

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

ACTIVITY NAME: Rebuilding Together Rehab Projects

APPLICANT: Rebuilding Together Saratoga County, Inc.

MAILING ADDRESS: 267 Ballard Rd, Suite 4 Wilton, NY 12831

Zip: _____

PHONE: 518-587-3315 _____ FAX: 518-587-3314 _____

EMAIL: michelle@rtsaratoga.org _____

CONTACT PERSON: Michelle Larkin _____ TITLE: Executive Director _____

APPLICANT (select 1): City Department Private non-profit organization Other Public Agency

(List Dept.) 20-0530683 _____ (List Federal ID #) _____ (Specify)

621495873 _____
(DUNS #)

NATIONAL OBJECTIVE (select 1):

“Benefit persons of Low/moderate income”

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

“Address slum/blight Conditions”

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

“Urgent CD Need”

- “N/A” Urgent Need

REQUESTED ENTITLEMENT FUNDING: \$10,000 _____

Funding Leveraged from Other Sources: \$22,128 _____

Total Activity Cost: \$32,128 _____

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 propose to assist 5 homeowners and 1 non-profit with repairs to their homes (or facility) utilizing the grant to buy building materials. The work will be accomplished with volunteer labor from approximately 41 volunteers. A paid contractor will only be used if it's a critical repair and the safety of the homeowner or volunteers were in jeopardy.

Michelle Larkin
(Authorized Signature)

Michelle Larkin
(Typed or Printed Name)

(Date)

Executive Director
(Title)

Executive Director 1/19/13

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.

(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.)				
<i>Subtotal</i>				

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

TOTAL COST

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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
PRECONSTRUCTION				
Legal				
Engineering				
Architectural/Design				
Fees and Permits				
<i>Subtotal</i>				

DEVELOPMENT				
Relocation				
Site Preparation				
Construction - materials	10,000		10,000	materials, dumpsters, portable toilets
Construction - labor		22,128	22,128	donated labor
Construction Financing				
Other - (explain)				
<i>Subtotal</i>			32,128	

TOTAL COST

		32,128
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**OFFICE OF MANAGEMENT AND BUDGET (OMB) CIRCULAR A-133
MONITORING OF FEDERAL FINANCIAL ASSISTANCE TO SUB RECIPIENTS**

ORGANIZATION: REBUILDING TOGETHER SARATOGA COUNTY

MAILING ADDRESS: 267 BALLARD RD., SUITE 4 WILTON, NY 12831

FEDERAL ID #: 20-0530683 PHONE: 518-587-3315 FAX: 518-587-3314

DUNS #: 621495873

1. Please identify your fiscal year (mth/yr to mth/yr): Jan 2013-Dec 2013

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

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

CDBG Activity Name: Rebuilding Together Rehab Projects

CDBG Funding Program Year: 2012 CDBG Funding Amount: 10,000

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

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

AMOUNT OF AWARDS

GIVE NAME & CATALOG OF FEDERAL FINANCIAL ASSISTANCE (CFDA) #	AMOUNT OF AWARDS
<u>NA</u>	

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

* 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

* If "yes", please describe: _____

6. Other Saratoga County Awards (cash & non-cash):

IDENTIFY PROGRAM NAME & YEAR OF AWARD

IDENTIFY AMOUNT OF CO. AWARDS

IDENTIFY PROGRAM NAME & YEAR OF AWARD	IDENTIFY AMOUNT OF CO. AWARDS
<u>NA</u>	

Michelle Larkin Executive Director
Michelle Larkin 1/18/13
Authorized Signature Date



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2013 CDBG

1. ACITVITY DESCRIPTION:

The activity Rebuilding Together Saratoga County (RTSC) engages in is the same from year to year-helping struggling homeowners stay in their homes. We work with other social service agencies and local governments to identify at-risk homeowners needing home repair assistance in order to make their homes warm, safe and dry. RTSC works with homeowners who are elderly, disabled, low-income or a veteran and specific to this grant, living in the city of Saratoga Springs. From time to time we do assist a homeowner multiple years in a row. We aware of duplication of services, therefore work closely with other agencies, in particular EOC, to avoid this.

Rebuilding Together Saratoga County, Inc. continues to work with the poorest and most vulnerable members of Saratoga County. In 2012 the average household income was \$21,679 with an average of 2.17 members in the household; well below the HUD income guidelines. Many of the homeowners we assist have an income of \$1,200-1,500 a month. The average age of the homeowner in 2012 was 60 and the average number years in a home were 20. There is never a cost to the qualified homeowner we assist. Many of the repairs and modifications we make focus on safety issues, such as rotting stairs and hand railings. We deal with heating issues, such as furnaces, insulation, broken windows, poorly fitting doors and weather stripping. Modifications in order to keep elderly homeowners in their home and independent as long as possible is always a priority of ours.

