

APPLICATION FOR
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT PROGRAM
— 2014 Program Year Funding—

ACTIVITY NAME: Saratoga Springs Code Blue Program

APPLICANT: Shelters of Saratoga, Inc.

MAILING ADDRESS PO Box 3089, 14 Walworth Street,
Saratoga Springs, NY Zip: 12866

PHONE: 518-581-1097 FAX: 518-587-1097 EMAIL: sosed@nycap.rr.com

CONTACT PERSON: Peter Whitten TITLE: Executive Director

APPLICANT (select 1): City Department Private non-profit organization Other Public Agency
(List Dept.) 14-1758441 (Specify)
(List Federal ID #)

(DUNS #) 003900896

NATIONAL OBJECTIVE (select 1):

<input type="checkbox"/> "Benefit persons of Low/moderate income" " L/M Income Area Benefit	<input type="checkbox"/> "Address slum/blight Conditions" "N/A" Slum/blighted Area	<input type="checkbox"/> "Urgent CD Need" "N/A" Urgent Need
<input checked="" type="checkbox"/> L/M Income Limited Clientele Activities	<input type="checkbox"/> Slum/blighted Spot Basis	
<input type="checkbox"/> L/M Income Housing Activities	<input type="checkbox"/> "N/A" Urban Renewal Completion	
<input type="checkbox"/> L/M Income Job Creation/Retention		

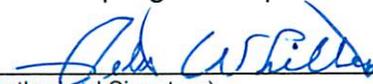
REQUESTED ENTITLEMENT FUNDING: \$ 13,750

Funding Leveraged from Other Sources: \$ 22,128

Total Activity Cost: \$ 35,878

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:

Code Blue Saratoga Springs (CBSS) is a broad-based community initiative that provides safe and secure overnight lodging to chronically homeless men and women on nights when the weather is life threatening. In order to ensure that its carefully developed supportive measures are routinely employed, the CBSS Steering Committee has created the position of CBSS Shelter Coordinator. It has been determined that in the interest of program continuity, the part time position should be maintained on a year-round basis. Support from the private sector has enabled the hiring of the incumbent during this extraordinarily severe winter. However, if she is to use this year's valuable experience to further develop services to meet the needs of an estimated 300-400 "street homeless" individuals in the area during next winter, it is necessary to raise funds for her salary and modest levels of program expense needed when current donated funds are depleted in early July.



(Authorized Signature)
Peter Whitten
(Typed or Printed Name)

January 30, 2014
(Date)

Executive Director

(Title)

