



Request for Fiscal Year 2012
Community Development Block Grant
(CDBG) Funds

In 2011, the City of Lakewood will receive
\$2,017,897 in CDBG funding

PART I - GENERAL INFORMATION

AGENCY: The Lakewood Foundation
ADDRESS: 16024 Madison Avenue
Lakewood Ohio 44107
TELEPHONE (DAY): (216) 521-1515
CONTACT PERSON: Dorothy Buckon
TITLE: Director of Human Services
Email address: Dottie.buckon@lakewoodoh.net
PROJECT/ACTIVITY NAME: Community Snow Removal
\$ 7,000.00

NATIONAL OBJECTIVE MET BY THIS ACTIVITY:

- LIMITED CLIENTELE (SERVE ONLY LOW- AND MODERATE INCOME INDIVIDUALS)
AREA BENEFIT (OPERATE ONLY IN ELIGIBLE LOW- AND MODERATE INCOME AREAS- MAP AVAILABLE UPON REQUEST)
HOUSING UNITS (SERVE ONLY HOUSING UNITS OCCUPIED BY LOW- AND MODERATE INCOME HOUSEHOLDS)
CREATES LOW- AND MODERATE INCOME JOB OPPORTUNITIES
PREVENT SLUM & BLIGHT- AREA
PREVENT SLUM & BLIGHT- SPOT
OTHER- PLEASE DESCRIBE

AND

MY ACTIVITY IS A:

- PUBLIC SERVICE (CDBG FUNDS POSITIONS AND SIMILAR TO SERVE THE PUBLIC)
PUBLIC FACILITY (CDBG FUNDS USED TO IMPROVE STREET, PUBLIC BUILDING, PUBLIC SPACE, ETC. CONDITIONS)
HOUSING PROGRAM (CDBG FUNDS FOR IMPROVEMENTS TO HOUSING UNITS)
BUSINESS OR ECONOMIC DEVELOPMENT ACTIVITY
OTHER- PLEASE DESCRIBE

PROGRAMS MUST MEET A NATIONAL OBJECTIVE AND BE AN ELIGIBLE ACTIVITY IN ORDER TO BE FUNDED THROUGH CDBG. TECHNICAL ASSISTANCE AVAILABLE THROUGH PLANNING & DEVELOPMENT AND AT MEETING ON JUNE 28, 2011 3-5 PM IN AUDITORIUM.

**HUD DESIGNATED PERFORMANCE MEASURE FOR ACTIVITY  
(MUST CHECK AT LEAST ONE OPTION)**

- CREATE SUITABLE LIVING ENVIRONMENTS
- PROVIDE DECENT AFFORDABLE HOUSING
- CREATE ECONOMIC OPPORTUNITIES

**HUD DESIGNATED PERFORMANCE OUTCOME FOR ACTIVITY  
(MUST CHECK AT LEAST ONE OPTION)**

- AVAILABILITY/ACCESSIBILITY
- AFFORDABILITY
- SUSTAINABILITY

**PART II – PROJECT DESCRIPTION**

Please attach a separate sheet of paper with the answers to Part II, questions (1.) and (2.) **Limit your narrative to no more than one (1) page for each question.**

1. PROBLEM / NEED IDENTIFICATION      **SEE ATTACHED**

BRIEFLY DESCRIBE THE SPECIFIC COMMUNITY DEVELOPMENT PROBLEM OR NEED ADDRESSED BY THE PROGRAM. DESCRIBE HOW THE PROBLEM OR NEED INVOLVES LOW- AND MODERATE-INCOME RESIDENTS IN LAKEWOOD, OR HOW IDENTIFIED CONDITIONS COULD LEAD TO PHYSICAL BLIGHT IN THE COMMUNITY. USE OF DATA OR STATISTICS IN THE DESCRIPTION IS STRONGLY ENCOURAGED. EXPLAIN ANY PREVIOUS ACTIONS TAKEN TO ADDRESS THIS NEED.

2. STRATEGY STATEMENT      **SEE ATTACHED**

DESCRIBE HOW THIS REQUEST FOR FUNDS WILL ADDRESS THE PROBLEM OR NEED IDENTIFIED ABOVE. THIS SECTION SHOULD SPECIFICALLY DESCRIBE AND QUANTIFY THE SERVICES TO BE PROVIDED, OR THE PROJECT TO BE UNDERTAKEN WITH THE REQUESTED CDBG FUNDING. INCLUDE AN OBJECTIVE THAT IS A SPECIFIC, MEASURABLE OUTCOME TO BE ACHIEVED IF THE REQUEST FOR FUNDS IS APPROVED AND THE PROJECT COMPLETED (E.G. TO RECONSTRUCT 500 LINEAR FEET OF SIDEWALK FOR 50 UNITS OF HOUSING IN A LOW/MODERATE INCOME NEIGHBORHOOD.)

3. PROJECT AREA (city-wide, or identify census tract, neighborhood street boundaries, or street address where project is to take place): City of Lakewood

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**PART III – ANTICIPATED BENEFITS**

1. WHAT IS THE TARGET POPULATION? (E.g. elderly, disabled, abused children, etc.)  
Elderly and disabled

2. PLEASE COMPLETE THE SECTION OF THE FOLLOWING TABLE THAT IS RELEVANT TO YOUR TYPE OF PROGRAM. THE NUMBER IN THE "LOW-MOD BENEFIT" COLUMN MAY BE THE SAME AS THAT IN THE "OVERALL BENEFIT" COLUMN.

FISCAL YEAR 2012			
Type of Program	A. Overall Benefit	B. Low-Mod Benefit (See Attachment II, "Income Guidelines")	C. % Low-Mod Benefit (B. / A.)
Public Service	Total number of Lakewood residents to be served: <u>155</u>	Total number of Lakewood residents of low/moderate income to be served: <u>155</u>	<u>100</u> %
Economic Development	Total number of Lakewood businesses to be served: _____	Total number of jobs to be created for low/moderate income people: _____	_____ %
Housing (includes rehab, new construction, or code inspection):	Total number of Lakewood housing units to be served: _____	Total number of Lakewood housing units occupied by low-moderate households to be served: _____	_____ %
Infrastructure/ Public Facilities	Total number of housing units to benefit directly from the project: _____		

3. IF THIS IS AN EXISTING PROGRAM, PROVIDE AN UNDUPLICATED COUNT OF THE NUMBER SERVED PER YEAR DURING. PLEASE INDICATE IF YOU ARE COUNTING UNITS, HOUSEHOLDS OR INDIVIDUALS:  
 FISCAL YEAR 2010: 155 Individuals; 112 households  
 FISCAL YEAR 2011: 156 Individuals; 116 households
4. IF A SOCIAL SERVICE, PERCENTAGE OF PROGRAM'S LAKEWOOD CLIENTS TO TOTAL NUMBER OF PROGRAM CLIENTS: 100%
5. ANTICIPATED PERCENTAGE INCREASE IN THE NUMBER SERVED BY THE PROGRAM DURING FISCAL YEAR 2012: 0%
6. ON WHAT BASIS DO YOU ANTICIPATE AN INCREASE?  
N/A
7. IS THERE ANY OTHER AGENCY SERVING LAKEWOOD RESIDENTS WITH A SIMILAR PROGRAM?  
 No     Yes (if yes, please list the agency and program.) \_\_\_\_\_

