



**Program Year 2020
HUD Entitlement Grant Program
FUNDING APPLICATION**

PUBLIC SERVICES PROJECTS

SUMMARY INFORMATION

Total Public Services funding will be limited to approximately \$100,200 (15% of CDBG entitlement grant), for all projects.

GENERAL INFORMATION

Applicant Legal Name:	Catholic Charities Tompkins/Tioga
Project Name:	Immigrant Services Program
Funding Amount Requested:	30,000

PROJECT INFORMATION

Project Location(s):	324 W Buffalo St., Ithaca, NY 14850		
Project Goal(s) (be specific and succinct):	This project will result in 100 refugees and immigrants being provided direct services and referrals so they can integrate into our community.		
Priority Need(s) Which Project Will Address (Consolidated Plan):	Increase Access to Resources Leading to Physical and Economic Mobility		
Total Number of People to Be Served:	100	% City of Ithaca Residents:	70
		% Below 80% AMI:	90
Characteristics of People to Be Served (i.e., youth, elderly, disabled, formerly incarcerated, homeless, etc.):	refugees and immigrants		
Proposed Use of Requested Funds (i.e., staff salaries, materials, participant stipends, etc.):	staffing		
Total Project Cost:	82,500	Total Budgeted Matching Funds:	52,500

CONTACT INFORMATION

Head of Agency Information	
Name:	Renee Spear
Title:	Executive Director
Address:	324 W Buffalo St., Ithaca, NY 14850
Phone Number:	607.272.5062
E-Mail Address:	renee.spear@dor.org
Application Contact Information	
Name:	Sue Chaffee
Title:	Program Director
Address:	324 W Buffalo St., Ithaca, NY 14850
Phone Number:	607.272.5062
E-Mail Address:	sue.chaffee@dor.org

PROJECT DESCRIPTION

In the space below, provide a clear project summary that contains a description of the proposed project, including services and activities that will be provided. Include the Census tract number in which the project will be located (see Application Instructions).

Since 2007, the Immigrant Services Program (ISP) has been receiving funding from the IURA that greatly benefits Ithaca's immigrant community. The services we provide not only have a positive impact on the immigrant community, but benefits the greater community, as well. For example, our citizenship services increase the number of immigrants who become naturalized citizens and can vote in state and federal elections. Our immigration legal services result in immigrants being granted their green cards, and/or becoming authorized to legally work in the U.S. which benefits local employers and the local economy. Our advocacy often results in being a liaison between our clients and staff from service providers who serve immigrants ensuring community resources can be accessed regardless of cultural/language barriers. And our job development services result in clients who have limited English proficiency being able to enter Ithaca's workforce instead of being unemployed or working in the informal sector.

The following client profile highlights how we are able to work with clients who make Ithaca their new home and address their individual, unique needs in order to help them integrate into our community, as well as become self-sufficient.

John's immigration troubles started in 2017 after he applied for a green card replacement but never received it. One of the hurricanes that swept through the Caribbean that year demolished his local immigration office so he couldn't reach out to them for assistance. He relocated to the Ithaca area this past year and shortly after arriving here he came to Catholic Charities seeking help; his most urgent needs were to find employment and to get his replacement green card. After interviewing him, the ISP director provided him with immigration legal services that included helping him contact Congressman Tom Reed's office so they could make a congressional inquiry, contacting US Citizenship & Immigration Services (USCIS) to request that his case (that had been administratively closed) get re-opened, and then respond to an old "request for evidence." She also arranged for him to get a temporary green card with the local USCIS district office in Syracuse so he could start to look for work.

Once John received his temporary green card, he met with the ISP program coordinator who began to assist him with finding employment. She provided him with job development services that started with assessing his skills, discussing what type of work he would like to pursue, and assisting him with creating a resume. He was interested in working at Cornell, so he was also assisted with applying for positions with them on-line. He landed a temporary position as a maintenance worker which eventually led him to the opportunity to apply for a full-time position when one opened. He landed the job but continued to need help from ISP. The hiring process seemed to be going smoothly until it came time for the background check. There were myriad issues which took the program coordinator several phone calls with the background check company via telephone and corresponding with both them and the employer via email. After a few weeks and with the effort of everybody involved, everything was finally correct. And after three months, from start to finish, John was officially hired for a full-time position at Cornell with benefits. Because of the services ISP provides, he is now gainfully employed and has a 10-year replacement green card.

