

APPLICATION FOR
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT PROGRAM
— 2017 Program Year Funding —

ACTIVITY NAME: Home Repairs for Low-Income Homeowners
APPLICANT: Rebuilding Together Saratoga County
MAILING ADDRESS: 132 Milton Avenue
Ballston Spa, NY Zip: 12020
PHONE: 518-587-3315 FAX: 518-587-3314 EMAIL: Michelle@RTSaratoga.org

CONTACT PERSON: Michelle Larkin TITLE: Executive Director

APPLICANT (select 1): City Department Private non-profit organization Other Public Agency
(List Dept.) 20-0530683 (List Federal ID #) (Specify)

621495873
(DUNS #)

NATIONAL OBJECTIVE (select 1):
“Benefit persons of Low/moderate income” “Address slum/blight Conditions” “Urgent CD Need”
 L/M Income Area Benefit “N/A” Slum/blighted Area “N/A” Urgent Need
 L/M Income Limited Clientele Activities Slum/blighted Spot Basis
 L/M Income Housing Activities “N/A” Urban Renewal Completion
 L/M Income Job Creation/Retention

REQUESTED ENTITLEMENT FUNDING: \$ 15,000
Funding Leveraged from Other Sources: \$ 21,932
Total Activity Cost: \$ 36,932

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:

We are requesting \$15,000 in Community Development Block Grant (CDBG) funds to buy the building materials, portable toilet and dumpsters needed to provide home repairs for seven low-income homeowners in Saratoga Springs. Our goal is to provide the services needed to ensure each homeowner can live independently in a home that is warm, safe and dry.

Michelle Larkin

(Authorized Signature)
Michelle Larkin

(Typed or Printed Name)

Executive Director

(Title)
1/25/2017

(Date)



Rebuilding Together Saratoga County
2017 City of Saratoga Springs Community Development Block Grant Application Narrative

1. Activity Description

A. Together we transform the lives of low-income homeowners by improving the safety and health of their homes and revitalizing our communities. 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. In the 14 years since our founding, Rebuilding Together Saratoga County has renovated and revitalized 836 homes and 77 nonprofit centers with the help of more than 8,200 volunteers who have dedicated 49,500 hours of their time, bringing hope and renewed pride to homeowners in need throughout Saratoga County.

B. We are requesting \$15,000 in Community Development Block Grant (CDBG) funds to buy the building materials, portable toilet and dumpsters needed to provide home repairs for seven low-income homeowners in Saratoga Springs. Our goal is to provide the services needed to ensure each homeowner can live independently in a home that is warm, safe and dry. We continue to work with the poorest and most vulnerable members of Saratoga County. In 2016, the homeowners we helped have an average income of \$25,041, which is less than 50% of the Area Median Income (considered very low-income). Many of the homeowners we assist have an income of \$1,200-1,500 a month. 44% of the people that we served last year are older adults (65+), and 57% are individuals living with a disability. On average, they lived in their homes for more than 20 years. There is never a cost to the homeowners we assist. We address a variety of repairs, including safety issues (such as replacing rotting stairs and installing hand railings); heating issues (including furnaces, insulation, broken windows, poorly fitting doors and weather stripping); and accessibility modifications (such as ramps and stair lifts) needed to keep older adult homeowners in their home and independent as long as possible. We work with other social service agencies and local governments to identify at-risk homeowners who need home repair assistance. We are very conscious of duplicating services, and we work closely with other agencies, in particular Economic Opportunity Council, to avoid duplicating services.

C. 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 our home repair services, homeowners must complete an application and provide required supporting documentation regarding their household annual income, such as copies of the previous year's federal tax returns for all household members that file federal taxes. Household members who do not file income tax must provide documentation of all income, including: pay check stubs; copy of the Social Security check and/or letter; and statements documenting annuities, unemployment, Aid to Families with Dependent Children, and rental income. Once we receive all required documentation, we review the application to verify homeowner 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.

This is an Equal Opportunity Program. Discrimination is prohibited by Federal Law.



We expect to serve a minimum of seven low-income homeowners with the funding requested here, with an overall goal of completing 150 home repair projects in 2017.

