APPLICATION FOR

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT PROGRAM

— 2012 Program Year Funding—

ACTIVITY NAME: Completion of Ceilings in first floor Community Room and Front Entrance Hall

APPLICANT: _____Saratoga Springs Universal Preservation Hall__(UPH)_____

MAILING ADDRESS: ____25 Washington Street_____

_____ Saratoga Springs, NY_____ Zip: _12866____

PHONE: 518-583-9762; UPH: 518-584-2627 FAX: _518-584-2627 EMAIL: tfsaratoga@nycap.rr.com or manager@universalpreservationhall.org

CONTACT PERSON: __Teddy Foster_____ TITLE: President, Board of Directors

APPLICANT (*select 1*): qCity Department _____ (List Dept.) | **X**Private non-profit organization _____**32-0033321**_____ (List Federal ID #) | qOther Public Agency _____ (Specify)

_____ (DUNS #)

NATIONAL OBJECTIVE (*select 1*):

"Benefit persons of Low/moderate income"
- q L/M Income Area Benefit
- q L/M Income Limited Clientele Activities
- q L/M Income Housing Activities
- q L/M Income Job Creation/Retention

"Address slum/blight Conditions"
- *"N/A"* Slum/blighted Area
- **X** Slum/blighted Spot Basis
- *"N/A"* Urban Renewal Completion

"Urgent CD Need"
- *"N/A"* Urgent Need

REQUESTED ENTITLEMENT FUNDING: $_28,328.00_____

Funding Leveraged from Other Sources: $____n/a_____

Total Activity Cost: $_28,328.00_____

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:

Located at 25 Washington Street, Saratoga Springs, New York, the Saratoga Springs Universal Preservation Hall (UPH) was built in 1871 as a Methodist Episcopal Church. Designed by renowned architect Eldridge Boyden, it is one of the earliest and finest examples of High Victorian Gothic architecture in the country. The main steeple is the tallest spire in Saratoga Springs. During its time as a Methodist Church, the Hall was a busy cultural center hosting famous national speakers such as William Jennings Bryan, Henry Ward Beecher, Frederick Douglas, Senator Edgar T. Brackett, and Presidents William Howard Taft and Theodore Roosevelt.

In 1976, the church was acquired by the Universal Baptist Church. By 1999, the building had fallen into disrepair and was condemned by the city as the Baptist church lacked the resources to maintain and preserve it. That is when several citizens of Saratoga Springs realized the historical significance of the building and joined forces with the Baptist congregation to restore it. In 2000, the Saratoga Springs Universal Preservation Hall was formed as a not-for-profit with 501(c)(3) status approved by the Internal Revenue Service.

A big part of Universal Preservation Hall's mission is to operate as a self-sustaining business in downtown Saratoga Springs. We are members in good standing of the Chamber of Commerce, the Downtown Business Association, and the Saratoga Convention & Tourism Bureau. We are a partner organization with Saratoga Artsfest. The Hall hosts events for the Waldorf School, Spa Catholic High School, and Skidmore College. UPH has established itself as an economic and cultural asset to downtown Saratoga because our performances, musical concerts and other community events draw people into town from the capital district region and beyond.

Revenue generated from performances, events and ongoing fundraising is not currently sufficient to cover the operating expenses or restoration of the building. Grant funding will allow us to improve the condition of the building, which is extremely important to attract more use by the public and increase revenue.

We are requesting funding for non-residential rehabilitation of the ceilings in the first floor Community Room and front Entrance Hall. These areas are where people are welcomed into the Hall and it's where they get their first impression of the inside of the building. By finishing the ceilings in these areas, it will be more visually appealing, which will lead to an increase in the number of event bookings resulting in increased revenue for our restoration. This proposal includes the supervision, skilled labor and equipment needed to do the project and install the sprinkler piping, double-layer gypsum board sheetrock, electrical wiring for lights and fire alarms, and paint.

Dorothy H. Foster
(Authorized Signature)

President, Board of Directors
(Title) Universal Preservation Hall

Dorothy Foster (Teddy Foster)
(Typed or Printed Name)

January 27, 2012
(Date)

Please respond in writing to <u>each</u> 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. This request for funding is new but the restoration of this historic preservation project has been ongoing since 2000. Due to lack of funding, no new construction has been done in the areas we are applying for since 2008. The unfinished ceilings in the multi-purpose Community Room and adjacent Front Entrance Hall prohibit us from scheduling many events in this area. While the room is suitable to hold 150-200 people, the unfinished condition of the ceilings and it's entrance hall, i.e. the raw beams, exposed electrical wires, pipes & insulation, is a deterrent to prospective renters who might be interested in reserving the room for a private, non-profit, community or corporate functions.

