

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

ACTIVITY NAME: FCM Updates/Repairs

APPLICANT: Franklin Community Center

MAILING ADDRESS: 10 Franklin Street
Saratoga Springs, NY Zip: 12866

PHONE: 518-587-9826 FAX: 518-587-5293 EMAIL: Kari@franklincommunitycenter.org

CONTACT PERSON: Kari Cushing TITLE: Executive Director

APPLICANT (select 1): City Department Private non-profit organization Other Public Agency
(List Dept.) 14-1667397 (List Federal ID #) (Specify)

172817926
(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: \$ 8,474.00

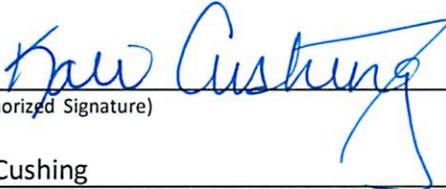
Funding Leveraged from Other Sources: \$ _____

Total Activity Cost: \$ 8,474.00

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:

Franklin Community Manor is a safe and affordable housing building providing permanent housing for low-income individuals in Saratoga Springs. The building contains 17 efficiency apartments for those who are homeless or living in substandard conditions.

Franklin Community Manor was built in 1987 and still contains much of the original infrastructure and fixtures. We are requesting funds to replace some carpet in the common areas and to complete some electrical repairs and updates including exterior lighting, bathroom fan and light fixture replacement and the replacement of hard-wired smoke detectors in each unit.


(Authorized Signature)

Kari Cushing
(Typed or Printed Name)

Executive Director
(Title)

1/13/2016
(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.
- 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.

1. ACTIVITY DESCRIPTION

- A) We are requesting an allocation which would address some repairs at Franklin Community Manor, a safe and affordable housing building providing permanent housing for low income individuals living in Saratoga Springs. Franklin Community Manor is owned and operated by Franklin Community Center. The carpet needs to be replaced and some electrical work needs to be done; this reflects new work on an existing building.
- B) **Franklin Community Center at 10 Franklin Street** is the location from which we provide direct help to those who require food pantry assistance, holiday assistance, information/referral, parent meetings, meeting space for community groups/trainings and weekend support group meetings (AA, NA), walk-in inquires and all administrative activity takes place at this location. These are low income people from all ethnic groups and range in age from 0-99 years old.

101 Washington Street is the site from which we distribute our clothing, furniture and household items free of charge to those in need. We also provide two safe/affordable apartments at the location. We serve approximately 650 persons of all ages each month. The composition of this population ranges from 0-99 years and covers all ethnic groups. These are low income people.

Franklin Manor at 95 Congress Street is the location of our 17 unit apartment building which provides permanent housing for individuals who are homeless or living in substandard conditions. Our population consists of 50% men and 50% women. All residents are of very low income and range in ethnicity. The residents currently range in age from 47 to 84 years old.

- C1) One hundred percent of the people we serve are of low-to moderate-income. All residents of our apartments at 95 Congress Street and 101 Washington Street participate in a structured intake process where income source and amount are verified. All individuals requesting services out of our building at 10 Franklin Street (i.e. food pantry, holiday assistance, school supplies...etc.) participate in a screening process where income is determined.
- D) The activity will be successfully accomplished when the new carpet has been installed in the common areas and electrical work has been completed. The residents at Franklin Community Manor will directly benefit from this improvement in that the new flooring will ensure safety and prevent further damages or need for temporary and/or emergency repairs. The exterior lighting in the parking lot will ensure safety for our residents and visitors, as will the replacement of the bathroom fans, lights and smoke detectors.
- E) The work will commence as soon as we receive word that the funds have been released from the Federal government. Both projects will be complete by June 30, 2017.
- F) We do not expect to run into any requirements for local, state or federal approval or licensing.

