

APPLICATION FOR
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT PROGRAM
— 2010 Program Year Funding—

ACTIVITY NAME: Bus Transportation to college presentations for disadvantaged students in the Saratoga Sponsor-A-Scholar program _____

APPLICANT: _____ Saratoga Sponsor-A-Scholar

MAILING ADDRESS: _____ P.O. Box 107,

_____ Saratoga Springs, NY _____
Zip: 12866 _____

PHONE: 518-587-2472 _____ FAX: _____

EMAIL: Saratogasponsorascholar@yahoo.com _____

CONTACT PERSON: Jim LaVigne _____

TITLE: Acting Executive Director (jclavigne@aol.com) _____

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

_____ 75-3038956 _____

(List Dept.) (List Federal ID #)

(DUNS #)

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
 Slum/blighted Spot Basis
“N/A” Urban Renewal Completion

“Urgent CD Need”

“N/A” Urgent Need

REQUESTED ENTITLEMENT FUNDING: \$800 _____

Funding Leveraged from Other Sources: \$ In-Kind college visits with workshops provided by Skidmore college _____

Total Activity Cost: \$800 _____

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:

Saratoga Sponsor-A-Scholar (SSAS) requests \$800 to fund school buses to take the students in the program on four group orientation sessions at college campuses within driving distance of Saratoga Springs.

The SSAS Program, founded in 2008 by community leaders in partnership with the Saratoga Springs High School, seeks to help disadvantaged students at Saratoga Springs High School finish high school and graduate from college. Each year Saratoga Sponsor-A-Scholar selects 10 sophomores, all low income, many from minority and first generation families. The program provides them with mentors, weekly academic tutoring, SAT training, academic skills training, college visits and assistance with college applications in high school and yearly stipend during college. The program dedicates \$10,000 to each scholar - \$4,000 for assistance in high school and \$1,500 for each year they complete of college.

For these students, trips to higher education campuses are more than the college tours that middle and upper income students might take with their parents. Each of the tours will be arranged by our Academic Coordinator, currently Head of Guidance at Saratoga Springs High School, and include presentations by professors, question and answer sessions with the admissions directors and financial aid directors at each college. The trips also include contact with students from disadvantaged families who are attending the college through scholarships and loans.

The economically disadvantaged students in the SSAS program (all eligible for free and reduced lunch at the high school) may have had no or low aspirations for going to college. They don't think college is possible because no one in their family has gone to college and they cannot imagine paying for college or getting in. Most have never been on a campus. Many of these students work in addition to going to school and some contribute to the family income from their salaries.

With this series of college presentations, SSAS aims to create a "culture of college," not only allowing students to absorb the physical attributes of each college (small private college vs. large university campus), but allowing them to visualize themselves attending college. Talking to students from low income families on these campuses who are successfully attending college will help SSAS students gain faith in themselves and their own ability to succeed.



Executive

Director

(Authorized Signature)

(Title)

James LaVigne

(Typed or Printed Name)

(Date) 01-26-10

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

I. 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.
This activity, increasing Saratoga Sponsor-A-Scholar students exposure to college through college visits and presentations, has been an integral part of the SSAS organization's mission since the organization was founded by community leaders and the Saratoga Springs School District two years ago. In the organization's first two years, the students have been given exposure to college through an in-kind donation of time and resources from Skidmore College. Skidmore College helped to found SSAS and has hosted a series of college information workshops, study skills workshops and other visits to the Skidmore campus for the SSAS students. The college has made a commitment to host a series of workshops each year for SSAS juniors.

Because there will be 28 students in the program in the 2010-2011 school year, SSAS wishes to expand the program's group trips to campuses to the program. Students will be bused to the four college presentations during morning school hours to insure that all students attend. The SSAS students took one successful trip to Union College in December. The students were enthusiastic and motivated to ask many questions.

- 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.

Saratoga Sponsor-A-Scholar was created to serve low income high school students who want to go to college, but lack the confidence, the funds and the family support to get there. While the disadvantaged students in this low-income population may get help when they are young through organizations like the Saratoga Mentoring Program, once they age out of those programs, they have no extra support unless they get into trouble with drugs, alcohol or break the law. Until SSAS was founded, there was no program in the community to provide them with increased access to college and solid goals for their future. Saratoga Sponsor-A-Scholar gives these students a support system that includes weekly tutoring, an adult mentor and help with the college application process. The group bus trips to college campuses are part of that support system.