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. UPH is a majestic and historic structure in downtown Saratoga Springs. It has been honored by the New York State Landmarks Conservancy. As a unique historic building, it can help Saratoga Springs remain economically vital. Events at UPH will benefit the entire Saratoga Springs community in a number of different ways. Using a typical wedding as an example, there are spin-off benefits for local businesses and organizations. Out-of-town guests use downtown restaurants (for individual meals as well as organized events such as rehearsal dinners), hotels, and retail shops and services. These positive effects will be multiplied as Saratoga Springs' unique appeal makes UPH the site of destination weddings.

C.) Identify <u>who</u> will benefit from the proposed activity. If the activity is designed to benefit: When completed, UPH will be a fully functioning performance hall and community center offering a wide range of events that will serve and enrich the entire Saratoga Springs community year round. Additionally, UPH will revitalize Washington Street as a "Bridge" to the west side Beekman Street Arts District. Broadway and the adjacent neighborhoods (including the nearby residents of the condominiums and apartments on Railroad Place) will benefit since the Hall will feature a pedestrian-friendly and safe venue featuring a front Community Plaza with good lighting, granite paving, benches, planters, trees and an electric snow melt system.

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.)*** Our goal is to continue to fully restore and preserve this 141 year old unique, historic building.

E.) Provide an activity timeframe/schedule (include start, completion dates, and other significant performance stages). Fall/Winter 2012

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. Munter Enterprises will handle supervision, materials and labor for the project. Vice President in Charge of Building and Facilities, Jeff Pfeil will handle site control. Jeff has extensive experience in this area and is a member of the Board of Directors. The Universal Preservation Hall owns the building. This project will require a Building Permit from the City of Saratoga Springs.

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). In 2003, the Board of Directors of UPH began a herculean effort to save and restore the condemned Universal Baptist Church, which is a Saratoga Springs landmark of historic architecture. The Board succeeded in completing the first phase including raising the needed funds to stabilize the building, construct a chapel for the communicants of the Universal Baptist Church on the first floor, and return the building to safe use by the public. Now, we have moved into the second phase of the Hall's evolution and our mission is to complete the restoration and operate it as a self-sustaining, year-round business. Our vision is to provide the Saratoga Springs community with a historically significant place, right in downtown Saratoga Springs, where people can come together for performing arts and cultural, educational, corporate and community events. We also view Universal Preservation Hall as the "Bridge" that connects the downtown Broadway retail area to the Arts District on Beekman Street (West Side). Saratoga Springs Universal Preservation Hall received a grant of $13,578.39 in 2001 from the city of Saratoga Springs.

The 2012 Board of Directors is comprised of: Teddy Foster, President; Wally Allerdice; the Honorable Jeffrey Wait; Tom Lewis; Jeff Pfeil, Vice President in Charge of Building and Facilities; Elizabeth Smith, Treasurer; Daniel DeFedericis; Jerry MacDonald; Michael Phinney; Reverend Minnie Burns, Secretary; Lucille Clark, Vice President; Harriett Watson; Ruby Wilkes. Office Manager: Mary Beth McGarrahan

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. UPH is currently being used by the public for performances and events – even in it's unfinished condition. We have the second floor Great Hall and the first floor Community Room – both are used for events. Since 2006, we've hosted non-profit fundraising events, dance recitals, theater performances, dance lessons and rehearsals, auctions, lectures, concerts, musicals, corporate meetings, trade shows and over 20 weddings. We have the staff/volunteers and hands on experience to do these types of functions. This grant money would allow us to complete the area that welcomes people and performers into the Hall and gives them their first impression. By finishing this area of the Hall, it will be more visually pleasing, which we feel will promote an increase in the number of bookings which would result in increased revenue.

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. Our office manager, Mary Beth McGarrahan, will facilitate and oversee the activity, including the responsibility of the financial management. She will work in conjunction with Jeff Pfeil, Vice President in Charge of Buildings and Facilities and as a liaison with the contractor, Munter Enterprises.

