



ST. MARY'S ART CENTER

Where Art, History & Community Come Together Since 1964

RECEIVED

FEB 28 2020

**STATE HISTORIC
PRESERVATION OFFICE**

February 25, 2020

RE: St. Mary's Art Center 2020-21 CCCHP Grant Application

Dear State Historic Preservation Office, et al:

St. Mary's Art Center is a cultural and historical cornerstone of Virginia City, Nevada. The property was originally a state of the art hospital during the Comstock Lode mining era, boasting pioneering technologies and design philosophies. It is the last known historical property still standing within the United States, led by the Daughters of Charity of the Catholic Church.

The property was purchased by Storey County in 1898 and served as the Storey County Hospital for nearly fifty years. The buildings were closed to the public for nearly 20 years and fell into severe disrepair. In 1964, the property was saved from an uncertain future or demolition and turned into an art center dedicated to the arts and professional artists.

St. Mary's Art Center and Storey County have been the recipients of critical grant funding to help restore the property, improve use, and continue to support preservation, history and the arts. Through this \$119,300.00 grant funding request, we will be able to correct severe porch leaking into the building, restore the primary front entrance/porch, rebuild our Print Room Studio and Classroom, restore deteriorating windows and chimney, and offer access to wheelchair-bound or other mobility challenged visitors.

We sincerely thank you in advance for your consideration to fund the proposed critical restoration and rehabilitation projects to keep this cornerstone available for generations to come.

Best Regards,

Arika Perry
Executive Director
aperry@stmarysartcenter.org
775.847.7774 (Office)
561.339.4554 (Mobile)

Cc: St. Mary's Art Center Board of Trustees
Lara Mather, Storey County Community Relations Coordinator

NEVADA COMMISSION FOR
CULTURAL CENTERS AND HISTORIC PRESERVATION (CCCHP)
GRANT APPLICATION FOR FY2019-2020

For SHPO use only
Initials: <u>CH</u>
Received: <u>2/28/2020</u>
Postmarked: _____
Delivery Svc: <u>Hand Delivered</u>

APPLICATION COVER PAGE (This *unaltered* form must be submitted with the application.)

Applicant Organization: St. Mary's Art Center
 EIN (Taxpayer Identification Number): 51-0145621
 Mailing Address: PO Box 396
 City: Virginia City County: Storey County ZIP: 89440

Project Contact: Arika Perry Title: Executive Director
 Daytime Phone: 775.847.7774 Evening Phone: 561.339.4554

Fax: N/A Email: aperry@stmarysartcenter.org

Project Title: 2020 Exterior and Print Room Restoration Project
 Project Address: 55 North R Street
 City: Virginia City County: Storey County ZIP: 89440

Project Type: Rehabilitation/Construction Planning/Construction Architectural/Engineering Study/Construction

Historic Property Name: St. Mary's Art Center / St. Marie Louise Hospital Date Built: 1875

Property Insured: Yes; please enclose one copy of policy No; please explain: _____

Project Synopsis (brief):

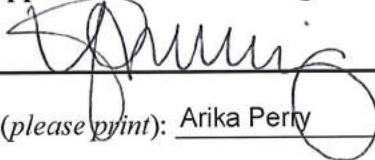
Front Porch Decking and Leak/Drainage Rehabilitation, Print Room Ceiling and Electrical Work (part of Front Porch scope)
 East Side Window Rehabilitation, Outbuilding Stabilization

Proposed Start Date: August 1, 2020

Proposed End Date: August 1, 2021

Project Budget Summary:	
Amount Requested:	\$ <u>116,050.00</u>
Proposed Match: Cash	\$ <u>3,250.00</u>
In-Kind/Donations:	\$ <u>5,000.00</u>
Total Project Budget:	\$ <u>124,300.00</u>

Applicant's authorized signature:



Name (please print): Arika Perry

Title: Executive Director

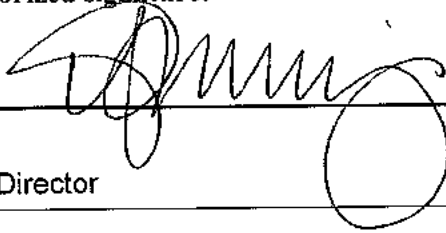
Date: February 26, 2020

I HAVE READ THE 2019-2020 CCCHP APPLICATION GRANTS MANUAL*

PLEASE NOTE—IF THIS PAGE IS NOT SIGNED, THE APPLICATION IS CONSIDERED INCOMPLETE, AND CANNOT MOVE FORWARD IN THE FUNDING PROCESS.

I HAVE READ THE GRANTS MANUAL AND COMPLETED THIS CCCHP APPLICATION FOR 2019-2020 AND CERTIFY THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Applicant's authorized signature:



Title: Executive Director

Name (please print): Arika Perry

Date: February 26, 2020

**Commission for Cultural Centers and
Historic Preservation
(CCCHP)
Grant Program**

Fiscal Year 2019-2020

St. Mary's Art Center

**Information,
Application Form
and
Instructions**

**Commission for Cultural Centers and Historic Preservation
CCCHP Grant Program
State Historic Preservation Office (SHPO)
901 South Stewart Street, Suite 5004
Carson City, NV 89701**



NEVADA

**STATE HISTORIC
PRESERVATION OFFICE**

CCCHP GRANT PROGRAM APPLICATION

2019

St. Mary's Art Center

CCCHP GRANT PROGRAM APPLICATION SUBMISSION CHECKLIST

- Have you answered all of the items in Part I- Application Cover Page?
- Have you signed Part I- Application Cover Page in blue or black ink?
- Have you answered all of the questions in Part II – Narrative Description? In five pages or less?
- Have you included a detailed budget Part III – Project Budget to convey your project proposal? Does it include an itemized lists or contractor quotes showing the breakdown of materials and labor costs for all proposed work items? If not, please contact the SHPO before submission concerning this item.
- Does the application have the required unaltered application cover pages?
- Have you addressed the packet correctly?

- Have you included the following required items in the correct order?
 - Part I – Application Cover Page.
 - Part II – Narrative Description.
 - Part III – Budget and one copy of your most recent audit report
(include with original, signed application).

- Have you labeled the photographs in your application (i.e., such as “west elevation facing west, first floor” or “Ground Floor Lobby facing east from front door” or you may choose to number the photos and include the detailed information in an attached photo log). Please include such information in pencil on the back of pictures or incorporate digital images into an electronic file such as Word?
 - Photographs of all exterior elevations with views, identified and oriented to a site plan.
 - Photographs of all major rooms and project rooms, labeled and keyed to a floor plan.

- Does your application include the following required information:
 - Your organization’s mission statement, history, and length of time established (required).

- A detailed report on current CCCHP grant status, as well as the outcome of previous CCCHP or CCA grants (required only if current or former grantee)?
- Have you included a current list (last three years) of all grants (regardless of source) and additional funding, including amounts the organization has or will receive (required)?
- Insurance policy for the building/facility (one copy only with original application). If no insurance policy is available, please state why and what efforts have been made to acquire coverage.
- A list of current board members for the organization (required).
- Resumes (two-page maximum) for all principal professionals involved in the planning, design and/or management of the proposed project (required).
- A copy of the organization's long-range plan including information on how frequently the plan is updated (required).
- A list of the organization's activities for the past fiscal year (ex. July 1, 2018 – June 30, 2019) (required).
- One copy of your latest audit (required). If no audit is available, please state why this document is not available.

CCCHP GRANT PROGRAM APPLICATION INSTRUCTIONS FOR PART II – NARRATIVE DESCRIPTION

In five pages or less, please answer the questions posed below. Number and answer the questions in order and identify each of your answers using bold headings. With all responses, be as specific as possible. Do not use general or vague statements. Give specific numbers or estimates wherever possible. Do not photocopy a previous year's application information. Be original and specific to this grant cycle.

1. Project Description.

- What building(s), prehistoric feature, historic feature, or culturally significant feature are you restoring/rehabilitating?
- What is the historical significance of the property?
- How do you propose to restore/rehabilitate it?
- Who will be doing the work?
- What is the timeline for the project?
- Who holds title to the property?

2. Building Use/Community Involvement

- How and by whom will the facility be used?
- Who will be responsible for management of the building and its programs/activities?
- How has the community been involved in your project?
- How will the community continue to be involved in your project?
- How will the community continue to be involved in the use of the building?
- How are your restoration/rehabilitation plans related to the uses of the building?
- What importance to tourism (cultural or otherwise) will the facility have?

3. Project Support/Financial

- What specific contributions (cash, land, labor, materials, etc.) your community and other sources have already made to the project?
- What grants and additional funding (last three years), including amounts, has the organization received or will receive for this project?
- What additional contributions are projected in order to complete the project?
- How will your facility sustain itself financially in the future?
- Please provide evidence that you can implement the project and maintain a viable program in the future.

4. Planning

- If your project includes planning, please describe the process.
- Who will participate in the planning?
- Who will coordinate it?
- How will the community be involved? *Please note that projects requesting funds for planning may be supported only if the planning is part of a construction project.*
- If your project is based on previous planning, please describe.

2020-2021 ST. MARY'S ART CENTER CCCHP GRANT APPLICATION

1. Project Description:

What buildings, prehistoric feature, historic feature, or culturally significant feature are you restoring/rehabilitating?

Front Porch and Entrance, Print Room, Chimney, East Windows, Original Outbuildings, ADA Ramp & Parking Access to the Building

What is the historical significance of the property?

St. Mary's Art Center originally, and continues, to be located in the former St. Marie Louise Hospital. The 1875 historical landmark property, originally a state of the art hospital during the Comstock Lode mining era, boasting gas lighting, sunlight and fresh air for healing, interior plumbing and other pioneering technologies and design philosophies. Bonanza King John Mackay and his wife Marie Louise Mackay donated the land, water services and some funding toward building the hospital along with fundraising and donations from the community.

The Daughters of Charity and Father Manogue of the St. Mary's in the Mountains Catholic Church and diocese built and managed the original hospital until 1898. This property is the last known historical property still standing within the United States led by the Daughters of Charity.

In 1898, the mining and resident population continued to decline and the Storey County Hospital was lost to fire, Storey County purchased the buildings, land and contents for \$5,000.00. It became the new County Hospital and operated as such until 1946. The last-born baby from the hospital still resides in Virginia City.

The property was closed to the public for nearly 20 years and fell into severe disrepair and certain elements lost, stolen or repurposed. In 1964, the property was saved from an uncertain future or demolition by Father Meinecke of St. Mary in the Mountains Church and Louise Curran, local artist and resident and turned into an art center dedicated to the arts and professional artists.

St. Mary's Art Center, in its own right, is a cultural and historical cornerstone and landmark of Virginia City, Nevada. The organization is a 501c3 organization initially established in 1964 and incorporated in 1973. The organization works diligently to preserve the property and provide a special place for artists to come and create. For more than five decades the property has been home to professional artists from all over the USA and world, holding retreats, workshops, classes and residencies.

It has continued to evolve over the 56 years into a highly regarded nonprofit organization and contributor to the arts and culture with art gallery exhibition space, arts learning space for all skill levels from children to professional artists, as well as artist residencies and presentations. It is also the home to a permanent museum historical exhibition, tours and many community cultural events and private special events.

How do you propose to restore/rehabilitate it?

The front porch area has poor pitch and water/snow shed which has resulted in cupping, significant leaking and mold into the print room located below the porch. The mold was mitigated in 2019, however the leaking and restoration of the Print Room were not able to be addressed due to budget limitations and timing.

Restoration/Rehabilitation Proposal, continued:

The proposed solution shims the existing decking where there is cupping and pooling of water, replacing portions or all of the decking (to be determined upon demolition and deeper investigation), installation of sturdy water barriers and refinishing the porch and stairs with new, more durable finishes to withstand the elements and traffic.

The front door entrance surround will be refinished to proper historical paint/wood finishes.

The Print Room, one of two classroom/studio spaces, will receive new drywall ceilings (existing were removed due to mold), electrical and lighting as required, returning the Print Room to working condition as a functioning classroom and studio space.

The windows, sills and door on the east side of the building are in severe disrepair from heavy sun and weather impact. Window seals are failing, wood is rotting and falling apart, glass panes are broken and storm windows are missing or damaged. The window frames and sills need to be restored and repainted, broken glass panes and missing storm windows replaced.

Two historical shed/outbuildings on the property are in severely deteriorated condition and are at significant risk of collapsing. This would be an unfortunate loss of historical buildings on the entire property. We propose to shore up the buildings from the inside and replace boards/finishes as required to protect these historical outbuildings while preserving as much of the historical wood and structure as possible.

There is no true ADA access or elevator on the property. We propose to study and build an ADA ramp at the north side of the building, leading to one or two new ADA parking spot(s) providing access to the 1st floor of the property. Access will allow visitors to enjoy a mixture of experiences including art exhibitions, kitchens, guest room, bathrooms, Print Room studio/classroom and Dark Room spaces. The proposed location is the only solution due to land boundaries, until an elevator is installed in future years.

The chimney of the building is suffering from loose bricks that are falling to the ground during high winds and rains. This puts our staff, guests and outside property at risk from falling debris. The bricks will be repointed and/or replaced to create structural integrity of the chimney and immediate roof area.

Who will be doing the work?

The majority of the work will be completed by a licensed general contractor with experience working on historical buildings. A small portion of the work not required under the general contractor, such as some painting, varnishing, caulking or minor trim repair, may be completed by our Caretakers, handyman or volunteers.

What is the timeline for the project?

We will begin the work as quickly upon award as possible, with a goal of July 2020, dependent upon the awarded contractor's schedule and our complex events calendar. Work will be phased to address critical areas first and those that may be accomplished without negative impact to our events/rental calendar. It is estimated the project will be completed within 12-13 months of start, with a large portion completed over the closed winter months (late December, 2020 - March, 2021).

Who holds title to the property?

Storey County

2. Building Use/Community Involvement

How and by whom will the facility be used?

Numerous individuals and organizations from artists, students, overnight guests, tourists and the community use this property in a myriad of ways:

- Art Classes, Workshops & Retreats for children, community and professional artists and writers
 - Imaginations Children's Art Program
 - Arts & Crafts Revival Art Program
 - Edible Art with Chef Pete Program
 - Additional Day Classes & Workshops (Photography, etc.)
 - Professional Arts and Crafts Retreats
- Seven Art Galleries with 3 Scheduled and Curated Exhibitions Annually
 - 2019 - Exhibited 44 Artists and Artisans in the Galleries
- Historical Exhibitions, Docent Led and Self-Guided Tours
- Individual School Tours
- Special Art & Fundraising Events: Art Receptions, Artist Talks, Holiday Faire and other Fundraising Events
- Community Events: Easter Egg Decorating & Hunt on the Lawn, Halloween Tricks, Treats & Art for Kids, Locally Led Classes, Music on the Lawn, etc.
- Private Property Rental for Special Events: Weddings, Business Retreats, Celebrations
- Office space for St. Mary's Art Center Staff

Who will be responsible for management of the building and its programs/activities?

