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Serving Caldwell, Comal, Guadalupe & Hays Counties



May 19, 2020

City of San Marcos
Attn: Carol Griffith
Community Initiatives Program Administrator
San Marcos, TX 78666

by email: cgriffith@sanmarcostx.gov

Dear Ms. Griffith:

CASA of Central Texas appreciates the opportunity to submit a 2020 CDBG-CV Public Services Application to the City of San Marcos. With your support, we will expand services to help an additional 30 children as incidents of child abuse and neglect are increasing due to the COVID-19 pandemic.

Per the application instructions, please find attached one copy of the following:

- 2020 CDBG-CV Application
- Board of Directors list, including contact info
- Board Resolution, signed
- Organization Charts
- Articles of Incorporation
- Bylaws
- Tax Exempt Determination Letter
- Organization Budget, current & proposed FY
- Financial Audit, FYE 6/30/19
- Project Employees
- Non-discrimination Policy Statement
- Analysis of Service Expansion, including Logic Model
- Job Descriptions
- Supplemental Answers Attachment

Thank you again. If you have questions or require additional information, please contact me at (512) 392-3578 x100. I look forward to hearing from you soon.

Kindly,

Norma C Blackwell

Norma Castilla-Blackwell
Executive Director

NB:ts
Enc.

SUPPLEMENTAL ITEM CHECKLIST

CDBG-CV PROGRAM

DUE DATE: MAY 20, 2020

Submit one copy of the following items:

Required:

- Board of Directors list including position/title on board.
- Contact numbers for Board Chair or President and Treasurer.
- Resolution or Board Minutes showing approval to submit an application and designation of person who will sign documents on behalf of the organization.
- Organization Chart
- Articles of Incorporation
- Bylaws
- Tax Exempt Determination Letter (for non-profit organizations)
- Organization's Current Budget (2019-2020) and Proposed Budget for next fiscal year
- Most Recent audit or CPA prepared review.
- Description of employees, board members, volunteers who will work with the project
- Non-discrimination Policy Statement

If applicable:

- n/a Fee schedule or structure for the project proposed for funding
- n/a Copy of program application if one is used to select beneficiaries
- Analysis of program or service expansion if this is not a new service.
- n/a Description of how beneficiaries will be selected (if not by application form)
- n/a Description of how applicant income will be determined if there are direct beneficiaries
- n/a Detailed explanation of any lawsuits, judgments, or bankruptcy proceedings
- Job description for new positions expected to be filled using CDBG-CV funding

CITY OF SAN MARCOS
2020 CDBG-CV PUBLIC SERVICES APPLICATION



Due Date: May 20, 2020

I. APPLICANT CONTACT INFORMATION

CASA of Central Texas, Inc. (Court Appointed Special Advocates)

Applicant Organization: _____
Norma Castilla-Blackwell, Executive Director 512-392-3578 x100

Contact Name: _____ Telephone: _____
P.O. Box 1267, San Marcos, Texas 78667-1267

Mailing Address: _____
2725 Hunter Road, San Marcos, TX 78666

Physical Address, if different from mailing address: _____
nblackwell@casacentex.org casacentex.org

Contact E-Mail Address: _____ Web Address: _____
Norma C. Blackwell

Who is authorized to execute program documents? _____

II. APPLICATION SUMMARY INFORMATION

Advocacy Services for Abused & Neglected Children (Mental Health, Housing, & Other), 30 New Clients beginning March 15, 2020

Project Name: _____
\$55,600

Amount of CDBG-CV Funds Requested: _____

_____ 2725 Hunter Road, San Marcos, Texas 78666

Project Location: _____

Will all CDBG-CV funds for this project be expended by July 15, 2021? ___ Yes ___ No ^X

If "No", what percent is expected to be completed by that date? 75% _____

III. PROJECT DESCRIPTION

PROGRAM SUMMARY

Briefly summarize the program for which CDBG-CV funding has been requested.

CASA of Central Texas (Court Appointed Special Advocates, CASACenTex) envisions a world where every child thrives in a safe, stable and loving home. We advocate for abused and neglected children in the courts, schools and child welfare system by training and supporting community volunteers who serve as Guardians Ad Litem (GAL). CASACenTex follows a scalable program model to serve more children who are in need of our advocacy for their mental health, medical, education, housing and permanency needs. CASACenTex helps children who are placed in protective care of the Texas Department of Family and Protective Services (TDFPS). Texas Family Code 107.002 and 107.031 provide children representation by CASA with the sole focus on the best interests of the children and finding safe, stable homes for them. A screened and trained CASA volunteer is a child's "voice." We partner with judges, caseworkers, care providers, social services, community agencies, schools, attorneys, and others who are involved in the care and well being of each child. Child abuse and neglect is one form of an adverse childhood experience; the trauma of removal from parents and home (The Meadows Mental Health Policy Institute for Texas). Other forms are domestic violence, growing up with a parent who has mental health illness or drug addiction, and household dysfunction; all found in child abuse cases. Through individualized advocacy, a CASA volunteer is often the only constant and reliable person in a chaotic and very traumatic period in a child's life.

USE OF FUNDS

How will the funds be used?

CASA answers top priority needs identified in the 2020-2024 Consolidated Plan: youth programs (#1), homelessness (#2), abuse victims (#3). CASA fills a need for abused and neglected children, including unaccompanied youth, with the goal of securing safe, stable homes. CASACenTex will provide direct client services for children and youth in conservatorship of TDFPS, Child Protective Services (CPS). This funding will provide an expansion of services with an addition to staff for the increasing number of cases due to the COVID19 health and economic crises since 3/15/2020.

\$39,000 Case Supervisor, addition to staff, 80% allocation to COSM-CDBG-CV

\$11,000 Casework Team Lead, 20% allocation to COSM-CDBG-CV

\$1,000 2 Laptop computers (\$1,000 x 80%, \$1,000 x 20%)

\$4,500 Technology ex. VPN, Security, Support (\$300/mo x 15 mos x 80%; \$300/mo x 15 mos x 20%)

\$100 Mileage @ \$0.575/mi

TOTAL REQUEST: \$55,600

Reference Attachments: Program Model/

Theory, Organization Chart (current), Organization Chart (proposed expansion with funding), Job Descriptions

COVID-19 PANDEMIC IMPACT:

Summarize how this project directly addresses an impact from the current COVID-19 pandemic:

Anticipating the impact of COVID19, we know that home is not safe for some children. The Child Protection Court judge in Hays County is currently appointing CASACenTex to almost all incoming cases and experts predict a significant rise in child abuse in the months to come. Already, data supports our concerns. By the end of March, there was a 22% increase in monthly calls from people younger than 18 to the National Sexual Assault Hotline. It is clear abuse is escalating in both frequency and severity. Kids are quarantined with their abusers. ("Child Sexual Abuse Reports Are On The Rise Amid Lockdown Orders," RAINN 4/28/20). Given the new and complex challenges presented by the COVID19 crisis, CASACenTex is poised to be nimble and innovative in meeting the needs of our community's children who come into the child welfare system having already experienced trauma. The pandemic further amplifies stress, fear and uncertainty which leads to more mental health issues. We promote more frequent virtual check-ins with children, sibling groups and families to ensure physical safety and protection as well as to address mental wellbeing. During this time, we are also concerned about older youth who are about to exit foster care and young adults in extended foster care. Many lack relationships, resources and connections needed to get through the pandemic. Homelessness is common among youth existing foster care.

