



Office of Temporary and Disability Assistance

ANDREW M. CUOMO
Governor

MICHAEL P. HEIN
Commissioner

BARBARA C. GUINN
Executive Deputy Commissioner

January 24, 2020

Michele McClave, Commissioner
Albany County Department of Social Services
162 Washington Avenue
Albany, New York 12210

Dear Commissioner McClave:

I am pleased to inform you that the attached budget for Albany County Department of Social Services submitted to OTDA to implement Office regulation 18 NYCRR 304 (Code Blue) has been approved. Enclosed, please find claiming instructions for these expenditures.

If you have any questions or need additional information, please feel free to contact me at (518) 474-3080 or by email at Richard.Umholtz@otda.ny.gov or Sarah Watson at (518) 473-7367 - email Sarah.Watson@otda.ny.gov.

Sincerely,

Richard Umholtz
Director
Bureau of Housing and Support Services
Integrated Family Assistance Programs

Attachments

cc: Commissioner Hein
Barbara Guinn
Krista Rock
Jeffrey Gaskell
Michael Kendall
Renee Nowicki
Douglas Goglia
Sarah Watson
Michael Cody



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Attachment 1

Homelessness During Inclement Weather (Code Blue)

Application Information

Amount Requested: Amount Requested: \$96,000 (DSS request is separate from our contracted providers' request (Interfaith \$188,632 and HATAS \$30,632. Total request for all of Albany County will be \$315,264).

District Name: Albany County

Contact Name: Valerie Sacks

Telephone Number: 518-447-7399

Fax Number: 518-447-7407

Email Address: Valerie.Sacks@albanycountyny.gov

Application Checklist

- Attachment 1 – Application Information and Checklist: ☒
- Attachment 2 – Justification for Additional Funding: ☒
- Attachment 3 – Budget Form by Budget Category: ☒
- Attachment 4 – Budget Narrative by Budget Category: ☒

I (We), the undersigned, attest that I am (we are) authorized to submit the attached applications and that such provisions will remain valid through September 30, 2020.

<u>Michele G. McChave</u>	<u>Commissioner</u>
(Please print or type)	(Title)
<u>[Signature]</u>	<u>9/13/19</u>
(Signature)	Date:



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Attachment 2

Homelessness During Inclement Weather (Code Blue) Justification for Additional Funding

If funds are requested, this form (Attachment 2) should be used to explain in detail the need for additional funding. Be sure to provide an estimate of the average number of clients expected to be served per night and the total number of nights expected to provide Code Blue services.

Cost reimbursement will be considered where the district has demonstrated and justified a need for funds. Reimbursement of reasonable additional costs incurred related to the regulation are subject to OTDA and Division of the Budget approval. Only reasonable, additional expenditures that are directly related to carrying out the regulation and that are not funded in any other way can be claimed. All plans must be received at OTDA by Friday, September 13, 2019.

Please identify the estimated average number of clients expected to be served during the period October 1, 2019 – September 30, 2020 on nights that Code Blue services are provided. Estimates should be based on the number of clients served in prior years. (For example, *"Expecting to serve an average of 8 clients per night that Code Blue services are required."*) Albany County is expecting to serve an average of 75 clients per night.

Please identify the total number of nights during the period October 1, 2019 – September 30, 2020 that temperatures, taking into account wind chill, are expected to go below 32F. Estimates should be based on the number of nights that Code Blue services were necessary in prior years. (For example, *"Expecting 85 total nights where it will be necessary to provide Code Blue services during the October 1, 2019 – September 30, 2020 period."*) Albany County is expecting 145 total nights where it will be necessary to provide Code Blue services during the October 1, 2019-September 30, 2020 period.

During the plan period, districts should track the actual number of clients served on nights that Code Blue services are provided.

Justification for additional funding:

Albany County is seeking funding for Code Blue expenditures which our contracted providers: HATAS, Interfaith Safe Haven, and Council of Community Churches Overflow Shelter incur during Code Blue and also for County expenditures that occur for Code Blue placement in hotel/motels.

Homeless and Travelers Aid Society (HATAS) is contracted by ACDSS to make all shelter referrals during ACDSS non-business hours. HATAS also chairs the Albany Code Blue Subcommittee. During Code Blue, HATAS is responsible to support the Code Blue shelters (an additional 120 beds) with after-hours intake, referral, and transportation assistance. HATAS is in need of additional funding that will cover salary costs, fringe benefit costs, supply costs, utility costs, other administrative costs, and costs related to client transportation.

Albany County contracts with the Capital Area Council of Church's Emergency Overflow Shelter to operate a 19 bed shelter from November 1st through April 30th at a rate of \$33 per bed night. The majority of the men staying in this shelter are not THA eligible and would otherwise have no other place to stay. ACDSS is looking for additional funding to cover the costs of these overflow shelter stays.

During Code Blue, IPH operates its low-barrier Safe Haven Shelter from mid-November through early April and serves homeless adults who have no other options for shelter and would otherwise be residing on the street, in abandoned buildings, or in other places not meant for human habitation. Safe Haven provides overnight shelter, a hot meal, access to free laundry services, showers, clothing, and hygiene items, and case management services. The shelter is open every night, from 5pm – 8am, and is staffed by a minimum of two IPH employees on every shift. As mentioned, the shelter serves an average of 45 individuals each night and served a total of 352 different individuals over the course of the 2018/2019 season. Individuals served by Safe Haven face a range of barriers to successfully accessing traditional shelter, including active substance use, untreated mental illness, behavioral challenges, shelter sanctions, and a general mistrust of providers. Safe Haven provides a safe, supportive, and flexible alternative to ensure the most vulnerable members of the community are cared for during the coldest months of the year. Interfaith Partnership for the Homeless' Safe Haven shelter, which is only open during Code Blue, serves the hardest to place individuals. These are individuals who would otherwise be living on the street.

