

PUBLIC SERVICES PROJECTS

SUMMARY INFORMATION

Public Services funding will be limited to approximately \$90,000 (15% of the CDBG entitlement grant), for all projects.

GENERAL INFORMATION

Applicant Legal Name:	Catholic Charities TompkinsTioga
Project Name:	Immigrant Services Program
Amount of Funding Requested:	\$30,000

PROJECT INFORMATION

Location of Project:	324 W Buffalo Street, Ithaca NY 14850				
Goal(s) of the project (be <i>specific</i> and <i>succinct</i>):	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) the project will address (Consolidated Plan):					
Total number of people who will be served:	100	% city of Ithaca residents:	75	% below 80% AMI:	90
Characteristics of people who will 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:	82,900	Leverage (divide total funding from other sources by amount requested):	45.72%		

CONTACT INFORMATION

Head of Agency Information	
Name:	Renee Spear
Title:	Executive Director
Address:	324 W Buffalo Street, Ithaca, NY 14850
Phone Number:	(607) 272-5062
E-Mail Address:	rspear@dor.org
Application Contact Information	
Name:	Sue Chaffee
Title:	Program Director
Address:	324 W Buffalo Street, Ithaca, NY 14850
Phone Number:	(607) 272-5062
E-Mail Address:	schaffee@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 within which the project will be located (see Application Instructions).

For over 10 years, the Immigrant Services Program (ISP) has been addressing the unique needs of Ithaca's immigrant community. The majority of clients we serve live in low income households and have language and/or cultural barriers. Our core services consist of helping refugees and immigrants access legal immigration services, social services and community resources, as well as obtain assistance in finding employment.

In FY 2016-17 ISP staff served 107 clients through funding obtained through the IURA. This funding was essential in retaining two full-time positions and because of this we were able to offer a full range of services to Ithaca's immigrant community. For example, clients were provided assistance in obtaining legal immigration benefits such as work permits, green cards, DACA, Temporary Protective Status, as well as citizenship. In addition, clients who had limited English proficiency were assisted with obtaining employment. Staff also provided the referrals and guidance necessary so clients could navigate the complex local network of legal, cultural, housing, health, and other social services available in our community. This assistance often required intensive case management due to language and cultural barriers and it was often more than other local agencies, such as the Department of Social Services, can provide. Through this proposal, we are again requesting funding to keep our program fully staffed.

ISP has seen an uptick in immigrants and refugees contacting our program to make appointments for legal consultations, for assistance in applying for immigration benefits, or fearing they could be deported or their status not renewed. Given the current political climate surrounding immigration it is important more than ever for immigrants and refugees to have access to affordable legal immigration services. The program director pursues on-going training to keep on top of the changes to immigration laws in order to effectively represent her clients. She is accredited by the Department of Justice to provide legal immigration services and often accompanies clients to their appointments at the immigration office when a case might present some problems. It can't be understated how important it is to have a program that charges nominal fees available in our community so clients can afford to be represented with their cases.

Clients with limited English proficiency, including refugee clients that we resettled in 2017 through our Refugee Resettlement Program, often rely on the job development services ISP provides for obtaining their first job in the U.S. We also assist clients who are seeking upward mobility as workers and assist them to apply for jobs with higher pay or with better benefits. The ISP case manager provides assistance with creating resumes, completing job applications, interview prep, assistance with completing human resource forms when hired, networking with employers and trouble-shooting any problems that may arise when contacted by the employer or employee. For example, we assisted a woman obtain work as a housekeeper at a local hotel who had very limited English. The hiring manager contacted us saying they didn't think our client fully understood her orientation to what her tasks entailed. We arranged for an interpreter to attend a 2nd orientation that the manager agreed to. If we didn't offer these types of services, our client might have been let go at the end of her probation period.

The services for this project will be delivered by Catholic Charities which is located in Census Tract 8.

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. We apply yearly for funding from the IURA, the United Way and Tompkins County Human Services Coalition. We are currently receiving federal funds from the Department of State to resettle refugees with the reimbursement cost being \$1000 per individual. However, because the flow of refugees to our area has been severely affected by the low number of refugee admissions for 2018, we are unsure what this amount will be for this funding year.

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 required

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 2016 includes a total population of 104,871 with 12.8% being foreign born. This project is designed to mainly 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 legal immigration 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 the goal has been met?

Our goal is for 80% of clients who seek our services will have their needs met in the following areas: legal immigration, employment needs and accessing community resources. We will also provide any refugees we resettle with direct services that include those listed above. 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.

For the refugees we resettle we will measure our progress for those we provide job development services and legal immigration services to. We will also track this progress through the data collection described above, including case notes kept in client files, tracking receipts from USCIS, and green cards obtained after adjusting their status from refugee to permanent residents.

POPULATION SERVED & PROJECT IMPACT (cont.)

Will your project advance the City's goal of ending and preventing homelessness? How?

Being able to access community resources, finding viable employment and maintaining a legal immigration status are all important factors when considering how to keep immigrants and refugees in our community housed. Therefore, this project will advance the City's goal of ending and preventing homelessness. We are also under the auspices of Catholic Charities and our clients are directly referred to the Samaritan Center so they can receive various services that also prevents homelessness such as assistance in obtaining a security deposit.

