CITY OF COTTONWOOD
BUILDING COMMUNITY GRANT APPLICATION COVER SHEET FISCAL YEAR 2016
NOTE: APPLICANTS MUST COMPLETE THIS COVER SHEET AND ATTACH THE GRANT PROPOSAL IN THE FORMAT DESCRIBED HEREIN.

Legal Name and Address of Applicant(s):

***STEPS TO RECOVERY HOMES***
748 North Main Street & 1145 South 8th Street
Cottonwood
Arizona, 86326

Type of Organization of Applicant:(check one) Private __ Non-Profit X

Other (briefly explain legal structure of the organization) ***Steps to Recovery Homes*** is a 501c(3) non-profit organization (See enclosed IRS Letter of Determination).

Describe the function or purpose of the applicant organization.

***Steps to Recovery Homes*** Mission is to provide a safe environment, free from any illicit drugs or alcohol, for people with substance abuse issues. We focus on behavior modification and are dedicated to consistency, structure and direction in our homes.

Contact person information:

Name: Damien Browning

Title: Owner/Operator

Address: 1120 Peaks View Drive
Clarkdale
Arizona, 86324

Phone: 928-649-0077

Email: *StepstoRecoveryHomes@gmail.com*

Web site: StepstoRecoveryHomes.org

Questions regarding the application shall be directed

to: Name Damien Browning

Address 1120 Peaks View Drive

City, State Zip Clarkdale, Arizona, 86324

Phone: 928-649-0077

E-mail: ***StepstoRecoveryHomes@gmail.com***

Current Business Registration Number: 15-1050

**Letter of Introduction**

The Mission of ***Steps to Recovery Homes*** is to provide a safe environment, free from any illicit drugs or alcohol, for people with substance abuse issues. We focus on behavior modification and are dedicated to consistency, structure and direction in our homes.

***Steps to Recovery Homes*** is a 501(c)3 nonprofit organization that offers an approach to recovery that works. We have women and men facilities that are located centrally with many resources. The beauty of the Verde Valley is amazing and the community is supportive and welcoming. Our homes are clean and comfortable. Being a member of the Arizona Recovery Home Association, we are set to a higher level of standards and ethical codes.

The clients we serve are low-income and have lost everything including jobs, houses and family as a result of their substance abuse issues. In addition to substance abuse issues many of our clients are victims of emotional, mental, and physical abuse. We focus on developing appropriate life transforming habits to help these individuals live a more productive life and become valuable members of the community.

We are much more than a "half-way house;" we provide a serious, safe, structured environment for individuals who want to recover from their drug and alcohol addiction. We are dedicated to putting families back together.

- 42 % of the 117 clients that have participated in the Steps to Recovery Homes Program are clean and sober today.
- 41 Cottonwood residents participated in our program over the last two years
- 19% of our clients have completed (three or six months) and the average days in the program is 79 days
- 51% are women and 49% are men
- 93% did not have jobs upon entering the program; 12% were on SSI and 71% had no help financially
- 76 residents have participated in "on the job training/internships" at the Miracles Happen Re-Sale store
- 76% are white; 13% Hispanic; 7% Native American; 3% Black and 1% Asian

Drug Addiction is a serious problem that can no longer be avoided and the Verde Valley has very few resources for people that need this kind of help. By setting an example and providing direction, ***Steps to Recovery Homes*** assists our clients in developing integrity and responsibility, thus becoming assets to their families and communities. We provide that nurturing environment. They can also become responsible, accountable and find integrity in their own lives and the eyes of the community. We understand that many people have missed certain character skills in their lives. Our program will help build these essential skills. We believe that people really do want to change, but are lacking the guidance and environment to do so. We provide that environment. We know from our own experiences that it is possible, and know we will be able to help.

## Community Need

According to the MATFORCE Intervention Group Report (March, 28, 2015):

- 8% to 9.2% of the population of USA have used an illicit drug or abused psychotherapeutic medication in the past month (alcohol not included).
- 2013 Population of Yavapai County = 215,133
- Applying the national statistics to Yavapai County, approximately 14,284 to 16,427 people, have used an illicit drug or abused psychotherapeutic medication in the past month.
- These 14,284 to 16,427 people would qualify for Substance Use Disorder (SUD) treatment.
- Nationally only about 11 percent of individuals who meet SUD criteria receive treatment.

According to the *Journal of the American Medical Association* (2015):

- Roughly 50 percent of individuals with severe mental disorders are affected by substance abuse.
- 37 percent of alcohol abusers and 53 percent of drug abusers also have at least one serious mental illness.
- Of all people diagnosed as mentally ill, 29 percent abuse either alcohol or drugs.
- Many of these mentally ill are "self-medicating" with alcohol and/or other addictive substances.
- According to studies, over 50 percent of all suicides are associated with alcohol and drug dependence and at least 25 percent of alcoholics and drug addicts commit suicide.

**Grant Proposal: Steps to Recovery Women's Gratitude House & Men's Hope House**

(1) Amount of grant request. **$11, 250**

(2) Ability to meet the stated need through the design of the service, project, or program.

The many negative impacts of substance abuse and suicide reaches into families, neighborhoods, communities and beyond. ***Steps to Recovery Homes*** supports individuals who desire to abstain fromany substance or activity addiction. Our program utilizes a collection of scientifically proven techniques from Cognitive Behavioral Therapy, Rational Emotive Behavior Therapy, as well as some motivational techniques. Our mission is to offer self-empowering, science-based, face-to-face support groups for abstaining from any substance or activity addiction.

The ***Steps to Recovery Homes*** Healthier Communities Scholarship Program is a start to providing the need of funding in order to maximize the success rate of recovery in the Verde Valley. This program is designed to: 1) Provide a resource of funds available to individuals with substance abuse issues in the Verde Valley 2) To reduce stress and discouragement and encourage individuals to continue to move forward in their recovery 3) Raise the employment rate in the Verde Valley 4) Make the communities that we live in a safer place for everyone involved by reducing the continuing substance abuse that happens 5) To put families back together 6) to raise the recidivism rate and lower tax payers dollars in the jails 7) To provide volunteers to the Verde Valley (City of Cottonwood) to help with many tasks that the City has not been able to accomplish due to lack of resources 8) To provide an awareness to the public that there is a solution to this ongoing problem and to reinforce that there is a healthy resource in this community for years to come.

(3) Why is this grant necessary or an appropriate source of revenue to meet this need?

The grant is necessary and an appropriate source of revenue to meet this need because the individuals served by the project are primarily Cottonwood residents who are in critical need of support to deal with their substance abuse issues and who are willing to make a change in their lives. In the past two years we have served more than forty-one Cottonwood residents. Our intent is to have the ability to provide a little extra help for the first month to qualified individuals to maximize their success rate in our program. We are adamant about our clients becoming fully self-supporting and this help would only be for a limited time. This would also help these clients to start saving for when they complete our program and move out on their own. One of the things that happens with our program is we get people to become employable and this in turn helps our community's economy. We mandate our clients to be of service to the community, this helps them to start surrounding themselves with healthier people. Being of service to our community is something we will use as an in kind match for this funding, i.e., the clients that receive scholarships would be mandated to put in so many hours to the city of cottonwood and help build our community.

(4) Ability of the organization to complete the program as designed.

Both Damien and Anne Browning are experienced in the methods of treating addiction, having been members of 12- step programs for many years. Though unaffiliated with any specific program and taking their own route to helping residents of the Verde Valley recover from substance abuse, they are inspired by their past struggles in counseling. In addition to this wealth of experience, Anne is a full- time paramedic, a profession that gives her exposure to many people struggling with addiction. As a member of the Northern Arizona Recovery Association, Steps to Recovery Homes is allowed to accept inmates directly from the Arizona Department of Corrections. This allows the Brownings to see the continuing effects of substance abuse (up to 90 percent of the incarcerated are affected by addiction in one form or another).

