

Subject: New submission ALBANY Workforce Development Application**Date:** Friday, June 30, 2023 at 3:46:33 PM Eastern Daylight Time**From:** jnytko@govsol.org**To:** jnytko@govsol.org

General Information
Date of application
06/30/2023
Entity name
South End Children's Cafe, Inc
Entity TIN, EIN or Social Security Number
82-3434643
Entity physical address
25 Warren Street Albany, NY 12202 United States Map It
Is the entity's mailing address different from the physical address?
Yes
If "Yes" above, what is the mailing address?
PO Box 10581 Albany, NY 12201 United States Map It
Contact Information
Primary contact name
Tracie Killar
Primary contact title
Executive Director/Founder
Primary contact phone
(518) 275-8890
Primary contact email
tracie@southendchildrenscafe.org
What is the preferred method of contact?
Either
Website (if available)
https://southendchildrenscafe.org/
Entity Info and Structure
Which legal structure best describes the entity?

Nonprofit

What was the date of the entity's establishment?

10/04/2018

Have you or the entity ever received any form of COVID-19 relief funds?

Yes

If "Yes" above, please specify type and amount.

Yes, \$1 million through the American Rescue Plan (2023-2026) as well as a \$150,000 grant and \$15,000 from the CARES Act funding from the City of Albany in 2020-2022. We have also administered several CDBG grants through ACDA.

Project Information

Please provide a short summary of your proposed project including a project name, general description, total cost, reason(s) why you are pursuing the project and anticipated impact:

The South End Children's Cafe Youth Workforce Development Program creates pathways to success for young residents of the City of Albany by providing early work experiences in a safe, stable community space where young workers can gain life skills, build positive nurturing relationships as mentors and mentees, and access healthy food. The Youth Workforce Development Program at the South End Children's Cafe strongly values and puts at the center of all programs a focus on diversity, inclusion and belonging in a supportive, person-centered environment.

Since opening in 2015, the South End Children's Cafe has served close to 220,000 meals to children and families in Albany. Our mission is to impact food security, address food equality and food justice, enhance academic success and positively influence the physical and mental health of children by offering free, healthy meals along with homework help, academic enrichment, mentoring, exercise, and the arts. Many of the children we serve have had dinner at the Children's Cafe almost every school night for eight years. As they have grown, we have evolved our program to continue to serve the children and their families. Many of the youth who joined the Children's Cafe as elementary students are now 14 and older and preparing for college and early career opportunities. When surveyed, these youth and their caregivers tell us they want to continue coming to the Children's Cafe during non-school hours, even as they enter middle and high school. The Youth Workforce Development Program expands our existing program model which includes offering volunteer and other development opportunities to older youth, supporting this population (ages 14-24) with on-site early professional development opportunities and referrals/assistance applying to other programs/training as needed.

Along with all programming at the Children's Cafe, the Youth Workshop Development Program focuses on building a leadership path (developed during our organization's strategic plan) that is supported by strong relationships and community. Our leadership path includes:

sustaining a diverse working board of community members and experts who understand and are informed and invested in the children, families, and individuals we serve
cultivating a supportive, inclusive, and worker-led work environment for young people just entering the workforce
establishing a wrap-around support system and referral network, destigmatized and accessible from within the organization's community
developing a transition process as youth age through programming that honors the trust of youth and families and instills confidence, offering a pathway to success.

Through the City of Albany's Youth and Workforce Services, youth ages 14-17 are eligible to work as Summer Youth Employees at the Children's Cafe. Since 2015, the Children's Cafe has served as a host site for youth, many who live in the South End and benefit from a summer job with the mentorship of positive adults and food access. This summer, we are hosting six Youth Employees, five of whom attended the Children's Cafe as participants.

This funding request for the Youth Workforce Development Program will support wages for Youth Employees to continue to work after the City of Albany's Summer Youth Employment program ends and enables us to hire youth over the age of 18 who no longer qualify for Summer Youth Employment. Funding for the Youth Workforce Development Program also will support staff positions to supervise/mentor Youth Employees and to ensure a safe, healthy community space for everyone. Youth employees will:

- Participate in trainings and opportunities to prepare youth for success in futures jobs
- Gain exposure to job related technology use that is essential to jobs today and in the future
- Experience a sense of belonging, ownership and purpose, which impacts job performance and overall mental health
- Gain skills to navigate an ever changing job market

- Work in a space that is diverse, inclusive and values a sense of belonging
- Receive training in conflict resolution, team building, leadership and management
- Participate with and learn about community resources focusing on youth development for example 518Elevated, CanCode, YouthFX, the Radix Center and Capital Region BOCES.
- Participate on a committee or team, such as the Youth Advisory Council, Kitchen Team, Cafe Fun Day Planning Committee, Mississippi Day, and other exciting community events.

