



# CITY OF SARATOGA SPRINGS

OFFICE OF COMMUNITY DEVELOPMENT

City Hall - 474 Broadway  
Saratoga Springs, New York 12866  
Tel: 518-587-3550 x.2575 fax: 518-580-9480  
<http://www.saratoga-springs.org/cd>



## - APPLICATION INFORMATION PACKET -

### COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT PROGRAM 2014 PROGRAM YEAR

The Saratoga Springs Office of Community Development is now seeking applications for funding under the Community Development Block Grant (CDBG) Entitlement Program for the 2014 Program Year (1 July 2014 – 30 June 2015).

**PROGRAM OBJECTIVE:** The objective of this program, funded by the U.S. Department of Housing and Urban Development (HUD), is to assist the development of viable urban communities by providing decent housing, a suitable living environment and expanding economic opportunities principally for persons of low- and moderate-income within the City of Saratoga Springs.

**ELIGIBLE ACTIVITIES:** Eligible activities will address community development needs as prioritized in the City's 2010 Consolidated Plan and may include affordable housing acquisition, construction and rehabilitation; economic development and job creation; public facility and infrastructure improvements; public services and other federally eligible activities.

**AVAILABLE FUNDS:** Approximately \$ 300,000

**APPLICATION DEADLINE:** Completed applications with all necessary information and copies may be submitted to the Office of Community Development, City Hall – 474 Broadway, Saratoga Springs, New York 12866, **no later than 4:30 PM on Friday, 31 January 2014.**

**REQUIRED COPIES:** 1 original, plus 1 electronic version in “.pdf” format (Please contact us for assistance, if necessary)

**PUBLIC HEARINGS:** All applicants are strongly encouraged to speak on behalf of their proposal at one of the two Public Hearings scheduled below. Persons wishing to speak may sign in at 5:45 PM and speakers will appear in the order in which they sign up.

Public Hearing #1 Monday, February 3, 6:00 PM (5:45 sign-in)  
City Council Room, City Hall, Saratoga Springs, NY 12866

Public Hearing #2 Thursday, February 6, 6:00 PM (5:45 sign-in)  
Saratoga Springs Recreation Center  
15 Vanderbilt Avenue, Saratoga Springs, NY 12866

**FOR INFORMATION, PLEASE CONTACT:** Saratoga Springs Office of Community Development  
City Hall - 474 Broadway  
Saratoga Springs, New York 12866  
(518) 587-3550 Ext. 2575

## 2014 PROGRAM YEAR ANTICIPATED SCHEDULE OF EVENTS

- December 2<sup>nd</sup> - Monday - 2014 Entitlement funding applications and information packets available
- January 31 - Friday - Application deadline (due no later than 4:30 PM)
- February 3 - Monday - PUBLIC HEARING #1:  
City Hall - 474 Broadway  
6:00 PM (sign-in at 5:45 PM)
- February 6 - Thursday - Public Hearing #2:  
Saratoga Springs Recreation Center, 15 Vanderbilt Avenue  
6:00 PM (sign-in at 5:45 PM)
- March 4 - Tuesday - Present recommended 2014 Entitlement Plan to City Council
- March 5 - April 4 - Comment period for recommended 2014 Entitlement Action Plan
- March 18 - Tuesday - Public Hearing on recommended 2014 Entitlement Action Plan
- April 15 - Tuesday - City Council vote on final 2014 Entitlement Action Plan
- May 8 – Thursday - Submission of 2014 Entitlement Action Plan to HUD-Buffalo
- July 1 – Tuesday - 2014 Entitlement Program Year Begins
- September to October 2014 - Anticipated receipt of HUD Grant Agreement and Release of Funds

## INCOME AND RENT GUIDELINES

### INCOME GUIDELINES

The following guidelines represent income limits by household size and maximum annual income as determined by HUD, effective January 2013, for assistance under the Community Development Block Grant program.

“LOW INCOME”		“MODERATE INCOME”	
<u>Household Size</u>	<u>Maximum Annual Income</u>	<u>Household Size</u>	<u>Maximum Annual Income</u>
1 person	\$ 27,200	1 person	\$ 43,550
2 persons	31,100	2 persons	49,750
3 persons	35,000	3 persons	55,950
4 persons	38,850	4 persons	62,150
5 persons	42,000	5 persons	67,150
6 persons	45,100	6 persons	72,100
7 persons	48,200	7 persons	77,100
8 or more persons	51,300	8 or more persons	82,050

### AFFORDABLE RENT GUIDELINES

The following rent guidelines are for use in developing your proposal. These rates were established using local Fair Market Rents (FMR), developed by the U.S. Dept. of HUD.