Will your project advance the City's goal of moving people out of poverty? How?

The Immigrant Services Program directly addresses moving people out of poverty to becoming financially sustainable. Our job development services are designed to assist immigrants who are deemed eligible to receive public assistance find viable employment so they do not have to rely on the system. We also assist immigrants who are in entry level positions apply for more skilled positions with higher wages and benefits. Our legal services ensures the immigrant community can access legal immigration services either pro bono or at a low cost when they need to renew their employment authorization documents or green cards. Our citizenship services benefit those who need to obtain social security benefits but cannot do so unless they are naturalized as U.S. citizens. Our refugee resettlement program ensures refugees who are resettled in Ithaca are provided with professional case management when they first arrive in Ithaca and continues as needed until they become U.S. citizens.

ORGANIZATIONAL CAPACITY

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

ISP has over 10 years in meeting the needs of Ithaca's immigrant community and since 2007 we have been successful in administering grants obtained through the IURA. In order to successfully administer this grant ISP staff have consistently worked on gaining the knowledge, training, and expertise needed to effectively deliver services to such a unique cohort of individuals. The ISP director receives extensive on-going legal immigration training in order to keep her accreditation with the Department of Justice and the Department of Homeland Security. She and the case manager also participate in on-going training required by the Department of State in order to deliver the core services refugees need when being resettled in the U.S. We have also developed extensive networks with other services providers, employers, agencies, the local colleges and school district in order to trouble shoot or advocate for the immigrant community as needed. And finally, 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.

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 for staff salaries, please explain how the proposed project will be impacted if full funding is not awarded. If the project is collaborative, explain how involved organizations will work together and who will be the lead.

ISP is currently staffed by one full-time director, one full-time case manager and utilizes college students who assist us in delivering and implementing services. The ISP director meets one-one-one with all clients who have legal immigration concerns or are having difficulty accessing community resources due to language and/or cultural barriers. The case manager provides job development services to all clients and is responsible for delivering resettlement services to any refugees we bring into the community, as well as case management. The funding received from the IURA will go towards the staff's salaries. 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.

PROJECT BUDGET

***** You must complete Excel form that accompanies this document. *****

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

2016 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:		113

2017 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:		107

PROJECT SCHEDULE

Month	Specify Project Milestone/Actions Completed	Cumulative Amount of CDBG Funds Expended	% of Project Budget
November 2018	deliver services to approx. 25 clients		
December 2018	identify funding sources to sustain program		
January 2019	hire & train interns, network	25%	25%
February 2019	deliver services to additional 25 clients		
March 2019	service delivery, network		
April 2019	service delivery, advertise for summer interns	50%	25%
May 2019	deliver services to additional 25 clients		
June 2019	train summer program intern, service delivery		
July 2019	service delivery	75%	25%
August 2019	deliver services to 25 clients		
September 2019	service delivery, hire & train fall interns		
October 2019	service delivery, network	100%	25%
November 2019	service delivery, identify funding sources		
	TOTAL:	100%	100%

① **Note:** Assume contracts will be executed by NOVEMBER 1, 2018, 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	02/28/2018
Name	Date
Catholic Charities Tompkins/Tioga	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

Optional Attachments:

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

Submission Requirements:

- One (1) ORIGINAL of 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
- One (1) ELECTRONIC PDF COPY of application, including all attachments, on a disc or a flash/thumb drive
- Complete application packages must be received by noon, February 28, 2018 at the following address:

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

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

Fiscal Year 2018 HUD Entitlement Program
Application for Funding

PUBLIC SERVICES PROJECT BUDGET

SOURCES

FUNDING SOURCE TITLE		AMOUNT SECURED*	AMOUNT UNSECURED	% OF TOTAL
1.	FY 2016 Community Development Block Grant		\$30,000	36.19%
2.	Human Services Coalition	\$18,795		22.67%
3.	Foundation & Private Contributions	\$9,105	\$15,000	29.08%
4.	United Way	\$10,000		12.06%
5.				0.00%
6.				0.00%
7.				0.00%
8.				0.00%
9.				0.00%
10.				0.00%
TOTAL SECURED & UNSECURED FUNDING		\$37,900	\$45,000	100.00%
TOTAL PROJECT BUDGET		\$82,900		

LEVERAGE OF SECURED FUNDING PERCENTAGE	45.72%
---	---------------

* Supporting documentation is required for amounts listed as secured.

USES

PERSONNEL EXPENSES: POSITION TITLES	% OF FTE FOR CDBG PROJECT	PROPOSED CDBG AMOUNT
ISP Program Director 35 hours per week	100.00%	\$60,331
ISP Case Manager 7 hours per week	20.00%	\$7,766
A-TOTAL PROPOSED CDBG PERSONNEL BUDGET		\$68,097

NON-PERSONNEL EXPENSES: LINE ITEM/TYPE	PROPOSED CDBG AMOUNT	% of Total Budget
Supplies	\$850	1.03%
Publications/Printing		0.00%
Rent/Lease (Project Operations)	\$1,104	1.33%
Insurance	\$600	0.72%
Utilities	\$500	0.60%
Communications	\$885	1.07%
Stipends	\$0	0.00%
Other Expenses (List Below)		
		0
		0
Travel/Training	\$2,250	2.71%
Administration, including financial, human resources, and IT services	\$8,614	10.39%
B-TOTAL PROPOSED CDBG NON-PERSONNEL BUDGET		\$14,803
(A+B) TOTAL PROPOSED CDBG PROJECT BUDGET		\$82,900

