

NEIGHBORHOOD SERVICES DEPARTMENT - CITY OF LAS VEGAS (CLV)

NEIGHBORHOOD DEVELOPMENT DIVISION

Telephone: 702-229-2330

Fax: 702- 382-3045

**DO NOT STAPLE OR BIND APPLICATION OR ATTACHMENTS
MUST BE TYPED IN ENTIRETY (no applications with any handwritten entries
will be accepted, excluding signatures and checkboxes)**

SUBMIT ONLY ONE ORIGINAL

PROJECT SUMMARY PAGE

**Construction/Rehabilitation Program Application
Community Development Block Grant Funds (CDBG)
FY 2010/2011 EDITION, ALL OTHERS ARE OBSOLETE AND
WILL NOT BE ACCEPTED
DO NOT CHANGE THE APPLICATION FORMAT**

Agency Name: Clark County Legal Services**		*Amount Requested: \$2,500,000		Total Project Cost: \$12,344,517	
Mailing Address: 800 S. 8 th St., Las Vegas, NV 89101 (include state and zip)					
Executive Director: Barbara Buckley			Project Administrator: Terry Bratton		
Telephone No.: 386-1070 x 118		FAX: 366-0569		E-mail: tbratton@lacsnc.org	
Project Title: Capital Project					
Location of Project: 721 E. Charleston Blvd., Las Vegas, NV 89101					
Describe specific purpose of funds for this project: These grant funds will allow us to construct a facility to provide vitally needed legal assistance to abused and neglected children, victims of domestic violence, and other low income individuals who are losing their home, cars, or life savings as a result of fraud. The CDBG funds will enable us to leverage private philanthropy and create a center that will serve the community for decades to come. **The name on the deed of the land still shows Clark County Legal Services, although we changed our name to Legal Aid Center of Southern Nevada in 2008.					
Ward 3					
Type of client served, check one:		☒ Youth	☒ Elderly	☒ Disabled	☐ Other
Number of Anticipated Clients:		20,000		Census Tract	8.00

*Funds may not be requested over appraised value after rehabilitation or construction

The City of Las Vegas does not discriminate against persons based on race, color, religion, marital status, sex, national origin, ancestry, age, familial status, disability, or any arbitrary basis. If you need special assistance in order to read and understand the information contained herein, please call the Neighborhood Services Department (NSD) at 702-229-2330. The City of Las Vegas TDD (Telecommunications for the Deaf) number is 702-386-9108.



**SECTION I
NATIONAL OBJECTIVE REQUIREMENTS**

Please indicate which eligible activity category the program falls under.

- A. **National Objective:** Benefits low- or moderate (L/M) income persons.
- B. **National Objective Qualifiers** *(In order to be considered as benefiting low- or moderate income persons, an activity must fall into one of the categories below.) Please check either Area Benefit or Limited Clientele. You cannot check both the Area Benefit and the Limited Clientele. Your project is considered one or the other.*

- ☐ Area Benefit* - At least 51% of the residents within the targeted activity area are L/M income persons. The activity may also be available to all persons in the area regardless of income.

***If this box is checked please list Census Tract** _____

- x Limited Clientele (To qualify under this subcategory, a limited clientele activity must meet one of the following tests. Please check the appropriate box.)

- ☐ Clientele includes one of the following groups: abused children; elderly persons; battered spouses; homeless persons, adults meeting Bureau of Census' definition of severely disabled persons, illiterate adults, and persons living with AIDS; or
- ☒ At least 51% of the clientele must be L/M income persons; or
- ☐ The activity must be located in a low-moderate income census tract (see CDBG target area on enclosed map), or be of *such a nature* that it may reasonably be concluded that the clientele will be L/M income persons.

- C. **Category of Activity** *(check all applicable boxes which describe the program or project)*

- | | |
|---|--|
| ☐ Subrecipient Facility Rehabilitation | ☐ Acquisition of Real Property (non-housing) |
| ☐ Housing Rehabilitation | ☒ Subrecipient Facility New Construction |

These categories will describe the services offered at the facility.

