

APPLICATION FOR  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT PROGRAM  
— 2020 Program Year Funding—

ACTIVITY NAME: Allen Drive Apartments

APPLICANT: Saratoga Affordable Housing Group (SAHG)

MAILING ADDRESS: 20 Prospect St Building 2 Suite 313  
Ballston Spa, NY Zip: 12020

PHONE: 518-495-3638 FAX: EMAIL: ferrarora7@gmail.com

CONTACT PERSON: Rocco Ferraro TITLE: President

APPLICANT (*select 1*):  City Department  Private non-profit organization  Other  
Public Agency

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(List Dept) 26-1210093 (List Federal ID #) -----  
(Specify)

832926245  
(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: \$ 20,000

Funding Leveraged from Other Sources: \$ 5,200

Total Activity Cost: \$ 25,200

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:

Saratoga Affordable Housing Group is requesting \$20,000 for a Case Manager. The case manager will be a half time position at \$18 per hour for 20 hours per week. With fringe benefits the total for the position will be \$23,000. Also included in the budget is staff mileage and supplies. SAHG will match this award with funds from tenant rent. This Manger will assist the low income, disabled tenants who reside there. The position would offer case management services, assist homeless persons to obtain stable housing at Allen Drive, work with the tenant to prevent eviction and a homeless situation, educate and assist the elderly and disabled tenants in terms of safety and assure they receive the necessary services to remain stably and independently housed, and other duties to insure stable housing for the target population.

These funds will provide assistance to 15 adults and 12 children residing in the Allen Drive Apartments.

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(Authorized Signature)

Rocco Ferraro  
(Typed or Printed Name)

President  
(Title)

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(Date)

**Please respond in writing to each of the following (add additional pages as necessary):**

## **1. ACTIVITY DESCRIPTION**

Provide a detailed description of your proposed activity. In this description, provide responses to the following items:

A) Identify whether the activity is new, ongoing, or expanded from previous years.

This is an ongoing activity.

In keeping with the high priority of CDBG to “provide Supportive services including homelessness prevention/intervention, job/ life skills training, housing placement, case management, etc.” to low income individuals and families”, SAHG is requesting funding to continue the position of the previously funded Case manager.

The assistance of the case manager has had a very positive effect for the tenants. Since case management has been provided, there has been just one eviction.

The case manager has been essential in helping the low-income, disabled tenants maintain their housing. Providing assistance with budgeting, tenant relations, advocating for health and mental health care, assistance with securing entitlements, and school relations for the children has increased the success of the tenants.

We are requesting funding to maintain this position that without CDBG funding would not be possible.

The Case Manager provides support services to these individual and families to help them obtain and maintain permanent housing. Supportive services including homelessness prevention/intervention, job/ life skills training, housing placement, case management, etc. will be the focus of this position.

B) Describe the community need that your activity is intended to address and how your activity will address that need. Provide evidence that this need is currently not being addressed through existing programs or activities.

Allen Drive Apartments provide permanent housing to low income, disabled individuals and families. Tenant characteristics include formerly homeless persons, persons living with mental illness, homeless veterans, victims of domestic violence, physically disabled persons and the elderly. Most of the tenants are living on Social Security Disability, Social Security, or a Service Connected disability. 65% are receiving a HUD Section 8 Voucher or Veterans VASH voucher to help pay the cost of their rent.

Rent is charged at the HUD fair market rate for Saratoga Springs, or lower. Tenants are charged 30% of their household income. There is no other funding available for these units.

It is increasingly evident that this target population requires support services to remain stably housed. Situations continue to occur such as non-payment of rent, domestic violence situations, criminal activity, not recertifying their lease or voucher assistance, persons becoming ill and not seeking help in a timely manner.

This has resulted in tenant eviction for non- payment of rent or not recertifying their lease, causing a homeless situation, serious medical issues for tenants, continued domestic violence, and other issues that have a negative impact on the individual or family.

Affordable housing continues to be a great need in the City of Saratoga Springs. These activities will address that need by ensuring the units remain safe, decent and affordable. The addition of a dumpster enclosure will help to insure sanitary conditions for the tenants.

Preserving affordable housing is an obvious first step in meeting the city's rental supply needs. Our intent is to "preserve" and "improve" these units so that we can avoid household displacement for low to moderate income tenants.

This work will meet the City plan to rehabilitate existing housing to: Improve code compliance, safety and energy efficiency of substandard housing and to accomplish more substantial and "whole-site" improvements,

This is existing housing, owned by SAHG. There are no other programs, activities or funding addressing these activities.

C) Identify who will benefit from the proposed activity. If the activity is designed to benefit:

C-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.

C-2) the inhabitants of a predominantly low-moderate income area, identify the Census Block Group in which the activity is located.

