

Community Development Block Grant 2021 Program Year Subgrantee Application - Submission #6450

Date Submitted: 3/1/2021



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
2021 Program Year – Subgrantee Application**

IMPORTANT

2021 CDBG Guidebook

****DO NOT attempt to complete this application prior to reviewing the 2021 CDBG Guidebook (link provided above). Questions should be directed to the Community Development Planner at lindsey.connors@saratoga-springs.org****

Activity Name*

Home Repairs for Low-Income Homeowners in Saratoga Springs

Applicant Organization*

Rebuilding Together Saratoga County

Address*

132 Milton Avenue

City*

Ballston Spa

State*

NY

Zip Code*

12020

Phone Number*

518-587-3315

Email Address*

Michelle@RTSaratoga.org

Contact Person*

Michelle Larkin

Title*

Executive Director

Applicant Type*

Choose 1

City Department

Non-Profit Organization

Other Public Agency

List Department*

Federal ID #*

20-0530683

DUNS #*

621495873

Specify*

National Objective*

Choose 1

Benefit persons of low-moderate income

Address slum/blight conditions

Urgent need

Specify*

Low-Mod Income Housing Activities

Choose 1

Requested CDBG Entitlement Funding*

100,000

Funding leveraged from other sources*

20,000

Total activity cost*

120,000

If zero, please indicate.

20% of total project costs strongly recommended, but not required. If zero, please indicate.

Proposal Abstract *

We are requesting \$100,000 in Community Development Block Grant (CDBG) funding to support our efforts to provide critical home repairs and accessibility modifications for at least eight low-income homeowners in the City of Saratoga Springs. Our goal is to provide the repairs needed for each homeowner to live independently in a safe and healthy home.

Please provide a BRIEF overview of your proposal.

Persons served*

16

How many low-moderate income persons will be served through this activity?

This activity is...*

expanded from previous years

Priorities Addressed*

The work proposed here will directly support the City of Saratoga's Priorities as outlined in the City's 2020 Consolidated Plan. The priorities we will support include:

- Addressing continuum of housing needs – We will provide the repairs and accessibility modifications needed to keep eight existing low-income homeowners in their own homes and neighborhoods. These are repairs and modifications that the homeowners cannot afford on their own. The CDBG funding requested here will preserve affordable homeownership, rehabilitate existing housing stock, and prevent homelessness.
- Addressing high priority needs – We propose to rehabilitate eight homes owned by low-income residents. Our work addresses the City's high priority needs by rehabilitating existing housing stock and preserving affordable homeownership. Our projects have little or no ground disturbance or environmental impact.
- Serving high-risk groups, including seniors, individuals living with severe disabilities, families with children, etc. – We will focus our efforts on low-income households that have a senior, individual living with a disability, or child under the age of 18 living in the home.

This work will also support HUD's National Objectives in that we propose to undertake activities benefitting low-income residents.

List 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.

Activity Beneficiaries*

We perform extensive outreach year-round to make residents aware of our services, including carrying out our Affirmative Marketing Plan that is designed to provide information and attract eligible homeowners in our service area without regard to race, color, national origin, age, sexual orientation, sex, religion, familial status, or disability. We regularly receive referrals from our many community partners, and we currently have a waiting list of more than 170 homeowners.

100% of the people we serve are low-income with a household income at or below 80% of the Area Median Income as established by HUD; however, most of the homeowners we help have a household income at or below 50% or often 30% of the Area Median Income. In order to be eligible for services, homeowners must first complete an application and provide supporting documentation verifying their household annual income. We use the "Part 5 Method" from the Technical Guide for Determining Income and Allowances for the HOME Program to determine income eligibility. In addition to meeting our income eligibility criteria, eligible homeowners must own the home for which they are applying and it must be their primary residence. And, at least one resident in the home must be a senior, an individual living with a disability, a child under the age of 18, or an active or retired member of the armed services. Homeowners who meet these criteria are eligible for our services.

We expect to serve a minimum of eight low-income homeowners in the City of Saratoga Springs with the funding requested here, with an overall goal of completing 175 home repair projects in 2021.

