004	YMCA Memberships	\$8,500
		\$37,300

Potlucks and block parties
Decrease from last year. Looking at total spent we don't expect the cost to increase.
Increase due to YTD predictors. We are planning to place the bus passes under this program to determine long term need.
Camps are back but enrollment is way down due to parents being concerned about COVID.
3-4 workshops for the year. Incentives to attend said workshops and snacks for meetings. This line item also includes the Finish Line Scholarship Fund.
Entirely donation based, there is no intention of expanding or contracting this program.
This program is to be consolidated under Emergency Funds. All bus pass purchases are to be recorded under 66607.
We are seeing an uptick in resident interest after the Y reopened.

<b>Total Budget</b>	<b>\$317,806</b>
---------------------	------------------

EDGEWOOD VILLAGE BOARD OF DIRECTORS					
NAME	EVNC ROLE	CITY	PERSONAL #	OFFICE #	E-MAIL
Tom Schaberg	President	Okemos	517-881-9679		Tschaberg1@gmail.com
John Schweitzer	Vice President	Lansing		517-353-9555	schweit1@msu.edu
Sandy West	Treasurer	Portland	517-896-1085		swest33755@aol.com
Judy Gardi	Secretary	Bath	517-641-8627		gardijudith@gmail.com
Abdul Salah	Resident/Voting Member	East Lansing	517-894-4811		samadsalah@gmail.com
Cassandra Glover	Resident/Voting Member	East Lansing	517-410-8997		glover.cassandra@ymail.com
Melissa Yon	Resident/Voting Member	East Lansing	517-203-9643		melissa.yon@outlook.com
Michelle Walker	Resident/Voting Member	East Lansing	517-894-8592		michellewalker3567@gmail.com
John Melcher	Voting Member	Lansing	517-281-6129	517-353-9555	melcher@msu.edu
Mark Grua	Voting Member	East Lansing	517-337-8176	517-487-8300	grua@wedolawinlansing.com
Michael Kaplowitz	Voting Member	East Lansing	517-582-1918		kaplowit@msu.edu
Darla Jackson	Voting Member	Lansing		517-853-4204	jackson@meridian.mi.us
STAFF					
NAME	TITLE	OFFICE #	EXT.	E-MAIL	
Edgewood Village Network Center		517-489-2850		evnclansing@gmail.com	
Caroline Jacobs	Executive Director	517-489-2850	100	c.jacobs@edgewoodvillage.net	
Bell Reyes	Office Manager	517-489-2850	104	b.reyes@edgewoodvillage.net	
Victoria Mims	Youth Director	517-489-2850	101	v.mims@edgewoodvillage.net	
Cait Schneider	Garden Director	517-489-2850	207	c.schneider@edgewoodvillage.net	
Audriyana Jaber	Tower Coordinator	517-489-2850	102	a.jaber@edgewoodvillage.net	
Estefania Reyes-Reyn	Americorps Vista	517-489-2850	101	E.reyes-Reynoso@edgewoodvillage.net	
Ayla Tulette	AmeriCorps Intern	517-489-2850	107	a.tulette@edgewoodvillage.net	
Jill Estes	Regional Manager	517-679-7302		jill.estes@kmgprestige.com	
Ashley Groulz	Property Manager	517-489-2852	200	Ashley.Groulz@kmgprestige.com	
Paige Morris	Asst. Manager	517-489-2852	201	Paige.Morris@kmgprestige.com	
Amy Coady	Service Coordinator	517-489-2852	206	Amy.coady@kmgprestige.com	



Department of the Treasury  
Internal Revenue Service

Cincinnati Service Center  
CINCINNATI OH 45999-0038

In reply refer to: 0256448393  
Mar. 13, 2019 LTR 4170C 0  
38-3117670 000000 00

00017757  
BODC: TE

EDGEWOOD VILLAGE NONPROFIT HOUSING  
CORPORATION  
% PHILIP C DEAN  
6213 TOWER GARDEN CIRCLE  
EAST LANSING MI 48823

046884

Person to contact: Internal Revenue Service

Dear Taxpayer:

We're responding to your request of Mar. 06, 2019, about the tax-exempt status of EDGEWOOD VILLAGE NONPROFIT HOUSING CORPORATION

We issued a determination letter in September 1994, granting this organization exemption from federal income tax under Internal Revenue Code Section 501(c)(03).

Our records show this organization is not a private foundation within the meaning of Internal Revenue Code (IRC) Section 509(a) because it's described in IRC Section 509(a)(2).

Donors can deduct contributions to this organization as provided in Internal Revenue Code (IRC) Section 170. Bequests, legacies, devises, transfers, or gifts to the organization or for its use are deductible for federal estate and gift tax purposes if they meet the requirements of IRC Sections 2055, 2106, and 2522.

If an organization fails to file a required annual return or notice for three consecutive years, its tax-exempt status is revoked by operation of law. This is stated in IRC Section 6033(j)(1). The revocation is effective on the filing due date of the third annual return or notice. For more information about filing requirements, you can visit our website at [www.irs.gov/eo](http://www.irs.gov/eo).

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific time).

Thank you for your cooperation.

# 2023 INGHAM COUNTY COMMUNITY AGENCY APPLICATION

## APPLICANT INFORMATION

### Organization

EVE (End Violent Encounters)

### Contact Name

Jonquil Bertschi

### Contact Title

Executive Director

### Alternate Contact Name

Meisha Dabney-Forbes

### Alternate Contact Title

Office Manager

### Email for communications regarding community agency funds:

jbertschi@eveinc.org; eve@eveinc.org

### Organization's Address:

1221 N Grand River Ave

### Phone Number

517-372-5976

### Fax Number

### Website url

www.eveinc.org

### Proposal Title

DV/SA Emergency Shelter

### Amount Requested

18,581

### Federal Tax Id

38-221520



Please indicate the names and titles of persons who are authorized to execute agreements on behalf of your organization:

**Authorized Name**

**Authorized Title**

Jonquil Bertschi

Executive Director

**Authorized Name**

**Authorized Title**

Caitlin McGinn

Board President

**Nonprofit Type**  501(c)(2)  501(c)(3)  501(c)(4)  502(c)(3)

Other (specify)

**Business organization (profit):**

**Unit of government including schools (specify):**

**Not incorporated (specify legal and/or professional status of the requesting individual):**

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**How long has the applicant's organization been in business?**

45 years

**What is the number of full-time equivalent positions currently employed?**

32 FT

**How many volunteers are currently involved?**

50

**How does your proposal involve coordination or collaboration with County services, other local governments, or other agencies?**

EVE is designed to work for EMERGENCY situations in the aftermath of domestic and sexual violence. After the immediate danger has passed for our client-survivors, EVE actively coordinates with local housing, food, financial, and educational partners on a case-by-case basis based on the needs of the survivor. We work with law enforcement, courts, prosecutors, hospitals, and others as desired by survivors.

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**What other programs similar to your program are operating in the County?**

Similar programs include Haven House and other homeless shelters, but they are not set up to deal with folks who are actively fleeing abusers. MSU has a DV shelter which is limited to no capacity for non-MSU-affiliated residents and a sexual assault service organization that does not provide emergency shelter at all. CARE provides very limited hotelling for some survivors.

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**Is this your first request for funds from Ingham County?**

No

**Have you sought funds for this proposal or concept from any other entity? Please identify who and the response.**

Not for this specific request, although we combine these funds with state, federal, and private giving to provide services. City of Lansing, (

**To what extent is the other funding assured?**

Funding is never guaranteed, even by government contracts. Money may be held in appropriations or priorities may change. However, barring unforeseen circumstances, we are confident in our budget.

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**Is your organization currently a member of the Power of We Consortium?**

Yes

No

### **III. DETAILED SCOPE OF WORK**

The Scope of Work should be one page or less and contain:

1. *A statement regarding the general nature of the services and population with which your agency concerns itself.*

EVE, Inc. serves survivors of domestic, sexual violence through provision of safe, emergency shelter and housing, crisis advocacy, mental health services, and legal advocacy to maintain the safety of the survivor and to support the restructuring of their lives. Anyone who has experienced domestic or sexual violence is eligible for EVE services at no charge. Our emergency shelter primarily serves women-identifying survivors and their children as they are actively fleeing violence. Our non-woman population works with our crisis line, advocates, and counselors to find solutions that will best work for them when looking for emergency shelter. At EVE we help \*everyone\* on their healing journey.

2. **A statement regarding the specific details of the \*proposed program\* for which County funds, if granted, will be used (this is very important).**

The proposal that EVE is submitting to the county is for support at our emergency shelter. 1) Food needs (three meals a day/person plus incidental snacking) for survivors and their children while in our shelter and transitioning to new non-emergency housing. 2) Off-setting the cost of shelter utilities 3) To ensure that maintenance, cleaning, and security requirements are met with modern solutions and given the proper attention.

3. *A statement explaining how the proposal will address the County's long-term objective of Meeting Basic Needs. (See the attached Resolution #22-262 - Resolution Approving Criteria for Ranking 2023 Applications for Community Agency Funding). Priority consideration will be given to applicants that meet the objective of Meeting Basic Needs; however, if there are funds available, secondary consideration will be given to agencies serving vulnerable populations.*

EVE's proposal addresses the County's long-term objectives of meeting the basic needs of citizens by ensuring that there is an option when fleeing domestic and sexual violence. Providing survivors free services to help them find peace, find justice, and find a path forward. EVE's focus on ensuring that the most vulnerable of us in Ingham County are able to access critical resources and services during times of crisis in order to move forward with their lives.

4. *A statement detailing the specific services which will be provided by Ingham County's appropriation. A statement of the specific target group for these areas.*

Ingham County funds will be used toward providing safe emergency shelter for those actively fleeing violence. Security, facility repairs, maintenance, utilities, waste removal, telephone, and shelter insurance. The targeted group is domestic and sexual violence survivors and their children who flee with them.

5. *A statement describing the eligibility criteria for these services. (See the attached Resolution #22-262- Resolution Approving Criteria for Ranking 2023 Applications for Community Agency Funding and must serve residents of Ingham County to be eligible).*

EVE provides emergency shelter and wrap-around services to individuals who experience domestic and sexual violence. Those who use EVE's services are not means tested and all our services are free. Those seeking our services are resource poor and we may be their only base of support until we can connect them with more long term social and housing programs.

6. *A statement describing the time for the performance of these services.*

EVE's emergency shelter and crisis hotline are available 24/7/365. We are always here for those who need us. We maintain standard business hours for our wrap-around services with nights and weekends available on a case-by-case basis for those who cannot access services during that time.

## PROJECT BUDGET

The Proposed Line Item Budget should be structured to address four major areas: Personnel Services, Professional and Contractual Services, Operating Expenses, and Direct Services to Ingham County Residents. Please be advised that for 2022 emphasis will be placed on provision of direct services to county residents and use of Community Agency funds for personnel related expenditures is strongly discouraged.

### Personnel Services

	COUNTY REQUESTED AMOUNT	OTHER SOURCES
Salaries & Wages	\$ 8580.00	\$ 1679185.00
FICA	\$ 0.00	\$ 127540.00
Unemployment	\$ 0.00	\$ 6074.00
Fringe Benefits (may be further subdivided)	\$ 0.00	\$ 145433.00
Overtime	\$ 0.00	\$ 0.00
Temporary	\$ 0.00	\$ 0.00
Work Study Wages	\$ 0.00	\$ 0.00
<b>Sub Total</b>	\$ 8580.00	\$ 1958232.00

### Professional and Contractual

	COUNTY REQUESTED AMOUNT	OTHER SOURCES
Medical Services (for recipient population)	\$ 0.00	\$ 0.00
Accounting Services	\$ 0.00	\$ 18000.00
Membership/Subscriptions	\$ 0.00	\$ 8500.00
Federal or State grant match	\$ 0.00	\$ 60000.00
Office Equipment Leases	\$ 0.00	\$ 0.00
Maintenance Agreements	\$ 0.00	\$ 25000.00
<b>Sub Total</b>	\$ 0.00	\$ 111500.00

### Operating Expenses

**COUNTY REQUESTED AMOUNT****OTHER SOURCES**

Telephone	\$ 0.00	\$ 17500.00
Rent	\$ 0.00	\$ 0.00
Utilities	\$ 0.00	\$ 54000.00
Postage	\$ 0.00	\$ 2000.00
Office Supplies	\$ 0.00	\$ 10000.00
Travel	\$ 0.00	\$ 9500.00
Insurance	\$ 0.00	\$ 17500.00
<b>Sub Total</b>	\$ 0.00	\$ 110500.00

**Direct Services to Ingham County Residents**

	<b>COUNTY REQUESTED AMOUNT</b>	<b>OTHER SOURCES</b>
Food	\$ 5000.00	\$ 0.00
Utilities	\$ 5000.00	\$ 0.00
Shelter/Housing	\$ 0.00	\$ 0.00
Other Direct Assistance	\$ 0.00	\$ 232300.00
<b>Sub Total</b>	\$ 10000.00	\$ 232300.00

	<b>COUNTY REQUESTED AMOUNT</b>	<b>OTHER SOURCES</b>
<b>TOTAL</b>	\$ 18580.00	\$ 2412532.00

**Uploads**

<b>Form Item Name</b>	<b>User FileName</b>	<b>User ContentType</b>	<b>File Size</b>
DetailedScopeOfWork	3b Section III.docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document	22.8KB
CurrentYearOrganizationBudget	3d 21-22 Budget Summarized.pdf	application/pdf	16.3KB
MostrecentFinancialStatement	3e EVE 990 2021.pdf	application/pdf	300KB

<b>Form Item Name</b>	<b>User FileName</b>	<b>User ContentType</b>	<b>File Size</b>
ListOfBoardofDirectors	EVE Board 2022.pdf	application/pdf	10.5KB
IRSTaxExemptionLetter	IRS 501(c)(3) certificate.pdf	application/pdf	274.7KB
InsuranceCertificate	3h EVE Insurance Certificate.pdf	application/pdf	31.2KB
AdditionalFiles	Ingham budget.pdf	application/pdf	106.2KB

**EVE, Inc.**  
**Budget**  
October 2021 through September 2022

**Income**

<b>4100 · Grants</b>	
<b>4101 · City Grants</b>	54,166
<b>4103 · State Grants</b>	328,458
<b>4104 · Federal Grants</b>	1,795,983
<b>4102 · County Grants</b>	10,000
<b>4105 · CAUW</b>	13,000
<b>Total 4100 · Grants</b>	<b>2,201,607</b>
<b>4200 · Appeals</b>	5,000
<b>4300 · Donations</b>	250,000
<b>4700 · Other Income</b>	581
<b>Total Income</b>	<b>2,457,188</b>

**Expense**

<b>5000 · Payroll Expense</b>	1,764,563
<b>5200 · Shelter Expenses (Occupancy)</b>	60,275
<b>5300 · Program Supplies</b>	4,000
<b>5301 · Client Assistance</b>	215,087
<b>5400 · Office Supplies</b>	25,000
<b>5500 · County Offices</b>	25,580
<b>5700 · Community Outreach</b>	25,500
<b>5800 · Contract Services</b>	20,000
<b>5900 · Dues- Fees- Subscriptions</b>	38,600
<b>7100 · Communications</b>	20,650
<b>7700 · Insurance-Agency Package</b>	24,000
<b>7800 · Interest Expense</b>	1,279
<b>7900 · Maintenance &amp; Repair-Admin bldg</b>	25,000
<b>7910 · Meals</b>	1,000
<b>8600 · Transportation</b>	27,720
<b>8000 · Miscellaneous</b>	180
<b>8400 · Supplies</b>	1,700
<b>8500 · Training</b>	17,000
<b>Total Expense</b>	<b>2,297,134</b>

**Net Change to Fund Balance** **160,054**

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First Name	Last Name	Occupation	Address	Phone	Email	Officer Role/Term	Committee	Board Term	Race / Gender
Jenny	Bond, PhD	Retired, MSU Professor	1044 Bobblink Way Mason, MI 48854	517-676-2676 home 517-881-5623 cell	<a href="mailto:jbond@msu.edu">jbond@msu.edu</a>		Finance Committee	2016-2019	w/f
Amanda	Elliott, MS	Offender Success Manager, MDOC	262 Coventry Lane Mason, MI 48854	517-388-5246 cell	<a href="mailto:ElliottA2@michigan.gov">ElliottA2@michigan.gov</a>	Secretary 2019-2021	Board Development, Chair Executive Committee	2018-2021	w/f
Harriet	Greenstone	Retired, DHHS	1424 N Hayford Ave Lansing, MI 48912	517-487-0027 cell	<a href="mailto:emeraldh@sbcglobal.net">emeraldh@sbcglobal.net</a>		Board Development	2017-2020	w/f
Stephanie	Halfmann	Director, MPHI	13814 Hamersley Drive, Bath, MI 48808	517-230-4465 cell	<a href="mailto:shalfma@mphi.org">shalfma@mphi.org</a>	Vice President, 2021-23	Fund Development Committee Executive	2020-2023	w/f
Ben	Marciniak-Jennings	Edward Jones	3410 Belle Chase Way Ste 500 Lansing, MI 48911	517-393-5581	<a href="mailto:ben.marciniak-jennings@edwardjones.com">ben.marciniak-jennings@edwardjones.com</a>		Finance Committee, Scholarship Committee	2019-2022	w/m
Caitlin	McGinn	Offender Success Specialist, MDOC	674 Gannett Way	313-779-9360 cell	<a href="mailto:catanne16@yahoo.com">catanne16@yahoo.com</a>	President, 2019-21	Executive Committee Chair, Board Development, Finance Committee	2017-2020	w/f
Caitlin	O'Rourke	Capitol Fundraising Associates	720 N. Jenison, Lansing, MI 48915	517-485-9127 work 517-980-1104 cell	<a href="mailto:caitlin@capitolfundraising.com">caitlin@capitolfundraising.com</a>		Marketing Committee	2020-2023	w/f
Karen	Stefl	Render Studios	111 E Cesar E Chavez, Lansing, MI 48906	517-484-0800 work 517-204-7328 cell	<a href="mailto:karen@renderstudios.com">karen@renderstudios.com</a>		Marketing Committee Chair	2020-2023	w/f
Ayanna	Neal	Attorney, Grewal Law	2290 Science Pkwy, Okemos, MI 48864	517-393-3000 work 517-281-9259 cell	<a href="mailto:aneal@4grewal.com">aneal@4grewal.com</a>		Board Development	2021-2024	b/f
Hyunkag	Cho	MSU, Associate Professor	655 Auditoriam Rd, Baker Hall Room 230, East Lansing, MI 48824	517-432-3732 work 517-580-9238 cell	<a href="mailto:chohyu@msu.edu">chohyu@msu.edu</a>		Board Development	2021-2024	a/m
Peggy	McNichol	McNichol, CPA President	2304 Cedar St, Holt MI 48842	517-712-6899 work 517-712-6899 cell	<a href="mailto:p.mcnichol@comcast.net">p.mcnichol@comcast.net</a> <a href="mailto:peggy@atsassociates.biz">peggy@atsassociates.biz</a>	Treasurer, 2021-23	Finance Committee Chair	2021-2024	w/f
Amy	Champaigne	Spring Forest Counseling, LMSW, CADC	1591 Haddon Hall Dr. Holt, MI 48842	517-507-5892	<a href="mailto:amy.champaigne@gmail.com">amy.champaigne@gmail.com</a>			2022-2025	w/f

**Internal Revenue Service**

**Date:** September 20, 2005

EVE INC  
PO BOX 14149  
LANSING, MI 48901

**Department of the Treasury**  
**P. O. Box 2508**  
**Cincinnati, OH 45201**

**Person to Contact:**

Sally Froehle  
ID# 31-08058

**Toll Free Telephone Number:**

8:30 a.m. to 5:30 p.m. ET  
877-829-5500

---f---ax---Number---i--- ---

513-263-3756

**Federal Identification Number:**

38-2211520

Dear Sir or Madam:

This is in response to your request of August 15, 2005 regarding your tax-exempt status.

In January 1979 we issued a determination letter that recognized you as exempt from federal income tax. Our records indicate that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that you are also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

Our records indicate that contributions to you are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.



Cindy Westcott  
Manager, EO Determinations

# 2023 INGHAM COUNTY COMMUNITY AGENCY APPLICATION

## APPLICANT INFORMATION

### Organization

Greater Lansing Food Bank

### Contact Name

Kirsten Breau

### Contact Title

Special Gifts Manager

### Alternate Contact Name

Julie Lehman

### Alternate Contact Title

Garden Project Manager

### Email for communications regarding community agency funds:

kirsten@glfoodbank.org

### Organization's Address:

5600 Food Court Bath, MI 48835

### Phone Number

5179083688

### Fax Number

5176412076

### Website url

glfoodbank.org

### Proposal Title

Garden Project: Growing Healthy Food ;

### Amount Requested

\$15,000

### Federal Tax Id

38-2424756

Please indicate the names and titles of persons who are authorized to execute agreements on behalf of your organization:

**Authorized Name**

**Authorized Title**

Michelle Lantz

CEO

**Authorized Name**

**Authorized Title**

Sarah Jaworski

Director of Administration and Finance

**Nonprofit Type**  501(c)(2)  501(c)(3)  501(c)(4)  502(c)(3)

Other (specify)

**Business organization (profit):**

**Unit of government including schools (specify):**

**Not incorporated (specify legal and/or professional status of the requesting individual):**

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**How long has the applicant's organization been in business?**

41 years

**What is the number of full-time equivalent positions currently employed?**

37

**How many volunteers are currently involved?**

3200

**How does your proposal involve coordination or collaboration with County services, other local governments, or other agencies?**

Garden Project (GP) is designed to help community partners initiate and maintain viable and sustainable community gardens. GP works with a wide variety of neighborhood associations, non-profits, municipalities, faith-based organizations, schools, retirement homes and others towards this goal. Ways we sustain and expand our partnerships include: - Offer leadership trainings to over 50 individuals annually that are interested in starting and sustaining community - Work with Ingham County MSU Extension to provide Master Gardener volunteers and technical information on gardening, nutrition, and food preservation as well as the Capital Area Food Council efforts; - Work with partner organizations to support gardens in Lansing schools (provide tilling and supplies). - Support gardening for adjudicated youth at Ingham County Family Center; - Work with neighborhood organizations including network centers and many non-profit organizations to build garden knowledge and leadership capacity; - Partner with Ingham County Land Bank to utilize and provide resources and support for gardening on Land Bank properties; - Host Power of We Consortium AmeriCorps members, focused on fresh food access; and - Work with partner agencies in the emergency food distribution network to help publish a list of where gardeners/farmers can take surplus produce directly to those in need.

**What other programs similar to your program are operating in the County?**

Several neighborhood-based organizations such as South Lansing CDA, Northwest Initiative and Allen Neighborhood Center provide garden education and support. We collaborate with these groups to fill in gaps and work area wide. Our program is unique in the resources and training we provide to gardens and gardeners county-wide and beyond.

**Is this your first request for funds from Ingham County?**

No

**Have you sought funds for this proposal or concept from any other entity? Please identify who and the response.**

City of Lansing, Approved; Huntington, Pending; Meridian Township, Approved

**To what extent is the other funding assured?**

City of Lansing, \$6,000 (approved) Meridian Township, \$5,000 (approved) Huntington, \$3,000 (pending)

**Is your organization currently a member of the Power of We Consortium?**

- Yes  
 No

### **III. DETAILED SCOPE OF WORK**

**1.** Greater Lansing Food Bank's Garden Project (GP) is a community-driven initiative founded in 1983, offering home and community garden support for low- to moderate-income residents to help them grow their own food. GP provides access to land, how-to gardening education, seeds, plant starts, tools and other resources while helping build capacity for our community gardens. Through this work, GP helps address some of the root causes of hunger in Michigan's greater Lansing region. An estimated 3,400 individuals are directly served through GP's work each year. Approximately 80% of the population served is low- to moderate- income, according to HUD guidelines. Additionally, GP serves a large proportion of children, elderly, and new Americans (immigrants, refugees, etc.) by working to help locate gardens at senior homes, near subsidized apartment complexes, or in partnership with schools.

**2.** GP supports a network of 92 community gardens in Ingham County alone. Funding from Ingham County would support GP staff time and the crucial services and expertise they provide to growers in Ingham County. Each year, GP:

- Provides support to approximately 1,000 low-income Ingham County residents through gardening education, materials, and supplies
- Connects approximately 500 low-income households with at-home garden support
- Distributes approximately 50,000 plant starts and 715 Garden-To-Go bags to gardeners
- Promotes local food systems by providing small-scale urban farmers with access to greenhouse space for produce transplants to support their small businesses, with transplants grown valued at between \$140,000 and \$224,000 annually
- Provides educational opportunities in gardening, nutrition, and food preservation to participating gardeners
- Works with food pantries, human service agencies, and low-income housing complexes to provide fresh vegetables for their clients
- Supports the production of approximately 1 million pounds of fresh produce

**3.** GP assists individuals facing food insecurity. They teach residents how to garden and provide appropriate supports to increase their opportunity for success. The average gardener in the GP program produces over \$500 worth of food in their home or community garden plots every year. These short-term gains can lead to long-term impacts for families. Improved access to the fresh fruits and vegetables that they grow can lead to better health outcomes including reduced risk for illnesses like Type 2 Diabetes and heart disease.

**4.** Greater Lansing Food Bank is requesting a grant of \$15,000 from Ingham County to support garden maintenance staff time and infrastructure expenses including compost, irrigation, tools, lumber, etc. GP has a staff of 5 full time employees and 1 part time employee, as well as a seasonal AmeriCorps member. The manager of GP, Julie Lehman, brings over 15 years of agricultural experience to the program, nine of which have been spent at GLFB where she has formed partnerships and connections which are crucial to supporting the residents of Ingham County. The knowledge base and expertise, not to mention the physical labor, this team provides to the gardens and urban farms across the county are essential to the achievement of the goals of this program.

**5.** Home garden assistance is open to low-income eligible households. Community garden plots are open to everyone regardless of income. Data shows that over 70% of our community gardeners fit into a very low-income category and over 80% fit into a low- to moderate- income category based on HUD income guidelines for our area.

**6.** The GP office is open year-round, and we are busy preparing for our training programs and the growing season each winter. Land preparation begins in April or May depending on the weather. Gardens will remain open until late October. Gleaning activities generally happen from June or July through November.

## PROJECT BUDGET

The Proposed Line Item Budget should be structured to address four major areas: Personnel Services, Professional and Contractual Services, Operating Expenses, and Direct Services to Ingham County Residents. Please be advised that for 2022 emphasis will be placed on provision of direct services to county residents and use of Community Agency funds for personnel related expenditures is strongly discouraged.

### Personnel Services

	COUNTY REQUESTED AMOUNT	OTHER SOURCES
Salaries & Wages	\$ 10000.00	\$ 228000.00
FICA	\$ 0.00	\$ 20000.00
Unemployment	\$ 0.00	\$ 0.00
Fringe Benefits (may be further subdivided)	\$ 0.00	\$ 32000.00
Overtime	\$ 0.00	\$ 0.00
Temporary	\$ 0.00	\$ 3500.00
Work Study Wages	\$ 0.00	\$ 0.00
<b>Sub Total</b>	\$ 10000.00	\$ 283500.00

### Professional and Contractual

	COUNTY REQUESTED AMOUNT	OTHER SOURCES
Medical Services (for recipient population)	\$ 0.00	\$ 0.00
Accounting Services	\$ 0.00	\$ 0.00
Membership/Subscriptions	\$ 0.00	\$ 3650.00
Federal or State grant match	\$ 0.00	\$ 0.00
Office Equipment Leases	\$ 0.00	\$ 0.00
Maintenance Agreements	\$ 0.00	\$ 0.00
<b>Sub Total</b>	\$ 0.00	\$ 3650.00

### Operating Expenses



**COUNTY REQUESTED AMOUNT****OTHER SOURCES**

Telephone	\$ 0.00	\$ 1150.00
Rent	\$ 0.00	\$ 1200.00
Utilities	\$ 0.00	\$ 7850.00
Postage	\$ 0.00	\$ 1000.00
Office Supplies	\$ 0.00	\$ 2350.00
Travel	\$ 0.00	\$ 9000.00
Insurance	\$ 0.00	\$ 6000.00
<b>Sub Total</b>	\$ 0.00	\$ 28550.00

**Direct Services to Ingham County Residents**

	<b>COUNTY REQUESTED AMOUNT</b>	<b>OTHER SOURCES</b>
Food	\$ 0.00	\$ 0.00
Utilities	\$ 0.00	\$ 0.00
Shelter/Housing	\$ 0.00	\$ 0.00
Other Direct Assistance	\$ 5000.00	\$ 34050.00
<b>Sub Total</b>	\$ 5000.00	\$ 34050.00

	<b>COUNTY REQUESTED AMOUNT</b>	<b>OTHER SOURCES</b>
<b>TOTAL</b>	\$ 15000.00	\$ 349750.00

**Uploads**

<b>Form Item Name</b>	<b>User FileName</b>	<b>User ContentType</b>	<b>File Size</b>
DetailedScopeOfWork	GLFB 2023 Scope of Work for Website.pdf	application/pdf	112.3KB
CurrentYearOrganizationBudget	GLFB 2022-23 Proposed Budget.pdf	application/pdf	25.8KB
MostrecentFinancialStatement	2020 990.pdf	application/pdf	335.7KB
ListOfBoardofDirectors	GLFB Board of Directors.pdf	application/pdf	165.4KB
IRSTaxExemptionLetter	GLFB 501c3Letter.pdf	application/pdf	53.9KB
InsuranceCertificate	GLFB Insurance.pdf	application/pdf	1.6MB

Greater Lansing Food Bank											
	2019-20			2020-21			2021-22			2022-23	
	Budget	Actual 6/30	Actual Less In-Kind and Capital	Budget	Actual as of 6/30/2021	Actual Less In-Kind and Capital	Budget	Projected as of 5/31/2022	Actual Less In-Kind and Capital	Proposed Budget	
<b>Food Bank</b>											
Revenues	\$3,347,040	\$7,236,170	\$5,361,913	\$3,768,700	\$7,075,818	\$3,723,700	\$4,040,000	\$4,867,995	\$4,861,354	\$4,900,000	
Expenses	\$1,243,900	\$1,081,620	\$974,656	\$1,412,025	\$1,168,702	\$1,192,025	\$1,405,250	\$1,149,443	\$1,149,443	\$1,389,500	
Revenues over (under)	\$2,103,140	\$6,154,550	\$4,387,257	\$2,356,675	\$5,907,116	\$2,531,675	\$2,634,750	\$3,718,552	\$3,711,911	\$3,510,500	
<b>Garden Project</b>											
Revenues	\$116,500	\$118,349	\$78,571	\$120,500	\$113,838	\$85,500	\$114,000	\$176,795	\$76,936	\$124,000	
Expenses	\$321,000	\$354,274	\$314,496	\$331,450	\$327,063	\$296,450	\$348,650	\$373,253	\$273,394	\$415,570	
Revenues over (under)	(\$204,500)	(\$235,925)	(\$235,925)	(\$210,950)	(\$213,224)	(\$210,950)	(\$234,650)	(\$196,458)	(\$196,458)	(\$291,570)	
<b>Warehouse/ Operations</b>											
Revenues	\$13,460,099	\$16,288,471	\$2,364,767	\$13,645,468	\$14,799,498	\$1,145,468	\$14,165,025	\$10,913,393	\$420,367	\$11,384,025	
Expenses	\$15,581,048	\$16,877,915	\$3,348,753	\$16,063,960	\$17,081,635	\$3,572,960	\$17,851,200	\$15,858,845	\$4,132,828	\$15,842,000	
Revenues over (under)	(\$2,120,949)	(\$589,444)	(\$983,987)	(\$2,418,492)	(\$2,282,137)	(\$2,427,492)	(\$3,686,175)	(\$4,945,452)	(\$3,712,461)	(\$4,457,975)	
<b>All Departments</b>											
Total Revenues	\$16,923,639	\$23,642,989	\$7,805,250	\$17,534,668	\$21,989,154	\$4,954,668	\$18,319,025	\$15,958,183	\$5,358,657	\$16,408,025	
Total Expenses	\$17,145,948	\$18,313,809	\$4,637,905	\$17,816,435	\$18,577,399	\$5,061,435	\$19,605,100	\$17,381,541	\$5,555,665	\$17,647,070	
Total revenues over (under)	(\$222,309)	\$5,329,180	\$3,167,345	(\$281,767)	\$3,411,755	(\$106,767)	(\$1,286,075)	(\$1,423,358)	(\$197,008)	(\$1,239,045)	



## **Fiscal Year 2022-2023 Greater Lansing Food Bank Board**

Nikali Luke, Chair

Carrie Waggoner, Vice-Chair

Ken Klein, Treasurer

Lavon Dennis, Secretary

Mona Deliwala

Lupe Izzo

Katie Kelley

Deborah Leblanc

John Pirich

Jim Savage

Maureen Abood Shaheen

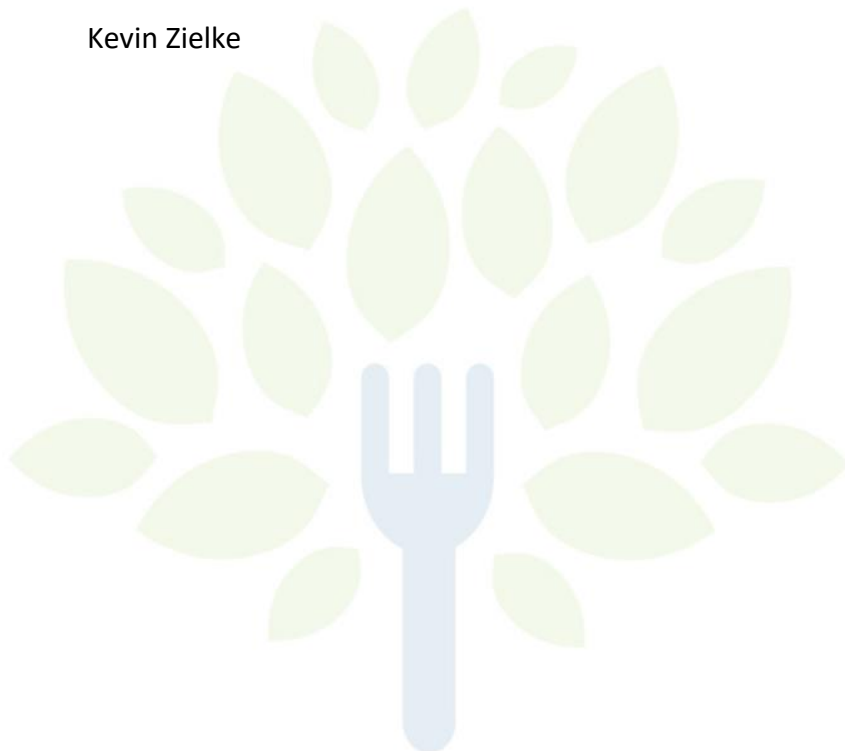
Sue Snodgrass

Pat Spyke

Roselyn Tantraphol

Meghan Vanderstelt

Kevin Zielke



**Internal Revenue Service**

**Date:** July 16, 2004

Greater Lansing Food Bank  
P.O. Box 16224  
Lansing, MI 48901-6224

**Department of the Treasury**  
**P. O. Box 2508**  
**Cincinnati, OH 45201**

**Person to Contact:**  
Sheila Schrom 31-02836  
Customer Service Representative  
**Toll Free Telephone Number:**  
8:00 a.m. to 6:30 p.m. EST  
877-829-5500  
**Fax Number:**  
513-263-3756  
**Federal Identification Number:**  
38-2424756

Dear Sir or Madam:

This is in response to your request of May 25, 2004, regarding your organization's tax-exempt status.

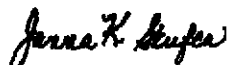
In August 1982 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Janna K. Skufca, Director, TE/GE  
Customer Account Services

# 2023 INGHAM COUNTY COMMUNITY AGENCY APPLICATION

## APPLICANT INFORMATION

### Organization

Habitat for Humanity Capital Region

### Contact Name

Carmen Hall

### Contact Title

Director of Philanthropy

### Alternate Contact Name

Brent Taylor

### Alternate Contact Title

President & CEO

### Email for communications regarding community agency funds:

carmen@habitatcr.org

### Organization's Address:

1941 Benjamin Drive, Lansing, MI 48906

### Phone Number

517.374.1313

### Fax Number

517.374.6279

### Website url

habitatcr.org

### Proposal Title

Keeping Ingham County residents in the

### Amount Requested

\$25,000

### Federal Tax Id

38-2716658

Please indicate the names and titles of persons who are authorized to execute agreements on behalf of your organization:

**Authorized Name**

**Authorized Title**

Brent Taylor

President & CEO

**Authorized Name**

**Authorized Title**

Carmen Hall

Director of Philanthropy

**Nonprofit Type**  501(c)(2)  501(c)(3)  501(c)(4)  502(c)(3)

Other (specify)

**Business organization (profit):**

**Unit of government including schools (specify):**

**Not incorporated (specify legal and/or professional status of the requesting individual):**

---

**How long has the applicant's organization been in business?**

Since 1987, 35 years

**What is the number of full-time equivalent positions currently employed?**

17

**How many volunteers are currently involved?**

100+

**How does your proposal involve coordination or collaboration with County services, other local governments, or other agencies?**

Habitat Capital Region receives referrals from the Ingham County DHHS, the Ingham County Health Department and Ingham County Veterans Affairs. Habitat Capital Region also receives referrals from numerous organizations throughout Ingham County including 211, the Disability Network Capital Region, Habitat for Humanity Michigan, McLaren Hospital, Sparrow Hospital, the Refugee Development Center, the Tri-County Office on Aging and Community Mental Health Authority of Clinton, Eaton, and Ingham counties.

---

**What other programs similar to your program are operating in the County?**

Capital Area Housing Partnership offers a ramp building program called Tuesday Toolmen. This ramp program is only offered to senior citizens 62 or older and people with disabilities and is only offered to residents who live in the City of Lansing. This leaves a large number of families who are unserved.

---

**Is this your first request for funds from Ingham County?**

No

**Have you sought funds for this proposal or concept from any other entity? Please identify who and the response.**

Yes, we have sought and received funding from AF Group, Capital Area United Way, the City of Lansing, and the Disability Network Capital Area.

**To what extent is the other funding assured?**

Funding has been assured from the above sources. The Capital Area United Way and City of Lansing funds run from July 1, 2022-June 30, 2023. Funds from the Disability Network Capital Area run through the end of 2022. Funds from AF Group are assured for the next two years.

