

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

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

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

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

 14-853-6790

 (DUNS #)

NATIONAL OBJECTIVE (select 1):
 "Benefit persons of Low/moderate income" "Address slum/blight Conditions" "Urgent CD Need"
 L/M Income Area Benefit "N/A" Slum/blighted Area "N/A" Urgent Need
 L.M Income Limited Clientele Activites Slum/blighted Spot Basis
 L/M Income Housing Activites "N/A" Urban Renewal Completion
 L/M Income Job Creation/Retention

REQUESTED ENTITLEMENT FUNDING: \$ 15,000
 Funding Leveraged from Other Sources: \$ 100,912
 Total Activity Cost: \$ 115,912

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

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

One hundred youth and fifty family members will be served through the Mentoring Program.

Sister Charla Commins

 (Authorized Signature)
 Sister Charla Commins

 (Typed or Printed Name)

Executive Director

 (Title)
 January 21, 2010

 (Date)

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

1. Activity Description

- A. The Saratoga Mentoring Program, a program of Catholic Charities, is ongoing but expanded. The program links at-risk students from the greater Saratoga Springs community with caring adult volunteers. The program offers a broad range of services to youth and their families including mentoring support, counseling and advocacy. During 2005, Saratoga Mentoring entered into a collaboration with Big Brothers Big Sisters of the Capital Region. Together we recruited and enrolled new volunteers and families and made matches. The collaboration has diminished since due to funding cuts, BBBS no longer has an office in Saratoga. We continue to collaborate on "The Saturdays at Skidmore" site.

During 2009, 45-53 children were involved in active mentor matches at any given time. Mentors spend several hours per week with the individual child, building a friendship based on trust and mutual interests. Many of the matches continue beyond the minimum one-year commitment. Of our current group of mentor matches, **21** matches are more than one year old including several that are five or more years old. The program will maintain a minimum of 35- 40 active matches.

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

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

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

- B. The Mentoring Program responds to the Priority Public Service Need that addresses the safety, education and social needs of eligible youth. The program works with economically, emotionally and socially challenged families who are predominantly low income. The Saratoga Mentoring Program is community-based, utilizing the matches as a gateway to identifying and intervening in the needs of the entire family. It is the only program of its kind in Saratoga Springs.
- C. The mentoring activity is designed to benefit low income individuals/families. Referrals come from school personnel, public and private agencies and by word of mouth. The longevity and credibility of the program assures a constant flow of referrals. The program serves youth ages 5-17 years old. The parent/guardian and the child participate in an intake process which includes a home visit, personal interview and input from teachers, social workers and others who are aware of the family's and child's needs. Beneficiaries are participating youth, their families whose lives are enhanced by the many positive supports provided, the mentors who are greatly enriched by the mentoring relationship and the entire Saratoga community who share in public art projects, volunteerism and improved quality of life for its residents.
- D. Performance Goals

Of the 30 youth matched with a mentor who have poor school attendance and low grades, 24 (80%) will increase attendance and improve grades in at least one subject area within the school year.

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

Of the 35 families experiencing financial hardship, inadequate personal and parenting skills, 25 (70%) will increase their household resources and parenting capabilities within a year.

Verification will come from self report and staff case records.

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

- : Graduate from high school
- : Enroll in college
- : Have fewer children
- : Less likely to receive food stamps or welfare
- : Have fewer arrests
- : Become involved in community service
- : Be hopeful about their future

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

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

2. Organizational Capacity

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

- B. The Mentoring Program has been in existence since 1992. As evidenced by the activity description, it is a marvelous, multi-faceted program for youth and their families. Isolated and disengaged families have been empowered to make positive changes in their lives and individual youth have grown personally and academically. They have also been stimulated and empowered to participate in a world previously outside the realm of their experience. The Mentoring Program has clearly been embraced by the Saratoga community. (See attached report)
- C. Brenda Schin, LMSW, is the Program Director. She has been with the program nearly a year and a half. She's quickly embraced the many service components and relates well to the mentees and their families. A skilled social worker, she networks well with other providers in the community and brokers services for families challenged by schools, social services and other human service agencies. Her prior experience of working in Head Start was a good learning in preparation for her involvement with the Mentoring Program. She also continues the program's long history of engaging the wider Saratoga community in support of the program.