8. DOES THE AGENCY HAVE PROCESSES IN PLACE FOR SERVING BENEFICIARIES WHO DO NOT SPEAK ENGLISH?  No  Yes (If yes, please describe)  
The Lakewood Division of Aging has a multilingual staff member who can translate in Croatian and Serbian. When appropriate, International Service Center or Catholic Charities Immigration and Refugee Services are called for translation purposes.
9. TO WHICH SET OF INCOME ELIGIBILITY GUIDELINES DOES THE AGENCY TYPICALLY ADHERE IN THE ADMINISTRATION OF THIS PROGRAM [E.G. HUD PROGRAM LOW- AND MODERATE-INCOME GUIDELINES; HOUSING CHOICE VOUCHER PROGRAM (FORMERLY "SECTION 8"); FEDERAL HHS POVERTY GUIDELINES; ETC.]: HUD Income Guidelines
10. PLEASE LIST THE CLIENT ELIGIBILITY CRITERIA OF THE PROGRAM.
- A. Lakewood residents age 60 years and older who own their home.
  - B. Lakewood residents under 60 years who own their own home with verified disability.
  - C. Participants must meet HUD income guidelines and provide verification.
  - D. Participant has no friend, relative or neighbor to provide the service.
11. DESCRIBE THE POTENTIAL SPIN-OFF BENEFITS TO THE COMMUNITY IF THIS PROJECT IS FUNDED: Older and disabled residents are able to keep sidewalks and driveways free of snow thereby maintaining a safe environment for themselves and for the community. The program also assists them in adhering to city snow removal requirements. Students earn income and also develop informal relationships with older residents.

#### PART IV – PROJECT TIMELINE AND BENCHMARKS

1. WHAT IS THE PROJECT'S CURRENT STATUS?
- Existing program that is underway
  - New program that is ready for implementation
  - New program that is currently in the planning phase
2. WHEN WILL THIS PROJECT'S PROGRAM YEAR BEGIN? Jan. 2012 END? Dec. 2012
3. INDICATE BELOW THE AMOUNT OF CDBG FUNDS TO BE SPENT EACH QUARTER, BEGINNING JANUARY 1, 2012 AND ENDING DECEMBER 31, 2012.

2012 Jan., Feb. and March	2012 Apr., May and June	2012 July, Aug. and Sept.	2012 Oct., Nov., and Dec.
\$4,500.00	\$1,000.00	\$_____	\$1,500.00

4. PROVIDE A WORK SCHEDULE IN THE SPACE BELOW THAT INDICATES A PROJECTED MILESTONE AND DEADLINE FOR ACCOMPLISHMENT OF TASKS OR THE DELIVERY OF SERVICES. (E.G. THE SCHEDULE FOR A PUBLIC SERVICE ACTIVITY MAY SPECIFY DELIVERY OF A CERTAIN NUMBER OF STAFF HOURS PER QUARTER, OR DELIVERY OF SERVICES TO A CERTAIN NUMBER OF CLIENTS PER QUARTER.)

MILESTONE	DEADLINE
Mail snow removal program applications	November 2011
recruit students for snow removal program	November 2011
Implement snow removal program	January 2012

### PART V – FINANCIAL SUMMARY

1. IF THIS PROJECT INCLUDES PHYSICAL IMPROVEMENT(S), WHAT IS THE LIFE EXPECTANCY OF THE IMPROVEMENT(S)?

N/A

2. DOES THIS PROJECT PRODUCE PROGRAM INCOME (I.E. REVENUES)?

No  Yes (If yes, what is the estimated income to be produced and according to what schedule?): Based on the \$5.00 registration for 115 low income households, program income is estimated at \$580.00.

3. PLEASE IDENTIFY THE PRIMARY STAFF MEMBERS WHO WILL BE INVOLVED IN THE ADMINISTRATION OF THE PROGRAM. IDENTIFY IF POSITION IS TO BE NEWLY HIRED IN THE "SUMMARY" SECTION OF THE TABLE.

TITLE	TYPE OF POSITION	AMOUNT OF TIME DEVOTED TO PROGRAM	BRIEF SUMMARY OF RESPONSIBILITIES
Senior Center Manager	<input checked="" type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> volunteer	<input type="checkbox"/> full-time <input checked="" type="checkbox"/> part-time	Oversee program
Administrative Assistant/Aging	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> part-time <input type="checkbox"/> volunteer	<input type="checkbox"/> full-time <input checked="" type="checkbox"/> part-time	Send applications; track registrations and services; coordinate assignments; disperse payments; submit claims
Administrative Assistant/Youth	<input checked="" type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> volunteer	<input type="checkbox"/> full-time <input checked="" type="checkbox"/> part-time	Recruit and register students; coordinate assignments; track student activities
	<input type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> volunteer	<input type="checkbox"/> full-time <input type="checkbox"/> part-time	

4. SOURCE OF FUNDS FOR PROJECT:

Complete this budget for the activity for which you are requesting funds only, not the entire agency or departmental budget, unless this is the only activity administered by your agency.

SOURCE OF FUNDS	COMMITTED		AMOUNT
	YES	NO	
APPLICANT AGENCY FUNDS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$1,000.00
LAKWOOD CDBG CARRY-FORWARD FUNDING FROM FY 2011	<input type="checkbox"/>	<input type="checkbox"/>	\$ 0.00
OTHER FEDERAL FUNDING	<input type="checkbox"/>	<input type="checkbox"/>	\$
STATE GOVT. FUNDING	<input type="checkbox"/>	<input type="checkbox"/>	\$
COUNTY GOVT. FUNDING	<input type="checkbox"/>	<input type="checkbox"/>	\$
PRIVATE SECTOR FUNDING (E.G. FOUNDATION)	<input type="checkbox"/>	<input type="checkbox"/>	\$
CLIENT FEES (ATTACH FEE SCHEDULE)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$580.00
OTHER:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$6,770.00
<b>LAKWOOD CDBG FY 2012 FUNDING REQUEST</b>			<b>\$7,000.00</b>
<b>TOTAL PROJECT BUDGET</b>			<b>\$15,350.00</b>

5. ADDITIONAL FUNDING INFORMATION (Include all costs necessary to complete this activity, such as architectural fees, administration fees, and other necessary expenses.)

