

1. ACTIVITY DESCRIPTION

- A) Activity is new. It is needed because within the past 18 months SOS has increased its sheltering service to homeless adults by more than 70%, an action that has increased the number of meals provided to shelter "guests" by the same amount without a commensurate increase in its food storage capability.
- B) The "community" that will benefit from the project are the 444 homeless individuals (low-moderate limited clientele group by HUD definition) who temporarily reside at SOS each year for an average of 31 days during which they are provided with a total of 27,528 meals. Constitutes additional storage for food. and enables current inefficient clothing. space to be to be reallocated. to more effective and appropriate use.
- C) SOS will be able to store donated food that we must now be discretionary about accepting due to the lack of safe and healthy storage capability. A food drive in the late Fall of 2013 highlighted for SOS that we are significant object of food donations. We found that we had to be extremely careful about how much of a certain type of fresh (or use dated) food item we could accept. Projected savings from reduced purchases, spoilage and necessity of purchase are calculated to be \$1,300.
- D) Performance goals will be set with regard to amount of storage, type of storage (e.g., walk-in cooler) the ability to store donated foodstuffs, a reduced rate of spoilage, and reduction in cost of food purchases
1. Receive and store larger quantities of donated perishable food
 2. Reduce by 17.3% the annual budget for food purchase.
 3. Enable more efficient access to food storage area
 4. Convert current food storage area for general storage purposes
- E) The properties involved in the project have previously been surveyed and tested for ground water levels and percolation. Title searches have confirmed that neither property is liened. Project activities will occur as follows:

<u>Work Plan Activities</u>	<u>Start Date:</u>	<u>Milestone</u>	<u>Date</u>	<u>Completion Date</u>
Application approval	Mar.31, '14	Request plans	Apr 1, 2014	Apr 30, '14
Complete Design	May 1, '14	Design approval	May 10, '14	May 15, '14
Discuss project with neighbors	May 20, '14	Neighbor OK	May 21, '14	May 31, '14
Prepare construction drawings	Jun 1, '14	Prepare bid	Jun 15, '14	Jul 1, '14
Obtain building permit	July 2, '14	Identify Cont'rs	Jul 15, '14	Jul 31 '14
Obtain construction bids	Aug 1, '14	Open bids	Aug 10, '14	Aug 15, '14
Select contractor	Aug 16, '14	Sign Contract	Aug 17, '14	Sep 1, '14
Commence construction	Sep 15, '14	On-site	Sep 20, '14	Sep 30, '14
Obtain/position walk-in freezer	Jan 2, '15	Install freezer	Jan 15, '15	Jan 30, '15
Complete construction	Feb 1, '15	C.O. Inspection	Feb 15, '15	Feb 28, '15
Prepare new space for use	Mar 15, '15	Move in	Mar 31, '15	Apr 15, '15

- F) The project will involve the construction of a 360 SF basement level addition to SOS' primary shelter building at 14 Walworth Street which is situated on one of the five (5) wholly owned tax parcels that comprise SOS' "campus" on the City's west side. It will entail the consolidation of two (2) of those parcels, 14 Walworth Street and an immediately adjacent vacant lot (currently used for parking). In addition to providing the much needed storage space, the consolidation will also bring the 14 Walworth Street property into compliance with City codes relative to property coverage and side line setback on its northern boundary. Consolidation will require approval by the City Zoning Board and a Building Permit will be sought for the construction of the addition to 14 Walworth Street.

2. ORGANIZATIONAL CAPACITY

- The SOS history and a list of current members and officers of the SOS Board of Directors is attached. The list also notes relevant areas of expertise that members contribute to its effectiveness as an oversight body and specifically the value of such expertise to the project for which CDBG funding is being requested.

SOS has previously received CDBG support as follows:

- 2002 - \$400,000 to assist with rehab of city homes owned and occupied by low-income individuals and families
- 2002 - \$46,250 to perform emergency repairs on homes owned and occupied by low-income seniors
- 2004 - \$360,000 to assist with rehab of city homes owned and occupied by low-income individuals and families
- 2006 - \$30,000 for architectural services related to design of transitional housing connector building
- 2006 - \$5,000 for architectural services related to design of transitional housing connector building