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

Meg Parobeck is a Bachelor's level Match Specialist. She has match oversight as well as program involvement in the many and varied projects undertaken by the mentors and mentees. She has a good knowledge of the community, key people, resources and opportunities. She is also key staff to the Skidmore site on Saturday mornings.

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

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

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

Group Activities

February 14 Valentine Day Party
February 25, Mentor coffee hour
March 21, First Annual Talent Show
March 28, Skidmore spring party
April 2, Blew Blue book reception
April 13, Intergenerational Pro-
@Senior Citizens' Center
April 18, Volunteer Appreciation
Event
April 18, Intergenerational Event
@ Embury
May 21, Laser Tag
September 1, Mentoring Picnic
September 4, Pre-orientation event
at Skidmore
October 31, Mentor Coffee Hour
October 31, Halloween Party at
at Skidmore
November 7, Chemistry Workshop at
Skidmore
November 14, Shakere Workshop
November 21, Gourd Drum making
Workshop
December 5, Holiday Party at
Skidmore.
December 10, "A Christmas Carol",
The Spa Little Theatre

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

OCFS (Youth Bureau)-\$26,415?	United Way -\$20,000
Contributions - \$3,500	
Catholic Charities -\$50,997	

(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	13,800	51,789	65,589	Saratoga County OCFS, United Way, Catholic Charities & Contributions
Fringe	0	27,805	27,805	Contributions, Catholic Charities & United Way
Other (consultants, etc.)	0	0	0	
<i>Subtotal</i>	13,800	79,594	93,394	

OVERHEAD				
Background Checks	0	307	307	Contributions & United Way
Program Supplies	0	4,071	4,071	Contributions & United Way
Rent & Utilities	1,200	8,443	9,643	Catholic Charities, Contributions & United Way
Postage	0	509	509	Contributions & United Way
Telephone	0	1,764	1,764	Contributions & United Way
Travel	0	1,379	1,379	Contributions & United Way
Conferences	0	613	613	Contributions & United Way
Equip. Maintenance	0	489	489	United Way
Adm. Charges	0	3,456	3,456	Catholic Charities
Audit Expense	0	287	287	Catholic Charities
<i>Subtotal</i>	1,200	21,274	22,518	

TOTAL COST	15,000	100,868	115,912	
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OFFICE OF MANAGEMENT AND BUDGET (OMB) CIRCULAR A-133
MONITORING OF FEDERAL FINANCIAL ASSISTANCE TO SUBRECIPIENTS

ORGANIZATION: Catholic Charities of Saratoga, Warren and Washington Co.

MAILING ADDRESS: 142 Regent St., Saratoga Spgs., NY 12866

FEDERAL ID #: 14-1340033 PHONE: 587-5000 FAX: 587-3127

DUNS #: _____

1. Please identify your fiscal year (mth/yr to mth/yr): 7/1/08-6/30/09

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

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

CDBG Activity Name: Saratoga Mentoring Program

CDBG Funding Program Year: 7/1/08-6/30/09 CDBG Funding Amount: \$8,000

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

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

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

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

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

* If "yes", please describe: _____

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

IDENTIFY PROGRAM NAME & YEAR OF AWARD	IDENTIFY AMOUNT OF CO. AWARDS
OCFS Through Saratoga County Youth Bureau 1/1/09-12/31/09	\$18,000
_____	_____
_____	_____
_____	_____