ACCOMPLISHMENTS

Once the project is completed, how can its success be measured?

A. Advocate in court, in schools and in the community for 30 San Marcos children newly removed from their homes. Trained and sworn in advocates will each provide 100+ donated casework service hours including monthly (or more) visits with the children, submission of written case recommendations and court testimony; phone calls and meetings with TDFPS caseworkers, school professionals, medical and mental health professionals.

B. Recruit, train and support volunteer advocates. Review new volunteer applications, complete background and reference checks, and offer timely and relevant training classes (42 hours class or online instruction, court observation, and homework on the child welfare system). Trained advocates will be assigned to casework supervisors and matched with incoming cases.

Casework: 12+ visits to child, in person or by videoconference; 2-3 hours of TDFPS file review; 12+ phone calls to TDFPS social worker; 4-6 phone calls to child's attorney; 2-3 meetings with CPS social worker; 4 written reports to judge; 2-4 hrs court testimony; 1 application for crime victims compensation; Additional service provided: 40+ hrs Permanency Outcomes Advocacy, 20+ hrs Mental Health and Medical Advocacy, 10+ hrs Education Advocacy. Cases are opened upon judicial appointment (judiciary discretion) and closed upon a child being safely reunified with parents, permanent placement with safe relatives, legal adoption with new families, and emancipation. Minimum case duration is one year, however, many cases continue 2-3 years or longer.

TYPE OF PUBLIC SERVICE (choose all that apply)

- | | |
|---|--|
| <input type="checkbox"/> 05A Senior Services | <input type="checkbox"/> 05B Handicapped Services |
| <input type="checkbox"/> 05C Legal Services | <input type="checkbox"/> 05D Youth Services |
| <input type="checkbox"/> 05E Transportation Services | <input type="checkbox"/> 05F Substance Abuse Services |
| <input type="checkbox"/> 05G Battered and Abused Spouses Services | <input type="checkbox"/> 05H Employment Training |
| <input type="checkbox"/> 05I Crime Awareness | <input type="checkbox"/> 05J Fair Housing Activities |
| <input type="checkbox"/> 05K Tenant/Landlord Counseling | <input type="checkbox"/> 05L Child Care Services |
| <input type="checkbox"/> 05M Health Services | <input checked="" type="checkbox"/> 05N Abused and Neglected Children Services |
| <input type="checkbox"/> 05O Mental Health Services | <input type="checkbox"/> 05P Screening for Lead Paint/Lead Hazards |
| <input type="checkbox"/> 05Q Subsistence Payments | <input type="checkbox"/> 05R Homeownership Assistance (Not Direct) |
| <input type="checkbox"/> Other: _____ | |

PROGRAM INFORMATION

1. Program eligibility (please select one):

a. This is a new program.

b. This is an existing program that: (select one of the following)

Has previously received CDBG funding and the amount requested for this year is the same or less than previous funding; or

will expand to serve more beneficiaries or to provide more services if the CDBG-CV funding as requested is approved. *Please attach an analysis that details how the program or service will be expanded, how many new beneficiaries will be served by the expansion, and how this number was determined.*

2. Programs receiving funding from the City at this time (during the current program year):

a. How much CDBG funding was awarded? \$50,000

b. Is this program receiving any other City of San Marcos sources? yes

c. If yes, how much was received and from what source? \$17,500 Human Services, for Older Youth/PMC

3. Is there a fee to clients to participate in the program? Yes No

If yes, please provide fee structure.

4. Describe the days and hours of operation of the program: Generally, the office in San Marcos is open Monday-Friday 9:00AM to 5:00PM

IV. PROGRAM BENEFICIARIES

Applicant must be able to document that at least 51% of the beneficiaries have an annual income that is at or below 80% of the Area Median Income and are San Marcos residents.

A. PRESUMED BENEFIT: See definition above of "Presumed Benefit".

1. Will all of the program's beneficiaries in a Presumed Benefit Category? Yes or No
Abused Children

If "yes", list the categories: _____

2. How many persons in each presumed category are proposed to be assisted if funding is received?

Abused Children	Elderly Persons	Battered Spouses	Homeless Persons	Severely Disabled Adults	Illiterate Adults	Persons living with AIDS
30						

3. If this program was carried out the previous full program year (10/1 – 9/30), how many persons were served in each presumed category:

Abused Children	Elderly Persons	Battered Spouses	Homeless Persons	Severely Disabled Adults	Illiterate Adults	Persons living with AIDS
109						

B. BENEFICIARIES WHO ARE NOT CONSIDERED "PRESUMED"

1. How many persons are proposed to be assisted if funding is received? n/a

If this program was carried out the previous program year (10/1 – 9/30), how many persons were served?

2. What percentage of persons proposed to be assisted are expected to be low/mod? _____

3. What percentage of persons proposed to be assisted are expected to be San Marcos residents? _____

4. How do you propose to document the income of the beneficiaries? (check all that apply)

- Evidence that the child is approved for free or reduced lunch
- Evidence that the family lives in housing sponsored by the Housing Authority
- Evidence that the family is WIC approved
- Income documentation using one of the 3 HUD approved methods
- Self-certification, with income verification required of 20% of certifications
- Other, describe: _____

VI. LINE ITEM BUDGET

Please use the following format to present your proposed line item budget. Secured funds are funds on-hand, pledged, or awarded. Following the Line Item Budget, please complete the Supplemental Budget Form – Use of Other Resources. Funds and costs, as outlined on the Sources and Uses of Funds form, may not be spent or incurred prior to a contract award date from the CDBG-CV Program. Supporting documentation may be attached as an Appendix.

