



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 2016 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 2016 Program Year (1 July 2016 – 30 June 2017).

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 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 \$ 340,000

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, 29 January 2016.**

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 1, 6:00 PM (5:45 sign-in)
City Council Room, City Hall, Saratoga Springs, NY 12866

Public Hearing #2 Thursday, February 4, 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

2016 PROGRAM YEAR ANTICIPATED SCHEDULE OF EVENTS

- December 7th - Monday - 2016 Entitlement funding applications and information packets available
- January 29 - Friday - Application deadline (due no later than 4:30 PM)
- February 1 - Monday - PUBLIC HEARING # 1:
City Hall - 474 Broadway
6:00 PM (sign-in at 5:45 PM)
- February 4 - Thursday - Public Hearing #2:
Saratoga Springs Recreation Center, 15 Vanderbilt Avenue
6:00 PM (sign-in at 5:45 PM)
- March 1 - Tuesday - Present recommended 2016 Entitlement Plan to City Council
- March 2 - April 1 - Comment period for recommended 2016 Entitlement Action Plan
- March 15 - Tuesday - Public Hearing on recommended 2016 Entitlement Action Plan
- April 19 - Tuesday - City Council vote on final 2016 Entitlement Action Plan
- May 6 – Thursday - Submission of 2016 Entitlement Action Plan to HUD-Buffalo
- July 1 – Friday - 2016 Entitlement Program Year Begins
- September to October 2016 - 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 2016, 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	\$ 28,950	1 person	\$ 46,100
2 persons	33,100	2 persons	52,650
3 persons	37,250	3 persons	59,250
4 persons	41,350	4 persons	65,800
5 persons	44,700	5 persons	71,100
6 persons	48,000	6 persons	76,350
7 persons	51,300	7 persons	81,600
8 or more persons	54,600	8 or more persons	86,900

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.

	<u>MAXIMUM RENT</u>	<u>MAXIMUM RENT WITHOUT UTILITIES</u>	
	<u>Including Utilities</u>	<u>Electric</u>	<u>Gas</u>
1 bedroom	\$782	\$652	\$682
2 bedrooms	\$968	\$838	\$868
3 bedrooms	\$1,206	\$1,076	\$1,106
4 bedrooms	\$1,294	\$1,164	\$1,194

**APPLICATION FOR
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT PROGRAM
— 2016 Program Year Funding—**

ACTIVITY NAME: _____

APPLICANT: _____

MAILING ADDRESS: _____

_____ Zip: _____

PHONE: _____ FAX: _____ EMAIL: _____

CONTACT PERSON: _____ TITLE: _____

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

_____ (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: \$ _____

Funding Leveraged from Other Sources: \$ _____

Total Activity Cost: \$ _____

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:

(Authorized Signature)

(Title)

(Typed or Printed Name)

(Date)

Please respond in writing to each of the following (add additional pages as necessary):

I. 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 I)

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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(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				
<i>Subtotal</i>				

DEVELOPMENT				
Relocation				
Site Preparation				
Construction - materials				
Construction - labor				
Construction Financing				
Other - (explain)				
<i>Subtotal</i>				

TOTAL COST			
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(ATTACHMENT 3)

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

ORGANIZATION: _____

MAILING ADDRESS: _____

FEDERAL ID #: _____ PHONE: _____ FAX: _____

DUNS #: _____

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

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 _____

* 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

_____	_____
_____	_____
_____	_____
_____	_____

Authorized Signature

Date