A. IF THIS REQUEST IS FOR NEW CONSTRUCTION, REHABILITATION, ACQUISITION OR EQUIPMENT, SUBMIT A COST ESTIMATE FROM AN UNRELATED THIRD PARTY. *IF CDBG FUNDS ARE USED FOR CONSTRUCTION OR REHABILITATION COSTS, THEN FEDERAL WAGE RATES ("DAVIS-BACON") MUST BE PAID. AGENCY MUST ALSO SUBSCRIBE TO REPORTING REQUIREMENTS OF THE CITY OF LAKEWOOD RELATED TO PAYMENT OF DAVIS BACON WAGE RATES.*

B. SUBMIT OTHER FUNDING SOURCE COMMITMENT LETTERS TO SUPPORT BUDGET FIGURES ABOVE.

C. WHEN WILL OTHER FUNDING COMMITMENTS BE AVAILABLE FOR USE IN THIS PROJECT?  
The Client Fees will be available upon receipt of program registrations. Applicant Agency Funds will be committed upon approval of The Lakewood Foundation Board of Trustees at their September 2011 meeting.

6. BREAKDOWN OF CDBG FUNDING:

Complete this budget table for CDBG funds request only. No indirect costs may be paid with CDBG funds without an approved indirect cost plan.

EXPENDITURE TYPE	DETAILED DESCRIPTION OF EXPENDITURE (ATTACH SHEET IF NECESSARY)	AMOUNT
SALARIES AND BENEFITS		\$
OPERATING COSTS (e.g. supplies, professional services, postage, materials, travel, etc.)		\$
CAPITAL COSTS (e.g. land or building acquisition, construction, rehab, demolition, etc.)		\$
OTHER	Payment to students for snow removal; reimbursement for services @ \$15.00 per property per snow removal occurrence.	\$7,000.00
OTHER		\$
<b>TOTAL</b>		<b>\$7,000.00</b>

7. THE REQUESTED AMOUNT OF CDBG FUNDING COMPRISES 46 % OF THE TOTAL PROGRAM BUDGET.

8. TOTAL AGENCY BUDGET:

EXPENDITURE TYPE	AMOUNT
SALARIES AND BENEFITS	\$4,236.00
OPERATING COSTS (e.g. supplies, professional services, postage, materials, travel, etc.)	\$65,340.57
CAPITAL COSTS (e.g. land or building acquisition, construction, rehab, demolition, etc.)	\$
OTHER (DESCRIBE: CDBG LEAF & SNOW FY2010)	\$8,435.00
OTHER (DESCRIBE: )	\$
<b>TOTAL</b>	<b>\$78,011.57</b>

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## PART VI – AGENCY INFORMATION

1. NON-PROFIT AGENCIES SHOULD SUBMIT ONE COPY OF EACH OF THE FOLLOWING DOCUMENTS:
  - A. ONE (1) COPY OF THE ORGANIZATION'S ARTICLES OF INCORPORATION
  - B. ONE (1) COPY OF THE ORGANIZATION'S IRS TAX EXEMPT STATUS DETERMINATION LETTER. ENTER TAX EXEMPT ID NUMBER HERE: 31-1529669
  - C. CURRENT LIST OF THE ORGANIZATION'S BOARD OF DIRECTORS OR TRUSTEES, AND THEIR AFFILIATIONS.
  - D. ONE (1) COPY OF THE ORGANIZATION'S MOST RECENT ANNUAL REPORT.
  - E. ONE (1) COPY OF THE ORGANIZATION'S MOST RECENT AUDITED ANNUAL FINANCIAL STATEMENT.

2. WHAT IS THE GEOGRAPHICAL AREA OF SERVICE FOR YOUR AGENCY? City of Lakewood

3. IS THE AGENCY LICENSED OR ACCREDITED?  No  Yes (If yes, by whom?)

4. DOES THE AGENCY FORMALLY EVALUATE AND MEASURE THE EFFECTIVENESS OF THIS PROGRAM?  No  Yes

If not, please explain your efforts to implement such a process. If yes, describe how: The number of clients served and snow removal visits are monitored and reported monthly. Client satisfaction is documented on the payment voucher with each service episode and through a survey completed by participants at the end of the program. Any client concern or issue is promptly addressed by the Senior Center Manager or Administrative Assistant.

5. HOW WILL THE AGENCY MODIFY THE PROGRAM IF FULL FUNDING IS NOT RECEIVED? Should full funding for the program not be received, the snow program will be discontinued.

6. PLEASE EXPLAIN ANY SIGNIFICANT CHANGES IN AGENCY FUNDING SOURCES THAT HAVE OCCURRED IN THE LAST TWO (2) YEARS: The Lakewood Foundation acts as the fiscal agent for these funds, consequently The Foundation is not able to finance this program without grant funding.

7. WHAT NEW APPROACHES ARE BEING DEVELOPED OR EXPLORED TO GENERATE NEW SOURCES OF FUNDS? The Lakewood Foundation supports fundraisers as a way of generating money to sustain programs and acts as the fiscal agent for the Lakewood Department of Human Services in seeking new sources of funding through grants and private donations.

8. WHAT STEPS HAVE BEEN TAKEN IN THE PAST YEAR TO MAKE THE AGENCY MORE COST EFFECTIVE? The Lakewood Foundation is an all volunteer board supported by the Department of Human Services resulting in minimal administrative oversight costs. The City's Program Managers are held accountable for program finances and are encouraged to adhere to cost saving practices. Client utilization of snow removal services are monitored for appropriateness and frequency.

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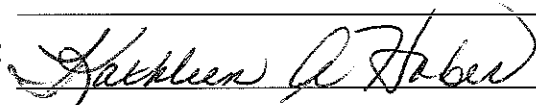
**PART VII**

IF THIS REQUEST IS ACCEPTED FOR FUNDING, THE APPLICANT MUST BE WILLING TO COMPLY WITH ALL APPLICABLE FEDERAL, STATE AND CITY REQUIREMENTS AND ENTER INTO A FUNDING AGREEMENT WITH THE CITY OF LAKEWOOD.

