


NEVADA COMMISSION FOR CULTURAL CENTERS & HISTORIC PRESERVATION (CCCHP) GRANT APPLICATION

	NEVADA STATE HISTORIC PRESERVATION OFFICE	<i>SHPO Use Only</i>
Initials: <u>CC</u> Received: <u>4.22.24</u>		
Postmarked: <u>N/A</u> Delivery Svc: <u>Hand Delivered</u>		

APPLICATION COVER PAGE This unaltered form must be submitted as the cover page for the application. Do not staple or bind application documents.

Grant Cycle Year(s) 2024

Applicant Organization: Reno First United Methodist Church
 EIN (Taxpayer Identification Number): 88-0072981
 Mailing Address: 209 W. First Street
 City: Reno County: Washoe ZIP: 89501
 Project Contact: Ron Applegate Title: Project Manager / Church Member
 Daytime Phone: (775)530-7162 Evening Phone: _____
 Fax: _____ Email: rfumocoffice@gmail.com

Historic Property Name: Reno First United Methodist Church Date Built: 1925 - 1926
 Property Owner Name and Address: See Above
 Project Address: See Above
 City: _____ County: _____ ZIP: _____
 Property Insured: Yes; please enclose one copy of policy No; please explain: _____

Project Title: Update/ Replace Building Heating Systems
 Project Type: Rehabilitation/Construction Planning/Construction
 Architectural/Engineering Study/Construction

Project Synopsis (Brief):
 The building is headted by two closed-loop systems. Each system is comprised of a rooftop boiler and pump, as well as supporting ancillary equipment. Both systems were installed in 2002 and are failing. Continued repair of these systems is not effective and replacement is required. Without replacement, the ability to continue to use the building is in jeopardy. The project will assure that heat is provided and will bring thses system up to current code requirements.

Proposed Start Date: 11/1/2024

Proposed End Date: 7/1/2025

Project Budget Summary:	
Amount Requested:	\$ 115,000.00
Proposed Match:	
Cash:	\$ 9,222.00
In-Kind/Donations:	
Total Project Budget:	\$ 124,222.00
If Applicable, Minimum Amount Requested	

<u>Ron Applegate</u> Applicant's Authorized Signature*
Name: <u>Ron Applegate</u>
Title: <u>Project Manager</u>
Date: <u>4-22-2024</u>

***Sign in blue or black ink. Application packets without original signatures will be considered incomplete.**

NEVADA COMMISSION FOR CULTURAL
CENTERS & HISTORIC PRESERVATION (CCCHP)
GRANT APPLICATION



NEVADA
**STATE HISTORIC
PRESERVATION OFFICE**

APPLICATION COVER PAGE Cont.

Handbook Verification Form

- I HAVE READ THE CCCHP GRANT HANDBOOK, AND
- I HAVE COMPLETED THIS CCCHP GRANT APPLICATION, AND
- I CERTIFY THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Ron Applegate
Applicant's Authorized Signature*

Name: Ron Applegate

Title: Project Manager

Date: 4-22-2024

*Sign in blue or black ink. Application packets without original signatures will be considered incomplete.

NEVADA COMMISSION FOR CULTURAL
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GRANT APPLICATION



NEVADA
STATE HISTORIC
PRESERVATION OFFICE

APPLICATION COVER PAGE Cont.

Application Checklist

Directions: Assemble the application in the following order and initial in blue or black ink on the lines to confirm that each of the required components are included in the application package.

1. Cover Pages

RWA Application Cover Page

RWA Handbook Verification Form

RWA Application Checklist

2. Project Narrative

RWA A. Questions (No more than 5 pages)

B. Supplemental Material

RWA A paragraph (200 words maximum) describing the current or intended future use of the property and cultural center programming.

RWA County Assessor print out showing the current owner of the property with the APN number

RWA Photographs of all exterior elevations with views and all major rooms and project rooms, identified and keyed to a site plan

RWA Organization's information including:

- Articles of incorporation, mission statement, length of time established, and history
- A list of current board members
- Long-range plan including information on how frequently the plan is updated
- **If applicable:**
- A list of activities for the past fiscal year
- A detailed report on current CCCHP grant status as well as the outcome of previous CCCHP grants
- A current list (last three years) of all grants and additional funding, including amounts the organization has or will receive

3. Budget

RWA

Detailed Budget

- Completed Budget Form
- Attached itemized lists and/or contractor quotes that break down labor and material costs

RWA

Audit

- Most recent audit for the organization. If there is no audit, provide an explanation of why an audit was not completed and how bookkeeping is managed.

RWA

Insurance

- Proof of insurance for the property or a justification for why there is no insurance

RWA

Resumes

- All principal professionals involved in planning, design and management of the proposed project

RWA

Initial to confirm that the applicant understands that applications lacking any of the required information listed above are ineligible for review by the Commission.

Reno First United Methodist Church

Grant Application FY2024 - 2025

Update / Replace Building Heating Systems



Narrative Description

Project Description

1. Maintaining use of the historic church building is the focus of this project. The building is heated using two closed-loop heating systems. Each system is comprised of a rooftop boiler and a pump. These systems were installed in 2002. They are now 22 years old and failing. Repairs have had limited effectiveness and based on input from service providers, replacement of these systems and their components is required. Without replacement, continued building use is at risk. This project will assure heat is provided and will bring these systems up to current code requirements.
2. This building was constructed in 1925 -1926. It was one of the first poured concrete buildings in Reno. It is listed in the National Registry of Historic Places. In addition to the building itself, the sanctuary contains features of historical significance, most notably the stained glass windows. While windows were added over many years, the earliest windows were originally created and installed in 1944.
3. The selected contractor will have responsibility for conducting the project with oversight from the Project Manager. Detailed elements that are part of the project are identified in the contractor proposal, as well as in the budget section of this application. Nonetheless, at a high level the key elements to be addressed include:
 - Removal and installation of both boilers
 - Removal and installation of 2 pumps
 - Reconnect existing piping and electrical to newly installed equipment, while bringing up to code
 - Relocate expansion tank to basement
 - Provide and install 2 outside air lockout controls for boilers
 - Provide and install one boiler emergency stop system
 - Provide required crane, rigging and street closures
4. Emcor Services Nevada is the contractor identified to accomplish the work needed.
5. We anticipate starting the project in Fall/Winter 2024 with completion by end of June 2025.
6. Reno First United Methodist Church is the title holder on the property.

Building Use/Community Involvement

1. The building is used by several different groups. Its primary use is for worship services, related activities, weddings and memorial services. This space is also used by a Tongan congregation for afternoon services.
 - a. Many sub-groups of the church use the building throughout the week. Several of these groups provide support for others in the community such as sponsoring events and services for WCC (Women and Children Center of the Sierra) or developing care bags for distribution at the Gospel Mission, and to the homeless.
 - b. The building is open to the public, with many visitors wanting to see the interior of the church and expressing interest in its history. The church is included as a part of

the Historic Reno Preservation Society (HRPS) walking tours of the three oldest Reno churches.

- c. Weekly musical performances occur during ARTTown. The sanctuary provides an important downtown venue for various musical performances, with strong community attendance and support. In the future, we are looking to expand use of the facility for musical events, such as recitals for youth school choirs and students at UNR. These will be connected to celebration of the 100th anniversary of our building.
 - d. The church is used for interfaith events to foster understanding and deter prejudice. Several recent event have been held with various groups, including the Silver Sage Foundation, which promotes understanding of the Muslim faith.
- 2.** Responsibility for management of the building falls under the Board of Trustees. Programs and Activities are approved by the Trustees and by the Church Administrative Council.
 - 3.** Direct community involvement in this project is not anticipated.
 - 4.** As noted, community involvement in this particular project is not anticipated.
 - 5.** The building will continue to be available for use by the community, as noted above. Over time, many groups have used the facility – most notably Family Promise, Bridges Out of Poverty and Alcoholics Anonymous.
 - 6.** This project is fundamental to having the building available for continued use.
 - 7.** While not identified as a direct tourist draw, the building is a significant historical landmark. It is part of the oldest church congregation in Reno, with its first meetings held in the local schoolhouse on the corner of what is now First and Sierra Streets in 1868. The building and its congregation have maintained a strong presence in the downtown. Failure to preserve this traditional and beautiful building would significantly diminish the current downtown area as well as eliminate an important part of Reno's past.

Project Support/Financial

- 1.** The contributions received for this project will come from donations supporting the church. A First United Methodist Foundation exists, but with a relatively small corpus, available dollars will be limited. This grant is the only anticipated grant request for this project.
- 2.** In the last three years, no specific funds have been received for this project.
- 3.** Any additional funds required will come from personal donations given to the church. Based on the projected budget, we anticipate \$10,000 in additional funds will be needed.
- 4.** We will seek donations as required.
- 5.** Our past management of projects with the CCCHP provides strong indication of our ability to implement and manage this project. On previous grants, oversight and accurate information has been provided. All previous grant projects have been completed successfully within budget.

Planning

The planning process required has been straightforward. Five contractors were contacted to assess the current heating systems. Only two of these contractors were able to work on rooftop boilers. Both came to our facility on numerous visits and inspected the heating systems to determine what would be required to address current issues. Bids were received from both.

- 1.** The project manager, Ron Applegate and our Custodian/Building Maintenance, Jim Gerbel, were instrumental in pursuing information from contractor assessments. This information was reviewed and the project supported by the Board of Trustees of the church.
- 2.** The two individuals above and the Trustees will have primary responsibility for project oversight. Administratively, John Helmreich, Church member, and Jennifer Smith, Office Administrator, will provide support.
- 3.** Broader community involvement is not anticipated. This project has been approved by Board of Trustees.
- 4.** No previous planning was part of this process.

Narrative Part B: Supplemental Material List

1. In some ways, uses for this building will remain consistent with its history, and in other ways the building focus and its use will continue to evolve.

The church building obviously provides a spiritual home for those who attend services and who participate in associated activities, along with weddings and memorial services. Building use also incorporates many smaller group meetings as well, that occur in the building throughout the week.

The church's mission incorporates three elements: "To do justice, Love Kindness and Walk Humbly with God". Building users support the community in ways that provide for those in need and that build connections with those who may feel otherwise excluded and unloved.

Folks using this building support many entities in Reno that provide services to others: HOPE Springs, Ridge House, Monai Village, Northern Nevada International Center, Women's and Children's Center. Meetings also occur promoting interfaith connections.

We anticipate further developing the building as a venue for performance events. While this occurs now with ArtTown, it is expected that building use will be expanded to include recitals that are often a required element for students associated with the music program at UNR.

Narrative Part B: Supplemental Material List

2. County Assessor Printout
3. Photographs of all exterior elevations
4. Photographs of all project rooms, labeled

These materials follow.

English ▼

Home » Assessor » [Real Property Assessment Data](#)

WASHOE COUNTY ASSESSOR PROPERTY DATA

4/12/2024

Owner Information				Building Information			XFOB	SUBAREA
APN	011-041-06		Card 1 of 1	Bld #1 Situs	209 W 1ST ST		Property Name	
Situs 1	209 W 1ST ST RENO NV 89501		Bld # 1	Quality	C30 Commercial 3.0 (Good)		Building Type	Church w/ Sunday School
Owner 1	FIRST METHODIST CHURCH OF RENO		OWNER	Stories	2		2nd Occupancy	BASEMENT FINISHED - COMMERCIAL
Mail Address	209 W 1ST ST RENO NV 89501			Year Built	1925	WAY	1925	
Parcel Information				Bedrooms	0	Square Feet	12922	
Keyline Desc	RENO TOWNSITE FR LT 1 & 2 BLK T			Full Baths	0	Finished Bsmt	8438	
Subdivision	RENO TOWNSITE			Half Baths	0	Unfin Bsmt	0	
	Section Township 19 Range 19			Fixtures	0	Basement Type	FINISHED - COMMERCIAL	
Record of Survey Map : Parcel Map# : Sub Map# 276				Fireplaces	0	Gar Conv Sq Feet	0	
Special Property Code		081		Heat Type	STEAM	Total Garage Area	0	
2024 Tax District	1001	Prior APN		2nd Heat Type		Garage Type		
2023 Tax District	1001	Tax Cap Status	Use does not qualify for Low Cap, High Cap Applied	Exterior Walls	CONCRETE, FORMED	Detached Garage	0	
PERMITS				2nd Ext Walls		Basement Gar Door	0	
				Roof Cover		Sub Floor		
				% Complete	100	Frame	MASONRY BRNG	
				Obso/Bldg Adj	0	Units/Bldg	1	
				Construction Modifier		Units/Parcel	1	

Land Information

LAND DETAILS

Land Use	400	DOR Code	400	Sewer	Municipal	Neighborhood	AOBQ	AO Neighborhood Map
Size	14,418 SqFt	Size	0.331 Acres	Street	Paved	Zoning Code	MD-RD	
CAGC	-			Water	Muni			

Sales and Transfer Records

RECORDER SEARCH

Grantor	Grantee	Doc #	Doc	Doc Date	DOR	Value/Sale	Sale	Note

		Type	Code	Price	Code
FIRST METHODIST CHURCH OF RENO	NO INFO		06-10-1942		0

Valuation Information ⚠️ The 2024/2025 values are preliminary values and subject to change.

	Taxable Land	New Value	Taxable Imps	OBSO	Tax Cap Value	Taxable Total	Land Assessed	Imps Assessed	Total Assessed	Exemption Value
2024/25 NR	338,400	0	1,346,562	0		1,684,962	118,440	471,296	589,737	589,737
2024/25 VN	338,400	0	1,346,562	0		1,684,962	118,440	471,296	589,737	589,737
2023/24 FV	338,400	0	1,250,225	0	1,588,626	1,588,625	118,440	437,578	556,019	556,019

