



## 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 2 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:**

\$15,000

1. Agency Name: ESL In Home Program of Northern Nevada
2. Agency Mailing Address: 702 Sean Drive, Carson City, NV 89701
3. Project/Program Name: English as a Second Language for Work and Life
4. Project/Program Address/location: Various locations in and around Carson City and beyond.
5. Agency Director: Florence Phillips
6. Board Chairperson: Michael Davis
7. Contact person: Florence Phillips  
 Phone number: 775-888-2021 E-Mail: eslinhomenv@aol.com  
 Fax: \_\_\_\_\_ Website (if applicable) www.eslinhome.org
8. How long has your organization been in existence? 9 years In Carson City? 9 years
9. What is the overall mission of your organization?  
To help low-income non-English speakers learn to speak, read and write English, gain citizenship, and achieve their High School Equivalency, in a manageable, non-threatening environment. Thereby to improve participation in the community and to promote opportunities in life and employment.
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 ESL for Work and Life Program addresses the dire need for illiterate adult non-English speakers living on low incomes to learn to speak, read and write English. Volunteer tutors provide learning in a proven teaching system, tailored to the needs of the individual to ensure that each participant learns at their own most beneficial pace. Students achieve unprecedented levels of English competency.

## 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.

The ESL for Work and Life Program addresses the high priority employment/training needs and barriers to community engagement faced by low-to-moderate income adults who do not speak, read, or write English. Without basic language skills, they cannot find decent jobs or earn a living wage, they cannot communicate with health-care professionals or their children's teachers, teachers, and children face significant and lasting disadvantages at school. These families are fated to be perpetually low-income. The 5 Year Consolidated Plan states that the poverty rate is significantly higher in Spanish-speaking households (16.4% vs 10.8% for all) For 9 years, ESL In-Home has grown the literacy and educational achievements of non-English speakers. Using the proven Laubach method, students receive individualized tutoring in a non-threatening setting, giving them the chance to excel. As a result, students are empowered to find new and better jobs, children do better in school, and health care is better accessed, all positive outcomes for the Consolidated Plan. We will expand ESL learning to at least 75 new students, meaning that 75 additional low-to-moderate income families will e given the chance to expand their opportunities in life and work, and become participating members of the wider community.

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

To date, 1,038 adults and their families have been helped improve English language and literacy. 115 students have attained U.S. Citizenship. 51 others are preparing for citizenship. Thanks to new language skills, many students have found jobs or advanced in current jobs, shop in English-speaking stores and can talk to their physicians to improve health. Parents help with homework and talk with teachers so their children do better in school. An initiative to teach computer skills and high school equivalency is empowering students to gain more marketable job competencies.

3. Describe who will benefit from the proposed project/program.

A 2006 study by the Robert Woods Johnson Foundation cited lack of proficiency in English as the second most significant challenge facing immigrants. 14.4% of Carson City residents speak languages other than English at home. 18.7% live in poverty. This program benefits low-income non-English speakers, giving them essential tools for finding a decent job with with a living wage. English acquisition also enhances healthcare, school performance, and community engagement.

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: Inability to communicate in the common language is a major barrier to employment, access to healthcare, and community participation and integration. Children from non-English speaking homes must learn a new language when they start school, which puts them at a disadvantage from the beginning, which often lasts through high school. Our program impacts all these priorities in the Consolidated Plan. The vast majority of our clientele are low-to moderate income, which we will document by adding questions to our intake form regarding household income.
  
6. How will the funds be used on this project/program? CDBG funds will be used towards the salary of a part-time Assistant to the Director. The organization has been operating at capacity for two years, and we must hire an assistant to enable the program to expand. The assistant's duties will include administration, recruitment of tutors, and some teaching to low-income students.
  
7. Describe how your organization plans to reduce the need for grant funding in the future: ESL In Home Program of Northern Nevada is a community volunteer organization and operates on a minimal budget. Almost the entire budget to date has been to purchase learning materials. This salaried position is a new venture, which will be funded in future by seeking contractual support from employers and businesses who benefit from their employees being better educated.
  
8. Could your organization use less than the amount of funds requested for the proposed project/program? Please explain. We are requesting the full amount necessary to hire a part-time assistant. If we receive less than the full amount, we will hire the assistant for the hours we can afford and seek additional funds elsewhere. Fewer hours will mean that we can only expand the program to fewer potential beneficiaries.
  
