Saratoga CDBG Application

From : Rachel Sheridan <rachel@albanycancode.org>	Wed, May 06, 2020 11:09 AM
Subject : Saratoga CDBG Application	⚑
To : lindsey connors <lindsey.connors@saratoga-springs.org>	
Cc : Annmarie Lanesey <annmarie@albanycancode.org>, Stacy Bressette <stacy@albanycancode.org>	

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Ms. Connors,

I am writing on behalf of AlbanyCanCode and our application for the CDBG grant funds that we submitted earlier this year. We would like our application for funding to be considered as it was submitted.

While the pandemic means that we are not currently holding classes in a physical location, we have transitioned our current classes into a virtual format, and will continue to hold virtual classes until we are certain that our students and instructors are safe to meet in a physical classroom. We are also working with local workforce offices to expand access to our Digital Literacy classes in a virtual format as well to help address the unemployment crisis our country is now facing.

Now more than ever, the people in our community need the opportunity to build their digital literacy and programming skills to improve their chances of succeeding in the workforce. Work that used to require relatively few technological skills has been transitioned to remote work, meaning that the need for basic computer skills are more necessary across a wider range of industries and levels. Furthermore, as an increasing amount of our regular, day-to-day transactions move from physical offices and stores into the online arena, these skill demands are unlikely to go back to where they were before the pandemic.

The scholarship and student support funds we requested in our grant will help students from Saratoga participate in our educational programs and learn the skills they need to find better career opportunities and financial stability. In addition, our laptop lending library will help us to ensure that any qualified student can participate in our classes, and we will utilize funding as needed to make sure that students can connect to the internet and access not only the learning opportunities and support that we provide, but other critical services and options that now exist primarily online.

Thank you again for your consideration!

Rachel Sheridan
Operations Manager
AlbanyCanCode, Inc.

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Rachel Sheridan
Operations Manager

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APPLICATION FOR

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT PROGRAM

— 2020 Program Year Funding—

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ACTIVITY NAME:

_____

APPLICANT: _____

MAILING ADDRESS:

_____

_____ Zip: _____

PHONE: _____Fax: _____ EMAIL: _____

CONTACT PERSON: _____ TITLE: _____

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

_____   _____   _____
     (List Dept.)   (List Federal ID #)   (Specify)

_____
             (DUNS #)

NATIONAL OBJECTIVE (*select 1*):

<u>"Benefit persons of Low/moderate income"</u>   <u>"Address slum/blight Conditions"</u>   <u>"Urgent Need"</u>

  ❑ L/M Income Area Benefit   *"N/A"* Slum/blighted Area   *"N/A"*Urgent Need

  ❑ L/M Income Limited Clientele Activities ❑   Slum/blighted Spot Basis

  ❑ L/M Income Housing Activities   *"N/A"* Urban Renewal Completion

  ❑ L/M Income Job Creation/Retention

  <u>REQUESTED ENTITLEMENT FUNDING</u>: $_____

Funding Leveraged from Other Sources: $_____

        Total Activity Cost: $_____

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 provided on the next page:

_____   _____
(Authorized Signature)   (Title)

_____   _____
(Typed or Printed Name)   (Date)

Please respond in writing to <u>each</u> 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.

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 <u>who</u> 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.

5. ENVIRONMENTAL IMPACTS – FOR NEW CONSTRUCTION PROJECTS ONLY – (ATTACHMENT 4)

New construction includes expansion of existing building footprints and rehabilitation projects of 75% or more.

