

**Nonprofit Recovery Grant : Entry # 2275****General Information****Date or application:**

01/04/2024

**Organization Name**

Catholic Charities Housing Office

**Organization TIN or EIN:**

14-1752466

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

YBJ8QWMMAHL5

**Organization physical address:**

43 North Main Avenue  
Albany, NY 12203  
United States  
[Map It](#)

**Is the mailing address different from the physical address?**

No

**Contact Information****Primary contact name:**

Sondra Young

**Primary contact title:**

Executive Director

**Primary contact phone:**

518-459-0183 ext. 12

**Primary contact email:**[sondra.young@ccrcda.org](mailto:sondra.young@ccrcda.org)**Preferred method of contact:**

Email

**Website (if available):**

<https://www.cchoalbany.org>

**Organization Info and Structure:**

**Please attach to this application proof of your organization's Tax-Exempt Status**

- [Group-Ruling.pdf](#)

**Date of establishment:**

06/01/1984

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

Catholic Charities Housing Office (CCHO) has been serving men, women, and children since 1984. CCHO provides safe affordable housing for homeless and low-income individuals and families. CCHO serves approximately 300 people in Albany County in its permanent supported Single Room Occupancy (SRO), Family and Senior Housing programs. CCHO strives to provide stability through our support services by working with the client to establish attainable goals such as money management to ensure their bills are paid; developing life skills such as cleaning and maintaining their apartment; and connecting the client with a primary care physician to address medical needs that may have gone unaddressed due to the client's transient lifestyle. All support services are designed to identify and address the client's root cause(s) of homelessness so that the client can maintain their housing stability.

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

10

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

25

**Provide the total number of volunteers (if applicable):**

0

**What is the organization's current annual budget?**

\$3,280,333

**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.**

ESG COVID Funds were received for the former Mercy House Women's Shelter and St. Charles Lwanga Men's Shelter, which closed June 2021 and June 2022 respectively. Total funds received was \$204,650. St. Charles Lwanga also received \$5,000 in ARPA-R funds beginning 11/2021 for food and household supplies.

**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).**

CCHO is one of the largest providers of permanent supportive and affordable housing in Albany County, serving homeless men, women and children in our supported units, and individuals or families with low incomes in our affordable units. In 2022, CCHO provided permanent housing to 300+ tenants in Albany County. CCHO is requesting recovery funding for economic hardships experienced because of the COVID-19 pandemic. Many of our tenants experienced financial hardships during the pandemic and could not or did not pay their rent. The Eviction Moratorium allowed tenants to maintain housing stability, but also caused rental arrears to skyrocket. When the Moratorium was lifted, a number of tenants had rental arrears over \$10,000 and the backlog of eviction cases caused the amounts to soar even higher. Even now, judges are reluctant to grant evictions and when they do, tenants are given a minimum of 60 days to vacate which results in several more months of unpaid rent. Even though CCHO seeks judgements, the reality is that it is unlikely that clients in our program will ever be able to repay their arrears. This means CCHO has to write them off as bad debt and will never recover the money. This has resulted in significant financial loss. The funding would allow CCHO to address many of the building repairs and maintenance that have been deferred because of the financial hardship experienced as a result of the pandemic.

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

CCHO closed two emergency housing programs during the pandemic due to financial and staffing challenges. A funding award would provide CCHO with some financial stability to avoid additional program closures, allow us to continue providing case management services to the clients, and enable CCHO to make repairs to the buildings that have been deferred due to financial hardship. Albany County stakeholders will benefit because our buildings will be in good repair and not be a blight on the community, our tenants will continue receiving case management services to address things like substance use and mental health issues, and our tenants will maintain housing stability and will not return to homelessness.

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

\$50,000

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

Lost revenue for April 2020 – December 2023 is \$243,265 for 219 individuals.

