

CDBG Applications

Row 8

Submission Date 01/28/22 11:43 AM

Applicant Organization CARES of NY, Inc.

Activity Name CARES' Planning and HMIS Staffing for Saratoga Homeless Services

Address 200 Henry Johnson Blvd

City Albany

State NY

Zip Code 12210

Phone Number +1 (518) 489-4130

Email Address kjones@caresny.org

Contact Person Kirstin Jones

Title Director of Grants and Operations

Applicant Type Non-Profit Organization

Department

Agency

Federal ID #	14-1731746
DUNS #	070919852
National Objective	Benefit persons of low-moderate income
Low-Mod Income Benefits	Low-Mod Income Housing Activities
Requested CDBG Entitlement Funding	\$28,000.00
Funding leveraged from other sources	\$86,423.00
Total activity cost	\$135,420.00
Proposal Summary	CARES of NY, Inc. (CARES) is applying for funds to be used as the required program financial match of 25% by the US Department of Housing and Urban Development (HUD) for the Saratoga HUD Planning and Homeless Management Information System (HMIS) programs administered by CARES of NY Inc.
Persons served	1105
This activity is...	new
Approval/ Permit?	N/A

Previous CDBG awards No

Award Completion No

Signature



CITY OF SARATOGA SPRINGS

OFFICE OF COMMUNITY DEVELOPMENT

City Hall - 474 Broadway
Saratoga Springs, New York 12866
518.587.3550 x2575 www.saratoga-springs.org



Community Development Block Grant (CDBG) Entitlement Program

IMPORTANT

2022 CDBG Guidebook

****DO NOT attempt to complete this application prior to reviewing the 2022 CDBG Guidebook (link provided above). Questions should be directed to the Community Development Planner at Amber.Upton@saratoga-springs.org****

Applicant Organization*

Address*

City*

State*

Zip Code*

Phone Number*

Email Address*

Proposal Abstract * Please provide an overview of your proposal.

A large, empty rectangular box with a thin black border, intended for the user to provide an overview of their proposal.

Priorities Addressed*

Please include which of the community development priorities listed in the City's 2020 Consolidated Plan this project will address. Describe how the project fill those identified needs.

[Empty response box]

Activity Beneficiaries* 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* 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 * Include start, completion dates, and other significant performance stages.

Organization Overview*

Provide an overview of your organization including length of time in existence. List current officers and board members.

Experience* 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.

Key Persons* 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.

Partner Agencies* Identify any other agencies/partners involved in this activity and define their roles and responsibilities.