APPLICANT CERTIFIES THAT: *TO THE BEST OF MY KNOWLEDGE AND BELIEF, DATA CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT. THIS APPLICATION HAS BEEN DULY AUTHORIZED BY THE APPLICANT'S APPROPRIATE BOARD OF TRUSTEES, BOARD OF DIRECTORS, OR CHIEF EXECUTIVE OFFICER.*

SUBMITTED BY: KATHLEEN A. HABER

SIGNATURE: \_\_\_\_\_



TITLE: PRESIDENT, THE LAKEWOOD FOUNDATION

DATE: JULY 18, 2011

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SUBMIT:

- ONE UNSTAPLED ORIGINAL AND
- ONE ELECTRONIC COPY

OF APPLICATION AND ATTACHMENTS BY **NOON, MONDAY, July 18, 2011** TO:

**EMMA PETRIE BARCELONA**  
DEVELOPMENT OFFICER  
PLANNING & DEVELOPMENT DEPARTMENT  
CITY OF LAKEWOOD  
12650 DETROIT AVENUE  
LAKEWOOD, OHIO 44107  
(216) 529-7680  
FAX: (216) 529-5907  
EMMA.BARCELONA@LAKEWOODOH.NET

**ATTACHMENT I**  
**CHECKLIST FOR ENCLOSURES**

- PART II, QUESTION 1 – PROBLEM NEED/IDENTIFICATION
- PART II, QUESTION 2 – STRATEGY STATEMENT
- PART V, 2 – PROGRAM INCOME SCHEDULE (IF APPLICABLE)
- PART V, 5A– CONSTRUCTION COST ESTIMATE (IF APPLICABLE)
- PART V, 5B – FUNDING SOURCE COMMITMENT LETTERS (IF APPLICABLE)
- ARTICLES OF INCORPORATION (IF APPLICABLE)
- IRS TAX EXEMPT STATUS DETERMINATION LETTER (IF APPLICABLE)
- LIST OF BOARD OF TRUSTEES (IF APPLICABLE)
- MOST RECENT ANNUAL REPORT (IF APPLICABLE)
- MOST RECENT AUDITED ANNUAL FINANCIAL STATEMENT (IF APPLICABLE)

**ATTACHMENT II**  
**LOW- AND MODERATE INCOME GUIDELINES**

<b>Fiscal Year 2011 Income Limits</b>			
Household Size	Moderate (80% of Metropolitan Area median)	Low (50% of Metropolitan Area median)	Extremely Low (30% of Metropolitan Area median)
1 person	\$35,200	\$22,000	\$13,200
2 person	\$40,200	\$25,150	\$15,100
3 person	\$45,250	\$28,300	\$17,000
4 person	\$50,250	\$31,400	\$18,850
5 person	\$54,300	\$33,950	\$20,400
6 person	\$58,300	\$36,450	\$21,900
7 person	\$62,350	\$38,950	\$23,400
8 person	\$66,350	\$41,450	\$24,900

Please note, income limits above apply to fiscal year 2011 programs, and are provided for example purposes only. Income limits for fiscal year 2012 may increase. The CDBG program's income limits as set by the U.S. Department of Housing and Urban Development each year.

**DATA TO BE REPORTED FOR MOST PROGRAMS:**

**DATA ACCEPTED MONTHLY AND MUST BE RECEIVED IN ORDER TO PROCESS SAME MONTH INVOICES**

- **NUMBER OF PEOPLE SERVED**
- **EXACT RACE OF EACH PERSON SERVED (INCLUDING MULTI-RACIAL VARIATIONS)**
- **HISPANIC OR NON-HISPANIC ETHNICITY OF EACH PERSON SERVED**
- **NUMBER OF FEMALE HEADED HOUSEHOLDS SERVED**
- **NUMBER OF PEOPLE SERVED IN EACH INCOME CATEGORY**
- **NUMBER OF PEOPLE WITH NEW OR CONTINUING ACCESS TO THE SERVICE OR BENEFIT**
- **NUMBER OF PEOPLE WITH IMPROVED ACCESS TO A SERVICE OR BENEFIT**
- **NUMBER OF PEOPLE WHO RECEIVE A SERVICE OF BENEFIT THAT IS NO LONGER SUBSTANDARD**
- **OTHER DATA AND INFORMATION AS NEEDED**

## **PART II – PROJECT DESCRIPTION**

### **1. PROBLEM / NEED IDENTIFICATION**

Through the Community Snow Removal Program, the Lakewood Department of Human Services, Divisions of Aging and Youth, address older and disabled residents' need for assistance in maintaining their properties while providing younger residents an opportunity to improve their earning capacity and learn the value of responsibility and gain employment skills.

Lakewood residents, who are disabled, frail and impaired, isolated or without family, and/or over the age of 60 years often need assistance with outside property maintenance. The average age of residents receiving snow removal assistance is 78 years. Advancing through the aging process with subsequent changes in health status and functional abilities contributes to making activities like snow removal physically prohibitive. In addition, low-income residents find it too costly to hire seasonal help for outside chores. An unclear driveway and/or walkway may cause impediments to critical services such as emergency responders and home delivered meals and can result in potential personal risk and undue stress. Snowstorms causing excess snow in driveways can prevent or make it difficult for these residents to get to medical appointments, grocery shopping or other destinations of necessity.

The Community Leaf and Snow program is made possible through the participation of middle school and high school age students. By participating in the program young people have an opportunity to make a positive connection with an older person and also increase their earning capabilities and employment experience. Self-esteem, independence, relationships, productive activity and responsibility can be enhanced through youth participation in the program. Positive impact includes but is not limited to:

- Developing mutual relationships with older adults
- Creating jobs for students
- Gaining experience and responsibility in the work world
- Being involved in a positive extracurricular activity
- Connecting to other Division of Youth programs

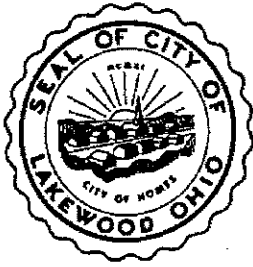
## 2. STRATEGY STATEMENT

The goal of the Community Leaf and Snow program is two-fold:

- To assist 150 frail/elder and/or disabled Lakewood residents in 115 Lakewood households with leaf raking and snow removal services.
- Provide employment opportunities for Lakewood youth in their neighborhoods.

Under the coordination and supervision of the Lakewood Department of Human Services, Divisions of Aging and Youth, the program is executed as follows:

- The Division of Youth recruits at least 60 middle and high school students to provide basic snow removal services.
- The Division of Aging identifies and qualifies the residents/households that meet eligibility requirements which include
  - Lakewood homeowner
  - Sixty years of age and older and/or disabled
  - Extremely low, low and low-moderate income according to HUD income guidelines.
- The Division of Aging accepts and verifies program participant registration and related documents.
- Parents provide a signed waiver for their child's participation.
- The Division of Youth provides training and orientation for students.
- Students are matched geographically with program recipients who receive a list of three students and their contact information along with blank work vouchers.
- When service is needed, participants contact a student from their list.
- After the student has satisfactorily completed the task, the participant signs and dates the voucher and returns it to the student.
- The voucher is redeemed at the Division of Aging and the student signs the voucher confirming receipt of payment.
- Reimbursement for the work completed is fifteen dollars (\$15.00) for each property.



DEPARTMENT OF HUMAN SERVICES  
DIVISION OF AGING

16024 Madison Avenue ♦ 44107  
Phone: (216) 521-1515 FAX: (216) 521-2613  
Web site: [www.onelakewood.com](http://www.onelakewood.com)

DOROTHY M. BUCKON, RN  
DIRECTOR

November 2011

Dear Applicant:

The **Snow Removal Program**, sponsored by the Lakewood Department of Human Services, Divisions of Aging and Youth, is slated to begin December 2010.

