

Cover Sheet – Social Service Activity

AGENCY NAME: Center for New Americans
 AGENCY ADDRESS: 42 Gothic Street, Northampton, MA 01060
 AGENCY PHONE NO: 413-587-0084 CONTACT PERSON: Laurie Millman
 CONTACT PERSON EMAIL: laurie@cnam.org
 CDBG FUNDING REQUEST: \$30,000

1. Project Name: *Fostering Immigrant Self-Sufficiency*
2. Project Description (1-2 sentences) *Center for New Americans offers free classes in English for Speakers of Other Languages, and provides instruction in civics, technology, and career preparation and a range of support services to help immigrants, refugees, and asylum-seekers attain economic self-sufficiency.*
3. Project Location (Street address) *70 Boltwood Walk, 2nd floor*
4. Budget Request: *\$30,000*

1. Type of Activity (check one):
 - Household (family and individual) stabilization
 - Support services for those experiencing homelessness
 - Youth development
 - Economic self-sufficiency (adult education)
 - Food and nutrition
 - Health services/Insurance navigation
 - Other – please explain

2. National Objective:
 - Total number of beneficiaries (individuals served): 100
 - Total Low/Mod beneficiaries (individuals served): 85

Please submit responses to the following questions:

National Objective Description

- Describe in detail how your project will meet a national objective and how it will be documented to ensure that participants meet low/moderate income requirements.

Center for New Americans serves low-income adult immigrants, refugees, and asylum-seekers who have re-settled in Amherst to build a life for themselves and their families. They come from many different countries including China, Cambodia, Tibet, Afghanistan, Cape Verde, Democratic Republic of Congo, El Salvador, Ecuador, Ethiopia, Venezuela, Cambodia, and Iran, among others. Some students have had very little formal schooling in their home countries. Others may have been professionals in their home countries. The common denominator is that they are all learning English, U.S. customs, and the skills to build a life in the U.S.

Center for New Americans' intake staff meet with all prospective students in an initial meeting to document participants' income status. Students "self-declare" household size, income, benefits, if eligible, and sign the form before enrolling in the program. Many students are eligible for benefits.

A. Demonstrate Consistency with Community Priorities

- Describe how the proposed project is consistent with the Community Priorities.
- To meet this threshold a proposed project must relate to a community development need or needs identified by the Priorities.

The Community Priorities specifically cite adult education and job training as activities that support economic self-sufficiency. Center for New Americans offers free classes in English, technology, civics, and career training to help immigrants, refugees and asylum-seekers acquire the skills, confidence, and capacity to obtain living wage jobs. Our students work at UMass Amherst, Amherst College, in local restaurants and other service sector jobs.

B. Agency Information

- Provide an overview of your organization, including length of time in existence, experience in successfully conducting activities for which funding is being sought, and skills and current services that reflect capacity for success.

Center for New Americans has welcomed and served immigrants in Amherst and the surrounding area since 1992. Center for New Americans is licensed and funded by the Mass. Department of Elementary & Secondary Education (DESE) to offer education to immigrants, credentialed by the U.S. Department of Justice to offer immigration legal services, and funded by the Massachusetts Office for Refugees and Immigrants to assist immigrants to become U.S. citizens. We are exceeding DESE's targets for student learning gains, and we are exceeding the Office for Refugees and Immigrants' targets for assisting immigrants to become U.S. citizens. Once proficient in English, our students are hired by UMass-Amherst and Amherst College, they open local businesses in Amherst and they are eagerly recruited by healthcare providers and nursing homes.

Center for New Americans has long-established partnerships with such local organizations as the

MassHire Franklin Hampshire Career Center and Workforce Development Board, Holyoke Community College, Greenfield Community College, The Literacy Project, Smith Vocational & Agricultural High School, the public schools, the Jones Library, Family Outreach of Amherst, the Amherst Survival Center, and the Amherst Senior Center.

Some indicators of the program's capacity for success include:

- *Ongoing referrals of new students to our program by local employers and former students;*
- *Students' learning gains, job attainment and retention, enrollment in post-secondary education;*
- *Staff members' long tenure, and the consistent growth and loyalty of a large group of volunteers;*
- *Program alumni who remain involved as volunteers and/or board members;*
- *The program's responsiveness to evolving student needs, such as childcare and transportation.*
- Explain your short-term goals and long-term goals.

Center for New Americans' short-term goals are to continue to welcome and serve as many immigrants and refugees as we can effectively accommodate. Long-term goals are to continue to work with community partners to create awareness of immigrants' needs in our community and contributions to the community to ensure that immigrants encounter the opportunities they need to thrive.