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				
Fringe				
Other (consultants, etc.)				
Subtotal				

OVERHEAD				
Advertising/Marketing				
Program Supplies				
Rent & Utilities				
Other – list below				
Subtotal				

TOTAL COST				

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				
Subtotal				

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: _____

MAILING ADDRESS: _____

FEDERAL ID #: _____   PHONE: _____   FAX: _____

DUNS #:   _____

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

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

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

CDBG Activity Name: _____

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 $750,000 in total federal financial awards (incl. CDBG & all other federal assistance)?   YES * _____   NO _____

* 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 _____

* 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   Date

ENVIRONMENTAL IMPACT & RISK ASSESSMENT FOR NEW CONSTRUCTION PROJECTS

(INCLUDING EXPANSIONS OF EXISTING BUILDING FOOTPRINTS OR REHAB PROJECTS OF 75% OR MORE)

	NO	YES
Brief description of project and location (attach location map). Include size of building, scope of impact, land disturbance, and construction schedule:		
Does the project require a permit or approval from any other government agency (local, state or federal)? If yes, list agency(s) name and permit or approval:	☐	☐
Is the project a permitted use under current zoning regulations?	☐	☐
Is the project consistent with the adopted Comprehensive Plan?	☐	☐
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)? If yes, please describe:	☐	☐
Is the project on or adjacent to farmland?	☐	☐
If the project is residential, how many units will be created?		
Is the project site within 2,500 feet of the Saratoga County Airport?	☐	☐
Are there floodplains on or adjacent to the parcel on which the project is to be constructed? If yes, 100 or 500 year floodplains? :	☐	☐
Are there wetlands on or adjacent to the parcel on which the project is to be constructed?	☐	☐
Is the project within 1,000' of a state or county roadway/highway OR I-87? If yes, which roadway/highway(s)? :	☐	☐
Is the project within 3,000' of a rail line?	☐	☐
Is there an industrial facility within line of site of the project location? If yes, what is the name of the 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?	☐	☐
Are there any EPA monitored facilities within a 1 mile radius or the project location? If yes, list with street address here:	☐	☐

	NO	YES
Are there above-ground flammable or explosive storage tanks within a 1 mile radius or the project site?	☐	☐
Is the project located in an environmental justice area?	☐	☐
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?	☐	☐
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?	☐	☐
Does the project site contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	☐	☐
For rehabilitation projects…	NO	YES
Was the building constructed prior to 1978?	☐	☐
If so, was it been inspected for lead?	☐	☐
Is there currently lead present?	☐	☐
Has it been inspected for asbestos?	☐	☐
Is there currently asbestos present?	☐	☐

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT PROGRAM
2020 PROGRAM YEAR

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.

While we have been running coding classes in Saratoga through SUNY Adirondack for a few semesters, this scholarship and recruitment will be an expanded activity designed to spread awareness to the people in the City of Saratoga Springs, particularly those from underserved communities. We are endeavoring to ensure that our classes provide learning and employment opportunities to the people who most need them.

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.

While the technology sector continues to grow in our local area and job vacancies are proving difficult for employers to fill, many of the people in our communities who would benefit the most from these high-paying career opportunities have not had a chance to learn the skills they need to succeed in this industry. Our classes provide the learning opportunities that can transform people with little experience working with computers into capable, new software developers, ensuring that they can begin a career with a stable income and growth potential, while providing local employers with the talent pool they need to grow and succeed.

As a current example, a cursory search of software developer jobs within 10 miles of Saratoga Springs reveals 29 current job listings, 17 of which have been open for more than thirty days. Our work with local Saratoga employers like PUBG MadGlory and Fingerpaint has confirmed that employers find these jobs difficult to fill.

Given the continuing lack of programming education in K-12 schools, most of the adults in our community have never had the opportunity to receive meaningful training in these crucial technical skills. While we have had success with our Saratoga students in the first two cohorts, there are still a lot of people in the community who are unaware that they may have the aptitude for this work, unaware of our trainings and class offerings, and who have never considered a career in tech as a possibility.

The activities proposed within this grant would include active recruitment programs and events in coordination with local community based organizations to make contact with people in Saratoga who are struggling to find financial stability and a path toward a stable career.

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 recruitment and scholarship program will be designed for people of low-to-moderate income. While open recruiting events will not be restricted based on income, we will work with community-based organizations to engage people of low-to-moderate incomes and other underserved communities. The scholarship funds will only be awarded to those whose incomes fall within the low or moderate ranges defined in the documentation provided with this grant to ensure that the funds are being used by those who are most in need of the educational and training opportunities we provide. If there are more applicants than scholarships available, we will give preference to low-income applicants before awarding scholarships to those with moderate incomes.

