ORIGINAL

Carson City
Community Development Block Grant (CDBG) Program
Fiscal Year 2010–2011
****Request for Proposals****

An electronic version of this document is available from the CDBG Coordinator
Email request to: jbrod@ci.carson-city.nv.us

Return Completed Applications To: CARSON CITY PLANNING DIVISION
2621 NORTHGATE LANE, SUITE 62
CARSON CITY, NV 89706

APPLICATIONS ARE DUE: JANUARY 19, 4:00 P.M.

DEADLINE: *The date and hour deadline established is **FIRM** due to HUD submittal deadlines. Any proposal received **AFTER** the deadline **WILL NOT** be considered for funding.*

APPLICATION COVER SHEET

1. Agency Name: _____**CASA OF CARSON CITY**_____
2. Agency Mailing Address: 1545 E. 5th St. Carson City NV 89701
3. Project Name: **TRANSITION ITEMS FOR CHILDREN/PUBLICITY SUPPLIES**
4. Project Address/location: __**1545 E. 5th St. Carson City NV 89701**
5. Agency Director: **Chris Bayer** _____
6. Board Chairperson: **Amy Clemens** _____
7. Contact person (see instructions): Chris Bayer _____
   Phone number: _**cell 291-7014**___ E-Mail: **casaofcc@earthlink.net**
   Fax: 887-2513—attn casa_____ Website (if applicable)_____**www.casaofcc.org**___
8. What is your funding request for FY 2010–2011? **$ 11,000** _____
9. Type of funding requested (Check One):

   X__ Public Service _____ Public Facility/Improvement
   _____ Economic Development _____ Housing

BRIEF PROJECT DESCRIPTION:
Please provide a one-sentence description of your project (not your organization).

_____
_**Transition and publicity supplies to benefit abused children in care.**
_____

Carson City
Community Development Block Grant Program (CDBG) Application

I. PROJECT ELIGIBILITY

A. This project meets at least ONE of the HUD national objectives listed below (please check all that apply)

__X_ 1. Benefits low/moderate income individuals/households
_____ 2. Addresses the prevention or elimination of slums or blight
_____ 3. Meets a particularly urgent community development need

B. Check all statements that describe HOW this project or activity meets one of the National Objectives above:

X ***L/M Area Benefit***: the project meets the identified needs of L/M income persons residing in an area where at least 51% of those residents are L/M income persons. The benefits of this type of activity are available to all persons in the area regardless of income. ***Examples:*** street improvements, water/sewer lines, neighborhood facilities, façade improvements in neighborhood commercial districts.

_X_ ***L/M Limited Clientele:*** the project benefits a specific group of people (rather than all the residents in a particular area), at least 51% of whom are L/M income persons. The following groups are presumed to be L/M: abused children, elderly persons, battered spouses, homeless, handicapped, illiterate persons. ***Examples:*** construction of a senior center, public services for the homeless, meals on wheels for elderly, construction of job training facilities for the handicapped.

____ ***L/M Housing:*** the project adds or improves permanent residential structures that will be occupied by L.M income households upon completion. Housing can be either owner or renter occupied units in either one family or multi-family structures. Rental units for L/M income persons must be occupied at affordable rents. Examples: acquisition of property for permanent housing, rehabilitation of permanent housing, conversion of non-residential structures into permanent housing.

____ ***L/M Jobs:*** the project creates or retains permanent jobs, at least 51% of which are taken by L/M income persons or considered to be available to L/M income persons. ***Examples:*** loans to pay for the expansion of a factory, assistance to a business which has publicly announced its intention to close with resultant loss of jobs, a majority of which are held by L/M persons.

____ ***Microenterprise Assistance:*** the project assists in the establishment of a microenterprise or assists persons developing a microenterprise. (A microenterprise is defined as having five or fewer employees, one or more of

whom owns the business.) This activity must benefit low/moderate income persons, area or jobs as defined in previous sections.

