

All questions marked with a  must be answered once for each county for which a proposal is submitted, with the exception of the five boroughs of New York City which will be treated as a single entity. Be sure to indicate for which county you are answering. Suggested **maximum** page lengths per question are in parenthesis after each question.

Organizational Capacity:

1. Describe your agency's mission and how the administration of a local CASA program is in alignment with that mission. Describe how your organization makes a difference in the lives of children and families. (1/2 page)
2. Briefly explain how the organization's strategic plan was created and how that plan supports the maintenance and development of a CASA program in the designated county(ies). Include a copy of your strategic plan in Appendix D. If your organization does not have a strategic plan, please explain. (1/2 page)
3.  Briefly explain how the organization's resource development plan was created and how that plan supports the maintenance and development of a CASA program in the designated county(ies). Include a copy of your resource development plan in Appendix D. If not detailed in the attached, include the planned role for CASA staff in fundraising, if any. If your organization does not have a resource development plan, please explain. (1/2 page)
4.  Describe the facilities (i.e., physical spaces) that are available for the operation of the CASA program in the county(ies) for which proposer is applying. For each proposed office, identify the following: (a) the number of program staff who will work at the office; (b) the availability of training facilities; (c) the degree to which the organization will need to furnish the proposed office; (d) the courts the office is designed to serve; and (e) the accessibility of the office to individuals with disabilities. (1/2 page)
5.  Discuss (a) how the organization will use technological components – computers, internet and website – to adequately support the CASA program in the county(ies) for which proposer is applying; (b) the organization's capacity to resolve computer related issues; and (c) the organization's data backup protocols. (1/2 page)
6. Describe the mechanisms your agency will use to monitor the effectiveness of the CASA program(s) during the contract period in the county(ies) for which proposer is applying. These can include, but are not limited to: volunteer and stakeholder surveys, focus groups, regular meetings with court staff to assess program effectiveness, and other mechanisms. Please do not include the National CASA self-assessment in your reply. (1 page)

7. Describe your agency's current involvement in child welfare-related collaboratives in the county(ies) for which proposer is applying, the general membership of those collaboratives, and their intended purpose. If your agency participates in child-welfare collaborative at the regional or state level, please include. If your agency does not participate in formal collaboratives, describe other efforts that indicate ability to work in partnership with local child welfare stakeholders. (1/2 page)
8. Describe how the confidentiality of files will be maintained within your agency, including both paper and electronic files. Describe how staff and volunteers will be made aware of confidentiality requirements regarding discussing case specifics with individuals involved in the case and with external entities. (1/2 page)
9. Describe the practice by which your agency will recruit, hire, train and supervise staff, including what methods you will utilize to encourage and maintain a diverse and culturally competent workforce and environment. (1 page)
10. Describe the organization's capacity to administer the CASA program in the proposed county(ies), including the proposed supervisory structure. In Appendix D, attach an organizational chart including all current and proposed CASA staff and attach job descriptions for all proposed CASA staff, including qualifications for the position and number of staff and/or volunteers each supervises. (1 page)
11. Provide a detailed plan to recruit, train, utilize, supervise, develop and retain a diverse and culturally competent panel of CASA volunteers. If an alternative to the National CASA volunteer model is being proposed, describe how your agency will ensure the provision of culturally competent child advocacy in the designated county(ies). (1 page)
12. Please indicate the number of volunteers you expect to assign during the first three calendar years of the proposed contract period, 2010 through 2012, as well as their proposed hours and the number of children you expect to serve. Replicate this chart for each proposed county of service. (1/2 page)

| | 2010 | 2011 | 2012 |
|-------------------|------|------|------|
| Active Volunteers | | | |
| Volunteer Hours | | | |
| Children Served* | | | |

13. Please complete the grid with information about the CASA volunteers you expect to assign during 2010 by county. Replicate this chart for each proposed county of service. For each box, please include both total numbers and percentages. (1 page)

| Gender | Ethnicity | Age |
|--------|-----------|-----|
| | | |

| | | | | | |
|--------|-------|--------------------|-------|----------|-------|
| Male | / % | African American | / % | Under 20 | / % |
| Female | / % | Asian American | | 20-29 | / % |
| Total | /100% | Caucasian | / % | 30-39 | / % |
| | | Hispanic/Latino | / % | 40-49 | / % |
| | | Native American | / % | 50-59 | / % |
| | | Multi or Bi-racial | / % | 60* | / % |
| | | Other | | | |
| | | Total | /100% | Total | /100% |