C. Project Budget Information

- Provide a detailed budget for the proposed program to include program delivery and direct program costs, and include all sources of revenue and all expenses.
- Provide an agency balance sheet.

A budget for the proposed program and agency balance sheet are attached.

- Cite Sources of Other Project Funds.

Center for New Americans is funded by the Mass. Dept. of Elementary & Secondary Education, United Way of Hampshire County, the Mass. Office for Refugees & Immigrants, The Clowes Fund, local businesses, foundations, and individual donors.

- If applicable, describe and document the availability and source of matching or other funds needed to complete the project. In-kind services are accepted only as directly related to the project.

Center for New Americans relies on dedicated volunteers whose time represents in-kind services.

- Document the experience of the provider, costs of comparable services and the process used to review the accuracy of the budget.

Center for New Americans has offered free classes and support services in W. Mass. since 1992. Center for New Americans' budget and cost of services is guided by the Dept. of Elementary & Secondary Education, which dictates a range for cost/student and a salary range for staff. Center for New Americans is a very lean organization with just two full-time employees. Many of the organization's 17

part-time employees perform multiple functions. The board of directors reviews the organization's budget monthly, and finances are audited annually by an independent auditor. For FY '19, there are no findings and the organization enjoyed a surplus.

- State the qualifications of the person who prepared the budget.

Laurie Millman, Executive Director, prepares the budget with Griselle Rivera, Fiscal Coordinator. Laurie has worked at Center for New Americans for 11 years, and in non-profit organizations for more than 30 years. She holds an M.A. from the School for International Training's Graduate Institute. Griselle has worked in finance in non-profit organizations for more than 30 years, including Cooley Dickinson Healthcare and the Holyoke Public Schools. Center for New Americans' budget, progress to date, and financial statements are reviewed monthly by the board of directors and audited annually.

D. Project Description

- *Project Summary: Center for New Americans offers a spectrum of free classes in English for Speakers of Other Languages (ESOL) which include instruction in technology, civics, and career preparation. Students expand their learning with homework and online practice. Students meet individually with an advisor who helps them to draft a career plan aligned with their goals, and who refers them to training opportunities. Center for New Americans offers a healthcare job training course and graduates work at The Arbors and Elaine Manor. Center for New Americans counts on volunteers who range from college students to retired professionals to assist as classroom assistants and tutors. Center for New Americans also offers citizenship application assistance and immigration legal services, and assists 85 immigrants through the naturalization process annually.*

- *Activity prioritized by the community: The Community Development strategy specifically mentions adult education as an activity which enhances economic self-sufficiency.*

- *Number of individuals or families to be served and who they are: Center for New Americans typically serves about 100 immigrants from more than 35 different countries, including Cape Verde, Ecuador, El Salvador, Guatemala, China, Cambodia, Democratic Republic of Congo, Venezuela, Turkey, Iran and Afghanistan. We are currently welcoming several refugees re-settled by Catholic Charities. Most Center for New Americans students (about 85%) are low or very low income. Many are eligible for public benefits. They work in entry-level jobs until they are proficient enough in English, competent with cultural norms, and confident enough to seek and interview for living wage jobs.*

E. Project Need

- *Need for the proposed project/program: Public school data is one of the most reliable indicators of a town's demographic composition. In Amherst, 30.41% of public elementary school students speak a first language other than English, and 15.9% are English Language Learners. These school figures show an increase in the immigrant population over the past few years and a higher proportion of immigrants than the state as a whole. Comparable statewide figures are 21.9% and 10.5% respectively. Without English language proficiency, immigrants are isolated and unable to support children in school, access healthcare or contribute effectively to the economy.*

- *Need to be addressed/Importance of Need: The 2018 Franklin Hampshire Workforce*

Development Labor Plan notes that the only population growth sector in the region comes from immigrants, who are more likely to be of working age than other residents. Thus, without immigrants, the region's population (and Congressional representation) declines, and open positions in the region's growth industries -- healthcare, hospitality, and manufacturing -- remain unfilled. However, many of the open positions, whether for home health aides, certified nurse aides, or manufacturing workers, require some skills training, and that kind of training requires English language proficiency.