The Executive Director of St. Mary's Art Center manages the overall business including budget, staff, restoration and improvement projects, grants, funding, community interactions and all arts programming. The Caretakers on-site manage the maintenance, cleaning and guest services during rentals and events.

How has the community been involved in your project?

Since 1964 the property has been home to various classes, workshops and retreats. In the 1990's programming expanded to include non-professional artists including children, adults and more. Local and regional visitors and tourists from all over the world attend events or take tours of the art galleries and exhibitions. Ongoing feedback and observation of the use and functionality of the building are communicated by guests and included in the planning and prioritization of projects. The community engages with us as artists and visitors but also as volunteers, donors and members of the art center.

How will the community continue to be involved in the use of the building?

The property will continue to welcome community, hosting art classes, workshops, retreats, rentals, gallery and historical tours, art events, community and special events such as Easter Egg Hunts on the Lawn, the annual Holiday Faire, Fundraisers, and more. Members, returning guests and artists, as well as new visitors will continue to enjoy our programming, property and services.

How are your restoration/rehabilitation plans related to the uses of the building?

The porch is the primary entrance to the building and a critical factor in the functionality and welcoming nature of the building. The Print Room, as one of only two classrooms, serves as a classroom and as a printmaking studio. The chimney, windows, doors and outbuilding work will allow for safer use of the buildings, property and protect the interiors and integrity of this historical location. An ADA ramp and parking will provide critical access to the 1st floor galleries, kitchens/reception space, a guest room, print/classroom and bathroom for those with accessibility improvement needs until a future elevator is installed.

What importance to tourism (cultural or otherwise) will the facility have?

Formerly a state of the art hospital and a present day cornerstone of Comstock history, this property is critical to the historical landmark district and history of Virginia City and Nevada. The historical and unique aspects of its history alone drive tourism. Tourists and locals alike visit this unique property and our historical museum and art exhibitions.

Further, the art galleries, classes, workshops, retreats and multiple special events drive art and cultural tourism for Virginia City and the arts community. The programming and unique nature of the property garners attendance of tourists and art lovers of all ages and from all over the world, year over year.

3. Project Support/Financial

What specific contributions (cash, land, labor, materials, etc.) your community and other sources have already made to the project?

\$28,019.99 has been contributed in match funding for the Limited Historical Structures Report, exterior design discussions and Print Room leak investigation and mold mitigation were completed via the 2017/18 and 2018/19 HPF grants with a Storey County and St. Mary's Art Center match. Storey County contributed \$65,469.99 and St. Mary's Art Center contributed \$10,000.00.

What grants and additional funding (last three years), including amounts, has the organization received or will receive for this project?

- SHPO/Storey County Subgrantee HPF Grant Program provided funding over the past two cycles:
 - Limited Historical Structures Report, Porch Railing & Roof Fascia/Soffit Restoration HPF Grant Funds - \$60,000.00 (\$28,019.99 in additional matching funds)
 - Balcony Restoration & Print Room Remediation - \$46,800.00 HPF Grant Funds (\$31,200.00 in additional matching funds)
 - Special Additional Storey County Project Funding for HPF Grant Balcony Restoration Project - \$18,300
- Storey County Special Project Funding Contribution Request for Proposed 2020/21 Project Work: \$16,250.00

How will your facility sustain itself financially in the future?

Through ongoing funding support by Storey County, tour and gallery viewing admissions, membership programs, special events revenue, art programming and sales, property rental revenue, fundraising, grants, donations and the dedication of the staff and board of trustees, the 501(c)3 will continue to manage the property, preservation efforts and drive programming as it has for 56 years.

Please provide evidence that you can implement the project and maintain a viable program in the future.

St. Mary's Art Center has been successful maintaining our property and programming since 1964. In addition, the Executive Director has over 16 years of extensive experience in Real Estate and Construction Project and Team Management for complex global projects, holds a Bachelor's Degree in Interior Architecture, from Kansas State Department of Architecture and is a professional artist. The blend of art, architecture and construction project management experience, and business experience are the perfect trifecta to match the needs of St. Mary's Art Center business and property management.

Additionally, the Board of Trustees has been a strong and passionate group of volunteers overseeing the strategic vision and execution of the programming, planning and execution efforts from the very beginning. These dedicated individuals continually engage in the overall vision of the organization and programming.

4. Planning

If your project includes planning, please describe the process.

Design and engineering solutions for the project will follow the Secretary of the Interior's Standards for the restoration work. There has been much discussion by Melvin Green & Associates (Engineer), St. Mary's Art Center Staff and Board, Storey County Community Relations Coordinator and contractors of solutions for the porch and print room challenges as part of previous Historical Structure Report development and strategic planning for the property. Design and engineering solutions and scope will be further developed and fine tuned by the contractor and Melvin Green & Associates, will be submitted for approval by the State Historic Preservation Office and the Comstock Historic District Commission prior to implementation.

Who will participate in the planning?

Coordination and planning will include the Storey County Community Relations Coordinator, Storey County Public Works, St. Mary's Art Center Staff, State Historic Preservation Office, Comstock Historic District Commission, Melvin Green & Associates (Engineer), and the selected General Contractor.

Who will coordinate it?

St. Mary's Art Center Executive Director, Arika Perry.

How will the community be involved? Please note that projects requesting funds for planning may be supported only if the planning is part of a construction project.

Community involvement in these particular projects will be limited as they are restoration of existing work and spaces.

If your project is based on previous planning, please describe.

In 2018, a Limited Historical Structures Report was completed by a historical engineer to assess the condition of the property and generate a priority list of rehabilitation and restoration projects. This was conducted with SHPO, Storey County, Collins Construction and St. Mary's Art Center involvement in the process.

In addition to answering the above, please include the following supplemental material in the following order:

1. Photographs of all exterior elevations with views, identified and keyed to a site plan; and
2. Photographs of all major rooms and project rooms, labeled and keyed to a floor plan; and
3. Organization's mission statement, including length of time established, and history; and
4. A detailed report on current CCCHP grant status (if applicable), as well as the outcome of previous CCCHP or CCA grants (if applicable); and
5. An insurance policy for the building/facility (one copy only); and
6. A list of current board members for the organization (required); and
7. Resumes (maximum two pages per resume) for all principal professionals involved in the planning, design and/or management of the proposed project (required); and
8. A copy of the organization's long-range plan including information on how frequently the plan is updated (required); and
9. A list of the organization's activities for the past fiscal year (ex. July 1, 2018 – June 30, 2019) or calendar year, if applicable.

If any of the above supplemental items are missing, not applicable, or unavailable at the time of submission, please submit a substitute page for the item. On this page, indicate the name of the item, the page it is substituted for, and the reason why this item is not being included in the application. For example, "Organization Long-Range Plan" "Reason: Severely outdated; currently being revised."

If you wish to submit additional attachments, such as feasibility studies, architectural drawings, large-sized photographs, contractor bids, etc., please include one copy only for Commission review. Submit these oversized attachments separately from the application packet. If you wish these materials returned, please make specific arrangements with SHPO staff. Neither the SHPO nor the Commission will be responsible for the condition of materials upon return, although all reasonable care will be taken. Please note that not all material can or will be returned, particularly if it is needed for the agency record.

Applicants should be aware that the Commission must be notified at any point during the grant process if there are fundamental changes in programming or to the structure of its organization. The Commission may withhold or withdraw funds should those changes not meet the approval of the Commission.

There should be strong evidence of extensive community involvement and quality planning in your

project from inception through design of programs and final use. Such evidence could include ongoing participation by the community, how the facility is to be managed, and previous experience of the applicant in organizational operation and programming.

This section must also contain specific information on the historical significance of the property, the depth and range of community support for both the actual building rehabilitation, and plans for the future operation of the facility. Evidence of carefully planned and executed local fundraising is important, as is the ability to forecast future financial support from earned and/or contributed revenues. In some cases, emergencies or other issues may preclude the expected extensive planning. Applicants for such projects are encouraged to complete as much planning as possible. Applicants are encouraged to use professional consultants for planning and/or completion of projects.

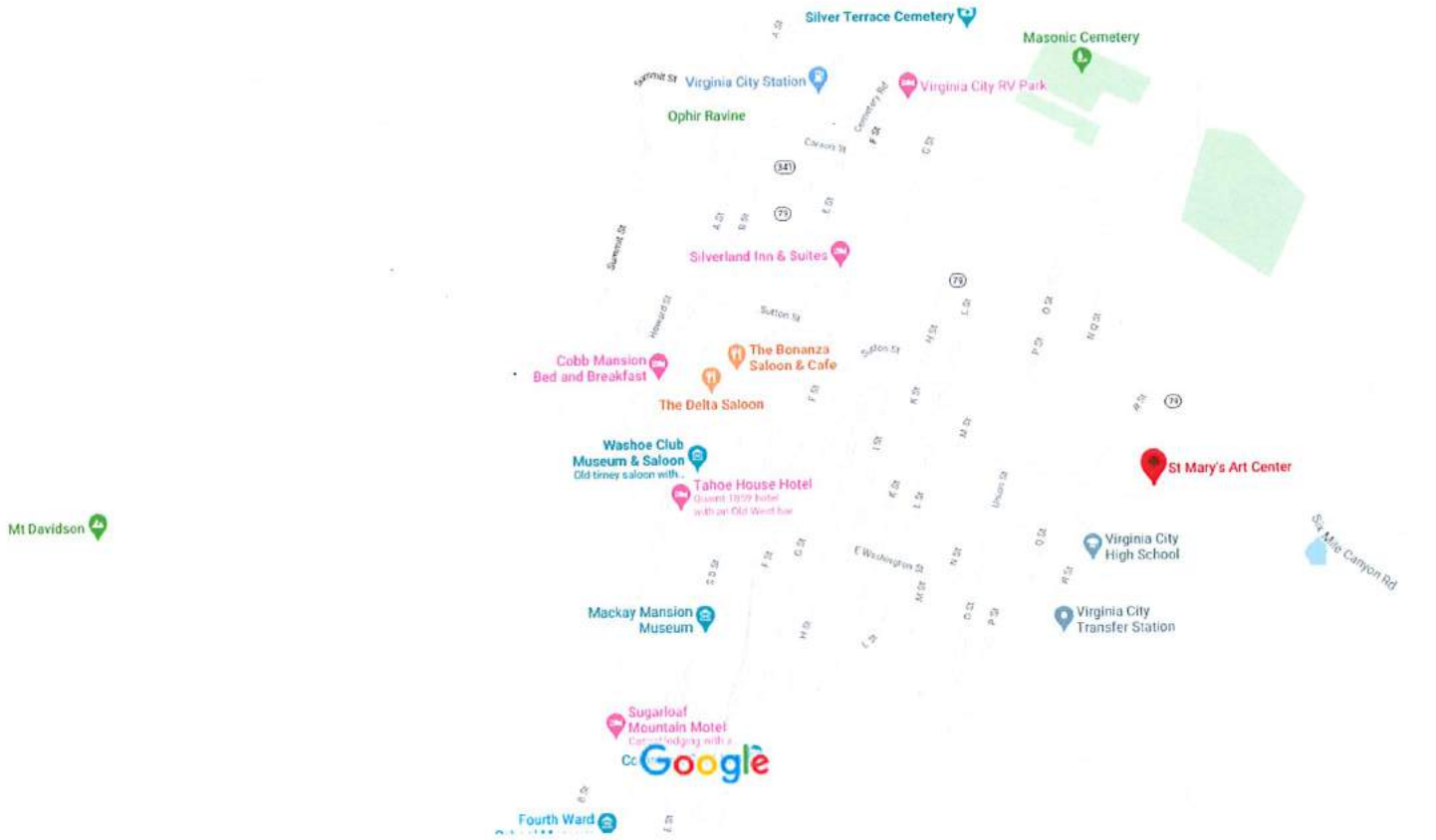
This section is vital to providing the Commission with a complete understanding of your organization, your project, and resources available.

Please do not include any proprietary or confidential information when submitting your application. The application process is a public process and as such, all submitted documentation is available to the public upon request.

SUPPLEMENTAL MATERIAL:

1. Photographs of all exterior elevations with views, identified and keyed to a site plan

Google Maps St Mary's Art Center



Map data ©2020 500 ft 



St Mary's Art Center

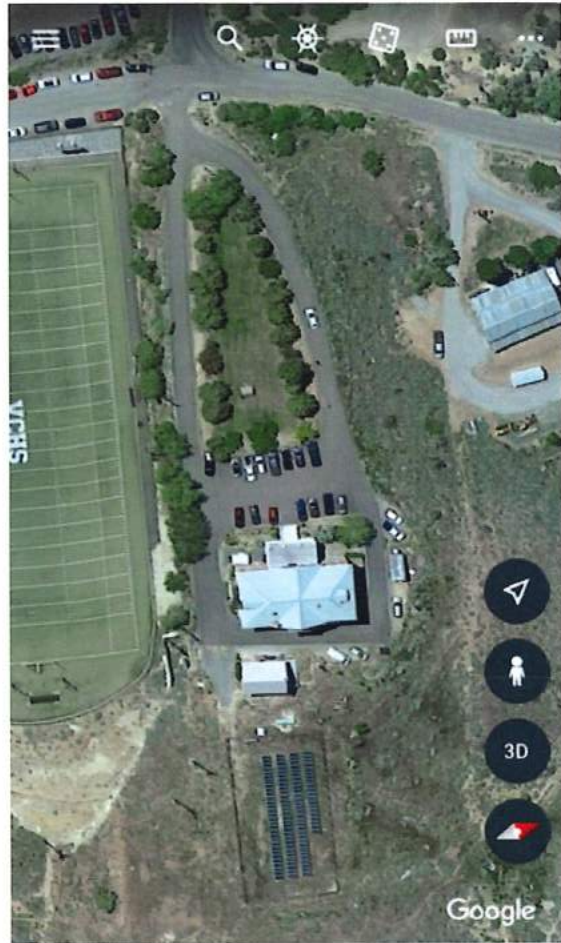
5.0 ★★★★★ (4)

Art center

EXTERIOR PHOTOGRAPHS

Location:

55 North R Street
Virginia City, NV 89440



Historical Reference Photos:



Note Outbuildings to left and left of center of main building



Site Plan/Map:

North



W

E

South

Main Building:

North Elevation:
(1)



East Elevation:
(2)



