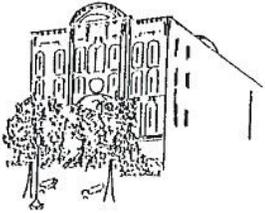


Community Development Block Grant 2020 Program Year and COVID-19 Funding Joint Application - Submission #5344

Date Submitted: 5/22/2020



CITY OF SARATOGA SPRINGS

OFFICE OF COMMUNITY DEVELOPMENT

City Hall – 474 Broadway
Saratoga Springs, New York 12866
Tel: 518-587-3550 x2575 fax: 518-580-9480



COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT PROGRAM
2020 PROGRAM YEAR & CDBG COVID-19 FUNDING
- Joint Application -

IMPORTANT

2020 CDBG Guidebook

****DO NOT attempt to complete this application prior to reviewing the 2020 CDBG Guidebook (link provided above). Questions should be directed to the Community Development Planner at lindsey.connors@saratoga-springs.org****

Applying for:*

- Regular 2020 CDBG PY Entitlement Funding CDBG-CV CARES ACT Funding (COVID-19 related activities) Both/Either

Activity Name*

Saratoga Springs Homelessness Prevention Project (HPP)

Applicant Organization*

Legal Aid Society of Northeastern New York

Address*

95 Central Avenue

City*

Albany

State*

NY

Zip Code*

12206

Phone Number*

5186896304

Email Address*

lmoy@lasnny.org

Contact Person*

Lillian Moy

Title*

Executive Director

Applicant Type*

Choose 1

- City Department
 Non-Profit Organization
 Other Public Agency

List Department*

Federal ID #*

141338448

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 Housing Activities ▼

Choose 1

Requested CDBG Entitlement Funding*

16000

Requested CDBG COVID-19 Funding*

16000

If zero, please indicate.

If zero, please indicate.

Funding leveraged from other sources*

10666

Total activity cost*

42666

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

The Saratoga Springs Homelessness Prevention Project will aim to prevent homelessness among low income individuals and families in the City of Saratoga Springs. This application is for both CDBG and CDBG-CV funding however the city determines that to be best apportioned. A part-time staff attorney at the Legal Aid Society will provide free legal advice, referrals and representation to prevent unwarranted or illegal evictions. If fully funded, we will serve 120 households. We will prioritize evictions involving affordable housing and those that arise as a result of the COVID-19 pandemic. A great number of eviction cases are expected when the courts reopen in stages this summer. We will also prioritize housing matters involving violations of the warranty of habitability due to unsafe living conditions, such as lead-based paint hazards ; electrical, plumbing and structural hazards; or lack of heat and running water. We will also try to prevent homelessness by advocating for emergency shelter grants and ongoing cash assistance. The Legal Aid Society of Northeastern New York, Inc., also supports the City of Saratoga's application for housing assistance for the proposed COVID-19 Emergency Housing Assistance Program (CEHAP). We anticipate working closely with the City and other community agencies in assisting tenants negatively impacted by the current public health crisis in applying for these emergency relief funds. Our understanding is that, through the City's proposal, up to 30 or more eligible households will be granted housing assistance equivalent to one to three month's fair market rent. Given the HPP's expertise in litigating and negotiating settlements in eviction matters, if this financial assistance is provided in conjunction with legal assistance, the HPP has the opportunity to negotiate more accurate or even reduced settlement amounts and resolve nonpayment evictions in the most cost efficient manner. This will allow the CEHAP funds to assist a greater number of households.

1. ACTIVITY DESCRIPTION

The Homelessness Prevention Project (HPP) provides eviction defense representation, and related public assistance representation in emergency shelter or public assistance issues, to low and moderate income residents of the City of Saratoga Springs. The goal of the project is to prevent involuntary homelessness by providing a broad range of legal services from information, advice, brief service to full representation and community legal education.

