

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

ACTIVITY NAME:

Camp Saradac Scholarships

APPLICANT:

City of Saratoga Springs Recreation Department

MAILING ADDRESS:

15 Vanderbilt Avenue

Saratoga Springs, NY

Zip: 12866

PHONE: 518 587-3550 x2300

FAX: 518 584-1748

EMAIL: john.hirliman@saratoga-springs.org

CONTACT PERSON:

John Hirliman

TITLE: Administrative Director of Recreation

APPLICANT (select 1): City Department
Public Agency

Private non-profit organization

Other

Recreation

(List Dept.)

14-6002423

(List Federal ID #)

(Specify)

(DUNS #)

NATIONAL OBJECTIVE (select 1):

“Benefit persons of Low/moderate income”
Need”

“Address slum/blight Conditions”

“Urgent CD

L/M Income Area Benefit

“N/A” Slum/blighted Area

“N/A” Urgent

Need

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: \$ 3,380.00

Funding Leveraged from Other Sources: \$ 157,130.00

Total Activity Cost: \$ 160,516.00

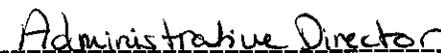
Proposal Abstract – please provide a *brief* overview of your proposal *including the number of persons that will be served* with this grant in the space below:

The Recreation Department is requesting \$3,380.00 to provide 4 scholarships for children to attend 8 weeks of Camp Saradac. Camp Saradac, which is located at the Recreation Center on Vanderbilt Avenue, is a NYSDOH Licensed summer day camp for children ages 5-15 years old.

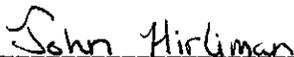
We served over 140 children this past summer. This year camp will be from June 25-August 17. We operate Monday-Friday from 7:30am-6:00pm. Camp Saradac offers children exciting field trips, creative educational and recreational programs, arts and crafts, trips to the peerless pool and other water activities. All of our activities are designed to promote fun, fitness and learning experiences, which help children to grow and reach their full potential. More than 60% of our campers are on scholarship, with the majority receiving a 100% scholarship. With your support, we will be able to offer the most at risk children in our community an opportunity to be in a safe and nurturing environment for the summer. Many of our families can not afford to send their children to camp, often leaving them alone for the summer with no safe place to go. The cost for camp this year is \$845 for City and \$1140 for Non City residents for our 8 week program. This includes all field trips, programs, special events and a t-shirt.



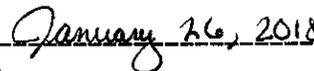
(Authorized Signature)



(Title)



(Typed or Printed Name)



(Date)

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.
- 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		122,721	122,721	City Budget 2018
Fringe				
Other (consultants, etc.)				
<i>Subtotal</i>		122,721	122,721	

OVERHEAD				
Advertising/Marketing		\$1,600	\$1,600	City Budget 2018
Program Supplies		\$6,275	\$6,275	City Budget 2018
Rent & Utilities		N/A	N/A	
Other - list below				
Field trips, Bus trips, special events, pool,	\$3,380	\$26,540	\$29,920	*Entitlement funds will be awarded to participants as a scholarship which helps cover field trip cost
<i>Subtotal</i>		\$37,795	\$37,795	

TOTAL COST

\$3,380	\$157,130	\$160,516
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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)				

Subtotal

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TOTAL COST

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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:
15 Vanderbilt Avenue, 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): 1/18 to 12/18

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 \$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

IDENTIFY AMOUNT OF Co. AWARDS

Saratoga County Youth Bureau-OCFS-2017

\$6,911.00



Authorized Signature



Date

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

Camp Saradac is a program offered each summer by the Recreation Department. Our enrollment continues to grow each summer. As our enrollment grows, so does our need for increased scholarship funding. Camp Saradac originated with the City of Saratoga Springs School District over 60 years ago. In 1976, the program was given to the City of Saratoga Springs to run. In 1992, the Recreation Department took over the day to operations of Camp Saradac and we have continued to run it. Each year we have expanded our programming to include more things for campers to do and also have expanded our age groups to include 13-15 year old the past two years.

