

Community Development Block Grant 2021 Program Year Subgrantee Application - Submission #6451

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](mailto:lindsey.connors@saratoga-springs.org)\*\***

Activity Name\*

Case Management

Applicant Organization\*

Saratoga Affordale Housing Group

Address\*

20 Prospect St

City\*

Ballston Spa

State\*

NY

Zip Code\*

12020

**Phone Number\***

5188850091

**Email Address\***

chp@vchcny.org

**Contact Person\***

Leigha Rosenberger

**Title\***

COO

**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\***

\$18,000

**Funding leveraged from other sources\***

\$5,000

**Total activity cost\***

\$23,000

If zero, please indicate.

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

**Proposal Abstract \***

Saratoga Affordable Housing Group is requesting \$18,000 for a Case Manager. The case manager will be a half time position at \$20 per hour for 20 hours per week. With fringe benefits, mileage and supplies, the total for the position will be \$23,000. 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 25 adults and 18 children residing in the Allen Drive Apartments.

Please provide a BRIEF overview of your proposal.

**Persons served\***

43

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

**This activity is...\***

continuing from previous years

**Priorities Addressed\***

Priorities to be addressed include providing safe, decent and affordable housing to low to moderate, disabled, and elderly residents of Saratoga County. Once housig is stabalized, the priority is to hep them maintain secure housing. For the popuation served at the Allen Drive Apartments, maintaining housing is often difficult due to poverty, illness, addiction, and lack of a support system. 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 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.

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\*

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 of 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. Since the cse manager position was initially funded by CDBG the eviction rate has decreased to 0 evictions, tenants have been referred for health services and the case manager assists with monitoring of compliance. Food insecurity is addressed through weekly deliveries of food to the tenants by the case manager. The case manager assists the children by working with schools and parents.

VCHC is an active member of the North Country COC. Through the coordinated entry referrals are made to the member agencies. In addition, referrals are received from DSS, self referrals, family members and other service agencies. A Memorandum of Understanding is maintained with all agencies who provide services to this target population. These agencies provide referrals. The Allen Drive apartments maintain 100% occupancy with a wait list.

Annually 25 adults and 18 children will receive support services from the case manager.

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\*

1. To assist 25 families with children with low to moderate income residents of Saratoga Springs obtain and maintain safe, decent and affordable housing.

The case manager is the only source of support these families have. For example in 2020 17 families were in jeopardy to eventually lose their housing due to lack of ability to pay their rent. The case manager was able to assist them in applying to community and local services to receive funds to pay their back rent. The case manager was also able to assist with them applying for and receiving entitlements to insure their housing stability.

2. To assist 15 elderly and/or disabled low to moderate income residents of Saratoga Springs access health care and treatment.

The elderly and persons with disabilities often forget to attend appointments, refill their prescriptions, recertify for health care, forget to take their medications or do not take them as prescribed. The case manager will provide assistance and referral to insure health care appointments are made, attended and their treatment plans are followed as ordered.

3. 15 children will attend school and complete their assignments.

These children are latch key children who due to the parents working or disability are often left on their own regarding their school work.

The case manager will work with the family and school to ensure the children receive a solid education.

4. Other issues that could jeopardize the housing stability or safety of the tenants will also be addressed by the case manager.

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 \*

As the case manager services are currently provided, if funded there will be no gap in services. The case manager will work through the year to insure the housing security of the tenants and their families.

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

### Required Approvals/Permits\*

N/A

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

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

Representative Tenant representative

Sister Charla Cummins, Executive Director of Catholic Charities

Richard Ferguson, Banker

Bob Reed, Safeguard Account

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

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

### Organization Capacity Documentation

No file chosen

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

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.

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

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. The CFO of VCHC is responsible for the financial oversight of all funds. All staff is seasoned employees with years of experience.

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

N/A

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\*

Rocco Ferraro

## 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

CDBG budget case manager 2021.xlsx

#### 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

No file chosen

#### 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 Affordale Housing Group

#### Mailing Address\*

20 Prospect St

#### Federal ID\*

26-1210093

#### Phone #\*

5188850091

#### Fax #

5188850998

#### DUNS #\*

832926245

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

7/21 to 6/22

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

#### Community Development Block Grant Entitlement Funding (CDBG):

**CDBG Activity Name\***

Case Management

**CDBG Program Year\***

2021

**CDBG Funding Amount\***

18,000

If not applicable, please reply N/A.

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

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

N/A

**Federal Funding Amount\***

18,000

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\***

N/A

**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**

**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

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

**Location Map\***

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

**Budget Form 1**  
**Proposed Activity Program Operati**

	Entitlement Grant	Leveraged Funding	Total Activity Cost
<b>PERSONNEL</b>			
Salaries	\$ 18,000.00	\$ 2,800.00	\$ 20,800.00
Fringe		\$ 1,000.00	\$ 1,000.00
Other (consultants, etc.)			\$ -
<i>Subtotal</i>	\$ 18,000.00	\$ 3,800.00	\$ 21,800.00
<b>OVERHEAD</b>			
Advertising/Marketing			\$ -
Program Supplies			\$ -
Rent & Utilities			\$ -
Other (please list below)			
mileage and supplies		\$ 1,200.00	\$ 1,200.00
			\$ -
			\$ -
<i>Subtotal</i>	\$ -	\$ 1,200.00	\$ 1,200.00
<b>TOTAL COST</b>	<b>\$ 18,000.00</b>	<b>\$ 5,000.00</b>	<b>\$ 23,000.00</b>