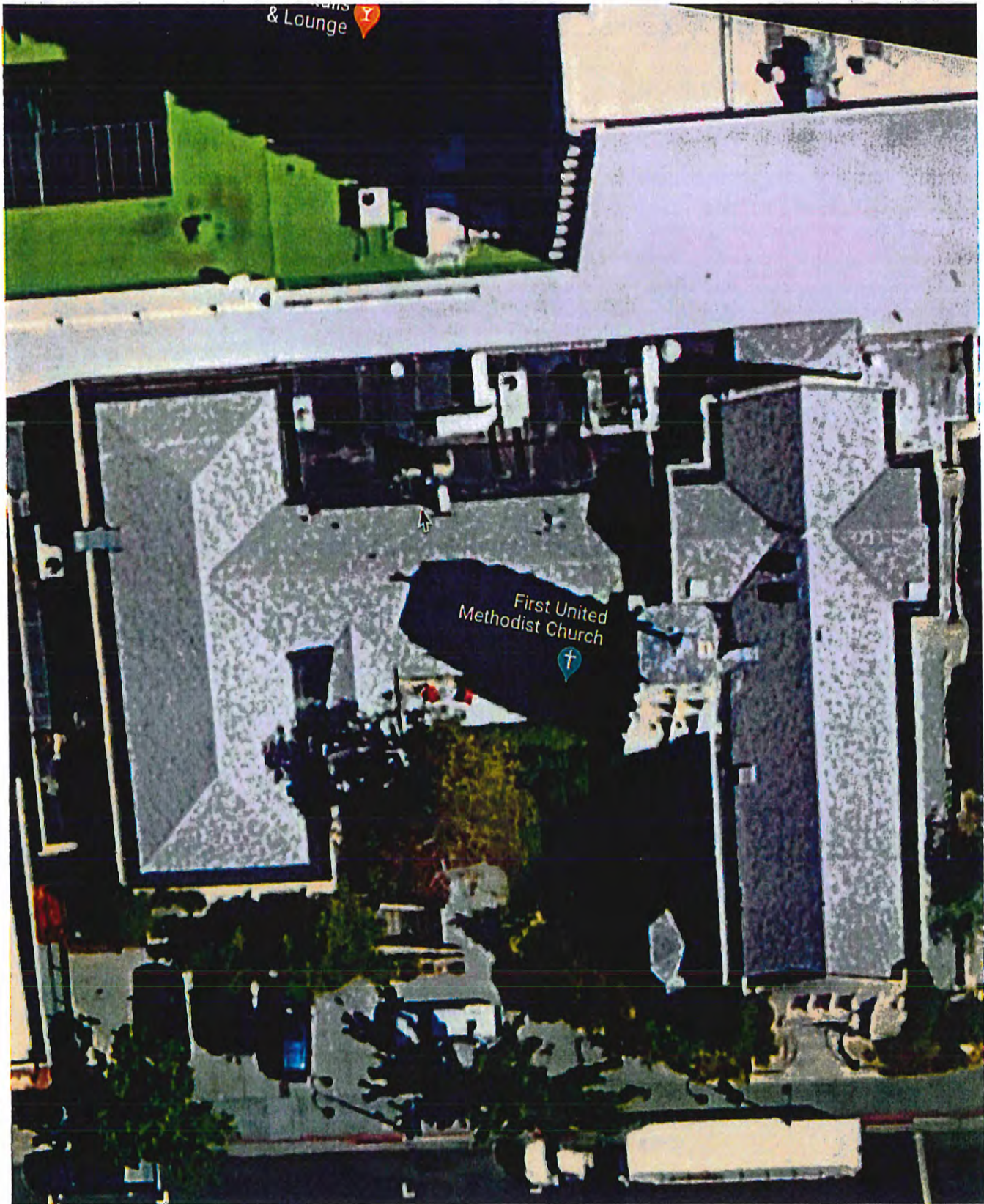


All parcel data on this page is for use by the Washoe County Assessor for assessment purposes only. The summary data on this page may not be a complete representation of the parcel or of the improvements thereon. Building information, including unit counts and number of permitted units, should be verified with the appropriate building and planning agencies. Zoning information should be verified with the appropriate planning agency. All parcels are reappraised each year. This is a true and accurate copy of the records of the Washoe County Assessor's Office as of 04-11-2024

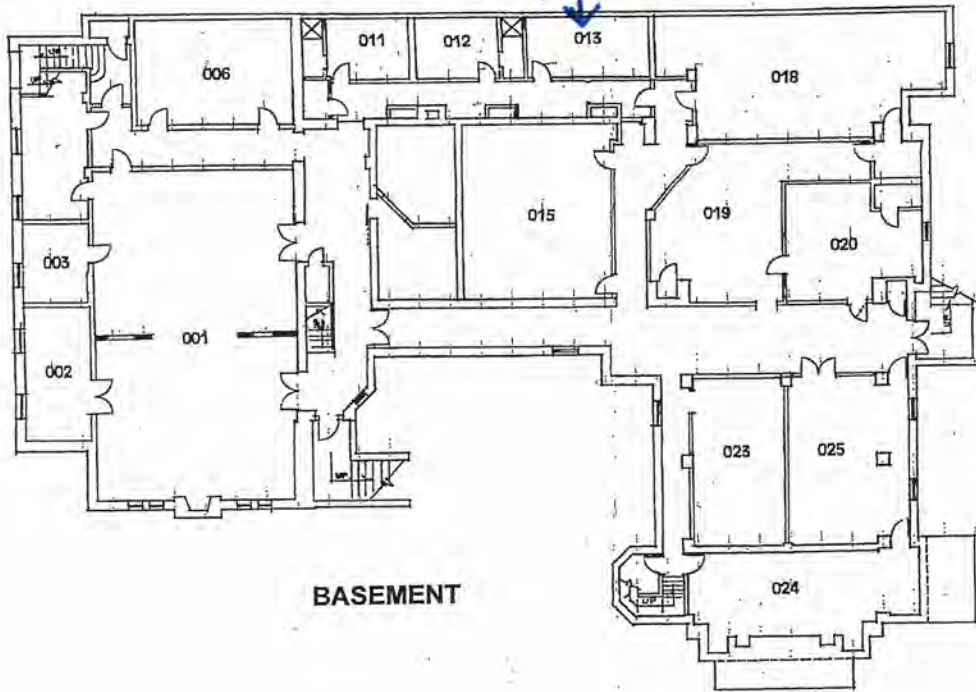
If you have questions or corrections about our property data you can call us at 775-328-2277 or email us at exemptions@washoecounty.gov

From: James Gerbel jamesgerbel@icloud.com
Subject:
Date: February 19, 2020 at 12:10 PM
To: goal4tj@gmail.com

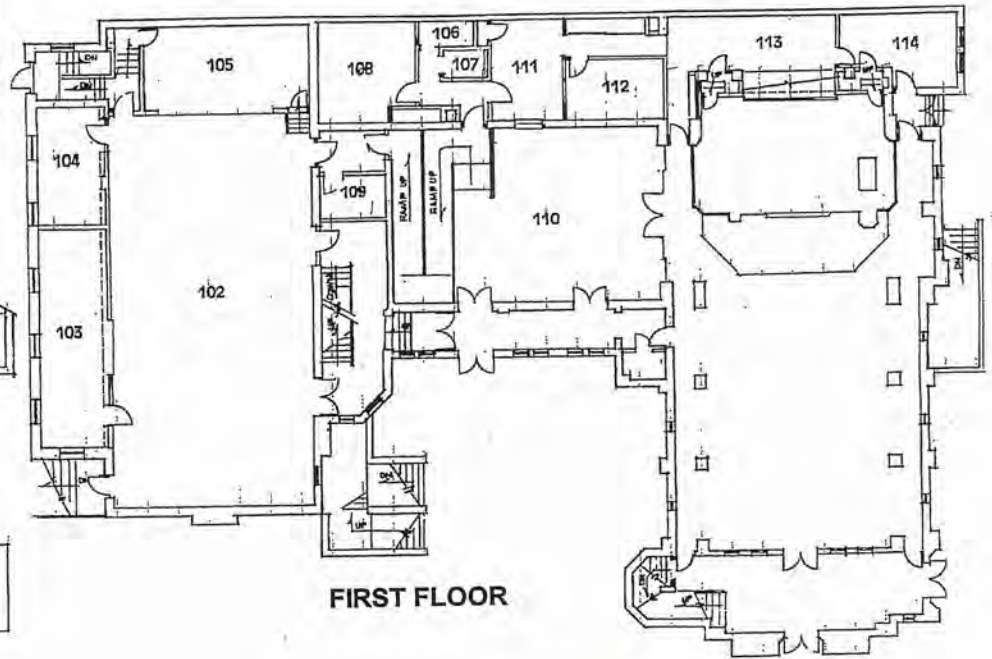
JG



PUMP ROOM
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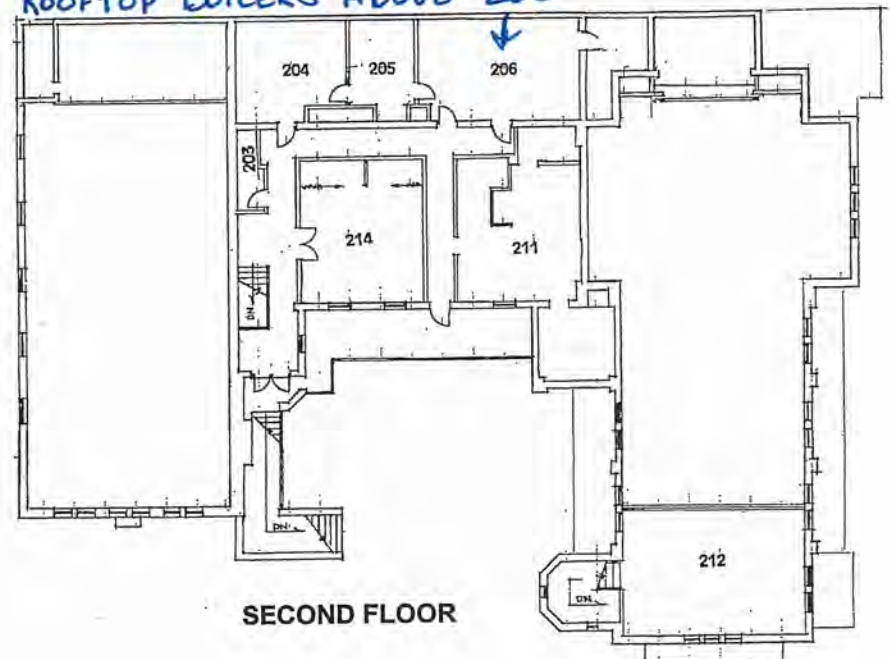


BASEMENT



FIRST FLOOR

ROOFTOP BOILERS ABOVE 206
↓



SECOND FLOOR

BASEMENT

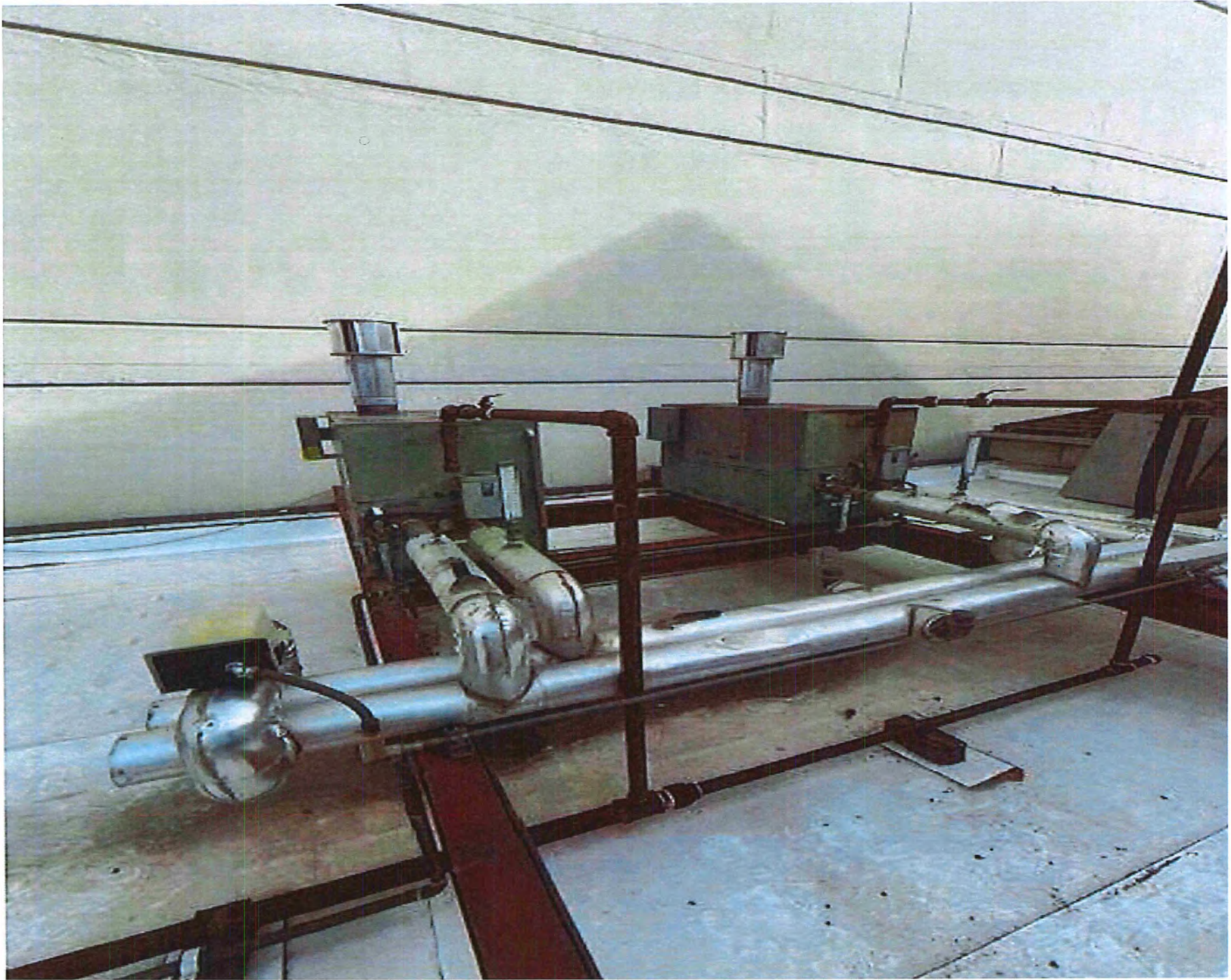
- 001 FIRESIDE RM - JR & SENIOR HIGH
- 002 STORAGE
- 003 KITCHEN
- 006 ED. RESOURCE ROOM
- 011 MENS TOILET
- 012 WOMEN TOILET
- 013 STORAGE
- 015 RED ROOM AGES 3-5
- 018 ORANGE ROOM GRADES 1-3
- 019 BLUE ROOM - NURSERY
- 020 YELLOW ROOM - INFANTS
- 023 PURPLE ROOM - GRADES 4-6
- 024 STORAGE
- 025 FILIPINO WORSHIP

FIRST FLOOR

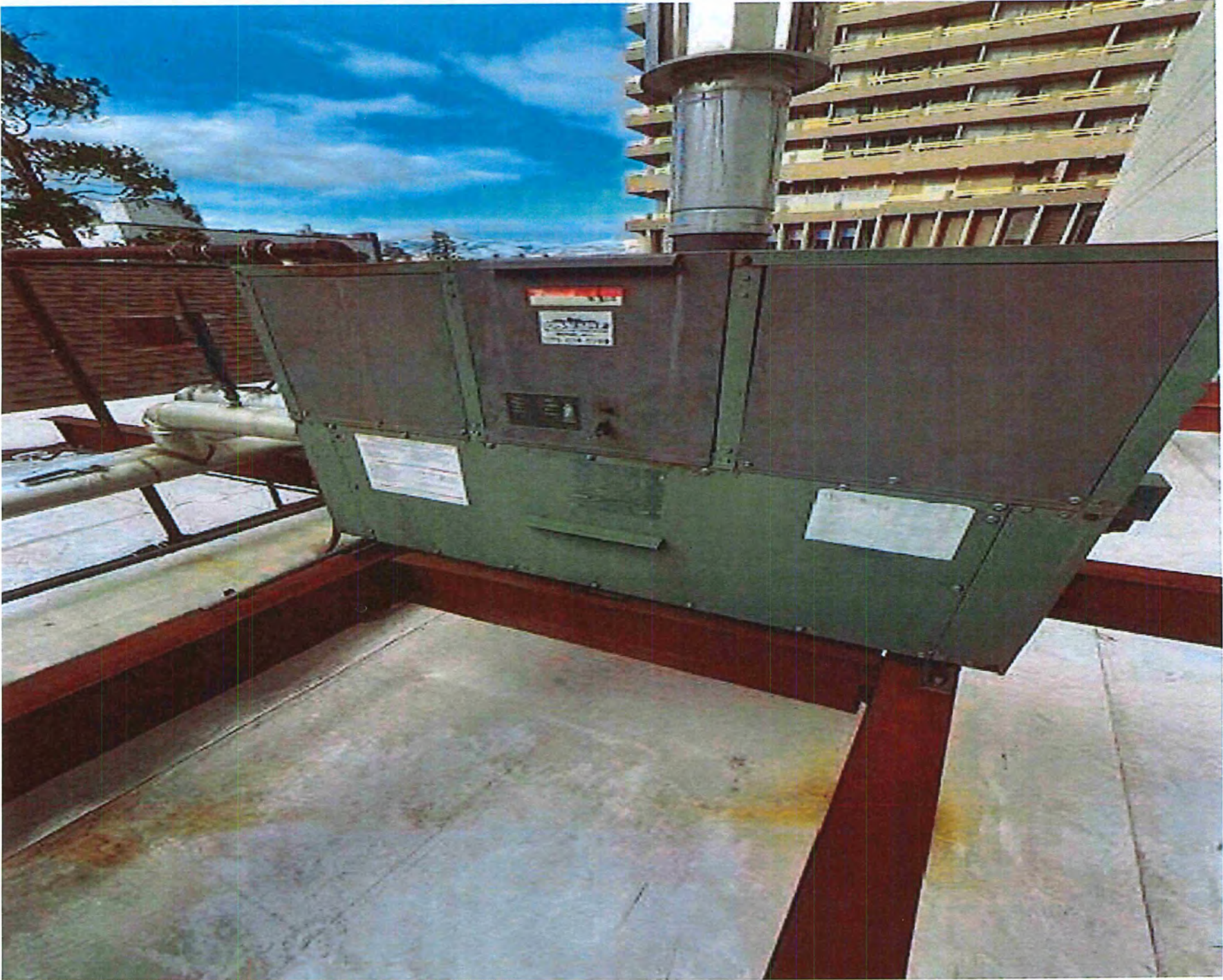
- 102 FELLOWSHIP HALL
- 103 KITCHEN
- 104 FMW ROOM
- 105 STAGE
- 106 TOILET ROOM
- 107 TOILET ROOM
- 108 PASTOR'S OFFICE
- 109 HANDICAP TOILET RM
- 110 PARLOR
- 111 OFFICE
- 112 OFFICE
- 113 WORK ROOM
- 114 OFFICE