The nation is facing enormous problems, many of which have reached crisis levels. The low-income homeowners that Rebuilding Together serves are disproportionately affected and the costs of owning and maintaining a home are growing. Healthcare costs are skyrocketing, leaving low-income citizens with less and less disposable income for home repairs and modifications. Rebuilding Together Saratoga County works with its partners and volunteers to help these homeowners stay in their homes, which builds stronger and more vibrant neighborhoods.

We are requesting \$10,000 in CDBG funds to buy the building materials, portable toilet and dumpsters for five homeowners and 1 non-profit project we propose to do in the City of Saratoga Springs. Our organization is active all year, but continues to do the bulk of our work during the spring and fall. The performance goal of the projects is to make home modifications and repairs that make the home (and facility) warm, safe and dry.

All necessary permits and approvals will be applies for when necessary.

2. ORGANIZATIONAL CAPACITY

Our 2012 annual report is included, which describes our organization and includes a list of our board of directors. The report is able to capture a snapshot of a grassroots organization, founded in 2003 by Michelle Larkin. We have received money from Saratoga Springs via the CDBG funding in past years and have leveraged the money given to us 2-3 times over. Since 2003 we have consistently worked with homeowners across the county-making their homes safer and giving the homeowner the ability to stay in their home for a longer period of time. Last year we managed to work with 82 homeowners and non-profits, with the assistance of 792 volunteers donating 4,789 hours to help their neighbors in need. The unskilled and skilled volunteers are our partners in the community which allows us to leverage money given to us two to four times over. A milestone our organization has reached is to receive our second two-year Access to Home Grant from NYS Housing and Community Renewal for \$150,000.

Michelle Larkin, Executive Director will be responsible for the grant activity with project management and project oversight by Jeff McLellan, OT recommendations from Jacqui Harris and financial oversight from Board Treasurer, Paul von Schenk.



ANNUAL REPORT 2012

In 2012 Rebuilding Together Saratoga County (RTSC) celebrated its 9th year since its inception in November 2003, serving the residents in Saratoga County, New York. RTSC is a member of a national non-profit organization that has a network of 200 affiliates across the United States. Our mission is to bring volunteers and communities together to improve the homes and lives of homeowners in need. The Saratoga County homeowners we assist are elderly, disabled, low-income families or a veteran.

According to The National Low Income Housing Coalition in 2010, 35 million of our fellow Americans were deemed to be "shelter poor", rendering homeowners unable to cover costs of basic necessities after paying housing costs. 39% of these individuals living in substandard housing with a lack of resources are children. Additionally, 1 in 6 Americans, about 46.2 million people, are considered in poverty, amplified by rising unemployment, foreclosures and declining median household income rates. More and more families are placed in the position of choosing between vital necessities over essential home repairs and modifications.

Who we help: As a local affiliate of Rebuilding Together, we believe the disabled and elderly should be allowed to remain in their own homes whenever possible. We believe that homeowners displaced by natural disaster enter back into safe housing with help from the community. We believe that our nation's veterans who return with disabilities deserve a helping hand so they may return to their own homes in basic comfort. Rebuilding Together Saratoga County commits itself to addressing the housing needs of our neighbors in need, which is directly related to their quality of life. We continue to serve the poorest of our community- low-income families, the elderly, disabled and veteran members.

Helping to keep people in their homes with repairs that will make their home warmer, safer and drier with volunteer labor and donated funds for materials from individuals and sponsors epitomizes neighbors helping neighbors. With this community support, we are able to leverage each dollar donated to us two to four times its value in services given back to the community.

Our volunteer Board of Directors continues to be passionate about making a difference in their community.

2013 Incoming Board of Directors

Dave Blair	W.M. Schultz and Co.
Jesse Boucher	Kodiak Construction
Karen Carling	Aztech Technologies
Matt Coseo	Attorney, Saratoga County District Attorney Office
Jacquie Harris	Occupational Therapist
Ed Larkin	Chazen Companies
Jason Lee	Home Instead Senior Care
Paula Lomasney	Information Technology
Barbara Mitchell	FingerPaint Marketing
Lisa Mitzen	Paragon Home Loans
Ellen Skeele	Business Development Manager
Michael Tuck	Balzer-Tuck Architecture PLLC
Deb VanDeMar	SEFCU
Paul Von Schenk	Adirondack Trust Insurance

STAFF

Michelle Larkin	Executive Director
Marian Bigelow	Administrative Assistant
Jeff McLellan	Volunteer Project Manager