F. Community Involvement and Support:

- *Community and/or Beneficiary Involvement: Center for New Americans organizes annual focus groups of students, legal clients, and alumni to elicit program input, especially during strategic planning years. In addition, all classes include regular feedback mechanisms, including student feedback journals, "exit tickets" to rate the value of an instructional activity, and checklists of skills learned and skills yet to be learned. Volunteers and staff members are also asked for feedback whenever a program revision is implemented.*

- *Process to maintain beneficiaries' involvement: Center for New Americans includes opportunities for students to provide input as a regular part of class activities. Center for New Americans also invites program volunteers to offer feedback annually. The board of directors also provides feedback, meeting with the full staff twice each year and participating in strategic planning.*

G. Project Feasibility:

- *Why feasible? The project is feasible because it works. Immigrants learn English, apply for and obtain jobs, access community services, support children in school, and become fully contributing members of our community thanks to relatively modest financial investments in our lean organization which leverage the resources of dedicated volunteers, community partners, and other funders.*

- *Demonstrate that the project is capable of proceeding: Center for New Americans offers classes year-round. Classes start in September, continue through June, and are offered during a five week summer session as well for those who are available. Classes take place in the Bangs Community Center, where the program has operated for many years; are funded by DESE on a five-year cycle; and are overseen by an experienced director and management team.*

- *Describe evidence that the community or project beneficiaries will use the project: Classes are full and there is a wait list. In fact, we have welcomed so many students this year we had to add a second beginner-level class to ensure that all students who wanted classes could attend. We have rolling enrollment and students seek classes year-round.*

- *Identify and describe the solicitation process: Center for New Americans staff conduct outreach several times each year. Teachers go door-to-door with class fliers to businesses owned, frequented, and staffed by immigrants. Staff also email community partners such as the public schools, the library, the health center, and the Amherst Survival Center. We receive quite a few referrals from these community partners.*

- Identify the roles and responsibilities of all personnel involved in the project as well as internal controls. *Center for New Americans classes are taught by experienced teachers who are observed and mentored by the ESOL Program Coordinator and the Director. Students are coached by career advisors. A volunteer coordinator recruits and trains volunteers; a childcare provider, a former student, reads to children in English; the fiscal coordinator ensures that established fiscal protocols and agency rules are followed; and the director oversees the program, meets regularly with staff, does some substitute teaching, and ensures compliance with funder requirements. All program staff attend staff meetings and professional development. Additional controls are provided by Center for New Americans' Board of Directors, an independent auditor, and annual site reviews by the Mass. Department of Elementary & Secondary Education.*

- Document that the agency has the necessary past expertise to conduct the activity: *Center for New Americans has been re-funded by the CDBG program, DESE, the United Way, and the Community Foundation for years. Center for New Americans' alumni work for the Musante Health Center, Amherst College Dining Services, Cooley Dickinson, and Barton's Angels, and are eagerly recruited by other employers. Center for New Americans' staff are all trained professionals who have worked for the organization for many years.*

- Project milestones and timeline: *Center for New Americans' project milestones are ongoing. They consist of students' ongoing learning gains as measured by periodic assessments; students' progress from one class level to the next; students' attainment of living wage jobs and job promotions; students' attainment of citizenship.*

H. Project Impact

- What will be the impact of the proposed project/program? *Immigrants who are essentially locked out of community services, resources, and activities will be able to participate fully in their new community, attain living wage jobs, access healthcare without relying on children to translate, support children in school. This program opens doors.*

- Impact on specifically identified needs, resulting improvements: *The Amherst community benefits when parents can support children in school, participate in the community's civic life, add their voices to the community dialogue, share diverse traditions.*

- Target population changes/program success: *Students are able to communicate directly in English to make doctors' appointments, advocate for children in school, report domestic violence or other criminal activity, conduct research at the library, apply for better housing, patronize local businesses, work in local industries.*

- Measurement: *Students' progress is measured through regular administration of standardized assessments and the recording of scores; through writing portfolios; through students' self-assessments; through student goals set and met; through jobs and promotions achieved; through houses purchased.*

- Impact tracked over time: *DESE requires funded programs to follow up with students 2 and 4 quarter after exit to track employment and educational achievements and these are all recorded in a*

state database.

- *Direct and indirect outcomes: Direct outcomes include increased proficiency in English, technology, and civics for our students which open doors to job, healthcare, and housing opportunities. Indirect outcomes include parents' ability to be more involved in their children's schools, healthcare, and community activities, as well as the impact that watching parents commit to education and goals has on children's ability to make similar commitments.*

- *Quantitative and qualitative measures: Standardized assessments, jobs obtained, homes purchased, children supported in school, participation in community events.*

- *Will this service enable clients to become self-sufficient? Yes*

- *Link to other human/social service programs in the community: Center for New Americans collaborates with the public schools, Big Brothers Big Sisters, the Amherst Survival Center, the Musante Health Center, the Career Center, the community colleges. Center for New Americans teachers and advisors organize regular class field trips to visit partner organizations to ensure that students become familiar with community resources.*