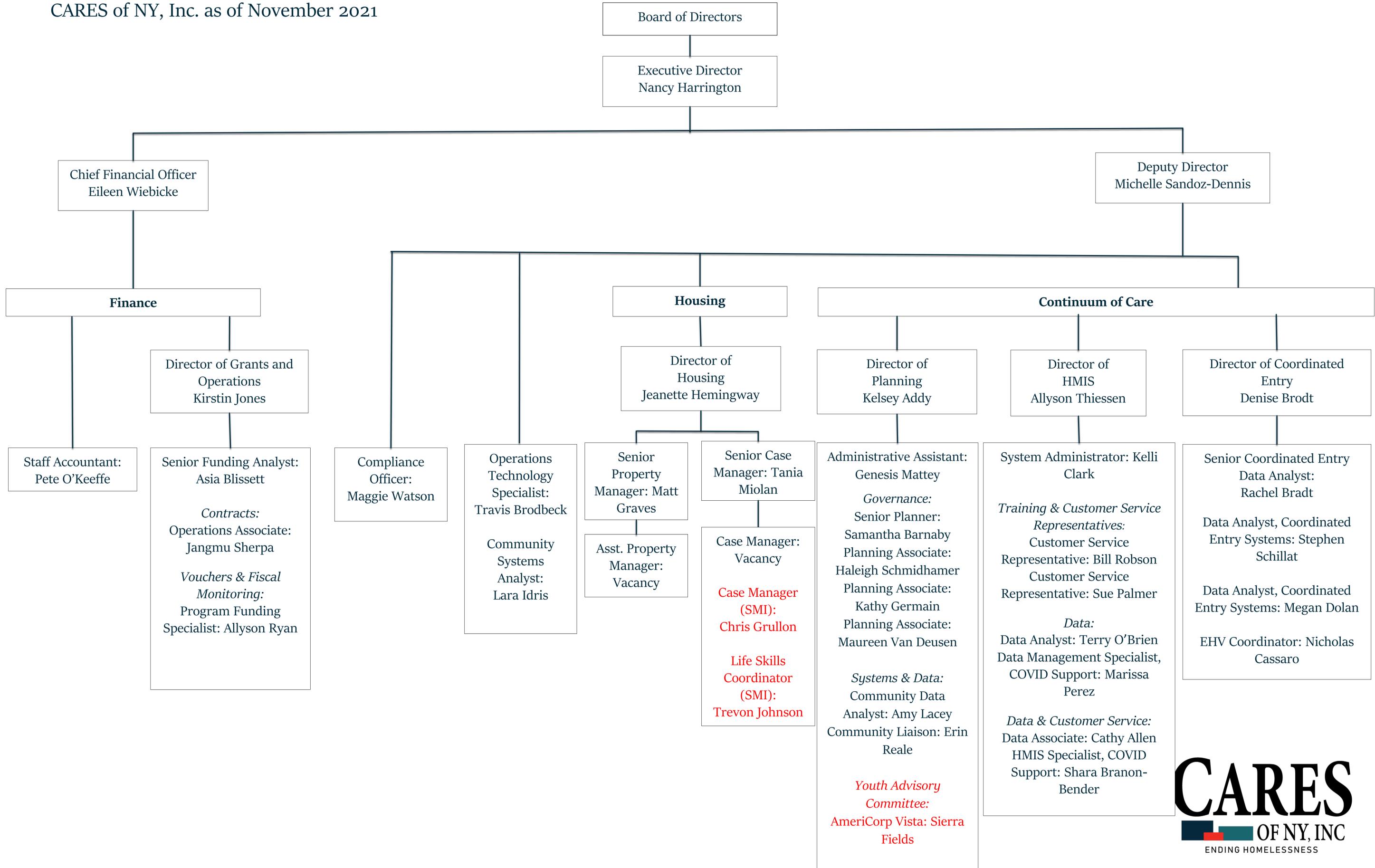
AGENCY BOARD OF DIRECTORS PROFILE

Agency Name:

CARES of NY, Inc.

Board Member	Employer and Current Occupation	Position on Board	Time Period
Name Audra Higgins Address 139 Meyer Rd, Clifton Park, NY 12065 Email ahiggins@simmonscapitalgroup.com Phone # (518) 406-5624	Employer Simmons Capital Group Occupation Partner/COO	Chair	Since 2018
Name Mario Cometti Address 441 New Karner Rd, Albany, NY 12205 Email mcometti@tullylegal.com Phone # (518) 218-7100	Employer Cometti Law Firm Occupation Founder	Member	Since 2018
Name Kathy Leyden Address 500 Patroon Creek Blvd, Albany, NY 12206 Email Kathy.Leyden@cdphp.com Phone # (518) 641-3140	Employer CDPHP, Inc. Occupation Director, Community Engagement	Member	Since 2018
Name Ruth Kassel Address 515 Loudon Rd, Loudonville, NY 12211 Email rkassel@siena.edu Phone # (518) 783-2300	Employer Siena College Occupation Associate Director, Community Engagement	Member	Since 2018
Name Scott Joralemon Address Email scott@pnjtechpartners.com Phone #	Employer PNJ Technology Partners, Inc. Occupation President	Secretary	Since 2018
Name Steve Goetz Address 1988 Central Ave, Albany, NY 12205 Email sgoetz@oldbrickfurniture.com Phone # (518) 456-8484	Employer Old Brick Furniture Company Occupation Chief Financial Officer	Treasurer	Since 2019
Name Maxine George Address 500 New Karner Rd # 3, Albany, NY 12205 Email MGeorge@alginc.org Phone # 518 374-0053 x302	Employer The Alternative Living Group Occupation CEO	Member	Since 2020
Name Address Email Phone #	Employer Occupation		
Name Address Email Phone #	Employer Occupation		
Name Address Email Phone #	Employer Occupation		

CARES of NY, Inc. as of November 2021



CARES of NY, Inc. Accomplishments for Calendar Year 2021

Continuum of Care Program Accomplishments for Saratoga:

1. Facilitated the transition of the Supportive Housing Coordinated Entry referral process into HMIS to meet HUD mandates.
2. Implemented homeless youth point-in-time counts to identify the extent of youth homelessness.
3. Created a three-year strategic plan to address homelessness in Saratoga, Warren, Washington, and Hamilton Counties.
4. Hosted trainings and webinars on HUD best practices for addressing homelessness (i.e., increasing vaccine confidence, domestic violence safety planning due to increase in violence resulting from quarantining, applying for additional COVID relief funding, etc.).
5. Started the Regional Racial Justice Committee to address racial equity in the homeless service system.
6. \$1,020,400 brought into homeless services providers in the City of Saratoga via the application prepared and submitted by CARES.