If you are interested in participating in the **Snow Removal Program 2011/2012** please return the following to the Division of Aging as soon as possible:

1. Signed and completed application
2. Documentation of income
3. Signed and completed Household Income Status form
4. Completed Federal Data for Race and Ethnicity form
5. Verification of disability for applicants under 60 years of age
6. Registration fee of \$5.00 (made payable to The Lakewood Foundation)

**Mail to: Snow Removal Program, 16024 Madison Avenue, Lakewood, OH 44107**

After your application has been processed, the names and phone numbers of assigned students will be sent to you along with instructions and several **GREEN** pay vouchers. (Please discard any vouchers from prior years.)

If you have any questions, please call (216) 521-1515.

Very truly yours,

Nancy Fetterman

Enclosures

**Lakewood Department of Human Services, Division of Aging  
2011/2012 Snow Removal Program Application**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Date of Birth \_\_\_\_\_

**Please check the appropriate response:**

I am 60 years of age or older and my total income is at or below \$35,200 for a one-person household, or \$40,200 for a two person household. I have included a copy of my most recent W-2 and IRS 1040 form or Social Security verification of income.

-and-

\_\_\_\_\_ I do not have a friend, relative or neighbor to provide this service for me.

**OR**

I am not over 60 but have enclosed a copy of a doctor's certificate, which states that I am disabled and my total income is at or below \$35,200 for a one-person household or \$40,200 for a two-person household. I have included a copy of my most recent W-2 and IRS 1040 form or Social Security verification of income.

-and-

\_\_\_\_\_ I do not have a friend, relative or neighbor to provide this service for me.

**Note: Proof of income level is necessary for application processing.  
All information provided is confidential.**

I understand that it is my responsibility to call one of the snow shovelers and that if one student is not able to shovel, I will call the next student on my list. If all of the students are consistently unavailable, I will contact the Lakewood Division of Youth at 529-6870 during normal business hours. **I will not pay cash. I will only use the GREEN vouchers!**

I indemnify and save harmless The Lakewood Foundation and the City of Lakewood, its officers, employees and agents from and against any and all claims, demands, suits, judgments, causes of action, and damages occurring directly or indirectly as a result of my participation in this program.

I hereby state that all of the information I have provided is true and accurate to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please enclose a check or money order for \$5.00 to cover the cost of registration.

**Make checks payable to: The Lakewood Foundation**

**Mail to: Snow Removal Program, 16024 Madison Ave., Lakewood, OH 44107**

Lakewood Department of Human Services, Division of Aging  
2011/2012 SNOW REMOVAL  
PAYMENT VOUCHER  
\$15.00

**REMINDERS:**

1. Snowfall must be 2 inches or more.
2. Student has 24 hours to respond.
3. Write your address, the date of service, and sign your name on this voucher.
4. Do not pay the student in cash. Give this entire voucher to the student.

I hereby agree that snow shoveling (driveway, apron, walkways, sidewalk)

was performed at \_\_\_\_\_ (Address)

to my satisfaction on \_\_\_\_\_ (Date of Service)

\_\_\_\_\_ (Signature of Resident)

\* \* All vouchers must be redeemed by April 30, 2012 \* \*

I acknowledge that I have received \$15.00 for Snow Removal Service.

\_\_\_\_\_ (Signature of Student/Parent)

\_\_\_\_\_ (Please Print Name)

**FOR OFFICE USE ONLY**

\_\_\_\_\_ (office initials) \_\_\_\_\_ (date)

**Lakewood Department of Human Services, Division of Aging  
Snow Removal Program  
2012 Program Survey**

In order to serve you better in the 2013, please take a few minutes to complete this short survey regarding the Lakewood Division of Aging Snow Removal Program.  
All surveys are anonymous.

Was the snow removal service helpful in maintaining your property?  
YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS:

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Were the students providing the service courteous and reliable?  
YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS:

---

Did the job performance meet your expectations?  
YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS:

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Did Division of Aging staff provide adequate assistance with the application process?  
YES \_\_\_\_\_ No \_\_\_\_\_

COMMENTS:

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Suggestions and recommendations for improving the Yard Maintenance Program:

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**Please send survey to:  
Yard Maintenance Program  
16024 Madison Avenue  
Lakewood, Ohio 44107**

**THANK YOU FOR COMPLETING THIS SURVEY!**



Prescribed by  
 Bob Taft, Secretary of State  
 30 East Broad Street, 14th Floor  
 Columbus, Ohio 43266-0418  
 Form ARN (December 1990)

05669-0340

Approved	<u>VB</u>
Date	<u>11-8-96</u>
Fee	<u>25.00</u>

96092013301

## ARTICLES OF INCORPORATION

(Under Chapter 1702 of the Ohio Revised Code)  
 Non-Profit Corporation

### THE LAKEWOOD FOUNDATION

The undersigned, a majority of whom are citizens of the United States, desiring to form a corporation, not for profit, under Sections 1702.01 et seq., Revised Code of Ohio, do hereby certify:

FIRST. The name of the corporation shall be **THE LAKEWOOD FOUNDATION**.

SECOND. The place in Ohio where the principal office of the corporation is to be located is the City of Lakewood, Cuyahoga County.

THIRD. The charitable purpose for which said corporation is formed is to support programs and activities that enhance the public interest and the lives of Lakewood residents by enabling lakewood residents to live more productively and with dignity. To accomplish this, the corporation will assist the Lakewood Department of Human Services to solicit grants, bequests, gifts and other charitable contributions and will oversee the management and distribution of those funds.

FOURTH. No part of the funds received by the corporation will inure to the benefits of or be distributed to the corporation's shareholders, officers or trustees nor will they be considered part of the general funds or the operational budget of the City of Lakewood. The Corporation shall be authorized to pay reasonable compensation services rendered and to make payments and distributions in furtherance of the purposes set forth above. The Corporation will not, as a substantial part of its activities, attempt to influence legislation or participate in political activities on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the Corporation shall not carry on any activities not permitted to be carried on by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code.

FIFTH. Upon dissolution of the Corporation, the assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.

SIXTH. The Corporation may further carry out acts necessary to benefit the social welfare of the City of Lakewood and its citizens, to accomplish any and all the purposes

of the corporation, and to do all other things allowed by the laws of the State of Ohio for non-profit corporations.

SEVENTH. The following persons, not less than three shall serve The Lakewood Foundation as trustees until the first annual meeting of the Lakewood Foundation.