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*

Rebuilding Together Saratoga County will consider itself successful if we can provide repairs for a minimum of eight low-income homeowners with the funding requested here, completing 175 projects by the end of 2021. We will document information about:

- Collaborations with neighborhoods, nonprofit partners and funding sources;
- Volunteers and how they contributed;
- Partnerships with skilled contractors and amount of money saved through these partnerships;
- Sponsorships of rebuild projects; and
- Homeowners served, repairs provided, and number of completed projects.

We will also survey participants (volunteers and homeowners) for satisfaction and useful feedback.

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 *

Our programs are ongoing. Funding will be used immediately upon receipt and the projects will be completed within 12 months.

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

Required Approvals/Permits*

If a permit is required for a specific project, we will work with local building code office to pull the necessary permit and have them inspect the completed work as required. The homes we plan to work on are owner-occupied and the homeowner is required to provide proof of homeownership as part of the application process.

Identify whether the activity requires additional local, state or federal approval (license, permit, design/historic/environmental review, etc.). For construction/site development/land acquisition projects, provide evidence of site control.

Site Control Documentation (if applicable)

No file chosen

Deed, MOU, purchase contract, etc.

Organization Overview

Rebuilding Together Saratoga County was founded in 2003 by Michelle Larkin with the support of her husband Dan, friends and family from the Saratoga County community, and the national Rebuilding Together organization. In the 18 years since our founding, we have repaired 1,379 homes, improved 103 nonprofit centers and community spaces, and replaced 20 substandard manufactured homes with the help of 10,672 volunteers who have dedicated 81,847 hours of their time, bringing hope and renewed pride to homeowners in need throughout Saratoga County. In 2020, we completed 138 home repair projects and replaced eight substandard manufactured homes, serving 219 residents. We also revitalized three nonprofit and community spaces. We partnered with 78 volunteers (decreased significantly due to COVID-19) who donated 4,200 hours of their time to help their neighbors in need.

Board of Directors:

Ed Hitti, President
Kyle Trippany, Vice President
Pam Stott, Secretary
Bridget Reilly, Treasurer
Debra Cartier, Member
Deann Devitt, Member
Danielle Hudson, Member
Geoff Kelley, Member
Martha McQuigge, Member
James Murphy, Member
Mary Ellen Rider, Member
Stephen Rosamino, Member
Jeanine Stancanelli, Member
Ken Terpening, Member
Paul Lambert, Past President

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

Organization Capacity Documentation

RTSC_Board of Directors.pdf
OPTIONAL: Upload board list, org chart, yearly accomplishment summary, etc.

Previous CDBG awards*

Has your organization been a previous sub-recipient of City CDBG funds and/or any other federal award?

- Yes
 No

Award Completion*

Have these activities been completed and all federal requirements met?

- yes
 no

Experience

Our mission is "Repairing homes, revitalizing communities, rebuilding lives." We provide critical home repair and accessibility modification services for low-income Saratoga County homeowners, including families with children, older adults, individuals living with disabilities and veterans. These services are provided at no cost to homeowners and focus on ensuring they can live independently in a safe and healthy home.

We have extensive experience in successfully completing the type of projects proposed here. Since our founding, we have repaired 1,379 homes. Last year, we completed 138 home repair projects and replaced eight substandard manufactured homes, serving 219 residents. In addition, we have successfully administered CDBG funding from the City of Saratoga Springs since 2011, completing 79 projects during that time. We completed 11 projects with \$119,104.45 in CDBG funding last year.

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

Michelle Larkin, Executive Director, will be responsible for program and financial management activities related to this grant with project management and project oversight by Project Manager Maria Northrup; Construction Managers Will Archino and Dan Symer; Occupational Therapy recommendations from Jacqui Harris (former Board member and volunteer) and Jeanine Stancanelli (current Board member); financial oversight from Board Treasurer Bridget Reilly and Bookkeeper Christine Murphy; and assistance with grant administration from Grant Administrator Mary Lawrence.

Executive Director Michelle Larkin is responsible for overseeing our program administration from the initial application through project selection, planning, implementation and evaluation. Michelle founded Rebuilding Together Saratoga County in 2003 and has overseen more than 1,379 home repair projects since that time. She has extensive experience in working with community partners to address issues of affordable housing and accessibility.