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

1. ACTIVITY DESCRIPTION

- A) CODE BLUE Saratoga Springs (CBSS) is a program that has not previously been the object of an application for CDBG funding. While it is a totally new initiative in the City, there is a national model for the program that houses chronically homeless adults in times of extreme winter weather and it has been implemented successfully in New York's capitol district for more than three years. Thus, when circumstances brought to light the fact that the health and safety of chronically homeless individuals in Saratoga Springs are vulnerable to those same extreme conditions, the only appropriate response was to create a local program.
- B) CBSS was born out of tragedy. On December 12, 2013, when overnight temperatures (factored by wind chill) had dipped to 9 degrees F, a 52 year old homeless woman was found dead by Saratoga Springs Police on the loading dock of the Senior Center on Williams Street. In less than a week, that event prompted a meeting of representatives from the City of Saratoga Springs, Shelters of Saratoga (SOS), key additional human service agencies and some of the city's faith communities. Upon hearing firsthand from the Albany-based Homeless and Travelers Aid Society (HATAS), the principle coordinator of Albany's multi-organizational weather-related sheltering initiative, those gathered agreed upon the need for development of Code Blue Saratoga Springs, an organized, comprehensive, multi-partner program that would be equipped, organized and poised to respond to the emergency need for shelter when similar weather conditions were forecasted. By December 20th a plan to provide such emergency shelter was in place at the former St Peters elementary school building. On the night of December 24th that plan was implemented and eight homeless men and women chose to come out of the cold, share a meal and sleep in peace. Subsequently, in the face of one of the cruelest early winters in recent years, on 18 nights 198 individuals have had access to an evening meal, slept in cots provided by the American Red Cross, counseled with more than 200 volunteers on site, received medical care as necessary to Saratoga Hospital's community health center, and had breakfast before departing. Significantly, these activities have occurred within six weeks of the event that had prompted an awareness of need.
- C) The HUD-identified "limited clientele" that should be accorded high priority by the community for approval of CDBG funding includes people who are homeless. On January 22nd, the date that area providers participated in the annual national count of chronically homeless individuals, 27 unsheltered homeless adults were identified in this area. Eleven of those men and women were lodged at the newly opened CODE BLUE shelter. Since that date, 15 CODE BLUE nights have been called and an average of 11 men and women have been served each night. Based on that experience, we can conservatively project that during the 2014-2015 CODE BLUE season. There may be as many as 25 CODE BLUE nights serving as many as 300 individuals who would otherwise spend the night in various unsafe and inadequate outdoor conditions. Additionally, a like number of street homeless may benefit from the year-round availability of low demand, emergency sheltering and daytime drop-in services that will enable them to keep off business district streets where, as "public nuisances" they are subject to arrest for panhandling and "loitering".
- D) (see Section "C" above)
- E) Mar. 1, 2014 -- Execute CBSS Memorandum of Agreement
Apr. 1, 2014 -- Draft outline for review of 2013-2014 Inaugural Code Blue Season
Apr 15, 2014 -- Steering Committee approval of Outline
May 31, 2014 -- Conclude review of 2013-2014 Code Blue "season" with recommendations
Jun 1, 2014 -- Commence assessment of need and demand for year-round emergency shelter
Jul 1, 2014 -- Commence planning for November 15, 2014 ---- March 15, 2015 Season
Aug. 1, 2014 -- Review draft plan with Steering Committee
Aug 15, 2014 -- Compile list of prospective "permanent" Code Blue/emergency shelter sites
Sep 15, 2014 -- Recommend site(s) for serious consideration
Oct. 15, 2014 -- Complete staffing recruitment for new CBSS season
Nov.15, 2014 -- Earliest date of new CBSS season
Mar 15, 2015 -- Conclusion of 2014-2015 Code Blue season
Dec. 1, 2014 -- Draft plans for permanent shelter design and general location
Apr. 15, 2015 -- Complete review of 2014-2015 Code Blue season
May 1, 2015 -- Draft plan for acquiring permanent shelter and Code Blue site
May 15, 2015 -- Prepare budget for permanent site
Jun 30, 2015 -- Complete building modifications as needed for initial use by August 1, 2015
- F) The current location of the CBSS program has been deemed appropriate for use and the Saratoga Springs has inspected and approved the site for fire safety. In the event that an alternate site is deemed preferable prior to the next CBSS "season", the City's Building Department and Fire Department respectively will inspect that facility and certify that its use is in accordance with zoning regulations and meets all conditions required for fire safety.

2. ORGANIZATIONAL CAPACITY

- A) Shelters of Saratoga (SOS) has served the area's homeless adults since 1992. It has evolved from its original role as an emergency shelter to one that is focused on assisting men and women to recover from the factors that contribute to their homeless conditions. A not-for-profit corporation that has a Federal 501 (c)(3) charitable designation, SOS is governed by an 15 member Board of directors whose monthly meetings and working committee assignments assure their intimate and up-to-date familiarity with the organization's daily operations as well as provide the critical information needed to conceive, adopt and implement a strategic planning process. That process has affirmed the appropriateness of assuming a management role in the development and implementation the Code Blue Saratoga Springs initiative. The names of current Board Members as well as their specific roles in the governance and operations of SOS are attached with this section of the Application.
- B) SOS' current capacity of 33 beds enables it to annually house, feed and nurture nearly 450 men and women whose average length of stay is 29 days. Throughout that period, SOS Case Managers assist each house guest as appropriate, to secure employment, locate affordable housing or gain access to physical or mental rehab services. Their efforts are supported by a combination of rigorously enforced rules and regulations that are designed to emphasize to each guest the importance of embracing responsible and accountable lifestyles.