ATTACHMENT-E

BUDGET FORM - Amherst CDBG Program Name: Center for New Americans Program Period: October 1, 2019-September 30, 2020						
PERSONNEL POSITION	Hourly Rate	Hours Per Week	# Weeks	Total Program Cost	CDBG Cost	Non-CDBG Cost
ESOL Teachers (3) Michele, Donna, Ruth	\$ 22.50	45	44	\$ 44,550	\$ 5,400	\$ 39,150
Education/Career Advisor	\$ 22.50	10	44	9,900	1,800	8,100
Technology Coordinator	\$ 23.50	4	46	4,324	1,200	3,124
Volunteer Coordinator	\$ 22.40	4	52	4,659	1,200	3,459
Childcare Provider	\$ 14.50	10	38	5,510	1,800	3,710
Executive Director	\$ 31.00	7	52	11,284	1,200	10,084
Finance Manager	\$ 24.50	5	52	6,370	600	5,770
Marketing and Development	\$ 22.50	5	44	4,950	600	4,350
Total Salary				\$ 91,547	\$ 13,800	\$ 77,747
Fringe				14,402	2,070	12,332
TOTAL PERSONNEL				\$ 105,949	\$ 15,870	\$ 90,079
Non-Personnel					-	
Rent, utilities, security				\$ 18,000	\$ 12,000	\$ 6,000
Education Supplies				3,908	1,130	2,778
Conference Registrations					-	-
Student Events				943	-	943
Internet				1,200	1,000	200
other:					-	
TOTAL NON-PERSONNEL				\$ 24,051	\$ 14,130	\$ 9,921
TOTAL PROGRAM COSTS				\$ 130,000	\$ 30,000	\$ 100,000

Other Revenue Sources

Mass. Dept. of Education	\$ 67,300.00
30 Poems in November!	18,700.00
Individual/business donations, events	14,000.00
	<u>\$ 100,000.00</u>

FY20 PRELIMINARY BUDGET

NAME		
ESOL	Agnes Lindsay	2,500
ESOL	Amherst CD Community Development Block Grant	\$ 20,625
ESOL	Bete Family Foundation	\$ 9,350
CIP	CIP Fees	4,000
ESOL	First Literacy	5,000
FUNDRAISING	<i>Fundraising (see schedule)</i>	182,532
ESOL	Life Extension (Johnson Foundation)*	7,500
CIP	Massachusetts Bar Foundation	16,500
ESOL	Massachusetts Dept. of Elementary & Secondary Ed	473,387
GENERAL	Northampton Community Development Block Grant	11,000
CIP	Office for Refugees & Immigrants	20,000
ESOL	Office for Refugees & Immigrants-ELT	27,333
ESOL	SNAP	8,000
CIP	The Clowes Fund	15,000
GENERAL	United Way of Franklin County	7,960
GENERAL	United Way of Hampshire County	15,000
TOTAL REVENUES		\$ 825,687