2. ORGANIZATIONAL CAPACITY

- A) Franklin Community Center is a private, non-profit agency that has been providing basic necessities and services to less fortunate members of the Saratoga Springs community since 1983. Enclosed is a list of the current Board of Directors. Funding received from the City of Saratoga Springs through the Office of Community Development include:

1994	\$67,600.00 toward rehabilitation of 101 Washington Street
1995	\$9,500.00 toward salary/benefits for Project Lift staff person
1996	\$4,400.00 toward minor repairs at 10 Franklin Street
1999	\$16,700.00 towards repairs at 10 Franklin Street, 101 Washington Street and 95 Congress Street
2006	\$23,541.00 towards repairs at 10 Franklin Street, 101 Washington Street and 95 Congress Street
2007	\$10,000.00 towards repairs at 10 Franklin Street, 101 Washington Street and 95 Congress Street
2008	\$10,000.00 towards repairs at 10 Franklin Street, 101 Washington Street and 95 Congress Street

2009 \$15,000.00 towards repairs at 10 Franklin Street
2010 \$8,000.00 towards repairs at Franklin Community Manor
2011 \$23,866.00 towards replacement of elevator at Franklin Community Manor
2014 \$22,170.00 to replace doors at Franklin Community Manor and assist with removal of built in beds

- B) The Community Center has been involved with new construction, renovation of existing structures and some improvements and repairs on our buildings in past years. We have established a rapport with a handful of reputable and reliable local contractors. We have grown and developed meaningful and effective programming for those less fortunate from the City of Saratoga Springs. We are able to accomplish extensive programming with a small budget and a small group of dedicated staff and volunteers. This CDBG grant is necessary to help to ensure that Franklin Community Manor is safe, efficient and properly maintained for the people residing there. We have had great success conducting activities relating to our previous CDBG grant allocations.
- C) The Executive Director will be the direct person responsible for program and financial management of the activity. Flooring Environment will replace the carpets in the common areas at Franklin Community Manor; they were the lowest of the three bids received and completed another project at Franklin Community Center last year. Sutch Electric will complete all electrical work that needs to be done at Franklin Community Manor; they were the lowest bid received.
- D) In general, the Center does extensive networking with all other human service agencies throughout the City. These agencies would not be directly involved in the repairs, but their clientele referred to us or to our services would directly benefit.

(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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(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	\$8,474		\$8,474	
Construction - labor				
Construction Financing				
Other - (explain)				
<i>Subtotal</i>	\$8,474		\$8,474	

TOTAL COST	\$8,475		\$8,474	
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(ATTACHMENT 3)

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

ORGANIZATION: Franklin Community Center

MAILING ADDRESS: 10 Franklin Street

FEDERAL ID #: 14-1667397 PHONE: 518-587-9826 FAX: 518-587-5293

DUNS #: 172817926

1. Please identify your fiscal year (mth/yr to mth/yr): 1/2016 to 12/2016

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

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

CDBG Activity Name: FCM Updates/Repairs

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 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
_____	_____
_____	_____
_____	_____
_____	_____


Authorized Signature

1/13/16
Date

BOARD OF DIRECTORS
Franklin Community Center, Inc.
10 Franklin Street
Saratoga Springs, NY 12866

Brian Corcoran 31 Sheffield Road Gansevoort, NY 12831 H)581-1185 W)742-3355 bcorcoran@poststar.com	5/13-4/16	Chris Cook - President 8 Joseph Street Saratoga Springs, NY 12866 H)580-2345 W)257-5070 C)222-6657 christopher.i.cook@verizon.com	5/15-4/19
Karen D'Andrea 199 Washington St. Saratoga Springs, NY 12866 H)581-0101 W)727-3567 kesdandrea@aol.com	5/14-4/17	Andrew Ferrara - Treasurer 7 Guildler Place Ballston Lake, NY 12012 H)312-8792 aferrara@adirondacktrust.com	5/15-4/18
Michael Russo 3 Manitou Court Ballston Spa, NY 12020 H)587-3160 W)395-4914 Tony51@nycap.rr.com	5/15-4/18	Bob McTague 296 Nelson Ave Saratoga Springs, NY 12866 H)587-3752 boskmct1944@yahoo.com	5/15-4/18
Edward Stano 2070 Rte 9N Greenfield Center, NY 12833 H)893-7150 W)869-4737 estanojr@nycap.rr.com	5/15-4/18	Marne Onderdonk-Secretary 1 Empire Spring Lane #204 Saratoga Springs, NY 12866 H)583-8841 W)285-8627 C)269-6199 marne37@icloud.com	5/14-4/17
Jason Lynch-Vice President 123 Maple Ave (work) Saratoga Springs, NY 12866 W)587-2990 C)775-750-1319 jlynch@oldebryaninn.com	5/15-4/18	George Iglar 20 Elizabeth Lane Saratoga Springs, NY 12866 H)587-4782 gigler@nycap.rr.com	5/15-4/18

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Matthew Brobston
159 Division Street
Saratoga Springs, NY 12866
W)587-8100
C)588-0100
mbrobston@thelagroup.com

5/15-4/19

6/10/2015

Subject: Electrical work at 95 Congress Street. Multiple electrical projects follow with all labor and material included. Pricing for the work inside the apartments is based on having access to all units on prearranged days to avoid extra trips. It is understood that the bathroom fan/lights and vanity lights are the same in all apartments and each apartment has one, stand alone, wired, smoke detector.

