

Next Step Adult Education Program
Program Year 2011 (January 1, 2011-December 31, 2011)
Submitted by: Jamila Jendayi
February 17, 2012

During the program year 2011, the Next Step Adult Education Program served a total of 322 clients. This year more than ½ of the program participants were single individuals, which clearly reflected a shift in our WFNJ Programs from Temporary Assistants for Needy Families (TANF) program participants to a majority of WFNJ General Assistance (GA) program participants. Students enrolled were placed in classes according to their TABE test scores:

Basic Skills / Pre-Occupational Low Lit	57
ESL	51
GED-Walk-ins	52
Pre-Occupational Health Services	54
Pre-Occupational Re-Entry Green Jobs	59
Pre-Occupational Clifton/Passaic	19

In 2011, we had our 1st Sustainable Landscaping ceremony for the students who successfully completed the sustainable landscaping course. SPCDC and City Green, Inc. are working diligently to ensure that all of our Re-entry students receive their Sustainable Landscaping Certification. In June of 2011 we piloted a Landscaping internship program during for 6 weeks: the program offered our students an opportunity to take the coursework they learned in the Sustainable Landscaping class and apply it to real work experience. Students worked on local farms and city gardens throughout the city of Paterson and Passaic County have successfully completed the course.

SPCDC's Next Step Program continues to offer the Empowerment Workshop Series which is a series of trainings that inform and educate program and community at large. We have offered an array of workshops such as financial literacy, pre-election candidate forums, voter education, communication debates, mental health awareness and entrepreneurial forum. We hope that these workshops will allow our clients to become more aware and informed on topics that affect them.

Next Step staff assesses each individual entering the program and set a plan for them to follow throughout the program. Each student sets goals and we assist the student in meeting his/her goals. Many of our students arrive with a host of barriers stemming from low literacy, housing, and lack of employable skills which prevent them from obtaining consistent participation and attendance. Therefore, individual case conferences were conducted to explore alternatives to barriers and averting termination. The case conference approach involves collective efforts from the Program Director, the Instructor, and the student as a result an action plan was developed and implemented. Some students were referred to mental health and the substance abuse services via the Passaic County Board of Social Services (PCBSS) due to obvious indicators detected during class by instructors and/or information disclosed by student during case management.

Employment and self-sufficiency are highly encouraged however the students' skills clearly demonstrate the lack of readiness to perform the task of preparing for an interview. Each student in the program is given an opportunity to participate in job readiness workshops conducted by the One- Stop Career Center. All students were provided with resume development and as a result, 19 successfully gained employment, of which 18 students accomplished their 90-day employment retention. Classroom space with state-of-the-art technology is provided for the Basic Skills and Re-Entry class through a collaborative partnership with the Paterson Technology Center (PCTC) from PCCC. Consequently, this opportunity has provided all students with hands-on exposure by surfing the web for job search to gaining an understanding of the demand for computer skills in today's job market. Students have created their own e-mail addresses and practiced sending and retrieving emails. Interactive websites providing life skills capabilities have been implemented as well.

SPCDC's Next Step Workforce Development Program did not serve any clients at the Preakness site during the month of December due to lack of referrals and criminal background checks payments, an issue which has since been resolved. In August, 2011 there was a change in responsibility from the Passaic County Board of Social Service to the one Stop Career Center during this transfer we received very few client referrals. We receive a steady influx of referrals from the One-Stop Career Center for our programs. In order to increase the number of individuals that we serve the Next Step Program will continue to make presentations to notify potential clients of the services that we offer. Our goal is to serve 500 individuals between January 2012 and December 2011.

SPCDC worked diligently to enter the Broadway site but was unsuccessful so were forced to terminate the lease. We are currently working on securing a move into our new site at the Center City Mall. We anticipate moving our programs into the new space in April 2012. The Next Step Program Classes are currently being held at Passaic County Community College (PCCC) and at the New Roberto Clemente Elementary School (NRC).

