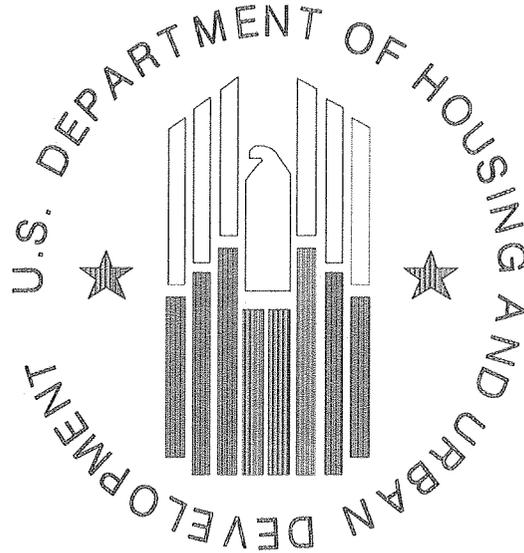


**U.S. Department of Housing & Urban Development
Buffalo, New York Office**



Annual Community Assessment Report

for

City of Saratoga Springs, New York

**Covering the Program Year of:
July 1, 2010– June 30, 2011**

INTRODUCTION

Saratoga Springs, as a recipient of HUD CDBG funds, is required to annually report on the progress made in carrying out the goals and priorities of the Consolidated Plan. The Consolidated Annual Performance and Evaluation Report (CAPER) is designed to be a tool to report the activities undertaken during the previous year and shared with HUD as well as the local community stakeholders and residents. The CAPER should be made available for interested citizens and stakeholders.

HUD has a responsibility to review the CAPER and the community's performance on an annual basis. HUD relies on the CAPER, financial data and audits, program records, on site monitoring and other resources to evaluate the grantee's overall performance and effectiveness. This review is an on-going process but summarized in this Report to determine that a grantee has the continuing capacity to administer HUD funds. This report is prepared to provide feedback on your community's performance in the delivery of programs and services using HUD Community Development funds.

Assessment Period: July 1, 2010– June 30, 2011
1st Year of a 5 year Consolidated Plan

Programs Administered & Funding Amounts: CDBG
2010 Allocation - \$400,116
2010 Disbursements - \$342,781

2009 CDBG – R (ARRA)
Allocation - \$99,239

I. Summary of Consistency with Consolidated Plan & 2010 Annual Action Plan

HUD's review of the CAPER determined that the City followed the HUD approved Consolidated Plan and Annual Action Plan during the 2010 program year. The activities undertaken during the year are consistent with the City's 2010-2014 Consolidated Plan goals, objectives and priority needs. These goals, objectives and priority needs as stated in the five year Consolidated Plan included the following key elements:

1. Address the "Continuum" of housing needs, creating housing that is affordable and available to residents and local workforce
2. Assist the most vulnerable segments of the population – children/youth and seniors
3. Promote a sound living environment and encourage expanded economic opportunities for low and moderate income persons

The actual 2010 expenditures recorded in IDIS reflect that the City did expend HUD funds in these broad categories and within the requirements of HUD funding regulations.

Performance Reports / CAPER Completeness

A Consolidated Annual Performance and Evaluation Report (CAPER) is due 90 days after the City completes their program year. The City's CAPER for 2010 was received by the HUD Buffalo Field Office on September 29, 2011. The report was received on time, determined to be substantially complete, and described the City's performance throughout the program year. The 2010 CAPER included a clear presentation of the progress for the year and the progress compared to the five year goals in the Consolidated Plan. More detailed information and assessments of accomplishments can be found in Section III of this report.

