

APPLICATION FOR  
 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT PROGRAM  
 — 2016 Program Year Funding —

ACTIVITY NAME: Code Blue Saratoga

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: mfinocchi@sheltersofsaratoga.org

CONTACT PERSON: Michael A. Finocchi TITLE: Executive Director

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

003900896  
 (DUNS #)

NATIONAL OBJECTIVE (select 1):

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

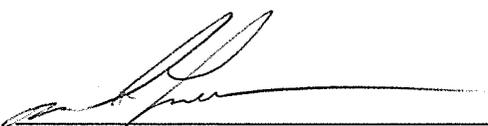
REQUESTED ENTITLEMENT FUNDING: \$ 28,665

Funding Leveraged from Other Sources: \$ 10,491

Total Activity Cost: \$ 39,156

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, 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)

Michael A. Finocchi  
 \_\_\_\_\_  
 (Typed or Printed Name)

1/22/16  
 \_\_\_\_\_  
 (Title)

1/22/2016  
 \_\_\_\_\_  
 (Date)

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

## 1. ACTIVITY DESCRIPTION

Provide a detailed description of your proposed activity. In this description, provide responses to the following items:

A) Identify whether the activity is new, ongoing, or expanded from previous years.

Code Blue will be going into its third year of operation in November 2016. While it is a fairly new initiative in the City, there is a national model for the program that houses chronically homeless adults in times of extreme weather and has been implemented successfully in the Capital District area for more than five 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 program.

B) Describe the community need that your activity is intended to address and how your activity will address that need. Provide evidence that this need is currently not being addressed through existing programs or activities.

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 20<sup>th</sup>, 2013 a plan to provide such emergency shelter was in place at the former St. Peters elementary school building. On the night of December 24<sup>th</sup>, 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 were initiated within six weeks of the event that had prompted an awareness of need.

CBSS second season in existence brought many challenges. 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 that Code Blue was open. The thoughts of the committee was that this program is only going to grow and by having a permanent site will allow us to serve more guests. The Salvation Army took the lead and offered their facility to house CBSS. CBSS was given the approval in the beginning of November 2014 that The Salvation Army had approved our 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 to date 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.

The 2014-2015 season saw a dramatic increase in nights of operation and individuals served due to the harsh winter. Season's end counts more than doubled in every category. CBSS was in operations for 85 nights, up from 58 the season before. On average, 38 guests utilized the sheltering services of Code Blue as overnight guests, up from 34 the previous season and our average number of dinner guests only rose from an average of 10 per night to 12. In total, CBSS served 82 separate individuals for a total of 3,230 bed nights. That is 85 nights of operation multiplied by the average number of people served per night.

C) Identify who will benefit from the proposed activity. If the activity is designed to benefit:

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 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 businesses 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.

C-1) individual persons of low- to moderate-income, describe the process you will use to identify these persons and determine their income eligibility and the number of persons you expect to serve.

C-2) the inhabitants of a predominantly low-moderate income area, identify the Census Block Group in which the activity is located. C-3) designed to benefit a low-moderate income "limited clientele", identify the "limited clientele" group.

- D) Identify your performance goals and the types of indicators you will use to document activity accomplishments and success. (Examples should include: # of persons with new/improved access to services, # of affordable houses rehabilitated, etc.)

At CBSS each guests is asked to sign in upon entry. Also asked of them is their county so we can get an accurate count of how many individuals actually reside in Saratoga County. The ultimate goal is to assist those living on the streets during the harsh upstate winters and provide for them safe shelter. Various support agencies are on hand as well as trained volunteers who can assist those utilizing CBSS services in finding the appropriate care needed. During the 2014-2015 code blue season, 14 guest transitioned from code blue to the Shelters of Saratoga. Follow up with SOS showed that 10 of the 14 transitioned guests are actually working and have permanent housing.

- E) Provide an activity timeframe/schedule (include start, completion dates, and other significant performance stages).

Mar. 1, 2016---Execute Memorandum of Agreement  
Apr. 1, 2016---Draft outline for review of 2016-2017 Code Blue season  
Apr. 15, 2016---Steering Committee approval of outline/SOS Board Approval  
May 31, 2016---Conclude review of 2014-2015 Code Blue season with recommendations  
Jun. 1, 2016---Commence assessment of need and demand for year round emergency shelter  
Jul. 1, 2016---Commence planning for November 15, 2016---March 15, 2017 season  
Aug. 1, 2016---Review draft plan with Steering Committee  
Aug. 15, 2016---Compile list of prospective "permanent" Code Blue/emergency shelter sites  
Sep. 15, 2016---Recommend sites for serious consideration  
Oct. 15, 2016---Complete staffing recruitment for 2016 Code Blue season  
Nov. 15, 2016---Earliest date of 2016 Code Blue season  
Mar. 15, 2017---Conclusion of 2016-2017 Code Blue season  
Apr. 15, 2017---Complete review of 2016-2017 Code Blue season  
May 15, 2017---Prepare budget for permanent site  
Jun 30, 2017---Complete building modifications as needed for initial use by September, 2015

- F) Identify whether the activity requires additional local, state or federal approval (license, permit, design/historic/environmental review, etc.). For construction/site development projects, provide evidence of site control.