A. The Homelessness Prevention Project was previously funded from 2001 to 2017, and in 2019 by the CDBG Program.

B. Community Need.

Due to the pandemic, there is a great need for homelessness prevention services. The Homelessness Prevention Project (HPP) will meet the need for homelessness prevention services identified as one of the highest priorities for housing needs in the City's 2015 Consolidated Plan. CDBG funding will be used to fund 31.4% FTE of a staff attorney to prevent unwarranted and illegal evictions. The legal services provided by this program will also address the anticipated surge in eviction cases involving tenants negatively affected by the COVID-19 pandemic and facing eviction and potential homelessness. As the current eviction moratoriums expire this summer, we anticipate a spike in requests for legal assistance.

The City's 2015 Consolidated Plan highlights the "continuum" of housing needs for persons of low and moderate income. The need for eviction prevention was also on the list of priorities proposed by the Community Development Citizen Advisory Committee (CDCAC) for the 2020 Consolidated Plan, which is expected to be adopted by the City Council. As a result of the economic impact of the pandemic and the resulting loss of income from temporary business closures the need for homelessness prevention activities will spike. Services to benefit the most vulnerable in the City, including at-risk youth, seniors and people with special needs – such as those Legal Aid assists – are also a high priority public service need. LASNNY's HPP will meet both high priority housing and public service needs, which may be even greater at this time. The Project will continue to prioritize households facing eviction from homes with lead-based paint hazards and code conditions, consistent with the high priority the City places on these issues.

The HPP will meet the increased need for homelessness prevention services resulting from the COVID-19 pandemic. Additional CDBG and CDBG-CV funding will allow the HPP to provide legal assistance and eviction defense to those most negatively affected by the pandemic, directly addressing this high priority need. The court system and the Governor's orders have temporarily postponed the filing and enforcement of evictions in the state. However, it is anticipated that holdover evictions, which are generally terminations of leases and month-to-month tenancies, or evictions based on lease violations, may proceed as of June 20, 2020. Some non-payment evictions may also be filed after this date. It is anticipated that as of July 27, 2020, some nonpayment evictions in subsidized housing may be filed as postponement provisions of the federal CARES Act expire. Based on current Executive Order, as of August 20, 2020, it is anticipated that the remainder of pending nonpayment eviction matters may proceed and new nonpayment evictions may be filed. Because moratoriums will have prevented landlords from proceeding with evictions for at least three months, LASNNY expects a pent-up demand for the filing of new cases and for proceeding on a backlog of pending eviction matters. The expiration of emergency measures in conjunction with the widespread economic effects of the pandemic will create a surge in evictions. As a result, there will be a greater need for legal assistance and eviction protection. This is even more important in a City like Saratoga Springs, where affordable rental options for low-income and at-risk individuals are limited.

For the current grant year, which ends June 30, 2020, the HPP pledged assistance to 37 households. In the first three quarters we have already provided legal assistance to 31 households. As the moratoriums expire, we anticipate we will have to devote a greater amount of time and resources to these matters.

After August 20, 2020, many of these cases are expected to be nonpayment cases resulting from the loss of income due to temporary business closures and other economic impacts of the pandemic. Because the HPP has successfully provided eviction defense with CDBG funds for many years, this program is perfectly situated to utilize additional CDBG-CV funds to address this priority and provide eviction defense to those negatively effected by the pandemic. If the City is granted housing assistance funds pursuant to their CEHAP program proposal, as described above, the HPP will work closely with the City and

other agencies to help affected tenants apply for this assistance. The HPP can utilize our skills and experience to help tenants negotiate better settlements – reducing arrears, addressing substandard housing conditions, and negotiating for repairs that affect the health and safety of tenants. The HPP will also attempt to leverage other available sources of emergency funding. These measures will help allow limited financial assistance to go further and assist a greater number of households.

