- APPLICATION INFORMATION PACKET -

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT PROGRAM
2017 PROGRAM YEAR

The Saratoga Springs Office of Community Development is now seeking applications for funding under the Community Development Block Grant (CDBG) Entitlement Program for the 2017 Program Year (1 July 2017 – 30 June 2018).

PROGRAM OBJECTIVE: The objective of this program, funded by the U.S. Department of Housing and Urban Development (HUD), is to assist the development of viable urban communities by providing decent housing, a suitable living environment and expanding economic opportunities principally for persons of low- and moderate-income within the City of Saratoga Springs.

ELIGIBLE ACTIVITIES: Eligible activities will address community development needs as prioritized in the City’s Consolidated Plan and may include affordable housing acquisition, construction and rehabilitation; economic development and job creation; public facility and infrastructure improvements; public services and other federally eligible activities.

AVAILABLE FUNDS: Approximately $ 310,000

APPLICATION DEADLINE: Completed applications with all necessary information and copies may be submitted to the Office of Community Development, City Hall – 474 Broadway, Saratoga Springs, New York 12866, no later than 4:30 PM on Tuesday, 31 January 2017.

REQUIRED COPIES: 1 original, plus 1 electronic version in “.pdf” format to cindy.phillips@saratoga-springs.org (Please contact us for assistance, if necessary)

PUBLIC HEARINGS: All applicants are strongly encouraged to speak on behalf of their proposal at one of the two Public Hearings scheduled below. Persons wishing to speak may sign in at 5:45 PM and speakers will appear in the order in which they sign up.

Public Hearing #1 Monday, February 6, 6:00 PM (5:45 sign-in)
City Council Room, City Hall, Saratoga Springs, NY 12866

Public Hearing #2 Thursday, February 9, 6:00 PM (5:45 sign-in)
Saratoga Springs Recreation Center
15 Vanderbilt Avenue, Saratoga Springs, NY 12866

FOR INFORMATION, PLEASE CONTACT: Saratoga Springs Office of Community Development
City Hall - 474 Broadway
Saratoga Springs, New York 12866
(518) 587-3550 Ext. 2575
2017 Program Year Anticipated Schedule of Events

December 5th - Monday
- 2017 Entitlement funding applications and information packets available

January 31 - Tuesday
- Application deadline (due no later than 4:30 PM)

February 6 - Monday
- Public Hearing #1:
  City Hall - 474 Broadway
  6:00 PM (sign-in at 5:45 PM)

February 9 - Thursday
- Public Hearing #2:
  Saratoga Springs Recreation Center, 15 Vanderbilt Avenue
  6:00 PM (sign-in at 5:45 PM)

March 21 - Tuesday
- Present recommended 2017 Entitlement Plan to City Council

March 22 - April 21
- Comment period for recommended 2017 Entitlement Action Plan

April 4 - Tuesday
- Public Hearing on recommended 2017 Entitlement Action Plan

May 2 - Tuesday
- City Council vote on final 2017 Entitlement Action Plan

May 15 – Thursday
- Submission of 2017 Entitlement Action Plan to HUD-Buffalo

July 1 – Saturday
- 2017 Entitlement Program Year Begins

September to October 2017
- Anticipated receipt of HUD Grant Agreement and Release of Funds

Income and Rent Guidelines

Income Guidelines
The following guidelines represent income limits by household size and maximum annual income as determined by HUD, effective March 2016, for assistance under the Community Development Block Grant program.

<table>
<thead>
<tr>
<th>Household Size</th>
<th>Maximum Annual Income</th>
<th>Household Size</th>
<th>Maximum Annual Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 person</td>
<td>$28,700</td>
<td>1 person</td>
<td>$45,950</td>
</tr>
<tr>
<td>2 persons</td>
<td>$32,800</td>
<td>2 persons</td>
<td>$52,500</td>
</tr>
<tr>
<td>3 persons</td>
<td>$36,900</td>
<td>3 persons</td>
<td>$59,050</td>
</tr>
<tr>
<td>4 persons</td>
<td>$41,000</td>
<td>4 persons</td>
<td>$65,600</td>
</tr>
<tr>
<td>5 persons</td>
<td>$44,300</td>
<td>5 persons</td>
<td>$70,850</td>
</tr>
<tr>
<td>6 persons</td>
<td>$47,600</td>
<td>6 persons</td>
<td>$76,100</td>
</tr>
<tr>
<td>7 persons</td>
<td>$50,850</td>
<td>7 persons</td>
<td>$81,350</td>
</tr>
<tr>
<td>8 or more persons</td>
<td>$54,150</td>
<td>8 or more persons</td>
<td>$86,600</td>
</tr>
</tbody>
</table>

