



ORIGINAL

**Carson City**  
**Grants Program Application**  
**Fiscal Year 2013–2014**

*An electronic version of this document is available at [carson.org/cdbg](http://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:**

**\$25,000**

1. Agency Name: CASA OF CARSON CITY
2. Agency Mailing Address: 1539 E. FIFTH ST. Carson City NV 89701
3. Project/Program Name: Guardian ad litem program, serving First Judicial District courts
4. Project/Program Address/location: 1539 E. FIFTH ST. Carson City NV 89701
5. Agency Director: **CHRIS BAYER**
6. Board Chairperson: **RON KNECHT**
7. Contact person: **CHRIS BAYER**  
 Phone number: 882-6776 E-Mail: casaofcc@earthlink.net  
 Fax: attn. CASA 887-2513 Website (if applicable) www.casaofcc.org
8. How long has your organization been in existence? 26 years In Carson City? 26 yrs
9. What is the overall mission of your organization?  
**The mission of CASA of Carson City is to support and promote court-appointed volunteer advocacy so that every abused or neglected child can be safe, establish permanence and have the opportunity to thrive.**
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).*

**CASA of Carson City provides the First Judicial District of Nevada –Carson And Storey Counties—with trained child advocates. These serve primarily in child welfare cases as mandated in NRS 432b.500. We also take some high conflict divorce cases at the request of our District Court.**

## APPLICATION CHECKLIST

This checklist should serve as a guide for the submission of a complete application. Applications that contain all relevant information and required attachments will receive prompt review.

PLEASE INCLUDE A COPY OF THIS CHECKLIST WITH YOUR APPLICATION.

- Grant Cover Sheet.
- Section I: Project Eligibility
- Section II: Project Description
- Section III: Project Measurement
- Section IV: CDBG Project Budget.
- Section V: Project Administration.
- Section VI: Agency Information
- Appendix I: Index of Attachments.
- Appendix II Consolidated Plan Priority Needs Table

## 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.

**C. Project/Program Category (check one):**

- 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.  
**CASA of Carson City's 2011 numbers were 89 children, 52 cases and 31 volunteers active. 2012 numbers were 124 children, 73 cases and 39 volunteers active. This large increase reflects not just incoming cases (as in more abuse and neglect of children) but changes at the Court in how services are provided and hence the ability to close cases. In 2013 the number may reduce somewhat as a result of further service changes. The (we hope) temporary increase (one that is just now, we think, ending) accompanied a difficult year with large manpower shortages at the Division of Child and Family Services (down nearly half their staff) and hence a great need for CASA volunteers on cases. Despite the surge in numbers during 2012, CASA of Carson has largely kept up with the need for child advocates—due to ongoing recruitment and training. This reflects an organization that has been slowly and carefully built to a sustainable point over 26 years, an ever growing group of seasoned CASA volunteers who return for further cases (bless them) and a Court system that, overall, remains highly invested in positive outcomes for children.**
2. If the proposed project/program already exists, please describe your success rates in providing services to low- to moderate-income persons:  
**CASA of Carson City provides child advocates for abused and neglected children, the great majority of whom come from low to moderate income families. There are so many services and steps that can potentially be brought to bear in a child welfare case—both for parents and children—and so many agencies/roles are involved that linear measurement of small outcome improvements becomes impossible. Hence the child welfare system tends to focus on big numbers—things like days to case close, a shorter case being better for children. Here are some statewide number for median days to case close: (Source, Court Improvement Project.)  
State- 945  
Clark-855  
Washoe—1001  
Carson—742  
Carson does very well in this comparison. That being said, when 2012 numbers are available it may not be as good. But we think it will return to being very good in the future.**
3. Describe who will benefit from the proposed project/program.  
**Abused and neglected children benefit by having a trained, unpaid community volunteer advocating for their best interest in the child welfare-case court process. When a parent makes needed changes, they will find the child advocate helping them as well—as the child's best interest is then allied with the efforts of the**

parent(s). Still, our focus is the child. In a larger sense, the community benefits both through better outcomes for children who often remain in the community and by participating in a difficult but important and rewarding effort.