D.) Identify any other agencies/partners involved in this activity and define their roles and responsibilities. This was a time-sensitive issue so we requested a proposal from Munter Enterprises. They are a long-standing (since 1972), local, trust-worthy, respected construction company who has the expertise and skill needed to complete this historic preservation project. They have the experience necessary to do the project reliably and correctly. We are an all

volunteer Board with a part-time Office Manager and we chose a contractor whom would give us an excellent price and whom we can trust.

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 There is no current budget or funding for this project.

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. NONE.

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.

(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			

SEE ATTACHED PROPOSAL

(ATTACHMENT 3)

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

ORGANIZATION: _____SARATOGA SPRINGS UNIVERSAL PRESERVATION HALL

MAILING ADDRESS: _25 WASHINGTON STREET, SARATOGA SPRINGS, NY 12866

FEDERAL ID #: _32-0033321 PHONE: _518-584-2627 FAX: _518-584-2627

DUNS #: _____

1. Please identify your fiscal year (mth/yr to mth/yr): _____January 2012 – December 2012_____

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

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

CDBG Activity Name: _ Completion of Ceilings in first floor Community Room and Front Entrance Hall

CDBG Funding Program Year: _2012 CDBG Funding Amount: $28,328.00

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

GIVE NAME & CATALOG OF FEDERAL FINANCIAL ASSISTANCE (CFDA) #	AMOUNT OF AWARDS
N/A	

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
CITY OF SARATOGA SPRINGS 2001	__$13,578.39

Dorothy H. Foster
Authorized Signature

1/27/12
Date

PROPOSAL

Number: ***Q12-618***
For: ***Universal Preservation Hall***
25 Washington Street
Saratoga Springs, NY
RE: ***Gypsum Board Ceilings***

DATE: **1/25/12**

SCOPE of SERVICES:

Provide supervision, skilled labor and equipment to perform the following:
Set-up rolling scaffold to safely reach +/- 15' ceiling heights.
Provide tipping and hauling of construction debris and waste.
Protect floor areas with poly drop clothes.
Professional cleaning of work areas.

1st Floor Hall- UL Design L514

Prep existing joists for installation of RC-1 channel.
Furnish and install RC-1 channel at 24" OC perpendicular to joists.
Furnish and install ½" Type C gypsum panels, tape and finish.
Paint ceiling area and touch-up walls along ceiling interface.

Community Hall- UL Design L525

Prep existing joists for installation of drywall suspension system.
Wrap (2) micro-lam beams and create (4) troffers at column locations with ½" Type C gypsum board- wood framing and blocking as required.
Furnish and install drywall suspension grid system +/-4" below existing floor joists.
Furnish and install ½" Type C gypsum panels, tape and finish.
Paint ceiling area and beams and touch-up walls along ceiling interface.
Rough-in electric boxes and wiring for future ceiling lights.
Rough-in and wire ceiling mounted fire alarm devices as required.

Proposed Cost	**$ 28,328.00**

Exclusions: sales tax, prevailing wages, plumbing, hvac, fire sprinkler, building permit.

www.munterenterprises.com
881 Murray Road, Middle Grove, New York 12850
PHONE(518)584-6174 FAX (518) 587-8938

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: [illegible] 2008

SARATOGA SPRINGS UNIVERSAL
PRESERVATION HALL
340 BROADWAY
SARATOGA SPRINGS, NY 12866

Employer Identification Number:
32-0033321
DLN:
17053202704007
Contact Person:
THOMAS C KOESTER
ID# 31116
Contact Telephone Number:
(877) 829-5500
Public Charity Status:
170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated NOVEMBER 2002, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading.