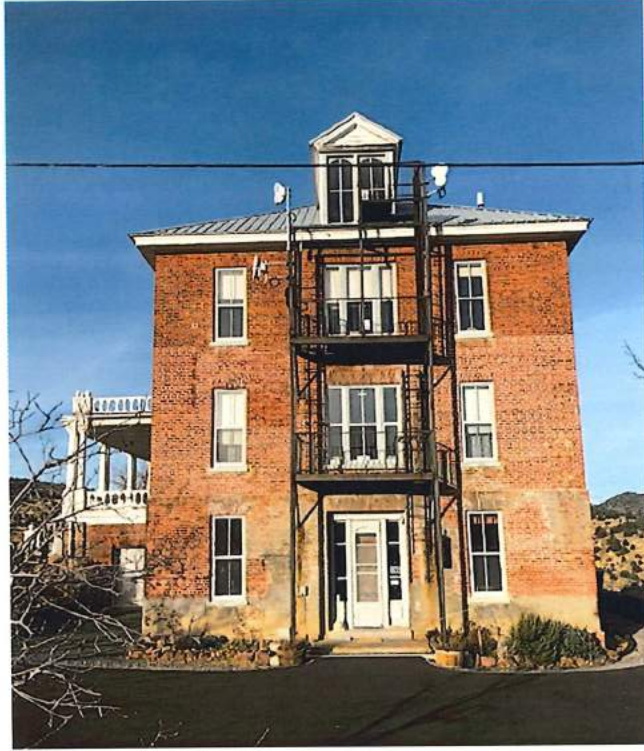
Window Damage Examples - East Elevation:
(2)



(12)



South Elevation:
(3)



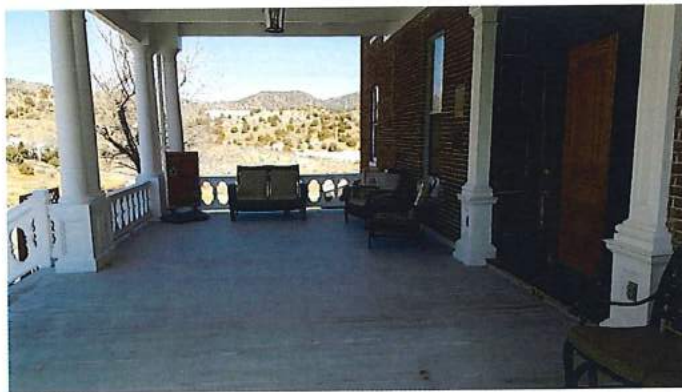
West Elevation:
(4)



West Elevation Front Entrance:
(5)



Front Porch (Main Level):
(5)



Outbuilding #1:
(6)

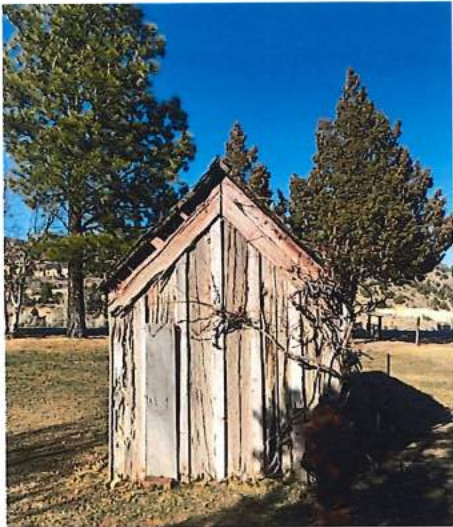
North Elevation:



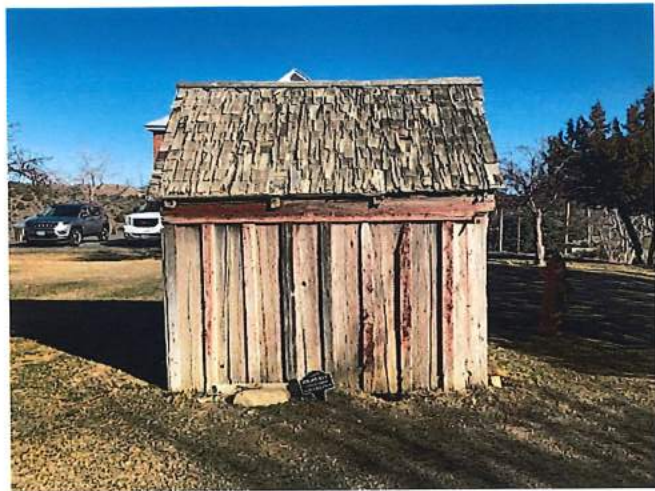
East Elevation:



South Elevation:

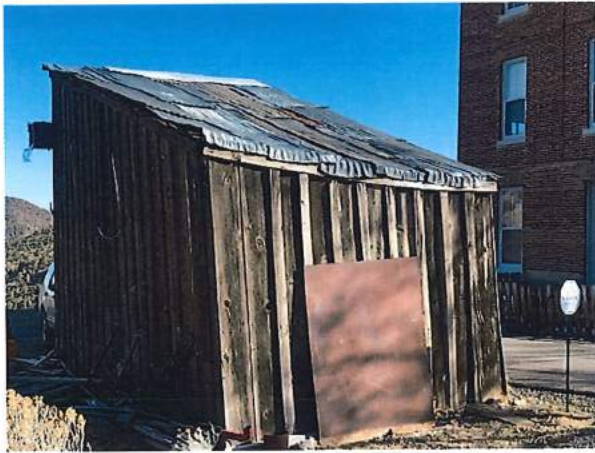


West Elevation:

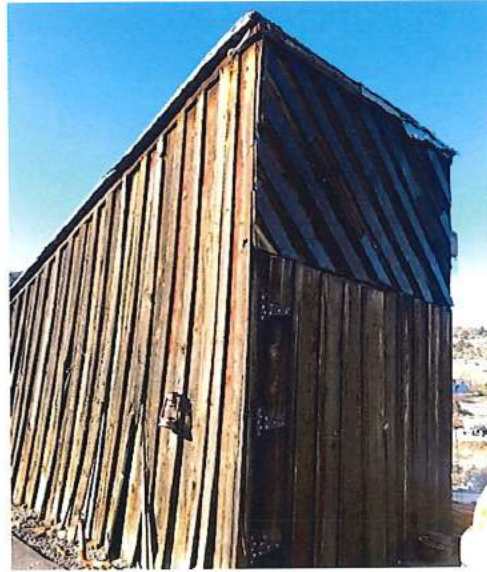


Outbuilding #2:
(7)

North and East Elevations:



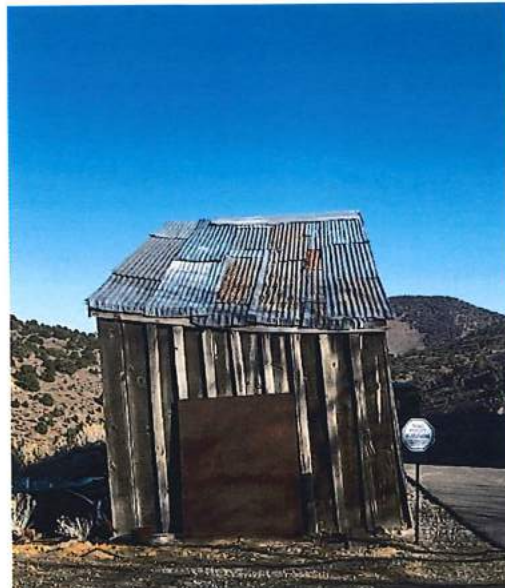
South and West Elevations:



South Elevation:



East Elevation:



Cottage (Not Part of Project):
(8)

East and South Elevations:



North Elevation:

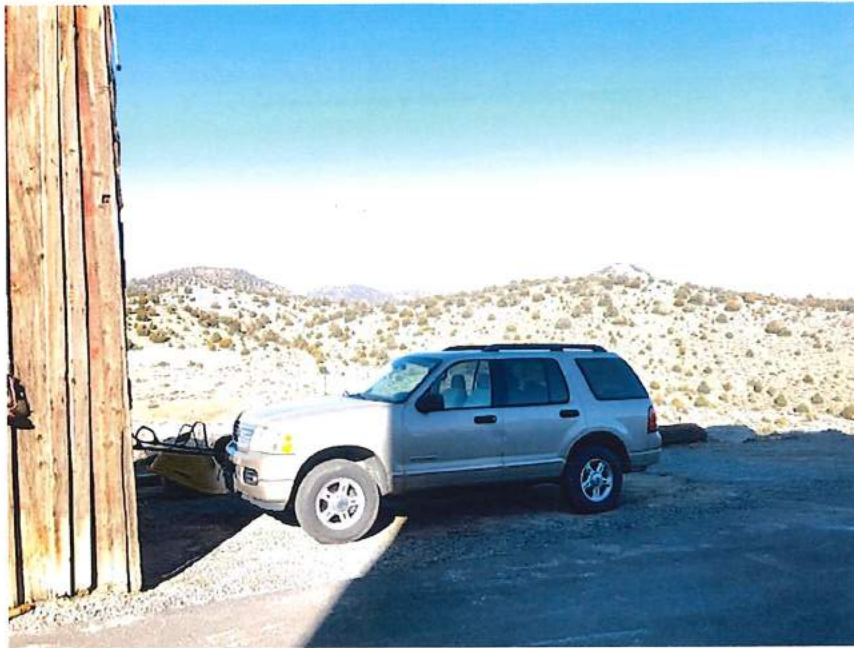


PROPOSED WORK AREAS:
(9)

Proposed ADA Ramp Location (North Elevation):



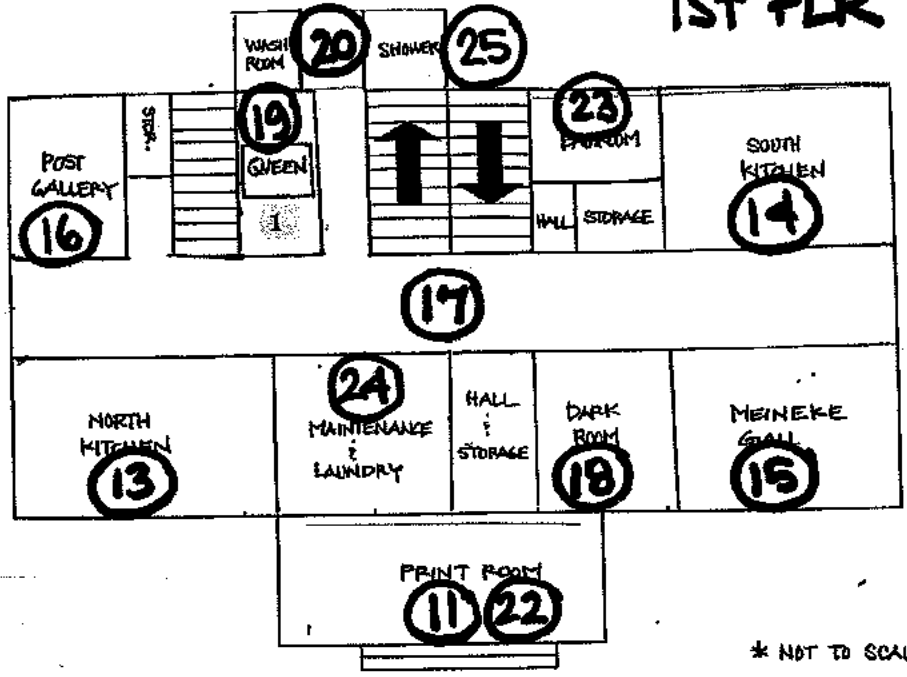
Proposed ADA Parking Location (Next to Out Building #2):
(9, left & 10, right)



2. Photographs of all major rooms and project rooms, labeled and keyed to a floor plan

R N

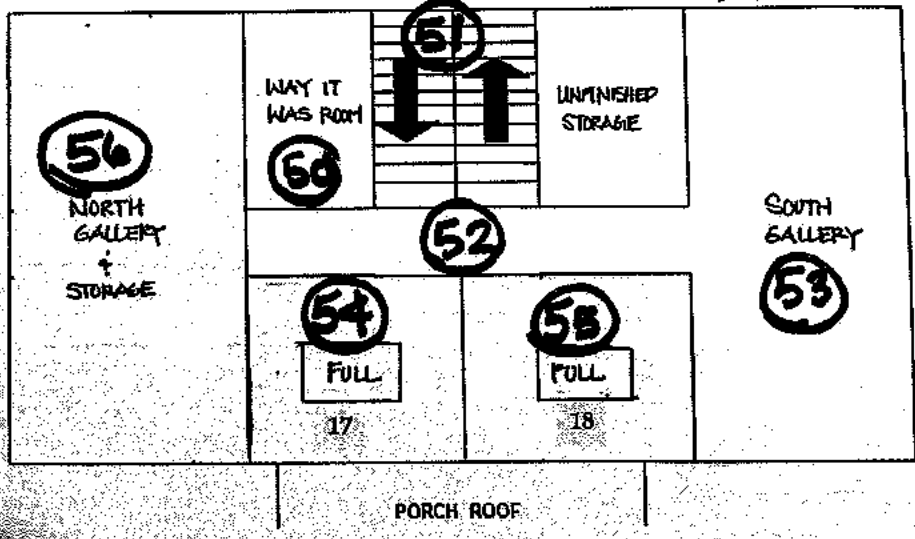
1ST FLR

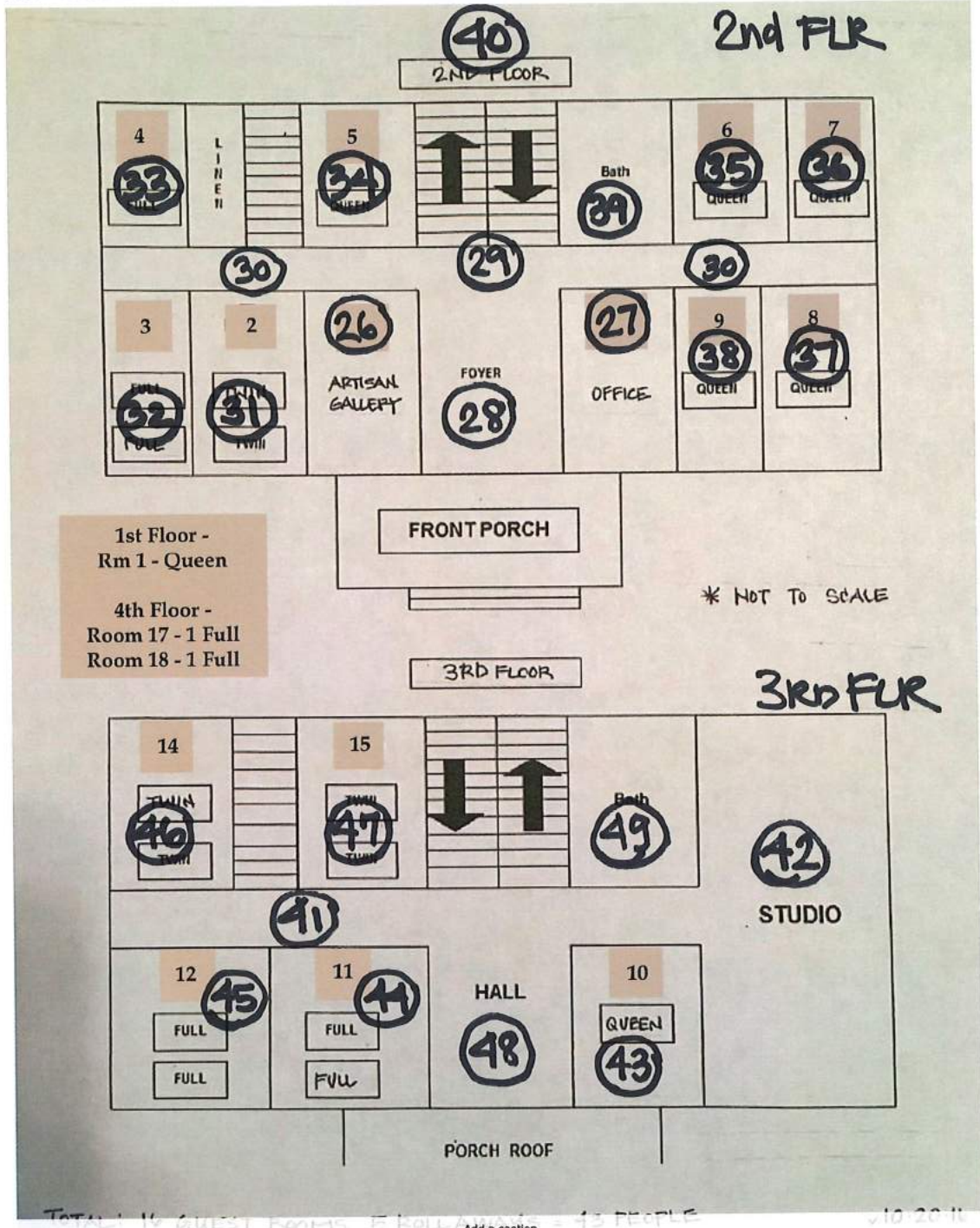


* NOT TO SCALE

4TH FLOOR

4TH FLR





Print Room Leak and Drywall Damage:
(11)