The ***Steps to Recovery Homes*** operates two separate facilities, The Gratitude House, a facility for 17 women (1145 South 8th Street) and the Hope House (748 North Main Street), which features accommodations for 13 men in varying stages of dealing with substance abuse. Recently, Steps to Recovery Homes has been placed on the Charitable Organizations List throughthe Arizona Department of Revenue allowing a 100 percent tax credit of up to $400 for donors. Future plans include a home for women with children and a home for veterans and transients struggling with substance abuse issues. In addition, we opened The Miracles Happens ReSale Store in Cottonwood on June 1, 2016 and our residents are required to work there part-time, as interns, so that they can develop relevant employment skills.

Cottonwood needs a serious affordable place for people to recover from substance abuse issues and in turn help build a healthier community by lowering the recidivism rate and giving individuals the tools and to stay clean for multiple years. When individuals come into our program they have lost everything. We give them a safe environment to stay clean and stop using mind or mood altering substances necessary to help them to secure gainful employment. The stress and worry of money reduces the chance of successful recovery from their addiction. With a Healthier Communities Scholarship for the first week, the rate of commitment and success should dramatically increase because our clients will not be so stressed and will have a little breathing room to get on their feet and start becoming fully self-supporting.

Last year Steps to Recovery Homes opened the Miracles Happen Re-Sale Store to increase income for the program, but to also provide a valuable addition to the Job Training and Community Service components of our program. We currently provide internships to over 71 individuals in the program, have four part-time employees and two graduates who have gone on to secure full-time employment locally. In addition, we are expanding the Miracles Happen Re-Sale Store to include an E-bay service, which will enable us to hire two additional full-time employees.

## Project Timeline

Immediate implementation of program services will occur upon receipt of funding.

## Project Budget

### Project Income

| Source | Description | Amount |
|---|---|---|
| Foundations | AZ Community Foundation of Yavapai County | $5,000.00 |
| City Grant | Cottonwood Community Building Grant | $11,250.00 |
| In-Kind Support | Volunteer Support | $8,505.00 |
| Fundraising Events and Products | Fundraising Events, e.g., yard sales, gala, and other fund raising events | $16,975.00 |
| Individual Contributions | Donations | $15,380.00 |
| Total | | $57,110.00 |

### Project Expenses

| **Source** | **Description** | **Amount** |
|---|---|---|
| Salaries and Wages | Staff Salaries and Wages | $35,450.00 |
| Printing/Copying/Postage/Delivery | Advertising, Brochures Flyers, etc. | $2,258.00 |
| Consultants and Professional | Fund Raising & Marketing | $1,500.00 |
| Rent/utilities/Phone | Rent/utilities/Phone | $15,290.00 |
| Equipment | Computer/ All-In-One Copier/Fax Machine | $1,745.00 |
| Supplies | Cleaning Supplies | $867.00 |
| **Total** | | $57,110.00 |

**Budget Comments**

***Steps to Recovery Homes*** will use the project funds to provide as many clients as possible with scholarships to complete the initial week of the program, based on a sliding-scale of the regular fee of $150 per week.

## Expected Outcomes

***Steps to Recovery Homes*** provides substance abusers with the toolsneeded to build positive habits. With a focus on developing life-transforming habits, the project funds will provide eighteen men and/or women with scholarships to complete the first month of the program and maximize their success rate and ability to secure employment.

***Steps to Recovery Homes*** details three phases of change that, when completed in order, transform substance abusers lives:

1. Assessment & Repair: Before individuals can begin to change, they must understand who they are, where they are in life, their physical condition who and where they want to be. The first step is to honestly evaluate their current position and assess their skills, values, and physical condition. Once this is accomplished, they begin to form a realistic plan.

2. Skills Training and Cognitive Behavior Modification Training: At the core of the program is the most basic of principles: By human nature we want to be happy and satisfied with life. When life is not producing that satisfaction, people try to artificially create what is missing. Our program identifies, teaches, and trains the skills necessary to gain satisfaction with life naturally and normally, without artificial substances. Most of the guests here already have a basic understanding of what we are teaching but may not be fully utilizing these fundamentals of life: especially considering that in most cases, other programs will all discharge their clients before they have addressed the cravings and cognitive impairment issues.

3. Life Coaching and Planning: Creating a comprehensive future plan built on assessed talents, positive goals, and finding joy in career, as well as in relationships w i th family and friends. This third phase of change provides the gateway to a new life. It is imperative that the client have a well-constructed planbefore returning home. Being prepared for the future makes the transition from the program to the individual's life at home an energizing opportunity, a pleasure rather than a source of anxiety. Upon completion, clients secure their own living arrangement and/or return home to their families, jobs, or school as motivated, productive people.

**Project Team**

***Steps to Recovery Homes*** was formed from a vision of hope that came to Damien and Anne Browning. We knew that an individual suffering from addiction issues could find freedom if provided with the right tools and environment. We have personally been through our own struggles with addiction, and behavior issues, changed our lives around, and became assets to our families and community.

We watched people in the Verde Valley of northern Arizona move into area halfway houses, do their best to continue their recovery with what resources were available, just to end up relapsing. It seemed like such a revolving door. We talked a lot about how the experience could be different. We knew these people needed direction and healthy examples. So we created ***Steps to Recovery Homes*** to provide substance abusers with the tools needed to build positive habits.

The assistance that we offer our clients is very beneficial. By setting an example, providing direction and working on behaviors, we help the men and women in our program to become productive, responsible members of their families and community. They can actually start living life, again.

Addendum

- Current budget for the organization.
- Most recent end of year financial statement for the organization.
- ***Steps to Recovery Homes*** Brochure & Flyer
- IRS Letter of Determination

8:42 AM
03/08/16
Accrual Basis

# Steps to Recovery Homes
## Budget vs. Actual by Donors/Grants
### January through December 2015

| | Jan - Dec 15 | Budget | $ Over Budget | % of Budget |
|---|---|---|---|---|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| Benefit | 10,346.00 | | | |
| Client Services | 35,451.68 | | | |
| Community Grant Program | 2,500.00 | | | |
| Donations | 32,232.48 | | | |
| Ebay/Paypal | 4,892.82 | | | |
| Miracles happen | 60,314.23 | | | |
| Other Income | 16,948.74 | | | |
| Rental Income | | | | |
| Bed Fee | 9,063.99 | | | |
| Rental Income - Other | 51,638.27 | | | |
| Total Rental Income | 60,702.26 | | | |
| S&H | 210.92 | | | |
| Total Income | 223,599.13 | | | |
| Gross Profit | 223,599.13 | | | |
| Expense | | | | |
| Advertising and Promotion | 3,300.22 | | | |
| Automobile Expense | | | | |
| Fuel | 1,948.95 | | | |
| License and Fees | 86.06 | | | |
| Maintenance and Repairs | 722.15 | | | |
| Automobile Expense - Other | 1,914.18 | | | |
| Total Automobile Expense | 4,671.34 | | | |
| Benefit Dinner | 3,856.57 | | | |
| Business License | 225.00 | | | |
| Charitable Contribution | 51.00 | | | |
| Cleaning supplies | 315.29 | | | |
| Client Activities | 573.93 | | | |
| Client Savings Refund | 4,329.42 | | | |
| Computer and Internet Expenses | 988.32 | | | |
| Credit Card Expense | 115.46 | | | |
| Deposits utilities | 2,213.65 | | | |
| Dues and Subscriptions | 741.35 | | | |
| Employee Activities | 275.26 | | | |
| Employee Loan | 20.00 | | | |
| Freight | | | | |
| Delivery Charge | 5.95 | | | |
| Postage | 108.49 | | | |
| Freight - Other | 29.46 | | | |
| Total Freight | 143.90 | | | |
| Furnishings | 330.00 | | | |
| Grounds Maintance | 310.00 | | | |
| Insurance Expense | 5,828.64 | | | |
| Interest Expense | 6.28 | | | |
| Lab Fees | 41.20 | | | |
| Late Charge | 305.83 | | | |
| Loan- National Bank | 6,462.25 | | | |
| Meals and Entertainment | 623.21 | | | |
| Office Supplies | | | | |
| Client Supplies | 3,917.85 | | | |
| Office Supplies - Other | 9,956.09 | | | |
| Total Office Supplies | 13,873.94 | | | |
| Outside Labor | 805.78 | | | |
| Over payment | 173.93 | | | |