Affordable Rent Guidelines
The following rent guidelines are for use in developing your proposal. These rates were established using local Fair Market Rents (FMR), developed by the U.S. Dept. of HUD.

<table>
<thead>
<tr>
<th>Maximum Rent Including Utilities</th>
<th>Maximum Rent Without Utilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electric</td>
<td>Gas</td>
</tr>
<tr>
<td>1 bedroom</td>
<td>$823</td>
</tr>
<tr>
<td>2 bedrooms</td>
<td>$1,005</td>
</tr>
<tr>
<td>3 bedrooms</td>
<td>$1,247</td>
</tr>
<tr>
<td>4 bedrooms</td>
<td>$1,378</td>
</tr>
</tbody>
</table>
APPLICATION FOR
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT PROGRAM
— 2017 Program Year Funding —

ACTIVITY NAME: Mentoring

APPLICANT: Big Brothers Big Sisters of the Capital Region

MAILING ADDRESS: 1698 Central Ave
Albany, NY 12205

PHONE: 518.862.1250 FAX: 518.862.1256 EMAIL: sabrina@bbbscr.org

CONTACT PERSON: Sabrina Houser

APPLICATION (select 1): □ City Department □ Private non-profit organization
□ Other Public Agency

APPLICANT (select 1): □ 14-6038512
(Form Dept.) (List Federal ID #)

NATIONAL OBJECTIVE (select 1):
"Benefit persons of Low/moderate income"
□ L/M Income Area Benefit
□ L/M Income Limited Clientele Activities
□ L/M Income Housing Activities
□ L/M Income Job Creation/Retention

"Address slum/blight Conditions"
□ N/A Slum/blighted Area
□ N/A Slum/blighted Spot Basis

"Urgent CD Need"
□ N/A Urban Renewal Completion

REQUESTED ENTITLEMENT FUNDING: $7,500
Funding Leveraged from Other Sources: $28,500
Total Activity Cost: $36,000

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:

Authorized Signature: [Signature]

(Sabrina Houser)

CEO

(Title)

1.17.17

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

1. **Activity Description**
   Provide a detailed description of your proposed activity. In this description, provide responses to the following items:

   A) Identify whether the activity is new, ongoing, or expanded from previous years.

   B) Describe the community need that your activity is intended to address and how your activity will address that need. Provide evidence that this need is currently not being addressed through existing programs or activities.

   C) Identify who will benefit from the proposed activity. If the activity is designed to benefit:
      - C-1) individual persons of low- to moderate-income, describe the process you will use to identify these persons and determine their income eligibility and the number of persons you expect to serve.
      - C-2) the inhabitants of a predominantly low-moderate income area, identify the Census Block Group in which the activity is located.
      - C-3) designed to benefit a low-moderate income “limited clientele”, identify the “limited clientele” group.

   D) Identify your performance goals and the types of indicators you will use to document activity accomplishments and success. *(Examples should include: # of persons with new/improved access to services, # of affordable houses rehabilitated, etc.)*

   E) Provide an activity timeframe/schedule (include start, completion dates, and other significant performance stages).

   F) Identify whether the activity requires additional local, state or federal approval (license, permit, design/historic/environmental review, etc.). For construction/site development projects, provide evidence of site control.

2. **Organizational Capacity**
   A) Provide an overview of your organization including length of time in existence. List current officers and board members and identify any prior funding by the City of Saratoga Springs (year, activity, and amount).

   B) Describe your organization’s experience in successfully conducting this type of activity. Identify any skills, current services, or special accomplishments that demonstrate your capacity for success.