Richard Ebner  
50 Public Square #444  
Cleveland, Ohio 44113

Martha Bakoss  
14519 Detroit Avenue  
Lakewood, Ohio 44107

Harry Remle  
896 Corporate Way #420  
Westlake, Ohio 44145

Linda Garrett Beebe  
14701 Detroit Avenue #511  
Lakewood, Ohio 44107

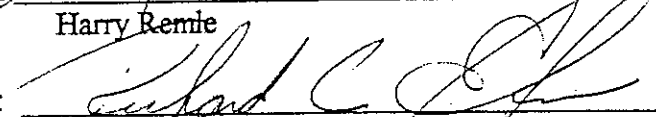
Reverend Stewart Pierson  
18001 Detroit Avenue  
Lakewood, Ohio 44107

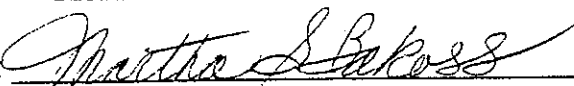
Kathy Haber  
17897 Lake Avenue  
Lakewood, Ohio 44107

Colletta Lang  
12515 Arliss  
Lakewood, Ohio 44107

IN WITNESS WHEREOF, we have hereunto subscribed our names this 17th day of September, 1996.

By: , Incorporator  
Harry Remle

By: , Incorporator  
Richard Ebner

By: , Incorporator  
Martha Bakoss

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

DEPARTMENT OF THE TREASURY

Date: JUL 02 1997

THE LAKEWOOD FOUNDATION  
C/O RICHARD EBNER  
16024 MADISON AVE  
LAKEWOOD, OH 44107

Employer Identification Number:  
31-1529669  
DLN:  
17053154219007  
Contact Person:  
D. A. DOWNING  
Contact Telephone Number:  
(513) 241-5199  
Accounting Period Ending:  
December 31  
Form 990 Required:  
Yes  
Addendum Applies:  
No

Dear Applicant:

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

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 509(a)(3).

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

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

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please let us know.

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(3) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(3) organization.

Donors may deduct contributions to you as provided in section 170 of the

Letter 947 (DO/CG)

THE LAKEWOOD FOUNDATION

Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of Code sections 2055, 2106, and 2522.

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

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

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$10 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$5,000 or 5 percent of your gross receipts for the year, whichever is less. This penalty may also be charged if a return is not complete, so please be sure your return is complete before you file it.

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

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

Since you have not indicated that you intend to finance your activities with the proceeds of tax exempt bond financing, in this letter, we have not determined the effect of such financing on your tax exempt status.

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

Letter 947 (DO/CG)

THE LAKEWOOD FOUNDATION

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

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

Sincerely yours,

  
District Director

## **THE LAKEWOOD FOUNDATION**

Corporate Address:  
16024 Madison Avenue  
Lakewood, OH 44107  
(216) 521-1515

### **OFFICERS:**

KATHY HABER, President  
BETSY SHAUGHNESSY, Vice President  
MARTHA BAKOSS, Secretary  
HARRY LIEBEN, Treasurer

### **VOTING MEMBERS:**

Martha Bakoss  
Steve Clark  
Mary Ellen Grady  
Steve Greenwell  
Kathy Haber  
Kaprice Holloway  
Karen Lee  
Harry Lieben  
Betsy Shaughnessy

### **NON-VOTING (City of Lakewood) MEMBERS:**

Dottie Buckon, Director  
Toni Gelsomino, Program Manager  
Mary Hall, Assistant Director  
Laura Schuerger, Administrative Assistant II

**THE LAKEWOOD FOUNDATION**  
(A NONPROFIT ORGANIZATION)

FINANCIAL STATEMENTS  
WITH  
INDEPENDENT AUDITOR'S REPORT

FOR THE YEARS ENDED DECEMBER 31, 2009 AND 2008

**THE LAKEWOOD FOUNDATION**  
**FINANCIAL STATEMENTS**  
**DECEMBER 31, 2009 AND 2008**

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## ***INDEPENDENT AUDITOR'S REPORT***

To the Board of Trustees of  
The Lakewood Foundation  
Lakewood, Ohio

We have audited the accompanying statements of financial position of The Lakewood Foundation (a nonprofit organization) as of December 31, 2009 and 2008, and the related statements of activities, functional expenses and cash flows for the years then ended. These financial statements are the responsibility of the Foundation's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of The Lakewood Foundation as of December 31, 2009 and 2008 and the changes in its net assets and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

*Card Palmer Sibbison & Co.*

Cleveland, Ohio  
November 11, 2010

**THE LAKEWOOD FOUNDATION**  
**STATEMENTS OF FINANCIAL POSITION**  
**DECEMBER 31, 2009 AND 2008**

	<u>ASSETS</u>		<u>2009</u>	<u>2008</u>
<b>CURRENT ASSETS:</b>				
Cash and cash equivalents			\$ 262,396	\$ 138,478
Marketable securities			-	95,164
Accounts receivable			24,812	36,619
Prepaid expenses			<u>1,194</u>	<u>1,058</u>
Total current assets			<u>288,402</u>	<u>271,319</u>
<b>FIXED ASSETS:</b>				
Furniture and equipment			11,261	11,261
Less: accumulated depreciation			<u>(11,261)</u>	<u>(11,261)</u>
Net fixed assets			<u>-</u>	<u>-</u>
<b>OTHER ASSETS:</b>				
Long-term investments			43,568	157,632
Deposits			<u>714</u>	<u>714</u>
Total other assets			<u>44,282</u>	<u>158,346</u>
<b>TOTAL ASSETS</b>			<u>\$ 332,684</u>	<u>\$ 429,665</u>
	<u>LIABILITIES AND NET ASSETS</u>			
<b>CURRENT LIABILITIES:</b>				
Accounts payable and accrued expenses			\$ 133,631	\$ 125,463
<b>NET ASSETS:</b>				
Unrestricted operating			<u>199,053</u>	<u>304,202</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>			<u>\$ 332,684</u>	<u>\$ 429,665</u>

The accompanying notes are an integral part of the financial statements.

**THE LAKEWOOD FOUNDATION**  
**STATEMENTS OF ACTIVITIES**  
**FOR THE YEARS ENDED DECEMBER 31, 2009 AND 2008**

	<u>2009</u>	<u>2008</u>
<b>UNRESTRICTED SUPPORT AND OTHER REVENUE:</b>		
Grants and contracts	\$ 357,032	\$ 490,906
Contributions	280,919	337,652
Client fees	29,830	55,864
Sales	-	1,976
Investment income (loss)	<u>10,127</u>	<u>(69,996)</u>
Total unrestricted support and other revenue	<u>677,908</u>	<u>816,402</u>
<b>EXPENDITURES:</b>		
Program services:		
Donations	90,186	110,547
A New Day Care Center	493,731	466,436
Gingham Goose	-	1,751
Outreach	1,954	1,524
The Lakewood Foundation	<u>171,430</u>	<u>284,206</u>
Total program services	<u>757,301</u>	<u>864,464</u>
Support services:		
General and administrative	<u>25,756</u>	<u>40,507</u>
Total expenditures	<u>783,057</u>	<u>904,971</u>
DECREASE IN NET ASSETS	(105,149)	(88,569)
NET ASSETS, BEGINNING OF YEAR	<u>304,202</u>	<u>392,771</u>
NET ASSETS, END OF YEAR	<u>\$ 199,053</u>	<u>\$ 304,202</u>

The accompanying notes are an integral part of the financial statements.

