

Community Development Block Grant 2021 Program Year Subgrantee Application - Submission #6483

Date Submitted: 3/5/2021



**CITY OF SARATOGA SPRINGS**

OFFICE OF COMMUNITY DEVELOPMENT

City Hall - 474 Broadway  
Saratoga Springs, New York 12866  
518.587.3550 x2575 www.saratoga-springs.org



**Community Development Block Grant (CDBG) Entitlement Program  
2021 Program Year – Subgrantee Application**

**IMPORTANT**

**2021 CDBG Guidebook**

**\*\*DO NOT attempt to complete this application prior to reviewing the 2021 CDBG Guidebook (link provided above). Questions should be directed to the Community Development Planner at [lindsey.connors@saratoga-springs.org](mailto:lindsey.connors@saratoga-springs.org)\*\***

Activity Name\*

Virtual Digital Literacy Scholarships for Saratoga Residents

Applicant Organization\*

AlbanyCanCode

Address\*

75 TROY RD

City\*

EAST GREENBUSH

State\*

NY

Zip Code\*

12061

**Phone Number\***

5182386808

**Email Address\***

rachel@albanycode.org

**Contact Person\***

Rachel Sheridan

**Title\***

Director of Operations

**Applicant Type\***

Choose 1

City Department

Non-Profit Organization

Other Public Agency

**List Department\***

**Federal ID #\***

812893882

**DUNS #\***

098101258

**Specify\***

**National Objective\***

Choose 1

Benefit persons of low-moderate income

Address slum/blight conditions

Urgent need

**Specify\***

Low-Mod Income Area Benefit

Choose 1

**Requested CDBG Entitlement Funding\***

\$15,000

**Funding leveraged from other sources\***

0

**Total activity cost\***

\$15,000

If zero, please indicate.

20% of total project costs strongly recommended, but not required. If zero, please indicate.

**Proposal Abstract \***

Our proposed project would provide funding for scholarships for our Virtual Digital Literacy program which was designed to create a bridge for underserved populations to take their first steps towards careers in technology. The digital skill gap in the U.S. is becoming more apparent, with more than two-thirds of all workers in the U.S. lacking digital skills. More specifically, 13% of all workers nationwide have no digital skills and 18% have limited skills [NationalSkillsCoalition.org]. Additionally, many workers who face barriers of low-wages are less likely to upskill. According to the NYS Department of Labor's Long-Term Occupational Employment Projection for 2016-2026, the need for qualified software developers will increase by 37% in NYS, with nearly 1,260 software job openings available in the Capital and Mid-Hudson regions. This program is a direct response to the Covid-19 pandemic and the challenge posed by this key question: How is someone going to gain access to a job in the era of work-at-home if they do not know how to use a computer? The scholarships will give individuals at the low- to moderate-income level the ability to receive 100% funded digital literacy training, which will help with searching for employment or continuing their tech training.

Please provide a BRIEF overview of your proposal.

**Persons served\***

10

How many low-moderate income persons will be served through this activity?

**This activity is...\***

new

**Priorities Addressed\***

Our Virtual Digital Literacy program will fill the community development priorities by targeting unemployed and underemployed individuals who fall into the low- to moderate-income category. Many of these individuals have limited experience using a computer and may feel nervous about doing so. Our digital literacy training gives individuals the opportunity to help meet their own personal goals, whether that is entry into our workforce computer programming courses or other employment opportunities. The program covers basic computer usage skills, a survey of software usage including word processing and spreadsheet use, use and management of email, and using the web to conduct productive internet searches to find reliable information and learning tools -- all with a goal of helping folks gain job skills and employment. The key is ensuring that each person is getting the skills they need and that they are able to move forward in their career. All students will benefit from their newly acquired digital skills and résumé.

We are uniquely suited to provide this type of Digital Literacy training, and possibly the only provider in New York State working within this current environment of distance learning to offer this type of virtual workforce training.

List which of the community development priorities listed in the City's 2020 Consolidated Plan this project will address. Describe how the project fill those identified needs.

### Activity Beneficiaries\*

Individuals who fall into the low- to moderate-income category will benefit from our Virtual Digital Literacy programs by developing highly marketable skills that will allow them to participate in an economy that is increasingly reliant on technology. We will work with community based organizations that serve low- and moderate-income individuals to identify potential beneficiaries of this program, as well as screening eligibility for those individuals who come directly to us. We will use a scholarship application form on which candidates will sign a self-attestation to their annual income in order to be considered for these scholarships.

We are asking for \$12,000 to be allocated directly for Virtual Digital Literacy scholarships for ten low- to moderate-income individuals. Additionally, we are asking for \$3,000 to go towards recruitment costs to raise awareness about this program in the City of Saratoga Springs, as well as provide necessary student supports such as personal hotspots that will enable a successful completion of the Virtual Digital Literacy course.