---

**Is your organization currently a member of the Power of We Consortium?**

Yes

No



Ingham County Agency Grant  
Detailed Scope of Work

1. Habitat for Humanity Capital Region provides housing services to low- to moderate-income families in Ingham and Eaton Counties. Our services include accessibility ramps, critical home repairs, neighborhood revitalization, and new and rehabbed home builds. When someone applies to the Ramp Program it is often because they have an urgent need, are living on a fixed income, and may be experiencing other financial strains due to health or disability. Over half of the households served by our organization in the last five years included an individual who is over 65 or someone who has a disability.
2. The funds received from the Ingham County Agency Grant will be used to purchase the building materials needed; wood, screws, brackets and other materials to build accessibility ramps for those who cannot afford them and provides access to freedom and self-reliance. Material costs for an accessibility ramp, on average, are approximately \$1,700. Habitat Capital Region Ramp Crew volunteers complete the ramp build assessment, procure materials and build the ramps, therefore no county funds will go to salaries. The requested funds will purchase the materials needed to build 20 ramps for Ingham County residents. The need for affordable ramps is one of the greatest demands faced by Habitat for Humanity Capital Region, on average we receive one call per week. We are the only resource for ramps for low income individuals living outside of Lansing city limits.
3. Habitat for Humanity Capital Region is committed to increasing the quality of shelter for residents of Ingham County. Shelter (or housing) is identified by the Ingham County Board of Commissioners as a basic need. Habitat for Humanity Capital Region works with residents to increase the quality of their existing housing *or* to provide opportunities for residents to purchase a newly constructed or rehabbed, energy efficient and affordable home.
4. Habitat for Humanity Capital Region will apply funding from the Ingham County Agency Grant to build ramps in Ingham County. Applicants of the ramp program are income qualified and fall under 80% Area Median Income (AMI). There are currently 9 applicants in Ingham county waiting for funding. Ramps will be built by a crew of 6-8 volunteers, who build ramps on Tuesdays from April-November. Individuals with low to moderate income living in Ingham County, who cannot afford a ramp, are the target for this program. Having a ramp makes it possible for individuals to age in place.
5. 100% of the funds from Ingham County will be used to build ramps for Ingham County residents. To qualify for our ramp program, individuals or families must fall below 80% AMI (as defined by the US Department of Housing and Urban Development).
6. Ramps will be built between April 4 and November 14, 2023, all funds will be utilized between January 1, 2023 and December 31, 2023.

## PROJECT BUDGET

The Proposed Line Item Budget should be structured to address four major areas: Personnel Services, Professional and Contractual Services, Operating Expenses, and Direct Services to Ingham County Residents. Please be advised that for 2022 emphasis will be placed on provision of direct services to county residents and use of Community Agency funds for personnel related expenditures is strongly discouraged.

### Personnel Services

	COUNTY REQUESTED AMOUNT	OTHER SOURCES
Salaries & Wages	\$ 0.00	\$ 70000.00
FICA	\$ 0.00	\$ 5355.00
Unemployment	\$ 0.00	\$ 245.00
Fringe Benefits (may be further subdivided)	\$ 0.00	\$ 5160.00
Overtime	\$ 0.00	\$ 0.00
Temporary	\$ 0.00	\$ 0.00
Work Study Wages	\$ 0.00	\$ 0.00
<b>Sub Total</b>	\$ 0.00	\$ 80760.00

### Professional and Contractual

	COUNTY REQUESTED AMOUNT	OTHER SOURCES
Medical Services (for recipient population)	\$ 0.00	\$ 0.00
Accounting Services	\$ 0.00	\$ 0.00
Membership/Subscriptions	\$ 0.00	\$ 0.00
Federal or State grant match	\$ 0.00	\$ 0.00
Office Equipment Leases	\$ 0.00	\$ 0.00
Maintenance Agreements	\$ 0.00	\$ 0.00
<b>Sub Total</b>	\$ 0.00	\$ 0.00

### Operating Expenses

**COUNTY REQUESTED AMOUNT****OTHER SOURCES**

Telephone	\$ 0.00	\$ 0.00
Rent	\$ 0.00	\$ 0.00
Utilities	\$ 0.00	\$ 0.00
Postage	\$ 0.00	\$ 0.00
Office Supplies	\$ 0.00	\$ 0.00
Travel	\$ 0.00	\$ 0.00
Insurance	\$ 0.00	\$ 0.00
<b>Sub Total</b>	\$ 0.00	\$ 0.00

**Direct Services to Ingham County Residents**

	<b>COUNTY REQUESTED AMOUNT</b>	<b>OTHER SOURCES</b>
Food	\$ 0.00	\$ 0.00
Utilities	\$ 0.00	\$ 0.00
Shelter/Housing	\$ 25000.00	\$ 64800.00
Other Direct Assistance	\$ 0.00	\$ 0.00
<b>Sub Total</b>	\$ 25000.00	\$ 64800.00

	<b>COUNTY REQUESTED AMOUNT</b>	<b>OTHER SOURCES</b>
<b>TOTAL</b>	\$ 25000.00	\$ 145560.00

**Uploads**

<b>Form Item Name</b>	<b>User FileName</b>	<b>User ContentType</b>	<b>File Size</b>
ListOfBoardofDirectors	Board of Directors List_UPDATED 1.5.22.pdf	application/pdf	197.4KB
MostrecentFinancialStatement	Audited Financials FY 2021.pdf	application/pdf	865KB
IRSTaxExemptionLetter	501c3_IRS and HFHCR Letter_2020.pdf	application/pdf	316.2KB
CurrentYearOrganizationBudget FY23	Habitat Capital Region Budget.pdf	application/pdf	473.1KB

<b>Form Item Name</b>	<b>User FileName</b>	<b>User ContentType</b>	<b>File Size</b>
DetailedScopeOfWork	Habitat for Humanity Capital Region Scope of Work_Ingham County Agency Grant_2023.docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document	15.6KB
InsuranceCertificate	Certificate of Insurance Ingham County.pdf	application/pdf	32.6KB



65323 - Auto Insurance	Expense																						-
65324 - Director & Officer Insurance	Expense																						-
65325 - Volunteer Disability Insurance	Expense																						-
65326 - Crime Insurance	Expense																						-
65390 - Gas Expense	Expense		3,000			800		500		200													3,000
65601 - Tools	Expense																						3,000
65620 - Uniforms	Expense		200		200		150			300					250		200						500
66000 - Payroll Expenses	Expense		90,012		157,034		35,893		125,627		80,760												209,690
67000 - Program Expenses	Expense										70,024												144,793
78010 - Ramps	Expense										64,800												64,800
67030 - Global Village Program Expenses	Expense																						-
67040 - Program Service Expenses	Expense																						-
67041 - Neighborhood Revitalization	Expense																						-
67042 - Critical Home Repair Expe	Expense																						-
62145 - Credit Checks	Expense										1,600												1,600
65165 - Family & Partnership Expe	Expense										2,500												2,500
67056 - Financial Readiness Progra	Expense										500												500
67050 - Event Expenses	Expense										2,500												2,500
67052 - Signature Event Expe	Expense														5,000								5,000
67053 - Women Build Event E	Expense																						3,000
67054 - Home in One Golf Out	Expense																						8,000
67060 - Newsletters Expense	Expense																						1,400
67065 - Appeals Expense	Expense														1,400								1,400
Event Marketing & Printing	Expense																						-
67070 - Event Venue Expense	Expense																						-
67071 - Event Food & Beverage	Expense																						-
67074 - Event Licensing, Insur	Expense																						500
68300 - Travel and Meetings	Expense		2,600		1,000						2,400												1,000
68310 - Conference, Convention, Meetin	Expense																						500
68320 - Travel	Expense																						500
68400 - Volunteer Support Expense	Expense										1,000												1,000
69999 - Other Expenses	Expense																						3,000
70000 - Construction Expenses	Expense																						-
70001 - Architect Fees	Expense																						-
70002 - Closing Costs	Expense																						-
70003 - Garage	Expense																						-
70004 - Construction Jobs Payroll	Expense																						-
70005 - Lot Acquisition Costs	Expense										75,000												75,000
70006 - Property Tax Expense	Expense																						-
70007 - Appliances	Expense				20,000																		20,000
70008 - Cabinets & Countertops	Expense				26,500																		26,500
70009 - Driveways & Sidewalks	Expense				14,500																		14,500
70010 - HVAC/Mechanical	Expense				41,000																		41,000
70011 - Drywall	Expense				7,500																		7,500
70012 - Trash Removal	Expense				2,300																		2,300
70013 - Electrical	Expense				29,000																		29,000
70015 - Floorings	Expense				24,000																		24,000
70016 - Foundation	Expense				28,000						1,000												29,000
70017 - Utility Hook Ups	Expense				2,000																		2,000
70018 - Gutters & Downspouts	Expense				6,000						10,500												16,500
70020 - Insulation	Expense				16,000																		16,000
70021 - Landscaping	Expense				18,000						1,000												19,000
70024 - Paint & Painting Materials	Expense				29,000																		29,000
70025 - Permits	Expense				2,900						3,500												6,400
70026 - Plumbing	Expense				35,900																		35,900
70027 - Jobsite Utilities	Expense				1,000																		1,000
70028 - Windows	Expense				20,000						20,000												40,000
70040 Exterior Doors	Expense										6,000												6,000
70029 - Tools	Expense				3,000						1,500												5,500
70031 - Consumables	Expense				400						500												1,000
70032 - Roof	Expense										26,500												111,500
70034 - Subcontracted Work - Other	Expense										5,000												5,000
70036 Energy Testing	Expense										1,000												6,200
70038 Environmental Testing/Work	Expense																						-
70040 Exterior Doors	Expense										12,500												12,500
70050 Remedial/Warranty	Expense																						-
70022 - Exterior Housing	Expense										15,000												15,000
70061 Siding	Expense										13,000												43,000
70062 Porches/Decks	Expense										2,500												8,500
70063 Sheds	Expense										20,000												20,000
70064 Exterior Framing	Expense										4,000												4,000
70070 - Interior Housing - Other	Expense																						-
70071 Interior Framing	Expense										21,500												21,500
70072 Interior Trim	Expense										22,000												22,000
<b>Total Expenses</b>		<b>148,862</b>	<b>46,675</b>	<b>623,034</b>	<b>110,893</b>	<b>295,277</b>	<b>154,910</b>	<b>49,100</b>	<b>127,074</b>	<b>3,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>30,000</b>	<b>6,900</b>	<b>3,000</b>	<b>14,750</b>	<b>197,268</b>	<b>18,400</b>	<b>-</b>	<b>283,390</b>	<b>186,267</b>	<b>2,298,800</b>
<b>Net Budgeted Income/(Loss)</b>		<b>(126,862)</b>	<b>8,325</b>	<b>(95,234)</b>	<b>(35,893)</b>	<b>(66,477)</b>	<b>(51,910)</b>	<b>(49,100)</b>	<b>(127,074)</b>	<b>107,000</b>	<b>20,000</b>	<b>182,500</b>	<b>35,000</b>	<b>20,000</b>	<b>(6,900)</b>	<b>7,000</b>	<b>5,250</b>	<b>(87,268)</b>	<b>(8,400)</b>	<b>-</b>	<b>61,610</b>	<b>54,733</b>	<b>(153,700)</b>

<i>Board of Directors, 2022</i>					
<b>NAME</b>	<b>ADDRESS</b>	<b>PHONE</b>	<b>EMAIL</b>	<b>ORGANIZATION</b>	<b>Start of Board Service &amp; End of Term</b>
<b>Nicole Noll-Williams,</b> Board Chair	2816 Delta River Drive Lansing, MI 48906	(517)256-6823	<a href="mailto:nnoll-williams@craa.com">nnoll-williams@craa.com</a>	<i>Capital Region Airport Authority</i>	1 <sup>st</sup> term began 1/2018 2 <sup>nd</sup> term ends 1/2024
<b>Sara Wurfel,</b> Board Vice Chair	5097 Nellies Lane Charlotte, MI 48813	(517) 599-3470 M	<a href="mailto:swurfel@michamber.com">swurfel@michamber.com</a>	<i>Michigan Chamber of Commerce</i>	1 <sup>st</sup> term began 1/2018 2 <sup>nd</sup> term ends 1/2024
<b>Mark Matus,</b> Board Secretary	4584 Comanche Drive Okemos, MI 48864	(517) 282-1743	<a href="mailto:mark.matus@lbwl.com">mark.matus@lbwl.com</a>	<i>Lansing Board of Water &amp; Light</i>	1 <sup>st</sup> term began 1/2021 1 <sup>st</sup> term ends 1/2024
<b>Jefferey Connell,</b> Board Treasurer	1828 Gainsborough Pl Lansing, MI 48917	(517) 719-2550 C (517) 636-4486 W	<a href="mailto:ntsun@aol.com">ntsun@aol.com</a>	<i>State of Michigan, Treasury Dept.</i>	1 <sup>st</sup> term began 1/2020 1 <sup>st</sup> term ends 1/2023
<b>Brian Berry</b>	600 Juneberry Lane Okemos, MI 48864	(517) 6486380 M (517) 999-2115 W	<a href="mailto:blberry5@gmail.com">blberry5@gmail.com</a>	<i>Air Lift Company</i>	1 <sup>st</sup> term began 1/2020 1 <sup>st</sup> term ends 1/2023
<b>Tresa Bonds</b>	2118 Forest Lane Lansing, MI 48910	(517) 402-1587	<a href="mailto:sscctresa@gmail.com">sscctresa@gmail.com</a>	<i>Ingham County Health Dept.</i>	1 <sup>st</sup> term began 1/2018 2 <sup>nd</sup> term ends 1/2024
<b>Cindy Bowen</b>	6538 Old River Trail Lansing, MI 48917	(517) 230-1559 H	<a href="mailto:cbowen@cplansingwest.com">cbowen@cplansingwest.com</a>	<i>Crowne Plaza Lansing West</i>	1 <sup>st</sup> term began 7/2019 2 <sup>nd</sup> term ends 1/2024
<b>Paul Clark</b>	11620 Murano Drive Dewitt, MI 48820	(517) 282-7299	<a href="mailto:pclark@clarkcc.com">pclark@clarkcc.com</a>	<i>Clark Construction Company</i>	1 <sup>st</sup> term began 9/2021 1 <sup>st</sup> term ends 9/2024
<b>Robert Edwards</b>	1407 Squirrel Run Saint Johns, MI 48879	(517) 927-8448 M (248) 233-8942 W	<a href="mailto:robert.edwards@plantemoran.com">robert.edwards@plantemoran.com</a>	<i>Plante Moran</i>	1 <sup>st</sup> term began 1/2017 2 <sup>nd</sup> term ends: 1/2023
<b>Michael Green</b>	2124 Lyman Drive Lansing, MI 48912	(517) 719-5511	<a href="mailto:greenms4811@gmail.com">greenms4811@gmail.com</a>	<i>Attorney at Law</i>	1 <sup>st</sup> term began 1/2020 1 <sup>st</sup> term ends 1/2023
<b>Todd Gute</b>	1311 Timber Creek Dr. Grand Ledge, MI 48837	(517) 323-0577	<a href="mailto:gute@mayottearchitects.com">gute@mayottearchitects.com</a>	<i>Mayotte Group Architects</i>	1 <sup>st</sup> term began 1/2018 2 <sup>nd</sup> term ends 1/2024
<b>Tracey Lackman</b>	2682 Sanibel Hollow Holt, MI 48842	(517) 803-1223	<a href="mailto:tlackman@wnj.com">tlackman@wnj.com</a>	<i>Warner Norcross + Judd LLP</i>	1 <sup>st</sup> term began 1/2018 2 <sup>nd</sup> term ends 1/2024
<b>Danielle Robinson</b>	619 Barlyn Lane Lansing, MI 48906	(989) 640-1375	<a href="mailto:danielle.robinson@jackson.com">danielle.robinson@jackson.com</a>	<i>Jackson National Life Insurance Company</i>	1 <sup>st</sup> term began 1/2021 1 <sup>st</sup> term ends 1/2024
<b>Michael Valiante</b>	200 N Grand Ave, Lansing, MI 48933	(312) 590-3801	<a href="mailto:mike.valiante@accidentfund.com">mike.valiante@accidentfund.com</a>	<i>Accident Fund Insurance Company of America</i>	1 <sup>st</sup> term began 9/2021 1 <sup>st</sup> term ends 9/2024
<b>Matt Waligorski</b>	1419 Cooper Avenue Lansing, MI 48910	(517) 819-1386	<a href="mailto:mattw@lymansheets.com">mattw@lymansheets.com</a>	<i>Lyman &amp; Sheets Insurance Agency</i>	1 <sup>st</sup> term began 1/2018 2 <sup>nd</sup> term ends 1/2024



*Help build it!*

August 12, 2019

Habitat for Humanity Capital Region  
1941 Benjamin Dr  
Lansing, MI 48906-4156

**RE: 501(c)(3) Letter for Habitat for Humanity Capital Region, Partner ID# 0166-8378**

Dear affiliate leader:

This letter will confirm that Habitat for Humanity Capital Region, with employer identification number 38-2716658, is considered a subordinate under the group tax exemption umbrella of Habitat for Humanity International, Inc. ("HFHI") under Section 501(c)(3) of the Internal Revenue Code.

The group exemption number assigned to HFHI by the IRS is 8545. This number may be provided to prospective donors, foundations and other grant organizations as they request it and is required on certain IRS forms.

Enclosed is a copy of the determination letter dated June 18, 2019, provided by the IRS as evidence of HFHI's tax exempt status as well as its group exemption. The determination letter, together with this letter, confirms Habitat for Humanity Capital Region's subordinate status and provides evidence of its tax exempt status under Section 501(c)(3) of the Code.

In partnership,

A handwritten signature in black ink, appearing to read "Jim Mellott".

**Jim Mellott**  
VP Finance

Enclosure





P.O. Box 2508, Room 4010  
Cincinnati OH 45201

In reply refer to: 4077383720  
June 18, 2019 LTR 4167C 0  
91-1914868 000000 00

00034202

BODC: TE

HABITAT FOR HUMANITY INTERNATIONAL  
INC  
HABITAT FOR HUMANITY INTRNL PARENT  
322 W LAMAR ST  
AMERICUS GA 31709-3543



019599

Employer identification number: 91-1914868  
Group exemption number: 8545

Dear Taxpayer:

This is in response to your request dated Mar. 28, 2019, for information about your tax-exempt status.

Our records indicate we issued a determination letter to you in January 1987, and you're currently exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also recognized the subordinates on the list you submitted as exempt from federal income tax under IRC Section 501(c)(3).

For federal income tax purposes, donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106 and 2522.

Because IRC Section 170(c) describes your subordinate organizations, donors can deduct contributions they make to them.

Please refer to [www.irs.gov/charities](http://www.irs.gov/charities) for information about filing requirements. Specifically, IRC Section 6033(j) provides that, if you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

In addition, each subordinate organization is subject to automatic revocation if it doesn't file a required return or notice for three consecutive years. Subordinate organizations can file required returns or notices individually or as part of a group return.

For tax forms, instructions, and publications, visit [www.irs.gov](http://www.irs.gov) or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).

4077383720

June 18, 2019 LTR 4167C 0

91-1914868 000000 00

00034203

HABITAT FOR HUMANITY INTERNATIONAL  
INC  
HABITAT FOR HUMANITY INTRNL PARENT  
322 W LAMAR ST  
AMERICUS GA 31709-3543

Sincerely yours,

*Stephen A. Martin*

Stephen A. Martin  
Director, EO Rulings & Agreements

## IRS Group Exemption FAQs

### **The IRS refers to “central” or “parent” organizations, as well as “subordinate” organizations? What does these terms mean?**

An organization that has been granted a 501(c)(3) group exemption by the IRS is referred to as the central or parent organization. The central organization generally supervises many affiliates or chapters, called subordinate organizations. The subordinate organizations have similar structures, purposes, missions and activities.

- ❖ In Habitat’s case, HFHI is the central organization and each Affiliate is a subordinate organization.

### **What is the reason for group exemptions vs individual exemptions?**

Group exemptions are an administrative convenience for both the IRS and organizations with many affiliated organizations. Subordinates in a group exemption do not have to file, and the IRS does not have to process, separate applications for exemption. Instead, the IRS allows the central organization to include its subordinate organizations under its tax exempt “umbrella.”

- ❖ Group exemptions are more convenient because only one central organization (HFHI) needs to be checked for tax exempt status.

### **Who determines if a subordinate organization may be included under the central organizations’ group exemption?**

The central organization, not the IRS, determines who is exempt under its 501(c)(3) umbrella. The IRS does not approve or deny a subordinate’s inclusion on HFHI’s roster of exempt subordinates. It is solely at the discretion of the central organization holding the 501(c)(3) designation as long as the subordinate is similar in mission, purpose, structure and activities. The IRS leaves it up to the central organization to police its own list of subordinate entities and to report any changes. Failure to monitor the list in accordance with the rules set forth by the IRS may result in the central organization having its 501(c)(3) status revoked.

- ❖ HFHI is the final determiner of whether Affiliates are on its group exempt list. The IRS will not issue a letter with regard to an individual Affiliate.

### **How does a donor verify that an organization is included as a subordinate in a group exemption ruling?**

The central organization which holds the group exemption (rather than the IRS) determines which organizations are included as subordinates under its group exemption umbrella. Therefore, a donor should verify that an organization is a subordinate eligible to receive tax deductible donations by requesting a copy of a letter provided by the central organization to the subordinate confirming the subordinate entity's inclusion on its roster of exempt subordinates. This letter, coupled with a copy of the central organizations 501(c)(3) determination letter provides adequate proof of the entity's tax exempt status.

- ❖ Affiliate should provide donors a copy of the confirmation letter (with the HFHI IRS determination letter attached) that HFHI provides to each Affiliate on an annual basis.

- ❖ Donors should be told that the IRS determination letter will not reference the Affiliate by name.

### **How do donors verify that contributions are deductible with respect to a subordinate organization in a section 501(c)(3) group exemption ruling?**

Many donors are accustomed to consulting the IRS database known as EOS Select Check to confirm that donations to a specific organization are tax deductible. This works well for organizations that have an individual tax exemption; however, it creates a bit of confusion when it comes to organizations with a group tax exemption status.

The EOS Select Check database does NOT list all subordinate entities. It lists the central organization because the central organization is the entity that applied for, and was granted, a 501(c)(3) designation. Many times donors become alarmed when they do not see the individual Affiliate listed in the database. It is important to explain to your donor that providing HFHI's group exemption number (GEN) along with a confirmation letter from HFHI, as the central organization, is sufficient proof of the subordinate entity's tax exempt status. Donors may rely upon central organization verification with respect to deductibility of contributions to subordinates covered in a section 501(c)(3) group exemption ruling.

- ❖ Explain to your donors early the procedure so that they will not be surprised when the Affiliate is not referenced on the EOS database.

## Employer Identification Number (EIN) vs Group Exemption Number (GEN)

The Employer Identification Number (EIN) is a nine-digit number that is unique to each business and generally appears in the following format: XX-XXXXXXX. Its role for a business is similar to that of the Social Security number for an individual. The number includes information about which state the corporation is registered in. This unique identification number is assigned to a business entity so that they can easily be identified by the Internal Revenue Service. The EIN is also known as a Federal Identification Number (FIN) or Tax ID.

This number is apart and separate from a company's group exemption number (GEN). The EIN identifies the specific organization. The GEN identifies the entity's further designation as a tax exempt organization.

The GEN number is a number assigned by the IRS which identifies the central organization who was granted the group exemption. The GEN number is a 4 digit number that should be supplied to donors when they make a donation. This number allows the donor to make a tax deduction based on the donation to the tax exempt entity.

- HFHI's GEN is 8545. This should be given to your donors.
- Do not use HFHI's EIN in your Affiliate's tax return and other documents. This will cause the IRS to confuse your Affiliate with HFHI (including accidentally holding you responsible HFHI's payroll taxes, misreporting on Form 990, etc.)

❖ HFHI's GEN is 8545. This should be given to your donors.

❖ Do not use HFHI's EIN in your Affiliate's tax return and other documents. This will cause the IRS to confuse your Affiliate with HFHI (including accidentally holding you responsible HFHI's payroll taxes, misreporting on Form 990, etc.)

## II. APPLICANT INFORMATION

1. Organization: Haven House
2. Contact Person: Gabriel Biber Title: Exec. Dir.
3. Alternate Contact Person: Meghan Palma Title: Shelter Dir.
4. Ingham County communications regarding community agency funds shall be sent to email address: gbiber@havenhouseel.org
5. Organization's Address: 121 Whitehills Dr. East Lansing, MI 48823
6. Phone Number: 517-337-2731 Fax Number: 517-337-2910
7. WEB: HavenHouseEL.org
8. Proposal Title: 2023 Emergency Shelter and Housing
9. Amount Requested: \$ 15,000
10. Federal Tax Identification Number: 38-2433890
11. Please indicate the names and titles of persons who are authorized to execute agreements on behalf of your organization:  
Name: Gabriel Biber Name: \_\_\_\_\_  
Title: Exec. Dir. Title: \_\_\_\_\_
12. Nonprofit Organization: Please Check One -  
 501(c)(2)  501(c)(3)  501(c)(4)  502(c)(3)  
 Other (specify)
13. Business organization (profit): NA
14. Unit of government including schools (specify): NA
15. Not incorporated (specify legal and/or professional status of the requesting individual):  
NA
16. How long has the applicant's organization been in business? 39 years
17. What is the number of full-time equivalent positions currently employed? 7
18. How many volunteers are currently involved? Approximately 500 annually
19. a. How does your proposal involve coordination or collaboration with County services, other local governments, or other agencies?

This 2022 Emergency Shelter and Housing proposal is highly coordinated with County services, particularly the Ingham County Health Department, Ingham County Emergency Management, and other departments as part of ongoing efforts to meet the needs of Ingham County residents who are at risk of homeless and who experience homelessness. Our work to prevent homelessness and provide emergency homeless shelter services to families in Ingham County is also coordinated with, and partially funded by, other local governments, including the City of East Lansing and the City of Lansing. We collaborate with other agencies, including other homeless shelters, Legal Services of South Central Michigan, Capital Area Community Services, Capital Area Housing Partnership, and many others, including through membership in the Capital Region Housing Collaborative.

b. What other programs similar to your program are operating in the County?  
While no other emergency shelter in the County is exclusively focused on serving families,  
other local shelters provide similar services through their programs. These include Homeless  
Angels, City Rescue Mission, Holy Cross Services, Loaves & Fishes, and others.

20. Is this your first request for funds from Ingham County?  yes  no

21. a. Have you sought funds for this proposal or concept from any other entity? Please  
identify who and the response.  yes  no

MDHHS/Salvation Army (secured) \_\_\_\_\_

City of East Lansing (secured) \_\_\_\_\_

b. Does the proposal anticipate utilizing funds from other sources?  yes  no

c. To what extent is the other funding assured?

Grants and donations projected to fund this this proposal are secured and/or align with a  
proven history of past funding.

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22. Is your organization currently a member of the Power of We Consortium?  yes  no

### III. DETAILED SCOPE OF WORK

The Scope of Work should be one page or less and contain:

1. A statement regarding the general nature of the services and population with which your agency concerns itself.
2. **A statement regarding the specific details of the \*proposed program\* for which County funds, if granted, will be used (this is very important).**
3. A statement explaining how the proposal will address the County's long-term objective of Meeting Basic Needs. (See Resolution #22-262- Resolution Approving Criteria for Ranking Applications for Community Agency Funding). Priority consideration will be given to applicants that meet the objective of *Meeting Basic Needs*; however, if there are funds available, secondary consideration will be given to agencies serving vulnerable populations.
4. A statement detailing the specific services which will be provided by Ingham County's appropriation. A statement of the specific target group for these areas.
5. A statement describing the eligibility criteria for these services. (See Resolution #22-262 Resolution Approving Criteria for Ranking Applications for Community Agency Funding *and* must serve residents of Ingham County to be eligible).
6. A statement describing the time for the performance of these services.

SEE ATTACHED "SCOPE OF WORK INGHAM 2023"



## **HAVEN HOUSE**

**(JANUARY 1, 2023 TO DECEMBER 31, 2023)**

### **SCOPE OF WORK**

#### **1. Summary of Services and Target Population**

Haven House provides emergency homeless shelter for families. This includes the operation of a homeless shelter which typically serves 5-10 families at a time and an average of more than one hundred families annually. In addition to the physical shelter and basic needs (food, clothing, hygiene products, transportation, etc.) provided, Haven House staff works to assist families experiencing or at risk of experiencing homelessness in obtaining affordable housing. The families Haven House serves are very low or low income based on HUD guidelines, and more the half of the households served identify at least one disability among household members.

#### **2. Specific Use of County Funding for the 2023 Emergency Shelter and Housing Proposal**

Haven House shall use 100% of the funding it receives, pursuant to the Agreement to which this Exhibit is attached, to provide food and emergency homeless shelter to Ingham County families ("direct services to Ingham County residents"). While staying temporarily in Haven House's shelter, all individuals shall be provided with three meals each day. In addition to families in the shelter, Haven House shall assist families facing homelessness and recently re-housed, formerly homeless families to achieve greater housing stability as well as hygiene products, cleaning supplies, and other non-food stamp items that may be needed during their stay in the shelter as well as in housing.

#### **3. County-funded Services and Target Recipients of Services**

The services provided with County funding will be provision of food, shelter, utilities, housing, and other direct assistance to Ingham County residents who are homeless or at imminent risk of becoming homeless.

#### **4. Eligibility Criteria**

To be eligible for the services described and provided, and which are funded by Ingham County, individuals in the households served must be homeless or at imminent risk of becoming homeless. Further, those served must reside in Ingham County (in the case of homeless individuals, their most recent place of residence must be Ingham County).

#### **5. Timeline for Delivery of Services**

The services provided by the funding requested in this proposal will be delivered beginning January 1, 2023 and ending December 31, 2023, (or earlier if at such time as funding has been completely expended.)

**IV. PROJECT BUDGET**

The Proposed Line Item Budget should be structured to address four major areas: Personnel Services, Professional and Contractual Services, Operating Expenses, and Direct Services to Ingham County Residents. Please be advised that emphasis will be placed on provision of direct services to county residents and use of Community Agency funds for personnel related expenditures is strongly discouraged.

		<b>COUNTY REQUESTED AMOUNT</b>	<b>OTHER SOURCES</b>
<b>1</b>	<b><u>Personnel Services</u></b>		
	a. Salaries & Wages		500,000
	b. FICA		111,000
	c. Unemployment		
	d. Fringe Benefits (may be further subdivided)		73,000
	e. Overtime		
	f. Temporary		
	g. Work Study Wages		
<b>2</b>	<b><u>Professional and Contractual</u></b>		
	a. Medical Services (for recipient population)		
	b. Accounting Services		2,000
	c. Membership/Subscriptions		1,000
	d. Federal or State grant match		
	e. Office Equipment Leases		1,000
	f. Maintenance Agreements		5,000
<b>3</b>	<b><u>Operating Expenses</u></b>		
	a. Telephone		6,000
	b. Rent		
	c. Utilities		6,000
	d. Postage		1,4000
	e. Office Supplies		4,000
	f. Travel		2,000
	g. Insurance		17,000
<b>4</b>	<b>Direct Services to Ingham County Residents</b>		
	a. Food	\$10,000	10,000
	b. Utilities		10,000
	c. Shelter/Housing	\$5,000	200,000
	d. Other Direct Assistance		10,000
	<b>TOTAL</b>	<b>\$15,000</b>	<b>\$969,400</b>

**Haven House Organization Budget - Fiscal Year 2022**

**Totals and Comparisons**

	FY 2022 Direct Services	FY 2022 Fundraising	FY 2022 Admin Support	FY 2022 Total Budget	FY 2022 Common Size %
<b>OPERATING BUDGET</b>					
<b>OPERATING INCOME</b>					
<b>Donations</b>					
Events	\$0.00	\$130,000.00	\$0.00	\$130,000.00	10.7%
Solicitations	\$0.00	\$290,000.00	\$0.00	\$290,000.00	23.9%
Unsolicited	\$0.00	\$105,000.00	\$0.00	\$105,000.00	8.7%
Bequests	\$0.00	\$125,000.00	\$0.00	\$125,000.00	10.3%
<b>Total Donations</b>	<b>\$0.00</b>	<b>\$650,000.00</b>	<b>\$0.00</b>	<b>\$650,000.00</b>	<b>53.6%</b>
<b>Grants</b>					
MDHHS/Salvation Army ESP	\$0.00	\$0.00	\$125,242.63	\$125,242.63	10.3%
MSHDA ESG	\$0.00	\$0.00	\$48,846.00	\$48,846.00	4.0%
CoL ESG-CV	\$0.00	\$0.00	\$132,000.00	\$132,000.00	10.9%
Capital Area United Way HBN	\$0.00	\$0.00	\$5,062.50	\$5,062.50	0.4%
CoL HRCS GF	\$0.00	\$0.00	\$11,250.00	\$11,250.00	0.9%
EL CDBG	\$0.00	\$0.00	\$29,000.00	\$29,000.00	2.4%
Ingham County Comm Agency	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.8%
Ingham Co Sunrise	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.8%
RE Olds Foundation	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.8%
Pentecost Foundation	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.8%
Jackson Nat'l Comm Fund	\$0.00	\$0.00	\$83,000.00	\$83,000.00	6.8%
United Way Worldwide EFSP	\$0.00	\$0.00	\$31,832.00	\$31,832.00	2.6%
Capital Region Comm Fdn.	\$0.00	\$0.00	\$53,000.00	\$53,000.00	4.4%
<b>Total Grants</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$559,233.13</b>	<b>\$559,233.13</b>	<b>46.1%</b>
<b>Other Income</b>					
Interest Income	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.2%
Reimbursement	\$0.00	\$0.00	\$700.00	\$700.00	0.1%
Other Income	\$0.00	\$0.00	\$200.00	\$200.00	0.0%
<b>Total Other</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,900.00</b>	<b>\$3,900.00</b>	<b>0.3%</b>
<b>TOTAL OPERATING INCOME</b>	<b>\$0.00</b>	<b>\$650,000.00</b>	<b>\$563,133.13</b>	<b>\$1,213,133.13</b>	<b>100.0%</b>
<b>OPERATING EXPENSES</b>					
<b>Operating Expenses</b>					
Insurance	\$0.00	\$0.00	\$16,400.00	\$16,400.00	1.4%
Utilities	\$13,740.00	\$4,580.00	\$4,580.00	\$22,900.00	1.9%
Employee Compensation	\$440,985.68	\$110,246.42	\$183,744.04	\$734,976.14	60.5%
FICA Expense	\$13,489.11	\$3,372.28	\$5,620.46	\$22,481.85	1.9%
Payroll Expenses	\$7,823.50	\$1,955.87	\$3,259.79	\$13,039.16	1.1%
Housing Assistance Fund	\$100,000.00	\$0.00	\$0.00	\$100,000.00	8.2%
Hotel Costs	\$90,000.00	\$0.00	\$0.00	\$90,000.00	7.4%
Maintenance and Repairs	\$28,758.40	\$3,454.80	\$4,334.80	\$36,548.00	3.0%
Food	\$15,000.00	\$0.00	\$0.00	\$15,000.00	1.2%
Contract Employment	\$64,845.00	\$0.00	\$655.00	\$65,500.00	5.4%
Professional Fees	\$4,800.00	\$6,400.00	\$5,800.00	\$17,000.00	1.4%
Communication	\$1,500.00	\$10,500.00	\$3,000.00	\$15,000.00	1.2%
Recognition	\$2,400.00	\$600.00	\$1,000.00	\$4,000.00	0.3%
Office Expenses	\$4,662.30	\$7,192.50	\$6,656.20	\$18,511.00	1.5%
Transportation	\$2,418.00	\$548.00	\$274.00	\$3,240.00	0.3%
Events	\$700.00	\$20,900.00	\$2,400.00	\$24,000.00	2.0%
Depreciation	\$4,950.00	\$0.00	\$10,050.00	\$15,000.00	1.2%
Miscellaneous	\$0.00	\$40.00	\$360.00	\$400.00	0.0%
<b>Total Operating Expenses</b>	<b>\$788,248.49</b>	<b>\$167,834.00</b>	<b>\$244,874.50</b>	<b>\$1,213,996.15</b>	<b>100.0%</b>
<b>OPERATING BUDGET EXCESS (DEFICIT)</b>	<b>(\$788,248.49)</b>	<b>\$482,166.00</b>	<b>\$318,258.63</b>	<b>(\$863.02)</b>	
<b>CAPITAL BUDGET</b>					
<b>FIXED ASSETS</b>					
<b>Capital Improvements</b>					
Parking Lot	\$0.00	\$0.00	\$0.00	\$40,000.00	3.3%
<b>TOTAL CAPITAL IMPROVEMENTS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$40,000.00</b>	<b>3.3%</b>

## Haven House Annual Budget

### Notes to the FY2022 Budget

1. Strategic priorities include the development of a three-year rolling budget.
2. It is recommended that an amended FY2022 budget be considered for adoption in May 2022.
3. Historically, the Salvation Army grant has been billed according to a per diem amount based on the number of people sheltered. Beginning with FY2022, this grant will be billed itemized expenses for direct service compensation, benefits, and operating expenses.
4. ESG-CV funds are billed as itemized expenses for hotel costs. Recently, limitations have been lifted on these funds and could allow us to bill non-hotel expenses incurred due to COVID-19.
5. Operating Surplus/Deficit indicator does not include Capital Budget.
6. Operating Expenses are broken down to reflect costs attributed to Direct Service, Fundraising, and Administrative Support.
7. Housing Assistance Fund demand has been greatly reduced by availability of Covid Emergency Rental Assistance (CERA) funding.
8. Administrative rates exceeding 35% require an explanation when applying for Capital Area United Way (CAUW) payroll deduction fundraising campaigns. CAUW specifies a formula for calculating administrative rate based on audited financial data as reported in form IRS-990 as part of nonprofit federal tax returns. Using this calculation based on most recently filed IRS-990, administrative rate is reported as 22.62%. Preliminary analysis based on the FY2022 budget as presented indicates administrative rate will not exceed 34%.
9. The following assumptions informed the creation of the FY2022 budget:
  - Haven House will commit resources to meet the goals set forth in the Strategic Plan proposed for adoption in September, 2021.
  - Depreciation expense of \$15,000 reflected in budget (\$10,000 for office equipment, \$5,000 for shelter equipment) does not include building depreciation expense and may vary based on method of depreciation calculation to be determined as most appropriate for organizational use.
  - The ongoing global pandemic continues to contribute to a higher than usual level of uncertainty in operational and financial planning. The budget attempts to allow for flexibility with COVID-19 mitigation and prevention strategies.
  - Amended budget will include updated income and expense projections based on research outlined in FY2022 Action Plan.

###

HAVEN HOUSE BOARD OF DIRECTORS  
- July 2022 -

**Stacy A. Hickox, Esq.**  
**President**

**Chris DeRose**  
**Vice President**

**Matt Anderson**  
**Treasurer**

**Mikki Droste**  
**Secretary**

**Kunwar Rajendra**

**Linda Doyle-Bennett**

**Michelle Selby**  
**Kristin Bellar**

**Heather Driscoll**

**John Holck**

**Ken Jones**

**Jim Patterson**

**Doug Johnson**

**Alexandre Stratilatov**

Internal Revenue Service  
District Director

Department of the Treasury

P. O. Box 2508  
Cincinnati, OH 45201

Date: APR 08 1999

Person to Contact:  
Brett Siereveld 31-02633  
Customer Service Specialist  
Telephone Number:  
877-829-5500  
Fax Number:  
513-684-5936  
Federal Identification Number:  
38-2433890

Haven House  
121 Whitehills Drive  
East Lansing, MI 48823-2725

Dear Sir or Madam:

This letter is in response to your organization's Certificate of Amendment to the Articles of Incorporation filed with the state on July 10, 1998. We have updated our records to reflect the organization's new name.

Our records indicate that a determination letter issued on December 23, 1982, granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Haven House  
38-2433890

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

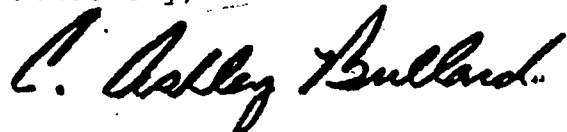
Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

This letter affirms your organization's exempt status.