SECOND FLOOR

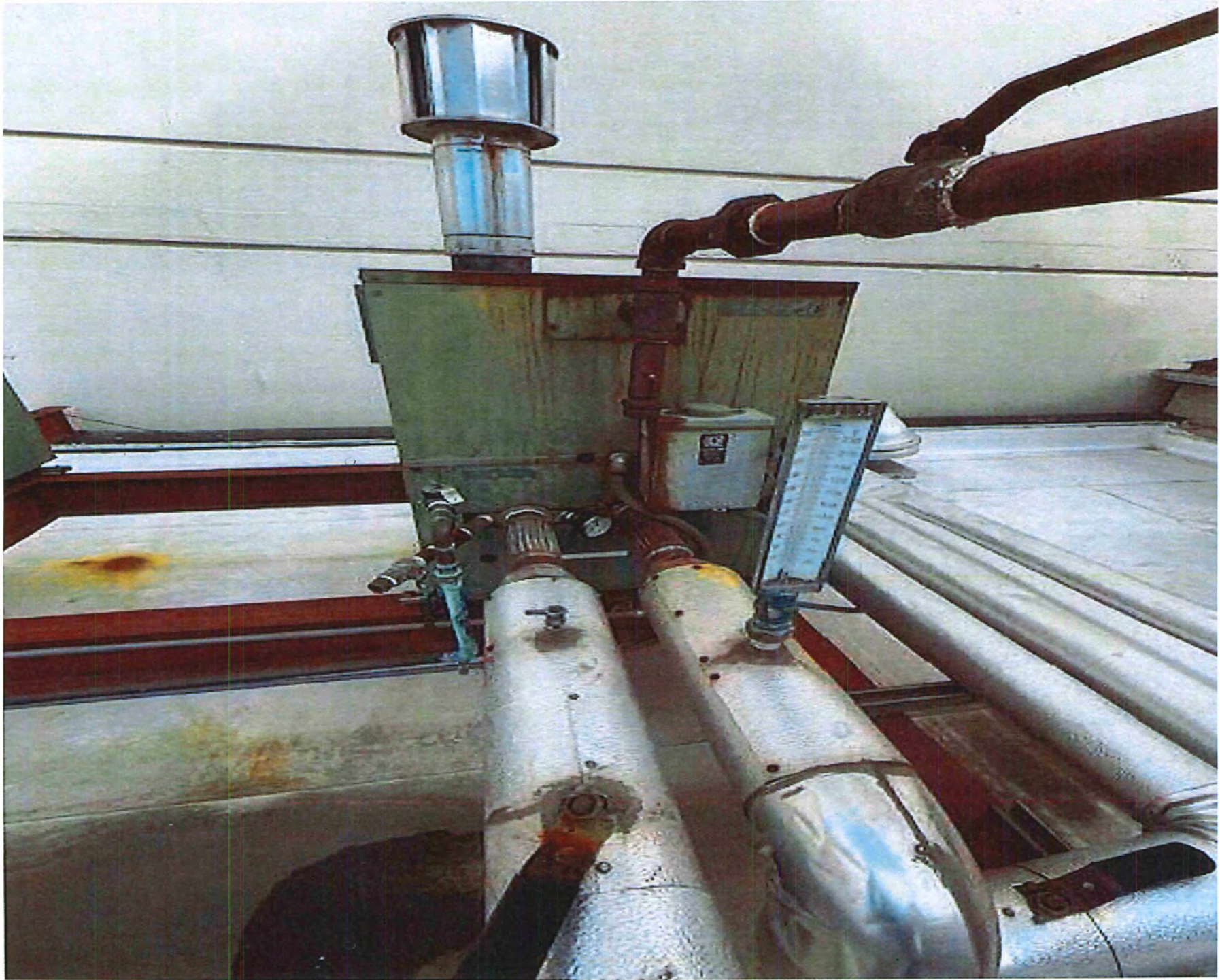
- 203 TOILET ROOM
- 204 MEETING RM - BRIDES RM
- 205 STORAGE RM - ARCHIVES
- 206 MEETING RM
- 211 APARTMENT
- 212 BALCONY
- 214 CHOIR ROOM



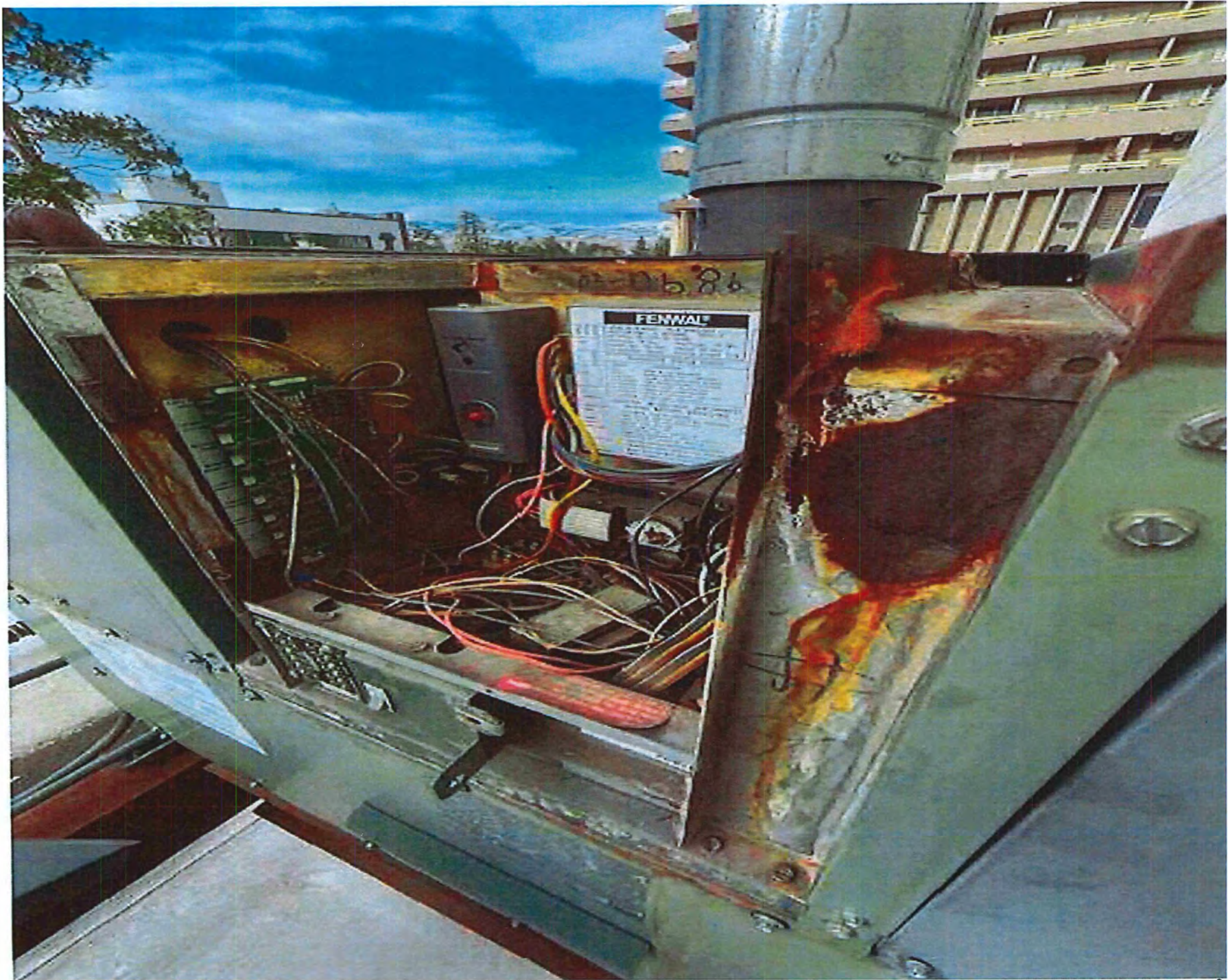
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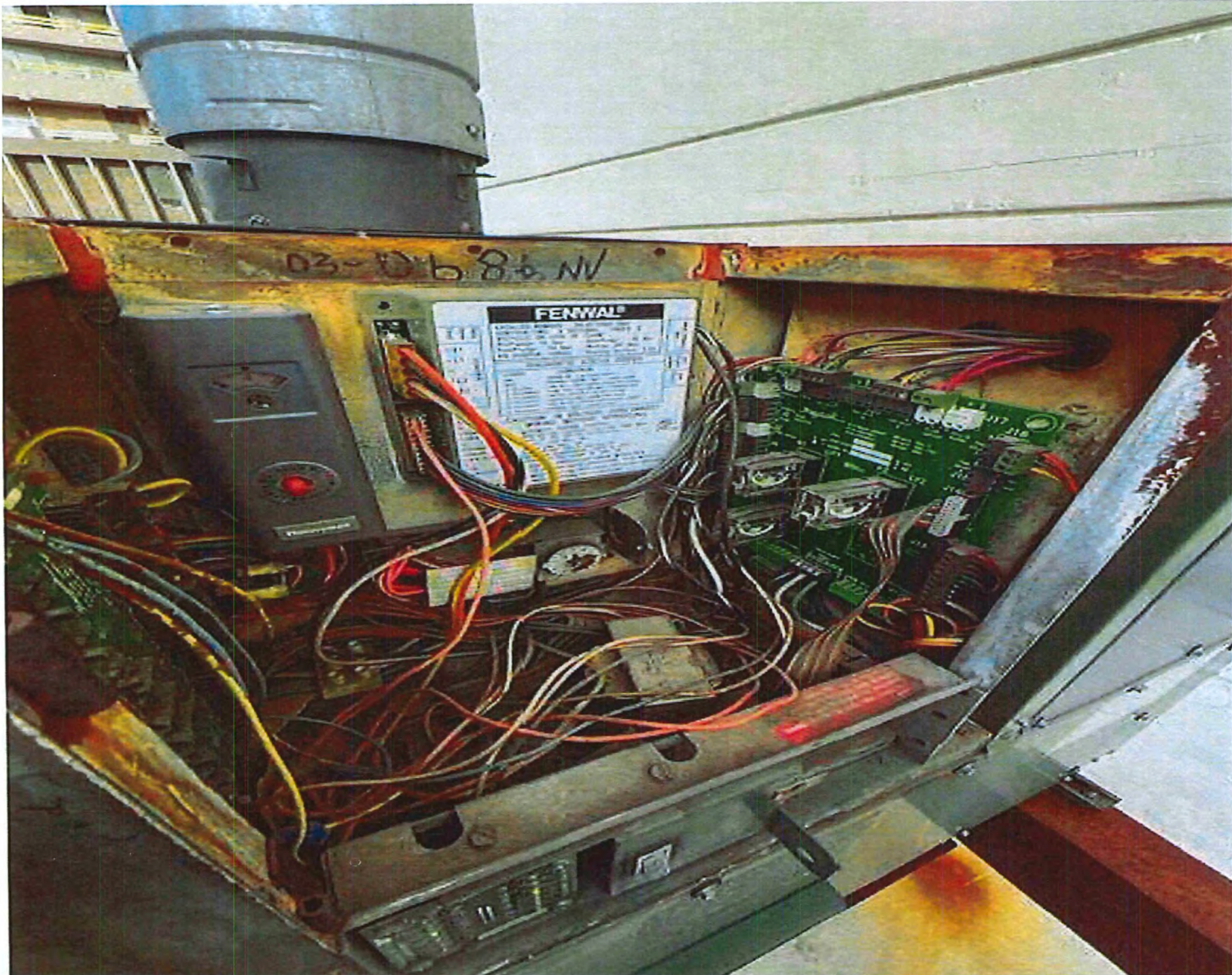
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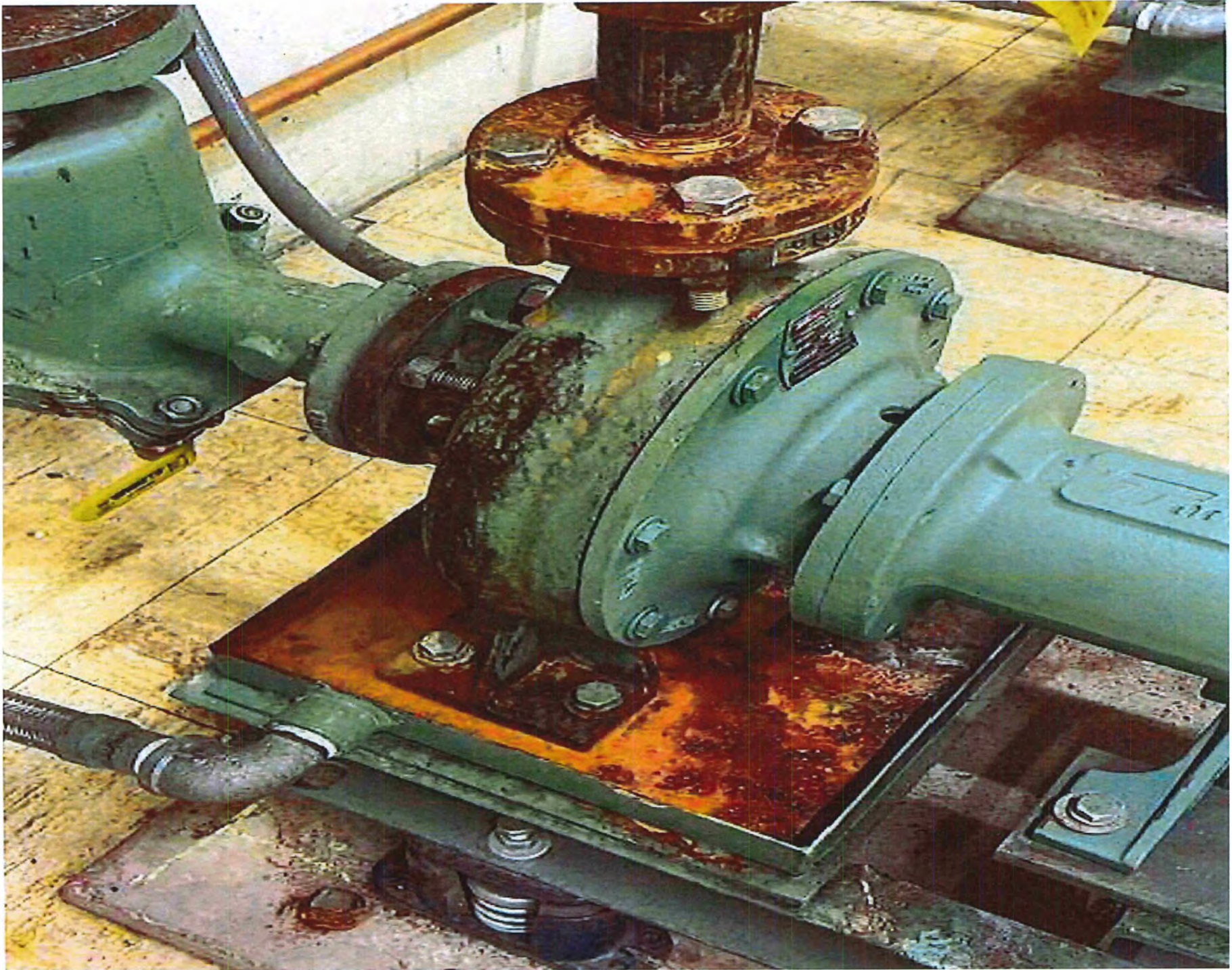
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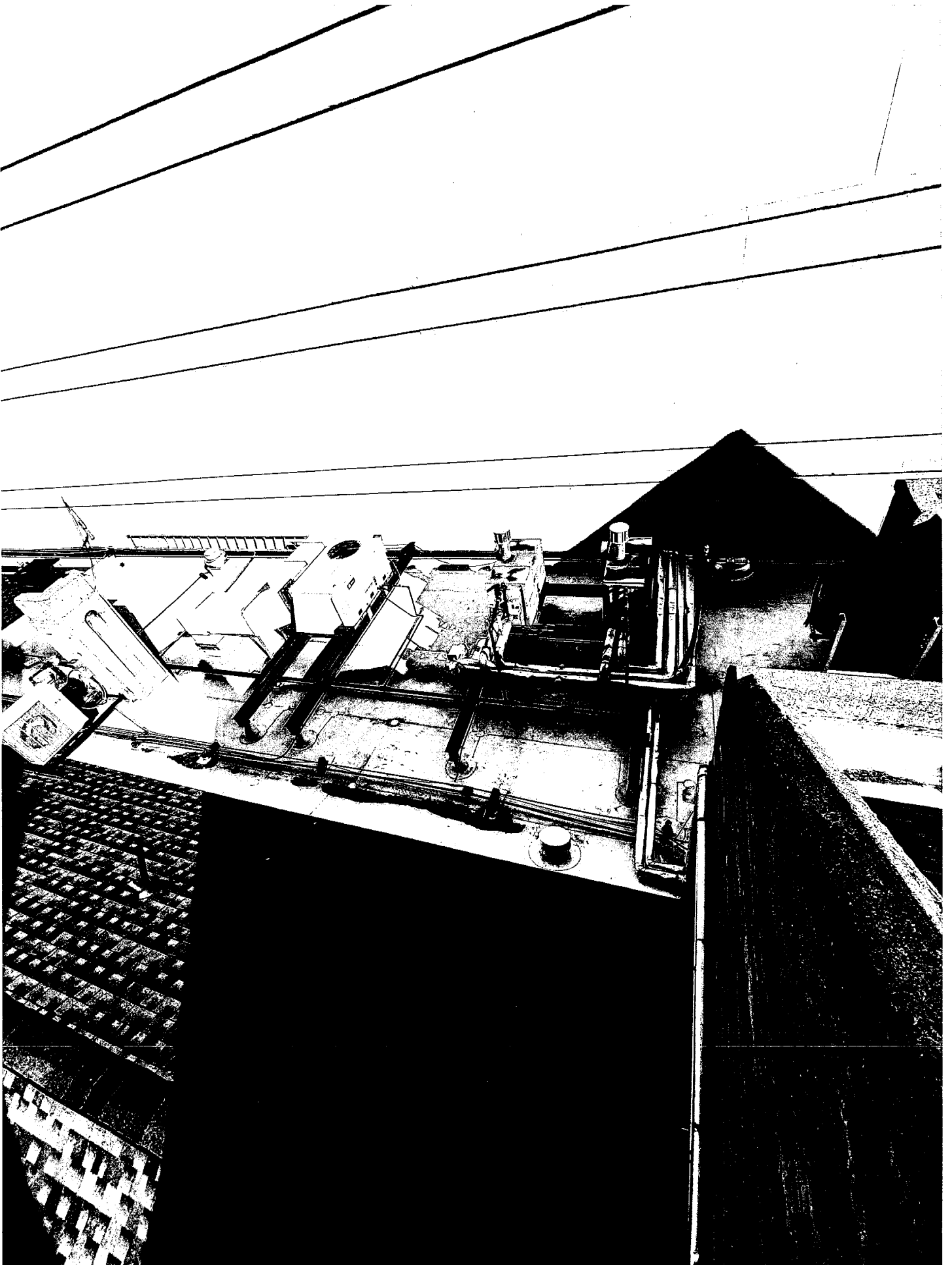
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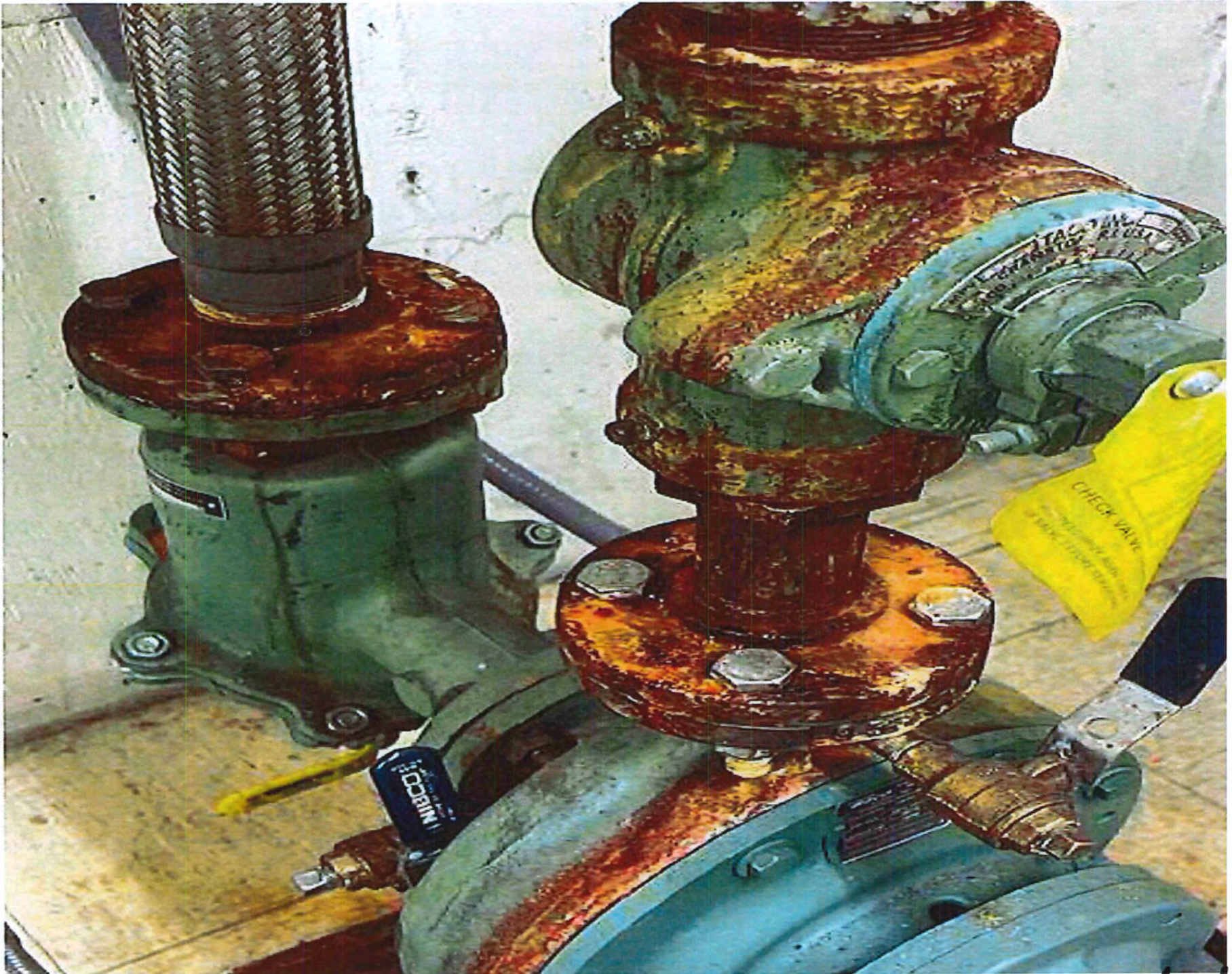


