

**APPLICATION FOR
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT PROGRAM
--2014 Program Year Funding --**

ACTIVITY NAME: Saratoga Mentoring Program
 APPLICANT: Catholic Charities of Saratoga, Warren & Washington Counties
 MAILING ADDRESS: 142 Regent Street
Saratoga Springs, NY ZIP: 12866
 PHONE: 518-587-5000 FAX: 518-587-3127 EMAIL: ccommins@catholiccharitiessww.org
 CONTACT PERSON: Sister Charla Commins TITLE: Executive Director

APPLICANT (SELECT 1): City Department Private non-profit organization Other Public Agency

 (List Dept.) (List Federal ID #) (Specify)

 096930052
 (DUNS #)

NATIONAL OBJECTIVE (select 1):

<u>"Benefit persons of Low/moderate income"</u>	<u>"Address slum/blight Conditions"</u>	<u>"Urgent CD Need"</u>
<input type="checkbox"/> L/M Income Area Benefit	<u>"N/A" Slum/blighted Area</u>	<u>"N/A" Urgent Need</u>
<input type="checkbox"/> L.M Income Limited Clientele Activities	<input type="checkbox"/> Slum/blighted Spot Basis	
<input type="checkbox"/> L/M Income Housing Activities	<u>"N/A" Urban Renewal Completion</u>	
<input type="checkbox"/> L/M Income Job Creation/Retention		

REQUESTED ENTITLEMENT FUNDING: \$ 20,000
 Funding Leveraged from Other Sources: \$ 92,646
 Total Activity Cost: \$ 112,646

Proposal Abstract - please provide a *brief* overview of your proposal including the number of persons that will be served with this grant in the space below:

The Saratoga Mentoring Program is a community-based prevention/diversion program which develops mentoring relationships between at-risk youth and caring adults. The modeling behaviors of the mentors will foster social, emotional and academic competence and enhance future employment opportunities. The positive mentor/mentee relationship will stimulate personal growth and healthy self images thus lowering the probability of future involvement with the juvenile justice system. The families of the youth will also be engaged so that the entire family system will be strengthened through counseling, advocacy and various other program opportunities. One hundred youth and fifty family members will be served through the Mentoring Program.

Sister Charla Commins
 (Authorized Signature)
 Sister Charla Commins
 (Typed or Printed Name)

Executive Director
 (Title)
January 17, 2014
 (Date)

Please respond in writing to each of the following (add additional pages as necessary):

(ATTACHMENT 1)

Program Operating Budget

(Entitlement Grant + Leveraged Funds = Total Activity Cost)

	ENTITLEMENT GRANT	Leveraged Funds*	Total Activity Cost	*Source of leveraged Funds and In-Kind Services
PERSONNEL				
Salaries	20,000	46,996	66,996	Contributions, Catholic Charities, Saratoga County OCFS & United Way
Fringe	0	21,021	21,021	Contributions, Catholic Charities
Other (consultants, etc.)	0	1,000	1,000	Contributions, Catholic Charities
<i>Subtotal</i>	20,000	69,017	89,017	

OVERHEAD				
Background Checks	0	245	245	
Program Supplies	0	6,090	6,090	Catholic Charities
Rent & Utilities	0	9,608	9,608	Contributions & Catholic Charities
Postage	0	292	292	Contributions & United Way
Telephone	0	2,000	2,000	Contributions & Catholic Charities
Travel	0	880	880	Contributions & Catholic Charities
Conferences	0	500	500	Contributions & United Way
Equip. Maintenance	0	1,002	1,002	Contributions & Catholic Charities
Adm. Charges	0	2,812	2,812	Catholic Charities
Audit Expense	0	200	200	Catholic Charities
<i>Subtotal</i>	0	23,629	23,629	

TOTAL COST	20,000	92,646	112,646
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(ATTACHMENT 2)

CONSTRUCTION / SITE DEVELOPMENT BUDGET

(Entitlement Grant + Leveraged Funds = Total Activity Cost)