Agency Accomplishments:

1. CARES received a perfect fiscal audit.
2. CARES focus for 2021 was helping community providers address the stresses of COVID-19. Specifically, CARES:
 - a. Provided technical assistance to providers on the new federal funding available to address the impact of COVID-19 on homeless services (i.e., funding for hazard pay for staff who worked during the pandemic and PPE supplies).
 - b. Assisted in redesigning program intake procedures to go remote when possible and floor plans to ensure social distancing to protect staff and client health.
 - c. Hosted webinars with guest health experts who informed the community about the importance of vaccination for staff and clients.
 - d. Quickly implemented online platforms to conduct CARES' community work and monitoring remotely.
3. CARES' Board of Directors hosted a donation drive for PPE and cleaning supplies for Emergency Shelters to protect clients and staff.

Budget Form 1
Proposed Activity Program Operati

	Entitlement Grant	Leveraged Funding	Total Activity Cost
PERSONNEL			
Salaries	\$ 21,840.00	\$ 67,410.00	\$ 89,250.00
Fringe	\$ 6,160.00	\$ 19,013.00	\$ 25,173.00
Other (consultants, etc.)	\$ -		\$ -
<i>Subtotal</i>	\$ 28,000.00	\$ 86,423.00	\$ 114,423.00
OVERHEAD			
Advertising/Marketing	\$ -		\$ -
Program Supplies	\$ -		\$ -
Rent & Utilities	\$ -		\$ -
Other (please list below)			
			\$ -
			\$ -
			\$ -
<i>Subtotal</i>	\$ -	\$ -	\$ -
TOTAL COST	\$ 28,000.00	\$ 86,423.00	\$ 114,423.00

ng Budget

Source of leveraged Funds and In-Kind Services

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Grants Received: HUD Planning and HMIS Award for Saratoga North Country CoC

Grants Received: HUD Planning and HMIS Award for Saratoga North Country CoC

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U.S. Department of Housing and Urban Development
Office of Community Planning and Development
465 Main Street 2nd Floor
Buffalo, NY 14203

Grant Number (FAIN): NY0189L2C232013
Tax ID Number: 14-1731746
DUNS Number: 070919852

CONTINUUM OF CARE PROGRAM (CDFA# 14.267)
GRANT AGREEMENT

This Grant Agreement (“this Agreement”) is made by and between the United States Department of Housing and Urban Development (“HUD”) and Corporation for AIDS Research, Education and Services, Inc. (the “Recipient”).

This Agreement, the use of funds provided under this Agreement (the “Grant” or “Grant Funds”), and the operation of projects assisted with Grant Funds are governed by title IV of the McKinney-Vento Homeless Assistance Act 42 U.S.C. 11301 et seq. (the “Act”), the Continuum of Care Program rule at 24 CFR part 578 (the “Rule”), as amended from time to time, and the Fiscal Year (FY) 2020 Continuum of Care (CoC) Program Non-competitive Funding Notice, Notice CPD-21-01. Capitalized terms that are not defined in this Agreement shall have the meanings given in the Rule.

Only the project (those projects) listed below are funded by this Agreement. HUD’s total funding obligation for this grant is \$35,328, allocated between the projects listed below and, within those projects, between budget line items, as shown below.

Project No.	Grant Term	Budget Period/Performance Period	Total Amount
NY0189L2C232013	12	01/01/2022 - 12/31/2022	\$35,328

allocated between budget line items as follows:

a. Continuum of Care planning activities	\$0
b. Leasing	\$0
c. Rental assistance	\$0
d. Supportive Services	\$0
e. Operating costs	\$0
f. Homeless Management Information System	\$33,123
g. Administrative costs	\$2,205
h. Relocation costs	\$0
i. HPC homelessness prevention activities:	
Housing relocation and stabilization services	\$0
Short-term and medium term rental assistance	\$0

Pre-award Costs for Continuum of Care Planning

The Recipient may, at its own risk, incur pre-award costs for continuum of care planning awards, after the date of the HUD selection notice and prior to the start date of the award budget period/performance period, if such costs: a) are consistent with 2 CFR 200.458; and b) would be allowable as a post-award cost; and c) do not exceed 10 percent of the total funds obligated to this award. The incurrence of pre-award costs in anticipation of an award imposes no obligation on HUD either to make the award, or to increase the amount of the approved budget, if the award is made for less than the amount anticipated and is inadequate to cover the pre-award costs incurred.

These provisions apply to all Recipients:

The Agreement constitutes the entire agreement between the parties, and may be amended only in writing executed by HUD and the Recipient.

The budget period/performance period of renewal projects funded by this Agreement will begin immediately at the end of the budget period/performance period (or final operating year for Supportive Housing Program (SHP) and Shelter Plus Care (S+C) grants being renewed for the first time) under the grant agreement being renewed. Eligible costs incurred between the end of Recipient's budget period/performance period (or final operating year for SHP and S+C grants being renewed for the first time) under the grant agreement being renewed and the date this Agreement is executed by both parties may be reimbursed with Grants Funds from this Agreement. No Grant Funds for renewal projects may be drawn down by Recipient before the end date of the project's budget period/performance period (or final operating year for SHP and S+C grants being renewed for the first time) under the grant that has been renewed.