INTERIOR PHOTOS

1st Floor:

North Kitchen:
(13)



South Kitchen:
(14)



Meinecke Gallery:
(15)



Post Gallery:
(16)



Van Bokkelen Gallery:
(17)



Dark Room:
(18)



Guest Room 1:
(19)



1st Floor Full Bathroom:
(20)



Print Room:
(22)

Previous (pre-ceiling demolition):



Print Room:
Present Day
(22)



1st Floor Half Bathroom:
(23)



Maintenance/Laundry Room:
(24)



Stairwell Bathroom Between 1st & 2nd Floors:
(25)



2nd Floor:

Artisan Gallery:
(26)



Office:
(27)



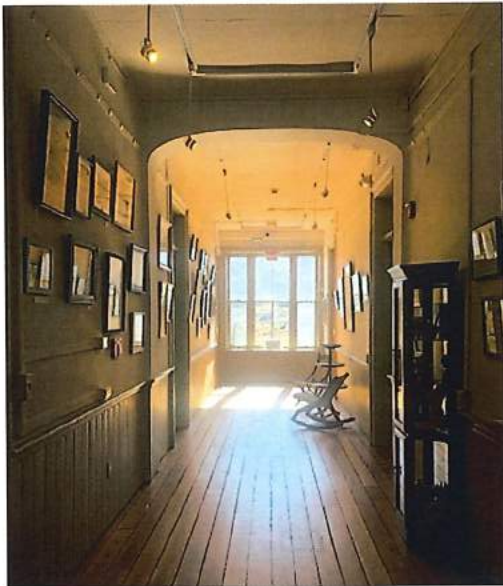
Front Entry:
(28)



Main Stairwell:
(29)



Historical Exhibition/Gallery:
(30)



Guest Room 2:
(31)



Guest Room 3:
(32)



Guest Room 4:
(33)



Guest Room 5:
(34)



Guest Room 6:
(35)



Guest Room 7:
(36)



Guest Room 8:
(37)



Guest Room 9:
(38)



2nd Floor Bathroom:
(39)



Stairwell Bathroom Between 2nd and 3rd Floors:
(40)



3rd Floor:

Arts Nevada Gallery:
(41)



Art Studio:
(42)



Guest Room 10:
(43)



Guest Room 11:
(44)



Guest Room 12:
(45)



(No Guest Room 13 exists)

Guest Room 14:
(46)



Guest Room 15:
(47)



Balcony Vestibule:
(48)



3rd Floor Bathroom:
(49)



4th Floor:

Way It Was Room:
(50)



4th Floor Stair Landing:
(51)



Louise Curran 4th Floor Galleries:
(52)



(53)



Guest Room 16:
(54)



Guest Room 17:
(55)



Storey County IT Office (Future Lecture Hall):
(56)



End of Photos

3. Organization's mission statement, including length of time established, and history

Building Construction: 1875, opened 1876

St. Mary's Art Center: Established in 1964, Incorporated in 1973

Operating: 56 Years

The property was originally built as a pioneering and state of the art hospital during the Comstock Lode days. Bonanza King John Mackay, and his wife Marie Louise Mackay, donated the land to the St. Mary In the Mountains Church. The church and community raised the remaining funds to furnish the hospital. The Daughters of Charity managed the hospital until 1898 when it was purchased by Storey County. It operated as Storey County hospital until 1946 when it was closed due to a dwindling population.

In the early 1960's the county considered salvaging the building for bricks, selling the property to a private buyer to become a museum and other alternatives. Father Patrick Meinecke of St. Mary In The Mountains Church, and local artist and resident Louise Curran, stepped in and proposed the building be saved and turned into an art center. The county approved this plan and Louise Curran became the first Director.

The Art Center has operated for 56 years within this historical location and worked diligently to restore the property. St. Mary's has been home to hundreds of professional and community art retreats, classes and workshops since 1964 and is a historically recognized and established organization in its own right. The property was dedicated to professional artists until the 1990's when it was opened to the public and the programming expanded. Today, we offer all levels of art instruction and collaboration from children to adults, special events, art exhibitions and receptions, community events, private rentals and more. Instructors, Students, Guests and Tourists travel from all over the area and world to visit this amazing historical landmark and art center.

Mission Statement:

"To build upon our art and cultural achievement by nurturing and supporting artists, strengthening existing cultural programs throughout the region and introducing new ventures that will enable us to continue as a vibrant arts destination with strong links to our unique history."

4. Report of CCCHP Grant Status and Outcome of Previous CCCHP or CCA grants

CCCHP/CCA Total Grants Awarded: \$1,153,378.89

2014 - Emergency Boiler Replacement and Installation - \$61,000 - completed

2009 - Fire Escape Reconstruction and Window Rehabilitation - \$122,000 - completed

2008 - Window Rehabilitation - \$150,000 - completed

2006 - Design and Construction of Fire Sprinkler System and Riser Room - \$188,000 - completed

2005 - Construction of ADA Bathroom, Overhaul Boiler System - \$262,201 - completed

2005 - Construction of 2 ADA Bathrooms/Plumbing Upgrades - \$135,000 - completed

2003 - Installation of 2nd Hot Water Boiler, Staircase Restoration, Heating Pipe Covering, Radiator Installation, Metal Roofing - \$58,466.89 - completed

2001 - Heating System Installation - \$70,000 - completed

2000 - Heating System Electrical Upgrade and Roof Insulation - \$72,810 - completed

5. An insurance policy for the building/facility

- Attached



PHILADELPHIA INSURANCE COMPANIES

A Member of the Tokio Marine Group

One Bala Plaza, Suite 100, Bala Cynwyd, Pennsylvania 19004
610.617.7900 • Fax 610.617.7940 • PHL.Y.com

02/26/2019

St. Mary's Art Center, Inc.
PO Box 396
Virginia City, NV 89440-0396

Re: PHPK1947627

Dear Valued Customer:

Thank you very much for choosing Philadelphia Indemnity Insurance Company for your insurance needs. Our first class customer service, national presence and A++ (Superior) A. M. Best financial strength rating have made us the selection by over 550,000 policyholders nationwide. I realize you have a choice in insurance companies and truly appreciate your business.

I wish you much success this year and look forward to building a mutually beneficial business partnership which will prosper for years to come. Welcome to PHL.Y and please visit PHLY.com to learn more about our Company!

Sincerely,

Robert D. O'Leary Jr.
President & CEO
Philadelphia Insurance Companies

RDO/sm



Philadelphia Indemnity Insurance Company
COMMON POLICY DECLARATIONS

Policy Number: PHPK1947627

Named Insured and Mailing Address:

St. Mary's Art Center, Inc.
PO Box 396
Virginia City, NV 89440-0396

Producer: 4601

A AND H INSURANCE INC.
3301 SOUTH VIRGINIA SUITE 201
P. O. BOX 7340
RENO, NV 89510

(775)829-2600

at 12:01 A.M. Standard Time at your mailing
address shown above.

Policy Period From: 04/20/2019 **To:** 04/20/2020

Business Description: Non Profit Organization

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.

THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS INDICATED. THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.

	PREMIUM
Commercial Property Coverage Part	507.00
Commercial General Liability Coverage Part	2,842.00
Commercial Crime Coverage Part	
Commercial Inland Marine Coverage Part	
Commercial Auto Coverage Part	
Businessowners	
Workers Compensation	

Total \$ **3,349.00**

Total Includes Federal Terrorism Risk Insurance Act Coverage **17.00**

FORM (S) AND ENDORSEMENT (S) MADE A PART OF THIS POLICY AT THE TIME OF ISSUE
Refer To Forms Schedule

*Omits applicable Forms and Endorsements if shown in specific Coverage Part/Coverage Form Declarations

CPD- PIIC (06/14)

Secretary

President and CEO

Philadelphia Indemnity Insurance Company

Form Schedule – Policy

Policy Number: PHPK1947627

Forms and Endorsements applying to this Coverage Part and made a part of this policy at time of issue:

Form	Edition	Description
WHY MyPHLY	0000	WHY MyPHLY?
CSNotice-1	0818	Making Things Easier
BJP-190-1	1298	Commercial Lines Policy Jacket
PI-REINS-NOTICE 1	0318	Notice Reinstatement Fee
PP2015	0615	Privacy Policy Notice
CPD-PIIC	0614	Common Policy Declarations
Location Schedule	0100	Location Schedule
PI-BELL-1	1109	Bell Endorsement
PI-CME-1	1009	Crisis Management Enhancement Endorsement
IL0017	1198	Common Policy Conditions
IL0021	0908	Nuclear Energy Liability Exclusion Endorsement
IL0110	0907	Nevada Chgs - Concealment, Misrepresentation or Fraud
IL0115	0110	Nevada Changes - Domestic Partnership
IL0251	0907	Nevada Changes - Cancellation and Nonrenewal
IL0952	0115	Cap On Losses From Certified Acts Of Terrorism
PI-ARB-1 NV	0214	Nevada - Removal Of Mandatory Arbitration
PI-TER-DN1	0115	Disclosure Notice Of Terrorism Ins Coverage Rejection

Philadelphia Indemnity Insurance Company

Locations Schedule

Policy Number: PHPK1947627

Premis. No.	Bldg. No.	Address
0001	0001	55 N R St Virginia City, NV 89440
0001	0002	55 N R St Virginia City, NV 89440

Philadelphia Indemnity Insurance Company

COMMERCIAL PROPERTY COVERAGE PART DECLARATIONS

Policy Number: PHPK1947627
 Named Insured: St. Mary's Art Center, Inc.

See Supplemental Schedule Agent # 4601

BUSINESS DESCRIPTION: Non Profit Organization

DESCRIPTION OF PREMISES:

Prem. No.	Bldg. No.	Location, Fire Protection/Construction and Occupancy
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SEE SCHEDULE ATTACHED

COVERAGES PROVIDED: Insurance at the described premises applies only for coverages for which a limit of insurance is shown or for which an entry is made.

Prem. No.	Bldg. No.	Coverage	Limit of Insurance	Causes of Loss Form (1)	Coinsurance(2)	Deductible
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SEE SCHEDULE ATTACHED

OPTIONAL COVERAGES:

Prem. No.	Bldg. No.	Coverage	Amount	Agreed Value Expiration Date	Replacement Cost Incl. Stock	Inflation Guard
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SEE SCHEDULE ATTACHED

OPTIONAL COVERAGES: APPLIES TO BUSINESS INCOME ONLY

Prem. No.	Bldg. No.	Agreed Value Date	Agreed Value Amount	Monthly Limit of Indemnity (Fraction)	Maximum Period of Indemnity	Extended Period of Indemnity (Days)
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SEE SCHEDULE ATTACHED

DEDUCTIBLE:

SEE SCHEDULE ATTACHED

MORTGAGE HOLDERS:

Refer To Mortgagee/Loss Payee Schedule

FORM(S) AND ENDORSEMENT(S) APPLICABLE TO THIS COVERAGE PART:

Refer To Forms Schedule

TOTAL PREMIUM FOR THIS COVERAGE PART \$ 507.00

(1) EQ (if shown) = Earthquake (2) Coinsurance %, Extra Expense %, Limits on Loss Payment or Value Reporting Form Symbol

_____ Countersignature Date	_____ Authorized Representative
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Philadelphia Indemnity Insurance Company

Form Schedule – Property

Policy Number: PHPK1947627

Forms and Endorsements applying to this Coverage Part and made a part of this policy at time of issue:

FORMS APPLICABLE TO ALL PREMISES AND COVERAGES

Form	Edition	Description
CP P 003	0706	Excl of Loss Due to Virus or Bacteria Advisory Notice
Property Dec	0100	Property Declarations
Property Schedule	0100	Property Supplemental Schedule
CP0090	0788	Commercial Property Conditions
CP0140	0706	Exclusion Of Loss Due To Virus Or Bacteria
CP1032	0808	Water Exclusion Endorsement

FORMS APPLICABLE TO SPECIFIC PREMISES AND COVERAGES

Form	Edition	Description
CP0010	0607	Building and Personal Property Coverage Form
NV PREMS 001 BLDG 001		BUSINESS PERS PROPERTY
		PERS PROP IMPR & BETTERMENTS
NV PREMS 001 BLDG 002		BUSINESS PERS PROPERTY
CP0030	0607	Business Income (And Extra Expense) Coverage Form
CP1030	0607	Causes of Loss - Special Form
NV PREMS 001 BLDG 001		BUSINESS PERS PROPERTY
		PERS PROP IMPR & BETTERMENTS
NV PREMS 001 BLDG 002		BUSINESS PERS PROPERTY
PI-EPE-HS	0609	Elite Property Enhancement: Human Services
PI-NP-007	0401	Loss of Income Due to Workplace Violence

Philadelphia Indemnity Insurance Company

COMMERCIAL PROPERTY COVERAGE PART SUPPLEMENTAL SCHEDULE

Policy Number: PHPK1947627

Named Insured: St. Mary's Art Center, Inc.

Agent # 4601

DESCRIPTION OF PREMISES:

Prem. No.	Bldg. No.	Location, Fire Protection/Construction and Occupancy
0001	001	55 N R St Virginia City, NV 89440 COMMUNITY REC FAC-N/OP GOV AGY PC 03 JOISTED MASONRY
0001	001	55 N R St Virginia City, NV 89440 ALL PROP IN OPEN-METAL/NON-COM PC 03 JOISTED MASONRY

COVERAGES PROVIDED: Insurance at the described premises applies only for coverages for which a limit of insurance is shown or for which an entry is made.

