

Community Development Block Grant 2021 Program Year Subgrantee Application - Submission #6488

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****

Activity Name*

The Right Place Project

Applicant Organization*

Legal Aid Society of Northeastern New York

Address*

40 New Street

City*

Saratoga Springs

State*

NY

Zip Code*

12866

Phone Number*

833-628-0087

Email Address*

lmoy@lasnny.org

Contact Person*

Lillian M. Moy

Title*

Executive Director

Applicant Type*

Choose 1

City Department

Non-Profit Organization

Other Public Agency

List Department*

Federal ID #*

14-1338448

DUNS #*

17-225-7115

Specify*

National Objective*

Choose 1

Benefit persons of low-moderate income

Address slum/blight conditions

Urgent need

Specify*

Low-Mod Income Limited Clientele Activities

Choose 1

Requested CDBG Entitlement Funding*

20625

Funding leveraged from other sources*

41874

Total activity cost*

62499

If zero, please indicate.

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

Proposal Abstract *

The "Right Place Project" supports needed renovations - a new roof - at the offices of the Legal Aid Society of Northeastern New York at 40 New St., Saratoga Springs. The total projected cost for the roof is \$62,499. A total of \$20,624.67 is sought from Community Development Block Grant funds. 40 New Street houses the entire staff of the Legal Aid Society of Northeastern New York's Saratoga Springs office and our program of free civil legal services to low-income residents of the City of Saratoga Springs. During the grant term, 190 low-income Saratoga Springs residents will be served by LASNNY from our 40 New Street location.

Please provide a BRIEF overview of your proposal.

Persons served*

190

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

This activity is...*

new

Priorities Addressed*

The Legal Aid Society of Northeastern New York's "Right Place Project" seeks funds for a needed new roof at 40 New St., Saratoga Springs. The Right Place houses LASNNY's program of free civil legal services to low-income Saratoga Springs residents. Our Saratoga Springs office staff of 11 attorneys, 3 paralegals, and 2 support staff serves Saratoga, Warren, and Washington Counties. In 2020, LASNNY closed 8,795 cases in various substantive areas, including homelessness prevention, housing, public assistance, disability, and family law.

LASNNY provides civil legal services to victims of domestic violence, those at risk of homelessness, low-income children with disabilities, elders, and those seeking Supplemental Nutrition Assistance Project benefits (food stamps), disability, and or public assistance benefits.

The Right Place Project will help secure LASNNY's ongoing program of civil legal services from our location at 40 New Street.

Community Need.

LASNNY's program of civil legal services fulfills high priority housing needs for homelessness prevention, as well as high priority public service needs, including addressing the essential needs of at-risk youth and the elderly and people with special needs, all of whom fall within our principal client sub-groups.

All of our clients are low or moderate-income people, principally very low-income people. Our primary federal funder, the Legal Services Corporation, dictates eligibility of 125% of poverty, or \$32,750 for a family of four. Our primary State funder sets eligibility at 200% of poverty, or \$52,400 for a family of four. Both standards are close to or below the low-income mark and well below the moderate-income mark set by HUD. Almost all of our Saratoga Springs clients in 2020 had gross income below 200% of poverty. Thus our program of free civil legal services also serves the National Objectives of the CDBG program.

Our building at 40 New Street is used solely to house staff of the Legal Aid Society of Northeastern New York. Our legal services are provided without charge to eligible clients.

The City of Saratoga Springs has a significant low-income population with approximately 1,595 persons or 6% living in poverty, and 4,611 living under 200% of poverty (American Community Survey, 2019). According to New York's latest Legal Needs Study conducted in 2010 by Lake Research Group, 47% of all low-income New Yorkers (under 200% of poverty) will experience one or more legal problems each year. In the City of Saratoga Springs alone, this means that approximately 2,167 people are likely to experience a civil legal problem in the year to come. Our 2019 intake census showed we were unable to serve or unable to serve fully 66% of the people who requested legal services. Despite the work done by the Legal Aid Society and other pro bono assistance, many low-income residents of Saratoga Springs still cannot have their legal needs met with legal assistance.

Supporting the Legal Aid Society's location within the City of Saratoga Springs is a great benefit to low-income residents of the City. The City recognized this when it helped Legal Aid acquire the building in 2013. We previously received funds to update the main, shared bathrooms by retiling and replacing the old stalls. We also added a canopy over our south exit to keep weather off employees trying to get into the building. Maintaining the building at 40 New Street increases safety for our clients and employees, lowers our energy costs, and protects us against rising repair costs in the future. LASNNY is located at 40 New Street because its location -- with ample parking and proximity to the bus line - is conveniently located for our clients. The building is easily reached by many low-income residents.