# Steps to Recovery Homes
## Budget vs. Actual by Donors/Grants
### January through December 2015

| | Jan - Dec 15 | Budget | $ Over Budget | % of Budget |
|---|---|---|---|---|
| Payroll Expenses | | | | |
| FICA/MED | 3,581.06 | | | |
| SUTA EXPENSE | 755.47 | | | |
| Payroll Expenses - Other | 46,878.96 | | | |
| Total Payroll Expenses | 51,215.49 | | | |
| Penalties and Interest | 113.89 | | | |
| Professional Fees | 1,114.00 | | | |
| refund for goods | 754.80 | | | |
| Reimbursements | 6,074.75 | | | |
| Rent | 68,138.00 | | | |
| Repairs and Maintenance | 3,893.88 | | | |
| Service Charges | | | | |
| Merchant Fees | 1,732.70 | | | |
| NSF surcharge | 192.00 | | | |
| Paypal Fees | 387.06 | | | |
| Total Service Charges | 2,311.76 | | | |
| Tax and Accountant | 1,199.53 | | | |
| Telephone Expense | 3,500.20 | | | |
| Thirft Store | 4,574.97 | | | |
| Travel Expense | | | | |
| Client transport | 32.00 | | | |
| Total Travel Expense | 32.00 | | | |
| Uncategorized Expenses | 20.30 | | | |
| Utilities | | | | |
| Pest control | 700.00 | | | |
| Trash | 1,953.20 | | | |
| Utilities - Other | 18,545.68 | | | |
| Total Utilities | 21,198.88 | | | |
| Voided Check | 0.00 | | | |
| Total Expense | 214,724.22 | | | |
| Net Ordinary Income | 8,874.91 | | | |
| Other Income/Expense | | | | |
| Other Income | | | | |
| Dividends | 1.14 | | | |
| Transfirst | 10.40 | | | |
| Total Other Income | 11.54 | | | |
| Net Other Income | 11.54 | | | |
| Net Income | **8,886.45** | | | |

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01/12/16
Accrual Basis

# Steps to Recovery Homes
## Profit & Loss
### December 2015

| | | Dec 15 |
|---|---|---|
| Ordinary Income/Expense | | |
| Income | | |
| Client Services | | 3,919.00 |
| Community Grant Program | | 1,750.00 |
| Donations | | 10,527.96 |
| Ebay/Paypal | | 524.99 |
| Miracles happen | | 8,562.01 |
| Other Income | | 1,765.68 |
| Rental Income | | |
| Bed Fee | 960.84 | |
| Rental Income - Other | 4,733.30 | |
| Total Rental Income | | 5,694.14 |
| S&H | | 12.19 |
| Total Income | | 32,755.97 |
| Expense | | |
| Advertising and Promotion | | 54.04 |
| Automobile Expense | | |
| Fuel | 85.03 | |
| Maintenance and Repairs | 31.99 | |
| Total Automobile Expense | | 117.02 |
| Dues and Subscriptions | | 163.00 |
| Insurance Expense | | 163.74 |
| Late Charge | | 38.00 |
| Loan- National Bank | | 546.83 |
| Meals and Entertainment | | 8.19 |
| Office Supplies | | |
| Client Supplies | 366.10 | |
| Office Supplies - Other | 746.90 | |
| Total Office Supplies | | 1,113.00 |
| Payroll Expenses | | |
| FICA/MED | 501.28 | |
| SUTA EXPENSE | 65.48 | |
| Payroll Expenses - Other | 6,552.38 | |
| Total Payroll Expenses | | 7,119.14 |
| refund for goods | | 200.00 |
| Reimbursements | | 1,014.20 |
| Rent | | 9,200.00 |
| Repairs and Maintenance | | 76.45 |
| Service Charges | | |
| Merchant Fees | 256.54 | |
| Paypal Fees | 27.77 | |
| Total Service Charges | | 284.31 |
| Tax and Accountant | | 20.00 |
| Telephone Expense | | 427.28 |
| Thirft Store | | 349.05 |
| Utilities | | |
| Pest control | 70.00 | |
| Trash | 75.00 | |
| Utilities - Other | 1,673.47 | |
| Total Utilities | | 1,818.47 |
| Total Expense | | 22,712.72 |
| Net Ordinary Income | | 10,043.25 |
| Net Income | | 10,043.25 |

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01/12/16
Accrual Basis

# Steps to Recovery Homes
## Profit & Loss
### January through December 2015

| | | Jan - Dec 15 |
|---|---|---|
| Ordinary Income/Expense | | |
| Income | | |
| Benefit | | 8,806.00 |
| Client Services | | 35,451.68 |
| Community Grant Program | | 2,500.00 |
| Donations | | 26,319.48 |
| Ebay/Paypal | | 4,514.71 |
| Miracles happen | | 60,314.82 |
| Other Income | | 16,948.74 |
| Rental Income | | |
| Bed Fee | 9,063.99 | |
| Rental Income - Other | 51,638.27 | |
| Total Rental Income | | 60,702.26 |
| S&H | | 210.92 |
| Total Income | | 215,768.61 |
| Expense | | |
| Advertising and Promotion | | 3,078.48 |
| Automobile Expense | | |
| Fuel | 1,641.73 | |
| Maintenance and Repairs | 352.83 | |
| Automobile Expense - Other | 1,914.18 | |
| Total Automobile Expense | | 3,908.74 |
| Benefit Dinner | | 3,856.57 |
| Business License | | 225.00 |
| Charitable Contribution | | 51.00 |
| Cleaning supplies | | 315.29 |
| Client Activities | | 530.76 |
| Client Savings Refund | | 4,329.42 |
| Computer and Internet Expenses | | 936.09 |
| Credit Card Expense | | 830.49 |
| Deposits utilities | | 2,213.65 |
| Dues and Subscriptions | | 611.35 |
| Employee Loan | | 20.00 |
| Freight | | |
| Delivery Charge | 5.95 | |
| Postage | 108.49 | |
| Freight - Other | 29.46 | |
| Total Freight | | 143.90 |
| Furnishings | | 330.00 |
| Grounds Maintance | | 310.00 |
| Insurance Expense | | 5,828.64 |
| Interest Expense | | 2.28 |
| Lab Fees | | 41.20 |
| Late Charge | | 204.83 |
| Loan- National Bank | | 6,462.25 |
| Meals and Entertainment | | 356.11 |
| Office Supplies | | |
| Client Supplies | 3,874.19 | |
| Office Supplies - Other | 8,246.50 | |
| Total Office Supplies | | 12,120.69 |
| Outside Labor | | 805.78 |
| Over payment | | 173.93 |
| Payroll Expenses | | |
| FICA/MED | 3,581.06 | |
| SUTA EXPENSE | 755.47 | |
| Payroll Expenses - Other | 46,878.96 | |
| Total Payroll Expenses | | 51,215.49 |

