

APPLICATION FOR
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT PROGRAM
— 2018 Program Year Funding—

ACTIVITY NAME:
Employee Training Program

APPLICANT: AIM Services, Inc.

MAILING ADDRESS:
4227 Route 50
Saratoga Springs, NY Zip: 12866

PHONE: 518-450-2828 FAX: 518-587-7236 EMAIL: clyons@aimservicesinc.org

CONTACT PERSON: Chris Lyons TITLE: Executive Director

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

_____ (List Dept.) _____ (List Federal ID #) _____ (Specify)
14-1609398
805086290
 (DUNS #)

NATIONAL OBJECTIVE (*select 1*):

<u>"Benefit persons of Low/moderate income Need"</u>	<u>"Address slum/blight Conditions"</u>	<u>"Urgent CD"</u>
<input type="checkbox"/> L/M Income Area Benefit	<u>"N/A"</u> Slum/blighted Area	<u>"N/A"</u> Urgent
<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 checked="" type="checkbox"/> L/M Income Job Creation/Retention		

REQUESTED ENTITLEMENT FUNDING: \$ 32,814

Funding Leveraged from Other Sources: \$ 81,600

Total Activity Cost: \$ 113,734

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:



Community Development Block Grant (CDBG) Entitlement Program
2018 Program Year Funding

PROPOSAL ABSTRACT

AIM Service's Supported Employment Program will fund an Employee Training Program for individuals of diverse abilities who would otherwise be unable to access traditional sources of funding. Monthly employment readiness classes and a collaborative partnership, or internship, with the employer will allow for a successful one-year training for each individual. AIM Services will pay the salary for each individual for one year while the prospective employee builds the skills necessary to become an independent and valuable worker at their place of work. By providing person centered customized supports, this Program enhancement will fill an unmet need for those who face behavioral and other barriers to typical supported employment services. The amount requested will fund the inclusion of two people for one year in this program.

1. ACTIVITY DESCRIPTION

The Supported Employment Program at AIM Services is a service by which people of diverse abilities, including intellectual disabilities, mental health challenges, and traumatic brain injuries, are assisted in seeking and maintaining meaningful employment. Each person is assisted in building natural workplace supports to further enhance success.

AIM Services recognizes a trend where people of diverse abilities, which may include overlaying psychiatric challenges or involvement with the criminal justice system, are denied an opportunity to take part in the state funded Employee Training Program (ETP). This Program offers people an internship with a community business while the person gains important work experience and utilizes job readiness classes. All wages are paid by the program, offering a strong incentive to the prospective employer. AIM Services will begin funding an Employee Training Program where those additionally challenged people will be included in this important employment experience. Fully trained staff will provide the monthly job readiness classes and the individual's first year's salary will be funded by AIM Services.

- A. An expanded, more inclusive Employee Training Program at AIM Services is a new initiative supporting those otherwise underserved individuals with complicated needs. All characteristics of the state funded ETP will remain.



Community Development Block Grant (CDBG) Entitlement Program
2018 Program Year Funding

- B. According to the Bureau of Labor Statistics, the unemployment rate for people of diverse abilities is 10.5 percent (twice that of the general population). Even more, employment statistics shows that only 20 percent of the population of people with disabilities are participating in the workforce. When this issue is compounded with lack of inclusion for those people with disabilities who have been stigmatized with a criminal history or struggle with mental illness, successful and sustained employment becomes even more unattainable.

There is a great need in the community for a Supported Employment Program that not only supports employment for one of the largest minorities in the country, but for members of this minority group with complex needs. In the face of a current state ETP that excludes these individuals, AIM Services will address this great community need by providing ETP for any person in need of this program, no matter their background.

- C. AIM Services has identified 2 people of extremely low income that are already receiving residential and community services from our agency. These individuals all have dual diagnosis and some negative legal history that has excluded them from the Employee Training Program. Each person has the great potential and ability to become valuable employees to our local city businesses.
- D. AIM Services, together with the individual, will collaborate on a monthly basis with the local businesses participating in this program in order to evaluate workplace accomplishments and employment successes. Each person will have their own unique evaluation of what is success to them, as will each business owner. Their goals will be established together at the beginning of employment and will be discussed at each monthly meeting. Overall Programmatic effectiveness will be evaluated during the monthly meeting where we review successful collaboration on goals between the person and the business. At the one-year mark, we will determine the success of this program in regards to the number of people offered full or part time employment at that business.



**Community Development Block Grant (CDBG) Entitlement Program
2018 Program Year Funding**

- E. I. Meeting with business, AIM Services and the individual for job interview
 - II. Job offer for internship
 - III. Start date established
 - IV. Monthly reviews scheduled
 - V. Monthly job readiness classes scheduled
 - VI. Six-month Review-Possibility for job offer based on expedited success
 - VI. One-year Review-Determination for permanent job offer
- F. All Supported Employment Programs will require an initial application to the state for each individual that will participate in this program.

1. ORGANIZATIONAL CAPACITY

AIM Services Inc., was chartered in 1979 with the goal of providing local services to meet the specific needs of members of our community. AIM is a private, not-for-profit organization providing residential and community-based services to people with diverse abilities, including traumatic brain injuries. The services are provided and offered in Saratoga, Warren, and Washington Counties. Since AIM's formation in 1979, the agency has provided high quality services to the individuals served, as well as a family friendly positive work environment for the employees.

AIM has worked very closely with the individuals, family members, employees, and other providers in the area to offer people the opportunities to increase their independence and enhance their abilities to enjoy living and participating in their community. In doing so over the last 30 plus years, AIM has assisted and supported people with different abilities from living in institutional settings far from family and friends, to living and now working right in their own communities close to those family and friends that are an integral part of their lives.

