

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

ACTIVITY NAME: Home Repairs for Low-Income Homeowners in Saratoga Springs

APPLICANT: Rebuilding Together Saratoga County

MAILING ADDRESS: 267 Ballard Road, Suite 4
Wilton, NY Zip: 12831

PHONE: 518-587-3315 FAX: 518-587-3314 EMAIL: Michelle@RTSaratoga.org

CONTACT PERSON: Michelle Larkin TITLE: Executive Director

APPLICANT (select 1): City Department (List Dept.) Private non-profit organization (List Federal ID #) 20-0530683 Other Public Agency (Specify)

621495873
(DUNS #)

NATIONAL OBJECTIVE (select 1):

<p><u>"Benefit persons of Low/moderate income"</u></p> <p><input type="checkbox"/> L/M Income Area Benefit</p> <p><input type="checkbox"/> L/M Income Limited Clientele Activities</p> <p><input checked="" type="checkbox"/> L/M Income Housing Activities</p> <p><input type="checkbox"/> L/M Income Job Creation/Retention</p>	<p><u>"Address slum/blight Conditions"</u></p> <p><u>"N/A"</u> Slum/blighted Area</p> <p><input type="checkbox"/> Slum/blighted Spot Basis</p> <p><u>"N/A"</u> Urban Renewal Completion</p>	<p><u>"Urgent CD Need"</u></p> <p><u>"N/A"</u> Urgent Need</p>
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REQUESTED ENTITLEMENT FUNDING: \$ 12,500

Funding Leveraged from Other Sources: \$ 10,000

Total Activity Cost: \$ 22,500

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 are requesting \$12,500 in Community Development Block Grant (CDBG) funds to buy the building materials, portable toilet and dumpsters needed to provide home repairs for six low-income homeowners in Saratoga Springs. Our goal is to provide the services needed to ensure each homeowner can live independently in a home that is warm, safe and dry.

Michelle Larkin
 (Authorized Signature)
 Michelle Larkin
 (Typed or Printed Name)

Executive Director
 (Title)
1/20/2016
 (Date)

(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	\$12,500			
Construction - labor		\$10,000		Donated labor and staff time to plan and manage projects
Construction Financing				
Other - (explain)				
<i>Subtotal</i>	\$12,500	\$10,000	\$22,500	

TOTAL COST	\$12,500	\$10,000	\$22,500
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(ATTACHMENT 3)

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

ORGANIZATION: Rebuilding Together Saratoga County

MAILING ADDRESS: 267 Ballard Road, 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): 01/16 - 12/16

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

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

CDBG Activity Name: Rebuilding Together Home Repair Projects in Saratoga Springs

CDBG Funding Program Year: 2015

CDBG Funding Amount: \$10,000

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

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

AMOUNT OF AWARDS

USDA Housing Preservation Grant Program

\$30,000

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

1/20/2016

Date



Rebuilding Together Saratoga County
2016 City of Saratoga Springs Community Development Block Grant Application Narrative

1. Activity Description

A. Together with our corporate and community partners, Rebuilding Together Saratoga County transforms the lives of low-income homeowners by improving the safety and health of their homes and revitalizing their communities. We provide critical home repair and accessibility modification services for low-income Saratoga County homeowners, including families with children, older adults, individuals living with disabilities and veterans. These services are provided at no cost to homeowners and focus on ensuring they can live independently in a safe and healthy home. In the 13 years since our founding, Rebuilding Together Saratoga County has renovated and revitalized 716 homes with the help of more than 7,400 volunteers who have dedicated 45,500 hours of their time, bringing hope and renewed pride to homeowners in need throughout Saratoga County.

B. We are requesting \$12,500 in Community Development Block Grant (CDBG) funds to buy the building materials, portable toilet and dumpsters needed to provide home repairs for six low-income homeowners in Saratoga Springs. Our goal is to provide the services needed to ensure each homeowner can live independently in a home that is warm, safe and dry. We continue to work with the poorest and most vulnerable members of Saratoga County. In 2015, the homeowners we helped have an average income of \$22,473, which is less than 30% of the Area Median Income (considered extremely low-income). Many of the homeowners we assist have an income of \$1,200-1,500 a month. 118 of the people we served last year are living with a disability, and their average age is approximately 61 years old. On average, they lived in their homes for 22 years. There is never a cost to the homeowners we assist. Many of the repairs and modifications we make focus on safety issues, such as rotting stairs and hand railings. We address heating issues, such as furnaces, insulation, broken windows, poorly fitting doors and weather stripping. We also work to provide the home modifications needed to keep older adult homeowners in their home and independent as long as possible. We work with other social service agencies and local governments to identify at-risk homeowners who need home repair assistance. We are very conscious of duplicating services, and we work closely with other agencies, in particular Economic Opportunity Council, to avoid duplicating services.

C. 100% of the people we serve are low-income with a household income at or below 80% of the Area Median Income as established by HUD; however, most of the homeowners we help have a household income at or below 30% of the Area Median Income. In order to be eligible for our home repair services, homeowners must complete an application and provide required supporting documentation regarding their household annual income, such as copies of the previous year's federal tax returns for all household members that file federal taxes. Household members who do not file income tax must provide documentation of all income, including: pay check stubs; copy of the Social Security check and/or letter; and statements documenting annuities, unemployment, Aid to Families with Dependent Children, and rental income. Once we receive all required documentation, we review the application to verify homeowner eligibility. In addition to meeting our income eligibility criteria, eligible homeowners must own the home for which they are applying and it must be their primary residence. And, at least one resident in the home must be a senior, an individual living with a disability, a child under the age of 18, or an active or retired member of the armed services. Homeowners who meet these criteria are eligible for our services. We expect to serve a

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minimum of 6 low-income homeowners with the funding requested here, with an overall goal of completing 130 home repair projects in 2016.