Identify who will benefit from the proposed activity. If the activity is designed to benefit: 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. 2) the inhabitants of a predominantly low-moderate income area, identify the Census Block Group in which the activity is located. 3) a low-moderate income "limited clientele", identify the "limited clientele" group.

### Performance Goals and Indicators\*

In the past two years, we have had a total of 43 students enrolled in classes with AlbanyCanCode from Saratoga County, Our performance goal is to increase this enrollment by 30% by offering more scholarships to Saratoga residents.

Our goal is to give individuals the opportunity to receive digital literacy training and job search assistance to any student who is seeking new employment. We will provide 10 individuals digital literacy skills. We will determine the success of the training by assessing the skill rates of the individuals and in obtaining new job opportunities.

We track a significant number of data points to analyze our program impact and outcomes. The data we analyze includes our program participant's individual demographic information on gender, race, education, income upon entry and program completion, veteran status, number of courses taken, employment information prior to enrollment and after graduating, and salary change.

We have used this data to inform a number of shifts since we began analyzing our program outcomes. For example, our data shows that students who take multiple courses receive higher salary increases, and we have made sure that our curriculum can be approached as an arc across multiple classes.

The data has also informed our recruitment process. Because our organization was founded to make the tech workforce more diverse and equitable to underrepresented groups, we knew that we would not be achieving that goal if our typical student matched the demographic of the incumbent workforce. This demographic data led to us working closely with community-based organizations that are already providing services to underrepresented groups. Since making this shift we can report that women and people of color make up nearly 75% of the individuals in our program. We have also partnered with the Workforce Development Institute of New York State (WDI) to analyze the student data we've collected and begin to understand the financial impact of our programs in our student's lives. The average income increase for students who reported back was \$18,648.

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, # of businesses assisted, # of jobs saved or created, etc.)

### Activity Timeframe/Schedule \*

Based on the dates provided in the grant informational materials, we would begin active recruitment for a Virtual Digital Literacy class in the Fall of 2021. These activities will include virtual information sessions, outreach through social media, personal outreach, brochures, and flyers and other activities to be designed and arranged in collaboration with our community based partners.

Include start, completion dates, and other significant performance stages.

### Required Approvals/Permits\*

There are no required approvals or permits.

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

### Site Control Documentation (if applicable)

No file chosen

Deed, MOU, purchase contract, etc.

### Organization Overview

#### Current Officers

Annmarie Lanese, CEO and Founder  
Rachel Sheridan, Director of Operations  
Abe Uchitelle, Regional Director

#### Board Members:

Miriam Dushane - Managing Director, Alaant (Board Chair)  
Annmarie Lanese - CEO, AlbanyCanCode  
Dave Wojeski - Wojeski & Co.  
Eric Tucker - CIO, GE Global R&D  
John Haller - CTO, Sports Illustrated Play  
Kathy Lanni - CCO, SEFCU  
Matt Wagoner - Founder, The Wagoner Firm  
Michael DellaVilla - CIO, MVP Health Care  
Stephen Janack - Founder and Principal, The Janack Group  
Melinda Mack - Executive Director, NYATEP  
Kyle J. Bisnett - Senior Premier Field Engineer, Microsoft Corporation  
Walter Thorne - Albany Business Review  
Stew Myers - Co-Founder, CTO, Exago

Provide an overview of your organization including length of time in existence. List current officers and board members.

### Organization Capacity Documentation

AlbanyCanCode Board Members and Principal Staff.pdf

OPTIONAL: Upload board list, org chart, yearly accomplishment summary, etc.

### Previous CDBG awards\*

Has your organization been a previous sub-recipient of City CDBG funds and/or any other federal award?

- Yes  
 No

### Award Completion\*

Have these activities been completed and all federal requirements met?

- yes  
 no

## Experience

AlbanyCanCode helps individuals to develop their digital literacy and technical skills to find employment and help increase their income. On the technical training side we offer a wide range of courses, developed specifically to meet the needs of Capital Region based technology employers, our courses consist of Automated Web and Security Testing Front-End Web Development, JavaScript courses, Python for Data Analytics, and Salesforce Applications. Additionally, we run enrichment classes and summer camps for K-12 students, provided professional development for area teachers, and piloted integrated curriculum projects to bring coding skills into the school day by combining it with other subject areas to enhance student learning. In 2019 we began offering Digital Literacy programming to provide a bridge to our software sector classes for members of our communities who had not had an opportunity to learn basic computer skills. As a result of the increase in unemployment due to the Covid-19 pandemic we began offering these classes virtually in June 2020. At this time we have offered 5 of these programs.

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.

## Key Persons

Annmarie Lanese (CEO) and Rachel Sheridan (Director of Operations) will be responsible for the financial management of the grant funds. Greg Westover and John Sturman are the Program Managers with oversight over the adult workforce programs.