4227 Route 50
Saratoga Springs, NY 12866
Phone: 518.587.3208
Fax: 518.587.7236
www.aimservicesinc.org



Martin Glastetter
President, Board of Directors

Christopher R. Lyons, Esq.
Executive Director

Community Development Block Grant (CDBG) Entitlement Program
2018 Program Year Funding

Board of Directors

Martin Glastetter, President

John (Jack) Fleming, Treasurer

Bob Holtz

Brian Gwynn

Jim Norton

Robert Ricketts, Vice President

John M. Paolucci, Secretary

Tara Pleat

Denise Stasik

Don Kozak

Linda Cassie

B. Since 1979, AIM Services has been offering important and successful residential and community based services to those we support. Employment Support through job coaching and employment readiness education has been a vital piece to the positive experiences each person has in regards to employment. With these supports, many individuals who receive residential or community support services, or both, have realized their potential to be a meaningful part of their community with the work they are able to contribute.

Supported Employment has a great impact upon the community in which each individual works. The program adds highly motivated people to the workforce, which can lead to increased productivity across the board. This employment promotes an inclusive culture that appeals to the talents of a larger population that organizations want to attract.

Even more, this employment contributes to a better economy; when people of diverse abilities are employed with a paid job in the community, they no longer depend on the government for assistance. Instead, these individuals draw an annual salary, pay taxes, and contribute to the overall economy.



Community Development Block Grant (CDBG) Entitlement Program 2018 Program Year Funding

Once individuals complete their internship, they are able to realize this economic independence and experience the opportunity to participate independently in the job market. This type of Supported Employment is referred to as Competitive Integrated Employment, a type of employment of which New York State would like to see more. Competitive employment means each individual is receiving at least minimum wage. Integrated employment means that the individual of diverse abilities is working alongside at least one person with no diverse abilities.

Another great example of the success of Supported Employment is the community garden that AIM Services operates as a primary job readiness training opportunity. The Common Roots Garden is one of the focal points for all of our employment programs. The services include teaching new soft skills and improving existing skills to maintain a job. The people we support, together with their support staff, are fully responsible for the growth of the garden and sale of all produce. The vision of the garden is to establish an integrated work site for people of all abilities. Through the garden, the goal is to increase community involvement and appreciation of all abilities, while teaching vocational skills to those that have a desire to obtain employment.

C. Total program management of Supported Employment is overseen by Kathryn Page, Director of Employment Services.

D. AIM Services will, through the Employment Training Program for individuals of diverse abilities with behavioral challenges, build many internship programs with local city businesses.

4227 Route 50
Saratoga Springs, NY 12866
Phone: 518.587.3208
Fax: 518.587.7236
www.aimservicesinc.org



Martin Glastetter
President, Board of Directors

Christopher R. Lyons, Esq.
Executive Director

**Community Development Block Grant (CDBG) Entitlement Program
2018 Program Year Funding**

2. ACTIVITY BUDGET

A. See Attachment 1

B. AIM Services will rely upon grant awards to fund this new initiative. For the current fiscal year, AIM Service has requested funding from Ameriprise Financial in the amount of \$2,000 to ensure the integrity of the Common Roots Garden where many employment readiness classes will be held. In addition, AIM Services has leveraged \$79,600 from the Home and Community Based Waiver. AIM Services will continue to request grant funds from various private and community grants on an ongoing basis to support this valuable program each year.

**3. MONITORING OF FEDERAL FINANCIAL ASSISTANCE TO
SUBRECIPIENTS**

A. See Attachment 3

B. No



(Authorized Signature)

Chris Lyons

(Typed or Printed Name)

Executive Director

(Title)

1/29/18

(Date)

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

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

- 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.

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

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
PERSONNEL				
Salaries	19,000	31,600	49,920	Home & Community Based Waiver
Fringe	13,814	0	13,814	
Other (consultants, etc.)	0	48,000	48,000	Home & Community Based Waiver
<i>Subtotal</i>	32,814	79,600	111,734	

OVERHEAD				
Advertising/Marketing				
Program Supplies	0	2,000	2,000	Ameriprise Financial
Rent & Utilities				
Other - list below				
<i>Subtotal</i>		2,000		

TOTAL COST

32,814	81,600	113,734
--------	--------	---------

(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)				

Subtotal

--	--	--

TOTAL COST

--	--	--

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

ORGANIZATION: AIM Services, Inc.

MAILING ADDRESS:
4227 Route 50, Saratoga Springs, NY 12866

FEDERAL ID #: 141609398 PHONE: 518-587-3208 FAX: 518-587-7236

DUNS #: 805086290

1. Please identify your fiscal year (mth/yr to mth/yr): 1/2018 to 12/2018

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

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

CDBG Activity Name: Employee Training Program

CDBG Funding Program Year: 2018-2019 CDBG Funding Amount: \$32,814

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

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

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

4. 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 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.

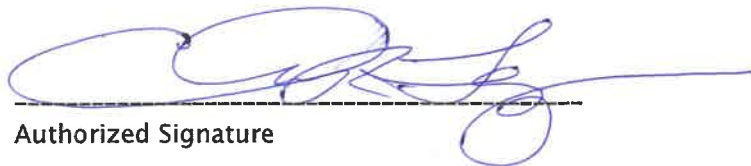
5. Are you aware of any financial audit violations, findings or questioned costs relating to any activity funded with federal financial assistance? YES * _____ NO X_____

* If "yes", please describe:

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

IDENTIFY PROGRAM NAME & YEAR OF AWARD

IDENTIFY AMOUNT OF CO. AWARDS



Authorized Signature

1/29/18

Date