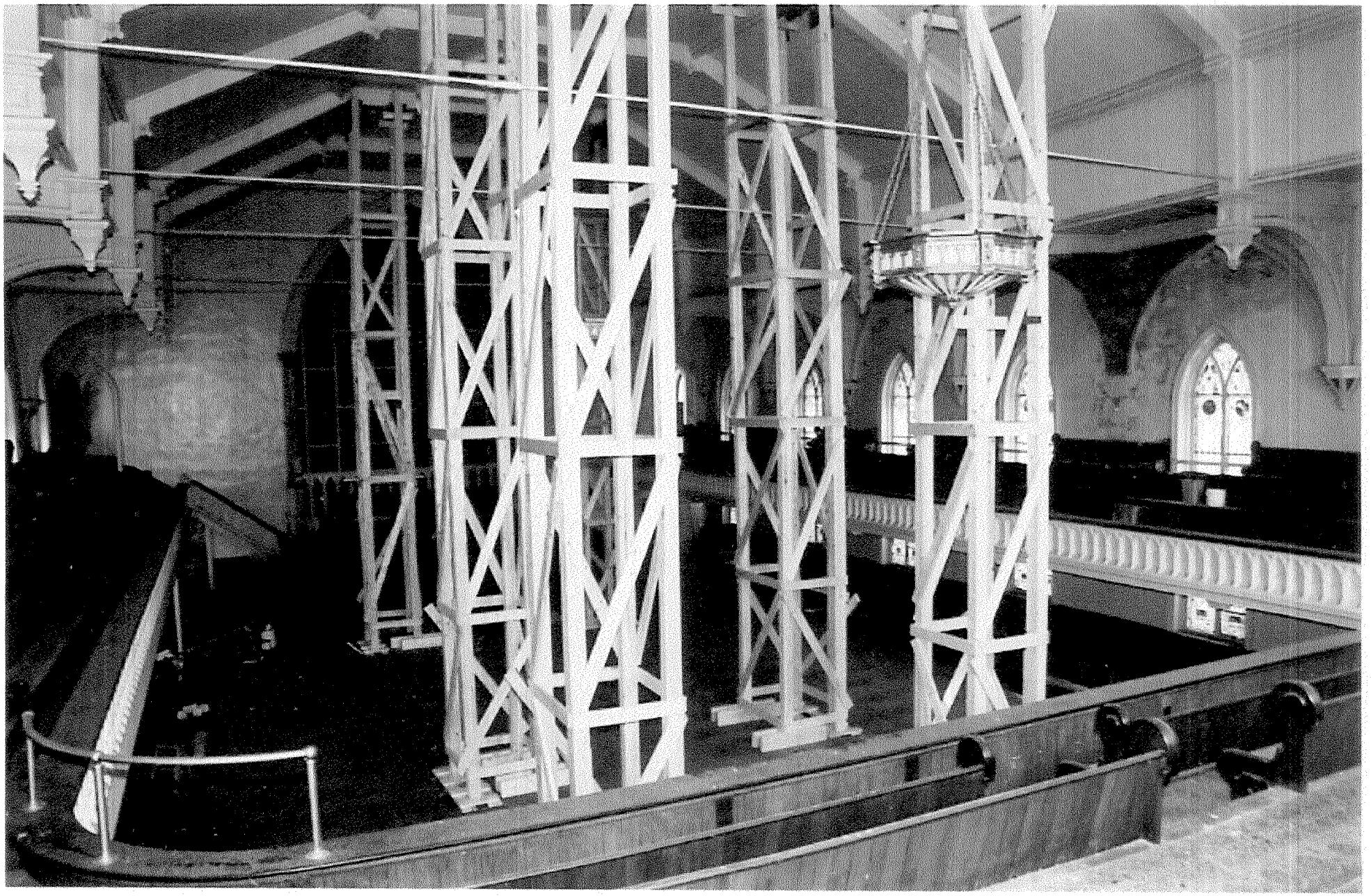
Please keep this letter in your permanent records.