Project Manager Maria Northrop manages our projects from start to finish. She is responsible for the overall planning and implementation of our projects, including reviewing scopes of work and cost estimates, conducting site visits, maintaining project management files, coordinating contractor bidding and contractors with Executive Director, and monitoring project expenses. Maria has more than six years of experience with project management and administrative support. Maria is also a Lead-Safe Certified Renovator.

Construction Managers Will Archino and Dan Symer develop the scopes of work and internal cost estimates, conduct site visits, manage contractors, monitor progress and work completed, and ensure that projects are completed within budget and time constraints. Will has been a NYS Licensed Home Inspector since 2011 and is a NYS Certified Mold Assessor and Lead-Safe Certified Renovator. He is an experienced construction manager, home improvement contractor, and home inspector. Dan has extensive experience in overseeing home construction projects for nonprofit housing organizations.

Outreach Coordinator Clarice Nichols is responsible for recruiting, coordinating, managing and retaining volunteers on our projects, as well as conducting community outreach and overseeing our affirmative marketing efforts. She has more than five years of experience in working with nonprofit organizations and has a Bachelor of Arts from California State University.

Office Manager Tricia Hasbrouck assists with the coordination and oversight of day-to-day administrative matters for our organization. For this program, Tricia will conduct client intake, counseling and follow up; conduct homeowner eligibility determinations; arrange referrals; manage homeowner data and files; handle homeowner agreements and paperwork; and monitor homeowner occupancy for grant compliance. Tricia has extensive experience in office management, project tracking, and contract administration. She holds a Bachelor of Arts in Public Relations, Communications and Marketing from Marist College.

Administrative Specialist Melanie Coss assists with day-to-day administrative activities; data entry and filing; client communications; occupancy monitoring for grant compliance; and communications with contractors. Melanie has extensive experience in project tracking and management; data management; and administrative support. She also has a Bachelors Degree.

We contract with Saratoga FMS to assist with accounting and financial reporting. Bookkeeper Christine Murphy has over 18 years of professional experience in small business management and payroll processing. We also utilize the services of Artikulere, LLC (Michaela Brown and Mary Lawrence) for grant writing, grant administration and marketing services. Artikulere has provided these services to various Rebuilding Together affiliates for 10 years.

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

We work closely with many neighborhood and community organizations to help us better serve low-income homeowners and avoid duplicating efforts. Many of these organizations also help us to identify applicants, including Saratoga County for the Aging, Saratoga County Economic Opportunity Council, Saratoga County Public Health Nursing Service, Saratoga County Department of Social Services, Transitional Services Association, Saratoga Hospital, Franklin Community Center, Shelters of Saratoga, and Captain Youth and Family Services. We also have long-standing relationships with corporate and community groups who provide volunteers, including Adirondack Trust Company, Bonacio Construction, Chazen Companies, Kodiak Construction, Roohan Realty, Gilbane Building Company, and other members of the Saratoga Builders Association.

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

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.

I agree.

Electronic Signature*

Michelle Larkin

Date*

3/1/2021

Activity Budget *

Complete and upload budget forms 1 and/or 2 (provided below) as appropriate. Depending on the activity, the applicant may need to submit one or both of the budget forms. On these forms, 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.). Upload copies of funding commitment letters or other evidence of funding support in the space provided. *In addition, more detailed budgets MAY be uploaded in the space provided. If an architect, engineer, or other personnel have conducted a cost analysis, upload a copy noting the author and date of analysis.

Budget Form 1 - Proposed Activity Program Operating Budget

[Budget Form 1](#)

Required for public service or economic development activities as applicable. Complete and save to your local computer, then upload below.

Upload Budget Form 1

RTSC_BudgetForm1-CDBGApp.xlsx

Optional: Evidence of Funding Support

RTSC_SBA Commitment Letter.pdf

Proof of leveraged funding (ie. grant award letter, private donation commitment letter, etc.)

