

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. **ACTIVITY IS NEW**

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. **It has been well documented (Saratoga Workforce Housing Trust Fund general framework document, Affordable Housing Task Force Report, City's Consolidated Plan and Annual Supplements, Housing Authority's Five Year Plan, Saratoga Springs Housing Authority 5 year Strategic plan and Annual Supplements), that while the City of Saratoga Springs continues to grow and expand, many working families are unable to afford an apartment to rent within the city limits. The Saratoga Springs Housing Authority has available 90 section 8 vouchers, but only 63 are currently being used in the city partially due to the lack of units or the unwillingness of landlords to rent apartments for only \$892 per month (the fair market value for a two bedroom apartment). Between apartments rented to Skidmore College students in the winter and the influx of families who spend the summers in Saratoga Springs during the "Track Season", landlords find renting to these populations more lucrative as apposed to renting to low- and moderate-income families.**

B) The Renovations would correct major problems with lack of drainage and poor and a potential life treating situation with the parking areas leading to the residents apartments at 4 buildings with a total of 16 affordable units servicing 52+ residents of low and moderate income.

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.

(SHAG) is an Affiliate of the Saratoga Springs Housing Authority, all residents income have been certified by The Housing Authority using the protocol as outlined for the residents of the Authority.

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.
Presently 22 of the 24 Family units are receiving a Housing Choice Voucher (section 8)

D) Identify your performance goals and the types of indicators you will use to document activity accomplishments and success. (Examples may include: # of persons with new/improved access to services, # of affordable houses rehabilitated, etc.) **16 Affordable units will benefit form this grant.**

E) Provide an activity timeframe/schedule (include start, completion dates, and other significant performance stages). **All work would be completed with in 90 day of receiving the grant.**

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. **SAHG is managed by the Saratoga Springs Housing Authority. All work would comply with city , state and federal codes**

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) The Saratoga Affordable Housing Group, Inc (Corporation) is a not for profit corporation in the City of Saratoga Springs and the County of Saratoga, New York that is working to secure affordable housing for low- and moderate-income families. The mission of the Saratoga Affordable Housing Group, Inc. is: to provide quality, innovative housing for families in need; promote opportunities for self-sufficiency and economic independence; and build a thriving community within the City of Saratoga Springs. However, the major objective of this non-profit is to enable families, who do not make much more than minimum wage, to secure rental units within the city.

Two of the board members for this Corporation are employees of the Saratoga Springs Housing Authority: Edward Spsychalski, Executive Director and Gerard Hawthorne, Facilities Manager. The other board members are: Dennis Brunelle, former Executive Director of EOC and board Chairman Of the Saratoga Springs Housing Authority; Sister Charla Commins, Executive Director of Catholic Charities;; Steve Sullivan, local business owner; Bill Stanley, Vice-President of the NAACP; Rocco Ferraro, CDRPC, Robert Pasciullo and Scott Peterson a local Attorney from City of Saratoga Springs.

- C) 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. The Saratoga Springs Housing Authority has been contracted as the property manager. The Authority has undertaken millions of dollars of construction and renovation projects throughout the years including major projects with respect to site renovation, large scale apartment modernization and new construction projects including the new 15 housing development funded from DHCR.
- D) 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. Edward J. Spsychalski is the president of SAHG and the Executive Director of the Housing Authority, he will be responsible for all aspects of this work. Ed has over 30 years experience with both construction and administration of housing projects.
- E) Identify any other agencies/partners involved in this activity and define their roles and responsibilities. **None**

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 **Actual budget will be completed when the work is contracted. The cost estimate from C. K. Dennis Architect, P. C. is attached**

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. **A match of \$8,000 from C.K. Dennis for the Architect service.**