Currently, youth ages 14-24 are eligible to be Children's Cafe employees, volunteers, or interns. Employees of all ages are eligible for educational and enrichment development opportunities through our multi-year Community Investment Project. The Children's Cafe prioritizes hiring from the South End and Albany community and uses a leadership path program model that is impactful for our employees ages 24 and younger. The Children's Cafe has served youth throughout the years in many ways, including offering employment and volunteer opportunities, access to free healthy food, educational support and as a main community access point to resources, which has included emergency housing, furniture, jobs, and more.

Programming available to paid Children's Cafe staff will focus on:

- personal goals including trade/college, training
- life skills and financial skills education
- peer support and 1:1 mentoring with supervisor
- emergency support, connections, referrals
- access to resources and healthy food
- tuition assistance, financial support with expenses related to education or personal growth (i.e. text books, driving classes)

This project supports jobs for youth in a safe, stable supportive workplace where they can build positive relationships with peers and community members, and access free healthy food. Using pre and post testing, monthly individual and group supervision and ongoing support, the youth will report that they feel they have learned tools to impact increased employability and will feel more prepared and confident when job seeking. Youth will also have increased soft skills including professionalism, work ethic, communication, collaboration, teamwork, critical thinking and problem solving. Concrete skills the youth will learn include cooking, cleaning, caring for children, filling out a timesheet, working on administrative tasks, event planning and computer skills. As the Children's Cafe is technology-free, youth employees will be cell phone-free for more than 3 hours during their shift, and will recognize that they may be successful communicators without the use of a screen/internet.

Examples of youth who have been employed at the Children's Cafe include:

In 2018, a ninth grade student at Albany High School joined the Children's Cafe for her first job, placed with us by the Summer Youth Employment Program. This youth returned for the summer program for two years. In 2020, she joined us for the Summer Program but, seeing her work ethic, connection with the children and creativity, we hired her part-time during the school year. In 2020, after graduating from Albany High School, we hired her as a permanent after school program staff. In 2022, due to her organizational skills, great work ethic and perseverance, we hired her as our first Administrative Manager. This young person has faced an extreme trauma during her employment, yet she was able to continue working due to the supportive environment and due to her value as a staff member and a human being. Today, as she prepares to turn 21, she continues to work full time at the Children's Cafe, and was recently the charge person while senior staff were out for one week.

In 2015, a third grade student was one of the first children to participate in the new South End Children's Cafe. This child spent every day, Monday through Friday, at the Children's Cafe for the entire year, participating in the school year and summer program, accepting homework help daily, and joining us for a healthy meal. In 2022, she worked her first summer at the Children's Cafe through the Summer Youth Employment Program of the City of Albany, and continued into the fall with extended funds for the program. In 2029, due to her leadership and role modeling for the younger children, she was nominated for and won a YWCA Young Women of Achievement Award. When the funding ended and she was no longer able to work at the Children's Cafe, she lost the structure of her daily routine and the homework assistance and we saw a decline in her grades and her involvement in some poor decisions. After a meeting with her parent, we decided to find funding to hire her as an employee, with the first hour of her employment each day she worked dedicated to getting her homework completed and catching up on past assignments. Once her homework was completed, she worked under the direction of a staff member and has been showing up on time, doing the tasks assigned to her and continuing to be a role model for the younger children.

There are so many youth that, if funded, the Children's Cafe would be able to employ and guide on their journey of growth and development. With enrichment programs including guest speakers from local colleges, businesses, sports programs, the creative arts and government for example, the youth at the Children's Cafe not only come in to work and volunteer, but they are exposed to leaders in the community that were once young dreamers themselves. We want to teach skills but also open eyes and doors to what can be. In a time when there is so much violence, trauma and pain in our community, youth need to be able to dream and believe in themselves and in their future, and

that is what a program like the Youth Workforce Development Program at the South End Children's Cafe will be about.

What amount of funding is being requested?

\$409,420

Does the project budget have any additional sources of funds?

Yes

If "Yes" above, please specify the additional sources below.

Our Community Investment Project, funded by the Carl E. Touhey Foundation and Media Logic, sustains a multi-year investment in our staff, community, and programs through December 31, 2024. It includes scholarships, professional development and training for current staff funded under these grants. Centering community members as workers and leaders in the implementation of our program model builds a stable, sustainable investment that ensures authenticity, equity, and community trust. Of the 12 staff employed at the Children's Cafe, 10 have or do reside in the South End of Albany and all are residents of the City of Albany. Every staff position's job duties include nurturing relationships with children and community as part of our community culture of belonging. This builds a strong sustainable internal investment. Our culture of shared ownership helps increase community investment and keeps donors and volunteers engaged long-term.

