

APPLICATION FOR
 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT
 PROGRAM
 — 2015 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: 518-581-8735 EMAIL: sosed@nycap.rr.org

CONTACT PERSON: Michael A. Finocchi TITLE: Executive Director

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

(DUNS #) 003900896

NATIONAL OBJECTIVE (select 1):

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

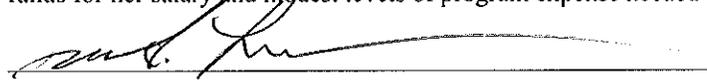
REQUESTED ENTITLEMENT FUNDING: \$ 46,347

Funding Leveraged from Other Sources: \$ 19,440

Total Activity Cost: \$ 65,787

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 a CBSS Coordinator. It has been determined that in the interest of program continuity, the full time position should be maintained on a year round basis. The CBSS Coordinator will also act as the Continuum of Care Coordinator. Support from the private sector as well as funds donated by Shelters of Saratoga have enabled the Code Blue Coordinator to maintain full time status for the betterment of the Code Blue Program. However, in order to not lose 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)

Michael A. Finocchi

(Typed or Printed Name)

Executive Director

(Title)

January 30, 2015

(Date)

1. ACTIVITY DESCRIPTION

- A) Code Blue will be going into its third year of operation in December 2015. While it is a fairly new initiative in the City, a national model for the program that houses chronically homeless adults in times of extreme weather has been successfully implemented in the Capital District for more than four years. Thus, when tragedy brought to light the fact that the health and safety of chronically homeless individuals in Saratoga Springs are vulnerable to those extreme conditions, the only logical step was to create a local Code Blue Saratoga Springs ("CBSS") program.
- B) CBSS was initiated out of tragedy. In December of 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, key human service agencies and some of the city faith communities. Upon hearing firsthand from the Albany-based Homelessness and Travelers Aid Society (HATAS), the principle coordinator of Albany's multi-organizational weather-related sheltering initiative, those gathered agreed upon the need for the 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, 2013 a plan to provide such emergency shelter was in place at the former St. Peters elementary school building. On the night of December 24th, 2013, the plan was implemented and eight homeless men and women chose to come out of the cold and utilize the services of Code Blue sharing a hot meal and sleeping 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 when necessary at Saratoga Hospital community health center, and had breakfast before departing. These events too place within six weeks of the event that had prompted an awareness of need.

. As the 2013-2014 winter season came to a close the search for a permanent site commenced. By securing a permanent site, guests would not have to wonder where the shelter would be on any particular evening Code Blue was open. The committee's mandate was that the program needed to have a permanent site to serve more guests. The Salvation Army took the lead and offered their facility to house CBSS. In November 2014, the Salvation Army approved CBSS application for site usage. This turned out to be a blessing as our average guest per night has more than doubled, going from an average, in our inaugural season of 16 guests per night to 34 this season. To date, Code Blue has been open 34 nights serving 1,159 overnight guests. Dinner only guests total 326 for an average of 10 "dinner guests only" a night. In all, CBSS has assisted 1,159 individuals.

- C) HUD has identified "limited Clientele", which includes people who are homeless, be accorded "The highest priority by the community for approval of CDBG" funding. . On January 29, 2015, the date that area providers participate in the annual national "Point In Time" count of chronically homeless individuals, 69 unsheltered homeless adults were identified in this area, 42 of those men and women were lodged at the Code Blue shelter. Thirty-four Code Blue nights have been called thus far and based on those numbers we can conservatively project that during the 2015-2016 Code Blue season, there may be as many 2800 individual bed nights (42 people x 68 nights open) for guests who would have otherwise spent the night in various unsafe and inadequate outdoor conditions. These figures have been populated by strict record keeping, requiring guests to sign in as they enter the shelter. By keeping a log of guests who have entered the shelter at one point or another, volunteers will comb the streets looking for those "regulars" who have not shown up. Local business have been very receptive to the Code Blue initiative allowing CBSS to place candles that aluminate blue in their windows. This indicates that it is a "Code Blue Night" and the shelter is open.
- D) (see Section "B" & "C")
- E) Mar. 1, 2015---Execute Memorandum of Agreement
Apr. 1, 2015---Draft outline for review of 2015-2016 Code Blue season
Apr. 15, 2015---Steering Committee approval of outline
May 31, 2015---Conclude review of 2014-2015 Code Blue season with recommendations
Jun. 1, 2015-----Commence assessment of need and demand for year round emergency shelter
Jul. 1, 2015-----Commence planning for November 15, 2015---March 15, 2015 season
Aug. 1, 2015-----Review draft plan with Steering Committee
Aug. 15, 2015---Compile list of prospective "permanent" Code Blue/emergency shelter sites

