APPLICATION FOR

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT PROGRAM

— 2014 Program Year Funding—

ACTIVITY NAME: AIM SUPPORTIVE APARTMENTS

APPLICANT: AIM Services, Inc

MAILING ADDRESS: 4227 Route 50

Saratoga Springs NY 12866 Zip: _____

PHONE: 450 2828 FAX: 587 7236 EMAIL: clyons@aimservicesinc.org

CONTACT PERSON: Christopher Lyons TITLE: Senior Dir of Comp

APPLICANT (*select 1*): ☐ City Department ☒ Private non-profit organization ☐ Other Public Agency

_____ (List Dept.)

14-1609398 (List Federal ID #)

_____ (Specify)

_____ (DUNS #)

NATIONAL OBJECTIVE (*select 1*):

"Benefit persons of Low/moderate income"
- ☒ L/M Income Area Benefit
- ☐ L/M Income Limited Clientele Activities
- ☐ L/M Income Housing Activities
- ☐ L/M Income Job Creation/Retention

"Address slum/blight Conditions"
- *"N/A"* Slum/blighted Area
- ☐ Slum/blighted Spot Basis
- *"N/A"* Urban Renewal Completion

"Urgent CD Need"
- *"N/A"* Urgent Need

REQUESTED ENTITLEMENT FUNDING: $ 100,000 —

Funding Leveraged from Other Sources: $ 300,000 —

Total Activity Cost: $ 400,000 —

Proposal Abstract - please provide a *brief* overview of your proposal *including the number of persons that will be served* with this grant in the space below:

See attached

(Authorized Signature)

Christopher R. Lyons
(Typed or Printed Name)

Senior Director & Comp
(Title)

1/31/14
(Date)

Please respond in writing to each of the following (add additional pages as necessary):

(ATTACHMENT 1)

PROGRAM OPERATING BUDGET

See attached

(Entitlement Grant + Leveraged Funds = Total Activity Cost)

	ENTITLEMENT GRANT	Leveraged Funds*	Total Activity Cost	*Source of leveraged Funds and In-Kind Services
PERSONNEL				
Salaries				
Fringe				
Other (consultants, etc.)				
Subtotal				
OVERHEAD				
Advertising/Marketing				
Program Supplies				
Rent & Utilities				
Other – list below				
Subtotal				
TOTAL COST				

(ATTACHMENT 2)

CONSTRUCTION / SITE DEVELOPMENT BUDGET

see attached

(Entitlement Grant + Leveraged Funds = Total Activity Cost)

	ENTITLEMENT GRANT	Leveraged Funds*	Total Activity Cost	*Source of leveraged Funds and In-Kind Services
PRECONSTRUCTION				
Legal				
Engineering				
Architectural/Design				
Fees and Permits				
Subtotal				
DEVELOPMENT				
Relocation				
Site Preparation				
Construction - materials				
Construction - labor				
Construction Financing				
Other - (explain)				
Subtotal				
TOTAL COST				

(ATTACHMENT 3)

OFFICE OF MANAGEMENT AND BUDGET (OMB) CIRCULAR A-133
MONITORING OF FEDERAL FINANCIAL ASSISTANCE TO SUBRECIPIENTS

ORGANIZATION: AIM Services Inc

MAILING ADDRESS: 4227 Route 50 Saratoga Spring NY 12866

FEDERAL ID #: 14-1609398 PHONE: 450 2828 (518) FAX: (518) 587-7236

DUNS #: _____

1. Please identify your fiscal year (mth/yr to mth/yr): 1/14 - 12/14

Please identify below the funding received during your last fiscal year:

2. Community Development Block Grant Entitlement Funding (CDBG):

CDBG Activity Name: N/A

CDBG Funding Program Year: _____ CDBG Funding Amount: _____

3. Other Federal Financial Awards (cash & non-cash):

GIVE NAME & CATALOG OF FEDERAL FINANCIAL ASSISTANCE (CFDA) #	AMOUNT OF AWARDS
N/A	

4. During your last fiscal year, has your organization expended more than $500,000 in total federal financial awards (incl. CDBG & all other federal assistance)? YES * X NO ____ Medicaid

* If "yes", include a copy of your latest Single Audit Report with this completed and signed form as part of your application. If you answered "no", please complete, sign and return this form.

5. Are you aware of any financial audit violations, findings or questioned costs relating to any activity funded with federal financial assistance? YES * ____ NO X

* If "yes", please describe: _____

6. Other Saratoga County Awards (cash & non-cash):

IDENTIFY PROGRAM NAME & YEAR OF AWARD	IDENTIFY AMOUNT OF CO. AWARDS
N/A	

Authorized Signature

1/31/14
Date

IRS Department of the Treasury
Internal Revenue Service

OGDEN UT 84201-0038

In reply refer to: 0438077500
Mar. 22, 2012 LTR 4168C 0
14-1609398 000000 00
00036276
BODC: TE

AIM SERVICES INC
4227 ROUTE 50
SARATOGA SPGS NY 12866

77

Employer Identification Number: 14-1609398
Person to Contact: Mike Lecker
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Mar. 13, 2012, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(03) of the Internal Revenue Code in a determination letter issued in March 1980.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

SARATOGA
CONSTRUCTION

January 31, 2014

Christopher Lyons
AIM Services, Inc.
4227 Route 50
Saratoga Springs NY 12866

RE: Proposed Duplex, Walworth Street, Saratoga Springs NY

Dear Chris:

To follow up on our conversation, the construction cost for the proposed duplex that we have been discussing on Walworth Street in Saratoga Springs, with each unit consisting of 4BR, 2 baths, 1280 SF, will be approximately $400,000.