SPCDC's Next Step staff attended several trainings during 2011 to enhance the level of service that we offer to our clients. The trainings completed are as follows: MS Office Suite: Word, Excel, Outlook and PowerPoint, Non-Profit Management series, E-Edition Incorporating Newspapers in the Classroom, Transitioning Adults into Post Secondary Education, Building TABE Scores and Improving Reading, Most Missed Questions on the GED, and the New Jersey Entrepreneurial Summit. Next Step staff has monthly staff meetings where the information from the workshops attended is shared with the staff.

Next Step Sanction Outreach Initiative

The Post-TANF Outreach Program received lists from February through December for **1,854** individuals from the Department of Human Services and the Department of State for outreach, information and referral services for the counties of Passaic and Bergen. We also completed outreach in Essex County when there was no list for Passaic or Bergen County. In completing our objectives, the outreach staff performed **683** successful phone calls, and **581** door to door attempts, of which **196** door to door visits were successful.

A leased vehicle provides St. Paul's the opportunity to complete outreach and provide clients with transportation to social services appointments. Outreach staff utilize their personal cell phones during home visits to attempt to reach case managers, arrange appointments and ensure that clients are prepared for appointments to effectively re-engage in activity.

AmeriCorps Program
Submitted by Richard C. Williams
February 13, 2012

In 2011, **41** men and women were hired to serve with the AmeriCorps*State Program of St. Paul's Community Development Corporation (SPCDC). Of that number, **37** successfully completed their service requirements.

In total, these members contributed **41,100** hours of community service to St. Paul's CDC and our **10** community partner agencies:

- CUMAC-ECHO
- Father English Multi-Purpose Community Center
- Paterson Alliance
- Paterson Avenue and Madison Park Epworth United Methodist Churches, Paterson
- Paterson Education Organizing Committee (SEOC)
- Paterson Habitat for Humanity
- ReadNow
- St. Paul's Episcopal Church, Paterson
- St. Peter's Episcopal Church, Clifton
- Well of Hope Community Development Corporation

Along with the service to the larger community that these partnerships generated, St. Paul's CDC was able to pull in \$101,086.00 in program income for the agency.

Of the members who successfully completed their *terms of service*, they earned a total of **\$104,350.00** in education awards that can now be used to further educational pursuits or pay down student debt.

Members served as Food Pantry Aides, Case Manager Aides, Classroom Aides, VITA Implementation Specialists (Volunteer Income Tax Assistance), After-School and Summer Team Leaders, just to name a few.

SPCDC AmeriCorps Members were also engaged in a number of very meaningful and impactful annual community events such as the Dr. Martin Luther King Jr. National Day of Service, Operation Clean Sweep, Thanksgiving Turkey Basket Distribution and Adopt-A-Family 2011. This year's Thanksgiving Turkey Basket Distribution served over **300** families, and the Adopt-A-Family Event provided toys and gifts to **184** families.

Also in 2011, the St. Paul's CDC AmeriCorps program received **564** application submissions, recruited and leveraged **1,100** volunteers who contributed over **2,750** volunteer hours.

It is this level of program success that led to St. Paul's Community Development Corporation receiving the high distinction of being listed as the first agency on the NJ Governor's Seasons of Service website. This link is still active and providing exceptional statewide exposure for the agency -- <http://www.state.nj.us/governor/home/service.html>.

Member Story: St. Paul's Community Development Corporation was pleased to recognize Adam Aguirre as our 2010-2011 AmeriCorps Member of Excellence.

Prior to joining the St. Paul's CDC AmeriCorps program, Adam received his Bachelor of Arts degree in Sociology from Grinnell College in Grinnell, Iowa. Originally from Wichita Falls, Texas, Adam worked in the social service field as a Resident Counselor for the homeless in Seattle, Washington, and as an AmeriCorps Case Manager with the Keep Austin Housed AmeriCorps Project in Austin, Texas. Adam brought that experience to Paterson, NJ, to serve with St. Paul's CDC's partner agency the Well of Hope Community Development Corporation. Well of Hope CDC is an organization dedicated to working with individuals living with and at-risk of contracting HIV/AIDS. Adam's service role was that of a Harm Reduction Assistant providing prevention services using the harm reduction model to an injection drug use population through the distribution of clean syringes and harm reduction counseling. Adam helped countless numbers of individuals ward off infection through this needle exchange program. During his term of service, Adam amassed an impressive nine certifications ranging from Rapid HIV Testing and Syringe Access Services to Risk Reduction Counseling, a testament to his commitment to his service responsibilities and sincere desire to provide the most comprehensive and effective service possible. Beyond his service with Well of Hope CDC, Adam still found time to lend his support to the St. Paul's CDC Emergency Men's Shelter and the St. Paul's After-School program.