Sister Charla Commier
Authorized Signature

January 21, 2010
Date

ADVISORY BOARD

2010

PRESIDENT

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ADVISORY BOARD

2010

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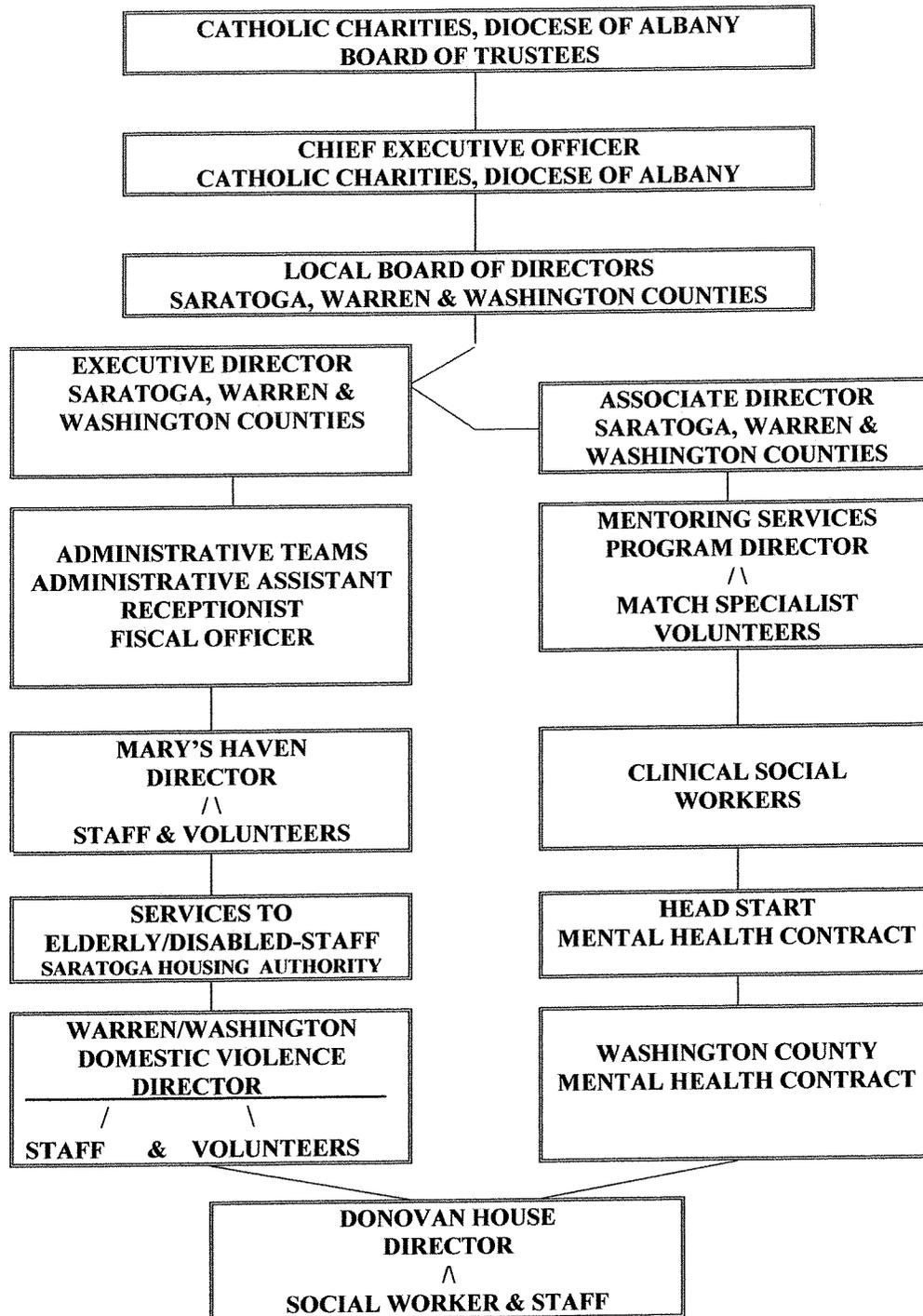
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CATHOLIC CHARITIES OF SARATOGA, WARREN & WASHINGTON COUNTIES

