

APPLICATION FOR
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT PROGRAM
— 2018 Program Year Funding—

ACTIVITY NAME: Code Blue Saratoga

APPLICANT: Shelters of Saratoga, Inc.

MAILING ADDRESS:

PO BOX 3089, 14 Walworth Street

Saratoga Springs, NY

Zip: 12866

PHONE: 518-581-1097 FAX: 518-581-8735

EMAIL: mfinocchi@sheltersofsaratoga.org

CONTACT PERSON: Michael A. Finocchi

TITLE: Executive Director

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

(List Dept.)

14-1758441
(List Federal ID #)

(Specify)

003900896
(DUNS #)

NATIONAL OBJECTIVE (select 1):

"Benefit persons of Low/moderate income Need"

"Address slum/blight Conditions" "Urgent CD"

- | | | | | |
|--|--------------------------|--------------------------|-------|-------------|
| <input type="checkbox"/> L/M Income Area Benefit | "N/A" | Slum/blighted Area | "N/A" | Urgent Need |
| <input type="checkbox"/> L/M Income Limited Clientele Activities | <input type="checkbox"/> | Slum/blighted Spot Basis | | |
| <input type="checkbox"/> L/M Income Housing Activities | "N/A" | Urban Renewal Completion | | |
| <input type="checkbox"/> L/M Income Job Creation/Retention | | | | |

REQUESTED ENTITLEMENT FUNDING: \$42,616.28

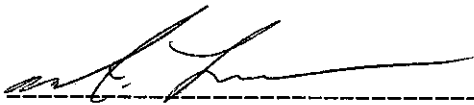
Funding Leveraged from Other Sources: \$12,694.50

Total Activity Cost: \$55,310.78

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:

Code Blue Saratoga is a broad-based community initiative that provides safe and secure overnight lodging to 41 chronically homeless men and women on nights when the weather is life threatening, 32 degrees or less and a

foot or more of snow is predicted. In order to ensure that its carefully developed, supportive measures are routinely employed, the Code Blue Steering Committee had created the position of a Code Blue Saratoga Director. It had been determined that in the interest of program continuity, the full time position needed to be maintained on a year round basis. The Code Blue Director will also act as the Continuum of Care Coordinator. Support from the private sector has enable the Code Blue Director to maintain full time status for the betterment of the program. However, with the governors Executive Order 151 which states that all shelters must extend hours when temperatures drop to 32 degrees or below, day or night, this has put a burden on our finances as we have had to hire ten part time staff to monitor the program when in use.



(Authorized Signature)

Michael A. Finocchi

(Typed or Printed Name)

Executive Director

(Title)

January 31, 2018

(Date)

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.

Code Blue will be going into its fifth year of operation in November 2018. While it is a fairly new initiative in the City, there is a national model for the program that houses chronically homeless adults in times of extreme weather and has been implemented successfully in the Capital District area for more than six years. Thus, when tragedy brought to light the fact that the health and safety of chronically homeless individuals in Saratoga Springs are vulnerable to those extreme conditions, the only logical step was to create a local Code Blue program.

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.

Code Blue Saratoga was initiated out of tragedy. In December of 2013, when overnight temperatures (factored by wind chill) had dipped to 9 degrees F, a 52 year old homeless woman was found dead by Saratoga Springs Police on the loading dock of the Senior Center on Williams Street. In less than a week, that event prompted a meeting of representatives from the City of Saratoga Springs, Shelters of Saratoga, key human service agencies and some of the city's faith communities. Upon hearing firsthand from the Albany

based Homeless and Travelers Aid society (HATAS), the principle coordinator of Albany's multi-organizational weather related sheltering initiative, those gathered agreed upon the need for the development of Code Blue Saratoga, an organized, comprehensive multi-partner program that would be equipped, organized and poised to respond to the emergency need for shelter when similar weather conditions were forecasted. By December 20th, 2013, a plan to provide such emergency shelter was in place at the former St. Peters elementary school building. On the night of December 24th, 2013, the plan was implemented and eight homeless men and women chose to come out of the cold and utilize the services of Code Blue sharing a hot meal and sleeping in peace. Subsequently, in the face of one of the cruelest winters in recent years, on 18 nights 198 individuals had access to safe shelter and a hot meal, counseled with the numerous volunteers that were on site, received medical care when necessary at Saratoga hospital Community Health Center, and had breakfast before departing. These events took place within six weeks of the event that prompted an awareness of need.