ICSD ENL Office
400 Lake Street
Ithaca, NY 14850

January 25, 2018

Sue Chaffee
Director, Immigrant Services Program
Catholic Charities Tompkins/Tioga
324 W Buffalo Street
Ithaca, NY 14850

Dear Sue:

I am writing to provide support for your application to receive funding from the Ithaca Urban Renewal Agency for 2018. We are fortunate to have such a strong service provider for immigrants and refugees in Tompkins County. Over the years, our English as a New Language (ENL) students and their parents have benefited from the services your program provides. We have had students and their family members get their green cards and become U.S. citizens because of your legal services. This has helped many of them who were college bound be able to continue their education.

As the ENL Coordinator in the Ithaca City Schools, I also support the work Catholic Charities has done this past year with resettling refugees and other newcomers to the Ithaca area. I was happy to coordinate with your program in order to enroll the new refugee children who were resettled through your refugee resettlement services. I was also happy to hear your program was assisting the Puerto Rican children who also moved to our area after the hurricane forced them to leave their island. I realize these families need on-going support and so having your program services remain funded is important to the school district and our community.

I wish you well in your pursuit of this important funding and look forward to continuing our partnership as we confer on how to best serve immigrant and refugee students, as well as their families.

Sincerely,



Emily Ufford
ENL Coordinator
607-274-2101 ext.75104
eufford@icsd.k12.ny.us



Tompkins Learning Partners

Adult Basic Education ■ English as a Second Language ■ Incarcerated Youth Services

January 16, 2018

Ithaca Urban Renewal Agency
108 E Green Street, 3rd Floor
Ithaca, NY 14850

To Whom It Concerns,

I am the Coordinator of the English as a Second Language (ESL) program at Tompkins Learning Partners, and I am writing on behalf of Catholic Charities' Immigrant Services Program and their application to receive a Community Development Block Grant.

At Tompkins Learning Partners, we work with many low-to-moderate income adult immigrants and refugees who live and work in Tompkins County. They come to us for help with educational goals such as learning English, passing their high school equivalency exams, preparing for their citizenship interviews, and other life and literacy related goals. It is not uncommon for our students have difficulty accessing community services or to be unaware of the resources available to them. Often, there is more than just a language barrier. Many immigrants have low literacy in both their native language and in English, so they are often ill-equipped to navigate the sea of paperwork and forms required to access community resources. The Immigrant Services Program (ISP) at Catholic Charities plays a key role in helping immigrants and refugees bridge language and information gaps as they move along the path to economic self-sufficiency. Specifically, the ISP assists them with legal immigration matters and with job search and interview preparation. The ISP also helps immigrants and refugees apply for food assistance through the supplemental nutrition assistance program (SNAP), unemployment benefits, housing assistance, and health insurance.

The Immigrant Services Program has a well-deserved reputation amongst our students as the place to go when you need help. TLP students trust and feel respected by ISP staff and frequently refer friends and family to this program. As the English as a Second Language Program Coordinator, I feel confident that when I make referrals to the ISP, our students are in good hands. I encourage you to fund this proposal so that immigrants and refugees in our community continue to have this unique and crucial program that is trusted and relied on for help with legal immigration issues as well as accessing community resources.

Sincerely,

Helen Ranck

English as a Second Language Program Coordinator

124 West Buffalo Street, Ithaca, New York 14850
Phone (607) 277-6442 ■ Fax (607) 277-5316 ■ Literacy@TLPpartners.org

An affiliate of Literacy New York ■ A United Way member organization

TST BOCES

TOMPKINS • SENECA • TIOGA

February 1, 2018

Dear IURA Committee Members:

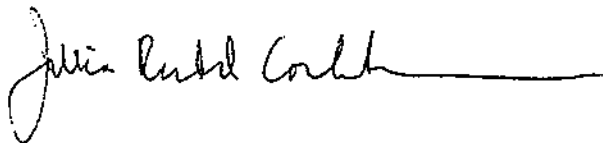
On behalf of T-S-T BOCES Adult ESL program, I am pleased to write this letter to fully support Catholic Charities' Immigrant Services Program's application to be considered for funding from the IURA. I have worked for the Tompkins-Seneca-Tioga (T-S-T) BOCES English as a Second Language (ESL) Program for over 30 years and during that time our program has provided English language instruction to thousands of adult refugees and immigrants. Since our services are limited to ESL, we have heavily relied on the services offered by the Immigrant Services Program since they were established in 2007. These services include job development, housing, immigration services, citizenship applications, and assistance with paperwork for the Department of Social Services.

I and the ESL teachers refer ESL students to the ISP on a regular basis and they, in turn, refer their new clients to us so they can get enrolled in ESL classes. This type of collaboration has been going on for years and has enabled immigrants to maximize accessing resources they need to be successful. Our students and teachers know ISP to be trustworthy and expert in all the services and information they provide.