- C) Identify who will benefit 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.NA
 - C-2) the inhabitants of a predominantly low-moderate income area, identify the Census Block Group in which the activity is located.NA
 - *C-3) designed to benefit a low-moderate income "limited clientele", identify the "limited clientele" group.
Students in the Saratoga Sponsor-A-Scholar program must be eligible for federal assistance through the free and reduced lunch program at the high school, have at least a 75 average at the high school and be motivated to succeed. They are nominated by teachers and guidance counselors and go through a rigorous process which includes an interview with student and parents. They are selected by the SSAS Academic Coordinator, currently Head of Guidance at the high school, on the basis of their potential to benefit from the SSAS curriculum.
- SSAS hopes not only to help the students and their families, but the Saratoga Springs community as well, for these young people are likely to come back to the Saratoga Springs after college and contribute to the economic fabric of the community.
- 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.)
The goal of Saratoga Sponsor-A-Scholar college presentations is to address the challenges of college access for these students who, unlike students from middle class families, may have no knowledge of college and expectation they will ever be able to attend, let alone graduate from college.
- These presentations on college campuses will complement the SSAS program's weekly academic tutoring, SAT training and assistance with college applications and raise these students' aspirations, help them to navigate the college admissions process and ease their initial transition to college. Contact with professors, teachers, academic advisors and low income students like themselves who are attending college will demystify college and make it a realistic possibility for them.
- E) Provide an activity timeframe/schedule (include start, completion dates, and other significant performance stages). **The bus trips, which cost approximately \$200 each, will be scheduled during the school year, two in the fall and two in the spring.**
- 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. NA

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).

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.

The SSAS program is a replica of a proven program, Capital Region Sponsor-A-Scholar, which has served students in Albany, Schenectady and Troy since 1996. Capital Region Sponsor-A-Scholar's success rate in retaining and graduating students in high school and subsequently getting them to attend college is documented at an outstanding 96%.

SSAS inducted its second group of 10 scholars last June. There have been notable improvements in the grades and confidence of the students from the first group of scholars, inducted in 2008. Two have made the high school honor role for the first time. One student has gained the confidence to volunteer for public speaking assignments. The SSAS program is fully confident that its success rate in graduating and retaining scholars in high school and getting them into college will match the success of Capital District Sponsor-A-Scholar. The inaugural class of SSAS will graduate in June of 2011.

- B) 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.

The four college presentation trips will be arranged by the SSAS Academic Coordinator, who oversees the program at the Saratoga Springs High School and is the only salaried employee of SSAS. Jim LaVigne, our volunteer Acting Executive Director, will handle the financial management of the activity. Two mentors of SSAS students will accompany the students on these trips as chaperones.

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

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 **Attached**
 - CONSTRUCTION/SITE DEVELOPMENT BUDGET (Attachment 2) - for construction/site development projects
 - **Not Applicable**
- 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 SUB RECIPIENTS - (ATTACHMENT 3)

The City of Saratoga Springs is responsible for ensuring that sub recipients 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.

(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				
Fringe				
Other (consultants, etc.)				

<i>Subtotal</i>				
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OVERHEAD				
Advertising/Marketing				
Program Supplies				
Rent & Utilities				
Other – list below				
Bus Transportation	\$800	0	\$800	
<i>Subtotal</i>	\$800	0	\$800	

TOTAL COST	\$800	0	\$800	
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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: SARATOGA SPONSOR A
SCHOLAR _____

MAILING ADDRESS: PO BOX 107, SARATOGA SPRINGS, NY
12866 _____

FEDERAL ID #: 75-3038965
PHONE: 518-587-9155 _____ FAX: 518-587-3548 _____

DUNS #: _____

1. Please identify your fiscal year (mth/yr to mth/yr): _December 31st year end

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

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

CDBG Activity Name: NONE _____

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
__NONE_____	_____
_____	_____
_____	_____

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 X_____

* 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 X_____

* If "yes", please describe: _____

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

IDENTIFY PROGRAM NAME & YEAR OF AWARD	IDENTIFY AMOUNT OF Co. AWARDS
__NONE_____	_____
_____	_____
_____	_____
_____	_____

James Chabigne

Authorized Signature

Date 01-26-10

SARATOGA SPONSOR A SCHOLAR

**2008 & 2009 ACTUAL RESULTS AND PROJECTED
BUDGETS THROUGH 2015**

**Loga Sponsor-A-Scholar Projected Pledge Revenues and Annual Cash Shortfalls/Surplus
 Available for Current Expenses vs. Escrowing \$6,000 of every \$10,000 Pledged for College
 on Pledges Received That Have Specified Pledge Period
 Credit to Pledges (shown in Bold) Which Have not Specified Pledge Period**