Code Blue Saratoga's second season brought many challenges. As the 2013-2014 winter season came to a close, the search for a permanent site commenced. The Salvation Army took the lead and offered their facility to house Code Blue Saratoga. This decision was not confirmed until the beginning of November 2014 after a lengthy search. By securing a permanent site, guests would no longer have to wonder where the shelter would be on any particular evening Code Blue was open. The committees mandate was that the program needed a permanent site to serve more guests. This turned out to be a blessing as our average guest per night has more than doubled going from an average, in our inaugural season of 16 guests per night to 36 in season #2. The following season followed suite as the previous but the average number of guests per night dropped to 34. There are many factors that play into the drop in numbers, especially since it was a mild winter. The 2016-2017 season brought about many struggles as The Salvation Army did not enter into a contract to once again house Code Blue Saratoga. A search committee was formed and numerous locations were sought but with the governors Executive Order 151, no one organization could commit to housing the program as it would be needed whenever the temperature falls below 32 degrees. In August of that year, The Soul Saving Station stepped forward and offered their community hall for use as they no longer needed it for programming. The 2016-17 season saw an increase of services across the board as the program was open 141 nights and 28 days, average nightly guests – 35, 6,735 meals were served and most importantly, 37 successful transitions.

As of January 25, 2018, Code Blue has been open 34 days, 79 nights, served 353 dinner guests only and with our recent collaboration with Presbyterian New England Congregational Church, an additional 87 homeless individuals had a safe place to lay their head.

C) Identify who will benefit from the proposed activity. If the activity is designed to benefit:

The HUD identifies "limited Clientele" that should be accorded high priority by the community for approval of CDBG funding includes those that are homeless. As of November 1, 2017 there were over 51 people living in encampment areas sprinkled throughout the city of Saratoga Springs. At the time of this draft, the 2018 annual "Point In Time" had occurred on January 25, 2018 counting individuals who were considered homeless the night before. Code Blue numbers alone totaled 60 individuals. As of January 25, 2018 Code Blue Saratoga has been open 34 days, 74 nights having served 3,114 guests. Based on those numbers, we can conservatively project that during the 2017-2018 Code Blue season there may be as many as 6735 individual bed nights for guests who would have otherwise spent the night in various unsafe and inadequate outdoor conditions. These figures have been populated by strict, daily record keeping requiring guests to sign in as they enter the shelter. The increased number of days/evenings of operations is in direct correlation with the governors Executive Order 151 which states that at 32 degrees, shelters must open their doors to allow those that are homeless a warm and safe environment free of hazardous conditions. Previous to the Executive Order, Code Blue opened its doors during evening hours when temperatures hit 20 degrees or less or a foot or more of snow was predicted. Local businesses have been very receptive to the code Blue program allowing

Code blue Saratoga to place candles that illuminate blue in their windows indicating a Code Blue night has been called.

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.

N/A

C-2)the inhabitants of a predominantly low-moderate income area, identify the Census Block Group in which the activity is located.

N/A

C-3)designed to benefit a low-moderate income "limited clientele", identify the "limited clientele" group.

N/A

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.)

At Code Blue Saratoga, guests are asked to sign in upon entry as well as providing their county of origin or the county they were last permanently housed so we can gather an accurate count of how many individuals are actually from Saratoga Springs and/or the county of Saratoga. The ultimate goal is to assist the street homeless during the harsh upstate winters and provide them with safe shelter and in the process of doing so, connect them with valuable services they need. This is evident as we successfully transitioned 37 individuals from Code Blue to some form of permanent housing. Various support agencies are on hand as well as trained staff and volunteers who can assist those utilizing Code Blue Saratoga. Since the inception of Code Blue Saratoga in December of 2013, Code Blue Saratoga has transitioned 66 individuals from the streets, to Code Blue and on to some type of permanent housing through Shelters of Saratoga, Department of Social Services, supported housing, reconnecting with family and Senior Housing.