2012 Highlight: 82 Projects- 72 Homeowners, 10 Non-Profit Organizations (serving the same clientele as we do)

Program Stats									
Description	2004	2005	2006	2007	2008	2009	2010	2011	2012
# Homes served	4	19	23	39	52	66	71	77	72
# Non-profits we served	2	2	2	8	8	6	4	5	10
Total Projects Completed	6	21	25	47	60	72	75	82	82
Average median income of area		*	*	*	*	54300	75500	75500	78100
Average household income we served		*	*	*	15398	18734	17097	20,600	21679
# Disabled served	4	15	20	37	56	78	87	99	77
Average age of homeowner	*	*	*	*	56	62	58	59	60
# Of volunteers	100	250	300	575	600	632	578	760	792
# Volunteers hours worked	800	2000	2500	3750	4200	4582	3402	4507	4789

*** Statistics not tracked at that time**

Business Sponsored Volunteer Work Crews came from: Gilbane Building Co., Roohan Realty, Kodiak Construction, Soroptimist's, , CHA, Malta Sunrise Rotary, Saratoga Springs Rotary, SEFCU, Trustco Bank, Presbyterian New England Congregational Church, Quaker Springs Methodist Church, Unitarian Universalist Congregation, Parks Heritage FCU, Bonacio Construction, Novartis Pharmaceutical, Chazen Companies, Aztech Technologies, Gentiva Home Health Services, New York State Police, Word of Life and the Ballston Spa Rotary.

RTSC was joined by general volunteer work crews throughout Saratoga County and ranged in age from 14 years old to 76 years young!

Funding

Once again RTSC partnered with the Saratoga Builders Association by coordinating 350 volunteers for their Showcase of Homes Event, which resulted in a donation of \$44,000. This donation makes the Saratoga Builders Association our Premier Sponsor of 2012. We successfully closed out our two year Access to Home Grant (2010-2012) and received notice that we will be awarded another \$150,000 grant from New York State Homes and Community Renewal. The grant is to be used to adapt homes for low-moderate income persons with disabilities, so they can safely and comfortably continue to live in, or return to their residence in lieu of residing in an institutional setting.

In 2012, grants were received from: Sears Holdings Heroes at Home, Saratoga Springs Rotary, Soroptimist's, Assemblyman Robert Reilly Salary Fund of the Community Foundation, City of Saratoga Springs Community Block Grant, Saratoga Casino and Raceway Foundation, Global Foundries-Town of Malta Foundation, Glens Falls Foundation, J.M. McDonald Foundation and the Wallerstein Foundation.

Local Sponsors and Donors of \$500 and above: Adirondack Trust, Roohan Realty, Allerdice, Curtis Lumber, Saratoga Casino and Raceway, Saratoga National Bank and Trust Co., Mobile Home Solutions, Longfellow's, Kodiak Construction, American Legion Post 234, Stewart's Shops, Bright-Wilsey Family, Michelle and Dan Larkin, Laurie and Lee Ecker, Paula Lomasney and Anne Cinquemani, John and A.C. Riley, Ianniello, Anderson & Sciocchetti, P.C., Informz, Quaker Springs Methodist Church, Novartis Pharmaceuticals, DA Collins, Key Bank, Aztech Technologies, Cecy Krajewski, George and Barbara Mitchell, Lois Kellas, Schultz Construction CO., Maria Fontaine, Jacqui and Keith Harris, Law Offices of Ginley and Gottmann, Rick and Jean Gaylord, Ed and Lisa Mitzen, FingerPaint Marketing, CJ and Marybeth DeCrescente, SEFA and Turbine Services.

Description	2004	2005	2006	2007	2008	2009	2010	2011	2012
Individuals	9615	2150	2222	6393	9436	11109	12875	10041	6620
Grants	700	0	0	18800	57400	56584	51589	168041	108057
Corporate	7400	10550	8200	30650	19818	37983	25135	24765	17856
Misc. Donations		345	2679	0	48000	0		2256	129
Civic	3204	5000	1865	11569	4588	6107	5872	4945	7006
Religious Organ		315	540	200	440	924	2759	1591	1923
Showcase	14000	25000	25000	32500	37500	10000	33333	50000	44000
Annual Dinner									
Events						14799	13025	52387	57727
Total	49287	57544	52712	163970	149363	149441	164,323	314318	243318

We began 2012 by moving our office from a basement in Schuylerville to new offices at Exit 16 in the DA Collins, (Wilton Global) Tech Park. Our office is subsidized by a very generous discount from DA Collins. Time was spent to formally document procedures regarding the application process, homeowner contact, preview process, project work, house captain contact, verification of work done and the need for future homeowner work. A 2011 homeowner survey resulted in a majority of thankful homeowners. We also learned about some unfinished 2011 work, which the office was unaware of. This has resulted in developing a better follow-up system with the homeowners at the end of the project, but also led us to create clearer and concise work scopes at the beginning of the projects. Between the 2011 follow-up

work, a backlog of previews and the need to plan for the 2012 projects, board member Paula Lomasney agreed to take a six month sabbatical from the board in order to become a part-time, paid Project Manager. She was to complete the back log previews, coordinate the completion of the 2011 work, consult with and offer training to the house captains and coordinate with the executive director on all projects. With Paula's direction and input, spring projects were completed timely, House Captains had clearer project input, work scopes were contained and less money was spent. Jeff McLellan, longtime volunteer and 2011 Volunteer of the Year stepped in to help the executive director in the fall and will assume the Project Manager position as a volunteer the year 2013.