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

Camp Saradac plays a vital role in our children's lives and in our community. According to the American Camp Association, (ACA) ninety-six percent of campers say that camp has helped them to make new friends and ninety-two percent have said that camp has helped them feel good about themselves. Seventy percent of camp parents sat that their children have gained self confidence at camp. Through a variety of meticulous research, the ACA has very clearly defined the role and benefits of a child's summer camp experience.

All recreation departments, including the Saratoga Springs Recreation Department, believe that every child should have an opportunity to have the camp experience. When many families think about camp however, they think mainly of the "away" camps and that immediately becomes an issue. Many people believe that their child is not "ready" for this type of camp. Also many of these camps are simply too expensive for most families. Camp Saradac is the ideal alternative to an "away" camp. With the help of the terrific counselors we have, our campers learn independence while away from their parents, all the while knowing that they will return to the comforts of home and family each evening. Camp Saradac exposes children to new experiences, friendships, learning opportunities, sports and exercise at an affordable cost. Camp gives children a chance to be children regardless of what else is going on in their lives.

With all of the benefits described above, Camp Saradac's enrollment continues to grow. So does the need for financial assistance. On average in the past, around 62% of our campers receive full scholarships for our 8 weeks of camp. Most years we have a minimum of 5 families on a scholarship waiting list, some years there have been upwards of 15 families on that list. As soon as people hear that there is a waiting list, they walk away and their children are not counted. Our costs have increased each year, as more and more people have been registering for camp and a scholarship. With this requested entitlement funding, we will be able to at least take two children off of that waiting list and give them the camp experience they should have, instead of just hanging out.

The location of Camp Saradac is a huge advantage. Camp is located in the Recreation Center on Vanderbilt Avenue which is on the South Side of the City. The South Side of the City is where most of the inner city children live. These "inner city" children, for the most part, lack transportation. This also provides a safe environment for camp programs.

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 number of persons you expect to serve.

How to apply: A scholarship request form must be submitted to the Recreation Department, 15 Vanderbilt Ave., Saratoga Springs, NY 12866, **EACH TIME** you are requesting one. Multiple family members and programs may be listed on the same form. To request a scholarship for any of our Recreation Department programs, the following steps must be completed:

1. Complete the scholarship request form (Attachment)
2. Provide documentation with the following:
 - a. Federal or State Income Tax returns (if you do not file taxes, a note in writing must be included and other income proof must be provided- any and ALL other income received by you or those in your household).
 - b. Proof of Residency, i.e.: property tax bill or renters agreement- if in City or School District.
 - c. Child support papers- if relevant
 - d. Social Services paperwork with **all of your family income listed** i.e.: social services, food stamps, welfare,
 - e. Affordable Housing letter- **with all of your family income clearly listed.**
3. Complete adult/child registration form(s)

The above requested proofs are not optional, proof of income is required if you wish to receive a scholarship from us. (The CDBG table will be used for all monies received by the Recreation Dept.)

Number of People in Household

	Full (100%) Scholarships			Half (50%) Scholarship			One Quarter (25%) Scholarship		
	Annual	Monthly	Weekly	Annual	Monthly	Weekly	Annual	Monthly	Weekly
1	\$ 21,775	\$ 1,815	\$ 419	\$ 28,950	\$ 2,413	\$ 603	\$ 46,100	\$ 3,842	\$ 960
2	\$ 25,925	\$ 2,160	\$ 499	\$ 33,100	\$ 2,758	\$ 690	\$ 52,650	\$ 4,388	\$ 1,097
3	\$ 30,075	\$ 2,506	\$ 578	\$ 37,250	\$ 3,104	\$ 776	\$ 59,250	\$ 4,938	\$ 1,234
4	\$ 34,175	\$ 2,848	\$ 657	\$ 41,350	\$ 3,446	\$ 862	\$ 65,800	\$ 5,483	\$ 1,371
5	\$ 37,525	\$ 3,127	\$ 722	\$ 44,700	\$ 3,725	\$ 932	\$ 71,100	\$ 5,925	\$ 1,481
6	\$ 40,852	\$ 3,402	\$ 785	\$ 48,000	\$ 4,000	\$ 1,000	\$ 76,350	\$ 6,363	\$ 1,591
7	\$ 44,125	\$ 3,677	\$ 849	\$ 51,300	\$ 4,275	\$ 1,069	\$ 81,600	\$ 6,800	\$ 1,700
8	\$ 47,425	\$ 3,952	\$ 912	\$ 54,600	\$ 4,550	\$ 1,138	\$ 86,900	\$ 7,242	\$ 1,810
Each Add'l person add	\$ 3,300	\$ 275	\$ 63	\$ 3,300	\$ 275	\$ 63	\$ 5,300	\$ 442	\$ 102