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

Mar. 1, 2018---Executive Memorandum of Agreement

Apr. 1, 2018---Draft outline for review of 2017-2018 Code Blue season

Apr. 15, 2018---Ground breaking for permanent Code Blue shelter

Apr. 15, 2018---Conclusion of 2017-2018 Code Blue season

May 1, 2018---Prepare budget for new building

May 31, 2018---Conclude review of 2017-2018 Code Blue season with recommendations

Jun. 1, 2018---Commence planning for 2018-2019 Code Blue season coinciding with Executive Order 151

Jun. 1, 2018---Review building progress, securing furniture and supplies for new building

Jun. 1, 2018---BOD approval of 2018-2019 Code Blue budget

Aug. 15, 2018---Finalize staffing for Code Blue

Oct. 15, 2018---Prepare to open Code Blue in compliance with Executive Order 151

Apr. 15 2019---Conclusion of current Code Blue season

May 15, 2019---Complete review of 2018-2019 Code Blue season

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.

The current location of the Code Blue program has been deemed appropriate for use by Saratoga Springs Code Enforcement as well as the Fire Inspector. In the event another site is deemed preferable prior to the next Code Blue season, the city's Building Department and Fire Department respectively will inspect that facility and certify its use in accordance with zoning and regulations and meets all conditions required for fire safety.

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). In August of 2015, Shelters of Saratoga was unanimously chosen by the original Code Blue Steering Committee to take over Code Blue as the lead agency. SOS has served the area's homeless adults since 1992. It has evolved from its original role as an emergency shelter to one that focused on assisting men and women in their quest to recovering from the factors that contribute to their homeless conditions. SOS offers a full continuum of services from case management, fiscal management, employment training, daily living skills etc. A non-profit corporation that has a Federal 501(c)3 charitable designation, SOS is governed by a 15 member Board of Directors whose monthly meetings and working committee assignments assure their intimate and up to date familiarity with the organization's daily operations as well as provide the critical information needed to conceive, adopt and implement a strategic planning process. That process has affirmed the appropriateness of assuming a management role in the development and implementation of Code Blue Saratoga's initiative. The names of the current board members as well as their specific roles in the governance and operations of SOS are attached. Code Blue Saratoga has been fortunate enough to be the recipient of a \$9,670 block grant in 2017-2018, \$16,150 in 2016-2017, \$20,000 in 2015-2016, \$20,000 in 2014-2015 and \$10,000 in 2013-2014.
- 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. SOS' current capacity of 33 beds enables it to house, feed, provide case management and support services to approximately 425 men and women whose average length of stay is 45 days. Throughout that period, SOS Case Management assist each house guest as appropriate; (i) to secure employment, (ii) locate affordable housing, (iii) gain access to health care services including physical, psychiatric or substance abuse services. Their efforts are supported by a combination of rigorously enforced house rules and regulations that are designed to emphasize to each guest the importance of embracing responsibility and accountable lifestyles. SOS also houses on average 4 Veterans a month. Veterans are immediately connected to Veteran specific agencies who assist with medical, housing and employment. Employment is often the first priority for SOS houseguests. Each guest who is sent to stay at SOS by the county Department of Social Services is obligated, every week to document an active employment search. Since it is logical that having affordable housing within reasonable proximity to that employment is essential, the search for housing is concurrently mandated by DSS. SOS also deals on a daily basis with a large and growing prevalence of homeless adults with mental health issues. The challenge with this segment of the homeless population is to ensure that they are accessing appropriate clinical services and, as recommended by their specific needs, access to residential treatment settings within and outside of the Saratoga Springs area. It should be clear that for houseguests to obtain assistance in meeting their respective needs, SOS must accurately identify the service providers who are best qualified to address those needs and effectively collaborate with them.
- 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. Daily operations oversight will be performed by the Director of Code Blue Saratoga who reports directly to SOS' Executive Director. The Code Blue Director was chosen in 2014 by the then Code Blue Steering Committee. This position initially began as a part time position but as the program evolved, it was necessary to make the Directors position full time to meet the every growing needs of Code Blue Saratoga. Cheryl Ann Murphy-Parant brings 11 years of service with the Adirondack-Saratoga Chapter of the American Red Cross,

the last 7 years of which were spent directing Emergency Services and managing regional responses in 5 counties and managing all aspects of Mass Care with partnering communities and agencies. Her experience has prepared her to effectively oversee operations of Code Blue Saratoga through its first four years, prepare for the next and spearhead the broader exploration of the need for a year round emergency sheltering of the homeless in the Saratoga Springs region.