Section II. - General Overview and Cross Cutting Areas

- FHEO - HUD's FHEO division has also evaluated the CAPER and verified that programs and expenditures are acceptable in terms of equal opportunity and fair housing.
- Citizen Participation - The grantee has conducted the required hearings and public notification to comply with citizen participation requirements.
- Compliance Monitoring – HUD Program Monitoring was last conducted during the 2010 program year as follows:
Program Reviewed: Community Development Block Grant
Date of Monitoring: May 2010
Monitoring Status: 0 findings
- Subrecipient Oversight & Monitoring – Saratoga Springs reports that subrecipient oversight and monitoring is an on-going process for all program areas and regular on-site inspections are conducted quarterly for funded organizations. The CAPER reports that monitoring was conducted as scheduled and no areas of concern were noted in subrecipient programming.
- Management – Saratoga Springs has an experienced staff team that is capable of administering and overseeing the HUD funded programs. There have not been any key staff vacancies or key new hires reported during the year.
- Financial –
Audits - A Single Audit must be submitted each year 9 months from the end of the City's fiscal year. HUD has received and reviewed Saratoga Springs' 2010 Single Audit, there are no outstanding issues.

Quarterly Federal Cash Transaction Reports (SF272) - Reports have been received for the assessment period and are current.

Interest earned on HUD funds has been returned to the U.S. Treasury as required during the program year.

Section III – Specific Program Progress and Performance

Community Development Block Grant

National Objective Compliance: The CDBG program was designed to principally benefit low-moderate income persons. During the reporting period, it was determined that the City spent 96.84 percent of their non-administrative funds on activities that principally benefitted low-moderate income persons.

All activities reported appear to meet a national objective. The objectives noted include:

- Low to Moderate Income person benefit

Activities: Program activities were adequately described during the reporting period. CDBG funds were spent on activities that were eligible under program rules.

Saratoga Springs has reported on the first year of a 5 year strategic plan. The CAPER and IDIS report that goals and activities are on track for completion. Further stated numeric goals for specific activities have been met or exceeded to date.

Housing - The majority (51%) of CDBG funds were used for housing initiatives. These projects included the rehabilitation of owner occupied housing and the Mother Susan Anderson Emergency Shelter.

Public Services: Saratoga Springs' public service spending, adjusted for program income, represents 10.23 percent of the total expenditures. This is within the 15 percent public service limit.

Financial

Planning and Administration: The City's spending for planning and administration during the reporting period, accounts for 7.87 percent of their overall spending. This was within the 20 percent limit and slightly down from the previous year.

- *Program Income:* The City receives program income from economic development loan programs and a modest amount from a housing loan program. The City's CAPER outlines the program income received and the information reported in IDIS and the narrative reconcile.
- *Expenditure Timeliness:* The CDBG program requires that the City's unexpended CDBG funds be no more than 1.5 times their annual grant 60-days before the end of the program year. The City was in compliance with the 1.5 timeliness test made on May 1, 2011. The City continues to expend HUD funds expeditiously.
- *IDIS Data:* Saratoga Springs maintains data in IDIS in a timely and accurate manner. Grantees are reminded to review the HUD website for reports and overall performance data.

Other Issues / Recommendations / Highlights

- Highlights noted during the CAPER review include:

- The City has continued its commitment to the homeless in the Saratoga-Warren-Washington Counties Region over the past years by providing leadership to the Continuum of Care system. This has resulted in regular programming and funding for projects in the region.
- Saratoga Springs has exceeded the housing and service goals set in the 2010-2014 Consolidated Plan.
- The City was able to leverage \$266,140 for housing and community development related activities.

ARRA Programs

Community Development Block Grant Recovery Act (CDBG-R)

The City was allocated funds under the American Recovery and Reinvestment Act of 2009. In order to apply for these funds, the City was required to identify project activities and amend their 2008 Annual Action Plan. The City successfully completed the amendment process and was subsequently awarded funds as noted in the Introduction. During the City's 2010 program year reporting period, the activity which had been identified for funding with CDBG-R funds, the public works project in support of the Allen Drive Affordable Housing development was completed.

This report was prepared by

Lambros Touris, CPD Representative
716-551-5755 ext 5810
Lambros.j.touris@hud.gov