The Recipient must complete the attached "Indirect Cost Rate Schedule" and return it to HUD with this Agreement. The Recipient must provide HUD with a revised schedule when any change is made to the rate(s) included in the schedule. The schedule and any revisions HUD receives from the Recipient will be incorporated into and made part of this Agreement, provided that each rate included satisfies the applicable requirements under 2 CFR part 200 (including appendices).

This Agreement shall remain in effect until the earlier of 1) written agreement by the parties; 2) by HUD alone, acting under the authority of 24 CFR 578.107; 3) upon expiration of the budget period/performance period for all projects funded under this Agreement; or 4) upon the expiration of the period of availability of Grant Funds for all projects funded under this Agreement.

HUD notifications to the Recipient shall be to the address of the Recipient as stated in the Recipient's applicant profile in e-snaps. Recipient notifications to HUD shall be to the HUD Field Office executing the Agreement. No right, benefit, or advantage of the Recipient hereunder may be assigned without prior written approval of HUD.

The Agreement constitutes the entire agreement between the parties and may be amended only in writing executed by HUD and the Recipient.

By signing below, Recipients that are states and units of local government certify that they are following a current HUD approved CHAS (Consolidated Plan).

This agreement is hereby executed on behalf of the parties as follows:

**UNITED STATES OF AMERICA,
Secretary of Housing and Urban Development**

By:



(Signature)

William O'Connell, Director

(Typed Name and Title)

April 22, 2021

(Date)

RECIPIENT

Corporation for AIDS Research, Education and Services, Inc.

(Name of Organization)

By:



(Signature of Authorized Official)

Nancy Harrington, Executive Director

(Typed Name and Title of Authorized Official)

04/22/2021

(Date)

INDIRECT COST RATE SCHEDULE

Agency/Dept./Major Function	Indirect cost rate	Direct Cost Base
	%	
	%	
	%	
	%	

This schedule must include each indirect cost rate that will be used to calculate the Recipient’s indirect costs under the grant. The schedule must also specify the type of direct cost base to which each included rate applies (for example, Modified Total Direct Costs (MTDC)). Do not include indirect cost rate information for subrecipients.

For government entities, enter each agency or department that will carry out activities under the grant, the indirect cost rate applicable to each department/agency (including if the de minimis rate is used per 2 CFR §200.414), and the type of direct cost base to which the rate will be applied.

For nonprofit organizations that use the Simplified Allocation Method for indirect costs or elects to use the de minimis rate of 10% of Modified Total Direct Costs in accordance with 2 CFR §200.414, enter the applicable indirect cost rate and type of direct cost base in the first row of the table.

For nonprofit organizations that use the Multiple Base Allocation Method, enter each major function of the organization for which a rate was developed and will be used under the grant, the indirect cost rate applicable to that major function, and the type of direct cost base to which the rate will be applied.

To learn more about the indirect cost requirements, see 24 CFR 578.63; 2 CFR part 200, subpart E; Appendix IV to Part 200 (for nonprofit organizations); and Appendix VII to Part 200 (for state and local governments).



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
465 Main Street 2nd Floor
Buffalo, NY 14203

Grant Number (FAIN): NY1321L2C232000
Tax ID Number: 14-1731746
DUNS Number: 070919852

CONTINUUM OF CARE PROGRAM (CDFA# 14.267)
GRANT AGREEMENT

This Grant Agreement (“this Agreement”) is made by and between the United States Department of Housing and Urban Development (“HUD”) and Corporation for AIDS Research, Education and Services, Inc. (the “Recipient”).

This Agreement, the use of funds provided under this Agreement (the “Grant” or “Grant Funds”), and the operation of projects assisted with Grant Funds are governed by title IV of the McKinney-Vento Homeless Assistance Act 42 U.S.C. 11301 et seq. (the “Act”), the Continuum of Care Program rule at 24 CFR part 578 (the “Rule”), as amended from time to time, and the Fiscal Year (FY) 2020 Continuum of Care (CoC) Program Non-competitive Funding Notice, Notice CPD-21-01. Capitalized terms that are not defined in this Agreement shall have the meanings given in the Rule.

Only the project (those projects) listed below are funded by this Agreement. HUD’s total funding obligation for this grant is \$51,095, allocated between the projects listed below and, within those projects, between budget line items, as shown below.