The Immigrant Services Program is an eminently accessible, professional, and compassionate organization, vital to the large and important immigrant sector of our community. I urge you to maintain its current level of funding in the IURA budget so they can remain to be fully staffed.

If I can provide additional information in support of ISP, I would be happy to personally meet with your committee to elaborate on its importance.

Sincerely,



Julia Rudd Coulombe, Coordinator
T-S-T BOCES ESL Program
315 N Cayuga St., 3rd Floor
Ithaca, NY 14850
607-273-4095
jcoulombe@tstboces.org

Together we learn, lead, support and serve

Candor • Dryden • George Junior Republic • Groton • Ithaca • Lansing • Newfield • South Seneca • Trumansburg

Sue Chaffee

324 W Buffalo St
Ithaca, NY 14850
(607) 272-5062, schaffee@dor.org

Resume

PROFESSIONAL EXPERIENCE

2009 – Present

**DIRECTOR, IMMIGRANT SERVICES PROGRAM
CATHOLIC CHARITIES TOMPKINS/TIOGA, ITHACA, NY**

Responsible for providing oversight and day-to-day administration of the Immigrant Services Program. Responsibilities include:

- Provide legal immigrant services to low income immigrant clients as an Accredited Representative of the Department of Justice.
- Direct and oversee all aspects of refugee resettlement program.
- Write and administer grants to keep maintain and/or increase program funding. Grants include Ithaca Urban Renewal Agency, United Way, Tompkins County Human Services Coalition, and Department of State. Grant management includes providing compliance with terms of program funders' contracts, submitting quarterly and final reports, and budget reconciliation.
- Present program services, initiatives, and current trends in immigration-related matters to board members, stakeholders, and the greater community.
- Provide clients with direct services, including intensive case management and referrals.
- Hire, train and supervise all program staff including paid staff, interns and volunteers.
- Stay current on immigration law through trainings, law books, and legal immigration webinars.
- Maintain and reapply for accreditation through the Department of Justice.
- Oversee all marketing initiatives including social media, radio and print advertising.

2001 – 2009

**DIRECTOR, HIGHER EDUCATION OPPORTUNITY PROGRAM
ASSISTANT DIRECTOR, OFFICE OF MULTICULTURAL AFFAIRS
ITHACA COLLEGE, ITHACA, NEW YORK**

Responsible for administering the activities of New York State's Higher Education Opportunity Program (HEOP). Responsibilities include:

- Formulated and prepared HEOP grant through the State Education Department (SED) to secure funding.
- Provided all aspects of grant management including oversight to program deliverables, prepared quarterly and final reports. Met with contract manager to ensure College was in compliance with all SED requirements.
- Prepared program's budget recommendations that included monitoring and reconciling expenditure of budgeted funds.
- Maintained electronic database to track student progress, attrition and retention, and budget expenditures.

- Provided academic advising, counseling, support and mentoring to program and non-program students.
- Provided outreach to families, guidance counselors, and community agencies of current and prospective students.
- Developed retention programming in support of program and non-program
- Supervised HEOP counselor, academic consultants, and HEOP peer mentors, administrative assistant and graduate interns.

2000-2001

**MULTICULTURAL AFFAIRS COORDINATOR
CORNING COMMUNITY COLLEGE, CORNING, NEW YORK**

- Provided academic advising, counseling, and support and mentoring for diverse student populations including students of color and international students.
- Collaborated on writing college-wide grants to secure funds for diversity initiatives with other departments.
- Maintained database to track student academic progress, attrition and retention, and budget expenditures.
- Served as advisor of the Multicultural Club.

1998-2000

**ADJUNCT PROFESSOR, DEPARTMENT OF SOCIOLOGY
TALLAHASSEE COMMUNITY COLLEGE, TALLAHASSEE, FLORIDA**

- Taught various introductory sociology classes.

1997-1998

**MINORITY STUDENT ADVISOR
UNIVERSITY OF WISCONSIN, APPLETON, WISCONSIN**

- Provided academic advising, counseling, support and mentoring for the University's minority population including a significant number of Hmong refugee students and international students.
- Participated in college recruitment fairs. Visited high schools to recruit Hmong refugee students.
- Taught courses in Academic Success for at-risk students conditionally returning to school from academic suspension.
- Served as advisor of Multicultural Club.
- Participated on Outagamie County's Hmong Task Force.

1990-1994

**RESEARCH ASSISTANT
NIAA GRANT, NSF GRANT, FORD FOUNDATION GRANT
FLORIDA INTERNATIONAL UNIVERSITY, MIAMI, FLORIDA**

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

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.
- 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.
- Developed and implemented youth program for over 200 Cuban and Haitian refugee youth.
- Developed and implemented domestic violence program for Cuban and Haitian battered refugee women.
- Provided mentoring, guidance and support for Haitian youth and their families that participated in program.
- Participated on committee to screen and review grant applications for monies appropriated by County to fund initiatives proposed by NGOs and CBOs who were assisting Haitian refugees.
- Collaborated with local faith communities, human service organizations and community coalitions to provide effective services for Haitian immigrants.
- 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.