Sincerely,



C. Ashley Bullard  
District Director

# 2023 INGHAM COUNTY COMMUNITY AGENCY APPLICATION

## APPLICANT INFORMATION

### Organization

Holy Cross Services New Hope Community Center

### Contact Name

Wendee Rex

### Contact Title

Donor Engagement Officer

### Alternate Contact Name

Nancy Oliver

### Alternate Contact Title

Division Director-Shelter and Community Services

### Email for communications regarding community agency funds:

wrex@hccsnet.org

### Organization's Address:

430 N Larch St, Lansing, MI 48912

### Phone Number

248-980-4830

### Fax Number

### Website url

www.holycrossservices.org

### Proposal Title

Housing Advocate Services

### Amount Requested

30,000

### Federal Tax Id

38-1368326



Please indicate the names and titles of persons who are authorized to execute agreements on behalf of your organization:

**Authorized Name**

**Authorized Title**

Susan Rosas

President & CEO

**Authorized Name**

**Authorized Title**

Michael Fontana

Board Chairman

**Nonprofit Type**  501(c)(2)  501(c)(3)  501(c)(4)  502(c)(3)

Other (specify)

**Business organization (profit):**

**Unit of government including schools (specify):**

**Not incorporated (specify legal and/or professional status of the requesting individual):**

---

**How long has the applicant's organization been in business?**

74

**What is the number of full-time equivalent positions currently employed?**

25

**How many volunteers are currently involved?**

2

**How does your proposal involve coordination or collaboration with County services, other local governments, or other agencies?**

We are an active member of the Capital Housing Partnership. We collaborate with involved agencies as well as non member agencies to provide Emergency Shelter, Basic Needs, and Case Management for individuals and families experiencing homelessness. The coordination includes local, city, state, as well as private agencies. We partner specifically with the Ingham County Health Department to provide healthcare for participants in our emergency shelter. ICHD uses a space within our shelter to promote healthcare accessibility.

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**What other programs similar to your program are operating in the County?**

Holy Cross Services New Hope Community Center (HCS NHCC) is the only low barrier emergency shelter in Ingham County. This means means our shelter is accessible for all clients in accordance with: Section 504 of the Rehabilitation Act; Title II of the American Disabilities Act; and The Fair Housing Act (42 U.S.C. 3601 et seq.). HCS NHCC enjoys close partnership with a variety of sheltering programs across the community. Each of us fills a critical gap in housing our neighbors. For HCS NHCC, as the community's only low barrier shelter, our target population is comprised of the individuals turned away from other services. Any given quarter, we serve approximately 400 of such participants who are unable to find shelter in the community.

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**Is this your first request for funds from Ingham County?**

No

**Have you sought funds for this proposal or concept from any other entity? Please identify who and the response.**

HCS NHCC is funded by a variety of funders in the community and has a broad individual donor base. Our largest funders who support th

**To what extent is the other funding assured?**

We have received confirmed funding from the City of Lansing for FY23 and from the Granger Foundation for this project. We are currently negotiating and anticipate continued funding through our Salvation Army and Veterans' Affairs grants. However, the entirety of these awards still do not meet the demand of the program, and we are hopeful support from Ingham County can help us address the unmet staffing needs within the program.

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**Is your organization currently a member of the Power of We Consortium?**

Yes

No

The New Hope Community Center (NHCC) is the lowest barrier homeless shelter in Ingham County, serving a critical need for the community's homeless population. Without NHCC, many of our community's most vulnerable would be ineligible for any other sheltering program in the area, forced to remain outside during even the harshest winters – a fate many would not survive. This population, by the time they reach our door, has already experienced profound trauma. Beyond their homelessness, they report heartbreaking violence in childhood, victimization as adults, and often exposure to the horrors of war. They, like so many others exposed to lifelong harms, now often face the added demons of addiction or severe mental illness. Without the New Hope Center, they have nowhere else to turn.

NHCC's goal is to reduce the number of homeless persons and ensure a future where family and home are certainties for everyone. The purpose of this grant will be to partially fund expenses relating to a Housing Advocate (HA) Position. This position is the first contact point that many of our homeless experience at NHCC. We have staff available 24 hours a day, 7 days a week. The HA allows us to better serve our clients by helping to bridge the gaps in services with case workers. It allows us to provide immediate support to our participants and help them to receive the services they need sooner.

Our shelter includes a medical clinic on-site, a kitchen serving 3 meals a day with capacity to meet dietary restrictions, is ADA compliant, and maintains clothing and toiletry supplies. HA's connect residents with any/all of these needs as they arise. NHCC provides day shelter to at least 500 unique homeless persons. We provide overnight shelter to individuals and keep families together. We initiate housing case management for at least 350 different persons by connecting them with coordinated entry and housing teams. The HA conducts basic assessments of presenting problems, participant needs, develop housing plans and provide referrals for community services. We collaborate and facilitate arrangements with other human service or government agencies. These services include: Acute and primary healthcare, Social Security Disability assistance, dental care, housing identification and placement, assisting with financial resources for housing including rapid rehousing and eviction prevention services, referrals to Behavioral Health services, including mental health and substance abuse treatment, and Veteran's services

Every person who is eligible will receive emergency basic needs services. We will serve 1000 individual homeless persons giving them on site shelter and supportive services that meet basic and emergency needs, documenting in participant files. We will have case records entered in the Homeless Management Information System (HMIS), and data quality will be monitored to ensure that at least 90% of the HMIS case records entered have at least 90 % of the universal data elements completed. This information along with information received from collaborating agencies, will show outcomes of participants placed in overnight shelter, securing employment, placed in transitional or permanent housing, and who show increases in self sufficiency

*No wrong door.* Anyone who comes to our facility seeking shelter will receive it, either directly through our program, or through a partner organization within the area's Coordinated Entry whose services may be a better fit. Individuals who are denied entry to other programs may be referred to ours.

*Maintain safety.* HA's train in de-escalation, are scheduled during shifts designed to meet safety needs of the facility and build relationship with the residents. Through this training, scheduling, and relationship-building, the HA's preserve a safe environment across the facility.

*Uphold supportive, judgment-free services.* Our neighbors come to us in a time of need, often after a life of pain. We warmly welcome residents into our care, regardless of their battles with addiction, mental illness, or other challenges that interfere with their well-being. Of all the barriers our residents encounter, shame within our shelter must not be one of them.

The program will run the fiscal year of October 1, 2022 through September 30, 2023.

## PROJECT BUDGET

The Proposed Line Item Budget should be structured to address four major areas: Personnel Services, Professional and Contractual Services, Operating Expenses, and Direct Services to Ingham County Residents. Please be advised that for 2022 emphasis will be placed on provision of direct services to county residents and use of Community Agency funds for personnel related expenditures is strongly discouraged.

### Personnel Services

	COUNTY REQUESTED AMOUNT	OTHER SOURCES
Salaries & Wages	\$ 0.00	\$ 531119.00
FICA	\$ 0.00	\$ 0.00
Unemployment	\$ 0.00	\$ 0.00
Fringe Benefits (may be further subdivided)	\$ 0.00	\$ 164647.00
Overtime	\$ 0.00	\$ 0.00
Temporary	\$ 0.00	\$ 0.00
Work Study Wages	\$ 0.00	\$ 0.00
<b>Sub Total</b>	\$ 0.00	\$ 695766.00

### Professional and Contractual

	COUNTY REQUESTED AMOUNT	OTHER SOURCES
Medical Services (for recipient population)	\$ 0.00	\$ 0.00
Accounting Services	\$ 0.00	\$ 132000.00
Membership/Subscriptions	\$ 0.00	\$ 0.00
Federal or State grant match	\$ 0.00	\$ 0.00
Office Equipment Leases	\$ 0.00	\$ 0.00
Maintenance Agreements	\$ 0.00	\$ 0.00
<b>Sub Total</b>	\$ 0.00	\$ 132000.00

### Operating Expenses

**COUNTY REQUESTED AMOUNT**

**OTHER SOURCES**

Telephone	\$ 0.00	\$ 0.00
Rent	\$ 0.00	\$ 0.00
Utilities	\$ 0.00	\$ 0.00
Postage	\$ 0.00	\$ 0.00
Office Supplies	\$ 0.00	\$ 0.00
Travel	\$ 0.00	\$ 0.00
Insurance	\$ 0.00	\$ 0.00
<b>Sub Total</b>	\$ 0.00	\$ 0.00

**Direct Services to Ingham County Residents**

	<b>COUNTY REQUESTED AMOUNT</b>	<b>OTHER SOURCES</b>
Food	\$ 0.00	\$ 0.00
Utilities	\$ 0.00	\$ 0.00
Shelter/Housing	\$ 30000.00	\$ 290517.00
Other Direct Assistance	\$ 0.00	\$ 0.00
<b>Sub Total</b>	\$ 30000.00	\$ 290517.00

	<b>COUNTY REQUESTED AMOUNT</b>	<b>OTHER SOURCES</b>
<b>TOTAL</b>	\$ 30000.00	\$ 1118283.00

**Uploads**

<b>Form Item Name</b>	<b>User FileName</b>	<b>User ContentType</b>	<b>File Size</b>
CurrentYearOrganizationBudget	NHC 2023 Budget.pdf	application/pdf	104KB
IRSTaxExemptionLetter	W-9 Updated.pdf	application/pdf	96.5KB
InsuranceCertificate	COI -.pdf	application/pdf	21.9KB
MostrecentFinancialStatement	990.pdf	application/pdf	1.6MB
ListOfBoardofDirectors	Board Roster.pdf	application/pdf	42KB

<b>Form Item Name</b>	<b>User FileName</b>	<b>User ContentType</b>	<b>File Size</b>
DetailedScopeOfWork	HCS NHCC Scope of Work Ingham County Community Grant.docx	application/vnd.openxmlformats- officedocument.wordprocessingml.document	17.3KB

2023 - New Hope Center Budget

<b>Personnel</b>	<b>Budget</b>
	<b>\$ 1,261,926.54</b>
Housing Generalists	\$ 229,840.00
Supervisors	\$ 108,160.00
Leadership	\$ 166,591.00
Custodian	\$ 47,840.00
Kitchen Staff	\$ 111,488.00
Maintenance	\$ 24,960.00
<b>Sum Personnel</b>	<b>\$ 688,879.36</b>
<b>Fringe</b>	<b>\$ 234,218.98</b>
<b>Operations</b>	
Office Space	\$ 103,200.00
Contractual	\$ 14,400.00
Food	\$ 39,600.00
Supplies	\$ 66,907.00
<b>Sum Operations</b>	<b>\$ 224,107.00</b>
<b>Indirect</b>	<b>\$ 114,720.59</b>
<b>Total Project Cost</b>	<b>\$ 1,261,926.54</b>



**HOLY CROSS SERVICES**

**BOARD ROSTER**

<b>NAME</b>	<b>POSITION</b>
Michael J. Fontana	Board Chair
Deacon David A. Drayton	Board Vice Chair
John S. Pence	Board Secretary
John G. Teagan (Jerry)	Board Treasurer
Ron Weingartz	Imm Past Board Chair
Benjamin L. Anderson	Board Member
Michael M. Anderson	Board Member
William P. Bolton	Board Member
Stella Cash	Board Member
Brother Chester Freel	Board Member
Twannie L. Gray	Board Member
Christopher Kolomjec	Board Member - K of C
Ryan Kunzelman	Board Member
Patrick O'Brien	Board Member
Fr Ron Richards	Board Member
James Tedder	Board Member
Walter K. Winkle	Board Member - K of C



**Department of the Treasury**  
**Internal Revenue Service**  
**Tax Exempt and Government Entities**  
P.O. Box 2508  
Cincinnati, OH 45201

BOYSVILLE OF MICHIGAN INC  
8759 CLINTON-MACON RD  
CLINTON, MI 49236

**Date:**  
09/18/2020

**Employer ID number:**  
38-1368326

**Person to contact:**  
Name: Shawntel Sanders  
ID number: 31456  
Telephone: (877) 829-5500

**Accounting period ending:**  
September 30

**Public charity status:**  
170(b)(1)(A)(vi)

**Form 990 / 990-EZ / 990-N required:**  
Yes

**Effective date of exemption:**  
October 1, 2019

**Contribution deductibility:**  
Yes

**Addendum applies:**  
No

**DLN:**  
29053042321000

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

Our records show you were previously tax exempt as a subordinate under group exemption number 0928. Because you applied for and were granted your own individual tax-exempt status, you no longer rely on your affiliation with a parent organization for recognition of your tax exemption and you'll be listed individually in the Tax Exempt Organization Search (Pub. 78 data).

If, in the future, you choose to become a subordinate under a group ruling, you'll lose your individual recognition of tax-exempt status and you'll no longer appear in the Exempt Organizations Select Check (Pub. 78 data). Moreover, if you become a subordinate under a group ruling and your parent organization loses its tax-exempt status, you also will lose your exempt status. To reestablish your individual tax exemption after rejoining a group exemption, you'll be required to reapply and pay the appropriate user fee.

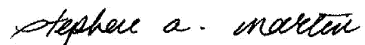
If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

We sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

A handwritten signature in cursive script that reads "Stephen A. Martin".

Stephen A. Martin  
Director, Exempt Organizations  
Rulings and Agreements

# 2023 INGHAM COUNTY COMMUNITY AGENCY APPLICATION

## APPLICANT INFORMATION

### Organization

Lansing Area AIDS Network

### Contact Name

Kristina Schmidgall

### Contact Title

Executive Director

### Alternate Contact Name

Melissa Blood

### Alternate Contact Title

Care Supervisor

### Email for communications regarding community agency funds:

kschmidgall@laanonline.org

### Organization's Address:

913 W. Holmes, Suite 115

### Phone Number

5173943719

### Fax Number

5173941298

### Website url

laanonline.org

### Proposal Title

Lansing Area AIDS Network- Basic Nee

### Amount Requested

20000

### Federal Tax Id

382791807

Please indicate the names and titles of persons who are authorized to execute agreements on behalf of your organization:

**Authorized Name**

**Authorized Title**

Kristina Schmidgall

Executive Director

**Authorized Name**

**Authorized Title**

Melissa Blood

Care Supervisor

**Nonprofit Type**  501(c)(2)  501(c)(3)  501(c)(4)  502(c)(3)

Other (specify)

**Business organization (profit):**

**Unit of government including schools (specify):**

**Not incorporated (specify legal and/or professional status of the requesting individual):**

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**How long has the applicant's organization been in business?**

37

**What is the number of full-time equivalent positions currently employed?**

15

**How many volunteers are currently involved?**

10

**How does your proposal involve coordination or collaboration with County services, other local governments, or other agencies?**

This funding is requested for where MDHHS funding ends to provide basic needs for clients. The requirements for assistance are strict per federal regulations.

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**What other programs similar to your program are operating in the County?**

The Ingham County Health Department has some similar funding for medical case management, non-medical case management, and early intervention services. All of ICHD services are offered in a clinical setting. LAAN's services are offered in the community.

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**Is this your first request for funds from Ingham County?**

No

**Have you sought funds for this proposal or concept from any other entity? Please identify who and the response.**

This funding is requested for where MDHHS funding ends to provide basic needs for clients.

**To what extent is the other funding assured?**

The funding from MDHHS is assured for fiscal year 2022-2023 but does not adequately meet client needs.

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**Is your organization currently a member of the Power of We Consortium?**

Yes

No

## SCOPE OF WORK

The Services Provided and the Population Served: The Lansing Area AIDS Network (LAAN) was established in 1985 to meet community needs arising from HIV/AIDS with a mission of “dedication to the delivery of services and programs to meet the needs of those living with HIV/AIDS and programs to help prevent the further spread of HIV.” Since 1985, LAAN has provided essential services to the residents of Ingham, Clinton, Gratiot, Eaton, Montcalm, and Shiawassee counties. Most individuals are Ingham County residents. Of an active current caseload of 201 case managed clients, 161 (or 81.3%) are County residents. The most recent statewide data shows that in the six-county area which LAAN serves, of 688 persons diagnosed with HIV, 472 (68%) are from Ingham County with 453 residing in Lansing. Ingham County ranks fourth in the state relative to HIV infection outside the Detroit Metropolitan area. Since 1985, LAAN has served individuals living with HIV, with 8 new clients enrolled to date in 2022. These services have included case management, housing and utility assistance, medical expenses and co-pays, transportation, nutritional assistance, and mental health assistance. LAAN has provided HIV testing to over 4,500 individuals in the past decade, and HIV risk reduction services to tens of thousands at the office and various locations within Ingham County. LAAN is affiliated with the Power of We, and the Executive Director sits on the Steering Committee.

Proposed Program: Currently most of LAAN’s funding comes from Michigan Department of Health and Human Services’, particularly Ryan White Part B and Housing Opportunities for Persons with AIDS. While LAAN is reliant on these grants for salaries and other business costs, these grants have strict requirements for client assistance, often not providing for basic needs. LAAN needs Ingham County Funds to fill in those gaps where State funding lacks. For instance, if a client receives Section 8 funding, HOPWA funds cannot assist with any other housing need even if a small amount would allow the client to be able to continue their Section 8 housing instead of needing to find another resource.

In addition to HIV, LAAN responds to challenges such as immigration and refugee concerns, substance abuse treatment, criminal justice issues, a lack of affordable housing, domestic violence, and medical comorbidities. The response includes building a network of community partners in the face of a diminishing safety net, promoting staff development in areas of diversity, medical treatment options, psycho-social issues, and increasingly working with at-risk populations such as the individuals with chronically mentally health issues, at-risk youth, and seniors.

Addressing Ingham County’s Long-Term Objectives and Specified Areas of Priority: The services to be provided through this proposal address the long-term priority of *Assisting in Meeting Basic Needs*. The medical, economic, and emotional needs of the individuals living with HIV are many. Even with medical advancements, there can be a variety of associated complications that increase as the disease progresses and as the body responds to sometimes complex and often difficult medication regimens. Increased life expectancies have not necessarily eradicated other quality of life complications and financial hardships.

Services Related to Appropriation: LAAN is requesting an appropriation of \$20,000. This is an increase from previous years as needs have continued to increase. If awarded, the funds would be used for direct client assistance for *Basic Needs* in the form of housing (\$3,500), utilities (\$3,500), food (\$4,000), and other (\$6,000) which would be basic needs like laundry cards, bus tokens, copays, medical necessities like hearing aids not fully covered by insurance, and court fees to remove barrier to work or other essential activities. These funds would allow us to serve more Ingham County residents.

Eligibility Criteria: If appropriated, these funds will be used specifically for Ingham County residents who are living with HIV and receiving care services from LAAN. Currently 81.3% of LAAN clients are Ingham County residents. The vast majority of clients are at 300% or lower of federal poverty level.

Timeline: This proposal represents a continuation of case management and direct client basic needs assistance programming. There is not requisite start up time, and the funds will be spent within 2023.



## PROJECT BUDGET

The Proposed Line Item Budget should be structured to address four major areas: Personnel Services, Professional and Contractual Services, Operating Expenses, and Direct Services to Ingham County Residents. Please be advised that for 2022 emphasis will be placed on provision of direct services to county residents and use of Community Agency funds for personnel related expenditures is strongly discouraged.

### Personnel Services

	COUNTY REQUESTED AMOUNT	OTHER SOURCES
Salaries & Wages	\$ 0.00	\$ 0.00
FICA	\$ 0.00	\$ 0.00
Unemployment	\$ 0.00	\$ 0.00
Fringe Benefits (may be further subdivided)	\$ 0.00	\$ 0.00
Overtime	\$ 0.00	\$ 0.00
Temporary	\$ 0.00	\$ 0.00
Work Study Wages	\$ 0.00	\$ 0.00
<b>Sub Total</b>	\$ 0.00	\$ 0.00

### Professional and Contractual

	COUNTY REQUESTED AMOUNT	OTHER SOURCES
Medical Services (for recipient population)	\$ 0.00	\$ 0.00
Accounting Services	\$ 0.00	\$ 0.00
Membership/Subscriptions	\$ 0.00	\$ 0.00
Federal or State grant match	\$ 0.00	\$ 0.00
Office Equipment Leases	\$ 0.00	\$ 0.00
Maintenance Agreements	\$ 0.00	\$ 0.00
<b>Sub Total</b>	\$ 0.00	\$ 0.00

### Operating Expenses

**COUNTY REQUESTED AMOUNT****OTHER SOURCES**

Telephone	\$ 0.00	\$ 0.00
Rent	\$ 0.00	\$ 0.00
Utilities	\$ 0.00	\$ 0.00
Postage	\$ 0.00	\$ 0.00
Office Supplies	\$ 0.00	\$ 0.00
Travel	\$ 0.00	\$ 0.00
Insurance	\$ 0.00	\$ 0.00
<b>Sub Total</b>	\$ 0.00	\$ 0.00

**Direct Services to Ingham County Residents**

	<b>COUNTY REQUESTED AMOUNT</b>	<b>OTHER SOURCES</b>
Food	\$ 4000.00	\$ 0.00
Utilities	\$ 3500.00	\$ 0.00
Shelter/Housing	\$ 6500.00	\$ 0.00
Other Direct Assistance	\$ 6000.00	\$ 0.00
<b>Sub Total</b>	\$ 20000.00	\$ 0.00

	<b>COUNTY REQUESTED AMOUNT</b>	<b>OTHER SOURCES</b>
<b>TOTAL</b>	\$ 20000.00	\$ 0.00

**Uploads**

<b>Form Item Name</b>	<b>User FileName</b>	<b>User ContentType</b>	<b>File Size</b>
DetailedScopeOfWork	2023 Scope of Work Final.pdf	application/pdf	73KB
CurrentYearOrganizationBudget	Budget Overview.pdf	application/pdf	33.2KB
MostrecentFinancialStatement	Form 990.pdf	application/pdf	853.1KB
IRSTaxExemptionLetter	IRS Determination Letter.pdf	application/pdf	114.1KB
ListOfBoardofDirectors	LAAN Board Member Roster July 2022 Ingham County RFP.pdf	application/pdf	72.1KB
InsuranceCertificate	Insurance Certificate.pdf	application/pdf	93KB

**Lansing Area AIDS Network**  
**Profit & Loss Budget Overview**  
 October 2021 through September 2022

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	Oct '21 - Sep 22
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Donations	5,000.00
Fundraising income	10,000.00
Grant income-CT	91,523.00
Grant income-HOPWA	275,083.00
Grant income-MHI	791,990.00
Grant income-Tobacco	110,000.00
Miscellaneous Grants	10,000.00
<b>Total Income</b>	1,293,596.00
<b>Gross Profit</b>	1,293,596.00
<b>Expense</b>	
Advertising Expense	1,499.92
Client Assistance	173,253.04
Fringe Benefits	145,646.16
Insurance Expense	6,500.04
Miscellaneous expenses	20,000.00
Office Rent	70,553.96
Outside Services	69,853.12
Payroll Tax Expense	54,602.16
Printing	1,494.96
Salaries & Wages	703,925.00
Service Contracts	8,998.96
Supplies	22,159.88
Telephone	14,001.80
Travel	13,907.20
<b>Total Expense</b>	1,306,396.20
<b>Net Ordinary Income</b>	-12,800.20
<b>Net Income</b>	-12,800.20

Name	County of Residence
Maxine Thome	Ingham
Robert Mathis	Ingham
L. Jeff Wood	Ingham
Rita Walters	Ingham
Lori Adams Simon	Ingham
Evan Lewis	Ingham
Brooke Locke	Ingham
Michael McClellan	Ingham
Glynda Moorer	Ingham
Keith Morris	Ingham
Ronnie Tyson	Ingham
William Woodworth	Ingham

## Employment

National Association of Social Workers Michigan Chapter- retired

State Bar of Michigan/ Justice Initiatives Council

Retired: Waverly Community Schools / part time: Bradley's HG

Ferris State University, Associate Professor

Director Diversity, Equity, Inclusion and Belonging; Civil Rights Coordinator, Sparrow Hospital

Band Director - Holt Jr. High

Keller Williams Realty Agent

Dept of Environment, Great Lakes and Energy, Division Director

Executive Director, Student Health Services- retired

President & CEO, Elder Law of Michigan, Inc

Flint Odyssey House, Inc, Director Outpatient Services (Substance Use Disorder Services)

Interior design- retired

## Affiliations

Clinton Eaton Ingham Community Mental Health, Michigan Association of Community Mental Health Boards, Citizens Advisory on Prisons and Public Michigan Pride, Suits and the City, Big Brothers Big Sisters

MEA-retired, NEA-retired, National Coalition Building Institute, Westside Neighborhood Association, Suits and the City, former chair

Lansing Association of Black Social Workers, President; Michigan Developmental Disabilities Institute, Advisory Board

City of Lansing Board of Ethics, Michigan Diversity Education Center (Board Member). MI Hospital Association Keystone Center Health Equity Task Force,

Lansing Chamber of Commerce DEI Committee, Certified Tourism Ambassador for the Greater Lansing Convention Bureau, Lansing Community College

Edgewood United Church

UU Lansing Church Board of Trustees,

MSU

State Bar of Michigan, 60+ Elderlaw Clinic at WMU Cooley Law School, Michigan Poverty Law Program

NASW-MI, MAADAC, OROSC TSC

Tri-County Office on Aging, Retired and Senior Volunteer Program, State of Michigan HIV Speakers Bureau

## Expertise

Non-profit administration, social justice, mental health, LGBTQ, transgender support and counseling, community outreach and activism

Fundraising, Budget/Finance, Legal issues involving non-profits, housing, and elder law

non-profit, literacy, education, consulting, social justice, activism, HIV, LGBTQ, professional networking, local history

Licensed Clinical Social Worker, social justice, cultural diversity, disability populations

Health Equity, DEI work

Music, fundraising

Real estate, advocacy, political science, hospitality, management

Administration, Policy, Government

Healthcare, public health, public administration, transgender issues

Nonprofit Management, including accounting, reporting, grant compliance, training, marketing/outreach; technology; adult learning methods, fund

Program Development, Clinical Supervision, and Substance Use Disorder Treatment Policy

HIV, Older adults

Internal Revenue Service  
District Director

Department of the Treasury

P. O. BOX 2508  
CINCINNATI, OH 45201

Date:

APR 24 1983

LANSING AREA AIDS NETWORK  
309 SEYMOUR  
LANSING, MI 48933

Employer Identification Number:  
38-2791807

Contact Person:  
DORA C. SESTITO

Contact Telephone Number:  
(513) 684-3578

Accounting Period Ending:  
September 30

Form 990 Required:  
Yes

Caveat Applies:  
No

Dear Applicant

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of Code sections 2055, 2106, and 2522.

The heading of this letter indicates whether you must file Form 990, Return of Organization Exempt from Income Tax. If Yes is indicated, you are required to file Form 990 only if your gross receipts each year are normally



LANSING AREA AIDS NETWORK

more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, when a return is filed late, unless there is reasonable cause for the delay.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

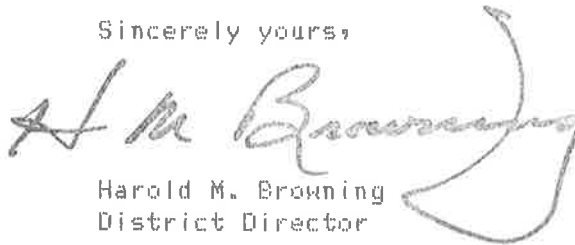
You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

If the heading of this letter indicates that a caveat applies, the caveat below or on the enclosure is an integral part of this letter.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



Harold M. Browning  
District Director

## II. APPLICANT INFORMATION

1. Organization:

*Leslie Outreach*

2. Contact Person: *Carolyn Hook* Title: *Leslie Outreach Director*

3. Alternate Contact Person: *Rick Jansen* Title: *Board of Trustees President*

4. Ingham County communications regarding community agency funds shall be sent to email address: [theleslieoutreach@yahoo.com](mailto:theleslieoutreach@yahoo.com)

5. Organization's Address: *112 S. Main St. P.O.O. Box 215 Leslie, MI 49251*

6. Phone Number: Fax Number: *(517) 589-5814*

7. WEB: *dna*

8. Proposal Title: *Rent & Personal Needs*

9. Amount Requested: *\$ 3,000.00*

10. Federal Tax Identification Number: *38-3439384*

11. Please indicate the names and titles of persons who are authorized to execute agreements on behalf of your organization:

Name: *Carolyn Hook* Title: *Leslie Outreach Director*

Name: *Rick Jansen* Title: *Board of Trustees President*

12. Nonprofit Organization: Please Check One  
*501(c)3*

13. Business organization (profit): *dna*

14. Unit of government including schools (specify): *dna*

15. Not incorporated (specify legal and/or professional status of the requesting individual): *dna*

16. How long has the applicant's organization been in business?

*We were incorporated on Oct. 19, 1992.*

17 What is the number of full-time equivalent positions currently employed? *0*

18 How many volunteers are currently involved? *9*

19. A. How does your proposal involve coordination or collaboration with County services, other local governments, or other agencies?

*We provide informational resources to our clients who often times need help with other vital services such as rental assistance, heat and electrical bills.*

19. B. What other programs similar to your program are operating in the County?

*There are other food pantries in the county, however we are currently the other one serving in the Leslie School District*

20. Is this your first request for funds from Ingham County? *no*

21. A. Have you sought funds for this proposal or concept from any other entity?

Please identify who and the response. *dna*

.21. B. Does the proposal anticipate utilizing funds from other sources? *yes*

.21. C. To what extent is the other funding assured? *There is no other funding other than donations made by caring community member to help us keep our doors open, and of course that is not guaranteed.*

21. Is your organization currently a member of the Power of We Consortium? *no*

## **2023 Detailed Scope of Work**

1. The Leslie Outreach provides basic needs services to the economically challenged people living within the Leslie school district.
2. The funds granted from ICC would help provide for personal needs items such as soap, toothbrushes, shampoo, toilet paper etc. for our clients. It would also help cover some of the cost of building rental.
3. It would help provide personal needs items for good health and cleanliness, it would also allow us to keep our doors open to the economically challenged people living in our community.
4. Again, it would help provide personal needs items for good health and cleanliness, It would also allow us to keep our doors open to the economically challenged people living in our community.
5. We serve all people living within the Leslie school district that are economically challenged.
6. We serve people throughout the year. Our regular clients come on a monthly basis, and emergency orders are filled as needed.

**2023 Project Budget  
Leslie Outreach, Inc.  
For Ingham County Controller Grant**

1. Personal Needs	\$300.00
Shampoo, Conditioner, deodorant, toothpaste, toothbrushes, soap, etc.	
2. Rent	\$2,70.00
Total	\$3,000.00

## 2023 Budget Leslie Outreach, Inc.

	<b>Total</b>
1. Personal Services	
a. Compensation	\$7,500
b. Other Comp.	\$500.00
2. Professional and Contractual:	
c. MMFB Fee	\$125.00
3. Operating Expenses:	
d. Client Other	\$500.00
e. Food	\$8,000.00
f. Holiday	\$2,000.00
g. Reimbursements (mileage, meals & operations)	\$300.00
h. Occupancy	\$10,188.00
i Utilities	\$1,800.00
j. Telephone\Internet	\$1,560.00
k. Insurance	\$1,000.00
l. Postage	\$150.00
ml. office supplies	\$200.00
 Total	 \$33,823.00

# Leslie Outreach Board of Directors 2022

<b>President:</b>	Rick Jansen 12459 Johnston Rd. Rives Junction, MI 49277	(517) 331-3525
<b>Vice President:</b>	Joyce Kelly 2199 Olds Rd. Leslie, MI 49251	(517) 525-8933
<b>Treasurer:</b>	Virginia Taylor 2511 Cinnamon Lane Leslie, MI 49251	(517) 589-8308
<b>Secretary:</b>	Denise Prentler 601 Rice St. Leslie, MI 49251	(517) 936-6528
<b>Trustees:</b>	Carol Abee 10315 Folks Rd. Hanover, MI 49241	(517) 581-6207
<b>Board Member</b>	Flo Rice 430 Race St. Leslie, MI 49251	(517) 589-5307
<b>Board Member</b>	Trudy Harmon 5438 Cooper Rd. Leslie, MI 49251	(517) 589-5412

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

DEPARTMENT OF THE TREASURY

Date:

FEB 20 2002

LESLIE OUTREACH, INC.  
PO BOX 215  
LESLIE, MI 49251

Employer Identification Number:

38-3439384

DLN:

17053269020011

Contact Person:

CHUN KAI LO

ID# 11018

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

December 31

Form 990 Required:

Yes

Addendum Applies:

Yes

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, if you are involved in an excess benefit transaction, that transaction might be subject to the excise taxes of section 4958. Additionally, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please contact your key district office.

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the

Letter 947 (DO/CG)



# 2023 INGHAM COUNTY COMMUNITY AGENCY APPLICATION

## APPLICANT INFORMATION

### Organization

The Listening Ear Crisis Intervention Center

### Contact Name

Erika L Buhk

### Contact Title

Center Coordinator

### Alternate Contact Name

Steve Bon

### Alternate Contact Title

Treasurer

### Email for communications regarding community agency funds:

elbuhk@gmail.com

### Organization's Address:

2504 E Michigan Ave, Lansing, MI 48912

### Phone Number

(616) 323-7105

### Fax Number

### Website url

thear.org

### Proposal Title

The Listening Ear General Funding Gran

### Amount Requested

\$2,000.00

### Federal Tax Id

23-7071283

Please indicate the names and titles of persons who are authorized to execute agreements on behalf of your organization:

**Authorized Name**

Erika L Buhk

**Authorized Name**

Steve Bon

**Authorized Title**

Center Coordinator

**Authorized Title**

Treasurer

**Nonprofit Type**  501(c)(2)  501(c)(3)  501(c)(4)  502(c)(3)

Other (specify)

**Business organization (profit):**

**Unit of government including schools (specify):**

**Not incorporated (specify legal and/or professional status of the requesting individual):**

---

**How long has the applicant's organization been in business?**

53 Years

**What is the number of full-time equivalent positions currently employed?**

0

**How many volunteers are currently involved?**

37

**How does your proposal involve coordination or collaboration with County services, other local governments, or other agencies?**

Our primary coordination involves staying up to date on local services to provide as referrals to callers. This is often done without direct contact to other organizations.

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**What other programs similar to your program are operating in the County?**

No other free and confidential crisis hotline based organizations are operating in the County that we are aware of at this time.

---

**Is this your first request for funds from Ingham County?**

No

**Have you sought funds for this proposal or concept from any other entity? Please identify who and the response.**

Yes, City of Lansing (approval granted for \$8,000.00)

**To what extent is the other funding assured?**

Fundraising and Donations (based on previous year's donation income)--> \$11,500.00 City of Lansing Grant (applied and approved) --> \$8,000.00

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**Is your organization currently a member of the Power of We Consortium?**

Yes

No

**Detailed Scope of Work- 2023 Ingham County Proposal**  
**The Listening Ear Crisis Intervention Center**

**Nature of Services and Population** - The Listening Ear Crisis Intervention Center (TLE), operates a crisis line from 10am to 2am EST, seven (7) days a week, to provide crisis intervention, emotional support and information referrals for all individuals who contact them. These services shall be provided free of charge and in a confidential manner. TLE shall also provide referrals to other community resources for basic needs such as housing, food, employment and addressing a wide variety of mental health needs. TLE additionally raises awareness of mental health issues/services at community events and trains new volunteer staff to serve on the crisis line and in various administrative roles.

**Program Details** - During the program we will continue to offer our services free of charge to all callers. In order to continue to offer that service and to hopefully increase our hours of operation, we aim to hold three training cycles and increase staff involvement within the organization. This would allow us to increase TLE's organization and set us up to increase the scope of our work.

**County's Basic Needs Objective** – TLE serves the County's goal of meeting basic needs of food, clothing, and shelter primarily by providing referral services to callers upon request thus spreading awareness of other local agencies fulfilling these basic needs. Additionally, TLE serves to provide immediate crisis intervention to callers.

**Specific Services Funded by Ingham County** – TLE shall use the funds it receives under the Agreement, to which this Exhibit is attached, to help pay the cost of its telephone and internet services. These are general on-going costs required to maintain the crisis line for which we have been covering with this grant in previous years.

**Eligibility Criteria** – TLE's services shall be available to anyone who can reach them. Services and community events are local and shall serve primarily Ingham County residents. TLE continues to work to advertise to bring our services to populations within Ingham County that may not be aware of the services we provide.

**Days/Times of Program Service** – TLE is open sixteen (16) hours a day (from 10am to 2am EST), seven (7) days a week, to provide crisis intervention, emotional support and information referrals for all individuals who contact them. TLE is open on all holidays. TLE continues to work to increase its service hours to return to a 24/7 service coverage schedule. The additional goals and program objectives listed in "Program Details" shall begin January 1, 2023 and continue through December 31, 2023.

**COVID-19 NOTE:** While the COVID-19 situation appears to have settled recently, should concerns arise again in the period of this grant, TLE shall comply will all applicable Federal, Michigan, and Ingham County Health Department rules, regulations, and guidelines regarding the COVID-19 Pandemic. In regards to organization changes due to COVID-19, we are reviewing some building health and safety concerns from pre-pandemic and plan to begin transition from remote shifts into in-person shifts at our center beginning in the Fall. Upon this transition we anticipate beginning to return to pre-pandemic call numbers and community involvement when applicable. This should allow us to continue to expand the scope of work and reach additional members of the Ingham County community.

## PROJECT BUDGET

The Proposed Line Item Budget should be structured to address four major areas: Personnel Services, Professional and Contractual Services, Operating Expenses, and Direct Services to Ingham County Residents. Please be advised that for 2022 emphasis will be placed on provision of direct services to county residents and use of Community Agency funds for personnel related expenditures is strongly discouraged.