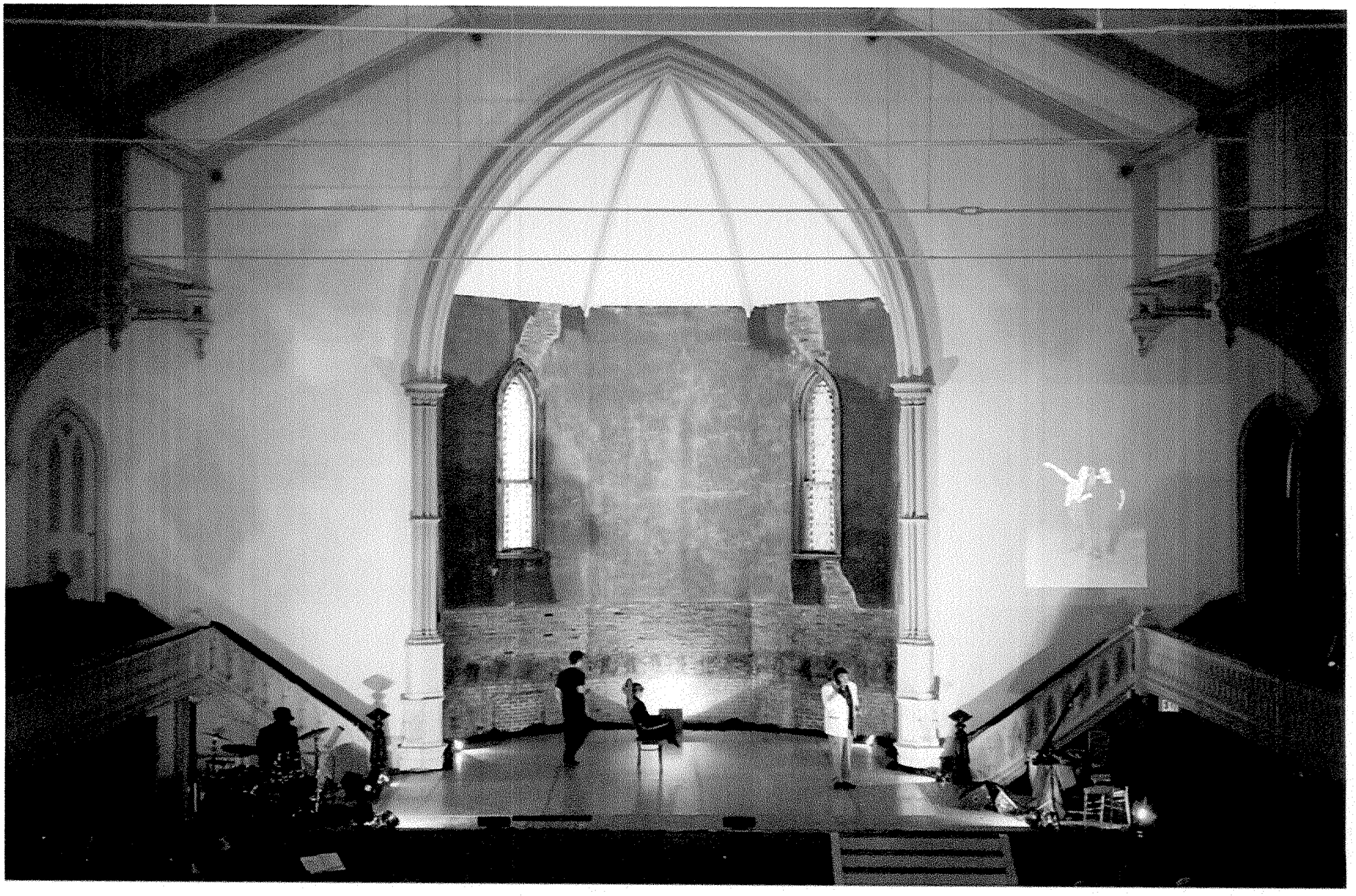
Sincerely yours,

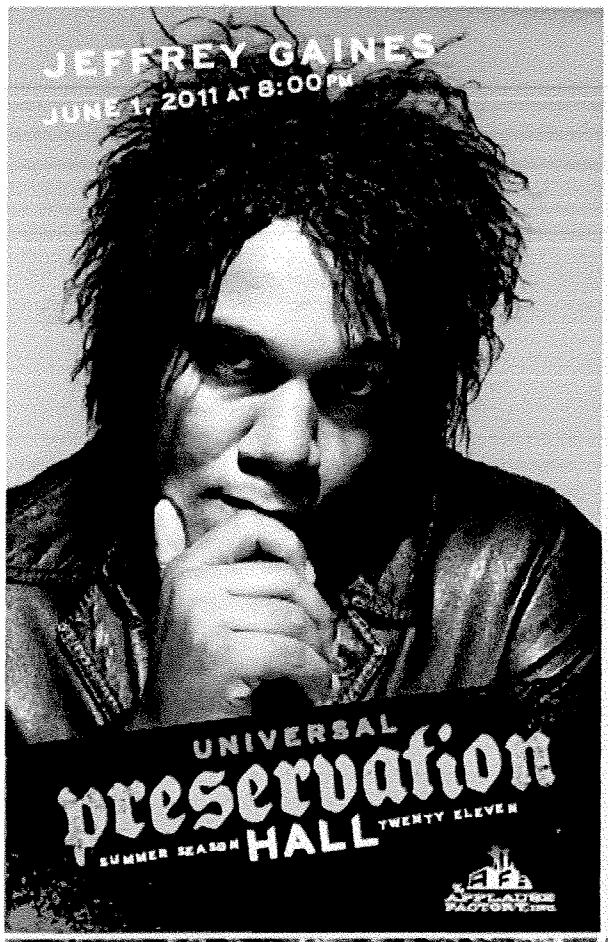
Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CG)