Budget Form 2 - Construction/Site Development Budget

[Budget Form 2](#)

Required for "bricks and mortar" activities (ie. construction, rehabilitation, land acquisition, etc.) as applicable. Complete and save to your local computer, then upload below.

Upload Budget Form 2

RTSC_BudgetForm2-CDBGApp.xlsx

Optional: Detailed Budget/Cost Analysis

No file chosen

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

Organization*

Rebuilding Together Saratoga County

Mailing Address*

132 Milton Avenue Ballston Spa, NY 12020

Federal ID*

20-0530683

Phone #*

518-587-3315

Fax #

DUNS #*

621495873

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

1/21-12/21

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

Community Development Block Grant Entitlement Funding (CDBG):

CDBG Activity Name*

Home Repairs for Low-Income Homeowners

CDBG Program Year*

2020

CDBG Funding Amount*

\$119,104.45

If not applicable, please reply N/A.

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

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

USDA Housing Preservation Grant Program

Federal Funding Amount*

160,000

If not applicable, please reply N/A.

Name & CFDA #

Federal Funding Amount

Name & CFDA #

Federal Funding Amount

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

Single Audit Report*

No file chosen

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

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

- Yes
- No
- N/A

Please describe:*

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

Program Name*

N/A

Year*

NA

Award Amount*

0

If not applicable, please reply N/A.

Program Name

Year

Award Amount

Program Name

Year

Award Amount

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.

I agree.

Electronic Signature

Michelle Larkin

Date

3/1/2021

-----ENVIRONMENTAL IMPACT & RISK ASSESSMENT FOR NEW CONSTRUCTION PROJECTS-----
----- (INCLUDING EXPANSIONS OF EXISTING BUILDING FOOTPRINTS OR REHAB
PROJECTS OF 75% OR MORE)

Does your proposed project include new construction, expansion of an existing building footprint, or rehabilitation of 75% or more of an existing building? *

Yes

No

Brief description of project and location. Include size of building, scope of impact, land disturbance, and construction schedule:*

Location Map*

Choose File No file chosen

upload pdf

Does the project require a permit or approval from any other government agency (local, state or federal)?

- Yes
- No

List required permits and/or approvals:*

Is the project a permitted use under current zoning regulations?*

- Yes
- No

Is the project consistent with the adopted Comprehensive Plan?*

- Yes
- No

Will the project require or lead to a change in land use of the affected property (e.g. from non-residential to residential, commercial to industrial, or from one industrial use to another)?*

- Yes
- No

Describe:*

Is the project on or adjacent to farmland?*

- Yes
- No

If the project is residential, how many units will be created?

Is the project site within 2,500 feet of the Saratoga County Airport? *

- Yes
- No

Are there floodplains on or adjacent to the parcel on which the project is to be constructed?*

- Yes, 100 yr floodplains.
- Yes, 500 yr floodplains.
- No.

Are there wetlands on or adjacent to the parcel on which the project is to be constructed?*

- Yes
- No

Is the project within 1,000' of a state or county roadway/highway OR I-87?*

- Yes
- No

Which roadways?*

Is the project within 3,000' of a rail line? *

- Yes
- No

Is there an industrial facility within line of site of the project location?*

- Yes
- No

Which facility?*

Has the project site or adjoining property ever been used as a gasoline station, motor repair facility, commercial printing facility, dry cleaners, photo developing laboratory, junkyard or landfill, or as a waste treatment storage, disposal, processing or recycling facility?*

- Yes
- No

Are there any EPA monitored facilities within a 1 mile radius or the project location?*

- Yes
- No

List street address:*

Are there above-ground flammable or explosive storage tanks within a 1 mile radius or the project site?*

- Yes
- No

Is the project located in an environmental justice area?*

- Yes
- No

Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?*

- Yes
- No

Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NYS Historic Preservation Office (SHPO) archaeological site inventory?*

- Yes
- No

Does the project site contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?*