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)

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:

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6. How will the funds be used on this project/program?  
**Funding provides for insurance, recruitment efforts, training, office costs and ongoing help/supervision of volunteers by staff.**
7. Describe how your organization plans to reduce the need for grant funding in the future:  
**CASA of Carson City has been successful in spreading the costs for its program across several funders—thus relieving the City of a significant cost that would be incurred were the City to fully fund the program. \$25000 comes from the City. \$25000 comes from the First Judicial District Court using filing fee money. \$16,000 comes from the Nevada Law Foundation using IOLTA funds. And \$10,000 through the support of individuals and organizations in the community.**
8. Could your organization use less than the amount of funds requested for the proposed project/program? Please explain.  
**The number of children for whom CASA of Carson City advocates and the number of assigned volunteers has risen yearly since 1987. This year as for the last three years, CASA of Carson City plans to keep its funding stable. The infrastructure needed is in place. The budget request shown is based on the current budget without increase.**
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?  
**No other organization provides this services in Carson City.**
10. What is the geographic target area that will be served by this project/program?  
 Target Area (specify geographic area) \_\_\_ Carson and Story counties \_\_\_\_\_  
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.)  
**It is important to understand guardian ad litem advocacy as part of a larger team effort that includes the Division of Child and Family Services, The Court, the State Public Defenders Office, The City District Attorney's Office, schools, therapists, foster parents and others. In this mix, CASA is the primary "community" portal into the system for community input. Primarily (our mission) this means advocacy. However, we additionally run a Foster Kids Closet and seek to connect foster children to community activities.**

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

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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?

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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.

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**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?  
**Advocacy for 115 children.**

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?

**98% from Carson City. An occasional child from Storey Co.**

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

**Training of 12 new CASA volunteers. Appointment of 30+ CASA volunteers to cases. CASA advocacy increases the safety of abused and neglected children during a child welfare court case, increases services and shortens cases by assisting the court with independent information. This last goal is the most measureable. Note that the First Judicial District has the shortest timeline to permanency for children of any district in Nevada according to the Court Improvement Project, as described above. CASA is not solely responsible for this. It reflects the caring and work done by agencies throughout the child welfare system in the First Judicial District.**

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

**CASA of Carson City uses secure online data tracking designed by ETO for CASA organizations across the nation. See <http://www.socialsolutions.com/> Our primary data is children served and volunteers appointed.**

## 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.

**Funds requested are 32.22% of total budget.**

| <b>Project/Program Title:</b>                 | <b>Funds Requested</b> | <b>Leveraged Funds</b> | <b>Total Funds</b> |
|---|------------------------|------------------------|--------------------|
| <b>Project/Program Expenses FY 2013-14</b>    |                        |                        |                    |
| Salaries and Benefits                         | 17492                  |                        | \$53612            |
| Rent and Utilities                            |                        |                        |                    |
| Mortgage                                      |                        |                        |                    |
| Equipment                                     |                        |                        |                    |
| Equipment Maintenance & Repair                |                        |                        |                    |
| Office Supplies                               | 1600                   |                        | \$5,000            |
| Operating Supplies (Misc phone/web            | 1600                   |                        | \$5,500            |
| Postage and Shipping                          |                        |                        |                    |
| Printing and Publications                     |                        |                        |                    |
| Advertising and Promotion (includes training) | 1600                   |                        | \$5,000            |
| Subscriptions and Dues                        |                        |                        |                    |
| Liability/Other Insurance                     | 1108                   |                        | \$3465             |
| Professional Fees                             |                        |                        |                    |
| Other project costs: (Specify Below)          |                        |                        |                    |
| MISC CHILDRENS ACTIVITY FUND                  | 320                    |                        | 1000               |
| MISC FOSTER KIDS CLOSET                       | 320                    |                        | 1000               |
| EZINE, CONTRACT                               | 960                    |                        | \$3000             |
|   |                        |                        |                    |
|   |                        |                        |                    |
| <b>TOTALS</b>                                 | 25000                  |                        | \$77577            |