- Through its relationship with the NYS Division of Housing and Community Renewal, SOS has had substantial experience with both the undertaking and administering of Saratoga Springs projects larger and smaller than the proposed addition to 14 Walworth Street. These include:
 - a. the entire reconstruction of 112 Washington Street as a three apartment dwelling for low income tenants
 - b. the substantial reconstruction of 128 Grand Street as a four apartment dwelling for low income tenants
 - c. construction of a 19 bed adult homeless shelter at 14 Walworth Street
 - d. conversion of 20 Walworth Street to a 14 bed adult homeless shelter
 - e. administering four housing rehabilitation grants involving more than 50 homes owned and occupied by low-income individuals and families.
 - f. emergency repairs on more than 25 homes that were owned and occupied by low-income senior citizensIn all cases SOS identified the work to be accomplished, solicited contractor interest, engaged the services of contractors, oversaw the work as accomplished, certified the work for payment and disbursed funds as appropriate.
- Peter Whitten, SOS Executive Director, will be the Project Director for the 14 Walworth Street perishable food storage addition. From 2004 through 2011 Mr. Whitten served as Housing Administrator for the SOS Neighborhood Preservation Program. and from 2011 to the present as the SOS Executive Director. Mr. Les Ackerman, president of Charette Associates Architects in Saratoga Springs, was the architect for the design of a proposed transitional housing connector building between 14 Walworth and 20 Walworth Street, and the conversion of the latter from a duplex to an emergency 20 Walworth to an emergency shelter configuration..
- Principal among the project partners are:
 - a. Rebuilding Together, Saratoga County who will be approached to apply the interior and exterior finishes
 - b. City of Saratoga Springs Building Department whose prompt cooperation with inspections at each stage will be needed to keep the project on schedule
 - c. Saratoga Builders Association who will be approached for assistance to offset project costs

**Shelters of Saratoga
2014 Board of Directors**

NAME	OCCUPATION	ADDRESS	TELEPHONE.	E-mail Address	BOARD TITLE	DATE ON BOARD	LIVES IN NPP SERVICE AREA
Mary Lynn Bradley	Community Loan Officer	77 Walnut Street Saratoga Springs, NY 12866	(H) 518-810-3641	mbradley@mtb.com	President	05/23/11	Yes
Robert McMahon	Executive Dir. (ret.) Human Services	1 Ridge Court Saratoga Springs, NY 12866	(H) 518-581-7354 (C) 516-650-8410	bmcmahon3739@ yahoo.com	Vice President	1/9/12	No
Susanne Rogan	Assistant Treasurer Commercial Loans	473 Broadway Saratoga Springs, NY 12866	(W) 518-584-5844 ext. 2443	srogan@adironacktrust.com	Treasurer	12/10/12	No
Barbara Di Benedetto	Healthcare Admin. (ret.)	4 Cheyene Court Gansevoort, NY 12831	(H) 518-306-6610 (C) 518-421-3737	barbdib@hotmail.com	Secretary	6/10/13	No
Susan Bender	College Professor Emerita	34 Furlong Street Saratoga Springs, NY 12866	(H) 518-580-0192	sbender@skidmore.edu	Member	12/10/12	Yes
Angelo Calbone	Hospital CEO	211 Church Street Saratoga Springs, NY 12866	(W) 518-583-8492	acalbone@saratogacare.org	Member	6/30/11	No
Jay Carruthers, MD	Psychiatry Professor	52 Walton Street Saratoga Springs, NY 12866	(H) 518-306-5676 (C) 518-650-4357	j.carruthers@gmail.com	Member	9/17/12	Yes
Marcy Dreimiller, MBA	Human Resources Director	211 Church Street Saratoga Springs, NY 12866	(W) 518-583-8356	mdreimiller@ saratogacare.org	Member	05/23/11	No
Steven Heyman	Community Dev. Attorney	26 Summerfield Lane Saratoga Springs, NY 12866	(W) 518-465-1500 (H) 518-581-1583	sheyman@chwattys.com	Member	6/10/13	No
Richard Higgins	Developer/Attorney	100 Union Avenue Saratoga Springs, NY 12866	(H) 518-587-0270	rhiggins@norstarus.com	Member	1/1/11	Yes
John Mastropietro, Esq.	Architect /Attorney	9 Stable Lane Saratoga Springs, NY 12866	(W) 518-226-0700	jpm@mflawllc.com	Member	08/25/10	No
Stephen E. Towne	Realty Finance Officer	164 East Avenue Saratoga Springs, NY 12866	(W) 518-587-4500 (H) 518 587-2019	set@roohanrealty.com	Member	08/25/10	Yes
Don Wildermuth	Asst. VP, Corporate Loan Officer	171 So. Broadway Saratoga Springs, NY 12866	(W) 518-306-2705 (H) 518-587-1882	dwildermuth@arrowbank.com	Member	11/12/12	No

(ATTACHMENT 1)