John's story not only emphasizes the comprehensive services and case management ISP staff provide but also highlights the need for low cost immigration services be readily available to Ithaca's immigrant community; a need that Catholic Charities has met since 2010. Furthermore, since the Trump Administration has been making fast and radical changes to immigration policy, it is important for immigrants to be able to access free legal consultations when they cannot afford to meet with a private attorney. Since the ISP program director pursues on-going training, she is able to advise clients what to do when they are affected by new immigration laws. For example, the new Public Charge Rule is having an immediate and negative impact upon immigrant and newcomer families. This rule change has led to confusion and uncertainty in Ithaca's immigrant community and people may forgo their health and housing needs rather than taking a chance at being rejected for a green card. The ISP director serves as a resource who can help immigrants determine whether they could become a public charge (and therefore ineligible to obtain their green cards) and advise them whether to cancel public benefits. The Administration's Travel Ban, that restricts immigration from certain countries (including Burma), is also creating a lot of apprehension and confusion within Ithaca's Burmese/Karen community so the ISP director also serves as a resource to address these fears.

This project will be delivered by Catholic Charities which is located in Census Tract 8.



INSERT EXCEL BUDGET SPREADSHEET(S) IMMEDIATELY AFTER THIS PAGE.

PUBLIC SERVICES PROJECT BUDGET

SOURCES

FUNDING SOURCE TITLE		AMOUNT SECURED*	AMOUNT UNSECURED**	% OF TOTAL BUDGET
1.	FY2020 Community Development Block Grant (CDBG)		\$30,000.00	36.36%
2.	Human Services Coalition		\$22,500.00	27.27%
3.	Foundations(Park Fdn)/Private Contributions		\$20,000.00	24.24%
4.	United Way		\$10,000.00	12.12%
5.				0.00%
6.				0.00%
7.				0.00%
8.				0.00%
9.				0.00%
10.				0.00%
TOTAL SECURED & UNSECURED FUNDING		\$0.00	\$82,500.00	100.00%
TOTAL PROJECT BUDGET		\$82,500.00		100%

LEVERAGE OF SECURED FUNDING PERCENTAGE	0.00%
---	--------------

* Supporting documentation is required for amounts listed as secured.

** Please be sure to list all unsecured funding amounts (e.g., funding applied for, but not yet received).

USES

PERSONNEL EXPENSES: POSITION TITLES	PROPOSED CDBG AMOUNT (SALARY/WAGES + FRINGE)	PROPOSED OTHER	TOTAL
ISP Program Director 17.5 hours per week	\$30,000.00	\$14,722.00	\$44,722.00
ISP Program Coordinator 23 hours per week		\$23,218.00	\$23,218.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
A-TOTAL PROPOSED PERSONNEL BUDGET	\$30,000.00	\$37,940.00	\$67,940.00

NON-PERSONNEL EXPENSES: LINE ITEM/TYPE	PROPOSED CDBG AMOUNT (SALARY/WAGES + FRINGE)	PROPOSED OTHER	TOTAL
Supplies		\$850.00	\$850.00
Publications/Printing			\$0.00
Rent/Lease (Project Operations)		\$1,104.00	\$1,104.00
Insurance		\$600.00	\$600.00
Utilities		\$500.00	\$500.00
Communications		\$885.00	\$885.00
Stipends			\$0.00
Other Expenses (list below)			
Administration cost including financial, human resources and IT services.		\$10,621.00	\$10,621.00
			\$0.00
			\$0.00
B-TOTAL PROPOSED NON-PERSONNEL BUDGET	\$0.00	\$14,560.00	\$14,560.00
(A+B) TOTAL PROPOSED PROJECT BUDGET	\$30,000.00	\$52,500.00	\$82,500.00

PROJECT DESCRIPTION (cont.)

Explain how the amount of funding requested is justified, taking into account other available sources of funding for the project type. Explain how and when the cost estimates for the project were prepared. Provide the name, title, company/organization name, and qualifications of the individual who prepared the cost estimates.

ISP has been receiving local funds to cover administering and staffing the program since its inception. ISP is the only program in the City of Ithaca and Tompkins County that offers comprehensive services to immigrants and refugees in our community. We apply yearly for funding from the IURA, the United Way, the Park Foundation and Tompkins County Human Services Coalition in order to continue offering services that are geared towards integrating immigrants and refugees into our community.

The cost estimates for this program were prepared by Lois Pruden, Accountant, Catholic Charities of Chemung County.