Expense Category	Total Program Budget	CDBG-CV Portion	Other Funding Source	Other Funds Amount
Personnel Services				
Salaries	\$58,749	\$50,000	Unsecured - VOCA, CVC, private foundation, unrestricted	\$8,749
Fringe Benefits	\$11,750	-	Unsecured - unrestricted	\$11,750
Supplies				
Office Supplies				
Program Supplies				
Client Materials				
Operating				
Training				
Insurance				
Utilities/Rent/Mortgage				
Other (please specify)				
Laptop Computers (2) (80%x1, 20%x1)	\$2,000	\$1,000	Unsecured - VOCA, CVC, private foundation, unrestricted	\$1,000
Technology, ex. VPN, Security Support (80%x1, 20%x1)	\$9,000	\$4,500	Unsecured - VOCA, CVC, private foundation, unrestricted	\$4,500
Mileage @ \$0.575/mi	\$10,000	\$100	Unsecured - VOCA, CVC, private foundation, unrestricted	\$9,900
Total	\$91,499	\$55,600		\$35,899

Please provide an explanation for any unusual budget expenditures listed in the line item budget above.

VII. PROJECTED IMPLEMENTATION SCHEDULE WITH PERFORMANCE GOALS

Projected Start Date:
June 2020

Projected Completion Date:
September 2021

Activity Description	Start Month/Year	End Month/Year	Performance Measurement Goal
<i>Example: Hiring New Staff Member</i>	<i>October 2019</i>	<i>December 2019</i>	<i>Employment process complete</i>
Hire or promote Casework Team Lead (new position)	June 2020	July 2020	1 position filled
Hire Case Supervisor (addition to staff)	June 2020	July 2020	1 position filled
Recruitment of community volunteers	June 2020	September 2021	15 volunteers, new and retained
Pre-Service Volunteer Training	June 2020	September 2021	15 volunteers, new and retained
Advocacy (case supervision)	June 2020	September 2021	30 San Marcos children, new clients

7/1/18 - 6/30/19

- 7. What period was covered by your most recent financial review? _____
- 8. Has your organization received City of San Marcos funding in the past two years? Yes No
If yes, please attach a short summary of the purpose and amount of City funding.

PERSONNEL AND POLICIES

- 1. Name and Title of your chief administrator Norma Castilla-Blackwell
Number of years in this position? 17
- 2. Total number of current employees at all locations 25
- 3. Total number of current employees who will be involved in this project 1
- 4. Total number of new employees expected to be hired for the project 1
- 5. Does your organization have a personnel policy manual? Yes No
Does it include a procedure for filing grievances? Yes No
Does it include a non-discrimination clause? Yes No
- 6. Does your organization maintain a written code or standards of conduct that governs the performance of its officers, employees or agents engaged in the award and administration of contracts supported by Federal funds?
 Yes No
- 7. Separation of duties for financial transactions regarding this project (respond with job title):
a. Who will approve payment of incurred expenses? Executive Director and one Board Member
b. Who will actually prepare the payment check? Finance Director
c. Who will sign checks paying project expenses? Two Board Members
d. Who posts the transaction to your financial records? Finance Director
e. Who reconciles monthly bank statements? Finance Director and Board Treasurer

ACCESSIBILITY OF PROGRAMS AND SERVICES

- 1. Are all facilities to be served by the program ADA Accessible? Yes No
- 2. Do you have a Section 504 (ADA) Self-Evaluation on file? Yes No
- 3. How will you provide services to persons with Limited English proficiency? We have volunteers and employees who speak other languages.

INSURANCE, BONDING, AND WORKER'S COMPENSATION

- 1. Does your organization have liability insurance coverage? Yes No
\$2,000,000
- 2. If yes, in what amount? _____
- 3. Does your organization pay worker's compensation in accordance with Federal and state laws?
 Yes No N/A
- 4. Does your organization have fidelity bond coverage for principal staff members who handle the organization's accounts? Yes No
- 5. Will vehicles owned by the organization be used in conjunction with the proposed project?
 Yes No
- 6. If yes, what level of liability insurance is maintained on the vehicles? n/a

IX. CONFLICTS OF INTEREST (24 CFR 570.611; 24 CFR 85.36; AND 24 CFR 84.42)

Two sets of conflict of interest provisions apply to activities carried out with CDBG-CV funding. The first set, applicable to the procurement of goods and services by subrecipients (*funded applicants*), is the procurement regulation found in the *Uniform Administrative Requirements, Cost Principles and Audit Requirement for Federal Awards as codified in Title 2, Part 200 of the Code of Federal Regulations*. The second set of provisions is located at 24 CFR 570.611(a)(2).

With respect to procurement activities, the subrecipient must maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts. At a minimum, these standards must:

1. Require that no employee, officer, or agent may participate in the selection, award, or administration of a contract supported by federal funds if a real or apparent conflict would be involved. Such a conflict would arise when any of the following parties has a financial or other interest in the firm selected for an award:
 - An employee, officer, or agent of the subrecipient;
 - Any member of an employee's, officer's, or agent's immediate family;
 - An employee's, agent's, or officer's partner; or
 - An organization which employs or is about to employ any of the persons listed in the preceding sections.
2. Require that employees, agents, and officers of the subrecipient neither solicit nor accept gratuities, favors, or anything of value from contractors or parties to sub-agreements. However, subrecipients may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.
3. Provide for disciplinary actions to be applied for any violation of such standards by employees, agents or officers of the subrecipient.

With respect to all other CDBG-CV-assisted activities, the general standard is that no employee, agent, or officer of the subrecipient who exercises decision-making responsibility with respect to CDBG-CV funds and activities is allowed to obtain a financial interest in or benefit from CDBG-CV activities, or have a financial interest in any contract, subcontract, or agreement regarding those activities or in the proceeds for the activities. Specific provisions include that:

- The requirement applies to any person who is an employee, agent, consultant, officer, or elected or appointed official of the City, a designated public agency, or a subrecipient, and to their immediate family members and business partners.
- The requirement applies to such persons during their tenure and for a period of one year after leaving the grantee or subrecipient organization.
- Upon written request, exceptions may be granted by HUD on a case-by-case basis.

CONFLICT OF INTEREST QUESTIONNAIRE

NOTE: For the purpose of this form, a "covered person" includes any person who is an employee, agent, consultant, officer or elected or appointed official of the City of San Marcos, your organization, or any designated public agency.
CASA of Central Texas, Inc.