**THE LAKEWOOD FOUNDATION**  
**STATEMENTS OF FUNCTIONAL EXPENSES**  
**FOR THE YEARS ENDED DECEMBER 31, 2009 AND 2008**

	2009						2008
	Program Services			Support Services			2008 Total
	A New Day Care Center	The Lakewood Foundation Outreach	General and Administrative	2009 Total	2008 Total	2008 Total	
Salaries and wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 270,993	\$ 329,739
Program services	73,930	1,954	-	171,430	-	247,314	379,937
Rent	16,256	-	-	-	-	126,068	121,368
Renovations	-	-	-	-	-	80,977	-
Professional services	-	-	-	-	18,896	18,896	29,245
Dietary meals and supplies	-	-	-	-	-	13,120	15,257
Nursing supplies and expenses	-	-	-	-	-	11,026	10,969
Transportation and expenses	-	-	-	-	-	7,803	5,443
Office supplies and expenses	-	-	-	-	6,860	6,860	11,262
Material cost	-	-	-	-	-	-	1,751
<b>Total functional expenses</b>	<b>\$ 90,186</b>	<b>\$ 1,954</b>	<b>\$ 171,430</b>	<b>\$ 25,756</b>	<b>\$ 783,057</b>	<b>\$ 904,971</b>	

The accompanying notes are an integral part of the financial statements.

**THE LAKEWOOD FOUNDATION**  
**STATEMENTS OF CASH FLOWS**  
**FOR THE YEARS ENDED DECEMBER 31, 2009 AND 2008**

	<u>2009</u>	<u>2008</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>		
Decrease in net assets	\$(105,149)	\$ (88,569)
Adjustments to reconcile decrease in net assets to cash provided (used) by operating activities:		
Noncash items included in decrease in net assets:		
(Appreciation) depreciation and (income) loss retained in investments	(9,666)	70,025
(Increase) decrease in operating assets:		
Accounts receivable	11,807	510
Prepaid expenses	(136)	3,294
Increase (decrease) in operating liabilities:		
Accounts payable and accrued expenses	<u>8,168</u>	<u>22,189</u>
<b>NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES</b>	<u>(94,976)</u>	<u>7,449</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>		
Purchases of investments	(12,110)	(68,231)
Proceeds from sale of investments	<u>231,004</u>	<u>88,930</u>
<b>NET CASH PROVIDED BY INVESTING ACTIVITIES</b>	<u>218,894</u>	<u>20,699</u>
<b>NET INCREASE IN CASH AND CASH EQUIVALENTS</b>	123,918	28,148
<b>CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR</b>	<u>138,478</u>	<u>110,330</u>
<b>CASH AND CASH EQUIVALENTS AT END OF YEAR</b>	<u>\$ 262,396</u>	<u>\$138,478</u>

The accompanying notes are an integral part of the financial statements.

**THE LAKEWOOD FOUNDATION**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2009 AND 2008**

**1. ORGANIZATION**

The Lakewood Foundation, a not-for-profit corporation, supports and advises the City of Lakewood Department of Human Services and its collaborators by providing advocacy and fiscal management of programs, grants and charitable contributions.

The Foundation maintains five programs:

The Donation Program receives donations and program fees to provide a variety of services to senior citizens. These services include providing facilities to engage in various activities and educational events, snow removal services and assistance in paying utility bills in emergency situations.

The Outreach Program receives donations, which are used to provide medication, transportation and lodging for elderly persons in emergency situations.

A New Day Care Center Program provides day care services to senior citizens. This program was terminated in December, 2009.

The Gingham Goose Program provides facilities for senior citizens to engage in craftwork and receives donations from the sale of craft items produced or donated by the people engaged in the program. This program was terminated in January, 2008.

The Lakewood Foundation Program provides services for administration, early childhood, youth and health.

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

This summary of significant accounting policies of The Lakewood Foundation (Foundation) is presented to assist in understanding the Foundation's financial statements. The financial statements and notes are representations of the Foundation's management, which is responsible for their integrity and objectivity. These accounting policies conform to generally accepted accounting principles and have been consistently applied in the preparation of the financial statements.

**Basis of accounting**

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with generally accepted accounting principles.

**Financial statement presentation**

The Foundation adopted guidance as required by the Financial Statements of Not-for-Profit Organizations Topic of the FASB Accounting Standards Codification. Under this guidance, the Foundation is required to report information regarding its financial position and activities according to three classes of assets: unrestricted net assets, temporarily restricted net assets and permanently restricted net assets.

**THE LAKEWOOD FOUNDATION  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2009 AND 2008**

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Financial statement presentation (continued)**

- Unrestricted net assets are free of donor-imposed restrictions; all revenues, expenses, gains and losses that are not changes in temporarily or permanently restricted net assets are reported in unrestricted net assets. Unrestricted net assets include assets available for education and general activities, which account for all the income and expenses of normal operations. Unrestricted net assets also include land, land improvements, buildings and equipment.
- Temporarily restricted net assets include gifts for which donor-imposed restrictions have been met and pledges receivable for which the ultimate purpose of the proceeds is not permanently restricted.
- Permanently restricted net assets include gifts and pledges which require by donor restriction that the corpus be invested in perpetuity and only the income be made available for program operations in accordance with donor restrictions.

There are no temporarily or permanently restricted net assets as of December 31, 2009 and 2008.

**Cash and cash equivalents**

Cash equivalents consist of short-term, highly liquid investments, which are readily convertible into cash within ninety (90) days of purchase.

The Foundation occasionally maintains balances with its financial institution in excess of insured amounts by the Federal Deposit Insurance Corp. The Foundation has not experienced, nor does it expect to experience, any losses on such accounts.

**Contributions**

All contributions are considered to be available for unrestricted use unless specifically restricted by the donor. Amounts received that are designated for future periods or restricted by the donor for specific purposes are reported as temporarily restricted or permanently restricted support that increases those net asset classes. When a temporary restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

**THE LAKEWOOD FOUNDATION**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2009 AND 2008**

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Income taxes**

The Foundation is organized under 501(c)(3) of the Internal Revenue Code and is therefore exempt from federal taxation.