LASNNY is already responding to the needs created by the pandemic. In April 2020, LASNNY launched a new toll free COVID-19 Legal Line so members of the community would have increased access (including extended evening hours) to assistance. Since April 2, 2020, 44% of all new intake calls for legal assistance from the Saratoga Office's coverage region (Saratoga, Warren and Washington counties) are related to COVID-19, and 45% of all new intake calls from the City of Saratoga Springs are related to COVID-19. LASNNY has also provided COVID-19 related community legal education trainings in housing, financial issues and domestic violence as these areas greatly affect the low-income community. As a result the HPP will be able to refer those affected by the pandemic to any additional legal resources within our program that they may need.

The HPP will strive to reduce the initial incidence of homelessness by immediately intervening in instances of threatened or actual eviction, as well as by seeking to address the underlying financial factors which precipitate homelessness. As resources permit, advice will also be given on the rights and responsibilities of tenants and landlord/tenant counseling to assist tenants in maintaining current, affordable housing. Emphasis is placed on providing both individual tenants and the community in general with increased knowledge and skills related to the respective rights and responsibilities of tenants and landlords, as well as representation in court. Entitlement benefits advocacy and representation at fair hearings will be provided as needed to ensure receipt of emergency assistance or ongoing cash benefits.

There is no other targeted funding for publicly funded lawyers for low-income tenants at risk of homelessness in the City of Saratoga Springs. LASNNY no longer receives OTDA STEHP funding for Saratoga County. It is CDBG funding that helps to provide this service to the City's at-risk residents. While other agencies may offer case management or lay advocacy services, only the Legal Aid Society can provide lawyers to contest these legal proceedings.

Low-income and vulnerable residents in the City of Saratoga Springs urgently need access to the services of the HPP. Consider the following stories of clients who reside in the City of Saratoga Springs and received legal assistance from the HPP program during the current grant year with CDBG funds:

"John" is a long-term tenant of subsidized housing within a neighborhood program. His daughter had a critical situation where she temporarily lost housing and he allowed her to stay with him for a short time. Unfortunately, he faced eviction due to the unauthorized occupancy of his premises by his daughter. This issue was resolved by agreement. John's daughter had moved on to other housing and he agreed not to allow her to reside there in the future. This satisfied the housing authority and John continues to reside in the home and has preserved his subsidized housing.

In another eviction case a senior resident of subsidized housing, "Marguerite", was alleged to have unsuitable conditions in her apartment, after a code enforcement report indicated lack of cleanliness on the part of the tenant created code violations. Marguerite has limited means and has learning disabilities. We worked with Marguerite to try to specifically identify the issues she needed to address and referred her to a number of home care agencies that may be able to provide additional cleaning assistance for this client. We were able to settle the case with an agreement that as long as Marguerite maintains suitable conditions in her apartment, the matter will be deemed settled and resolved.

The HPP is a high performing project. In its previous fully funded year, from July 1, 2017, to June 30, 2018, we anticipated serving 27 households. However, we were able to assist a total of 31 households throughout the grant year exceeding our annual goal. As stated above, in the first three quarters of the current grant year, from July 1, 2019, through March 31, 2020, the HPP has served 31 households. We provided full representation to 94% of the households served and prevented involuntary homelessness for 23 of the 31 households, a 74% success rate. In cases where representation was provided, we prevented involuntary homelessness for 55 Saratoga Springs residents.

Funding for the HPP will support us in continuing the "attorney in the courtroom" program in Saratoga City Court where an attorney is available at court on a weekly basis when the landlord/tenant cases are heard to assist individuals who are financially eligible for HPP legal services with advice and representation to help them resolve their housing issues. This program will continue, either through remote appearances or in-person, pursuant to guidance by the N.Y.S. Office of Court Administration as the courts re-open with new safety measures in place to prevent the spread of the coronavirus. The HPP staff attorney will also participate in and attend meetings of the Saratoga-North County Continuum of Care as his schedule allows. In addition, through participation in the Saratoga-North County Continuum of Care, the HPP attorney has contributed to the City of Saratoga's efforts to apply for emergency rental assistance funds (CEHAP) described above.