- Yes
- No

Is this a rehabilitation project?*

- Yes
- No

Was the building constructed prior to 1978?*

- Yes
- No

If so, has it been inspected for lead?*

- Yes
- No

Is there currently lead present?*

- Yes
- No

Has it been inspected for asbestos?*

- Yes
- No

Is there currently asbestos present?*

- Yes
- No



Saratoga County

**Rebuilding Together Saratoga County
2021 Board of Directors**

Name	Position	Employer or other affiliation	Years on Board
Ed Hitti	President	DeAngelus Goralczyk, PLCC Attorney	5
Kyle Trippany	Vice President	Gilbane Building Company Project Manager	4
Pam Stott	Secretary	Curtis Lumber Assistant, VP Sales & Purchasing	6
Bridget Reilly	Treasurer	LeverPoint Management-Ithaca College Senior Manager	5
Debra Cartier	Member	Coldwell Banker Real Estate Broker	1
Deann Devitt	Member	Adirondack Trust Co. Assistant Treasurer	4
Danielle Hudson	Member	Skidmore College Advancement Marketing Manager	3
Geoff Kelley	Member	Stewarts Shops Shop Service Manager	2
Martha McQuigge	Member	Saratoga National Bank & Trust Co. VP, Mortgage Officer	6
James Murphy	Member	Naval Nuclear Laboratory	2
Mary Ellen Rider	Member	Retired Teacher	1
Stephen Rosamino	Member	Merrill Lynch Financial Adviser	3
Jeanine Stancanelli	Member	Mercy College Associate Professor, Occ. Therapy	4
Ken Terpening	Member	King Wealth Management Business Development Manager	2
Paul Lambert	Past President	Bonacio Construction Project Manager	6

Budget Form 1
Proposed Activity Program Operati

	Entitlement Grant	Leveraged Funding	Total Activity Cost
PERSONNEL			
Salaries		\$13,200	\$ 13,200.00
Fringe			\$ -
Other (consultants, etc.)		\$2,650	\$ 2,650.00
<i>Subtotal</i>	\$ -	\$ 15,850.00	\$ 15,850.00
OVERHEAD			
Advertising/Marketing		\$310	\$ 310.00
Program Supplies			\$ -
Rent & Utilities		\$1,100	\$ 1,100.00
Other (please list below)			
Mileage		\$140	\$ 140.00
Indirect/overhead		\$ 2,600.00	\$ 2,600.00
			\$ -
<i>Subtotal</i>	\$ -	\$ 4,150.00	\$ 4,150.00
TOTAL COST	\$ -	\$ 20,000.00	\$ 20,000.00

Budget Form 2
CONSTRUCTION / SITE DEVELOPMENT

	Entitlement Grant	Leveraged Funding	Total Activity Cost
PRECONSTRUCTION			
Legal			\$ -
Land Acquisition			\$ -
Engineering			\$ -
Architectural/Design			\$ -
Fees and Permits			\$ -
<i>Subtotal</i>	\$ -	\$ -	\$ -
DEVELOPMENT			
Relocation			\$ -
Site Preparation			\$ -
Construction - materials	\$ 55,000.00		\$ 55,000.00
Construction - labor	\$ 45,000.00		\$ 45,000.00
Construction Financing			\$ -
Other (please list below)			
			\$ -
			\$ -
			\$ -
<i>Subtotal</i>	\$ 100,000.00	\$ -	\$ 100,000.00
TOTAL COST	\$ 100,000.00	\$ -	\$ 100,000.00



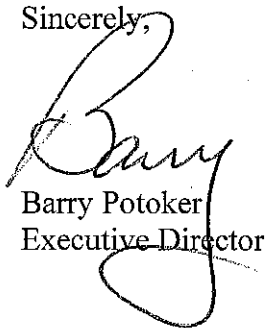
January 20, 2021

Ms. Michelle Larkin
Rebuilding Together Saratoga County
132 Milton Avenue
Ballston Spa NY 12020

Dear Michelle,

Since 2004, the Saratoga Builders Association has been proud and fortunate to contribute a portion of the proceeds from the Saratoga Showcase of Homes each year to Rebuilding Together Saratoga County. We fully expect to give RTSC at least \$25,000 this year and are thrilled to support this remarkable organization again this year.

Sincerely,

A handwritten signature in black ink that reads "Barry".

Barry Potoker
Executive Director