CDBG funds will be used to replace the roof that has started to give us problems this past year. We would remove the current flat roof, add new insulation, and a new EPDM rubber membrane over the entire surface. All flashing and drip edges would be replaced as well. This essential building maintenance project -- a roof -- ensures the building's useful life. The new roof meets the national objectives of the Community Development Block Grant program. All the civil legal services activities provided by the Legal Aid Society of Northeastern New York benefit persons of low and moderate-income. There is no other program of publicly funded lawyers for low-income residents of Saratoga Springs within the City limits. LASNNY has done an excellent job leveraging other public funding to serve Saratoga Springs residents. For example, our NYS Division of Criminal Justice Services and US Department of Justice funding was won competitively and serves Saratoga Springs' domestic violence victims. Such grants do not, however, pay for anything other than personnel costs such as building and operating costs. We seek only about 33% of the total renovation costs needed to replace the roof.

Low-income and vulnerable residents of the City of Saratoga Springs urgently need access to the services of the Legal Aid Society today and into the future. Consider the following story of a Legal Aid client who was able to improve their life due to the legal services provided by the Legal Aid Society:

LW is a young woman who lost her housing and has been living in the City of Saratoga Springs in a car with her significant other and her two service animals. She had applied for disability benefits with the Social Security Administration and her application had stalled at the local SSA office. We have assisted her with securing medical evidence in support of her claim and have requested expedited treatment of the application. In addition, we have helped her reconnect with her counselor at Saratoga County Department of Mental Health and Addiction Services and have been working with CAPTAIN Community Services in locating subsidized housing.

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*

Replacing the roof at Legal Aid Society of Northeastern New York's building at 40 Street will support LASNNY paralegals and lawyers who benefit Saratoga Springs residents who are low and very low income. Maintaining the building will benefit both clients and staff of the Society. The Legal Aid Society interviews each applicant for eligibility about their income and assets. Under our 2020 Federal financial guidelines, a household of four cannot have a monthly gross income greater than \$2,729 / annualized at \$32,750. This is well below the income levels identified for the low-income households (household of four, with an annual gross income of \$44,950) the City aims to serve with its community development block grant program. LASNNY's services fulfill the national objective of benefiting persons of low- and moderate-income.

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*

If fully funded, the Legal Aid Society anticipates serving 190 low-income households with advice, brief service, negotiation, and full representation. We expect to obtain favorable outcomes for 80% of all households who receive full representation. Casefile records and the Society's case management system will document whether we have met our performance goals.

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 *

By Aug. 31, 2021 - Obtain final competitive proposals for proposed renovations
By Dec. 1, 2021 - Replace & install new roof
Ongoing from date of commencement - Provide free civil legal services to low- and moderate-income residents of Saratoga Springs.
By Jan. 31, 2022 - Hold at least one community legal education seminar at 40 New Street for low-income residents and community agencies that service them.

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

Required Approvals/Permits*

The Right Place Project does not require any additional local, state, or federal approval.

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

Site Control Documentation (if applicable)

No file chosen

Deed, MOU, purchase contract, etc.

Organization Overview

The Legal Aid Society of Northeastern New York (LASNNY) is the sole direct provider of civil legal services to the poor located in Saratoga Springs. We are the successor organization to the Legal Aid Society of Albany which was founded in 1923. We provide civil legal services to low-income people in 16 counties in northeastern New York in a broad range of substantive areas including public assistance, housing, family and consumer law. LASNNY has six offices, with the main office in Albany at 95 Central Avenue. We have had an office in Saratoga Springs since 1980 and are currently located at 40 New Street. The Saratoga staff consists of 11 attorneys, 3 paralegals, and 2 support staff. Our current annual budget is \$12,610,973. Attached is a copy of our current Board officers and members. Susan Christopher, President of the Jefferson Terrace Tenants' Association, serves on our Board of Directors.

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

Organization Capacity Documentation

BOD list - org chart - MW + EL
resumes - Saratoga Staff list.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

In 2020, LASNNY closed 8,795 cases in various substantive areas, including homelessness prevention, housing, public assistance, disability and family law. Additionally, the community legal education sections on our website (COVID and regular Legal Lifelines) received 99,878 visits. The 1,764 cases closed by the Saratoga Springs office staff benefited 3,725 people; 252 of the cases specifically benefitted 486 City of Saratoga Springs residents.

Some of the benefits clients received were the prevention of homelessness funded and safety from domestic violence. This includes case closings under our Private Attorney Involvement (PAI) program. Via the PAI program, LASNNY screens and refers cases for low-income clients to private attorneys who handle these cases on a pro bono basis. We expect our 2019 achievements to be similar.