   C) Identify the person(s) responsible for program and financial management of the activity. Identify all other persons involved in this activity noting whether these positions are current or new, pending this award. For construction/site development projects, identify the development team including proposed contractors, subcontractors, and project manager.

   D) Identify any other agencies/partners involved in this activity and define their roles and responsibilities.

3. **Activity Budget - (Attachments 1, 2)**
   A) Include attached budgets (Attachments 1, 2) as appropriate. Depending on the activity, the applicant may need to submit one or both of the attached budget forms. More detailed budgets may be attached (and are recommended) in support of the proposal. If an architect, engineer, or other personnel have conducted a cost analysis, attach a copy noting the author and date of analysis.
      - **Program Operating Budget** (Attachment 1) - for all proposals including public service projects and construction/site development projects
      - **Construction/Site Development Budget** (Attachment 2) - for construction/site development projects

   B) Identify the amount and sources of leveraged funding for this activity. Include the status of these funds (i.e. cash on hand, grants received, planned fund-raising, etc.). Attach copies of funding commitment letters or other evidence of funding support.

4. **Monitoring of Federal Financial Assistance to Subrecipients - (Attachment 3)**
   The City of Saratoga Springs is responsible for ensuring that subrecipients expend awards in accordance with applicable laws, regulations, and provisions of contracts and grant.

   A) In accordance with OMB Circular A-133, please complete Attachment 3 and include it with your application.

   B) During your last fiscal year, if your organization expended more than $500,000 in total federal financial awards (including CDBG and all other federal assistance), please include a copy of your latest Single Audit Report with this application.
## Program Operating Budget

(Entitlement Grant + Leveraged Funds = Total Activity Cost)

<table>
<thead>
<tr>
<th>Personnel</th>
<th>Entitlement Grant</th>
<th>Leveraged Funds*</th>
<th>Total Activity Cost</th>
<th>Source of leveraged Funds and In-Kind Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$7,500</td>
<td>$15,000</td>
<td>$22,500</td>
<td>United Way, Bowling fundraiser</td>
</tr>
<tr>
<td>Fringe</td>
<td></td>
<td>$2,700</td>
<td>$2,700</td>
<td>United Way, Bowling fundraiser</td>
</tr>
<tr>
<td>Other (consultants, etc.)</td>
<td>$500</td>
<td>$500</td>
<td>$500</td>
<td>United Way, Bowling fundraiser</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$7,500</strong></td>
<td><strong>$18,200</strong></td>
<td><strong>$25,700</strong></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Overhead</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising/Marketing</td>
<td>$300</td>
<td>$300</td>
<td>$300</td>
<td>Fundraising</td>
</tr>
<tr>
<td>Program Supplies</td>
<td>$1,000</td>
<td>$1,000</td>
<td>$1,000</td>
<td>Fundraising</td>
</tr>
<tr>
<td>Rent &amp; Utilities</td>
<td>$3,500</td>
<td>$3,500</td>
<td>$3,500</td>
<td>Fundraising</td>
</tr>
<tr>
<td>Other – list below</td>
<td>Program transportation $1,000</td>
<td>$1,000</td>
<td>Fundraising</td>
<td></td>
</tr>
<tr>
<td>Background checks</td>
<td>$1,500</td>
<td>$1,500</td>
<td>$1,500</td>
<td>United Way, Bowling fundraiser</td>
</tr>
<tr>
<td>AIM program database</td>
<td>$1,000</td>
<td>$1,000</td>
<td>$1,000</td>
<td>United Way, Bowling fundraiser</td>
</tr>
<tr>
<td>Liability insurance for matches</td>
<td>$2,000</td>
<td>$2,000</td>
<td>$2,000</td>
<td>United Way, Bowling fundraiser</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>0</strong></td>
<td><strong>$10,300</strong></td>
<td><strong>$10,300</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Total Cost**

<table>
<thead>
<tr>
<th>Entitlement Grant</th>
<th>Leveraged Funds</th>
<th>Total Activity Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>$7,500</td>
<td>$28,500</td>
<td>$36,000</td>
</tr>
</tbody>
</table>
## Construction / Site Development Budget