D. Rebuilding Together Saratoga County will consider itself successful if we can provide repairs for a minimum of 6 low-income homeowners with the funding requested here, completing 130 projects by the end of 2016. We will document information about:

- New collaborations with neighborhoods, nonprofit partners and funding sources;
- Volunteers and how they contributed;
- Partnerships with skilled contractors and amount of money saved through these partnerships;
- Sponsorships of rebuild projects; and
- Homeowners served, repairs provided, and number of completed projects.

We will also survey participants (volunteers and homeowners) for satisfaction and useful feedback.

E. Our programs are ongoing. Funding will be used immediately upon receipt and the projects will be completed within 12 months.

F. If a permit is required for a specific project, we will work with local building code office to pull the necessary permit and have them inspect the completed work as required. The homes we plan to work on are owner-occupied and the homeowner is required to provide proof of homeownership as part of the application process.

2. Organizational Capacity

A. Rebuilding Together Saratoga County was founded in 2003 by Michelle and Dan Larkin with the support of the National Rebuilding Together organization and the Saratoga community. In the 13 years since our founding, we have provided repair and accessibility modification services at 716 homes. In 2015, we completed repairs and renovations for 105 homeowners and improved 6 non-profit facilities and 2 community spaces, with the assistance of 824 volunteers donating 3,900 hours to help their neighbors in need. Thanks to the hard work of our unskilled and skilled volunteers in the community, we are able to leverage money given to us two to four times over.

We have received CDBG funding since 2009 and have always met or exceeded our stated goals. Below is a summary of what we have accomplished with CDBG funding since 2012:

- 2015 – Housing Rehabilitation for 9 Homeowners – \$10,000 (current contract completed early)
- 2014 – Housing Rehabilitation for 12 Homeowners – \$10,557
- 2013 – Housing Rehabilitation for 8 Homeowners – \$10,473
- 2012 – Housing Rehabilitation for 8 Homeowners – \$10,000
- 2011 – Housing Rehabilitation for 6 Homeowners – \$8,383

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Board of Directors

Name	Position	Employer or Other Affiliation	Year Joined
David Blair	President	Casella Waste, Controller	2011
Ed Larkin	Vice President	Chazen Co., Engineer	2013
Paul von Schenk	Treasurer	Adirondack Trust Co., Insurance	2011
Michael Tuck	Secretary	Balzer Tuck Architecture, Partner	2011
EJ Harkins	Member	Saratoga Eagle	2014
Karen Carling	Member	Aztech Technologies, Environmental Scientist	2013
Jacqui Harris	Member	Occupational Therapist	2012
Ed Hitti	Member	Ianniello Andeson, PC Lawyer	2016
Jason Lee	Member	Thirsty Owl, Asst. Manager	2013
Paul Lambert	Member	Bonacio Construction	2016
Marth McQuigge	Member	Saratoga National Bank and Trust	2016
Ellen Skeele	Member	Original Works	2013
Pam Stott	Member	Curtis Lumber	2016
Tammy Crawford	Member	D. A Collins	2015

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B. We have extensive experience in successfully completing the type of projects proposed here. Since our founding, we have repaired 716 homes. Last year, we completed 105 home repair projects.

C. Michelle Larkin, Executive Director, will be responsible for program and financial management activities related to this grant with project management and project oversight by Construction Managers, Jeff McLellan and Frank Wade; OT recommendations from Jacqui Harris; and financial oversight from Board Treasurer, Paul von Schenk, and Bookkeeper Christine Murphy.

Executive Director Michelle Larkin is responsible for overseeing Rebuilding Together Saratoga County's program administration from the initial application through project selection, planning, implementation and evaluation. Michelle founded Rebuilding Together Saratoga County in 2003 and has overseen 716 home repair projects since that time.

We have two part-time Construction Managers who manage our projects from start to finish. They are responsible for previewing projects, developing the scopes of work, determining volunteer and contracted labor needs, pulling permits, and working to ensure that projects are completed within budget and time constraints. Part-time Construction Manager Frank Wade has extensive experience in weatherization and energy services. Prior to joining our staff, Frank was the Director of Energy Services for Saratoga Economic Opportunity Council. He is a Lead-Safe Certified Renovator and holds several other certifications related to construction and weatherization services. Part-time Construction Manager Jeff McLellan owned his own property management business prior to joining our staff. He is also a Lead-Safe Certified Renovator and has extensive experience in managing home repair projects.

Office Manager Assistant Marian Bigelow is responsible for assisting with homeowner intake and record keeping. She has been involved with Rebuilding Together Saratoga County since our founding in 2003.

We contract with Saratoga FMS to assist with accounting and financial reporting. Bookkeeper Christine Murphy has over 15 years of professional experience in small business management and payroll processing.

D. We work closely with many neighborhood and community organizations to help us better serve low-income homeowners and avoid duplicating efforts. Many of these organizations also help us to identify applicants, including Saratoga County for the Aging, Saratoga County Economic Opportunity Council, Saratoga County Public Health Nursing Service, Saratoga County Department of Social Services, Transitional Services Association, Saratoga Hospital, Franklin Community Center, Shelters of Saratoga, and Captain Youth and Family Services. We also have long-standing relationships with corporate and community groups who provide volunteers, including Adirondack Trust Company, Bonacio Construction, Chazen Companies, Kodiak Construction, Roohan Realty, Gilbane Building Company, and other members of the Saratoga Builders Association.

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