Adam was sincere in his convictions and deeply committed to his service responsibilities. Now that his term is complete, Adam has returned to Texas to pursue graduate studies and continue his work in the social service field.



St. Paul's Community Development Corporation
AmeriCorps Class of 2010-2011

Information Technology Services (IT)

St. Paul's Community Development Corporation (SPCDC) 2011

Submitted by: Sergej Voicechovski

February 17, 2012

Introduction:

The IT services can be put into a set of distinct support groups that assist the St. Paul's Community Development Corporation programs and departments:

- Networking/Internet
- Software Application
- Client Data Information Support
- SPCDC website/webmail management
- The Help Desk

IT services main purpose is to support the technology infrastructure of SPCDC including networking infrastructure, hardware, and software maintenance. Currently, we have slightly over 100 computers at our sites that are used by staff and students.

Highlights for 2011:

- Passaic YouthBuild site: installing of new computers, networking of the facility with Verizon FIOS TriplePlay and the Panasonic KSU phone system.
- The purchase of 46 Dell laptops and a dozen desktops to be used by the Next Step and Passaic YouthBuild programs.
- Preakness Healthcare Center: The rotation of 5 newer computers systems.
- The installation of the ADT Security cameras at Passaic YouthBuild, Emergency Men Shelter area and the outside parking lot.
- The addition of two Konica-Minolta BizHub copiers: all of the SPCDC copiers are or will be networked for printing and scanning.
- Installation of upgraded phone system (w/T1 line) from EarthLink Business for St. Paul's Church and CDC.

Opportunities for Improvement:

- Replacing existing Ethernet CAT 5 wiring in the CDC Administration building and Shelter/Food Pantry area.
- Installation of a network rack for the internet modem, router and switches at the above sites.
- Upgrading of the SPCDC website.
- Incorporate Remote Assistance to access computers from other SPCDC sites that need support.
- Rotation of older computers to newer systems.

**Lead Agency Partnership-Paterson Public Schools
New Roberto Clemente Elementary School**

Submitted by Celinett "Sally" Ortega

February 17, 2012

St. Paul's Community Development Corporation (SPCDC) partnered with Paterson Public Schools and launched the Full Service Community School initiative based out of the New Roberto Clemente Elementary School in September, 2011. The purpose of this program is to engage families and provide services and programs to the community.

In the short period that the Full Service Community School initiative has been in place, we have been able to execute the following programs/events:

- Ribbon Cutting Ceremony
- SPORT/4-H program for grades 7th - 8th (25 participants)
- Dance Theatre of Harlem classes for grades 4th – 6th (60 students enrolled)
- Active Parents 10 week parenting workshop (26 parents participated)
- Onsite Optical Academy eye exams (70 students' vision were tested)
- March of Dimes Wonder Walk December 19, 2011 (Raised \$424)
- Dress for Success
- Ask the Right Question Workshop
- After School program for grades K – 3rd is due to launch this month

Partnerships with other organizations such as the Paterson Public Library, Read Now, Paterson Education Fund, Paterson Family Success Center, A Whole New Kids World, and Bergen PAC have been established to offer additional services and programs.