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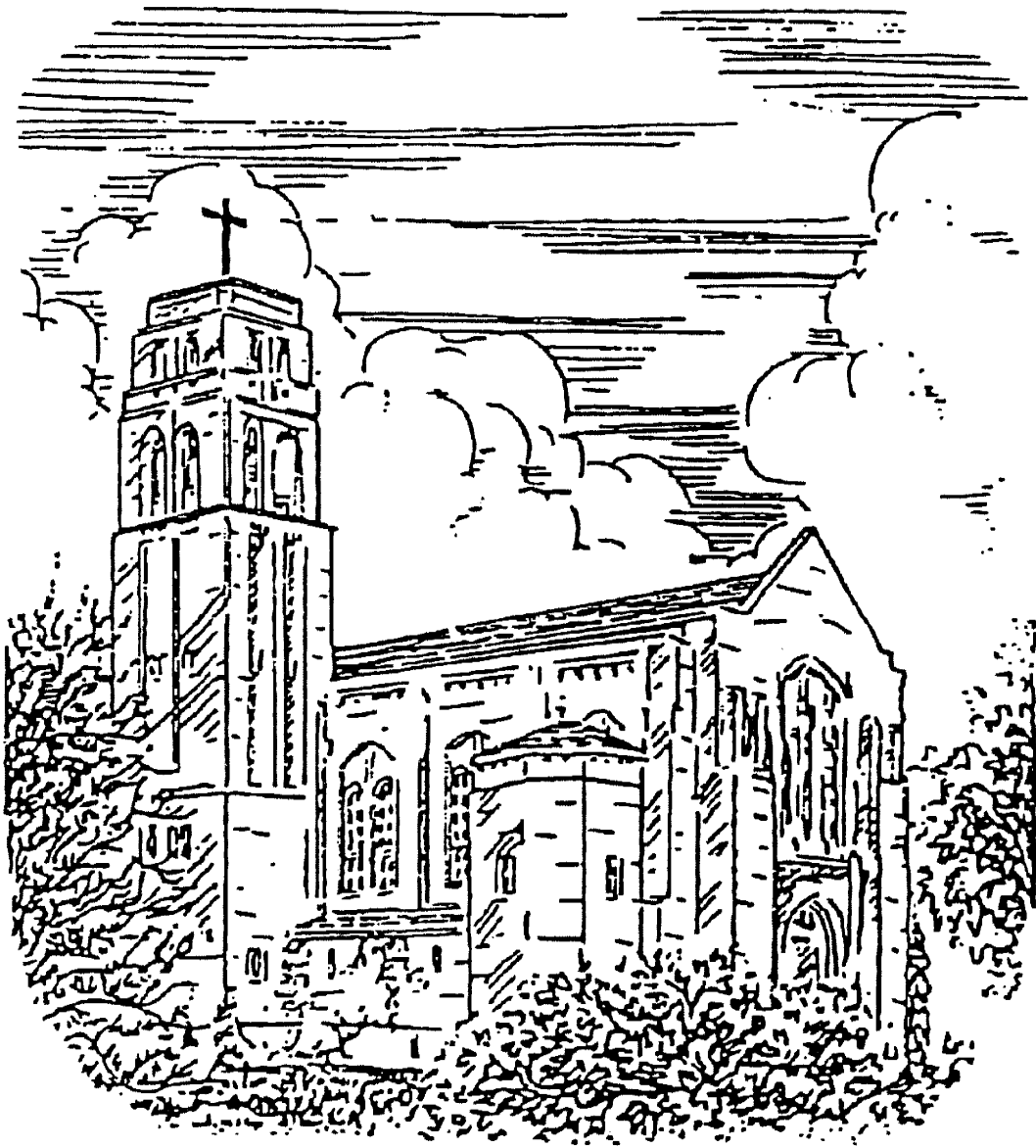
Narrative Part B: Supplemental Material List

5. Articles of Incorporation, Mission Statement, Length of Time Established, History

- Articles of Incorporation: None
- Mission Statement: "To do justice, Love Kindness, Walk Humbly with your God" – Micah 6:8
- Length of Time Established:
 - 1868 - Church meetings were held at what is now First and Sierra Streets
 - 1872 - First church was erected and dedicated on Sierra Street
 - 1926 - Cornerstone of present church was laid, dedication December 1926
- History – see attached pamphlet

A BRIEF HISTORY OF OUR CHURCH

First United Methodist Church of Reno



209 West First Street
Reno, NV 89501

Welcome to the First United Methodist Church of Reno. We are pleased to provide you with a brief history of our building. Following is a brief chronological history of our presence in Reno, and some facts about our current location.

- 1868 – the first meetings were held in the local schoolhouse on the corner of what is now First and Sierra Streets.
- 1871 – the first church was erected and dedicated on Sierra Street between First and Second Streets.
- 1900 – the wood framed church was moved to the back of the lot and a new brick building was added to it.
- 1925 – plans for a new building were made
- 1926 – the cornerstone of our present church was laid, and, following completion, was dedicated in December of 1926
- 1943 – the sanctuary was remodeled to assume its present appearance
- 1999 – work began on the refurbishing of the exterior of the building as part of an ambitious project called “Streetscape.”

THE NARTHEX SCREEN

The eight windows between the Narthex and Sanctuary were designed by Dr. Orman Roberts, minister of this church from 1962 – 1970, and crafted by Cummings Studios that did all of the windows in this church.

The butterfly represents the Resurrection and Ascension

The crown of thorns and cross symbolize the suffering of Christ

The scales and sword represents the injustice of the trial of Jesus and the poser of Rome

The scroll with the quotation from Corinthians represents Paul speaking the truth of Christ

The lamp represents the word of God as a lamp and a light

The quotation from Isaiah is one about the spirit of the Lord

The tablets of the Ten Commandments represents Moses, scorned by some and called out dated by others

The delicate harp symbolized David, the “Singer of Israel,” who made “a joyful sound unto the Lord.”

THE PIPE ORGAN

The current two-manual organ, with complete pedal keyboard and twelve ranks of pipes, was installed and a dedication recital was given on July 20, 1980.

THE CHANCEL

The altar, pulpit, lectern, candelabra, and Eternal Flame sanctuary lamp were gifts made in memory of loved ones.

The Altar – *The Alpha Symbol* is one of the most ancient symbols of The Divine Christ. “I am the Alpha and Omega, the first and the last, the beginning and the end.” *The Omega Symbol* is used in conjunction with Alpha, the first letter, to suggest the everlasting, immortal nature of Jesus Christ, the Son of God. *IHS* is one of the more familiar monograms symbolic of the name Jesus being the first three letters in the Greek word for Jesus. These three symbols emphasize the fact of Christ’s Divinity and Eternal Presence in the life of the World. “God so loved the world the He gave his only begotten son, that whosoever believeth in Him might not perish but have everlasting life.”