* The School Lunch program and HUD income requirements are used to determine the City's requirements -Revised 2016

C-2) 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. This is due to the area containing primarily public housing, including Jefferson Terrace and Vanderbilt Terrace.

C-3) In 2015, according to the Saratoga Springs Housing Authority, Vanderbilt Terrace had 57 families with 74 children. Their average income is \$12,233.00 with 8 families reporting zero income. The Jefferson Terrace has 74 families with 62 children. Their average income is \$11,018.00 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 not to turn away any family for the inability to pay for their child(ren) to go to camp. Also to reduce and or eliminate our yearly camp scholarship waiting list by providing additional scholarships for those campers who qualify. The Recreation Department keeps a detailed spreadsheet tracking the number of scholarship requests, awarded requests and the funding source utilized to award the scholarship. I.e.: Hawley Foundation, private donations, BDBG. In 2017 we had 5 families on the waiting list. We also know that several families walked away without putting their children on the list. They assumed that there would be no available funds, which there weren't.

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

Camp Saradac's registration period for City residents begins on February 26, 2018 and for all Residents March 29, 2018. Registration ends on May 14 for all. Camp Saradac's program dates are June 25-August 17, 2018. Camp's hour are from 9:00am-4:30 pm. Before and after care are available for a nominal fee. Before care is from 7:30-9:00am and After care is from 4:30-6:00pm. Scholarships are not available for these times.

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 our Department for issues regarding camp. The Civil Service Commission conducts back ground checks for 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 Saradac.

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 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 to operate in 1976. In 1992, the Recreation Department took over managing the day to day operations of Camp Saradac.

As of January 1, 2018 the current Recreation Commission members are:

Chair, Derrick Legall, Alphonse Lambert, Amy Smith, Cheryl Smith, Dora Lee Stanley, Bob Manasier, and John Dowd.

The last funding we received via a Block Grant for Camp Saradac Scholarships was in 2015 for \$2,500.00.

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. Our programs have been expanded and have been added to continuously with more and more participants registering. To date, there are over 30,000 people participating in all of our programs. Camp Saradac has continued to be run since 1992, with more children registering each year.

C) Identify the person(s) responsible for this program and financial management of the activity. Identify all other persons involved in this activity, 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 managers.

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, Kathleen Lanfear; Recreation Account Specialists, Deborah Rehm and Douglas June; Program Coordinators Jill Ramos and Wesley Clark are permanent Recreation Staff who each play a role in the management of Camp Saradac. Also, our department hires an additional 20-30 part time staff who work with the children directly every day. Deborah Rehm 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 Springs City Departments:

- NYS Department of Health: Licensor for Camp Saradac, conducts inspections, approves the Safety Plan and acts as a resource for the department regarding concerns or questions with camp operations.
- Civil Service Commission Office: Provides background checks on prospective 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 of the programming and policies associated with camp.

3. ACTIVITY BUDGET ATTACHMENTS

A) Include attached budgets (Attachments 1,2) as appropriate. Depending upon 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 has 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/sites

--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 \$ 145,000.00 in revenue and \$ 160,516.00 in expenses for Camp Saradac. The revenue generated comes from participant fees, grants and donations such as CDBG, secured annually by the Recreation Department. The registration fee to attend camp this year is \$ 820.00 for a City resident and \$1115.00 for a non City resident. The grant total secured by the Recreation department in 2017 was \$48,000.00. 100% of the grants received were applied to scholarships for children to attend camp.

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

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

Attached

- B) During your last fiscal year, if your organization expended more than \$500,000.00 in total federal financial awards (including CDBG and all other financial assistance), please include a copy of your latest Single Audit Report with this application.**

N/A