A decision was made at the end of 2011 to keep fundraising events to a minimum to focus on the top revenue generating fundraisers. Two major events (Golf and Dinner) along with a Non-Gala (mailing) event were decided upon for 2012. All events raised more money than in previous years. A collaborative fundraising BBQ event with the Senior Center of Saratoga Springs and Franklin Community Center occurred in 2012. Participants were pleased to support all three non-profits. Thanks to the tireless efforts of the Fundraising Chair, Lisa Mitzen and her committee made changes to the 2012 dinner event, (including developing more sponsors than ever before). The dinner resulted in an additional \$10,000 in revenue than the year before. Lisa and her committee expect to create an even bigger event this year, it being the 10th anniversary. Rebuilding Together Saratoga County has been fortunate to receive support from Steve Sullivan and Longfellows for multiple years. The 2013 venue will be changed due to a size constraint at Longfellow's. The new venue will be the Saratoga Springs Polo Club. The golf chairpersons, Paula Lomasney and Dave Blair coordinated a larger event with more attendees, which equated to more money raised. The 2013 Golf event is scheduled for Van Patten's Golf Club on Sunday, June 2nd.

Barbara Mitchell worked tirelessly with the executive director on developing a 5 year strategic plan and helped present it to the board. This extensive plan laid the groundwork for the work the board will focus on for the next 5 years.

RTSC has always looked for ways to thank our sponsors and donors for their support. In 2013 we will experiment with the idea of business-like cards for the board members to leave when they buy something from a donor that says we support those who support us. For the third year in a row, board members and staff have been given names and phone numbers to call donors and just say thank you. The response from the donors is always positive and appreciative, especially once they realize you are not asking them for more money!!

RTSC continues to offer temporary ramps to homeowners. We now have the opportunity to order as a wholesaler through PVI.

The access grant money enabled RTSC to pay contractors for more complex home modifications than typically done by volunteers due to money and number of days needed to complete a project. Our grant application stated we would assist 25 people. We exceeded our goal by assisting 32 people, which was a plus in our favor when we applied for the 2012-2014 Access to Home grant.

As noted on the statistics page, we worked on 82 projects this year, 10 of the projects for non-profits serving the same clientele as we do. 2012 resulted in projects that were finished in a timely fashion,

with work scopes more controlled on projects. This was due to a better planning process and more seasoned house captains. One of our largest projects in 2012 was a project for the Shelters of Saratoga which was funded by the CDBG grant. The project was managed by Jeff and Jeanne McLellan with consultation by Paula Lomasney.

A Communication Plan was developed at the beginning of the year. The goal of the plan was to be consistent in the messages communicated throughout the community and to coordinate the dissemination of information via Facebook, e-newsletter messages from Informz, press releases and our web site messages. Barb Mitchell assisted in creating templates to comply with the brand standards recommended by RT National.

We currently have 23 members of our Retired Weekday Crews, working on projects throughout the week.

We continue to work on creating better communication and collaboration between our Occupational Therapists, previewers and the house captains. When the Occupational Therapist reviews the work scope, time and money has been saved by RTSC and they have helped to create a more comprehensive safety plan for the homeowners. This is an invaluable piece of the initial planning of the projects.

We continue to operate our office with one fulltime executive director and an assistant who works 20 hours a week

A new sponsor of the Showcase of Homes, Suburban Propane developed a commercial for RTSC, utilizing a wheelchair ramp project. I have had many people comment on seeing the commercial.

RTSC was required to have an Audit for the first time, which was conducted by Joe LaFuirea and resulted in a satisfactory review.

A bookkeeper was hired as an independent contractor.

Our national office continues to support the affiliates through education, grants, advertising and professional associations. There is an active dialogue addressing the needs and wants of the affiliates. National addressing the current affiliate fee structure and has made progress in developing a strategic plan that will be more representative of the affiliate organizations they serve. The National office continues to develop new sponsors that bring with them marketing collateral and needed exposure for local affiliates to continue to improve brand awareness.

REBUILDING TOGETHER SARATOGA COUNTY, INC.

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