

Nonprofit Recovery Grant : Entry # 2309**General Information****Date or application:**

01/05/2024

Organization Name

Homeless and Travelers Aid Society of the Capital District, Inc.

Organization TIN or EIN:

Homeless and Travelers Aid Society of the Capital District, Inc.

If available, provide your Unique Entity Identifier (UEI):

HG7CB3D9FMK4

Organization physical address:

138 Central Avenue
HATAS
Albany, NY 12206
United States
[Map It](#)

Is the mailing address different from the physical address?

No

Contact Information**Primary contact name:**

Liz Hitt

Primary contact title:

Executive Director

Primary contact phone:

(518)915-8243

Primary contact email:lhitt@hatas.org**Preferred method of contact:**

Doesn't matter

Website (if available):

<https://www.hatas.org>

Organization Info and Structure:**Please attach to this application proof of your organization's Tax-Exempt Status**

- [IRS-Determination-Letter.pdf](#)

Date of establishment:

01/01/1927

Give a brief description of your organization. Please include information on the organization's activities or mission statement (150 words or less):

The Homeless and Travelers Aid Society of the Capital District (HATAS) has been serving at-risk, homeless, and other vulnerable populations within Albany County since 1927. Formed as an all-volunteer nonprofit committed to assisting stranded travelers, the organization incorporated in 1963 and shifted its focus towards at-risk and homeless households. Our mission is to prevent, reduce, and combat homelessness. HATAS is committed to safe housing, food security, and a living wage for all persons. HATAS programs include; Housing/Homeless Emergency Services, Albany Code Blue, Coordinated Entry, Permanent Supportive Housing, Forensic Supported Housing, Rapid Re-Housing, Crisis Inpatient Case Management (CDPC), Prison Re-Entry, Aging out Adolescents (Mental Health), Vocational/Innovative Rehab, Assisted Competitive Employment, and Representative Payee Program. HATAS is an active member of the Albany County Continuum of Care and we work closely with ACDSS and ACDMH.

Provide the total number of part time employees (if applicable):

9

Provide the total number of full-time employees (if applicable):

26

Provide the total number of volunteers (if applicable):

0

What is the organization's current annual budget?

\$3,510,487

Have you or the organization ever received any form of COVID-19 relief funds or loans specific to the negative impacts of the Pandemic?

Yes

If you selected "Yes" above, please specify type and amount.

SBA PPP Loan \$47,317

Describe the purpose of the organization. Include a description of the target population, as well as the goals and objectives of your proposed project and the amount of Albany County residents that are served (250 words or less).

HATAS's purpose is to prevent, reduce, and combat homelessness through collaboration, communication, and compassion. Last year the Capital Region Furniture Bank eradicated furniture poverty for 589 Albany County households. The year prior (2022), 449 low-income households had their furniture poverty eradicated by the Furniture Bank. The Furniture Bank operates out of three sites, all of which are in Albany County. Our main warehouse is located in the at 226 N Allen 12206. The program employs nine persons, six of whom live within Albany County. While the Furniture Bank serves the Capital Region, the majority of its work takes place within Albany County. The Furniture Bank delivers new and gently used furniture to low-income households referred by area non-profits. Example: three months ago an Albany County Vietnam Era Veteran showed up looking for furniture assistance. He had been placed in a rental unit in Cohoes by the Veteran's Administration two weeks prior however he had no furniture and he was sleeping on the floor. The Furniture Bank team sprang into action and within 48 hours he had a bed, dresser, small kitchen table, recliner, end table, and a coffee table. Our goal is to apply for funding to support one full-time staffer that was required when six furniture bank volunteers left the program due to the risk of contracting COVID 19. We are requesting \$43,680.

If an award is made, describe how Albany County stakeholders will benefit.

Albany County benefits when its citizens have the basic items needed to prevent homelessness and ensure housing stability. HATAS operates the only non-profit furniture bank within Albany County. The 2024 annual budget for the furniture bank program is \$578,348.00. Hundreds of Albany County low-income and at-risk households will benefit from this investment. If the current trend continues as expected, 771 Albany County low-income households will be assisted by the Furniture Bank in 2024. The average household served by the furniture bank has three members which equates to 2,313 total potential persons in 2024. The Furniture Bank acquires the furniture from area Universities, Colleges, motels, and private homes. All items are closely inspected prior to being placed in a home. While many Furniture Bank programs do not deliver, some deliver curbside. The Capital Region Furniture Bank however delivers, and assembles, all items within the unit. Many single parents have expressed profound gratitude to the Furniture Bank team for assembling all of the beds prior to departing. Our goal is to leave the home fully functional and we do our level best to ensure that this happens. The full-time staffer we are requesting funding for is responsible for scheduling, answering the phone, responding to delivery requests, data tracking, and multiple other items. This work was done by volunteers prior to COVID 19. In one month alone (Nov 2023), the Furniture Bank office handled 882 incoming calls.