PROGRAM OPERATING BUDGET – 14 Walworth Street Food Storage Addition
(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

N/A	N/A	N/A
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(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	N/A	N/A	N/A	
Engineering	N/A	Contributed	N/A	Charette Assoc. Architect
Architectural/Design	N/A	Contributed	N/A	Charette Assoc. Architect
Fees and Permits	\$100	\$0	\$100	N/A
<i>Subtotal</i>	\$100	\$0	\$100	

DEVELOPMENT				
Relocation	N/A	N/A	N/A	
Site Preparation	\$1,274	\$0	N/A	
Construction - materials	\$30,474	\$0	\$0	
Construction - labor	\$8,325	\$0	\$0	
Construction Financing	N/A	N/A	N/A	
Other - (explain) Plans				
<i>Subtotal</i>	\$40,073	\$0	\$0	

TOTAL COST	\$40,173	\$0	\$0
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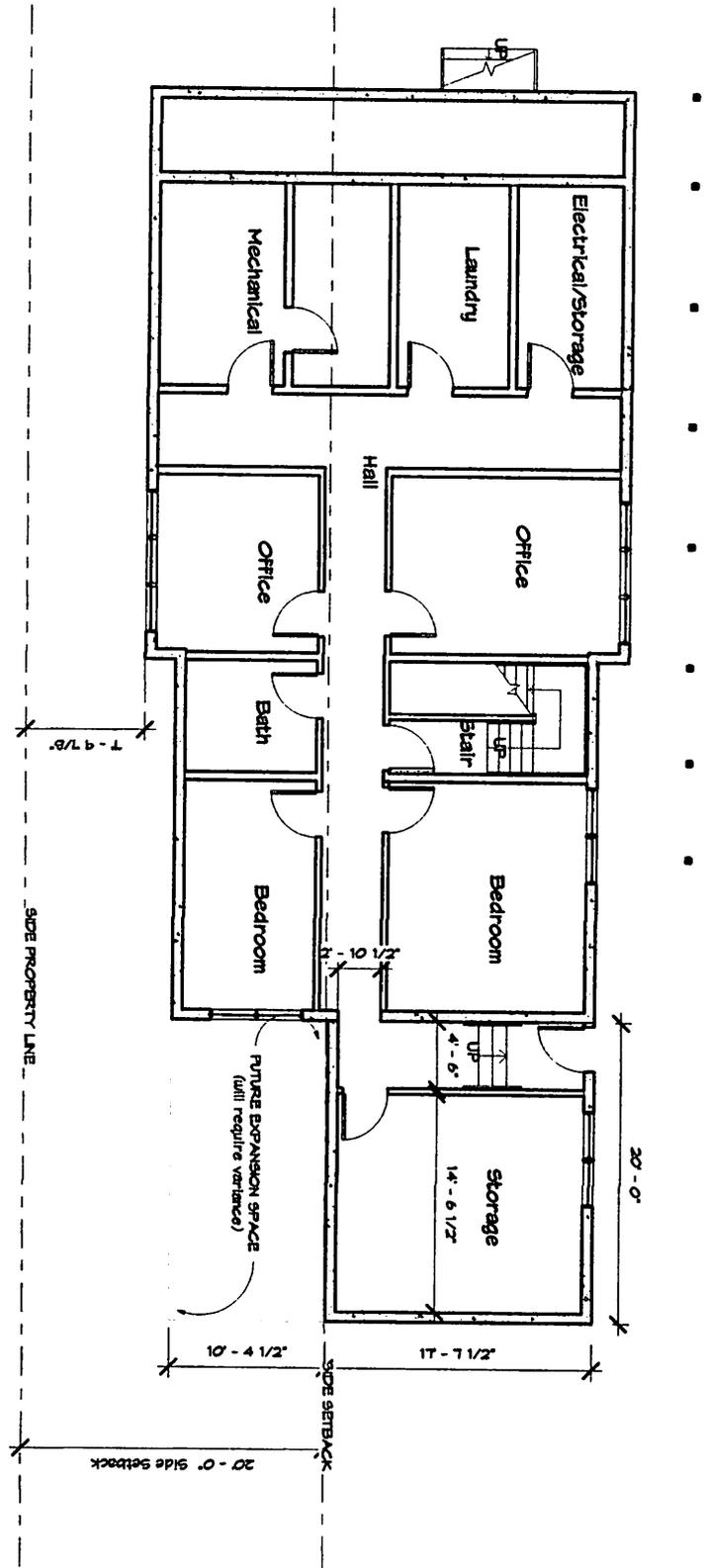
MORE DETAILED BUDGET *RECOMMENDED!* --ATTACHED