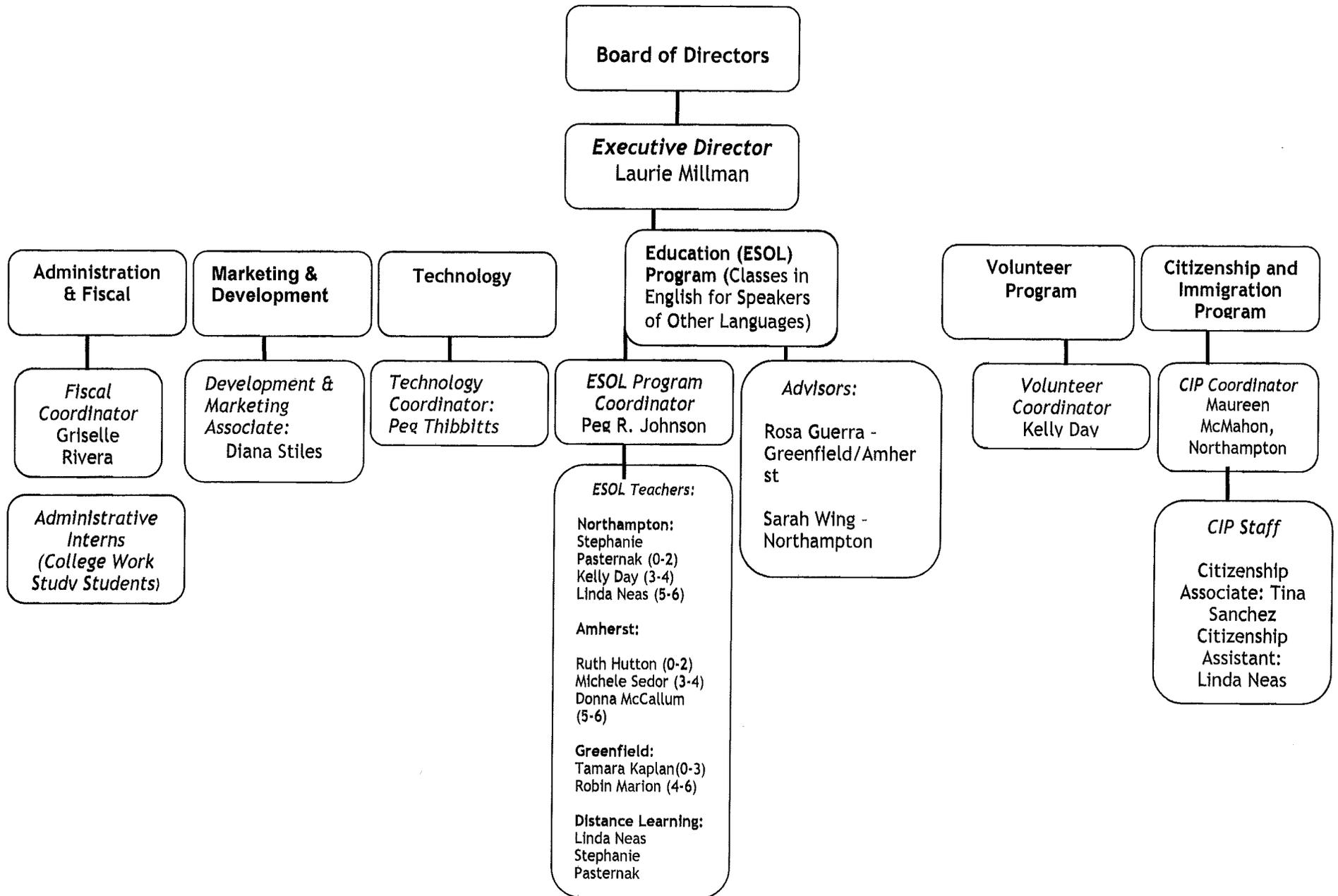
EXPENSES	FY20 FINAL
Personnel	
Salaries and Wages *	\$ 528,427
Fringe Benefits *	127,415
Non-Personnel	
Contractual	41,219
Supplies	19,358
Travel	3,912
Other	105,356
TOTAL EXPENSES	\$ 825,687

CENTER FOR NEW AMERICANS, INC.
Statement of Financial Position
August 31, 2019
(with comparative totals for August 31, 2018)

	<u>2019</u>	<u>2018</u>
<u>Assets</u>		
Current assets		
Cash	\$ 75,525	\$ 2,904
Grants receivable	47,455	43,926
Prepaid expense	2,786	3,028
Total current assets	<u>125,766</u>	<u>49,858</u>
Property and equipment, net	<u>3,250</u>	<u>14,452</u>
Total assets	<u>\$ 129,016</u>	<u>\$ 64,310</u>
<u>Liabilities and Net Assets</u>		
Current liabilities		
Accounts payable	\$ 4,754	\$ 1,187
Accrued expenses	20,816	22,161
Advanced payment government grant	47,338	
Total current liabilities	<u>72,908</u>	<u>23,348</u>
Net assets		
Without donor restrictions	13,959	(337)
With donor restrictions	42,149	41,299
Total net assets	<u>56,108</u>	<u>40,962</u>
Total liabilities and net assets	<u>\$ 129,016</u>	<u>\$ 64,310</u>

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The accompanying notes are an integral part of these financial statements.



**Center for New Americans
Board of Directors***

Name and Address	Email	Phone
Carpenter, Cristin 103 North Cross Rd Gill, MA 01354	<u>kitc16@comcast.net</u>	413-863-2505 Home 413-522-9470 Cell
Demetz, Anne-Marie 528 Pratt Corner Rd Amherst, MA 01002	<u>am.demetz@gmail.com</u>	413-253-9620 Home 413-218-5299 Cell
South, Frances 374 Bay Road Belchertown, MA 01007	<u>frances.south@gmail.com</u>	413-244-4748 Cell
Vaughn, J. 20 Northern Avenue Northampton, MA 01060	<u>jvaughnlmt@gmail.com</u>	413-320-0115
Webb, Roger 293 Potwine Lane Amherst, MA 01002	<u>roger.amherst@comcast.net</u>	413-256-8677 Home