<u>College Donors</u>	<u>Pledge</u>	<u>Years</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>\$2,012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
	\$10,000	5	\$4,000	\$0	\$2,000	\$2,000	\$2,000			
	\$5,000	5	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000			
	\$10,000	5	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000			
	\$50,000	5	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000			
	\$10,000	5	\$0	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000		
	\$10,000	6	\$1,000	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800		
	\$10,000	5	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000			
	\$20,000	5	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000			
	\$10,000	5	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000			
	\$5,000	5	\$2,000	\$1,000	\$1,000	\$1,000	\$0			
	\$5,000	5	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000			
	\$40,000	5	\$4,000	\$24,000	\$4,000	\$4,000	\$4,000			
	\$1,500	3	\$500	\$500	\$500	\$0	\$0			
	\$10,000	1	\$0	\$10,000	\$0	\$0	\$0			
	\$10,000									
	\$10,000		\$10,000							
	\$10,000		\$10,000							
	\$10,000			\$2,000	\$2,000	\$2,000	\$2,000	\$2,000		
	\$10,000			\$2,000	\$2,000	\$2,000	\$2,000	\$2,000		
al/Projected Pledge Rev.	\$246,500		\$53,500	\$65,300	\$37,300	\$36,800	\$35,800	\$7,800	\$0	\$0
al Donations (see detail)			\$14,300	\$58,669						
ected Total Revenue			\$67,800	\$123,969	\$37,300	\$36,800	\$35,800	\$7,800	\$0	\$0
al/Projected Expenses			\$6,289	\$20,145	\$47,370	\$140,379	\$160,340	\$180,542	\$200,908	\$206,533
ected Annual Surplus			\$61,511	\$103,824	(\$10,070)	(\$103,579)	(\$124,540)	(\$172,742)	(\$200,908)	(\$206,533)
ulative (Shortfall) Surplus			\$61,511	\$165,335	\$155,265	\$51,686	(\$72,854)	(\$245,596)	(\$446,504)	(\$653,037)

SSAS Corporate Expenses

2008

Chamber of Commerce membership	\$329.00
Kathleen Kennedy Program Director	\$5,000.00
Saratoga Today Yr. end Giving Ad	<u>\$960.00</u>
Total 2008	\$6,289.00

2009

Kathleen Kennedy Program Director	\$10,000.00
KK Image Media Bowling Event PR	\$5,960.00
Grand Central Station Band Bowling Event	\$1,000.00
Chamber of Commerce Dues	\$330.00
Saratoga Today Track Season & Year End Ads	\$1,710.00
Post Master	\$60.00
Staples School Supplies for Students	\$460.00
Marvin & Companv accounting & Taxes	\$625.00

SARATOGA SPONSOR-A-SCHOLAR

PROJECTED EXPENSES THROUGH 2015

Saratoga Sponsor-A-Scholar Preliminary Expense Projections

School Year	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2014</u>
# Students High School								
Sophomores	10	10	10	10	10	10	10	10
Juniors	0	10	10	10	10	10	10	10
Seniors	0	0	10	10	10	10	10	10
Total High School	10	20	30	30	30	30	30	30
# Students College	0	0	0	10	20	30	40	40
Total Students	10	20	30	40	50	60	70	70

Fixed Administrative Expenses

Executive Director Salary (1)	\$0	\$0	\$0	\$65,000	\$67,600	\$70,304	\$73,116	\$76,041
Executive Director Benefits @15%	\$0	\$0	\$0	\$9,750	\$10,140	\$10,546	\$10,967	\$11,406
High School Academic Coordinator	\$5,000	\$10,000	\$10,000	\$10,400	\$10,816	\$11,249	\$11,699	\$12,167
Outside Accounting/Tax/990	\$0	\$3,000	\$4,000	\$4,160	\$4,326	\$4,499	\$4,679	\$4,867
Legal	\$0	\$1,000	\$1,000	\$1,040	\$1,082	\$1,125	\$1,170	\$1,217
Insurance (D&O plus office hazard)	\$0	\$0	\$0	\$2,000	\$2,080	\$2,163	\$2,250	\$2,340
Mentor Screening (2)	\$0	\$900	\$900	\$300	\$300	\$300	\$300	\$300
Printing	\$0	\$1,000	\$1,000	\$1,040	\$1,082	\$1,125	\$1,170	\$1,217
Office Supplies	\$61	\$600	\$700	\$728	\$757	\$787	\$819	\$852
Dues & Advertizing	\$1,280	\$1,000	\$1,000	\$1,040	\$1,040	\$1,082	\$1,082	\$1,125
Postage	\$0	\$600	\$700	\$728	\$757	\$787	\$819	\$852
Subtotal Fixed Expenses	\$6,341	\$18,100	\$19,300	\$96,186	\$99,980	\$103,967	\$108,070	\$112,381