	ENTITLEMENT GRANT	Leveraged Funds*	Total Activity Cost	*Source of leveraged Funds and In-Kind Services
PRECONSTRUCTION				
Legal				
Engineering				
Architectural/Design				
Fees and Permits				
<i>Subtotal</i>				

DEVELOPMENT				
Relocation				
Site Preparation				
Construction - materials				
Construction - labor				
Construction Financing				
Other - (explain)				
<i>Subtotal</i>				

TOTAL COST			
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OFFICE OF MANAGEMENT AND BUDGET (OMB) CIRCULAR A-133
MONITORING OF FEDERAL FINANCIAL ASSISTANCE TO SUBRECIPIENTS

ORGANIZATION: Catholic Charities of Saratoga, Warren and Washington Co.
MAILING ADDRESS: 142 Regent St., Saratoga Spgs., NY 12866
FEDERAL ID #: 14-1340033 PHONE: 587-5000 FAX: 587-3127
DUNS #: 14-853-6790

1. Please identify your fiscal year (mth/yr to mth/yr): 7/13 - 6/14

Please identify below the funding received during your last fiscal year:

2. Community Development Block Grant Entitlement Funding (CDBG):

CDBG Activity Name: Saratoga Mentoring Program

CDBG Funding Program Year: 7/1/14-6/30/15 CDBG Funding Amount: \$20,000

3. Other Federal Financial Awards (cash & non-cash):

GIVE NAME & CATALOG OF FEDERAL FINANCIAL ASSISTANCE (CDFA) #	AMOUNT OF AWARDS
See Attached	

4. During your last fiscal year, has your organization expended more than \$500,000 in total federal financial awards (incl. CDBG & all other federal assistance)? YES * NO

* If "yes", include a copy of your latest Single Audit Report with this completed and signed form as part of your application. If you answered "no", please complete, sign and return this form.

5. Are you aware of any financial audit violations, findings or questioned costs relating to any activity funded with federal financial assistance? YES * NO

* If "yes", please describe: _____

6. Other Saratoga County Awards (cash & non-cash):

IDENTIFY PROGRAM NAME & YEAR OF AWARD	IDENTIFY AMOUNT OF CO. AWARDS
Saratoga County Office of Children and Family Services - 2013	\$9,860

Austin Charles Cammin
Authorized Signature

January 17, 2014
Date

CATHOLIC CHARITIES OF THE DIOCESE OF ALBANY, INC.