# Steps to Recovery Homes
## Profit & Loss
### January through December 2015

| | | Jan - Dec 15 |
|---|---|---|
| Penalties and Interest | | 113.89 |
| Professional Fees | | 1,114.00 |
| *refund for goods* | | 754.80 |
| Reimbursements | | 6,074.75 |
| Rent | | 68,138.00 |
| Repairs and Maintenance | | 3,593.76 |
| Service Charges | | |
| Merchant Fees | 1,118.18 | |
| Paypal Fees | 200.35 | |
| Total Service Charges | | 1,318.53 |
| Tax and Accountant | | 1,199.53 |
| Telephone Expense | | 3,500.20 |
| Thirft Store | | 4,453.29 |
| Travel Expense | | |
| Client transport | 32.00 | |
| Total Travel Expense | | 32.00 |
| Uncategorized Expenses | | 20.30 |
| Utilities | | |
| Pest control | 700.00 | |
| Trash | 1,953.20 | |
| Utilities - Other | 18,264.62 | |
| Total Utilities | | 20,917.82 |
| Voided Check | | 0.00 |
| Total Expense | | 210,132.81 |
| Net Ordinary Income | | 5,635.80 |
| Other Income/Expense | | |
| Other Income | | |
| Dividends | | 0.32 |
| Transfirst | | 2,193.92 |
| Total Other Income | | 2,194.24 |
| Net Other Income | | 2,194.24 |
| Net Income | | **7,830.04** |

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

DEPARTMENT OF THE TREASURY

Date: AUG 05 2014

STEPS TO RECOVERY HOMES
1120 PEAKS VIEW DR
CLARKDALE, AZ 86324

Employer Identification Number:
46-3225513
DLN:
17053175393024
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Effective Date of Exemption:
February 12, 2014
Addendum Applies:
No

Dear Applicant:

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

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a private foundation within the meaning of section 509(a) of the Code. You are required to file Form 990-PF annually.

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

Sincerely,

Tamera Ripperda

Director, Exempt Organizations

Letter 1076

# Steps To Recovery Homes

## *Building a stronger, healthier community*

*Our mission is to provide a safe environment, free from any illicit drugs or alcohol, for people with substance abuse issues. We focus on behavior modifications and are dedicated to consistency, structure, and direction in our homes.*

All proceeds from Miracles Happen ReSale Store go directly to Steps to Recovery Homes to support their mission to build healthier communities and fight substance abuse in the Verde Valley.

*"Steps to Recovery Homes has given me structure to my life, a true program that i will continue to utilize after graduating the program. I have a new lease on life."* - Stephenie M.

**Damien Browning and Anne Browning**
**Founders**

**WE OFFER:**

- ⇒ Daily life coaching
- ⇒ Gym memberships
- ⇒ Transit bus passes
- ⇒ Free laundry
- ⇒ Cleaning supplies
- ⇒ Toiletries
- ⇒ Clothes vouchers
- ⇒ Jobs
- ⇒ Linens
- ⇒ Savings plan
- ⇒ Household furniture
- ⇒ Scholarships
- ⇒ House bikes
- ⇒ Weights
- ⇒ Gardens
- ⇒ Rides to meetings
- ⇒ Rides to events
- ⇒ Direction, leadership skills
- ⇒ Internet, cable, and phone

We are much more than a "halfway house"; we provide a serious, safe, structured environment for individuals who want to recover from their drug & alcohol addiction. We are dedicated to putting families back together.

*"Steps to Recovery Homes gave me the ability to learn how to be teachable."* - Jeffery G.

"It takes a village" is so very true here. We are helping build a stronger and healthier Verde Valley community and we need help from you:

- Volunteer with us. we are looking for individuals with life skills to do life coaching, transition mentoring, grant writing, and much more.
- Donate articles or donate funds— We are a qualified 501(C3) organization and your contributions are fully deductible.

*"The best thing about this program is that it is example driven, it is not what they said to me, it is what they showed me that mattered."* - Stacey S.

***Tired of things cluttering up your house? Tired of the yard looking like no one lives there? Tired of feeling like things will never get done?***

***Give us a call, we will do dump runs, yard work, painting, moving, computer services and much more!***

***Call Damien: 928-592-2603***

***Not a licensed contractor***

Steps To Recovery Homes

www.stepstorecoveryhomes.com stepstorecoveryhomes@gmail.com

**Intake Line: 928-649-0077**

Printing Sponsored by CENTURY21 Sexton Realty

AzRHA Arizona Recovery Housing Association

# Steps to Recovery Homes

**Need**: Women and men in early recovery from felonies. These individuals have an extra struggle to find employment and the stress and discouragement that comes with getting turned down can be detrimental to their recovery. A scholarship that would pay for the first month would give these individuals the support they need and maximize their chances of staying clean and finding employment. This in turn would raise the recidivism rate in our community and make them safer places as a result.

**Need**: Continuous fund for Steps to Recovery Homes to help with the expensive fees that are needed in order to run a place such as this. We want to have a place in the community that is available as a resource for people who suffer with drug addiction. This funding would go directly to rent for the facility and utilities in order to ensure that Steps to Recovery Homes is able to continue to run and spend the money on improving the environment and other resources that will maximize the client's chance of becoming a productive member of their families and of society. This donation could even include the ability to hire staffing and create jobs in our community.

**Need**: Funding—Grant for felon and first time business owner

**Need**: Funding for Women in Recovery

**Need**: Funding for transportation

**Need**: Funding for housing, transitional, safe housing, homeless with addictions, women with children

**Need**: Funding for women with domestic pasts

**Need** Funding for people with disabilities

.....Cut here and return with your donation.....

## Help us support Steps to Recovery Homes in the Verde Valley

This is your Arizona TAX CREDIT opportunity package

Your donation to Steps to Recovery Homes—up to $400 if filing jointly or $200 as an individual—can be directly deducted from the amount you owe in Arizona state income taxes. Anyone paying Arizona state taxes is eligible as long as the deduction is made by December 31. This tax credit can be carried forward up to 5 years. You do not need to itemize deductions to qualify.

You can donate to more than one organization that qualifies for the Arizona Tax Credit. The credits are cumulative. Thus, two donations of $400 each to two different organizations (joint return) will result in total credit of $800. **Thank you for helping Steps to Recovery Homes.**

Here is my donation of $_____ to Steps to Recovery Homes Tax Credit Program. A receipt for your tax records will be mailed to you.

There three ways for you to make your tax credit donation:

**A.** You can enclose a check or we can charge your ☐ Visa ☐ MasterCard

**B.** Card Number_____ Expiration Date_____ CCV# _____

Name on Card_____ Signature _____

**C.** Or, you can donate on our website at www.stepstorecoveryhomes.com

Your information:

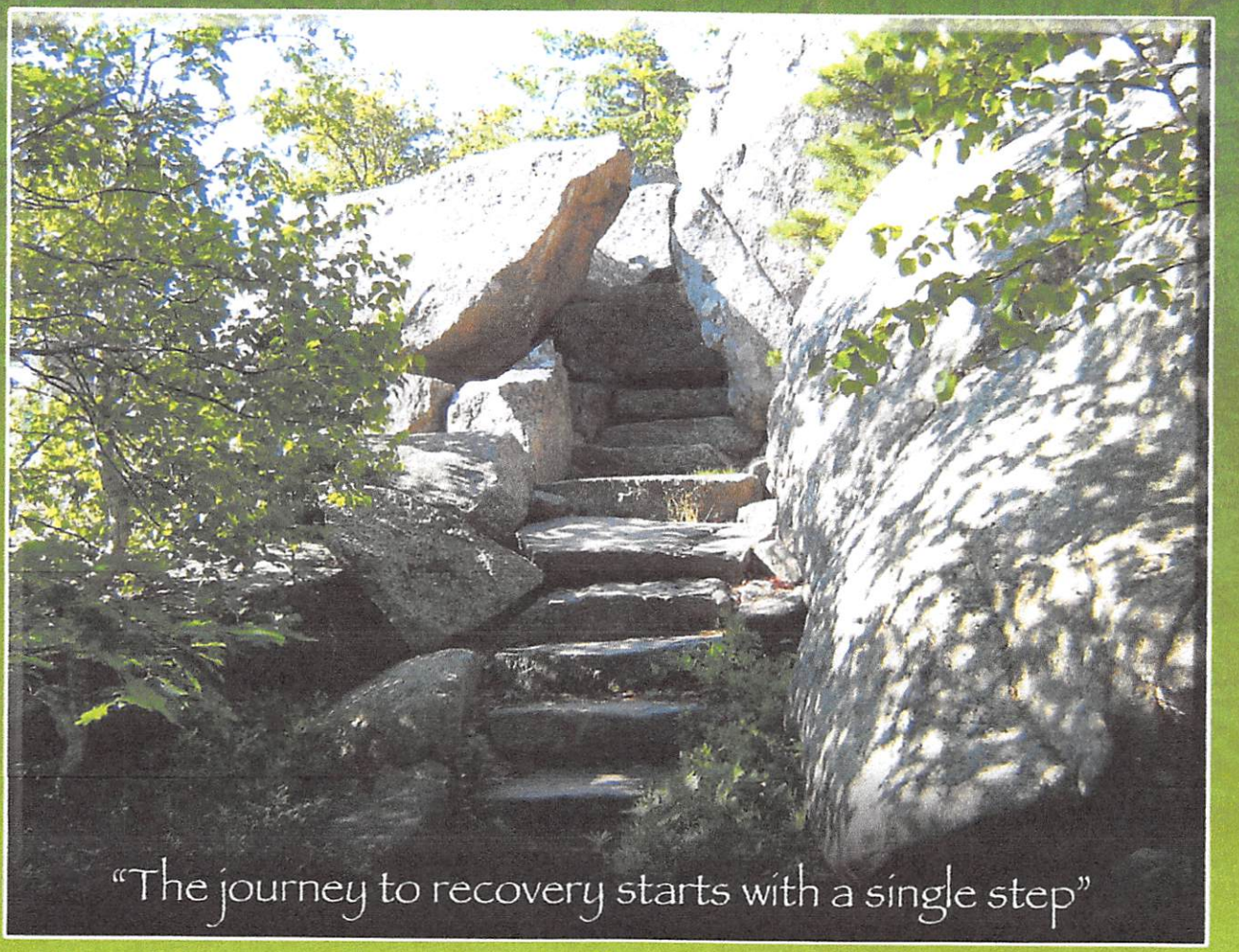
Name _____

Mailing Address _____ City_____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Email _____

Questions??? Call 928-821-3526 or 928-592-2603 or email at stepstorecoveryhomes@gmail.com. Your gift is also tax deductible to the extent allowed by federal law and can be used to qualify for a 100% credit towards your AZ state taxes owed. Steps to Recovery Homes is a 501 c(3) non profit organization.

# Steps to Recovery Homes




Our Mission is to provide a safe environment for people with substance abuse issues, free from any illicit drugs or alcohol. We re dedicated to consistency, structure, and direction in our homes.

Changing Lives

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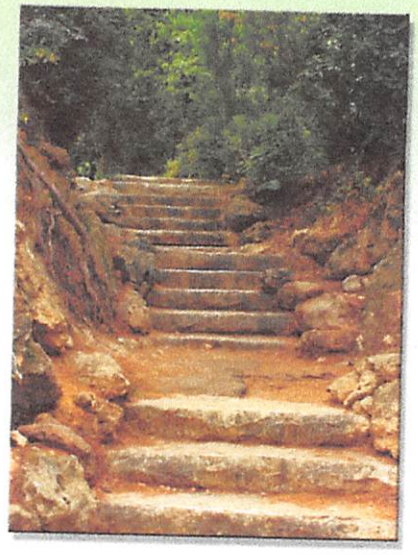
**Call Anne at 928-821-3526 or Damien at 928-592-2603**

**stepstorecoveryhomes@gmail.com**

**www.stepstorecoveryhomes.com**

# Steps to Recovery

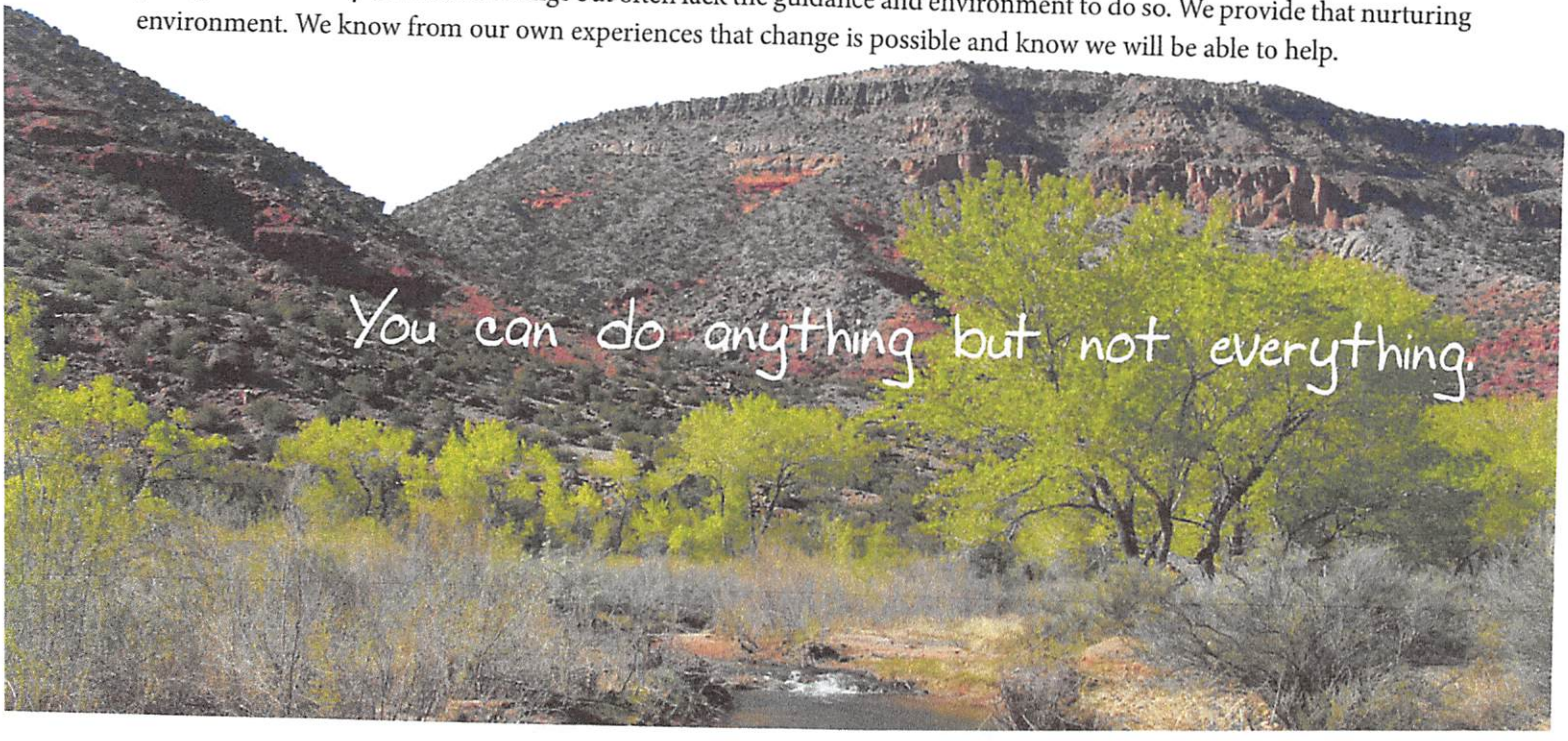


***Hope House*** provides spacious living for men. Onsite accommodations include two two-bedroom housekeeping units. Both apartments are equipped with kitchen facilities and comfortable living areas. The top floor apartment has a large deck; the bottom floor apartment has a beautiful fireplace. A central common area provides computers with internet access, bulletin boards with resources, a recovery library, a laundry room and an additional bathroom.
All conveniences, including an onsite office, parking area, garden, barbeque and large back yard are within easy access. Block walls with iron gates surround the Hope House and provide security. Cottonwood Area Transit and other resources are within walking distance.