Variable Expenses High School Students

Food & Snacks Homework Sessions (3)	\$0	\$3,000	\$4,500	\$4,680	\$4,867	\$5,062	\$5,264	\$5,475
Calculators (4)	\$0	\$1,150	\$1,150	\$1,196	\$1,244	\$1,294	\$1,345	\$1,399
School Supplies (5)	\$0	\$2,000	\$3,000	\$3,120	\$3,245	\$3,375	\$3,510	\$3,650
Tutors (6)	\$0	\$8,400	\$11,200	\$11,648	\$12,114	\$12,598	\$13,102	\$13,627
PSAT Training (7)	\$0	\$1,000	\$1,000	\$1,040	\$1,082	\$1,125	\$1,170	\$1,217
PSAT Entrance Fees (8)	\$0	\$130	\$130	\$135	\$141	\$146	\$152	\$158
SAT Training (9)	\$0	\$0	\$400	\$416	\$433	\$450	\$468	\$487
SAT Entrance Fees (10)	\$0	\$1,000	\$1,000	\$1,040	\$1,082	\$1,125	\$1,170	\$1,217
SAT Subject Test Fees (11)	\$0	\$490	\$980	\$1,019	\$1,060	\$1,102	\$1,146	\$1,192
AP Test Fees (12)	\$0	\$1,680	\$3,360	\$3,494	\$3,634	\$3,780	\$3,931	\$4,088
Intervention/Extraordinary Expenses (13)	\$0	\$400	\$600	\$624	\$649	\$675	\$702	\$730
Annual Student Recognition Dinner (14)	\$0	\$500	\$750	\$780	\$811	\$844	\$877	\$912
Subtotal High School Variable Expenses	\$0	\$19,750	\$28,070	\$29,193	\$30,361	\$31,575	\$32,838	\$34,151
Variable Expense College Student Stipends (15)	\$0	\$0	\$0	\$15,000	\$30,000	\$45,000	\$60,000	\$60,000
Estimated Total Annual Cash Needs Prior to Extraordinary Expenses	\$6,341	\$37,850	\$47,370	\$140,379	\$160,340	\$180,542	\$200,908	\$206,533
Average Expenditure per Student	\$634	\$1,893	\$1,579	\$3,509	\$3,207	\$3,009	\$2,870	\$2,950

Footnotes

- 1 Volunteer Executive Director 1st 3 years, Jim LaVigne. Escalation starting 5th year @4%
- 2 \$90/mentor . After 1st 30 mentors are hired assumed that 1/3 need to be replaced each year.
- 3 \$5/high school student/week X 30 weeks/year escalating at 4%/year starting in 4th year.
- 4 New calculator for each junior each year @ \$115. 4% escalation starting 4th year.
- 5 Bookpacks,paper,pens,compass, etc, @\$100/student/year escalated @4% starting year 4.
- 6 10 Students: 4 tutors/1 hour/week X \$40/hour for 35 weeks = \$5,600 20 Students: 6 tutors/1 hour/ week X \$40/hrs. X 35 Weeks =\$8,400
30 students: 9 tutors/1 hour/week \$40/hour X 35 Weeks = \$11,200
- 7 \$40/student for course for sophomores plus \$60/Sophomore for materials
- 8 1 PSATper Junior @ \$13/test escalated a \$5/year starting 4th year. 4%escalation starting year 4.
- 9 \$40/ student for course for Juniors plus \$60/student for materials
- 10 \$45/SAT Reasoning Test. 1 Test Junior year. 1 Test Senior Year. 4% annual inflation starting year 4.
- 11 \$29/test. Each Junior and Senior takes 3 tests. 4% escalation beginning year 4.
- 12 \$84/test. Each Junior and Senior to take 2 tests.
- 13 Replacement of lost materials, special assistance as needed for students with special acute problems.
- 14 Graduation/recognition dinner @ \$25/high school student/year escalating @ 4% starting in 4th year.
- 15 \$1,500/year per college student

SARATOGA SPONSOR-A-SCHOLAR

Our mission is "...to assist economically disadvantaged young men and women to graduate from high school and college."

SARATOGA SPONSOR-A-SCHOLAR BOARD MEMBERS

Mr. Lew Titterton & Mrs. Pat Titterton; Owners, NYMED Inc.

Mr. James LaVigne; President, Tyll & LaVigne Incorporated

Hon. Scott Johnson; Mayor, Saratoga Springs, N.Y.

Mrs. Julie Bonacio; Co-Founder, Bonacio Construction

Mrs. Kristy Roohan; Roohan Realty

Mrs. Janice White; Superintendent, Saratoga City School System

Ms. Rochelle Calhoun; Dean of Student Affairs, Skidmore College

Mr. Henry J. MacDonald; Retired, General Electric Corporation

Mr. John Snow; Principal, Cool Insurance

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