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.

## Partner Agencies

AlbanyCanCode has a wide range of partnerships that assist us with year-round recruitment efforts and program delivery. By delivering our programming in partnership with the State University of New York (SUNY) community colleges in the communities we serve, we are able to drive economic empowerment as stakeholders in the community. These partnerships include Capital Region BOCES, WSWHE BOCES, NYS Department of Labor's One Stop Career Centers, NYS Department of Labor (dedicated DOL scholarships), NYS Office for New Americans, SUNY Ulster, SUNY Adirondack, SUNY Schenectady, SUNY Hudson Valley Community College and SUNY Empire State College, as well as the State's 33 local workforce development boards, partnerships with community-based organizations, local governments, and regional economic development agencies. Our educational partners offer a wide variety of supports, from providing a physical location to hold our classes (prior to Covid-19 pandemic) and securing additional tuition support for students to referring students to our programs and helping with outreach efforts.

We also leverage our partnership with Saratoga County Prosperity Partnership for marketing purposes to help spread the word about upcoming classes and funding opportunities.

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

### Authorized Electronic Signature Agreement\*

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

I agree.

### Electronic Signature\*

Emma Byrne

### Date\*

3/5/2021

### Activity Budget \*

Complete and upload budget forms 1 and/or 2 (provided below) as appropriate. Depending on the activity, the applicant may need to submit one or both of the budget forms. On these forms, 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.). Upload copies of funding commitment letters or other evidence of funding support in the space provided. \*In addition, more detailed budgets MAY be uploaded in the space provided. If an architect, engineer, or other personnel have conducted a cost analysis, upload a copy noting the author and date of analysis.

#### Budget Form 1 - Proposed Activity Program Operating Budget

##### [Budget Form 1](#)

Required for public service or economic development activities as applicable. Complete and save to your local computer, then upload below.

#### Upload Budget Form 1

AlbanyCanCode.pdf

#### Optional: Evidence of Funding Support

AlbanyCanCode CitySS 3.2.2021.pdf

Proof of leveraged funding (ie. grant award letter, private donation commitment letter, etc.)

#### Budget Form 2 - Construction/Site Development Budget

##### [Budget Form 2](#)

Required for "bricks and mortar" activities (ie. construction, rehabilitation, land acquisition, etc.) as applicable. Complete and save to your local computer, then upload below.

#### Upload Budget Form 2

No file chosen

#### Optional: Detailed Budget/Cost Analysis

No file chosen

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

#### Organization\*

#### Mailing Address\*

#### Federal ID\*

#### Phone #\*

#### Fax #

#### DUNS #\*

#### Please identify your fiscal year (mth/yr to mth/yr):\*

Please identify below the funding received during your LAST FISCAL YEAR.

#### Community Development Block Grant Entitlement Funding (CDBG):

**CDBG Activity Name\***

N/A

If not applicable, please reply N/A.

**CDBG Program Year\***

N/A

**CDBG Funding Amount\***

0

**Other Federal Financial Awards (cash & non-cash):**

**Name & Catalog of Federal Financial Assistance (CFDA)#\***

N/A

If not applicable, please reply N/A.

**Federal Funding Amount\***

0

**Name & CFDA #**

**Federal Funding Amount**

**Name & CFDA #**

**Federal Funding Amount**

**During your last fiscal year, has your organization expended more than \$750,000 in total federal financial awards (incl. CDBG & all other federal assistance)?\***

- Yes  No

**Single Audit Report\***

No file chosen

Upload a copy of your organization's latest Single Audit Report.

**Are you aware of any financial audit violations, findings or questioned costs relating to any activity funded with federal financial assistance? \***

- Yes  
 No  
 N/A

**Please describe:\***

**Other Saratoga County Awards (cash & non-cash):**

**Program Name\***

N/A

If not applicable, please reply N/A.

**Year\***

N/A

**Award Amount\***

0

**Program Name**

**Year**

**Award Amount**



Program Name

Year

Award Amount

**Authorized Electronic Signature Agreement\***

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

I agree.

**Electronic Signature**

**Date**

**-----ENVIRONMENTAL IMPACT & RISK ASSESSMENT FOR NEW CONSTRUCTION PROJECTS-  
----- (INCLUDING EXPANSIONS OF EXISTING BUILDING FOOTPRINTS OR REHAB  
PROJECTS OF 75% OR MORE)**

**Does your proposed project include new construction, expansion of an existing building footprint, or rehabilitation of 75% or more of an existing building? \***

- Yes  
 No

**Brief description of project and location. Include size of building, scope of impact, land disturbance, and construction schedule:\***

**Location Map\***

No file chosen

upload pdf

**Does the project require a permit or approval from any other government agency (local, state or federal)?**

- Yes  
 No

**List required permits and/or approvals:\***

**Is the project a permitted use under current zoning regulations?\***

- Yes
- No

**Is the project consistent with the adopted Comprehensive Plan?\***

- Yes
- No

**Will the project require or lead to a change in land use of the affected property (e.g. from non-residential to residential, commercial to industrial, or from one industrial use to another)?\***

- Yes
- No

**Describe:\***

**Is the project on or adjacent to farmland?\***

- Yes
- No

**If the project is residential, how many units will be created?**

**Is the project site within 2,500 feet of the Saratoga County Airport? \***

- Yes
- No

**Are there floodplains on or adjacent to the parcel on which the project is to be constructed?\***

- Yes, 100 yr floodplains.
- Yes, 500 yr floodplains.
- No.