***The Gratitude House,*** a women's facility, is centrally located in the quaint town of Cottonwood, AZ. Clients enjoy comfortable accommodations in this seven bedroom house with a spacious living room, community kitchen and three full bathrooms. Roomy bedrooms provide a comfortable setting. Amenities include a laundry, computers with internet access, an outside smoking area, horse shoe pits, a fire pit, barbeque, garden and a very large yard. The Cottonwood Area Transit runs by the house which is located within walking distance of most supermarkets. An onsite manager's cottage has and ample parking area.

After a scenic 90-minute drive north from Phoenix, AZ, through picturesque deserts and distant mountains, the fertile Verde Valley, known for its rivers and creeks lined with tall cottonwood trees is revealed. The town of Cottonwood is in the heart of this beautiful valley. The historic mining town of Jerome and the Red Rock Country of Sedona, voted one of America's most beautiful places by USA Weekend, are within easy traveling distance. People come from all over the world for inspiration and renewal in the unique beauty of these settings.

By setting an example and providing direction, we assist our clients in developing integrity and responsibility, thus becoming assets to their families and communities. Our clients may have missed certain building blocks when they were younger. Most really do want to change but often lack the guidance and environment to do so. We provide that nurturing environment. We know from our own experiences that change is possible and know we will be able to help.



My wife, Anne, and I watched people in the Verde Valley of northern Arizona move into area halfway houses, do their best to continue their recovery with what resources were available, just to end up relapsing. It seemed like such a revolving door. We talked a lot about how the experience could be different. We knew these people needed direction and healthy examples.

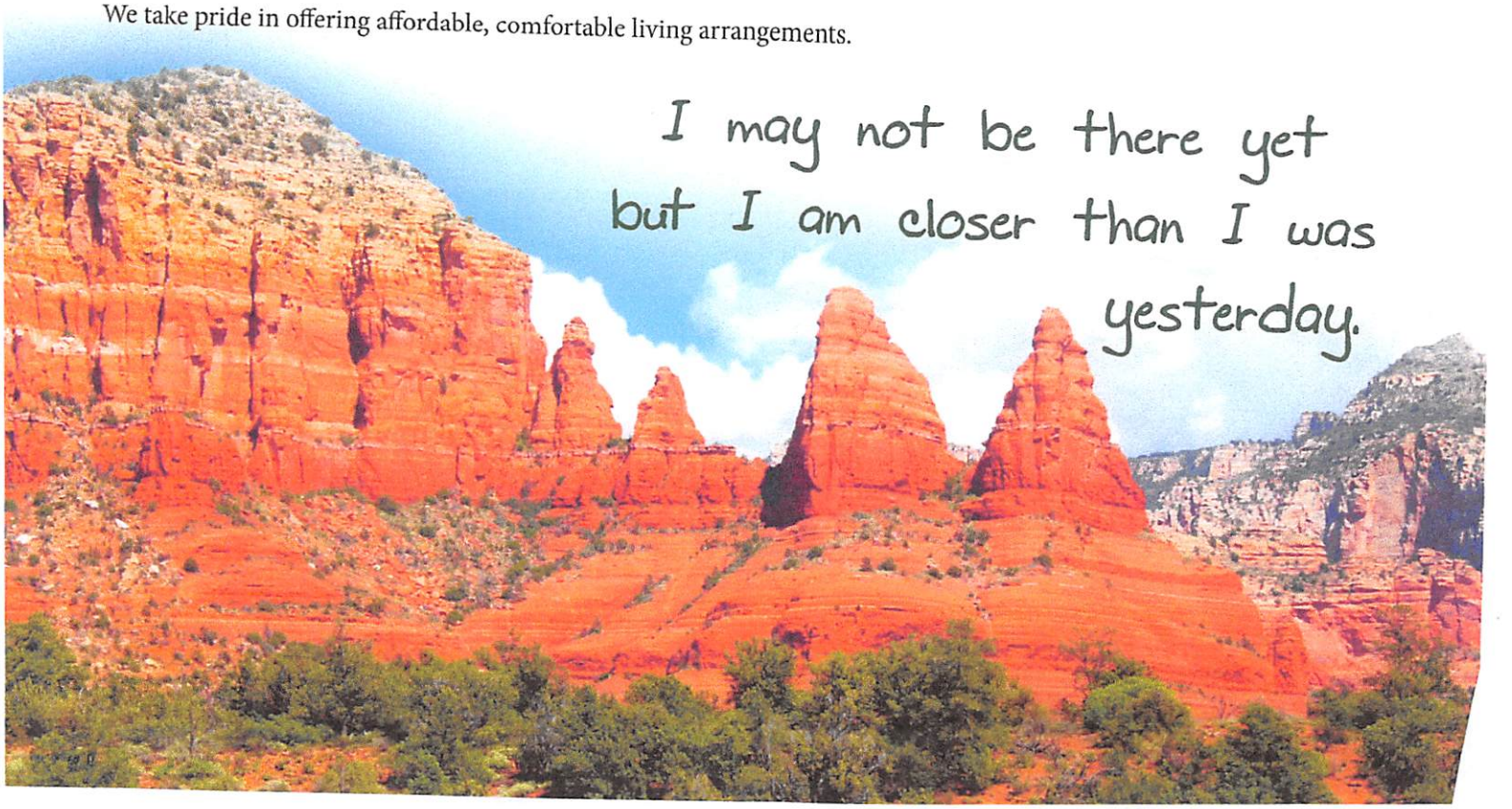
*Owners of Steps To Recovery Homes*
*Anne and Damian Browning*

When one of the best local options for a structured, safe, clean environment closed down, we knew it was time to take action. We started putting our ideas together, and in about two weeks we acquired our facility. On August 1, 2013, we opened Hope House, a prototype of our vision of an example-driven recovery home. In January 2014, we expanded and opened a house for women which we named The Gratitude House.

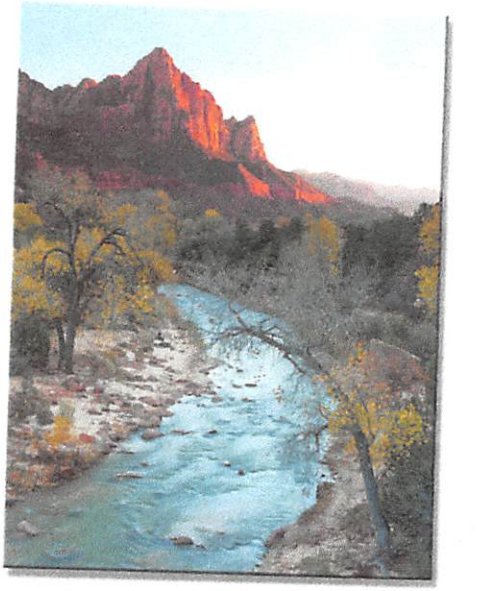
Anne and I have both been through hardships and have turned our lives around by becoming assets to our families and our community. Our passion for our own recoveries and the lives we have been given inspire us to evolve and grow for the betterment of our recovering clients. Our personal experiences inspire us as we guide others. We know that people "need to want" a new way of life in order to have one. We also know that many people feel they cannot change. Our program is here to inspire hope, to set a visible example and to be present for that important and desperately needed extra personal time. We remain vigilant in our recovery and show our clients that recovery can be achieved, that there is light at the end of the tunnel.