This program will allow the HPP lawyer to prevent involuntary homelessness in the City of Saratoga Springs by preventing eviction, allowing households to retain their permanent housing or by gaining additional time for the households to locate permanent housing. In addition to assisting clients in retaining housing and providing clients with the time necessary to locate and secure alternate housing, the HPP will also help continue to help clients enforce their rights to safe and healthy living conditions, assist clients in gaining access to personal property wrongfully withheld by landlords, and work with clients to access available resources to help them stave off future homelessness. We will also prioritize assistance to the elderly and disabled, and other disadvantaged tenants, in maintaining public housing through litigation and negotiation with Section 8 landlords and the local housing authority. This housing is often the last option before homelessness for at-risk, low-income individuals and families. These most vulnerable members of the population, some of whom may have chronic health conditions or compromised immune systems, are especially at risk now, when the prospect of potential homelessness may also create a greater risk of exposure to the coronavirus. This program is also believed to prevent involuntary homelessness

also create a greater risk of exposure to the coronavirus. This program is also believed to prevent involuntary homelessness for other households to whom we are able to provide advice and brief service.

In 2018, 515 housing cases were opened by the Saratoga Springs office across Warren, Washington and Saratoga Counties and in 2019, 368 housing cases were opened throughout these counties. CDBG and CDBG-CV funding will enable the Legal Aid Society of Northeastern New York to prioritize assistance to residents within the City of Saratoga Springs facing imminent homelessness.

Please provide a BRIEF overview of your proposal.

Persons served*

This activity is...*

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

Activity Beneficiaries*

The Homelessness Prevention Project is designed to benefit Saratoga Springs residents who are low income. We anticipate this program will also benefit those segments of the low-income community most likely to be affected by the economic and societal impact of the current pandemic. The Legal Aid Society interviews each applicant for eligibility according to 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 (125% of poverty). This is well below the income levels identified for the low-income households the City aims to serve with its Community Development Block Grant program.

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 HPP will serve 120 low income households with advice, brief service, negotiation, and/or full representation designed to prevent homelessness. We expect to prevent homelessness for at least 60% of the households who receive full representation. Case file 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 *

Commence CDBG-funded Homelessness Prevention representation: July 1, 2020

Outreach/community networking to announce renewed Homelessness Prevention Project at community meetings. Provide ongoing notice of Project at community meetings: Ongoing from date of commencement.

Homelessness Prevention Project representation to low income households: Ongoing from date of commencement.

Community Legal Education event on landlord-tenant rights and responsibilities: By January 31, 2021

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

Required Approvals/Permits*

None

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.

Organizational Capacity*

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

Yes No

Organizational Capacity (2)*

Have these activities been completed and all federal requirements met?

yes no

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*

5/22/2020

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

LASNNY CDBG SS 2020 - 2021 COVID-19 Program Operating Budget.pdf

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: Evidence of Funding Support

LASNNY Evidence of Funding Support.pdf

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

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*

Legal Aid Society of Northeastern New York

Mailing Address*

95 Central Avenue

Federal ID*

141338448

Phone #*

5186896304

Fax #

DUNS #*

17-225-7115

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

January - December

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

Community Development Block Grant Entitlement Funding (CDBG):

CDBG Activity Name*

Homelessness Prevention Project

CDBG Program Year*

2019 - 2020

CDBG Funding Amount*

9757

If not applicable, please reply N/A.

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

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

Legal Services Corporation

Federal Funding Amount*

1476966

If not applicable, please reply N/A.