### Personnel Services

	COUNTY REQUESTED AMOUNT	OTHER SOURCES
Salaries & Wages	\$ 0.00	\$ 0.00
FICA	\$ 0.00	\$ 0.00
Unemployment	\$ 0.00	\$ 0.00
Fringe Benefits (may be further subdivided)	\$ 0.00	\$ 0.00
Overtime	\$ 0.00	\$ 0.00
Temporary	\$ 0.00	\$ 0.00
Work Study Wages	\$ 0.00	\$ 0.00
<b>Sub Total</b>	\$ 0.00	\$ 0.00

### Professional and Contractual

	COUNTY REQUESTED AMOUNT	OTHER SOURCES
Medical Services (for recipient population)	\$ 0.00	\$ 0.00
Accounting Services	\$ 0.00	\$ 0.00
Membership/Subscriptions	\$ 0.00	\$ 0.00
Federal or State grant match	\$ 0.00	\$ 0.00
Office Equipment Leases	\$ 0.00	\$ 0.00
Maintenance Agreements	\$ 0.00	\$ 0.00
<b>Sub Total</b>	\$ 0.00	\$ 0.00

### Operating Expenses

**COUNTY REQUESTED AMOUNT****OTHER SOURCES**

Telephone	\$ 1500.00	\$ 3000.00
Rent	\$ 0.00	\$ 8700.00
Utilities	\$ 0.00	\$ 4500.00
Postage	\$ 0.00	\$ 0.00
Office Supplies	\$ 500.00	\$ 3800.00
Travel	\$ 0.00	\$ 0.00
Insurance	\$ 0.00	\$ 1000.00
<b>Sub Total</b>	\$ 2000.00	\$ 21000.00

**Direct Services to Ingham County Residents**

	<b>COUNTY REQUESTED AMOUNT</b>	<b>OTHER SOURCES</b>
Food	\$ 0.00	\$ 0.00
Utilities	\$ 0.00	\$ 0.00
Shelter/Housing	\$ 0.00	\$ 0.00
Other Direct Assistance	\$ 0.00	\$ 0.00
<b>Sub Total</b>	\$ 0.00	\$ 0.00

	<b>COUNTY REQUESTED AMOUNT</b>	<b>OTHER SOURCES</b>
<b>TOTAL</b>	\$ 2000.00	\$ 21000.00

**Uploads**

<b>Form Item Name</b>	<b>User FileName</b>	<b>User ContentType</b>	<b>File Size</b>
DetailedScopeOfWork	TLE-Detailed Scope of Work.docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document	15.1KB
CurrentYearOrganizationBudget FY 2021-2022 Budget.docx		application/vnd.openxmlformats-officedocument.wordprocessingml.document	12.6KB
MostrecentFinancialStatement	990 schedule B 2020-21.pdf	application/pdf	51.9KB

<b>Form Item Name</b>	<b>User FileName</b>	<b>User ContentType</b>	<b>File Size</b>
ListOfBoardofDirectors	Board of Directors (updated 7.26.2022).docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document	12.7KB
InsuranceCertificate	Liability Insurance 2021.pdf	application/pdf	24.6KB
IRSTaxExemptionLetter	Listening Ear 501c3 Status Letter.pdf	application/pdf	131.5KB



## Budget for The Listening Ear FY 2021-2022

### Income

City of Lansing	\$8,000.00
Ingham County	\$2,000.00
Mailing/online	\$8,000.00
Other	\$8,000.00
<b>Total</b>	<b>\$26,600.00</b>

### Expenses

Mortgage	\$8,700.00
Utilities	\$4,500.00
Phone	\$5,000.00
Insurance	\$1,000.00
Staff Development	\$1,000.00
NV Training	\$1,000.00
Advertising	\$1,400.00
Supplies	\$1,000.00
Maintenance	\$3,000.00
<b>Total</b>	<b>\$26,600.00</b>

Listening Ear Crisis Intervention Center  
2504 E Michigan Avenue  
Lansing, Michigan  
48912

**Board of Director for 2022-2023**

(in alphabetical order)

Bailey Rann  
Publicity Coordinator  
Staff Representative

Erika Buhk  
Center Coordinator  
Staff Representative

Mackenzie Kapanka  
Board Secretary  
Staff Representative

Madison Boyle  
Board Chairperson  
Staff Representative

Mark Rosenburg  
Vice-Chairperson  
Community Representative

Danielle Miner  
Staff Coordinator  
Staff Representative

Steve Bon  
Treasurer  
Staff Representative

Tamara Porter  
Staff Representative

**Internal Revenue Service**

Date: March 9, 2004

Listening Ear Incorporated  
313 West Grand River Avenue  
East Lansing, MI 48823-4213

Department of the Treasury  
P. O. Box 2508  
Cincinnati, OH 45201

**Person to Contact:**  
Jeremy L. Vogelpohl 31-03888  
Customer Service Representative  
**Toll Free Telephone Number:**  
8:00 a.m. to 6:30 p.m. EST  
877-829-5500  
**Fax Number:**  
513-263-3756  
**Federal Identification Number:**  
23-7071283

Dear Sir or Madam:

This is in response to your request of March 9, 2004, regarding your organization's tax-exempt status.

In February 1971 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Listening Ear Incorporated  
23-7071283

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

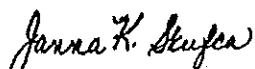
Section 6104 of the Internal Revenue Code requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. The law also requires organizations that received recognition of exemption on July 15, 1987, or later, to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. Organizations that received recognition of exemption before July 15, 1987, and had a copy of their exemption application on July 15, 1987, are also required to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. For additional information on disclosure requirements, please refer to Internal Revenue Bulletin 1999 - 17.

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

This letter affirms your organization's exempt status.

Sincerely,



Janna K. Skufca, Acting Director, TE/GE  
Customer Account Services

# 2023 INGHAM COUNTY COMMUNITY AGENCY APPLICATION

## APPLICANT INFORMATION

### Organization

Mason Community Services

### Contact Name

Linda Hughson

### Contact Title

President

### Alternate Contact Name

Nancy Walls

### Alternate Contact Title

Secretary/Treasurer

### Email for communications regarding community agency funds:

masoncommunityservices@gmail.com

### Organization's Address:

122 Hartwell Terrace

### Phone Number

517-862-6737

### Fax Number

### Website url

www.masoncommunityservices.org

### Proposal Title

Helping Hands - Restoring Hope

### Amount Requested

30,000

### Federal Tax Id

86-1254767

Please indicate the names and titles of persons who are authorized to execute agreements on behalf of your organization:

**Authorized Name**

**Authorized Title**

Linda Hughson

President

**Authorized Name**

**Authorized Title**

Nancy Walls

Secretary/Treasurer

**Nonprofit Type**  501(c)(2)  501(c)(3)  501(c)(4)  502(c)(3)

Other (specify)

**Business organization (profit):**

**Unit of government including schools (specify):**

**Not incorporated (specify legal and/or professional status of the requesting individual):**

---

**How long has the applicant's organization been in business?**

Since December 21, 2020

**What is the number of full-time equivalent positions currently employed?**

0

**How many volunteers are currently involved?**

6 board members, 20+general

**How does your proposal involve coordination or collaboration with County services, other local governments, or other agencies?**

We collaborate with a multitude of state, county and local agencies including MDHHS, Capital Area Community Services, Capital Area United Way, City of Mason. We also work with local churches, businesses, service groups and other non-profits.

---

**What other programs similar to your program are operating in the County?**

We are not aware of other non-profit programs operating in rural Ingham County whose goal is to act as a liaison between agencies, businesses, service groups and churches. We feel we are unique in our focus on helping people who seem to get lost in their attempts to maneuver through state, county and local agency systems.

---

**Is this your first request for funds from Ingham County?**

No

**Have you sought funds for this proposal or concept from any other entity? Please identify who and the response.**

Modern Woodmen have verbally agreed to help buy sweatshirts for 111 under served students in the Mason schools for our back to school

**To what extent is the other funding assured?**

We have no assured funding at this point but are applying for other funding sources for the building and daycare phase of this project. We rely on donations and grant funds for all our projects.

---

**Is your organization currently a member of the Power of We Consortium?**

Yes

No



## Mason Community Services

January 1, 2023 to December 31, 2023

### Section III - Scope of Work

1. Mason Community Service's "MCS" helps "fill the gap" and coordinate access to beneficial resources; to provide a continuum of care for the underserved families and/or individuals in Mason and the surrounding towns, cities and villages who struggle to meet their basic needs of food, clothing, and stable housing and/or find suitable childcare for their children.
2. The specific services to be provided with the help of Ingham County's funds include:
  - a. **Food and Clothing.** We support Mason Community Gardens as well as meet needs for food and clothing, diapers for infants and adults, and specific requests/needs. We are working with a local church to create a new clothing bank in Mason which may require purchasing clothing racks, storage tubs, tables, etc.
  - b. **Back to School and Free Market events.** We coordinate with local churches to host events for the general public as well as events targeted to students identified by Mason Schools as being in need of assistance. Clothing, personal items and school supplies are offered at these events as well as haircuts and a hot meal when resources are available.
  - c. **Shelter.** We provide household items and furnishings to those transitioning from homeless situations to stable housing as well as emergency; short-term temporary shelter or rent assistance. We are working with the city of Mason to create a volunteer group to help low-income homeowners with small home improvement projects, snow removal, and lawn care with the goal of avoiding city ordinance violation issues.
  - d. **VITA (Volunteer Income Tax Assistance).** MCS sponsored a site in Mason in 2022. We have been asked to expand this service and to do so we are looking to purchase our own equipment (scanners, monitors, copiers, laptops, etc.).
  - e. **Transportation.** We provide those in crisis with gas cards or funds for auto repair as needed. We have purchased a van to transport people to the food bank, housing appointments, shelters. We also deliver furniture, clothing and household items to those recently moving into permanent housing. The funds would be used to help pay off the amount owed on the van along with maintenance, insurance and fuel expenses.
  - f. **Daycare.** Once a building is located, MCS plans to establish a daycare center in response to the ongoing childcare crisis. Funds would be used to make required building modifications, purchase equipment/supplies, cover insurance, utilities, and rent, to get the building operational as well as hire a daycare manager.
3. MCS helps meet basic needs by partnering with and investing in community organizations focused on meeting the basic needs of vulnerable Ingham County residents. The goal is to provide immediate assistance when needed to help people stabilize their situation as well as provide longer term assistance in an effort to help them move toward self-sustainability.
4. Ingham County funds would be used to help provide food, clothing, shelter, tax assistance and transportation as well as childcare resources to underserved families and individuals.
5. We do not screen for income before providing resources to those with need.
6. Tax services are provided January through early April. Other services are provided year-round.

## PROJECT BUDGET

The Proposed Line Item Budget should be structured to address four major areas: Personnel Services, Professional and Contractual Services, Operating Expenses, and Direct Services to Ingham County Residents. Please be advised that for 2022 emphasis will be placed on provision of direct services to county residents and use of Community Agency funds for personnel related expenditures is strongly discouraged.

### Personnel Services

	COUNTY REQUESTED AMOUNT	OTHER SOURCES
Salaries & Wages	\$ 0.00	\$ 0.00
FICA	\$ 0.00	\$ 0.00
Unemployment	\$ 0.00	\$ 0.00
Fringe Benefits (may be further subdivided)	\$ 0.00	\$ 0.00
Overtime	\$ 0.00	\$ 0.00
Temporary	\$ 0.00	\$ 0.00
Work Study Wages	\$ 0.00	\$ 0.00
<b>Sub Total</b>	\$ 0.00	\$ 0.00

### Professional and Contractual

	COUNTY REQUESTED AMOUNT	OTHER SOURCES
Medical Services (for recipient population)	\$ 0.00	\$ 0.00
Accounting Services	\$ 1000.00	\$ 0.00
Membership/Subscriptions	\$ 350.00	\$ 0.00
Federal or State grant match	\$ 0.00	\$ 0.00
Office Equipment Leases	\$ 0.00	\$ 0.00
Maintenance Agreements	\$ 0.00	\$ 0.00
<b>Sub Total</b>	\$ 1350.00	\$ 0.00

### Operating Expenses

**COUNTY REQUESTED AMOUNT****OTHER SOURCES**

Telephone	\$ 50.00	\$ 0.00
Rent	\$ 12000.00	\$ 0.00
Utilities	\$ 0.00	\$ 0.00
Postage	\$ 50.00	\$ 0.00
Office Supplies	\$ 200.00	\$ 0.00
Travel	\$ 0.00	\$ 0.00
Insurance	\$ 1000.00	\$ 0.00
<b>Sub Total</b>	\$ 13300.00	\$ 0.00

**Direct Services to Ingham County Residents**

	<b>COUNTY REQUESTED AMOUNT</b>	<b>OTHER SOURCES</b>
Food	\$ 1000.00	\$ 0.00
Utilities	\$ 500.00	\$ 0.00
Shelter/Housing	\$ 4000.00	\$ 0.00
Other Direct Assistance	\$ 9850.00	\$ 0.00
<b>Sub Total</b>	\$ 15350.00	\$ 0.00

	<b>COUNTY REQUESTED AMOUNT</b>	<b>OTHER SOURCES</b>
<b>TOTAL</b>	\$ 30000.00	\$ 0.00

**Uploads**

<b>Form Item Name</b>	<b>User FileName</b>	<b>User ContentType</b>	<b>File Size</b>
DetailedScopeOfWork	Detailed Scope of Work.docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document	17.6KB
CurrentYearOrganizationBudget	2023 Budget for Mason Community Services.pdf	application/pdf	216.8KB
MostrecentFinancialStatement	990-N postcard filing.pdf	application/pdf	185.7KB

<b>Form Item Name</b>	<b>User FileName</b>	<b>User ContentType</b>	<b>File Size</b>
ListOfBoardofDirectors	Board of Directors.pdf	application/pdf	378.5KB
IRSTaxExemptionLetter	IRS Tax Exempt Letter.pdf	application/pdf	50.4KB
InsuranceCertificate	Liability Insurance Certificate.pdf	application/pdf	741KB

## 2023 Budget for Mason Community Services, Inc. (w/operating daycare)

Chart of

Accounts

### INCOME

4020	Fees from Tuition	\$ 406,380	
4020	Registrations Fees	\$ 3,000	
4010	Grants	\$ 175,000	
4100	USDA Food Program Reimb		
4350	Fund-raising - Donations	\$ 10,000	
		<u>TOTAL</u>	
		<b>INCOME</b>	\$ 594,380

### EXPENSES

#### PERSONNEL EXPENSES

1	Director	\$ 45,000	
4	Head Teachers	\$ 160,000	
4	Assistant Teachers	\$ 140,000	
0	Teacher's Aides	\$ -	
	Substitutes	\$ 2,400	
5140	Salaries and Wages		\$ 347,400
5180	Payroll Taxes	\$ 26,870	
5160	Fringe Benefits	\$ 86,850	
5100	Salaries, Taxes and Benefits		\$ 461,120

#### OPERATING EXPENSES

5780	Activities (Special)	\$ 2,000	
5780	Advertising	\$ 2,000	
5500	Books and Subscriptions	\$ 1,000	
-	Contingency Fund	\$ 4,000	
5160	Dues and Memberships	\$ 1,000	
1410	Equipment (Major)	\$ 10,000	
5600	Equipment (Minor)	\$ 5,000	
5780	Fees (fingerprint, filing)	\$ 1,500	
5200	Food - Meals/Snacks	\$ 21,341	
5050	Insurance	\$ 4,000	
5050	Legal, Consulting, Audits	\$ 3,000	
5450	Maintenance/Repairs	\$ 3,200	
5010	Ministries (Other)	\$ 15,000	
5500	Postage	\$ 300	
5500	Printing	\$ 1,000	
5450	Rent/Utilities/Garbage	\$ 45,000	
5450	Repairs	\$ 1,000	
5500	Office Expenses/supplies	\$ 2,000	
5500	Supplies	\$ 5,000	
5450	Telephone	\$ 1,200	
5160	Travel/Transportation	\$ 3,000	
	Operating Total		\$ 131,541
		<b>TOTAL EXPENSES</b>	\$ 592,661
		<b>NET PROFIT(LOSS)</b>	\$ 1,719



# MASON COMMUNITY SERVICES, INC.

122 Hartwell Terrace  
Mason, MI 48854

P: 517.862.6737  
E: MASONCOMMUNITYSERVICES@GMAIL.COM

---

## BOARD OF DIRECTORS - 2022

### OFFICERS

#### President

Linda Hughson  
740 Wolverine Road  
Mason, MI 48854  
517-862-6737  
lmhughson1@aol.com

#### Vice President

Kelly Droscha  
440 Hanna Road  
Mason, MI 48854  
517-206-8579  
mcckidmin@gmail.com

#### Secretary/Treasurer

Nancy Walls  
122 Hartwell Terrace  
Mason, MI 48854  
517-281-6584  
nancywalls317@gmail.com

### MEMBERS

Kim Gardner  
519 W. Columbia Street  
Mason, MI 48854  
517-980-4436  
[gardners\\_up@hotmail.com](mailto:gardners_up@hotmail.com)

Rev. Suzanne Goodwin  
First United Methodist Church  
201 E. Ash Street  
Mason, MI 48854  
517-676-9449  
[revsuzanne@masonfirst.org](mailto:revsuzanne@masonfirst.org)

Lindsay Earley  
1560 W. Dansville Rd.  
Mason MI 48854  
517.604.3797  
lindsay@thenextcc.com

Lori Dowdy  
317 Oak Street  
Mason, MI 48854  
517.490.7222  
lharvey4227@gmail.com

*Mason Area Chamber of Commerce Member*

Mason Community Services is a non-profit 501(c)(3) organization – Tax ID 86-1254767  
Pursuant to Internal Revenue Code requirements for substantiation of charitable contributions,  
no goods or services were provided in return for the tax deductible contributions.



Department of the Treasury  
Internal Revenue Service  
Tax Exempt and Government Entities  
P.O. Box 2508  
Cincinnati, OH 45201

MASON COMMUNITY SERVICES  
INCORPORATED  
C/O NANCY WALLS  
122 HARTWELL TERRACE  
MASON, MI 48854

Date:  
06/04/2021  
Employer ID number:  
86-1254767  
Person to contact:  
Name: Customer Service  
ID number: 31954  
Telephone: 877-829-5500  
Accounting period ending:  
December 31  
Public charity status:  
170(b)(1)(A)(vi)  
Form 990 / 990-EZ / 990-N required:  
Yes  
Effective date of exemption:  
December 21, 2020  
Contribution deductibility:  
Yes  
Addendum applies:  
No  
DLN:  
26053462001111

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin  
Director, Exempt Organizations  
Rulings and Agreements

# 2023 INGHAM COUNTY COMMUNITY AGENCY APPLICATION

## APPLICANT INFORMATION

### Organization

Michigan State University Safe Place (MSU Safe Place)

### Contact Name

Holly Rosen

### Contact Title

Director

### Alternate Contact Name

Alyssa Baumann

### Alternate Contact Title

Advocacy Coordinator

### Email for communications regarding community agency funds:

rosen2@msu.edu

### Organization's Address:

166 Service Rd., Room 113A, East Lansing, MI 48824

### Phone Number

517-355-1100

### Fax Number

517-432-6193

### Website url

<http://safeplace.msu.edu>

### Proposal Title

Shelter, Advocacy and Support for Dom

### Amount Requested

\$12,500

### Federal Tax Id

38-6005984



Please indicate the names and titles of persons who are authorized to execute agreements on behalf of your organization:

**Authorized Name**

**Authorized Title**

Diane Cox

Sponsored Programs Manager

**Authorized Name**

**Authorized Title**

Gladys Raymond

Sponsored Programs Manager

**Nonprofit Type**  501(c)(2)  501(c)(3)  501(c)(4)  502(c)(3)

Other (specify)

**Business organization (profit):**

**Unit of government including schools (specify):**

**Not incorporated (specify legal and/or professional status of the requesting individual):**

---

**How long has the applicant's organization been in business?**

28 years, since 1994

**What is the number of full-time equivalent positions currently employed?**

6

**How many volunteers are currently involved?**

3

**How does your proposal involve coordination or collaboration with County services, other local governments, or other agencies?**

Through the Capital Area Domestic and Sexual Violence Coordinating Council (CADSVCC), MSU Safe Place works to increase victim safety and perpetrator accountability in Ingham County. Specifically, the CADSVCC provides an opportunity for staff to network with probation officers from 54A District Court, battering intervention program facilitators, the domestic violence victim advocate from the Ingham County Prosecutor's Office, Ingham County Department of Health and Human Services staff, a Lansing Police Department domestic violence detective, EVE (End Violent Encounters) and others. These relationships assist staff in providing clients with the most up-to-date information and referrals, and more effective advocacy. MSU Safe Place Advocacy Coordinators are also members of the MSU Sexual Assault Response Team, which is a multidisciplinary, collaborative approach to provide a trauma-informed, victim centered and offender focused response to sexual assault impacting the MSU community. Additionally, MSU Safe Place has a unique partnership with the Capital Area Response Effort (CARE), allowing us to provide follow-up services to survivors in the MSU community who otherwise might not have connected with our program. CARE is the post arrest response team for northern Ingham County and another subcommittee of the CADSVCC. Through the CARE office, the MSU Safe Place Advocacy Coordinator has developed relationships with five local police departments (Lansing, Lansing Township, Meridian Township, Michigan State University, and East Lansing). MSU Safe Place staff members provide information to survivors regarding law enforcement response and the court process. Most people are unfamiliar with the legal process and domestic violence and stalking survivors are no exception. In addition, victims are often given misinformation about law enforcement and the courts from their assailants. MSU Safe Place staff members clarify these myths for survivors and offer court support, therefore increasing the likelihood that survivors will assist in prosecution. Two MSU Safe Place staff members are qualified to provide expert witness testimony for domestic violence and stalking cases, and have made themselves available to the Ingham County Prosecutor's Office free of charge. Because some judges and juries are likely to believe common myths and excuse abusive behavior, the goal of expert witness testimony is to provide education on non-intuitive victim responses and perpetrator tactics.

**What other programs similar to your program are operating in the County?**

The two other domestic violence programs in Ingham County are CARE and End Violent Encounters (EVE). CARE is a post arrest response team, providing crisis intervention and short-term advocacy to survivors. EVE is the Lansing shelter program which provides similar services to MSU Safe Place. The need for services in our county is high, and even with three programs, our community is not always able to meet the demand for services. EVE frequently refers survivors to MSU Safe Place when their shelter is full, or when an assailant lives in close proximity to the shelter and the survivor would not be safe staying in Lansing. While the priority of MSU Safe Place is to provide services for the MSU community, we also assist non-affiliated survivors.

**Is this your first request for funds from Ingham County?**

No

**Have you sought funds for this proposal or concept from any other entity? Please identify who and the response.**

Shelter supply, food and advocacy assistance expenses are partially funded through a grant from the City of East Lansing, along with private

**To what extent is the other funding assured?**

Michigan State University is committed to funding 3 full-time staff to support this project and VOCA is funding 3 additional full-time staff positions. Safe Place receives a small amount of interest annually from endowment funding which assists with advocacy assistance, food and shelter supply expense. Grant funding from the City of East Lansing is confirmed through 6/30/23. Donations from individuals vary from year to year.

**Is your organization currently a member of the Power of We Consortium?**

Yes

No

### III. DETAILED SCOPE OF WORK

1. **A statement regarding the general nature of the services and population with which your agency concerns itself.**

MSU Safe Place provides free services to those victimized by domestic violence and stalking, and their minor aged children. Services include counseling, safety planning, advocacy services and shelter.

2. **A statement regarding the specific details of the \*proposed program\* for which County funds, if granted, will be used (this is very important).**

The proposed program, Shelter, Advocacy and Support for Domestic Violence Survivors, will provide services related to basic needs of survivors of domestic violence and stalking, including their minor children. This program is a service of MSU Safe Place and will be implemented by the six full-time staff (3 Advocacy Coordinators, with support from the Director, Volunteer Coordinator and Therapist). County funds will allow MSU Safe Place to address basic needs by providing **food and supplies** for shelter residents and **food** for non-resident clients when emergency food needs arise; **advocacy assistance funds** to assist with essential expenses related to achieving safety and independence; and **shelter telephone service** to allow survivors and others seeking support to connect with MSU Safe Place staff, both in the office and on an on-call basis.

3. **A statement explaining how the proposal will address the County's long-term objective of Meeting Basic Needs.**

This proposal will allow MSU Safe Place to **meet basic needs of survivors of domestic violence and stalking** by providing food and supplies for shelter residents, food for non-resident clients with urgent food needs, advocacy assistance funds, and shelter telephone service. **Food and shelter supplies** will meet the needs of adult and minor children while they reside in the MSU Safe Place shelter and provide emergency food assistance for non-resident clients. **Advocacy assistance funds** will be provided to shelter resident and non-resident clients to pay for bills or other essential items to help them move on from their abusive relationships and obtain financial independence and safety. Lack of financial resources is often a major factor in a survivor's decision to stay or leave an abusive relationship. Examples of advocacy assistance may include a gas card for a client who needs to drive to job interviews, payment for a replacement driver's license or state ID, or payments toward medical co-pays and utility bills. Lastly, **shelter telephone service** will allow survivors and others seeking support or resources to connect with MSU Safe Place.

4. **A statement detailing the specific services which will be provided by Ingham County's appropriation. A statement of the specific target group for these areas.**

**Food-** Provided to adults and children to cover nutritional needs during their time in shelter and for emergency food needs of non-resident clients. **Request: \$5,000**

**Shelter Supplies-** Paper supplies, personal hygiene items, cleaning supplies, over the counter medication and essential household items are provided at the shelter intake and as needed while clients are in shelter. **Request: Part of \$5,700** (to be divided between this category, and Advocacy Assistance, as needed)

**Advocacy Assistance-** Financial assistance provided to shelter resident and non-resident clients to pay for bills or services to help obtain financial independence and safety. The Advocacy Assistance Fund assists with needs that are often not met elsewhere in the community. Client needs vary, but amount spent per client could range from approximately \$10 to replace a Michigan ID to \$200 for a past due utility bill. **Request: Part of \$5,700**

**Telephone Service-** Maintain telephone lines at the shelter and an on-call cell phone for full-time staff, to be utilized by new and current clients seeking support from MSU Safe Place. **Request: \$1,800**

5. **A statement describing the eligibility criteria for these services.**

All residents of Ingham County who are victims of domestic violence or stalking are eligible for services.

6. **A statement describing the time for the performance of these services.**

Services funded by Ingham County will be provided from January 1, 2023-December 31, 2023.

## PROJECT BUDGET

The Proposed Line Item Budget should be structured to address four major areas: Personnel Services, Professional and Contractual Services, Operating Expenses, and Direct Services to Ingham County Residents. Please be advised that for 2022 emphasis will be placed on provision of direct services to county residents and use of Community Agency funds for personnel related expenditures is strongly discouraged.

### Personnel Services

	COUNTY REQUESTED AMOUNT	OTHER SOURCES
Salaries & Wages	\$ 0.00	\$ 0.00
FICA	\$ 0.00	\$ 0.00
Unemployment	\$ 0.00	\$ 0.00
Fringe Benefits (may be further subdivided)	\$ 0.00	\$ 0.00
Overtime	\$ 0.00	\$ 0.00
Temporary	\$ 0.00	\$ 0.00
Work Study Wages	\$ 0.00	\$ 0.00
<b>Sub Total</b>	\$ 0.00	\$ 0.00

### Professional and Contractual

	COUNTY REQUESTED AMOUNT	OTHER SOURCES
Medical Services (for recipient population)	\$ 0.00	\$ 0.00
Accounting Services	\$ 0.00	\$ 0.00
Membership/Subscriptions	\$ 0.00	\$ 0.00
Federal or State grant match	\$ 0.00	\$ 0.00
Office Equipment Leases	\$ 0.00	\$ 0.00
Maintenance Agreements	\$ 0.00	\$ 0.00
<b>Sub Total</b>	\$ 0.00	\$ 0.00

### Operating Expenses

**COUNTY REQUESTED AMOUNT**

**OTHER SOURCES**

Telephone	\$ 1800.00	\$ 1300.00
Rent	\$ 0.00	\$ 0.00
Utilities	\$ 0.00	\$ 0.00
Postage	\$ 0.00	\$ 0.00
Office Supplies	\$ 0.00	\$ 0.00
Travel	\$ 0.00	\$ 0.00
Insurance	\$ 0.00	\$ 0.00
<b>Sub Total</b>	\$ 1800.00	\$ 1300.00

**Direct Services to Ingham County Residents**

	<b>COUNTY REQUESTED AMOUNT</b>	<b>OTHER SOURCES</b>
Food	\$ 5000.00	\$ 14000.00
Utilities	\$ 0.00	\$ 0.00
Shelter/Housing	\$ 0.00	\$ 0.00
Other Direct Assistance	\$ 5700.00	\$ 20285.00
<b>Sub Total</b>	\$ 10700.00	\$ 34285.00

	<b>COUNTY REQUESTED AMOUNT</b>	<b>OTHER SOURCES</b>
<b>TOTAL</b>	\$ 12500.00	\$ 35585.00

**Uploads**

<b>Form Item Name</b>	<b>User FileName</b>	<b>User ContentType</b>	<b>File Size</b>
DetailedScopeOfWork	Detailed Scope of Work.pdf	application/pdf	203.3KB
CurrentYearOrganizationBudget	Current Org Budget for 2022 2023.pdf	application/pdf	68.1KB
MostrecentFinancialStatement	MSU Financial Report 2020-2021.pdf	application/pdf	2.7MB
ListOfBoardofDirectors	Advisory Group 2022.pdf	application/pdf	175.1KB
IRSTaxExemptionLetter	TaxExemptStatus.pdf	application/pdf	321.5KB
InsuranceCertificate	Certificate.pdf	application/pdf	100.5KB

**Michigan State University Safe Place**  
**2022-2023 Budget**  
July 1, 2022-June 30, 2023

**Expenses**

***Personnel***

Staff Salary	408,712
Staff Fringes	146,801

***Shelter/Client Support***

Food	19,000
Shelter Supplies	6,000
Advocacy Assistance	10,000
Bus Passes/Tokens for Clients	1,000
Children's Supplies/Programming	500
Counseling Program Supplies	1,400
Scholarships	3,285
Interpreter fees for clients	5,000

***Office Functions***

Office Supplies/Postage/Misc.	2,620
Xerox Contract	1,200
Telephones/On-Call Phone	3,100
Technology Needs	5,345
CaseStream – Electronic Case Management	4,200
Office Furniture	5,000
Maintenance/Repairs	1,050

***Outreach/Training***

Printing	1,500
Outreach Materials/Exhibitor Fees/Events	4,550
Volunteer Program	1,150
Staff Training/Professional Development	9,000

***Other/Miscellaneous***

Van Maintenance and Fuel	3,725
MCEDSV Professional Membership	600

**Total            \$644,738**

**Revenue**

Michigan State University	239,756
MSU fringe contribution	75,924
VOCA	251,254
Local Grants	20,555
Endowment Interest	13,900
Donor Contributions	43,064

**Total            \$644,738**

## **MSU Safe Place 2022 Advisory Group**

Michigan State University (MSU) Safe Place is a program of Michigan State University providing services to survivors of relationship violence and stalking. MSU is governed by the MSU Board of Trustees. MSU Safe Place works closely with campus representatives who attend Violence Free Communities, a campus coordinated community response team, as well as other colleagues attending other ongoing meetings. The colleagues in this group provide ongoing consultation and programmatic guidance to the Safe Place staff when requested. These campus-based representatives have on-campus offices in East Lansing.

**Matea Čaluk** (VFC co-chair)  
Prevention, Outreach & Education  
Department Assistant Director  
408 W. Circle Dr, East Lansing, MI  
517-355-3865  
[POE.MateaCaluk@msu.edu](mailto:POE.MateaCaluk@msu.edu)

**Angela Michael**  
Recreational Sports & Fitness Services,  
Associate Director  
308 W. Circle Dr, East Lansing, MI  
517-432-2661  
[alm@msu.edu](mailto:alm@msu.edu)

**Tana Fedewa**  
Center for Survivors Director  
556 E. Circle Dr., East Lansing, MI  
517-355-6890  
[adamstan@msu.edu](mailto:adamstan@msu.edu)

**Andrea Munford**  
MSU Police & Public Safety  
Deputy Chief, Community Support  
Bureau, Special Victims & Community  
Care, 1120 Red Cedar Rd, East Lansing,  
MI, 517-353-0732  
[MunfordA@police.msu.edu](mailto:MunfordA@police.msu.edu)

**Tom Fritz**  
Campus Equity Navigator  
Office for Civil Rights and Title IX  
408 W. Circle Dr., East Lansing, MI  
517-355-3960  
[fritzjrt@msu.edu](mailto:fritzjrt@msu.edu)

**Mark Patishnock**  
Counseling & Psychiatric Services  
Director, 463 E. Circle Dr., East  
Lansing, MI, 517-355-8270  
[patishn1@msu.edu](mailto:patishn1@msu.edu)

**Lisa Laughman**  
Employee Assistance Program  
Counselor and Resilience Educator  
479 W. Circle Dr, East Lansing, MI  
517-355-4673  
[laughman@msu.edu](mailto:laughman@msu.edu)

**Kelly Schweda**  
Prevention, Outreach & Education  
Department Director  
408 W. Circle Dr, East Lansing, MI  
517-355-3864  
[POE.KellySchweda@msu.edu](mailto:POE.KellySchweda@msu.edu)

**Dennis Martell**  
Health Promotion Department  
Executive Director  
556 E. Circle Dr, East Lansing, MI  
517-432-1031  
[martell1@msu.edu](mailto:martell1@msu.edu)

**Cris Sullivan** (Advisory Chair)  
Ecological Psychology Faculty  
316 Physics Rd, East Lansing, MI  
517-353-8867  
[sulliv22@msu.edu](mailto:sulliv22@msu.edu)



### **MSU SAFE PLACE**

Michigan State University  
166 Service Road  
Room 113A  
East Lansing, MI 48824

517-355-1100  
Fax: 517-432-6193

[safeplace.msu.edu](http://safeplace.msu.edu)  
[noabuse@msu.edu](mailto:noabuse@msu.edu)





Department of the Treasury  
Internal Revenue Service  
Tax Exempt and Government Entities  
PO Box 2508  
Cincinnati, OH 45201

Date:  
July 7, 2021  
Employer ID number:  
38-6005984  
Person to contact:  
**Name:** S Lenard  
**ID number:** 0203196  
Telephone: 877-829-5500

MICHIGAN STATE UNIVERSITY  
% VP FINANCE OPERATIONS TREASURY  
426 AUDITORIUM RD RM 360  
EAST LANSING, MI 48824

Dear Sir or Madam:

This is in response to your request dated September 29, 2020, for information about your tax-exempt status.

We issued a determination letter to you on May 2013, and you're currently exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also recognized the subordinates on the list you submitted as exempt from federal income tax under IRC Section 501(c)(Sections 509(a)(1) and 170(b)(1)(A)(ii)).

For federal income tax purposes, donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106 and 2522.

For information about filing requirements visit [www.irs.gov/charities](http://www.irs.gov/charities). Specifically, IRC Section 6033(j) provides that if you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

In addition, each subordinate organization is subject to automatic revocation if it doesn't file a required return or notice for three consecutive years. Subordinate organizations can file required returns or notices individually or as part of a group return.

If you have questions, you can call 877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific time).

Keep a copy of this letter for your records.

Sincerely,

*Stephen A. Martin*

Stephen A. Martin

Director, Exempt Organizations Rulings and Agreements

## II. APPLICANT INFORMATION

1. Organization: NorthWest Initiative (dba), Northwest Lansing Healthy Communities Initiative
2. Contact Person: Peggy Vaughn-Payne \_\_\_\_\_ Title: Executive Director \_\_\_\_\_
3. Alternate Contact Person: Monica Jahner \_\_\_\_\_ Title: ARRO Program Manager \_\_\_\_\_
4. Ingham County communications regarding community agency funds shall be sent to email address: \_peggy@nwlansing.org & moninwlansing@gmail.com \_\_\_\_\_
5. Organization's Address: 510 W. Ottawa St., 2<sup>nd</sup> FL, \_\_\_\_\_  
Lansing, MI 48933 \_\_\_\_\_
6. Phone Number: 517-999-2894 Fax Number: 517-999-2897
7. WEB: nwlansing.org \_\_\_\_\_
8. Proposal Title: ARRO - Formerly Incarcerated Re-Entry Assistance Program \_\_\_\_\_
9. Amount Requested: \$ 13,280.00 \_\_\_\_\_
10. Federal Tax Identification Number: 06-1674223 \_\_\_\_\_
11. Please indicate the names and titles of persons who are authorized to execute agreements on behalf of your organization:  
Name: Peggy Vaughn-Payne \_\_\_\_\_ Name: Elizabeth Hernandez \_\_\_\_\_  
Title: Executive Director \_\_\_\_\_ Title: NWI Board President \_\_\_\_\_
12. Nonprofit Organization: Please Check One -  
 501(c)(2)     501(c)(3)     501(c)(4)     502(c)(3)  
 Other (specify) \_\_\_\_\_
13. Business organization (profit): N/A \_\_\_\_\_
14. Unit of government including schools (specify): N/A \_\_\_\_\_
15. Not incorporated (specify legal and/or professional status of the requesting individual):  
N/A \_\_\_\_\_  
\_\_\_\_\_
16. How long has the applicant's organization been in business? 22 years \_\_\_\_\_
17. What is the number of full-time equivalent positions currently employed? 1.5 FTE /ARRO  
Adult Diversion Program; and 7 FTE (NWI total FTE staff members);
18. How many volunteers are currently involved? 10 ARRO + 100 NWI-Total Organization  
Volunteers and Interns \_\_\_\_\_

19. a. How does your proposal involve coordination or collaboration with County services, other local governments, or other agencies?

NorthWest Initiative's ARRO Program started as a grass-roots project in 2007 to help formerly incarcerated individuals to obtain the emergency/basic needs resources needed to successfully reintegrate into our community. We have continued to work closely with the Michigan Department of Corrections, Federal and State Legislators, MDHHS, Ingham County Courts, Ingham County Probation, Ingham County/City of Lansing Community Corrections Advisory Board, local units of government, Community Mental Health, MI Council on Crime and Delinquency, Nation Outside, Citizens for Prison Reform, Safe & Just Michigan, departments at Michigan State University, faith-based groups, and local residents. We are also actively involved in several national groups working on ending mass incarceration and juvenile justice reform, and working with legislators to allocate more up-front funding to help people stay in their community through excellent diversion programs instead of sending to prison..

- b. What other programs similar to your program are operating in the County?

There are not any other programs in our community that provide a holistic, comprehensive wrap-around program for returning citizens that provides a seamless transition of services. Our ultimate goal is to help them be successful, so we can help to reduce the recidivism rates in our community! We work with the returning citizens on so many issues, such as birth certificates, MI identification, drivers' licenses, clothing, food, health coverage, bus passes, bicycles, and other social service assistance. However, we also provide much more labor-intensive one-on-one assistance with these individuals to help them with career advice, drafting a resume, learning soft-skills, assistance finding a job/career, obtaining housing, back child support, getting into school, family reunification, social security disability, and many other things. The point is that it can take 5-10 hours working with one client to help them overcome all of the barriers that they have to successful reintegration into our community. We are assisting 10+ returning citizens and their families each month. 10 individuals x 5 hours = 50 hours/month and many times it is more. The problem is that the ARRO Program only has funding for 50 hours per week to operate the Ingham County Court's Adult Diversion Program. The \$5,000 in funds that we receive from the Community Agency Grant is the only grant that we have to assist individuals returning to our community after incarceration. **NorthWest Initiative desperately needs additional funding for 50 hours/month hours/month x 12 months = 600 hours @ \$18.00/hour = \$10,800 plus**

expenses for items that we cannot obtain for free, such as drivers licenses, birth certificates, bus passes, etcetera. Also, my staff member assisting these clients is already burned out and has been donating so many hours for free. I do not want to lose her and want her to continue with our Adult Diversion Program and would like to hire a part-time person (10 hours per week) who can focus on assisting returning citizens and their specific needs.

---

20. Is this your first request for funds from Ingham County?  yes  no
21. a. Have you sought funds for this proposal or concept from any other entity? Please identify who and the response.  yes  no  
\_\_\_\_Private Donations\_\_\_\_\_  
\_\_\_\_TBD\_\_\_\_\_
- b. Does the proposal anticipate utilizing funds from other sources?  yes  no
- c. To what extent is the other funding assured?

At this time, we are unsure of other funding to support this project. We haven't been able to generate much private funding during the pandemic and we haven't been able to hold fundraisers. We hope to be able to do more of these types of funding outreach in 2023.

22. Is your organization currently a member of the Power of We Consortium?  yes  no

### III. DETAILED SCOPE OF WORK

The Scope of Work should be one page or less and contain:

1. A statement regarding the general nature of the services and population with which your agency concerns itself.

NorthWest Initiative is a nonprofit community development organization who has been providing a variety of basic needs, emergency services, and empowerment programs to low-income residents in the greater Lansing community for the past 22 years. Our goal is to improve the overall health of the community and quality of life for our low-income and marginalized residents. Annually, NWI provides services to over 5,000 residents. **We assist approximately 120+ returning citizens each year.**

2. A statement regarding the specific details of the **\*proposed program\*** for which County funds, if granted, will be used (this is very important).