The Pulpit – *The Lily of the Valley* suggests the fact that a bulb decaying in the soil produces a new bulb, stem, leaves and a flower, signifying the attainment of immortal life. This is the central theme of the Gospel. *The Pomegranate* is a symbol of the resurrection of Our Lord, and also of all his faithful followers. It suggests hope of new life because it is split open by the pressure of growing seeds. *The Oak Leaf* symbolizes the Oak tree, a symbol of sacred things. Early Christians held their services on hilltops under the oaks. It is symbolic of Strength, Protection and Eternal Vigilance.

The Lectern – *The Thistle* is symbolic of the curse of sin in the life of Man – the force of evil that is constantly seeking to destroy man. *The Maltese Cross* is known as the Cross of Regeneration because it symbolize the New Birth which come to Man by belief in the Word of God and acceptance of Christ. *The Ivy* is an ancient symbol of wisdom and truth. When used on the lectern it suggests the abiding truth of the Scriptures.

THE BELL

The church bell was presented to Reno’s Methodist Episcopal Church in 1871. It was cast from two smaller bells at San Francisco. It weighs one ton and is 40 inches in diameter (about the size of the Liberty Bell in Philadelphia). It was first installed in the one room wood frame church built in 1871. It has moved each time with the church to its current location. The bell tower is 75 feet high, and the rocker arm of the bell is 60 feet above the ground. The tower is surmounted by a plain cross and illuminated from two sides.

Please see our brochure “The Stained Glass Windows of the Reno First United Methodist Church” for more information about our beautiful windows.

Information for this Brochure Based on Historical Church Records

Narrative Part B: Supplemental Material List

7. There is no formal long-term plan document for the church. An annual year end conference is held which often includes identification of possible areas of focus for the coming year. There is presently no long term planning process in place.

8. The Annual Year end conference includes reports summarizing activities during the past year. These reports are typically narrative in form although statistics regarding changes in membership are provided. A copy of the annual conference summary is attached.

Church Council Report

A Reflection on the Past Year at Reno First Church
from Church Council Chair, Betsy Morse

2023 was a time of major lows and highs for Reno First.

We entered the year with hope, though still trying to figure out our “new normal” after COVID-induced changes and looking for ways to increase our outreach into the neighborhood and beyond after losing several cherished programs. Pastor Kris Gallagher recommended that we make this the Year of Fun, concentrating on things which would improve morale and bring people together. Our new church council structure trial – really a revamp of an old model which gave greater visibility to ministry and outreach programs – seemed to fit well with this plan.

By late January, we realized that we had an unexpected, major issue – a severe reduction in funding at a time when expenses were soaring with little ability on our part to control them. We entered a period of severe testing as a congregation as we watched while initial projections of a deficit of thousands of dollars climbed to tens of thousands of dollars and then peaked at well over \$100,000.00, including parsonage repairs. Every week brought additional bad financial news. Unexpected bills. Offers of help rescinded. Gut punch after gut punch.

It was tempting to become despondent and retrench...which would have led to a slow death of what we had been. Instead, we came together and fought.

At the same time, we learned our pastor for the past decade would be leaving the ministry. New issues to deal with on top of the budget shortfall. I'm not exaggerating when I say that we were facing whether this church could survive another three years. But we have so much reason to take pride in our response. It was tempting to become despondent and retrench, being fiscally conservative in ways which would have led to a slow death of what we had been. Instead, we came together and fought. Fought to retain a progressive congregation in downtown Reno. Fought to ensure a reconciling alternative was available. Fought for our programs and outreach and long history as the first church established in Reno. Fought not just to survive but to grow into our dreams of what we could be.

In short, we voted to go big.

After small group and all-congregation meetings held in the late winter and spring, we agreed that we had about a two-year cushion of savings. We would spend that down as needed, rather than cutting staff or services, giving ourselves time to try to establish a firmer foundation on which to anchor our programs. We would concentrate on three areas which we felt were places which could lead to eventual growth: our outreach and ministry teams, our music ministry, and our children's program.



One of the first opportunities to try out this way of looking at finances and priorities came with the Easter Offering. The easy thing would have been to donate all of it to the church budget shortfall. Instead, we divided it between a program to cancel medical debt for hundreds of poor Nevadans and an effort to raise \$15,000 to expand our children's program.



We chose a [pastor] who had a reputation for challenging congregations to grow in positive ways.

Meanwhile, our ministry, small group, and outreach teams continued to do their work. Meeting quarterly as part of the church council, we tried to find areas where these groups could work cooperatively, looked at removing roadblocks to future development, and gave greater visibility to what they were doing. We bid farewell to some beloved efforts, such as the All Church Retreat and serving lunches at Our Place, but welcomed the growth of our men's breakfast group, celebrated the biggest-ever attendance at the Women's Retreat, and developed a relationship with a Turkish Muslim group which already has led to several joint activities.

As I had said at the beginning of the year that we were strong in everything except money. Over the summer and into the fall, these strengths kept asserting themselves. The small group gatherings held to introduce Pastor George and his wife to the congregation also helped bring the congregation closer together and led to meaningful conversations about what the church could be.

During the summer, we watched while volunteer leaders not only kept the children's program going on Sundays but made good progress in strengthening the program. Adding a

dynamic Children's Ministry Director in September continued this growth. The Candy Corn Carnival for Halloween and the introduction of a "Fifth Sunday" service which included children are examples of the new ideas we hope to implement as part of our effort to grow this program.

Sweet Vibrations during Artown saw big audiences attending performances and included the premiere of a new work. The sanctuary became more crowded. While the number of people listening to our service via ZOOM in real-time dropped, more people tuned in during the week by replaying what was recorded. Pastor Kris worked to develop a cadre of lay speakers for Lent; two continued to share their talent for preaching as the year progressed. A record number of people joined the church in the fall.

There is a new enthusiasm in the congregation. A spirit of hope which had dimmed in the past has been revived.

This same spirit transferred to parsonage rehabilitation. After a thorough review, in 2022 the Trustees recommended that we rent the parsonage rather than sell as-is. No immediate steps were taken to repair the building. However, with the news of the pastoral change, we suddenly found that years of delayed maintenance needed to be rectified, the neglected lawn needed to be redone, and all surfaces and appliances needed to be updated...and this work needed to happen in a three-month window. Even though we already were in financial hard times, we decided to move forward. We were blessed by a skilled team who stepped up to guide this effort, resulting in a building which we can be proud to offer to our pastors. The total cost of the needed repairs (and there is still some work which should be done over the next few years) was a huge step of faith for us, but members came forward to contribute to the effort and gifts of money which had been given to the church in the past helped cover the expenses.



We also decided that we would not place the burden of our budget woes on our staff. While we kept spending flat wherever we could, we asked the congregation to agree to give cost-of-living increases to our employees, even though we didn't know where we would find the money. This same spirit came forth when we had to decide about investing in a new pastor. Both our district superintendent and outgoing pastor thought George Edd-Bennett would be perfect for us... if he would come. Pastor George had started on his road to ministry from our church. The stickler was that this would result in extra cost, since Pastor George was receiving a significantly more robust package of wages and benefits than what we had given Pastor Kris. We collectively swallowed hard and voted to accept this. We chose a person who had a reputation for challenging congregations to grow in positive ways. We would find a way to make this work.

Throughout this year, we have shown that we believe *Reno First needs to not just live but to thrive.*

We just completed an inspirational stewardship series and are experimenting with a different way of designing budgets. For our Thanksgiving and Christmas offerings, the council voted to give both to the same project – Monai Village. Monai Village was born from the vision of a church member who saw that the needs of teens exiting foster care were not being met. The Village is in critical stage, having started services for youth without yet having the track record needed to attract grants and outside gifts. As Reno First did for Ridge House during its early development, our gifts can help Monai Village get through this crucial beginning phase.

As we move past Advent and Christmas and into the new year, we know that the problems which nearly swamped us in 2023 remain. From the time of the first all-church meeting in late February until today is not long enough to complete the financial turnaround we need. We also know that some of our dedicated givers are unable to repeat the exceptional gifts they made to save the church in 2023. But look around! There is a new enthusiasm in the congregation. A spirit of hope which had dimmed in the past has been revived. Pastor George is becoming known and respected in the community. Emphasis is being placed on communicating in more effective ways. Ideas are flowing. New people are accepting leadership positions.

Throughout this year, we have shown that we believe Reno First needs to not just live but to thrive. Sometimes it is difficult to see change as it occurs, but look at where we are now. Look at what we did and overcame over the last year.

We are strong.

We are faithful.

We believe that Reno First continues to be a needed presence not only in our lives but in the lives of people around us.

Praise be to God!!!



Narrative Part B: Supplemental Material List

6. List of Current Board Members

- Board of Trustees:
 - Rick Voight
 - Barbara Trimmer
 - Foofie Faulstich
 - Jan Lambert
 - Jennifer Malaterre
 - Fritz Grupe

The Board of Trustees has overall responsibility for project management.

Narrative Part B: Supplemental Material List

9. The church has no current CCCHP grants. Three prior grants were generously provided by CCCHP.

The first was for the refurbishment of several stained glass windows. The grant amount received was \$21,264 with a total project cost of approximately \$27,875. The grant was part of the FY2017-2018 cycle. This was a challenging project involving safe removal and reinstallation of the windows, as well as artistic workings on wood framing and lead came. With the support of the grant dollars, 5 windows were successfully restored.

The second grant occurred in the 2019/2020 grant cycle. The amount received was \$80,000 on a project totaling \$122,642. Three significant areas were addressed, including: replacing the roof, repairing two sets of front steps and deteriorating corbels over the front door entrance, and finally upgrading electrical fixtures. All were essential to address the safety and integrity of the building.

The most recent grant was for FY 2021-2022. The project included restoration and repair of gutters, relocation and rewiring of an electrical panel, and restoration of tri-fold doors in the sanctuary. The grant amount received was \$54,267 on a total project budget of \$62,105.

10. No other grants were received in the past three years.

NEVADA COMMISSION FOR CULTURAL CENTERS & HISTORIC PRESERVATION (CCCHP) GRANT APPLICATION



NEVADA
STATE HISTORIC
PRESERVATION OFFICE

APPLICATION BUDGET

APPLICANT: Reno First United Methodist Church

1. Personnel: CCCHP Grant funds cannot be used to compensate personnel. Match is limited to work related to the grant project.

	Position Title	Hours	Hourly Rate (HR)	Does HR include fringe benefits?	% of HR that is fringe benefit	Amount of fringe benefit	Match (Non-CCCHP Grant)
a.							\$ 0.00
b.							\$ 0.00
c.							\$ 0.00
d.							\$ 0.00
e.							\$ 0.00
f.							\$ 0.00
g.							\$ 0.00
h.							\$ 0.00
i.							\$ 0.00
j.							\$ 0.00
						Sub-total:	\$ 0.00

2. Travel: CCCHP Grant funds only cover travel for contracted service providers. This can be companies or individuals. Travel expenses must follow U.S. General Service Administration (GSA) rates.

	Contracted service provider	Match	CCCHP Grant	Total Amount
a.				\$ 0.00
b.				\$ 0.00
c.				\$ 0.00
d.				\$ 0.00
e.				\$ 0.00
f.				\$ 0.00
g.				\$ 0.00
h.				\$ 0.00
i.				\$ 0.00
j.				\$ 0.00
		Sub-total:	\$ 0.00	\$ 0.00

**NEVADA COMMISSION FOR CULTURAL
CENTERS & HISTORIC PRESERVATION (CCCHP)
GRANT APPLICATION**



NEVADA
**STATE HISTORIC
PRESERVATION OFFICE**

APPLICATION BUDGET Cont.

APPLICANT: Reno First United Methodist Church

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

Note: CCCHP Grant funds cannot be used for administrative costs.

	# of	Rate	Flat Rate	Match	CCCHP Grant	Total Amount
a.	Photocopying					\$ 0.00
b.	Film and Processing					\$ 0.00
c.	Maps					\$ 0.00
d.	Postage					\$ 0.00
e.	Telephone					\$ 0.00
f.	Utilities					\$ 0.00
g.	Supplies (specify)					\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
h.	Other (specify)					\$ 0.00
						\$ 0.00
						\$ 0.00
				Sub-total:	\$ 0.00	\$ 0.00

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

	Rate	Match	CCCHP Grant	Total Amount
a.	Contingency	\$ 5,900.00		\$ 5,900.00
b.				\$ 0.00
c.				\$ 0.00
d.				\$ 0.00
e.				\$ 0.00
f.				\$ 0.00
g.				\$ 0.00
h.				\$ 0.00
i.				\$ 0.00
		Sub-total	\$ 5,900.00	\$ 5,900.00

**NEVADA COMMISSION FOR CULTURAL
CENTERS & HISTORIC PRESERVATION (CCCHP)
GRANT APPLICATION**



NEVADA
**STATE HISTORIC
PRESERVATION OFFICE**

APPLICATION BUDGET Cont.

APPLICANT: Reno First United Methodist Church

6. Section #1- 5 Subtotals:

		Match	CCCHP Grant	Total Amounts
1.	Personnel	\$ 0.00		\$ 0.00
2.	Travel	\$ 0.00	\$ 0.00	\$ 0.00
3.	Contractual Services	\$3,322.00	\$ 115,000.00	\$118,322.00
4.	Operating	\$ 0.00	\$ 0.00	\$ 0.00
5.	5% Contingency	\$5,900.00	\$ 0.00	\$ 5,900.00
	Sub-total	\$9,222.00	\$ 115,000.00	\$124,222.00

7. Requested CCCHP Grant Total: \$ 115,000.00

8. Potential Match: \$9,222.00

9. Proposed Project Costs Grand Total: \$124,322.00

Note: For assistance with completing the budget, please refer to the CCCHP Grant Handbook.

Topics

- Match
- Procurement of Goods, Services, & Contracts

Forms

- Value of Donated Material
- Value of Donated Equipment
- Value of Donated Labor



4098 SOUTH MCCARRAN BLVD. • RENO, NV 89502 • (775) 358-0132 • FAX (775) 358-0183
NCL 0073520

March 21, 2024

Quote # 24-040383

Reno First United Methodist Church
209 W. First St.
Reno, Nevada 89501

Attention: Jim Gerbel
Building Manager

Reference: Heating Hot Water System

Subject: Equipment Replacement Proposal

EMCOR Services, Nevada is pleased to offer the following proposal for consideration.

Scope: Supply Labor and Materials to replace directed hot water heating system components to include the following.

- **Disconnect, remove and dispose two (2) existing roof mounted boilers.**
- **Disconnect, remove and dispose two (2) existing heating hot water pumps, suction diffusers, vibration bases and balance valves.**
- **Disconnect, remove and dispose one (1) existing roof mounted expansion tank.**
- **Provide and install two (2) new equivalent capacity roof mounted boilers on existing support structure.**
- **Provide and install two (2) new equivalent capacity heating hot water pumps, suction diffusers, and balance valves and provide industry standard grouting of new pump bases.**
- **Provide and install one (1) new equivalent capacity expansion tank to be relocated to basement mechanical room to eliminate ongoing freeze issues associated with its current roof mounted location.**
- **Reconnect existing piping, electrical and control to newly installed equipment as required.**
- **Provide and install two (2) outside air lockout controls for new boilers.**
- **Reinsulate new boiler hot water piping connections with fiberglass insulation and aluminum jacketing to match existing.**
- **Provide and install one (1) new code required boiler emergency stop system on roof as directed by the State of Nevada.**
- **Provide code required painting of existing gas piping to each boiler.**
- **Provide State of Nevada boiler operating permits for new boilers and expansion tank.**
- **Provide required crane, rigging and street closure.**
- **Provide start-up and adjustment of newly installed equipment.**
- **Recharge existing heating hot water system glycol to include up to 10 gallons of new glycol.**
- **Provide one-year warranty on defective materials and craftsmanship.**
- **Provide three (3) year service warranty.**

The scope of work outlined above can be completed for the sum of: \$118,322.00

We Exclude the following from our proposed scope of work:

- 1) Any additional costs associated with permits and fees not specifically addressed above.
- 2) Any overtime or premium-time labor
- 3) Project engineering and drafting.
- 4) Any life safety work not specifically addressed above.
- 5) Any costs associated with asbestos, lead, or other hazardous materials.
- 6) Any modification to the existing control system.



