

APPLICATION FOR
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT PROGRAM
— 2018 Program Year Funding—

ACTIVITY NAME:

Home Repairs for Low-income Homeowners

APPLICANT:

Rebuilding Together Saratoga County

MAILING ADDRESS:

132 Milton Avenue

Ballston Spa, NY

Zip: 12020

PHONE:

518-587-3315

FAX:

EMAIL:

Michelle@RTSaratoga.org

CONTACT PERSON:

Michelle Larkin

TITLE:

Executive Director

APPLICANT (*select 1*): City Department
Public Agency

Private non-profit organization

Other

(List Dept.)

20-0530683

(List Federal ID #)

(Specify)

621495873

(DUNS #)

NATIONAL OBJECTIVE (*select 1*):

“Benefit persons of Low/moderate income
Need”

“Address slum/blight Conditions”

“Urgent CD

L/M Income Area Benefit
Need

“N/A” Slum/blighted Area

“N/A” Urgent

L/M Income Limited Clientele Activities

Slum/blighted Spot Basis

L/M Income Housing Activities

“N/A” Urban Renewal Completion

L/M Income Job Creation/Retention

REQUESTED ENTITLEMENT FUNDING: \$ 15,000

Funding Leveraged from Other Sources: \$ 12,990

Total Activity Cost: \$ 27,990

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 \$15,000 in Community Development Block Grant (CDBG) funds to buy the building materials and rent the portable toilet and dumpsters needed to provide home repairs for four 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.



(Authorized Signature)

Michelle Larkin

(Typed or Printed Name)

Executive Director

(Title)

1/25/2018

(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.



Rebuilding Together Saratoga County
2018 City of Saratoga Springs Community Development Block Grant Application Narrative

1. Activity Description

A. Together we transform the lives of low-income homeowners by improving the safety and health of their homes and revitalizing our 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 15 years since our founding, Rebuilding Together Saratoga County has renovated and revitalized 973 homes and 85 nonprofit centers with the help of more than 9,300 volunteers who have dedicated over 56,500 hours of their time, bringing hope and renewed pride to homeowners in need throughout Saratoga County.

B. We are requesting \$15,000 in Community Development Block Grant (CDBG) funds to buy the building materials and rent portable toilet and dumpsters needed to provide home repairs for four 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 2017, the homeowners we helped have an average income of \$25,279, which is less than 50% of the Area Median Income (considered very low-income). Many of the homeowners we assist have an income of \$1,200-1,500 a month. 39% of the people that we served last year are older adults (65+), and 43% are individuals living with a disability. On average, they lived in their homes for more than 20 years. There is never a cost to the homeowners we assist. We address a variety of repairs, including safety issues (such as replacing rotting stairs and installing hand railings); heating issues (including furnaces, insulation, broken windows, poorly fitting doors and weather stripping); and accessibility modifications (such as ramps and stair lifts) needed to keep homeowners who are older adults or are living with a disability in their home and independent for as long as possible. We work with other social service agencies and local government agencies 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 50% or often 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

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active or retired member of the armed services. Homeowners who meet these criteria are eligible for our services. We expect to serve a minimum of four low-income homeowners in the City of Saratoga Springs with the funding requested here, with an overall goal of completing 175 home repair projects in 2018.

D. Rebuilding Together Saratoga County will consider itself successful if we can provide repairs for a minimum of four low-income homeowners with the funding requested here, completing 175 projects by the end of 2018. We will document information about:

- 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 Larkin with the support of her husband Dan, friends and family from the Saratoga County community, and the national Rebuilding Together organization. In the 15 years since our founding, Rebuilding Together Saratoga County has renovated and revitalized 973 homes and 85 nonprofit centers with the help of more than 9,300 volunteers who have dedicated over 56,500 hours of their time, bringing hope and renewed pride to homeowners in need throughout Saratoga County. In 2017, we completed repairs and renovations for 137 households (serving 244 residents) and improved eight nonprofit facilities and community spaces, with the assistance of more than 1,100 volunteers donating over 7,500 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 2011:

- 2017 – Housing Rehabilitation for 4 Homeowners - \$14,505
- 2016 – Housing Rehabilitation for 5 Homeowners - \$11,536
- 2015 – Housing Rehabilitation for 9 Homeowners – \$10,000

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**Rebuilding
Together**

Saratoga County

- 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

Board of Directors

Name	Position	Employer or Other Affiliation	Year Joined
Ed Larkin	President	Chazen Co., Engineer	2013
EJ Harkins	Vice President	Saratoga Eagle	2014
Bridget Reilly	Treasurer	Bonacio Construction, Chief Financial Officer	2016
Karen Carling	Secretary	Foit-Albert Associates, Environmental Scientist	2013
Deann Devitt	Member	Adirondack Trust Co., Assistant Treasurer	2016
Catherine French	Member	Holiday Inn, Corporate Sales Manager	2016
Ed Hitti	Member	Ianniello Anderson, PC Lawyer	2016
Alicia Jacobs	Member	Excelsior College, Director of Communications and Community Engagement	2016
Paul Lambert	Member	Bonacio Construction	2016
Jason Lee	Member	Six Flags – Great Escape Lodge, Food and Beverage Supervisor	2013
Martha McQuigge	Member	Saratoga National Bank and Trust	2016
Ellen Skeelee	Member	Personal Trainer	2013
Jeanine Stancanelli	Member	Mercy College	2018
Pam Stott	Member	Curtis Lumber	2016
Kyle Trippany	Member	Gilbane Building Company	2018

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B. We have extensive experience in successfully completing the type of projects proposed here. Since our founding, we have repaired 973 homes. Last year, we completed 137 home repair projects, serving 244 residents.