Albany County Department of Social Services (ACDSS) spent \$32,438 during the 2018-2019 Code Blue Season. This money was spent on motel and overflow shelter placement payments to house individuals who would not have been eligible for temporary housing assistance if not for code blue. These individuals were either a "do not admit" at all other shelters, disqualified from THA due to multiple Independent Living Plan violations/sanctions, or were found homeless, sleeping on the street, and refused to come to ACDSS for shelter placement. ACDSS is in need of additional funding that will cover the costs of motel stays.



Office of Temporary and Disability Assistance

Attachment 3

Homelessness During Inclement Weather (Code Blue) Budget Form

Social Services District Albany County
Provider Agency Albany County DSS

Budget Categories						
	ADMINISTRATION COSTS		PROGRAM COSTS		TOTAL COSTS	
SALARY COSTS						
1. Salary Costs				\$	-	
2. Fringe Benefits				\$	-	
3. Total Salary & Fringe Benefits	\$	-	\$	-	\$	-
NON-SALARY COSTS						
4. Contractual Costs	\$	289,264		\$	289,264	
5. Travel Costs				\$	-	
6. Equipment Costs				\$	-	
7. Supplies				\$	-	
8. Other Direct Expenses	\$	26,000		\$	26,000	
9. Total Non-Salary Expenses	\$	315,264	\$	-	\$	315,264
CLIENT RELATED COSTS						
10. Assistance Direct to Clients			\$	-	\$	-
11. Transportation	\$	-	\$	-	\$	-
12. Other				\$	-	
13. Total Client Related Costs	\$	-	\$	-	\$	-
14. Total Project Costs	\$	315,264	\$	-	\$	315,264

Budget Narrative - Please use Attachment 4 to provide a brief narrative for categories 1, 2, 4, 5, 6, 7, 8, 10, 11, and 12.



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Attachment 4

Homeless During Inclement Weather (Code Blue)

Budget Narrative Form by Budget Category:

Along with narrative; please give a detailed (i.e., line item) breakout of the specific costs identified in each category. These line items should total to the amount entered in Attachment 3 for each respective category.

Social Services District: [Click here to enter text.](#)

Salary Costs:

Fringe Benefits Costs:

Contractual Costs: \$289,264

HATAS Total Code Blue Contractual Cost: \$30,632

Salary Costs: \$19,050 Program Director 10% FTE (\$60,000*.10 = \$6,000) On-Call employees for 145 Code Blue Days at the base rate of \$90 per day. HATAS will cover the Weekend and Holiday overages. (100 Code Blue days * \$90 per day = \$13,050) **HATAS Fringe Benefit Costs: \$4,382** FICA, Workers Compensation, Unemployment, Health Insurance (23%). **HATAS Supplies Cost: \$300** Six boxes of office paper for intake/referral forms, log sheets, grace night slips: (\$50 x 6 = \$300).

HATAS Other Direct Expenses: \$800 Utilities – Cell phones \$200 per month for all On-Call cell phones, December thru March. (\$200 per month x 4 months = \$800). There are eight cell phones in use.

HATAS Client Transportation Expenses: \$3,100 Two ride bus passes 10 per Code Blue day (100 days x 10 passes x \$2.60 per pass = \$2,600) Taxi/Ride Share (\$500). In 2019 CDTA eliminated one ride bus pass, therefore we have to purchase two-ride passes to serve the 10 consumers per Code Blue Day.

HATAS Other Expenses: \$3,000 Agency Administration – Actual allocated expenses for general agency overhead to support Code Blue and 24 Hour Emergency Services Program including salaries, benefits, office, and occupancy costs. Code Blue continues to increase HATAS' overall administration, supervision, staff time, cell phone communication with clients, providers, and DSS as well as client transportation expense.

Interfaith Contractual Cost: \$188,632

Salary Costs: \$120,899 Supervisor .3 FTE, Shelter Attendants 3 FTE per shift (working from 4:30pm – 8:30am Monday thru Friday, 24 hour shifts Saturday and Sunday. Each night on average 45-50 individuals: November 11, 2019-April 15,2020. **Interfaith Fringe Benefit Costs: \$30,033** FICA, Workers compensation, Unemployment, Health Insurance; November 11, 2019-April 15,2020.

Interfaith Supplies Costs: \$14,000 Food (Breakfast and Dinner) and Household Supplies (laundry detergent, paper products, towels, soap, cots, blankets, clothing, etc.: November 11, 2019-April 15, 2020. **Interfaith Other Direct Expenses Costs: \$23,700:** Staff Training, Insurance, Fuel, Pest control, Utilities and Rent (for 6 months) November 11, 2019 – April 15, 2020

Council of Community Churches Contractual Cost: \$70,000

Per Diem costs include salaries, fringe, supplies, other direct expenses for each room each night. Albany County contracts with the Capital Area Council of Church's Emergency Overflow Shelter to operate a 19 bed shelter from November 1st through April 30that a rate of \$33 per bed night. The majority of the men staying in this shelter are not THA eligible and would otherwise have no other place to stay. ACDSS is looking for additional funding to cover the costs of these overflow shelter stays.

Travel Costs: [Click here to enter text.](#)

Equipment Costs: [Click here to enter text.](#)

Supplies: [Click here to enter text.](#)

Other Direct Expenses:

ACDSS: **\$26,000** for motel costs at \$55 per night.

Assistance Direct to Clients: [Click here to enter text.](#)

Client Transportation: [Click here to enter text.](#)

Other: [Click here to enter text.](#)