Prem. No.	Bldg. No.	Coverage	Limit of Insurance	Causes of (1) Loss Form	Coinsurance(2)	Deductible
0001	001	BUSINESS PERS PROPERTY	50,000	SPECIAL	90%	1,000
0001	001	PERS PROP IMPR & BETTERMENTS	90,000	SPECIAL	90%	1,000

OPTIONAL COVERAGES:

Prem. No.	Bldg. No.	Coverage	Agreed Value Amount	Expiration Date	Replacement Cost Incl. Stock	Inflation Guard
0001	001	BUSINESS PERS PROPERTY			(X) (X)	
0001	001	PERS PROP IMPR & BETTERMENTS			(X) (X)	

OPTIONAL COVERAGES: APPLIES TO BUSINESS INCOME ONLY

Prem. No.	Bldg. No.	Agreed Value Date	Agreed Value Amount	Monthly Limit of Indemnity(Fraction)	Maximum Period of Indemnity	Extended Period of Indemnity (Days)
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Deductible Exceptions:

(1) EQ (if shown) = Earthquake

(2) Coinsurance %, Extra Expense %, Limits on Loss Payment or Value Reporting Form Symbol

(5) 10% or \$5,000 minimum

Philadelphia Indemnity Insurance Company

COMMERCIAL PROPERTY COVERAGE PART SUPPLEMENTAL SCHEDULE

Policy Number: PHPK1947627

Named Insured: St. Mary's Art Center, Inc.

Agent # 4601

DESCRIPTION OF PREMISES:

Prem. No.	Bldg. No.	Location, Fire Protection/Construction and Occupancy
0001	002	55 N R St Virginia City, NV 89440 DWELLINGS IN CONJUNC W/CLM PC 03 JOISTED MASONRY

COVERAGES PROVIDED: Insurance at the described premises applies only for coverages for which a limit of insurance is shown or for which an entry is made.

Prem. No.	Bldg. No.	Coverage	Limit of Insurance	Causes of (1) Loss Form	Coinsurance(2)	Deductible
0001	002	BUSINESS PERS PROPERTY PROPERTY ELITE	5,000	SPECIAL	90%	1,000

OPTIONAL COVERAGES:

Prem. No.	Bldg. No.	Coverage	Agreed Value Amount	Agreed Value Expiration Date	Replacement Cost Incl. Stock (X)	Inflation Guard
0001	002	BUSINESS PERS PROPERTY			(X)	(X)

OPTIONAL COVERAGES: APPLIES TO BUSINESS INCOME ONLY

Prem. No.	Bldg. No.	Agreed Value Date	Agreed Value Amount	Monthly Limit of Indemnity(Fraction)	Maximum Period of Indemnity	Extended Period of Indemnity (Days)
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Deductible Exceptions:

(1) EQ (if shown) = Earthquake

(2) Coinsurance %, Extra Expense %, Limits on Loss Payment or Value Reporting Form Symbol

(5) 10% or \$5,000 minimum

Philadelphia Indemnity Insurance Company

COMMERCIAL GENERAL LIABILITY COVERAGE PART DECLARATIONS

Policy Number: PHPK1947627

Agent # 4601

See Supplemental Schedule

LIMITS OF INSURANCE

\$	2,000,000	General Aggregate Limit (Other Than Products – Completed Operations)
\$	2,000,000	Products/Completed Operations Aggregate Limit
\$	1,000,000	Personal and Advertising Injury Limit (Any One Person or Organization)
\$	1,000,000	Each Occurrence Limit
\$	100,000	Rented To You Limit (Any One Premises)
\$	5,000	Medical Expense Limit (Any One Person)

FORM OF BUSINESS: NON PROFIT ORGANIZATION

Business Description: Non Profit Organization

Location of All Premises You Own, Rent or Occupy: **SEE SCHEDULE ATTACHED**

AUDIT PERIOD, ANNUAL, UNLESS OTHERWISE STATED: This policy is not subject to premium audit.

Classifications	Code No.	Premium Basis	Rates		Advance Premiums	
			Prem./ Ops.	Prod./ Comp. Ops	Prem./ Ops.	Prod./ Comp. Ops.
SEE SCHEDULE ATTACHED						
TOTAL PREMIUM FOR THIS COVERAGE PART:					\$ 2,838.00	\$ 4.00

RETROACTIVE DATE (CG 00 02 ONLY)

This insurance does not apply to "Bodily Injury", "Property Damage", or "Personal and Advertising Injury" which occurs before the retroactive date, if any, shown below.

Retroactive Date: NONE

FORM (S) AND ENDORSEMENT (S) APPLICABLE TO THIS COVERAGE PART: Refer To Forms Schedule

Countersignature Date

Authorized Representative

Philadelphia Indemnity Insurance Company

Form Schedule – General Liability

Policy Number: PHPK1947627

Forms and Endorsements applying to this Coverage Part and made a part of this policy at time of issue:

Form	Edition	Description
Gen Liab Dec	1004	Commercial General Liability Coverage Part Declaration
Gen Liab Schedule	0100	General Liability Schedule
CG0001	0413	Commercial General Liability Coverage Form
CG2106	0514	Excl-Access/Disclosure-With Ltd Bodily Injury Except
CG2147	1207	Employment-Related Practices Exclusion
CG2167	1204	Fungi or Bacteria Exclusion
CG2170	0115	Cap On Losses From Certified Acts Of Terrorism
CG2230	0798	Exclusion - Corporal Punishment
CG2402	1204	Binding Arbitration
PI-GL-001	0894	Exclusion - Lead Liability
PI-GL-002	0894	Exclusion - Asbestos Liability
PI-GLD-HS	1011	General Liability Deluxe Endorsement: Human Services
PI-SAM-006	0117	Abuse Or Molestation Exclusion
PI-SE-001	1205	Fund Raising Events Endorsement

Philadelphia Indemnity Insurance Company
COMMERCIAL GENERAL LIABILITY COVERAGE PART
SUPPLEMENTAL SCHEDULE

Policy Number: PHPK1947627

Agent # 4601

Classifications	Code No.	Premium Basis	Rates		Advance Premiums	
			Prem./ Ops.	Prod./ Comp. Ops.	Prem./ Ops.	Prod./ Comp. Ops.
NV PREM NO. 001 SCHOOL-TRADE/VOCATIONAL PROD/COMP OP SUBJ TO GEN AGG LIMIT	47474	60 STUDENT	20.505	INCL	1,235	INCL
NV PREM NO. 001 BOARDING/ROOMING HOUSE PROD/COMP OP SUBJ TO GEN AGG LIMIT	61000	16 UNIT	64.714	INCL	1,039	INCL
NV PREM NO. 001 GIFT SHOP-NFP	13507	5,000 GROSS SALES	4.885	0.696	25	4
NV PREM NO. 001 DWELLING-1 FAM (LESSOR'S RISK) PROD/COMP OP SUBJ TO GEN AGG LIMIT	63010	1 DWELLING	105.213	INCL	106	INCL
NV PREM NO. 001 HALL-NFP PROD/COMP OP SUBJ TO GEN AGG LIMIT	44277	2,000 AREA	87.528	INCL	176	INCL
NV LIABILITY DELUXE	44444				257	

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**BELL ENDORSEMENT**

A Member of the Tokio Marine Group

One Bala Plaza, Suite 100
 Bala Cynwyd, Pennsylvania 19004
 610.617.7900 Fax 610.617.7940
 PHLI.com

Unless otherwise stated herein, the terms, conditions, exclusions and other limitations set forth in this endorsement are solely applicable to coverage afforded by this endorsement, and the policy is amended as follows:

I. SCHEDULE OF ADDITIONAL COVERAGES AND LIMITS

The following is a summary of Limits of Liability or Limits of Insurance and/or additional coverages provided by this endorsement. This endorsement is subject to the provisions of the policy to which it is attached.

COVERAGE	LIMITS OF INSURANCE
Business Travel Accident Benefit	\$50,000
Conference Cancellation	\$25,000
Donation Assurance	\$50,000
Emergency Real Estate Consulting Fee	\$50,000
Fundraising Event Blackout	\$25,000
Identity Theft Expense	\$50,000
Image Restoration and Counseling	\$50,000
Key Individual Replacement Expenses	\$50,000
Kidnap Expense	\$50,000
Political Unrest	\$5,000 per employee: \$25,000 policy limit
Temporary Meeting Space Reimbursement	\$25,000
Terrorism Travel Reimbursement	\$50,000
Travel Delay Reimbursement	\$1,500
Workplace Violence Counseling	\$50,000

II. CONDITIONS

A. Applicability of Coverage

Coverage provided by your policy and any endorsements attached thereto is amended by this endorsement where applicable.

B. Limits of Liability or Limits of Insurance

1. When coverage is provided by this endorsement and another coverage form or endorsement attached to this policy, the greater limits of liability or limits of insurance will apply. In no instance will multiple limits apply to coverages which may be duplicated within this policy. Additionally, if this policy and any other coverage part or policy issued to you by us, or any company affiliated with us, apply to the same occurrence, offense, wrongful act, accident or loss, the maximum limits of liability or limits of insurance under all such coverage parts or policies combined shall not exceed the highest applicable limits of liability or limits of insurance under any one coverage part or policy.
2. Limits of liability or limits of insurance identified in Section I. **SCHEDULE OF ADDITIONAL COVERAGES AND LIMITS** above are not excess of, but are in addition to the applicable Limits of Liability or Limits of Insurance stated in the Declarations.

C. Claim Expenses

Coverages provided herein are not applicable to the generation of claim adjustment costs by you; such as fees you may incur by retaining a public adjuster or appraiser.

III. ADDITIONAL COVERAGES

A. Business Travel Accident Benefit

We will pay a Business Travel Accident Benefit to the insured if a director or officer suffers injury or death while traveling on a common carrier for your business during the policy period.

For the purpose of Business Travel Accident Benefit coverage, injury means:

1. Physical damage to the body caused by violence, fracture, or an accident that results in loss of life not later than one hundred eighty (180) days after the policy expiration, the date of cancellation or the date of non-renewal;
2. Accidental loss of limbs or multiple fingers;
3. Total loss of sight, speech or hearing.

The limit of insurance for this coverage is \$50,000 per policy period for all insureds combined. No deductible applies to this coverage.

The Business Travel Accident Benefit shall not be payable if the cause of the injury was:

1. An intentional act by the insured;
2. An act of suicide or attempted suicide;
3. An act of war; or
4. A disease process.

B. Conference Cancellation

We will reimburse the insured for any business-related conference expenses, paid by the insured and not otherwise reimbursed, for a canceled conference that an employee was scheduled to attend. The cancellation must be due directly to a "natural catastrophe" or a "communicable disease" outbreak that forces the cancellation of the conference.

With respect to a conference cancellation claim, it is further agreed as follows:

1. The insured employee must have registered for the conference at least thirty (30) days prior to the cancellation; and
2. The cancellation must be ordered by a local, state or federal Board of Health or other governmental authority having jurisdiction over the location of the conference.

The limit of insurance for this coverage is \$25,000 per policy period for all insureds combined. No deductible applies to this coverage.

C. Donation Assurance

If the insured is a 501(c)(3) status non-profit organization as defined in the United States Internal Revenue Code, we will reimburse the insured for "failed donation claim(s)."

With respect to any "failed donation claim," it is further agreed as follows:

1. The donor must not have been in bankruptcy, nor have filed for bankruptcy or reorganization in the past seven (7) years prior to the time said pledge was made to the insured;
2. For non-cash donations, our payment of a "failed donation claim" shall be based on the fair market value of said non-cash donation at the time of the "failed donation claim";
3. In the case of unemployment or incapacitation of a natural person donor and as a condition of payment of the "failed donation claim":
 - a. Neither the natural person donor nor the insured shall have had reason to believe the donor would become unemployed or incapacitated subsequent to the donation date; and
 - b. The donor shall be unemployed for at least sixty (60) days prior to a claim being submitted by the insured;
4. No coverage shall be afforded for a written pledge of funds or other measurable, tangible property to the insured dated prior to the policy period; and
5. A donation amount which is to be collected by the insured over more than a twelve (12) month period shall be deemed a single donation.

The limit of insurance for this coverage is \$50,000 per policy period for all insureds combined. No deductible applies to this coverage.

D. Emergency Real Estate Consulting Fee

We will reimburse the insured any realtor's fee or real estate consultant's fee necessitated by the insured's need to relocate due to the "unforeseeable destruction" of the insured's "principal location" listed in the Declarations during the policy period. The limit of insurance for this

coverage is \$50,000 per policy period for all insureds combined. No deductible applies to this coverage.

E. Fundraising Event Blackout

We will reimburse the insured for "fundraising expenses" that are incurred due to the cancellation of a fundraising event caused by the lack of electric supply resulting in a power outage, provided the fundraising event is not re-scheduled. The fundraising event must have been planned at least thirty (30) days prior to the power outage. The limit of insurance for this coverage is \$25,000 per policy period for all insureds combined. No deductible applies to this coverage.

F. Identity Theft Expense

We will reimburse any present director or officer of the named insured for "identity theft expenses" incurred as the direct result of any "identity theft" first discovered and reported during the policy period; provided that it began to occur subsequent to the effective date of the insured's first policy with us. The limit of insurance for this coverage is \$50,000 per policy period for all insureds combined. No deductible applies to this coverage.

G. Image Restoration and Counseling

We will reimburse the insured for expenses incurred for image restoration and counseling arising out of "improper acts" by any natural person.

Covered expenses are limited to:

1. The costs of rehabilitation and counseling for the accused natural person insured, provided the natural person insured is not ultimately found guilty of criminal conduct; this reimbursement to occur after acquittal of the natural person insured;
2. The costs charged by a recruiter or expended on advertising, for replacing an officer as a result of "improper acts"; and
3. The costs of restoring the named insured's reputation and consumer confidence through image consulting.

The limit of insurance for this coverage is \$50,000 per policy period for all insureds combined. No deductible applies to this coverage.

H. Key Individual Replacement Expenses

We will pay "key individual replacement expenses" if the Chief Executive Officer or Executive Director suffers an "injury" during the policy period which results in the loss of life during the policy period. The limit of insurance for this coverage is the lesser of \$50,000 or ten (10) times the annual premium paid for this policy. No deductible applies to this coverage.

I. Kidnap Expense

We will pay on behalf of any director or officer of the insured, reasonable fees incurred as a result of the kidnapping of them or their spouse, "domestic partner," parent or child during the policy period. Coverage will not apply to any kidnapping by or at the direction of any present or former family member of the victim.

Reasonable fees will include:

1. Fees and costs of independent negotiators;
2. Interest costs for any loan from a financial institution taken by you to pay a ransom demand or extortion threat;
3. Travel costs and accommodations incurred by the named insured;
4. Reward money paid to an informant which leads to the arrest and conviction of parties responsible for loss covered under this insurance; and
5. Salary, commissions and other financial benefits paid by you to a director or officer. Such compensation applies at the level in effect on the date of the kidnap and ends upon the earliest of:
 - a. Up to thirty (30) days after their release, if the director or officer has not yet returned to work;
 - b. Discovery of their death;
 - c. One hundred twenty (120) days after the last credible evidence following abduction that they are still alive; or
 - d. Twelve (12) months after the date of the kidnapping.

