



Carson City
Grants Program Application
Fiscal Year 2013–2014

An electronic version of this document is available at carson.org/cdbg

APPLICATIONS ARE DUE*: **JANUARY 18, 2013, 4:00 P.M.**

PLEASE SUBMIT 9 COPIES TO: **CARSON CITY PLANNING DIVISION**
108 E. PROCTOR ST.
CARSON CITY, NV 89701

*The deadline established is **firm**. Any proposal received **after** the deadline **will not** be considered for funding. **Applications must be unstapled. See attached instructions pg 15.**

GRANT APPLYING FOR: (check all that apply)

☐ **Community Development Block Grant (CDBG)**

☒ **Community Support Services Grant (CSSG)**

Total funding requested:

\$31,400.00

1. Agency Name: Partnership Carson City / United Latino Community
2. Agency Mailing Address: 1711 N. Roop St., Carson City, Nv. 89706
3. Project/Program Name: United Latino Community Client Advocates
4. Project/Program Address/location: 1711 N. Roop St., Carson City, Nv. 89706
5. Agency Director: ~~Kathlyn Bartosz~~ John Childress
6. Board Chairperson: PCC – Jack Araza ULC - Yaraseth Lugo
7. Contact person: ~~Kathlyn Bartosz~~ John Childress
Phone number: 775.885.1055 E-Mail: johnc@carsonulc.org
Fax: 775.885.7039 Website (if applicable) http://www.carsonulc.org
8. How long has your organization been in existence? 22 years In Carson City? 22 years

9. What is the overall mission of your organization?

Partnership Carson City assumed responsibility for the only agency in Carson City dedicated solely to supporting the Latino population. Partnership Carson City recognized the need to provide culturally sensitive services and applied to be the fiscal agent for the NHS office in Carson City and renamed the agency United Latino Community (ULC).

United Latino Community addresses the needs of the Latino community through integration, advocacy and education. They assist individuals and families with referrals, translations, service applications, job placement, advocacy, citizenship classes, and much needed legal advice. United Latino Community applied for its own 501c3 status in February of 2012. Due to excessive workloads at IRS United Latino Community still has not received its documentation. As of the date of submission of this grant ULC has been assured the document should arrive "any day". Upon receipt of its non-profit status ULC and PCC will transfer all fiscal responsibility to ULC.

10. Type of funding requested (CDBG ONLY) (Check One):

☐ Public Service ☐ Public Facility/Improvement
☐ Economic Development ☐ Housing

BRIEF PROJECT DESCRIPTION:

Please provide a short description of your project/program (not your organization).

The Client Advocate program is the portal program for clients to enter programs provided by United Latino Community or for referral to other services. _____

I. PROJECT ELIGIBILITY

A. Check all statements that describe HOW this project/program meets one of Carson City's goals:

- ☒ A Safe and Secure Community
- ☒ A Healthy Community
- ☒ An Active and Engaged Community
- ☒ A Clean and Healthy Environment
- ☒ A Vibrant, Diverse and Sustainable Economy
- ☒ A Community Rich in History, Culture and the Arts
- ☒ A Community Dedicated to Excellence in Education
- ☒ A Physically and Socially Connected Community
- ☒ A Community Where Information is Available to All

B. For CDBG ONLY. This project/program meets at least ONE of the HUD national objectives listed below (please check all that apply)

- ☐ 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

C. For CDBG ONLY. Check all statements that describe HOW this project/program 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.

_____ ***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.

D. Project/Program Category (check one):

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

_____ 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).

_____ Acquisition of Real Property

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

_____ Privately-Owned Utilities

_____ 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 II). 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/programs that provide a clear description of the project/program with supporting data and methodology of how the project will meet these needs.

1. Describe the proposed project/program, including how the project/program will address the National Objective indicated (CDBG ONLY) and whether the project/program is new, ongoing, or expanded from previous years.