____ ***Slum or Blighted Area:*** the project is in a designated slum/blight area and the result of this project addresses one or more of the conditions that qualified the area.

____ ***Spot Blight:*** the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety. ***Examples:*** historic preservation of a public facility threatening public safety, demolition of a deteriorated, abandoned building.

C. Project Category (check one):

__ Acquisition of Real Property

____ Disposition of Real Property (sale, lease or donation)

____ Public Facilities and Improvements (i.e., homeless shelter, water and sewer facilities, flood and drainage improvements, fire protection facilities/equipment, community, senior and health centers, parking, streets, curbs, gutters and sidewalks, parks and playgrounds).

____ Privately-Owned Utilities

_**X** Public Service (i.e., a new service or an **increase** in the level of service

_ Relocation Payments and Assistance to Displaced Persons

____ Removal of Architectural Barriers, Handicapped Accessibility

____ Housing Rehabilitation

____ Historic Preservation

____ Commercial or Industrial Rehabilitation, including façade improvements and correction of code violations

____ Special Economic Development or assistance to microenterprises

II. PROJECT DESCRIPTION

The Five-year Consolidated Plan identifies priority community development needs for Carson City (see Appendix III). The need for your proposed project will be determined by identifying how the project impacts upon the adopted Consolidated Plan Priority Needs. Greater consideration will be given to projects that provide a clear description of the project with supporting data and methodology of how the project will meet these needs.

1. Describe the proposed activity, including how the activity will address the National Objective indicated and whether the activity is new, ongoing, or expanded from previous years.

This grant builds on the Foster Kids Closet project CDBG grant of last year. The Foster Kids Closet is a project of the Carson City Foster Home Support Coalition in which CASA participates. The Grant is submitted by CASA of Carson City which acts as fiscal agent. The State of Nevada provides funding for ongoing needs of children in care. The purpose of the Foster Kids Closet is to provide items or assistance where there is a short-term/sudden need--as when children come into care, there is a transitional need. This grant is split into two pieces: labled A and B below.

2. Describe who will benefit from the proposed activity:

Children who are in child welfare/dependency/432b child abuse/neglect court cases through Carson City's Juvenile Court. Specifically, this will benefit children who need transition items that we have found are not typically donated.

3. If your project is designed to serve a limited clientele, please indicate the population you will be serving with your project:

__X_ Abused Children _____ Illiterate Persons _____ Homeless Persons
_____ Battered Spouses _____ Elderly _____ Severely Disabled Adults
_____ Migrant Farm Workers _____ Other (Please explain)

4. If your project will not be serving one of the above categories, explain how you will document client income and how you will document that at least 51% of your clientele will be low-to-moderate income:

5. How will the CDBG funds be used on this project?

This grant provides funds for items that, through our experience with the Foster Kids Closet, we've found are not regularly donated but are needed. For example, we do receive excellent condition baby and girls toddler clothes. Our un-donated list includes: boys toddler clothes, toddler beds, shoes (we will probably use gift cards), scrapbook kits (scrapbook plus supplies—for foster children to allow them to collect photographs and memories. Scrapbooking may be just a hobby for most of us but

for kids in care it's about their sanity and health), and used computer systems for youth (Many of our children have never used a computer. Older youth face independence at age 18 in a world that runs on computers.)

6. Where will the project be located and what is the geographic target area that will be served by this project?

   ☐ Target Area (specify geographic area) _____
   OR
   X Community-wide

For Public Improvement Projects only

1. Is the proposed project part of a larger project or is it a stand-alone project? (If part of a larger project, please describe the entire project.)

