



## **1. Activity Description**

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

Camp Saradac is a yearly program offered each summer by the Recreation Department. Our enrollment in the summer program continues to grow, as well as the camper's need for financial assistance. Camp Saradac originated with the Saratoga Springs School District over 60 years ago and was given to the City of Saratoga Springs in 1976. In 1992, the Recreation Department took over managing the day to day operations of Camp Saradac.

### **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.**

A day camp, such as Camp Saradac, plays a vital role in a child's life and in our community. According to the American Camp Association, ninety-six percent of campers say that "camp helped me make new friends," and ninety-two percent say, "Camp helped me feel good about myself." Seventy percent of camp parents say, "My child gained self-confidence at camp" (ACA, 2005). ACA has very clearly defined the role and benefits of the summer camp experience through a variety of meticulous research.

All recreation departments, including the Saratoga Springs Recreation Department, believe every child should experience camp. However, when families think about camp, they mostly think of the traditional resident camp and this immediately creates obstacles. The separation and independence required of a camper for even a one- or two-week resident program may be too high of a hurdle for the child or the parents. Many of the parents believe their child is too shy or not ready for resident camp, and for most, a resident camp is simply too expensive. For these families in our community Camp Saradac is a great alternative. Our campers build independence and autonomy away from their parents while still returning to the comforts of home each evening. It gives kids a chance to turn their minds off and just be kids, and it exposes children to new friendships, experiences and opportunities at an affordable cost.

With the benefits described above, Camp Saradac's enrollment continues to grow, but so does the request for financial assistance. On average, nearly 62% of our campers receive a full scholarship to attend camp for 7 weeks and each year when funding has been exhausted, there is an additional 5 to 15 children on the scholarship waitlist. With the requested entitlement funding, the department will be able to offer the Camp Saradac experience to these children on the waitlist.

### **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 described the process you will use to identify these persons and determine their income eligibility and the number of person you expect to serve.**

Camp Saradac has an enrollment of a 130-150 children each year and on average nearly 62% of them qualify for a full scholarship. Families are required to complete a scholarship application and submit verification of the family/household income. Enclosed, under Attachment 4, please find the Scholarship Application. The Recreation Department accepts the following forms to verify an applicant's income:

1. Verification of Family—Household Income
  - a. Federal or State Income Tax Returns
  - b. Proof of residency i.e. property tax bill or renter's agreement-if relevant
  - c. Child support papers-if relevant
  - d. Social Services required paper work if relevant i.e. welfare recipients, food stamp recipients

The scholarships are awarded on a first come/first serve basis, city residents are given first priority. The department accepts scholarship applicants for City and Non City residents but, if required by CDBG, the requested entitlement funds could be award toward City Resident applicants only.

Below is a table representing the income guidelines the Recreation Department follows when awarding scholarships.

Number of People in Household	FULL (100%) Scholarship		
	Annual	Monthly	Weekly
2	\$20,813.00	\$1,734.41	\$433.60
3	\$26,178.00	\$2,181.50	\$545.37
4	\$31,543.00	\$2,628.58	\$657.14
5	\$36,908.00	\$3,075.66	\$768.91
6	\$42,273.00	\$3,522.75	\$880.68
7	\$47,638.00	\$3,969.83	\$992.45
8	\$53,003.00	\$4,416.91	\$1,104.22

Number of People in Household	Partial (50%) Scholarship		
	Annual	Monthly	Weekly
2	\$26,313.00	\$2,192.75	\$548.18
3	\$31,678.00	\$2,639.83	\$659.95
4	\$37,043.00	\$3,086.91	\$771.72
5	\$42,408.00	\$3,534.00	\$883.50
6	\$47,773.00	\$3,981.08	\$995.27
7	\$53,138.00	\$4,428.16	\$1,107.04
8	\$58,503.00	\$4,875.25	\$1,218.81

Another advantage of Camp Saradac is its location. Camp Saradac is located at the Saratoga Springs Recreation Center which is on the South Side of the City. The Recreation Center was chosen to host Camp Saradac because its location more effectively serves our inner city children who lack transportation. Its central location also provides a safe environment for camp activities. According to the 2000 census map, the site of the Recreation Center, block 611.005 representing the areas of Worth Street to Fenlon Street has the highest percentage of low to moderate income families in the City of Saratoga Springs because the area contains primarily public housing, including Vanderbilt Terrace and Jefferson Terrace. According to Saratoga Springs Housing Authority, Vanderbilt Terrace has 57 families with 74 children. Their average income is \$12,233 with 8 families reporting zero income. The Jefferson Terrace has 74 families with 62 children. Their average income is \$11,018 with 10 families reporting zero income.