United Latino Community was previously part of Nevada Hispanic Services and has been housed in the same city owned building since 2003. Nevada Hispanic Services withdrew support for the Carson City offices in 2009 and United Latino Community (ULC) became part of Partnership Carson City. As part of the move to be self-sufficient ULC applied for 501c3 status in February of 2012 and has been assured by the IRS that the application has been approved and will arrive “any day”. ULC and PCC will collaborate to transfer all services and obligations to ULC upon receipt of non-profit status.

Since its inception ULC has had a Client Advocate Program. The Client Advocate program serves as the introductory portal to the variety of services provided by United Latino Community. The Client Advocate Program addresses the Table 2B Priorities through offering services to youth, seniors, legal services and substance abuse services as well as health services. Clients who enter the ULC office are interviewed as to the purpose of their visit and the vast majority are able to get satisfactory resolution through the Client Advocate. Many clients only require referral to the appropriate local agency and the Advocate can simply give them that referral or provide a telephonic introduction for them to that agency or provide translation services or interpretation services. In many cases the translation of written material requires the Advocate to accompany the client to another agency or meeting. Interpretation services also require the Advocate to accompany the client to a meeting with an employer, landlord, attorney or medical appointment. Advocates are required to have an extensive knowledge of city, state and federal resources as well as private agencies. Advocates also refer clients to a variety of programs offered either by ULC staff or at the ULC offices.

In the preceding year the Client Advocate program has been greatly improved and expanded by the addition of two college educated staff members, one of whom is a Certified Social Worker. In addition, the services offered by ULC have also been expanded. For the first time ULC offers computer classes (including the awarding of a free computer to students who graduate the program), parenting classes using the Active Parenting format, classes for self-management of chronic diseases, an education program for first offender juveniles and their parents, a communication program for young teens that is offered in local Middle Schools. There is also a Community Ambassador program that assists Latino parents to be better prepared to help their children in the school system. ULC also hosts Latino Business Owner meetings. In addition, ULC continues to work closely with the ESL-In Home program to give ESL classes and

citizenship classes. ULC has also been actively involved in the Deferred Action for Childhood Arrivals program administered by the United States Citizenship and Immigration Services and continues to assist a local attorney with immigration issues. The Client Advocates are deeply involved in all these programs.

2. If the proposed project/program already exists, please describe your success rates in providing services to low-to moderate-income persons.

The majority of Latino residents of Carson City live in the Very Low to Low income limits. Therefore it is safe to say that 100%, or nearly so, of ULC clients fall in the low to moderate income persons category. In 2012 – 2013 ULC served 1191 Carson City residents as well as clients from the surrounding areas.

3. Describe who will benefit from the proposed project/program.
Certainly the main focus of ULC is the Latino population but the answer to the question who will benefit is the entire community of Carson City. Every client assisted by ULC becomes less of a burden on the city and a more fully functioning member of our society.

4. If your project is designed to serve a specific or limited clientele, please indicate the population you will be serving with your project/program:

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

ULC, as stated above, serves a primarily very low to low income Latino population. This population is distributed throughout Carson City and includes many of the populations indicated. For example, ULC's clients include abused children, battered spouses, migrant farm workers, illiterate persons, the elderly, the homeless and severely disabled adults.

5. For CDBG ONLY. If your project/program will not be serving one of the above limited clientele 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:

6. How will the funds be used on this project/program?
The funds will be used primarily for our Client Advocate program, specifically for staff and office expenses. The other programs mentioned previously are funded through a variety of other sources. For example, the computer lab for our computer classes was funded through a Justice Assistance Grant. Our program for first offender juveniles was funded through the Office of Juvenile Justice and Delinquency Prevention. The Community Ambassador program has been funded through the Carson City District Attorney's Office. The chronic disease self-management classes are funded through the

state Health Department and Center for Disease Control. The parenting classes are funded with the assistance of a grant addressing underage drinking. We are also developing Memorandums Of Understanding with the Children's Cabinet and the Mexican Consulate in Las Vegas.