We have developed a comprehensive daily life coaching program that promotes a robust recovery. Session topics include: relationships, boundaries, finances, resumes, budgeting, goals, sponsorship, traditions, parenting, hygiene, behaviors, communication, spiritual principles and more. We offer a financial savings plan to assist our clients in securing a place of their own when they leave. A requirement of our program is weekly community service to interact and give back to others. Being involved with our clients, spending time with them individually and addressing issues on a personal level are included in our services.

We take pride in offering affordable, comfortable living arrangements.



# Steps To Recovery Homes



*Our mission is to provide a safe environment free from illicit drugs or alcohol for people with substance abuse issues. We focus on modifying behavior and are dedicated to consistency, structure and direction in our homes.*

## TESTIMONIALS

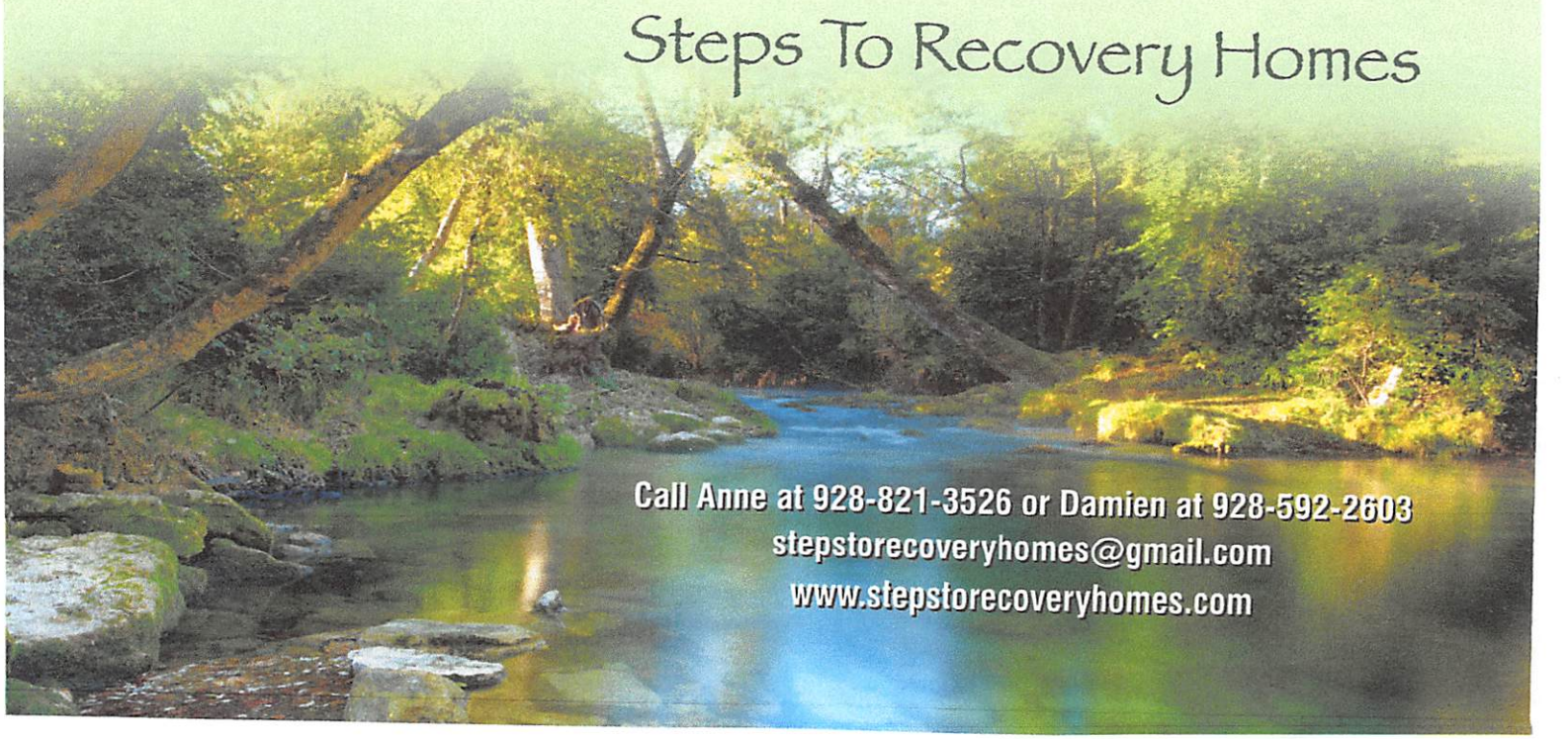
The Steps to Recovery Home has given me a rock-solid spiritual foundation that money could have never bought. This program is based on solutions; [it] changed my freaking life. – *Andrew N.*

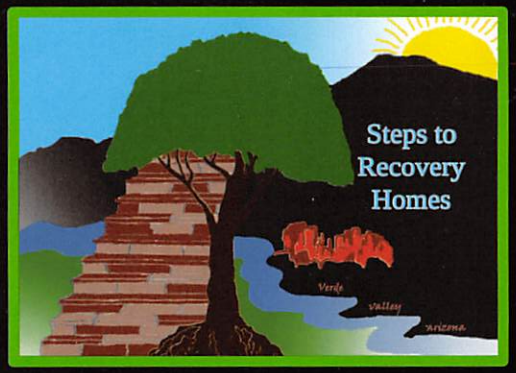
I can't sum up in one sentence what this place has done for me. It's a home that promotes real, responsible recovery. It's not housing for people who are buying time; it's a place for people who want [recovery]. – *Spencer M.*

This is a place where desperation meets hope and self discovers unity. – *Stephanie S.*

Through doing this program, I am learning today to look at life differently instead of always seeing my life in a negative way like I once did. Today I can look at what I've been through and be grateful and know that because of these experiences, I am a better and stronger person today...that is something I couldn't say or believe six months ago... today I can. – *Chanda M.*

Steps to Recovery has given me enough freedom, structure and support to help me rediscover myself as a recovering addict who is becoming a productive member of society, living one day at a time [and] accepting life on life's terms. – *Jordan B.*






*A non-profit organization*

Steps to Recovery Homes offers a approach to recovery that works. We have women and men facilities that are located centrally with many resources. The beauty of the Verde Valley is amazing and the community is very supportive and welcoming. Our homes are clean and comfortable. Being a member of the Arizona Recovery Home Association, we are set to a higher level of standards and ethical codes.

*"What I really needed was someone that had been down the same path as me and could show me a new way to live. This is what I would like to provide for others" – Damien B.*