(A) Exterior Lighting.

1. Upgrade both HID wall packs with the same traditional style wall pack but using LED arrays for about 1/3 the energy consumption.

- high, 9300 lumen per fixture. cost \$1,150.00

OR

- medium, 6,300 lumen per fixture. cost \$850.00

2. not recommended, upgrade both HID wall packs to LED flood lights mounted on 90 degree wall brackets to allow aiming. 13,200 lumen each. Wiring boxes may also be needed. A "shadow" of the original lights will likely be visible on the brick. cost \$1400.00

(B) 1. Ceiling fan/lights for 16 apartments

- new fan motor
- new light assembly with lamp
- new ceiling trim

cost \$2,400.00 OR

2. same as above but with LED lamps

cost \$ 2,560.00

(C). All 17 bathroom vanity lights

- replace both F15T12 lamps with LED's after internal rewiring of the cabinets

cost \$1,900.00

(D) MOST IMPORTANT, replace the past end of life smoke detector located in each of the 17 apartments

1. like replacement, hard wired, ionization. cost \$725.00

OR

2. same as above but with battery back up. cost \$800.00

OR

3. BEST, dual sensor-ionization and photoelectric, hardwired and battery back up.. cost \$1,540.00

OR

4. combination carbon monoxide and ionization smoke detector with a 10 year battery. cost \$1700.00

Thank you for the opportunity to price these projects. Please contact me with any questions. I'll need a purchase order and tax exempt documentation to proceed.

Sincerely

Fred Sutch dba Sutch Electric

Patricelli Electric Inc

43 Bentley Drive
Troy, NY 12182

Proposal

Date	Estimate #
11/17/2015	468

Name / Address
Franklin Community Manor 95 Congress St Saratoga, N.Y. 12866

Customer

Description	Qty	Cost	Total
Remove 16 existing exhaust fan lights, supply and install 16 new 70 cfm exhaust fan light combination with 60 watt led bulb, remove existing wall packs, supply and install 2 new led wall packs, remove and supply 17 smoke detectors with battery back up. Need spec on what medicine cabinet to bid on Sales Tax	1	6,000.00	6,000.00
		8.00%	0.00
One half deposit, balance upon completion		Total	\$6,000.00

Signature _____

Patricelli Electric Inc

43 Bentley Drive
Troy, NY 12182

Proposal

Date	Estimate #
11/17/2015	468

Name / Address
Franklin Community Manor 95 Congress St Saratoga, N.Y. 12866

Customer

Description	Qty	Cost	Total
Remove 16 existing exhaust fan lights, supply and install 16 new 70 cfm exhaust fan light combination with 60 watt led bulb, remove existing wall packs, supply and install 2 new led flood lights for parking lot	1	4,800.00	4,800.00
Sales Tax		8.00%	0.00
One half deposit, balance upon completion		Total	\$4,800.00

Signature _____

Wiring Concepts LLC



#137 Hopcity Rd., Ballston Spa, N.Y. 12020
Phone 885-3202 Fax 885-3202

Date : 11/16/15

Proposal Submitted to: FRANKLIN COMM CENTER

Job Location :

City, State, and Zip Code:

We hereby submit specifications and estimates for:

Wiring and installation of 17 panasonic 80 cfm bath fans. Install fans in existing locations using existing venting system. Install two LED wall packs 37 watt for parking lot area

Material and labor: \$6200.00

We propose hereby to furnish material and labor -- complete in accordance with above specifications, for the sum of
Dollars:

\$6200.00 Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensations Insurance.