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.)

In the last two semesters, we have had a total of 21 students enroll in classes with AlbanyCanCode in Saratoga. We would like to increase this enrollment by 30% through the activities described in the application.

The scholarship funds provided, when combined with the matching funds provided by a private donor, will allow us to provide these classes free of charge to a maximum of 6 students, while many of our students also qualify for WIOA funding to take the classes. Our goal is to provide at least 25 students with new educational opportunities.

While we provide job search assistance to any student who is seeking new employment, many of our students come to learn skills to allow them to grow in their current jobs or are otherwise not seeking employment. With the help of these grant funds, we hope to assist at least 8 low to moderate income adults in obtaining new job opportunities.

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

Based on the dates provided in the grant informational materials, we would begin active recruitment for classes in the Fall of 2020 for the Spring 2021 semester. These activities will include information sessions, CodeTalks (designed to give computer novices a good overview of the technology field and introduce them to the training classes we provide), and other activities to be designed and arranged in collaboration with our community-based partners.

We would begin awarding scholarships to applicants for the Spring 2021 semester to facilitate involvement for students who are unable to be funded through other programs (including WIOA and our Veteran scholarship fund provided by SEFCU). If we find students interested in one of our Saratoga courses in the fall of 2020, and the funds are available by the start of class, we can begin offering scholarships even sooner.

Recruitment for the Fall 2021 classes will begin during the summer of 2021, and will again involve collaborating with our community partners, with the remaining scholarships to be awarded for the Fall 2021 semester.

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.

Given that we have run these programs in the past, we do not believe that additional local, state, or federal approval will be required.

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).

AlbanyCanCode was started in 2016 with a goal of providing the educational and training opportunities needed to help members of our community find stable, high-paying jobs in the technology sector. After hiring a self-taught software developer who excelled with no college degree or formal training, our founder realized that there are potentially thousands of local people who could succeed in the industry with the right help and a chance to learn, and she worked with other local tech companies and advocates to launch the first pilot class.

Since then we've had over 150 students graduate from AlbanyCanCode classes, many of whom have gone on to successful careers in the technology sector with the skills we have helped them to build. We have also expanded our offerings to include K-12 programming, and Digital Literacy programs for people without foundational computer skills to provide a bridge into more advanced learning.

Our board members are included below, and we have not received funding from the City of Saratoga Springs before.

Annmarie Lanesey,CEO
Miriam Dushane, Board Chair
David Wojeski, Treasurer
John Haller   , Secretary
Matthew Wagoner
Kathy Lanni
Eric Tucker
Steve Janack
Michael Della Villa
Melinda Mack
Kyle Bisnett

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.

In the last three years, AlbanyCanCode has helped over 150 students to develop their technical and programming skills to find success in the workforce. We have eight different technology courses in our catalogue, developed specifically to meet the needs of Capital Region based technology employers, and we are about to run our heaviest course load to date with 5 classes: two sections of Front End Web Development, Python for Data Analytics, JavaScript Frameworks, and Salesforce Applications. We have also 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.

We recently worked 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. We have not yet released this data publicly, but it is pertinent to this application, we have included it here to provide a historical picture of the impact our programs have had on our adult workforce students. Please note this data is calculated based on student-provided information from 57% of the students who have completed at least one course with AlbanyCanCode as of November 2019.

	Mean Annual Salary Increase	Median Annual Salary Increase
For all reporting students	$16,700	$14,100
For students taking a single class	$16,500	$13,100
For students beginning class with under $20,000 in income	$31,000	$28,400

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.

Annmarie Lanesey (CEO) and Rachel Sheridan (Operations Manager) will be responsible for the financial management of the grant funds. Greg Westover is the Program Manager with primary oversight of the adult workforce programs and is assisted by Program Manager Stacy Bressette.

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

SUNY Adirondack hosts our workforce classes in Saratoga County. Saratoga Prosperity Partnership has provided additional support for recruitment activities and student scholarship funds in past semesters.