

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

ACTIVITY NAME: Replacement of old flooring and divider door- Senior Center

APPLICANT: Department of Public Works- City of Saratoga

MAILING ADDRESS: City Hall; Broadway. Saratoga Springs, NY 12866

PHONE: 518-587-3550 FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CONTACT PERSON: Anthony Scirocco

TITLE: Commissioner

APPLICANT (select 1):  City Department Public Works Private non-profit organization  Other Public Agency  
(List Dept.) (List Federal ID #) (Specify)  
 \_\_\_\_\_  
(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:** \$ 43,925.60  
 Funding Leveraged from Other Sources: \$ 10,981.40  
 Total Activity Cost: \$ 54,907.00

**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:**

The City building currently being used as the Senior Citizens Center of Saratoga Springs is in need of repairs and replacement of its flooring in several rooms. The original tile floors in the dining room, original kitchen, bathrooms, art room and small hallway are all cracked, chipped, loose or have missing tiles. The problem is not just an eye sore, but a safety risk to seniors. In addition the divider door in the dining room needs to be replaced. The original door at times has not worked at all and the city has adjusted it several times to get it to operate. It has gouged the existing floor. When the flooring is replaced the door will need to be removed and will not be salvageable at that point. The dining room hosts the Office for Aging’s hot congregate lunch M-F. In addition with the recent growth of the agency the divider door and second half of the dining room is used for overlapping programming at least 3-4 days/week.

The Center services approximately 2,000 low to moderate income seniors per year. In addition the Center is an emergency warming shelter, public polling place, and provides space to other community members and groups such as AARP, Mayor’s Senior Advisory Committee, AA, Office for the Aging. In an emergency situation the Center can hold between 300-400 community members at one time and provide food and temporary shelter.

Anthony J. Scirocco  
 (Authorized Signature)  
Anthony J. Scirocco  
 (Typed or Printed Name)

Commissioner  
 (Title)  
1/31/13  
 (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.

**New project**

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.

The Senior Center is the only agency in the City open to all seniors and offering a wide range of social, educational, recreational, wellness, artistic, and culturally stimulating services and presentations specifically for the senior population. The senior population is one of our fastest growing populations and improving and maintaining this City building is imperative. In the past two plus years the City, the Senior Center, and private, corporate and community money have been invested in fixing, improving and addressing the many needs in this building. By replacing the flooring in the dining room, small kitchen (now conference/program overflow room) and art room it will enable the Center to continue to grow and meet the needs of the City's seniors. . If the current tile flooring is asbestos the new floor will need to go over the top; if not the flooring will be removed and replaced. The current divider door is functioning, but barely. The City has fixed it once, but the track is bent and falling apart. The divider door is a necessity in that it allows the dining room to be divided in half. At least 3 - 4 days per week due to high demand the space is needed for dual programming. With these improvements the City building will continue to be improved and open up additional space to allow for programming for seniors.

C) Identify who will benefit from the proposed activity. If the activity is designed to benefit:

**This work will benefit the seniors in our community, a presumed low to moderate income group, and the community as a whole as an emergency shelter.**

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.)**

### **1. Goal:**

**Obtain 3 quotes for replacement and removal of existing flooring and divider door**

### **Verification Measures:**

**Project completion**

### **2. Goal:**

**To provide a safe environment to 2,000 seniors and the community to use each year**

### **Verification Measures:**

**Track building usage at the Senior Center.**

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

**Upon approved funding, bids will be sought for the flooring and divider door and work will begin upon receipt of the appropriate bid.**

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
<b>PERSONNEL</b>				
Salaries				
Fringe				
Other (consultants, etc.)				
<i>Subtotal</i>				

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


*Subtotal*

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**TOTAL COST**

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(ATTACHMENT 2)

**CONSTRUCTION / SITE DEVELOPMENT 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>PRECONSTRUCTION</b>				
Legal				
Engineering				
Architectural/Design				
Fees and Permits				
<i>Subtotal</i>				

<b>DEVELOPMENT</b>				
Relocation				
Site Preparation				
Construction - materials				
Construction - labor				

Construction Financing				
Other - (explain)				

*Subtotal*

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**TOTAL COST**

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**PROPOSAL**

**OFFICE LOCATION**

372 Broadway  
 Saratoga Springs, NY 12866  
 M - F 8:00am - 4:30pm  
 or by appointment

Office: (518) 587-4847  
 Fax: (518) 587-3549  
 info@kodiakofsaratoga.com

January 30, 2013

**CLIENT INFORMATION**

Lois Celeste  
 Adult & Senior Center of Saratoga  
 5 Williams Street  
 Saratoga Springs, NY 12866

**PROJECT INFORMATION**

Project: Floor Replacement  
 Site: 5 Williams Street  
 Saratoga Springs, NY 12866  
 Phone: (518) 584-1621  
 Email: loiscel@aol.com

DESCRIPTION	INVESTMENT
Having carefully examined all conditions affecting the work and visited the project location, Kodiak Construction proposes to furnish all materials, labor, and services, transportation and equipment required for the satisfactory completion of the work for the stipulated sum of:	
<b>Inspira-luxury vinyl wood plank Floor</b>	
- Supply & install Inspira over existing vinyl tile in dining & 2 bathrooms, includes vinyl base and prep	12,950.00
- Supply & install Inspira over existing vinyl tile in kitchen, includes vinyl base and prep	1,757.00
- Supply & install Inspira over existing vinyl tile in art room, includes vinyl base and prep	5,205.00
- Supply & install Inspira over existing vinyl tile in Kilmer Hall & kitchenette, includes vinyl base and prep	1,665.00
- Supply & install Inspira over existing vinyl tile in 2 bathrooms, includes vinyl base and prep	802.00
<b>Total Inspira vinyl wood plank floor price</b>	<b>22,379.00</b>
<b>Option: Remove existing VCT prior to installation</b>	
- Owners to complete asbestos testing with certified agency to provide asbestos-free report	
- This option assumes no asbestos found in tile. If asbestos found, a certified agency would have to be hired.	
- Remove VCT in dining & 2 bathrooms	3,150.00
- Remove VCT in kitchen	427.00
- Remove VCT in art room	1,266.00
- Remove VCT in Kilmer Hall & kitchenette	405.00
- Remove VCT in 2 bathrooms	195.00
<b>Total removal price</b>	<b>5,443.00</b>
Submitted By:	
	
Jesse Boucher	
Kodiak Construction, Inc	
<i>Note: This proposal may be withdrawn after 30 days</i>	

SUBTOTAL	
SALES TAX	
TOTAL	