(Entitlement Grant + Leveraged Funds = Total Activity Cost)

<table>
<thead>
<tr>
<th></th>
<th>Entitlement Grant</th>
<th>Leveraged Funds*</th>
<th>Total Activity Cost</th>
<th>*Source of leveraged Funds and In-Kind Services</th>
</tr>
</thead>
</table>

### Preconstruction

<table>
<thead>
<tr>
<th>Category</th>
<th>Entitlement Grant</th>
<th>Leveraged Funds*</th>
<th>Total Activity Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineering</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Architectural/Design</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fees and Permits</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subtotal

### Development

<table>
<thead>
<tr>
<th>Category</th>
<th>Entitlement Grant</th>
<th>Leveraged Funds*</th>
<th>Total Activity Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relocation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site Preparation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction - materials</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction - labor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction Financing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other - (explain)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subtotal

### Total Cost

|                      |                   |                  |                     |

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(Attachment 2)
ORGANIZATION: Big Brothers Big Sisters of the Capital Region
MAILING ADDRESS: 1698 Central Ave - Albany, NY 12205
FEDERAL ID #: 14-6035512 PHONE: 518.862.1250 FAX: 518.862.1256
DUNS #: 162489538

1. Please identify your fiscal year (mth/yr to mth/yr): 01/2017-12/2017

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

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

CDBG Activity Name: ________________________________

CDBG Funding Program Year: ______________ CDBG Funding Amount: ______________

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

GIVE NAME & CATALOG OF FEDERAL FINANCIAL ASSISTANCE (CFDA) #

AMOUNT OF AWARDS

NA

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

2016 Saratoga Youth Bureau - $3,920

   ________________________________  ________________________________

   IDENTIFY AMOUNT OF CO. AWARDS

   1.17.17  Date

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

Within one year, the project aims to:
- Bolster existing mentoring services in high needs areas of the City by matching an additional 30 vulnerable low-income Saratoga children with a Big Brother or Big Sister. Our services will be focused on school-age youth from single-parent homes who are at risk of failing or dropping out of school or getting in trouble with the law;
- Show that children mentored for a year or more will improve their grades and classroom behavior, get along better with peers and family, and avoid law-breaking behavior.
- Staff positions include our Enrollment and Matching Specialists (enroll children and volunteers and make the matches) Match Support Specialists (support the matches).

1. ACTIVITY DESCRIPTION Provide a detailed description of your proposed activity. In this description, provide responses to the following items: A) Identify whether the activity is new, ongoing, or expanded from previous years. B) Describe the community need that your activity is intended to address and how your activity will address that need. Provide evidence that this need is currently not being addressed through existing programs or activities. C) Identify who will benefit from the proposed activity. If the activity is designed to benefit: C-1) individual persons of low- to moderate-income, describe the process you will use to identify these persons and determine their income eligibility and the number of persons you expect to serve. C-2) the inhabitants of a predominantly low-moderate income area, identify the Census Block Group in which the activity is located. C-3) designed to benefit a low-moderate income “limited clientele”, identify the “limited clientele” group. D) Identify your performance goals and the types of indicators you will use to document activity accomplishments and success. (Examples should (Examples should include: # of persons with new/improved access to include: # of persons with new/improved access to services, # of affordable houses rehabilitated, etc. services, # of affordable houses rehabilitated, etc.) E) Provide an activity timeframe/schedule (include start, completion dates, and other significant performance stages). F) Identify whether the activity requires additional local, state or federal approval (license, permit, design/historic/environmental review, etc.). For construction/site development projects, provide evidence of site control.

Around for over 100 years nationally and over 50 years locally, BBBSCR’s mission is to provide children facing adversity with strong, enduring, professionally supported mentoring relationships. These relationships will change their lives for the better, forever.