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2013

Federal Grantor/ Pass Through Grantor/ Program Title	Catholic Charities Agency-Recipient	Federal CFDA Number	Pass-Through Entity Identification Number	Federal Expenditures
United States Department of Agriculture (U.S.D.A.)/ New York State Department of Health/ Special Supplemental Nutrition Program for Women, Infants, and Children	CCCG	10,557	C-012305	\$ 2,609,602
Child and Adult Care Food Program	CCDO	10,558	2033	123,375
Child and Adult Care Food Program	CMS	10,558	2530	23,216
Child and Adult Care Food Program	CCSSS	10,558	2543	6,326
Child and Adult Care Food Program	CCCO	10,558	2191	22,890
Child and Adult Care Food Program	CCScho	10,558	2367	4,642
				<u>180,449</u>
WIC Farmers' Market Nutrition Program	CCCG	10,572	NA	<u>13,124</u>
New York State Department of Education/ School Breakfast Program	CCSWW	10,553 >	709200	<u>3,349</u>
National School Lunch Program	CCSWW	10,555 >	709200	2,749
National School Lunch Program	CCSWW	10,555 >	709200	1,135
				<u>3,884</u>
New York State Summer Food Service Program for Children/ Summer Food Service Program for Children	CCCO	10,559 >	NA	<u>14,614</u>
Hunger Solutions of NYS State Administrative Matching Grants for the Supplemental Nutrition Assistance Program	CCH	10,561 ^	NA	32,994
State Administrative Matching Grants for the Supplemental Nutrition Assistance Program	CCSSS	10,561 ^	C-012407	72,946
State Administrative Matching Grants for the Supplemental Nutrition Assistance Program	CCCG	10,561 ^	NA	61,807
				<u>167,747</u>
Total United States Department of Agriculture				<u>2,992,769</u>
Department of Health and Human Services/ Herkimer County Office for the Aging/ Centers for Medicare and Medicaid Services (CMS) Research, Demonstrations and Evaluations	CCH	93,779	NA	<u>34,134</u>
Schenectady County Office for the Aging/ Special Programs for the Aging - Title III Part B - Grants for Supportive Services and Senior Centers	CCSSS	93,044 *	NA	<u>142,643</u>
Special Programs for the Aging - Title III, Part C - Nutrition Services	CCSSS	93,045 *	NA	202,960
Special Programs for the Aging - Title III, Part C - Nutrition Services	CCSSS	93,045 *	NA	93,385
				<u>296,345</u>
Nutrition Services Incentive Program	CCSSS	93,053 *	NA	<u>75,825</u>
Albany County Office for the Aging/ National Family Caregiver Support, Title III, Part E	CCCare	93,052	72030-652,656	39,716
Rensselaer County Unified Family Services Department for the Aging/ National Family Caregiver Support, Title III, Part E	CCCare	93,052	72030-652,656	5,990
Schenectady County Senior and Long Term Care Services/ National Family Caregiver Support, Title III, Part E	CCCare	93,052	72030-656	7,045
				<u>52,750</u>
Administration for Children & Families Transitional Living for Homeless Youth	CMS	93,550	NA	<u>133,629</u>
New York State Office of Children and Family Services/ Family Violence Prevention and Services	CCSWW	93,671	C025334	35,443
Family Violence Prevention and Services	CCH	93,671	NA	35,235
Family Violence Prevention and Services	CCScho	93,671	C0235338	35,235
Family Violence Prevention and Services	CCFM	93,671	C023517	34,551
				<u>140,464</u>
New York State Office of Children and Family Services/ Basic Center Grant	CCH	93,623	NA	<u>128,805</u>
New York State Office of Children and Family Services/ Community-Based Child Abuse Prevention Grants	CCFM	93,590	C023888	24,244
Community-Based Child Abuse Prevention Grants	CCFM	93,590	C026564	67,396
				<u>91,640</u>

(continued)

CATHOLIC CHARITIES OF THE DIOCESE OF ALBANY, INC

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (CONT.)
FOR THE YEAR ENDED JUNE 30, 2013