Employment is often the first priority for SOS houseguests. Each one who is sent stay at SOS by the county Department of Social Services (DSS) is obligated every week to document an active search for employment. Since it is logical that having affordable housing within reasonable proximity to that employment is essential, the search for such housing is concurrently mandated by DSS. SOS also deals daily with a large and growing prevalence of homeless adults with mental health diagnoses. The challenge with this segment of the homeless population is to ensure that they are accessing appropriate clinical services and, as recommended by their specific needs, access to residential treatment settings within and outside of the Saratoga Springs area. It should be clear that for houseguests to obtain assistance in meeting their respective needs, SOS must accurately identify the service providers who are best qualified to address those needs and effectively collaborate with them. It is that experience and skills the individual members

- C) The person recruited by the CBSS Steering Committee for part time employment by SOS to manage CBSS operations is Cheryl Ann Murphy. Her 11 years of service with the Adirondack-Saratoga Chapter of the American Red Cross, the last 7 years of which were spent directing Emergency Services and managing regional responses in 5 counties and managing all aspects of Mass Care with partnering communities and agencies, has prepared her to see CBSS through its first season, prepare for the next, and spearhead the broader exploration of the need for year-round emergency sheltering of the homeless in the Greater Saratoga Region.

As the Coordinator's immediate Supervisor, Peter Whitten Executive Director of SOS will assure that the approved work plan and budget (including fund-raising initiatives) are implemented effectively and as scheduled. With respect to the latter, SIOS will continue in its current role as manager of all program funds including the planning for and implementation of CBSS fund-raising activities.

During the current inaugural season of Code Blue activity, the following roles and the incumbents for each have effectively managed discrete components of the program:

- Site Representative--- Fr. Dominic Ingemie – Pastor, St Peters Church (Gary)
- Meal Coordinator -- Mary Beth Delarm
- Volunteer Training -- Sarah Yaddow/Crystal Swinton
- Volunteer Scheduling --- Leo Geoffrian
- Clothing Coordinator -- Joy King
- American Red Cross -- Gary Ferris

- D) In her lead operational role, the CBSS Coordinator (Ms. Murphy) will rely on the expertise and commitment of the CBSS Steering Committee members whose broad-based composition includes:
1. The City of Saratoga Springs Office of the Mayor and Police Department
 2. Shelters of Saratoga
 3. Saratoga County Economic Opportunity Council
 4. Captain Youth and Family Services
 5. St Peters Church
 6. Salvation Army
 7. American Red Cross
 8. New England Congregational & Presbyterian Church
 9. The Giving Circle
 10. Saratoga Hospital

(ATTACHMENT 1)

PROGRAM OPERATING BUDGET – CODE BLUE Saratoga Springs

(Entitlement Grant + Leveraged Funds = Total Activity Cost)