- | | |
|--|---|
| ☐ Affordable Child Care | ☐ Education Programs |
| ☐ Drug and/or Alcohol Treatment | ☐ Services for Senior Citizens |
| ☐ Youth Activities | ☐ Health Services |
| ☐ Recreation Program | ☐ Job Training/Readiness |
| ☒ Other Please Explain <u>Civil Legal Aid</u> | |

SECTION II SCOPE OF SERVICES

PART 1 - PROJECT NARRATIVE: Provide a brief, clear and concise description for each question or statement. Do not use a font smaller than 10 point. No attachments will be allowed, unless specifically indicated in each section. **Please be advised all construction projects must collect and maintain client statistics during the project's eligibility period. (minimum 5 years and maximum 20 years)**

A. Statement of Problem/Need

Describe the problem or need the proposed activity is intended to address.

In 1999, we purchased and renovated a new home for legal services and began providing services from the facility in February 2000. Due to the phenomenal growth in the valley, we secured additional funding for staff and services and rapidly grew out of the space. We exceeded the 10 year building capacity estimates by 2005. Legal Aid Center modified the current facility on four separate occasions to create new work space by eliminating a first floor kitchen and file room, conversion of an intake room, modification of conference room space. Finally, we were forced to lease 8,000 square feet of office space in the downtown area for our Children's Attorneys Project and Pro Bono Project.

Our ability to serve our existing and new clients in need of legal services is jeopardized by our lack of space. In addition to having staff in two different facilities, we have no room to offer additional services and classes. We use our boardroom for our classroom which is crowded beyond capacity. We seek to construct a new facility that is large enough not only to accommodate current staff and clients, but also, to increase the types of services available and increase the number of clients we can serve. With this funding, we will be able to expand with the growth of the community. Even without expanding our services, we will still need additional staff to serve the number of people who will be both eligible and need our services.

B. Target Population

Describe the characteristics of the population to be served (i.e.; youth, seniors, disabled, etc.) or the area to be benefited.

We serve low income clients of all ages and abused children who are in foster care. Our income guidelines are based on 55% of the area median income.

Describe the number of anticipated clients who will use the project upon completion. (Example 100 additional children/seniors/clients will receive assistance/x type services after the completion of the rehabilitation/building expansion).

We project that at least 20,000 people in our community will be helped through our new facility every year.

D. Project Description

1. Describe in detail the construction/rehabilitation work to be performed. (Example: rehab will consist of replacing electrical wiring, drywall, and painting four classrooms in main building)

The project will consist of construction of a 2 story, 35,000 square foot office facility and a 2.5 story separate parking structure. The office facility will provide approximately 17,500 square feet for each floor. The first floor will provide public lobby space, individual client counseling offices and a large classroom for our free community legal education classes that are taught in conjunction with the William S. Boyd School of Law. The first floor includes approximately 28 offices for attorneys and paralegal staff and cubical space for support staff. The first floor also includes 2 conference areas, a staff break room, file storage and restroom facilities. The second floor will provide approximately 42 offices for attorneys and paralegals, 2 conference areas and restroom facilities. The parking structure will be a pre-cast concrete structure and provide approximately 92 parking spaces including van accessible handicap spaces. 2 stairwells and 1 elevator will assist pedestrian access to the parking areas.

2. Describe project location including street address and nearest cross streets. Please attach map showing project location and, geographic area served.

3. Describe the relationship (collaboration) of the proposed activity to other services and community facilities addressing the same or similar problem. Discuss what agencies other than the applicant will be involved with the project. If applicable, attach letters of intent from each participating agency specifying the agency's role and contribution to your project, letters must document either a financial or in-kind donation.

The Legal Aid Center of Southern Nevada receives referrals from virtually every other nonprofit organization in the community. Help of Southern Nevada refers low-income clients who need legal assistance with social security problems. Social workers and child abuse organizations refer children to the center. Consumer Credit Counseling Services refers individuals who need assistance with foreclosures or garnishments. The agencies do not provide in-kind donations; rather they serve as community partners to create a safety net for the community's most vulnerable citizens. The plans include 5,000 square feet of floor designed to co-locate the Senior Citizens Law Project within the new facility to streamline and better manage the delivery of free legal services to Seniors in our community.

E. Previous Accomplishments

For those agencies that have previously received City of Las Vegas CDBG funding, describe the accomplishments achieved. Include the degree to which the objectives were met. If there were difficulties in achieving the objectives, describe how that will be overcome in the future. If the project has not previously received City of Las Vegas CDBG funding, describe the accomplishments achieved through other funding sources. Include in your explanation the number of clients served. Please be descriptive and include number of clients served for past 3 years.

We provide legal services to victims of domestic violence, abused and neglected children and people who have been victims of consumer fraud. We also teach free community legal education classes.

