

APPLICATION FOR
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT PROGRAM
— 2018 Program Year Funding—

ACTIVITY NAME:

Mentoring

APPLICANT:

Big Brothers Big Sisters of the Capital Region

MAILING ADDRESS:

1698 Central Ave

Albany, NY

Zip: 12205

PHONE: 518.862.1250

FAX: 518.862.1256

EMAIL: sabrina@bbbscr.org

CONTACT PERSON:

Sabrina Houser

TITLE: CEO

APPLICANT (*select 1*): City Department
Public Agency

Private non-profit organization

Other

(List Dept.)

14-6035512

(List Federal ID #)

(Specify)

162489538

(DUNS #)

NATIONAL OBJECTIVE (*select 1*):

“Benefit persons of Low/moderate income
Need”

“Address slum/blight Conditions”

“Urgent CD

L/M Income Area Benefit
Need

“N/A” Slum/blighted Area

“N/A” Urgent

L/M Income Limited Clientele Activities

Slum/blighted Spot Basis

L/M Income Housing Activities

“N/A” Urban Renewal Completion

L/M Income Job Creation/Retention

REQUESTED ENTITLEMENT FUNDING:

\$ 10,000

Funding Leveraged from Other Sources: \$

32,000

Total Activity Cost:

\$ 42,000

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)

Sabrina Houser

(Typed or Printed Name)

CEO

(Title)

1.7.18

(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.

(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	\$10,000	\$18,000	\$28,000	United Way, Bowling fundraiser
Fringe	\$0	\$3,640	\$3,640	United Way, Bowling fundraiser
Other (consultants, etc.)	\$0	\$500	\$500	United Way, Bowling fundraiser
<i>Subtotal</i>	\$10,000	\$22,140	\$32,140	

OVERHEAD				
Advertising/Marketing	\$0	\$300	\$300	Fundraising
Program Supplies	\$0	\$560	\$560	Fundraising
Rent & Utilities	\$0	\$3,500	\$3,500	Fundraising
Other - list below				Fundraising
Background checks & program insurance	\$0	\$3,500	\$3,500	Fundraising
AIM program database	\$0	\$1,000	\$1,000	Fundraising
Program Transportaion	\$0	\$1,000	\$1,000	Fundraising
<i>Subtotal</i>	\$0	\$9,860	\$9,860	

TOTAL COST

\$10,000	\$32,000	\$42,000
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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	NA	NA	NA	
Engineering	NA	NA	NA	
Architectural/Design	NA	NA	NA	
Fees and Permits	NA	NA	NA	
<i>Subtotal</i>	NA	NA	NA	

DEVELOPMENT				
Relocation	NA	NA	NA	
Site Preparation	NA	NA	NA	
Construction – materials	NA	NA	NA	
Construction – labor	NA	NA	NA	
Construction Financing	NA	NA	NA	
Other – (explain)	NA	NA	NA	

<i>Subtotal</i>	N A	NA	NA
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TOTAL COST	NA	NA	NA
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OFFICE OF MANAGEMENT AND BUDGET (OMB) CIRCULAR A-133
MONITORING OF FEDERAL FINANCIAL ASSISTANCE TO SUBRECIPIENTS

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): 1.1.18-12.31.18

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
<u>NA</u>	_____
_____	_____
_____	_____

4. During your last fiscal year, has your organization expended more than \$750,000 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

2017 Saratoga YB - \$3,870

IDENTIFY AMOUNT OF Co. AWARDS

Authorized Signature

1.7.18

Date



Big Brothers Big Sisters

Of the Capital Region | 1698 Central Avenue | Albany, NY 12205

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.

Big Brothers Big Sisters of the Capital Region has a goal of expanding our services in Saratoga Springs to 35 new matches made.

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.

The basic need for our program is in addressing the worst consequences of childhood poverty and adversity 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.

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.

This project will serve children residing in Saratoga Springs ages 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 35 vulnerable low-income Saratoga Springs 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 BBBSR 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 determining 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: Within one year of being matched: 80% 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

Vice President: Michael Lawrence – MVP Health Care

Treasurer: Barrett Mack – Mack and Associates

Secretary: Noelle Podoba – M&T Bank

Directors

Peter Mortka – Northwestern Mutual

Shawn Moodie – Prime National, Inc.

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

Shanna Hoy – 99.5 The River

Jamie Stafford – PSCU

Alex Kuticov – Red Mark Realty

George LaMarche – LaMarche Law

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.

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.

We have not been funded through Saratoga CDBG but we do receive funding from the Saratoga Youth Bureau and the Albany and Schenectady 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 her 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.
- Jennifer Tabankin and Sarah Berry, Program Managers, will devote 10% of their time to this project.

- Makisha Brown and Alison Taylor, 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 \$300 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 \$40-55/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.