D. Rebuilding Together Saratoga County will consider itself successful if we can provide repairs for a minimum of seven low-income homeowners with the funding requested here, completing 150 projects by the end of 2017. We will document information about:

- New 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.

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

F. 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.

2. Organizational Capacity

A. 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 14 years since our founding, Rebuilding Together Saratoga County has renovated and revitalized 836 homes and 77 nonprofit centers with the help of more than 8,200 volunteers who have dedicated 49,500 hours of their time, bringing hope and renewed pride to homeowners in need throughout Saratoga County. In 2016, we completed repairs and renovations for 120 households (serving 214 residents) and improved four nonprofit facilities and community spaces, with the assistance of more than 800 volunteers donating more than 4,000 hours to help their neighbors in need. Thanks to the hard work of our unskilled and skilled volunteers in the community, we are able to leverage money given to us two to four times over.

We have received CDBG funding since 2009 and have always met or exceeded our stated goals. Below is a summary of what we have accomplished with CDBG funding since 2011:

- 2016 – Housing Rehabilitation for 5 Homeowners - \$11,536
- 2015 – Housing Rehabilitation for 9 Homeowners – \$10,000
- 2014 – Housing Rehabilitation for 12 Homeowners – \$10,557
- 2013 – Housing Rehabilitation for 8 Homeowners – \$10,473

This is an Equal Opportunity Program. Discrimination is prohibited by Federal Law.



**Rebuilding
Together**

Saratoga County

2012 – Housing Rehabilitation for 8 Homeowners – \$10,000

2011 – Housing Rehabilitation for 6 Homeowners – \$8,383

Board of Directors

Name	Position	Employer or Other Affiliation	Year Joined
Ed Larkin	President	Chazen Co., Engineer	2013
EJ Harkins	Vice President	Saratoga Eagle	2014
Bridget Reilly	Treasurer	Bonacio Construction, Chief Financial Officer	2016
Karen Carling	Secretary	Foit-Albert Associates, Environmental Scientist	2013
Deann Devitt	Member	Adirondack Trust Co., Assistant Treasurer	2016
Catherine French	Member	Holiday Inn, Corporate Sales Manager	2016
Jacqui Harris	Member	Saratoga Hospital, Occupational Therapist	2012
Ed Hitti	Member	Ianniello Anderson, PC Lawyer	2016
Alicia Jacobs	Member	Excelsior College, Director of Communications and Community Engagement	2016
Paul Lambert	Member	Bonacio Construction	2016
Jason Lee	Member	Six Flags – Great Escape Lodge, Food and Beverage Supervisor	2013
Paul Lambert	Member	Bonacio Construction	2016
Marth McQuigge	Member	Saratoga National Bank and Trust	2016
Ellen Skeelee	Member	Personal Trainer	2013
Pam Stott	Member	Curtis Lumber	2016

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B. We have extensive experience in successfully completing the type of projects proposed here. Since our founding, we have repaired 836 homes. Last year, we completed 120 home repair projects, serving 214 residents.

C. Michelle Larkin, Executive Director, will be responsible for program and financial management activities related to this grant with project management and project oversight by Construction Managers, Jeff McLellan and Lawrence Boutillette; OT recommendations from Jacqui Harris; and financial oversight from Board Treasurer and CFO of Bonacio Construction, Bridget Reilly, and Bookkeeper Christine Murphy.

Executive Director Michelle Larkin is responsible for overseeing Rebuilding Together Saratoga County's program administration from the initial application through project selection, planning, implementation and evaluation. Michelle founded Rebuilding Together Saratoga County in 2003 and has overseen 836 home repair projects since that time.

Two part-time Construction Managers supervise our projects from start to finish and are responsible for previewing projects, developing the scopes of work, determining volunteer and contracted labor needs, overseeing contractors, and working to ensure projects are completed within budget and time constraints. Construction Manager Jeff McLellan has extensive experience in managing home repair and accessibility modification projects and is a Lead-Safe Certified Renovator. Prior to joining our staff, Jeff owned his own property management business. Construction Manager Lawrence Boutillette has more than 20 years of construction management experience. He is an OSHA Authorized Construction Trainer and BPI-Certified Energy Audit Professional.