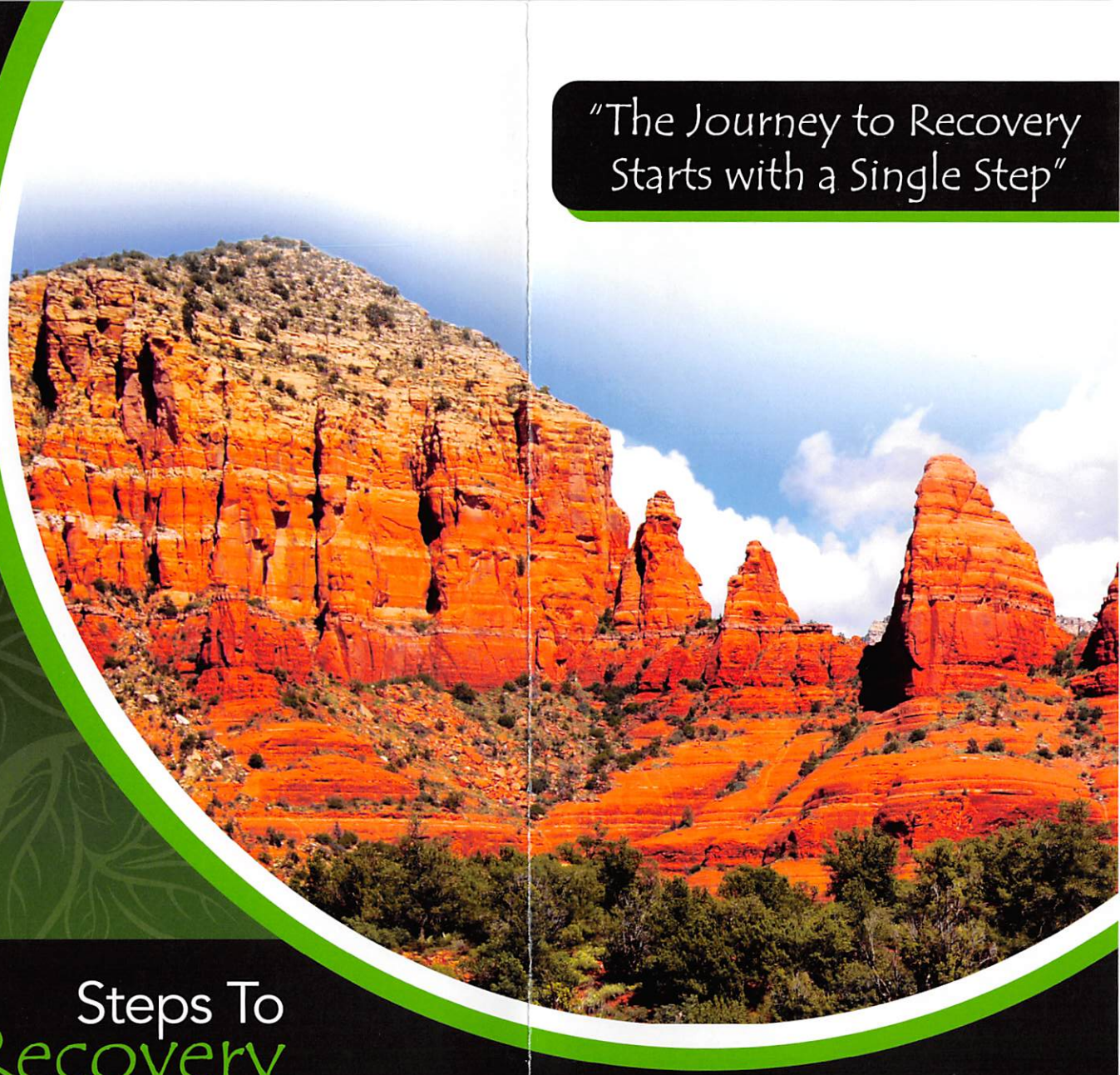
Proud member of

AzRHA
Arizona Recovery Housing Association

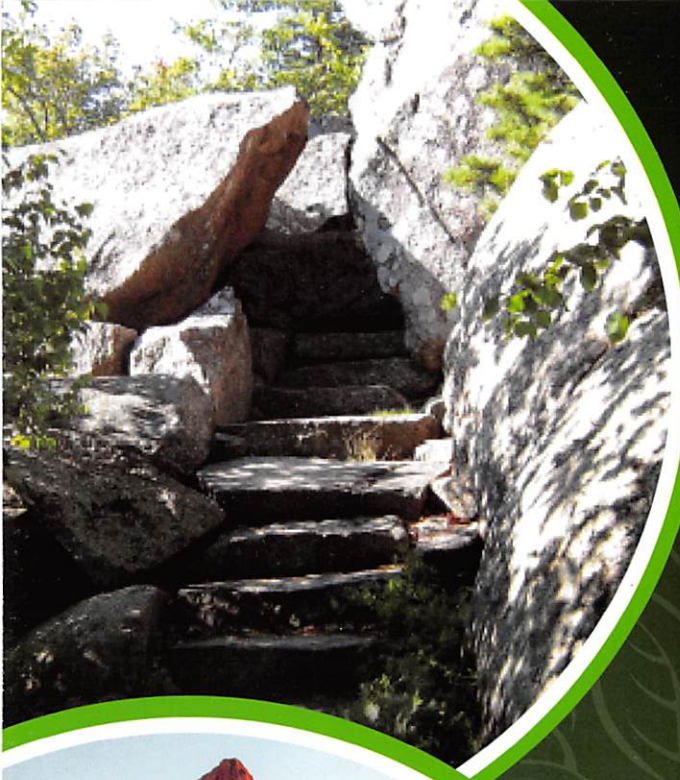
# Steps To Recovery Homes

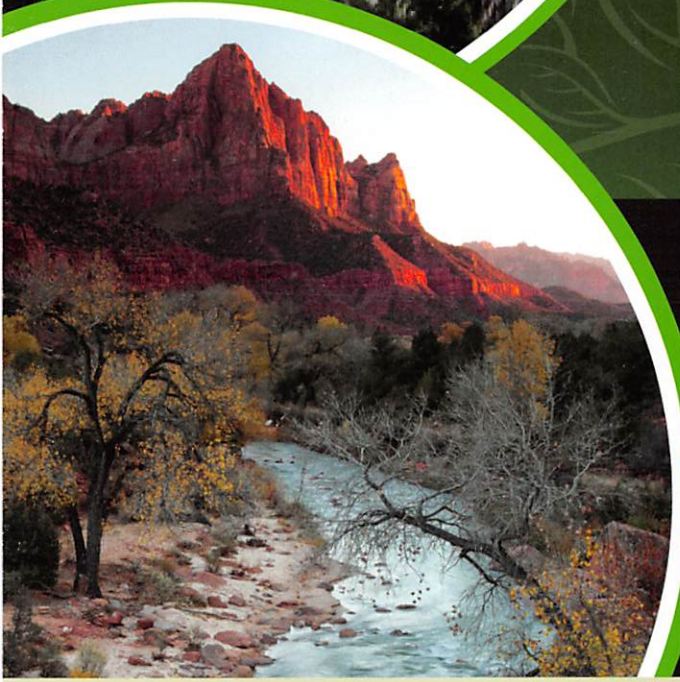
Damien 928.592.2603 Anne 928.821.3526
stepstorecoveryhomes@gmail.com
www.stepstorecoveryhomes.com

"The Journey to Recovery Starts with a Single Step"



Steps To Recovery Homes





We here at Steps to Recovery Homes provide recovery services and daily life coaching sessions in:

Finances
Education
Hygiene
Understanding Recovery
Communication
Relationships
Parenting
Job Skills (Resumes, Interviews, Presentation)
Self-Acceptance
Boundaries
Goal Setting
Behavior Modification
and Much More.

The people that come to our program are serious about overcoming their addiction issues.

At $125.00 a week,
we feel we are able to provide an opportunity for everyone to afford the help they need.

Our mission is to provide a safe environment, free from any illicit drugs or alcohol, for people with substance abuse issues. We focus on behavior modifications and are dedicated to consistency, structure and direction in our homes.

Owners of Steps To Recovery Homes
Anne and Damien Browning

## Steps To Recovery Homes

was formed from a vision of hope that came to Anne and Damien. We knew that an individual suffering from addiction issues could find freedom if provided with the right tools and environment. We have personally been through our own struggles with addiction and behavior issues, changed our lives around, and became assets to our families and our communities. Our heartfelt decision to help others came with a commitment to build healthy relationships with the public, and work in cooperation to strengthen our communities. We help our clients learn to love themselves and to start helping others.

The assistance that we offer our clients is very beneficial. By setting an example, providing direction, and working on behaviors, we can lead the clients in our program to become productive, responsible members of their families and society. They can actually start living life.