Oct. 15, 2015—Complete staffing recruitment for 2015 Code Blue season
Nov. 15, 2015—Earliest date of 2015 Code Blue season
Mar. 15, 2015—Conclusion of 2015-2016 Code Blue season
Apr. 15, 2016---Complete review of 2015-2016 Code Blue season
May 15, 2016---Prepare budget for permanent site
Jun 30, 2016---Complete building modifications as needed for initial use by September, 2015

F) The current location of the CBSS program has been deemed appropriate for use and Saratoga Springs Code Enforcement has inspected and approved the site for fire safety. In the event that another 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 its use in accordance with zoning and regulations and meets all conditions required for fire safety.

2. ORGANIZATIONAL CAPACITY

- A) Shelters of Saratoga (SOS) has served the area's homeless adults for twenty-five years. . During that time, SOS 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. SOS is a not-for-profit 501 c 3 corporation and is governed by an 11 member Board of Directors whose monthly meetings and working committee assignments assure the Board of Shelter's is familiar with and the organization mission, scope and daily operations. This includes adopting and implementing a strategic plan to govern the organization over the next 1, 3 and 5 years. . That process has affirmed the appropriateness of assuming a management role in the development and implementation in Code Blue Saratoga Springs initiative. The names of the current Board Members as well as their specific roles in the governance and operations of SOS are attached, in Appendix (1). Code Blue Saratoga Springs was the recipient of a \$10,000 block grant that was used to offset the CBSS Coordinators salary in 2014.
- B) SOS' current capacity of 33 beds enables it to house, feed, provide case management and support services to approximately 450 men and women whose average length of stay is 33 days. Throughout that period, SOS Case Managers assist each house guest as appropriate; (i) to secure employment, (ii) locate affordable housing, (iii) gain access to health care services including physical, psychiatric or substance abuse services. Their efforts are supported by a combination of rigorously enforced house rules and regulations that are designed to emphasize to each guest the importance of embracing responsibility and accountable lifestyles. Employment is often the first priority for SOS houseguests. Each guest who is sent to stay at SOS by the county Department of Social Services 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 housing is concurrently mandated by DSS. SOS also deals, on a daily basis with a large and growing prevalence of homeless adults with mental health issues. 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.
- C) The person responsible for overseeing the daily operations of CBSS was chosen by the CBSS Steering Committee. This position started as a part time position but has now evolved into a full time position based on the need of the program. Cheryl Ann Murphy-Parent brings 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. Her experience has prepared her to effectively oversee operations of CBSS through its first two years, 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, Michael A. Finocchi, 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, SOS will continue in its current role as manager of all program funds including the planning for an implementation of CBSS fund-raising activities. Shelters of Saratoga also brings to the process the continuity of operating a homeless shelter for over 20 years.

During the 2014-2015 season of Code Blue activity, the following roles and the incumbents for each have effectively managed discrete components of the program.

- Site Representative---Captain's Aaron and Amber Boone, The Salvation Army
- Meal Coordinator---Gene Phillips
- Volunteer Training---Mark Bertrand
- Volunteer Scheduling/Web Site---Leo Geoffrain
- Clothing Coordinator---Joy King
- Andy Gilpin---Steering Committee Chair
- Fiscal Agent---Shelters of Saratoga

D) As mentioned earlier, The CBSS Steering Committee is responsible for overseeing the functionality of the Code Blue Program with Shelters of Saratoga overseeing the entire financial management piece. In her lead role, the CBSS/CoC Coordinator will rely on the expertise and commitments 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. Shelter of Saratoga
3. Saratoga County Economic Opportunity Council
4. Captain Youth and Family Services
5. St. Peter's Church
6. The Salvation Army
7. American Red Cross
8. New England Congregational & Presbyterian Church
9. The Giving Circle
10. Saratoga Hospital
11. Wellspring

3. ACTIVITY BUDGET - (ATTACHMENTS 1, 2)

A) Include attached budgets (Attachments 1, 2) as appropriate. Depending on the activity, the applicant may need to submit one or both of the attached budget forms. More detailed budgets may be attached (and are recommended) in support of the proposal. If an architect, engineer, or other personnel have conducted a cost analysis, attach a copy noting the author and date of analysis.