Clients served 2007: 11,000

Clients served 2008: 13,000

Clients served 2009: 18,000

PART 2 - AGENCY NARRATIVE: *Provide a brief, clear and concise description for each question. Do not use a font smaller than 10 point. Unless requested, no attachments will be allowed within this section.*

A. Background

1. Describe the purpose of the agency, Charter or mission statement of applicant. Describe organization's capabilities and characteristics of clients served. Include days and times of operation.

The mission of Legal Aid Center of Southern Nevada is the preservation of access to justice and the provision of quality legal counsel, advice and representation for individuals who are unable to protect their rights because they cannot afford an attorney. We are open Monday-Friday from 8:30-5:00. We fulfill our mission of providing access to justice by providing free, quality legal counsel, advice and representation for individuals who cannot afford an attorney. Here is an outline of the programs we offer:

Consumer Rights Project: This unit handles a wide variety of consumer related matters including unfair debt collection, used car scams, deceptive trade practices, payday loans, foreclosure mediation and bankruptcy. This past year we opened up a Civil Self Help Center at the Regional Justice Center and have helped over 26,000 people so far this year.

Children's Attorney Project: Our mission is to ensure that abused and neglected children in our child welfare system have their own voice in court through legal representation. We also help parents fight for the rights of their special needs children who have been denied the educational accommodations that are guaranteed under federal law.

Domestic Violence Project: Victims of domestic violence are often unsure or unaware of their rights and have suffered silently for years before coming forward. We help them obtain protective orders against their abuser, divorce and custody orders, and child support payments. This enables the victim to separate from the abusive environment and experience safety and empowerment, often for the first time in their lives.

Community Legal Education Project: Since 1999, and in conjunction with the UNLV William S. Boyd School of Law, we provide free legal information to individuals with the assistance of law students in topics such as Divorce, Paternity/Custody, Small Claims, Bankruptcy, Guardianship and Foreclosure Mediation in an effort to inform people about their legal rights and the legal process.

Pro Bono Project: We operate the largest pro bono legal aid program in Clark County. This project supplements the efforts of each of our programs through local attorneys who volunteer their time, especially on cases that Legal Aid Center is not able to handle.

2. Indicate the length of time the agency has been in operation, and include the date of incorporation.

Legal Aid Center of Southern Nevada was originally incorporated as Clark County Legal Aid Society on August 1, 1958.

B. Qualifications

Discuss the agency's financial capacity to cover operations, maintenance, furniture and fixtures for the proposed project.

LACSN has been in existence since 1958 and receives funding from a variety of sources: state legislation, Department of Justice grants, Nevada Law Foundation grants, a county contract, and private philanthropy. These funds adequately cover operations and maintenance costs presently and are sufficient to do so in the new facility. Furniture and fixture costs for the new facility are included in the overall costs for the new facility, and are being financed by both private philanthropy (donations from The Boyd Foundation, Lied Foundation, Englestad Foundation) and through a loan.

C. Fiscal Management

Describe the agency's fiscal management, including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements. Describe financial oversight by Board. Identify and describe any audit findings, investigations, or probation by any agency in the past five years.

LACSN operates on a calendar year accrual basis and maintains all financial activities in accordance with GAAP (generally accepted principles of accounting) and the Sarbanes-Oxley Act. LACSN manages all accounts payable/receivable with bonded, internal administrative staff and follows strict internal controls approved by the Board of Directors. Financial record keeping is maintained by the Firm Administrator, who has held such responsibilities with LACSN since 1996. LACSN utilizes a computerized financial management system and records all transactions on a master chart of accounts. LACSN does not use fund accounting, however, all financial activities are recorded on the chart of accounts by class and appropriate program activity provided by LACSN. Payments are controlled by Purchase Order, and require approval and/or signature from at least 4 members of LACSN management prior to being issued. The LACSN Board of Directors approves budgets annually and reviews budget to actual statements, profit & loss statements and other statements of financial position at quarterly meetings. The Board also approves all changes to financial structure, transactions and authorized account signatures. The Board of Directors has established a subcommittee of Board Members, which includes a C.P.A., to provide Audit and financial oversight to LACSN operations. LACSN commissions an independent Financial Audit each year, including A-133 series audits during years when LACSN has expended \$500,000 or more of federal grant funds providing services to clients. The Board subcommittee reviews and approves the Auditor selection process and receives the Auditor's report upon completion. Additionally, LACSN is audited annually by specific grantors regarding income/expenses of grant funded activities. LACSN also participates in annual audits performed by the Worker's Compensation Insurance carrier. During the last 5 years, no audit findings, or investigations regarding LACSN financial operations have been reported. LACSN has never been placed on probation by any agency.