The limit of insurance for this coverage is \$50,000 each policy period for all insureds combined. No deductible applies to this coverage.

J. Political Unrest Coverage

We will reimburse any present director, officer, employee or volunteer of the named insured while traveling outside the United States of America for "emergency evacuation expenses" that are incurred as a result of an incident of "political unrest." This "political unrest" must occur during the policy period. No coverage is granted for travel to countries in a state of "political unrest" at the time of departure of the travel. The limit of insurance for this coverage is \$5,000 per covered person, subject to a maximum of \$25,000 per policy period for all insureds combined. No deductible applies to this coverage.

K. Temporary Meeting Space Reimbursement

We will reimburse the insured for rental of meeting space which is necessitated by the temporary unavailability of the insured's primary office space due to the failure of a climate control system, or leakage of a hot water heater during the policy period. Coverage will exist only for the renting of temporary meeting space required for meeting with parties who are not insured under this policy. The limit of insurance for this coverage is \$25,000 per policy period for all insureds combined. No deductible applies to this coverage.

L. Terrorism Travel Reimbursement

We will reimburse any present director or officer of the named insured in the event of a "certified act of terrorism" during the policy period which necessitates that he/she incurs "emergency travel expenses." The limit of insurance for this coverage is \$50,000 per policy period for all insureds combined. No deductible applies to this coverage.

M. Travel Delay Reimbursement

We will reimburse any present director or officer of the named insured for any "non-reimbursable expenses" they incur as a result of the cancellation of any regularly scheduled business travel on a common carrier. The limit of insurance for this coverage is \$1,500 per policy period for all insureds combined. A seventy-two (72) hour waiting period deductible applies to this coverage.

N. Workplace Violence Counseling

We will reimburse the insured for emotional counseling expenses incurred directly as a result of a "workplace violence" incident at any of the insured's premises during the policy period. The emotional counseling expenses incurred must have been for:

1. Your employees who were victims of, or witnesses to the "workplace violence";
2. The spouse, "domestic partner," parents or children of your employees who were victims of, or witnesses to the "workplace violence"; and
3. Any other person or persons who directly witnessed the "workplace violence" incident.

The limit of insurance for this coverage is \$50,000 per policy period for all insureds combined. No deductible applies to this coverage.

IV. DEFINITIONS

For the purpose of this endorsement, the following definitions apply:

- A. "Certified act of terrorism" means any act so defined under the Terrorism Risk Insurance Act, and its amendments or extensions.
- B. "Communicable disease" means an illness, sickness, condition or an interruption or disorder of body functions, systems or organs that is transmissible by an infection or a contagion directly or indirectly through human contact, or contact with human fluids, waste, or similar agent, such as, but not limited to Meningitis, Measles or Legionnaire's Disease.
- C. "Domestic partner" means any person who qualifies as a domestic partner under the provisions of any federal, state or local statute or regulation, or under the terms and provisions of any employee benefit or other program established by the named insured.
- D. "Emergency evacuation expenses" mean:
 1. Additional lodging expenses;
 2. Additional transportation costs;
 3. The cost of obtaining replacements of lost or stolen travel documents necessary for evacuation from the area of "political unrest"; and
 4. Translation services, message transmittals and other communication expenses.

provided that these expenses are not otherwise reimbursable.
- E. "Emergency travel expenses" mean:

1. Hotel expenses incurred which directly result from the cancellation of a scheduled transport by a commercial transportation carrier, resulting directly from and within forty-eight (48) hours of a "certified act of terrorism"; and
2. The increased amount incurred which may result from re-scheduling comparable transport, to replace a similarly scheduled transport canceled by a commercial transportation carrier in direct response to a "certified act of terrorism";

provided that these expenses are not otherwise reimbursable.

- F. "Failed donation claim" means written notice to the insured during the policy period of:
1. The bankruptcy or reorganization of any donor whereby such bankruptcy or reorganization prevents the donor from honoring a prior written pledge of funds or other measurable, tangible property to the insured; or
 2. The unemployment or incapacitation of a natural person donor preventing him/her from honoring a prior written pledge of funds or other measurable, tangible property to the insured.
- G. "Fundraising expenses" mean deposits forfeited and other charges paid by you for catering services, property and equipment rentals and related transport, venue rentals, accommodations (including travel), and entertainment expenses less any deposits or other fees refunded or refundable to you.
- H. "Identity theft" means the act of knowingly transferring or using, without lawful authority, a means of identification of any director or officer (or spouse or "domestic partner" thereof) of the named insured with the intent to commit, or to aid or abet another to commit, any unlawful activity that constitutes a violation of federal law or a felony under any applicable state or local law.
- I. "Identity theft expenses" mean:
1. Costs for notarizing affidavits or similar documents attesting to fraud required by financial institutions or similar credit grantors or credit agencies;
 2. Costs for certified mail to law enforcement agencies, credit agencies, financial institutions or similar credit grantors; and
 3. Loan application fees for re-applying for a loan or loans when the original application is rejected solely because the lender received incorrect credit information.
- J. "Improper acts" means any actual or alleged act of:
1. Sexual abuse;
 2. Sexual intimacy;
 3. Sexual molestation; or
 4. Sexual assault;
- committed by an insured against any natural person who is not an insured. Such "improper acts" must have been committed by the insured while in his or her capacity as an insured.
- K. "Injury" whenever used in this endorsement, other than in Section III. A. **Business Travel**,

means any physical damage to the body caused by violence, fracture or an accident.

- L.** "Key individual replacement expenses" mean the following necessary expenses:
1. Costs of advertising the employment position opening;
 2. Travel, lodging, meal and entertainment expenses incurred in interviewing job applicants for the employment position opening; and
 3. Miscellaneous extra expenses incurred in finding, interviewing and negotiating with the job applicants, including, but not limited to, overtime pay, costs to verify the background and references of the applicants and legal expenses incurred to draw up an employment contract.
- M.** "Natural catastrophe" means hurricane, tornado, earthquake or flood.
- N.** "Non-reimbursable expenses" means the following travel-related expenses incurred after a seventy-two (72) hour waiting period, beginning from the time documented on the proof of cancellation, and for which your director or officer produces a receipt:
1. Meals and lodging;
 2. Alternative transportation;
 3. Clothing and necessary toiletries; and
 4. Emergency prescription and non-prescription drug expenses.
- O.** "Political unrest" means:
1. A short-term condition of disturbance, turmoil or agitation within a foreign country that poses imminent risks to the security of citizens of the United States;
 2. A long-term condition of disturbance, turmoil or agitation that makes a foreign country dangerous or unstable for citizens of the United States; or
 3. A condition of disturbance, turmoil or agitation in a foreign country that constrains the United States Government's ability to assist citizens of the United States, due to the closure or inaccessibility of an embassy or consulate or because of a reduction of its staff
- for which either an alert or travel warning has been issued by the United States Department of State.
- P.** "Principal location" means the headquarters, home office or main location where most business is substantially conducted.
- Q.** "Unforeseeable destruction" means damage resulting from a "certified act of terrorism," fire, collision or collapse which renders all of the insured's "principal locations" completely unusable.
- R.** "Workplace violence" means any intentional use of or threat to use deadly force by any person with intent to cause harm and that results in bodily "injury" or death of any person while on the insured's premises.

6. List of current board members for the organization

- Attached



CURRENT BOARD OF TRUSTEES

Vanessa Stephens, President/Treasurer - 2014 - Present

Tom Turman, Vice President/Secretary - 2017 - Present

Don Bailey, Former President - 1975 - Present

Nolan Preece, Former President - 1996 - Present

Shoshana Zeldner - 2018 - Present

Jay Carmona, Storey County Commissioner - 2019 - Present

7. Resumes for all principal professionals involved in the planning, design and/or management of the proposed project

- Attached



Melvyn Green, P.E.
President and Chief Engineer



Melvyn Green & Associates, Inc.
3868 Carson Street
Suite 300
Torrance, CA 90503
(310) 792-9252
(310) 792-8092 FAX
e-mail mgreenassoc@earthlink.net
www.mgreenassoc.com

Education

BS, University of Arizona, Tucson, Civil Engineering, 1960

Post-graduate study at University of California, Los Angeles, Loyola University, and the University of Southern California

Professional Registration

Civil and Structural Engineer - California, Arizona, Nevada, New Mexico, Oregon

Holder of NCEE Certificate

Professional and Business History

1972 to Present - Melvyn Green & Associates, Inc.

1963 to 1969 - Director of Building and Safety, City of El Segundo

1960 to 1962 - California Division of Highways, Bridge Department

Project Experience

National Park Service

Channel Islands National Park - Condition assessment and rehabilitation of buildings on Santa Cruz and Santa Rosa Islands. 2012

Yosemite National Park - Repairs to Wawona Hotel and special projects. 2012

Santa Monica National Recreation Area - Condition assessment reports and design of ranch and farm properties.

Bandelier National Monument, NM - Alcove House Kiva repair. 2011

Death Valley National Park - Keane Wonder Mine aerial tramway repair.

The Presidio Trust - National Park Service, San Francisco - Consultant to the Trust for the development of a compliance process for management of the development of over 750 park buildings.

University of California - Various sites'

Chancellor's House, University of California, San Diego - Seismic and structural rehabilitation of a mid-20th century adobe building as a residence and reception center.

2012

Royce Hall (1926)- Reviewed the damage to the exterior brick and terra cotta elements, interior walls and the auditorium resulting from the 1994 Northridge Earthquake. Designed repair and retrofit of non-structural elements.

Powell Library (1928)- Consultant for preservation of the historic stenciled plaster ceiling including repair, cleaning and seismic stabilization.

California Missions

San Gabriel Mission (1791-1805) - Work on stone and adobe building structures included a historic structures report for the Mission Church and original rectory and the design, construction documents and construction management for seismic strengthening of seven buildings on site. .

Mission San Diego - Repairs to main church roof and seismic retrofit of the Religious Education Center.

Mission San Jose - Seismic retrofit of the Convento (Museum) building.

Other Buildings and Structures

Greystone Mansion (1927)- Consultant to the City of Beverly Hills for the rehabilitation of this city park structure including seismic retrofit and accessibility improvements, complete site design and adaptive use elements.

Golden Gate Bridge (1937)- Historic preservation engineer to the project team undertaking the seismic rehabilitation of the bridge. 1993-present

U.S. Mint Building, Carson City, NV - (1869-70)- Now the Nevada State Museum,

the project included recommendations for temporary seismic hazard reduction measures and seismic retrofit, design, plans and specifications.

Hollyhock House (1921) Restoration of Frank Lloyd Wright structure damaged in the 1994 Northridge Earthquake. Additional work entails the evaluation of structural and historic elements of the six other park buildings.

Ennis House - Repairs and rehabilitation of Frank Lloyd Wright structure damaged in the 1994 Northridge Earthquake.

Bureau of Land Management

Rhyolite, NV - Stabilization of ruins study and repair of buildings.

Panaca Charcoal Kilns, NV - Condition assessment and recommendations for preservation.

Historic Bridges

Colorado Street Bridge, Pasadena, CA. Act as city staff for basic review and coordination with consultants.

San Rafael Bridge, Pasadena, CA – Repair design for concrete structure.

Laurel Street (Balboa Park) Bridge, San Diego, CA – Design repair methods and materials for historic concrete bridge over freeway.

Building Codes and Research Projects

International Existing Building Code – Member of the drafting and administrative committee for development of a new code based on the International Conference of Building Officials, Uniform Code for Building Conservation (UCBC).

NEHRP Handbook for Seismic Evaluation of Existing Buildings (FEMA 310/ASCE 31) - Principal investigator on project to update the widely used NEHRP Handbook for the Seismic Evaluation of Existing Buildings (FEMA 178).

ESTIMATOR OF PROPOSED WORK:

Bill Park
Central Sierra Construction, Inc.

**RESUME
WILLIAM A. PARK**

6-1-79 TO 7-30-80

VARIOUS HOME BUILDERS IN NORTHERN CALIFORNIA
WAS IN THE CARPENTERS UNION IN NORTHERN CALIFORNIA AS AN APPRENTICE CARPENTER.
WAS PROMOTED TO 80% APPRENTICE BASED ON PRIOR EXPERIENCE FROM WORKING IN MY
FATHER'S CONSTRUCTION COMPANY DURING MY HIGH SCHOOL YEARS. WORKED ON 2
PROJECTS INVOLVED WITH ROUGH FRAMING, ROOF FRAMING AND EXTERIOR FINISH. WAS
REQUIRED TO ATTEND CLASSES 2 NIGHTS A WEEK AS PART OF THE APPRENTICE PROGRAM.
DUE TO THE RECESSION OF THE EARLY 80'S, CONSTRUCTION JOBS WERE IN SHORT SUPPLY.
HAD TO RETURN TO NEVADA TO SECURE A JOB ON A RANCH.

8-1-80 TO 4-30-85

COMPSTON RANCH & FEEDLOT 1000 PLYMOUTH RANCH RD., SMITH, NV 89430

WORKED ON A RANCH THAT WAS INTO GROWING ALFALFA HAY FOR CATTLE FEED, ROW
CROP GARLIC PRODUCTION AND CATTLE FEEDING. WAS RESPONSIBLE FOR SCHEDULED
MAINTENANCE ON THE RANCH'S FLEET OF VEHICLES AND EQUIPMENT. INVOLVED WITH
FABRICATION OF MANY PIECES OF EQUIPMENT NEEDED IN THE RANCH INDUSTRY. ALSO
RESPONSIBLE FOR DAILY MAINTENANCE OF A LARGE FEEDLOT OPERATION. THIS INCLUDED
METAL FABRICATION, TROUBLESHOOTING ELECTRICAL AND PLUMBING SYSTEMS AND
INDUSTRIAL SYSTEMS REPAIR.

5-1-85 TO 4-1-87

PARK CONSTRUCTION – PO BOX 82 SMITH, NV 89430

WORKED AS JOURNEYMAN CARPENTER FOR FAMILY OWNED CONSTRUCTION BUSINESS.
WORKED ON A FEDERAL PROJECT AT A MARINE BASE PERFORMING VARIOUS DUTIES IN THE
CONSTRUCTION OF SEVERAL COMMERCIAL BUILDINGS ON THAT BASE. THESE INCLUDED
DRYWALL, METAL FRAMING, INTERIOR FINISH, CONTRACT CLOSEOUT.

.....

4-15-87 to 5-1-90

CENTRAL SIERRA CONSTRUCTION, INC. 2561 BUSINESS PKWY. STE F MINDEN, NV 89423

JOURNEYMAN CARPENTER WORKING ON ALL PHASES OF COMMERCIAL BUILDING
CONSTRUCTION. FROM INITIAL BUILDING LAYOUT TO INTERIOR FINISH TO CONTRACT
CLOSEOUT.