ESTIMATE SUMMARY

Summary of 14 Walworth Storage Addition Phase 1

Num	Text	Unit	Quantity	Total UC	Cost Incl.	Imputed	Unit SP	Sales Price	Total GM	Total CR
Main headings:										
21-01 00 00Substructure										
21-01 10	Foundations		1	3,879.96	3,879.96	3,880.00	3,880.00	3,880.00	0.04	0.000
21-01 20	Subgrade Enclosures		1	5,234.50	5,234.50	5,234.00	5,234.00	5,234.00	-0.50	0.000
21-01 40	Slabs-On-Grade		1	1,555.20	1,555.20	1,555.00	1,555.00	1,555.00	-0.20	0.000
					10,669.66			10,669.00	-0.66	0.000
21-02 00 00Shell										
21-02 10	Superstructure		1	1,656.00	1,656.00	1,656.00	1,656.00	1,656.00	0.00	0.000
21-02 20	Exterior Vertical Enclosures		1	7,378.54	7,378.54	7,379.00	7,379.00	7,379.00	0.46	0.000
21-02 30	Exterior Horizontal Enclosures		1	1,861.00	1,861.00	1,861.00	1,861.00	1,861.00	0.00	0.000
					10,895.54			10,896.00	0.46	0.000
21-03 00 00Interiors										
21-03 10	Interior Construction		1	2,104.06	2,104.06	2,104.00	2,104.00	2,104.00	-0.06	0.000
21-03 20	Interior Finishes		1	2,475.12	2,475.12	2,475.00	2,475.00	2,475.00	-0.12	0.000
					4,579.18			4,579.00	-0.18	0.000
21-04 00 00Services										
21-04 30	Heating, Ventilation, and Air Conditioning (HVAC)		1	537.75	537.75	538.00	538.00	538.00	0.25	0.000
21-04 50	Electrical		1	1,701.90	1,701.90	1,702.00	1,702.00	1,702.00	0.10	0.000
21-04 70	Electronic Safety and Security		1	1,649.26	1,649.26	1,649.00	1,649.00	1,649.00	-0.26	0.000
					3,888.91			3,889.00	0.09	0.000

Num	Text	Unit	Quantity	Total UC	Cost Incl.	Imputed	Unit SP	Sales Price	Total GM	Total CR
21-06 00 00Special Construction and Demolition										
21-06 30	Demolition		1	391.76		391.76	392.00	392.00	0.24	0.001
						391.76		392.00	0.24	0.001
21-07 00 00Sitework										
21-07 10	Site Preparation		1	882.31		882.31	882.00	882.00	-0.31	0.000
						882.31		882.00	-0.31	0.000
<hr/> Supplement: <hr/>										
	Sales Tax (exempt)							0.00	0.00	
	Permits							100.00	0.00	
	Contingency							2,505.00	0.41	
	OH&P							6,261.00	-0.47	
<hr/> Total amount						40,173.42		40,173.00	-0.42	0.000



CHAPETTE ASSOCIATES
Architects, P.C.

Gansevoort, New York
Phone (518) 583-8855 Fax (518) 824-5748

**Shelters of Saratoga
Addition to 14 Walworth**

14 Walworth Street
Saratoga Springs, New York
12888

Proposed Basement Level Plan

Project number	1403
Date	01/23/14
Drawn by	LA
Checked by	LA

SK-01

Scale 1/8" = 1'-0"

(ATTACHMENT 3)
OFFICE OF MANAGEMENT AND BUDGET (OMB) CIRCULAR A-133
MONITORING OF FEDERAL FINANCIAL ASSISTANCE TO SUBRECIPIENTS

ORGANIZATION: Shelters of Saratoga, Inc

MAILING ADDRESS: P O Box 3089, 14 Walworth Street, Saratoga Springs, NY 12866

FEDERAL ID #: 14-1758441 PHONE: 518-581-1097 FAX: 518-581-8735

DUNS #: 003900896

1. Please identify your fiscal year (mth/yr to mth/yr): 07/14 to 06/15

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: None CDBG Funding Amount: None

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

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

AMOUNT OF AWARDS

None

None

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: _____

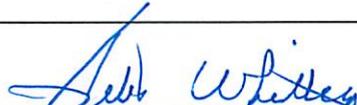
6. Other Saratoga County Awards (cash & non-cash):

IDENTIFY PROGRAM NAME & YEAR OF AWARD

IDENTIFY AMOUNT OF CO. AWARDS

None

None


Authorized Signature

January 30, 2014
Date