LASNNY has successfully competed for state and federal grants which bring resources to serve the low-income residents of the City of Saratoga Springs. These include state and federal grants to provide general civil legal services (Legal Services Corporation, IOLA Fund, and Judiciary Civil Legal Services), specialized projects to serve victims of domestic violence, those at risk of homelessness, and those too disabled to work also benefit the residents of the City. Our staff of experienced and committed attorneys, along with our systems to provide legal services efficiently and effectively, enable us to achieve the significant successes of our Saratoga Springs office. The office is led by our long-term supervising attorney, Mary Withington. Our work as advocates in the Saratoga Springs community, our experience in administering public funds responsibly, and our ability to produce the high-priority outcomes desired demonstrate our ability.

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

LASNNY staff are led by Supervising Attorney Mary Withington, with Managing Attorney Erica Ludwick supervising the housing staff. A staff roster is attached along with Mary Withington and Erica Ludwick's resumes. The supervising attorney and the Executive Director will monitor our quarterly progress to enable us to gauge the quantity of client services and the level of services being provided. Financial management is performed by Lillian M. Moy, Executive Director, and Shamim Huq, Fiscal Director, both of whom have extensive experience in program and financial management.

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

While there are no other formal partners in this activity, the Legal Aid Society will work cooperatively with staff of the City of Saratoga Springs Community Development Office, the Office of Public Safety and many other community agencies in implementing the Right Place Project.

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*

Date*

Lillian M. Moy

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

No file chosen

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

2021 Saratoga Roof - Budget Form2-CDBGApp.xlsx

Optional: Evidence of Funding Support

No file chosen

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

Optional: Detailed Budget/Cost Analysis

SS Roof Quote.pdf

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

Organization*

Legal Aid Society of Northeastern New York

Mailing Address*

95 Central Ave., Albany, NY 1226

Federal ID*

14-1338448

Phone #*

518-842-9466

Fax #

DUNS #*

17-225-7115

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

01/2021 to 12/2021

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

Community Development Block Grant Entitlement Funding (CDBG):

CDBG Activity Name*

Homelessness Prevention Program

CDBG Program Year*

2020-2021

CDBG Funding Amount*

36485

If not applicable, please reply N/A.

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

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

Legal Services Corporation 10.233010

Federal Funding Amount*

1476951

If not applicable, please reply N/A.

Name & CFDA #

US Department of Housing and Urban Development 14.235

Federal Funding Amount

158933

Name & CFDA #

US Department of Treasury/LITC 21.008

Federal Funding Amount

90000

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*

Financial - FY 2019.pdf

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

Year*

N/A

Award Amount*

0

If not applicable, please reply N/A.

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

Lillian M. Moy

Date

3/5/2021

-----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 of 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



3499

(518) 639-7663

homeevolution518@gmail.com

www.homeevolution.net

PROPOSAL SUBMITTED TO <u>Marshall Coulter</u>		CELL <u>518-376-5098</u>	DATE <u>1-22-20</u>
STREET <u>40 New St.</u>		HOME	COLOR
CITY, STATE and ZIP CODE <u>Saratoga Springs, NY 12866</u>		EMAIL <u>mcoulter@lasny.org.</u>	
ESTIMATOR <u>Dmitry 518-603-4653</u>	DATE OF PLANS	LEAD	EXTRA NOTES

We hereby submit specifications and estimates for:

- Remove and dispose of 1 layer(s) roofing material. on entire roof.
- Any additional layers found will have an up-charge of \$ 125 per layer. /per square.
- Replace rotted decking if found, 6 sheet(s) board(s) free. 470
- Install base sheeting on areas worked on only. insulation
- Install termination bar in areas needed.
- Install chimney flashing if needed.
- Install fully adhered EPDM rubber roof.
- Install drip edge on areas needed.
- Install cover strip on top of drip edge.
- Home Evolution provides a 8 year workmanship warranty.
- Install new fascia / drip edge

We Propose hereby to furnish material and labor – complete in accordance with above specifications, for the sum of:

\$ 62,499.00 dollars (\$).

Payment to be made as follows:

1/3 sign 1/3 start 1/3 complete

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. This agreement does not cover acts of God's nature such as wind damage, hail damage, fire damage, and ice dam's by Workmanship Warranty. All late payments are subject to a (1.5%) charge or the maximum permitted by law.

Acceptance of Proposal

Authorized Signature _____

Note: this proposal may be withdrawn by the customer within _____ days.