Think of the possibilities. What will you start?
The basic need for our program is in addressing the worst consequences of childhood poverty by helping youth find a more productive path than they so often do on their own. Ninety-nine percent (99%) of the children we serve are either struggling with poverty, live in a single-parent home, or have an incarcerated or military parent. When poverty combines with growing up in a single-parent household, educational failure and living in a neighborhood plagued by drug selling and poor housing, the odds of involvement in delinquency and crime soar, according to national research. Their greatest need in many cases is for stable relationships with nurturing adults. The community at large, however, will benefit as well, as more children make better decisions and pursue more productive futures.

We serve children from 6 to 18 years old who live in households that are near to or below the federally defined poverty line and who, in almost all cases, are growing up with one parent. Although poverty alone doesn’t necessarily consign a young person to acts of delinquency and violence, national research shows that a combination of factors — growing up in poverty, educational failure, being a child of a single parent and living in neighborhoods with a significant presence of crime, street drug sales, gangs and poor housing — greatly increase the odds of involvement in delinquency and violent crime. Ninety-nine percent of the children we serve come from either a low income household, single parent household or have an incarcerated or military parent. We track income during the enrollment period when we ask the household income and number in the household. We also track free/reduced lunch and DSS services. We propose to match an additional 30 vulnerable low-income Saratoga children with a Big Brother or Big Sister in these high needs areas during the project period.

Enrollment and Match Specialist (EMS) staff conducts in-depth interviews with prospective volunteers. Prospective volunteers undergo a series of background checks including reference checks, employment, volunteer and criminal history. EMS staff then identifies suitable matches based on similar interests, characteristics of the youth/mentor, and expressed preferences and objectives for the relationship. The goal is to match a child with a mentor who will help him or her develop the self-confidence and skills to thrive at home, succeed in school and in the community.

Children are referred to BBBSCR by parents, or by school or community service personnel with parental permission. After receiving the referral the agency schedules a home interview with the child and parent. This important interview provides information about the child’s home life, his or her strengths and needs, and his or her preferences. Schools and other service providers also provide information. Information gathered during this enrollment process is essential to determine the best volunteer match for the child. Eligibility is based on the child’s need for additional support and desire to have a mentor. The agency’s first priority is to serve children from single parent, low-income homes; that is, those children at greatest risk for school failure. Children and volunteer mentors meet 2-4 times a month in the community. The mentors and families must agree to a minimum one-year commitment. The agency also requires each mentor to commit to a minimum of 6 hours a month and recommends weekly phone contact between the child and mentor. Mentors and children get to know each other by engaging in activities that
are of interest to both parties. Typical examples include: helping with schoolwork or school projects, preparing for educational competitions, attending events, or enjoying meals together.

The difference between Big Brothers Big Sisters programs and other mentoring organizations is that we focus on evidence-based, successful, long-term mentoring, and we measure and report our outcomes.

Once a match is made, we regularly track progress via formal evaluations and ongoing contact with children, their families, and mentors. Match support staff provides professional support, supervision, advisement and training throughout the life of the volunteer/child relationship. This component is critical to the progress, safety, and success of a match relationship and its benefit to the child. These regular monthly contacts are also vital to the ongoing development, implementation and evaluation of our programs.

Match support is conducted in accordance with national standards and participant needs. Individual contacts are made via phone, e-mail and in-person meetings. All contacts are documented in our web-based Agency Information Management system (AIM). Big Brothers Big Sisters of America designed and created AIM specifically around the organization’s service delivery model. AIM provides centralized reporting capabilities and allows staff to store and keep track of agency data. AIM features include: a) A scorecard for consistent monitoring of key performance measures; b) Automatic reporting of required program metrics; c) Quality assurance features aligned with Big Brothers Big Sisters standards of practice; d) Automatic distribution of outcomes data; e) Satisfaction surveys and other data; and f) Automatic, network-wide protection that flags volunteers whose matches have been closed for child-safety concerns. Individual contacts are supplemented through bimonthly, agency-wide recreational events for matches, biannual training events for volunteers, and annual participant satisfaction surveys and evaluations.

Staff formally evaluates positive changes in children’s behaviors, as well as their abilities to avoid high-risk behaviors. Children complete a Youth Outcome Survey prior to being matched with their mentor. This survey provides data on academic performance, relationship with family and peers, and attitudes toward delinquent behavior. Children complete the survey again annually to evaluate positive changes; mentor and parent feedback is also obtained.