Examples of current staff invested in in this community include:

- 1 - A staff member who lives across the street and started as a guest who visited for food donations during the pandemic, then joined us as a volunteer, and now is employed part time with the Children's Cafe.
- 2 - A staff member who lived across the street from the Children's Cafe and who had a child enrolled in the Children's Cafe since opening in 2015, and is now on staff, along with another one of her adult children. The child enrolled since 2015 is joining the Children's Cafe this summer for the first time as a City Summer Youth Employee.
- 3 - A Foster Grandparent placed at the Children's Cafe; who works at the Children's Cafe every, has lived in the South End for the majority of her life, and is the grandmother of several children in the program.

In 2021, we refined our fund development strategy, expanded our Fundraising and Marketing Committee, and hired a Development Director. We diversified our funding by securing two contracts through NYS OCFS (championed by our local legislators), multiple multi-year grants from private foundations, and by continuing to cultivate relationships with our growing base of community partners, and individual and business donors. Since 2019, we have grown our budget over 600%.

In 2022, we were awarded a \$1 million American Rescue Plan Act grant from the City of Albany for Capital Improvement, and since then have been searching for a property to expand our space and services in response to the ever growing need for services and programs for children and youth. We are working closely with neighborhood leaders and partners to ensure that our expansion is equitable, effective, and community-led and owned. An expanded space will mean an increase in staffing needs, and the Youth Workforce Development Program will thrive in a new location with increased participants. Youth involved in the Youth Workforce Development Program in this new space will be a part of something important to the community, and will have a sense of ownership and pride in their place of employment.

Other funding sources include contributions from Capital Region working people, families, and small businesses; corporate sponsorships/donations; private foundation grants, and in-kind support. The City of Albany pays SYEP participants throughout the summer program.

I certify that if awarded, ARPA funding will not displace any other project funding

Yes, I certify

Project Description

Identify and describe whether funds will be used in any of the following areas. Check all that apply.

- 2. Expanding an existing program – investment in outreach/ community engagement
- 3. Expanding an existing program – providing tuition or stipends for County residents or /expanding program seats the number of individuals a program can serve
- 4. Expanding an existing program – investment in wraparound services connected to a workforce development program (i.e. childcare, transportation, etc.)

If "2. Expanding an existing program – investment in outreach/ community engagement" above, describe in detail how funds will be used to support.

The South End Children's Cafe is embedded in our local community and has nurtured strong, collaborative relationships with South End families, organizations, schools, library and public service agencies, local businesses and restaurants, and our elected officials. 100% of our staff live in the City of Albany. Staff participate in many community groups, including the South End Community Collaborative, Workforce Development Subcommittee, South End Neighborhood Association, and contribute to community meetings, trainings, and panels. We will use our existing network of partners to conduct outreach and community engagement.

If "3. Expanding an existing program – providing tuition or stipends for County residents/expand program seats" above, describe in detail how funds will be used to support.

Our Community Investment Project includes education stipends for staff. In an anonymous survey, staff identified the following needs in terms of reaching their personal educational goals:

- Financial assistance to help cover living expenses
- Assistance with college expenses, including tuition, room and board, books, and transportation for those who live off campus
- Career and educational guidance and a place to go for assistance
- Childcare and programming for children in their care
- Assistance with applications
- Assistance securing safe, affordable housing
- Driving lessons
- Transportation assistance, such as bus passes
- Resources and support for mental health and wellness
- A safe place to do schoolwork without distractions
- Encouragement and mentoring
- Employment without fear of losing one's job when personal matters arise

Some staff currently work multiple jobs and help their parents with caretaking of younger siblings. For many people in our community, full-time school is not possible as they need to spend time working or caretaking. Part-time students are not eligible for the same financial aid and scholarship assistance, making classes unaffordable. Some additional financial support would allow them to focus on learning and reaching their personal and educational goals.

The project will create job opportunities by increasing our capacity to hire and serve more Youth Employees, while serving more children and families in our afterschool enrichment/recreation and food service programs. We will continue to support our workforce with scholarships, tuition assistance, and other financial support, including emergency expenses as needed.

The Children's Cafe has strong collaborative partnerships with local colleges: State University at Albany, Hudson Valley Community College, Albany Law School, Albany College of Pharmacy, Russell Sage, Albany Law School, Albany Medical College, the College of Saint Rose, and Bryant and Stratton. We host interns and volunteers from local colleges and community service placements, providing a safe nurturing environment where young adults can learn, engage in community, and access healthy food. We are also partnering with the SUNY Albany Educational Opportunities Centers Program (TRIO EOC) to bring their programs to our staff and community this summer and throughout their project period. We hope to host events/workshops in which staff and community members can meet representatives from local colleges, learn more about programs, and get help applying/enrolling.

If "4. Expanding an existing program – investment in wraparound services connected to a workforce development program (i.e. childcare, transportation, etc.)" above, describe in detail how funds will be used to support.

During the project period, we will strengthen our partnerships with entities providing wraparound services and other community-identified needs. We hope to see many of our young workers continue on their own paths to success through college, career entry, apprenticeships, and other opportunities they seek. The supportive work/community environment of the Children's Cafe helps and encourages them as they are on their own journeys.