   A. **In part, this grant application builds on the Foster Kids Closet project CDBG grant of last year. The Foster Kids Closet is a project of the Carson City Foster Home Support Coalition in which CASA participates. The Grant is submitted by CASA of Carson City which acts as fiscal agent. The State of Nevada provides funding for ongoing needs of children in care. The purpose of the Foster Kids Closet is to provide items or assistance where there is a short-term/sudden need--as when children come into care, there is a transitional need.**

   B. **This grant also has a Publicity Supplies component—to help CASA of Carson City advertise the need for Foster Homes in Carson City.**

2. Can this project be done in different phases? __**X**_ Yes _____ No
   If YES, explain.
   A. **Some items will be purchased and stocked at the Foster Kids Closet. Others will be purchased as needed.**

3. Have CDBG funds been used for an earlier phase? __X_ Yes _____ No

4. Who currently holds title to the property involved?
   The Foster Kids Closet is located in the old maintenance building at the Carson City Juvenile Court. The space is used with permission of Juvenile Probation and Carson City.

5. With whom will title be vested upon completion?
   This project does not involve purchase of titled property.

6. Do any rights-of-way, easements or other access rights need to be acquired?

   _____ Yes **X**__ No

7. If the project requires water rights or well permits, have they been acquired?

   _____ Yes _____ No **N/A**

For Economic Development projects:

1. identify the proposed employers that will be assisted with this project; (b) describe how they will comply with the requirement that at least 51% of the permanent full-time jobs created are either held by or made available to LMI persons; and (c) explain how they will document the jobs created and the income levels of the persons hired.

For Housing Projects please indicate:

The number of homes to be rehabilitated: _____

The number of persons to be benefited: _____

III. PROJECT MEASUREMENT

The Carson City CDBG Program, in compliance with Department of Housing & Urban Development (HUD) directives, has implemented a Performance and Outcome Measurement System into the application and grant/project administration process. When completing this section, keep in mind that ***outputs*** are specific descriptions of what your project is intended to accomplish (such as serve a total of 20 clients) and ***outcomes*** are the benefits or changes that result from the program (such as how well the service met the client needs).

1. Please identify the quantifiable, projected **outputs** of this program/project.
   - **A. Items to assist transition will be provided to at least 25 children not served by donated items.**
   - **B. Permanent displays advertising the need for foster homes in Carson City will be installed in 10 locations.**

2. Please quantify the **total** number of persons intended to benefit from program/project output.

   - **A. Currently, there are 45 children on the rolls of the Carson City Juvenile Court in child welfare cases. All make transitions between homes/placements.**
   - **B. Of these 45 Carson City children, 19 are placed with relatives. (Relative placement is always preferred.) 26 children are placed in foster homes. Of these 26 Carson City children, 7 children are placed in Carson City's 3 non-relative foster homes and 19 are placed in 12 non-relative foster homes outside of Carson City—sometimes as far away as Fernley. This number—3 non-relative Carson City foster homes—has been the same for years. The negative impact upon children and families of placing children in other counties would require pages to fully describe. The implication is that, at any given time, Carson City needs roughly 15 foster homes capable of caring for about 25 children.**

3. Of the total number of persons in Question 2, above, how many of these are low-to-moderate income (LMI)?

   A.& B. Currently, 100% of the above children come from low income families. In foster care, they briefly become part of moderate income families.

4. Please identify the quantifiable, projected **outcome** of this program/project. (How will the outputs benefit the total number of persons in Question 2, above?)

   - **A. Children will be less traumatized by disruption and foster parents will feel supported by the community.**
   - **B. There will be an increase in the number of Carson City foster homes within three years.**

5. What procedures will be put into effect to create, compile and maintain data to track performance measurement for this program/project?

   A. **When the Foster Kids Closet remodel is complete and before purchase of the items in this grant we will be able to track use of the closet. With the Closet located right next to our office, CASA staff will be able to assist social workers, foster parents and CASA advocates as they access the Closet. CASA staff will be tracking all use on forms that detail age, sex and items.**
   B. **Installation of the displays will be tracked by photographing them. Photographs with location information will be included in CDBG report.**

IV. CDBG PROJECT BUDGET

Complete the Budget Summary chart. More detailed budgets may be attached in support of the proposal. Identify sources of leveraged funding for the activity. Include the status of these funds (i.e. cash on hand, grants received, planned fund-raising, etc.) Attach copies of funding commitment letters or other evidence of funding support.