The Ingham County CAF funds will be used to hire a part-time (10 hours per week) new staff member to assist clients returning to Ingham County after incarceration. This work can be very time-consuming, but our goal is to help them to not have anymore negative contact with our criminal justice system. Each returning citizen will receive assistance with obtaining birth certificates, MI identification, drivers' licenses, clothing, food, health coverage, bus passes, bicycles, and other social service assistance. We will also provide much more labor-intensive one-on-one assistance with these individuals to help them with career advice, drafting a resume, learning soft-skills, assistance finding a job/career, obtaining housing, back child support, getting into school, family reunification, social security disability, and many other things. Our success rate over the years has been excellent, and we would like to help keep our community safe and maintain one of the lowest recidivism rates in the State.

3. A statement explaining how the proposal will address the County's long-term objective of Meeting Basic Needs. (See Resolution #22-262- Resolution Approving Criteria for Ranking Applications for Community Agency Funding). Priority consideration will be given to applicants that meet the objective of *Meeting Basic Needs*; however, if there are funds available, secondary consideration will be given to agencies serving vulnerable populations.

Our grant will address the County's long-term objective of meeting and providing basic needs services to our ARRO Program's specific target population – "returning citizens".

4. A statement detailing the specific services which will be provided by Ingham County's appropriation. A statement of the specific target group for these areas.

This grant will allow NWI to provide emergency and supportive services with a focus on special needs of returning citizens to Ingham County. We have assisted over 2,450 formerly incarcerated clients over the past fourteen years. Clients receive emergency and basic needs assistance, support groups, classes, and other more detailed assistance and empowerment programs. We pride ourselves on being able to remove the barriers that they may face in having a successful transition back into our community. We want them to become productive citizens of Lansing!

5. A statement describing the eligibility criteria for these services. (See Resolution #22-262 Resolution Approving Criteria for Ranking Applications for Community Agency Funding *and* must serve residents of Ingham County to be eligible).

Our ARRO Program is open to all formerly incarcerated individual returning to Ingham County, Michigan from a Federal or State Correctional facility or long-term jail stays (longer than 6 months), as well as participants in the Ingham County Court's Adult Diversion Program.

6. A statement describing the time for the performance of these services.

NorthWest Initiative's ARRO Program is open Monday, Wednesday, and Friday from 9:30am to 3:00pm, along with some classes being held in the evenings to accommodate members who work during the day, as well as the ability to reach our Program Manager via cell phone 24/7 for all emergencies. Our facility is easily accessible via public transportation, is handicap accessible, and has plenty of free on-site parking for our clients.

#### IV. PROJECT BUDGET

The Proposed Line Item Budget should be structured to address four major areas: Personnel Services, Professional and Contractual Services, Operating Expenses, and Direct Services to Ingham County Residents. Please be advised that emphasis will be placed on provision of direct services to county residents and use of Community Agency funds for personnel related expenditures is strongly discouraged.

		<b>COUNTY REQUESTED AMOUNT</b>	<b>OTHER SOURCES</b>
<b>1</b>	<b><u>Personnel Services</u></b>		
	a. Salaries & Wages	10,800.00	0
	b. FICA	1,080.00	0
	c. Unemployment	650.00	0
	d. Fringe Benefits (may be further subdivided)	0	0
	e. Overtime	0	0
	f. Temporary	0	0
	g. Work Study Wages	0	0
		12,530.00	0
<b>2</b>	<b><u>Professional and Contractual</u></b>		
	a. Medical Services (for recipient population)	0	0
	b. Accounting Services	250.00	0
	c. Membership/Subscriptions	0	0
	d. Federal or State grant match	0	0
	e. Office Equipment Leases	0	0
	f. Maintenance Agreements	0	0
	g. Professional Services – <b>Attorney (in-kind)</b> – helps with DL restoration, expungements, employment barriers) Approx. 120 hours/year @ \$75/hour = \$9,000 <b>Licensed Social Worker (in-kind)</b> helps with mental health therapy, trauma, etc. – Approx. 75 hours year @ \$60/hour = \$4,500 <b>Retired Teacher (in-kind)</b> – helps with tutoring/helping clients to take the GED tests – Approx 360 hours/year @ \$35/hour - \$12,600	In-Kind	26,100.00
<b>3</b>	<b><u>Operating Expenses</u></b>	In-Kind	2,500.00
<b>4</b>	<b><u>Direct Services to Ingham County Residents</u></b>		
	a. Food	In-Kind	500.00
	d. Other Direct Assistance (birth certificates, school records, MI identification, driver’s licenses, bus passes, etcetera)	500.00	500.00
	<b>TOTAL</b>	<b>\$13,280.00</b>	Grants – <b>\$0.00</b> In-Kind - <b>\$29,600.00</b>

**NorthWest Initiative**  
**Board of Directors Meeting**  
**January 13, 2022**

**NWI Budget – 2022**

Approved \_\_\_12/9/2021\_\_\_

Revised \_\_\_01/13/2022\_\_\_

	<u>APPROVED</u> <b><u>Budget 2022</u></b>	ACTUAL Thru Dec 31, 2021 <b><u>Budget 2021</u></b>
<b>Ordinary Income/Expenses</b>		
Income		
Direct Public Support		
ARRO Lawn Care	14,000.00	14,009.50
Corporate Contributions	8,000.00	6,611.89
Individual Contributions	<u>6,000.00</u>	<u>5,051.63</u>
Total Public Support	\$ 28,000.00	\$ 25,673.02
Grants		
ARRO (IC Courts; ICBC)	100,000.00	141,885.81
Food Systems Development (MFF/MNN, TBD)	156,924.00	23,444.89
Outreach/Administration (ICHD, CITY, CAUW, et al)	84,645.75	97,595.75
Grants – Other (TBD)	<u>50,000.00</u>	<u>47,434.54</u>
Total Grants	\$391,569.75	\$310,360.99
Investments		
Interest-Savings, Short-term CD	<u>20.00</u>	<u>20.00</u>
Total Investments	\$ 20.00	\$ 20.00
Other Types of Income		
Fiduciary Funds	<u>60,000.00</u>	<u>80,900.00</u>
Total Other Types of Income	\$ 60,000.00	\$ 80,900.00
Program Income		
Special Events (Mobile Farmers Market)	4,000.00	3,195.02
Program Fundraisers	<u>2,000.00</u>	<u>--</u>
Total Program Income	\$ 6,000.00	\$ 3,195.02
<b>TOTAL INCOME</b>	<b><u>\$ 485,589.75</u></b>	<b><u>\$ 420,149.03</u></b>
<b>Expenses</b>		
Employee Benefits		
Life Insurance (ED)	<u>510.00</u>	<u>502.56</u>
Total ED Benefits	\$ 510.00	\$ 502.56
Board Expense	<u>200.00</u>	<u>--</u>
Total Board Expense	\$ 200.00	\$ --
Contract Services		
Fiduciary Expenses	60,000.00	67,874.13
Accounting Fees (Bookkeeping)	6,000.00	5,400.00
Copier Lease	2,200.00	2,127.91
Outside Contract Services	5,000.00	2,900.19
Technology Support	<u>2,500.00</u>	<u>317.39</u>
Total Contract Services	\$ 75,700.00	\$ 78,639.62



Facilities and Equipment		
FPC Rent (\$15,000/year)	15,000.00	3,750.00
LSD Rent (Summer @ \$800/school x 3)	<u>2,400.00</u>	<u>0.00</u>
Total Facilities and Equipment	\$ 17,400.00	\$ 3,750.00
Operations		
Business, Registration Fees (Sam's Club, AAA, CEDAM)	500.00	480.00
Conference, Convention, Meeting	200.00	0.00
Telephone and Telecommunications	<u>7,500.00</u>	<u>7,020.25</u>
Total Operations	\$ 8,200.00	\$ 7,500.25
Other Types of Expenses		
Credit Card Processing	150.00	132.49
Bank Service Charges	125.00	76.45
Insurance – Liability, D&O	9,000.00	8,400.02
Membership Dues	250.00	98.78
Unemployment Insurance (501 Alliance)	<u>100.00</u>	<u>27.66</u>
Total Other Types of Expenses	\$ 9,625.00	\$ 8,735.40
Payroll Expenses		
Payroll Service Fees ( <b>Dominion Systems</b> )	2,100.00	2,019.68
Taxes	50,000.00	41,961.41
Wages	<u>175,000.00</u>	<u>120,163.74</u>
Total Payroll Expenses	\$ 227,100.00	\$ 164,144.83
Program Expenses		
Advertisements	--	209.00
Computer, Hardware/Software	8,500.00	--
Conference, Convention, Meeting	500.00	449.91
Food Expenses	100.00	115.43
Postage	950.00	946.95
Printing and Copying	2,000.00	1,558.57
Supplies	28,000.00	20,452.54
Travel/Mileage	<u>2,000.00</u>	<u>--</u>
Total Program Expenses	\$ 42,050.00	\$ 23,732.40
Special Event Expenses		
Fundraisers	500.00	--
Farmer's Market	<u>5,000.00</u>	<u>4,817.77</u>
Total Special Event Expenses	\$ 5,500.00	\$ 4,817.77
<b>TOTAL EXPENSES</b>	<b><u>\$ 386,285.00</u></b>	<b><u>\$ 291,822.83</u></b>
Net Ordinary Income	\$ 99,304.75	\$ 128,326.20
Net Income	<b><u>\$ 99,304.75</u></b>	<b><u>\$ 128,326.20</u></b>

Approved by the NWI Board of Directors on \_\_\_\_ January 13, 2022\_\_

\_\_\_\_\_  
Elizabeth Hernandez, President

\_\_\_\_\_  
Date

**NorthWest Initiative**  
**Board of Directors**  
 April 2022

<b>Name</b>	<b>Current Term Ends</b>	<b>Address</b>	<b>Phone</b>	<b>Email</b>
Christine Blackledge <b>(Secretary)</b>  Started June 2020	March 2023	Westside Resident  1814 N. Genesee Dr. Lansing, MI 48915	231-932-1631	blackledgecl@gmail.com
Ron Emery <b>(Treasurer)</b>  Started January 2012	March 2024	Representative from: Attorney General's Office (Retired)  15930 Turnberry St. Lansing, MI 48906	517-285-2351 (c)	eboredr@prodigy.net
Elizabeth Hernandez <b>(President)</b>  Started May 2015	March 2024	Representative from: Board of Water & Light  2006 Greenwich Court Lansing, MI 48910	517-702-6254 (w) 517-282-1152 (c)	Elizabeth.Hernandez@LBWL.com E.Her000@gmail.com
Darla Dowker Jackson  Started June 2020	March 2023	Westside Resident  1216 W. Allegan St. Lansing, MI 48915	517-214-7386	darladowkerjackson@gmail.com
David Odom  Started June 2020	March 2023	Works Downtown/City of Lansing Fire Dept.  5419 St. Mary's Court Lansing, MI 48911	517-599-7624	David.odom@lansingmi.gov
Richard Stapleton <b>(Vice-President)</b>  Started May 2015	March 2024	Representative from: Michigan Department of Corrections (Retired)  16346 Wacousta Rd. Grand Ledge, MI 48837	517-627-4704	rbstapleton@hotmail.com
Stephanie Whitby  Started June 2020	March 2023	Downtown Resident  610 W. Ottawa St., #909 Lansing, MI 48933	517-803-9230	stephaniejwhitby@gmail.com
Peggy Vaughn-Payne Executive Director  Started February 2005		NorthWest Initiative 510 W. Ottawa St., 2 <sup>nd</sup> FL Lansing, MI 48933  217 Barrington Circle Lansing, MI 48917	517-999-2894 (o) 517-885-0659 (c)	peggy@nwlansing.org peggyvaughnpayne@gmail.com plvaughn2@aol.com

Internal Revenue Service  
P.O. Box 2508  
Cincinnati, OH 45201

Department of the Treasury

Date: JUL 29 2008

**Person to Contact:**

Mrs. Jones 31-03886

**Toll Free Telephone Number:**

877-829-5500

**Employer Identification Number:**

06-1674223

NORTHWEST LANSING HEALTHY COMMUNITIES  
INITIATIVE  
NORTHWEST INITIATIVE  
% PEGGY VAUGHN-PAYNE EXECUTIVE DIRECTOR  
125 W MAIN ST  
LANSING MI 48933-2314

Dear Sir or Madam:

This is in response to your request of March 3, 2008, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in June 2003 that recognized you as exempt from Federal income tax, and reflect that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Cindy Westcott  
Manager, Exempt Organizations  
Determinations

# 2023 INGHAM COUNTY COMMUNITY AGENCY APPLICATION

## APPLICANT INFORMATION

### Organization

Refugee Development Center

### Contact Name

Erika Brown-Binion

### Contact Title

Executive Director

### Alternate Contact Name

Kristina Sankar

### Alternate Contact Title

Assistant Director

### Email for communications regarding community agency funds:

ebrown@rdclansing.org

### Organization's Address:

600 W. Maple St. Suite A

### Phone Number

517-999-5090

### Fax Number

### Website url

www.rdclansing.org

### Proposal Title

BRIDGES to self sufficiency

### Amount Requested

20,000

### Federal Tax Id

26-3936253

Please indicate the names and titles of persons who are authorized to execute agreements on behalf of your organization:

**Authorized Name**

**Authorized Title**

Erika Brown-Binion

Executive Director

**Authorized Name**

**Authorized Title**

Jack Roberts

Board President

**Nonprofit Type**  501(c)(2)  501(c)(3)  501(c)(4)  502(c)(3)

Other (specify)

**Business organization (profit):**

**Unit of government including schools (specify):**

**Not incorporated (specify legal and/or professional status of the requesting individual):**

---

**How long has the applicant's organization been in business?**

20 years

**What is the number of full-time equivalent positions currently employed?**

18

**How many volunteers are currently involved?**

300+

**How does your proposal involve coordination or collaboration with County services, other local governments, or other agencies?**

This proposal directly involves a partnership with local area food assistance providers and outreach and referral to agencies providing basic needs supplies and assistance. It also works in coordination with an English as a Second Language program we have through the City of Lansing and the State of Michigan. Other partners include: Lansing Schools and St. Vincent Refugee Services who will refer refugee families to our agency. Finally, Michigan State University provides many of our volunteers working at the grass roots level to provide hands on assistance to our families. It is through this volunteer program we will be soliciting in-kind basic needs supplies like clothing for our refugee families.

---

**What other programs similar to your program are operating in the County?**

There is no other program in the County similar to the one we are proposing. There are English as second language classes offered in Mid-Michigan but none directly combining access to basic needs as well as education on how to secure these needs for refugees and immigrants; Too, no other program is open entry and open exit allowing all learners to work at their own pace.

---

**Is this your first request for funds from Ingham County?**

No

**Have you sought funds for this proposal or concept from any other entity? Please identify who and the response.**

Yes, funds for this proposal have been approved from the following entities: City of Lansing, United Way, State of Michigan, and Access M

**To what extent is the other funding assured?**

All of the other funding is assured. Details in the answer above.

---

**Is your organization currently a member of the Power of We Consortium?**

Yes

No

### **III. DETAILED SCOPE OF WORK**

#### **1. A statement regarding the general nature of the services and population:**

This project will target at-risk refugees and immigrants in Ingham County who are in need of food, clothing, shelter, language, navigation support and the resources necessary to obtain such resources on their own.

#### **2. A statement regarding the specific details of the \*proposed program\* for which County funds, if granted, will be used (this is very important).**

The RDC proposes continuation of previous program with the goal of expanding the scope of services directly related to crisis response efforts, especially for those negatively impacted by the COVID-19 pandemic:

- A. Direct Distribution of Food and Clothing: In partnership with local food vendors and volunteers, the RDC will provide food, clothing, and essential household items to alleviate immediate suffering especially the newest arrivals to our community. **750 targeted for direct distribution.** This distribution, is directly linked to: 1) An orientation on locating local resources at reduced cost; 2) English survival vocabulary; And, 3) Education regarding steps clients can take to become self-sufficient members of our community (financial literacy, digital literacy, homeownership, workforce skills, housing, health, etc.)
- B. Basic Needs Outreach & Referral Services with language support: ALL RDC clients will be provided a resource guide and a support network newcomers can access for local services; RDC will provided needed language support with cultural brokers when needed (note: RDC serves over 2,000 newcomers speaking over 20 languages annually).
- C. Open Entry/Open Exit Survival English class: Classes will be offered virtually and in person employing curriculum designed to teach newcomers the communication skills needed to access basic needs resources. Vocabulary and oral lessons will specifically address “survival” English so students have the opportunity to learn what is necessary to become self-sufficient residents of Ingham County. 100 students targeted.

**Note:** We recognize personnel expenses are discouraged but have requested funding in this area because our population is in *disproportionate* need of educational opportunities so they can transition AWAY from direct delivery of basic needs resources. For many, language is an impediment to the ability to access resources and thus, interpreters and staff (i.e. personnel) are necessary and critical if we are to assist them. It isn't that our families can't secure basic needs, they just need to learn how and our job is to help them learn. The RDC's goal is to empower newcomers and provide immediate resources to help families ultimately thrive.

#### **3. A statement explaining how the proposal will address the County's long-term objective of Meeting Basic Needs.**

This proposal will facilitate basic needs acquisition in three ways: (1) it will directly distribute food, clothing, and essential household items to alleviate immediate suffering. (2) it will support an outreach and referral process, including language support, so clients can access and navigate local basic needs resources (3) it will teach refugees the survival English necessary to access the resources they need to thrive in this community.

#### **4. A statement detailing the specific services which will be provided by Ingham County's appropriation. A statement of the specific target group for these areas.**

1. Direct Distribution of Food and Clothing for 750 clients with language support from interpreters: Formal distribution will be offered in conjunction with ESL classes, client home visits & associated education.
2. Basic Needs Outreach & Referral Services for over 2,000 clients with language support from interpreters
3. Entry/Open Exit Survival English class for 100 clients

#### **5. Eligibility criteria for these services.**

Clients will be refugees/immigrants, Ingham County Residents, new arrivals, newly unemployed, and at-risk due to limited proficiency in English. Note\*average time in a refugee camp is 20 years and transition is challenging; basic needs support and learning English is of utmost importance upon arrival.

#### **6. Timeline for the performance of these services.** All services will be offered year-round: Jan. 1, 2023–Dec. 31, 2023.



## PROJECT BUDGET

The Proposed Line Item Budget should be structured to address four major areas: Personnel Services, Professional and Contractual Services, Operating Expenses, and Direct Services to Ingham County Residents. Please be advised that for 2022 emphasis will be placed on provision of direct services to county residents and use of Community Agency funds for personnel related expenditures is strongly discouraged.

### Personnel Services

	COUNTY REQUESTED AMOUNT	OTHER SOURCES
Salaries & Wages	\$ 13000.00	\$ 95000.00
FICA	\$ 995.00	\$ 7500.00
Unemployment	\$ 527.00	\$ 2430.00
Fringe Benefits (may be further subdivided)	\$ 78.00	\$ 570.00
Overtime	\$ 0.00	\$ 0.00
Temporary	\$ 0.00	\$ 0.00
Work Study Wages	\$ 0.00	\$ 0.00
<b>Sub Total</b>	\$ 14600.00	\$ 105500.00

### Professional and Contractual

	COUNTY REQUESTED AMOUNT	OTHER SOURCES
Medical Services (for recipient population)	\$ 0.00	\$ 0.00
Accounting Services	\$ 0.00	\$ 0.00
Membership/Subscriptions	\$ 0.00	\$ 0.00
Federal or State grant match	\$ 0.00	\$ 0.00
Office Equipment Leases	\$ 0.00	\$ 0.00
Maintenance Agreements	\$ 0.00	\$ 0.00
<b>Sub Total</b>	\$ 0.00	\$ 0.00

### Operating Expenses

**COUNTY REQUESTED AMOUNT****OTHER SOURCES**

Telephone	\$ 0.00	\$ 500.00
Rent	\$ 0.00	\$ 0.00
Utilities	\$ 0.00	\$ 0.00
Postage	\$ 0.00	\$ 0.00
Office Supplies	\$ 0.00	\$ 2000.00
Travel	\$ 0.00	\$ 0.00
Insurance	\$ 0.00	\$ 0.00
<b>Sub Total</b>	\$ 0.00	\$ 2500.00

**Direct Services to Ingham County Residents**

	<b>COUNTY REQUESTED AMOUNT</b>	<b>OTHER SOURCES</b>
Food	\$ 3000.00	\$ 7500.00
Utilities	\$ 1200.00	\$ 5000.00
Shelter/Housing	\$ 1200.00	\$ 5000.00
Other Direct Assistance	\$ 0.00	\$ 2000.00
<b>Sub Total</b>	\$ 5400.00	\$ 19500.00

	<b>COUNTY REQUESTED AMOUNT</b>	<b>OTHER SOURCES</b>
<b>TOTAL</b>	\$ 20000.00	\$ 127500.00

**Uploads**

<b>Form Item Name</b>	<b>User FileName</b>	<b>User ContentType</b>	<b>File Size</b>
CurrentYearOrganizationBudget	2022 RDC Operational Budget copy.pdf	application/pdf	34KB
MostrecentFinancialStatement	2020 990 FINAL COPY copy.pdf	application/pdf	134.6KB
ListOfBoardofDirectors	RDC Board of Directors 2022 copy 2.pdf	application/pdf	23.2KB
IRSTaxExemptionLetter	RDC501c3 copy 4.pdf	application/pdf	105.1KB
InsuranceCertificate	2022 Ingham County.pdf	application/pdf	263KB
DetailedScopeOfWork	Ingham Detailed Scope of Work.pdf	application/pdf	118.1KB

**REFUGEE DEVELOPMENT CENTER**  
**2022 Organizational Budget**

REVENUES

<u>Grants</u> .....		<u>\$ 753,640</u>
Government	\$ 553,640	
Private Foundations	\$ 50,000	
Other	\$ 150,000	

Donations ..... \$ 260,440

In-Kind Contributions (Non-Cash) ..... \$ 0

Program Volunteers - Estimated value is \$50,000.

Miscellaneous ..... \$ 660

Projected Revenue Total ..... \$ 1,014,740

EXPENSES

<u>Program</u> .....		<u>\$ 922,040</u>
Direct Service Staffing and Benefits	\$ 786,800	
Supplies	\$ 54,000	
Basic Needs/Food/Transportation	\$ 30,240	
Interpreters	\$ 7,200	
Rent	\$ 28,800	
Outreach	\$ 15,000	
Professional Learning	\$ 5,000	

Managerial/General ..... \$ 71,700

Salaries and payroll taxes	\$ 31,500
Bookkeeping/Accounting	\$ 15,000
Insurance	\$ 1,700
Payroll Fees	\$ 5,000
Tax Preparation and Financial Review	\$ 10,000
VISTA member (support admin)	\$ 8,500

Fundraising ..... \$ 16,000

Marketing	\$12,000
Direct Mail Appeals/Events	\$4,000

Projected Expense Total ..... \$1,014,740

NET OPERATING SURPLUS (DEFICIT) ..... \$ 0

**Refugee Development Center  
2022 Board of Directors**

Name	Affiliation
John (Jack ) Roberts: <i>President</i>	Former Director of Michigan High School Athletic Association, retired
Robin Lynn Grinnell <i>Vice President</i>	Nonprofit Consultant
Sam Singh <i>Treasurer</i>	CEO Public Policy Associates
Vincent Delgado: <i>Secretary</i>	Founding Director of the RCAH Program on Sustainability in Costa Rica; and founding director of RDC
Carol Conn	Founder of Capitol Fundraising Associates, retired
Fathy Shetiah	Owner of 7C Lingo and Biggby Businesses
Candy Kokinakis	Former Vice President of Michigan Fitness Foundation, retired
Jessica Martin	Nonprofit Consultant
Racha Kardahji	Account Services Director at Redhead Design Studio
Scott Zulewski	Lead Software Designer • Jackson National Life Insurance

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

DEPARTMENT OF THE TREASURY

Date: APR 07 2009

REFUGEE DEVELOPMENT CENTER  
122 S PENNSYLVANIA AVE  
LANSING, MI 48912-1802

Employer Identification Number:  
26-3936253  
DLN:  
17053070057049  
Contact Person: CYNTHIA ROBINSON ID# 31517  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
December 29, 2008  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

REFUGEE DEVELOPMENT CENTER

Sincerely,

A handwritten signature in cursive script that reads "Robert Choi". The signature is written in dark ink and is positioned above the typed name and title.

Robert Choi  
Director, Exempt Organizations  
Rulings and Agreements

Enclosures: Publication 4221-PC

**II. APPLICANT INFORMATION**

1. Organization: Carol Wood
2. Contact Person: Carol Wood Title: Executive Director
3. Alternate Contact Person: Jan Bowlin Title: Finance & Office Manger
4. Ingham County communications regarding community agency funds shall be sent to email address: 2400 Pattengill, Lansing, MI 48910
5. Organization's Address: Same
6. Phone Number: 517 887-6116 Fax Number: 517 887-7313
7. WEB: rsvp-lansing.com
8. Proposal Title: Senior Medical Rides & Telephone Reassurance Programs
9. Amount Requested: \$ 10,000
10. Federal Tax Identification Number: 06-1731786
11. Please indicate the names and titles of persons who are authorized to execute agreements on behalf of your organization:  
Name: Carol Wood Name: Eric Hewitt  
Title: Executive Director Title: Board President
12. Nonprofit Organization: Please Check One -  
 501(c)(2)  **501(c)(3)**  501(c)(4)  502(c)(3)  
 Other (specify)
13. Business organization (profit): NA
14. Unit of government including schools (specify): NA
15. Not incorporated (specify legal and/or professional status of the requesting individual):  
NA
16. How long has the applicant's organization been in business? 50 years
17. What is the number of full-time equivalent positions currently employed? 4
18. How many volunteers are currently involved? 280
19. a. How does your proposal involve coordination or collaboration with County services, other local governments, or other agencies?  
Referrals for medical driving & telephone reassurance come from Tri-County Office on Aging, TRIAD, private and public clinics, medical practitioners, social workers, and area hospitals.

b. What other programs similar to your program are operating in the County?

Not that we are aware of.

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20. Is this your first request for funds from Ingham County?  yes  no

21. a. Have you sought funds for this proposal or concept from any other entity? Please identify who and the response.  yes  no

City of Lansing—Approved for seniors & people with disabilities Tri-County on Aging—approved for those over the age of 60 yrs. old

b. Does the proposal anticipate utilizing funds from other sources?  yes  no

c. To what extent is the other funding assured?

Our request for funds far exceeds our resources to provide service and we will continue to look for additional funding. Our medical driving is very labor intense program with regards to getting information from clients and arranging rides for drivers. With the increase in gas or prices we want to pay drivers the current IRS rate of 62.5 cents per mile. Drivers are not paid for their time or use of their personal vehicles.

22. Is your organization currently a member of the Power of We Consortium?  yes  no



## **Retired and Senior Volunteer Program of Ingham, Eaton and Clinton Counties**

### **Scope of Work**

#### **Description of Service for Medical Drivers and Telephone Reassurance**

Seniors and those with disabilities have few options for transportation to medical appointments. SpecTran is available to those who qualify but at a cost. SpecTran costs may be prohibitive for low-income individuals especially if repeated rides are necessary for continuing medical treatment including chemotherapy, dialysis, or physical therapy. Retired & Senior Volunteer Programs of Ingham, Eaton and Clinton Counties provides medical driving at no cost to senior and those with disabilities.

#### **Senior living on their own are**

Retired & Senior Volunteer Programs of Ingham, Eaton & Clinton Countries will use the funds to train, monitor and reimburse mileage for volunteers who provide medical driving for seniors in Ingham County. Our staff takes request for rides and coordinates a driver with a client. Prospective riders are requested to give our staff at least 72-hour notice to allow coordination, although we will try to accommodate last minute request of less than 24 hours. Volunteers will pick up clients from their homes and drive them to their appointments. Drivers will stay with individuals while they go to their appointments and aid as needed to get in and out of the car and into the medical office or site as needed. Drivers track mileage, route and times for each ride and turn that information into the RSVP staff monthly. Staff will review timesheets and mileage and provide reimbursement. RSVP is requesting 62.5 cents per mile (2022 Federal reimbursement rate) to cover the cost for miles driven by medical drivers. Last year 2022 we drove 39,739 miles and 80% of those rides were individuals who live in Ingham County and at the current rate of 62.5 cents a mile is \$19,869.375

#### **Telephone Reassurance**

Volunteers provide social calls to assigned clients by phone at least twice a week or in some cases daily. When appropriate, telephone reassurance callers may identify additional needs and discuss referral pathways with staff to our community agencies. If the Senior Companion caller has concerns related to an emergency, the volunteer will either make the call to 911 or contact our staff at RSVP. Telephone Reassurance Program offers free phone calls to seniors living at home. These calls offer an opportunity to socialize as well as a wellness check. If the senior has a special need or request, they would be referred to resource staff. The main purpose for both is to connect with the senior and let them know someone cares about them and is contacting them on a regular basis. These referrals have come from TCOA, TRIAD, Sparrow and McLaren Health Systems, Community Mental Health and family members.

15 minutes is a unit, 4 units= 1 hour or estimated \$12/hour (\$3 per unit) In 2021 we placed 17,178 calls and of those 13,227 were calls to residents of Ingham County and at the rate of \$3.00 per unit is \$39,681.00

#### **Eligibility for Medical Driving Services & Telephone Reassurance**

Ingham County Seniors 60 years and older who do not drive and need telephone reassurance are targeted for this funding source.

#### **Request for funding levels**

We are aware that historically we have been granted the same amount due to funding constraints, if there is the ability to fund beyond our request, we ask that you consider that request. Both programs are time consuming and labor intense. Additional funds would allow us to fill more of the demand that has been created since Covid. With our medical rides we currently have a waiting list of 43 potential clients. We continue to recruit volunteer drivers for this program.

As for the Telephone Reassurance calls our volunteers have been able to assist clients with valuable information that has helped with their ability to remain in their homes.

**IV. PROJECT BUDGET**

The Proposed Line Item Budget should be structured to address four major areas: Personnel Services, Professional and Contractual Services, Operating Expenses, and Direct Services to Ingham County Residents. Please be advised that emphasis will be placed on provision of direct services to county residents and use of Community Agency funds for personnel related expenditures is strongly discouraged.

		<b>COUNTY REQUESTED AMOUNT</b>	<b>OTHER SOURCES</b>
<b>1</b>	<b><u>Personnel Services</u></b>	0	
	a. Salaries & Wages	0	\$ 225,338
	b. FICA	0	15,773
	c. Unemployment	0	5,887
	d. Fringe Benefits (may be further subdivided)	0	0
	e. Overtime	0	0
	f. Temporary	0	0
	g. Work Study Wages	0	0
<b>2</b>	<b><u>Professional and Contractual</u></b>		
	a. Medical Services (for recipient population)	0	0
	b. Accounting Services	0	15,000
	c. Membership/Subscriptions	0	3,000
	d. Federal or State grant match	0	67,601
	e. Office Equipment Leases	0	0
	f. Maintenance Agreements	0	0
<b>3</b>	<b><u>Operating Expenses</u></b>		
	a. Telephone	0	11,676
	b. Rent	0	0
	c. Utilities	0	0
	d. Postage	0	6,200
	e. Office Supplies	0	28,500
	f. Travel	0	4,200
	g. Insurance	0	7,225
<b>4</b>	<b><u>Direct Services to Ingham County Residents</u></b>		
	a. Food	0	0
	b. Utilities	0	0
	c. Shelter/Housing	0	0
	d. Other Direct Assistance	\$ 10,000	\$ 15,000
	<b>TOTAL</b>		405,400

Retired Senior Volunteer Program of Ingham, Eaton Clinton Counties

Fund Source:	Program Title			Total by Fund Source
	Retired & Senior Volunteer Program	Foster Grandparent Program	Senior Companion Program	
State of MI - AASA	\$41,337.00	\$19,511.00	\$211,534.00	\$272,382.00
Federal - AmeriCorps Seniors	\$115,934.00	\$343,343.00	\$30,367.00	\$489,644.00
Tri-County Office on Aging (local)	\$14,700.00	\$0.00	\$0.00	\$14,700.00
County of Ingham	\$0.00	\$0.00	\$5,000.00	\$5,000.00
City of Lansing	\$11,000.00	\$0.00	\$0.00	\$11,000.00

Total Revenue/all programs **\$792,726.00**

Lansing School District, Dr. Eva Evans Community Center (formerly Elmhurst School)	In-Kind estimated at \$82,000 for offices, storage, meeting rooms, plus security, utilities and custodial services for all programs
--	--

**FY 2022-2023**

**Retired and Senior Volunteer Program of Ingham, Eaton, and Clinton Counties  
Board of Directors 2022**

2400 Pattengill Ave. Lansing, MI 48910  
Phone: (517) 887-6116 Fax: (517) 887-7313

Name and Contact Information	Date Joined	Offices Held/Dates	Committees/Dates
<b>Beavers, Anita</b> 3010 Boston Blvd Lansing, MI 48910 (517) 882-0015 Member of local neighborhood Association Retired Nurse from Health Department <a href="mailto:aobeavs@yahoo.com">aobeavs@yahoo.com</a>	Jan. 2014	Board Member	Personnel
<b>Castillo Rowan, Juanita</b> 3140 S. Pennsylvania Ave Lansing, MI 48910 517-272-0129 Ex. Director Small Folks Development Center <a href="mailto:smallfolks@hotmail.com">smallfolks@hotmail.com</a>	Aug. 2016	Board Member	Finance
<b>Hewitt, Eric</b> 8311 Pleasant River Dr. Dimondale, MI 48821 517-214-1985 System Administrator for the State of Michigan <a href="mailto:ebhewitt@sbcglobal.net">ebhewitt@sbcglobal.net</a>	Oct. 2018	Chair - 2022	Executive Finance/Personnel
<b>Hewitt, Kristie</b> 8311 Pleasant River Dr. Dimondale, MI 48821 Human Resource Developer, State of Michigan 989-620-5072 <a href="mailto:peetmk@hotmail.com">peetmk@hotmail.com</a>	Jan. 2019	Board Member	Personnel
<b>Johnson, Sandra</b> 2130 Cheltingham Blvd. Lansing, Mi. 48917 <a href="mailto:Sandyj1226@aol.com">Sandyj1226@aol.com</a> Home phone: 517-323-7524 Office/Cell: 517-285-8775 Retired from the State of Michigan, social worker		Board Member	Personnel
<b>McIntosh McPhail, Susan</b> Retired, Ingham County Health Dept 517-881-1390 <a href="mailto:Susanemcintosh@gmail.com">Susanemcintosh@gmail.com</a>		Board Member	Executive, Personnel
<b>Rogers, Sharon</b> CACS 1107 E. Grand River Ave Lansing, MI 48906 517-999-2730 <a href="mailto:Sharon.rogers@cacsheadstart.org">Sharon.rogers@cacsheadstart.org</a>	Aug. 2016	Secretary	Executive, Personnel
<b>Smith, Curtis</b> 1415 Clifton Ave. Lansing, Mi 48910 Ferris St. University Professor (517) 364-3579 (w), (517) 256-9336 (cell) <a href="mailto:Smithc419@gmail.com">Smithc419@gmail.com</a>	Oct. 2016	Treasurer - 2022	Executive, Chair Finance
<b>Tolbert, Tracy</b> 558 Riley St Lansing, MI 48910 Board of Water and Light 517-944-0888 <a href="mailto:tray411@outlook.com">tray411@outlook.com</a>		Vice Chair - 2022	Executive, Chair Personnel
<b>Tegreeny, Judy</b> 6319 Pleasant River Dr. Dimondale, MI 48821 Retired Educator 517-281-8246 <a href="mailto:judytegreeny@gmail.com">judytegreeny@gmail.com</a>	May 2020	Board Member	Finance
<b>RSVP Executive Director- Carol Wood</b> office 517 887-6116 cell 517 898-1916 <a href="mailto:carol@rsvp-lansing.com">carol@rsvp-lansing.com</a>	Dec. 2017	RSVP Executive Director	

CURRENTLY THERE ARE ONE VACANT POSITIONS

Updates 02/17/2022

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

DEPARTMENT OF THE TREASURY

Date: OCT 22 2004

Employer Identification Number:  
06-1731786

DLN:

17053243036014

RETIRED & SENIOR VOLUNTEER PROGRAM  
OF INGHAM EATON & CLINTON CO  
C/O JANET CLARK  
6545 MERCANTILE WAY STE 1A-1  
LANSING, MI 48911

Contact Person:

ROGER W VANCE

ID# 31173

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

December 31

Public Charity Status:

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

Form 990 Required:

Yes

Effective Date of Exemption:

August 10, 2004

Contribution Deductibility:

Yes

Advance Ruling Ending Date:

December 31, 2009

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Information for Exempt Organizations Under Section 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

Letter 1045 (DO/CG)

# 2023 INGHAM COUNTY COMMUNITY AGENCY APPLICATION

## APPLICANT INFORMATION

### Organization

Southside Community Kitchen

### Contact Name

Marcia L. Beer

### Contact Title

Executive Director

### Alternate Contact Name

Tony patrick

### Alternate Contact Title

President, Board of Directors

### Email for communications regarding community agency funds:

southsidecommunitykitchen@gmail.com

### Organization's Address:

PO Box 80844, Lansing, MI 48908

### Phone Number

517 375 2977

### Fax Number

N/A

### Website url

www.southsidecommunitykitchen.org

Proposal Title	Amount Requested	Federal Tax Id
Feeding the Hungry	5000	38-2928681

Please indicate the names and titles of persons who are authorized to execute agreements on behalf of your organization:

**Authorized Name**

**Authorized Title**

Marcia L. Beer

Executive Director

**Authorized Name**

**Authorized Title**

Tony Patrick

President, Board of Directors

**Nonprofit Type**  501(c)(2)  501(c)(3)  501(c)(4)  502(c)(3)

Other (specify)

**Business organization (profit):**

**Unit of government including schools (specify):**

**Not incorporated (specify legal and/or professional status of the requesting individual):**

---



**How long has the applicant's organization been in business?**

35 years

**What is the number of full-time equivalent positions currently employed?**

1.5

**How many volunteers are currently involved?**

160+

**How does your proposal involve coordination or collaboration with County services, other local governments, or other agencies?**

We work with the Greater Lansing Food Bank, Garden Project, U/U Community Garden, Community Mental Health, United Way, South Lansing Ministries, SNAP program, Health Screening Clinics and Medical Insurance Enrollment, and 211 Listing. We also refer guests to appropriate agencies for further help.

---

**What other programs similar to your program are operating in the County?**

St. Lukes serves one meal a week on Friday, Salvation Army on Jolly serves meals two days a week, there are various churches that serve a Sunday meal once a month.

---

**Is this your first request for funds from Ingham County?**

No

**Have you sought funds for this proposal or concept from any other entity? Please identify who and the response.**

Granger - pending, Capital Region Community Foundation Donor directed Fund, pending, Individual donors and Organizations - on going

**To what extent is the other funding assured?**

Over the last 10 years, we have worked to broaden our donor base, expand our grant funding, and engage in successful fundraising. Each year we continue to meet our monetary needs - even through Covid and our move in 2021.