Does the project require coordination with, or participation of, another entity or organization? If so, how will you ensure the project's successful and timely completion?

this is not a requirement

POPULATION SERVED & PROJECT IMPACT

Describe the population the project will serve, being sure to include income levels (i.e., 30% AMI, 50% AMI, 80% AMI), and any special needs characteristics (e.g., disabled, elderly, homeless). How has the project been designed to address the specific needs of this population?

Census data reported for Tompkins County in 2018 includes a total population of 102,793 with 13.1% being foreign born. This project is designed to principally benefit immigrants and refugees residing in the City of Ithaca and Tompkins County who are living in households that are 50 % AMI. Our target population is comprised of immigrants and refugees who experience language and cultural barriers and need assistance in accessing community resources or finding employment. We also target immigrants living in low income households who cannot afford private attorneys when they have immigration legal concerns. We will serve all immigrants, regardless of country of origin or religion. This project is designed to have a positive effect on immigrants being able to successfully integrate into our community.

Explain the project goal(s). How will each goal be measured and documented to confirm whether or not it has been met?

Our goal is for 85% of clients who seek our services will have their needs met in the following areas: immigration legal services, employment needs and accessing community resources. We will provide case management, referrals and direct assistance to meet these goals and will evaluate progress through follow-up phone calls and appointments.

To measure our progress we will track the number of clients who are provided direct services and referrals through case notes kept in client files. Case management will include tracking receipts and notices from US Citizenship & Immigration Services and the National Visa Center for all cases filed, including citizenship and green card applications. Success will be measured by the number of immigrants we assist who successfully obtain an immigration benefit or status they are seeking such as naturalization, legal permanent residency, or work authorization. We will also collect and measure data from case notes regarding employment services including how many resumes are created, how many jobs are developed and how many clients are successful in finding new employment. In addition, we will track all referrals made and provide case management to ensure our clients are getting their needs met.

PROMOTION OF FAIR HOUSING

How will your project address any of the factors contributing ("Contributing Factors") to fair housing issues and problems in the City of Ithaca? Refer to: [Explanation of IURA Assessment of Fair Housing Contributing Factors](#) document.

ISP provides direct services and case management to clients who have language barriers and therefore often serves clients who are at a disadvantage when there is insufficient, or meaningful language access to community resources such as subsidized or public housing. ISP housing-related assistance can range from application completion (for Section 8 and various public housing programs), providing interpretation at meetings with clients who are having in-person interviews at the final stages of being approved for public housing and Section 8, assisting clients with understanding their leases and legal obligations, advocating for clients who are having difficulty in getting reimbursed their security deposits, and negotiating lower rents with private landlords.

ISP provides direct services, financial assistance, and case management to clients who are experiencing economic pressures in order for them to be able to avoid financial difficulties that could potentially result in them becoming displaced. Since many of the clients we serve are considered working poor we often assist them when there is a reduction in their work hours or when there is a lay-off, either temporary or permanent. This assistance can include referring them to DSS for one-time financial assistance or to the Samaritan Center to be pre-screened for direct emergency assistance. They also receive assistance with applying for SNAP benefits, and/or unemployment benefits. Our program coordinator also assists them find more viable employment through our job development services. Immigrants who have expiring green cards or work permits are also vulnerable to becoming displaced because having an expired document can result in not being work authorized. Our immigration legal services addresses this and clients who are unable to afford the high costs of renewing their green cards or work permits are provided assistance in applying for a fee waiver, and also have their applications prepared pro bono.

ORGANIZATIONAL CAPACITY

Describe your organization's experience in successfully implementing projects of similar scope and comparable complexity to the proposed project.

ISP is under the auspices of Catholic Charities Tompkins/Tioga (CCTT) and therefore we have the infrastructure in place that is needed to successfully implement and administer this and other complex programs. CCTT has experience with governmental reporting involving federal and state regulations, including the Office of New Americans grant, OTDA resources, and other programs such as Nutrition Outreach and Education Program (NOEP). In addition, in Tompkins County, services include HUD-funded programs such as our security deposit assistance collaboration with the Ithaca Urban Renewal Agency, and a Rapid Rehousing tenant-based assistance program. In January 2019 we contracted with the Department of Education for ACCES-VR. Additionally, CCTT maintains contracts with Tompkins County for our family empowerment programs and Samaritan Center. All these projects require careful examination of client eligibility, examination of supporting documentation and adherence to income and other eligibility thresholds. The staff is adept at reviewing eligibility across a wide array of programs with differing guidelines. Fiscal documentation, records retention, and reporting are all familiar to our organization and the mechanisms in place help to effectively identify issues as they arise, or to prevent them.