**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.)**

Our goal is to reduce and/or eliminate our yearly camp scholarship waitlist by providing 10 additional scholarships for those campers who qualify. The Recreation Department keeps a detailed spreadsheet

tracking the number of scholarship requests, the number of awarded requests, the amount awarded, and the funding source utilized to award the scholarship, such as the Hawley Foundation or private donation.

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

Camp Saradac's registration period for city residents begins March 2, 2015 and for non city residents March 16, 2015. The registration period ends May 17, 2015 for everyone. The Camp program dates are June 29-August 14. The regular camp hours are 9:00am-4:30pm and before care is 7:30am-9:00am and after care is 4:30-6:00pm. There are no scholarships awarded for the cost of before and after care. See Attachment 5, for Camp Saradac information.

**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.**

Camp Saradac is licensed by the New York State Department of Health. The NYSDOH performs regular inspections, approves the camp safety plan, and issues the annual permit. They also act as a resource for the department for issues or concerns regarding Camp. Camp Saradac also has a number of internal approvals it must obtain prior to the opening of Camp. The Civil Service Commission conducts background checks on each employee, the Mayor's department approves and signs the permit application, the Safety Committee approves the Safety Plan, and the Recreation Commission approves all programming, budgeting, and field trips prior to the City Council's final approval of the operation of Camp Sardac.

## 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).**

The City of Saratoga Springs, in 1977, created the Recreation Commission to aid and assist in the monitoring of the Recreation Department and the development of programming for the youth of our area. The Recreation Commission is comprised of seven members who each serve a seven year term and are appointed by the Mayor of the City of Saratoga Springs to assist in the oversight of the Recreation Department. Camp Saradac originated with the Saratoga Springs School District over 60 years ago and was given to the City of Saratoga Springs in 1976 to operate. In 1992, the Recreation Department took over managing the day to day operations of Camp Saradac.

The current Recreation Commission Members, as of January 1, 2015, include:  
Chair Derrick Legall, Co-Chair Colleen Carlson, Alphonse Lambert, Amy Smith, Cheryl Smith, Dora Lee Stanley, and Robert Manasier,

The last funding by a Block Grant was in 2012 for the playground expansion project at the south side playground located at the Recreation Center. The total amount funded was \$36,969.

**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.**

The City's Recreation Department has successfully run many programs and recreational activities since 1977. In 2014, the department had over 2,600 participants register for programs and over 30,000 participants in other non registering programs such as public skating, open gym, and pickleball. The Recreation Department has also successfully operated Camp Saradac since 1992.

**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.**

All programming and financial management are the responsibility of the Administrative Director of Recreation John Hirliman and the Recreation Commission. The department's Recreation Office Manager Kathy Lanfear, Senior Account Clerks Debbie Prior and Doug June and Program Coordinator Jill Ramos are permanent recreation staff who each play a role in the management of Camp Saradac. Also, the Department hires between 20 and 30 camp counselors to work with the children in the camp each day. Debbie Prior is primarily responsible for the scholarship program and will be in charge of the intake and tracking of each request. Debbie will be the primary contact person for the Community Development Block Grant and will be ensuring the Recreation Department fully complies with the rules and reporting necessary to implement the grant under the supervision of John Hirliman.

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

The Recreation Department involves the following agencies and Saratoga Spring City Departments:

- NYS Department of Health: Licensor for Saradac and conducts inspections, approves the safety plan and acts as a resource for the department regarding concerns or question with camp operations
- Civil Service Commission Office: Provides background checks on employees
- City Safety Committee: Reviews and approves the Camp Safety Plan
- Fire Department: Provides CPR/First Aid/AED certification training
- Recreation Commission: Approves the program and policies prior to city council review.
- City Council- Approves the overall operation of Camp Saradac and as such, all the programming and policies associated with camp.

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**
- **CONSTRUCTION/SITE DEVELOPMENT BUDGET (Attachment 2) – for construction/site development projects.**

See Attachments

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.**

The City budgets \$105,000 in revenue and \$127,006 in expenses for Camp Saradac. The revenue generated comes from participant fees and grants secured annually by the recreation department. The registration fee to attend Camp Saradac is \$695 for a city resident and \$950 for a non city resident. The grant total secured by the department is about \$45,000 per year. 100% of the funds are applied toward a camper's registration fee if the camper qualifies.

4. MONITORING OF FEDERAL FINANCIAL ASSISTANCE TO SUBRECIPIENTS – (ATTACHMENT 3)

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

See Attachment.

