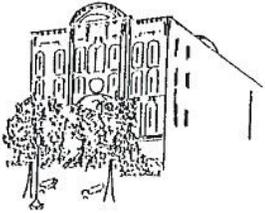


Community Development Block Grant 2020 Program Year and COVID-19 Funding Joint Application - Submission #5294

Date Submitted: 5/14/2020



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*

Coordinated Entry for Housing the Homeless

Applicant Organization*

CAPTAIN Community Human Services, Inc.

Address*

5 Municipal Plaza, Suite 3

City*

Clifton Park

State*

NY

Zip Code*

12065

Phone Number*

518-371-1185

Email Address*

andy@captaincares.org

Contact Person*

Andy Gilpin

Title*

Associate Executive Director

Applicant Type*

Choose 1

- City Department
 Non-Profit Organization
 Other Public Agency

List Department*

Federal ID #*

14-1637304

DUNS #*

363692385

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*

26843

Requested CDBG COVID-19 Funding*

0

If zero, please indicate.

If zero, please indicate.

Funding leveraged from other sources*

6710

Total activity cost*

33553

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

Proposal Abstract *

CAPTAIN Community Human Services (CHS) is applying for CDBG Entitlement funding to support a high functioning, robust, and comprehensive Coordinated Entry System (CE), which will serve homeless individuals and families of the City of Saratoga Springs. Specifically, the funding will support the important and vital work of the CE Coordinator, who is responsible for coordinating the housing services network of the Saratoga-North Country Continuum of Care for the benefit of homeless individuals and families seeking supportive and permanent housing options available to them within the community of Saratoga Springs.

The CE System is a collaborative and collective effort by HUD-funded agencies, and participating partners, working to prevent, address, and end homelessness in all forms by helping homeless individuals and families quickly, and with limited barriers, secure housing that best fits their needs.

The entire CE system is based on the principle of collaboration and “No Wrong Door”. It doesn’t matter where a homeless individual or family presents within the network, because they receive the same experience from all point of contact. Once a homeless individual or family (participant) engages with one of the identified Points of Contact, a common CE Assessment form is completed, which is then forwarded to the CE Coordinator.

The CE Coordinator then contacts the participant to verify information on the CE Assessment form and enter the consumer(s) into an active “Priority List”. The Priority List is the secure, real-time list of those homeless individuals and families looking for permanent housing, which are prioritized by vulnerability. The CE Coordinator organizes the Priority List by vulnerability and participant needs to determine the most appropriate referral to housing options in a client-centered and Housing First approach. The CE Coordinator provides each consumer with a minimum of two housing options and forwards the CE Assessment to the appropriate housing provider. The CE Coordinator engages the consumer in follow up and “light touch case management” to guide them through the CE Process until they secure permanent housing. Further, the CE Coordinator provides participants with referrals and help accessing other support services within the community based on their individual needs.

Finally, the CE Coordinator also maintains an active Vacancy List, that is updated weekly, with available housing options from the various housing providers. The CE Coordinator makes the connection between the participants and the housing providers, and ensures that the CE System works efficiently, seamlessly, and quickly.

Please provide a BRIEF overview of your proposal.

Persons served*

55

This activity is...*

new

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

Activity Beneficiaries*

The beneficiaries of the Coordinated Entry (CE) System and a paid CE Coordinator position will be homeless individuals and families ages 18+ in and around the City of Saratoga Springs. Having a paid, professional case manager as the CE Coordinator to facilitate the process ensures that individuals and families have an experienced advocate to help them navigate the local social service network and find the best housing option with dignity, respect, and compassion. The housing providers and partner agencies that make up the CE System provide housing for Veterans, Youth, Victims of Domestic Violence, Families, individuals struggling with chronic homelessness, those struggling with substance abuse and mental health issues, economic crisis, and the wide-ranging gamut of life situations that lead to homelessness.

The target population for the CE Project have a wide range of household incomes, but by and large have little or no income, or earn less than 30% of the Area Median Income (AMI), which in most cases is a contributing factor to their homeless situation, or exacerbates it. The CE Coordinator will rely on the well-established network of partner agencies and housing providers that compose the CE System, the agencies and organizations that make up the Saratoga-North Country Continuum of Care, Shelters of Saratoga (SOS), Saratoga County DSS, the street-based outreach efforts of CAPTAIN CHS, SOS, and others, Salvation Army, faith groups, and many others to promote the CE System.

CAPTAIN CHS has a rich history of service delivery to low-income households and providing homeless services. For over 42 years, we have been at the forefront of social issues that affect Saratoga County and are deep connections to the community Saratoga Springs will be leveraged to connect with homeless individuals and families who are eligible for the CE Project.