As the Director's immediate supervisor, Michael A. Finocchi, Executive Director of SOS will assure that the approved work plan and budget (including fund-raising initiatives) are implemented effectively and as scheduled. With respect to the latter, SOS will continue in its current role as the lead agency of all program funds including the planning for an implementation of Code Blue Saratoga fund-raising activities. Shelters of Saratoga also brings to the process the continuity of operating a homeless shelter for 27 years.

During 2018-2019 season of Code Blue activity, the following roles and the incumbent's for each have effectively managed discrete components of the program.

- Site Representative---Pastor Arnold Byrd, Soul Saving Station
- Meal Coordinator---Cheryl Ann Murphy-Parant
- Volunteer Training---Cindy Harrington
- Volunteer Scheduling/Web Site---Leo Geoffrain
- Code Blue Committee Chair---Michael A. Finocchi
- Lead Agency---Shelters of Saratoga

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

Since SOS became the lead agency overseeing Code Blue Saratoga, the Code Blue committee remained intact and remains a vital component in the functionality of the Code Blue Saratoga program with SOS overseeing the day to day operations. Code Blue Saratoga continues to be a stand-alone program with a separate budget from SOS. In her lead role, the Code Blue Saratoga Director will rely on the expertise and commitments of the Code Blue Committee members whose broad based composition consists of:

1. The City of Saratoga Springs Office of the Mayor
2. Shelters of Saratoga
3. Saratoga County Economic Opportunity Council
4. Captain Youth and Family Services
5. City of Saratoga Chamber of Commerce
6. Catholic Charities
7. Saratoga Community Health Center
8. The Salvation Army
9. Presbyterian New England Congressional Church

3. ACTIVITY BUDGET – (ATTACHMENTS 1, 2)

A) Include attached budgets (Attachments 1, 2) as appropriate. Depending on the activity, the applicant may need to submit one or both of the attached budget forms. More detailed budgets may be attached (and are recommended) in support of the proposal. If an architect, engineer, or other personnel have conducted a cost analysis, attach a copy noting the author and date of analysis.

- PROGRAM OPERATING BUDGET (Attachment 1) – for all proposals including public service projects and construction/site development projects
- CONSTRUCTION/SITE DEVELOPMENT BUDGET (Attachment 2) – for construction/site development projects

- B) Identify the amount and sources of leveraged funding for this activity. Include the status of these funds (i.e. cash on hand, grants received, planned fund-raising, etc.). Attach copies of funding commitment letters or other evidence of funding support.

4. MONITORING OF FEDERAL FINANCIAL ASSISTANCE TO SUBRECIPIENTS – (ATTACHMENT 3)

The City of Saratoga Springs is responsible for ensuring that subrecipients expend awards in accordance with applicable laws, regulations, and provisions of contracts and grant.

- A) In accordance with OMB Circular A-133, please complete Attachment 3 and include it with your application.
- B) During your last fiscal year, if your organization expended more than \$500,000 in total federal financial awards (including CDBG and all other federal assistance), please include a copy of your latest Single Audit Report with this application.

(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	\$31,943.83		\$31,943.83	Funded by CDBG
Fringe	\$10,672.45		\$10,672.45	Funded by CDBG
Other (consultants, etc.)		\$12,694.50	\$12,694.50	Admin support provided by Shelters of Saratoga staff
Subtotal	\$42,616.28	\$12,694.50	\$55,310.78	

OVERHEAD				
Advertising/Marketing		\$16,130	\$16,130	

Program Supplies		\$10,340	\$10,340	Cleaning supplies, toiletries, boots, jackets, socks, dinner supplies
Rent & Utilities		\$9,000	\$9,000	Cost of renting space at Soul Saving Station for 6 months
Other - list below				
Staffing		\$38,547.62	\$38,547.62	Additional staff to comply with Executive Order 151
Monthly cell phone, office supplies, web hosting		\$2,000	\$2,000	
Subtotal		\$76,017.62	\$76,017.62	

TOTAL COST	\$42,616.28	\$88,712.12	\$88,712.12
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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				

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

Subtotal

TOTAL COST

\$42,616.28	\$88,712.12	\$131,328.40
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(ATTACHMENT 3)

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

ORGANIZATION: Shelters of Saratoga, Inc.

