

Community Development Block Grant 2020 Program Year and COVID-19 Funding Joint Application - Submission #5321

Date Submitted: 5/20/2020



CITY OF SARATOGA SPRINGS

OFFICE OF COMMUNITY DEVELOPMENT

City Hall – 474 Broadway
Saratoga Springs, New York 12866
Tel: 518-587-3550 x2575 fax: 518-580-9480



COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT PROGRAM
2020 PROGRAM YEAR & CDBG COVID-19 FUNDING
- Joint Application -

IMPORTANT

2020 CDBG Guidebook

****DO NOT attempt to complete this application prior to reviewing the 2020 CDBG Guidebook (link provided above). Questions should be directed to the Community Development Planner at lindsey.connors@saratoga-springs.org****

Applying for:*

Regular 2020 CDBG PY
Entitlement Funding

CDBG-CV CARES ACT
Funding (COVID-19 related
activities)

Both/Either

Activity Name*

Allen Drive Maintenance

Applicant Organization*

Saratoga Affordable Housing Group

Address*

20 Prospect St Building 2 Suite 313

City*

Ballston Spa

State*

NY

Zip Code*

12020

Phone Number*

5188850091

Email Address*

chp@vchcny.org

Contact Person*

Cheryl Hage-Perez

Title*

Property Manager

Applicant Type*

Choose 1

City Department

Non-Profit Organization

Other Public Agency

List Department*

Federal ID #*

26-1210093

DUNS #*

832926245

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*

28,000

Requested CDBG COVID-19 Funding*

0

If zero, please indicate.

If zero, please indicate.

Funding leveraged from other sources*

5,600

Total activity cost*

33,600

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

Proposal Abstract *

To address the high priority of the CDBG to rehabilitate existing housing to: Improve code compliance, safety and energy efficiency of substandard housing and to accomplish more substantial and “whole-site” improvements, The Saratoga Affordable Housing Group (SAHG) is requesting \$28,000 to make these improvements at the Allen Drive Apartments.

These repairs and rehabilitation of the units will insure safe, decent, affordable housing for low to moderate income individuals and families in the City of Saratoga Springs while creating a safe and healthy environment for those we serve.

Through these proposed activities we will be able to eliminate household displacement while preserving the City of Saratoga’s low to moderate income housing stock.

The requested funds will provide services to the 99 tenants that reside in 40 units.

Please provide a BRIEF overview of your proposal.

Persons served*

99

This activity is...*

expanded from previous years

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

Activity Beneficiaries*

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, and 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 40 households for a total of 99 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.

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*

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

Objectives:

- Ensure maintenance of each unit and the grounds are completed regularly.
- Respond to emergency needs though the 24 hour on call
- Providing maintenance on all units to prevent the loss of a low income unit that is uninhabitable.

Success will be determined by the occupancy rate, lack of evictions, successful inspections by the City and Homes and Community Renewal.

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 *

Maintenace Staff are currently on staff to provide the needed work. They will continue if funded through CDBG.

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

Required Approvals/Permits*

None

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

Site Control Documentation (if applicable)

No file chosen

Deed, MOU, purchase contract, etc.

Organizational Capacity*

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

Yes No

Organizational Capacity (2)*

Have these activities been completed and all federal requirements met?

yes no

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*

Rocco Ferraro

Date*

5/20/2020

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

No file chosen

Optional: Evidence of Funding Support

No file chosen

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

CDBG 2020 Budget Form Maintenance final.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*

Saratoga Affordable Housing Group

Mailing Address*

20 Prospect St Building 2 Suite 313 Ballston Spa, NY 12020

Federal ID*

26-1210093

Phone #*

5188850091106

Fax

DUNS #*

832926245

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

7/2020 to 6/2021

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

Community Development Block Grant Entitlement Funding (CDBG):

CDBG Activity Name*

Allen Drive Maintenance

CDBG Program Year*

2020

CDBG Funding Amount*

28,000

If not applicable, please reply N/A.

Other Federal Financial Awards (cash & non-cash):**Name & Catalog of Federal Financial Assistance (CFDA)#***

none

Federal Funding Amount*

0

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***

Allen Drive Case Manager

Year*

2019

Award Amount*

17,000

If not applicable, please reply N/A.

Program Name

Allen Drive Maintenance

Year

2019

Award Amount

19,416

Program Name

Year

Award Amount

Authorized Electronic Signature Agreement*

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I agree.

Electronic Signature

Date

-----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

Budget Form 2
CONSTRUCTION / SITE DEVELOPMENT BUDGET

	Entitlement Grant	Leveraged Funding	Total Activity Cost	Source of leveraged Funds and In-Kind Services
PRECONSTRUCTION				
Legal			\$ -	
Land Acquisition			\$ -	
Engineering			\$ -	
Architectural/Design			\$ -	
Fees and Permits			\$ -	
<i>Subtotal</i>	\$ -	\$ -	\$ -	
DEVELOPMENT				
Relocation			\$ -	
Site Preparation			\$ -	
Construction - materials	\$ 16,000.00	\$ 3,200.00	\$ 19,200.00	tenant rent
Construction - labor	\$ 12,000.00	\$ 2,400.00	\$ 14,400.00	tenant rent
Construction Financing			\$ -	
Other (please list below)				
			\$ -	
			\$ -	
			\$ -	
<i>Subtotal</i>	\$ 28,000.00	\$ 5,600.00	\$ 33,600.00	
TOTAL COST	\$ 28,000.00	\$ 5,600.00	\$ 33,600.00	