## 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:  
CHRS BAYER, [casaofcc@earthlink.net](mailto:casaofcc@earthlink.net), 775 291-7014
  2. The person directly responsible for on-site supervision of the project/program, such as a project manager:  
CHRS BAYER, [casaofcc@earthlink.net](mailto:casaofcc@earthlink.net), 775 291-7014
  3. The person responsible for the financial management of the project/program, including preparation, review and approval of reimbursement requests:  
CHRS BAYER, [casaofcc@earthlink.net](mailto:casaofcc@earthlink.net), 775 291-7014  
And  
VICKI PRESTON, [yprestncpa@aol.com](mailto:yprestncpa@aol.com), 560-0109
  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.  
CHRS BAYER, [casaofcc@earthlink.net](mailto:casaofcc@earthlink.net), 775 291-7014  
And  
VICKI PRESTON, [yprestncpa@aol.com](mailto:yprestncpa@aol.com), 560-0109

## 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 | 1997           |
| Tax exempt number         | EIN 31-1624090 |

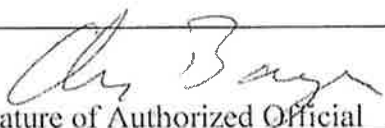
2. DUNS Number: 078016339  
 For information on DUNS, go to: <http://www.ccr.gov/pdfs/DUNSGuideGovVendors.pdf>

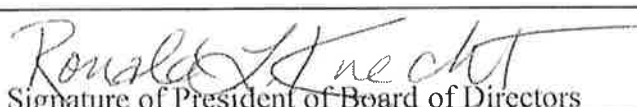
3. Attach the following to each copy of the Proposal for Funding:

- 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.

|   |                 |
|---|-----------------|
| <br>Signature of Authorized Official | 1/14/13<br>Date |
| CHRIS BAYER<br>Typed Name and Title of Authorized Official  | 775 291-7014    |

|   |                          |
|---|--------------------------|
| <br>Signature of President of Board of Directors | 14 JAN, 2013<br>Date     |
| RON KNECHT<br>Typed Name of President of Board of Directors   | 882-2935<br>Phone Number |

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

Name of Organization: CASA OF CARSON CITY  
Program/Project: Guardian ad litem child advocacy  
Amount of Funds Received \$ 25,000  
Contact Person: CHRIS BAYER  
Mailing Address: 1539 E. Fifth St.  
City: Carson City State: NV Zip Code: 89701  
Phone Number: 882-6776 E-mail: casaofcc@earthlink.net  
Date Submitted: Feb. 20, 2013

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.

**Here is the final budget from fiscal year 2011-2012 showing money spent.**

| <b>CATEGORY</b>       | <b>BUDGET</b>   |
|-----------------------|-----------------|
| DIRECTOR              | \$36,000.00     |
| Health care           | \$3,000.00      |
| IRS 7.65% x Dir +     | \$2,500.00      |
| OUTREACH              |                 |
| COORDINATOR           | \$3,000.00      |
| DATA ENTRY/FILING     | \$8,000.00      |
| EMP COMP              | \$1,200.00      |
| EQUIP/SUPPLIES        | \$6,400.00      |
| PHONE/WEB             | \$6,250.00      |
| PUBLIC INFO/TRAINING  | \$6,000.00      |
| LIABILITY INSURANCE   | \$2,200.00      |
| <b>TOTALS TO DATE</b> | <b>\$74,550</b> |