MAILING ADDRESS: PO BOX 3089, 14 Walworth Street, Saratoga Springs, NY 12866

FEDERAL ID #: 14-1758441 PHONE: 518-581-1097 FAX: 518-581-8735

DUNS #: 003900869

1. Please identify your fiscal year (mth/yr to mth/yr): 07/01/18-06/30/19

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

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

CDBG Activity Name: Code Blue Saratoga

CDBG Funding Program Year: 07/17-06/18

CDBG Funding Amount: \$9,670

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

GIVE NAME & CATALOG OF FEDERAL FINANCIAL ASSISTANCE (CFDA) #

AMOUNT OF AWARDS

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4. During your last fiscal year, has your organization expended more than \$750,000 in total federal financial awards (incl. CDBG & all other federal assistance)? YES * _____ NO 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.

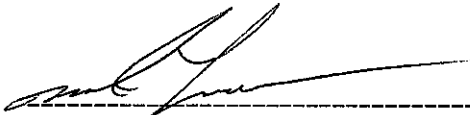
5. Are you aware of any financial audit violations, findings or questioned costs relating to any activity funded with federal financial assistance? YES * _____ NO X

* If "yes", please describe:

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

IDENTIFY PROGRAM NAME & YEAR OF AWARD

IDENTIFY AMOUNT OF CO. AWARDS



Authorized Signature

1/21/18

Date

Shelters of Saratoga, Inc.
Profit & Loss Budget vs. Actual - Code Blue

	2017-18 Budget
9000 - Code Blue Income	
9050 - State Funding	106,952.00
9010 - Donation	31,500.00
9020 - 8k Race	39,000.00
9030 - CDBG Grant	11,038.00
9040 - Friends of Code Blue	13,000.00
9050 - Grants	8,500.00
Total 9000 - Code Blue Income	209,990.00
9100 - Code Blue Expense	
9175 - Staff Development	750.00
9165 - Hosting	350.00
9155 - Mileage	500.00
9145 - 8K Race	15,000.00
9135 - Telephone	1,000.00
9125 - Friends of Code Blue	1,130.00
9190 - Office Supplies	650.00
Contribution Expenses	1,500.00
Legal	10,000.00
9180 - Program Expenses	10,340.00
9170 - Insurance	1,500.00
9160 - Admin Chargeback	12,694.50
9150 - Dev Admin	14,663.78
9140 - ED Admin	22,722.27
9130 - Rent/Utilities	11,415.00
9120 - Taxes and Benefits	14,795.23
9110 - Salaries	66,368.67
Total 9100 - Code Blue Expense	185,379.45
Net Income	24,610.55

	Name	Occupation	Address	Telephone	Email Address	Board Title	Date on Board	Term Expires
1	Edmonds	Neil	Managing Dir Ascent Wealth Partners			Member	1/22/2018	1/22/2020
2	Hughes	Amy	Program Coord. w/Veterans			Vice President	1/1/2016	1/1/2020
3	Capozzola	Peter	Investment Mangement			Member	2/1/2016	2/1/2020
4	Keating	Lisa	NYS Supreme Court Secretary			Member	4/20/2015	4/20/2018
5	Carruthers, MD	Jay	Psychiatry Professor			Member	9/17/2012	9/17/2018
6	Commins	Sister Charla	Catholic Charities			Member	9/19/2016	9/19/2018
7	Mangano	Tony	Retired Mental Health Professional			Member	9/19/2016	9/19/2018
8	Rogan	Susanne	Asst. Treasure Commercial Loans			Treasurer	12/10/2012	12/10/2018
9	McMahon	Robert	Executive Dir. (ret.) Human Services			Member	1/9/2012	1/9/2019
10	Tancredi Penman	Paula	Pharmaceuticals			Member	5/22/2017	5/22/2019
11	Dreimiller	Marcy	Associate VP Human Resoureces			President	5/23/2011	5/23/2019
12	Bradley	Mary Lynn	Vice President - Healthcare and NFP Banking			Member	5/23/2011	5/23/2019
13	McNiece	Katherine	Manager, Saratoga Hospital Community Health Center			Secretary	9/18/2017	9/18/2019