	<b>MAXIMUM RENT</b>	<b>MAXIMUM RENT WITHOUT UTILITIES</b>	
	<u>Including Utilities</u>	<u>Electric</u>	<u>Gas</u>
1 bedroom	\$744	\$614	\$644
2 bedrooms	\$921	\$791	\$821
3 bedrooms	\$1,147	\$1,017	\$1,047
4 bedrooms	\$1,231	\$1,101	\$1,131

**APPLICATION FOR  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT PROGRAM  
— 2014 Program Year Funding—**

ACTIVITY NAME: Franklin Community Manor Repairs

APPLICANT: Franklin Community Center, Inc.

MAILING ADDRESS: 10 Franklin Street

Saratoga Springs, NY Zip: 12866

PHONE: 518-587-9826 FAX: 518-587-5293 EMAIL: kari@franklincommunitycenter.org

CONTACT PERSON: Kari Cushing TITLE: Executive Director

APPLICANT (*select 1*):  City Department  Private non-profit organization  Other Public Agency  
(List Dept.) 14-1667397 (List Federal ID #) (Specify)

172817926  
(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:**      \$ 20,705  
Funding Leveraged from Other Sources:      \$ 1,500  
Total Activity Cost:      \$ 22,205

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:

Franklin Community Manor is a safe and affordable housing building providing permanent housing for low-income individuals in Saratoga Springs. The building contains 17 efficiency apartments for those who are homeless or living in substandard conditions.

Franklin Community Manor was built in 1987 and still contains much of the original infrastructure. Over the past 27 years, the doors to the apartments have sustained a lot of wear and tear, consequently, we are searching for funds to replace the doors to the 17 units.

This past year we have also had an issue with bed bugs in the building. We were successful in eliminating the problem, but the pest control company has recommended that the existing build-in beds be removed and replaced with non-permanent frames and mattresses to prevent the problem from repeating.

\_\_\_\_\_  
(Authorized Signature)

Executive Director  
\_\_\_\_\_  
(Title)

Kari Cushing  
\_\_\_\_\_  
(Typed or Printed Name)

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

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

## **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.

## 1. ACTIVITY DESCRIPTION

- A) We are requesting an allocation which would address some repairs at Franklin Community Manor, a safe and affordable housing building providing permanent housing for low income individuals living in Saratoga Springs. Franklin Community Manor is owned and operated by Franklin Community Center. The doors need to be replaced and the existing built-in beds need to be removed; this represents new work on an existing building.
- B) **Franklin Community Center at 10 Franklin Street** is the location from which we provide direct help to those who require food pantry assistance, holiday assistance, case management, information/referral, parent meetings, meeting space for community groups/trainings and weekend support group meetings (AA, NA), walk-in inquires and all administrative activity takes place at this location. The building also houses a Head Start classroom. These are low income people from all ethnic groups and range in age from 0-99 years old.

**101 Washington Street** is the site from which we distribute our clothing, furniture and household items free of charge to those in need. We also provide two safe/affordable apartments at the location. We serve approximately 800 persons of all ages each month. The composition of this population ranges from 0-99 years and covers all ethnic groups. These are low income people.

**Franklin Manor at 95 Congress Street** is the location of our 17 unit apartment building which provides permanent housing for individuals who are homeless or living in substandard conditions. Our population consists of 50% men and 50% women. All residents are of very low income and range in ethnicity. The residents currently range in age from 43 to 80 years old.

- C1) One hundred percent of the people we serve are of low-to moderate-income. All residents of our apartments at 95 Congress Street and 101 Washington Street participate in a structured intake process where income source and amount are verified. All individuals requesting services out of our building at 10 Franklin Street (i.e. food pantry, holiday assistance, school supplies...etc.) participate in a screening process where income is determined.
- D) The activity will be successfully accomplished when the new doors have been installed, built-in beds removed, and flooring under built-in beds repaired/replaced. The residents at Franklin Community Manor will directly benefit from this improvement in that the new doors will ensure safety and prevent further damages or need for temporary and/or emergency repairs. The removal of the built-in beds will help to ensure that residents do not get bed bugs, and if they do, they will be easier to eradicate.
- E) The projects will commence as soon as we receive word that the funds have been released from the Federal government. Both projects will be complete by June 30, 2015.
- F) We do not expect to run into any requirements for local, state or federal approval or licensing.