Describe your staffing plan for the proposed project. Indicate what percentage of each staff member's time will be allocated to this project and how many other projects, in addition to the one proposed, each staff member will be responsible for. *If you are requesting funds to pay staff salaries, please explain how the proposed project will be impacted, if full funding is not awarded.* If the project is collaborative, explain how participating organizations will work together and who will be the lead.

ISP is currently staffed by a full-time program director, full time program coordinator, a full-time program assistant, and program volunteer in order to implement and deliver services. The ISP director is mainly tasked with staff supervision, grant writing and administration, completing and filing all quarterly and final reports, and provides immigration legal services. She must maintain an accreditation by the Department of Justice in order to provide legal advocacy. This person also provides case management to clients who need assistance in accessing community services and assists clients who are experiencing domestic violence. The program coordinator is tasked with providing job development services, case management for clients with language barriers, and develops and facilitates community education workshops for the immigrant community. She is also bilingual in English/Spanish and provides services to our Spanish-speaking clientele. The program assistant is typically a part-time position, but ISP recently received a census grant, allowing this position to be full-time from 2/1/2020 - 7/31/2020. This person is fluent in English/Burmese/Karen and is tasked with providing outreach to the Burmese/Karen community and providing them with case management. She is also tasked with planning and facilitating community education workshops. ISP also has a local attorney volunteering who assists with the immigration legal services we provide at Catholic Charities. This individual took a required 40-hour training on immigration law which is required by the DOJ in order to provide immigration legal services.

Partial funding would reduce the amount of resources we have to cover the staff needed to operate the program placing the overall quality and service delivery in jeopardy. Our skilled staff maintain credentialing to support individuals in their journey; loss of funding could create a concern for retaining qualified staff. The percentage of staff member's time to this project and other projects is as follows: 1) the ISP director's allotted time is split between IURA (50%) and the Office for New Americans grant (50%); 2) the program director's time is split between IURA (66%) and the ONA grant (34%) and, 3) the program assistant's allotted time is split between IURA (58%) and the Census grant (42%). If we are unable to obtain the full amount requested, we will have to find other monies in order to keep this program intact or will have to reduce staff hours.

PAST IURA FUNDING

If your organization received funding from the IURA in the past two program years, please complete the following table(s):

2018 Project Name:	Immigrant Services Program		
Amount of Funding Awarded:		30,000	
Amount Expended to Date:		30,000	
Total Number of Unduplicated Clients to Be Served:		100	
Total Number of Unduplicated Clients Served to Date:		114	

2019 Project Name:	Immigrant Services Program		
Amount of Funding Awarded:		\$25,059	
Amount Expended to Date:		\$6,264	
Total Number of Unduplicated Clients to Be Served:		80	
Total Number of Unduplicated Clients Served to Date:		64	

PROJECT SCHEDULE

Month	Specify Project Milestone/Actions Completed	Cumulative Amount of CDBG Funds Expended	% of Project Budget
November 2020	contract in place; client services begin	0	0
December 2020			
January 2021	25 clients served	7,500	25%
February 2021			
March 2021			
April 2021	total of 50 clients served	15,000	50%
May 2021			
June 2021			
July 2021	total of 75 clients served	22,500	75%
August 2021			
September 2021			
October 2021	total of 100 clients served	30,000	100%
November 2021			
	TOTAL:		100%

① **Note:** Assume contracts will be executed by NOVEMBER 1, 2020, so that funds may be drawn that month.

CERTIFICATION & SUBMISSION REQUIREMENTS

By checking this box and providing the following information, I certify the statements made in this application are true and correct, and I am authorized to submit this application on behalf of my organization.

Sue Chaffee	02/26/2020
Name	Date
Catholic Charities	Program Director
Organization	Title/Role
sue.chaffee@dor.org	607.272.5062
E-Mail Address	Phone Number

Is your organization a 501(c)(3)? Yes No

Federal Tax ID: 510621633

DUNS #: 01-494-0691

Required Attachments:

- Excel budget page
- Resumés of key staff and/or consultants who will be responsible for this activity
- List of your organization's current board members
- Letter(s) of commitment from any other individuals or entities (outside your own organization) whose participation is required for project completion
- Evidence of commitment for any funds indicated as "secured" in your project budget
- Most recent Form 990 or tax returns for applicant entity (only 1 copy needed)

Optional Attachments:

- Letters of support
- Program materials (e.g., brochures, program guidelines, outreach materials)

Submission Requirements:

- One (1) ORIGINAL of the complete application, including all attachments
- Twelve (12) double-sided 3-HOLE PUNCHED CLIPPED COPIES of the complete application, including all attachments, except Form 990/tax return (only 1 copy needed)
- One (1) ELECTRONIC PDF FILE of the application, including all attachments, on a disc or flash/thumb drive
- Complete application packages must be received by noon, February 28, 2020 at the following address:

Ithaca Urban Renewal Agency
3rd Floor, City Hall | 108 E. Green St. | Ithaca, NY 14850

- Applications will be date/time-stamped upon arrival. Applications received after the deadline will not be considered.