Federal Grantor/ Pass Through Grantor/ Program Title	Catholic Charities Agency-Recipient	Federal CFDA Number	Pass-Through Entity Identification Number	Federal Expenditures
Department of Health and Human Services/ -Continued				
Otsego County Department of Social Services/ Child Care and Development Block Grant	CCDO	93.575 \$	NA	76,605
New York State Department of Health and Human Services/ Child Care and Development Block Grant	CCDO	93.575 \$	C004822	33,244 109,849
New York State Office of Children & Family Services/ Temporary Assistance for Needy Families	CCCG	93.558 ~	C025942	91,031
Temporary Assistance for Needy Families	CCCO	93.558 ~	C023940	97,069
Temporary Assistance for Needy Families	CCCare	93.558 ~	72050-656	80,547 268,647
The Research Foundation of the State University of New York/ Social Services Research and Demonstration	CCDO	93.647	R02611	750
New York State Coalition Against Domestic Violence/ Injury Prevention and Control Research and State and Community Based Programs	CCSWW	93.136	1US4/CE001530-03	49,852
Health Research Institute/ HIV Care Formula Grants	CCAIDS	93.917	3944	168,600
Health Research Institute/ HIV Prevention Activities - Health Department Based	CCAIDS	93.940	3741	25,689
New York State Office of Mental Health Mental Health Disaster Assistance and Emergency Mental Health	CCCO	93.982	NA	198,037
Total Department of Health and Human Services				1,917,659
Department of Housing and Urban Development/ Catholic Charities USA/ Housing Counseling Assistance Program	CCCO	14.169	NA	37,031
Albany Community Development Agency/ Community Development Block Grant/Entitlement Grants	CCHO	14.218 #	B-05-MC-360100	23,303
City of Albany/ Community Development Block Grant/Entitlement Grants	CCCO	14.218 #	B98MC360100	6,022
City of Troy/ Community Development Block Grant/Entitlement Grants	CCCO	14.218 #	NA	9,505
City of Saratoga Springs/ Community Development Block Grant/Entitlement Grants	CCSWW	14.218 #	04-01	10,000 48,830
City of Albany/ Emergency Solutions Grant Program	CCHO	14.231	S-01-MC-36-0001	43,879
Office of Community Planning and Development/ Supportive Housing Program	CCHO	14.235	NY0768B2C031000	215,896
Supportive Housing Program	CCHO	14.235	NY0776B2C121000	32,118 248,014
Total Department of Housing and Urban Development				377,754
Department of Justice/ Violence Against Women Office/ Legal Assistance for Victims	CCSWW	16.524	14-1338448	2,771
New York State Crime Victims Board/ Crime Victim Assistance	CCFM	16.575	C301016	189,311
Crime Victim Assistance	CCH	16.575	C-401015	52,542
Crime Victim Assistance	CCScho	16.575	C501020	43,714
Crime Victim Assistance	CCSWW	16.575	C-501019	146,525 432,092
New York State Division of Criminal Justice Services/ Violence Against Women Formula Grants	CCH	16.588	NA	38,509
Violence Against Women Formula Grants	CCScho	16.588	T559441	30,752
Violence Against Women Formula Grants	CCFM	16.588	C549836	32,360
Violence Against Women Formula Grants	CCSWW	16.588	C550141	30,792 132,413
Total Department of Justice				567,276

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CATHOLIC CHARITIES OF THE DIOCESE OF ALBANY, INC

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (CONT.)
FOR THE YEAR ENDED JUNE 30, 2013

Federal Grantor/ Pass Through Grantor/ Program Title	Catholic Charities Agency-Recipient	Federal CFDA Number	Pass-Through Entity Identification Number	Federal Expenditures
Corporation for National and Community Services (CNS)/ Retired and Senior Volunteer Program	CCH	94.002	01BRANY170	<u>49,044</u>
Total Corporation for National and Community Services (CNS)				<u>49,044</u>
Department of Homeland Security (DHS)/ Emergency Food and Shelter National Board Program	CCH	97.024	LRO-001	3,828
Emergency Food and Shelter National Board Program	CCCO	97.024	275-779-226-311	3,713
Emergency Food and Shelter National Board Program	CCFM	97.024	620000-009	7,815
Emergency Food and Shelter National Board Program	CCSWW	97.024	27-6256-00	1,156
Emergency Food and Shelter National Board Program	CCSWW	97.024	27-6290-00	672
Emergency Food and Shelter National Board Program	CCSWW	97.024	27-6292-00	1,493
Emergency Food and Shelter National Board Program	CCDO	97.024	NA	2,500
Regional Food Bank of Northeastern New York/ Emergency Food and Shelter National Board Program	CCSWW	97.024	70-0707-0-1-805	<u>1,091</u>
				<u>22,268</u>
Catholic Charities Community Services Archdiocese of New York/ Disaster Assistance Projects	CCCO	97.088	NA	<u>589,787</u>
Total Department of Homeland Security (DHS)				<u>612,055</u>
Department of Education/ Wheelerville Union Free Schools/ Special Education Grants to States	CCFM	84.027	% 0032-98-0267	6,500
Fund for the Improvement of Education	CCCG	84.215	NA	<u>209,571</u>
Total Department of Education				<u>216,071</u>
Department of Labor/ Fulton Montgomery Community College Program of Competitive Grants for Worker Training and Placement in High Growth and Emerging Industry Sectors	CCFM	17.275	NA	<u>8,371</u>
Total Department of Labor				<u>8,371</u>
Total Expenditures of Federal Awards				<u>\$ 6,740,999</u>