EDUCATION

1993 Florida International University

Miami, Florida

M.A. in Comparative Sociology/Anthropology

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

ACCREDITATIONS

Department of Justice Accreditation, August, 2010

DOJ Re-accreditation, August 2013, May, 2016

SOREN OLSON KLAVERKAMP

324 W. Buffalo Street
Ithaca, NY 14850

607.272.5062
Soren.Klaverkamp@dor.org

WORK EXPERIENCE

Case Manager

December 2016 – Present

Immigrant Services Program of Catholic Charities Tompkins/Tioga, Ithaca, NY

- Develop, implement, and monitor individualized service plans ensuring that refugee and immigrant clients have basic needs support and are referred to appropriate programs
- Assist clients who have limited English proficiency with activities needed to become job ready, including but not limited to assistance with resume building, and role playing for job interviews
- Assist immigrant clients with activities needed to gain and maintain employment including developing resumes and cover letters, completing employment applications, and accompanying clients who have limited English proficiency to interviews
- Provide referrals to training and assistance programs, facilitate interpretation when necessary, and assist clients with navigating processes such as obtaining a bank loan, obtaining and enrolling in day care, and making appointments
- Document client services in accordance with funder and agency requirements
- Develop and maintain relationships with local stakeholders (NGOs, volunteer groups, Department of Social Services)
- Maintain up-to-date knowledge of local rental and job market through research, outreach, and relationship building
- Educate community members on program services through tabling, presentations, and blog posts
- Maintain professional knowledge through readings, online trainings, and conference attendance

English Teacher

October 2015 – April 2016

Reach Out Academy NGO, Giza, Egypt

- Created an engaging and informative classroom environment for Egyptians who were of high-school age and older
- Instructed classes of between 3 and 24 students for a length of two hours per class, six days a week; independent tutoring as requested/scheduled
- Administered placement tests and conducted placement interviews on an as-needed basis

Program Assistant: Operations

March 2014 – January 2015

Halifax International Security Forum, Washington D.C.

- Managed the bilateral meeting desk, facilitating more than 60 meetings between conference participant over three days; served as primary point of contact for three high-level military and ministerial-level governmental delegations at annual Forum in Halifax, Nova Scotia, attended by 300 participants representing 60 countries
- Wrote and facilitated design of 66 customized speaker and moderator briefing packets, providing essential information to Forum presenters
- Contributed to organization's social media presence, authoring daily tweets, and coordinated press releases, email blasts via MailChimp, and updates to website managed on a WordPress platform
- Steered design, order, and international delivery of promotional branding materials for the Forum, maintaining positive relationships with three vendors

COMMUNITY IMPACT

Stop and Shop Volunteer

March 2015 – May 2015

International Rescue Committee, Silver Spring, MD

- Appraised items for IRC match grant records, in addition to organizing and itemizing donated goods

President (Winter/Spring 2013); Member

Fall 2009 – Spring 2013

Arabic Language Organization (university club), Elon, NC

- Managed a four-person executive team and budget, organized and led weekly meetings, and coordinated activities to engage college campus community
- Planned and successfully led three-week long, student-taught and attended course that introduced students to Arabic, the geography, and politics of the Middle East.

EDUCATION

Arabic Language Institute in Fes (Morocco)

June – July 2015

Elon University, Bachelor of Arts

May 2013

Major: *International Studies, Middle East Concentration* | Minor: *Environmental Sustainability Studies*

Semester Abroad: University of Jordan, Amman, Jordan (Spring 2012)

SKILLS

Languages: English, Egyptian Colloquial Arabic

Technology: Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), WordPress, Google Docs, Basecamp, Database management, Dropbox, MailChimp

**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	12/31/18 (2)
Rick Ballantyne Retired	115 Walnut Street Ithaca, NY 14850	Vice Chairperson; Chair of Development			607-277-0751	Captrick115@gmail.com	Executive; Development/ Community Engagement Nomination; Finance Comittee	12/31/20 (2)
Simone St. Anne Artist/Creative Facilitator/Consultant	311 Roat St. Ithaca, NY 14850				607-592-8859	sasa@verizon.net		12/31/20 (1)
Dan Brown Exec Director Franzisca Racker Centers	581 Lansing Station Road Lansing, NY 14882		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	12/31/18 (1)
Dean Casterline	1919 S. Apalachin Road		607-687-		607-	deancasterline@gmail.c	Tioga	12/31/18 (1)

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

Contract Manager at Lockheed Martin	Apalachin, NY 13732		4918		759-1234	om	Representative	
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	12/31/18(1)
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)
Anthony Barbaro Associate Diocesan Director Catholic Charities	Catholic Charities 215 East Church Street Elmira, NY 14901	Ex Officio Member	734-9784 X129			tony.barbaro@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		

Note: Mary Berens is a non-board member of the Development Committee

Mary Berens
105 Devon Road
Ithaca, New York 14850
Home 257-6150
Cell 592-1566
mbf1@cornell.edu

A G R E E M E N T

AGREEMENT, made by and between the **COUNTY OF TOMPKINS**, a municipal corporation of the State of New York, with main offices at 125 East Court Street, Ithaca, New York, 14850 hereinafter referred to as the "**COUNTY**", and **CATHOLIC CHARITIES OF TOMPKINS/TIOGA**, with offices located at 324 West Buffalo Street, Ithaca, NY 14850 hereinafter referred to as the "**AGENCY**".