**Program Year 2020
HUD Entitlement Grant Program
FUNDING APPLICATION ADDENDUM**

ALL PROJECT CATEGORIES

FUNDRAISING INITIATIVES

Regarding the secured vs. unsecured funding section of your Excel budget application form, please describe in detail below what fundraising initiatives your organization has undertaken over the past year and/or plans to undertake in the year ahead, to identify/secure additional funding and ensure the financial viability of your project/program (even if you have pursued funding that was declined by the time of your IURA application). The IURA is interested in knowing what your organization does on an ongoing basis to support the program/project.

Throughout the year, CCTT cultivates donor and foundation support to encourage overall growth and stability of the agency to reduce the burden on specific programs. In 2019, CCTT solicited private gifts in several ways, including: fundraising appeal letters sent in early summer and in December; e-mail solicitations sent four times during the course of the year; our Spring and Fall newsletters; and a large annual dinner event supported by attendees and business sponsors. We cultivate year-round gifts from our major donor circle through an appreciation reception and ongoing communication. Pledges from current and former members of our board of directors are also an important source of funding. Smaller events, often spearheaded by community volunteers, sometimes contribute to our program budgets.

Donors always have the liberty to designate their support to a particular service area, and some choose to support the Immigrant Services Program specifically. However, the bulk of these funds is unrestricted, supporting the organization as a whole and is used to fill gaps in our budget. Because of the great number of people and the many needs we are trying to serve, this fundraising does not supplant the need for IURA funding.

We will continue these types of fundraising efforts in 2020.

Sue Chaffee

324 W Buffalo Street

Ithaca, NY 14850

Email: sue.chaffee@dor.org

(607) 272-5062

Resume

Work Experience:

2009- current

Director, Immigrant Services Program, Catholic Charities Tompkins/Tioga, Ithaca, New York

Provide oversight and day-to-day administration of the Immigrant Services Program. Offer direct services and referrals for Tompkins County immigrants and refugees. Provide clients with intensive case management. Educate clients about community resources available in Tompkins County.

Provide compliance with terms of program funders' contracts, including maintaining records and client case notes as required, submitting quarterly and final reports, tracking and reporting income and expenditures.

Provide legal immigration and citizenship services to low income immigrant clients. Stay current on immigration law through trainings, law books, and legal immigration webinars. Consult with legal immigration attorneys for to obtain legal technical advice when necessary. Maintain Department of Justice (DOJ) accreditation.

Develop and maintain an active and supportive interaction with Tompkins DSS and other local human services agencies, and with national and statewide immigrant advocacy organizations. Provide outreach in the community and advocate for the needs of immigrants residing in Tompkins County.

Train, oversee and supervise program volunteers, student workers and interns. Facilitate meetings for program Advisory Board members.

2001 – 2008

Assistant Director, HEOP Director, Office of Multicultural Affairs, Ithaca College, Ithaca, New York

Provided administrative oversight to the college's Higher Education Opportunity Program (HEOP). Formulated and prepared HEOP proposals and final reports for State Education Department. Prepared program's budget recommendations that included monitoring and reconciling expenditure of budgeted funds. Collaborated with the Offices of Admissions and Financial Aid

to identify, recruit and admit HEOP program students. Provided academic advising and counseling to program and non-program students.

Directed and oversaw pre-freshman summer program planning and administration. Recruited, hired, oriented and supervised faculty, tutors, graduate assistants and peer counselors working with summer program. Planned and implemented summer program's academic calendar. Planned and implemented all the programs' social, cultural and recreational events. Designed and implemented developmental workshops for summer program.

2000-2001

Multicultural Affairs Coordinator, Education Opportunity Program Coordinator, Corning Community College, Corning, New York

Provided academic advising and counseling for diverse student populations including students of color, lesbian, gay, bisexual and transgender (LGBT), and international students. Collaborated on writing college-wide grants to secure funds for diversity initiatives with other departments. Implemented and advised the college's first Multicultural student club organization.