Authorized Signature:

** Note: This proposal may be withdrawn within -- 90 -- days.

ACCEPTANCE OF PROPOSAL: -- The above process, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

FLOORING Environment

200 Fillpoint Drive
 Mechanicville, NY 12118
 Ph: 518.383.5510 Fax:518.383.4740
 Woman-Owned Business Enterprise

Attn: DEBBIE MARTIN
From: JOE TESSITORE
Estimator: _____
Admin: _____
Revision # _____

Proposal

Date: 11/17/2015
Plan Date: _____
Bid Due Date 11/17/2015
Addendum : _____

<u>To</u>	<u>Project</u>
FRANKLIN COMMUNITY CENTER 10 FRANKLIN STREET SARATOGA SPRINGS, NY 12866 Phone: (518) 587-9826- Fax: (518) 587-5293-	FRANKLIN COMMUNITY MANOR EAST BEEKMAN STREET SARATOGA SPRINGS, NY 12866

PROPOSAL TO

<i>Manufacturer Style</i>	<i>Color Name Color Number</i>	<i>Line Total</i>
1 REMOVE AND DISPOSE OF EXISTING CARPET - FLOORING ENVIRONMENT, INC. N/A	N/A N/A	105.00
2 C-1 CARPET SUPPLIED AND INSTALLED - HOLLYTEX SKYLINES II 26	TBD	1,129.00
3 B-1 WALL BASE SUPPLIED AND INSTALLED - JOHNSONITE® COVE BASE-VINYL 4" X 1/8"	TBD TBD	90.00
TOTAL (THESE LINE ITEMS TAX EXEMPT)		\$1,324.00

- Unless specifically included in this proposal: excludes floor preparation, leveling or repair; removal of existing flooring or adhesive, buffing, waxing or floor protection, moving or lifting furniture. Excludes labor premiums for evening or weekend work. Flooring Environment is not responsible for any claims that might result from product delivery date changes beyond their control. This proposal is valid for forty-five (45) days. Full payment is due ten (10) days from receipt of invoice unless otherwise specified.
WARRANTY DOES NOT INCLUDE ANY MOISTURE RELATED SUBFLOOR FAILURES

Flooring Environment

FRANKLIN COMMUNITY CENTER

Signed: _____ **Signed:** _____
 JOE TESSITORE

Proposal Total: \$1,324.00 **Proposed Installation Start Date:** _____

Proposal

Page No. _____ of _____ Pages

CARPETLAND

411 West Main Street - 842-7560
Amsterdam, New York 12010

78 Church Street - 587-7331
Saratoga, New York 12866

PROPOSAL SUBMITTED TO	<i>Franklin Community Center</i>	DATE	<i>11/10/15</i>
ADDRESS		PHONE	<i>587-9826</i>
		DATE OF PLANS	<i>587-5293</i>
JOB NAME AND LOCATION	<i>UP STAIRS LOBBY AND STAIRS</i>	ARCHITECT	
	<i>ATTN: KARI</i>	JOB PHONE	

We hereby submit specifications and estimates, subject to all terms and conditions as set forth on both sides, as follows:

*Supply and install 26 sq solution dyed
Nylon Carpet (glued) including up up
& removal of old also included is the
removal of the old 4" Vinyl base and
new installed in its place.*

1330.

** No floor prep included.*

(Read Reverse Side)

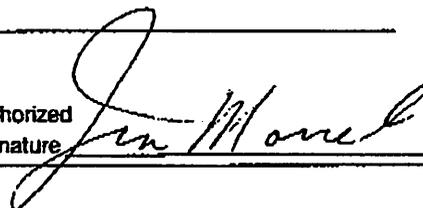
We propose hereby to furnish material and labor - complete in accordance with above specifications,

for the sum of: _____ dollars (\$ _____)

Note: This proposal may be withdrawn by us if

not accepted within _____ days.

Authorized
Signature



Accepted: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified

Signature _____

Wilton Floors

400 Ballard Road
Wilton, NY 12831

Estimate

DATE	ESTIMATE #
11/10/2015	928

NAME / ADDRESS
Franklin Community Center 10 Franklin St. Saratoga Springs, NY 12866

Ship To
Franklin Community Center Apartments 95 Congress St, Saratoga Springs, NY 12866

SHIP TO

DESCRIPTION	QTY	COST	TOTAL
Rip up and dispose of existing carpet; supply and install new carpet in common area/hallway and stairs- glue down, Bella Cera Guardian, color 852. Rip out and dispose of existing cove base and supply and install new cove base, Armstrong Wall base, desert tan (Includes labor at prevailing rate). Tax Exempt #		1,900.00	1,900.00T
		0.00%	0.00
TOTAL			\$1,900.00

I understand that this is a special order and is non-cancellable, that payment is due upon completion, that there is a 1.5% monthly finance charge for outstanding balances, and that I will be responsible for any collection attorney fees.

SIGNATURE _____