W I T N E S S E T H:

WHEREAS, the **COUNTY** wishes to enter into a contract with the **AGENCY** to assist it in partially covering its operating expenses, and

NOW, THEREFORE, in consideration of the promises, covenants and agreements contained herein, the parties agree as follows:

1. The term of this agreement is for the period January 1, 2018 through December 31, 2018.
2. The **COUNTY** agrees to pay the **AGENCY** \$82,500.00 in 2018. Payment shall be made quarterly in the amount of \$20,625.00 by the County Director of Finance based on vouchers submitted to Tompkins County Administration at 125 East Court Street, Ithaca, New York.

The funding for this contract consists of:

Target	\$82,500.00
One-time Funding	\$ 0
TOTAL	\$82,500.00

3. The **AGENCY** will review their program with the County Administrator and submit any information at the Administrator's request. The **AGENCY** agrees to provide services as outlined in its request submitted to the County's program committee.

Funding through this process will support staffing and other costs for the Samaritan Center, Immigrant Services, and A Place to Stay programs.

As an agent of the **COUNTY**, the Human Services Coalition provides these expectations for 2018:

These programs will serve vulnerable populations, including those who do not qualify for TCDSS or other services, by providing clothing, personal care products, utility assistance, security deposits, transportation assistance, transitional housing and help navigating the complicated immigration system.

4. The parties agree that as a condition of receipt of Federal funds, if any, that audits be performed of the **AGENCY'S** records by auditors in compliance with the Federal Single Audit Act of 1984.
5. The **AGENCY** shall indemnify, hold harmless and defend **TOMPKINS COUNTY** and its officers, employees, agents and elected officials from and against any and all claims and actions brought against **TOMPKINS COUNTY** and its officers, employees, agents and elected officials for injury or death to any person or persons or damage to property arising out of the performance of this contract by the **AGENCY**, its employees, subcontractors or agents with the exception of all actions and claims arising out of the negligence of **TOMPKINS COUNTY**. The **AGENCY** shall maintain the following minimum limits of insurance, or as required by law, whichever is greater.

A.) Workers' Compensation and New York Disability

Workers' Compensation

Statutory coverage complying with NYS Workers' Compensation Law Section 57 General Municipal Law Section 125, AGENCY must submit one of the following:

CE-200 - Certification of Attestation of Exemption form NYS Workers' Compensation and/or Disability Benefits Coverage available at <http://www.wcb.ny.gov/content/main/forms/AllForms.jsp>, **OR**

CE-105.2 - Certification of NYS Workers' Compensation Insurance (U-26.3 f or State Insurance Fund version), **OR**

SI-12 - Certificate of NYS Workers' Compensation Self Insurance, **OR**

GSI-105.2 - Certificate of NYS Workers' Compensation Group Self-Insurance Employers' Liability \$1,000,000

Disability Benefits Requirements

Statutory coverage complying with NYS Workers' Compensation Law Section 220 (8) under General Municipal Law Section 125, AGENCY must submit one of the following:

CE-200 - Certification of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage, **OR**

DB120.1 - Certificate of Disability Benefits Insurance, **OR** DB155 - Certificate of Disability Self-Insurance

NOTE: Proof of NYS Workers' Compensation and NYS Disability Benefits must be provided on NYS forms as listed above (complete information available at <http://www.wcb.ny.gov/content/main/forms/AllForms.jsp> or Bureau of Compliance at (866) 546-9322).

B.) Commercial General Liability including, contractual, independent AGENCYs, products/completed operations

Each Occurrence	\$1,000,000
General Aggregate	2,000,000
Products/Completed Operations Aggregate	2,000,000
Personal and Advertising Injury	1,000,000
Fire Damage Legal	50,000
Medical Expense	5,000

- **General Aggregate** shall apply separately to the project prescribed in the contract
- It is expressly understood and agreed by the AGENCY that the insurance requirements specified above, contemplate the use of occurrence liability forms.
- Tompkins County and its officers, employees, agents and elected officials are to be included as **Additional Insured's on a primary and non contributory basis**

All insurance shall be written with insurance carriers licensed by the New York State Office of Financial Services and have a Best's rating of A XI or better. Proof of insurance shall be provided on the Accord Certificate of Insurance, Accord 25 (05/2010), or insurance company certificate. All Certificates shall contain a sixty (60) day notice of cancellation, non-renewal or material change to Tompkins County. All Certificates must be signed by a licensed agent or authorized representative of the insurance company. Broker signature is not acceptable. Certificates of Insurance shall be submitted with the signed contract.

6. The **AGENCY** certifies to the **COUNTY** that the programs and services to be provided and described herein are accessible to the handicapped in accordance with the provisions of Section 504 of the Federal Rehabilitation Act of 1973.

7. **REGULATORY COMPLIANCE.** The AGENCY agrees to comply with all Federal, State, and local laws and regulations governing the provision of goods and services under this Contract. To the extent that federal funds are provided to the AGENCY under this contract, the AGENCY agrees that it will comply with all applicable federal laws and regulations, including but not limited to those laws and regulations under which the Federal funds were authorized.

Further, AGENCY agrees to comply with the County's Compliance Plan regarding Federal and State fraud and abuse laws; the Compliance Plan can be viewed at www.tompkins-co.org, or a copy can be obtained by contacting Tompkins County Department of Administration.