ORGANIZATIONAL CHART



CATHOLIC CHARITIES OF THE DIOCESE OF ALBANY, INC.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED JUNE 30, 2009

Federal Grantor/ Pass Through Grantor/ Program Title	Catholic Charities Agency-Recipient	Federal CFDA Number	Pass-Through Entity Identification Number	Federal Expenditures
United States Department of Agriculture (U.S.D.A.)/ New York State Department of Health/ Nutrition Program for Women, Infants, and Children	CCCG	10.557	C-012305	\$ 2,255,693
Child and Adult Care Food Program	CCDO	10.558	2033	164,203
Child and Adult Care Food Program	CMS	10.558	2328	72,910
Child and Adult Care Food Program	CCSchen	10.558	2543	6,565
Child and Adult Care Food Program	SC	10.558	2191	20,212
				<u>263,890</u>
WIC Farmers Market Nutrition Program	CCCG	10.572	NA	27,384
Herkimer County Department of Social Services/ Department of Agriculture	CCH	10.551	N/A	6,009
Schenectady County Office for the Aging/ U.S.D.A	CCSchen	10.57	N/A	86,236
New York State Department of Education/ National School Breakfast Program	CCSWW	10.553 >	709200	3,750
National School Lunch Program	CCSWW	10.555 >	709200	2,100
National School Lunch Program	CCSWW	10.555 >	709200	1,120
				<u>3,220</u>
Nutrition Consortium/ State Administrative Matching Grants for Food Stamp Program	CCH	10.561		28,418
State Administrative Matching Grants for Food Stamp Program	CCSche	10.561	C-012407	55,929
				<u>84,347</u>
Total United States Department of Agriculture				<u>2,730,529</u>
Department of Health and Human Services/ Schenectady County Office for the Aging/ Special Programs for the Aging - Title III Part B - Grants for Supportive Services and Senior Centers	CCSche	93.044 *	NA	149,055
Special Programs for the Aging - Title III, Part C - Nutrition Services	CCSche	93.045 *	NA	209,791
Special Programs for the Aging - Title III, Part C - Nutrition Services	CCSche	93.045 *	NA	83,964
				<u>293,755</u>
Albany County Office for the Aging/ National Family Caregiver Support	CCCare	93.052	72030-652,656	67,930
New York State Department of Health/ Maternal & Child Health Services Block Grant to States	CMS	93.994	C018156	18,777
New York State Office of Children and Family Services/ Family Violence Prevention and Services	CCSWW	93.671	C023407	37,812
Family Violence Prevention and Services	CCH	93.671		32,986
Family Violence Prevention and Services	CCScho	93.671	C023408	39,275
Family Violence Prevention and Services	CCFM	93.671	C023517	38,303
				<u>148,376</u>
Basic Center Grant	CCScho	93.623		0
Basic Center Grant	CCH	93.623		92,979

**CATHOLIC CHARITIES OF THE DIOCESE OF ALBANY, INC.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (CONT.)
YEAR ENDED JUNE 30, 2009 - ESTIMATE**

Federal Grantor/ Pass Through Grantor/ Program Title	Catholic Charities Agency-Recipient	Federal CFDA Number	Pass-Through Entity Identification Number	Federal Expenditures
New York State Office of Children and Family Services/ Basic Center Grant	CCH	93.623		0
Department of Health and Human Services/ -Continued New York State Office of Children and Family Services (Cont.)/ Community-Based Child Abuse Prevention Grants	CCFM	93.590	C023888	<u>36,729</u>
Otsego County Department of Social Services/ Child Care and Development Block Grant	CCDO	93.575	NA	71,150
New York State Department of Health and Human Services/ Child Care and Development Block Grant	CCDO	93.575	C004822	<u>149,117</u> 220,267
New York State Office of Children & Family Services/ Temporary Assistance for Needy Families	CCHO	93.558	C020012	58,306
Temporary Assistance for Needy Families	SC	93.558	C023940	107,330
Temporary Assistance for Needy Families	CCSchen	93.558		29,303
Columbia County Department of Social Services/ Temporary Assistance for Needy Families	CCCG	93.558	14-600-2564	76,658
Temporary Assistance for Needy Families	CCCG	93.558	14-600-2564	58,237
New York State Office of Children & Family Services/ Temporary Assistance for Needy Families	CCCare	93.558	72050-656	155,121
Montgomery County Department of Social Services/ Temporary Assistance for Needy Families	CCFM	93.558	NA	26,000
Otsego County Department of Social Services/ Temporary Assistance for Needy Families	CCDO	93.558	NA	62,227
Temporary Assistance for Needy Families	CCDO	93.558	NA	842
Warren County Department of Social Services/ Temporary Assistance for Needy Families	CCSWW	93.558	NA	<u>1,532</u>
Herkimer County Department of Social Services/ Temporary Assistance for Needy Families	CCH	93.558	NA	20,000
Temporary Assistance for Needy Families	CCH	93.558	NA	<u>25,000</u> 620,556
The Research Foundation of the State University of New York/ Training for Family Daycare Project	CCDO	93.647	R02611	<u>1,650</u>
Herkimer County for the Aging CMS Research, Demonstration and Evaluation	CCH	93.779		25,805
New York State Coalition Against Domestic Violence/ Injury Prevention and Control Research - State and Community Based	CCSWW	93.136		<u>64,010</u>
Total Department of Health and Human Services				<u>1,739,889</u>
Department of Housing and Urban Development/ Catholic Charities USA/ Housing Counseling Assistance Program	CCCO	14.169		<u>26,750</u>
City of Schenectady/ Community Development Block Grant - Entitlement Grants	HOS	14.218 #	2523-33709	5,933
Albany Community Development Agency/ Community Development Block Grant - Entitlement Grants	HOS	14.218 #	B-00-MC-360100	8,449
Community Development Block Grant - Entitlement Grants	HOS	14.218 #	B-00-MC-360100	10,134
Community Development Block Grant - Entitlement Grants	CCHO	14.218 #	B-05-MC-360100	6,796
City of Albany/ Community Development Block Grant - Entitlement Grants	CCCO	14.218 #	B98MC360100	27,297
City of Saratoga Springs/ Community Development Block Grant - Small Cities Program	CCSWW	14.219 #	04-01	<u>8,000</u> 66,609