To many families we serve and neighbors, we are a main access point to community resources. In the past six months, we have provided referrals for counseling, children's services, housing, college/career counseling, furniture and other after-school and summer programming (as we have a waiting list of approximately 30 children). Emergency funding for families has been used to purchase a new bed for a child, items needed for a family relocated to a shelter, a hotel room for a family displaced due to a flood and funds for the loss of a child. Staff have been in need of emergency groceries, travel expenses for a death in the family and support with other personal needs which, when appropriate and available, we will assist with funding for. We want our staff, and our neighbors, to always know that they matter.

Describe your organizations experience as a provider of workforce development/ training opportunities, including any experience in Albany County.

The Children's Cafe has served as a work placement site for the City of Albany's Summer Youth Employment

Program (SYEP) entering our eight year. SYEP “introduces youth to the labor market by helping them acquire skills and insight with work experience that can be used to improve school performance and become responsible adults. Research confirms that participation in SYEP improves school performance.” The Children’s Cafe is a popular placement among SYEP participants, and we are proud to offer a fun, engaging, healthy and safe work environment for young people.

Interns from many colleges are given the same attention and opportunities as paid staff, and are supervised and evaluated. Many college interns join us as summer staff when funding permits, or continue on as volunteers when their internship is completed. We have filled requests for many college interns as they applied for jobs, as they value their time and experience at the Children’s Cafe.

The Children’s Cafe serves as a host agency for CEO’s Foster Grandparent Program, working with seniors who want to contribute while continuing to learn and grow. Foster Grandparents require daily supervision and are part of the team at the Children’s Cafe.

The Children’s Cafe serves as a host agency for the Associates for Training and Development (A4TD) Senior Community Service Employment Program. In this role, Children’s Cafe staff and kitchen team provide occupational skills training, and coordinate with our participant and A4TD to implement a safe goal-oriented individual employment plan.

Along with these outside agencies, the Children’s Cafe has offered workforce training and development to staff throughout the years, with an increase in staff over the past two years. Currently the Children’s Cafe has five full time staff and, as we enter the summer with a full summer program, nine part-time staff. The Children’s Cafe has weekly staff meetings for the leadership team, monthly full staff-led meetings focusing on wellness, and weekly supervision/check in’s for all staff. The Executive Director (and Founder) has worked in nonprofit development, programming and management for 39 years in the City of Albany, and leads with the goal of offering opportunities for staff to explore interests, grow in their careers, value our diverse and wonderful community, learn new skills and enjoy the work that they do.

For many of the employees at the Children’s Cafe, this is their first professional job. The leadership, including the Board of Directors, values each staff member and works diligently to prepare these young leaders for a lifetime of learning, leading and working and to learn skills to take with them as they grow. Access to so many community partners and donors offers many opportunities for the youth who are employed and volunteer with the Children’s Cafe, and the experience of the leadership team and the Board of Directors creates a workplace environment where employees thrive.

The Board of Directors are very hands-on and bring a wealth of resources for managing and developing a workforce. The Board of Directors include senior staff members in the education, criminal justice, public health, nonprofit, science, labor, food service and government fields. Board Members serve as mentors to staff members, offering an additional layer of support and experience that is valuable to workforce development.

In 2022, we started a Youth Leadership Program to engage older youth, ages 12-14, as volunteer/mentors to the younger children. Youth Leaders receive quarterly gift card stipends for their investment of time and love in the Children’s Cafe. We are launching the Youth Advisory Council in 2023, which will empower youth ages 13-24 to play an important role in impacting the South End of Albany with community organizing/service projects, while connecting with other youth and learning together.

Over the past few years, we have strengthened our partnership with the City of Albany to host four Youth Employees, ages 14-17 (3 of whom participated in the Children’s Cafe for years before turning 14 and joining the City Youth Employees Program and joining us on staff). The most recent placements began in the summer and were extended through December 2022. Youth Employees included individuals who had aged out of our afterschool program and are now staff paid to spend time at the Children’s Cafe. One City Youth Employee, Tra’vontay (a senior at Albany High whose younger brother Da’vontay is enrolled in our program), said: “My job is to be a role model to the children and to bond with them”. Tra is now a Children’s Cafe staff and is going to college in the fall.

Tracie Killar, Executive Director/Founder, spends 1:1 mentoring/supervision time with each staff member every week. During this time, they go over work plans and goals for the week. Every staff member is valuable and unique in their role at the Children’s Cafe. Every staff spends time in direct service, as well as their office/planning duties. The Children’s Cafe has developed a Leadership Team of employees that meet weekly to plan and discuss programming. Along with the mentors from our Board of Directors, outside mentors are offered to staff. For example, our Executive Director meets with a mentor who is a retired Nonprofit Director monthly and as needed for guidance and direction.

