

**APPLICATION FOR
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT PROGRAM
— 2015 Program Year Funding—**

ACTIVITY NAME: Community Connections Volunteer Coordinator

APPLICANT: Senior Citizens Center of Saratoga Springs

MAILING ADDRESS: 5 Williams St. Saratoga Springs, NY 12866

PHONE: 518-584-1621 FAX: 581-8608

EMAIL: lois@saratogaseniorcenter.org

CONTACT PERSON: Lois Celeste

TITLE: Executive Director

APPLICANT (*select 1*): City Department

(List Dept.)

Private non-profit organization

14-1458762

(List Federal ID #)

Other Public Agency

(Specify)

(DUNS #)

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 Need

REQUESTED ENTITLEMENT FUNDING: \$8,500

Funding Leveraged from Other Sources: \$2,900

Total Activity Cost: \$11,400

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 Senior Citizens Center of Saratoga is seeking funding in the amount of \$8,500 to support a volunteer coordinator for our newest program, Community Connections. Community Connections is a program that matches volunteers in the community with seniors in need to assist with transportation, respite help and “check-ins”, chores, shopping, etc... as well as providing information and referrals to appropriate services. We believe that by harnessing volunteers to provide unmet services to seniors, we can address some of the gaps without overburdening already understaffed agencies.

Our expectations for number of seniors served our first year will be a minimum of 50 using at least 50 different volunteers. However, this is our first year of programming so these are raw estimates and we do expect the demand to be much higher than that. 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 1,200 members in comparison to 330 four years ago. Since starting our advocacy program 2 years ago it was clear there was a gap in services for so many of our seniors. So far, the advocate has worked with over 150 seniors in need.

(Authorized Signature)

(Title)

(Typed or Printed Name)

(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.

New project

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. The seniors are the fastest growing population in our society. Being called the tsunami of aging, as the Baby Boomers get older, there will be an average of 10,000 seniors per day applying for social security for the next 16 years. They currently represent nearly one quarter of Saratoga Springs' population with obvious growth in the coming years. With this growth, comes multiple challenges and many gaps in services. The demand will only increase with more baby boomers aging in.

The needs are substantial. The Saratoga Senior Center has employed an advocate for the past 2 years. She has dealt with issues involving health care, transportation, finances, social security, housing 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 this program that matches volunteers from the community with seniors in need. A similar program like this, Care Links, has existed in Southern Saratoga County for 19 years, but does not support Saratoga Springs. They have lended a hand to the Center to help develop the Community Connections program for Saratoga Springs.

The Community Connection program discovers, recruits, trains and deploys a volunteer group that can be matched with our seniors in need. Our mission is to help seniors age in place and maintain an independent lifestyle by providing assistance when needed. We link seniors with a caring volunteer whose contribution of time, kindness and skills will help them to maintain their independent living for as long as possible, without duplicating the efforts of other well-established senior services in our area. A social needs assessment and interview by our advocate will be conducted, then once the senior has been assessed and their needs evaluated, our Volunteer Coordinator will match them with an appropriate volunteer. Our in house trained volunteers will provide 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.

Saratoga Springs is an incredibly philanthropic and generous community with a wealth of volunteers. Our seniors make up a huge percentage of our population and are a demographic in need. The Mayor's Senior Advisory committee have discussed this need for years. The Office for the Aging clearly sees the need, Care Links has supported this project and the Senior Center also sees the need for the Community Connections Program. The Senior Center is the only agency in the City open to all seniors and offering a wide range of 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.

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 philosophy of investment, which encourages collaboration and meets one of their medium priority areas, public service needs, by developing and adding a program that addresses the safety, education and social needs of the elderly.

Thus the Senior Citizens Center of Saratoga seeks funding for a part-time volunteer 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, offer case management, advocacy, and referral services, collaboration with other senior service providers to meet the needs of the senior population in one central, safe, welcoming location in Saratoga Springs.

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

This work will benefit all the seniors in our community, a presumed low to moderate income group. Many live on fixed incomes and have lost their support systems. All seniors in this community, regardless of membership to the Senior Center, will be 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 CDBG funding stream.