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.**

No

## (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
<b>REVENUE</b>				
Camper		\$ 53,050	\$ 53,050	Program registration fees
Scholarships	<b>\$6,950</b>	\$ 45,000	\$ 51,950	Hawley Foundation, Children's Committee, and private/other donations
<b>TOTAL REVENUE</b>	<b>\$6,950</b>	<b>\$ 98,050</b>	<b>\$ 105,000</b>	

<b>PERSONNEL</b>				
Salaries		\$ 96,207	\$ 96,207	City Budget
Fringe				
Other (consultants, etc.)				
<i>Subtotal</i>		\$ 96,207	\$ 96,207	

<b>OVERHEAD</b>				
Advertising/Marketing		\$1,600	\$1,600	City Budget
Program Supplies		\$3,500	\$3,500	City Budget
Rent & Utilities		n/a	n/a	
Other – list below Field trips and special events/guest		\$25,700	\$25,700	City Budget
<i>Subtotal</i>		\$30,800	\$30,800	
<b>TOTAL COST</b>		<b>\$127,007</b>	<b>\$127,007</b>	

(ATTACHMENT 2)  
**LEFT BLANK INTENTIONALLY**  
**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
<b>PRECONSTRUCTION</b>				
Legal				
Engineering				
Architectural/Design				
Fees and Permits				
<i>Subtotal</i>				

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

<b>TOTAL COST</b>				
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(ATTACHMENT 3)

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

ORGANIZATION: City of Saratoga Springs Recreation Department

MAILING ADDRESS: Vanderbilt Ave., Saratoga Springs, NY 12866

FEDERAL ID #: 14-6002423 PHONE: 518-587-3550 x2300 FAX: 518-584-1748

DUNS #: \_\_\_\_\_

1. Please identify your fiscal year (mth/yr to mth/yr): 01/15 to 12/15

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

Youth Bureau-OCFS 2014 \$6,160

  
Authorized Signature

1/30/15  
Date



(Attachment 4)  
**City of Saratoga Springs**

Recreation Department  
 15 Vanderbilt Avenue  
 Saratoga Springs, New York 12866-4914  
 518-587-3550 x2300  
 Fax 518-584-1748  
 www.saratoga-springs.org

John Hirleman  
 Administrative Director  
 KATHLEEN LANFEAR  
 Recreation Office Manager  
 DEBORAH PRIOR  
 Senior Account Clerk  
 DOUGLAS JUNE  
 Senior Account Clerk  
 Jill Ramos  
 Program Coordinator

If you would like a scholarship for Recreation Department Programs, these forms must be filled out for each individual program.

2. Verification of Family—Household Income
  - e. Federal or State Income Tax Returns
  - f. Proof of residency i.e. property tax bill or renter's agreement-if relevant
  - g. Child support papers-if relevant
  - h. Social Services required paper work if relevant i.e. welfare recipients, food stamp recipients

The Recreation Department reserves the right to reasonably limit the amount of scholarships. This number will be based on a first come/first serve basis, city residents given first priority, and the amount of funding will also determine the number of full and partial scholarships that will be awarded.

Scholarships will be awarded during regular registration dates to families not limited to City Residents providing that the criteria are met. However, City residents will be given preference.

NOTE: All volunteer coaches and assistant coaches will be given a full scholarship for their children who are participating in the program in which they are volunteering.

Number of People in Household	FULL (100%) Scholarship		
	Annual	Monthly	Weekly
2	\$20,813.00	\$1,734.41	\$433.60
3	\$26,178.00	\$2,181.50	\$545.37
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7	\$53,138.00	\$4,428.16	\$1,107.04
8	\$58,503.00	\$4,875.25	\$1,218.81

CITY OF SARATOGA SPRINGS RECREATION DEPARTMENT  
SCHOLARSHIP REQUEST FORM

PARENT/LEGAL GUARDIAN INFORMATION:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

\*\*\*\*\*

PARENT/LEGAL GUARDIAN INCOME – FEDERAL OR STATE INCOME TAX FORM REQUIRED

FEDERAL OR STATE INCOME TAX FORM NUMBER: \_\_\_\_\_

VERIFIED DATE: \_\_\_\_\_ INITIAL \_\_\_\_\_ LINE #: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

SALARY INCLUDE OVERTIME, COMMISSION, TIPS: \_\_\_\_\_

SELF-EMPLOYMENT: \_\_\_\_\_

PUBLIC ASSISTANCE: \_\_\_\_\_

CHILD SUPPORT (RECEIVED): \_\_\_\_\_

UNEMPLOYMENT BENEFITS: \_\_\_\_\_

SOCIAL SECURITY BENEFITS: \_\_\_\_\_

WORKMAN'S COMP: \_\_\_\_\_

OTHER: \_\_\_\_\_

\*\*\*\*\*

MONTHLY EXPENSES:

MORTGAGE/RENT: \_\_\_\_\_

UTILITIES (PHONE, LIGHTS, GAS/OIL): \_\_\_\_\_

CAR PAYMENTS: \_\_\_\_\_

MEDICAL EXPENSES: \_\_\_\_\_

FOOD: \_\_\_\_\_

OTHER: \_\_\_\_\_

HOUSEHOLDS GETTING FOOD STAMPS OR AID TO DEPENDANT CHILDREN (ADC)/  
TEMPORY ASSISTANCE FOR NEEDY FAMILIES (TANF)

FOOD STAMP NUMBER \_\_\_\_\_

ADC/TANF#: \_\_\_\_\_

CITY OF SARATOGA SPRINGS RECREATION DEPARTMENT  
SCHOLARSHIP REQUEST FORM—PART 2

SCHOLARSHIP REQUESTED FOR: (PRINT CHILD'S FULL NAME EVEN IF SURNAMES ARE THE SAME)

CHILD'S NAME: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

CHILD'S ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

IS THIS A FOSTER CHILD? \_\_\_\_\_ YES \_\_\_\_\_ NO

ATTACH PROOF OF LEGAL GUARDIANSHIP

CHILD'S PERSONAL USE INCOME AMOUNT \$ \_\_\_\_\_

NAMES, AGES, AND INCOME OF ALL OTHER PERSONS LIVING IN SAME HOUSEHOLD AS CHILD:

NAME: \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ INCOME: \_\_\_\_\_

WHAT AMOUNT, IF ANY, WOULD YOU BE ABLE TO AFFORD TOWARDS THE PROGRAM? \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

(ATTACHMENT 5)

# Camp Saradac Registration Info.

(ATTACHMENT 5)



**Registration Dates:** City Residents: March 2 — May 17  
All Residents: March 16 — May 17  
Mon.— Sat. 9:00am—7:00pm & Sundays 12:00pm—5:00pm

**Camp Dates:** June 29—August 14 *Closed July 3rd*

**Camp Hours:** Regular 9:00am—4:30pm *Drop off: 8:45am-9:00am Pick Up: 4:30pm-4:45pm*  
Before Care 7:30am-8:45am and After Care 4:45pm-6:00pm

**THIS PROGRAM IS FIRST COME FIRST SERVED**

## Sorry No Exceptions:

Registration forms will not be accepted without shot records

## Registration Fees

	City Resident	Non City Resident
Weekly	\$ 170	\$ 235
Full 7 Weeks	\$ 695	\$ 950
Before Care Weekly	\$ 30	\$ 40
After Care Weekly	\$ 30	\$ 40

*Before and after care reservations must be made in advance*

### **PAYMENT DUE DATES (if registered for full summer)**

- 1ST PAYMENT DUE—AT REGISTRATION**
- 2ND PAYMENT DUE—MAY 17**
- 3RD PAYMENT DUE—June 5**

### **Limited Scholarship Available!**

To apply for a scholarship please complete and submit the scholarship application along with a registration form. Verification of family-household income is required. The following are acceptable forms for verification.

1. Federal or State Income Tax Returns
2. Proof of residency i.e. property tax bill or renter's agreement- If relevant
3. Child support papers-if relevant
4. Social Services required paper work- if relevant



## About our Day Camp

**Camp Saradac**, located at the Saratoga Springs Recreation Center, is a NYSDOH licensed full day summer camp for children ages 5-15. Our camp offers exciting weekly field trips, creative recreational and educational programs, arts & crafts, weekly swimming, and themed weeks. Camp activities are designed to promote fun and fitness while providing opportunities for campers to grow. The Camper's favorites: the **Saratoga County Fair**, the **Fun Spot**, the **Great Escape**, **Tri-City Valley Cats** and of course our weekly visits to the **Peerless Pool** will all be a part of our 2015 field trip line-up. Check our website for a complete schedule of all of our field trips and our Parent Handbook. All campers must bring a towel, swimsuit, lunch, beverage, and snacks each day, rain or shine. Campers will receive one shirt with registration.

### In order to register, parents MUST bring:

1. Child's immunization records- with out these we can not sign your child up for campForms
2. Registration and payment to the Recreation Center.
3. Proof of residency: (City of Saratoga Springs Property Tax Bill, S/B/L#, Lease Agreement, or Water bill).



Saratoga Springs Recreation Center  
15 Vanderbilt Ave  
Saratoga Springs, NY 12866  
518-587-3550 ext. 2300  
recreservations@saratoga-springs.org  
www.SaratogaRec.com