Sincerely,

Cecil Provost

Cecil Provost, President
Saratoga Construction

Saratoga Construction
46 Lake Avenue, Saratoga Springs NY 12866
(518) 587-0100 www.SaratogaConstruction.NET

Leadership Listing

June MacClelland	Executive Director
Chris Lyons	Senior Director and Counsel
Renee Hebert	Compliance Officer and Director of Quality Improvement
Danielle Wiltsie	Director of Community Services
Janine Gennett	Director of Integrated Program Services
Rickke Mabie	Director of Operations
Scott Hartung	Director of Finance

Leadership 8/1/13
Board of Directors: 8/12/13

KEY
*Board Appointed
↑ Indirect Report

Board of Directors
President: Martin Glastetter

Executive Director
June MacClelland

Senior Director & Counsel
Christopher Lyons, Esq.
~Quality Culture
~Legal
~Negotiations/Collaboration for Managed Care
~Corporate Development
~Fund Development
~Contracts (all)

Executive Secretary
Noelle Fortier

Receptionist
Angie McDonald

Janine Gennett, RN is responsible for quality assurance and clinical services aspects of nursing, including licensure issues

Director of Quality Metrics *Compliance Officer} *Privacy Officer Renee Hebert Secretarial: Executive *Sr. Dir: Direct Report*			**Director of Operations *Safety Officer Project Manager** Rickke Mabie Secretary: Ann Stevens *Sr. Dir: Direct Report*		**Director of Integrated Program Services** Janine Gennett, RN Secretary: Kathy Butler Medical Secretary Amber Suttle *Ex. Dir: Direct Report*				**Director of Community Services** Danielle Wiltsie Secretary: Jamie King *Ex. Dir: Direct Report*		**Director of Finance CFO** Scott Hartung Secretarial: Executive *Ex. Dir: Direct Report*	
Human Resources	**Quality Metric & Outcomes**	**Incidents, Events, Allegations Investigations**	**Maintenance**	**Information Technology**	**Behavioral Department**	**Assist.Dir. ICF's** Michele Reynolds	**Assist.Dir. IRA's** Sue Willett	**Assist.Dir. Staff Dev & Quality Cult.** Joshua Phelps	**OPWDD Services** Medicaid Service Coordination	**Dept of Health** Service Coordination	**Payroll** Dawn Livote	**Finance**
Dept Manager Alissa Desguin ~Benefits ~Regulatory Requirements for hiring ~Pre-employment physicals ~"Fit for duty coordination" ~Job descriptions ~EEOC ~FMLA ~ADA ~Salary Scales ~Annual OSHA reporting	**Quality Improvement Coordinator** -Katie Hundson ~Quality Audits ~Program Audits ~Fire Drill Audits ~Survey Preparedness **Compliance** ~OPWDD Survey Documentation and Plans of Corrections. ~Documentation Storage, Retention and Retrieval ~Unemployment Hearings ~Compliance Committees	**Principal Investigator** -Renel Turner ~Investigate all allegations of abuse ~Documentation as required by OPWDD and Justice Center ~Investigates employee injuries **Special Incident Review** ~Events ~Special Incident Review	~Residential Maintenance (3) Steve McElhiney ~Administrative Office Maintenance ~Fleet Maintenance **Project Management** ~Search for new properties ~Planning for long term construction	~Information Technology Steve Ryan ~Telephones ~Network **Safety** ~Security ~Fire Evacuation ~Safety Committee ~Vehicle Safety **Purchasing** ~Bulk purchasing ~Negotiation with vendors for on-going costs	**Behaviorist Dept Manager** Nick Miner ~Crisis Interventionist (1) ~Qualified Intellectual Disabilities Professionals (3) ~Behavior Plans ~Psych Data ~CFA's ~IPP's	**Finley** Jamie Hotaling **10 Hathorn** Sara Hoffis **Lindsey** Theresa Lent **Riverview** Darci Mottram **St Charles** Taneeka Mitchell **Sleepy** Taneeka Mitchell **Stonechurch** Annette Vredenburg Nursing (3)	**Bayberry** Cheryl DiPasquale **Cronin** Bonnie Duval **Doten** Derek Taylor **Feeder** **Gansevoort** Lisa Corlew **Homestead** Amy Hubbard **Kings Road** Keri Thomas **Rowland** Chuck Stoehr **Schuyler** Nursing (2)	~Recruitment ~Orientation ~Manager Training ~Training ~Recertification AMAP Recertification Christine Suidy, RN	~At Home ~Family Care ~PCSS Care at home ~FET **Community Services QIDP** Tammy McPhail ~Community Services ~Supportive Apartments **Community Services QIDP** ~Supportive Employment ~FMS ~CSS	~NHTD ~TBI **Licensed Home and Community Support Services (newly approved)** – **OPWDD Intake Coordinator & Trainer** Neil Farrington ~intakes ~training	~Payroll ~Time Keeping ~Accruals ~Kronos ~ADP	~Accounts Receivable ~Accounts Payable ~Individual Funds ~Property Taxes, Deeds, Mortgages ~CFR ~990 ~Retirement Account