AGENCYs that are providers of healthcare services certify that the AGENCY, and all employees, directors, officers and subcontractors of the AGENCY, are not "excluded individuals or entities" under Federal and/or New York State statutes, rules and regulations. The AGENCY agrees to screen all employees, directors, officers and subcontractors on a monthly basis at the New York State Office of Medicaid Inspector General website, and any other websites related to the Excluded Parties List System required by Federal and/or New York State Medicare or Medicaid statutes, rules and regulations, to determine if any employee, director, officer, or subcontractors is on or has been added to the exclusion list.

The AGENCY shall promptly notify the County if any employee, director, officer or subcontractors is on or has been added to the exclusion list. The County reserves the right to immediately cancel this contract, at no penalty to the County, if any employee, director, officer or subcontractors is on or has been added to the exclusion list.

By signing this contract, you are attesting to that fact that you and/or the provider, which you represent, have not been sanctioned nor excluded by any of the aforementioned entities.

8. The AGENCY will not discriminate against any employee or applicant for employment for any of the

following: race, creed, color, ethnicity, military service, marital status, disability, sexual preference, perceived gender, national origin, or status as an ex-offender, and will take affirmative action to insure that they are afforded equal employment opportunities without discrimination. Such action shall be taken with reference, but not be limited, to: recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff or termination, rates of pay or other forms of compensation, and selection for training or retraining, including apprenticeship and on-the-job training.

- 9. Tompkins County must consider the wage levels and benefits, particularly health care, provided by contractors when awarding bids or negotiating contracts, and to encourage the payment of livable wages whenever practical and reasonable.

If contractor certifies on Attachment A that its employees directly providing services outlined in this contract are NOT paid a living wage, the department contract representative may have a conversation with contractor to understand the cost implications of achieving the living wage threshold, whether there are structural barriers impacting the ability to pay the living wage, plans to improve wages over time, generous fringe benefits, or other considerations that should be applied when addressing the question of whether it is practical or reasonable to meet the living wage threshold including the cost required to bring the contract to the living wage threshold.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year first written below.

DATED: _____

Jacqueline Kippola, Risk Manager
County of Tompkins

DATED: _____

Catholic Charities of Tompkins/Tioga

Print Name and Title

ATTACHMENT 1 Attach to Tompkins County contracts as of January 1, 2018

Contractor’s Representation—Livable Wage Policy

Livable Wage Policy: By policy, Tompkins County must “consider the wage levels and benefits, particularly health care, provided by contractors when awarding bids or negotiating contracts, and to encourage the payment of livable wages whenever practical and reasonable.” Paying the living wage rate to all employees directly involved in providing the contracted County service is not mandatory. However, the attainment of a broadly-applied living wage is a County goal and is therefore an important consideration applied by the County when reviewing contract proposals.

The Current Living Wage: The Living Wage in Tompkins County is computed by the Alternatives Federal Credit Union and is currently \$13.90 per hour if the employer contributes at least half the cost of an employee’s health insurance/benefit cost and \$15.11 per hour if the employer does not make such a contribution. The rate will be adjusted again in May 2019.

Requirement of All Contractors: As a part of its proposal or contract representations, a prospective service contractor must advise the County whether it will pay the AFCU livable wage rate to all Covered Employees directly involved in the provision of the contracted service, including employees of any subcontractor engaged to assist in providing the service.

Additionally, contractors are asked to estimate the number of employees who will be directly involved in the provision of the contracted service. If not all employees are going to be paid the Living Wage, contractors are asked to estimate how many full-time, and how many part-time, covered employees will NOT be paid the living wage.

Covered Employees include all full- and part-time employees, other than those Excluded Employees described below, who are directly involved in the provision of the contracted service, including employees of sub-contractors engaged to assist in providing the service.

Excluded Employees are:

- Employees under the age of 18
- Seasonal or temporary employees (90 days or less)
- Employees in a probationary status (90 days or less)
- Those employed in a sheltered or supported work environment
- Employees participating in a limited-duration (90 day) job training program
- Employees participating in an academic work-study or academic internship program
- Volunteers
- Employees participating in mandated welfare-to-work programs
- Employees paid pursuant to a collective bargaining agreement

Contractor’s Living Wage Representation

1. Approximately how many Covered Employees, including employees of any subcontractor involved in providing the service, will be involved in the provision of the contracted service? _____

2. Will all Covered Employees, including employees of any subcontractors directly involved in the provision of County services, be paid at least the living wage?

Yes

No

3. If the answer is “No”, approximately how many covered employees will NOT be paid at the living wage?

Full-time _____ Part-time _____

Contractor Name: _____ Catholic Charities of Tompkins/Tioga _____

If you answered “Yes” to the Living Wage Representation and are awarded the County contract, you will be expected to maintain all employees directly involved in the provision of services under this contract at or above the living wage as of the time of execution of the contract for the duration of the contract.