List any project partners, their role, and any funding they will receive (please note project partners may also be subject to compliance and reporting requirements).

Our most valuable community partners are our neighbors and the children, youth and families we serve. Conversations and evaluation tools like surveys help guide our strategy and gauge the needs of our community. We talk to every parent every day when they pick up their child. Staff participate in many committees including the South End Community Collaborative, the South End Neighborhood Association, Albany Community Center Partnership, Albany Food Summit, and more. The South End is an under-resourced, historically marginalized neighborhood. Community organizations must rely on a shared resource approach in the face of adversity and inequity. Working together strengthens our collective impact.

Examples include:

The Radix Center: Offers the children access to the urban farm and sustainability education. We feed their youth employees dinner each day.

Albany Housing Authority (AHA), our landlord: We work together to secure space for programming. AHA offers maintenance.

The City of Albany Youth Employment: We are a participating worksite. The Youth Employment program values workplace experiences that are positive and nurturing for Albany youth entering the workforce.

Trinity Alliance: Utilizing their Mobile Resource Center, housing advocates and case management for guidance and leadership

Albany Medical Center CARES Program: Provides a Licensed Mental Health Counselor to the Children's Cafe weekly for the children, staff and family members. Other programs we partner with include the South End Community Collaborative, Grand Street Community Arts, Trinity Alliance, SNUG, Serve Albany, Grassroot Givers, Red Book Shelf and the Boys and Girls Club.

Other community partners include:

Hudson Valley Community College

SUNY University at Albany

Russell Sage

Associates for Workforce Development

City of Albany Youth Employment Program

City of Albany Parks and Recreation Department

SUNY EOC

Capital Region BOCES

CanCode

South End Community Collaborative

Albany College of Pharmacy

The Wizard's Wardrobe

The Red Bookshelf

The City School District of Albany

The Regional Food Bank

Capital Region EAP

CEO Foster Grandparents Program

In Our Own Voices

Albany Medical College

If an award is made, describe how Albany County residents will benefit. Use specific metrics where possible (e.g. number of individuals sectoral job training programs).

If funded, the Children's Cafe will employ 8 youth residing in and around the South End of Albany/ Albany County on a part-time basis (12 hours per week). Albany County residents will benefit with youth being offered employment in a safe, positive program. This is important as the increase in violence in and around the South End puts youth at risk. Offering employment along with academic assistance and food will impact the youth employees physical and mental health and provide important groundwork on a path for a productive and positive future. Albany County will benefit as the county cares about its citizens, especially its youngest ones, and this program will provide an opportunity that is lacking in under-resourced areas like the South End. In addition, providing the Children's Cafe with funds to increase staffing will allow for more children to attend the Children's Cafe, as we will have staff to accommodate our low staff to child ratio. While Youth Employees are never responsible for children on their own, their partnership with a senior staff will create a safer environment for more children to enjoy and benefit from.

In order to be eligible for ARPA funding, programs must serve low-to-moderate income households/communities (classified as 350% of the Federal Poverty Level) or households that experienced unemployment during the COVID-19 pandemic. Please describe specifically how your proposal will benefit unemployed or underemployed individuals meet this requirement and how you will verify this to the County.

All of the children enrolled in the Children's Cafe reside in low to moderate income households. Since opening in 2015, the Children's Cafe has served many families who are unhoused; this year of the 40 children served, 7 were unhoused and/ or displaced with one parent and three children living in a car, one family living in a domestic violence residence, one family displaced by a fire and other families unhoused due to landlords lack of compliance.

Staff have found the Children’s Cafe to be a supportive work environment especially in terms of flexibility, resources and assistance with issues that may impact employability. For example, staff members have experienced the following while working at the Children’s Cafe: death of a close family member, responsibilities for caring for an elderly parent or ailing family member, need to care of siblings, care of a child with a disability, personal mental or physical health challenges, need for urgent or emergency housing and residing in a community where gun and other violence is prevalent. One staff member, whose child attends the Children’s Cafe, said, “I want to get home before it gets dark and get inside before the shooting starts.”

Since opening, the Children’s Cafe has prioritized hiring staff who reside in the South End and the City of Albany. 100% of our current staff are Albany residents, with almost half residing in the South End and more than half having resided in the South End as a child. Available to all staff, education-related scholarships, professional development, and 1:1 support with administrative tasks, are supported by our Community Investment Project. This project has enabled staff to take driving lessons, and workshops to enhance their workforce goals. All staff receive a healthy meal each day and access to food.

The Children’s Cafe has over 50 unique volunteers each week. Volunteering at the Children’s Cafe offers valuable experience in a kitchen, with children, and in a business. Educational enrichment programs about opening a business or resume writing, are offered by community partners to youth and adults involved at the Children’s Cafe. We are and will continue to be deeply invested in the economic success of the community.