- PROGRAM OPERATING BUDGET (Attachment 1) - for all proposals including public service projects and construction/site development projects
- CONSTRUCTION/SITE DEVELOPMENT BUDGET (Attachment 2) - for construction/site development projects

B) Identify the amount and sources of leveraged funding for this activity. Include the status of these funds (i.e. cash on hand, grants received, planned fund-raising, etc.). Attach copies of funding commitment letters or other evidence of funding support.

4. MONITORING OF FEDERAL FINANCIAL ASSISTANCE TO SUBRECIPIENTS - (ATTACHMENT 3)

The City of Saratoga Springs is responsible for ensuring that subrecipients expend awards in accordance with applicable laws, regulations, and provisions of contracts and grant.

A) In accordance with OMB Circular A-133, please complete Attachment 3 and include it with your application.

B) During your last fiscal year, if your organization expended more than \$500,000 in total federal financial awards (including CDBG and all other federal assistance), please include a copy of your latest Single Audit Report with this application.

(ATTACHMENT 1)

PROGRAM OPERATING BUDGET

(Entitlement Grant + Leveraged Funds = Total Activity Cost)

	ENTITLEMENT GRANT	Leveraged Funds*	Total Activity Cost	*Source of leveraged Funds and In-Kind Services
PERSONNEL				
Salaries	\$27,300		\$27,300	Funded by CDBG
Fringe	\$10,871		\$10,871	Funded by CDBG. CB Coordinator/CoC Coordinator is a FT hourly employee
Other (Consultants, etc.)	N/A	\$2,000	\$2,000	Administrative supported will be provided by partnering agency
Subtotal	\$38,171	\$2,000	\$40,171	

OVERHEAD				
Advertising/Marketing	\$1,000	\$1,000	\$2,000	Promotional Materials, thank you letters
Program Supplies	\$1,176	\$1,176	\$2,352	Stamps, Candles for local business, Boots for guests.
Rent & Utilities	\$2,000	\$2,000	\$4,000	Occupancy costs at The Salvation Army. Insurance provided by SOS
Computer & Technology	\$600	\$600	\$1,200	Monthly cell phone fees Ink for printers
Transportation	\$1,400	\$1,400	\$2,800	Transportation to shelter by partner agency vehicles and public conveyance as necessary
Food	\$2,000	\$11,264	\$13,264	Partnering agencies and area restaurants will donate dinner for 44 guests for the estimated 64 days of Code Blue
Subtotal	\$8,176	\$17,440	\$26,616	

TOTAL COST	\$46,347	\$19,440	\$65,787
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(ATTACHMENT 3)

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

ORGANIZATION: Shelter 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: 518-581-8753

DUNS #: 003900869

1. Please identify your fiscal year (mth/yr to mth/yr): 07/15-06/16

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

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

CDBG Activity Name: _____

CDBG Funding Program Year: 07/14-06/15 CDBG Funding Amount: \$10,000

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

GIVE NAME & CATALOG OF FEDERAL FINANCIAL ASSISTANCE (CFDA) #

AMOUNT OF AWARDS

NONE

None

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 X

* 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: _____

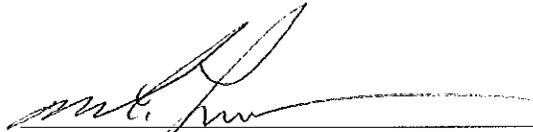
6. Other Saratoga County Awards (cash & non-cash):

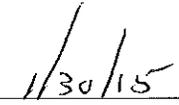
IDENTIFY PROGRAM NAME & YEAR OF AWARD

IDENTIFY AMOUNT OF CO. AWARDS

None

None


Authorized Signature


Date

**Shelters of Saratoga
2015 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
Don Wildermuth	Asst. VP, Corporate Loan Officer	Secretary	Finance
Susan Bender	College Professor Emerita	Member	Development/Grants
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
Stephen E. Towne	Realty Finance Officer	Member	Development/Grants
Kate Bulton	Attorney	Member	Program