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NCL 0073520

Supply Chain: This proposal is conditioned on EMCOR Services- Nevada confirming the price, delivery time, and availability of goods with Mesa Energy Systems' subcontractors, vendors, and/or suppliers at the time when EMCOR Services- Nevada and customer are ready to enter a final contract for the proposed work. Mesa Energy Systems reserves the right to (i) adjust the proposal price and schedule in the final contract if needed due to such confirmation, and (ii) condition the final contract on, and include in it, any reservations and/or limitations that EMCOR Services- Nevada must accept from its subcontractors, vendors, and/or suppliers to obtain any goods. The above referenced price will be held firm for a period of thirty (30) days from the date of this proposal. If you have any questions or require any additional information, please feel free to contact me.

By: Richard M. Gardner

By: _____
Customer

EMCOR Service, Nevada
Mesa Energy Systems, Inc.
Richard M. Gardner, P.E.
Engineering Director
rckgardner@emcor.net
775-462-8510

Acceptance Date: _____

Terms and Conditions:

- A. Unless stated otherwise in this agreement, services provided under this agreement will be performed during normal working hours of 7 a.m. to 4 p.m., Monday through Friday.
- B. The guarantees and services provided under the scope of this agreement are conditioned upon **CUSTOMER** operating and maintaining systems/equipment. **CUSTOMER** will do so in according to industry-accepted practices, or in consideration of our recommendations.
- C. **CUSTOMER** will provide and permit reasonable access to all areas where work is to be performed. EMCOR Services Nevada will be allowed to start and stop equipment as necessary to perform its services and be permitted use of existing facilities and building services.
- D. Any repairs or services resulting from power failures, freezing, roof leaks through curbs or equipment, or air side corrosion will be paid for by the **CUSTOMER** in accordance with EMCOR Services Nevada's currently established rates.
- E. The agreement does not include responsibility for system design deficiencies, such as, but not limited to poor air distribution, water flow imbalances, system equipment and component obsolescence, electrical failures, unserviceable equipment, and operating the system(s), unless otherwise stated in this Agreement.
- F. EMCOR Services Nevada will not be liable for delays or failure to obligate due to fire, flood, strike, lockout, freezing, unavailability of material, riots, acts of god, or any cause beyond reasonable control.
- G. EMCOR Services Nevada is not responsible for the removal or disposal of any hazardous materials or any cost associated with these materials unless otherwise noted in this Agreement.
- H. The agreement does not include repairing any damage resulting from improper/inadequate water treatment or filter service not supplied by EMCOR Services Nevada.
- I. This agreement does not include any services occasioned by improper operation, negligence, vandalism, or alterations, modifications, abuse, or misuse, or repairs to equipment not performed by *EMCOR Services Nevada*. Unless otherwise agreed, also excluded is the furnishing of materials and supplies for painting or refurbishing existing equipment.
- J. EMCOR Services Nevada shall not be required to furnish any items of equipment, labor, or make special tests recommended or required by insurance companies, Federal State Municipal or other authorities except as otherwise included in this Agreement.
- K. In the event either party must commence a legal action in order to enforce any rights under this contract, the successful party shall be entitled to all court costs and reasonable attorney's fees as determined by the court for prosecuting and defending the claim, as the case may be.
- L. EMCOR Services Nevada shall not be liable for the operation of the equipment nor for injuries to persons or damage to property, except those directly due to the negligent acts or omissions of its employees and in no event shall it be liable for consequential or speculative damages. It shall not be liable for expense incurred in removing, replacing or refinishing any part of the building structure necessary to the execution of this Agreement. It shall not be held liable for any loss by reason of strikes or labor troubles affecting its employees who perform the service called for herein, delays in transportation, delays caused by priority or preference rating, or orders or regulations established by any government, authority, or by unusual delays in procuring supplies or for any other cause beyond its reasonable control.
- M. Only EMCOR Services Nevada's personnel or agent are authorized to perform the work included in the scope of this agreement. EMCOR Service may, at its option, cancel or waive its obligations under this Agreement should non-authorized individuals perform such work.
- N. This Agreement and all rights hereunder shall not be assignable unless approved by EMCOR Services Nevada. In the event of additional freight, labor, or material costs resulting from a **CUSTOMER** request to avoid delays with respect to equipment warranties, or accelerated delivery of parts and supplies, the Customer agrees to pay these additional costs at EMCOR Services Nevada's currently established rates.
- O. EMCOR Services Nevada's scope of work shall not include the identification, detection, abatement, encapsulation or removal of asbestos or products or materials containing asbestos or similar hazardous substances. In the event EMCOR Service encounters such material in performing its work, EMCOR Services Nevada will have the right to discontinue work and remove its employees until the hazard is corrected or its determined no hazard exists.
- P. This Agreement contains the entire Contract and the parties hereby agree that this Agreement has been agreed to and the entire Agreement is then accepted and approved by an authorized person for both parties, and no statement, remark, agreement or, understanding, oral or written, not contained herein, will be recognized or enforced.
- Q. This agreement does not include the disposal of hazardous waste any charges incurred for their proper disposal will be born by the customer as an extra to the contract price.
- R. This proposal, including but not limited to pricing and schedule, is made contingent upon the work addressed herein not being adversely affected, either directly or indirectly, by the COVID-19 pandemic and/or the Corona virus. This proposal is further conditioned upon the parties agreeing, prior to beginning of any work and in writing as part of any contract/subcontract, that any (i) schedule issues (including, but not limited to, delay, acceleration, compression, interference, hindrance), (ii) overtime hours or added resources to perform work, (iii) shortages (whether as to labor, subcontracted

Professional References- Customers in Reno

Customers that Emcor Services Nevada-Mesa Energy has Under Contract for HVAC Preventative Maintenance Service and Performs HVAC Repairs & Retrofits on- Chillers, Boilers, BMS Controls, Pumps, Air Handlers, Package, Split System Units, Cooling Towers, Etc.

University of Nevada Reno

Todd Belcher
HVAC Supervisor
University of Nevada, Reno
Office (775) 682-7060 Office (775) 336-4677

**Wadsworth Lodge No 25F &
Ed Chanch - 760-221-4748**
2425 Pyramid Way
Reno, NV

Saint Thomas Aquinas Cathedral Church

310 W. 2nd Street
Reno, NV 89503
Maryann Dangel 775-329-2571
Mike Quilici 775-326-9433

Renown Regional Medical Center

Larry Tague
Facility Director
Renown Regional Medical Center
Office (775) 982-4632

Whitney Peak Hotel

Ramon Villegas
General Manager
Whitney Peak Hotel
Office (775) 398-5475

Robert Bloxham

Gardner Mechanical
Boiler Foreman
775-722-0147

Glen Hidden Valley

Michael Banks
3285 Clover Way
Reno, NV 89509
Office (561) 939-2481





Project Experience

EMCOR Services Mesa Energy Systems will celebrate our 41st anniversary in 2024. We are a fully licensed HVAC Maintenance, Service, Building Automation, System Integrator, VFD, Design / Build, Retrofit, and Construction Company. We are headquartered in Irvine, California with offices serving the greater San Diego, Los Angeles, Bakersfield, Fresno, San Jose, San Francisco, Sacramento, Phoenix, Reno, and Las Vegas markets.

Our Management, Engineering, Operations, Sales, and Field teams in each region have earned us a reputation of providing "best in class" service, and support in the delivery of our offerings. These offerings include the following:

- ◆ **Heating, Ventilation, and Air Conditioning** – Mesa Energy Systems provides a full line of mechanical services from installation, service, and maintenance to complete mechanical retrofit. Mesa has expert knowledge on a wide array of HVAC equipment across dozens of manufacture brands. This includes in-depth knowledge and experience in motor replacements.
- ◆ **Refrigeration** – Mesa Energy Systems has a dedicated refrigeration team to service, maintain, and repair all aspects of refrigeration equipment for both industrial and commercial applications focusing on food and beverage processing, distribution, and storage.
- ◆ **Energy Analysis** – Mesa Energy Systems can provide a complete mechanical analysis of a building and provide feedback on equipment reliability. Additionally, Mesa can provide recommendations on how to operate the mechanical system at the lowest possible energy consumption. We also work hand in hand with the local utilities to establish and secure energy rebates.
- ◆ **DDC Automation / Integration** - Mesa Energy Systems can design and install a wide variety of Automation Systems including Delta Controls, TAC, Johnson Controls, and Tridium. All of these systems utilize industry standard protocols such as BACnet, Modbus, and LON.
- ◆ **Variable Frequency Drives** – Since the early 1980's Mesa Energy Systems has installed and commissioned thousands of variable frequency drives throughout California in field retrofit applications to reduce operating expenses. Many of our field technicians are factory-certified to start up multiple manufacturer's VFD's.
- ◆ **Energy Services** – We are built on a tradition of developing, installing, and maintaining the latest HVAC technologies that maximize system performance. Over our history, we have developed, delivered, and maintained the following technologies for our clients: Pneumatic to DDC Controls conversions; VFD Technology implementation on Chillers, Air Handling Units, Pumps, and Cooling tower fans; System Integration; Variable Primary Flow Technology (Hartman Loop); Turbocor Retrofits; and overall building system optimization.
- ◆ **LEED Accredited Professionals:** - Mesa Energy Systems, Inc. has 13 LEED Accredited professionals on staff.

The EMCOR Group, the parent company of Mesa Energy Systems, is a Fortune 500 corporation. EMCOR Group, Inc. (NYSE: EME) is a global leader in mechanical and electrical construction, energy infrastructure, and facilities services. Mesa Energy Systems was incorporated in August of 1985 and acquired by the EMCOR Group in January of 1998.

Mesa Energy Systems uses live customer service personnel during normal business hours, which is Monday through Friday from 7:00am to 5:00 pm. Tahoe Truckee Unified School District will be serviced from Reno as primary and Sacramento when needed. Emergency service calls are placed by customers via a toll free 800 number and are answered immediately by a live customer service dispatcher who will take the pertinent information and dispatch a service technician to address the call. If the call comes in outside of normal business hours, a live representative from the EMCOR call center located in Phoenix, AZ will connect the caller directly to a dispatcher who will then dispatch a service technician to respond to the call immediately.



EMCOR Service/Mesa Energy Systems a MSCA Star Qualified Service Company. This certification, awarded by Mechanical Service Contractors of America, is only given to firms who meet a stringent set of criteria that include the following:

- ◆ The company is a MSCA member in good standing.
- ◆ Has a proven track record in the HVAC/R industry
- ◆ Employs UA Certified technicians.
- ◆ Has an outstanding safety record.
- ◆ Has an ongoing commitment to education and training for all employees.
- ◆ Has an established inventory control program.
- ◆ Utilizes photo ID cards for technicians.
- ◆ Provides extraordinary customer service.

Local Church Audit Guide**Recommended Procedures**

Audit Criterion	Finding	Status
1. Obtain a copy of (1) the previous year end's balance sheet and "statement of income and expenses" for the year then ended and (2) the balance sheet and year-to-date statement of income and expenses available as of the end of the current year (the "Test Period"). For both sets of statements, agree each amount on such financial statements to the corresponding amounts in the church's general ledger.	Jennifer provided the year end reports (Balance Sheet, P&L Income & Expense, Gen. Ledger). QuickBooks essentially guarantees match.	Completed, in conformance with standard. Jennifer/Fritz
2. Using the balance sheet as of the end of the Test Period, identify any "credit" account balances included in the "Assets" section of the church's balance sheet or "debit" balances included in the "Liabilities" or "Equity" or "Net Assets" sections of the balance sheet. For all such balances identified, obtain an explanation from the church's accountant of the nature of the account and why it has a "credit" (for asset accounts) or "debit" (for liability" or "net assets" accounts) balance. Summarize such explanation(s) in your report to the finance committee.	No significant negative items in the P&L.	Completed, in conformance with standard. Jennifer/Fritz
3. If the balance sheet at the end of the Test Period reflects an accumulated deficit, ask the church's accountant to explain the source or sources of the funding for that deficit, and provide the explanation in the final report to the Finance Committee. (Note: sources of funding for the deficit might include one or more of the following: bank borrowings, negative working capital (e.g., accounts payable and other short-term liabilities exceed cash balances), restricted assets used to support ongoing church operations).	No accumulated deficits to be accounted for.	Completed, in conformance with standard. Jennifer/Fritz
4. Cash balances - Obtain copies of the monthly bank statements and corresponding bank reconciliations for each church bank account for the end of the Test Period and for one other month end during the Test Period, and perform the following:	Compared July 2018 and December 2018 statements with bank reconciliations. (General Fund, Money Market & Pastors Discretionary Acct.)	Completed, in conformance with standard. Betsy
a. Agree the "balance per bank" from the reconciliation to the corresponding ending balance of the bank statement, and the "balance per books" (or general ledger) to the corresponding amount in the church's general ledger.	All Bank Bal. & reconciliations agree with the church General Ledger.	Completed, in conformance with standard. Betsy

<p>b. If any bank statement cash balance exceeds \$100,000, obtain written confirmation of such balances directly from the bank or banks.</p>	<p>1. Ken Tiers Trust Fund exceeds this amount and is not restricted as to usage. The Board of Trustees has control of these funds and has allocated them in a churchwide decision process. 2. A donation of \$5,200 was received but this was not restricted in any way by the donor.</p>	<p>Completed, in conformance with standard. Betsy</p>
<p>c. If there are deposits in transit included in the bank reconciliations, agree such amounts to the following month's bank statements. If such deposits are not recorded by the bank in the church's bank statements in the following month within three business days following the preceding month end, obtain an explanation for the delay from the church's accountant, and include that explanation in the final report to church's Finance Committee.</p>	<p>Deposits were made as soon as possible, and all cleared in following month's reconciliation.</p>	<p>Completed, in conformance with standard. Betsy</p>
<p>d. If there are outstanding checks included in the reconciliations, select fifteen checks from the following month's bank statement(s) that have dates on or before the date of the end of the bank reconciliation tested. Agree the amounts of selected checks to the corresponding outstanding check amounts included in the list of outstanding checks included in the bank reconciliation being tested. (For example, to test the completeness of the list of outstanding check list used in the bank reconciliation for December 2013, select checks from the January 2014 bank statement with dates on or before December 31, 2013) and agree them to the corresponding amounts included on the December 2013 bank reconciliation.)</p>	<p>All 2018 checks have cleared.</p>	<p>Completed, in conformance with standard. Betsy</p>
<p>e. Prove the mathematical accuracy of the total dollar amount of outstanding checks included in the bank reconciliation(s) by adding the list(s) of outstanding checks and agreeing that amount to the total amount used in the bank reconciliation(s).</p>	<p>This function proven with the Quick Books. Not needed as there are no outstanding checks.</p>	<p>Completed, in conformance with standard. Betsy</p>
<p>f. Include a listing of outstanding checks that have been outstanding more than six months in your final report to the Finance Committee.</p>	<p>Only one check has been outstanding for 6 months. Check #31221 for \$25.00 dated 12/17/15. Attempted to notify the payee with a</p>	<p>Completed, in conformance with standard. Betsy</p>

	phone call. Will try a written notice.	
g. Obtain an explanation of any other reconciling items used in the bank reconciliation(s), and include the explanation of any significant reconciling items (those in excess of \$3,000) in the final report to the Finance Committee.	None to report.	Completed, in conformance with standard. Betsy
h. Agree each General Ledger cash balance as of December 31 of the prior year (for example, if these procedures are performed in 2014, use balances as of December 31, 2013) to the corresponding year-end cash amount included in a copy of the church's signed "cash" report filed with the Conference office.		Completed, in conformance with standard. Betsy
5. Investments—Obtain a listing of individual investments comprising the balance/balances of any investments included in the church's balance sheet as of the end of the December of the previous year and as of the end of the Test Period, and perform the following procedures as of the end of the Test Period (It would be unusual if the church has no "investment" account(s)). At least a small number of members in larger churches sometimes give stocks or bonds to their churches in lieu of or in addition to cash gifts due to the tax advantages associated with such gifts. However, if the Church does not have such account or accounts, skip this step.	Not Applicable.	
a. Add the individual investment amounts comprising each investment account on the Church's balance sheet, and agree each such amount to the corresponding amount in balance sheet.	Not Applicable.	
b. Agree the amount of each investment on the listing to the corresponding amount on the appropriate reports received from the investment custodian(s) or trustee(s) used by the Church.	Not Applicable.	
c. If investment balance(s) as of the end of the Test Period exceed(s) \$100,000, obtain written confirmation of all investment balances from the investment custodian(s) or trustee(s), including the number of shares or bonds held for each security, the cost basis for each security, and the market value for each security as of the end of the testing period.	Not Applicable.	
d. Select five "withdrawal" transactions at random from monthly or quarterly investment reports received from the investment trustee(s) or custodian(s) for the Test Period. Agree the proceeds from such withdrawals to corresponding deposits recorded in the church's cash account(s).	Not Applicable.	
e. Understand where invested funds are held (i.e., the custodian) and ensure that a Service Organization Control report is received from the custodian or some other assurance is	The only investment was made with a transfer of	Completed, in conformance