---

**Is your organization currently a member of the Power of We Consortium?**

Yes

No

## **Ingham County Community Agency 2023 Grant Application**

### Scope of Work

1. The Southside Community Kitchen Feeding the Hungry Program serves meals four days a week to anyone who comes to us in need. We provide a well-balanced noon time meal to all who are hungry, no questions asked. We serve all people who suffer from food insecurity, the homeless, senior citizens, those who live with physical and/or mental challenges. We are a safe and reliable source for food for people of all ages.

2. Funds received from ICCA Grant are used to:

- To compensate staff members at a minimum of \$15.00 per hour for direct services. The Southside Community Kitchen Part-Time Staff schedules, supervises, and guides over 160 volunteers to prepare, serve, and clean up after meals.
- Purchase necessary ingredients to assure every meal consists of a minimum of 4oz of protein, 1 serving of vegetables, 1 serving of fruit, a starch/carbohydrate served with a choice of coffee, tea, cocoa, water, juice, and milk. We serve meals Monday - Thursday from 11:30 - 12:15pm.
- Purchase necessary disposable supplies and materials necessary to adhere to licensing requirements and provide a safe kitchen environment. These items include: paper Towel, sanitary supplies, disposable gloves, aprons, and hats. Since Covid, we also offer take out meals to our guests who are not feeling well, or for family members who are at home. This involves the additional cost of purchasing take out cartons and containers.

3. Meeting Basic Needs

The basic need we meet is food insecurity. We feed anyone who walks in our doors who hunger. We also provide an accessible caring community and a place of belonging for people living on the margins who suffer from loneliness and or mental/physical challenges.

4. The specific service provided are meals served. We serve four days a week. Monday and Wednesday at 5509 S. Pennsylvania and Tuesday and Thursday at 2511 Reo Road. Each person who comes to us receives a complete balanced meal.

5. We serve primarily people who live in Ingham County - specifically the south side of Lansing - although we are open to anyone. In 2023, we expect to serve over 10,000 meals.

6. The Southside Community Kitchen Feeding the Hungry Program is an on going community service effort. Our 2023 Feeding the Hungry Program runs from January 2 to December 28, 2023 during which we serve 4 days a week excluding Federal Holidays.

## PROJECT BUDGET

The Proposed Line Item Budget should be structured to address four major areas: Personnel Services, Professional and Contractual Services, Operating Expenses, and Direct Services to Ingham County Residents. Please be advised that for 2022 emphasis will be placed on provision of direct services to county residents and use of Community Agency funds for personnel related expenditures is strongly discouraged.

### Personnel Services

	COUNTY REQUESTED AMOUNT	OTHER SOURCES
Salaries & Wages	\$ 1000.00	\$ 63000.00
FICA	\$ 0.00	\$ 5100.00
Unemployment	\$ 0.00	\$ 0.00
Fringe Benefits (may be further subdivided)	\$ 0.00	\$ 0.00
Overtime	\$ 0.00	\$ 0.00
Temporary	\$ 0.00	\$ 0.00
Work Study Wages	\$ 0.00	\$ 0.00
<b>Sub Total</b>	\$ 1000.00	\$ 68100.00

### Professional and Contractual

	COUNTY REQUESTED AMOUNT	OTHER SOURCES
Medical Services (for recipient population)	\$ 0.00	\$ 0.00
Accounting Services	\$ 0.00	\$ 2500.00
Membership/Subscriptions	\$ 0.00	\$ 0.00
Federal or State grant match	\$ 0.00	\$ 0.00
Office Equipment Leases	\$ 0.00	\$ 0.00
Maintenance Agreements	\$ 0.00	\$ 0.00
<b>Sub Total</b>	\$ 0.00	\$ 2500.00

### Operating Expenses

**COUNTY REQUESTED AMOUNT****OTHER SOURCES**

Telephone	\$ 0.00	\$ 350.00
Rent	\$ 0.00	\$ 0.00
Utilities	\$ 0.00	\$ 0.00
Postage	\$ 0.00	\$ 1000.00
Office Supplies	\$ 0.00	\$ 6000.00
Travel	\$ 0.00	\$ 0.00
Insurance	\$ 0.00	\$ 1300.00
<b>Sub Total</b>	\$ 0.00	\$ 8650.00

**Direct Services to Ingham County Residents**

	<b>COUNTY REQUESTED AMOUNT</b>	<b>OTHER SOURCES</b>
Food	\$ 4000.00	\$ 4500.00
Utilities	\$ 0.00	\$ 0.00
Shelter/Housing	\$ 0.00	\$ 0.00
Other Direct Assistance	\$ 0.00	\$ 3000.00
<b>Sub Total</b>	\$ 4000.00	\$ 7500.00

	<b>COUNTY REQUESTED AMOUNT</b>	<b>OTHER SOURCES</b>
<b>TOTAL</b>	\$ 5000.00	\$ 86750.00

**Uploads**

<b>Form Item Name</b>	<b>User FileName</b>	<b>User ContentType</b>	<b>File Size</b>
DetailedScopeOfWork	ICCA Scope of Work 2023.pdf	application/pdf	55.9KB
CurrentYearOrganizationBudget	SCK Budget 2022-2023 .pdf	application/pdf	94.7KB
MostrecentFinancialStatement	SCK990-EZ-2019.pdf	application/pdf	4.1MB
ListOfBoardofDirectors	2022 SSCK Board Addresses (1).pdf	application/pdf	64.4KB
InsuranceCertificate	Certificate - Southside Kitchen - Ingham Cty-2021-2022 (1).pdf	application/pdf	21.7KB
IRSTaxExemptionLetter	501 c 3 Document.pdf	application/pdf	522.8KB

SOUTHSIDE COMMUNITY KITCHEN Proposed BUDGET										
		7/2018-2019	7/2018-6/2019	7/2019-6/2020	7/2019-6/2020	7/2020-6/2021	7/2020-6/2021	7/2021-6/2022	7/2021-6/2022	7/2022-6/2023
RECEIPTS	COI	Budget	Actual	Budget	Actual	Budget	Actual 6/30/2021	Budget	Actual 2/28/2022	Propoed Budget
GENERAL PUBLIC	A	\$ 30,000.00	41,202.02	\$ 30,000.00	43,413.88	35,000.00	26,650.34	35,000.00	35,786.94	35,000.00
CHURCH GRANTS *	B	10,000.00	8,457.44	10,000.00	34,320.28	15,000.00	10,830.22	15,000.00	4,930.34	15,000.00
Relocation			-				45,182.63	-	15,000.00	-
FOOD BANK	C	1,200.00	1,651.52	1,200.00	1,175.32	1,200.00	-	1,200.00	326.04	1,200.00
CAPITAL REGION FDN	D	5,000.00	0	5,000.00	4,890.00	5,000.00	-	5,000.00		5,000.00
GRANGER GRANT	E	7,500.00	8,000.00	7,500.00	-	7,500.00	-	7,500.00	8,000.00	7,500.00
DART GRANT	F	-	0	-	-	-	-	-		-
SAVAGE GRANT	G	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	-	2,500.00	2,500.00	2,500.00
JACKSON NATIONAL LIFE	H	5,000.00	-	5,000.00	-	-	-			-
UNITED WAY	I	400.00	0	400.00	704.92	400.00	1,211.25	800.00	1,267.16	800.00
CROP WALK	J	900.00	658.72	600.00	-	600.00	618.97	600.00	583.84	600.00
INGHAM COMMUNITY AGENCY	K	3,500.00	3,500.00	5,000.00	1,750.00	5,000.00	3,500.00	3,500.00	3,500.00	3,500.00
MDOT FUND RAISER	L	6,000.00	6,302.00	6,000.00	9,606.00	6,000.00	1,569.25	3,000.00		3,000.00
OTHER FUND RAISERS- Breaking Bread Breakfast	M	7,000.00	10,790.00	6,000.00	-	6,000.00	-	6,000.00		6,000.00
INTEREST	N	100.00	69.94	100.00	56.62	100.00	23.10	50.00	4.18	50.00
TOTAL		\$ 79,100.00	\$ 83,131.64	\$ 79,300.00	98,417.02	84,300.00	\$ 89,585.76	80,150.00	\$ 71,898.50	80,150.00

		7/2018-2019	7/2018-6/2019	7/2019-6/2020	7/2019-6/2020	7/2020-6/2021	7/2020-6/2021	7/2021-6/2022	7/2021-6/2022	7/2022-6/2023
DISBURSEMENTS		Budget	Actual	Budget	Mar 31 2020 Actual	Budget	Actual 6/30/2021	Budget	Actual 2/28/2022	Proposed Budget
WAGES - Administrative	O	\$ 40,000.00	39,742.67	\$ 40,000.00	39,499.28	40,000.00	35,719.53	40,000.00	24,371.58	42,500.00
WAGES - Direct Services	O	17,500.00	19,485.11	20,000.00	18,709.49	20,000.00	6,607.59	20,000.00	8,063.69	21,500.00
FOOD - General	P	8,500.00	9,037.34	8,500.00	8,138.63	9,000.00	-	8,500.00	4,266.95	8,500.00
SPECIAL INCIDENTS Relocation	Q	-	0	-			10,166.43	-	37,852.00	-
KITCHEN SUPPLIES	R	3,000.00	3,040.63	3,000.00	2,251.05	3,000.00		3,000.00	\$ 878.82	3,000.00
PAYROLL TAXES	S	4,400.00	4,912.84	4,800.00	4,747.15	4,800.00	3,257.74	4,800.00	2,609.06	5,100.00
PRINTING-Getting the Word Out	T	3,000.00	859.95	2,000.00	597.80	2,000.00	420.00	2,000.00	963.89	2,000.00
OTHER SUPPLIES/ EXPENSES	U	3,000.00	5,191.73	4,000.00	4,327.15	6,000.00	7,413.53	6,000.00	3,832.63	6,000.00
FUND RAISERS	V	3,000.00	2,361.36	3,000.00	699.61	3,000.00		3,000.00		3,000.00
MILEAGE	W	1,100.00	678.60	1,000.00	494.96	1,000.00	58.76	700.00	227.93	700.00
CPA SERVICES	X	2,500.00	1,480.00	2,500.00	1,912.13	2,500.00	2,005.00	2,500.00	1,850.00	2,500.00
TRAINING	Y	500.00	-	500.00	-	500.00	-	500.00		500.00
INSURANCE	Z	1,500.00	1,227.00	1,300.00	1,301.00	1,300.00	1,134.00	1,300.00	1,484.00	1,300.00
DEPRECIATION	ZZ	100.00	60.00	100.00	60.00	100.00	60.00	100.00	40.00	100.00
TOTAL		\$ 88,100.00	88,077.23	\$ 90,700.00	82,738.25	93,200.00	\$ 66,842.58	92,400.00	\$ 86,440.55	96,700.00
BUDGET (SHORTFALL)		(\$9,000.00)	(\$4,945.59)	(\$11,400.00)	\$15,678.77	(\$8,900.00)	\$ 22,743.18	(12,250.00)	\$ (14,542.05)	(16,550.00)

## Southside Community Kitchen Board Members (2022)

Ann Arensmeier (Vice- pres)  
1723 N. Crystal Cove.  
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517-230-8455  
[aarensmeier@yahoo.com](mailto:aarensmeier@yahoo.com)

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517-402-0087  
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updated 2/4/22

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

DEPARTMENT OF THE TREASURY

Date: FEB 22 1995

SOUTHSIDE COMMUNITY KITCHEN  
2727 W HOLMES RD  
LANSING, MI 48911

Employer Identification Number:  
38-2928681  
Case Number:  
315030020  
Contact Person:  
KEVIN KAHMANN  
Contact Telephone Number:  
(513) 684-3578  
Our Letter Dated:  
January 10, 1991  
Addendum Applies:  
No

Dear Applicant:

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

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

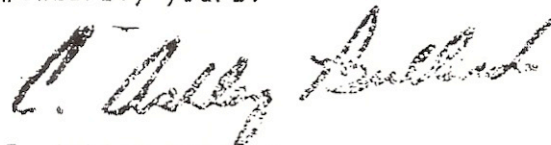
Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the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

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

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

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

Sincerely yours,



C. Ashley Bullard  
District Director



# 2023 INGHAM COUNTY COMMUNITY AGENCY APPLICATION

## APPLICANT INFORMATION

### Organization

St. Vincent Catholic Charities

### Contact Name

Judi Harris

### Contact Title

Refugee Services Director

### Alternate Contact Name

Chelsea Lafferty

### Alternate Contact Title

Refugee Services Assistant Director

### Email for communications regarding community agency funds:

harrisj@stvcc.org

### Organization's Address:

2800 W. Willow, Lansing, MI 48917

### Phone Number

517-913-4107

### Fax Number

517-853-0031

### Website url

stvcc.org

### Proposal Title

Refugee Emergency Housing 2023

### Amount Requested

5,000

### Federal Tax Id

38-1360530

Please indicate the names and titles of persons who are authorized to execute agreements on behalf of your organization:

**Authorized Name**

**Authorized Title**

Andrea Seyka

CEO

**Authorized Name**

**Authorized Title**

**Nonprofit Type**  501(c)(2)  501(c)(3)  501(c)(4)  502(c)(3)

Other (specify)

**Business organization (profit):**

**Unit of government including schools (specify):**

**Not incorporated (specify legal and/or professional status of the requesting individual):**

---

**How long has the applicant's organization been in business?**

73 years

**What is the number of full-time equivalent positions currently employed?**

65

**How many volunteers are currently involved?**

75

**How does your proposal involve coordination or collaboration with County services, other local governments, or other agencies?**

STVCC works closely with Ingham County Health Department and Ingham County DHHS providing language support and cultural brokering for both. STVCC works with DHHS to help newly arrived refugees to access benefits. DHHS refers refugees in the community to STVCC when they are in crisis.

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**What other programs similar to your program are operating in the County?**

STVCC is the only agency providing resettlement in Mid-Michigan. Samaritas provides refugee foster care and the Refugee Development Center provides English language education and support to refugee youth.

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**Is this your first request for funds from Ingham County?**

No

**Have you sought funds for this proposal or concept from any other entity? Please identify who and the response.**

Not this year.

**To what extent is the other funding assured?**

If the demand is beyond the \$5,000 requested in this proposal, STVCC will seek additional funds from community donators. Donor funds are used for many client needs so funds available specifically for housing are not guaranteed.

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**Is your organization currently a member of the Power of We Consortium?**

- Yes  
 No

## **STVCC Detailed Scope of Work for Community Agency Application Refugee Emergency Housing Assistance 2023**

St. Vincent Catholic Charities (STVCC) is a local, charitable, non-profit dedicated to human services in the mid-Michigan area. STVCC partners with children, families and adults living in crisis, and helps them to find hope and safety so they can transform their lives. STVCC Refugee Services has the will welcome close to 500 new arrivals in 2022 from all over the world. Our clients are men, women and children who have often experienced tremendous trauma and loss. The goal of the national resettlement program is self-sufficiency and STVCC is able to help new arrivals to achieve this goal through the first 90 days after their arrival. The resettlement process is inherently very stressful and we do everything we can to make sure they know that they are welcome, that they are cared for, and most importantly, we want people to know that they have a safe home to go to every night.

To that end, this year, STVCC is developing a pool of funds to support refugee emergency housing. This program will help refugees through their journey to self-sufficiency by providing a family with one month's rent when they are in crisis. This program addresses Ingham County's long-term objective of meeting the basic need for shelter. This program will only serve residents of Ingham County.

From September 2021 – February 2022, STVCC served an unprecedented number of new arrivals from the Afghan evacuation as part of Operation Allies Welcome. This emergency situation was unique in that many families were arriving very quickly with very little notice. This all happened during a local lack of housing emergency which meant that STVCC had to place many Afghan arrivals in temporary housing in hotels and Airbnb's. STVCC received donations to help them with their first month's rent and deposit. All Afghan evacuees are now in their permanent rental housing, but still struggle to meet their financial demands as they move down the path of independence and self-sufficiency. Many Afghan families are also here with very small children and over 13 new born babies this year. This means that in many cases, only one parent is able to work outside of the home, limiting their income potential. Housing is especially challenging as the cost of rentals have increased significantly. The average rent for a family of four in Lansing last year was around \$700 per month, now it is up to \$850 per month after our Housing Specialist has strongly negotiated. This increase puts refugees (and most other families) at risk of an inability to pay and eventual eviction. The emergency housing funds proposed here will help bridge gaps for refugees who are struggling.

Refugees may also end up in a vulnerable housing situation once they start working. This is because as soon as they start working, their benefits are immediately stopped and their first paycheck may not arrive for a few weeks or even a month. For many families, money is scarce during the time between starting a job and receiving their first paycheck. Many struggle to pay rent and put food on the table during this time. Supporting a family with one month's rent during the pre-paycheck period has a tremendous impact. STVCC wants all new arrivals to be encouraged to start working as soon as possible and not to worry that starting a job will put them in financial jeopardy or make them homeless.

STVCC is proposing to receive \$5,000 from Ingham County to provide directly to families to support housing when they are unable to cover their rent because of a financial emergency. These funds will be given in increments of approximately \$500 per family if they are already engaged in any of STVCC's employment or post-resettlement programs as long as they meet the criteria (employed, but not having yet received a paycheck, cooperating with employment or unemployment services, attending English as a Second Language classes, etc.). At an average of \$500 per family, STVCC can provide this assistance to up to 10 families.

Timeframe: Upon award of the grant, STVCC will start providing support to families. STVCC expects to support up to 10 families over 12 months.

## PROJECT BUDGET

The Proposed Line Item Budget should be structured to address four major areas: Personnel Services, Professional and Contractual Services, Operating Expenses, and Direct Services to Ingham County Residents. Please be advised that for 2022 emphasis will be placed on provision of direct services to county residents and use of Community Agency funds for personnel related expenditures is strongly discouraged.

### Personnel Services

	COUNTY REQUESTED AMOUNT	OTHER SOURCES
Salaries & Wages	\$ 0.00	\$ 0.00
FICA	\$ 0.00	\$ 0.00
Unemployment	\$ 0.00	\$ 0.00
Fringe Benefits (may be further subdivided)	\$ 0.00	\$ 0.00
Overtime	\$ 0.00	\$ 0.00
Temporary	\$ 0.00	\$ 0.00
Work Study Wages	\$ 0.00	\$ 0.00
<b>Sub Total</b>	\$ 0.00	\$ 0.00

### Professional and Contractual

	COUNTY REQUESTED AMOUNT	OTHER SOURCES
Medical Services (for recipient population)	\$ 0.00	\$ 0.00
Accounting Services	\$ 0.00	\$ 0.00
Membership/Subscriptions	\$ 0.00	\$ 0.00
Federal or State grant match	\$ 0.00	\$ 0.00
Office Equipment Leases	\$ 0.00	\$ 0.00
Maintenance Agreements	\$ 0.00	\$ 0.00
<b>Sub Total</b>	\$ 0.00	\$ 0.00

### Operating Expenses

**COUNTY REQUESTED AMOUNT****OTHER SOURCES**

Telephone	\$ 0.00	\$ 0.00
Rent	\$ 0.00	\$ 0.00
Utilities	\$ 0.00	\$ 0.00
Postage	\$ 0.00	\$ 0.00
Office Supplies	\$ 0.00	\$ 0.00
Travel	\$ 0.00	\$ 0.00
Insurance	\$ 0.00	\$ 0.00
<b>Sub Total</b>	\$ 0.00	\$ 0.00

**Direct Services to Ingham County Residents**

	<b>COUNTY REQUESTED AMOUNT</b>	<b>OTHER SOURCES</b>
Food	\$ 0.00	\$ 0.00
Utilities	\$ 0.00	\$ 0.00
Shelter/Housing	\$ 5000.00	\$ 0.00
Other Direct Assistance	\$ 0.00	\$ 0.00
<b>Sub Total</b>	\$ 5000.00	\$ 0.00

	<b>COUNTY REQUESTED AMOUNT</b>	<b>OTHER SOURCES</b>
<b>TOTAL</b>	\$ 5000.00	\$ 0.00

**Uploads**

<b>Form Item Name</b>	<b>User FileName</b>	<b>User ContentType</b>	<b>File Size</b>
DetailedScopeOfWork	STVCC Detailed Scope of Work for Community Agency Application.docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document	14.3KB
CurrentYearOrganizationBudget	d. 2022 Agency Budget.pdf	application/pdf	152.5KB
MostrecentFinancialStatement	e. Most recent audit.pdf	application/pdf	362.5KB
ListOfBoardofDirectors	f. BOARD OF DIRECTORS LIST.pdf	application/pdf	112.2KB

<b>Form Item Name</b>	<b>User FileName</b>	<b>User ContentType</b>	<b>File Size</b>
IRSTaxExemptionLetter	g. Tax exempt docuement 2021 IRS Group Ruling Memo FINAL.pdf	application/pdf	353.8KB
InsuranceCertificate	h. General liability-Interested Parties.pdf	application/pdf	56.3KB
AdditionalFiles	h. Additional insurance.pdf	application/pdf	1.1MB



**St. Vincent Catholic Charities**  
 Consolidated Budgeted Income Statement  
 For the year ended December 31, 2022

	<b>TOTAL</b>
<b>Revenue</b>	
Contributions	1,067,000
In-Kind Contributions	153,750
Grant revenue	115,000
Bequests and memorials	20,000
Endowment	-
Special events	8,000
Capital Area United Way	-
United Way	27,000
Diocese of Lansing	147,514
Capital campaign	-
Government revenue	4,588,702
Program fees	94,395
Counseling fees-net	237,160
Miscellaneous	27,002
Total revenue	6,485,523
<b>Expenses</b>	
Salaries	3,496,674
Benefits	697,369
Payroll taxes	267,496
Professional fees	222,767
Technology support	82,766
Contractual labor	7,260
Office supplies	5,784
Other supplies	21,965
Non-edible kitchen	-
Furn/equip purchase	1,195
Food	-
Milk	-
Medical supplies	-
Hardware and software purchases	16,055
Telephone	20,633
Postage and shipping	15,565
Utilities	76,550
Property upkeep	24,589
Property destruction	-
Equipment rental and maintenance	3,733
Agency Vehicle	15,300
Printing	12,174
Advertising	36,360
Subscriptions and publications	10,961
Employee meals and entertainment	520

Employee local travel	21,100
Conferences, training and major travel	19,770
Membership dues	30,709
Interest	-
Insurance	96,159
Employee recognition	7,404
Bad debt	20,000
Loss on disposal of assets	-
Miscellaneous	18,304
Assistance to individuals	1,773,173
Event expenses	9,820
Total expenses	<u>7,032,153</u>
<b>Net income (loss) before investment income (loss), depreciation and mgt &amp; general allocation</b>	(546,630)
Investment income(loss)	40,000
Debt interest & other costs	(41,920)
Depreciation	(284,627)
Facilities allocation	(0)
Management and General allocation	0
<b>Net income (loss)</b>	<u>(833,177)</u>



**St. Vincent Catholic Charities**

PROVIDING HELP. CREATING HOPE.

ST. VINCENT CATHOLIC CHARITIES

BOARD OF DIRECTORS

CHAIR: STEVEN JAPINGA

VICE CHAIR: LIZZIE FISHER

TREASURER: KEN KLEIN

SECRETARY: PAT HEPP

1 **JOSEPH BECSEY**

2 **DEACON DAVID DRAYTON**

3 **LIZZIE FISHER**

4 **PAT HEPP**

5 **STEVEN JAPINGA**

6 **KENNETH J. KLEIN**

7 **BRUCE MAGUIRE, III**

8 **PAT MUNSHAW**

9 **BRIAN MURRAY**

10 **MIKE RHODES**

11 **STEPHANIE BECSEY**

12 **MARK COSGROVE**



## Office of the General Counsel

3211 FOURTH STREET, NE • WASHINGTON, DC 20017-1194 • 202-541-3300 • FAX 202-541-3337

DATE: September 10, 2021

TO: Subordinate Organizations under USCCB Group Ruling (GEN: 0928)

SUBJECT: 2021 Group Ruling

FROM: Anthony Picarello, General Counsel *ARP*  
Madeline Obler, Assistant General Counsel

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This memorandum relates to the annual Group Ruling determination letter issued to the United States Conference of Catholic Bishops (“USCCB”) by the Internal Revenue Service (“IRS”), the most recent of which is dated September 1, 2021, with respect to the federal tax status of subordinate organizations listed in the 2021 edition of the Official Catholic Directory (“OCD”).<sup>1</sup> As explained in greater detail below, this 2021 Group Ruling determination letter is important for establishing:

- (1) exemption of subordinate organizations under the USCCB Group Ruling from federal income tax; and
- (2) deductibility of contributions to such organizations for federal income, gift, and estate tax purposes.

The 2021 Group Ruling determination letter is the latest in a series that began with the original determination letter of March 25, 1946. In the original 1946 letter, the Treasury Department affirmed the exemption from federal income tax of all Catholic institutions listed in the OCD for that year. Each year since 1946, in a separate letter, the 1946 ruling has been reaffirmed with respect to subordinate organizations listed in the current edition of the OCD.<sup>2</sup> The annual group ruling letter clarifies important tax consequences for Catholic institutions listed in the OCD, and should be retained for ready reference. Group Ruling letters from prior years establish tax consequences with respect to transactions occurring during those years.

**UBIT on Fringe Benefits.** Taxpayer Certainty and Disaster Relief Act of 2019, Public Law 116-94, enacted in December 2019, repealed section 512(a)(7) to the Internal Revenue Code (“Code”), which subjected tax-exempt organizations to unrelated business income tax (“UBIT”) to the extent they pay or incur expenses for any qualified transportation fringe described in

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<sup>1</sup> A copy of the most recent Group Ruling determination letter and this memo may be found on the General Counsel's "Tax and Group Ruling" page.

<sup>2</sup> Catholic organizations with independent IRS exemption determination letters are listed in the 2021 OCD with an asterisk (\*), which indicates that such organizations are **not** included in the Group Ruling.

section 132(f) and any parking facility used in connection with qualified parking (the “parking lot tax”). As the repeal was retroactive to the date of enactment, exempt organizations can request refunds of amounts paid in tax years 2018 and 2019 toward the parking lot tax. Exempt organizations seeking refunds for amounts paid in 2018 may file an amended Form 990-T, and exempt organizations seeking a refund for estimated taxes paid toward the parking lot tax in 2019 are advised to file Form 4466, *Corporation Application for Quick Refund of Overpayment of Estimated Tax*, to receive a refund of amounts paid toward 2019.

**Responsibilities under Group Ruling.** Diocesan officials who compile OCD information for submission to the OCD publisher are responsible for the accuracy of such information. They must ensure that only qualified organizations are listed, that organizations are listed under their correct legal names, that organizations that cease to qualify are deleted promptly, and that newly-qualified organizations are listed as soon as possible.

## **EXPLANATION**

1. **Exemption from Federal Income Tax.** The latest Group Ruling determination letter reaffirms that the agencies and instrumentalities and educational, charitable, and religious institutions operated, supervised or controlled by or in connection with the Roman Catholic Church in the United States, its territories or possessions that appear in the 2021 OCD and are subordinate organizations under the Group Ruling are recognized as exempt from federal income tax and described in section 501(c)(3) of the Code. The Group Ruling determination letter does not cover organizations listed with asterisks or any foreign organizations listed in the 2021 OCD.

*Verification of Exemption under Group Ruling.* The latest Group Ruling determination letter indicates that subordinate organizations are not listed in Tax Exempt Organization Search (Pub. 78 data) (“TEOS,” formerly “EO Select Check), and many are not listed in the Exempt Organizations Business Master File extract, or EO BMF . As a result, many subordinate organizations included in the USCCB Group Ruling are not included in various online databases (e.g., GuideStar) that are derived from the EO BMF. This does not mean that subordinate organizations included in the Group Ruling are not tax exempt, that contributions to them are not deductible, or that they are not eligible for grant funding from corporations, private foundations, sponsors of donor-advised funds or other donors that rely on online databases for verification of tax-exempt status. It does mean that a Group Ruling subordinate may have to make an extra effort to document its eligibility to receive charitable contributions. The Group Ruling determination letter states that donors may verify that a subordinate organization is included in the Group Ruling by consulting the Official Catholic Directory or by contacting the USCCB directly. It also states that the IRS does not verify inclusion of subordinate organizations under the Group Ruling. *Accordingly, neither subordinate organizations nor donors should contact the IRS to verify inclusion under the Group Ruling.*

Subordinate organizations should refer donors, including corporations, private foundations, and sponsors of donor-advised funds, to the specific language in the Group Ruling determination letter regarding verification of tax-exempt status and to IRS Publication 4573,

*Group Exemptions*, available on the IRS website at [www.irs.gov](http://www.irs.gov).<sup>3</sup> Publication 4573 explains that: (1) the IRS does not determine which organizations are included in a group exemption; (2) subordinate organizations exempt under a group exemption do not receive their own IRS determination letters; (3) exemption under a group ruling is verified by reference to the official subordinate listing (e.g., the Official Catholic Directory); and (4) it is not necessary for an organization included in a group exemption to be listed in TEOS or the EO BMF. Although not required, organizations in the Group Ruling may be included in the EO BMF, and consequently, online databases derived from it.

2. **Public Charity Status.** The latest Group Ruling determination letter recognizes that subordinate organizations included in the 2021 OCD are public charities and not private foundations under section 509(a) of the Code, but that all subordinate organizations do not share the same public charity status under section 509(a). Therefore, although the USCCB is classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(i), that public charity status does *not* automatically extend to subordinate organizations covered under the Group Ruling.

*Verification of Public Charity Status.* Each subordinate organization in the Group Ruling must establish its own public charity status under section 509(a)(1), 509(a)(2), or 509(a)(3) as a condition to inclusion in the Group Ruling. Certain types of subordinate organizations included in the Group Ruling qualify as public charities by definition under the Code. These are:

- churches and conventions or associations of churches under sections 509(a)(1) and 170(b)(1)(A)(i) (generally limited to dioceses, parishes and religious orders);
- elementary and secondary schools, colleges and universities under sections 509(a)(1) and 170(b)(1)(A)(ii); and
- hospitals under sections 509(a)(1) and 170(b)(1)(A)(iii).

Other subordinate organizations covered under the Group Ruling may qualify under the public support tests of either sections 509(a)(1) and 170(b)(1)(A)(vi) or section 509(a)(2). Verification of public charity classification under either of the support tests generally can be established by providing a written declaration of the applicable classification signed by an officer of the organization, along with a reasoned written opinion of counsel and a copy of Schedule A of Form 990/EZ, if applicable. Large institutional donors, such as private foundations and sponsors of donor-advised funds, may require this verification prior to making a contribution or grant to be assured that the grantee is not a Type III non-functionally integrated supporting organization.<sup>4</sup> A subordinate organization included in the Group Ruling may want to file Form 8940, Request for Miscellaneous Determination, with the IRS to request a determination that it is a publicly supported charity described in sections 509(a)(1) and 170(b)(1)(A)(vi) or section

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<sup>3</sup> For an illustration of how exemption verification works, refer to the “Information for Donors and Grantmakers” link on the USCCB website “Tax and Group Ruling.” page.

<sup>4</sup> See Notice 2014-4, 2014-2 I.R.B (January 6, 2014).

509(a)(2), or is a Type I or II supporting organization, in order to satisfy private foundations and sponsors of donor-advised funds regarding its public charity status.

3. **Deductibility of Contributions.** The latest Group Ruling determination letter assures donors that contributions to subordinate organizations listed in the 2021 OCD are deductible for federal income, gift, and estate tax purposes.

4. **Unemployment Tax.** As section 501(c)(3) organizations, subordinate organizations covered by the Group Ruling are exempt from *federal* unemployment tax. However, individual states may impose unemployment tax on subordinate organizations even though they are exempt from federal unemployment tax. Please consult a local tax advisor about any state unemployment tax questions.

5. **Social Security Tax.** All section 501(c)(3) organizations, including churches, are required to withhold and pay taxes under the Federal Insurance Contributions Act (FICA) for each employee.<sup>5</sup> However, services performed by diocesan priests in the exercise of their ministry are not considered “employment” for FICA (Social Security) purposes.<sup>6</sup> FICA should not be withheld from their salaries. *For Social Security purposes*, diocesan priests are subject to self-employment tax (“SECA”) on their salaries as well as on the value of meals and housing or housing allowances provided to them.<sup>7</sup> Neither FICA nor income tax withholding is required on remuneration paid directly to religious institutes for members who are subject to vows of poverty and obedience and are employed by organizations included in the Official Catholic Directory.<sup>8</sup>

6. **Federal Excise Tax.** Inclusion in the Group Ruling has no effect on a subordinate organization's liability for federal excise taxes. Exemption from these taxes is very limited. Please consult a local tax advisor about any excise tax questions.

7. **State/Local Taxes.** Inclusion in the Group Ruling does not automatically establish a subordinate organization's exemption from state or local income, sales, or property taxes. Typically, separate exemptions must be obtained from the appropriate state or local tax authorities in order to qualify for any applicable exemptions. Please consult a local tax advisor about any state or local tax exemption questions.

8. **Form 990/EZ/N.** All subordinate organizations included in the Group Ruling must file Form 990, Return of Organization Exempt from Income Tax, Form 990-EZ, Short Form Return of Organization Exempt From Income Tax, or Form 990-N, e-Postcard, *unless* they

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<sup>5</sup> Section 3121(w) of the Code permits certain church-related organizations to make an irrevocable election to avoid payment of FICA taxes, but only if such organizations are opposed for religious reasons to payment of social security taxes.

<sup>6</sup> I.R.C. § 3121(b)(8)(A).

<sup>7</sup> I.R.C. § 1402(a)(8).

<sup>8</sup> Rev. Rul. 77-290, 1977-2 C.B. 26. *See also* OGC/LRCR Memorandum on Compensation of Religious, (September 11, 2006).

are eligible for a mandatory or discretionary exception to this filing requirement. ***There is no automatic exemption from the Form 990/EZ/N filing requirement simply because an organization is included in the Group Ruling or listed in the OCD.*** Subordinate organizations must use their own EIN to file Form 990/EZ/N. **Do not** use the EIN of the USCCB or an affiliated parish, diocese or other organization to file a return. Form 990/EZ/N is due by the 15th day of the fifth month after the close of an organization’s fiscal year.<sup>9</sup> The following organizations are not required to file Form 990/EZ/N: (i) churches and conventions or associations of churches; (ii) integrated auxiliaries;<sup>10</sup> (iii) the exclusively religious activities of religious orders; and (iv) schools below college level affiliated with a church or operated by a religious order.<sup>11</sup> Organizations should exercise caution if they choose not to file a Form 990/EZ/N because they believe they are not required to do so. If IRS records indicate that the organization should file a Form 990/EZ/N each year (for example, the organization receives an IRS notice stating that it failed to file a return for a given year), then the organization may appear on the auto-revocation list notwithstanding its claim to being exempt from the filing requirement.

Which form an organization is required to file usually depends on the organization’s gross receipts or the fair market value of its assets.

Gross receipts or fair market value of assets	Return required
Gross receipts normally not more than \$50,000 (regardless of total assets)	990-N (but may file a Form 990 or 990-EZ)
Gross receipts < \$200,000, <i>and</i> Total assets < \$500,000	990-EZ (but may file a Form 990)
Gross receipts ≥ \$200,000, <i>or</i> Total assets ≥ \$500,000	990

***Special Rules for Section 509(a)(3) Supporting Organizations.*** Every supporting organization described in section 509(a)(3) included in the Group Ruling must file a Form 990 or Form 990-EZ (and not Form 990-N) each year, unless (i) the organization can establish that it is an integrated auxiliary of a church within the meaning of Treas. Reg. § 1.6033-2(h) (in which case the organization need not file Form 990/EZ *or* Form 990-N); or (ii) the organization’s gross receipts are normally not more than \$5,000, in which case, the religious supporting organization

<sup>9</sup> The penalty for failure to file the Form 990/EZ is \$20 for each day the failure continues, up to a maximum of \$10,000 or 5 percent of the organization’s gross receipts, whichever is less. However, organizations with annual gross receipts in excess of \$1 million are subject to penalties of \$100 per day, up to a maximum of \$50,000. I.R.C. § 6652(c)(1)(A). There is no monetary penalty for failing to file or filing late a Form 990-N.

<sup>10</sup> I.R.C. § 6033(a)(3)(A)(i); Treas. Reg. § 1.6033-2(h).

<sup>11</sup> Treas. Reg. § 1.6033-2(g)(1)(vii).



may file Form 990-N in lieu of a Form 990 or Form 990-EZ.

*Automatic Revocation for Failure to File a Required Form 990/EZ/N.* Any organization that does not file a required Form 990/EZ/N for three consecutive years automatically loses its tax-exempt status under section 6033(j). If an organization loses its tax-exempt status under section 6033(j), it must file an application (Form 1023 or Form 1023-EZ) with the IRS to reinstate its tax-exempt status. See the IRS website (charities and non-profits) at [www.irs.gov/charities-non-profits/](http://www.irs.gov/charities-non-profits/) for information on automatic revocation, including the current list of revoked organizations and guidance about reinstatement of exemption.

*Public Disclosure and Inspection.* Subordinate organizations required to file Form 990/EZ<sup>12</sup> must upon request make a copy of the form and its schedules (other than contributor lists) and attachments available for public inspection during regular business hours at the organization's principal office and at any regional or district offices having three or more employees. Form 990/EZ for a particular year must be made available for a three year period beginning with the due date of the return.<sup>13</sup> In addition, any organization that files Form 990/EZ must comply with written or in-person requests for copies of the form. The organization may impose no fees other than a reasonable fee to cover copying and mailing costs. If requested, copies of the forms for the past three years must be provided. In-person requests must be satisfied on the same day. Written requests must be satisfied within 30 days.<sup>14</sup>

*Public Disclosure of Form 990-T.* Form 990-T, Exempt Organization Unrelated Business Income Tax Return, for organizations exempt under section 501(c)(3) (which includes all organizations in the USCCB Group Ruling) is subject to rules similar to those for public inspection and copying of Forms 990/EZ.<sup>15</sup>

*Group Returns.* USCCB does not file a group return Form 990 on behalf of any organizations in the Group Ruling. In addition, no subordinate organization under the Group Ruling is authorized to file a group return for its own affiliated group of organizations.

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<sup>12</sup> Form 990-N is available for public inspection at no cost through the IRS website at [www.irs.gov](http://www.irs.gov).

<sup>13</sup> The penalty for failure to permit public inspection of the Form 990 is \$20 for each day during which such failure continues, up to a maximum of \$10,000. I.R.C. § 6652(c)(1)(C).

<sup>14</sup> I.R.C. § 6104(d). Generally, a copy of an organization's exemption application and supporting documents must also be provided on the same basis. However, since organizations included in the Group Ruling do not file exemption applications with the IRS, nor did the USCCB, organizations included in the Group Ruling should respond to requests for public inspection and written or in-person requests for copies by providing a copy of the page of the current OCD on which they are listed. If a covered organization does not have a copy of the current OCD, it has two weeks within which to make it available for inspection and to comply with in-person requests for copies. Written requests must be satisfied within the general time limits.

<sup>15</sup> Only the Form 990-T itself, and any schedules, attachments, and supporting documents that relate to the imposition of tax on the unrelated business income of the organization, are required to be made available for public inspection.

For more information, refer to *Annual Filing Requirements for Catholic Organizations*, available at [www.usccb.org/about/general-counsel/](http://www.usccb.org/about/general-counsel/) under “Tax and Group Ruling.”

