

APPLICATION FOR
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT PROGRAM
— 2013 Program Year Funding—

ACTIVITY NAME: Rehabilitation of Allen Drive Apartments

APPLICANT: Saratoga Affordable Housing Group (SAHG)

MAILING ADDRESS: 1214 Saratoga Road
Ballston Spa, NY Zip: 12020

PHONE: 518 453-0850 FAX: 518 453-0856 EMAIL: rocky@cdrpc.org

CONTACT PERSON: Rocco Ferraro TITLE: President

APPLICANT (select 1): City Department Private non-profit organization Other Public Agency
(List Dept.) 26-1210093 (Specify)
(List Federal ID #)
832926245
(DUNS#)

NATIONAL OBJECTIVE (select 1):

“Benefit persons of Low/moderate income”

“Address slum/blight Conditions”

“Urgent CD Need”

- L/M Income Area Benefit
 L/M Income Limited Clientele Activities
 L/M Income Housing Activities
 L/M Income Job Creation/Retention

- “N/A” Slum/blighted Area
 Slum/blighted Spot Basis
“N/A” Urban Renewal Completion

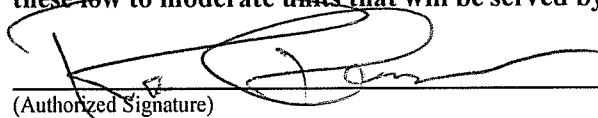
“N/A” Urgent Need

REQUESTED ENTITLEMENT FUNDING: \$ 90,980.00

Funding Leveraged from Other Sources: \$ 9,098.00

Total Activity Cost: \$ 100,078.00

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: **We are requesting funds required for repairs needed at building 40 and 42 Allen Drive (8 apartments). The work will include the replacement of the 64 windows, insulation and vinyl siding for both Unit 40 and Unit 42 and new carpeting which has not been replaced in 30 years. There are 22 individuals living in these low to moderate units that will be served by this project.**


(Authorized Signature)
Rocco Ferraro
(Typed or Printed Name)

President
(Title)
1/30/13
(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. **ACTIVITY IS NEW**
- 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. **It has been well documented (Saratoga Workforce Housing Trust Fund general framework document, Affordable Housing Task Force Report, City's Consolidated Plan and Annual Supplements, Housing Authority's Five Year Plan, Saratoga Springs Housing Authority 5 year Strategic plan and Annual Supplements), that while the City of Saratoga Springs continues to grow and expand, many working families are unable to afford an apartment to rent within the city limits. The Saratoga County Rural Preservation Company has available 239 section 8 vouchers, but only 221 are currently being used due to the lack of units or the unwillingness of landlords to rent apartment for only \$870 per month (the fair market value for a two bedroom apartment). Between apartments rented to Skidmore College students in the winter and the influx of families who spend the summers in Saratoga Springs during the "Track Season", landlords find renting to these populations more lucrative as opposed to renting to low-and moderate-income families. The renovations would assist with preserving the structures and utilities of 2 buildings with a total of 8 affordable units serving 22 residents of low and moderate income.**
- 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. **Saratoga County Rural Preservation Company (SCRPC), the property management group for the Saratoga Affordable Housing Group (SAHG) Manages the Section 8 voucher program for Saratoga County; all residents income have been certified by SCRPC using the protocol as outlined by HUD.**
- 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.
- 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.)
22 low to moderate person will benefit from this grant, by improving the livability of 8 affordable units for the residents, bringing those units up to acceptable standards that all residents, regardless of the income restrictions, deserve.
- E) Provide an activity timeframe/schedule (include start, completion dates, and other significant performance stages).
All work will be completed within 180 days of receiving this grant.
- 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.
Saratoga County Rural Preservation Company is contracted by the Saratoga Affordable Housing Group (SAHG); SAHG will insure that all work will comply with city, state and federal codes.

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, Inc. (Corporation) is a not for profit corporation in the City of Saratoga Springs and the County of Saratoga, New York that is working to secure affordable housing for low to moderate income families. The mission of the Saratoga Affordable Housing Group, Inc, is: to provide quality, innovative housing for families in need: promote opportunities for self-sufficiency and economic independence; and build a thriving community within the City of Saratoga Springs. However, the major objective of this not-for-profit is to enable families, who do not make much more than minimum wage, to secure rental units within the city.

The board president is Rocco Ferraro, Executive Director of the Capital District Regional Planning Commission; Dennis Brunelle is the former Executive Director of EOC and board chairman of the Saratoga Housing Authority; Sister Charla Commins is the Executive Director of Catholic Charities; Steve Sullivan is a local business owner; Bill Stanley is the Vice-President of the NAACP; Robert Pasciullo and Scott Peterson are local Attorneys from the City of Saratoga Springs.