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

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>				

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

--	--	--

C.K. Dennis Architect PC

Allen Drive Drainage & Parking Lot

469 Albany Shaker Road

Loudonville

New York

12211

Phone: (518) 459-6548

Location	Quantity	Price	Item Total
<u>Remove Parking Lot</u>			
Demolition	1400 sf	\$1.75	\$2,450.00
Profit and Overhead			\$514.50
Total			\$2,964.50
<u>New Parking Lot</u>			
Base Coat	1400 sf	\$3.25	\$4,550.00
Top Coat	1400 sf	\$3.00	\$4,200.00
Profit and Overhead			\$1,837.50
Total			\$10,587.50
<u>New Drywell</u>			
Stone	1 ls	\$2,750.00	\$2,750.00
Basin	1 ls	\$2,600.00	\$2,600.00
Profit and Overhead			\$1,123.50
Total			\$6,473.50
<u>Total Price:</u>			<u>\$20,025.50</u>
Total For One Parking Lot	\$20,025.50	x 4 lots	\$80,102.00
Proposed A/E Fee	10% of Entire Project		\$8,000.00

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

ORGANIZATION: Saratoga Affordable Housing Group (SAHG)

MAILING ADDRESS: 1 S. Federal Street, Saratoga Springs NY Zip: 12866

FEDERAL ID #: 26-1210093 PHONE: (518)584-6600 FAX: (518) 583-3006

1. Please identify your fiscal year (mth/yr to mth/yr): 01/01/2010-12/31/2010

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

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

CDBG Activity Name: Renovations @ Allen Drive (NEW PARKING LOT AND WINDOW REPLACEMENT)

CDBG Funding Program Year: 2009&2010 CDBG Funding Amount: \$199,239

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 \$300,000 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:

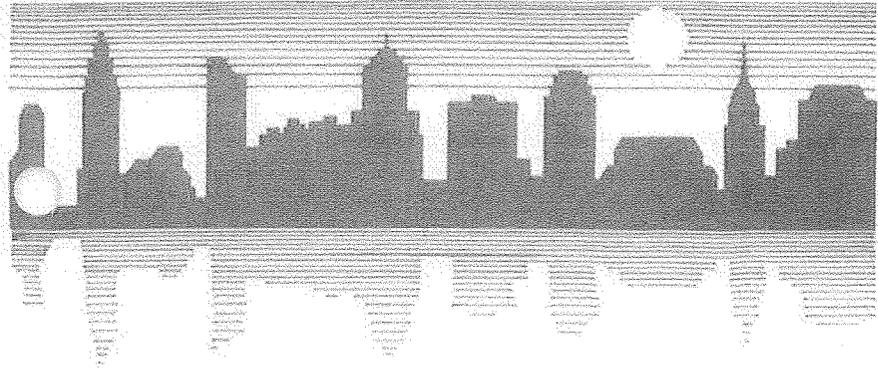
6. Other Saratoga County Awards (cash & non-cash):

IDENTIFY PROGRAM NAME & YEAR OF AWARD

IDENTIFY AMOUNT OF CO. AWARDS

Authorized Signature

Date



C. K. DENNIS ARCHITECT PC
A.I.A.

489 ALBANY SHAKER ROAD
LOUDONVILLE, NEW YORK 12211-1551
TEL: (518) 459-6548
FAX: (518) 463-6663

26 January 2011

Edward Spychalski, President
Saratoga Affordable Housing Group
1 South Federal Street
Saratoga Springs, New York 12866

RE: Allen Drive Drainage and Parking Lot

Dear Mr. Spychalski,

In review of the above referenced item there are several issues that have to be addressed:

1. Flooding and ice buildup.
2. Asphalt deterioration.

To address these issues we recommend additional underground drainage system that consists of underground drainage pipe that is tied to drywells. We also recommend replacement of the asphalt so that the new asphalt will have positive pitch toward the new underground drainage system.

Due to our long history with your organization, we here at C.K. Dennis Architect PC. are proud to state that we will donate our proposed fee of \$8,000.00 to prepare all contract documents and construction administration for all work associated to the window replacement.

If you require any additional information, please do not hesitate to contact my office.

Respectfully submitted,

Dominic Rigosu, AIA
Architect