5-1-90 TO 5-1-00

CENTRAL SIERRA CONSTRUCTION, INC. 2561 BUSINESS PKWY. STE F MINDEN, NV 89423

PERFORMED EITHER THE FUNCTION OF FOREMAN OF PROJECT SUPERINTENDENT ON
COMMERCIAL BUILDING PROJECTS UP TO 2 MILLION DOLLARS IN SIZE, IN BOTH THE PRIVATE
SECTOR AND PUBLIC WORKS PROJECTS.

I WAS RESPONSIBLE FOR MATERIAL & LABOR ESTIMATING, SCHEDULING OF SUBS AND SUPPLIES NEEDED FOR THE JOB, ONSITE SAFETY, SUPERVISING OUR OWN SELF-PERFORMED LABOR CREWS IN ALL WORK CATEGORIES OF THE JOB. ALSO RESPONSIBLE FOR DAY-TO-DAY PROBLEM SOLVING THAT OFTEN INCLUDED WORKING WITH SUBCONTRACTORS, SUPPLIERS, ARCHITECTS, ENGINEERS, AND LOCAL GOVERNMENT JURISDICTIONS.

DURING THIS TIME, OUR COMPANY ESTABLISHED IT'S REPUTATION AS A HISTORICAL RENOVATION CONTRACTOR. I WAS INVOLVED AS A PROJECT SUPERINTENDENT ON MANY OF THESE PROJECTS ON BOTH THE PRIVATE SECTOR AND PUBLIC WORKS PROJECTS. OUR EXPERTISE IN SEISMIC STRENGTHING AND RESTORATION OF OLD UNREINFORCED MASONRY BUILDINGS WAS HIGHLY REGARDED BY ENGINEERS AND ARCHITECTS WE WORKED WITH ON THESE PROJECTS.

5-1-00 TO 3-31-03

CENTRAL SIERRA CONSTRUCTION, INC. 2561 BUSINESS PKWY. STE F MINDEN, NV 89423

PERFORMED THE FUNCTION OF PROJECT MANAGER FOR COMMERCIAL BUILDING PROJECTS. WAS RESPONSIBLE FOR THE MANAGEMENT OF UP TO SEVEN PROJECTS RUNNING CONCURRENTLY, WITH AN EVEN MIX OF PUBLIC WORKS PROJECTS AND PRIVATE SECTOR DESIGN BUILD PROJECTS. WAS INVOLVED IN BUILDING DESIGN DECISIONS EARLY IN THE DESIGN PROCESS FOR EVALUATION OF COST EFFECTIVENESS, TIMELINESS, ETC. WAS APPOINTED SAFETY COORDINATOR AND RESPONSIBLE FOR COMPANY SAFETY POLICIES AND ANNUAL REVIEW. DAILY RESPONSIBILITIES INCLUDED SECURING AND ANALYZING SUBCONTRACTOR AND SUPPLIER BIDS FOR PROJECTS, PROVIDING FIELD SUPPORT AND PROBLEM SOLVING SUPPORT TO INDIVIDUAL JOB SUPERINTENDENTS, SCHEDULING OF OUR OWN FIELD WORK CREWS WHICH VARIED IN SIZE FROM 10 EMPLOYEES TO AS MANY AS 35 EMPLOYEES. WAS ALSO RESPONSIBLE FOR HIRING OF FIELD PERSONNEL. HAD RESPONSIBILITY OF PRICING AND NEGOTIATING CHANGE ORDERS WITH SUBCONTRACTORS, OWNERS, AND ARCHITECTS.

4-1-03 TO 11-19-2017

CENTRAL SIERRA CONSTRUCTION, INC. 2561 BUSINESS PKWY. STE F MINDEN, NV 89423

ENTERED INTO A PURCHASE AGREEMENT WITH A PARTNER TO BUY CSCI. APPOINTED VICE PRESIDENT OF THE COMPANY. DAILY RESPONSIBILITIES WERE SIMILAR TO WHEN I WAS A PROJECT MANGER, HOWEVER WITH THE ADDED RESPONSIBILITY OF MANAGING THE COMPANY FROM A FINANCIAL GAIN ASPECT.

.....

11-20-2017 TO PRESENT

CENTRAL SIERRA CONSTRUCTION, INC. 2551 PRECISION DRIVE, SUITE C, MINDEN, NV 89423

BUSINESS PARTNER PASSED AWAY FROM BATTLE WITH ALS. NEGOTIATED BUYOUT OF PARTNERS INTEREST IN BUSINESS FROM SURVIVING WIDOW. RUNNING COMPANY AS SOLE OWNER FOCUSING ON AN EVEN MIX OF DESIGN/BUILD INDUSTRIAL BUILDINGS AND SMALLER PUBLIC WORKS PROJECTS. HAVE A DEDICATED CLIENTELE WITH A FAIR AMOUNT OF REPEAT CUSTOMERS. RESPONSIBLE FOR DAY TO DAY OPERATIONS OF THIS COMMERCIAL BUILDING CONTRACTING COMPANY. ACTING AS PRESIDENT OF THE COMPANY.

PROJECT MANAGER/OVERSIGHT OF PROPOSED WORK:

Arika Perry
St. Mary's Art Center

ARIKA PERRY

aperry@stmarysartcenter.org
561.339.4554

EDUCATION

Bachelor Degree, Interior Architecture, 5 year FIDER accredited program
College of Architecture and Design
Kansas State University

CURRENT FOCUS

- Executive Director, St. Mary's Art Center** November 2015 – Present
- All Arts Programming Planning and Administration
 - Guest & Artist Relationship Management
 - Fiscal Planning & Management
 - Grants & Funding Applications & Management
 - Staff & Team Management
 - Restoration and Preservation of Property Oversight & Planning
 - Property Rental Management
 - Special Events Planning & Management
 - Website Management & Design
 - Nonprofit Alliance Founder & Member
 - County & Government Relationship Management
- Chairwoman/Board Member, Virginia City Tourism Commission** June, 2018 - Present
- Owner and Artist, Pura Vida Sierras Art, LLC** 2012 - Present
- Artistic Creations: Visual Arts, Murals, Fiber Arts, Jewelry Making
- Management Consultant** October 2011 – Present
- Global Real Estate Clients
 - Consulting services for Global Project Management Programs
- Vice President, Jones Lang LaSalle** March 2010 - September 2011
- Global Account Leader of Project Management Program Driving Planning, Design & Construction Projects for Large Global Corporate Client
- Client Relationship Management:
- Design & Implement Global PM Practice & Governance Program Across Account
 - Increase Consistency & Success of Project Delivery, Regardless of Market
 - Collaboration & Development of Global Best Practices for Account
 - Oversee Team Relations & Expectations with Client Around the Globe
 - Quarterly Business Review & Metric Reporting
 - Creative Problem Solving & Resolution with Teams, Organization & Clients
- Business Management:
- Collaboration & Support of Internal RFP Proposals for Services
 - Responsible for \$400MM+ Americas Project Management Team P&L Annually
 - Oversee Recruiting, Hiring, Orientation, Training & Resource Assignment for Staff
 - Manage 2 Team Lead Direct Reports & Oversee 30+ Project Managers Globally
- Project Management Program Oversight:
- \$750MM+ Multi-Million Dollar Project Management Around the World
 - Average of 150 Tenant Improvement & Ground Up Projects Annually
 - Key Project Governance Oversight of Compliance, Budget & Success Markers
 - Problem Solving & Resolution of Critical Projects & Issues

PM Practice Manager, Jones Lang LaSalle

February 2007 - March 2010

Leader of Americas Project Management Team Supporting Construction, Relocation & Remodel Projects for Large Global Corporate Client

- Client Relationship Management
- \$300MM+ Project Management Team P&L Oversight
- Employee Management, 13 Direct Reports, 12 Variable Reports Across Americas
- Program Best Practice Development, Protocol & Training
- Project Quality Oversight
- Critical Project Issue Resolution and Problem Solving

Team Lead/Senior Project Manager, Jones Lang LaSalle

March 2006 - February 2007

Complex Project Management Across Americas

- Multi-Million Dollar Project Management in United States & Latin America
- Examples:
 - 4k-174k RSF Projects with Individual Budgets up to \$264MM
 - Program & Project Management Latin America (2006-2007)
 - Development of Latin America Project Delivery Process for Client
 - Manage Local PMs to Ensure Client Protocols, Standards Implemented
 - Lease Review: Project Requirements, Restoration, Tenant Improvement
 - RFP, Interview & Selection of Consultants, Vendors, Contractors & Architects
 - Schematic, Construction Document Review & Approval
 - Complete Budget Management, Project Scheduling, Coordination
 - Project Coordination with Property Management, Owners & City
 - On-site Supervision of Project Status & Quality Control

Project Manager, Americas, Ascential Software, Inc.
(Formerly Informix Software, Inc.)

September 1999 – November 2005

Internal Project Manager of Construction, Relocation & Remodel Projects for Multiple Corporate Sites Across Americas

- Management of Multiple Multi-Million Dollar Corporate Real Estate Projects
- Programming, Space Planning, General Design & Finish Selections
- Interview & Selection of Consultants, Vendors, Contractors & Architects
- Schematic & Construction Document Review & Approval
- Complete Budget Management, Project Scheduling, Coordination
- Project Coordination with Property Management, Owners & City
- Relocation Planning & Management
- On-Site Supervision of Project Status & Quality Control
- Construction, Office Image & Design Standards for Company
- Lease Review, Restoration, Tenant Improvement Work Letters
- Acquisition Integration

Project Manager/Planner, Aguirre Corporation

October 1998 – September 1999

Project Manager of Tenant Improvement & Commercial Construction Projects On-Site for National Technology Corporation

- Project Design & Specifications Including Space Plan, Finishes & Office Image
- Coordination of Project Team, Architects, General Contractors, Vendors & Consultants
- Management of Scope, Bid Packages, Schedule, Construction Documents, Change Orders & Quality of Work
- Estimator, Commercial Projects

Project Manager/Designer, Facility Systems, Inc.

August 1996 – September 1998

Project Manager & Designer of Tenant Improvement Projects in North America for Multiple Clients

References Provided Upon Request

8. Copy of organization's long-range plan including information on how frequently the plan is updated

- The updated 2020-2025 Multi-Year plan will be finalized and approved by the Board of Trustees on March 16th, 2020. This plan is reviewed annually and revised a minimum of every five years.
- Attached



ST. MARY'S ART CENTER



Photo by Pura Vida Sierras Art, LLC.

2020-2025 STRATEGIC PLAN UPDATE

St. Mary's Art Center's Board of Trustees and Executive Director developed a multi-year Strategic Plan February, 2020 to continue to move the organization closer to their mission statement. This strategic plan is intended to help the organization grow, be revisited annually by the Executive Director and Board of Trustees, and serve as the guiding document, adjusted as the organization grows.

OUR MISSION



To build upon our art and cultural achievement by nurturing and supporting artists, strengthening existing cultural programs throughout the region and introducing new ventures that will enable us to continue as a vibrant arts destination with strong links to our unique history.

STRATEGIC OBJECTIVES

Goal 1: To maintain and grow a stable financial base, by increasing annual revenue and funding per year to maintain current operations and to support future increased growth, staff retention and grow meaningful programming

Objective 1: Develop and implement organizational infrastructure that supports growth of the Organization

Activities:

- a. Staff & Volunteer Team Expansion
- b. Expand Marketing Efforts
- c. Data tracking tools for evaluation
- d. In-kind tracking tools
- e. Inventory forms
- f. Expand Security Camera System
- g. Expand Weddings & Private Event Rentals

Objective 2: Implement fundraising mechanisms to increase unrestricted and restricted funds, Supporting: programming, operational capacity, art equipment/supplies and creative essentials, gallery lighting and marketing

Activities:

- a. Expand Membership Program Participation and Incentives
- b. Build Stronger Membership and Donor Relationships
- c. Engraved Brick Campaign
- d. Community Events: Introduce New Fourth of July Fundraiser, Consider Annual Second Art Fair in Spring/Early Summer
- e. Discuss Friends of St. Mary Program
- f. Annual fundraising Event Plan
- g. Develop Individual Donors
- h. Expand Donor Database

Objective 3: Increase funding for operations capacity for Center operations by securing funding to increase pay for Executive Director and Expand Staff

Activities:

- a. Fundraising Efforts: see above
- b. Major Donor/Corporate Donor Plan
- c. Sponsorship Program

Goal 2: To increase the variety and number of art programming

Objective 1: Expand Volunteer Program

Activities:

- a. Identify Volunteers for Specific Roles: Docent, Special Events, etc.
- b. Develop a complete training program

Objective 2: Investigate Intern Program

Activities:

- a. Review College Internship Programs
- b. Seek Referrals from Fellow Nonprofits
- c. Recruit Intern

Objective 3: Expand Workshops to Include Multi-Cultural Programming

Activities:

- a. Include Opportunities Gained through SMAC Residency Programs
- b. Collaborate with Artown and/or other Arts Organizations
- c. Collaborate with Community Chest & Other Relevant Nonprofits and Organizations
- d. Market Retreats, Space Rental and St. Mary's Art Programs to Instructors and Artists with Multi-Cultural Focus
- e. ~~Collaborate with Silver City Art Residency Program~~

Objective 4: Adjust Artists in Residence Programs

Activities:

- a. Consider 1-2 Month Exclusive Residency Block Each Year Rather Than Open Schedule
- b. Identify Grant Opportunities to Support Artists and Artisans Expenses and Residency Fees
- c. Documentation of program
- d. Consider Micro-Residency Program
- e. Evaluate residency offerings to the center and community

Goal 3: To maintain the integrity and accessibility of the facility and grounds



Objective 1: Initiate Research and Plan for Key Restorations and Accessibility Projects

Activities:

- a. Evolve Historical Structures Report and Facility Assessments into Short and Long Term Restoration/Improvements Plan
- b. Identify Key Immediate Projects Required to Preserve Integrity of the Property and Ongoing Programming/Usability
- c. Contact consultants: Architects and Engineers
- d. Consider, prioritize and include recommendations as appropriate into annual funding and projects strategy plans
- e. Investigate Grant and Funding Opportunities and Capital Plan with Storey County

Objective 2: Develop and implement a plan for documenting and archiving the history of St. Mary Louise Hospital, Storey County Hospital and St. Mary's Art Center, Inc.

