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: Ron Wood Family Resource Center
2. Agency Mailing Address: 212 East Winnie Lane, Carson City, NV 89706
3. Project Name: Reach Up!
4. Project Address/location: 212 East Winnie Lane, Carson City, NV 89706
5. Agency Director: Joyce Buckingham
6. Board Chairperson: Paul R. Saucedo
7. Contact person (see instructions): Joyce Buckingham
   Phone number: (775) 884-2269 E-Mail: executive_director@carson-family.org
   Fax: (775) 884-2730 _____ Website (if applicable) www.carson-family.org
8. What is your funding request for FY 2010–2011? $ 56,423.20
9. Type of funding requested (Check One):
   XXXX Public Service _____ Public Facility/Improvement
   _____ Economic Development _____ Housing

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

"Reach Up" is a comprehensive behavioral health treatment and case management program designed to identify, support and counsel the Carson City youth from 3 – 17 years of age in crisis.

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)

XXXX 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:**

____ ***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.

XXX ***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

XXX 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.

   - *Reach Up* is a comprehensive behavioral health treatment and case management program designed to identify, support and counsel the Carson City youth from 3 – 17 years of age in crisis due to loss of a loved one, at-risk of suicide, extreme dysfunctional family issues, poor educational performance, truancy and chemical dependency issues. *"Reach Up"* began in Carson City in 2007 serving low to moderate income youth. *Reach Up* specifically targets youth in crisis. The following proposal would allow us to serve more youth – more frequently, expand our support groups and provides our youth immediate services in often crucial situations.

   - *Reach Up* will provide educational & behavioral health counseling to assist youth and their family in gaining the ability to communicate in a healthy family environment, to interact responsibly, work with mentors and peers toward realizing appropriate methods of dealing with catastrophic issues, improve critical thinking skills, develop a network of individuals to work alongside and methodically deal with overwhelming situations.

   - *Reach Up* will offer:

     1. *Reach Up* intake to determine participant need including but not limited to: Initial contact with a Family Advocate to pre-screen participants for appropriateness of services and to evaluate other family needs, determine income status, family size, residency, race/ethnicity, areas of concern and referral to a *Reach Up* behavioral health professional.

     2. *Reach Up* counseling will consist of up to 10 free individual weekly counseling/case management sessions per youth with a qualified professional Licensed Social Worker and referrals to the *Reach Up* support groups for ongoing support and follow-up as needed.

     3. *Reach Up* support groups will be offered for age specific groups and facilitated by our Licensed Social Worker and co-facilitated by a MSW Social Work Intern.

     4. *Reach Up* will make direct referrals to in-house programs such as our evidence-based program, Positive Action, in which the youth and parents

attend classes' simultaneously in separate groups and then attend a joint family "wrap-up" session after every class. Positive Action focuses on working together as a family in a holistic manner to elicit positive communication and positive change for the benefit of all family members.

5. *Reach Up* will also provide follow-up services for up to a year to insure youth and family needs are being met and constructive behaviors and relationships ensue.

6. *Reach Up Response Team* will be available to offer support services on an emergency response basis. Carson City has a history of gang activity and consequently the victims of crime are often times the associated family, friends and community surrounding an incident. The *Reach Up Response Team* would be available for counseling and support immediately. With a focus on availability and accessibility of services, the *Reach Up Response Team* would offer services at the Ron Wood Family Resource Center, school locations and residential visits.

7. *Reach Up* meets the HUD national objective and the Carson City Consolidated Plan. Expanding the *Reach Up* services for low/moderate income youth , our participants meet the screening criteria as abused/neglected children, youth suffering from grief or loss of a loved one, at-risk youth in dysfunctional family relationships or homeless.