Project Title:	**CDBG Funds Requested**	**Leveraged Funds**	**Total Funds**
Program Expenses FY 2010-11			
Salaries and Benefits	**1000**		**1000**
Rent and Utilities			
Mortgage			
Equipment			
Equipment Maintenance & Repair			
Office Supplies			
Operating Supplies			
Postage and Shipping			
Printing and Publications			
Advertising and Promotion			
Subscriptions and Dues			
Liability/Other Insurance			
Professional Fees			
Other project costs: (Specify Below)			
TRANSITION SUPPLIES Cribs, Toddler Beds, High Chairs—new, Computer Systems—used, Scrapbook Kits, Shoes, Furniture Assistance to Youth Aging Out, etc..	**5000**		**5000**
PUBLICITY SUPPLIES/ADVERTISING TO RECRUIT FOSTER HOMES	**5000**		**5000**
TOTALS	**11,000**		**11,000**

V. PROJECT ADMINISTRATION

A. Provide the names, phone numbers and e-mails of the following people. (There may be more than one person responsible in each category. If the specific individual is not known, please give a job title):

1. The person to whom all questions regarding the application should be directed:

A.& B. Chris Bayer—Director, CASA of Carson City, 291-7014, casaofcc@earthlink.net

2. The person directly responsible for on-site supervision of the project, such as a project manager:

A. Stephanie Gardner—Assist. Case Manager, CASA of Carson City, 230-9099 stephanie_casa@earthlink.net
B. Chris Bayer—Director, CASA of Carson City, 291-7014, casaofcc@earthlink.net

3. The person responsible for the financial management of the project, including preparation, review and approval of reimbursement requests:

Chris Bayer—Director, CASA of Carson City, 291-7014, casaofcc@earthlink.net

4. Please list the name, address, phone number and e-mail of the person responsible for preparing the quarterly reports and tracking the performance on this program/project.

Chris Bayer—Director, CASA of Carson City, 291-7014, casaofcc@earthlink.net
CASA of Carson City, 1545 E. 5th St. Carson City, NV 89701

VI. AGENCY INFORMATION

1. Proof of non-profit status for private agencies (governmental entities and schools are exempt):

Date of incorporation	1997
Date of IRS certification	1999
Tax exempt number	31-1624090

2. DUNS Number: 078016339
   For information on DUNS, go to: http://www.ccr.gov/pdfs/DUNSGuideGovVendors.pdf

3. Attach the following to each copy of the Proposal for Funding:

   a. IRS Tax Exempt "501(c)(3)" letter.

   b. Proof of incorporation from Secretary of State (CERTIFICATE ONLY)

   c. Current organization chart with names of staff members. Staff members may not serve as a Board Member of the agency they work for.

   d. List of current Board of Directors and terms of office. If a member of your Board of Directors is in a position to obtain a financial benefit or interest from your proposed project, you may be ineligible for CDBG funds (See 24 CFR 570.611).

   e. *For all 501(c)(3) non-profit organizations*: a copy of the organization's most recently submitted Federal Tax Return (Form 990 or 990EX). Governmental bodies and schools are exempt from this requirement.

4. Required Certification (see instructions):

   Applicant certifies that to the best of his/her knowledge, all information submitted as part of this application is true. Applicant will comply with all grant and contract requirements if funding is approved.

Chris Bayer Signature of Authorized Official	Date 1/15/2010
CHRIS BAYER, DIRECTOR Typed Name and Title of Authorized Official	882-6776

Vicki Preston Signature of President of Board of Directors	Date 1/15/2010
VICKI PRESTON, BOARD TREASURER FOR AMY CLEMENS, BOARD PRESIDENT Typed Name of President of Board of Directors	Phone Number 883-0109