Project No.	Grant Term	Budget Period/Performance Period	Total Amount
NY1321L2C232000	12	09/01/2021 - 08/31/2022	\$51,095

allocated between budget line items as follows:

a. Continuum of Care planning activities	\$51,095
b. Leasing	\$0
c. Rental assistance	\$0
d. Supportive Services	\$0
e. Operating costs	\$0
f. Homeless Management Information System	\$0
g. Administrative costs	\$0
h. Relocation costs	\$0
i. HPC homelessness prevention activities:	
Housing relocation and stabilization services	\$0
Short-term and medium term rental assistance	\$0

Pre-award Costs for Continuum of Care Planning

The Recipient may, at its own risk, incur pre-award costs for continuum of care planning awards, after the date of the HUD selection notice and prior to the start date of the award budget period/performance period, if such costs: a) are consistent with 2 CFR 200.458; and b) would be allowable as a post-award cost; and c) do not exceed 10 percent of the total funds obligated to this award. The incurrence of pre-award costs in anticipation of an award imposes no obligation on HUD either to make the award, or to increase the amount of the approved budget, if the award is made for less than the amount anticipated and is inadequate to cover the pre-award costs incurred.

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By signing below, Recipients that are states and units of local government certify that they are following a current HUD approved CHAS (Consolidated Plan).

This agreement is hereby executed on behalf of the parties as follows:

**UNITED STATES OF AMERICA,
Secretary of Housing and Urban Development**

By:



(Signature)

William O'Connell, Director

(Typed Name and Title)

April 22, 2021

(Date)

RECIPIENT

Corporation for AIDS Research, Education and Services, Inc.

(Name of Organization)

By:



(Signature of Authorized Official)

Nancy Harrington, Executive Director

(Typed Name and Title of Authorized Official)

04/22/2021

(Date)

INDIRECT COST RATE SCHEDULE

Agency/Dept./Major Function	Indirect cost rate	Direct Cost Base
_____	_____ %	_____
_____	_____ %	_____
_____	_____ %	_____
_____	_____ %	_____

This schedule must include each indirect cost rate that will be used to calculate the Recipient's indirect costs under the grant. The schedule must also specify the type of direct cost base to which each included rate applies (for example, Modified Total Direct Costs (MTDC)). Do not include indirect cost rate information for subrecipients.

For government entities, enter each agency or department that will carry out activities under the grant, the indirect cost rate applicable to each department/agency (including if the de minimis rate is used per 2 CFR §200.414), and the type of direct cost base to which the rate will be applied.

For nonprofit organizations that use the Simplified Allocation Method for indirect costs or elects to use the de minimis rate of 10% of Modified Total Direct Costs in accordance with 2 CFR §200.414, enter the applicable indirect cost rate and type of direct cost base in the first row of the table.

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To learn more about the indirect cost requirements, see 24 CFR 578.63; 2 CFR part 200, subpart E; Appendix IV to Part 200 (for nonprofit organizations); and Appendix VII to Part 200 (for state and local governments).

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

Organization*

CARES of NY, Inc.

Mailing Address*

200 Henry Johnson Blvd, Suite 4 Albany, NY 12210

Federal ID*

14-1731746

Phone #*

(518) 489-4130

DUNS #*

070919852

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

5/2021-4/2022

Please identify below the funding received during your LAST FISCAL YEAR.

CDBG Activity Name*

If not applicable, please reply N/A.

N/A

CDBG Program Year*

CDBG Funding Amount*

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

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

14.267 Continuum of Care Program	\$6,779,494
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If not applicable, please reply N/A.

Name & CFDA #* Federal Funding Amount*

14.231 Emergency Solutions Grant Program	\$914,152
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Name & CFDA #* Federal Funding Amount*

14.241 Housing Opportunities for Persons With AIDS	\$747,120
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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

Single Audit Report* Upload a copy of your organization's latest Single Audit Report.

Complete

Are you aware of any financial audit violations, findings or questioned costs relating to any activity funded with federal financial assistance? *

No

Please describe:*

N/A

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

Program Name*

Year*

Award Amount*

N/A

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If not applicable, please reply N/A.

Program Name*

Year*

Award Amount*

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Program Name*

Year*

Award Amount*

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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.

This document contains all responses to the Grant Application Supplement Form in case the responses are difficult to read in the original Form.

