

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

ACTIVITY NAME: Community Connections Volunteer and Outreach Coordinator
APPLICANT: Senior Citizens Center of Saratoga Springs
MAILING ADDRESS: 5 Williams Street, Saratoga Springs, NY 12866
PHONE: (518) 584-1621 FAX: (518) 581-8606 EMAIL: lois@saratogaseniorcenter.org
CONTACT PERSON: Lois Celeste TITLE: Executive Director

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

(List Dept.) 14-1458762
(List Federal ID #)

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"

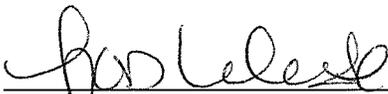
"N/A" Urgent

REQUESTED ENTITLEMENT FUNDING: \$ 11,793.00
Funding Leveraged from Other Sources: \$ 67,232.00
Total Activity Cost: \$ 79,025.00

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:

The Adult & Senior Center of Saratoga is seeking funding in the amount of \$11,793.00 to support a part-time Volunteer and Outreach Coordinator for our newest program, Community Connections. Launched in February of 2015, the mission of Community Connections is to help seniors age in place and maintain an independent lifestyle by matching volunteers in the community with seniors in need. Volunteers in the program assist seniors with transportation, respite help, check-ins, chores, shopping, light household work in more. The Community Connections program advocate also provides information and referrals to appropriate services in our community. We believe that by funding one position we will be able to expand our program by recruiting, training and matching volunteers and harnessing those volunteers with the emergent population of seniors who need our help.

In 9 months, since April of 2015, Community Connections has already served 113 seniors, we have trained 45 community volunteers who served our community with over 1,026 hours to date and 75% of those seniors were from Saratoga Springs. During our second year of operation, our expectations for the number of seniors served could double (200) as our agency conducts outreach to organizations within Saratoga County.



(Authorized Signature)

Executive Director

(Title)

Lois Celeste

(Typed or Printed Name)

1/20/16

(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.

The program is being expanded.

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.

According to a report put out by the NYS Comptroller's office, Saratoga Springs is the fastest growing city in NY State and the only city in NY to have population increases in each of the decades between 1970 and 2000. Seniors are the fastest growing population in our community, currently representing nearly one quarter of Saratoga Springs' population with anticipated growth in the coming years. Statistics show that from 2040 to 2050 20% of our population or one in five Americans will be over the age of 65. As the Baby Boomer generation aims to age in place, there is a need for additional programs to address gaps in services, particularly for low to mid-income seniors who need it the most. Agencies like ours will have greater demands on its programs, staff and infrastructure. Seniors are staying in their homes longer, but need access and transportation to programs that can provide assistance with a variety of needs including advocacy with social services, health care, home care and housing options in a safe, nurturing environment.

The needs are substantial. The Saratoga Senior Center has employed an advocate for the past 3 years. She has dealt with issues involving health care, transportation, finances, social security, housing, isolation, companionship and much more. More often than not, there is no solution, resource or agency equipped to address these needs. The Office for the Aging recognizes these needs as well and has provided initial seed money to the Center to develop the Community Connections program. A similar program like this, Care Links, has existed in Southern Saratoga County for 19 years, but does not serve Saratoga Springs. Care Links also recognizes the need and has supported the Center and helped develop the Community Connections program for Saratoga Springs seniors. In 2015 the Senior Center in conjunction with the Mayor's Senior Advisory Committee and Skidmore's research class conducted a survey of a sampling of seniors in Saratoga Springs. The results showed that seniors want to age in place, are concerned they do not have the financial resources or support services to do so and want more programs and information from the Senior Center.

According to the Saratoga County Office for Aging, there are 6,080 seniors age 60+ in the City of Saratoga Springs. Approximately 2,500 low to moderate income seniors use the Senior Center each year. The Center currently has 1,300 members in comparison to 330 five years ago. With the exponential growth of the senior population in Saratoga County, the Community Connections program answers the need for services and support to low to moderate income seniors, many of whom are living without support systems like family nearby.