Part 3 - PROJECT FINANCIAL NARRATIVE: *Provide a brief, clear and concise description for each question. Do not use a font smaller than 10 point. No attachments will be allowed within this section. Current letters of financial intent must be included with the application.* The City requires that CDBG funds be utilized as gap funding. A gap is defined as the amount of funding necessary to ensure project completion after all other funding sources have been identified. Thus leveraging (all other funding sources) is required in the CDBG Construction application process.

A. Finances

1. Describe how the project will be funded. (Example: letter of commitment from a lending institution, construction lender in place, cash on hand, etc.)

This project will be funded through private donations, CDBG funding and a bank loan. Currently, we have approximately \$3.5 million in cash, \$325,000 in private pledges, and \$3 million in a CDBG award from Clark County and a \$3,030,000 million bank loan. If we are awarded \$2.5 million from the City of Las Vegas, this will fill in the construction gap.

2. Explain how you plan to provide operating costs after the project is completed. (Describe leveraging and other funding sources)

LACSN has been in existence since 1958 and receives funding from a variety of sources: state legislation, Department of Justice grants, Nevada Law Foundation grants, a county contract, and private philanthropy. These funds adequately cover operations and maintenance costs presently and are sufficient to do so in the new facility. Furniture and fixture costs for the new facility are included in the overall costs for the new facility, and are being financed by both private philanthropy (donations from The Boyd Foundation, Lied Foundation, Englestad Foundation) and through a loan.

3. Have you in the last 5 years, had any funds reallocated, recaptured or removed from your agency? Has a funding entity cancelled or reprogrammed funds from your agency? This includes Community Development Block Grant, HOME, Housing Opportunities for Persons With Aids, Emergency Shelter Grant, State, Federal or other funds. If yes, explain.

No.

4. Have you in the last 5 years requested an extension to utilize funds or returned funds? If yes, explain.

No.

**SECTION III –PART 1
PROJECT BUDGET**

**THIS FORM MUST BE FULLY COMPLETED IF A LINE ITEM DOES NOT APPLY STATE N/A
ALL PERMITS AND FEES ARE THE RESPONSIBILITY OF THE APPLICANT
THE CITY WILL NOT WAIVE ANY PERMIT FEES**

Project budgets should match your professional line item estimate
(Construction control may be required for all construction and rehab projects)

ITEM	Total Estimated Cost	To Be Funded w/ CLV CDBG
Special Note: The City will not "forgive" Permit Fees. You must include them in cost of the project.		
Acquisition of Land & Buildings:		
Land (construction must start within three years of Council approval)	\$3,030,000	\$
Existing Building(s)	\$	\$
Other:	\$	\$
Subtotal-Acquisition of Land & Buildings	\$	\$
Construction/Rehabilitation Costs:		
Demolition Costs	\$	\$
New Building Costs	\$7,976,389	\$2,500,000
Rehabilitation Costs	\$	\$
Site Work	\$	\$
Off-Site Improvements	\$291,163	\$
Permits/Fees	\$213,970	\$
Construction Control	\$574,482	
Special Inspections (if applicable)		
Other (Explain) (Architectural Fees)	\$258,513	
Other (Explain)		
TOTAL ESTIMATED COST	\$12,344,517	\$2,500,000

Section III Part – 2 Program Priorities

Priorities

Due to the fact that funding requests typically exceed funding availability, please prioritize your line item budget request.

	Line Item Category	Amount
Priority #1	New Building Costs	\$2,500,000
Priority #2		
Priority #3		
Priority #4		
Priority #5		

Please explain how you arrived at your priority choices and the impact to the project budget.
City of Las Vegas CDBG funding will provide the gap funding for our construction costs.

ALL PROJECTS OVER \$2,000 MUST UTILIZE APPLICABLE DAVIS BACON WAGE RATES.

We strongly encourage you to contact Shawn Bolster at 702 229-4912 or Tammy Griego at 702 229-6052 for information on the most current Davis Bacon Wages. This may assist you in obtaining bids/quotes prior to submitting your application. There are three different wage categories, it is important to ensure that you review the proper one for your project prior to requesting bids/quotes.