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 organizations in the State of Nevada provides ESL with no cost and flexible learning hours. We work closely with United Latino Community, offering ESL to many of their clients. This collaboration will be helpful in expansion of our educational program. We also collaborate with school districts in Lyon, Washoe and Douglas Counties to provide learning to students' parents.
  
10. What is the geographic target area that will be served by this project/program?  
 Target Area (specify geographic area) Community Wide  
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.)  
n/a  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

If YES, explain.

n/a

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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?

n/a

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5. With whom will title be vested upon completion?

n/a

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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.

n/a

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**For CDBG Housing Projects please indicate:**

The number of homes to be rehabilitated:

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The number of persons to be benefited:

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### 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?

Serve a total of 75 extra clients/ new learners, for a total 305 in Carson City.  
 50 individual one-on-one ESL classes x 2 per week, 10 group classes x 2 per week, for 50 weeks  
 5 high scholo equivalency group classes x 1 per week for 40 weeks  
 5 computer competency group classes x 1 per week for total 30 weeks (3 x 10 weeks)

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?

LMI .....	99%	74 individual low-income adults
Carson City residents.....	100%	75 individual low-income adults

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

85% of participants will increase their proficiency in spoken and written English by 3 levels on the Laubach Method within 12 months  
 25% of learners will either find a new job, or improve their standing at current job as a result of learning  
 25% of learners will report improved communications with children's schoolteachers, leading to improved school performance for children.  
 75% of learners will report improved involvement and communication with other members of community.

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

ESL In Home Program of Northern Nevada records intake forms for all students, who are then assessed at the completion of each level of learning before progressing to the next level. The new Assistant will compile new materials to evaluate students overall learning accomplishments, and how their learning is impacting other areas of their lives, such as employment, job advancement, general well-being community involvement, access to healthcare, and children's' achievements in school.

## 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	15,000	0	15,000
Rent and Utilities		1,200	1,200
Mortgage		0	0
Equipment		0	0
Equipment Maintenance & Repair		500	500
Office Supplies		1,200	1,200
Operating Supplies		0	0
Postage and Shipping		500	500
Printing and Publications		500	500
Advertising and Promotion		0	0
Subscriptions and Dues		200	200
Liability/Other Insurance		1,720	1,720
Professional Fees		18,000	18,000
Other project costs: (Specify Below)			
Educational materials		6,000	6,000
Mileage		500	500
<b>TOTALS</b>	15,000	30,320	45,320



## 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:

Florence Phillips, Executive Director	775-888-2021	eslinhomenv@aol.com
Kate High, Grant-Writer	775-772-1267	kate.high1@gmail.com

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

Florence Phillips, Executive Director	775-888-2021	eslinhomenv@aol.com
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3. The person responsible for the financial management of the project/program, including preparation, review and approval of reimbursement requests:

Florence Phillips, Executive Director	775-888-2021	eslinhomenv@aol.com
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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.

Florence Phillips, Executive Director	775-888-2021	eslinhomenv@aol.com
Kate High, Grant-Writer	775-772-1267	kate.high1@gmail.com

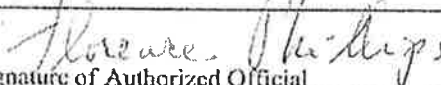
## VI. AGENCY INFORMATION

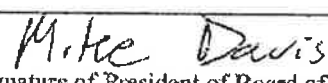
1. Proof of non-profit status for private agencies (governmental entities and schools are exempt):

Date of incorporation	February 2004
Date of IRS certification	Sept. 18, 2008
Tax exempt number	26- 1921147

2. DUNS Number: \_\_\_\_\_  
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)
  - Current organization chart with names of staff members. Staff members may not serve as a Board Member of the agency they work for.
  - 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).
  - 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.

	Date 1/18/13
Signature of Authorized Official	
Florence Phillips, executive Director	775-888-2021
Typed Name and Title of Authorized Official	Phone Number

	Date 1/17/13
Signature of President of Board of Directors	
Michael Davis	775-671-5028
Typed Name of President of Board of Directors	Phone Number