

**APPLICATION FOR
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT PROGRAM
— 2012 Program Year Funding—**

ACTIVITY NAME: Franklin Community Manor Windows/Floors

APPLICANT: Franklin Community Center, Inc.

MAILING ADDRESS: 10 Franklin Street
Saratoga Springs, New York Zip: 12866

PHONE: 518-587-9826 FAX: 518-857-5293 EMAIL: Kari@franklincommunitycenter.org

CONTACT PERSON: Kari Cushing TITLE: Executive Director

APPLICANT (select 1): City Department Private non-profit organization Other Public Agency
(List Dept.) 14-1667397 (Specify)
(List Federal ID #)
172817926
(DUNS #)

NATIONAL OBJECTIVE (select 1):
“Benefit persons of Low/moderate income” “Address slum/blight Conditions” “Urgent CD Need”
 XL/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: \$ 14,830.00
Funding Leveraged from Other Sources: \$ 7,000.00
Total Activity Cost: \$ 21,830.00

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:

The vinyl floors at Franklin Community Manor are the original floors that were installed when the complex was built in 1987; they are pulling up and need to be replaced. Funds provided by CDBG in 2010 were used to replace and repair the flooring in the upstairs of the building; the downstairs still needs to be replaced. The windows at Franklin Community Manor are also the original windows. Funds were received from Saratoga Rotary which enabled us replace half of the windows in the building in October – we are searching for funds to complete both projects.

Franklin Community Manor is a low-income housing complex that provides a safe and affordable efficiency apartment to 17 extremely low-income individuals in Saratoga Springs.

Kari Cushing
(Authorized Signature)

Executive Director
(Title)

1. ACTIVITY DESCRIPTION

A) We are requesting an allocation which would address some repairs at Franklin Community Manor, a safe and affordable housing building providing permanent housing for low income individuals living in Saratoga Springs. Franklin Community Manor is owned and operated by Franklin Community Center. The windows and flooring need to be replaced; this reflects new work on an existing building.

B) **Franklin Community Center at 10 Franklin Street** is the location from which we provide direct help to those who require food pantry assistance, holiday assistance, case management, information/referral, parent meetings, meeting space for community groups/trainings and weekend support group meetings (AA, NA), walk-in inquires and all administrative activity takes place at this location. The building also houses a Head Start classroom. These are low income people from all ethnic groups and range in age from 0-99 years old.

101 Washington Street is the site from which we distribute our clothing, furniture and household items free of charge to those in need. We also provide two safe/affordable apartments at the location. We serve approximately 800 persons of all ages each month. The composition of this population ranges from 0-99 years and covers all ethnic groups. These are low income people.

Franklin Manor at 95 Congress Street is the location of our 17 unit apartment building which provides permanent housing for individuals who are homeless or living in substandard conditions. Our population consists of 50% men and 50% women. All residents are of very low income and range in ethnicity. The residents currently range in age from 42 to 83 years old.

- C1) One hundred percent of the people we serve are of low-to moderate-income. All residents of our apartments at 95 Congress Street and 101 Washington Street participate in a structured intake process where income source and amount are verified. All individuals requesting services out of our building at 10 Franklin Street (i.e. food pantry, holiday assistance, school supplies...etc.) participate in a screening process where income is determined.
- D) The activity will be successfully accomplished when the new windows and flooring have been installed. The residents at Franklin Community Manor will directly benefit from this improvement in that the new flooring will ensure safety and prevent further damages or need for temporary and/or emergency repairs. The windows will be energy efficient and help keep utility bills manageable.
- E) The windows and flooring will be replaced as soon as we receive word that the funds have been released from the Federal government. Both projects will be complete by June 30, 2013.
- F) We do not expect to run into any requirements for local, state or federal approval or licensing.