**Are there wetlands on or adjacent to the parcel on which the project is to be constructed?\***

- Yes
- No

**Is the project within 1,000' of a state or county roadway/highway OR I-87?\***

- Yes
- No

**Which roadways?\***

**Is the project within 3,000' of a rail line? \***

- Yes
- No

**Is there an industrial facility within line of site of the project location?\***

- Yes
- No

**Which facility?\***

**Has the project site or adjoining property ever been used as a gasoline station, motor repair facility, commercial printing facility, dry cleaners, photo developing laboratory, junkyard or landfill, or as a waste treatment storage, disposal, processing or recycling facility?\***

- Yes
- No

**Are there any EPA monitored facilities within a 1 mile radius or the project location?\***

- Yes
- No

**List street address:\***

**Are there above-ground flammable or explosive storage tanks within a 1 mile radius or the project site?\***

- Yes
- No

**Is the project located in an environmental justice area?\***

- Yes
- No

Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?\*

- Yes
- No

Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NYS Historic Preservation Office (SHPO) archaeological site inventory?\*

- Yes
- No

Does the project site contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?\*

- Yes
- No

Is this a rehabilitation project?\*

- Yes
- No

Was the building constructed prior to 1978?\*

- Yes
- No

If so, has it been inspected for lead?\*

- Yes
- No

Is there currently lead present?\*

- Yes
- No

Has it been inspected for asbestos?\*

- Yes
- No

Is there currently asbestos present?\*

- Yes
- No

## Principal Staff

Annmarie Lanese - CEO and Founder  
Rachel Sheridan - Director of Operations  
Abe Uchitelle - Regional Director

## Board Member

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# ALBANY CAN CODE

## Virtual Digital Literacy Scholarships for Low- to Moderate-Income Adults

ITEM	UNIT COST	UNITS	SUBTTL
<b>Class Costs</b>			
<b>A Cost of Classes (10 Scholarships Total)</b>	<b>\$ 1,200.00</b>	<b>\$ 10</b>	<b>\$ 12,000</b>
<b>B Outreach &amp; Support Funds (<i>Internet Access, Laptops, etc</i>)</b>	<b>\$ 3,000.00</b>	<b>\$ 1</b>	<b>\$ 3,000</b>
<b>TOTAL PROGRAM FEE</b>			<b>\$ 15,000</b>



March 02, 2021

Lindsey Connors  
Community Development Planner  
City of Saratoga Springs  
City Hall – 474 Broadway  
Saratoga Springs, NY 12866  
lindsey.connors@saratoga-springs.org

RE: Letter of Support for Albany Can Code's Application to CDBG for Virtual Digital Literacy Scholarships

Dear Ms. Connors,

Please accept this letter of support of AlbanyCanCode's application for the City of Saratoga Springs Community Development Block Grant to for Virtual Digital Literacy scholarships for low to moderate income residents.

The Saratoga County Prosperity Partnership leads a host of critical economic and workforce development initiatives across the public and private sectors, driving economic success for residents, businesses and government in Saratoga County, New York. The Saratoga Partnership supports business retention and expansion and work to provide a seamless delivery of programs and services for businesses seeking to grow, and spearheads semiconductor industry marketing and attraction, global trade assistance, community economic development, and data collection and planning.

Funds from this grant will allow low- to moderate-income individuals to receive digital literacy and job training. As a result of the pandemic, applications and job opportunities have moved remote, which has left behind individuals who are not familiar with the digital world. These scholarships will give individuals the opportunity to improve their digital literacy skills so they can seek remote employment, continue their tech training through AlbanyCanCode's software classes, or pursue other pathways to their personal and professional goals.

Saratoga County Prosperity Partnership and AlbanyCanCode have partnered in the past for the Virtual Digital Literacy and software classes, helping to spread the word about upcoming classes and the scholarships that are available for individuals. Given this experience with digital literacy and technical training we think AlbanyCanCode is well suited to receive funding from the City of Saratoga Springs.

I strongly support this important project and thank you in advance for your consideration of this important project. If you have any questions, please don't hesitate to contact me at 518.871.1887.

Sincerely,

  
Shelby Schneider  
President + CEO