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7. Describe how your organization plans to reduce the need for grant funding in the future: ULC has gone through an extensive strategic plan process this year and has developed a sliding fee scale and fee for services plan. ULC office hours have been adjusted and are now reduced to be more effectively utilized. The ULC staff has been kept at the same level, three part-time positions, by extensive use of volunteers.
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8. Could your organization use less than the amount of funds requested for the proposed project/program? Please explain.

Receiving less would mean not developing the goals of the strategic plan and thereby greatly reducing the goal of becoming self-sufficient. Funds would have to be drawn from other sources because the Client Advocate program is critical to ULC.

9. Are there other agencies or organizations that provide the same service as your organization? If so, how do you coordinate your services with that organization? There are no other agencies focused primarily on the Latino Community in Carson City and in fact, with the closing of Nevada Hispanic Services in Reno in July, 2012, ULC is the only such agency in Northern Nevada. ULC does work with other agencies in Carson City such as the Ron Woods Family Resource Center, ESL-In Home Program, Volunteer Attorneys Of Rural Nevada, Advocates To End Domestic Violence and many city and states services including Carson City School District, Carson City Juvenile Probation, and Carson City Health and Human Services.
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10. What is the geographic target area that will be served by this project/program?

☐ Target Area (specify geographic area) _____

OR

☒ Community-wide

For Public Improvement (construction) 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.)

2. Can this project be done in different phases? _____ Yes _____ No

If YES, explain.

3. Have CDBG or CSSG 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 _____ N/A

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

_____ Yes _____ No _____ N/A

For CDBG Economic Development projects only:

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 CDBG Housing Projects please indicate:

The number of homes to be rehabilitated:

The number of persons to be benefited:

III. PROJECT MEASUREMENT

Carson City 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. What are the projected **outputs**, or total number of people served, from this program/project? For the 2013 – 2014 grant period United Latino Community will serve approximately 2000 clients in the Client Advocate Program. Of these, 20% will be clients under the age of eighteen, 65% will be between eighteen and sixty years of age and 15% will be over 60 years of age.

2. Of the total number of people in Question 1, how many of these are low-to-moderate income (LMI)? How many are Carson City residents?

Approximately 95% of clients seen in the Carson City offices of United Latino Community are Carson City residents. Of those, approximately 70% are Low to Moderate Income and another 25% are Very Low Income.

3. What is the projected **outcome** of this program/project? (How will the outputs benefit the total number of people in Question 1?)

A major goal of United Latino Community is to not only help clients get their needs met but to show them how to be able to help themselves and to help their families. Every client who enters the United Latino Community offices is met with respect and an unqualified desire to be of service. Every client who leaves the office leaves with another tool to being a more productive member of the Carson City community.

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

Through the strategic plan developed this year, new methods have been developed to capture statistical data regarding the number and type of issues brought to the office by ULC clients and the revenue developed by the variety of programs offered by the Client Advocates and Volunteers.

IV. 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/Program Title:	Funds Requested	Leveraged Funds	Total Funds
Project/Program Expenses FY 2013-14			
Salaries and Benefits	\$25,000	12,000	37,000
Rent and Utilities	\$2,000	2,000	4,000
Mortgage	0	0	0
Equipment	0	3,000	3,000
Equipment Maintenance & Repair	\$1,500	2,000	3,500
Office Supplies	\$900	1,000	1,900
Operating Supplies	\$800	1,000	1,800
Postage and Shipping	0	0	0
Printing and Publications	0	0	0
Advertising and Promotion	\$700	1,000	1,700
Subscriptions and Dues	0	0	0
Liability/Other Insurance	500	0	500
Professional Fees	0	0	0
Other project costs: (Specify Below)			
TOTALS	\$31,400	\$22,000	\$53,400

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:

John Childress 775.885.1055 johnc@carsonulc.org

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

John Childress 775.885.1055 johnc@carsonulc.org

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

John Childress 775.885.1055 johnc@carsonulc.org

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.