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 be 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) Provide an overview of your organization including length of time in existence. List current officers and board members and identify any prior funding by the City of Saratoga Springs (year, activity, and amount).

In August of 2015, Shelters of Saratoga was unanimously chosen by the Code Blue Steering Committee to take over CBSS as its lead agency. 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 ©(3) charitable designation, SOS is governed by an 11 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 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 with this section of the application. Code Blue Saratoga Springs has been fortunate enough to be the recipient of a \$10,000 block grant in 2013-2014 and \$20,000 in 2014-2015. Those generous grants have allowed us to offset the CBSS Directors salary in both grant years.

- B) Describe your organization's experience in successfully conducting this type of activity. Identify any skills, current services, or special accomplishments that demonstrate your capacity for success.

SOS' current capacity of 33 beds enables it to annually house, feed, provide case management as well as providing and support services needed to nearly 450 men and women whose average length of stay is 43 days. Throughout that period, SOS Case Managers assist each house guest as appropriate, to secure employment, locate affordable housing or gain access to physical, psychiatric or substance abuse services as well as assist the, on average four Veterans a month by connecting them to the proper

Veteran service agencies.. 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 responsible 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) Identify the person(s) responsible for program and financial management of the activity. Identify all other persons involved in this activity noting whether these positions are current or new, pending this award. For construction/site development projects, identify the development team including proposed contractors, subcontractors, and project manager.

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 director'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.

During the 2015-2016 season of Code Blue activity, the following roles and the incumbents for each have effectively managed discrete components of the program.

- Site Representative---Major Robert Durpre, The Salvation Army
- Meal Coordinator---Gene Phillips
- Volunteer Training---Mark Bertrand
- Volunteer Scheduling/Web Site---Leo Geoffrain
- Clothing Coordinators---Tracey Radigan, Rachel Dwyer and Kathy Rooney
- Andy Gilpin---Steering Committee Chair
- Lead Agency---Shelters of Saratoga

- D) Identify any other agencies/partners involved in this activity and define their roles and responsibilities.

Since SOS became the lead agency running CBSS, the CBSS Steering Committee remained intact and remains a vital component in the functionality of the Code Blue Program with Shelters of Saratoga overseeing the day to day operations. Code Blue continues to be a stand-alone program with a separate budget from SOS. In her lead role, the CBSS Director 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
12. Saratoga EOC

### 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
<b>PERSONNEL</b>				
Salaries	\$28,665		\$28,665	Funded by CDBG
Fringe	\$10,491		\$10,491	Funded by CDBG. CB Director
Other (consultants, etc.)		\$2,000	\$2,000	Administrative support will be provided by partnering agency
<i>Subtotal</i>	\$39,156	\$2,000	\$41,156	

<b>OVERHEAD</b>				
Advertising/Marketing		\$1,500	\$1,500	Promotional Materials, thank you letters, Stamps
Program Supplies		\$1,275	\$1,275	Candles for local business, Boots for guests. Cleaning Supplies.
Rent & Utilities		\$5,000	\$5,000	Occupancy costs at The Salvation Army. Insurance provided by SOS
Computer/Technology		\$600	\$600	Monthly cell phone fees Ink for printers
Transportation		\$1,400	\$1,400	Transportation to shelter by partner agency vehicles and public conveyance as necessary
Food		\$13,440	\$13,440	Partnering agencies and area restaurants will donate dinner for 48 guests for the estimated 70 days of Code Blue
		\$23,215		
<i>Subtotal</i>		\$23,215	\$23,215	

TOTAL COST		\$25,215	\$64,371	
------------	--	----------	----------	--

(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)				
<i>Subtotal</i>				

TOTAL COST			
------------	--	--	--

(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: 518-581-8753

DUNS #: 003900869

1. Please identify your fiscal year (mth/yr to mth/yr): 7/16-6/17

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: 07/15-06/16 CDBG Funding Amount: \$20,000

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 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
<u>None</u>	<u>None</u>
_____	_____
_____	_____
_____	_____

  
\_\_\_\_\_  
Authorized Signature

1/22/16  
\_\_\_\_\_  
Date