	ENTITLEMENT GRANT	Leveraged Funds*	Total Activity Cost	*Source of leveraged Funds and In-Kind Services
PERSONNEL				
Salaries	\$13,750	\$5,000	\$18,750	Funded by CDBG
Fringe	N/A	N/A	N/A	Code Blue Coordinator is an hourly employee with no associated fringe benefits
Other (consultants, etc.)	N/A	\$2,000	\$2,000	Administrative support will be provided by partnering agencies
<i>Subtotal</i>	\$13,750	\$7,000	\$20,7508	
OVERHEAD				
Advertising/Marketing	\$0	\$1,000	\$1,000	Promotional materials provided by partnering agencies
Program Supplies	\$0	\$1,030	\$1,030	Program materials provided by partnering agencies
Rent & Utilities	\$0	\$1,600	\$1,600	Occupancy costs at shelter site (utilities, insurances, etc) provided by partnering agencies
Computer & Technology	\$0	\$985	\$985	Best Buy has committed to provide cell phone and plan. Computer & printer will be provided by Shelters of Saratoga
Transportation	\$0	\$1,481	\$1,481	Transportation to Shelter by partner agency vehicles and public conveyance as necessary
Food	\$0	\$9,032	\$9,032	Partnering agencies & area restaurants will donate dinner and breakfast for 35 sheltered guests and volunteers for the estimated 63 days of CODE BLUE
<i>Subtotal</i>	\$0	\$15,128	\$15,128	
TOTAL COST	\$13,750	\$22,128	\$35,878	

(ATTACHMENT 2)

CONSTRUCTION / SITE DEVELOPMENT BUDGET

(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				
<i>Subtotal</i>				

DEVELOPMENT				
Relocation				
Site Preparation				
Construction - materials				
Construction - labor				
Construction Financing				
Other - (explain) Plans				
<i>Subtotal</i>				

TOTAL COST	N/A	N/A	N/A
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(ATTACHMENT 3)
OFFICE OF MANAGEMENT AND BUDGET (OMB) CIRCULAR A-133
MONITORING OF FEDERAL FINANCIAL ASSISTANCE TO SUBRECIPIENTS

ORGANIZATION: Shelters of Saratoga, Inc

MAILING ADDRESS: P O Box 3089, 14 Walworth Street, Saratoga Springs, NY 12866

FEDERAL ID #: 14-1758441 PHONE: 518-581-1097 FAX: 518-581-8735

DUNS #: 003900896

1. Please identify your fiscal year (mth/yr to mth/yr): 07/14 to 06/15

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

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

CDBG Activity Name: None

CDBG Funding Program Year: None CDBG Funding Amount: None

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

GIVE NAME & CATALOG OF FEDERAL FINANCIAL ASSISTANCE (CFDA) #	AMOUNT OF AWARDS
<u>None</u>	<u>None</u>
_____	_____
_____	_____

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 * NO

* 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

* If "yes", please describe: _____

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

IDENTIFY PROGRAM NAME & YEAR OF AWARD	IDENTIFY AMOUNT OF Co. AWARDS
<u>None</u>	<u>None</u>
_____	_____
_____	_____
_____	_____



Authorized Signature

January 30, 2014
Date

Code Blue Saratoga Springs (CBSS)

JOB TITLE: Code Blue Saratoga Springs Shelter Coordinator

STATUS: Part Time Employee

REPORTS TO: Executive Director of Shelter of Saratoga

Job Summary:

Code Blue Saratoga Springs (CBSS) is a low-demand emergency shelter program for homeless single adults within the City of Saratoga Springs. The CBSS active program "season" begins on November 15th and ends on March 15th. On nights when the temperature is forecasted to be ten degrees or less (including the wind chill) and/or twelve inches or snow is forecasted, the Coordinator will issue an alert. The Coordinator is the point person for all CBSS activities.

In-Season Duties and Responsibilities:

- Responsible for issuing an alert at least 24 hours ahead of the schedule CBSS night and when possible will issue additional alerts for multiple nights if the predicted weather indicates temperatures that meet the Code Blue criteria.
- Coordinate development of an email distribution group of agencies, organizations, and volunteers to send out alerts for Code Blue evenings. The alert will be sent by e-mail and text.
- Recruit, train, and organize volunteers to assist with CBSS shifts. Assist with recruitment and training CBSS shift leaders.
- Manage volunteer database and all communications with volunteers.
- Ensure the CBSS is ready to receive guests at 4pm.
- Ensure that trained volunteers are available to staff the shelter across the following shifts; 4-8pm, 8pm to midnight, midnight to 4am and 4am to 8am.
 - A minimum of two volunteers per shift will be secured.
- Ensure that the shelter has at least fifteen cots with bedding, a bio-hazard box, appropriate records, volunteer forms, and a logbook to record activity.
- Work closely with volunteer Meal Coordinator to arrange for all CBSS food needs.
- Work with the appropriate designated facility person from St. Peter's in order to ensure building maintenance and facility related needs including storage, on-site, for Code Blue materials.
- Ensure that transportation is available to the shelter for guests when required.
- Meet bi-weekly with the Steering committee to review CBSS, guests, volunteers, concerns, issues, and other considerations.
- Schedule monthly meetings with volunteers, shift leaders, and member agency representatives.
- Responsible for all reporting, management of CBSS data, and associated paperwork.
- Coordinate and manage donations, soliciting donations, managing donor database, and sending out thank you letters.
- Responsible for alerting the Saratogian, the Saratoga Wire, the Mayor's Office and other media outlets as needed regarding Code Blue activity. Act on behalf of the CBSS as the public relations liaison and meet with the press.
- Assist with grant writing and fundraising to support the activities of the CBSS.
- Other duties as assigned by Steering Committee.

Post-Season Duties and Responsibilities:

- Prepare an Annual Report of previous season activity to include recommendations for policy and procedure changes that will benefit the needs of shelter guests as well as program efficiency and effectiveness
- Inventory CODE BLUE program materials and supplies to determine needs for next "season"
- Identify prospective donors and suppliers of additional materials
- Evaluate the need and prospective demand for a year-round, low-demand adult emergency shelter in the Saratoga Springs area.
- Evaluate the need and prospective demand for a "drop-in" facility that can address the basic health, safety and hygiene needs of homeless unsheltered adults in Saratoga Springs.

- **Qualifications:**
- Must have Associates Degree in the Human Services field; Bachelors Degree preferred.
- Two years or more experience working with the homeless population and/or other at-risk adult population.
- Must possess a valid NYS Driver's license and provide evidence of appropriate vehicle insurance coverage.
- Must be reliable, have some paid or volunteer experience in human services field and have an affinity for working with the adult homeless population.
- Must be comfortable working with the homeless and embraces Code Blue principles. She/he is well versed in area resources and is familiar with area homeless service providers.
- Must be a self-starter and possesses excellent written/oral communication skills.

Employer Disclaimer:

- Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their direct supervisor.
- This part-time position is provided by Shelters of Saratoga for the purpose of implementing CBSS policies and procedures as adopted by the CBSS Steering Committee which will inform the Shelters of Saratoga Executive Director of any concern(s) about the manner in which the incumbent is meeting the responsibilities stated above.

CBSS Shelter Coordinator Signature: _____

Date: ___/___/___

CBSS Steering Committee Representative Signature: _____

Date: ___/___/___

**Shelters of Saratoga
2014 Board of Directors**

NAME	OCCUPATION	BOARD TITLE	COMMITTEES
Mary Lynn Bradley	Community Loan Officer	President	Executive/Finance
Robert McMahon	Executive Dir. (ret.) Human Services	Vice President	Executive/Development
Susanne Rogan	Assistant Treasurer Commercial Loans	Treasurer	Executive/Finance
Barbara Di Benedetto	Healthcare Admin. (ret.)	Secretary	Executive/Program
Susan Bender	College Professor Emerita	Member	Development/Grants
Angelo Calbone	Hospital CEO	Member	None
Jay Carruthers, MD	Psychiatry Professor	Member	Program
Marcy Dreimiller, MBA	Human Resources Director	Member	None
Steven Heyman	Community Dev./Attorney	Member	Grants
Richard Higgins	Developer/Attorney	Member	Program
John Mastropietro, Esq.	Architect /Attorney	Member	None
Stephen E. Towne	Realty Finance Officer	Member	Development/Grants
Don Wildermuth	Asst. VP, Corporate Loan Officer	Member	Finance