See Schedule of Findings and Questioned Costs for Major Programs Tested

> - Programs represent a Child Nutrition Cluster, totaling \$21,847

^ - Programs represent a SNAP Cluster, totaling \$167,747

* - Programs represent an Aging Cluster, totaling \$514,813

\$ - Programs represent a CCDF Cluster, totaling \$109,849

~ - Programs represent a TANF Cluster, totaling \$268,647

- Programs represent a CDBG Entitlement Grants Cluster, totaling \$48,830

% - Program represents a Special Education Cluster (IDEA), totaling \$6,500

NA - Not Available

The accompanying notes are an integral part of this schedule.

1. Activity Description

- A. The Saratoga Mentoring Program, a program of Catholic Charities, is ongoing. The program links at-risk students from the greater Saratoga Springs community with caring adult volunteers. The program offers a broad range of services to youth and their families including the one-on-one matches, mentor support and training, counseling, crisis intervention, advocacy and concrete emergency assistance.

During 2013, 35-44 children were involved in active mentor matches at any given time. Mentors spend several hours per week with the individual child, building a friendship based on trust and mutual interests. Many of the matches continue beyond the minimum one-year commitment. Of our current group of mentor matches, 26 matches have been in existence for more than one year. The program's optimal number of matches is 40 because of the family work involved and the growing challenges of the families served.

Mentors are recruited from the local community and the Skidmore College student population.

Prospective mentors take part in a screening and orientation process, which includes an interview, a rigorous personal and professional back-ground check, and required training sessions on child abuse and neglect and other relevant topics. Mentors who successfully complete the intake process are matched with a suitable child. Matches are based on the child's needs, common interests, and on the preferences of the parents and the volunteers. The mentor and child spend time together on a weekly basis for several hours. Each mentor develops a friendship with the child, engaging the child in a variety of enriching activities such as sports, art activities, and attending community events together. Each mentor makes a one-year commitment, which can be renewed annually.

The Mentoring Program Director provides on-going match support through regular contact with the mentor, parent and child. This support is vital to maintaining successful, safe and long-term mentor matches for the youth.

- B. The Mentoring Program responds to the Priority Public Service Need that addresses the safety, education and social needs of eligible youth. The program works with economically, emotionally and socially challenged families who are predominantly low income. The Saratoga Mentoring Program is community-based, utilizing the matches

as a gateway to identifying and intervening in the needs of the entire family. It is the only program of its kind in Saratoga Springs.

- C. The mentoring activity is designed to benefit low income individuals/families. Referrals come from school personnel, public and private agencies and by word of mouth. The longevity and credibility of the program assures a constant flow of referrals. The program serves youth ages 5-17 years old. The parent/guardian and the child participate in an intake process which includes a home visit, personal interview and input from teachers, social workers and others who are aware of the family's and child's needs. Beneficiaries are participating youth, their families whose lives are enhanced by the many positive supports provided, mentors who are greatly enriched by the mentoring relationship and the entire Saratoga community who share in public art projects, volunteerism and improved quality of life for its residents.

D. Performance Goals

Of the 28 youth matched with a mentor who have poor school attendance and low grades, 22 (80%) will increase attendance and improve grades in at least one subject area within the school year.

Verification of progress will come from quarterly reports from school personnel, report cards, and parent/guardian and self report.

Of the 35 families experiencing financial hardship, inadequate personal and parenting skills, 26 (75%) will increase their household resources and parenting capabilities within a year.

Verification will come from self report and staff case records.