9. **Certification of Racial Nondiscrimination by Private Schools in Group Ruling.** Revenue Procedure 75-50<sup>16</sup> sets forth notice, publication,<sup>17</sup> and recordkeeping requirements regarding racially nondiscriminatory policies with which private schools, including church-related schools, must comply as a condition of establishing and maintaining exempt status under section 501(c)(3) of the Code. Under Rev. Proc. 75-50 private schools are required to file an annual certification of racial nondiscrimination with the IRS. For private schools not required to file Form 990, the annual certification must be filed on Form 5578, Annual Certification of Racial Nondiscrimination for a Private School Exempt from Federal Income Tax. This form is available at [www.irs.gov](http://www.irs.gov). Form 5578 must be filed by the 15th day of the fifth month following the close of the fiscal year. Form 5578 may be filed by an individual school or by the diocese on behalf of all schools operated under diocesan auspices. The requirements of Rev. Proc. 75-50 remain in effect and must be complied with by all schools listed in the OCD. ***Diocesan or school officials should ensure that the requirements of Rev. Proc. 75-50 are met since failure to do so could jeopardize the tax-exempt status of the school and, in the case of a school not legally separate from the church, the tax-exempt status of the church itself.*** For more information, refer to *Annual Filing Requirements for Catholic Organizations*, available at [www.usccb.org/about/general-counsel/](http://www.usccb.org/about/general-counsel/) under “Tax and Group Ruling.”

10. **Lobbying Activities.** Subordinate organizations under the Group Ruling may lobby for changes in the law, provided such lobbying is not more than an insubstantial part of their total activities. Attempts to influence legislation both directly and through grassroots lobbying at the federal, state, or local levels are subject to this restriction. The term “lobbying” includes activities in support of or in opposition to referenda, constitutional amendments, and similar ballot initiatives. There is no distinction between lobbying activity that is related to a subordinate organization’s exempt purposes and lobbying that is not. There is no fixed percentage that constitutes a safe harbor for “insubstantial” lobbying. Please consult a local tax advisor about any lobbying activity questions. For more information, refer to *Political Activity and Lobby Guidelines for Catholic Organizations*, available at [www.usccb.org/about/general-counsel/](http://www.usccb.org/about/general-counsel/) under “Tax and Group Ruling.”

11. **Political Activities.** ***Subordinate organizations under the Group Ruling may not participate or intervene in any political campaign on behalf of or in opposition to any***

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<sup>16</sup> 1975-2 C.B. 587.

<sup>17</sup> Revenue Procedure 2019-22, 2019-22 I.R.B. 1260, revised Revenue Procedure 75-50 to include a third method by which a private school may make its racially nondiscriminatory policy known to all segments of the general community the school serves. The school may now display a notice of its racially nondiscriminatory policy on its primary publicly accessible Internet homepage at all times during the tax year (excluding temporary outages due to website maintenance or technical problems) in a manner reasonably expected to be noticed by visitors to the homepage.

*candidate for public office. Violation of the prohibition against political campaign intervention can jeopardize the organization's tax-exempt status.* In addition to revoking tax-exempt status, IRS may also impose excise taxes on an exempt organization and its managers on account of political expenditures. Please consult a local tax advisor about any political campaign intervention questions. For more information, refer to *Political Activity and Lobby Guidelines for Catholic Organizations*, available at [www.usccb.org/about/general-counsel/](http://www.usccb.org/about/general-counsel/) under “Tax and Group Ruling.”

12. **Group Exemption Number (“GEN”)**. The group exemption number or GEN assigned to the USCCB Group Ruling is 0928. ***This number must be included on each Form 990/EZ, Form 990-T, and Form 5578 required to be filed by a subordinate organization under the Group Ruling.***<sup>18</sup> We advise *against* using GEN 0928 on Form SS-4, Request for Employer Identification Number, because in the past this has resulted in the IRS improperly including the USCCB as part of the subordinate organization's name in IRS records.

13. **Employer Identification Numbers (“EINs”)**. Each subordinate organization under the Group Ruling must have and use its own EIN. **Do not** use the EIN of the USCCB or an affiliated parish, diocese, or other organization in any filings with IRS (*e.g.*, Forms 941, W-2, 1099, or 990/EZ) or other financial documents. Subordinate organizations may *not* use USCCB’s EIN in order to qualify for online donations, grants or matching gifts.

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<sup>18</sup> The IRS has expressed concern about organizations covered under the Group Ruling that fail to include the group exemption number (0928) on their Form 990/EZ/T filings, particularly the initial filing.

## II. APPLICANT INFORMATION

1. Organization: Stockbridge Community Outreach Association, Inc.
2. Contact Person: Gwen Reid Title: Program Director
3. Alternate Contact Person: Jo Mayer Title: Board Chair
4. Ingham County communications regarding community agency funds shall be sent to email address: outreach49285@gmail.com
5. Organization's Address: 305 W. Elizabeth St, Room 120, PO Box 682, Stockbridge, MI 49285
6. Phone Number: 517-851-7285 Fax Number: N/A
7. WEB: www.stockbridgecommunityoutreach.org
8. Proposal Title: Stockbridge Outreach Milk Bucks Program
9. Amount Requested: \$5,800.00
10. Federal Tax Identification Number: 38-2609279
11. Please indicate the names and titles of persons who are authorized to execute agreements on behalf of your organization:  
Name: Gwen Reid Name: Jo Mayer  
Title: Program Director Title: Board Chair
12. Nonprofit Organization: Please Check One -  
501(c)(2)     **501(c)(3)**    501(c)(4)    502(c)(3)

Other (specify)

13. Business organization (profit): Non-Profit
14. Unit of government including schools (specify): Not a government entity
15. Not incorporated (specify legal and/or professional status of the requesting individual):  
Incorporated
16. How long has the applicant's organization been in business? 36 years
17. What is the number of full-time equivalent positions currently employed? 2 part time
18. How many volunteers are currently involved? 21

19. a. How does your proposal involve coordination or collaboration with County services, other local governments, or other agencies?

It does not

- b. What other programs similar to your program are operating in the County?

We are the only agency offering Milk Bucks to low income families living in the Stockbridge School District.

20. Is this your first request for funds from Ingham County? yes **no X**

21. a. Have you sought funds for this proposal or concept from any other entity? Please identify who and the response. yes **no X**

\_\_\_\_\_  
\_\_\_\_\_

- b. Does the proposal anticipate utilizing funds from other sources? **yes X** no

- c. To what extent is the other funding assured?

The Stockbridge Community Outreach may need to supplement using the general funds. Community donations have been constant through the years and confidence is high that we would be able to supplement this if needed.

The projected amount is \$5800 so the extent of supplemental funding is manageable.

22. Is your organization currently a member of the Power of We Consortium? yes **no X**

## **Stockbridge Community Outreach Detailed Scope of Work**

### General nature of services and population served at this Agency:

The Stockbridge Community Outreach is primarily a Food Pantry and Free Clothing source for our target population which includes low-income individuals and families within the borders of Stockbridge Community School District. This district encompasses 150 square miles, several rural Townships, four different counties, and a population of over 10,000.

The main food programs are a weekly fresh food distribution that does not require pre-qualification, and a monthly pantry shopping for qualified cases. (Qualified with proof of residence and income) During the monthly Pantry shopping several additional needs are met with shelf stable canned goods, frozen meats, paper supplies, hygiene supplies, 2 Milk Bucks, 5 Market Bucks, and seasonal produce when available. Qualified cases are also eligible for financial assistance including gas certificates, prescriptions, utility shut offs, heating costs, and rent evictions.

Other supports include SNAP/Medicaid/Medicare Community Partner, as well as referrals and consultations with an on-staff licensed social worker.

We also have a donation center with free clothing and small household goods available to all.

Additional programs include: Tide Me Over (a weekend backpack of food for qualified school kids); a food and gift distribution at Thanksgiving and Christmas (generally serving an average of 100 families at each); and a monthly Fresh Food Distribution. (100 families participating monthly).

Outreach is a drop off site for monthly (CSFP) and quarterly (TEFAP) government food programs. We currently have approximately 300 clients on file and serve about 400 food orders per month.

### Proposal:

We are requesting funds to support our Milk Bucks program. Each month families that are eligible to shop the pantry will receive 2 Milk Bucks. These Milk Bucks can be taken to participating gas stations or the markets in town to exchange for a gallon of Milk. The towns of Stockbridge and Munith do not have a grocery store, leaving residents to rely on local gas stations, dollar store, or small markets, all of which are able to price Milk higher than larger chain stores. (The nearest grocery is 15+ miles out of town) Our proposed budget for 2023 Milk Bucks is \$5800, a projected increase from 2022. With Ingham County support, we will be able to sustain giving 2 Milk Bucks per month. The Outreach will be able to supplement the Ingham County gift if necessary. With an average of 50 families each month, qualifying for 2 Milk Bucks at the average price of \$4.79 per gallon.

### Meeting Basic Needs:

This proposal meets the basic needs of providing Milk to low-income individuals, seniors, and families in a rural area void of quality food shopping options.

### Specific Services to be Provided with County Funds:

Two Milk Bucks will be provided per month that can be taken to participating convenience stores and exchanged for a gallon of milk.

### Eligibility Requirements:

To qualify for this assistance, families must reside in the Stockbridge School District and provide proof (picture ID, driver's license, lease, utility bill etc.), and proof of income (government benefit letter, bank statement, check stub etc). Families earning less than 200% of the Federal Poverty Level qualify for services.

### Time for Service to be Performed:

The time of service will be from January 2023 through December 2023.

**IV. PROJECT BUDGET**

The Proposed Line Item Budget should be structured to address four major areas: Personnel Services, Professional and Contractual Services, Operating Expenses, and Direct Services to Ingham County Residents. Please be advised that emphasis will be placed on provision of direct services to county residents and use of Community Agency funds for personnel related expenditures is strongly discouraged.

	COUNTY REQUESTED AMOUNT	OTHER SOURCES
<b>1 Personnel Services</b>		
a. Salaries & Wages		
b. FICA		
c. Unemployment		
d. Fringe Benefits (may be further subdivided)		
e. Overtime		
f. Temporary		
g. Work Study Wages		
<b>2 Professional and Contractual</b>		
a. Medical Services (for recipient population)		
b. Accounting Services		
c. Membership/Subscriptions		
d. Federal or State grant match		
e. Office Equipment Leases		
f. Maintenance Agreements		
<b>3 Operating Expenses</b>		
a. Telephone		
b. Rent		
c. Utilities		
d. Postage		
e. Office Supplies		
f. Travel		
g. Insurance		
<b>4 Direct Services to Ingham County Residents</b>		
a. Food MILK	\$5,800	
b. Utilities		
c. Shelter/Housing		
d. Other Direct Assistance		
<b>TOTAL</b>	\$5,800	

# Stockbridge Community Outreach

Budget Overview: OUTREACH 2022 - FY22 P&L

January - December 2022

	TOTAL
Revenue	
11010 refund	
43300 Direct Public Grants	
43310 Corporate and Business Grants	
<b>Total 43300 Direct Public Grants</b>	
43400 Direct Public Support	
43410 Business/Corporate Contributions	47,000.00
43420 Donated Land	
43430 Donated Prof Fees, Facilities	
43440 Gifts in Kind - Goods	
43450 Individual Contributions	25,000.00
43460 Tide Me Over	
43461 Discounts/Refunds Given	
43470 Tide Me Over Summer	
43480 Non-Profit Revenue	
43490 Foundation Grants/Contributions	30,000.00
43500 Organization/Club Contributions	4,000.00
43600 Church Contributions	4,200.00
43700 Website Donations	
<b>Total 43400 Direct Public Support</b>	<b>110,200.00</b>
44500 Government Grants	
44510 Agency (Government) Grants	
44520 Federal Grants	
44530 Local Government Grants	4,500.00
44540 State Grants	
<b>Total 44500 Government Grants</b>	<b>4,500.00</b>
47200 Program Income	
47240 Program Service Fees	
<b>Total 47200 Program Income</b>	
48000 Fundraising Event Income	
48010 Bumbershoot	
48020 Halloween	
48030 Pancake Supper	
48040 Ice Cream Social (deleted)	
48050 Non-Profit Revenue	
48060 Beer Tent Fundraiser	
48070 Christmas in July	10,000.00
48075 FaceBook	3,000.00
<b>Total 48000 Fundraising Event Income</b>	<b>13,000.00</b>
48100 Fundraising Item Sales	
48200 Resale	
48300 Retail Sales	
Billable Expenditure Revenue	



# Stockbridge Community Outreach

Budget Overview: OUTREACH 2022 - FY22 P&L

January - December 2022

	TOTAL
Billable Expenditure Revenue (deleted)	
Markup	
Sales of Product Revenue	
Sales of Product Revenue (deleted)	
Services (deleted)	
Uncategorized Revenue	
Uncategorized Revenue (deleted)	
<b>Total Revenue</b>	<b>\$127,700.00</b>
Cost of Goods Sold	
50000 Cost of Goods Sold	
<b>Total Cost of Goods Sold</b>	<b>\$0.00</b>
<b>GROSS PROFIT</b>	<b>\$127,700.00</b>
Expenditures	
60900 Business Expenses	
60915 Bank Fees	50.00
60920 Business Registration Fees	700.00
60925 transfer	
<b>Total 60900 Business Expenses</b>	<b>750.00</b>
62100 Contract Services	
62110 Accounting Fees	4,000.00
62120 In-Kind Professional Services	
62140 Legal Fees	
62150 Outside Contract Services	500.00
<b>Total 62100 Contract Services</b>	<b>4,500.00</b>
62800 Facilities and Equipment	
62820 Donated Land	
62830 Donated Facilities	
62840 Equip Rental and Maintenance	1,200.00
62850 Small Equipment	
62870 Property Insurance	
62880 Repairs & Maintenance	
62890 Rent	7,200.00
62891 Utilites	
<b>Total 62800 Facilities and Equipment</b>	<b>8,400.00</b>
63000 Program Related Expenses	
63100 Food Purchases	5,000.00
63110 Prescription Support	500.00
63115 Rent Support	10,000.00
63120 Utilities Support	25,000.00
63130 Household Item Purchases	4,000.00
63135 Car Repairs	1,000.00
63136 Milk Bucks	4,800.00
63137 Market Bucks	

# Stockbridge Community Outreach

Budget Overview: OUTREACH 2022 - FY22 P&L

January - December 2022

	TOTAL
63140 Tide Me Over	10,000.00
63145 Rent - TMO	2,400.00
<b>Total 63140 Tide Me Over</b>	<b>12,400.00</b>
63150 Tide Me Over Summer	
63160 Easter (deleted)	
63170 Thanksgiving (deleted)	
63180 Christmas-Food (deleted)	
63190 Christmas Expenses (deleted)	
<b>Total 63180 Christmas-Food (deleted)</b>	
63200 Gas Certificate	2,000.00
63210 Bumbershoot (deleted)	
63220 Halloween (deleted)	
63230 Pancake Supper (deleted)	
63250 Cooking Project	1,167.00
63300 CSA Project (deleted)	
63300 Emergency Assistance	1,000.00
63400 Other Cash Assistance (deleted)	
63900 Holiday Expense	2,000.00
<b>Total 63000 Program Related Expenses</b>	<b>68,867.00</b>
65000 Operations	
65010 Books, Subscriptions, Reference	
65020 Postage, Mailing Service	300.00
65030 Printing and Copying	625.00
65040 Supplies	1,000.00
65050 Telephone, Telecommunications	1,500.00
65060 Marketing & Advertising	3,000.00
65065 Fundraising Expense	
65070 Petty Cash (deleted)	
65080 Small Equipment	
<b>Total 65000 Operations</b>	<b>6,425.00</b>
65005 License & Fees (deleted)	
65100 Other Types of Expenses	
65120 Insurance - Liability, D and O	750.00
65160 Bottled Water	200.00
<b>Total 65100 Other Types of Expenses</b>	<b>950.00</b>
66000 Payroll Expenses	
66010 Wages	32,640.00
66020 Taxes	3,600.00
<b>Total 66000 Payroll Expenses</b>	<b>36,240.00</b>
67000 Volunteer Meetings and Recognition	500.00
68300 Travel and Meetings	
68310 Conference, Convention, Meeting	300.00
68320 Travel	200.00

# Stockbridge Community Outreach

Budget Overview: OUTREACH 2022 - FY22 P&L

January - December 2022

	TOTAL
<b>Total 68300 Travel and Meetings</b>	<b>500.00</b>
70000 Interest Paid	
Emergency Housing Assistance	
Milk CouponsK (deleted)	
Purchases	
TMO	
Unapplied Cash Bill Payment Expenditure	
Uncategorized Expenditure	
Uncategorized Expenditure (deleted)	
Void	
<b>Total Expenditures</b>	<b>\$127,132.00</b>
NET OPERATING REVENUE	<b>\$568.00</b>
Other Revenue	
49000 Interest Income	
<b>Total Other Revenue</b>	<b>\$0.00</b>
Other Expenditures	
56999 Depreciation	
69000 Penalties	
75000 Loss on Disposal of Asset	
80000 Ask My Accountant	
Reconciliation Discrepancies	
<b>Total Other Expenditures</b>	<b>\$0.00</b>
NET OTHER REVENUE	<b>\$0.00</b>
NET REVENUE	<b>\$568.00</b>

## Stockbridge Community Outreach Board of Directors 2022

NAME	POSITION
<b>Jo Mayer</b>	Board-Chair
<b>Mary Myer</b>	Vice-Chair
<b>Dawn Kalusha</b>	Treasurer
<b>Cheryl Holloway</b>	Board Member/ TMO
<b>Sherry Bush</b>	Board Member / TMO
<b>Heidi Pierce</b>	Board Member/Secretary
<b>Mark Taylor</b>	Board Member
<b>Diane Tandy</b>	Board Member
<b>Jackie Scheller</b>	Board Member
<b>Gwen Reid</b>	Program Director

Internal Revenue Service  
P.O. Box 2508  
Cincinnati, OH 45201

Department of the Treasury

Employer Identification Number:  
38-2609279

Person to Contact:  
Margaret Evans

ID # 04-55299

Contact Telephone Number:  
(617)565-7835

Accounting Period Ending:  
December 31

Addendum Applies:  
No

Date: FEB 14 2001

Stockbridge Community Outreach Associaton  
c/o Margaret Wild, Treasurer  
Stockbridge, MI 49285-0682

Dear Sir or Madam:

In June of 1986, a conditional exemption letter was issued to the organization indicated above, granting exempt status under section 501(c)(3) of the Internal Revenue Code. During that time, it was also determined that you were required to amend your Articles of Incorporation within six months from the date of your exemption letter, for reasons specified in the letter.

Based upon receipt of a copy of your Certificate of Amendment, which was filed with Michigan State on June 3, 1986, we have determined that you meet the requirements of our previous letter dated June of 1986, and your exempt status remains in effect under section 501(c)(3), with foundation status under sections 509(a)(1) and 170(b)(1)(A)(vi).

Please let us know about any future change in the character, purpose, method of operation, name or address of your organization.

**II. APPLICANT INFORMATION**

1. Organization: The Turning Point of Lansing
2. Contact Person: Wayne Lynn \_\_\_\_\_ Title: Chair, Board of Directors \_\_\_\_\_
3. Alternate Contact Person: Mandeville Berry \_\_\_\_\_ Title: Exec Dir \_\_\_\_\_
4. Ingham County communications regarding community agency funds shall be sent to email address: \_\_\_\_\_ P.O. Box 27562, Lansing MI 48909 \_\_\_\_\_
5. Organization's Address: 5825 Wise Rd, Lansing, MI 48911 \_\_\_\_\_
6. Phone Number: 517-643-5709 \_\_\_\_\_ Fax Number: \_\_\_\_\_
7. WEB: theturningpointoflansing.org \_\_\_\_\_
8. Proposal Title: Turning Point of Lansing Program Support
9. Amount Requested: \$ 25,000
10. Federal Tax Identification Number: 26-0881230 \_\_\_\_\_
11. Please indicate the names and titles of persons who are authorized to execute agreements on behalf of your organization:  
Name: Wayne Lynn \_\_\_\_\_ Name: Mandeville Berry \_\_\_\_\_  
Title: Chairman, Board of Directors Title: Exec Dir \_\_\_\_\_
12. Nonprofit Organization: Please Check One -  
 501(c)(2)     501(c)(3)     501(c)(4)     502(c)(3)  
 Other (specify)
13. Business organization (profit): \_\_\_\_\_
14. Unit of government including schools (specify): \_\_\_\_\_
15. Not incorporated (specify legal and/or professional status of the requesting individual):  
\_\_\_\_\_  
\_\_\_\_\_
16. How long has the applicant's organization been in business? 2006
17. What is the number of full-time equivalent positions currently employed? No FTEs currently all volunteer however would like part time admin support
18. How many volunteers are currently involved? 25
19. a. How does your proposal involve coordination or collaboration with County services, other local governments, or other agencies?  
The Turning Point works with several other organizations in the community to provide service to the participating families which includes Big Brothers/Big Sisters, Boys &

Girls Club, Mickey 23, and People Ready to Activate Youth. We also work with the City of Lansing to support community efforts to reach the youth within the city as well.

b. What other programs similar to your program are operating in the County?

Big Brothers/Big Sisters \_\_\_\_\_

\_\_\_\_\_

20. Is this your first request for funds from Ingham County?  yes  no

21. a. Have you sought funds for this proposal or concept from any other entity? Please identify who and the response.  yes  no

City of Lansing \_\_\_\_\_ Lansing Exchange Club \_\_\_\_\_

Consumers Foundation \_\_\_\_\_ REO Foundation \_\_\_\_\_

b. Does the proposal anticipate utilizing funds from other sources?  yes  no

c. To what extent is the other funding assured?

REO Foundation has provided funding for the next program year

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

22. Is your organization currently a member of the Power of We Consortium?  yes  no

- The Turning Point will be applying to becoming a member of Power of We

### III. DETAILED SCOPE OF WORK

The Scope of Work should be one page or less and contain:

- A statement regarding the general nature of the services and population with which your agency concerns itself.
  - The Turning Point of Lansing transforms boys to men by providing an Afrocentric, group mentoring experience that gives young African American males an opportunity to explore life's challenges all while developing strategies for success in their lives, school, and communities.
- 2. **A statement regarding the specific details of the \*proposed program\* for which County funds, if granted, will be used (this is very important).**
  - Support the operations in the program such as:
  - Providing program materials, snacks during sessions
  - Providing honorariums for presenters
  - Provide funding for field trips and outings
  - Provide shirts for the participants
  - Support the liability insurance premiums
  - Support the leasing of office space
  - Provide support for mental health improvements
- 3. A statement explaining how the proposal will address the County's long-term objective of Meeting Basic Needs. (See Resolution #22-262- Resolution Approving Criteria for Ranking Applications for Community Agency Funding). Priority consideration will be given to applicants that meet the objective of *Meeting Basic Needs*; however, if there are funds available, secondary consideration will be given to agencies serving vulnerable populations.
  - In the event there are needs for food, clothing, and other basic needs, the Turning Point will support as funding is available. The Turning Point also is designed to meet the emotional and relationship needs of the young men and their families. During the course of the program, participants enjoy the establishment of meaningful and productive relationships with mentors that help them navigate through significant aspects of their maturation process. This includes one-on-one and group discussions, hands on experiences for "lifestyle" education, recreational and informal sessions to nurture relationships and trust, academic support, and professional emotional development. Parents also are provided with opportunities to share and discuss issues with each other in session lead by a professional counselor.
- 4. A statement detailing the specific services which will be provided by Ingham County's appropriation. A statement of the specific target group for these areas.

Program Components:

  - 1. Student Mentoring Sessions
    - monthly sessions where specific issues and topics are presented and interactive session are conducted with the young men in the age/grade groups (7-8, 9-10-, 11-12 grade groups)
  - 2. Parent Forums and Sessions
    - parents are provided "tools" to support their interaction with their young men; a professional psychologist conducts the sessions



- 3. Recreational Sessions
    - this is an informal setting with games and sports to provide more interaction with the young men and the elders/mentors
  - 4. “Get-A-Job/Keep-A-Job program
    - provides guidance on how to seek, acquire, and retain employment.
5. A statement describing the eligibility criteria for these services. (See Resolution #22-262 Resolution Approving Criteria for Ranking Applications for Community Agency Funding *and* must serve residents of Ingham County to be eligible).
- The young men served are 7-12 grade students
6. A statement describing the time for the performance of these services.
- The Turning Point of Lansing conducts at least two meetings per month: Student session on 2nd Sunday from 4:00 – 6:00pm and a Recreation session on 4<sup>th</sup> Sunday from 4:00-6:00pm. There are also at least 5 parent sessions during the students sessions throughout the program year as well. The Program year runs from September to June. July and August are used for planning and training.

#### IV. PROJECT BUDGET

The Proposed Line Item Budget should be structured to address four major areas: Personnel Services, Professional and Contractual Services, Operating Expenses, and Direct Services to Ingham County Residents. Please be advised that emphasis will be placed on provision of direct services to county residents and use of Community Agency funds for personnel related expenditures is strongly discouraged.

		COUNTY REQUESTED AMOUNT	OTHER SOURCES
<b>1</b>	<b><u>Personnel Services</u></b>		
	a. Salaries & Wages		
	b. FICA		
	c. Unemployment		
	d. Fringe Benefits (may be further subdivided)		
	e. Overtime		
	f. Temporary (Administrative)		7,000
	g. Work Study Wages		
<b>2</b>	<b><u>Professional and Contractual</u></b>		
	a. Medical Services (for recipient population)		
	b. Accounting Services		
	c. Membership/Subscriptions	1,500	500
	d. Federal or State grant match		
	e. Office Equipment Leases		
	f. Maintenance Agreements	6,500	4,500
	g. Therapy and Counseling		
<b>3</b>	<b><u>Operating Expenses</u></b>		
	a. Telephone	800	
	b. Rent	1,000	200
	c. Utilities		
	d. Postage	300	100
	e. Office Supplies	400	100
	f. Travel	2,000	500
	g. Insurance		2,000
<b>4</b>	<b><u>Direct Services to Ingham County Residents</u></b>		
	a. Food	2,500	500
	b. Utilities		
	c. Shelter/Housing		
	d. Other Direct Assistance (Therapy, Job assistance, and Academic support)	9,000	9,600
	<b>TOTAL</b>	<b>\$ 25,000</b>	<b>\$ 24,900</b>



## The Turning Point of Lansing

FY2021 Annual Budget  
8/1/2021 through 7/31/2022

### **INCOME**

Contribution	
Individual Sponsors	\$ 5,000.00
Mentors	\$ 2,700.00
<u>Organizational Sponsors</u>	<u>\$33,000.00</u>
TOTAL Contribution	<b>\$ 40,700.00</b>
Fundraising	
<u>MSU Concessions</u>	<u>\$ 0.00</u>
TOTAL Fundraising	<b>\$ 5,000.00</b>
Kwanzaa Reservations	\$ 1,000.00
In-Kind Gifts	\$ 3,200.00
<b>TOTAL INCOME</b>	<b>\$ 49,900.00</b>

### **EXPENSES**

Advertising	\$ 1,500.00
Background Check	\$ 600.00
Bank Charge	\$ 50.00
Computer	\$ 3,000.00
Field Trip	\$ 2,500.00
Collaboratives	\$ 3,000.00
Filing fees	
Articles of Incorporation	\$20.00
<b>TOTAL Filing fees</b>	<b>\$20.00</b>
Honorariums	\$1,500.00
Liability Insurance	\$2,000.00
Office Lease	\$1,200.00
Office Supplies	\$500.00
Photography Services	\$800.00
Planning Meetings	\$300.00
Postage	
Post Office Box	\$ 50.00
<u>Stamps</u>	<u>\$300.00</u>
<b>TOTAL Postage</b>	<b>\$350.00</b>
Professional Services	
Administrative Support	\$ 500.00
Legal Review/Support	\$ 3,000.00
Back Office/Sales Force	\$10,000.00
Parent Group	\$ 2,000.00
<b>TOTAL Professional Services</b>	<b>\$15,500.00</b>
Programs	
Nguzo & AG Activities	\$ 6,000.00
Kwanzaa	\$ 1,000.00
<u>Rites of Passage</u>	<u>\$ 4,000.00</u>
<b>TOTAL Programs</b>	<b>\$ 11,000.00</b>
Turning Point Material & Uniforms	\$ 1,500.00
Refreshments	\$ 3,000.00
Telephone	\$ 790.00
Web Design and Maintenance	\$ 790.00
<b>TOTAL EXPENSES</b>	<b>\$ 49,900.00</b>



Financial Summary Year to Date

7/1/2021 - 1/31/2022

The Turning Point of Lansing

7/1/21 - 1/31/22

<b>INCOME</b>		<b><u>31,258.64</u></b>
Business Income		71.74
- Other Income (Business)		71.74
Contribution		31,061.02
- Individual Sponsors		4,404.77
- Mentors		156.25
- Organizational Sponsors		26,500.00
Elder Annual Contribution		100
Interest Inc		1.42
Personal Income		21.49
- Interest Earned		1.54
- Personal Income (Other)		10
- Returned Purchase		9.95
Uncategorized		2.97
<b>EXPENSE</b>		<b><u>-37,043.88</u></b>
Auto & Transport		-253.1
- Gas & Fuel		-238.74
- Parking		-14.36
Bank Charge		-32.25
Business Expenses		-6,877.96
- Business Expenses (Other)		-462.39
- Meals & Entertainment (Business)		-1,330.22
- Misc. Expense (Business)		-13.5
- Office Expenses (Business)		-5,237.83
- Returns (Business)		165.98
Business Services		-2,400.00
- Advertising (Business)		-400
- Legal Services (Business)		-2,000.00
Charity		-3,530.00
- Collaboratives		-3,530.00
Computer		-1,995.72
Education		-53.38
- Books & Supplies		-53.38
Food & Dining		-189.51
- Fast Food		-189.51
Gifts & Donations		-121.05
- Charity		-121.05
Gifts Given		-59.35
Groceries		-38.97
Liability Insurance		-1,509.00
Office Lease		-1,200.00
Office Supplies		-214.03
Planning Meetings		-71.82
Postage		-78.76
- Stamps		-78.76
Professional Services		-9,448.00
Programs		-8,569.14
- Age Group Activity		-805.44
- Incentive Awards		-626.66
- Kwanzaa		-91.79
- Nguzo Saba Sessions		-5,686.21
- Parent Sessions		-750
- Programs (Other)		-35.18
- Recreation Sessions		-554.8
- Rites of Passage		-19.06
Recreation		-231.81
Service Project Expense		-66.36
Shopping		-83.67
- Hobbies		-53.38
- Shopping (Other)		-30.29
State of Michigan filing fees		-20
<b>TOTAL</b>		<b><u>-5,785.24</u></b>



## **Board of Directors-2022**



### **Wayne W. Lynn, Chairman Okemos MI 48864**

Wayne Lynn is the Director of Transmission and Distribution Operations and Engineering for the Lansing Board of Water and Light. In that role, Wayne is responsible for the day-to-day operations of the electric overhead and underground construction, maintenance, and service restoration as well Engineering and Vegetation Management. Wayne has also served as Executive Manager of customer service for Consumers Energy as well as Executive Manager of Electric and Gas Operations. Wayne spent three years at Chicago-based Exelon Corp., where he served as Director of Electric Reliability and Engineering support. Lynn is married to Melanie and has three daughters, Lauren, Brittney and Chanel.

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### **Stanley S. Chase, Ph.D., Vice Chairman Lansing, MI 48917**

Dr. Stanley Chase is the retired Senior Vice President for Advancement & Governmental Relations at Lansing Community College. Dr. Chase provided strategic planning leadership on college-wide initiatives and represented the college in various corporate, community, workforce development and educational arenas. Dr. Chase also served as chief legislative liaison for the college, developing and maintaining open communications between the college and local, regional, state, and federal legislators and constituents, tracking legislation and cultivating partnership opportunities. Also, Stan oversaw all external communications, including Marketing, Public and Media Relations. Dr. Chase holds a B.A. Education, Bowie State University, an M.A., Michigan State University, and a Ph.D., Michigan State University. Dr. Chase is a native of Trappe, Maryland and currently resides in Lansing with his wife. They have two sons and two daughters.

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### **Ernest M. Cabule, Board Secretary Lansing, MI 48910**

Mr. Ernest Cabule is retired from General Motors. While at General Motors, Mr. Cabule maintained manufacturing equipment and the plant facility itself for this global manufacturer. During his tenure selected to perform technical maintenance on a broad variety of equipment; worked collaboratively and effectively with engineering and technical support staff; performed construction work on additions to existing facilities and new buildings; remodeled facility for vehicle model year change-over; developed and produced sales brochure for Power Train Division Tool Room for distribution to outside vendors for promotional purposes; and trained and monitored the progress of apprentice. Mr. Cabule holds a B.S. in Automotive and Heavy Equipment Technology from Ferris State University. Ernest is married to Janice and has two daughters and grandchildren.

**Archie Hudson, Jr., Board Treasurer**  
**Dewitt, MI 48820**

Archie Hudson, Jr. has worked in the financial services industry for over 40 years. Before self-employed as a mortgage consultant in the greater Lansing community, Hudson served as CFO of GMP Development Group, a nonprofit management group of 423 affordable housing units in San Diego, California. Postsecondary credentials include a Bachelor's degree in Business Administration from Northwood University with a major in management. He resides in Dewitt, MI and has one daughter, Aaliyah Mari Hudson.

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**Mandeville Berry, Jr., Executive**  
**Director & Ex-Officio Board Member**  
**East Lansing, MI 48823**

An experienced manufacturing professional with a thirty-year proven track record in the automotive industry working with engineers, team leaders, supervisors, and production operators. Excellent skills in fostering collaborative relationships utilizing strong communication skills. An ability to work independently and in a team with a high degree of personal and professional integrity. Capacity to plan and meet goals on time. Incredibly accurate and detail-oriented. Capable of dealing with vague information and making judgments on available data promptly. Excellent problem solver with a record of increasing efficiency and saving costs. Strong mechanical aptitude. Mandeville holds a Bachelor of Science degree in Packaging from Michigan State University. He is married to Judith and has one daughter and one son, Ebony Berry-Schumake and Mandeville, III.

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**Lloyd G. Bingman, Ph.D.**  
**Okemos, MI 48864**

Dr. Lloyd Bingman is the President/CEO of Brighter Day Consulting and is committed to workforce development opportunities for all. His philosophy about workforce development advocates is doing their best in ensuring that all individuals, children, youth, and adults, no matter their economic status or educational attainment, should be provided with the best tools and strategies for improving career opportunities. That will better their lives, family situations, and the right to compete globally in the 21<sup>st</sup> Century workforce. He is married to Teresa and has one son and one daughter.

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**Lee V. Richardson, III**  
**Lansing, MI 48915**

Mr. Lee Richardson worked at General Motors in various positions in education and training, quality control and management for 32 years. Lee is a graduate of Sexton High School and holds a Bachelor of Science degree in Communication Arts and Sciences from Western Michigan University. Born in Atlanta, Texas and raised in Lansing. His community activities over the years included membership in Alpha Phi Alpha Fraternity Inc., Black Men Incorporated of Lansing, board member of the City of Lansing Martin Luther King Jr. Holiday Commission and serving on the board of the Westside Neighborhood Association. Lee is married to Karen, with whom he has three adult children and a host of grandchildren. Lee enjoys spending time with family, keeping up with current events, and reading.

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**Dwayne Oscar Williams**  
**Lansing, MI 48917**

Dwayne Oscar Williams retired from the State of Michigan after 30 years. He was employed as a Medical Examiner and Claims Adjudicator with the Department of Human Services, Disability Determination Services in Lansing, MI. He was responsible for adjudicating Social Security and SSI disability claims via the correct application of policy and procedural guidelines as established by law. Dwayne has a Bachelor of Science Degree in Criminal Justice and Sociology from Western Michigan University, with a Minor in Gerontology and Paralegal Studies. Dwayne has four children; Dwayne II, Amanda, Krystal and Keith.

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

DEPARTMENT OF THE TREASURY

Date: **FEB 18 2009**

THE TURNING POINT LANSING  
PO BOX 27562  
LANSING, MI 48909

Employer Identification Number:  
26-0881230  
DLN:  
17053248343018  
Contact Person:  
BENJAMIN L DAVIS ID# 31465  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
June 30  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
April 30, 2008  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.


Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)



THE TURNING POINT LANSING

Sincerely,

A handwritten signature in black ink that reads "Robert Choi". The signature is written in a cursive style with a large, prominent initial "R".

Robert Choi  
Director, Exempt Organizations  
Rulings and Agreements

Enclosures: Publication 4221-PC

## II. APPLICANT INFORMATION

1. Organization: WAI-IAM, Inc. and RISE Care Unit (RCU)
2. Contact Person: Jacquelyn Liebner Title: Executive Director
3. Alternate Contact Person: Corey Warren Title: President & CEO
4. Ingham County communications regarding community agency funds shall be sent to email address: liebner@rrclansing.org
5. Organization's Address: 217 N Sycamore Street  
Lansing, MI 48933
6. Phone Number: 517-897-9001 Fax Number: 517-580-7128
7. WEB: https://www.rrclansing.org/
8. Proposal Title: RISE Care Unit (RCU)
9. Amount Requested: \$ 4,500
10. Federal Tax Identification Number: 46-4036273
11. Please indicate the names and titles of persons who are authorized to execute agreements on behalf of your organization:  
Name: Jacquelyn Liebner Name: Corey Warren  
Title: Executive Director Title: President & CEO
12. Nonprofit Organization: Please Check One -  
 501(c)(2)  501(c)(3)  501(c)(4)  502(c)(3)  
 Other (specify)
13. Business organization (profit): \_\_\_\_\_
14. Unit of government including schools (specify): \_\_\_\_\_
15. Not incorporated (specify legal and/or professional status of the requesting individual):  
\_\_\_\_\_  
\_\_\_\_\_
16. How long has the applicant's organization been in business? 9 years, 2 months
17. What is the number of full-time equivalent positions currently employed? 13 FTE
18. How many volunteers are currently involved? RISE Members perform service work
19. a. How does your proposal involve coordination or collaboration with County services, other local governments, or other agencies?  
WAI-IAM & RISE collaborates with agencies throughout Ingham County for referrals, treatment, counseling, food, employment, etc. We collaborate with multiple counties around the State (but primarily with Ingham, Eaton and Clinton Counties) to accept referrals into the RISE Program. We collaborate with tri-county agencies to support members with all barriers to recovery and care coordination with courts and outpatient providers for continuum of care.

b. What other programs similar to your program are operating in the County?  
There are transitional houses, self-help meeting venues, and sober clubs, however; the RISE Recovery Community combines these with a staff of 13 to offer structured supportive housing and peer support

20. Is this your first request for funds from Ingham County?  yes  no

21. a. Have you sought funds for this proposal or concept from any other entity? Please identify who and the response.  yes  no

Joe D Pentecost Foundation \$178,000

MSHN - Housing & Peer Support Contract

Granger Foundation \$25,000

RE Olds Foundation

b. Does the proposal anticipate utilizing funds from other sources?  yes  no

c. To what extent is the other funding assured?

Grant revenue from Joe D. Pentecost and Granger Foundations are secured, contract with MSHN and various specialty courts secured. We also have secured a grant with MDHHS to expend Peer Recovery

Support Services to the larger recovery community (Feb 2022-Sep 2022). The RE Olds Foundation has provided a grant to support 31-day bus passes for RISE Members.