Name & CFDA #

US Dept Housing & Urban Development

Federal Funding Amount

120842

Name & CFDA #

US Dept of Treasury/LITC

Federal Funding Amount

100000

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*

LASNNY Audit.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*

0000

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

5/22/2020

**-----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

(ATTACHMENT I)

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	\$24,615	\$4,366	\$28,981	JCLS and IOLA
Fringe	\$7,385	\$1,309	\$8,694	JCLS and IOLA
Other (consultants, etc.)				
<i>Subtotal</i>	\$32,000	\$5,675	\$37,675	

OVERHEAD				
Advertising/Marketing	\$0	\$0	\$0	
Program Supplies	\$0	\$373	\$373	JCLS
Rent & Utilities	\$0	\$1,632	\$1,632	JCLS
Other - list below				
Equipment Rental	\$0	\$333	\$333	JCLS
Travel	\$0	\$366	\$366	JCLS
Training	\$0	\$271	\$271	JCLS
Library	\$0	\$316	\$316	JCLS
Insurance	\$0	\$104	\$104	JCLS
Dues and Fees	\$0	\$171	\$171	JCLS
Contracted Services	\$0	\$1,353	\$1,353	JCLS
Audit	\$0	\$71	\$71	JCLS
<i>Subtotal</i>	\$0	\$4,991	\$4,991	

TOTAL COST	\$32,000	\$10,666	\$42,666
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NEW YORK STATE UNIFIED COURT SYSTEM GRANT CONTRACT FACE PAGE

STATE AGENCY (Name & Address): New York State Unified Court System Division of Professional and Court Services 2500 Pond View, Suite 104 Castleton-on-Hudson, New York 12033	BUSINESS UNIT / DEPARTMENT ID UCS02 5000288 CONTRACT NUMBER: C250512 CONTRACT TYPE: <input checked="" type="checkbox"/> Multi-Year Agreement <input type="checkbox"/> Simplified Renewal Agreement <input type="checkbox"/> Fixed Term Agreement	
CONTRACTOR NAME: Legal Aid Society of Northeastern New York	TRANSACTION TYPE: <input checked="" type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Amendment	
CONTRACTOR DOS INCORPORATED NAME:	PROJECT NAME: Civil Legal Services	
CONTRACTOR IDENTIFICATION NUMBERS: NYS Vendor ID: 1000001578 Federal Tax ID: 14-1338448 DUNS Number (if applicable)	AGENCY IDENTIFIER:	
CONTRACTOR PRIMARY MAILING ADDRESS: 55 Colvin Avenue Albany, New York 12206 CONTRACTOR PAYMENT ADDRESS: <input checked="" type="checkbox"/> Check if same as primary mailing address CONTRACT MAILING ADDRESS <input checked="" type="checkbox"/> Check if same as primary mailing address	CONTRACTOR STATUS: <input type="checkbox"/> For Profit <input type="checkbox"/> Municipality, Code: <input type="checkbox"/> Tribal Nation <input type="checkbox"/> Individual <input checked="" type="checkbox"/> Not-for-Profit Charities Registration Number: 05-71-22 Exemption Status / Code: <input type="checkbox"/> Sectarian entity	
CURRENT CONTRACT TERM From: January 1, 2017 To: December 31, 2021	CONTRACT FUNDING AMOUNT \$24,795,248.00 FUNDING SOURCE(S) <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Other	
FOR MULTI-YEAR AGREEMENTS ONLY - CONTRACT PERIOD AND FUNDING AMOUNT: (Out years represent projected funding amounts)		
#	Period	Amount
1	January 1, 2017-March 31, 2017	\$1,111,656.00
2	April 1, 2017-March 31, 2018	\$4,535,562.00
3	April 1, 2018-March 31, 2019	\$4,762,340.00
4	April 1, 2019-March 31, 2020	\$5,000,457.00
5	April 1, 2020-March 31, 2021	\$5,250,480.00
6	April 1, 2021-December 31, 2021	\$4,134,753.00
	TOTAL	\$24,795,248.00

APPENDICES ATTACHED AND PART OF THIS AGREEMENT:

- APPENDIX A... Standard Clauses for All New York State Contracts
- APPENDIX B... Budget
- APPENDIX C... Project Work Plan
- APPENDIX D... Payment and Fiscal Reporting Requirements
- APPENDIX E... Program-Specific Requirements