The Community Connections program harnesses a volunteer force whose contribution of time, kindness and skills help seniors to maintain their independent living for as long as possible, without duplicating the efforts of other well-established services in our area. An intake, needs assessment and interview is conducted by our advocate then upon availability of volunteers, our coordinator will match them with an appropriate volunteer. Our in-house trained volunteers provide compassionate, timely and supportive services at no cost. Services include friendly visits, transportation, respite assistance, shopping and errands, meal preparation, basic household chores, telephone calls to "check in" as well and information and referral. Sometimes volunteers can just be an extra pair of helping hands for someone dealing with a short illness, loss of a spouse or other adverse event.

The Office for the Aging, the Mayor's Senior Advisory Committee, Saratoga Hospital, Wesley and the Care Links program have all supported this project in its infancy. We need to expand our offering to meet the growing demand of our senior population. The Senior Center is the only agency in the City open to all seniors and offering a wide range of supportive, social, educational, recreational, wellness, artistic, and culturally stimulating services and presentations specifically for the senior population. Many of our programs are run by volunteers, both seniors and students. Thus the Senior Center

has become a central point in the City for seniors to access services, receive information and support and administer this type of program.

In order to expand our level of service, The Adult and Senior Center of Saratoga seeks funding for a part-time volunteer and outreach coordinator position. This program would employ a part-time employee who would assist in recruiting, organizing and matching volunteers with seniors in need. Our part time advocate will work directly with the Volunteer Coordinator and will conduct intakes, provide information and referral services and collaborate with other senior service providers to meet the needs of the senior population in one central, safe, welcoming location in Saratoga Springs.

We know the need exists, we know we need more volunteers to support this need. We have the support of the Office for the Aging and the Mayor has set "outreach and the recruitment of volunteers" for this program as her Senior Advisory Committee's number one priority this year. The Senior Center has committed to growing this program and needs additional financial support to do so.

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

This work will benefit all seniors in Saratoga Springs, a presumed low to moderate income group. Many of these seniors live on a fixed income and have lost a life partner and many of their closest friends, are no longer working and many have little to no support system to rely on. All seniors in this community, regardless of membership to the Senior Center are eligible for the Community Connections program. A Senior Center is considered an eligible facility and senior services are identified as eligible public services for this CBDG funding stream.

This application addresses the national objective of providing activities which benefit a specific group presumed by HUD to be principally of low and moderate income, specifically elderly people, while meeting one of their goals of expansion of community services. In addition, it addresses the City's strategic plan which encourages collaboration and meets one of their medium priority areas - public service needs - by expanding a program that addresses the safety, education and social needs of the elderly in our community.

- 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.)*

1) Goal: Collaborate with and conduct outreach to organizations and individuals in the community to recruit volunteers and provide information about the Community Connections program.

Verification Measures: Track the agencies we collaborate with and outreach conducted.

2) Goal: Train and screen volunteers to serve seniors in their required capacity.

Verification Measures: Track the number of volunteers and hours served.

3) Goal: Match volunteers with seniors in need to deliver supportive services.

Verification Measures: Track number of seniors served. Track the number of units of service provided to seniors.

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

Upon approval of funding, a volunteer coordinator will create and outline a list of potential organizations, service clubs, senior services, students, faith based organizations and more to conduct outreach and recruit volunteers, train volunteers and match them with seniors in need immediately.

- 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. No

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).

The Adult & Senior Center of Saratoga is a not-for-profit organization in its 60th year of operation that provides a wide range of social, educational, recreational, wellness, artistic and culturally stimulating services, resources, classes and presentations to seniors. Our mission is to empower seniors to achieve and maintain personal independence and individual well-being by providing program structure and support services necessary for healthy recreation, companionship, social involvement and problem solving.

Current Funding:

The Mayor's Budget includes \$84,375.00 general operating support to the Saratoga Senior Center (approximately 17% of the Center's overall budget). In 2010 the City funding supported 65% of the Center's budget. Despite the significant growth at the Center in the past 5 years, the change in our budget, increase in programming, increase in seniors served and increase in the senior population that is projected, this amount has remained the same for 8 years with no additional request for funding from the City for the Center.