<p>provided that funds are accounted for accurately and the custodian has adequate and effective internal controls.</p>	<p>\$60,646 to the California-Nevada United Methodist Foundation in a Standard & Poor's account. The year closed out with \$52,076.04. The reduction was due to investment losses and fees. There were no withdrawals.</p>	<p>with standard. Fritz</p>
<p>6. Church Property – Obtain a listing of all property owned or occupied by the church and perform the following:</p>	<p>Available in safe deposit box.</p>	<p>Completed, in conformance with standard. Fritz</p>
<p>a. Request the title and/or deed to the land, building and vehicles.</p>	<p>Available in safe deposit box.</p>	<p>Completed, in conformance with standard. Fritz</p>
<p>b. Determine and report where the title and deeds are maintained.</p>	<p>Available in safe deposit box.</p>	<p>Completed, in conformance with standard. Fritz</p>
<p>c. Determine through discussions with management whether insurance is in place for all of the identified assets. Report the amount of coverage and the type of insurance.</p>	<p>Available in safe deposit box.</p>	<p>Completed, in conformance with standard. Fritz</p>
<p>7. Church Credit/Purchasing Cards – Some churches provide credit cards to staff and certain committee chairpersons or members to use to purchase products and services for the church. If the church uses such credit cards, perform the following:</p>		<p>Completed, in conformance with standard. Betsy</p>

<p>a. Obtain a copy of the credit card statement(s) as of the end of the Test Period and for one other month-end during the period. Using the statements provided by the card issuer, confirm the any card balance(s) from the previous month(s) were paid in the statement months. For example, if the end of the Test Period is April 2014 and the other month selected at random for testing is September 2013, confirm that any beginning of the month card balances due (i.e., card balances as of the end of March 2014 and August 2013) were paid in the months of April 2014 and September 2013. If not, confirm that the unpaid balances were reflected in the appropriate church balance sheet, and include any unpaid balances in your report to the Finance Committee.</p>	<p>There is one credit card account with 3 users who each have their own card. All statements were paid in the month due and no interest fees were charged.</p>	<p>Completed, in conformance with standard. Betsy</p>
<p>b. Additional credit & procurement card transaction testing should be performed in 11.c. below.</p>	<p>Not applicable.</p>	<p>Completed, in conformance with standard. Betsy</p>
<p>8. Tithes and offerings received:</p>		<p>Completed, in conformance with standard. Lori</p>
<p>a. Select six Sundays from the Test Period. For each Sunday, obtain a copy of the summary counting sheet prepared by the counters. Agree the amounts received as shown on the counting sheet to the corresponding amounts recorded in the church's general Ledger for that Sunday.</p>	<p>Sunday count matched general ledger for each date selected.</p>	<p>Completed, in conformance with standard. Lori</p>
<p>b. Select twelve "credit" entries from the church's various "revenue" accounts recorded in the General Ledger or Cash Receipts Journal (or similar accounting record) during the Test Period. Agree the amounts selected into the corresponding bank deposit recorded in the church's bank statements and to giving records of the church. (Note: the amount selected will likely be one of several entries that together add to the total deposit reflected in the bank statement. If so, agree the specific general ledger entry from the general ledger to the list of entries that comprise the total deposit, and prove the arithmetic accuracy of the listing to ensure the total of the list of entries agrees with the total deposit reflected in the bank statement.)</p>		<p>Completed, in conformance with standard. Lori</p>

<p>c. Verify with the church's accountant/staff person responsible that he or she has no ability to record entries in or otherwise alter the individual giving records of the church or distribute annual or interim individual giving statements provided to members or others who contribute money or other gifts to the church. Also, confirm such individual does not participate in counting the Sunday offerings.</p>	<p>Twelve general ledger entries selected, matched amount in corresponding bank deposit per bank statement.</p>	<p>Completed, in conformance with standard. Lori</p>
<p>d. Verify that the church's financial secretary (the person responsible for maintaining the individual giving records of the church used to provide church members with annual giving statements at year-end) that he or she has no ability to record entries in the accounting records (general ledger, payroll ledger, and other subsidiary accounting records other than the individual records of the church) or otherwise alter such records. Also, confirm such individual does not participate in counting the Sunday offerings.</p>	<p>Jennifer has no ability to access the individual giving records, but she does participate in the Sunday count</p>	<p>Completed, in conformance with standard. Lori</p>
<p>e. Select five (5) journal entries in the general ledger recorded to revenue accounts during the Test Period from sources other than cash receipts or cash disbursements. Agree the amounts of such journal entries to supporting documentation, and determine the propriety of such journal based on the supporting documents reviewed. Include in your report a description of any journal entries for which supporting documentation was not available, or where you could not conclude entries were appropriate and necessary.</p>	<p>Monique does not have access to accounting system or records and does not participate in Sunday count.</p>	<p>Completed, in conformance with standard. Lori</p>
<p>9. Other income – If the church has other sources of income (e.g., child care or preschool tuition and fees, property rentals, and such amounts exceed ten (10) percent of the church's total revenues for any of the preceding three years, develop limited procedures to test the completeness and accuracy of such amounts, and describe the procedures performed and the results of such procedures in the final report to the Finance Committee. (Note: Any such procedures should be reviewed with and approved by the Finance Committee or its designee prior to any such procedures being performed.)</p>		<p>Not Applicable.</p>
<p>10. Donations – For significant donations to the church (to be determined based on the size of each church), confirm with the donor the amount and intended purpose of the donation. Review to ensure the donation is being used in accordance with its intended purpose and has been accounted for completely and accurately.</p>	<p>Setting the level for "significant" donations at \$5,000 or greater, there were two new donations in this category this year and one donation that carried over. The Ken Tiers Trust Fund was received last year and exceeds this amount (\$259,109.41). It was not</p>	<p>Completed, in conformance with standard. Fritz</p>

	<p>restricted as to usage. The Board of Trustees has control of these funds and has allocated them in a churchwide decision process.</p> <p>A donation of \$5,200 was received but this was not restricted in any way by the donor.</p> <p>The Martha and Clarence Jones Family Foundation provided up to \$10,000 specifically for the restoration of church windows.</p>	
<p>11. Church expenses/expenditures and cash disbursements – Judgmentally select twenty-four (24) expenditures recorded during the Test Period from the general ledger (if individual cash disbursements are recorded directly in the general ledger) or from the cash disbursements journal or register and payroll register or records (if the church posts a summary of expenses from such journals or registers.)</p> <p>In addition, judgmentally select 18 cash disbursements selected from bank statements covering the Test Period. (Note: Care should be taken to select a wide variety of expenditures for testing, and at least one entry for each month of the Testing Period.) For each individual expenditure or cash disbursement selected, perform the following:</p>	<p>24 checks were selected at random from the General Ledger. The selected checks were reviewed for documentation, correct amount in the documentation and for approval by appropriate person. Some documentation was missing but identified subsequently.</p> <p>There were no cash disbursements.</p>	<p>Completed, in conformance with standard.</p> <p>Patti</p>
<p>a. For salary or wage payments selected, agree the pay rate used to determine the payment to the applicable schedule of salaries and pay rates approved by the Staff Parish Relations Committee. Recalculate the salary or wages paid based on such approved salary and wage</p>	<p>The recommendations of the SPRC were reviewed. QuickBooks calculates the</p>	<p>Completed, in conformance with standard.</p>

<p>rates and if applicable, the approved time card or sheet (or similar record) approved by the employee's supervisor.</p>	<p>wages and proper rates were confirmed.</p>	<p>Fritz</p>
<p>b. For payroll tax or benefit payments, recalculate the amount of expense recorded and payment made or remitted based on approved tax or benefit rates in effect at the time of the payment.</p>	<p>IRS payments identified in the General Ledger were reconciled with figures in the payroll summary, with the bank statements and with the payroll documentation prepared by the bookkeeper.</p>	<p>Completed, in conformance with standard. Fritz</p>
<p>c. For expenditures paid for using a church credit or procurement card, agree the charge to a copy of the supplier receipts submitted as support for the charge, and determine the appropriateness of the specific expense account to which the charge was recorded. Confirm the credit card charge was approved for payment in accordance with the established practices of the church. Also, agree the charge for the month to inclusion in the monthly credit card statement received and used as a basis to pay the monthly credit or procurement card charge.</p>	<p>One monthly credit card statement was reviewed for charges. These charges were reconciled to the invoiced amount, appropriateness and allocation to appropriate account. Charges should be identified to each card holder. Final payment matched the credit card charges minus those for the Pastor's discretionary fund. Normal practice is that the designated card holder can incur charges up to budget limit. Proper documentation was present in the monthly credit card statement reviewed but there were errors in coding to accounts. These were pointed out and corrected. Recommended that holders of cards</p>	<p>Completed, in conformance with standard. Patti -</p>

	designate on receipt which account to be credited.	
<p>d. For expenditures paid using church-issued checks, agree the amount of the expenditure selected to the supporting documentation (typically, this will be an invoice issued by the supplier of the products or services purchased or a supplier contract). Recalculate the charges on the invoice based on the quantities and unit costs listed on the invoice. Confirm the purchase was approved for payment in accordance with the established practices of the church. Agree the appropriate details (dollar amount of the purchase and the supplier's name) to the cancelled check or appropriate details provided in the bank statement received from the bank.</p>	<p>25 checks were selected "at random" from bank statements (6 from one month, one from each additional month. The selected checks were reviewed for documentation, correct amount in the documentation and for approval by appropriate person.</p>	<p>Completed, in conformance with standard. Fritz</p>
<p>e. For all expenditures, determine the account in which the expenditure was recorded was appropriate given the nature of the expenditure and consistent with the established practices of the church.</p>	<p>Reviewed in all the foregoing reviews.</p>	<p>Completed, in conformance with standard. Fritz</p>
<p>12. Review all insurance policies in effect and ensure adequate types and levels of coverage are in place for local church needs. If minimum requirements for coverage are set by the annual conference, ensure policy levels comply with these minimum levels.</p>	<p>Board of Trustees reviews this annually.</p>	<p>Completed, in conformance with standard. Fritz</p>
<p>13. In accordance with Book of Discipline ¶1258.4.b, review to ensure bonding is in place for the church treasurer. Further, review the bond amount with church leadership to ensure the bonding is appropriate for the assets held by the church. Review the current policy and payment information to ensure the bonding policy is current.</p>	<p>We are covered via Employee/Volunteer Fidelity coverage (theft or embezzlement of funds). While it isn't a bond, the coverage is like a bond. The amount of coverage is \$250,000.</p>	<p>Completed, in conformance with standard. Fritz</p>



HEFFERNAN INSURANCE BROKERS

A Member of the Heffernan Group

**Summary of Insurance Exclusively for
First UMC, Reno, NV
FIRSUMC-23**

**Participating Churches of the
*California-Nevada Annual Conference
Of the United Methodist Church***

**Coverage Term:
January 1, 2024 to January 1, 2025**

**Gina Ferguson and Jessica Eusebio
Heffernan Insurance Brokers
1350 Carlback Ave., #200
Walnut Creek, CA 94596
License No. 0564249**

This Proposal of Coverage is intended to facilitate your understanding of the insurance program we have arranged on your behalf. It is not intended to replace or supersede the insurance policies. This Proposal of Coverage is not to be deemed the rendering of legal advice. If legal advice is sought, please contact your attorney. Document does not change or alter any of the terms, conditions, limitation, or exclusions found in the coverage forms.

Heffernan Insurance Brokers

Heffernan Insurance Brokers is one of the largest independently owned brokers in the United States. We created and have managed insurance protection for churches since 1987. Our goal remains the same: provide churches a quality, comprehensive and affordable program which includes high limits of sexual abuse and catastrophic insurance coverage.

We insure churches, schools, colleges, day cares, camps, conference centers, and church-owned properties.

Our church unit, collectively, has over 100 years experience in the insurance industry. Our mission is to provide your church with friendly, prompt and professional service. This will allow you to concentrate on the important projects and missions of your church.

Available Risk Management Services

- Safety Checklists
- Sample Manuals and Forms
- Discounts on Criminal Background Checks
- Vehicle Safety Programs
- Toll Free Claims Reporting

- Seminars are available on Sexual Misconduct, Employment Practices & Coverage
- Reviews for church cluster meetings

PROPERTY COVERAGE

Carrier: Philadelphia Indemnity Insurance Company

Admitted: A++, XV

Your Church Building Blanket Limit	\$8,119,216
Your Church Business Personal Property Blanket Limit	\$1,335,781
Business Income and Extra Expense	\$100,000
Agreed Value	Yes

PROPERTY DEDUCTIBLES

Building	\$2,500
Business Personal Property	\$2,500
Business Income/Extra Expense	72 hours

Additional Policy Coverages and Coverage Extensions Coverage

	Limit of Insurance
Automated External Defibrillators (AEDs)	\$5,000
Accounts Receivable	\$250,000
Arson Reward	\$25,000
Brands and Labels	Included in Policy Limits
Claims Expense	\$10,000
Computer Property	Included in Personal Property Limits
Computer Virus	\$2,500
Consequential Damage	\$25,000
Contract Penalty Clause	\$25,000
Debris Removal	\$250,000
Earthquake Sprinkler Leakage	\$10,000
Emergency Vacating Expense	\$15,000
Excavation & Landscaping	\$25,000
Fine Arts including Religious Artifacts	\$50,000
Fines for False Alarms	\$5,000
Fire Department Service Charge	\$50,000
Fire, Sprinkler or Burglar Alarm Upgrade	\$50,000
Fish in Aquariums	\$1,000
Garages and Storage Sheds	\$25,000
Glass	Included in Policy Limits
Guard Dogs	\$1,000
Lease Cancellation Moving Expenses	\$2,500
Lost Key Replacement	\$2,500
Musical Equipment	\$25,000
Newly Acquired Property	\$1,000,000 Blanket Limit Real & Personal
New Construction	\$500,000
Ordinance or Law – Demolition	\$300,000
Ordinance or Law – Increased Cost of Construction	\$300,000
Ordinance or Law – Undamaged Portion	Included in Building Limit
Personal Effects – Portable Electronic Equip away from premises	\$1,000
Personal Effects – Premises	\$25,000
Personal Effects – Spouses	\$500
Personal Effects – Worldwide	\$1,000
Personal Prop at Unspecified Premises	\$100,000
Personal Property in Transit	\$50,000
Pollutant Clean up and Removal	\$100,000
Precious Metals	\$2,500

PROPERTY COVERAGE

Carrier: Philadelphia Indemnity Insurance Company

Admitted: A++, XV

Property of Others	\$5,000 money and securities at each described premises/ \$25,000 for personal property other than money or securities
Reward Reimbursement	\$5,000
Signs	Included in Personal Property Limits
Spoilage	\$50,000
Theft Damage to Building	Included in Personal Property Limits
Utility Service – Direct Damage	\$10,000
Valuable Papers	\$250,000
Voluntary Parting	\$10,000
Water	\$50,000

BOILER & MACHINERY COVERAGE

Carrier: Philadelphia Indemnity Insurance Company

Admitted: A++, XV

Coverage	Limit of Insurance
Property Damage	\$9,454,997
Business Income and Extra Expense	\$100,000

Sublimits of Insurance applicable to each covered location. These sublimits are part of and not in addition to the Limits of Insurance shown above.