We hold ourselves accountable for helping children who face adversity achieve measurable, positive outcomes and we demonstrate outcomes in three critical areas for our Little Brothers and Little Sisters: 1) educational success 2) avoidance of risky behaviors, and 3) better confidence and relationships.

Outcomes: Eighty percent will improve their grades in school and 75% will improve their attitudes towards school. In addition, 70% will avoid delinquent behavior, 80% will improve their self-confidence and 85% will get along better with peers and family members.
2. ORGANIZATIONAL CAPACITY

A) Provide an overview of your organization including length of time in existence. List current officers and board members and identify any prior funding by the City of Saratoga Springs (year, activity, and amount).

B) Describe your organization’s experience in successfully conducting this type of activity. Identify any skills, current services, or special accomplishments that demonstrate your capacity for success.

C) Identify the person(s) responsible for program and financial management of the activity. Identify all other persons involved in this activity noting whether these positions are current or new, pending this award. For construction/site development projects, identify the development team including proposed contractors, subcontractors, and project manager.

D) Identify any other agencies/partners involved in this activity and define their roles and responsibilities.

Big Brothers Big Sisters of the Capital Region (BBBSCR) is an affiliate of Big Brothers Big Sisters of America, the nation’s oldest, largest and most effective youth-mentoring organization. Around for over 100 years nationally and over 50 years locally, BBBSCR’s mission is to provide children facing adversity with strong, enduring, professionally supported mentoring relationships. These relationships will change their lives for the better, forever.

Board Members represent BBBSCR in a positive manner in the community by promoting the mission and vision of the Agency. Board Members act as advocates, friends, and supporters of the Agency. Board Members encourage partnerships with appropriate institutions, groups, and individuals. Board Members are obligated to keep informed about Agency activities and attend Agency events. Each Board Member has a $5,000 give/get for the agency. Prior to becoming a Board Member, potential candidates are asked to attend 6 committee meetings, board meetings or fundraising events to learn more about the agency and how they best fit. Once approved, all board members are asked to attend an orientation. Our Board of Directors are:

**Officers**

**President:** Patrick O’Donnell – Noble Gas Solutions – Co-Chair Board Development

**Vice President:** Julie Miner – J. Strategies – Co-Chair of Fund Development Committee

**Treasurer:** Robert Miller, Jr. – Windsor Development Group – Chair of Finance Committee

**Secretary:** Raimundo Archibold, Jr. – Schwartz Heslin Group, Inc.

**Directors**

Scott Peterson, Esq. – D’Orazio Peterson LLP

Sarah Baluch – BBL

Peter Mortka – Northwestern Mutual

Shawn Moodie – Prime National, Inc.

Dan Rubin – Girvin & Ferlazzo, PC

Ryan Faville – Stewart’s – Co-Chair of Fund Development Committee

Robert White – EP&M International – Co-Chair of Board Development Committee

John Comitale – Fusco Personnel

Michael Lawrence – MVP Health Care

Noelle Podoba – M&T Bank
Central to project success are more than 600 volunteer Big Brothers and Big Sisters. The Big Brothers Big Sisters mentoring model is built on intensive outreach, recruiting, screening and ongoing professional support – which is the basis for the research findings. The agency offers two different mentoring programs in Saratoga:

- Community-based programs. Mentors and children meet in the community according to their individual schedules.
- Site-based at local area campuses. College volunteers are matched with Saratoga area children. Children and mentors meet two Saturdays a month at Skidmore College campus.

The difference between Big Brothers Big Sisters programs and other mentoring organizations is that we focus on evidence-based, successful, long-term mentoring, and we measure and report our outcomes.

Due to the extensive professional support we provide for the matches we create, our mentors help children make good decisions and work toward a better future. Our staff holds over 10 years of professional experience working with our population and advocating for change.

This would be our first year being funded through the Saratoga CDBG but we do receive funding from the Saratoga Youth Bureau and the Albany CDBG. Amy Thompson, Agency Accountant, is responsible for accounts payable and receivable, monthly reconciliations, financial records and reporting functions. She will devote three hours per month to this project.