SPCDC Food Pantry
Submitted by Louis Francia
February 17, 2012

Food Pantry 2011 Statistics (01/01/11-12/31/11)

- Number of Unduplicated Head of Households served: **5465**
- Number of Unduplicated Single Head of Households: **3362**
- Number of Unduplicated Family Head of Households: **2103**
- Number of Unduplicated Dependents served: **5257**
- Number of Unduplicated Adult Dependents served: **1669**
- Number of Unduplicated Users K-4: **1964**
- Number of Unduplicated Users 5-12: **1624**
- Total Number of Unduplicated Users served: **10,722**
- Total Number of Persons served: **37,348**
- Number of Duplicated Heads of Households: **10,746**
- Number of Duplicated Dependents: **15,830**
- Poundage of Food Distributed Estimate: **597,568**
- Number of Meals Distributed: **560,220**

Trends and Initiatives

1. Duplicated clients increased by **23%** for the year 2011 vs. 2010 and **37%** over the last two years.
2. The total number of persons served increased **16%** for the year 2011 vs. 2010 and has increased a staggering **51%** since 2008. The meals distributed in 2011 are the most in one year since the pantry was founded in 1970.
3. The statistics show a racial/ethnic breakdown of **58%** Latinos, **36%** African-Americans, **3%** Caucasians, and **3%** Others.
4. The Food Pantry's population is currently **33%** children under the age of 18, **37%** women, **24%** men, and **6%** elderly.

Emergency Men's Shelter

Submitted by Marlene Williams

February 17, 2012

The Emergency Men's Shelter continues to provide hope and dignity to those less fortunate within our community. Our shelter addresses and entertains individuals with many challenges ranging from re-entry into society from incarceration, addiction, social and emotional needs, unemployment, and other environmental ills. During the service year 2011, our shelter has served *329 men, providing 9,100 bed nights, and 16,891 meals. In addition \$14,265 was contributed by shelter residents in the form of General Assistance (GA) vouchers and personal money orders to cover costs associated with their stay at the Shelter.

As part of our mission, assisting homeless individuals obtain self-sufficiency; the Case Management process has proven to be a key element. Through this process residents were able to access 2,992 counseling hours. As a result of our agency maintaining strong community linkages and collaboration with local agencies, our residents were able to gain access to a variety of services sought.

In the past, our Individual Service Plan (ISP) evoked action but was not robust enough to attain high expectations. In the latter part of the 2011 year, we revamped the Individual Service Plan and was successful in aiding 9 men at the beginning of this year engage in developing completed Individual Service Plans. Of that number, 4 men have successfully achieved employment meeting one or more of their goals they outlined for themselves. In conclusion, the case management process has proven effective, resulting in 68 of the 329 residents moving into permanent housing.

Goals:

To further assist the individual with obtaining essential resources for employment, housing, public assistance, medical care, and education through expanding our network of agencies and professionals who will offer evening workshops and roundtable discussions.

To increase public awareness of the agency as a provider of essential community and human services which will then effectively target and encourage transition to concrete self-sufficiency.

To continue building a track record of success in supporting and encouraging individuals back to achieving social and emotional dignity.

To follow up and track our clientele after their departure from the shelter and invite them into the fold of the alumni audience who can return to aid us in completing the cycle.

Projects:

We have installed cameras in the Shelter

We are in the process of renewing the Men's Showers with the help of the YouthBuild Students.

Currently we are in the process of producing a Newsletter for the Men's Shelter to apprise the Church and the community of highlights and poetry, art, and spotlights of our residents.

Passaic YouthBuild (PYB)
Submitted by Naeemah K. Sainte-Rose
February 17, 2012

General Information

YouthBuild is a youth and community development program that simultaneously addresses core issues facing low-income communities: housing, education, employment, crime prevention, and leadership development. In YouthBuild programs, low-income young people ages 16-24 work toward their GED or high school diploma, learn job skills, and serve their communities by building affordable housing, transforming their own lives and roles in society in the process.

Passaic YouthBuild members are participating in educational instruction in the core subject areas of Math, Science, Social Studies, and Language Arts, with a goal of sitting for and successfully passing the General Equivalency Exam. Passaic YouthBuild members are also being trained in construction fundamentals, learning construction skills and building techniques with a goal of attaining a National Center for Construction Education and Research Certification (NCCER).