Name of Organization: _____

1. Does your organization maintain a written code or standards of conduct that governs the performance of its officers, employees or agents engaged in the award and administration of contracts supported by Federal funds?
Yes No _____ If "No" is checked, please explain how you will comply with this requirement:

2. Are any of your Board Members or employees that are responsible for carrying out this project or members of their immediate families or their business associates also:

- a. Employed by the City of San Marcos? Yes _____ No
- b. Members of or closely related to members of the San Marcos City Council? Yes _____ No
- c. Members of or closely related to an employee of the City of San Marcos? Yes _____ No
- d. Current beneficiaries or related to beneficiaries of the project for which funds are requested?
Yes _____ No

- e. Paid providers of goods or services to the program or having other financial interest in the program or related to such individuals? Yes _____ No

3. For each relationship described above, please answer the following questions: (attach additional page if necessary)

a. Name of employee or official: ^{n/a} _____

- b. Is this person receiving or likely to receive taxable income from your organization?
Yes _____ No _____

- c. Is your organization receiving or likely to receive taxable income from or at the direction of the employee or official AND the taxable income is not from the City of San Marcos?
Yes _____ No _____

- d. Is your organization affiliated with a corporation or other business entity in which the employee or official serves as an officer or director, or holds an ownership interest of 10% or more?
Yes _____ No _____

4. Describe any other affiliation or business relationship that might cause a conflict of interest with respect to CDBG-CV funds and activities.
None.

5. Will any of your organization's employees, officers, board members, or members of their immediate family or business partners have a financial interest in any contract, subcontract, or agreement regarding CDBG-CV funded activities?
Yes _____ No . If yes, please attach an explanation.

X. APPLICANT ASSURANCES AND CERTIFICATIONS

The applicant hereby assures and certifies with respect to this project or program, by the submission of this application, that the following are true statements:

1. It possesses legal authority to apply for the grant and to finance the proposed request; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with the Uniform Administrative Requirements, Cost Principles and Audit Requirement for Federal Awards as codified in Title 2, Part 200 of the Code of Federal Regulations (UAR) and agrees to adhere to the accounting principles and procedures required therein, utilizing adequate internal controls and maintaining necessary source documentation for all costs incurred.
3. If it expends \$750,000 or more of federal funds in a fiscal year, it will comply with the Single Audit Act of 1984.
4. It will comply with the provisions of Executive Order 11988, relating to evaluation of flood hazards, and Executive Order 11990, relating to protection of wetlands. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, and approved December 31, 1976. Section 102(a).
5. It will have sufficient funds available or the ability to obtain the non-federal share of the cost for construction projects. Sufficient funds will be available when construction is completed to assure effective operation and maintenance of the facility for the purposes constructed.
6. It will give the City and the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will cause work on the project to be commenced within a reasonable time after receipt of notification from the City that funds have been approved and that the project will be performed to completion with reasonable diligence.
8. It will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with Title VI of that Act, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives federal financial assistance and will immediately take any measures necessary to effectuate this agreement.
9. It will comply with the requirements of Title II and Title III of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646), which provides for fair and equitable treatment of persons displaced as a result of federal and federally-assisted programs.
10. It will comply with the provisions of the Hatch Act, which limit the political activity of employees.
11. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act as they apply.
12. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the city/federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be utilized in the project is under consideration for listing by the EPA.
13. It will assist the city/federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.).

14. It will comply with Texas Civil Statutes, Article 5996a, by insuring that no officer, employee, or member of the applicant's governing body or of the applicant's contractor shall vote or confirm the employment of any person related within the second degree by affinity or third degree by consanguinity to any member of the governing body or to any other officer or employee authorized to employ or supervise such person. This prohibition shall not prohibit the employment of a person who shall have been continuously employed for a period of two years prior to the election or appointment of the officer, employee, or governing body member related to such person in the prohibited degree.
15. It will insure that all information collected, assembled or maintained by the applicant relative to this project shall be available to the public during normal business hours in compliance with Texas Civil Statutes, Article 6252-17a, unless otherwise expressly provided by law.
16. It will conduct and administer the program in conformity with the Fair Housing Act (42 USC Section 3901 et. Seq.) and that it will affirmatively further fair housing.
17. It will minimize displacement of persons as a result of activities assisted with CDBG-CV funds. In the event that displacement of residential dwellings will occur in connection with a grant-assisted project, it will follow a residential anti-displacement and relocation assistance plan as specified by the City of San Marcos.
18. It certifies that it is not now, nor has it ever been, on the Federal List of Debarred Contractors.
19. It will not attempt to recover any capital costs of public improvements assisted in whole or in part with such funds by assessing any amount against properties owned and occupied by persons of LMI, including any fee charged or assessment made as a condition of obtaining access to such public improvements unless (a) such funds are used to pay the proportion of such fee or assessment that related to the capital costs of such public improvements that are financed from revenue sources other than such funds; or (b) for purposes of assessing any amount against properties owned and occupied by persons of moderate income, applicant certifies that it lacks sufficient funds under this contract to comply with the requirements of clause (a).
20. It agrees to comply with the requirements of Title 24 of the Code of Federal Regulations, Part 570 (the U.S. Housing and Urban Development regulations concerning Community Development Block Grants (CDBG)) including subpart J and subpart K of these regulations, except that (1) the Agency does not assume the recipient's environmental responsibilities described in 24 CFR 570.604 and (2) Agency does not assume the recipient's responsibility for initiating the review process under the provisions of 24 CFR Part 52. Agency also agrees to comply with all other applicable Federal, State, and local laws, regulations, and policies governing the funds provided. Agency further agrees to utilize funds available to supplement rather than supplant funds otherwise available. Agency shall comply with all applicable Federal laws, regulations, and requirements, which include compliance with the provisions of the HCD Act and all rules, regulations, guidelines, and circulars promulgated by the various Federal departments, agencies, administrations, and commissions relating to the CDBG-CV Program. The applicable laws and regulations include, but are not limited to:
 - 24 CFR Part 570;
 - 24 CFR Parts 84 and 85;
 - The Davis-Bacon Fair Labor Standards Act;
 - The Contract Work Hours and Safety Standards Act of 1962;
 - Copeland "Anti-Kickback" Act of 1934;
 - Sections 104(b) and 109 of the Housing and Community Development Act of 1974;
 - Section 3 of the Housing and Urban Development Act of 1968;
 - Equal employment opportunity and minority business enterprise regulations established in 24 CFR part 570.904;
 - Non-discrimination in employment, established by Executive Order 11246 (as amended by Executive Orders 11375 and 12086);
 - Section 504 of the Rehabilitation Act of 1973 Uniform Federal Accessibility Standards;
 - The Architectural Barriers Act of 1968;
 - The Americans with Disabilities Act (ADA) of 1990;
 - The Age Discrimination Act of 1975, as amended;

- National Environmental Policy of 1969 (42 USC 4321 et seq.) as amended;
- Lead Based paint regulations established in 24 CFR Parts 35, 570.608, and 24 CFR 982.401;
- Asbestos guidelines established in CPD Notice 90-44;
- HUD Environmental Criteria and Standards (24 CFR Part 51);
- The Energy Policy and Conservation Act (Public Law 94-163) and 24 CFR Part 39
- Flood Disaster Protection Act of 1973;
- Colorado House Bill 06-1023 and 06-1043;
- Procurement Standards (2 CFR 200.322);
- Rights to Inventions Made Under a Contract or Agreement (37 CFR 401.2 (a));
- Energy Efficiency (2 CRF Part 200 Appendix II); and
- Recycling (2 CFR Part 200 Appendix II).