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 Lawrence Boutillette; OT recommendations from Jacqui Harris (former Board member and volunteer) and Jeanine Stancanelli (current Board member); and financial oversight from Board Treasurer and CFO of Bonacio Construction, Bridget Reilly, 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 973 home repair projects since that time.

Two part-time Construction Managers supervise our projects from start to finish and are responsible for previewing projects, developing the scopes of work, determining volunteer and contracted labor needs, overseeing contractors, and working to ensure projects are completed within budget and time constraints. Construction Manager Jeff McLellan has extensive experience in managing home repair and accessibility modification projects and is a Lead-Safe Certified Renovator. Prior to joining our staff, Jeff owned his own property management business. Construction Manager Lawrence Boutillette has more than 20 years of construction management experience. He is an OSHA Authorized Construction Trainer and BPI-Certified Energy Audit Professional.

Office Manager, Tricia Hasbrouck, is responsible for assisting with homeowner intake and record keeping. Tricia has experience in office management, project tracking, and contract administration. She holds a Bachelor of Arts in Public Relations, Communications and Marketing from Marist College.

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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(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		\$4,350	\$4,350	Saratoga Bldrs. Assoc. (committed)
Fringe				
Other (consultants, etc.)		\$1,300	\$1,300	Saratoga Bldrs. Assoc. (committed)
<i>Subtotal</i>		\$5,650	\$5,650	

OVERHEAD				
Advertising/Marketing		\$400	\$400	Saratoga Bldrs. Assoc. (committed)
Program Supplies		\$1,000	\$1,000	Saratoga Bldrs. Assoc. (committed)
Rent & Utilities		\$800	\$800	Saratoga Bldrs. Assoc. (committed)
Other - list below				
Mileage		\$140	\$140	Saratoga Bldrs. Assoc. (committed)
Indirect Costs		\$3,500	\$3,500	Saratoga Bldrs. Assoc. (committed)
<i>Subtotal</i>		\$5,840	\$5,840	

TOTAL COST

	\$11,490	\$11,490
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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	\$15,000		\$15,000	
Construction – labor		\$1,500	\$1,500	Volunteer Labor
Construction Financing				
Other – (explain)				

<i>Subtotal</i>	\$15,000	\$1,500	\$16,500
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TOTAL COST	\$15,000	\$12,990	\$27,990
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**Rebuilding Together Saratoga County
2018 Operating Budget**

Support

Individual Contributions	\$25,000
Corporate Contributions	\$34,500
Civic and Religious Organization Contributions	\$35,000
Foundation Contributions	\$20,000
Government Grants (Existing)	\$966,000
Government Grants (Proposed)	\$350,000
Special Events	\$147,000
Rebuilding Together National Pass-Through Grants	\$15,000
United Way/SEFA	\$500
Earned Revenue (Store, etc.)	\$100,000

Total Budgeted Support **\$1,693,000**

Volunteer Labor **\$300,000**

Total Support **\$1,993,000**

Expenses

Personnel and Contract Services

Salary, Payroll Taxes and Benefits	\$204,000
Professional Services	\$55,000
Total Personnel and Contract Services	\$259,000

Project Expenses

Materials and Contractors	\$1,138,800
Project Logistics and Volunteer Support	\$30,000
Project Contingency	\$10,000
Volunteer Insurance	\$3,000
Mileage and Transportation	\$6,000
Total Project	\$1,187,800

Operations

Membership Dues	\$12,000
Mortgage	\$19,200
Bank Fees	\$1,000
Database Upgrade	\$12,000
Conferences and Training	\$10,000
Phone and Utilities	\$12,000
Office Expenses	\$10,000
Store Expenses	\$45,000
Special Events	\$28,000
Facilities Improvements	\$50,000
Insurance (Building, D&O, Bond, Disability)	\$7,000
Total Operations	\$206,200

Total Budgeted Expenses **\$1,653,000**

Volunteer Labor **\$300,000**

Total Expenses **\$1,953,000**



January 25, 2018

Ms. Michelle Larkin
Rebuilding Together Saratoga County
132 Milton Avenue
Ballston Spa NY 12020

Dear Michelle,

Since 2004, the Saratoga Builders Association has been proud and fortunate to give a portion of the proceeds of the Saratoga Showcase of Homes each year to Rebuilding Together Saratoga County. We fully expect to give Rebuilding Together Saratoga at least \$25,000 this year and are thrilled to support this remarkable organization again this year.

Sincerely,

A handwritten signature in black ink, appearing to read "Barry Potoker". The signature is fluid and cursive, with a large loop at the end of the last name.

Barry Potoker
Executive Director

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

ORGANIZATION: Rebuilding Together Saratoga County

MAILING ADDRESS:
32 Milton Avenue Ballston Spa, NY 12020

FEDERAL ID #: 20-0530683 PHONE: 518-587-3315 FAX: _____

DUNS #: 621495873

1. Please identify your fiscal year (mth/yr to mth/yr): 01/18 - 12/18

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

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

CDBG Activity Name: Home Repairs for Low-Income Homeowners

CDBG Funding Program Year: 2017 CDBG Funding Amount: \$14,505

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

GIVE NAME & CATALOG OF FEDERAL FINANCIAL ASSISTANCE (CFDA) #	AMOUNT OF AWARDS
<u>USDA Housing Preservation Grant Program</u>	<u>\$30,000</u>
_____	_____
_____	_____

4. During your last fiscal year, has your organization expended more than \$750,000 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

Michelle Farkin

Authorized Signature

1/25/2018

Date