1998-2000

Adjunct Professor, Tallahassee Community College, Keiser College Tallahassee, Florida

Taught sociology classes for both colleges.

1997-1998

Minority Student Advisor, Adjunct Professor, University of Wisconsin - Fox Valley, Appleton, Wisconsin

Provided academic advising and counseling for the University's minority population including a significant number of Native American and Hmong students and international students. Participated in college recruitment fairs. Visited high schools and local Native American reservations to recruit potential students.

1994-1996

Justice Planner, Miami-Dade County Department of Justice Assistance Miami, Florida

Served as program supervisor and project director for the department's Refugee Family Services Program. Developed and implemented youth program for two hundred refugee youth. Developed and implemented domestic violence program for battered refugee women. Wrote state and federal grants to obtain funding for program. Maintained quarterly reports and submitted program's year-end reports to federal Office of Refugee Resettlement program. Supervised program staff consisting of ten employees. Developed, coordinated and co-facilitated the Task Force on Domestic Violence in the Haitian Community. Coordinated and facilitated a statewide conference on preventing Haitian family violence.

Research Assistant NIAAA Grant, NSF Grant, Ford Foundation Grant, Florida International University, Miami, Florida

Conducted interviews in English and Haitian Creole. Facilitated focus groups, administered surveys, data analysis, participant/observation fieldwork, data entry, SPSS, presented papers at Anthropology and Sociology conferences.

1994-1996 **Adjunct Professor** Florida International University, Miami, Florida
Taught sociology classes.

Education

- 1993 Florida International University
Miami, Florida
M.A. in Comparative Sociology
Thesis Title: "Survival Strategies of Haitian Immigrant Women"
- 1991 Florida International University
B.A. in Liberal Studies
Certificate in Latin American & Caribbean Studies
- 1989 Southeast Center for Photographic Studies
Daytona Beach, Florida
A.S. in Professional Photography

Accreditation

Department of Justice (DOJ) Accreditation, 2010, 2013, 2016, 2019

Paige Lyn Cross

324 W. Buffalo St. • Ithaca, NY 14850 • 607-272-5062 • paige.cross@dor.org

PROFESSIONAL EXPERIENCE

Catholic Charities of Tompkins Tioga, Ithaca, NY

Program Coordinator/Case Manager, Immigrant Services Program

May 2018 - present

- Assists clients with activities necessary to become employed including developing and updating resumes, completing job applications, providing interview preparation, assistance with interviews for clients with limited English proficiency
- Networks with local employers and maintains and fosters positive relationships with clients and businesses in the community that are willing to hire clients who traditionally face barriers to employment, such as limited English proficiency
- Provides case management, direct services, and English to Spanish translation services as needed to immigrant clients so they can access community resources
- Plans, coordinates and implements community education events, including community workshops and informational seminars

Graduate Assistant

August 2016 – Dec. 2017

Services for Students with Disabilities, Binghamton University, Binghamton, NY

- Created materials (e.g. reference guides) and conduct trainings for student assistants and SSD registered students in the use of assistive technology such as Kurzweil and SmartPens
- Developed workflow processes for the acquisition and distribution of alternate format textbooks
- Provided leadership in the ongoing development of an Autism Initiative aimed at enhancing the campus, community and job connections for students on the Autism Spectrum

English as a Second Language (ESL) Tutor

July 2017 - August 2017

English Language Institute, Binghamton University, Binghamton, NY

- Provided language skill services to international students in the Academic Success Program at Binghamton University approx. 10 hr/week
- Assisted students with culture, study skills, time management/organization skills, and communication skills in both academic and informal English

Special Education Teaching Assistant (previously NYS Certified)

Sept. 2014 – June 2016

OCM BOCES, Cortland, NY

- Facilitated the educational, emotional, social development of 1:1 student(s) according to the goals/needs outlined in their Individual Education Plans through appropriate behavioral interventions, de-escalation techniques, teaching strategies
- Assisted the head teacher in maintaining whole classroom discipline, providing support to the teacher/students as necessary to complete classroom activities
- Accurately completed daily quantitative/qualitative data collection and communicated with counselors, parents, support staff