2. ORGANIZATIONAL CAPACITY

A) Franklin Community Center is a private, non-profit agency that has been providing basic necessities and services to less fortunate members of the Saratoga Springs community since 1983. Enclosed is a list of the current Board of Directors. Funding received from the City of Saratoga Springs through the Office of Community Development include:

1994	\$67,600.00 toward rehabilitation of 101 Washington Street
1995	\$9,500.00 toward salary/benefits for Project Lift staff person
1996	\$4,400.00 toward minor repairs at 10 Franklin Street
1999	\$16,700.00 towards repairs at 10 Franklin Street, 101 Washington Street and 95 Congress Street
2006	\$23,541.00 towards repairs at 10 Franklin Street, 101 Washington Street and 95 Congress Street
2007	\$10,000.00 towards repairs at 10 Franklin Street, 101 Washington Street and 95 Congress Street
2008	\$10,000.00 towards repairs at 10 Franklin Street, 101 Washington Street and 95 Congress Street
2009	\$15,000.00 towards repairs at 10 Franklin Street
2010	\$8,000.00 towards repairs at Franklin Community Manor
2011	\$23,866.00 towards replacement of elevator at Franklin Community Manor

- B) The Community Center has been involved with new construction, renovation of existing structures and some improvements and repairs on our buildings in past years. We have established a rapport with a handful of reputable and reliable local contractors. We have grown and developed meaningful and effective programming for those less fortunate from the City of Saratoga Springs. We are able to accomplish extensive programming with a small budget and a small group of dedicated staff and volunteers. This CDBG grant is necessary to help to ensure that Franklin Community Manor is safe, efficient and properly maintained for the people residing there. We have had great success conducting activities relating to our previous CDBG grant allocations.
- C) The Executive Director will be the direct person responsible for program and financial management of the activity. Bartlett Enterprises will replace the windows at Franklin Community Manor; they were the lowest of the three bids received and completed the first half of the project. Carpetland will replace the flooring at Franklin Community Manor; they were the lowest and only bid received and completed the first half of the project.
- D) In general, the Center does extensive networking with all other human service agencies throughout the City. These agencies would not be directly involved in the repairs, but their clientele referred to us or to our services would directly benefit.

BOARD OF DIRECTORS
Franklin Community Center, Inc.
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marne-esq@nycap.rr.com

3. ACTIVITY BUDGET

- A) Please see attached.
- B) The Saratoga Springs Rotary awarded \$7,000.00 as part of a major gift to replace windows at Franklin Community Manor. We were able to complete half of the windows in the building with these funds.

(ATTACHMENT 1)

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				
Fringe				
Other (consultants, etc.)				
<i>Subtotal</i>				

OVERHEAD				
Advertising/Marketing				
Program Supplies				
Rent & Utilities				
Other – list below				
Repairs - FCM	\$14,830.00	\$7,000.00	\$21,830.00	Saratoga Springs Rotary
<i>Subtotal</i>				

TOTAL COST	\$14,830.00	\$7,000.00	\$21,830.00
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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				
Construction - labor				
Construction Financing				
Other - (explain)				
<i>Subtotal</i>				

TOTAL COST

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

ORGANIZATION: FRANKLIN COMMUNITY CENTER, INC.

MAILING ADDRESS: 10 FRANKLIN STREET SARATOGA SPRINGS, NEW YORK 12866

FEDERAL ID #: 14-1667397 PHONE: 518-587-9826 FAX: 518-587-5293

DUNS #: 172817926

1. Please identify your fiscal year (mth/yr to mth/yr): 1/2012 – 12/2012

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

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

CDBG Activity Name: Franklin Community Manor Repairs

CDBG Funding Program Year: 2011 CDBG Funding Amount: \$23,866.00

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

GIVE NAME & CATALOG OF FEDERAL FINANCIAL ASSISTANCE (CFDA) #	AMOUNT OF AWARDS
<u>N/A</u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>

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 X

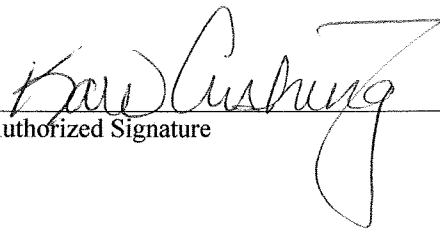
* If "yes", include a copy of your latest Single Audit Report with this completed and signed form as part of your application. If you answered "no", please complete, sign and return this form.