Question	Response
1. Applicant Organization*	CARES of NY, Inc.
2. Address*	200 Henry Johnson Blvd, Suite 4
3. City*	Albany
4. State*	NY
5. Zip Code*	12210
6. Phone Number*	(518) 489-4130
7. Email Address*	kjones@caresny.org
8. Proposal Abstract* Please provide an overview of your proposal.	<p>CARES of NY, Inc. (CARES) is applying for funds to be used as the required program financial match of 25% by the US Department of Housing and Urban Development (HUD) for the Saratoga HUD Planning and Homeless Management Information System (HMIS) programs administered by CARES of NY Inc. These two programs leverage over \$1.76 million for the Saratoga North County CoC community. CARES is the Planning and HMIS Lead for the Saratoga Continuum of Care (CoC) which is defined as a program which promotes community-wide commitment to the goal of ending homelessness. The program promotes access to and effects utilization of mainstream programs by homeless individuals and families. The program optimizes self-sufficiency among individuals and families experiencing homelessness.</p> <p>The Planning and HMIS programs administered by CARES are a requirement of all CoCs and allow for area housing and homeless providers (CAPTAIN, WellSpring, RISE, Veterans & Community Housing Coalition, Adirondack Vet House, WAIT House, Warren Washington Association for Mental Health, Glens Falls Housing Authority, CARES of NY). to receive \$1.703 million in competitive funding annually from HUD.</p> <p>CARES is requesting the minimum match amount of \$28,000 to support CARES' staffing activities for these mandated HUD programs. The below lists some activities provided by CARES to the community, in addition to required administrative activities for the annual funding application and data reports.</p> <ul style="list-style-type: none"> • Facilitated the transition of the Supportive Housing Coordinated Entry referral process into HMIS to meet HUD mandates. • Implemented homeless youth point-in-time counts to identify the extent of youth homelessness. • Created a three-year strategic plan to address homelessness in Saratoga, Warren, Washington, and Hamilton Counties. • Hosts trainings/webinars on HUD best practices for addressing homelessness (i.e., increasing vaccine confidence, domestic violence safety planning). • Develop the rank and review tool and process that prioritizes projects for funding based on local needs and project performance.

<p>9. Priorities Addressed*</p> <p>Please include which of the community development priorities listed in the City's 2020 Consolidated Plan this project will address. Describe how the project fills those identified needs.</p>	<p>CARES' Planning and HMIS Programs leverage \$1.703 million from HUD for Saratoga via the annual application which CARES prepares and submits. This funding, for homeless and housing programs, accomplishes the two Community Development priorities:</p> <ol style="list-style-type: none"> 1. address the continuum of housing needs from homelessness prevention to the creation of new affordable housing, and 2. prevent homelessness and promote successful transition from temporary housing to stable, productive living environments. <p>CARES, in collaboration with Saratoga providers, designs, implements, operates, and reports outcomes on the continuum of housing from prevention to permanent affordable supportive housing. The programs on the continuum are eviction prevention (rental assistance and court mediation), emergency housing (Code Blue and Emergency Shelter), Rapid Rehousing (short term rental assistance to quickly move persons out of homelessness and into affordable housing), and permanent affordable supportive housing (provides ongoing rent and case management for formerly homeless persons living with a disability). Supportive housing programs, funded by the annual HUD application, include case management services which connect residents to local community services and resources to ensure they realize a productive living environment. These services include connections to employment (employers and One Stop Career Centers), non-cash benefits such as health insurance and temporary assistance (DSS), and medical and behavioral health services. The purpose of case management services is to ensure tenants become self-sufficient, achieve positive health outcomes, and become good neighbors. The end goal for some participants is to graduate out of supportive housing to affordable housing – freeing up these units for persons still living in emergency or transitional housing. However, the lack of affordable housing in Saratoga and the region for very low-income persons, coupled with the stagnant funding for Public Housing Authorities, is a barrier to persons moving on. Therefore, CARES and the community partners are very invested in supporting and partnering with Affordable Housing Providers because we recognize only housing can solve homelessness.</p>
<p>10. Activity Beneficiaries*</p> <p>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</p>	<p>CARES' programs directly benefit persons and households in the following two categories:</p> <ol style="list-style-type: none"> 1) Individual people of low- to moderate-income, and 3) A low- moderate income limited "clientele" defined as persons who are homeless or at risk of homelessness. <p>CARES' and its partnering agencies provide programs for persons who are homeless or at risk of becoming homeless. The continuum of housing programs benefiting this population include Eviction Prevention, Emergency Shelter, Rapid Rehousing and Permanent Supportive Housing.</p> <p>Prevention programs provide eligible households funding for rent arrears and court mediation to prevent eviction. Without these prevention funds, these households often end up in the homeless service system. This program is for individuals and families who</p>