BBBSCR has a Finance Committee that is responsible for review of agency financial statements and investments; development, oversight and implementation of financial policies and practices; and the preparation of the annual agency budget for recommendation to the Board of Directors. This committee works with our outside accountants during the annual audit process. Since 2011, BBBSCR uses Quickbooks as our accounting system. All financial reports are pulled from Quickbooks and reviewed with the Finance Committee on a monthly basis.

Our Accountant is responsible for updating Quickbooks and pulling all reports for the Board and appropriate committees. Our Accountant works in collaboration with the agency’s Program Director to report and prepare vouchers for payment. Once a payment is made, our agency has a detailed gift and grant acknowledgement procedure that is multi layered to ensure one person isn’t opening the mail, inputting the information and making deposits. An independent auditor conducts an annual audit of the books.

3. ACTIVITY BUDGET - (ATTACHMENTS 1, 2) A) Include attached budgets (Attachments 1, 2) as appropriate. Depending on the activity, the applicant may need to submit one or both of the attached budget forms. More detailed budgets may be attached (and are recommended) in support of the proposal. If an architect, engineer, or other personnel have conducted a cost analysis, attach a copy noting the author and date of analysis. - PROGRAM OPERATING BUDGET (Attachment 1) - for all proposals including public service projects and construction/site development projects -
CONSTRUCTION/SITE DEVELOPMENT BUDGET (Attachment 2) - for construction/site development projects B) Identify the amount and sources of leveraged funding for this activity. Include the status of these funds (i.e. cash on hand, grants received, planned fund-raising, etc.). Attach copies of funding commitment letters or other evidence of funding support.

It costs about $1,200 to match a youth and mentor using the BBBS model. Nearly 70% of the costs we incur happen during the first year of a match, when the most extensive outreach, interviewing, screening and supervision occur.

Salaries:
Full time rates:
- Sabrina Houser, Chief Executive Officer of the organization. She will devote 5% of her time to this project.
- Geraldine Gutierrez Krolikowski, Program Director, will devote 5% of his time to this project.

Part time rates:
- Michelle Dowe, Enrollment and Match Specialist, assists with volunteer and child recruitment. She will devote 20% of her time to this project.
- Amber Zane and Christine McLean, Program Managers, will devote 10% of their time to this project.
- Makisha Brown and Amanda Daley, Match-support Specialists, support, advise and oversee child-mentor matches and families. They are also responsible for tracking the progress of each child. They will devote 20% of their time to this project.

Fringe:
- Our fringe is typically at a rate of 13%

Consultant rates:
- In 2011, our agency contracted with CFO For Hire for our accounting needs. Amy Thompson is with us for 10-15 hours a week.

Overhead:
Advertising/marketing:
- To recruit mentors, our agency will spend $1,500 marketing this project.

Program supplies
- Program supplies include activities for our group outings and celebrations, evaluations and needed resources to support and evaluate the matches (for example, phones, computers, program database)

Other
Background checks:
- It costs $30/person to run a volunteer mentor background check. Our background checks are layered to include county, state, national, sex registry, dmv record, and social security.

Annual insurance:
- Our agency holds liability insurance on our matches.

Program transportation:
- Our Enrollment and Match team conduct family intakes and match meets in the child’s home.
Our revenue for the project will include CDBG funding and our annual Bowl For Kids’ Sake fundraiser (our largest fundraiser of the year). In addition, we will dedicate $5,000 of individual support to this project.

4. MONITORING OF FEDERAL FINANCIAL ASSISTANCE TO SUBRECIPIENTS - (ATTACHMENT 3) The City of Saratoga Springs is responsible for ensuring that subrecipients expend awards in accordance with applicable laws, regulations, and provisions of contracts and grant. A) In accordance with OMB Circular A-133, please complete Attachment 3 and include it with your application. B) During your last fiscal year, if your organization expended more than $500,000 in total federal financial awards (including CDBG and all other federal assistance), please include a copy of your latest Single Audit Report with this application.

Our agency has not expended more than $500,000 in total federal financial awards.