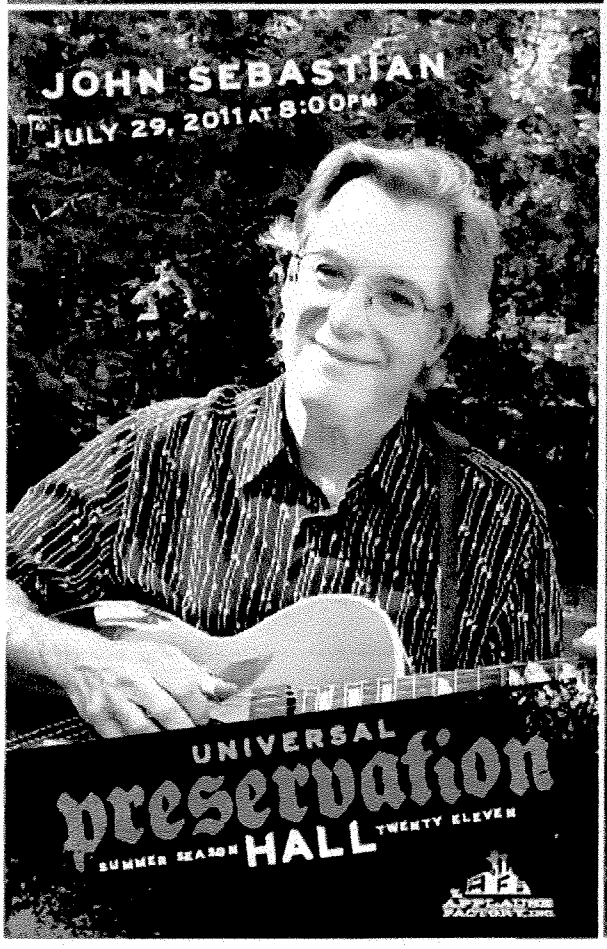
CHURCH
OF
CHRIST
ENTRANCE
THIS BUILDING
CONDEMNED
NO TRESPASSING

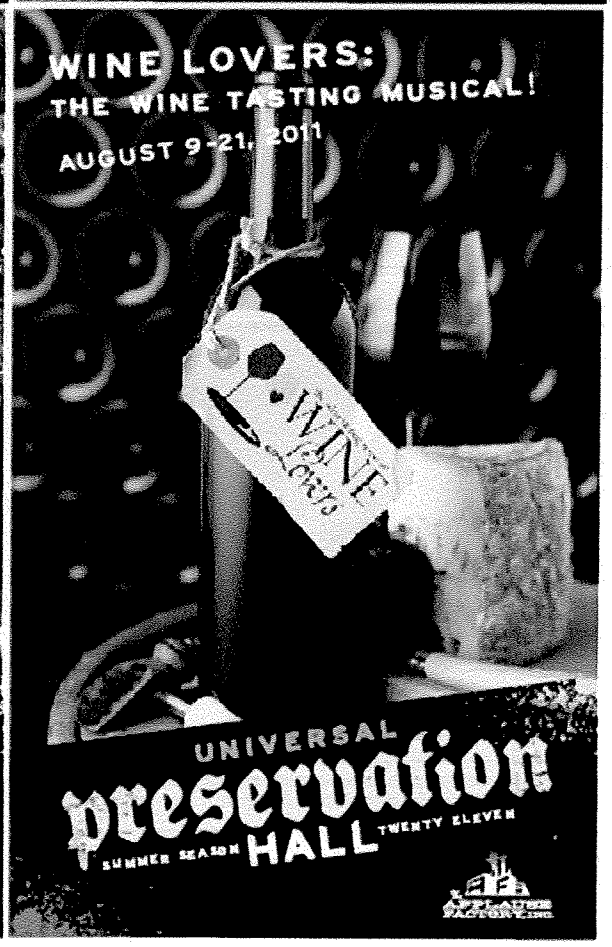


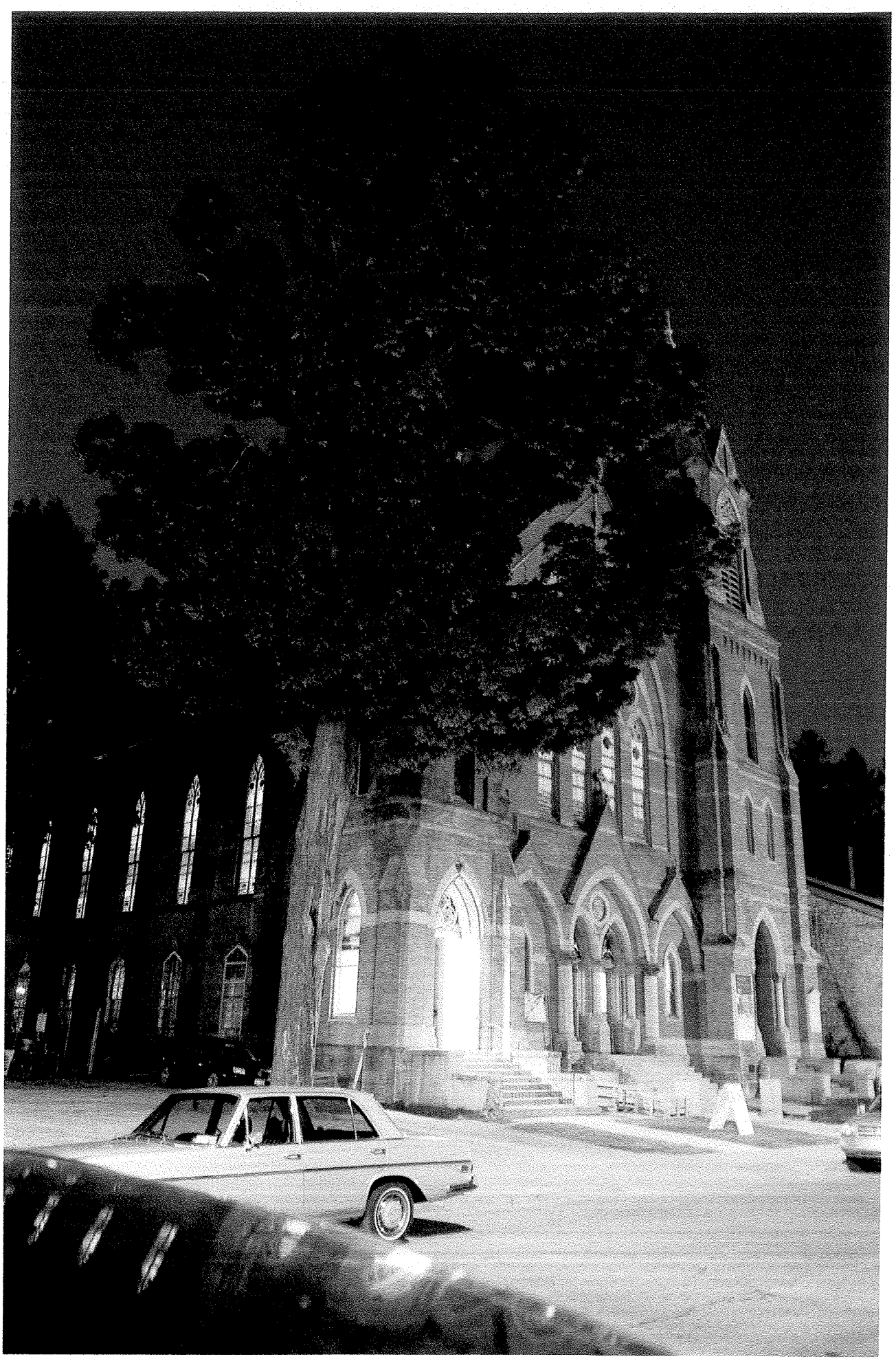


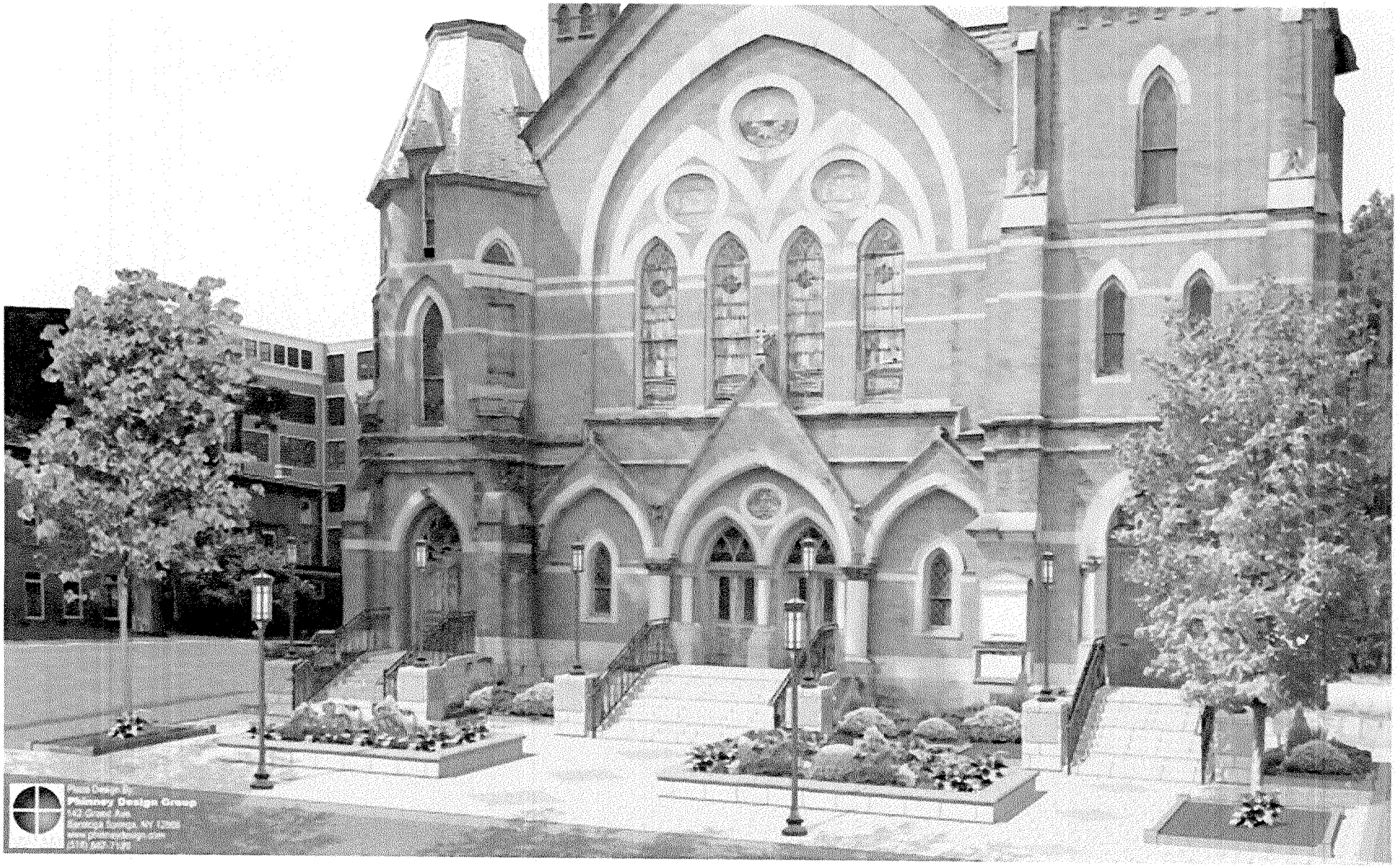

JEFFREY GAINES
JUNE 1, 2011 AT 8:00PM
UNIVERSAL
preservation
SUMMER SEASON HALL TWENTY ELEVEN
APPLAUSE FACTORY, INC.

LISA LOEB
JULY 27, 2011 AT 8:00PM
UNIVERSAL
preservation
SUMMER SEASON HALL TWENTY ELEVEN
APPLAUSE FACTORY, INC.


JOHN SEBASTIAN
JULY 29, 2011 AT 8:00PM
UNIVERSAL
preservation
SUMMER SEASON HALL TWENTY ELEVEN
APPLAUSE FACTORY, INC.


WINE LOVERS:
THE WINE TASTING MUSICAL!
AUGUST 9-21, 2011
WINE
UNIVERSAL
preservation
SUMMER SEASON HALL TWENTY ELEVEN
APPLAUSE FACTORY, INC.




Pillsbury Design Group