Activities:

- a. Expand Permanent Historical Exhibition
- b. Network with other historic non-profits
- c. Network with St. Mary's In The Mountains Historian Contacts
- d. Maintain Daughters of Charity Relationships
- e. Update Permanent Collection Annually
- f. Consider St. Mary's Art Center Alumni Event

Goal 4: To increase the name recognition and reputation of the Center

Objective 1: Expand Marketing & Branding Exposure

Activities:

- a. Research Marketing Firms or Marketing Staff
- b. Add New Relevant Pages to Website
- c. Improve Exterior Sign and Entrance to Property
- d. Design and Apply New Painted Mural Sign on the North Side of Bucket of Blood Saloon for Additional Visibility on C-Street
- e. Manufacture and Install Signage on Cemetery Fencing (two)
- f. Expand Marketing Campaign to Capture Hotels, Weddings, Special Events, Artist Residency Program and Private Rentals
- g. Develop Social Media Plans to Expand Communications & Visibility
- h. Seek Stories, Articles and Interviews with Appropriate Media Sources

Objective 2: Strengthen Collaborations with Virginia City Tourism Commission

Activities:

- a. Attend the Commission and VCTC meetings and increase visibility and participation
- b. Consider Sponsorships for Key Events Aligning with Our Mission Statement to Expand Visibility & Mutual Support
- c. Provide Brochures and Workshop Fliers to Increase Visibility
- d. Investigate Partnered Events: Artown, Pipers Opera House, Private Tours with Local Nonprofits/Historical Landmarks, School Tour Partnerships, Establishment and Co-Founder of the VC Nonprofit Alliance
- e. Support Initiatives to Have Consistent Transportation Around Town

Objective 3: Increase local and national art and community networks to attract renowned artists, creative groups, Native American groups, teacher groups, and business groups as participants, facility rentals, and programming partners

Activities:

- a. Join appropriate associations and organizations to increase networking and resource opportunities
- b. Research similar or complimentary artist and museum resources to increase awareness and potential contacts
 - a. Create Comstock Artist Roster, Expand to Neighboring Locations in Future
 - b. Artist Residency Program Rosters (i.e. NAC Artist in Residence Roster)
 - c. Art Instructor Resource Expansion
 - d. Identify Corporate Sponsor and Grant Supporters

Objective 5: Develop and implement the Center as the umbrella organization for a Comstock Arts Council

Activities:

- a. Network with connectors/collaborators
- b. Partner with Arts, Art Advocate and Community Organizations
- c. Proactively foster relationships with Comstock Artists and Organizations, engaging with the NAC to ensure inclusion of the various towns and organizations in the Comstock

9. List of organization's activities for the past fiscal year

St. Mary's Art Center has conducted the following activities in the past 2019 fiscal year:

- Held 3 Fundraisers:
 - Paranormal Painting Pajama Party
 - Halloween Sleepover & Investigation
 - Holiday Faire Silent Auction
- St. Mary's Art Center Classes:
 - 9 Monthly Imaginations Children's Art Program Classes
 - 3 Seasonal Edible Art with Chef Pete Culinary Art Program Classes
 - Debuted 2 Arts & Crafts Revival Art Program Classes
- Gallery Exhibitions, Historical Tours and Arts & Crafts Shopping
 - Public Tours (Paid Admission + Complimentary Member Admission)
 - Private Art & Historical Tours
 - Exhibited 44 Artists and Artisans
 - Collaborated with Las Vegas Art Gallery in Nevada Arts Council Basin to Range Project: Head2Toe Art Exhibition
 - Debuted New, Permanent Historical Museum Exhibition of the Property
- Hosted 4 Art Receptions, Free to the Public
- Hosted 3 Community Special Events (Free to the public)
 - Easter Egg Decorating/Hunt
 - Halloween for Children
 - Sixth Annual Holiday Faire
 - Participant in December Tourism "Believe Again" Event
- Property Rentals/Other Usage:
 - 9 Art Classes, Workshops, Retreats and Events Hosted by Others
 - 1 Wedding
 - 2 Business Conference/Retreats
- Restoration & Maintenance:
 - 3rd Floor Balcony & Addition of Cable Railing
 - Demo and Mold Abatement in Print Room (under Porch)
 - Restoration of 2nd Floor Hallway and 3rd Floor Guest Room Wood Floors
 - Patch & Paint:
 - All Galleries
 - 2 Kitchens
 - 2 Bathrooms

CCCHP GRANT PROGRAM APPLICATION INSTRUCTIONS FOR PART III – PROJECT BUDGET

Budget

This form has been created in Microsoft Excel and Microsoft Word formats. The Excel format of this form has embedded formulas and can be used to directly input data (electronically). The Word format can also be used to input data electronically, but will not calculate formulas. It can also be printed out and filled in by hand. Each page has an 'Applicant' field at the top. Please make sure to fill in your organization's name on all of these pages.

The applicant budget must clearly differentiate between portions of the project where Commission grant funds will be used and portions of the project where other outside resources will support. Each section should be broken into categories and provide an itemized list for each category. Applicants may use the enclosed sample format or an alternative budget of their choice, so long as it precisely and clearly expresses the budget. Legible spreadsheets are encouraged. Itemized lists or contractor quotes that break down labor and material costs should be attached. A sample has been provided (see Appendix I).

In addition, Part III requires only one copy of your most recent audit report along with comments on the findings and recommendations, including a plan for corrective action taken on prior findings. If corrective action is not necessary, a statement describing the reason that it is not necessary should accompany the audit report. *A single copy of the audit report is adequate and should be included with the original signed application.* The following items are required:

- A. One copy of your most recent audit report (include with original, signed grant application).
- B. Insurance policy for the building/facility (one copy only to be included with original, signed grant application).
- C. Resumes (two pages maximum per resume) for all principal professionals involved in the planning, design and/or management of the proposed project.
- D. The budget form is broken up into 10 questions or sections. Please answer each question with as much detailed data as possible.
- E. Questions 1 – 5 ask for line item descriptions, the total amount requested for each line item, and a breakdown of that amount into the state and non-state share. The rates noted in Question 2 are those allowable by the State for reimbursement purposes.*
- F. Question 6 is a summation of the amounts noted in Questions 1 – 5.
- G. Question 7 is the amount your organization is requesting.
- H. Question 8 'Potential Non-State Share' is the amount your organization may contribute to the project.
- I. Question 9 'Actual Non-State Share' is the actual amount your organization is contributing to the project. This should be greater than or equal to Question 8.
- J. Question 10: 'Proposed Project Costs' is the entire project costs (state share and non-state share combined).

PART III: PROJECT BUDGET

A. AUDIT REPORT

We have been advised that the State of Nevada does not require audits of 501(c)3 nonprofits at this time. We contract with a professional bookkeeping company and a professional accounting firm to manage our books, financial statements and 990 filings. Our President/Treasurer on our Board of Trustees and our Executive Director oversee and track all budget and financial statements and management. An audit may be considered in the future.

GRANT APPLICATION FOR 2019-2020
PART III BUDGET FORM

Applicant: St. Mary's Art Center

1. Personnel:

	Position Title	Hours	Hourly Rate (HR)	✓ if HR includes Fringe Benefits	% of HR that is a fringe benefit	Amount of fringe benefit	Total Amt	State Share	Non-State Share
a.	N/A					0.00	0.00		
b.						0.00	0.00		
c.						0.00	0.00		
d.						0.00	0.00		
e.						0.00	0.00		
f.						0.00	0.00		
g.						0.00	0.00		
Sub-total:							\$0.00	\$0.00	\$0.00

2. Travel: (see GSA rates in the application document)

		Rate	Miles/# of days	Total Amount	State Share	Non-State Share
a.	Mileage					
	1. Person #1-			0.00		
	2. Person #2-			0.00		
b.	Per Diem (Breakfast)			0.00		
	Per Diem (Lunch)			0.00		
	Per Diem (Dinner)			0.00		
c.	Transportation costs (parking fees, taxi, etc.)			0.00		
d.	Lodging					
	1. Weeknight (Sun-Th)			0.00		
	2. Weekend (Fri-Sat only)			0.00		
e.	Other:			0.00		
f.	Other:			0.00		
Sub-total:				\$0.00	\$0.00	\$0.00

GRANT APPLICATION FOR 2019-2020
PART III BUDGET FORM

St. Mary's Art Center

3. Contractual Services: Attach itemized lists or contractor quotes showing the breakdown of materials and labor costs for all proposed work items

	Contractual Service	Total Amount	State Share	Non-State
	Materials - break out by type			
	Labor - define specific activities			
a. Porch & Print Room Labor	Demolition	4,500.00	4,050.00	450.00
	New Underlayment/Waterproofing Labor	4,000.00	3,600.00	400.00
	New Wood Deck	4,500.00	4,050.00	450.00
	Rework Stairs	2,000.00	1,800.00	200.00
	Miscellaneous Trim Rework/Reinstallation	2,500.00	2,250.00	250.00
	Paint New Deck and Trim	2,000.00	1,800.00	200.00
	Insulation/Drywall/Paint at Print Room	3,650.00	3,285.00	365.00
	New/Added Electrical in Print Room	1,000.00	900.00	100.00
b. Porch & Print Room Materials	Demolition	500.00	450.00	50.00
	New Underlayment/Waterproofing Labor	5,000.00	4,500.00	500.00
	New Wood Deck	5,500.00	4,950.00	550.00
	Rework Stairs	1,000.00	900.00	100.00
	Miscellaneous Trim Rework/Reinstallation	600.00	540.00	60.00
	Paint New Deck and Trim	200.00	180.00	20.00
	Insulation/Drywall/Paint at Print Room	3,000.00	2,700.00	300.00
	New/Added Electrical in Print Room	1,500.00	1,350.00	150.00
c. East Side Window/Door Restoration Labor	Remove and Transport to Shop	4,400.00	3,960.00	440.00
	Shop Restoration	14,400.00	12,960.00	1,440.00
	Window Frame Restoration	8,000.00	7,200.00	800.00
	Repaint Inside and Out	3,625.00	3,262.50	362.50
	Restore 2 Doors and Frames	2,300.00	2,070.00	230.00
c. East Side Window/Door Restoration Materials	Remove and Transport to Shop	0.00	0.00	0.00

	Shop Restoration	5,000.00	4,500.00	500.00
	Window Frame Restoration	800.00	720.00	80.00
	Repaint Inside and Out	400.00	360.00	40.00
	Restore 2 Doors and Frames	100.00	90.00	10.00
d. East Side Window/Door Restoration Equipment	Lift Rental	2,875.00	2,587.50	287.50
e. Chimney Repointing Labor	Masonry	3,025.00	2,722.50	302.50
	Sheetmetal Cap	400.00	360.00	40.00
d. Chimney Repointing Materials	Masonry	1,000.00	900.00	100.00
	Sheetmetal Cap	425.00	382.50	42.50
f. Chimney Repointing Equipment	Lift Rental	1,150.00	1,035.00	115.00
g. Outbuilding Stabilization Labor	Carpentry Labor	2,300.00	2,070.00	230.00
h. Outbuilding Stabilization Materials	Carpentry Materials	4,400.00	3,960.00	440.00
i. ADA Ramp Labor	Excavation/Prep	900.00	810.00	90.00
	Concrete Footings	2,000.00	1,800.00	200.00
	Carpentry Deck	7,000.00	6,300.00	700.00
	Rails	1,000.00	900.00	100.00
	ADA Hardware	400.00	360.00	40.00
j. ADA Ramp Materials	Excavation/Prep	250.00	225.00	25.00
	Concrete Footings	1,450.00	1,305.00	145.00
	Carpentry Deck	4,500.00	4,050.00	450.00
	Rails	1,875.00	1,687.50	187.50
	ADA Hardware	625.00	562.50	62.50
k. Engineering Consulting	Melvin Green Engineering - Allowance	2,000.00	1,800.00	200.00
	Sub-total:	\$118,050.00	\$106,245.00	\$11,805.00

St. Mary's Art Center

4. Operating: List estimated operating expenses relating to the proposed project.

		# of	Rate	Flat Rate	Amount	State Share	Non-State
a.	Photocopying	2		50	50.00	0	50
b.	Film and Processing						
c.	Maps						
d.	Postage						
e.	Telephone						
f.	Utilities						
g.	Supplies (specify):						
h.	Other (specify): Blueprints for Permit	2		200	200.00	200	
i.	Other (specify):						
Sub-total: 225.00					\$250.00	\$200.00	\$50.00

5. Other (please specify or attach detailed budget):

		Rate	Amount	State Share	Non-State
a.					
b.					
c.					
d.					
e.					
f.					
g.					
h.					
Sub-total:			\$0.00	\$0.00	\$0.00

GRANT APPLICATION FOR 2019-2020
PART III BUDGET FORM

St. Mary's Art Center

6. Section #1- 5 Subtotals:

		Amounts	State Share	Non-State Share
1.	Personnel	0.00	0.00	0.00
2.	Travel	0.00	0.00	0.00
3.	Contractual Services	118,050.00	106,245.00	11,805.00
4.	Operating	250.00	200.00	50.00
5.	Other	0.00	0.00	0.00
	Sub-total:	\$118,300.00	\$106,445.00	\$11,855.00

7.	Requested State Share Total:	Subtotal:	\$106,445.00
8.	Potential Non-State Share:	Subtotal:	\$11,855.00
9.	Actual Non-State Share:	Subtotal:	\$0.00
10.	Proposed Project Costs Grand Total:		\$118,300.00



Central Sierra Construction, Inc.

2551 Precision Drive Suite C Minden, NV 89423

775 267-2943 NV LIC # 23444B

ST. MARY'S ART CENTER

2020 Grant Project List

ENTRY PORCH WATERPROOFING & PRINT ROOM CEILING REWORK

• DEMO		\$5,000.00
• NEW UNDERLAYMENT/WATERPROOFING	L&M	\$9,000.00
• NEW WOOD DECK L&M		\$9,500.00
• REWORK STAIRS L&M		\$3,000.00
• MISC TRIM REWORK/REINSTALL L&M		\$3,100.00
• PAINT NEW DECK AND TRIM L&M		\$2,200.00
• INSULATION/DRYWALL/PAINT AT PRINT RM L&M		\$6,650.00
• <u>NEW/ADDED ELECTRICAL (BUDGET ALLOWANCE)</u>		<u>\$2,500.00</u>
○ TOTAL		\$40,950.00

EAST SIDE WINDOW/DOOR RESTORATION

• REMOVE AND TRANSPORT TO CSCI SHOP		\$4,400.00
• SHOP RESTORATION L&M		\$19,400.00
• REINSTALL LABOR		\$2,200.00
• WINDOW FRAME RESTORATION L&M		\$8,800.00
• REPAINT INSIDE AND OUT L&M		\$4,025.00
• RESTORE 2 DOORS AND FRAMES L&M		\$2,800.00
• <u>LIFT RENTAL</u>		<u>\$2,875.00</u>
○ TOTAL		\$44,500.00

CHIMNEY REPOINTING

• MASONRY L&M		\$4,025.00
• LIFT RENTAL		\$1,150.00
• SHEETMETAL CAP		\$825.00
○ TOTAL		\$6,000.00

OUTBUILDING STABILIZATION

• CARPENTRY MATERIALS		\$2,300.00
• <u>CARPENTRY LABOR</u>		<u>\$4,400.00</u>
○ TOTAL		\$6,700.00

ADA RAMP AT NORTH SIDE

• EXCAVATION/PREP		\$1,150.00
• CONCRETE FOOTINGS		\$3,450.00
• CARPENTRY DECK L&M		\$11,500.00
• RAILS		\$2,875.00
• <u>ADA HARWARE</u>		<u>\$1,025.00</u>
○ TOTAL		\$20,000.00