2. Describe who will benefit from the proposed activity:

- *Reach Up* will offer services and support to youth and families in the Carson City area and serve youth that "slip-through-the cracks" with state and private behavioral health service providers. *Reach Up* will offer low to moderate income families the same accessibility to therapy and counseling services that presently are mostly utilized by moderate – higher income families and households. Ron Wood Family Resource Center is located in a LMI designated area in Carson City. Our walk-in center serves between 5500 – 6000 individuals per month. Of the individuals served, over 85% are in the LMI income category.

- The underserved low income youth of our community are many times overlooked and as a result are not able to process emotional trauma and move through life-changing events and situations that many times result in long-term behavioral problems, drug abuse, criminal activity, truancy, poor performance in school and the inability to have healthy and productive social and family relationships.

- Assessments in 2003 found that for Nevada children in the juvenile justice system found that 79% of the juvenile offenders need some level of behavioral health services and 54% need intensive levels of community-based services. Within the juvenile justice system, 71.1% of youth with a need for mental health services were underserved and 36.7% of youth with SED (Severe Emotional Disturbances) were

receiving no behavioral health services. Update surveys of this information find no improvement in these statistics in 2006 *.

* NV Rural Mental Health Consortium Annual Plan - 2006

- In rural Nevada, State of Nevada Rural Clinics is merely addressing the tip of a children's mental health crisis. For every child currently in service, there are likely 14 – 16 youth in need of behavioral health services. Rather than contemplating an expansion of programs to meet this need, Rural Clinics is facing a downsizing initiative. *

* Rural Nevada Children's Mental Health Consortium – Annual Report June 2008

- Of the 3108 children served by DCFS programs, 2169 (69.8%) received services in Clark County, 824 (26.5%) were served in Washoe County and 115 (3.7%) were served in the rural counties of Nevada.*

* Medicaid Report 2009 – DCFS Performance and Quality Improvement 2008 Summary

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

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

* *Reach Up* will serve youth 3 – 17 years of ages that are in crisis due to abuse or neglect, suffering from extreme dysfunctional personal/family situations, distraught due to the loss of a loved one, are at-risk of suicide, are trying to work through poor educational performance, are truant and/or have chemical dependency issues. Many of our *Reach Up* participants are in a homeless situation as well.

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:

Not applicable

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

- Ron Wood Family Resource Center will provide funding support for most operating expenses including clerical and receptionist support and 96.5% of operating costs at the center. Saint Mary's will provide the oversight of the program by a Licensed Clinical Social Work and Carson Professional Group will provide mental health assessments as needed on a gratis basis.

- CDBG finding will be utilized to pay for the counseling direct services to the youth and family, 3.5% of the operating costs, office supplies, postage and copying. A funding commitment matrix is included in this proposal outlining leverage funding.

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
☒ Community-wide

For Public Improvement Projects only N/A

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.)

   Not Applicable

2. Can this project be done in different phases? _____ Yes _____ No
   If YES, explain.

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

4. Who currently holds title to the property involved?

5. With whom will title be vested upon completion?

6. Do any rights-of-way, easements or other access rights need to be acquired?
   _____ Yes _____ No

7. If the project requires water rights or well permits, have they been acquired?
   _____ Yes _____ No

For Economic Development projects: N/A

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.
2.

For Housing Projects please indicate: N/A
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.

   Reach Up will provide:

   - 350 *Reach Up* intake sessions (15 - 30 minutes each) to determine eligibility of youth in need of services
   - 400 *Reach Up* LMI targeted youth will be served (up to 10 - 1 hour sessions each)
   - 750 *Reach Up* youth counseling sessions (50 minutes each) will be conducted
   - 150 *Reach Up* youth support group sessions (1 hour each) will be conducted
   - 400 *Reach* Up case files will document all activities including; intake, welcome form, family goal worksheets, release of information (if applicable), progress notes and program follow-up information.
   - 400 *Reach Up* families will receive a closing letter, satisfaction surveys to determine program satisfaction and to determine the need for additional services for 1 year after services were delivered.