Office Manager, Tricia Hasbrouck, is responsible for assisting with homeowner intake and record keeping. Trisha has experience in office management, project tracking, and contract administration. She holds a Bachelor of Arts in Public Relations, Communications and Marketing from Marist College.

We contract with Saratoga FMS to assist with accounting and financial reporting. Bookkeeper Christine Murphy has over 15 years of professional experience in small business management and payroll processing.

D. 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.

This is an Equal Opportunity Program. Discrimination is prohibited by Federal Law.

(ATTACHMENT I)

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		\$8,400	\$8,400	Saratoga Bldrs Assoc. (received)
Fringe				
Other (consultants, etc.)		\$2,471	\$2,471	Saratoga Bldrs Assoc. (received)
<i>Subtotal</i>		\$10,871	\$10,871	

OVERHEAD				
Advertising/Marketing		\$700	\$700	Saratoga Bldrs Assoc. (received)
Program Supplies		\$1,988	\$1,988	Saratoga Bldrs Assoc. (received)
Rent & Utilities		\$3,346	\$3,346	Saratoga Bldrs Assoc. (received)
Other – list below				
Mileage		\$231	\$231	Saratoga Bldrs Assoc. (received)
Indirect Costs		\$2,296	\$2,296	Saratoga Bldrs Assoc. (received)
<i>Subtotal</i>		\$8,561	\$8,561	

TOTAL COST		\$19,432	\$19,432	
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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				
<i>Subtotal</i>				

DEVELOPMENT				
Relocation				
Site Preparation				
Construction - materials	\$15,000		\$15,000	
Construction - labor		\$2,500	\$2,500	Volunteer labor
Construction Financing				
Other - (explain)				
<i>Subtotal</i>	\$15,000	\$2,500	\$17,500	

TOTAL COST	\$15,000	\$2,500	\$17,500
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**Rebuilding Together Saratoga County
2017 Operating Budget**

Support

Grants	\$1,097,500
Sponsorships (Corporate, Civic and Faith-Based Sponsors)	\$65,000
Events	\$137,000
Individuals	\$16,000
Revenue (rented space in building and sales through Salvage Store)	\$62,000

Budgeted Support **\$1,377,500**

Expenses

Personnel & Contract Services

Salary and Payroll Taxes	\$180,000
Professional Services	\$53,000
Total Personnel & Contract Services	\$233,000

Project Expenses

Materials & Contracted Labor	\$900,000
Logistics & Volunteer Support	\$40,000
Transportation	\$5,000
Contingency	\$5,000
Taxes	\$6,000
Total Project Expenses	\$956,000

Operating

Dues	\$12,000
Staff and Board of Director Training	\$6,000
Advertising & Marketing	\$5,000
Office Supplies, Website & Printing	\$10,000
Phone & Utilities	\$13,300
Mortgage and Building Expenses	\$58,400
Postage	\$2,500
Insurance	\$8,200
Database Upgrade	\$12,000
Taxes	\$4,000
Total Operating Expenses	\$131,400

Other Expenses

Events	\$25,000
Bank Fees & Miscellaneous Expenses	\$1,000
Total Other Expenses	\$26,000

Total Expenses **\$1,346,400**



FOR MORE INFORMATION

Barry Potoker, Executive Director
Saratoga Builders Association
bpotoker@saratogabuilders.org
518-366-0946

FOR IMMEDIATE RELEASE

November 16, 2016

**SARATOGA BUILDERS ASSOCIATION DONATES
\$70,000 FROM THE 2016 SHOWCASE OF HOMES FOR LOCAL
CHARITIES AND ANNOUNCES PEOPLE'S CHOICE AWARD WINNERS!**

SARATOGA SPRINGS, NY – The Saratoga Builders Association is proud to present the proceeds totaling **\$70,000** from the 2016 Saratoga Showcase of Homes to **Rebuilding Together Saratoga County** and **Habitat for Humanity of Northern Saratoga, Warren and Washington Counties**. This is the highest amount raised in the past five years. The Saratoga Builders Association has now contributed over one million dollars to our local charities from this area's premiere new home tour event.