Negative Economic Impact:**What amount of funding is being requested?**

\$43,680

Provide the total amount of lost revenue/additional expenses attributable to the COVID-19 Pandemic.

\$131,040 (\$43,680 times three years) 2021,2022,2023

Sustainable Operating Model: Describe how your organization adapted its operations to respond to (a) the immediate impacts of the COVID-19 pandemic and (b) any long-term trends brought about by the COVID-19 pandemic.

When COVID 19 hit we dismissed all non-essential personnel including the furniture bank program volunteers. All of the volunteers at that time were over the age of sixty. Furniture shopping was once done in person however all of that moved to an online system. Under the current model the furniture is selected for the consumer however we do accept special requests when necessary. PPE was employed to ensure employee safety and it is still used when necessary. A touchless delivery model was established during the worst of the pandemic however that is no longer necessary.

If an award is made, describe how the funds will help the organization to recover from the negative economic impacts associated with the COVID-19 pandemic and to sustain long-term operations in Albany County.

The Furniture Bank was established in June of 2016 and it has grown at a sustainable pace since inception. The program is not impacted by competition and it has a stellar reputation. What makes this model unique is the collaboration with our nonprofit partners. The Furniture Bank charges nonprofits a referral fee depending upon household size. For example, a single adult referral triggers a \$325 charge, including furniture and delivery. This model is the first of its type in the region and we operate the only nationally registered Furniture Bank in New York State. By charging our nonprofit partners a modest fee we produce earned revenues for the program thereby making it more sustainable. While earned revenues cover only a portion of the total program cost we have been able to increase the total portion every year since we started. We do still rely on private donations, foundation grants, and funds such as these.

Does the organization possess a financial management system that provides records that can identify the sources and application of ARPA funds if an award is made? Please explain below:

Yes. The system we use is FUNDEZ. HATAS has numerous financial controls and policies in place. HATAS is audited annually by the firm MMB+Co., and we have a CPA as Treasurer on the Board of Directors. The Board Finance and Audit Committee meets monthly to review the financial report.

Please explain how the negative impact associated with the COVID-19 pandemic led to revenue loss:

COVID 19 caused the loss of six part-time volunteers at the Furniture Bank. This led to our direct need for a full-time staffer to manage these duties. The cost of the staffer was incurred by the agency.

Tax Information

Please upload Federal tax returns for tax year 2020

- [DRAFT-2020-HATAS-990.pdf](#)

Please upload Federal tax returns for tax year 2021

- [Hatas-990-2021.pdf](#)

Please upload Federal tax returns for tax year 2022

- [990-2022US-X2662.0-Public-Copy.pdf](#)

Please upload IRS Form W-9

- [HATAS-W9.pdf](#)

Risk Assessment

Has the organization adopted and/or implemented policies relating to: records retention, conflict of interest, code of ethics, and/or nondiscrimination policies

Yes

If you selected "Yes" above, please specify:

The records retention policy is included within our financial policies and the other policies are encased within our Human Resources Handbook

Is the organization properly insured?

Yes

If you selected "Yes" above, please specify the types of insurance held and the limits:

General liability of \$1 million, aggregate liability of \$3 million. Auto policy is \$1 million, Umbrella policy is \$2 million, Workers compensation and NYS Disability is provided as required by NYS Law.

Does the organization have a financial management system?

Yes

If you selected "Yes" above, please specify

FUNDEZ

Has there been any change in your organization's key staffing positions in the last 2 years?

No

Has the organization previously done work for the Federal government (i.e. Is the entity experienced in managing Federal funds)?


Yes

If you selected "Yes" above, please specify

HATAS successfully manages \$1.6 million across five grants.

Certifications:

Acknowledgment 1

 I have read and understand the U.S. Treasury's Compliance and Reporting Guidance for State and Local Fiscal Recovery Funds (see link below)

U.S. Treasury's Compliance and Reporting Guidance for State and Local Fiscal Recovery Funds:
<https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf>

Acknowledgment 2

✓ Should the County allocate ARPA Funds, I am able to and pledge to adhere to ALL Compliance and Reporting Requirements of the U.S. Treasury as it relates to any State and Local Fiscal Recovery Funds

Acknowledgment 3

✓ I understand the County will contact me if/when additional information is needed and that information will be promptly provided to the County to support reporting requirements

Acknowledgment 4

✓ If for any reason I am unable to comply with the U.S. Treasury's Compliance and Reporting Requirements I will immediately notify the County in writing by email or letter

Acknowledgment 5

✓ All information submitted in this application is true and accurate

Electronic Signature Agreement

✓ I agree

By checking the "I agree" box, 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.

Type name

Liz Hitt

Notes



Admin Notification (ID: 655253b8f18ee)

added January 5, 2024 at 5:25 pm

WordPress successfully passed the notification email to the sending server.