C-3) designed to benefit a low-moderate income "limited clientele", identify the "limited clientele" group.

Individual persons and families of low to moderate income will benefit from the proposed activities. The targeted population is identified by referrals to the apartments. These referrals are made to SAHG from the Saratoga Housing Authority, who manages the Section 8 voucher program for the City of Saratoga, Homeless Shelters, the EOC, Veterans & Community Housing Coalition (VCHC) as the manager of the Section 8 Voucher Program for Saratoga County, other providers and through individual application. A Memorandum of Understanding is maintained with all referring agencies. For the purposes of this application 20 households for a total of 48 persons will be served.

Income eligibility is determined by using the HUD calculation worksheet. Proof of income is required for all prospective tenants to calculate their eligibility and rent amount. As tenant's income changes, eligibility is re-determined.

**D) 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, etc.)**

Goal: To provide stable, safe, decent affordable housing to low to moderate income households in the city of Saratoga Springs.

The case manager will ensure all tenants at the Allen Drive apartments are educated on individual service needs, access to services, assistance with entitlements and other needs.

Success will be indicated by a decrease in evictions, number of previously homeless families and individuals assisted with housing.

The case manager will document each visit with the tenant, and record identified needs. Follow up documentation will detail the outcome of those needs.

Over the past year, we have seen that 50% of the tenants and their families require case management assistance.

Since CDBG funded a case manager for this program there have been no evictions. This is a major improvement from previous years without a case manager of an average of eight evictions. With the assistance of the case manager the tenants receive advocacy, assistance information and referral to health care, mental health services, addiction services, legal services, entitlements, etc. VCHC maintains MOU's with all community service providers that outline each service available through the agencies. This has been instrumental in the tenants participating in these services.

- E) Provide an activity timeframe/schedule (include start, completion dates, and other significant performance stages).

The case manager is currently employed and will continue without interruption.

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

No licenses or permits will be needed.

## **2. ORGANIZATIONAL CAPACITY**

- A) Provide an overview of your organization including length of time in existence. List current officers and board members and identify any prior funding by the City of Saratoga Springs (year, activity, and amount).

The Saratoga Affordable Housing Group (SAHG) was founded in 2007 for the sole mission “To provide quality, innovative housing for families in need; to promote self- sufficiency and economic independence; and to build a thriving community within the City of Saratoga Springs”.

In order to attain this mission SAHG purchased the property known as the Allen Drive Apartments. Since 2007, SAHG has provided safe, secure affordable housing for low to moderate income individuals and families.

The Allen Drive Apartments consists of 24 (2) bedroom units, 9 (3) bedroom units, 6 (1) Bedroom units and a single family home for a total of 40 units.

Members of the Board of Directors include:

Rocco Ferraro, President- Adjunct Faculty University at Albany

Ann Bullock- Attorney

Fran Dingeman- Event Planner/Strategist

Lucille Lucas, retired

Bob Reed, Safeguard Account Representative Tenant representative

Sister Charla Cummins, Executive Director of Catholic Charities

Richard Ferguson, Banker

The SAHG takes pride in the housing that it provides for low to moderate income individuals and families. With the financial support of the City of Saratoga through the CDBG, a safe, stable, and sanitary home has been able to be maintained for the persons that we serve. This assistance from the City of Saratoga includes:

\$100,000 in 2010 for new windows for 4 of the buildings.

\$99,239 in 2011 for the installation of a parking lot and sidewalks.

\$100,00 in 2012 for repairs and maintenance

\$43,464 in 2013 for new carpeting and siding for 2 of the buildings.

\$28,196 in 2014 for the installation of gutters and to repair the drainage system in several units.

\$74,900 in 2015 for removal of brick walls, roof repair, carpet replacement and painting.

\$ 88,180 in 2016 for roof repair, a new driveway, a shed and painting.

\$33, 846 in 2017 for repairs and maintenance

\$13,081 in 2018 for a case manager

\$24,700 in 2018 for maintenance

\$16,587.23 in 2019 for a case manager

\$18,944.73 in 2019 for maintenance

- B) 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.

The SAHG has contracted with VCHC to function as the Property Manager for the Allen Drive Apartments. Veterans & Community Housing Coalition has 38 years of experience in providing housing and housing support for individuals in Saratoga County.

VCHC has successfully undertaken substantial rehabilitation projects as well as new construction projects. These projects have been completed and are currently in operation. These projects include:

- A 12 unit Apartment complex, located in Wilton for veterans.
- A two family home for Veterans in Ballston Spa
- A 15 bed transitional home for male veterans located in Ballston Spa
- A 9 Bed transitional home for female veterans located in Ballston Spa
- A sixteen unit scattered site, permanent apartment program for low income, disabled Veterans.

