

**APPLICATION FOR
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT PROGRAM
— 2013 Program Year Funding—**

ACTIVITY NAME: Senior Center Advocate

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: \$11,200.00

Funding Leveraged from Other Sources: \$ 2,800.00

Total Activity Cost: \$14,000.00

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 a part time Senior Advocate to work at the Senior Center. This person would work directly with any senior citizen in our community to advocate for them with any number of needs they may have. They would do advocacy, transportation to needed services, case management, information and referral services and attend collaborative meetings with other agencies such as the Mayor’s Senior Advisory Committee, Office for the Aging’s Disability Network, Alzheimer’s Association, SVAN work together for seniors. Advocacy is presently a gap in service that no other agency in this City or County provides. Beginning last semester, based on requests and demands, the Senior Center used a student intern to assist intermittently with advocacy at the Center. At the end of the semester, there was no one to follow up or continue to provide this valuable service to seniors.

Approximately 2,000 low to moderate income seniors use the Senior Center each year. There are currently 1,100 members at the Center, up from 330 two years ago. We began advertising our student intern advocacy program last September and our part time intern (10 hrs/week for 3 months) had a waiting list and provided ongoing case management services to 20 seniors. It is expected that an ongoing part time advocate will provide these services to at least 150 seniors over the course of the year.

Lois Celeste

(Authorized Signature)

Executive Director Lois Celeste

(Typed or Printed Name)

(Title)

(Date)

1/30/13

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

The Senior Advocate position would be a new staff member and the only qualified one to handle case management and advocacy.

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 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. They represent about one third of Saratoga Springs' population. With this growth comes challenges dealing with social security, health care, housing, transportation, employment and fixed income living. The demand will only increase with more baby boomers aging. In Saratoga Springs and Saratoga County there is no agency that offers advocacy and case management to this specific demographic. Currently many of our surrounding senior centers are struggling to keep their doors open and limiting their hours. Unlike others, the Saratoga Springs Senior Center's growth has mimicked the City's growth and the demand for additional services has grown as well.

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. In the past two years the senior centers membership has grown from 330 to over 1,100. Building usage averages 100 people/day. Many of our programs are run by volunteers, both seniors and students. The Center has grown and doubled its staff in the last 2 years trying to keep up with the demand. Thus the Senior Center has become a central point in the City for seniors to access services, receive information and support. With the help of a student intern we were able to provide advocacy and case management services to some seniors from mid September to November. When the students left in December and January there was NO support for these services. We have added another student intern from February through April, but again will have a large gap in service provision when the student leaves. The interns helped provide services including: SSI benefits, Medicaid and Medicare, Epic, HEAP, Lifeline, Housing (including Section 8), long term care, home health aides, transportation, literacy, nutrition, legal and domestic violence referrals, grandparents rights, hearing aids, vision and much more. There is obviously a high demand for this position and by hiring a part time advocate we can ensure that any senior in Saratoga Springs needing help will have access to an advocate.

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 advocate's position. This program would employ a part-time advocate who would 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 the seniors in our community, a presumed low to moderate income group.

The Senior Citizens Center of Saratoga Springs currently provides services to seniors from Saratoga and any seniors seeking services via the Office for the Aging's Osteo Exercise, senior lunches, legal assistance programs, and AARP's defensive driving and tax preparation, and other related presentations such as health care and wellness activities. In addition the Senior Center offers scholarships for memberships and programming to any senior who is unable to afford the \$15/year membership or very low program costs. All seniors in this community are eligible for the advocacy, case management and information and referral services regardless of membership. 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:

Provide advocacy, case management, information and referral services to seniors in the community.

Verification Measures:

Track the number of individuals served, and the agencies and services provided.

2. Goal:

Attend emergency management meetings, mayor's senior advisory meetings, SVAN and other County meetings to help coordinate and provide services in Saratoga Springs.

Verification Measures:

- Track attendance at meetings

E) Provide an activity timeframe/schedule (include start, completion dates, and other significant performance stages).
Upon approved funding an advocate will be hired and trained and start accepting clients as soon as possible.

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).

The Senior Citizens Center of Saratoga Springs is a not-for-profit organization 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:

Community
Development
Block Grant

Prog. Year	Program	Amount
2001	Triangle Psychosocial Program- Senior Center-CDBG	15,000
2003	Psycho-Social Program – Senior Center-CDBG	17,025

Current Funding:

The Mayor's Budget includes \$84,375.00 general operating support (approximately ¼ of the Center's budget). See attached chart for comparable Senior Center funding in our region. Despite the significant growth at the Center in the past 2 years and the increase in the senior population that is projected, this amount has remained the same for 5 years with no additional request for funding of the City from the Center. Previous to 2008, the City continuously raised the financial support they provided the Senior 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 two years the Senior Center has been under new administration and management, with new Executive Director, staff and 10 of its 13 new board members added. In 2011 and 2012 the Center had its first two fiscally successful and responsible years in over 10 years, having run deficits for 7 out of the prior 8 years. Since September 2010 membership grew from 330 to over 1,100. Building usage tripled. Programming is at an all-time high. The annual budget has doubled and is no longer suffering deficits. In 2011, via grant funding, an outreach/program assistant was added. In 2012 based on demand and growth a program director/general office support staff was added. Each of these positions have become part of the permanent budget and staff at the Center. The Center has raised additional monies via grants, fundraising, sponsorships membership, programming and responsible fiscal management to support this growth.

- 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 15 years of experience developing and managing non profit agencies and programs and has now been with the Center for over two 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.

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

See attached 2013 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 general operating budget and cash on hand as well as continued fundraising and projected growth of membership.

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	11,200.00	500.00	11,700.00	Cash on hand, fundraising
Fringe		1,800.00	1,800.00	Cash on hand, fundraising
Other (consultants, etc.)				

<i>Subtotal</i>	11,200.00	2,300.00	13,500.00
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OVERHEAD				
Advertising/Marketing				
Program Supplies		50.00	50.00	Cash on hand, fundraising
Rent & Utilities				
Other – list below				
Computer		400.00	400.00	Cash on hand, fundraising
Gas/transportation for advocacy		50.00	50.00	Cash on hand, fundraising
<i>Subtotal</i>		500.00	500.00	

TOTAL COST	11,200.00	2,800.00	14,000.00
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(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				

Subtotal

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DEVELOPMENT

Relocation				
Site Preparation				
Construction - materials				
Construction - labor				
Construction Financing				
Other - (explain)				

Subtotal

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TOTAL COST

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Senior Centers comparable funding data

Location	Funding
Troy City Senior Center	100% County funded
Rensselaer City Senior Center	100% County funded
Niskayuna Senior Center	100% Town funded
Clifton Park Senior Center	60% Town funded
Scotia Glenville Senior Center	Town funds: bldg, utilities, maintenance, and part time coordinator
Queensbury Senior Center	Town funds: 100% bldg, utilities, maintenance, Director and support @ \$10,000
Glens Falls Senior Center	City funds 25% of budget (they do receive CDBG programmatic funding)
SARATOGA SPRINGS SEN CNTR	City Funds compromise 30% of total budget;

**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): 1/1/2013-12/131/2013

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 _____

* 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 2010: NEW CARPET, OFFICE COMPUTERS, REFINISHING OF FLOORS</u>	<u>\$10,000.00</u>
<u>SARATOGA COUNTY OFFICE FOR THE AGING 2011: KITCHEN DISHWASHER</u>	<u>\$6,760.12</u>
<u>SARATOGA COUNTY OFFICE FOR THE AGING 2012: SECURITY SYSTEM</u>	<u>\$3,537.00</u>

Authorized Signature

Date