22. Is your organization currently a member of the Power of We Consortium?  yes  no

### **III. WAI-IAM's RISE Care Unit (RCU) - DETAILED SCOPE OF WORK**

#### General Nature of RISE Care Unit (RCU) Services and Population Served

At WAI-IAM, Inc. (Who Am I, I Am Me!) recovery is personal. WAI-IAM, Inc. was founded in 2013 by a mother and son who had personally struggled through the world of addiction and recovery to develop a Lansing-based nonprofit with a mission to change the face of recovery and combat the growing epidemic of drug and alcohol abuse. WAI-IAM's RISE Recovery Community (RISE) offers 9 well-maintained, structured living homes to serve 63 members, along with Club RISE, a 4,200-sq.-ft. facility for sober-living community activities. RISE helps individuals overcome barriers, meet basic needs and gain support for health, home, purpose and a community.

#### Specific Details and Proposed Program

The RISE Care Unit (RCU) continues to fill urgent needs for members. Members coming into the RISE program are often unable to obtain basic needs for self-care. RCU will provide care by way of an RCU Backpack to include hygiene/sanitation kits (socks, toothbrush, toothpaste, soap, shampoo, sanitary products for women, etc.) as well as a notepad and pen. In addition, members with no means to obtain food will be given an emergency food kit including fresh foods from the RCU kitchen to allow time to obtain proper health coverage and bridge cards. For those in need of transportation, a 31-day CATA bus pass may be available. This will provide individual support for basic sanitation and food needs, bus transportation to reach outpatient services and staff transportation to food banks and for crisis service transportation.

Once in the RISE Program, there are often moments of crisis that staff respond to in order to ensure the safety of the member(s) and community. Crisis services are available 24/7/365 by way of an emergency RISE phone and staff available to care for urgent needs. Crisis intervention could include, but not be limited to, staff responding after hours, time, travel, coordination of care with crisis agencies, and transporting members to services. RISE now has House Leaders in each home who provide additional oversight and accountability. Higher staff have all been trained in Mental Health First Aid as well as gone through Suicide and Self-Harm Prevention training and procedures.

#### Meeting Basic Needs

When an individual enters RISE, they are given an RCU Backpack (socks, toothbrush, toothpaste, soap, shampoo, sanitary products for women, etc. as well as a water bottle, notepad and pen), towels, and comfortable bedding. All personal belongings are taken directly to the basement and put through a Hot Box, which kills any bugs and protects the Community. There is also a food pantry and kitchen for members new to RISE to be provided emergency food kits until they get signed up for a bridge card or until RISE can transport them to the local food banks. In addition, member basic needs of health and safety are cared for with trained staff and services to connect members with appropriate care and resources.

#### Specific Services Provided by this Grant

This proposal will help meet Ingham County's long-term objective of meeting the basic needs for its residents, including food, shelter, sanitation, education, and healthcare. The \$4,500 grant request will be used for the RISE Care Unit as follows: \$1,500 to pay for utilities for Club RISE which houses all programming including the emergent food pantry, disbursement of hygiene products, and Hot Box for safety, \$600 for the food pantry, \$1,400 to buy RCU Backpack, hygiene/sanitation kit supplies, notepad, pen and \$1,000 for staff transportation for crisis health care and food banks. The specific target group is a population of individuals who live in Ingham County or who move to Ingham County for the services RISE offers which they cannot find in other counties.

#### Eligibility Criteria for Services

WAI-IAM, Inc. is a non-profit organization providing a broad range of services to Ingham County residents to fulfill our mission of prevention, treatment and post treatment services for those with a substance use disorder. RISE Recovery Community is in the heart of Lansing. WAI-IAM's RISE Care Unit advances the County's long-range objectives by helping meet the basic needs of residents, specifically those struggling with substance use disorder.

#### Time for Performance of these Services

This grant and these services will be provided throughout a 12-month period of time.

#### IV. PROJECT BUDGET

The Proposed Line Item Budget should be structured to address four major areas: Personnel Services, Professional and Contractual Services, Operating Expenses, and Direct Services to Ingham County Residents. Please be advised that emphasis will be placed on provision of direct services to county residents and use of Community Agency funds for personnel related expenditures is strongly discouraged.

		COUNTY REQUESTED AMOUNT	OTHER SOURCES
<b>1</b>	<b><u>Personnel Services</u></b>		
	a. Salaries & Wages		50,822
	b. FICA		3,888
	c. Unemployment		485
	d. Fringe Benefits (may be further subdivided)		6,646
	e. Overtime		
	f. Temporary		
	g. Work Study Wages		
<b>2</b>	<b><u>Professional and Contractual</u></b>		
	a. Medical Services (for recipient population)		
	b. Accounting Services		3,900
	c. Membership/Subscriptions		803
	d. Federal or State grant match		
	e. Office Equipment Leases		3,000
	f. Maintenance Agreements		2,500
<b>3</b>	<b><u>Operating Expenses</u></b>		
	a. Telephone		810
	b. Rent		13,939
	c. Utilities		1,440
	d. Postage		300
	e. Office Supplies		99
	f. Travel		1,800
	g. Insurance		4,028
<b>4</b>	<b><u>Direct Services to Ingham County Residents</u></b>		
	a. Food	600	600
	b. Utilities	1,500	5,660
	c. Shelter/Housing		5,202
	d. Other Direct Assistance	2,400	19,616
	<b>TOTAL</b>	<b>4,500</b>	<b>109,441</b>

**WAI-IAM, INC.**  
**2022 Approved Program Budget**

	Operating	RISE Program	Club RISE	STR8TALK	2022 Total	% of Total	2021 Budget	2021-2022 Variance	
<b>Revenue</b>									
Contributions	\$	\$ 3,000	\$	\$	\$ 3,000	0%	\$ 3,000	\$ 0	
Pentecost Grant		87,500	87,500	28,000	203,000	16%	178,000	25,000	
Granger Grant			25,000		25,000	2%	25,000	0	
Ingham County Grant		10,000	4,500		14,500	1%	16,750	-2,250	
CRCF Grant					0	0%	15,000	-15,000	
Other Grant Revenue		69,697	9,000	28,000	106,697	9%	20,000	86,697	
MSHN Contract		633,520			633,520	51%	773,103	-139,583	
Other Contract Revenue		37,299			37,299	3%	10,000	27,299	
RISE revenue		215,256			215,256	17%	44,040	171,216	
Drug Testing					0	0%	0	0	
Club revenue					0	0%	45,000	-45,000	
Service Revenue					0	0%	15,000	-15,000	
Miscellaneous Revenue					0	0%	0	0	
<b>Total Revenue</b>	<b>\$</b>	<b>87,500</b>	<b>\$ 968,772</b>	<b>\$ 126,000</b>	<b>\$ 56,000</b>	<b>\$ 1,238,272</b>	<b>100%</b>	<b>\$ 1,144,893</b>	<b>\$ 93,380</b>
<b>Expenditures</b>									
Salaries (RISE=14 FTE)	\$	9% 57,451	83% 510,428	8% 50,822	\$ 41,600	\$ 660,301	57%	\$ 553,724	\$ 106,577
401(k) Contributions		666	5,916	589		7,171	1%	8,085	-914
Employee benefits		6,847	60,836	6,057		73,740	6%	56,408	17,332
FICA taxes		4,395	39,048	3,888	3,182	50,513	4%	42,360	8,153
SUTA taxes		549	4,875	485		5,909	1%	5,909	0
Professional Fees		3,900	34,194	3,900		41,994	4%	27,525	14,469
Temporary help			1,800			1,800	0%	19,300	-17,500
Office Supplies		111	990	99		1,200	0%	20,900	-19,700
Member Supplies			19,697	13,050		32,747	3%	28,000	4,747
House Supplies		643	13,800	6,120		20,563	2%	20,000	19,063
Testing supplies			2,400			2,400	0%	1,500	2,100
Postage and shipping		150	150			300	0%	300	-3,100
Printing and copying		479	4,257	424		5,160	0%	3,400	-94,020
Rent			21,300			21,300	2%	99,180	-44,510
Utilities		1,440	56,165	8,160		65,765	6%	65,810	61,544
Trash		108	3,691	612		4,411	0%	4,221	-23,819
Phone, cable and internet		810	24,936	4,590		30,336	3%	28,230	23,026
Mortgage interest		1,178	22,912	6,673		30,762	3%	7,310	28,762
Furniture and equipment			5,000		2,500	7,500	1%	2,000	-5,870
Maintenance and repair		750	5,000	2,500		8,250	1%	13,370	-22,250
Travel			27,000	1,800	5,000	33,800	3%	30,500	30,800
Meeting expense		1,000	2,500		1,000	4,500	0%	3,000	3,540
Training			650			650	0%	960	-19,350
Marketing expense						0	0%	20,000	-1,600
Bank charges			3,765			3,765	0%	1,600	1,815
Interest expense		1,962	3,838	1,870		7,670	1%	1,950	-13,780
Insurance		1,575	21,466			23,042	2%	21,450	15,482
Dues & subscriptions		908	8,064	803		9,774	1%	7,560	9,774
Advertising						0	0%	0	0
NA & AA Literature						0	0%	0	-100
Computer expense		250	250			500	0%	100	500
Engagement Center						0	0%	0	-1,750
Miscellaneous expense		750	1,000	1,500	2,000	5,250	0%	1,750	5,250
<b>Total Expenditures</b>		<b>85,921</b>	<b>905,928</b>	<b>113,941</b>	<b>55,282</b>	<b>1,161,073</b>	<b>100%</b>	<b>1,096,402</b>	<b>84,671</b>
<b>Net Profit (Loss)</b>	<b>\$</b>	<b>1,579</b>	<b>\$ 62,844</b>	<b>\$ 12,059</b>	<b>\$ 718</b>	<b>\$ 77,199</b>		<b>\$ 48,490</b>	<b>\$ 8,709</b>



WAI-IAM, Inc. & RISE Recovery Community  
 217 N. Sycamore Street  
 Lansing, MI 48933  
 Phone: 517-708-8688  
 www.wai-iam.com



**WAI-IAM, Inc. Board of Directors**

**Officers**

<b>Nathan Murphy</b>	<b>Chairman of the Board</b>
<b>Jacquelyn L. Liebner</b>	<b>Executive Director &amp; Treasurer</b>
<b>Corey B. Warren</b>	<b>President</b>
<b>Stephanie Webster</b>	<b>Secretary</b>

**Directors**

<b>Jamee Babbitt</b> Probation Sentencing Specialist, Department of Corrections, State of Michigan	<b>Director-Elected 02/23/22</b>
<b>Julia Goatley</b> Retired – Senior Vice President-Legal and Compliance, Jackson National Life	<b>Director -Elected 10/16/19</b>
<b>Nathan Murphy</b> State Director, Environment Michigan	<b>Director -Elected 12/09/20</b>
<b>Michael Yankowski</b> Institutional Ethics and Compliance Assistant Director, Michigan State University	<b>Director -Elected 02/23/22</b>
<b>Donatto Borrillo</b> Independent Practitioner Sparrow and McLaren Health Care Systems; Of Counsel, Zoll & Kranz LLC	<b>Director -Elected 12/09/20</b>
<b>Deborah Garrett</b> Counselor, SHAR, Inc. and Consultant on program development, implementation and grant writing	<b>Director -Elected 12/08/21</b>

**Board Committees**

<b>Executive Committee</b>	Directors - Nathan Murphy, Julia Goatley and Jamee Babbitt President Corey Warren and Executive Director Jacque Liebner
----------------------------	--

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

DEPARTMENT OF THE TREASURY

Date: 1/23/2014

WAI-IAM INC  
2609 DONNA DR  
WILLIAMSTON, MI 48895

Employer Identification Number:  
46-4036273  
DLN:  
17053013335004  
Contact Person:  
JERRY FIERRO ID# 31119  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
509(a)(2)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
November 14, 2013  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Sincerely,



Director, Exempt Organizations

Enclosure: Publication 4221-PC

Letter 947



## II. APPLICANT INFORMATION

1. Organization: WAI-IAM, Inc. and RISE Recovery Community
2. Contact Person: Jacquelyn Liebner Title: Executive Director
3. Alternate Contact Person: Corey Warren Title: President & CEO
4. Ingham County communications regarding community agency funds shall be sent to email address: liebner@rrclansing.org
5. Organization's Address: 217 N Sycamore Street  
Lansing, MI 48933
6. Phone Number: 517-897-9001 Fax Number: 517-580-7128
7. WEB: https://www.rrclansing.org/
8. Proposal Title: RISE Recovery Community
9. Amount Requested: \$ 10,000
10. Federal Tax Identification Number: 46-4036273
11. Please indicate the names and titles of persons who are authorized to execute agreements on behalf of your organization:  
Name: Jacquelyn Liebner Name: Corey Warren  
Title: Executive Director Title: President & CEO
12. Nonprofit Organization: Please Check One -  
 501(c)(2)  501(c)(3)  501(c)(4)  502(c)(3)  
 Other (specify)
13. Business organization (profit): \_\_\_\_\_
14. Unit of government including schools (specify): \_\_\_\_\_
15. Not incorporated (specify legal and/or professional status of the requesting individual):  
\_\_\_\_\_  
\_\_\_\_\_
16. How long has the applicant's organization been in business? 9 years, 2 months
17. What is the number of full-time equivalent positions currently employed? 13 FTE
18. How many volunteers are currently involved? RISE Members perform service work
19. a. How does your proposal involve coordination or collaboration with County services, other local governments, or other agencies?  
WAI-IAM & RISE collaborates with agencies throughout Ingham County for referrals, treatment, counseling, food, employment, etc. We collaborate with multiple counties around the State (but primarily with Ingham, Eaton and Clinton Counties) to accept referrals into the RISE Program. We collaborate with tri-county agencies to support members with all barriers to recovery and care coordination with courts and outpatient providers for continuum of care.

b. What other programs similar to your program are operating in the County?  
There are transitional houses, self-help meeting venues, and sober clubs, however; the RISE Recovery  
Community combines these with a staff of 13 to offer structured supportive housing and peer suppo

20. Is this your first request for funds from Ingham County?  yes  no

21. a. Have you sought funds for this proposal or concept from any other entity? Please identify who and the response.  yes  no

Joe D Pentecost Foundation \$178,000

MSHN - Housing & Peer Support Contract

Granger Foundation \$25,000

Various Specialty Courts

b. Does the proposal anticipate utilizing funds from other sources?  yes  no

c. To what extent is the other funding assured?

Grant revenue from Joe D. Pentecost and Granger Foundations are secured, contract with MSHN and  
various specialty courts secured. We also have secured a grant with MDHHS to expend Peer Recovery  
Support Services to the larger recovery community (Feb 2022-Sep 2022).

22. Is your organization currently a member of the Power of We Consortium?  yes  no

### **III. WAI-IAM's RISE Recovery Community - DETAILED SCOPE OF WORK**

#### **General Nature of RISE Recovery Community Services and Population Served**

At WAI-IAM, Inc. (Who Am I, I Am Me!) recovery is personal. WAI-IAM, Inc. was founded in 2013 by a mother and son who had personally struggled through the world of addiction and recovery to develop a Lansing-based nonprofit with a mission to change the face of recovery and combat the growing epidemic of drug and alcohol abuse. WAI-IAM's RISE Recovery Community (RISE) offers 9 well-maintained, structured living homes to serve 63 members, along with Club RISE, a 4,200-sq.-ft. facility for sober-living community activities. RISE helps individuals overcome barriers, meet basic needs and gain support for health, home, purpose and a community.

#### **Specific Details of the Proposed Program**

WAI-IAM, Inc. and RISE are supported by a staff of 14 individuals, 71% of whom have successfully graduated the RISE Program. At RISE, we feel strongly that an individual needs time in a safe, supportive and structured environment where they can learn the skills to live a sober life. RISE structured supportive housing and the Club RISE community center provide this necessary structure all while living by our motto, "We insist on enjoying life!"

At RISE individuals with a substance use disorder or cooccurring disorder receive support through proven addiction-recovery programs, learn how to bring back goals and dreams into their life, become self-reliant and learn life skills. Recovery is individualized and supported by a team of State Certified Peer Recovery Support Specialists or CCAR Peer Recovery Coaches to help RISE members remove barriers to recovery, identify resources and achieve their goals with their primary focus on stable, safe housing and sustained recovery. Additionally, Club RISE provides a community for sober fun and creates a sense of "belonging" for the person in recovery.

RISE Recovery Community is licensed by the State of Michigan for Community Change, Alternatives, Information, and Training (Prevention) (CAIT), Screening, Assessment, Referral, and Follow-up (SARF), certified by the Michigan Alliance for Recovery Residents (MARR) and Commission on Accreditation of Rehabilitation Facilities (CARF). WAI-IAM, Inc. is a member of the following organizations or coalitions Association of Recovery Community Organizations, NAADAC, UFAM, ISAP, and the Power of WE Consortium. Our organization regularly collaborates with outpatient providers, rehabilitation centers, courts, local business and high schools across the state. RISE Recovery Community has a contract with the PIHP Mid-State Health Network (MSHN).

#### **Meeting Basic Needs**

The membership fee includes housing, with a limit of six-eight individuals per house, (depending on the number of bathrooms), a bed, bedding, all furnishings and dishes, utilities, cable and internet, a house phone, all cleaning supplies, paper products, laundry soap, dish soap and trash service. This fee also covers all services provided according to the program requirements including: peer recovery supports, weekly meetings with a Care Coordinator to develop and maintain a Recovery Plan to overcome barriers to recovery, staff monitoring of houses for care and safety measures, and all self-help meetings, community meetings and recovery events.

#### **Specific Services Provided by this Grant**

This proposal will help meet Ingham County's long-term objective of meeting the basic needs of housing for its residents, including utilities and household supplies. The \$10,000 grant amount will be used for the RISE Recovery Community as follows: \$4,500 to cover utilities, \$2,400 to cover shelter/housing for indigent individuals and \$3,100 to cover household supplies. The specific target group for this program is a population of individuals, over 18, living in Ingham County, or those who have located here for the services the RISE Recovery Community offers, and are suffering from substance use disorder.

#### **Eligibility Criteria for Services**

WAI-IAM, Inc. is a non-profit organization providing a broad range of services to Ingham County residents to fulfill our mission to provide prevention, treatment and post treatment services for those with a substance use disorder. This includes recovery advocacy at community events, informative presentations, high school prevention program STR&TALK and the range of services provided through RISE. WAI-IAM's RISE Program advances the County's long-range objectives by helping meet the basic needs of residents, specifically those struggling with substance use disorder.

#### **Time for Performance of these Services**

This grant and these services will be provided throughout a 12-month period of time.

#### IV. PROJECT BUDGET

The Proposed Line Item Budget should be structured to address four major areas: Personnel Services, Professional and Contractual Services, Operating Expenses, and Direct Services to Ingham County Residents. Please be advised that emphasis will be placed on provision of direct services to county residents and use of Community Agency funds for personnel related expenditures is strongly discouraged.

		COUNTY REQUESTED AMOUNT	OTHER SOURCES
<b>1</b>	<b><u>Personnel Services</u></b>		
	a. Salaries & Wages		677,801
	b. FICA		50,513
	c. Unemployment		5,909
	d. Fringe Benefits (may be further subdivided)		80,911
	e. Overtime		
	f. Temporary		1,800
	g. Work Study Wages		
<b>2</b>	<b><u>Professional and Contractual</u></b>		
	a. Medical Services (for recipient population)		
	b. Accounting Services		24,494
	c. Membership/Subscriptions		9,774
	d. Federal or State grant match		
	e. Office Equipment Leases		3,000
	f. Maintenance Agreements		8,250
<b>3</b>	<b><u>Operating Expenses</u></b>		
	a. Telephone		810
	b. Rent		13,939
	c. Utilities		1,440
	d. Postage		300
	e. Office Supplies		1,101
	f. Travel		1,000
	g. Insurance		1,575
<b>4</b>	<b>Direct Services to Ingham County Residents</b>		
	a. Food		
	b. Utilities	4,500	51,665
	c. Shelter/Housing	2,400	46,127
	d. Other Direct Assistance	3,100	170,663
	<b>TOTAL</b>	10,000	1,151,073

**WAI-IAM, INC.**  
**2022 Approved Program Budget**

	Operating	RISE Program	Club RISE	STR8TALK	2022 Total	% of Total	2021 Budget	2021-2022 Variance							
<b>Revenue</b>															
Contributions	\$	\$ 3,000	\$	\$	\$ 3,000	0%	\$ 3,000	\$ 0							
Pentecost Grant		87,500	87,500	28,000	203,000	16%	178,000	25,000							
Granger Grant			25,000		25,000	2%	25,000	0							
Ingham County Grant		10,000	4,500		14,500	1%	16,750	-2,250							
CRCF Grant					0	0%	15,000	-15,000							
Other Grant Revenue		69,697	9,000	28,000	106,697	9%	20,000	86,697							
MSHN Contract		633,520			633,520	51%	773,103	-139,583							
Other Contract Revenue		37,299			37,299	3%	10,000	27,299							
RISE revenue		215,256			215,256	17%	44,040	171,216							
Drug Testing					0	0%	0	0							
Club revenue					0	0%	45,000	-45,000							
Service Revenue					0	0%	15,000	-15,000							
Miscellaneous Revenue					0	0%	0	0							
<b>Total Revenue</b>	<b>\$</b>	<b>87,500</b>	<b>\$</b>	<b>968,772</b>	<b>\$</b>	<b>126,000</b>	<b>\$</b>	<b>56,000</b>	<b>\$</b>	<b>1,238,272</b>	<b>100%</b>	<b>\$</b>	<b>1,144,893</b>	<b>\$</b>	<b>93,380</b>
<b>Expenditures</b>															
Salaries (RISE=14 FTE)	\$	57,451	\$	510,428	\$	50,822	\$	41,600	\$	660,301	57%	\$	553,724	\$	106,577
401(k) Contributions		666		5,916		589				7,171	1%		8,085		-914
Employee benefits		6,847		60,836		6,057				73,740	6%		56,408		17,332
FICA taxes		4,395		39,048		3,888		3,182		50,513	4%		42,360		8,153
SUTA taxes		549		4,875		485				5,909	1%		5,909		0
Professional Fees		3,900		34,194		3,900				41,994	4%		27,525		14,469
Temporary help				1,800						1,800	0%		19,300		-17,500
Office Supplies		111		990		99				1,200	0%		20,900		-19,700
Member Supplies				19,697		13,050				32,747	3%		28,000		4,747
House Supplies		643		13,800		6,120				20,563	2%		20,000		19,063
Testing supplies				2,400						2,400	0%		1,500		2,100
Postage and shipping		150		150						300	0%		300		-3,100
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Rent				21,300						21,300	2%		99,180		-44,510
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Trash		108		3,691		612				4,411	0%		4,221		-23,819
Phone, cable and internet		810		24,936		4,590				30,336	3%		28,230		23,026
Mortgage interest		1,178		22,912		6,673				30,762	3%		7,310		28,762
Furniture and equipment				5,000				2,500		7,500	1%		2,000		-5,870
Maintenance and repair		750		5,000		2,500				8,250	1%		13,370		-22,250
Travel				27,000		1,800		5,000		33,800	3%		30,500		30,800
Meeting expense		1,000		2,500				1,000		4,500	0%		3,000		3,540
Training				650						650	0%		960		-19,350
Marketing expense										0	0%		20,000		-1,600
Bank charges				3,765						3,765	0%		1,600		1,815
Interest expense		1,962		3,838		1,870				7,670	1%		1,950		-13,780
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Dues & subscriptions		908		8,064		803				9,774	1%		7,560		9,774
Advertising										0	0%		0		0
NA & AA Literature										0	0%		0		-100
Computer expense		250		250						500	0%		100		500
Engagement Center										0	0%		0		-1,750
Miscellaneous expense		750		1,000		1,500		2,000		5,250	0%		1,750		5,250
<b>Total Expenditures</b>		<b>85,921</b>		<b>905,928</b>		<b>113,941</b>		<b>55,282</b>		<b>1,161,073</b>	<b>100%</b>		<b>1,096,402</b>		<b>84,671</b>
<b>Net Profit (Loss)</b>	<b>\$</b>	<b>1,579</b>	<b>\$</b>	<b>62,844</b>	<b>\$</b>	<b>12,059</b>	<b>\$</b>	<b>718</b>	<b>\$</b>	<b>77,199</b>		<b>\$</b>	<b>48,490</b>	<b>\$</b>	<b>8,709</b>



WAI-IAM, Inc. & RISE Recovery Community  
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 Lansing, MI 48933  
 Phone: 517-708-8688  
 www.wai-iam.com



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<b>Jacquelyn L. Liebner</b>	<b>Executive Director &amp; Treasurer</b>
<b>Corey B. Warren</b>	<b>President</b>
<b>Stephanie Webster</b>	<b>Secretary</b>

**Directors**

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<b>Julia Goatley</b> Retired – Senior Vice President-Legal and Compliance, Jackson National Life	<b>Director -Elected 10/16/19</b>
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<b>Michael Yankowski</b> Institutional Ethics and Compliance Assistant Director, Michigan State University	<b>Director -Elected 02/23/22</b>
<b>Donatto Borrillo</b> Independent Practitioner Sparrow and McLaren Health Care Systems; Of Counsel, Zoll & Kranz LLC	<b>Director -Elected 12/09/20</b>
<b>Deborah Garrett</b> Counselor, SHAR, Inc. and Consultant on program development, implementation and grant writing	<b>Director -Elected 12/08/21</b>

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<b>Executive Committee</b>	Directors - Nathan Murphy, Julia Goatley and Jamee Babbitt President Corey Warren and Executive Director Jacque Liebner
----------------------------	--

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

DEPARTMENT OF THE TREASURY

Date: 12/07/2014

WAI-IAM INC  
2609 DONNA DR  
WILLIAMSTON, MI 48895

Employer Identification Number:  
46-4036273  
DLN:  
17053013335004  
Contact Person:  
JERRY FIERRO ID# 31119  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
509(a)(2)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
November 14, 2013  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Sincerely,



Director, Exempt Organizations

Enclosure: Publication 4221-PC

Letter 947

## II. APPLICANT INFORMATION

1. Organization: YMCA of Metropolitan Lansing -Y Achievers Program
2. Contact Person: Elaine Hardy Title: \_\_\_\_\_
3. Alternate Contact Person: Cheryl Schimmel Title: Development Director
4. Ingham County communications regarding community agency funds shall be sent to email address: cschimmel@lansingymca.org
5. Organization's Address: 900 Long Blvd  
Lansing, MI 48911
6. Phone Number: 517 827-9617 Fax Number: 517- 484-6744
7. WEB: www.lansing\_ymca.org
8. Proposal Title: Y-Achievers Program
9. Amount Requested: \$4,500.00
10. Federal Tax Identification Number: 38-1359576
11. Please indicate the names and titles of persons who are authorized to execute agreements on behalf of your organization:  
Name: Casey Thompson Name: Rosemarie Harman  
Title: President/CEO Title: Controller
12. Nonprofit Organization: Please Check One -  
 501(c)(2)     501(c)(3)     501(c)(4)     502(c)(3)  
 Other (specify)
13. Business organization (profit): No
14. Unit of government including schools (specify): No
15. Not incorporated (specify legal and/or professional status of the requesting individual):  
\_\_\_\_\_  
\_\_\_\_\_
16. How long has the applicant's organization been in business? 145 years
17. What is the number of full-time equivalent positions currently employed? 21
18. How many volunteers are currently involved? 500
19. a. How does your proposal involve coordination or collaboration with County services, other local governments, or other agencies?

The Y Achievers Program has strong collaborative relationships and partnerships with area businesses, school districts and agencies throughout Ingham County. Some of these relationships include: Lansing School District, Michigan State University, Lansing Community College, the Michigan Legislative Caucus, Michigan Department of Transportation and the Federal



Highway Administration. These organizations provide adult career mentors, services resources, referrals and on occasion financial support

- b. What other programs similar to your program are operating in the County?

Michigan State University offers some programs that assist in gaining admission to MSU for first generation college candidates. There are currently no other youth development programs in the greater Lansing area where a student can remain engaged from middle school through high school that provides free nutritional lunches, exposure to over 70 colleges and universities, adult corporate and peer mentoring, college readiness, college tours, and marketable skills components.

20. Is this your first request for funds from Ingham County?  yes  no

21. a. Have you sought funds for this proposal or concept from any other entity? Please identify who and the response.  yes  no

The program is largely funded, businesses, individuals and the Y's Annual Campaign.

- b. Does the proposal anticipate utilizing funds from other sources?  yes  no

- c. To what extent is the other funding assured?

To date, we have commitments to support 60% of the 2022 budget which allows us to serve between 75 & 100 teens.

22. Is your organization currently a member of the Power of We Consortium?  yes  no

### **III. DETAILED SCOPE OF WORK**

Since 1877, the YMCA of Metropolitan Lansing's primary purpose has been the principle center for programs that; instill a strong sense of positive values, develop character and leadership skills, enhance and promote healthy lifestyles and strengthen family life. Our Mission is to enhance the lives of men, women, boys and girls regardless of race, creed, age, economic circumstances, and physical or mental abilities. The Y provides quality programs, activities and facilities which develop and maintain Christian values and ideas.

The Y Achievers Program addresses Ingham County's long-term objective of "**Meeting Basic Needs**" in the following manner. The Y Achievers Program serves students in families who fall within the poverty scale and who also reside in areas in Ingham County that are referred to as food deserts. While the program does not provide direct crisis care, the Y Achievers Program does meet the county's objective in **providing basic Needs** by helping students with nutritional meals during meetings. Since the Ingham County Health Department has declared racism a public health emergency: The "Y" Achievers Programs 25 year history of cultural immersion that fosters understanding, teaches anti-racism, creates awareness and education around the contributions of Black Indigenous People of Color and lifting up their voices building capacity for students of color to attain academic success all fall within the scope of addressing this declaration. The corporate mentoring component of the program affords students the opportunity to meet with area professionals to gain a greater understanding of the current and emerging job market and the skills needed to successfully compete for employment. In addition to providing its participants with lunch during its bi-weekly meetings the program also provides when appropriate referrals for participant's families to local agencies who might need direct service or crisis care. On some occasions the YMCA of Metropolitan Lansing does provide support to help families meet basic needs through direct support and assistance. Since March 16, and the start of the current COVID-19 pandemic, we have served more than 350,000 meals to children and families.

The Y Achievers Program also addresses Ingham County's long-term objective of "**Fostering Appropriate Youth Development**". Our program delivers quality asset based programming that provides: positive interaction with caring adult role models, support and incentives for youth to stay in school, exposure to colleges, academic programs and curriculum, exposure to careers and working professionals who help young people develop academic and career goals, and leadership skills. The Y Achievers Program also provides students with referrals to academic support programs, assistance with college admissions and structured activities in safe and supportive environments. Goals for the program include improving grades & attendance, exposure to colleges & universities, and interaction with adult caring adult role models.

The Y Achievers Program is a twelve-month program that operates during the academic school year. Students and mentors meet twice monthly at Saturday sessions in small career clusters. These clusters reflect the youth's career interest and are facilitated by an adult who is selected based on their level of accomplishment in his/her profession. Given the current COVID 19 situation the "Y" Achievers program is set-up virtually should schools not be in operation this coming year.

The Y Achievers Program targets first generation graduates, and moderate to low income youth who reside within Ingham County. These youth may have little or no exposure to positive adult role models and preparation for higher education. They are actively recruited from local middle and high schools with special attention given to those at risk of educational or social failure. However, any student actively enrolled in grades 7-12 is encouraged to participate.

The appropriation by Ingham County will support meals during the bi-weekly career cluster and while on the National College Tour. Annually, The Y Achievers Program conducts a tour of historically Black colleges and universities across the United States which exposes students to college programs and curriculums. Along with the highly popular college tour program, the Y Achievers Program maintains a 100% high school graduation rate of its ongoing program participants.

**IV. PROJECT BUDGET**

The Proposed Line Item Budget should be structured to address four major areas: Personnel Services, Professional and Contractual Services, Operating Expenses, and Direct Services to Ingham County Residents. Please be advised that emphasis will be placed on provision of direct services to county residents and use of Community Agency funds for personnel related expenditures is strongly discouraged.

		<b>COUNTY REQUESTED AMOUNT</b>	<b>OTHER SOURCES</b>
<b>1</b>	<b><u>Personnel Services</u></b>		
	a. Salaries & Wages		\$18,000
	b. FICA		
	c. Unemployment		
	d. Fringe Benefits (may be further subdivided)		
	e. Overtime		
	f. Temporary		
	g. Work Study Wages		
<b>2</b>	<b><u>Professional and Contractual</u></b>		
	a. Medical Services (for recipient population)		
	b. Speaker Fees		\$3,000
	c. Membership/Subscriptions		
	d. Federal or State grant match		
	e. Office Equipment Leases		
	f. Maintenance Agreements		
<b>3</b>	<b><u>Operating Expenses</u></b>		
	a. Telephone		\$1,000
	b. Rent		
	c. Utilities		
	d. Postage		\$4,200
	e. Office Supplies		\$7,000
	f. Travel/College Tour		\$52,000
	g. Insurance		
<b>4</b>	<b>Direct Services to Ingham County Residents</b>		
	a. Food	\$4,500	\$9,400
	b. Utilities		
	c. Shelter/Housing		
	d. Other Direct Assistance		
	<b>TOTAL</b>	<b>\$4,500</b>	<b>\$94,600</b>

YMCA of Metropolitan Lansing  
Functional Operating Statement  
2022 Budget

2022  
Budget

PUBLIC SUPPORT & REVENUE	
Government Grants	0.00
1110 +{ Membership Dues	2,975,668.25
Enrollment Fees	0.00
Program Service Fees	2,676,622.05
Sales	12,430.00
15?? Investment Income	16,598.12
16?? Miscellaneous Revenue	190,250.00
	<hr/>
TOTAL PUBLIC SUPPORT & REVENUE	<u>5,871,568.42</u>
EXPENSES	
21?? Salaries And Wages	2,523,919.61
22?? Employee Benefits	290,998.31
23?? Payroll Taxes	339,286.54
24?? Purchased Services	220,683.28
25?? Supplies	315,327.06
26?? Telephone	66,876.44
27?? Postage And Freight	42,424.26
28?? -(2) Occupancy	1,172,209.63
Bond Interest Expense	179,115.68
29?? Equipment Costs	320,071.19
31?? Printing, Promotions, Etc.	38,957.52
32?? Travel And Employee Expenses	28,140.57
33?? Conferences/Meetings/Training	18,569.20
35?? Membership Dues	126,724.00
36?? Awards And Grants	0.00
37?? Financing Costs	1,745.28
38?? Other Insurance Premiums	171,630.01
39?? Miscellaneous	88,456.47
Contingency	0.00
4839 Metro Branch Services	0.00
Grants & Endowment	<u>-486,989.37</u>
OPERATING EXPENSES	5,458,145.69
58?? Board Authorized Transfers	600,100.00
	<hr/>
OTHER BUDGETED EXPENSES	600,100.00
TOTAL EXPENSES	<u>6,058,245.69</u>
NET RECEIPTS OR (DEFICIT)	<u><u>-186,677.27</u></u>

## YMCA of Metropolitan Lansing

### Board of Directors

#### 2022 Metro Board of Directors

Name	Title/Organization
Lea Ammerman	Chief Operating Officer at MSU Federal Credit Union
Priscilla Bordayo	Author, Motivational Speaker, Advocate
Dave Brower	Retire CFO Michigan State University
Hilary Cranmore	Jackson National
Kellie Dean	President & CEO of Dean Transportation Inc
Sergio Keck	Deputy Superintendent of Special Population with Lansing School District
Heather Cooper-Kim	Rathbun Insurance
Desiree Kirkland	Finance Director/Treasurer
Rob Krueger	
Larry Leatherwood	Retired Community Leader
BJ Puchala	Sr. Community Liason, Mid-Michigan and Upper Peninsula at Blue Cross Blue Shiled of Michigan
Kevin Roragen	Attorney at Clark Hill Law
Dave Zimmerman	Senior Vice President - Senior Consultant Merrill Lynch Wealth Management
Robert Backus	Captain Lansing Police Department - Investigations Division
Melanie Trowbridge	Assistant Vice President for Human Resources Michigan State University Health Sciences
Rocco Rucinski	Senior Vice President , Market Leader PNC
Marshea Brown	Human Resource Director CATA
Kevin Scott	Law Professor & Entrepreneur

**Internal Revenue Service**

**Date:** May 19, 2005

YOUNG MENS CHRISTIAN ASSOCIATION  
OF LANSING MI  
119 N WASHINGTON SQ  
LANSING MI 48933-1676

**Department of the Treasury**  
**P. O. Box 2508**  
**Cincinnati, OH 45201**

**Person to Contact:**

Sheila Schrom 31-02836  
Customer Service Representative

**Toll Free Telephone Number:**

8:30 a.m. to 5:30 p.m. ET  
877-829-5500

**Fax Number:**

513-263-3756

**Federal Identification Number:**

38-1359576

Dear Sir or Madam:

This is in response to your request of May 19, 2005, regarding your organization's tax-exempt status.

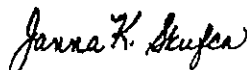
In August 1942 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under section 509(a)(2) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Janna K. Skufca, Director, TE/GE  
Customer Account Services

**Internal Revenue Service**

**Department of the Treasury**

District  
Director

477 Michigan Ave., Detroit, Michigan 48226

P. O. Box 32503

Person to Contact:

A. Echols

Telephone Number:  
(313) 226-4895

Refer Reply to:

NI:CS:AE

Date: **NOV 9 1979**

- Young Men's Christian Association  
of Lansing  
301 West Lenawee Street  
Lansing, Michigan 48914

• Gentlemen:

Your letter dated October 4, 1979, has been received in this office.

The records of this office disclose that on August 28, 1942, your organization was granted an exemption from Federal income tax as an organization described in section 101(5) of the 1934 Code since re-enacted as section 501(c)(3) of the 1954 Internal Revenue Code as it was shown that you were organized and operated exclusively for educational purposes.

Based on the information you submitted, we have classified your organization as one that is not a private foundation as defined in section 509(a) of the Internal Revenue Code because you are an organization described in section 509(a)(2).

Accordingly, you are not required to file Federal income tax returns so long as you retain your exempt status, unless you are subject to the tax on unrelated business income imposed by section 511 of the Code, in which event you are required to file Form 990-T. You are required to file an information return, Form 990, annually on or before the 15th day of the fifth month after the close of your annual accounting period. The failure to file the information return Form 990 by the day prescribed may subject you to a penalty of \$10.00 for each day during which such failure continues to a maximum of \$5,000.00.

You are not liable for Federal unemployment taxes. You are liable for social security taxes only if you file a certificate waiving exemption from taxes as provided in the Federal Insurance Contribution Act.

Contributions made to you are deductible by donors as provided in section 170 of the Code. Bequests, legacies, devises, transfers or gifts to or for your use are deductible for Federal estate and gift tax purposes under the provisions of section 2055, 2100 and 2522 of the Code.

The above determination remains in full force and effect until otherwise modified by this office. In order to retain an exempt status, any changes in operation or in your character or purposes, must be reported immediately to your District Director for consideration of their effect upon your exempt status. You must also report any change in your name or address.

This is an affirmation letter.

Very truly yours,

*R. L. Plate*

R. L. Plate  
District Director