John Childress 775.885.1055 johnc@carsonulc.org

VI. AGENCY INFORMATION

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

Date of incorporation	March, 1992
Date of IRS certification	March, 1992
Tax exempt number	88-0249300

2. DUNS Number: 13 526 9756

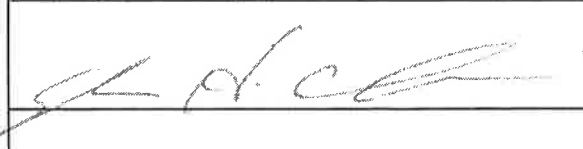
For information on DUNS, go to: <http://www.ccr.gov/pdfs/DUNSGuideGovVendors.pdf>

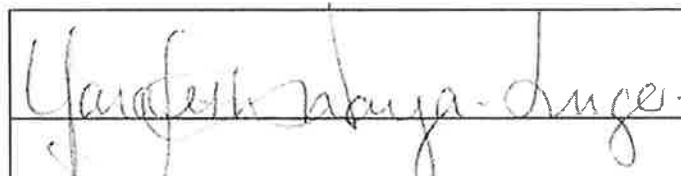
3. Attach the following to each copy of the Proposal for Funding:

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

	1.16.2013
Kathlyn Bartosz, Executive Director, PCC	1.16.2013
	1.16.2013
John H. Childress, Executive Director, ULC	775.885.1055

	1.16.2013
Yaraseth Lugo, President of Board of Directors	775.885.1055

Annual Report
For Community Support Services Funding
Fiscal Year 2012-2013

Name of Organization: United Latino Community

Program/Project: Community Support Services

Amount of Funds Received \$ 19,760

Contact Person: John Childress

Mailing Address: 1711 N. Roop St.

City: Carson City State: Nv. Zip Code: 89706

Phone Number: 775.885.1055 E-mail: johnc@carsonulc.org

Date Submitted: 2.27.13

1. Please attach a final financial income and expense statement that specifically explains how grant funds were used, including a comparison between your budgeted and your actual incomes and expenses.

DESCRIPTION	CALCULATION / EXPLANATION	TOTAL
Client Advocate	15 hours a week x 52 weeks x \$12 an hour =	\$9360.00
Client Advocate	15 hours a week x 52 weeks x \$12 an hour =	\$9360.00
Total Personnel		\$18,720.00
Operating Costs		\$1040.00
Total Grant		\$19,760.00

2. Evaluate your achievement of the measurable outcomes listed in your application:

Objective 1: The outcomes for the classes were largely achieved and the number of persons obtaining legal assistance or referral was exceeded.

Objective 2: The number of students served was achieved. The number of victims of domestic violence was less than expected and all were referred to the appropriate agency. The number of adults attending parenting classes was less than projected however the quality of the classes was greatly improved. Well over 600 clients received at least one of the following services: professional translations & interpretations, assistance with service applications, job search & placement, referrals, and much needed advocacy.

Objective 3: United Latino Community received 501c3 notification from the IRS in February, 2013.

Objective 4: This objective was completed in April, 2012.

3. Approximately how many people benefitted from your project? How many of those people were Carson City residents? What were some of the individual benefits?

Approximately 2000 people benefitted from the services of the Client Advocates. Of that number approx. 1700 were from Carson City. Individual benefits include improved communication skills, increased awareness and ability to work within a new culture, more access to health benefits and financial resources including filing Income Taxes.

4. What specific community benefit did your project provide Carson City?

The services provided by United Latino Community assist the health and welfare of the citizens of Carson City through referrals to social service agencies, direct benefits through education, direct assistance with problem issues, and through legal services.

5. Will this program/project be reoccurring? How do you anticipate funding the project in the future?

The long term plan is to continue the program until all members of the Latino Community are integrated into the larger Carson City population. ULC is continuing to work with a sliding scale for fee for services to permit asking for less and less funding. To date the Director's position is funded about one third through ULC operating expenses and the remainder is through grants.

6. Describe any challenges that impacted your program.

One of the biggest challenges this year was with the IRS. It took about 11 months to receive the 501c3 documentation. Another challenge was to encounter and employ quality volunteers. In addition, the anticipated audience for some of the educational programs took longer to develop than previously thought.