2014 AIM Services Inc. Board of Directors Listing

Martin Glastetter,	President
Mike O'Connell,	Vice President
John Fleming,	Treasurer
John Paolucci,	Secretary
Kathy Dewey	
Dr. Jerry Salkowe	
Bob Holtz	
Denise Stasik	
Robert Ricketts	

Revenue and Expense by Period
Beginning Period: 01/2014
Period Type: Monthly
Number of Periods: 12
Content: Budget Only
One of Two Supportive Apartments

	Total	Jan 2014	Feb 2014	Mar 2014	Apr 2014	May 2014	Jun 2014	Jul 2014	Aug 2014	Sep 2014	Oct 2014	Nov 2014	Dec 2014
Revenue													
Medicaid & fee income	108,160	8,972	8,972	9,222	8,972	8,972	8,972	8,972	9,222	8,972	8,972	8,972	8,972
Food Stamp Income	4,536	378	378	378	378	378	378	378	378	378	378	378	378
Total Revenue	112,696	9,350	9,350	9,600	9,350	9,350	9,350	9,350	9,600	9,350	9,350	9,350	9,350
Expenses													
Personal service													
Direct support salaries	18,000	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
Total Personal service	18,000	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
Support													
Food and household	7,249	567	567	567	567	567	567	567	1,016	567	567	567	567
Consumer expenses	1,125	93	93	93	93	93	98	93	93	93	93	93	93
Transportation & vehicle relat	660	55	55	55	55	55	55	55	55	55	55	55	55
Utilities and Telephone	2,656	221	221	221	221	221	221	221	221	221	221	221	221
Repairs & maintenance	1,000	83	83	83	83	83	83	83	83	83	83	83	83
Total Support	12,690	1,020	1,020	1,020	1,020	1,020	1,025	1,020	1,469	1,020	1,020	1,020	1,020
Property & Related Expenses													
Interest expense	69	15	13	12	9	8	6	4	2	0	0	0	0
Depreciation	2,100	175	175	175	175	175	175	175	175	175	175	175	175
Total Property & Related Expenses	2,169	190	188	187	184	183	181	179	177	175	175	175	175
Total Expenses	32,859	2,710	2,708	2,707	2,704	2,703	2,706	2,699	3,146	2,695	2,695	2,695	2,695
Excess or (Deficiency) of Revenue Over Expenses	79,837	6,640	6,642	6,893	6,646	6,647	6,644	6,651	6,454	6,655	6,655	6,655	6,655

4227 Route 50
Saratoga Springs, NY 12866
Phone: 518.587.3208
Fax: 518.587.7236
www.aimservicesinc.org

AIM SERVICES, INC.
The power of potential

Martin Glastetter
President, Board of Directors

June MacClelland
Executive Director

January 27, 2014

City of Saratoga Springs
Office of Community Development
City Hall – 474 Broadway
Saratoga Springs, New York 12866

Re: Community Development Block Grant (CDBG) Entitlement Program

Dear Office of Community Development:

AIM Services, Inc. was established in 1979 as a not for profit organization with current offices located at 4227 Route 50 Saratoga Springs, New York. AIM owns and operates sixteen residences for Individuals with Developmental Disabilities throughout Saratoga County. AIM also owns two Supportive Apartments in Ballston Spa. We support over one hundred Individuals directly, providing them with a home, clothes, food, and personal care. Along with the operation of our two Supportive Apartments, AIM's Community Services Program provides services for over four hundred Individuals in the Saratoga County community.

AIM's mission is to open more Supportive Apartments for Individuals to impact meaning in their life with independence, in their own home, with support from AIM employees. AIM has approval by the NYS Office of People with Developmental Disabilities to continue with this program. AIM will be building an eight person duplex structure for an Individualized Residential Alternative (IRA) and supportive apartments. Our vision is to obtain this within the Saratoga Springs city limits, which would give additional opportunities for Individuals with Disabilities to live and grow independently in our community.

AIM Services, Inc. recently opened another Supportive Apartment, which is slated to be occupied next month. AIM wants to open this IRA and/or Supportive Apartment within the next six months. This program is not fiscally addressed through an existing program, and is not affiliated with any other agency.

Please visit our website at: www.aimservicesinc.org, and please see our enclosed brochure.
Any amount the Community Development Block Grant could provide would make an impact on helping our Individuals to meet their goal of independent living.

Sincerely,

Christopher R. Lyons
Senior Director and Counsel