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

   - 400 *Reach Up* LMI targeted youth will be served (up to 10 1 hour sessions each)
   - 400 *Reach Up* families will be invited to participate in family classes

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

   - 80 – 90% of the participants will be LMI

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?)

   - 100% of 350 *Reach Up* intake sessions will receive services
   - 100% of 400 *Reach Up* targeted youth will attend at least 2 individuals sessions including behavioral and educational counseling, learning how to cope with traumatic events, anger management training, learning to reduce poor decision making; criminal activity, substance abuse behaviors, truancy and academic apathy. *Reach Up* will instill positive communication for positive results, work toward building personal assets while improving self-esteem.
   - 100% of 400 *Reach* Up case files will document all eligibility criteria, counseling sessions, goal attainment, program activities, referrals, assessments and post-program survey outcomes.
   - 90% of 400 families responding to the survey will indicate a favorable evaluation of the *Reach Up* program

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

- Systems are currently in place to document, monitor and report data for the *Reach Up* program. The CDBG Coordinator inputs outcomes on an Excel spreadsheet for easy calculation and access.
- Our CDBG Coordinator /Licensed Social Worker captures all daily activities, and documents all information in case files on a timely basis.
- Our CDBG Coordinator /Licensed Social Worker reports all program data to the Executive Director on a monthly, quarterly and annual basis.
- Intake Form: First contact information to determine appropriateness for services
- Welcome Form: Captures demographics on income, family size, residency, family individual members, race/ethnicity, other services requested through our center Family Goal Worksheets: The Licensed Social Worker assists the youth in setting attainable self-directed goals and documents progress.
- Progress Notes: Chronological case management in all activities, referrals & sessions
- Post-program Satisfaction Survey: Results are documented in each case file.
- Mental Health Assessments: When a mental health assessment is conducted through Carson Professional Group. Valeri Wood, LCSW from Saint Mary's Bereavement Program and Carson Professional Group will oversee the *Reach Up* Rapid Response Team, mental health assessments and act as consultant when dealing with youth with specific mental health issues. Valeri Wood is offering all of her services gratis.
- *Reach Up* data for the 08-09 fiscal year and the first 2 quarters of 09-10 support the need and expansion of our existing program. (Attachment 6)

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. *

* A funding matrix is included with the attachments outlining funds designated for 2010 – 2011

Project Title: ***Reach Up!***	**CDBG Funds Requested**	**Leveraged Funds**	**Total Funds**
Program Expenses FY 2010-11			
Salaries and Benefits	47003.20		47003.20
Rent and Utilities	4650.00	86850.00	91500.00
Mortgage			
Equipment			
Equipment Maintenance & Repair			
Office Supplies	500.00	20000.00	20500.00
Operating Supplies			
Postage and Shipping	500.00	2500.00	3000.00
Printing and Publications	1000.00	5500.00	6500.00
Advertising and Promotion	500.00	5000.00	5500.00
Subscriptions and Dues			
Liability/Other Insurance			
Professional Fees			
Other project costs: (Specify Below)			
Bookkeeping/Fiscal Manager	1820.00	34580.00	36400.00
Audit costs	450.00	9000.00	9450.00
TOTALS	56423.20	163430.00	219853.20

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:

   - Joyce Buckingham – Executive Director
     212 East Winnie Lane
     Carson City, NV 89706
     775-884-2269 – Phone
     775-884-2730 - Fax
     Executive_Director@carson-family.org

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

   - Joyce Buckingham – Executive Director
     212 East Winnie Lane
     Carson City, NV 89706
     775-884-2269 – Phone
     775-884-2730 - Fax
     Executive_Director@carson-family.org

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

   - Lavon Sollberger
     4141 Spring Street
     Carson City, NV 89706
     775-884-2269 – Phone
     775-884-2730 - Fax
     Lavons@sbcglobal.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.