**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.**

At the onset of the COVID-19 pandemic, CCHO adapted its operations to keep tenants and staff safe and informed. We provided tenants with educational materials, PPE and hand sanitizer; closed common areas to promote social distancing; increased frequency for cleaning common areas; and established protocols to respond to tenants testing positive for COVID-19. As other agencies and resources closed to the public, our case management staff worked tirelessly to connect our tenants with resources such as tele-health for mental health and other services. Since the pandemic, we have seen an increase in the

severity of mental health and substance use in the people we serve, which has resulted in more frequent instances of violations. We have had to adapt our operations by installing additional security cameras to help keep the buildings safe and secure.

**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.**

If an award is made, CCHO will use the funds for building repairs and maintenance that were deferred during the pandemic. This would ensure that our buildings remain safe and in good repair, that they can pass Section 8 and Code inspections and our housing programs can operate for the long-term.

**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:**

Our organization currently utilizes the software FUNDEZ14 to manage and track our accounting transactions and records. The agency maintains a financial reporting system that is accurate, clear and current using Generally Accepted Accounting Principles (GAAP). The agency uses the accrual method of accounting and uses a monthly Statement of Revenue and Expenses to track income and expenditures throughout the fiscal period.

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

The negative impact associated with the COVID-19 pandemic led to revenue loss for CCHO primarily because the Eviction Moratorium, which was put into place to ensure housing stability for tenants, meant that tenants who could not or would not pay their rent must be allowed to remain in their units. As a landlord, CCHO relies on rental income to pay the operating expenses for the buildings that house tenants. A significant number of tenants did not pay rent during the pandemic, which resulted in revenue loss. Tenants were encouraged to pay rent and were referred to resources that offered emergency assistance and/or ERAP, but the demand for rental assistance was greater than the available funding. Once the Eviction Moratorium was lifted, there was a backlog of eviction cases, which took many months and added to the growing rental arrears. Though CCHO pursues evictions and seeks judgements, the population served does not have financial means to repay arrears. At best, an eviction is an opportunity to move a non-paying tenant out with the hope of moving a paying tenant in. It is not an opportunity to collect debt and must be written off.

## **Tax Information**

**Please upload Federal tax returns for tax year 2019**

- [2019-Form-990-FINAL.pdf](#)

**Please upload Federal tax returns for tax year 2020**

- [FINAL-2019US-X15255-Govt-V1.pdf](#)

**Please upload Federal tax returns for tax year 2021**

- [FINAL2020US-X15255-Govt-V1.pdf](#)

**Please upload Federal tax returns for tax year 2022**

- [2021US-X15255-Govt-V1.pdf](#)

**Please upload IRS Form W-9**

- [W-9.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:**

Record Retention, Conflict of Interest, Code of Ethics, and other non-discrimination policies have been implemented.

**Is the organization properly insured?**

Yes

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

General Liability \$1,000,000 per occurrence and \$1,000,000 general aggregate  
Auto Liability \$1,000,000 per occurrence

**Does the organization have a financial management system?**

Yes

**If you selected "Yes" above, please specify**

CCHO currently utilizes the software FUNDEZ14 to manage and track accounting transactions and records. The agency maintains a financial reporting system that is accurate, clear and current using Generally Accepted Accounting Principles (GAAP). The agency uses the accrual method of accounting and uses a monthly Statement of Revenue and Expenses to track income and expenditures throughout the fiscal period.

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

Yes

**If you selected "Yes" above, please specify**

With the pandemic it has been extremely difficult keep staff and we have had a number of staff turnovers. There have been no changes in the Executive Director or Fiscal Director positions, however, several Program Director positions have had staffing changes.


**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**


CCHO's St. Peter's Residents, a Single Room Occupancy program located in Troy, is funded with federal funds through the Rensselaer County Homeless Services Collaborative (CoC). CCHO also has experience with federal funding when it operated its emergency shelters, Mercy House and St. Charles Lwanga Center, which received funds from FEMA and CDBG.

**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**

Sondra Young

## Notes



### Admin Notification (ID: 655253b8f18ee)

added January 4, 2024 at 5:20 pm

WordPress successfully passed the notification email to the sending server.