Volunteer Professor

Sept. 2012 – March 2014

Carrera de Idiomas at Universidad Técnica de Ambato, Ambato, Ecuador

- Taught classes and served as an academic advisor for 19 hr/week in the English Teacher Training Program
- Developed and implemented curriculum for courses, seminars, and workshops in diverse subject matter (ex. TOEFL, American culture, writing, listening, and speaking skills)
- Collaborated with colleagues in weekly program-area meetings, teacher development workshops, elaboration of curricula and syllabuses, and fulfillment of program re-accreditation criteria

Student Circulation Desk Assistant

Fall 2007 – 2011

Case-Geyer Library, Colgate University

- Maintained order of circulating collections and reserves, including study rooms, with accuracy and efficiency
- Answered informational, directional and library policy questions, helped patrons locate materials, and provided basic technical assistance
- Checked in/out library materials and Interlibrary loan requests from participating institutions

Colgate University Upstate Institute Student Field School Fellow

Pathfinder Village, Edmeston, NY

Summer 2011

- Participated in a weekly field school with 15 other students engaged in projects with community partners, focusing on qualitative research methods, capacity building, skill development, and volunteerism
- Updated and digitalized the donor and press contacts database for the Development office
- Researched and applied for grant opportunities to fund integration initiatives between residents/community
- Proposed improvements to the social media platforms, leading to an increase in visibility, event attendance and awareness, and interaction between Pathfinder Village, Colgate University, and the greater Down Syndrome community

Young Scholars LPP, Utica College, Utica, NY

Summer 2010

- Compiled and corrected 4 years of print and online student data to create a comprehensive Excel spreadsheet
- Analyzed data and created a report on the quantifiable success of the program regarding graduation rates and attainment of Regents diplomas by participating disadvantaged students

Cazenovia Community Preschool, Cazenovia, NY

Summer 2009

- Updated, digitalized, and revised the Directory of Patrons and the Historical Chronicles
- Created a promotional/40th Anniversary video by conducting, filming, and editing interviews

Independent Study Research Assistant

Summer 2009

Colgate University Department of Educational Studies/Psychology, Hamilton, NY

- Organized and input survey data into SPSS on parent attitudes toward inclusion in preschools
- Developed and implemented a survey, interview protocol, and cover sheet for the Chairpersons of Preschool Special Education (CPSE) for school districts/county officials in 5 counties in Central NY
- Conducted/transcribed telephone and in-person interviews with CPSEs and county officials
- Conducted a literature review on inclusion of preschoolers with special needs

EDUCATION & HONORS

Binghamton University, Binghamton, NY

Fall 2019

Majors: *Master of Science in Public Administration, coursework in Student Affairs Administration*

- Graduate Assistant, *Services for Students with Disabilities*, 2016-2017
- MPA/MsAA Program Scholarship Recipient, 2016-2017
- Asset-based Community Development Service Learning Program, Blantyre, Malawi

Summer 2017

Fulbright English Teaching Assistant Grant Recipient

Sept. 2011 – June 2012

U.S. Fulbright Student Program, Universidad Técnica in Ambato, Ecuador

- Collaboratively designed and independently lead elective classes for beginning to advanced English students to reinforce course material and promote cultural exchange
- Co-founded/co-lead the English Club for the Carrera de Turismo y Hotelería

Colgate University, Bachelor of Arts, Hamilton, NY

May 2011

Majors: *Educational Studies & Spanish; Latin Praise: Magna Cum Laude; GPA: 3.60/4.00*

International Education:

- Study Abroad, *San Pablo CEU, Madrid, Spain*
- Extended Study, *Michoacán, Mexico*

Fall 2009

Fall 2007

ROE SI

324 W Buffalo Street, Ithaca, NY 14850 · (607) 272-5062
Roe.si@dor.org

EXPERIENCE

PROGRAM ASSISTANT, *Immigrant Services Program*

May 2019 - Current

Catholic Charities Tompkins/Tioga, Ithaca, NY

- Assesses immigrant community's needs, assist with community outreach, plans and coordinates informational workshop for immigrant and refugee community
- Provides help with Karen language interpretation and translation
- Educates immigrant refugee community about 2020 Census and assists with form completion
- Provides case management, keeps detailed case notes and compiles data for reports

CASHIER, *Part-time*

January 2018 - Current

Oishii Bowl, Ithaca, NY

- Answered phone calls, take orders and input them into the POS and relay them to the back of house
- Assisted with cooking if needed and worked with an assistant to ensure food is served in a timely manner