Attachment A

**PAYMENT VOUCHER
COUNTY OF TOMPKINS
ITHACA, NEW YORK 14850**

**PURCHASE ORDER NO.
20180015**

DEPARTMENT Tompkins County Administration
125 East Court Street
Ithaca NY 14850

FINAL PAYMENT

NON ENCUMBERANCE

PURCHASE ORDER

VENDOR Catholic Charities of Tompkins/Tioga
324 West Buffalo Street
Ithaca, NY 14850

BLANKET PURCHASE ORDER

**VENDOR NO.
00015045**

INVOICE #	INVOICE DATE	DESCRIPTION OF ITEM	FUND/DEPT	ACCOUNT	AMOUNT
		as per contract 1/1/18-12/31/18 ADM18CATHOL	6305	54400	\$20,625.00
		1Q 2Q 3Q 4Q (circle one)			
		<i>Vendor's Authorizing Signature:</i>			
			TOTAL		\$20,625.00

The above services or materials were rendered to the County and the charges are correct.

APPROVED BY: _____ DATE: _____

PARK FOUNDATION

March 14, 2017

Ms. Renee Spear
Executive Director
Catholic Charities of Tompkins/Tioga
324 West Buffalo Street
Ithaca, NY 14850

Grant #: 17-139

Dear Ms. Spear:

I am pleased to inform you that the Trustees of the Park Foundation (the "Foundation"), in furtherance of the Foundation's mission, have approved a grant of \$20,000 to Catholic Charities of Tompkins/Tioga for the Immigrant Services Program. This action has been taken in response to, and in reliance on, your proposal received by the Foundation on February 8, 2017, and this grant is made on the terms described below.

As required by section 501(c)(3) of the Internal Revenue Code, your organization must use all grant funds provided to it by the Foundation solely for educational, scientific, or charitable purposes. The objectives of this grant, as indicated above and described in the background material you have provided, may be modified only with the Foundation's advance approval.

No grant funds may be used by your organization for purposes of influencing elections or conducting voter registration drives, and no grant funds have been earmarked for either of those purposes. Your organization cannot expend any part of the grant in any way that violates federal or state law or subjects your organization or the Foundation to any penalty or loss of tax-exempt status under the federal tax law or other laws governing the use of charitable funds. If this is a project grant, no portion of the Foundation's grant funds may be used for the purpose of influencing legislation. If this is a general support or operating support grant, the IRS limitations on expenditures for the purpose of influencing legislation apply.

Grant payment cannot be made until the countersigned copy of this letter is received.

Grantees who submitted their proposal electronically will find their report form in their grantee portal. Those who submitted their proposal by hard copy should use the report form on the Foundation's website www.parkfoundation.org. Failure to provide overdue reports from prior grants may delay payment on current grant or consideration of future grants. Please review the enclosed schedule and contact information and confirm that it is correct.

The Park Foundation is committed to reducing its environmental impact and conserving resources as part of our organizational sustainability initiative. When there are press releases, photographs, and published material about this grant and the work it has supported, we would appreciate receiving electronic copies or links sent via email. Correspondence should be sent to Sue Kittel, Program Associate, and should reference the grant number 17-139. Please use your discretion regarding hard copies.

*Park Foundation Inc. 140 Seneca Way, Suite 100 Ithaca, New York 14850
Tel: 607/272-9124 Fax: 607/272-6057*


www.parkfoundation.org

It is our understanding that Catholic Charities of Tompkins/Tioga has been determined by the Internal Revenue Service to be a tax-exempt organization described in Section 501(c)(3) of the Internal Revenue Code and has been classified by the Internal Revenue Service as other than a private foundation under either Section 509(a)(1) or Section 509(a)(2) of the Code, and that there has been no audit or other event producing a change in this status or classification. If there is any change in this status and/or classification after the date of this agreement, you agree to let us know promptly. In the event of loss of tax-exempt status under Federal laws, or a change in classification, no further expenditures of grant funds provided by the Foundation may be made and any unspent grant funds must be returned promptly to the Foundation.

The understandings set forth in this letter are based on the information your organization has provided to us. Those understandings are essential terms of this agreement.

If this letter correctly sets forth the terms on which your organization accepts this grant and there has been no change in the IRS status and classification of Catholic Charities of Tompkins/Tioga as indicated above, **you may return the countersigned to the Foundation by surface mail, fax or email. Please fax to 607-272-6057 or email to TYC@Parkfoundation.org.**

Sincerely,


Jon M. Jensen
Executive Director

JMJ: /tyc
Enclosure

Catholic Charities of Tompkins/Tioga hereby accepts the grant described above on the terms set forth in this letter and agrees to abide by all of its representations and agreements stated above.

Printed Name: *Renée Spruiell* Signature: *Renée Spruiell*

Title: *Executive Director* Date: *3/22/2017*

Payment/Reporting Schedule**Organization: Catholic Charities of Tompkins/Tioga****Grant #: 17-139****Payment Amount**
\$20,000**Estimated Payment Date**
3/31/2017**Grant Reports Due**
3/31/2018-Final Report**Grantee Contact Person(s):**

Ms. Renee Spear, Executive Director

Ms. Sue Chaffee, Immigrant Services Program Director

*Please advise the Foundation of any changes to the contact person(s) related to this grant.

Please Note: Grantee should completely expend funds before submitting final report narrative/accounting. If an extension is required, please contact the indicated program staff person for approval prior to report due date. Failure to provide scheduled reports from prior grants on time may delay issuance of payment on current grant(s).