5. Are you aware of any financial audit violations, findings or questioned costs relating to any activity funded with federal financial assistance? YES * NO X

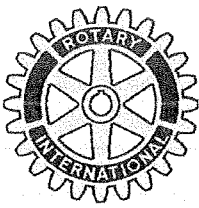
* If "yes", please describe:

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

IDENTIFY PROGRAM NAME & YEAR OF AWARD	IDENTIFY AMOUNT OF Co. AWARDS
<u></u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>


Authorized Signature

1/24/12
Date



June 29, 2011

Bo Goliber
Coordinator of Development
Franklin Community Center
10 Franklin Street
Saratoga Springs NY 12866

Dear Bo:

Dear Sue:

On behalf of the Saratoga Springs Rotary Club, I am pleased to offer a major gift of \$7000 towards the support of the window replacement project at the Franklin Community Center.

The Saratoga Springs Rotary Club is very much aware of the important services the Franklin Community Center provides to the less fortunate of Saratoga Springs and near-by communities, and the club also appreciates how important an upgraded and well-maintained facility is to the on-going mission of the Franklin Community Center.

As you and I have discussed, the gift is contingent upon the Franklin Community Center entering into a competitive bidding process with at least three contractors/providers, and then selecting one of the bids to complete the project. Funds will be made available when a contract with the selected contractor is signed.

Sincerely

A handwritten signature in black ink, appearing to read "Richard E. Hoffman".

The Rev. Richard E. Hoffman
Chair, Major Gift Committee
Saratoga Springs Rotary Club

Proposal

Page No. of Pages

CARPETLAND

411 West Main Street - 842-7560
Amsterdam, New York 12010

76 Church Street - 587-7331
Saratoga, New York 12866

PROPOSAL SUBMITTED TO <i>Transitional Services</i>	DATE <i>11</i>
ADDRESS <i>Saratoga Sp. N.Y.</i>	PHONE
JOB NAME AND LOCATION <i>Alth. Kane</i>	DATE OF PLANS
	ARCHITECT
	JOB PHONE

We hereby submit specifications and estimates, subject to all terms and conditions as set forth on both sides, as follows:

*Supply + Install VCT and
Vinyl Base for; Halls and
Common area and 9 apts*

7830⁰⁰

(Read Reverse Side)

We propose hereby to furnish material and labor - complete in accordance with above specifications,
for the sum of: _____ dollars (\$ _____)

Note: This proposal may be withdrawn by us if
not accepted within 45 days.

Authorized
Signature

Jan Mard

Signature _____

Accepted: The above prices, specifications and
conditions are satisfactory and are hereby accepted.
You are authorized to do the work as specified.
Payment will be made as outlined above.

Date _____

Signature _____

Proposal

Page No. _____ of _____ Pages

Wartlett Enterprises

10 Fuller Road
So. Glens Falls, NY 12068
(518) 732-0200

60 FRANKLIN COMMUNITY CENTER, 016

PROPOSAL SUBMITTED TO <i>FRANKLIN COMMUNITY CENTER</i>		PHONE <i>587-9826</i>	DATE
STREET <i>95 CONGRESS ST.</i>		JOB NAME	
CITY, STATE and ZIP CODE <i>SHARONA SP, N.Y.</i>		JOB LOCATION	
ARCHITECT	DATE OF PLANS	JOB PHONE	

We hereby submit specifications and estimates for:

INSTALLATION OF VINYL REPLACEMENT WINDOWS AT #95 CONGRESS ST. REMOVE AND DISPOSE OF EXISTING ALUMINUM WINDOWS (20 EA.) CLEAN AND INSPECT OPENINGS. INSTALL TWENTY, WHITE, VINYL, FUSION WELDED WINDOWS. UNITS TO HAVE WELDED FRAMES AND SASHES, AND HAVE LOW-E AND ARGON. FINISH AND CAULK TO WEATHER PROOF. CLEAN JOB SITE THOROUGHLY.
THANK YOU.

* UNIT SIZE APPROX 28" X 54"

5 Year Workmanship Warranty

We Propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

dollars (\$ 17,000.00).

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature *[Signature]*

Note: This proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____