Program Overview

St. Paul's Community Development Corporation's Passaic YouthBuild marked its 1 year anniversary on November 3, 2011. The total number of students enrolled within the year of 2011 was **89**. Out of the 89 students **82%** of them were males. The average age of the students was 19. Our recidivism rate is at 17%. Fourteen of our students passed the GED exam. Twenty students completed all requirements for NCCER certification. Seven students achieved both their GED and NCCER certification. Two students were accepted into post secondary schools. Both students began their studies in September 2011. One student attends Star Academy concentrating on obtaining certification as a Medical Assistant. Our second student is attending Passaic County Community Collage majoring in Business.

Passaic YouthBuild program is currently in its 2nd year which officially began on 10/1/11. PYB is contracted to work with fifty-five 16-21 year old at-risk and adjudicated youth. This is a **12%** increase from our prior year. To date we have **44** students currently enrolled in the program with anticipation of welcoming 11 new students upon successful completion of Mental Toughness in 3 weeks.

For half the year the Passaic YouthBuild program operated in the basement of the Boys & Girls Club of Passaic, 14-20 Hudson Street, Passaic, NJ 07505. As of June 15, 2011 PYB acquired space to house the program more efficiently in a defunct Catholic school. All renovations have been completed by our students.

Performance Criteria

The following measures are the Department of Labor's (DOL) standard for YouthBuild programs nationally. PYB's short fall in outcomes has been given consideration due to the newness of PYB including turnover of staff. Please review the list below to see where we were in 2011 and what our plan and strategy efforts are to enable PYB to reach national benchmarks.

- a. Placement in Employment or Education- 70%
Measure counts students in the first quarter after program exit. Our 1st quarter after exit is September 2011-December 2011. **PYB - 20%**
- b. Attainment of a Degree or Certificate- 50%
GED and/or NCCER - **PYB- 30%**
- c. Literacy and Numeracy Attainment- 50%
Measure for all students who gain one EFL (Educational Functioning Level) **PYB - 49%**
- d. Retention Rate- 75%
Measures placement students (measure a.) for the first 3 quarters after program exit. **PYB - N/A**
- e. Recidivism Rate- >20%
Measures students who enter program as offenders who re-offend within year of enrollment. **PYB - 17%**

Please refer to the insert page titled *PYB Service Levels for 2011* for additional numbers.

Active Cycle Retention

Upon passing all five subjects of the GED Test, to keep students engaged in program over the course of the cycle students will continue to further their education through:

1. **Construction Rotation-** attending construction rotation biweekly, as well as obtaining NCCER and assisting with projects.
2. **Job Readiness Preparation-** learning interviewing skills, resume and cover letter writing.
3. **Searching for Gainful Employment-** filling out job applications and going to interviews.

4. **SAT Preparation-** studying Language Arts, Math, and Essay Writing.
5. **Driver's License-** obtaining their permit and/or driver's license.
6. **Computer Literacy-** Mavis Beacon Teaches Typing, as well as Microsoft Word, Excel, and PowerPoint.
7. **Workshops and Field Trips-** attending all Passaic YouthBuild student workshops as well as college trips.
8. **College or Trade School Applications-** filling out college or trade school and financial aid applications.
9. **Follow-up-** Each student has an Individual Development Plan (IDP) that was created upon entry. Case Managers follow-up on current students' status bi-weekly. In addition, they also follow-up on students who have exited the program monthly at minimum.
10. **Mentorship-** This past fall the PYB program initiated the development of a Mentorship program.

Sustainability

The Passaic YouthBuild program has partnered with a number of local non-profit organizations such as the Paterson Housing Authority, 180 Carroll Street Co-Op, The Well of Hope, Paterson YMCA, Eva's Village, Circle of Care for Children of Passaic County, Paterson and Passaic One-Stop Centers, NJ Food Bank, the Passaic Municipal Alliance, The Paterson YMCA Aging Out Youth Program, Project Youth Haven. Our students consider the school to be like a second home because of the sweat equity they invested. As the finishing touches are added to the building we look forward to inviting our board members and other supporters to our ribbon cutting ceremony.