How Will You Track Performance Goals And Define Success? Include at least two Key Performance Indicators and expected annual outcomes/impact during the reporting period (September 2023 - December 2026).

We will create 5-8 part-time jobs per trimester (fall, spring, summer) for youth ages 14-18 during non-school hours. We will help these individuals reach their personal goals for success. We will document success with pre and post testing, supervisory reports and self-reporting.
 This percentage of youth employees will report the following:
 95% of youth employees will report that they learned three workforce skills that will be valuable in future employment situations
 95% of employees will feel confident in writing a resume
 95% of youth employees will identify three activities that they led during their employment

We will use our existing data collection model to create required project status reports and compile programmatic performance indicators. We collect both quantitative and qualitative data daily. Enrollment applications collect intake data, including client race, gender, location, and other information. Data is collected each day on participants, visitors, and contacts requesting food or other services. We track the number of meals served, distributed, or delivered and the number of individuals served. Surveys are used to gain input from families, volunteers, and staff to improve services and capture progress, demographics, and impact. Surveys include a comment section where respondents can provide testimonials or make requests for support. Our program staff nurture relationships with whole families and are available in person, or by text or phone to communicate with parents and caregivers. Staff check in with each family at least once a week and talk to each parent/caregiver when they pick up their child every day. Regular communication with caregivers and children is key to building community trust, and helps guide and inform future work. We will increase staff time to ensure compliance and reporting will be done efficiently and accurately.

What is the proposed project start date?

9/1/2023

What is the anticipated date of completion?

12/31/2026

Please provide key project milestones inclusive of the anticipated timelines and descriptions

Milestone	Anticipated Date	Task Description
Fill Supervisor Positions	October 31, 2023	Hiring from community, promoting from current staff, outreach events
Program Schedule/Work Plan Created	December 31, 2023	Leadership team will complete together
Community outreach/engagement	September 1-December	Leadership team will plan and complete

- recruit first cohort	31, 2023	
Spring Semester Cohort	January 1 - June 30, 2024	Afterschool program - Includes paid staff, as well as interns and community service volunteers who are supervised by our Volunteer Coordinator and program leaders
Summer Cohort	July 1 - August 31, 2024	Includes SYEP participants paid by the City of Albany, as well as some paid staff
Fall Cohort	September 1 - December 31, 2024	Afterschool program - Includes paid staff, as well as interns and community service volunteers who are supervised by our Volunteer Coordinator and program leaders
Spring Cohort	January 1 - June 30, 2025	Afterschool program - Includes paid staff, as well as interns and community service volunteers who are supervised by our Volunteer Coordinator and program leaders
Summer Cohort	July 1 - August 31, 2025	Includes SYEP participants paid by the City of Albany, as well as some paid staff
Fall Cohort	September 1 - December 31, 2025	Afterschool program - Includes paid staff, as well as interns and community service volunteers who are supervised by our Volunteer Coordinator and program leaders
Spring Cohort	January 1 - June 30, 2026	Afterschool program - Includes paid staff, as well as interns and community service volunteers who are supervised by our Volunteer Coordinator and program leaders
Summer Cohort	July 1 - August 31, 2026	Includes SYEP participants paid by the City of Albany, as well as some paid staff
Spring Cohort	September 1 - December 31, 2026	Afterschool program - Includes paid staff, as well as interns and community service volunteers who are supervised by our Volunteer Coordinator and program leaders

Describe how the funding will support a sustainable workforce development initiative that will continue to serve Albany County residents after ARPA funds have been exhausted.

The Children’s Cafe embraces a culture of shared ownership and belonging, and is committed to the collective community work required to raise and nurture thriving children. When children and youth see the adults in their community working together and investing in their success, they are empowered and more likely to sustain this culture as they grow.

The Capital Region community is invested in our work and mission. A large portion of our budget comes from small-dollar donations from working people and families. Important in-kind support includes pro bono legal, public relations, lobbying and human resources contracts with local workforce development agencies, and a contract with Albany Medical Center that funds weekly onsite visits from a Licensed Mental Health Counselor.

Ensuring community representation in our staff, volunteer base, and leadership makes us an authentic community-led organization and keeps us informed and focused on community needs. Embracing a culture of shared ownership and belonging has increased community investment in our mission. The Children’s Cafe staff reflect the diversity of the people and key interests of the community we serve.

Developing positive and valuable strengths as an employee at a young age will only impact a youth’s ability and enthusiasm for employment in the future. Youth from the Children’s Cafe who participated in Mock Trial at Albany Law shared that they were interested in becoming lawyers. Several youth who participated in a lobbying day at the New York State Capital are now interested in learning more about politics. Investing in a Youth Workplace Development Program will only enhance our workforce currently and in the future. Everyone remembers their first job, especially if it was a job that was empowering and created a feeling of success and pride.