No project may begin construction until an Agreement has been executed with the City of Las Vegas and a Notice to Proceed issued.

Have you received, applied, or anticipate applying for Clark County, North Las Vegas, or other funds to complete your project? Please complete the anticipated funding chart below to indicate the amount and source of project funds.

**SECTION III – PART 3
ANTICIPATED PROJECT FUNDING SOURCES**

Source	Applied for		Commitment Received		Amount (\$)
	Yes	No	Yes	No	
Owner/Sponsor Cash					\$3,630,275
Owner/Sponsor Land Contribution					
CLV CDBG Funds	X				\$2,500,000
Clark County CDBG	X		X		\$3,000,000
County Outside Agency Funds		X			
NLV CDBG		X			
State funds		X			
Other Local funds PLEDGES	X		X		\$325,000
Other Local funds (insert name)					
1 st Deed of Trust Lender:	X		X		\$3,030,000
2nd Deed of Trust Lender:					
TOTAL ALL SOURCES OF FUNDS					\$12,485,275

PLEASE ATTACH CURRENT LETTERS OF INTENT FROM FINANCIAL INSTITUTION(S) ON THEIR LETTERHEAD

CONSTRUCTION LOAN DATA					
Will interim construction financing be required for this project?			Yes	X	No
If Yes, state name of construction lender: TBD.					
Amount of construction loan:		\$7,000,000			
Name of construction loan contact person			Phone No.		

**SECTION IV – Part 1
DEVELOPMENT SCHEDULE
This form must be filled out**

Please detail the timeline for the proposed project. Include benchmarks, corresponding dates, activity descriptions, duration of work, and start and finish dates. (No eligible expense will be reimbursed prior to issuance of a Notice To Proceed from Neighborhood Development.) **NOTE: No construction may begin prior to receiving a Notice to Proceed from the City of Las Vegas Neighborhood Development Division (NDD).**

Development Activity	Scheduled Date (MM/YY)	Completed At Time of Application (state Yes if so)
SITE:		
Site Control Secured	Nov. 14, 2007	Yes
Phase I Environmental Review Complete	Sept. 24, 2008	Yes
Site Purchased	Nov. 14, 2007	Yes
PLANS AND SPECIFICATIONS:		
Architect Selected:	June 9, 2010	Yes
Engineer Selected:	June 9, 2010	Yes
Schematic Designs/Working Drawings Complete	July 16, 2010	Yes
Local Building Code Review Complete	Sept. 17, 2010	Yes
Final Plans and Specifications Complete	Jan 28, 2011	Yes
CONSTRUCTION FINANCING:		
Construction/Rehab Loan Application Submitted		
Construction/Rehab Loan Commitment Received		
PERMANENT FINANCING:		
Permanent Financing Application Submitted		
Permanent Financing Commitment Received		
CONSTRUCTION/REHABILITATION:		
Contractor Selected After Bid Process		N/A
Construction/Rehabilitation to Begin		N/A
Construction Complete		N/A
PERMANENT FINANCING LOAN CLOSING:		

**SECTION IV – Part 2
PROJECT CHARACTERISTICS**

(a) Type of Project Check one:		(b) Site Control Check one:
New Construction	X	Site Control is in the following form:
Acquisition		X Deed (you hold title to property)
Acquisition w/Moderate* Rehabilitation		Executed Purchase Contract
Acquisition w/Substantial Rehabilitation		Long Term Lease (50 years or longer)
Moderate Rehabilitation		Attach documentation of site control. (Projects without site control will not pass the threshold review)
Substantial Rehabilitation		
Reconstruction		
Provide 4 labeled color directional pictures of the property – N-S-E-W		SPECIAL NOTE TO APPLICANTS Executed Purchase Contract, Long Term Lease recorded Deed of Trust or Option to Purchase must be in the name of the non-profit agency making the application

(c) Appraised Value of Property: (Attach an appraisal or copies of MLS comparables from a licensed real estate agent under cover of their letterhead obtained within the past 3 months) Projects will not be funded over the after-rehab appraised value. For Construction and Rehab Projects, a Preliminary Title Report must be submitted to the City prior to release of funds.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Appraised Value</td> <td style="width: 40%; text-align: center;">\$</td> </tr> <tr> <td>Name of Appraiser/Agent:</td> <td></td> </tr> <tr> <td>Date of Appraisal:</td> <td></td> </tr> </table>	Appraised Value	\$	Name of Appraiser/Agent:		Date of Appraisal:	
Appraised Value	\$						
Name of Appraiser/Agent:							
Date of Appraisal:							