**CATHOLIC CHARITIES OF THE DIOCESE OF ALBANY, INC.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (CONT.)
YEAR ENDED JUNE 30, 2009 - ESTIMATE**

Federal Grantor/ Pass Through Grantor/ Program Title	Catholic Charities Agency-Recipient	Federal CFDA Number	Pass-Through Entity Identification Number	Federal Expenditures
City of Albany/ Emergency Shelter Grants Program	CCHO	14.231	S-01-MC-36-0001	23,028
Emergency Shelter Grants Program	CCHO	14.231	S-01-MC-36-0001	23,893
				46,921
Office of Community Planning and Development Supportive Housing Program	CCHO	14.235	NY06B961803	41,943
Total Department of Housing and Urban Development				182,223
Violence Against Women Office/ Legal Aid Society of Northeastern New York	CSWW	16.524	14-1338448	2,135
New York State Crime Victims Board/ Crime Victim Assistance	CCFM	16.575	C301016	171,502
Crime Victim Assistance	CCScho	16.575	C301018	40,170
Crime Victim Assistance	CCSWW	16.575	C-301017	91,715
				303,387
New York State Division of Criminal Justice Services/ Violence Against Women Formula Grants	CCH	16.588		38,409
Violence Against Women Formula Grants	CCScho	16.588	C559435M	28,000
Violence Against Women Formula Grants	CCFM	16.588	C549836	32,774
Violence Against Women Formula Grants	CCSWW	16.588	C550137	28,324
				127,507
Total Department of Justice				433,029
Corporation for National and Community Services (CNS)/ Retired and Senior Volunteer Program	CCH	94.002	01BRANY170	61,777
Total Corporation for National and Community Services (CNS)				61,777
Department of Homeland Security (DHS)/ Emergency Food and Shelter National Board Program	CCH	97.024	LRO-001	10,897
Emergency Food and Shelter National Board Program	SC	97.024	15-6240-00 016 C1	2,636
Emergency Food and Shelter National Board Program	CCFM	97.024	620000-009	12,308
United Way, Northeastern NY Emergency Food and Shelter National Board Program (FEMA)	CCHO	97.024	612000-010 & 008	12,091
United Way, Saratoga County/ Emergency Food and Shelter National Board Program	CCSWW	97.024	16-6256-00	5,900
United Way, Warren County/ Emergency Food and Shelter National Board Program	CCSWW	97.024	16-6290-00	1,164
United Way, Washington County/ Emergency Food and Shelter National Board Program	CCSWW	97.024	16-6292-00	1,192
Total Department of Homeland Security (DHS)				46,188

See independent auditors' report.

**CATHOLIC CHARITIES OF THE DIOCESE OF ALBANY, INC.
 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (CONT.)
 YEAR ENDED JUNE 30, 2009 - ESTIMATE**

Federal Grantor/ Pass Through Grantor/ Program Title	Catholic Charities Agency-Recipient	Federal CFDA Number	Pass-Through Entity Identification Number	Federal Expenditures
Department of Education/ Edinburg Common School District/ State Grants for Innovative Programs	CCFM	84.298	52060180000	<u>10,715</u>
Wheelerville Union Free Schools/ Special Education Grants to States	CCFM	84.027	0032-98-0267	<u>2,700</u>
Total Department of Education				<u>13,415</u>
Total Expenditures of Federal Awards				<u>\$ 5,207,050</u>

See Schedule of Findings and Questioned Costs for Major Programs Tested

> - Programs represent a Child Nutrition Cluster

* - Programs represent an Aging Cluster

- Programs represent a CDBG Entitlement Cluster

NA - Not Available