The Foundation has adopted guidance, as required by the Income Taxes Topic of the FASB Accounting Standards Codification regarding accounting for uncertainty in income taxes. This guidance clarifies the accounting and recognition for income tax positions taken or expected to be taken in the Foundation's income tax returns. As of December 31, 2009, the Foundation has no uncertain tax positions that qualify for either recognition or disclosure in the financial statements. The Foundation records related interest expenses and penalties, if any, as a tax expense, consistent with this guidance. The Foundation's open audit periods are for the tax years ended December 31, 2006 through December 31, 2009. In evaluating the Foundation's tax provisions and accruals, future taxable income, and tax planning strategies are considered. The Foundation believes their estimates are appropriate based on the current facts and circumstances .

**Functional allocation of expenses**

The costs of providing the various programs and other activities have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

**Accounts receivable**

The Foundation grants credit to program activity participants as deemed necessary and mitigates the associated risk by performing ongoing credit evaluations. No allowance for doubtful accounts was deemed necessary as of December 31, 2009 and 2008.

**Use of estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**Property and equipment**

Property and equipment are recorded at cost and include additions and improvements that extend the useful lives of the assets. Maintenance, repairs and renewals, which neither materially add to the value of the property nor appreciably prolong its life, are charged to expense as incurred.

Depreciation was computed over the estimated useful lives of depreciable assets using the straight-line method. All assets are fully depreciated as of December 31, 2009 and 2008.

**THE LAKEWOOD FOUNDATION  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2009 AND 2008**

**3. INVESTMENTS**

Investments stated at fair value are as follows at December 31 2009 and 2008:

**Investments as of December 31, 2009**

	<u>Cost</u>	<u>Fair Value</u>	<u>Unrealized Appreciation</u>
<u>Long-term Investments</u>			
Board designated - pooled investment funds	<u>\$ 29,852</u>	<u>\$ 43,568</u>	<u>\$ 13,716</u>

**Investments as of December 31, 2008**

	<u>Cost</u>	<u>Fair Value</u>	<u>Unrealized Appreciation (Depreciation)</u>
<u>Marketable Securities</u>			
Common stock	\$133,916	\$ 95,164	\$ (38,752)
<u>Long-term Investments</u>			
U.S. Treasury Notes	111,524	120,880	9,356
Board designated - pooled investment funds	<u>31,156</u>	<u>36,752</u>	<u>5,596</u>
Total long-term investments	<u>142,680</u>	<u>157,632</u>	<u>14,952</u>
Total	<u>\$276,596</u>	<u>\$ 252,796</u>	<u>\$ (23,800)</u>

**4. FAIR VALUE MEASUREMENT**

The Foundation follows guidance, as required by the Fair Value Measurement Topic of the FASB Accounting Standards Codification, which defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date and establishes a framework for measuring fair value. The guidance establishes a three-level hierarchy for fair value measurements based upon the transparency of inputs to the valuation of an asset or liability as of the measurement date. The guidance expands disclosures about instruments measured at fair value. The guidance applies to other accounting pronouncements that require or permit fair value measurements and, accordingly, the guidance does not require any new fair value measurements.

**THE LAKEWOOD FOUNDATION**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2009 AND 2008**

**4. FAIR VALUE MEASUREMENT (Continued)**

The FASB Accounting Standards Codification guidance on the Fair Value Option for Financial Assets and Financial Liabilities Topic, among other things, provides an option to elect fair value as an alternative measurement for selected financial assets and liabilities not previously recorded at fair value. The Foundation did not elect fair value accounting for any assets or liabilities that are not currently required to be measured at fair value.

As noted above, the FASB Accounting Standards Codification guidance on the Fair Value Measurement Topic establishes a three-level hierarchy for disclosure of fair value measurements. The valuation hierarchy is based upon the transparency of inputs to the valuation of an asset or liability as of the measurement date. The three levels are defined as follows:

Level 1 – Unadjusted quoted prices in active markets for identical, unrestricted assets or liabilities that the Foundation has the ability to access at the measurement date.

Level 2 – Quoted prices which are not active, quoted prices for similar assets or liabilities in active markets or inputs other than quoted prices that are observable (either directly or indirectly) for substantially the full term of the asset or liability.

Level 3 – Significant unobservable prices or inputs (including the Foundation’s own assumptions in determining the fair value of assets or liabilities) where there is little or no market activity for the asset or liability at the measurement date.

A financial instrument’s categorization within the valuation hierarchy is based upon the lowest level of input that is significant to the fair value measurement. The carrying values of cash and cash equivalents, accounts receivable and accounts payable are reasonable estimates of fair value due to the short-term nature of these financial instruments. Investments are stated at fair value as determined using inputs comprised of the following at December 31, 2009 and 2008:

**Assets at Fair Value as of December 31, 2009**

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Board designated-				
pooled investment funds	\$ -	\$ -	\$ 43,568	\$ 43,568
Total	\$ -	\$ -	\$ 43,568	\$ 43,568

**THE LAKEWOOD FOUNDATION  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2009 AND 2008**

**4. FAIR VALUE MEASUREMENT (Continued)**

**Assets at Fair Value as of December 31, 2008**

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Marketable Securities	\$ 95,164	\$ -	\$ -	\$ 95,164
U.S. Treasury notes	120,880	-	-	120,880
Board designated- pooled investment funds	<u>-</u>	<u>-</u>	<u>36,752</u>	<u>36,752</u>
Total	<u>\$ 216,044</u>	<u>\$ -</u>	<u>\$ 36,752</u>	<u>\$ 252,796</u>

The following tables set forth a summary of changes in the fair value of the Foundation's level 3 assets for the years ended December 31, 2009 and 2008.

**Level 3 Assets Year Ended December 31, 2009**

	<u>Investment Funds</u>
Balance, beginning of year	\$ 36,752
Fund appreciation	<u>6,816</u>
Balance, end of year	<u>\$ 43,568</u>

**Level 3 Assets Year Ended December 31, 2008**

	<u>Investment Funds</u>
Balance, beginning of year	\$ 47,452
Fund depreciation	<u>(10,700)</u>
Balance, end of year	<u>\$ 36,752</u>

**THE LAKEWOOD FOUNDATION  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2009 AND 2008**

**4. FAIR VALUE MEASUREMENT (Continued)**

Fair values of the assets included in Level 1 are based upon quoted market prices. Fair values for Level 2 are based on model-based valuation techniques for which all significant assumptions are observable in the market or can be corroborated by observable market data for substantially the full term of the assets. Inputs are obtained from various sources including market participants, dealers, and brokers.

The methods described above may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, while the Foundation believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different estimate of fair value at the reporting date.

**5. DONATED SERVICES AND FACILITIES**

Services and facilities with an estimated fair value of \$138,303 for 2009 and \$141,468 for 2008 have been donated to assist in the Foundation's programs and activities and have been recognized in the statements of activities.

**6. LEASES**

Rent and space expenses were \$126,068 and \$121,368 for 2009 and 2008, respectively, including the value of donated facilities

**7. SUBSEQUENT EVENTS**

Subsequent events have been evaluated through November 11, 2010, which is the date the financial statements were available to be issued.