According to a Proctor and Gamble study, young people with mentors are more likely to stay in school, achieve and aspire to better grades and go on to college. According to a Prison Fellowship Study, mentoring reduces prison recidivism by up to 80%. A study funded by Ford Foundation showed that high school students from families receiving public assistance who had a mentor were more likely than those who did not to:

- : Graduate from high school
- : Enroll in college
- : Have fewer children

- : Less likely to receive food stamps or welfare
- : Have fewer arrests
- : Become involved in community service
- : Be hopeful about their future

E. The Saratoga Mentoring Program, located at 368 Broadway in Saratoga Springs, is open Monday through Friday from 9 a.m. to 5 p.m. with evening and weekend appointments and activities as needed. In addition, the program offers a Saturday Site-Based Program at Skidmore College. All site activities are open to community volunteers as well as college students. College venues and free lunches are provided by Skidmore and transportation is provided by the Saratoga Springs School District.

F. The Program does not require any governmental approval, licenses, etc.

2. Organizational Capacity

A. Catholic Charities has been in existence since 1975 and has a proven track record of providing human services throughout the tri-county region. An organizational chart and Board of Directors list are attached. The Mentoring Program has received prior funding from the City of Saratoga Springs through the CDBG grant: 1996-\$10,857; 1997-\$15,000; 1998-\$15,000; 1999-\$17,077; 2000-\$26,000; 2001-\$20,000; 2002-\$20,000; 2003-\$20,000; 2004-\$15,000; 2005-\$6,000; 2006-\$9,500; 2007-\$12,000; 2008-\$8,000; 2009-\$10,000, 2010-\$9,000; 2011-\$8,383.00, 2012-\$10,000; 2013-\$6,284.

B. The Mentoring Program has been in existence since 1992. As evidenced by the activity description, it is a marvelous, multi-faceted program for youth and their families. Isolated and disengaged families have been empowered to make positive changes in their lives and individual youth have grown personally and academically. They have also been stimulated and empowered to participate in a world previously outside the realm of their experience. The Mentoring Program has clearly been embraced by the Saratoga community.

C. Brenda Jensen, LMSW, is the Program Director. She has been with the program for five years. She enthusiastically embraces the many service components and relates well to the mentees and their families. A skilled social worker, she networks well with other providers in the community and brokers services for families challenged by schools, social services and other human service agencies. Her prior experience of working in Head Start was a good learning in preparation for her involvement

with the Mentoring Program. She also continues the program's long history of engaging the wider Saratoga community in support of the program.

Brenda will be responsible for all recruiting, screening, training and monitoring the volunteers. She will also maintain contact with the various referral sources in particular the school guidance counselor from the Middle School and the Junior High School. Brenda will provide services to the families of the children in the program. These services will vary from direct concrete assistance to advocacy to counseling where feasible and appropriate.

Due to funding cuts in 2011, the Program is staffed by one full time position, the Director. A SUNY graduate student and work-study Skidmore students also help out.

Central to the success of this program are the volunteers who will serve as the mentors. These volunteers must be caring, capable and committed professional or community persons and Skidmore students. The Mentoring Program has a history of attracting and keeping committed community members.

The referral sources and sources of our verifications are also central to the success of this program. These will include school guidance counselors, juvenile justice authorities and parents.

Financial management of the program comes from the administrative office of Catholic Charities and is overseen by the Executive Director. Program supervision comes from the agency's Associate Director.

Group Activities-2013

- February 2 - Arts and Crafts Activity
- February 16 - Benefaction Valentine's Day Party and Scavenger Hunt (Skidmore)
- February 21 - Movie Night
- March 2 - "Pulse" Drumming Group and Demonstration
- March 10 - Bowling at Tippy Bowl
- March 23 - Benefaction Jungle Party
- April 13 - Mentor Photo Collage
- August 14 - The Great Escape
- September 28 - T-Shirt Design
- October 5 - Model Magic Sculptures
- October 12 - Origami and Lantern Making
- October 22 - Mediation/Conflict Focus Group for Teens
- November 2 - Bracelet Making and Leaf Rubbings Activity
- November 9 - Elephant Toothpaste and Bouncy Ball Chemistry

Workshop

November 16 - Winter Craft Party

November 23 - Thanksgiving Party

December 7 - Kwanzaa Party

Additionally, **many** summer camp scholarships were secured for program participants.