CERTIFICATIONS REGARDING LOBBYING:

21. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
22. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit standard form – “Disclosure Form to Report Lobbying”, in accordance with its instructions.
23. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
24. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

GENERAL CERTIFICATIONS:

25. The information, exhibits, and schedules contained in this application are true and accurate statements and represent fairly the financial condition of our organization;
26. Our organization is eligible to receive federal funding and has not been placed in a debarred or otherwise ineligible status under the provisions of CFR Part 24;
27. Our organization prohibits discrimination in accordance with Title VI of the Civil Rights Act of 1964; and,
28. Our governing body has duly authorized submission of this document. If funded, we agree to comply with the procedures outlined in the “Playing by the Rules” handbook that will be supplied by the City of San Marcos.

I, the duly authorized representative of the applicant organization, certify that the foregoing statements are true to the best of my knowledge and belief:

CERTIFIED BY:

Signature: Norma C Blackwell Date Signed: 5/18/2020
 Printed Name: Norma Castilla-Blackwell Title: Executive Director
 Organization Name: CASA of Central Texas, Inc.

CASA of Central Texas, Inc.
 Supplementary Answers & Attachments to
 City of San Marcos
 CDBG-CV Application
 May 18, 2020

VI. Line Item Budget / Supplemental Budget Form - Use of Other Resources, p. 15

Funding Source	Amount of Award	Applied for (Date)	Awarded (Date)
Crime Victims Compensation (Texas CASA)	unknown	will apply June 2020	expected 8/1/20
Victim of Crime Act (Texas CASA)	unknown	will apply July 2020	expected 9/1/20
Fundraising Events (ex. CASA Golf Classic)	unknown	ongoing (October 2020)	ongoing (October 2020)
Unrestricted Funds	various	ongoing	ongoing

VIII. Organization Information / Financial Information

Answer to Question #8, p. 18:

PY19-20

COSM-CDBG Public Services, \$50,000: Advocacy Services for Abused Children
 COSM-Human Services, \$17,500: Advocacy Services for Older Youth/PMC

PY18-19

COSM-CDBG Public Services, \$29,810: Advocacy Services for Abused Children
 COSM-Human Services, \$15,000: Advocacy Services for Older Youth/PMC

CASA of Central Texas, Inc.
 Board of Directors

JoAnne C. Germer, President, 512.557.0366
 Frank Pereira, Treasurer, 512.417.4370
 David Pfeiffer, Vice President
 Susie Russell, Past President
 Becky Lake, Secretary
 Hollis Burklund
 Jeffrey Hargis
 Keith Kebodeaux
 A.J. Panebianco
 Whitney Vaughn
 Seth Worley

Description of Employees for COSM-CDBG-CV Services

Robert Edwards, Case Supervisor / Casework Team Lead, was hired by CASA of Central Texas in June 2012 as a Case Supervisor of volunteers serving children from Comal and Hays Counties. He earned a Bachelor of Science degree in Sociology. Prior to joining CASA, he worked as a Program Director for a youth sports league and as a youth counselor and case manager. He has 14 years of field experience.

NEW/VACANT, Case Supervisor - to be hired upon funding award.

Job Descriptions attached.

Analysis of Service Expansion

Please also refer to CASA Program Model/Theory, chart attached.

Program Year	Number of abused and neglected children and youth served by CASA, San Marcos
2009	35
2010	50
2011	42
2012	57
2013	64
2014	81
2015	94
2016	94
2017	105
2018	109
2019	97 (Quarter 2 10/1/19 - 3/31/20)
2020	136 (goal)
CV	+30 (additional increase)

**CASA of Central Texas, Inc.
Logic Model / Program Theory**

Assumptions	Resources/Inputs	Activities	Outputs	Outcomes	Impact
<p>Child abuse and neglect is a community issue and communities will form partnerships to end child abuse.</p> <p>Communities can influence child abuse issues through advocacy in civil proceedings in the child protection court system.</p> <p>Community volunteers can serve as Guardians Ad Litem to represent the children's best interests and advocate for children to be placed in safe and permanent homes.</p>	<p>PEOPLE</p> <ul style="list-style-type: none"> • Volunteer Advocates • Board Members • Professional Staff • Judges • Community Leaders • Social Service Agency Partners <p>FINANCIAL</p> <ul style="list-style-type: none"> • Grants (public, private) • Donations (corporate, individual) • Fundraising (in-house, third party) <p>OPERATIONAL</p> <ul style="list-style-type: none"> • Office building • Equipment/supplies • Insurance • Texas Family Code 	<p>SUPPORTING</p> <ul style="list-style-type: none"> • Advocate supervision (case management, court reports, court/case accompaniment, case research, child welfare system guidance) • Advocate appreciation and recognition (birthday cards, media articles, closed case lunch, annual party) • Fundraising (grant writing, events) • Raise community awareness (media, PR, events, group presentations, individual meetings) <p>TRAINING</p> <ul style="list-style-type: none"> • New advocates – classroom, homework and court observation • Existing advocates – continuing education • Staff – seminars, conferences • Board – on-going <p>RECRUITING</p> <ul style="list-style-type: none"> • Public relations (media, community presentations, street banners, flyers) • Volunteer screening (applications, interviews, CPS and criminal background checks) 	<p>PROVISION OF SERVICES</p> <p>Number and/or Type of:</p> <p>Key Indicators</p> <ul style="list-style-type: none"> • Cases assigned (client intake/judicial appointments) • Children served • Total advocates • New advocates activated • Cases closed (reunification, placement w/ relatives, adoption, emancipation) <p>Additional Outputs</p> <ul style="list-style-type: none"> • Outreach activities • Individuals reached • Applications received • Interviews held • Classes offered • Hours completed • Court reports filed • Volunteer contacts with children • Court accompaniment • Case meetings attended • Closed case lunches • Appreciation events/activities • Advocates retained • Staff retained • Grant applications • Donation dollars received • Fundraising events • Dollars raised • Annual budget dollars (% direct service, administration, fundraising) 	<p>Abused and neglected children fare better while involved in the child protection court system.</p> <p>Child protection court system is provided with best interest recommendations and testimony.</p> <p>Children are placed in safe and permanent homes.</p>	<p>Children are free of abuse and neglect.</p> <p>The child abuse cycle is broken.</p>

CASA of Central Texas, Inc.