   - Joyce Buckingham – Executive Director
     212 East Winnie Lane
     Carson City, NV 89706
     775-884-2269 – Phone
     775-884-2730 - Fax
     Executive_Director@carson-family.org

VI. AGENCY INFORMATION

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

Date of incorporation	4-9-97
Date of IRS certification	5-23-97
Tax exempt number	IRS – 86-0865470 NV – RCE-012-907

2. DUNS Number: 867923401
   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.

Joyce Buckingham Signature of Authorized Official	Date 1/19/2010
Joyce Buckingham – Executive Director Typed Name and Title of Authorized Official	(775) 884-2269 Phone Number

Paul R. Saucedo Signature of President of Board of Directors	1/19/2010 Date
Paul R. Saucedo – Chairman, Board of Directors Typed Name of President of Board of Directors	(775) 884-2269 Phone Number

REACH UP STATISTICS
PROGRAM YEAR 2009 – 2010
FIRST 2 QUARTERS

Based on: 113 clients

INCOME

57% very low income
29% low income
14% moderate income

Average income level $1451
Average members per family 3.5

SERVICES PROVIDED

Individual/Family session participants: 388
Group session participants: 176

PROMINENT ISSUES ADDRESSED

Grief and loss issues related to death: 34%
Grief and loss issues related to divorce: 85%
Clients reporting substance abuse issues for selves or family member: 46%
Clients reporting sexual abuse: 11%
Clients reporting high family dysfunction: 82%
Clients reporting exposure to domestic violence: 32%
Clients reporting mental health issues for selves or family member: 20%
Families reported to Division of Child and Family Services: 4

FUTURE PROJECTED OUTCOMES SHOULD MORE FUNDING BECOME AVAILABLE:

Reach Up has continued to surpass its projected goals, averaging five new clients per week. The program receives a majority of referrals from Carson City School District, Advocates, and word of mouth. We also receive many referrals from Carson City Juvenile Probation, Department of Child and Family Services, the Sheriff's Department and attorneys. Current funding only allows for 25 hours per week for services and documentation. In order to accommodate clients, they are seen on a rotating basis every other week. This is not in the client's best interest. At least a third of the clientele receive a "push" into the program or clients come in to address a crisis and without weekly appointment lose interest and a child misses out on greatly needed assistance. Additionally, we would like to provide more group services; however, individual/family services have taken precedence. Additional funding for 10 more hours per week would provide 364 additional hours of face-to-face contact time, which would allow established clients to be seen more frequently, more group sessions, and additional sessions for new clients for the next fiscal year.

Attachment 6

REACH UP! STATISTICAL ANALYSIS OF FISCAL YEAR 2008 - 2009

QUANTIFIABLE, PROJECTED OUTPUTS & OUTCOMES ACHIEVED

1. **The quantifiable, projected outputs of this program goals and actual:**

   - 200 *Reach Up* intake sessions – Actual: 251
   - 300-500 *Reach Up* counseling sessions – Actual: 611
   - 150 case files with supporting documentation – Actual: 251
   - Maintaining post-program communication – clients receive closing letter, follow-up satisfaction survey, and quarterly letter informing families of services available, such as groups or a welcome back to individual/family.

2. **Quantify the total number of persons intended to benefit from program:**

- 150 youth and associated parents/guardians and siblings – Actual: 251

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

- Projected 80-90% - Actual: 100%

4. **A survey was utilized to gather participant feedback and collect quantifiable data to measure outcomes and participant satisfaction. The results are as follows:**

Improved family relationships?	83% Yes	8% No	9%Not applicable to situation
Improved self-esteem?	67% Yes	22% NO	11% Not applicable to situation
Improved academic performance?	37% Yes	26% No	37% Not applicable to situation
Overall Satisfaction with program?	94% Yes	2% No	4% Neutral

Further follow-up is in the form of quarterly letters sent to families announcing the availability of classes or welcoming the family back to Reach Up! group or individual counseling if needed. This is done for a period of one year after the family's file is closed.

Attachment 6