3. B. Additional Funding Sources Supporting the Mentoring Program:

OCFS (Youth Bureau)-\$9,860.

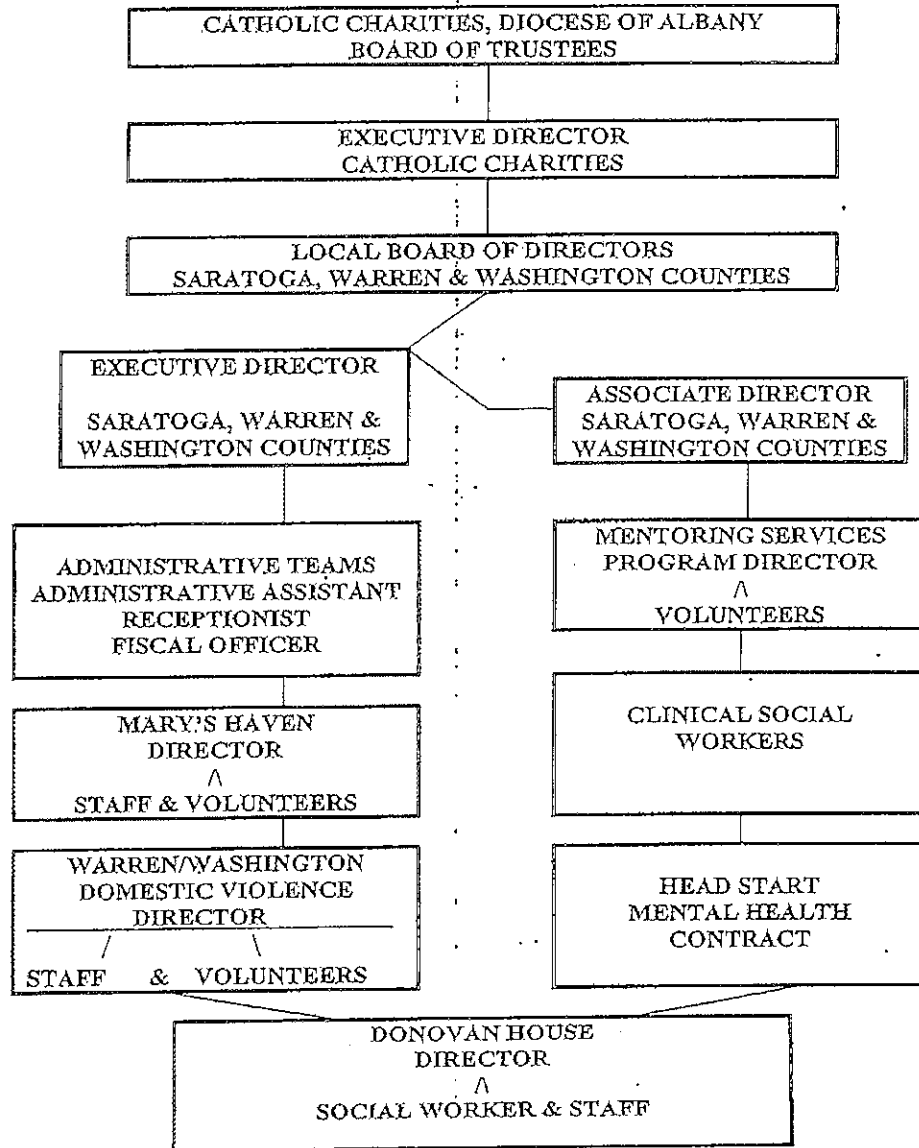
United Way-\$6553.

Contributions-\$15,166.

Catholic Charities-\$61,067.

CATHOLIC CHARITIES OF SARATOGA, WARREN & WASHINGTON COUNTIES

ORGANIZATIONAL CHART



REVISED 5/12