The 2016 edition of the Saratoga Showcase of Homes, just concluding its 21st year, was a blockbuster event with 16 award-winning builders presenting 19 homes. This year's tour had over 3500 people purchasing tickets to visit these beautiful new homes on display over three weekends. This year also saw the return of the Friday night kick-off event called the "Taste of Showcase" attended by nearly 400 people. The builder's artistry along with the many talented designers who helped showcase their fine work gave our community an opportunity to preview current trends in building, landscaping, decorating and interior design. In what has become an autumn tradition in our area, the Saratoga Builders Association is dedicated to this long running show being an integral part of the fabric in our fall season.

MORE

The 2016 Saratoga Showcase of Homes “**People’s Choice**” award winners were also announced - Congratulations to **McPadden Builders** for the Classic Home category, **Volpe Custom Homes** for the Executive Home category, **Terrace Homebuilders** for the Luxury Home category and **Barbera Homes** for the Town Home category.

About the Showcase of Homes

With the support of over 75 generous corporate and media sponsors, this spectacular community event is made possible. All the homes are located throughout Saratoga County and were on display September 17-18, 24-25 and October 1-2. Proceeds benefitted two local charities - Rebuilding Together Saratoga County and Habitat for Humanity of Northern Saratoga, Warren and Washington Counties. Mark your calendars---**The 2017 Saratoga Showcase of Homes dates are set for September 16-17, 23-24 and September 30 - October 1.** For more details on the homes, builders, award winners, and virtual tours of every home, please visit www.saratogashowcaseofhomes.com.

About the Saratoga Builders Association

The Saratoga Builders Association, Inc. (SBA) is a specialized professional trade association representing an industry basic to the well being and economy of the people of Saratoga County. Its membership includes residential and commercial builders, developers, remodelers, building material suppliers, sub-contractors, financial institutions, architects, engineers, realtors, attorneys and other industry professionals. SBA is committed to the continued growth, prosperity and quality of life in Saratoga County. For more information, please visit www.saratogabuilders.org or contact Barry Potoker, Executive Director at 518.366.0946 or bpotoker@saratogabuilders.org.

MORE



The Saratoga Builders Association is proud to present a total of \$70,000 to our two local charities from the proceeds of the 2016 Saratoga Showcase of Homes. From left to right: Stephan von Schenk, President - Adirondack Trust Company; Barry Potoker, Executive Director - Saratoga Builders Association & Co-Chair; Tammy DiCara, President - Habitat for Humanity of Northern Saratoga, Warren & Washington Counties; Michelle Larkin, Executive Director – Rebuilding Together Saratoga County; Lisa Licata, Co-Chair; Charles V. Wait Jr., Executive Vice President – Adirondack Trust Company.



The four 2016 Saratoga Showcase of Homes “People’s Choice” Awards were announced. From Left to Right: Matt & Jaime McPadden of McPadden Builders - Classic Home category winner; Mia Barbera of Barbera Homes – Town Home category winner; Frank & Denise Volpe of Volpe Custom Homes – Executive Home category winner; Terrace Homebuilders – Luxury Home category winner (not pictured).

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: 518-587-3314

DUNS #: 621495873

1. Please identify your fiscal year (mth/yr to mth/yr): 01/17 - 12/17

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

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

CDBG Activity Name: Rebuilding Together Home Repair Projects in Saratoga Springs

CDBG Funding Program Year: 2016 CDBG Funding Amount: \$11,536

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

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

4. During your last fiscal year, has your organization expended more than \$500,000 in total federal financial awards (incl. CDBG & all other federal assistance)? YES * NO

* 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

* If "yes", please describe: _____

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

IDENTIFY PROGRAM NAME & YEAR OF AWARD	IDENTIFY AMOUNT OF Co. AWARDS
_____	_____
_____	_____
_____	_____
_____	_____

Michelle Farkin

Authorized Signature

1/25/2017

Date