Governing Board Resolution

WHEREAS, the Executive Committee of the Board of Directors of CASA of Central Texas, Inc. finds it in the best interest of the residents of Caldwell, Comal, Guadalupe and Hays Counties, that CASA of Central Texas, Inc. be operated for 2020-2021; and

WHEREAS, the Executive Committee of the Board of Directors of CASA of Central Texas, Inc. agrees that in the event of loss or misuse of the City of San Marcos CDBG-CV funds, the Executive Committee of the Board of Directors of CASA of Central Texas, Inc. assures that the funds will be returned to the City of San Marcos in full; and

WHEREAS, the Executive Committee of the Board of Directors of CASA of Central Texas, Inc. designates Norma Blackwell, Executive Director, as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

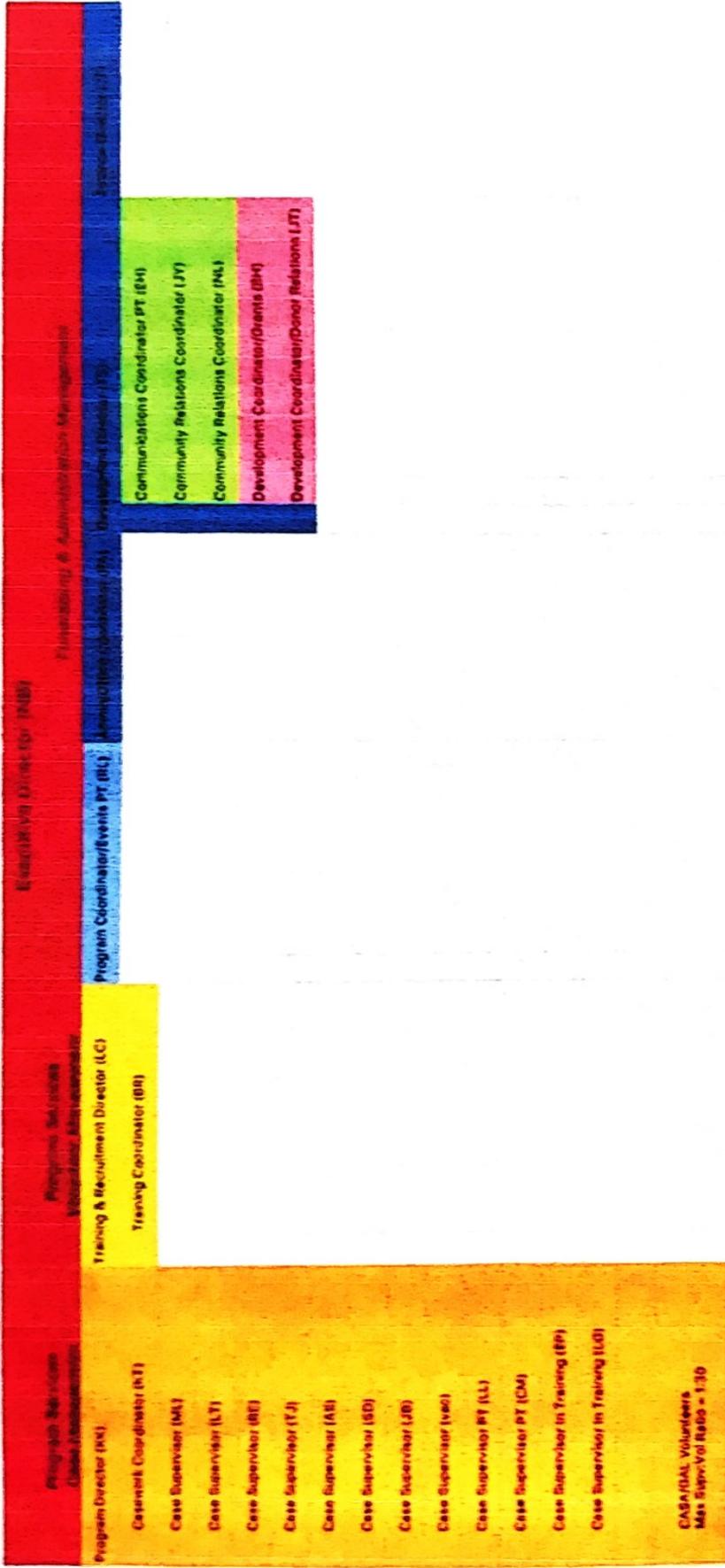
NOW THEREFORE, BE IT RESOLVED that the Executive Committee of the Board of Directors of CASA of Central Texas, Inc. authorizes submission of the grant application from CASA of Central Texas, Inc. to the City of San Marcos for CDBG-CV Funding.

Signed by:

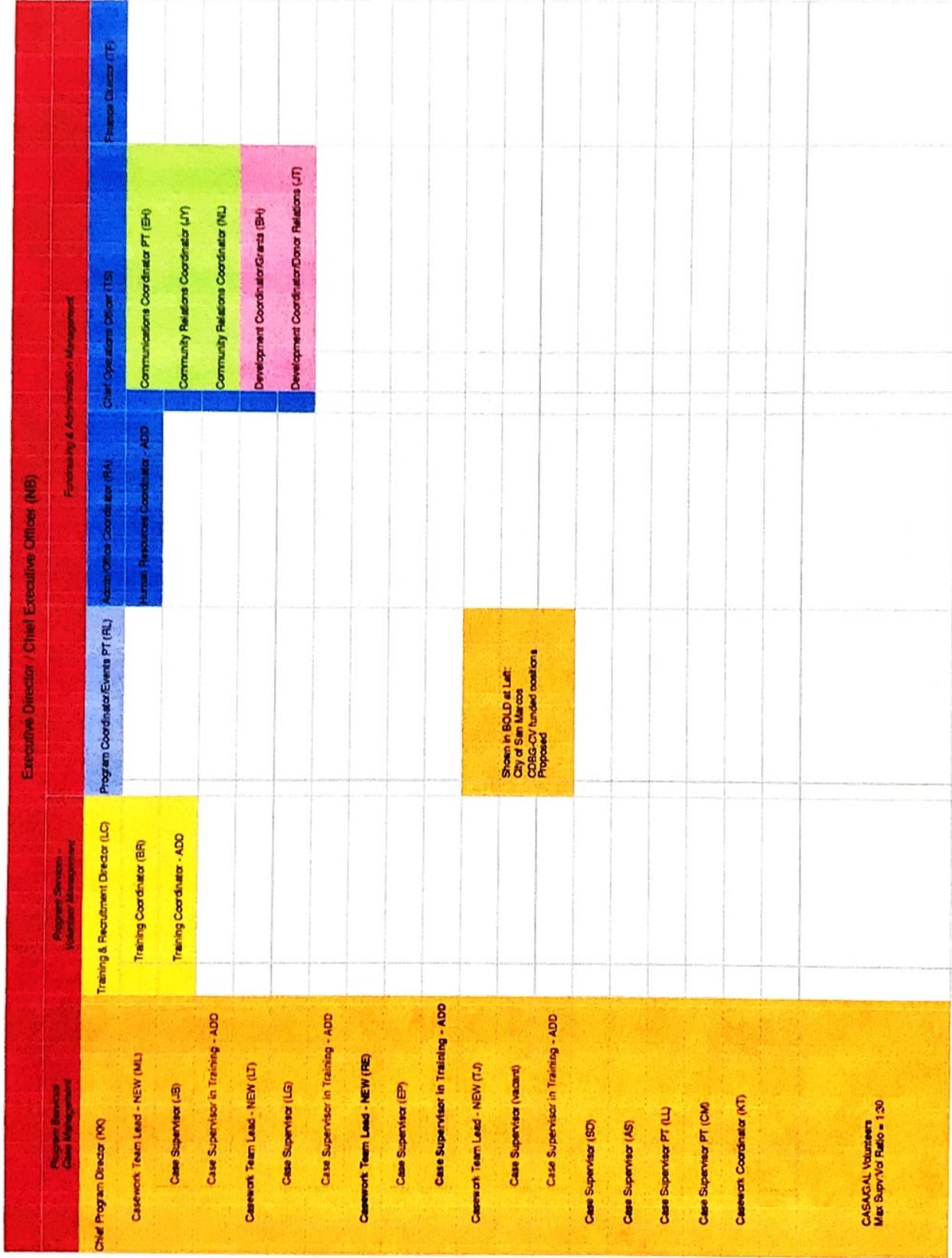
Joanne Gorman

Passed and approved this 18th day of May 2020.

CASA of Central Texas - Organization Chart - 2/1/2020



CASA of Central Texas - Organization Chart - Proposed 2020-2022



CASA of Central Texas, Inc.

Job Description for Casework Supervisor

Classification: Exempt
Reports to: Program Director and/or Casework Team Lead

Summary of Responsibility:

- ◆ Supervision of volunteer child advocates
- ◆ Maintain child advocate records – participates in case staffings, assists placement options, participates in program evaluation, attends court hearings and provides supervision in filing court reports
- ◆ Coordinate child and child advocate contacts – coordinates all professional contacts; provides information regarding community resources, attends and moderates training sessions for child advocates
- ◆ Maintains statistical case information

Essential Job Functions and Standards:

A. Case Management

1. Knowledge of child placement options, levels of care and Department Family and Protective Services (DFPS) policies and procedures.
2. Ability to clearly convey and interpret information to others in a clear manner, both orally and in writing.
3. Ability to work under time constraints and maintain effective job performance.
4. Ability to identify problems in both case management and volunteer coordination and plan corrective action.
5. Ability to make decisions independently in a consistent and timely manner.
6. Carries a caseload of no fewer than 25-30 cases as assigned by a district judge.
7. Coordinates casework responsibilities including family and child contacts, professional contacts, transportation, support services, linkage to community resources, court report monitoring, appearances at hearings and maintenance of case and child advocate volunteer files.
8. Attend court hearings and staffing's with child advocate.
9. Provides notification of meetings and court hearings to child advocates.
10. Provides timely, accurate reports for submission to the court and to other involved parties.
11. Maintains up-to-date case files, including progress notes, reports and motions, correspondence, etc.
12. Maintains case and child advocate statistics for funding and statistical reporting.

13. Maintains and fosters congenial relationships with other professionals.
14. Evaluates child advocate case activity and performance.

B. Miscellaneous

1. Participates in new child advocate training sessions.
2. Participates in ongoing continuing education opportunities (in-services).
3. Attends community meetings as agreed upon by Program Director and Executive Director.
4. Assists in program development.
5. Provides input for monthly newsletter.
6. Maintains a professional, organized environment in the daily operation of the CASA office.
7. Completes special projects and tasks as assigned.
8. Has working knowledge of computers and software.
9. Anything else the Executive Director deems necessary

- C.** Able and willing to initiate and coordinate additional areas of responsibility including, but not limited to, such activities as volunteer appreciation, in-service training, new advocate training, statistics, volunteer recruitment and participation on board committees.

Qualifications: **B.S. in Social Work or Equivalent**
Experience in providing casework services; experience in
volunteer supervision.

Knowledge

Customer and Personal Service — Knowledge of principles and processes for providing personal services. This includes needs assessment, meeting quality standards for services, and evaluation.

Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, interests; and learning and motivation.

Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.

Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Skills

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Speaking — Talking to others to convey information effectively.

Time Management — Managing one's own time and the time of others.

Coordination — Adjusting actions in relation to others' actions.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Management of Personnel Resources — Motivating, developing, and directing people as they work, identifying the best people for the job.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Abilities

Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.

Oral Expression — The ability to communicate information and ideas in speaking so others will understand.

Speech Clarity — The ability to speak clearly so others can understand you.

Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.

Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong.

Speech Recognition — The ability to identify and understand the speech of another person.

Written Comprehension — The ability to read and understand information and ideas presented in writing.

Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

Written Expression — The ability to communicate information and ideas in writing so others will understand.

Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

I have reviewed and understand the above job description and believe it to be accurate and complete. I also agree that CASA of Central Texas retains the right to change this job description at any time.