Our Board of Directors:

- Michael D. Billok, Esq., President
- Raymond Bryan, Vice President
- George Koshuta, Treasurer
- Angie Sultan, Secretary
- Annamaria Bellantoni
- Clark Brink
- Maria Harrison
- Kate Jarosh
- Mary Lentini
- Augusta Martin
- Debra Obenhoff
- Brendan O'Hara
- Christopher Rose
- Corinne Scirocco
- Ali Skinner
- Tracy Solarek
- Tommy Uccellini

Prog. Year Program Amount:

- 2001 Triangle Psychosocial Program- Senior Center-CDBG 15,000
- 2003 Psycho-Social Program – Senior Center-CDBG 17,025
- 2013 Senior Center Advocate- Senior Center – CDBG \$10,473

- 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.

For the past five years the Senior Center has been under new administration, Board and management. In 2011 and each year since, the Center has been fiscally successful and responsible. Since September 2010 membership grew from 330 to over 1,300. Building usage tripled now averaging 125 people per day using the Center. Programming is at an all-time high. The Center went from a budget of \$130,000 in 2010 to over \$550,000 currently via grants, fundraising, sponsorships membership, programming and responsible fiscal management to support this growth. According to our most recent audits and financial reviews, the Center functions with a budget that is 85% program and only 15% administrative expenses. The Center has successfully launched and maintained several new initiatives in the past 5 years, including our advocacy program that was supported by CDBG in 2013 and maintained ever since by the Center.

- 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.

Lois Celeste, Executive Director, has over 20 years of experience developing and managing non-profit agencies and programs and has now been with the Center for over 5 years. All grant and staff management is the Director's responsibility. Our treasurer, George Koshuta oversees all financial management of the agency. George brings with him over 30 years' experience in financial management in Citigroup including VP and CFO of their Corporate Credit Card Division.

Staff will be hired or re-organized to specifically support this position.

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

The Saratoga County Office for the Aging has provided initial seed money and general support to develop the Community Connections Program and have committed to partial ongoing support of this program. However, it is not enough to grow and sustain this project. The Mayor has set her agenda and goal for the Mayor's Senior Advisory Committee to assist the Center to conduct outreach and recruit volunteers in support of this program. The Senior Center will continue to fundraise and seek funding for ongoing support. Care Links has provided in kind development and support for the implementation of the Community Connections program. And in 2016 Saratoga Hospital and Wesley have recognized the importance of this program and committed financial support to it. The Center will continue to collaborate with all of the above entities.

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.

Project
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	10,530.00	50,564.00	61,094.00	
Fringe	1,263.00	10,468.00	11,731.00	
Other				Office for the Aging, fundraising, cash on hand, Glens Falls foundation, Wesley, Saratoga Hospital
<i>Subtotal</i>	11,793.00	61,032.00	72,825.00	

OVERHEAD				
Advertising/Marketing				
Program Supplies				
Rent & Utilities				
Other - list below				
LENS/Criminal Background checks		1,500.00		
Gas		1,000.00		
General Admin (15%)		3,700.00		
<i>Subtotal</i>		6,200.00		

TOTAL COST	11,793.00	67,232.00	79,025.00
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OFFICE OF MANAGEMENT AND BUDGET (OMB) CIRCULAR A-133
MONITORING OF FEDERAL FINANCIAL ASSISTANCE TO SUBRECIPIENTS

ORGANIZATION: SENIOR CITIZENS CENTER OF SARATOGA SPRINGS

MAILING ADDRESS: 5 WILLIAMS ST SARATOGA SPRINGS, NY 12866

FEDERAL ID #: 14-14587612 PHONE: 518-584-1621 FAX: 518-581-0681

DUNS #: _____

1. Please identify your fiscal year (mth/yr to mth/yr): 01/2016 - 12/2016

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

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

CDBG Activity Name: Senior Center Advocate

CDBG Funding Program Year: 2013

CDBG Funding Amount: \$10,473.00

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

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

AMOUNT OF AWARDS

5. 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.

6. 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:

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

IDENTIFY PROGRAM NAME & YEAR OF AWARD

IDENTIFY AMOUNT OF CO. AWARDS

OFFICE FOR THE AGING - COMMUNITY CONNECTIONS - 2014/15

\$20,000.00

OFFICE FOR THE AGING - BUILDING IMPROVEMENTS - 2014

\$5,000

OFFICE FOR THE AGING - COMMUNITY CONNECTIONS - 2013/14

\$15,000

[Signature]
Authorized Signature

1/29/16
Date