

Community Development Block Grant 2021 Program Year Subgrantee Application - Submission #6471

Date Submitted: 3/4/2021



**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\*

Allen Drive Apartments

Applicant Organization\*

Saratoga Affordable Housing Group (SAHG)

Address\*

20 Prospect St. Bld 2 Suite 313

City\*

Ballston Spa

State\*

NY

Zip Code\*

12020

**Phone Number\***

518-453-0850

**Email Address\***

ferrarora7@gmail.com

**Contact Person\***

Rocco Ferraro

**Title\***

President

**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 Area Benefit

Choose 1

**Requested CDBG Entitlement Funding\***

58,987

**Funding leveraged from other sources\***

5,898

**Total activity cost\***

64,885

If zero, please indicate.

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 \$58,987 to make these improvements at the Allen Drive Apartments. Four of the apartments are in need of patching and repainting that will cost \$8,000. Ensuring decent housing is needed for the Allen Drive apartments.

The installation of electric heating cables are needed after prior winters have resulted in difficulty in clearing the roofs and ensuring the pipes are clear from snow and ice dams. These cables will help in preventing roof damages and leaking in the units as well as keeping our gutters and downspouts flowing. This installation will cost \$4,000

Tile flooring in the hallways and vinyl treads on the stairs in common areas are in need replacing due to cracking. Cracks are not easily fixed without complete replacement of the floors; the cracking is leading to trip hazards that can result in harm of the tenants, guests or anyone entering the buildings for businesses. This replacement of higher quality flooring will create a longer life span of high trafficked areas and providing a safer entrance and access to the building. This replacement to provide safer housing will cost \$11,470.

After a sewer back up at Allen Drive left tenants were without water and the need of emergency plumbing and professional services it was determined that the sewer lines at Allen Drive need clean outs installed in the sewer lines to the main sewer. The sewer clean out is a pipe or pipe(s) with a cap that provides access to the sewer line so that blockages can be removed. The lateral sewer line is the sewer line that connects your home to the main public sewer system. Usually, the sewer cleanout is located somewhere along the lateral sewer line. Failure to install these cleanouts will result in continuous sewer backups, loss of water in the units and potential other damages to the units at Allen Drive. There are 5 additional clean outs that need to be installed at the property. The cost of \$46,987 includes repairing laterals and providing mobilization.

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.

Please provide a BRIEF overview of your proposal.

**Persons served\***

43

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

expanded from previous years

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

**Priorities Addressed\***

The Allen Drive project will focus on the priority of permanent housing needs. Affordable housing continues to be a great need in the City of Saratoga Springs. These activities will address that need by ensuring the building and units remain safe, decent and affordable. The flooring replacement, installation of electric roof melt cable, painting and installation of the cleans outs of the main sewer line will ensure the safety of the tenants, visitors and others who have business on the property.

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,

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, physically disabled persons, the elderly, and victims of domestic violence, 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.

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.

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 that provide services to this target population. These agencies provide referrals. The Allen Drive apartments maintain 100% occupancy with a wait list.

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 safe, decent affordable housing to low to moderate income households in the city of Saratoga Springs.

Success of this goal will be measured by completion of all requests for funding, the occupancy rate, eviction rate and success of the tenants residing there to maintain stable housing. These activities will benefit future housing to 15 units and 33 tenants at Allen Drive.

We will accomplish this by the proposed activities. The installation of clean outs will ensure proper sewer and water drainage for the units at Allen Drive. Proper drainage will ensure that units can continue to remain safe for tenants. New flooring in hallways and on the stairs will provide a safe entrance to the units for tenants, guests and any visitors conducting business. Painting in four of the units will provide clean units for new tenants. Providing heating cables will prevent leakage of the units to ensure that resident can remain safely in their own homes.

Accomplishments and success will be documented from the beginning and through every phase of each activity until completion.

The Facilities Director will submit a schedule of activities each week to Cheryl Hage-Perez, Executive Director of the management company. She will report progress to SAHG on a monthly basis. The Finance Director will submit a financial accounting of each activity monthly to the SAHG Board of Directors.

Quarterly reports will be submitted to the City on progress and funds expended.

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 \*

If the proposed activities are funded at Allen Drive the start of the projects will begin as of July 1, 2021 and will be completed by June 2022.

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

### Required Approvals/Permits\*

NA

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.

### 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 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

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 14 bed transitional home for male veterans located in Ballston Spa
- A 5 Bed transitional home for female veterans located in Ballston Spa
- A 17 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. Leigha Rosenberger 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

NA

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\*

3/4/2021

**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**

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**

Budget-Form-2---CDBG-Application.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 (SAHG)

**Mailing Address\***

20 Prospect St. Building 2 Suite 313

**Federal ID\***

26-1210093

**Phone #\***

518-453-0850

**Fax #**

**DUNS #\***

83292645

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

06/01/2021

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

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

**CDBG Activity Name\***

Allen Drive Apartments

**CDBG Program Year\***

2021

**CDBG Funding Amount\***

58,987

If not applicable, please reply N/A.

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

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

NA

**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\***

NA

**Year\***

0

**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 2  
CONSTRUCTION / SITE DEVELOPMENT BUDGET**

	Entitlement Grant	Leveraged Funding	Total Activity Cost	Source of leveraged Funds and In-Kind Services
<b>PRECONSTRUCTION</b>				
Legal			\$ -	
Land Acquisition			\$ -	
Engineering			\$ -	
Architectural/Design			\$ -	
Fees and Permits				
<i>Subtotal</i>	\$ -	\$ -	\$ -	
<b>DEVELOPMENT</b>				
Relocation			\$ -	
Site Preparation			\$ -	
Construction - materials			\$ -	
Construction - labor			\$ -	
Construction Financing			\$ -	
Other (please list below)				
<b>Total of all Estimated Activities including fees</b>			\$ 58,987.00	Leverage from tenant rental income.
			\$ -	
			\$ -	
<i>Subtotal</i>	\$ -	\$ -	\$ -	
<b>TOTAL COST</b>	\$ -	\$ -	\$ 58,987.00	