Explain why arpa funds are needed to complete the project. Would the project be possible either without arpa assistance or assistance to a lesser degree?

While we will continue to partner with the City's Summer Youth Employment Program and local colleges, including Hudson Valley Community College and The State University at Albany, to offer supportive work/internship environments for Albany youth, ARPA funds would enable us to offer more placements for vital programs by helping support wages/salaries of supervisors and mentors, and of youth workers outside of already existing opportunities.

Without ARPA funding, we will not be able to focus on additional workforce development while still maintaining our existing program. Without ARPA assistance, we will not be able to increase work development program placements and provide the increased wraparound services for workers and families at the level required to meet the needs of our community on the proposed timeline. Our relationship-based program is a main ingredient in our recipe for success, but this low-ratio model lowers our capacity to serve more individuals effectively. While we will ensure that our expansion and scaling up of services will be purposeful, effective, and informed, funding from this County ARPA opportunity will allow for more individuals to be impacted in this meaningful way.

Are you a Workforce Development/Training Provider?

No

Are you a company?

No

At the top of this page is a downloadable project budget. Please download the budget form and upload it here.

- [Workforce-Budget-Childrens-Cafe.pdf](#)

If you are funding a multi-year initiative, please provide a breakdown of funding level per year below:

2023	2024	2025	2026
\$7,600	\$129,940	\$135,940	\$135,940

Is any upfront funding needed to successfully implement your proposed project?

No

Explain why ARPA Funds Are Needed to Complete the proposed program/project. Would the proposal be Possible Without ARPA Assistance? Describe how your proposal would be impacted if you are awarded a smaller grant than requested?

US communities have not seen an investment like the American Rescue Plan Act since the New Deal. We will use this once-in-a-generation opportunity to expand a community-led and responsive program.

We will leverage ARPA funding to secure other grants and investments to cover program-related expenses. We have multi-year commitments from private foundations that will braid with this funding request to support expenses. We have an engaged and committed community of donors and volunteers who offer in-kind contributions, especially their time and labor, to support our program.

With this ARPA funding, we will be able to hire youth in need of prosocial, supportive employment that includes a meal (which many youth are in need of, evidenced by the number of food pantries recently added in local schools) and therefore serve more children with this increase in staffing. Without this ARPA funding, youth will be impacted due to lack of employment in a supportive environment. Not all youth can travel during non-school hours to a job, complete their homework if they are traveling for a job that is not within walking distance or on busline. Due to trauma, learning needs or other circumstances, it is important and impactful for young people to find employment in a person-centered workplace willing to take the time to let their staff know that they matter and that we will guide and assist as they learn and grow. Imagine being 17 years old, celebrating your senior year of high school, working to pay for your first car, gas and your own clothing, helping your parent out with the younger siblings, going to school all day and then to work...and your best friend is murdered. This and other situations reflect the reality of the Children's Cafe experience and we need the ARPA funding to continue to employ youth who will benefit from an agency dedicated to each and every individual.

If awarded a smaller grant, we will adjust the program accordingly to maintain our low-ratio relationship-based model, and quality of service to our community. We will revisit the project with staff and community and either scale back the number of placements, or limit the number of sessions throughout each year. We will work with community

engagement in order to develop the best workforce development program for our youth that fits the Children's Cafe and our community.

Provide any additional project related information you feel may support your application (optional)

- [SE-Childrens-Cafe-2023-Packet.pdf](#)

Tax Information

Please upload Federal tax returns for 2019

- [SE-Childrens-Cafe-2019-Form-990.pdf](#)

Please upload Federal tax returns for 2020

- [SE-Childrens-Cafe-2020-Form-990.pdf](#)

Please upload Federal tax returns for 2021

- [SE-Childrens-Cafe-2021-Form-990.pdf](#)

If available, please provide your Unique Entity Identifier (UEI) from SAM.gov

E1N8NSBQSLX3

Risk Assessment

Has the entity adopted and/or implemented policies relating to: records retention, conflict of interest, code of ethics, and/or nondiscrimination policies?

Yes

If "Yes" above, what policies have been adopted?

records retention, conflict of interest, code of ethics, nondiscrimination policies

Is the entity properly licensed or certified by a recognized source ?

Yes

If "Yes" above, please provide additional information.

Yes as a drop in food service program, inspected and certified by the New York State Department of Health

Does the entity have a financial management system?

Yes

If "Yes" above, please describe the financial system, its capabilities and how it will help to track the proposed project.

We contract with WSJ Bookkeeping, an Albany-based MWBE accounting firm. Our financial procedures include strict financial record maintenance and retention. We will use our existing data collection model to create required quarterly project status reports and compile programmatic performance indicators. We collect both quantitative and qualitative data daily. Enrollment applications collect intake data, including client race, gender, location, and other information. Data is collected each day on participants, visitors, and contacts requesting food or other services. We track the number of meals served, distributed, or delivered and the number of individuals served.