PROGRAM INTERN, *Immigrant Services Program*

May 2018 – August 2018

Catholic Charities of Tompkins/Tioga, Ithaca, NY

- Fulfilled requirements of a 135-hour internship by creating refugee family's tree, driving clients to medical appointment, learning to write case notes, assisting the receptionist, interviewing CCTT workers and created reports for the ISP director
- Helped Samaritan Center with clothing closet, folded bed sheets

MEAT PROCESSING (DEBONER)

September 2011 – May 2015

Tyson Foods Inc., Robards, KY

- Worked in a team on a line of production with a specific task: to debone chicken and remove the fat
- Worked efficiently and swiftly to debone chicken thighs (8-10 per minute)

EDUCATION

A.A in Human Services

2018

Tompkins Cortland Community College (TC3), Dryden, NY

- Member of Phi Theta Kappa Honor Society with 3.5 overall GPA
- Member of National Leadership Society
- Dean's List recipient

Adult ESL Classes, TST BOCES, Ithaca, NY

2015

ESL and CNA Classes, Owensboro, KY

SKILLS

- Hard-working and understanding
- Can communicate and cooperate well with diverse people
- Loyalty and flexibility
- Microsoft, PowerPoint, and a little of Excel
- Fluent in Karen; able to communicate well in English and Burmese

**Board of Directors, Catholic Charities Tompkins/Tioga
324 West Buffalo Street, Ithaca, NY 14850**

CCTT Board of Directors meets on the 2nd Monday of each month from 5:00 to 6:30 pm.

Name	Address	Officer / Term	Residence Phone	Business Phone	Cell Phone	E-mail	Committee Assignment	Term ends
Joseph D'Abbracci Senior Career Advisor Binghamton University	142 Forest Hill Road Apalachin, NY 13732	Chairperson		607-777-6849	607-351-0254	Jdabbrac@binghamton.edu	Executive; Finance Human Resources, Nomination	12/31/21 (3)
Rick Ballantyne Retired	115 Walnut Street Ithaca, NY 14850				607-277-0751	Captrick115@gmail.com	Development/ Community Engagement Nomination; Finance Committee	12/31/20 (2)
Simone St. Anne Artist/Creative Facilitator/Consultant	311 Roat St. Ithaca, NY 14850				607-592-8859	sasa74@verizon.net		12/31/20 (1)
Dan Brown Exec Director Franzisca Racker Centers	581 Lansing Station Road Lansing, NY 14882	DOR Board Rep.	533-7724	272-5891 x221	607-279-5350	danb@rackercenters.org	Finance; Human Resources; Executive	12/31/19 (3)
Michael Cannon Vice President Commercial Banking	409 West Buffalo St. Ithaca, NY 14850	Treasurer; Chair Finance Committee		274-7428		mcannon@tompkinsfinancial.com	Finance; Executive	12/31/20 (2)
Azucena (Zucy) Ortega Administrative Assistant Cornell University	149 Brook Way Ithaca, NY 14850				607-280-8517	Zucy63@yahoo.com	Dev/Comm Engagement	12/31/20 (1)
Jane Doyle Retired	9 Muriel Street Ithaca, NY 14850		607-257-6206			Jld26@cornell.edu	Dev/Comm Engagement Nomination	12/31/21 (2)
Charlie Ross	10o Conifer Dr. Apt 2022 Ithaca, NY 14850				443-801-	Ross51charlie@gmail.com		12/31/22 (1)

**Board of Directors, Catholic Charities Tompkins/Tioga
324 West Buffalo Street, Ithaca, NY 14850**

					4626			
Erin Maria Sember-Chase Assistant Director of Student Disability Services at Cornell	214 Richard Place Ithaca, NY 14850		607-319-0436	607-592-4910		Ems65@cornell.edu	Dev/Comm Engagement	12/31/21(2)
Jennifer Sparrow Interim Director, Prospect Development Cornell University	140 Seneca Way, Apt. 205 Ithaca, NY 14850	Secretary		607-254-6153	540-315-8557	Js2559@cornell.edu	Dev/Comm Engagement Executive Committee	12/31/19 (1)
Susan Hyatt	2 Deer Run Road Ithaca, NY 14850	Vice Chair	607-539-4019		805-796-1474	Susanm2256@gmail.com	Executive; Finance Committee	12/31/21 (1)
Laura Opelt Associate Diocesan Director	Catholic Charities 215 East Church Street Elmira, NY 14901	Ex Officio Member	734-9784 X129			Laura.opelt@dor.org		
Renee Spear Executive Director	280 Eiklor Road Candor, NY 13743	Ex Officio Member		272-5062 x13	DOR Cell 607-351-8037	rspear@dor.org		