<p>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.</p>	<p>meet the criteria under the “at risk of homelessness” definition, have an annual income below 30 percent of median family income for the area, as determined by HUD, and lack sufficient resources or support networks to prevent homelessness.</p> <p>Emergency Shelter programs, such as the Shelters of Saratoga, provide short-term emergency housing for low-income households who experience episodic homelessness often resulting from job loss, reduction in work hours, onset of a disability interfering with ability to work, or unexpected medical expense. There are no income criteria to obtain placement in homeless shelter. However, people must demonstrate they have no other place to go.</p> <p>Rapid Rehousing Programs provide short-term rental assistance to help move people quickly out of emergency shelter into affordable housing. The idea is these people will have time to connect to jobs and benefits to cover the rent after the rental assistance ends. The program has three components: Move-in and rental assistance for security deposits, move in expenses, rent, and/or utilities.</p> <p>Permanent Supportive Housing Programs provide long-term, community-based housing that has supportive services for homeless persons with disabilities. This type of supportive housing enables special needs populations to live as independently as possible in a permanent setting.</p>
<p>11. Performance Goals and Indicators* 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.)</p>	<p>CARES’ Planning Team, funded by the HUD Planning Grant for Saratoga, is responsible for the successful submission of the annual HUD Notice of Funding Opportunity (NOFO) which funds homeless and housing service providers in Saratoga to provide Rapid Rehousing and Permanent Support Housing programs for residents of Saratoga. The applications are scored by HUD which is an indicator of CARES’ performance both in point value and in number of programs funded – both renewal programs and new programs. In the application, CARES must also document its and the community’s activities which prevented and ended homelessness for Saratoga households including number of persons housed, length of stay in housing, persons connected to employment and benefits, and other performance indicators demonstrating the prevention, reduction, and ending of homelessness in the community. In addition, the application reviews CARES efforts to coordinate services with other community partners (i.e., DSS, Housing Authority, Criminal Justice, etc.) to create an effective service delivery system to end homelessness.</p> <p>The required Homelessness Management Information System (HMIS) managed by CARES is responsible for the timely submission of accurate reports on persons served by homeless and housing service providers and the outcomes of the services. Additionally, the HMIS program provides required data for the City’s Consolidated Plan. An example of a HUD report on demographics of persons served by Saratoga’s providers is attached.</p>
<p>12. Activity Timeframe & Schedule*</p>	<p>The list below outlines the timeline (start and completion dates) of the CARES’ Planning and Homelessness Management Information System (HMIS) Programs. The listed</p>

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

timelines are informed by the annual requirements of the US Department of Housing and Urban Development to qualify and be competitive for the annual competition funding for homeless and housing programs.

CARES' Planning Program Timeline for Performance Stages and Deliverables for Saratoga Continuum of Care (CoC)

January

- Confirm and announce CoC project awards.
- Support preparation for the Unsheltered Homeless Persons Point-in-Time (PIT) Count.
- Work with agencies to confirm Longitudinal Systems Analysis (LSA) and System Performance Measures (SPMs) data from HMIS.

February

- Complete HUD CoC Application Registration.
- Submit Longitudinal Systems Analysis (LSA) from HMIS.
- Submit System Performance Measures (SPMs) from HMIS.
- Work with agencies to confirm Housing Inventory Chart (HIC) and Sheltered Point-in-Time (PIT) Count data.
- Work with the Saratoga North County Data & Goals Committee to develop the annual Rank and Review Tool.

March

- Work with agencies to confirm Housing Inventory Chart (HIC) and Sheltered Point-in-Time (PIT) Count data.
- Work with the SNC Data & Goals Committee to develop the annual Rank and Review Tool.

April

- Review the Grant Inventory Worksheet (GIW) to confirm CoC project funding and submit any change requests to HUD.
- Submit HIC and PIT data to HUD; draft a memo on data comparing HIC and PIT data to prior year for community use.
- Oversee Rank and Review Tool implementation to prioritize CoC-funded projects for funding.

May

- Oversee Rank and Review Tool implementation to prioritize CoC-funded projects for funding.

June

- Oversee Rank and Review Tool implementation to prioritize CoC-funded projects for funding.

July

- Oversee Rank and Review Tool implementation to prioritize projects for bonus funding.

	<ul style="list-style-type: none"> • Begin working on the CoC Application, including reading the HUD Notice of Funding Opportunity (NOFO); preparing webinars on the NOFO and how to apply for CoC-funding; drafting narratives; and preparing required attachments. <p>August</p> <ul style="list-style-type: none"> • Continue working on the CoC Application, including reviewing project applications; drafting narratives; and preparing required attachments. <p>September</p> <ul style="list-style-type: none"> • Finish and submit the CoC Application, including accepting community feedback on all parts of the application, and confirming all funding is applied for and project applications submitted. <p>October</p> <ul style="list-style-type: none"> • Conduct annual review of CoC Bylaws and Written Standards. • Organize Annual CoC Membership Meeting. <p>November</p> <ul style="list-style-type: none"> • n/a <p>December</p> <ul style="list-style-type: none"> • Host training with Unsheltered Point-in-Time count leads on best practices and confirmation of survey tool. <p>HMIS Program Timeline for Performance Stages and Deliverables for Saratoga Continuum of Care</p> <p>Weekly Reports</p> <ul style="list-style-type: none"> • Number of homeless people served by Street Outreach • RISE HMIS Validation Error Report • ESG-CV Admissions Report <p>Quarterly Reports</p> <ul style="list-style-type: none"> • Households served with ESG-CV • Runaway Homeless Youth Report Upload <p>February</p> <ul style="list-style-type: none"> • Point In Time Report <p>March</p> <ul style="list-style-type: none"> • CoC System Performance Measures • Longitudinal Systems Analysis <p>April</p> <ul style="list-style-type: none"> • Rank and Review Report <p>September</p> <ul style="list-style-type: none"> • HMIS Program Annual Performance Report • NYS OTDA Solutions to End Homelessness Annual Report
<p>13. Organization Overview* Provide an overview of your organization including</p>	<p>Mission: CARES collaborates with and supports our community to create a system of care to prevent and end homelessness. We do this through: Community Planning and technical assistance for partner organizations, providing housing for people living with HIV/AIDS, and raising awareness of the extent of homelessness and solutions. CARES'</p>