Our staff use internal spreadsheets to track expenses and revenue as we process them. Our bookkeeper uses Quickbooks which is updated live. Our Board Finance Committee meets multiple times each quarter, and reviews the profit/loss statement of each month after they are prepared by staff and bookkeeper. If awarded, the proposed grant would be braided into our existing funding plan. We track expenses claimed carefully and keep all backup documentation in case of request from funder or audit.

Has there been any change in the entity's key staffing positions in the last 2 years?

Yes

If "Yes" above, please provide additional information below.

Yes, promotions:

Shaletha Peppers from Administrative Coordinator to Community Engagement Director to Senior Program Director
Amani Santos from Program Staff to Administrative Manager
Ittai Rosales from Program Staff to ARPA Project Manager
Anna Schupack from Program Staff to Assistant Development Director/Volunteer Coordinator
Pearl LeGrone from Program Staff to Site Manager

Has the entity previously done work for or received funds from the Federal government (i.e. Is the entity experienced in managing Federal funds)?

Yes

If "Yes" above, please provide additional details below.

Yes. Our staff has the capacity and experience to administer and monitor federal funding. The South End Children's Cafe has administered federal CDBG funds received in 2020, 2021, and 2022. We have administered the following federal, state, and local grants in the past five years:

2022

- Awarded \$50,000 in NYS Budget championed by local legislators
- Awarded \$1 million from the City of Albany ARPA Funding for capital expansion - Project Manager Ittai Rosales leads our City of Albany ARPA-funded expansion project and our team manages this grant reporting, compliance, and financial processes with support from our Board Finance Committee.

2021

- Awarded a \$150,000 Albany Community Development Block Grant through the CARES Act
- Awarded \$25,000 in the NYS Budget championed by Senator Breslin
- Awarded \$25,000 in the NYS Budget championed by Assemblymember Fahy and Assemblymember McDonald
- Awarded \$2,000 from the Albany County Youth Bureau
- Approximately \$1,800 in program staff wages covered by the City of Albany SYEP

2020

- Awarded a \$10,000 Albany Community Development Block Grant through the CARES Act
- Awarded \$2,000 from the Albany County Youth Bureau
- Approximately \$1,800 in program staff wages covered by the City of Albany SYEP

2019

- Awarded \$2,000 from the Albany County Youth Bureau
- Approximately \$1,800 in program staff wages covered by the City of Albany

2016-2018

- Awarded \$6,000 total from the Albany County Youth Bureau
- Approximately \$5,400 total in program staff wages covered by the City of Albany SYEP

Executive Director Tracie Killar administered Federal Drug Elimination Program funds from 2000 – 2008, when directing New Day Art, another local nonprofit in the South End of Albany, New York. Development Director Erin Donahue has experience managing NYS funds and contracts, including contract execution and management both on and off Grants Gateway, grant monitoring, reporting, data collection, as well as executing and managing subcontracts, monitoring quarterly financial and statistical reporting, and auditing of subrecipients, and distributing NYS funds in compliance with contract terms. We contract with WSJ Bookkeeping, an Albany-based MWBE accounting firm. Our financial procedures include strict financial record maintenance and retention.

The County is careful about identifying and avoiding conflicts of interest, especially with grants awarded through the County. A conflict of interest arises when a person's self-interest and professional interest or public interest intersect. In this situation, there is the potential for biased professional judgment and lack of objectivity which creates a serious conflict when one of the interests can benefit financially or personally from actions or decisions made in the official capacity. A conflict of interest exists whether or not decisions are affected by a personal interest; there only needs to be the possibility of bias for a conflict. If your organization knows of a possible conflict of interest with your application for funds please disclose that information here. Otherwise write "None."

none

Certifications

US Treasury Reporting & Compliance Acknowledgment 1

- I Have Been Provided a Copy and Understand the U.S. Treasury's Compliance and Reporting Guidance for State and Local Fiscal Recovery Funds (see link or PDF included at the top of page)

US Treasury Reporting & Compliance Acknowledgment 2

- Should the County Allocate ARPA Funds, I am Able to and Pledge to Adhere to ALL Compliance and Reporting Requirements of the U.S. Treasury as it relates to any State and Local Fiscal Recovery Funds

US Treasury Reporting & Compliance Acknowledgment 3

- I Understand the County Will Contact me if/when Additional Information is Needed and that Information will be Promptly Provided to the County to Support Reporting Requirements

US Treasury Reporting & Compliance Acknowledgment 4

- If for Any Reason I am Unable to Comply with the U.S. Treasury's Compliance and Reporting Requirements I will Immediately Notify the County in writing by email or letter

US Treasury Reporting & Compliance Acknowledgment 5

- All Information Submitted in this Application is True & Accurate

Electronic Signature Agreement

I agree

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

Type Name Below

Erin Donahue