In addition VCHC is the administrator of the Saratoga County Section 8 Program. VCHC is a participating agency in SCRAP and administration of VA VASH vouchers.

VCHC has maintained these units and works with multiple funding sources to meet the needs of each program. They are adept at identifying problem areas, determining solutions to each issue and through the bidding process, identifying a local contractor to correct the problem.

As the recipient of State and federal funding, VCHC is subject to annual monitoring visits by each funding source. These monitoring visits have always resulted in a positive report.

- C) 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.

The case manager will continue to be responsible to carry out the activities previously identified.

As President of the SAHG, Rocco Ferraro along with Cheryl Hage-Perez, Executive Director of VCHC will be responsible for oversight of program and financial management of all activities. Sheila Wood is the Director of Operations and provides direct supervision to the case manager. VCHC contracts with First Choice Professional Services who handles all of the finances for the agency. All staff is seasoned employees with years of experience.

A full report will be presented by VCHC to the full SAHG Board of Directors on a monthly basis.

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

There are no other partners.

### **3. ACTIVITY BUDGET – (ATTACHMENTS 1, 2)**

A) Include attached budgets (Attachments 1, 2) as appropriate. Depending on the activity, the applicant may need to submit one or both of the attached budget forms. More detailed budgets may be attached (and are recommended) in support of the proposal. If an architect, engineer, or other personnel have conducted a cost analysis, attach a copy noting the author and date of analysis.

- PROGRAM OPERATING BUDGET (Attachment 1) – for all proposals including public service projects and construction/site development projects
- CONSTRUCTION/SITE DEVELOPMENT BUDGET (Attachment 2) – for construction/site development projects

B) 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.). Attach copies of funding commitment letters or other evidence of funding support.

### **4. MONITORING OF FEDERAL FINANCIAL ASSISTANCE TO SUBRECIPIENTS – (ATTACHMENT 3)**

The City of Saratoga Springs is responsible for ensuring that subrecipients expend awards in accordance with applicable laws, regulations, and provisions of contracts and grant.

- A) In accordance with OMB Circular A-133, please complete Attachment 3 and include it with your application.
- B) During your last fiscal year, if your organization expended more than \$500,000 in total federal financial awards (including CDBG and all other federal assistance), please include a copy of your latest Single Audit Report with this application.

(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
<b>PERSONNEL</b>				
Salaries	18,000	2,000	20,000	Tenant rent
Fringe	2,000	1,000	3,000	Tenant rent
Other (consultants, etc.)				
<i>Subtotal</i>	20,000	3,000	23,000	

<b>OVERHEAD</b>				
Advertising/Marketing				
Program Supplies		1,000	1,000	Tenant rent
Rent & Utilities				
Other - list below				
staff mileage		1,200	1,200	Tenant rent
<i>Subtotal</i>		2,200	2,200	

<b>TOTAL COST</b>	20,000	5,200	25,200
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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
<b>PRECONSTRUCTION</b>				
Legal				
Engineering				
Architectural/Design				
Fees and Permits				
<i>Subtotal</i>				

<b>DEVELOPMENT</b>				
Relocation				
Site Preparation				
Construction - materials				
Construction - labor				
Construction Financing				
Other - (explain)				
<i>Subtotal</i>				

**TOTAL COST**

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(ATTACHMENT 3)

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

ORGANIZATION: SARATOGA AFFORDABLE HOUSING GROUP

MAILING ADDRESS: 20 PROSPECT STREET BUILDING 2 SUITE 313 BALLSTON SPA, NY 12020

FEDERAL ID #: 26-1210093 PHONE: 518-885-0091 FAX: 518-885-0998

DUNS #: 832926245

1. Please identify your fiscal year (mth/yr to mth/yr): July 1 to June 30,

2. Please identify below the funding received during your last fiscal year: \$ \$35,532

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

CDBG Activity Name: Case Manager

CDBG Funding Program Year: 2020 CDBG Funding Amount: \$ 20,000

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

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

5. 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.

6. 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: N/A

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

IDENTIFY PROGRAM NAME & YEAR OF AWARD	IDENTIFY AMOUNT OF CO. AWARDS
<u>CDBG 2019</u>	<u>\$35,532</u>
<u>CDBG 2018</u>	<u>\$37,781</u>
<u>CDBG 2016</u>	<u>\$33,846</u>
<u>CDBG 2015</u>	<u>\$74,900</u>
<u>CDBG 2014</u>	<u>\$28,196</u>
<u>CDBG 2013</u>	<u>\$43,464</u>
<u>CDBG 2011</u>	<u>\$99,239</u>
<u>CDBG2010</u>	<u>\$100,000</u>

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date