Coverage	Sublimit of Insurance
Ammonia Contamination	\$25,000
Water Damage	\$25,000
Hazardous Substances	\$25,000
Spoilage	\$25,000
Expediting Expense	\$25,000
Newly Acquired Location Coverage	\$1,000,000
Off Premises Service Interruption	
Spoilage	\$25,000
Ordinance or Law	\$100,000

Deductibles

Coverage	Deductibles
Property Damage	\$2,500
Business Income and Extra Expense	24 hours
Spoilage	Combined w/ PD
Ammonia Contamination	Combined w/ PD

CRIME

Carrier: Philadelphia Indemnity Insurance Company

Admitted: A++, XV

Coverage	Limit of Insurance	Deductible
Money & Securities (Inside)	\$25,000	\$ 500
Money & Securities (Outside)	\$25,000	\$ 500
Money Order/Counterfeit Paper Currency	\$5,000	\$ 500
Kidnap, Ransom, Extortion	\$25,000	None
Forgery or Alteration	\$25,000	\$ 500
Employee Dishonesty	\$25,000	\$ 500

AUTOMOBILE

Carrier: Philadelphia Indemnity Insurance Company

Admitted: A++, XV

Limits – Applicable to 8, 9 Hired & Non-Owned Autos

Liability Limit

\$1,000,000

GENERAL LIABILITY

Carrier: Philadelphia Indemnity Insurance Company

Admitted: A++, XV

Coverage	Limit of Insurance
Each Occurrence Limit	\$1,000,000
Personal and Advertising Injury Limit	\$1,000,000
General Aggregate Limit (Other Than Products – Completed Operations)	\$3,000,000
Products/Completed Operations Aggregate Limit	\$3,000,000
Rented to You Limit	\$300,000
Medical Payments	\$15,000
Employee Benefits Liability	\$1,000,000
Coverage Form: Claims Made	\$1,000,000
Retroactive Date: 1/1/2023	
Sexual/Physical Abuse or Molestation	\$1,000,000
Coverage Form: Claims Made	\$3,000,000
Retroactive Date: 1/1/2023	
Professional Liability	\$1,000,000
Coverage Form: Occurrence	\$3,000,000
Retroactive Date: N/A	

No liability deductible

General Liability Deluxe Endorsement

Coverage Applicable

Coverage Applicable	Limit of Insurance
Expected or Intended Injury-Property Damage	Included
Non-Owned Watercraft	Less than 58 feet
Medical Payments – Extended Reporting Period	3 years
Athletic Activities	Included for Non-Organized Activities
Covered Injury Reimbursement	Included
Wage Loss	Included
Supplementary Payments – Bail Bonds	\$2,500
Supplementary Payment – Loss of Earnings	\$500 per day
Employee Indemnification Defense Coverage for Employee	\$25,000
Additional Insured-Medical Directors and Administrators	Included
Additional Insured – Managers and Supervisors	Included
Additional Insured – Organization and Subsidiary	Included
Additional Insured – Funding Source	Included
Additional Insured – Managers or Lessors of Premises	Included
Duties in the Event of Occurrence, Claim or Suit	Included
Unintentional Failure to Disclose Hazards	Included
Liberalization	Included
Bodily Injury – includes Mental Anguish	Included
Personal and Advertising Injury – includes Abuse of Process, Discrimination	Included

DIRECTORS & OFFICERS LIABILITY

Carrier: Tokio Marine Specialty Ins. Co.

Non-Admitted: A++, XV

CLAIMS MADE COVERAGES:

Retro Date	Full Prior Acts
Prior & Pending Date	11/1/1998
Part 1: Directors & Officers Liability	\$1,000,000 per claim
Part 2: Employment Practices Liability	\$1,000,000 per claim

AGGREGATE LIMITS:

Policy Aggregate All Parts	\$10,000,000
Aggregate, Per Claim (Part 1 and Part 2 Combined)	\$1,000,000

RETENTION:

Directors & Officers	\$5,000 per claim
Employment Practices Liability	\$15,000 per claim

UMBRELLA

Carrier: Philadelphia Indemnity Insurance Company

Admitted: A++, XV

Carrier	Limits	Coverage
Philadelphia Indemnity Insurance Company AM Best Rating A++, XV	\$5,000,000 Each Occurrence Limit \$5,000,000 Personal & Advertising Injury Limit – any one person or organization \$5,000,000 Products Completed Operations Aggregate Limit \$5,000,000 General Aggregate (except with respect to Auto Liability and Products Completed Operations) \$10,000 Retained Limit	Umbrella Liability: General Liability Auto Liability Professional Liability Employee Benefits Liability Abuse or Molestation Coverage Excludes: Directors & Officers Liability Employment Practices Liability

Form Schedule

Form	Edition	Description
BJP-190-1	1298	Commercial Lines Policy Jacket
PI-FEES-NOTICE 1	1119	Notice Late/Non-Sufficient Funds/Reinstatement Fee
PP2020	220	Privacy Notice For Commercial Lines
CPD-PIIC-CW	221	Common Policy Declarations
PI-LOC-SCH	820	Location Schedule
PI-BELL-1	1109	Bell Endorsement
PI-CME-1	1009	Crisis Management Enhancement Endorsement
IL0017	1198	Common Policy Conditions
IL0021	908	Nuclear Energy Liability Exclusion Endorsement
IL0110	907	Nevada Chgs - Concealment, Misrepresentation or Fraud
IL0115	110	Nevada Changes - Domestic Partnership
IL0251	907	Nevada Changes - Cancellation and Nonrenewal
PI-ACL-001	1218	Absolute Cyber Liability And Electronic Exclusion
PI-ARB-1 NV	214	Nevada - Removal Of Mandatory Arbitration
PI-CLD-CU NV	322	Nevada Changes - Domestic Partnership
PI-HS-029	220	Exclusion - Adoption and Foster Care Operations
PI-PROF-002	620	Absolute Communicable Disease Exclusion - Prof Liab
PI-SAM-018	519	Absolute Abuse or Molestation Exclusion
PI-TER-DN1	121	Disclosure Notice Of Terrorism Ins Coverage Rejection
CADS03	1013	Business Auto Declarations
Hired Or Borrowed Auto	706	Schedule Of Hired Or Borrowed Covered Auto
CA0001	1013	Business Auto Coverage Form
CA0136	1013	Nevada Changes
PI-AUT-001	116	Cap On Losses From Certified Acts Of Terrorism
PI-EBL-001D	599	Employee Benefits Admin Errors And Omissions Ins Dec
PI-ARB-1	403	Binding Arbitration
PI-EBL-001	599	Employee Benefits Administration Errors and Omissions
PI-EBL-NV-1	899	Nevada Amendatory Endorsement
PI-PPL-001 EB	803	Prior/Pending Litigation And Known Circumstances Excl
Gen Liab Dec	1004	Commercial General Liability Coverage Part Declaration
Gen Liab Schedule	100	General Liability Schedule
CG0001	413	Commercial General Liability Coverage Form
CG2022	1001	Addl Ins - Church Members and Officers
CG2106	514	Excl-Access/Disclosure-With Ltd Bodily Injury Except
CG2132	509	Communicable Disease Exclusion
CG2147	1207	Employment-Related Practices Exclusion
CG2167	1204	Fungi or Bacteria Exclusion

CG2170	115	Cap On Losses From Certified Acts Of Terrorism
CG2402	1204	Binding Arbitration
PI-GL-001	894	Exclusion - Lead Liability
PI-GL-002	894	Exclusion - Asbestos Liability
PI-GL-042	422	Total Exclusion - PFC/PFAS
PI-RO-005	1106	Exclusion Professional Liability Coverage
PI-RO-012	1016	General Liability Deluxe Endorsement: Religious Org
PI-RO-014	707	Secession/Expulsion Exclusion
PI-SAM-006	117	Abuse Or Molestation Exclusion
PI-SE-001	720	Special Events Endorsement
PI-RO-003D	1106	Religious Org Professional Liability Coverage Part Dec
PI-ARB-1	403	Binding Arbitration
PI-RO-003	1106	Religious Organization Prof Liability Coverage Form
PI-SAM-007DDI	117	Abusive Conduct Liability Coverage - Claims Made Dec
PI-PPL-001 AM	513	Prior/Pending Litigation and Known Circumstances Excl
PI-SAM-007DI	519	Abusive Conduct Liability Coverage Form - Claims Made
CP P 003	706	Excl of Loss Due to Virus or Bacteria Advisory Notice
PI-ULTD-002	1198	Property Coverage Part Declarations
PI-ULTD-005	513	Additional Coverage Summary Declarations
PI-ULTD-006	1198	UltimateCover Program Blanket Limits
CP0090	788	Commercial Property Conditions
CP0140	706	Exclusion of Loss Due to Virus or Bacteria
PI-ULT-007	1198	Property Coverage Form
PI-ULT-008	1198	Causes of Loss Form
PI-ULT-009	1198	Crime Coverage Form
PI-ULT-015	1198	Agreed Value Endorsement
PI-ULT-023	701	Boiler and Machinery Endorsement
PI-ULT-072	321	Limitations On Fungus,Wet Rot, Dry Rot And Bacteria
PI-ULT-085	516	Cap On Losses From Certified Acts Of Terrorism
PI-ULT-088	419	Changes - Electronic Data
PI-ULT-097	1106	Elite Property Enhancement: Religious Organization
PI-ULT-142	814	Collapse - Exclusion And Additional Coverage Re-Stated
PI-ULT-148	1016	Boiler And Machinery - Separate Deductible Endorseme
PI-ULT-238	119	Continuous Or Repeated Water Damage Exclusion
PI-ULT-257	322	Flood Redefined
BJP-190-1	1298	Commercial Lines Policy Jacket
PI-FEES-NOTICE 1	1119	Notice Late/Non-Sufficient Funds/Reinstatement Fee
PI-ARB-1 NV	214	Nevada - Removal Of Mandatory Arbitration
PI-HS-029	220	Exclusion - Adoption and Foster Care Operations

PI-CXL-002	519	Commercial Umbrella Liability Ins Policy Declarations
PI-CXL-001	314	Commercial Umbrella Liability Insurance Policy
PI-CXL-004	119	Directors And Officers Liability Exclusion
PI-CXL-006	912	Employers Liability (Stop Gap) Exclusion
PI-CXL-029	516	Employee Benefits Liability Follow Form Endorsement
PI-CXL-032	912	Fungi Or Bacteria Exclusion
PI-CXL-039	115	Cap On Losses From Certified Acts Of Terrorism
PI-CXL-041	516	General Liability Follow Form Endorsement
PI-CXL-047	1014	Medical Professional Liability Exclusion
PI-CXL-075	314	Lead Liability Exclusion
PI-CXL-085	121	Professional Liability Coverage Sub-Limit [Aggregate Limit: 5,000,000] [Each Professional Incident Limit: 5,000,000]
PI-CXL-088	314	Access Or Disclosure Of Confidential Info W/Exception
PI-CXL-092	119	Automobile Liability (Sublimit) [Each Occurrence Limit: 5,000,000]
PI-CXL-099	116	Recording And Distribution Of Material Or Information
PI-CXL-100	119	Absolute Cyber Liability And Electronic Exclusion
PI-CXL-105	519	Abusive Conduct Liability Coverage Form Sublimit [Aggregate Limit: 1,000,000] [Each "Abusive Conduct" Limit: 1,000,000]
PI-CXL-111	719	Limit Of Ins Excl Clause Minimum Limit Requirement
PI-CXL-113	118	Per Location / Per Project Agg Limit Of Ins Exclusion
PI-CXL-117	119	Silica Or Silica-Related Dust Exclusion
PI-CXL-132	620	Absolute Communicable Disease Exclusion
PI-CXL-137	422	Total Exclusion - PFC/PFAS
PI-CXL-NV 1	513	Nevada Changes - Representations Or Fraud
PI-CXL-NV 2	513	Nevada Changes - Domestic Partnership
PI-CXL-NV 3	513	Nevada Changes - Cancellation And Nonrenewal
PI-UMTER-DN	1220	Disclosure Notice Of Terrorism Ins Cov Rejection Opt
PIC-CA-SLNOTICE 1	521	Surplus Lines Notice
TMSIC-JACKET 1	213	Commercial Lines Policy Jacket
LAH-Notice	813	Policyholder Notice (Loss Assistance Hotline)
IL N 177	912	California Premium Refund Disclosure Notice
PI-FEES-NOTICE 1	1119	Notice Late/Non-Sufficient Funds/Reinstatement Fee
PIC-TMNOTICE 2	220	Privacy Notice For Commercial Lines
CPD-PIC	1114	Common Policy Declarations
PI-CANC-CA 1	1013	California Cancellation Amendment
PI-TER-DN1	121	Disclosure Notice Of Terrorism Ins Coverage Rejection
TMSIC-SOS-CA	1112	Service Of Suit
PI-FLEXI PRO PAK-NOTI	523	Advisory Notice To Policyholders

PI-NPD-1	102	FlexiPlus Five Declarations Page
PI-BELL-1	1109	Bell Endorsement
PI-CME-1	1009	Crisis Management Enhancement Endorsement
PI-NPD-2	102	Flexi Plus Five Coverage Form
		Shared Limits Endorsement
		[Limit: 1,000,000]
PI-NPD-8	102	[Part(s): 2]"
		"Deletion of Specified Exclusion
		[Exclusions: Part 7, Exclusion G]
PI-NPD-12	102	[Part(s): 1, 2]"
PI-NPD-27	1119	Abuse Exclusion With Workplace Harassment Carveback
PI-NPD-32	102	Donation Assurance Coverage Endorsement
PI-NPD-52	123	Amendment Of Exclusions
PI-NPD-107	1011	Secession / Expulsion Exclusion
PI-NPD-133	1014	Breach Of Contract With Liability Obligation Carveback
PI-NPD-137	120	Biometric Information Claim Exclusion
PI-MANU-1	100	Earned Premium Endorsement
PI-MANU-1	100	Duty to Defend Endorsement
PI-MANU-1	100	Modification of Common Policy Definitions
PI-MANU-1	100	Modification of Part 1, Section II
PI-MANU-1	100	Amendment of Severability Provision
PI-MANU-1	100	CYBER SECURITY LIABILITY ENDORSEMENT
PI-MANU-1	100	RELIGIOUS ORGANIZATION GROUP ENDORSEMENT
PI-MANU-1	100	Pro-Pak Elite Enhancement
PI-MANU-1	100	EXTENDED REPORTING PERIOD FOR MEMBER CHURCH
PI-NPD-CA-1	112	California Changes - Cancellation And Nonrenewal
PI-SLD-001	716	Cap On Losses From Certified Acts Of Terrorism