<p>length of time in existence. List current officers and board members.</p>	<p>Vision is that all people have access to safe, affordable housing and social supports to remain housed.</p> <p>CARES, located in Albany, NY, was founded in 1990 to provide housing advocacy for vulnerable populations. Since that time, CARES has grown its geographic reach in NYS and currently supports over 26 counties with HUD community planning activities to prevent and end homelessness, leveraging over \$29 million last year in HUD funding for homeless programs. CARES' core HUD programs are Planning (serving as the HUD designated Collaborative Application), HMIS, Coordinated Entry. In addition to providing these HUD programs, CARES also owns and operates its own Supportive Housing Program in Albany.</p> <p>Current Board Members include: Audra Higgins, Board Chair – Partner/COO Simmons Capital Group Steve Goetz, Treasurer - CFO of Old Brick Mattress and Furniture Co. Scott Joralemon, Secretary - President PNJ Technology Partners, Inc. Ruth Kassel, Member – Associate Director, Community Engagement Siena College Kathy Leyden, Member – Director, Community Engagement CDPHP, Inc. Maxine George, Member – CEO, The Alternative Living Group, Inc.</p>
<p>14. Experience* 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.</p>	<p>CARES has served as the Planning Lead (HUD Collaborative Applicant) for Saratoga since 2003 and as the HMIS Lead since 2004 each year successfully bringing in 100% of renewal project funding and some years bringing in national bonus funding for new projects.</p> <p>Description of Organization Experience</p> <p><i>Planning:</i> Planning Team Experience: CARES has over nineteen years of experience facilitating Planning activities for the local Continuum of Care. This includes promoting a community wide commitment to ending homelessness. The team assists in applying to funding for non-profit providers, states, and local governments to quickly re-house homeless individuals (including unaccompanied youth) and families while minimizing trauma and dislocation. The team are experts in access to and effective utilization of mainstream programs for homeless individuals and families that optimize self-sufficiency among individuals and families experiencing homelessness.</p> <p><i>HMIS:</i> HMIS System Administration Experience: CARES has over fifteen years of experience administering HUD's HMIS program and is a leader in the administration of the program in New York State. CARES is the HMIS System Administrator for 48% of NYS, and the agency's responsibilities include being a full-service HMIS vendor providing technical assistance, user training, support, reporting, and help desk assistance.</p>

	<p>In addition to the above experience, CARES has the ability to manage all grant requirements. CARES currently administers \$9.4 million dollars in federal contracts and programs funded by the U.S. Department of Housing and Urban Development (HUD) including funding passed onto the State, Counties, and Municipalities. CARES has a flawless history of financial audits and was awarded a federal grant for Albany to administer HUD funding due to the agency fiscal controls.</p>
<p>15. Key Persons* 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.</p>	<p>Key people include all the following current positions, there will be no new hires made with this award.</p> <p>Program Management: Kelsey Addy, Director of Planning Denise Brodt, Director of Coordinated Entry Kelli Clark, HMIS Team Rachel Bradt, Coordinated Entry Team</p> <p>Financial Management: Eileen Wiebicke, Chief Financial Officer Kirstin Jones, Director of Grants and Operations</p>
<p>16. Partner Agencies* Identify any other agencies/partners involved in this activity and define their roles and responsibilities</p>	<p>Partner agencies from the Saratoga North County CoC are CAPTAIN, WellSpring, RISE, Veterans & Community Housing Coalition, Adirondack Vet House, WAIT House, Warren Washington Association for Mental Health, Glens Falls Housing Authority. In addition to these not for profits which receive annual HUD funding from the application CARES writes and submits, CARES and its community partners also work with Soldier On, Saratoga County Department of Social Services, CDPHP, Housing Court, Saratoga Springs Police Department, and Saratoga Springs Housing Authority to ensure the full continuum of services is implemented in the homeless service system.</p>