Below is a listing of prior funding:

2009	Stimulus Funds: Site Work, Lights, trees, sidewalks	
	Excavation	11,252.00
	Sidewalks	32,846.00
	Fill stone and Fabric	8,500.00
	Electrical	9,500.00
	Paving	36,141.00
	Markings	1,000.00
	Total Award	99,239.00
2010	New Windows: #35, 37, 39, and 41	
	Demolition	9,600.00
	Rough Carpentry	14,400.00
	Window Installation 192	57,600.00
	Finish Carpentry	5,920.00
	Insulation and Caulking	1,920.00
	Exterior Finishes	10,560.00
	Total Award	100,000.00
2011	Parking Lot	
	A/E	2,500.00
	General Condition	4,040.00
	Excavation of 3 Lots	8,000.00
	#2 Stone	6,000.00
	#57 Stone	5,000.00
	Paving 4" Pervious	22,000.00
	4 x 4 Drywell w/ Drainage	12,000.00
	Garbage Pad	1,000.00
	Grading Site, Repair, Striping & Signs	4,000.00
	Punch List and Close-Out	2,500.00
	Total Award	67,040.00
2012	No Request	0

- 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. **Saratoga County Rural Preservation Company (SCRPC) has been contracted as the property manager. SCRPC has undertaken both rehabilitation work and new construction projects throughout its 30 years in operation, including site renovation, apartment modernization and new construction; included in these projects are a 12 unit apartment complex in the Town of Wilton for formerly homeless veterans and the recently opened transitional facility for homeless women veterans,**
- 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. **A. C. Mazurek is the Executive Director of SCRPC, he, along with the President of the Saratoga Affordable Housing Group, Rocco Ferraro, will be responsible for all aspects of this work. Both Mr. Mazurek and Mr. Ferraro have years of experience in managing and administering construction/housing projects.**
- D) Identify any other agencies/partners involved in this activity and define their roles and responsibilities. **None**

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. **Actual budget will be completed when the work is contracted. The cost estimate is attached.**
- 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 sub recipients 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
PERSONNEL				
Salaries				
Fringe				
Other (consultants, etc.)				
Subtotal				

OVERHEAD				
Advertising/Marketing				
Program Supplies				
Rent & Utilities				
Other – list below				
Subtotal				

TOTAL COST			
------------	--	--	--

(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				
Subtotal				

DEVELOPMENT				
Relocation				
Site Preparation				
Construction - materials				
Construction - labor				
Construction Financing				
Other - (explain)				
Subtotal				

TOTAL COST

--	--	--

Allen Drive Apartment

Window Scope of Work:

- 1 Contractor to remove existing window and associated window trim.
Contractor to remove exterior siding as required accommodating new window
- 2 opening.
Contractor to modify/enlarge existing window opening as required accommodating
- 3 new windows.
Contractor to install new window, insulate perimeter of window and repair gypsum
- 4 wall board and install new window casing.
- 5 Contractor to install new siding around new window and caulk perimeter of window.

Carpeting Scope of Work

- 1 Remove old carpet from all 8 apartments
- 2 Install new Commercial grade carpet

Siding Scope of Work:

- 1 Install Fascia, soffit, cap windows, insulate and side
- 2 Removal of all debris.

Cost Estimate

Location	Quantity	Price	Item Total	TOTAL
<u>Requested Funding</u>				
Windows: #40 & #42				
Demolition	64	62.11	3,975.00	
Rough Carpentry	64	93.14	5,961.00	
Window Installation 64	64	372.59	23,846.00	
Finish Carpentry	64	38.28	2,450.00	
Insulation and Caulking	64	12.41	794.00	
Exterior Finishes	64	68.34	4,374.00	
Total				41,400.00
Carpeting				
Commercial Carpeting - Material (8 Apartments)	8	1,220.00	9,760.00	
Commercial Carpeting - Labor (8 Apartments)	8	1,020.00	8,160.00	
Total		2,240.00		17,920.00
Vinyl Siding and Soffit: #40 & #42				
Material - 3/8 Foam Insulation, Vinyl Siding, Aluminum Soffit	2	9,750.00	19,500.00	
Installation	2	6,080.00	12,160.00	
Total				31,660.00
			<u>Total</u>	
			<u>Price:</u>	90,980.00

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

ORGANIZATION: Saratoga Affordable Housing Group

MAILING ADDRESS: 1214 Saratoga Road, 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 1st to June 30th

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

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

CDBG Activity Name: None

CDBG Funding Program Year: _____ CDBG Funding Amount: _____

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

GIVE NAME & CATALOG OF FEDERAL FINANCIAL ASSISTANCE (CFDA) #	AMOUNT OF AWARDS
_____	_____
_____	_____
_____	_____

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_____

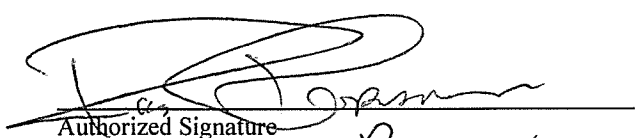
* If "yes", include a copy of your latest Single Audit Report with this completed and signed form as part of your application. If you answered "no", please complete, sign and return this form.

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
_____	_____
_____	_____
_____	_____
_____	_____


Authorized Signature

Patricia
Saratoga Affordable Housing
(SARV)

1/30/13
Date