_____ I have the ability to perform the essential functions of the job with or without a reasonable accommodation.

_____ I cannot perform the essential functions of the job with or without a reasonable accommodation.

Casework Supervisor

DATE

Executive Director

DATE

**CASA of Central
Texas
Job Description**

Job Title: Advocacy Program Manager (Casework Team Lead)
Date: May 7, 2020 (New)
Reports To: Program Director / Chief Program Officer
FLSA Status: Full Time, Exempt. Starting salary: \$55,000

About CASA

CASA (Court Appointed Special Advocates) of Central Texas speaks up for children who've been abused or neglected by empowering our community to volunteer as advocates for them in the court system.

When the state steps in to protect a child's safety, a judge appoints a trained volunteer advocate to make independent and informed recommendations in the child's best interest. Created in 1985, CASA of Central Texas is one of the top ten CASA programs in the nation.

We operate with...

Integrity we are committed to the best interest of the people we serve and of the organization we represent. We approach people and challenges with honesty, trustworthiness and openness. **Excellence** We strive for continuous improvement, to be the best we can be, individually and collectively. We are accountable. **Action** We get things done. We are determined, creative, strategic and goal-oriented. We persevere. **Empowerment** We build resilience in each other to succeed in this rigorous work. We are empowered when we demonstrate the courage of our convictions. We empower others when we listen and respect their thoughts, opinions and feelings. **Inclusion**: We are stronger as a group when diversity and uniqueness are valued. We strive for equity. **Generosity**: We assume the best about each other's intentions. We speak of others with kindness and treat one another with care and compassion. **Hope**: We remember that good can arise from difficulty and we look for optimism. We believe in the power of one person to change another's life for the better.

Join us!

General Summary

The Advocacy Program Manager will lead a team of Child Advocacy Specialists (CASs) and oversee all of their work directly serving CASA's mission, ensuring that highly qualified staff are providing effective support to volunteers offering quality advocacy in the best interest of children to whom CASA is appointed by the courts. The Advocacy Program Manager provides motivation, empowerment, guidance and supervision to their CASs on cases while ensuring accountability for meeting CASA of Central Texas values, policies and standards for volunteer and case management. The Advocacy

Program Manager will fulfill the performance standards of Texas and National CASA, complying with the statutory obligations of guardian ad litem and meeting or exceeding the expectations of the Comal County courts. The Advocacy Program Manager must have a proven record of exercising cultural competency in his/her interaction with children and families, as well as knowledge of child welfare policy and legal procedure.

Essential Responsibilities and Duties

1. Leadership and Staff Management

The Advocacy Program Manager supervises a team of CASs ensuring that Texas and National CASA policies and standards are met. The Advocacy Program Manager assists the Senior Director of Advocacy in carrying out the mission and vision of CASA through effective advocacy for the best interest of children.

- Provides coaching, motivation, mentoring and recognition of direct reports (CASs) in order to address volunteer management (including volunteer retention), case management, and data expectations. Works collaboratively with the Volunteer Retention Manager to ensure completion of all new CASs on boarding and training.
- Assumes responsibility for ensuring coverage at specific hearings and observes the courtroom presentations of CASA Advocates and CASs. Records feedback as needed and communicates with the appropriate CAS.
- Shadows each CAS assigned in the field, as well as in court.
- Works collaboratively as part of the Program Leadership Team, helping other team members resolve conflict when needed.
- Reviews and signs court reports in conjunction with other Advocacy Program Managers and the Senior Director of Advocacy ensuring the timeliness and consistent quality of all CASA court reports.

2 Case Management and Evaluation

Advocacy Program Manager will coordinate assignment of all new cases to CASs as CASA receives appointments from the court and/or as cases complete the Early Family Engagement process.

- In overseeing the case management of their teams, or in managing cases themselves when necessary, the Advocacy Program Manager will ensure that the goal of safe and expeditious permanency for children is always in focus.
- The Advocacy Program Manager will ensure that all case management activities, theirs or their team's, meet or exceed Texas CASA and National CASA standards and fulfill CASA's obligations as guardian ad litem under Texas law as well as the expectations of Travis County judges.
- The Advocacy Program Manager will collaborate with the Chief Program Officer, Senior Director of Advocacy, Associate Director of Advocacy, data & evaluation team, and others as appropriate, to develop appropriate programmatic outcome measures based on CASA's mission, vision and strategic goals and to ensure that indicators of those outcome measures are consistently tracked.
- The Advocacy Program Manager will assist the Senior Director of Advocacy with program development, evaluation and improvement by compiling and analyzing monthly reports from Optima, and submitting them to the Senior Director of Advocacy for continued monitoring of compliance with minimum standards and best practice expectations.

3 Community Awareness & Partnerships

The Advocacy Program Manager builds effective relationships internally and externally and will serve as an official representative of CASA in a wide variety of settings.

- Maintains effective relationships with CASs, volunteers, lawyers, caseworkers and other stakeholders in the Comal County child welfare system.
- Assists in problem solving with external stakeholders on case-specific and/or systemic challenges that arise.
- Supports the Executive Director and Program Leadership team, as needed, in building relationships with donors, grantors and governmental funders.

4 Other duties as assigned.

Knowledge, Skills and Experience

Required:

- 1 At least five years experience in child welfare or related field.
- 1 A minimum of a Bachelor's degree required. CASA of Central Texas welcomes employees from diverse educational backgrounds and degree programs
- 1 Demonstrated initiative to identify and solve problems creatively and effectively, prioritizing the needs of the child, volunteer and/or organization.
- 1 Demonstrated passion for CASA's mission.
- 1 Demonstrated ability to contribute to a climate where people are motivated to do their best and manage conflict effectively.
- 1 Demonstrated ability to hold self and volunteers accountable to performance standards.
- 1 Demonstrated understanding of child and family advocacy issues that exist in the Texas child welfare system.
- 1 Demonstrated ability to work under time constraints, be goal-oriented and maintain productive and effective relationships with staff, volunteers and community supporters.
- 1 Demonstrated excellence in communication, both written and oral.
- 1 Demonstrated commitment to the values of diversity and inclusion.
- 1 Demonstrated integrity, honesty and ethical conduct.

Preferred:

- 1 Advanced degree, such as a Master's degree.
- 1 At least two years experience at CASA of Central Texas.
- 1 Spanish/English fluency.

Physical Requirements and Work Environment

The Advocacy Program Manager will be expected to have daily transportation to attend court hearings, staffings, visitations, fundraising events, etc. The position requires a flexible schedule as visits with Advocates may occur in the evenings or on weekends. He/she will spend some time in the office that could involve intermittent physical activities including bending, reaching, sitting and walking during working hours. Additionally it is anticipated that the person may spend several hours of each day seated at a PC. Reasonable accommodations may be made to enable a person with physical disabilities to perform the job.