(d) Site Data:	(e) Property Status:					
Parcel Number 139-34-410-245	Unimproved Property Yes					
Is the site properly zoned for this project? Yes	Improved Property					
Site Zoning: C-1 Limited Comm						
NOTE: Must attach a letter from the City of Las Vegas Planning Department verifying that the project conforms in all aspects to current legal zoning of the property. (New Construction and Conversion projects only) A copy of your request letter with no corresponding response from the City of Las Vegas Planning Department is not acceptable.	If Improved, is the Property: N/A					
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Vacant</td> <td style="width: 33%;"></td> <td style="width: 33%;">Occupied</td> <td style="width: 33%;"></td> </tr> </table>	Vacant		Occupied		
	Vacant		Occupied			
	If Occupied, is Property Occupied By:					
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Owner</td> <td style="width: 33%;"></td> <td style="width: 33%;">Tenant(s)</td> <td style="width: 33%;"></td> </tr> </table>	Owner		Tenant(s)		
Owner		Tenant(s)				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Site Size</td> <td style="width: 20%;">(f) Acres</td> <td style="width: 20%;">(g) Sq. Feet</td> </tr> <tr> <td>Please note size in box to the right</td> <td style="text-align: center;">.71</td> <td></td> </tr> </table>	Site Size	(f) Acres	(g) Sq. Feet	Please note size in box to the right	.71	
Site Size	(f) Acres	(g) Sq. Feet				
Please note size in box to the right	.71					

(h) Describe site, and any previous use of the property:
The property is currently vacant and providing sub-standard parking.

**SECTION V
CERTIFICATIONS
PART 1**

**COMPLIANCE WITH
CIVIL RIGHTS ACT AND AMERICANS WITH DISABILITIES ACT**

___ Legal Aid Center of Southern Nevada _____ (Name of organization requesting CDBG funds)
certifies that it prohibits discrimination in accordance with Title VI of the Civil Rights Act of 1964. Written documents outlining this organization's non-discrimination policy are on file and available for review.

It is further certified that this organization has reviewed its projects, programs, and services for compliance with all applicable regulations contained in the Americans with Disabilities Act of 1990. Written documentation concerning this review and corrective actions taken (if any) are on file and available for review.

CERTIFICATION OF ELIGIBILITY TO PARTICIPATE

The undersigned, acknowledges and certifies that they are in compliance with 24 CFR part 5 and 24 CFR part 570.609, Use of debarred, suspended or ineligible contractors or subrecipients. Assistance under this part shall not be used directly or indirectly to employ, award contracts to, or otherwise engage the services of, or fund any contractor or subrecipient during any period of debarment, or placement in ineligibility status under the provisions of 24 CFR Part 24.

Further, in the case of construction projects, the prime contractor certifies same for self and all subcontractors on any federally funded project.

CERTIFICATION OF CITY OF LAS VEGAS AFFILIATION

List the names and positions of members of the Board of Directors, officers, workers, or members of the organization who are on the City Council, appointed by a member of the City Council, or a CLV employee. **If none, check the box below that states NONE.**

X NONE IN AGENCY

NAME	POSITION IN ORGANIZATION	AFFILIATION WITH CITY

Barbara Buckley, Executive Director
print name above and Title

Signature, President, Board of Directors/Designee

2-1-11

Date

**SECTION V CERTIFICATIONS
PART 2 THRESHOLD CERTIFICATION**

In order for your application to be accepted, in addition to the application itself your organization must meet and submit the following threshold items:

ALL APPLICANTS Must be a 501 C (3) or (4) NO OTHERS WILL BE ALLOWED

- ☐ **Fully Completed, Typed and signed Application.**

MANDATORY ATTACHMENTS

- ☐ 1. **Documentation of Non-profit status.** Copy of IRS letter showing current 501 C (3) or (4) status. **COPY PENDING STATUS WILL NOT BE ACCEPTED.**
- ☐ 2. **Verification of Good Standing.** You may submit **either** a printout from Nevada Secretary of State's Website or copy of the current year's receipt from Secretary of State's office. Receipt must be dated no more than 12 months prior to application date.
- ☐ 3. **Board of Directors.** Include a list of all persons serving on the Board of Directors with their home addresses.
- ☐ 4. **Organizational Chart.** Please submit a chart showing delegation of authority with current employees by name and job titles. Indicate which positions will implement the proposed project. **Organizational Charts without names and titles will not be accepted.**
- ☐ 5. **Mission or Objective Statement.** The specific page(s) from Articles of Incorporation that document the mission or objectives of agency. **Mission or Objective Statement not directly from Articles of Incorporation will not be accepted.**
- ☐ 6. **Copy of current Operating Budget.**
- ☐ 7. **Copy of current CLV Business License.**
- ☐ 8. **Evidence of Site Control.**
- ☐ 9. **Copy of appraisal(s) or comparables as applicable.**
- ☐ 10. **Include current letters of intent from financial institution(s) and other funding sources on their letterhead.**
- ☐ 11. **Copy of Estimate:** Copy of professional estimate received for project.
- ☐ 12. **Letter from CLV Planning & Development Department verifying that the project conforms to current zoning. (New Construction or Conversions)**
- ☐ 13. **Audit.** Audits must be submitted by agencies in accordance with CLV policies. Audits may not be older than FY 2008. Applicants must submit one of the following with their application:
- a. Copy of OMB A-133 Audit (Required if \$500,000 in aggregate Federal funds expended in one year) or;
 - b. Financial statements audited by a CPA (only if not qualified for A-133) per CLV policy or;
 - c. Annual Certified Financial Statement: This is the lowest threshold criteria and will only be accepted from those non-profits who can document that they did not qualify for an A-133 or regular audit, or who are first time federal grant applicants. Annual Certified Financial Statements must be certified by the Treasurer and the Board President. (only first time applicants or those who do not meet above criteria may submit a Annual Certified Financial Statement)
- ☐ 14. **Site Pictures:** Four (4) labeled color directional (N,S,E,W) pictures of site.

The undersigned acknowledges and accepts the terms and conditions of the Threshold Certification, and understands that omission of any required documents shall render the application as unacceptable.

Barbara Buckley, Executive Director

print name above and title

Signature, President, Board of Directors/Designee

2-1-11

Date

**SECTION V
CERTIFICATIONS
PART 3**

CERTIFICATION OF APPLICATION

The Board of Directors of Legal Aid Center of Southern Nevada, does hereby resolve that on JANUARY 31, 2011, ~~2010~~ the Board reviewed the Application for Community Development Block Grant Funds to be submitted to the City of Las Vegas Neighborhood Development Department for funding consideration for the fiscal year 2010/2011, and in a proper motion and vote approved this application for submission.

The Board further certifies that the organization making this application is 1) non-profit, 2) tax-exempt, 3) incorporated in the State of Nevada, and has complied with all applicable laws and regulations pertaining to same.

Legal Aid Center of Southern Nevada (*name of organization requesting CDBG funds*) hereby proposes to provide the services or project identified in the Scope of Services in accordance with this Application for Community Development Block Grant Funds and with the City of Las Vegas Neighborhood Services Program Manual. If this application is approved and this organization receives CDBG funding from the City of Las Vegas, it is agreed that all applicable federal, state and local regulations and other assurances as required by the City will be adhered to. Furthermore, as the duly authorized representative of the organization, the Board certifies that the organization is fully capable of fulfilling its obligation under this application as stated herein. Further, the Applicant certifies that no change has occurred in the organization since the issuance of the determination letter from the Internal Revenue Service that would affect the validity of the determination letter.

The Board further certify that this application and the information contained herein is true and correct and complete subject to US Code Title 18, Section 1001 as set out below.

SIGNATORY AUTHORITY APPROVAL

By signature below, the President of the Board of Directors authorizes the following person(s) to have signatory authority regarding this grant:

DEAN A. HARDY
Name

PRESIDENT
Title

BARBARA BUCKLEY
Name

EXECUTIVE DIRECTOR
Title

A. G. 1-19

(print name above and sign) President, Board of Directors

2/1/2011
Date

7175 N. Durango Dr. Las Vegas, NV 89149
Non-Agency Mailing Address of President Include City, State, Zip

PENALTY FOR FALSE OR FRAUDULENT STATEMENT

U. S. Code Title 18, Section 1001, provides that a fine of up to \$10,000 or imprisonment for a period not to exceed five years, or both, shall be the penalty for willful misrepresentation and the making of false, fictitious statements, knowing same to be false.