**Here is the current fiscal year budget from July through December.**

| <b>CATEGORY</b> | <b>BUDGET</b> | <b>SPENT</b>    |
|-----------------|---------------|-----------------|
| DIRECTOR        | \$38,000.00   | \$19,005.00     |
| Health care     | \$3,000.00    | \$1,500.00      |
| IRS match       | \$3,612.00    | \$1,279.00 both |

employees

|                       |                 |                 |
|-----------------------|-----------------|-----------------|
| OUTREACH              |                 |                 |
| COORDINATOR           | \$3,000.00      | \$1,440.00      |
| ADMIN ASSISTANT       | \$7000.00       | \$4,509.00      |
| EMP COMP              | \$1,200.00      | \$503.00        |
| EQUIP/SUPPLIES        | \$5,000.00      | \$3,319.00      |
| PHONE/WEB             | \$5,500.00      | \$3,450.00      |
| PUBLIC INFO/TRAINING  | \$5,000.00      | \$3,642.00      |
| LIABILITY INSURANCE   | \$2,265.00      | not yet due     |
| CHILDRENS ACTIVITY    |                 |                 |
| FUND                  | \$1,000.00      | \$305.00        |
| MISC KIDS AND PARENTS | \$1,000.00      | \$578.00        |
| <b>TOTALS TO DATE</b> | <b>\$75,577</b> | <b>\$38,647</b> |

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

**Fiscal year 2011-2012**

- Recruited and trained 12 new volunteers**
- Supervised 31+ volunteers**
- Advocated for 114 children**

**CHILDREN TOTALS BY FISCAL YEAR**

|                  |            |
|------------------|------------|
| <b>2004-2005</b> | <b>76</b>  |
| <b>2005-2006</b> | <b>82</b>  |
| <b>2006-2007</b> | <b>98</b>  |
| <b>2007-2008</b> | <b>87</b>  |
| <b>2008-2009</b> | <b>86</b>  |
| <b>2009-2010</b> | <b>105</b> |
| <b>2010-2011</b> | <b>107</b> |
| <b>2011-2012</b> | <b>114</b> |

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?

**CASA of Carson City serves the First Judicial District—Carson and Storey counties. All but 3 children of the 114 children were Carson City residents. CASA guardian ad litem advocacy creates additional information to the Carson City Juvenile Court as it oversees and ultimately makes permanency decisions for children in child welfare cases—where children have been removed from their parents’ custody due to abuse or neglect. CASA advocacy creates additional safety protection for these children—adding “eyes and ears” to a case. Advocacy includes speaking up for additional services to children and to their families and helping to identify those services. Advocacy for children often means advocating for the system—many good people still there is always a need to see that the left hand knows what the right hand is doing.**

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

**CASA advocacy creates a vehicle for community participation and help in child welfare cases that would not otherwise be possible. This benefits Carson City children, assists the agencies involved and assists the Carson City Court. CASA volunteers are**

assigned to a case and follow that case to its end—allowing focus and creating information within the system that proves invaluable along the way and in the end as permanency decisions are created.

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

**CASA of Carson City has been active since 1987, fulfills a legally mandated role providing guardian ad litem advocacy and needs to continue indefinitely.**

6. Describe any challenges that impacted your program.

**This year was challenging. Looking at calendar year numbers, we advocated for 89 children in 2011 and 124 in 2012. This increase reflected not simply more abuse and neglect removals by DCFS but also longer case times in the Court. Two main reasons:**

- **With staff at DCFS nearly halved by social workers leaving, cases sometime languished for attention.**
- **The Dependency Drug Court grant guidelines require 18 months treatment for parents and an open child welfare case.**

**Both of these problems are being addressed and case numbers are currently returning to more normal patterns. Still, it was a challenging year. CASA of Carson City weathered it OK because the organization is stable in its funding and management.**

**CASA of Carson City continues to work with DCFS on recruitment of foster homes—a great need in Carson City. The City could assist in this greatly by requesting that DCFS regularly publish the number of non-relative foster homes in Carson City and the number needed. The Director participates in the state Citizen Review Panel which is currently finalizing a new CPS brochure for the state and attends local Child Death Review team meetings. The child welfare system is continuing to improve and evolve.**

**There is no overall spending increase planned this year. Volunteer recruitment and training is proceeding well (8 currently in class.) We expect to continue to provide sufficient guardian ad litem advocates for all children as requested in child welfare and select high conflict divorce cases for the Carson City Courts.**