## 2. ORGANIZATIONAL CAPACITY

- A) Franklin Community Center is a private, non-profit agency that has been providing basic necessities and services to less fortunate members of the Saratoga Springs community since 1983. Enclosed is a list of the current Board of Directors. Funding received from the City of Saratoga Springs through the Office of Community Development include:

1994	\$67,600.00 toward rehabilitation of 101 Washington Street
1995	\$9,500.00 toward salary/benefits for Project Lift staff person
1996	\$4,400.00 toward minor repairs at 10 Franklin Street
1999	\$16,700.00 towards repairs at 10 Franklin Street, 101 Washington Street and 95 Congress Street
2006	\$23,541.00 towards repairs at 10 Franklin Street, 101 Washington Street and 95 Congress Street
2007	\$10,000.00 towards repairs at 10 Franklin Street, 101 Washington Street and 95 Congress Street
2008	\$10,000.00 towards repairs at 10 Franklin Street, 101 Washington Street and 95 Congress Street
2009	\$15,000.00 towards repairs at 10 Franklin Street
2010	\$8,000.00 towards repairs at Franklin Community Manor
2011	\$23,866.00 towards replacement of elevator at Franklin Community Manor
2012	\$14,830.00 towards replacement of windows and floors at Franklin Community Manor

- B) The Community Center has been involved with new construction, renovation of existing structures and some improvements and repairs on our buildings in past years. We have established a rapport with a handful of reputable and reliable local contractors. We have grown and developed meaningful and effective programming for those less fortunate from the City of Saratoga Springs. We are able to accomplish extensive programming with a small budget and a small group of dedicated staff and volunteers. This CDBG grant is necessary to help to ensure that Franklin Community Manor is safe, efficient and properly maintained for the people residing there. We have had great success conducting activities relating to our previous CDBG grant allocations.
- C) The Executive Director will be the direct person responsible for program and financial management of the activity. Allerdice Commercial Doors will replace the doors at Franklin Community Manor; they were the lowest of the three bids received. Verhaeg Building & Remodeling will remove the existing built-in beds and Carpetland will replace the flooring. Saratoga Springs Builders Association has agreed to donate \$1,500 to purchase new bed frames and mattresses for 16 of the 17 units.
- D) In general, the Center does extensive networking with all other human service agencies throughout the City. These agencies would not be directly involved in the repairs, but their clientele referred to us or to our services would directly benefit.

(ATTACHMENT 1)

**PROGRAM OPERATING BUDGET**

(Entitlement Grant + Leveraged Funds = Total Activity Cost)

	<b>ENTITLEMENT GRANT</b>	<b>Leveraged Funds*</b>	<b>Total Activity Cost</b>	<b>*Source of leveraged Funds and In-Kind Services</b>
<b>PERSONNEL</b>				
Salaries				
Fringe				
Other (consultants, etc.)				
<i>Subtotal</i>				

<b>OVERHEAD</b>				
Advertising/Marketing				
Program Supplies				
Rent & Utilities				
Other – list below				
<i>Subtotal</i>				

<b>TOTAL COST</b>			
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### 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	\$10,955	\$1,500	\$12,455	Saratoga Springs Builders Association
Construction - labor	\$9,750		\$9,750	
Construction Financing				
Other - (explain)				
<i>Subtotal</i>	\$20,705	\$1,500	\$22,205	

<b>TOTAL COST</b>	\$20,705	\$1,500	\$22,205
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**OFFICE OF MANAGEMENT AND BUDGET (OMB) CIRCULAR A-133  
MONITORING OF FEDERAL FINANCIAL ASSISTANCE TO SUBRECIPIENTS**

ORGANIZATION: FRANKLIN COMMUNITY CENTER, INC.

MAILING ADDRESS: 10 FRANKLIN STREET SARATOGA SPRINGS, NY 12866

FEDERAL ID #: 14-1667397 PHONE: 518-587-9826 FAX: 518-587-5293

DUNS #: \_\_\_\_\_

1. Please identify your fiscal year (mth/yr to mth/yr): 1/2014 to 12/2014

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

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

CDBG Activity Name: \_\_\_\_\_

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

\_\_\_\_\_  
Date