14. Describe your agency's governing Board of Directors. Attach (Appendix D) a list of all members and their external affiliations. Provide the following information: (a) the number of times per year that your Board met in fiscal year 2008-09 and dates of those meetings; (b) the number of those meetings during which a quorum was present; (c) the mechanisms the board uses to recruit and maintain diversity in its membership; (d) the percentage of the board that annually contributes financially to support the agency's mission; (e) the mechanism the board uses to evaluate performance of the executive director/ chief executive officer. Include the relationship of the Board of Directors' to the CASA Program Advisory Committee, if applicable. (CASA programs sited in multi-program agencies are required by court rule to have an Advisory Committee with sole responsibility for monitoring the program). Attach, in Appendix D, a list of all members of the Advisory Committee, if one exists, and their external affiliations. Include the number of times per year the Advisory Committee meets. (1 page)

15. Describe the process by which the Board of Directors and Advisory Committee, if applicable, monitor the operation and quality of the CASA program. (1/2 page)

16. Describe your current status regarding affiliation with National CASA. If you are currently a local program member in good standing, indicate when your organization most recently successfully completed its National CASA self-assessment. If a recent self-assessment (in the past two years) indicated areas that needed correction, please indicate the steps you are taking to make those corrections. If you are not a current local program affiliate of National CASA, please indicate what steps you will take to achieve that status. National CASA program standards are available at:

http://www.casenet.org/program-management/standards/0605_standards_for_local_programs_0053.pdf

Information about program membership with National CASA is available at:

www.casenet.org/program-services/membership/index.htm

If you are proposing an alternative to the National CASA model, skip to question 17. (1/2 page)

17. If your organization seeks to provide advocacy for children in Family Court child welfare cases that differs from the National CASA model, please detail the child advocacy services you intend to provide. (1 page)

Budget. This series of questions corresponds to Appendix C, in which proposers are required to submit a proposed budget for the CASA program for the first 12 months of the contract term (January 1, 2010 through December 31, 2010). (Appendix C). The multi-tab Excel document created for this purpose also requires multi-county proposers to allocate expenses by county on Tab 12.

B1. If indirect / administrative cost percentages are included, please describe the method or basis for allocation. (Indirect costs are those that benefit more than one program and, therefore, are shared. They include general maintenance and operation expenses, general office and administrative expenses, general overhead, etc. Some common methods of allocating indirect costs are based upon time, space, units of service, or percentage of funding.) (1/2 page)

B2. Describe your agency's internal controls procedure. (Internal controls procedures are systematic methods such as reviews, checks and balances instituted by an organization to conduct its business in an orderly and efficient manner; safeguard its assets and resources; deter and detect errors, fraud and theft; ensure accuracy and completeness of accounting data; produce reliable and timely financial and management information; and ensure adherence to agency policies and plans.) (1/2 page)

B3.  Complete the following chart indicating the mix of revenue sources intended to supplement UCS funding for the CASA program over the first two calendar years of the contract period. If a current provider of CASA program services in the designated county(ies), include the mix of revenue sources the program utilized for calendar year 2008. (1 page)

| | 2008 (if applicable) | 2010 | 2011 |
|----------------------------|----------------------|------|------|
| United Way | | | |
| Interest on Lawyer Account | | | |
| County Funding | | | |
| National CASA grants | | | |
| Other Federal Funding | | | |
| Other State Funding | | | |
| Private Foundation Grants | | | |
| Individual Donations | | | |
| Other Fundraising Efforts | | | |
| Total | | | |

B4. (a) Describe the procedure by which the board reviews and approves the agency's annual budget and how spending is monitored by the board throughout

the year. (b) Describe the role the CASA Program Director has/will have in the creation and monitoring of the program budget. (1/2 page)