- 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.)

1. Goal:

Recruit, train, and screen volunteers.

Verification Measures:

- Track the number of volunteers recruited.

2. Goal:

Match volunteers with seniors in need.

Verification Measures:

- Track number of seniors served
- Track number of units of service provided to seniors.

- E) Provide an activity timeframe/schedule (include start, completion dates, and other significant performance stages).
Upon approved funding a volunteer coordinator will be hired, trained and start matching clients 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. **NA**

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 Senior Citizens Center of Saratoga Springs 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 and presentations to seniors.

Mission Statement: Since 1955 the mission of the Senior Citizens Center of Saratoga Springs is to empower seniors to achieve and maintain personal independence and individual well-being by providing the program structure and support services necessary for healthy recreation, companionship, social involvement, and problem solving.

Board of Directors: See attached

Prior Funding:

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

Current Funding:

The Mayor’s Budget includes \$84,375.00 general operating support to the Saratoga Senior Center (approximately 15% 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 4 years, the change in our budget, increase in programming, increase in seniors served, increase in the senior population that is projected, this amount has remained the same for 7 years with no additional request for funding of the City from the Center.

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 four years the Senior Center has been under new administration and management, with a new Executive Director, staff and board members added. In 2011 and each year since, the Center had its first fiscally successful and responsible year in over 10 years. Since September 2010 membership grew from 330 to over 1,200. Building usage tripled. 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. The Center has successfully launched and maintained several new initiatives (including advocacy funded by CDBG) in the past four years.

- 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 the 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 4 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.

New staff will be hired for 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 to develop the Community Connections Program. They have committed to partial ongoing support of this program. However, it is not enough to sustain this project. The Senior Center will continue to fundraise and seek funding for ongoing support. Care Links has provided in kind development support for the implementation of the Community Connections program.

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

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See attached 2015 Proposed Operating Budget

- 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.

Leveraged funding will come from the Saratoga County Office for the Aging.

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.

PROGRAM OPERATING BUDGET

(Entitlement Grant + Leveraged Funds = Total Activity Cost)

	ENTITLEMENT GRANT	Leveraged Funds*	Total Activity Cost	*Source of leveraged Funds and In-Kind Services
PERSONNEL				
Salaries	8,500.00	1,250.00	9,750.00	Saratoga County Office for the Aging
Fringe		1,650.00	1,650.00	Saratoga County Office for the Aging
Other (consultants, etc.)				
<i>Subtotal</i>	8,500.00	2,900.00	11,400.00	

OVERHEAD				
Advertising/Marketing				
Program Supplies				
Rent & Utilities				
Other – list below				
Computer				
Gas/transportation for advocacy				
<i>Subtotal</i>				

TOTAL COST	8,500.00	2,900.00	11,400.00
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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				
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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 #: 14-1458762 PHONE: 584-1621 FAX: 581-8608

DUNS #: _____

1. Please identify your fiscal year (mth/yr to mth/yr): 1/1/2015-12/31/2015

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

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

CDBG Activity Name: 0 N/A

CDBG Funding Program Year: _____ CDBG Funding Amount: _____

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

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

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>SARATOGA COUNTY OFFICE FOR THE AGING 2011: NEW CARPET, OFFICE COMPUTERS, REFINISHING OF FLOORS</u>	<u>\$10,000.00</u>
<u>SARATOGA COUNTY OFFICE FOR THE AGING 2012: KITCHEN DISHWASHER</u>	<u>\$6,760.12</u>
<u>SARATOGA COUNTY OFFICE FOR THE AGING 2013: SECURITY SYSTEM</u>	<u>\$3,537.00</u>
<u>SARATOGA COUNTY OFFICE FOR THE AGING 2014: FRONT RECEPTION AREA</u>	<u>\$10,000.00</u>
<u>SARATOGA COUNTY OFFICE FOR THE AGING 2014: DEVELOPMENT OF VOLUNTEER MATCH PROGRAM</u>	<u>\$15,000.00</u>

Authorized Signature

Date