The CE System is an effective tool and means to evaluate individual needs of participants and how to best coordinate the efforts of multiple agencies and organizations committed to preventing and ending homelessness. CAPTAIN CHS projects that the CE System and CE Coordinator will serve 55 homeless individuals in the City of Saratoga Springs annually.

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*

CAPTAIN CHS has identified the following performance goals for the Coordinated Entry (CE) Project and activities of the CE Coordinator:

* Serve 55 homeless individuals from the City of Saratoga Springs annually with housing coordination services, assessment, case management, referrals to housing providers and support services, and other coordination activities to rapidly move them from homeless to stable housing.

The activity will be documented in case files for each individual served.

Each individual will be entered into the Homeless Management Information System (HMIS) database, which provides robust service coordination and reporting.

* Coordinate housing for 40 individuals who come through the CE System annually within the network of supportive and permanent housing providers available within the community.

The activity will be documented in case files for each individual served.

Each individual will be entered into the Homeless Management Information System (HMIS) database, which provides robust service coordination and reporting.

* All participants enrolled in the CE System will be referred to at least 3 supportive services within the community based on individualized assessment.

Referral information tracked in each individual case files.

* All participants housed through the CE System will have improved well-being.

Stable housing is a social determinate of health and numerous studies have shown the direct correlation between housing and improved mental, physical, and behavioral health.

Each participant will be measured through an individualized assessment upon entry into the CE System and then again upon discharge. Several individual measures will be compared to determine improvements in mental, physical, emotional, and behavioral health and ultimately improved well-being.

Each participant will be measured on the number and frequency of utilization of emergent services prior to entry into CE System and after discharge to determine improvements in well-being.

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 *

The CE Project and work of the CE Coordinator can start immediately. The CE System and Coordinator are currently in place and actively housing homeless individuals and families. The project is currently only partially funded and CAPTAIN CHS is seeking additional funding to support the entire project.

If funded, the CE Project would be able to begin meeting the performance milestones and goals immediately. It is expected that the project would be able to house approximately 10 individuals within the first 3 months and meet the goal of 40 individuals by the end of 12 months of operation.

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

Required Approvals/Permits*

NA

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*

Andrew J Gilpin

Date*

5/14/2020

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

BudgetForm1-CDBGApp_CAPTAIN CHS.xlsx

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

No file chosen

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

Optional: Detailed Budget/Cost Analysis

No file chosen

Budget Form 1
Proposed Activity Program Operating Budget

	Entitlement Grant	Leveraged Funding	Total Activity Cost	Source of leveraged Funds and In-Kind Services
PERSONNEL				
Salaries	\$19,870.00	\$ 4,200.00	\$ 24,070.00	Fundraising and General Donation from CAPTAIN CHS
Fringe	\$3,823.20	\$ 798.00	\$ 4,621.20	Fundraising and General Donation from CAPTAIN CHS
Other (consultants, etc.)	\$ -		\$ -	
<i>Subtotal</i>	\$ 23,693.20	\$ 4,998.00	\$ 28,691.20	
OVERHEAD				
Advertising/Marketing	\$ 950.00		\$ 950.00	
Program Supplies	\$ 300.00		\$ 300.00	
Rent & Utilities	\$ -	\$ 1,712.00	\$ 1,712.00	Funding from CAPTAIN CHS's Next to New Store, CAPTAIN's Treasurers.
Other (please list below)				
Laptop Computer	\$ 1,000.00		\$ 1,000.00	
Travel	\$ 900.00		\$ 900.00	
			\$ -	
<i>Subtotal</i>	\$ 3,150.00	\$ 1,712.00	\$ 4,862.00	
TOTAL COST	\$ 26,843.20	\$ 6,710.00	\$ 33,553.20	

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

Organization*

CAPTAIN Community Human Services, Inc.

Mailing Address*

1 Freeman Lane, Saratoga Springs, NY 12866

Federal ID*

14-1637304

Phone #*

518-371-1185

Fax #

518-383-7997

DUNS #*

363692385

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

01/20 to 12/20

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

Community Development Block Grant Entitlement Funding (CDBG):

CDBG Activity Name*

NA

CDBG Program Year*

2020

CDBG Funding Amount*

26843.20

If not applicable, please reply N/A.

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

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

na

Federal Funding Amount*

0

If not applicable, please reply N/A.

Name & CFDA #

Federal Funding Amount

Name & CFDA #

Federal Funding Amount

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*

No file chosen
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*

Year*

Award Amount*

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

Date

**-----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