



# CITY OF SARATOGA SPRINGS

OFFICE OF COMMUNITY DEVELOPMENT



City Hall – 474 Broadway

Saratoga Springs, New York 12866

Tel: 518-587-3550 x2575 fax: 518-580-9480



## – APPLICATION INFORMATION PACKET –

### COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT PROGRAM 2020 PROGRAM YEAR

The Saratoga Springs Office of Community Development is now seeking applications for funding under the Community Development Block Grant (CDBG) Entitlement Program for the 2020 Program Year (1 July 2020 – 30 June 2021).

**PROGRAM OBJECTIVE:** The objective of this program, funded by the U.S. Department of Housing and Urban Development (HUD), is to assist the development of viable urban communities by providing decent housing, a suitable living environment and expanding economic opportunities principally for persons of low- and moderate-income within the City of Saratoga Springs.

**ELIGIBLE ACTIVITIES:** Eligible activities will address community development needs as prioritized in the City's Consolidated Plan and may include affordable housing acquisition, construction and rehabilitation; economic development and job creation; public facility and infrastructure improvements; public services and other federally eligible activities.

**AVAILABLE FUNDS:** Approximately \$ 306,269

**APPLICATION DEADLINE:** Completed applications with all necessary information and copies may be submitted to the Office of Community Development, City Hall Temporary Offices – 15 Vanderbilt Ave, Saratoga Springs, New York 12866, **no later than 4:30 PM on Friday, 31 January 2019.**

**REQUIRED COPIES:** 1 original, plus 1 electronic version in “.pdf” format to [lindsey.connors@saratoga-springs.org](mailto:lindsey.connors@saratoga-springs.org) (Please contact us for assistance, if necessary)

**PUBLIC HEARINGS:** All applicants are **strongly** encouraged to speak on behalf of their proposal at one of the two Public Hearings scheduled below. Persons wishing to speak may sign in at 5:45 PM and speakers will appear in the order in which they sign up.

Public Hearing #1                                         Tuesday, February 11, 6:00 PM (5:45 sign-in)  
Saratoga Springs Public Library – Dutcher Room  
49 Henry Street, Saratoga Springs, NY 12866

Public Hearing #2                                         Thursday, February 13, 6:00 PM (5:45 sign-in)  
Saratoga Springs Public Library – Dutcher Room  
49 Henry Street, Saratoga Springs, NY 12866

**FOR INFORMATION, PLEASE CONTACT:**         Lindsey Connors, Community Development Planner  
(518) 587-3550 Ext. 2575  
[lindsey.connors@saratoga-springs.org](mailto:lindsey.connors@saratoga-springs.org)

## 2020 PROGRAM YEAR ANTICIPATED SCHEDULE OF EVENTS

November 25 – Dec 10             – 2020–2024 Consolidated Plan data collection

December 2 – Monday             – 2020 Entitlement funding applications and information packets available to public

January 31 – Friday                – Application deadline (due no later than 4:30 PM)

February 11 – Tuesday            – PUBLIC HEARING #1:  
Saratoga Springs Public Library, Dutcher Community Room, 49 Henry Street  
6:00 PM (sign-in at 5:45 PM)

February 13 – Thursday         – Public Hearing #2:  
Saratoga Springs Public Library, Dutcher Community Room, 49 Henry Street  
6:00 PM (sign-in at 5:45 PM)

March 17 – Tuesday                – Present recommended 2020–2024 Consolidated Plan and 2020 Entitlement Plan to City Council

March 18 – April 20                – Comment period for recommended 2020–2024 Consolidated Plan and 2020 Entitlement Action Plan

April 7 – Tuesday                    – Public Hearing on recommended 2020–2024 Consolidated Plan and 2020 Entitlement Action Plan

- April 21 – Tuesday – City Council vote on final 2020–2024 Consolidated Plan and 2020 Entitlement Action Plan
- May 13 – Wednesday – Submission of 2020–2024 Consolidated Plan and 2020 Entitlement Action Plan to HUD–Buffalo
- July 1 – Wednesday – 2020 Entitlement Program Year Begins
- September to October 2020 – Anticipated receipt of HUD Grant Agreement and Release of Funds

## INCOME AND RENT GUIDELINES

### INCOME GUIDELINES

The following guidelines represent income limits by household size and maximum annual income as determined by HUD, effective April, 2019, for assistance under the Community Development Block Grant program.

“LOW INCOME”		“MODERATE INCOME”	
Household Size	Maximum Annual Income	Household Size	Maximum Annual Income
1 person	\$ 31,500	1 person	\$ 50,350
2 persons	36,000	2 persons	57,550
3 persons	40,500	3 persons	64,750
4 persons	44,950	4 persons	71,900
5 persons	48,550	5 persons	77,700
6 persons	52,150	6 persons	83,450
7 persons	55,750	7 persons	89,200
8 or more persons	59,350	8 or more persons	94,950

### AFFORDABLE RENT GUIDELINES

The following rent guidelines are for use in developing your proposal. These rates were established using local Fair Market Rents (FMR), developed by the U.S. Dept. of HUD. The following FMR became effective in January 2019.

	MAXIMUM RENT	MAXIMUM RENT WITHOUT UTILITIES	
	<u>including utilities</u>	<u>Gas heat/elec. hot water</u>	<u>Gas heat/gas hot water</u>
1 bedroom	\$904	\$774	\$804
2 bedrooms	\$1,115	\$985	\$ 1,015
3 bedrooms	\$1,397	\$1,267	\$1,297
4 bedrooms	\$1,507	\$1,377	\$1,407

APPLICATION FOR  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT PROGRAM  
— 2020 Program Year Funding—

ACTIVITY NAME:

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APPLICANT:

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MAILING ADDRESS:

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Zip: -----

PHONE: ----- FAX: ----- EMAIL: -----

CONTACT PERSON: ----- TITLE: -----

APPLICANT (*select 1*):  City Department Public Agency       Private non-profit organization       Other

-----  
(List Dept.)

-----  
(List Federal ID #)

-----  
(Specify)

-----  
(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”      “Urgent Need”

- “N/A”* Slum/blighted Area      *“N/A”* Urgent Need
- Slum/blighted Spot Basis
- “N/A”* Urban Renewal Completion

**REQUESTED ENTITLEMENT FUNDING:**      \$-----

Funding Leveraged from Other Sources: \$-----

Total Activity Cost:      \$-----

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 provided on the next page:

-----  
(Authorized Signature)

-----  
(Title)

-----  
(Typed or Printed Name)

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(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.

## **5. ENVIRONMENTAL IMPACTS – FOR NEW CONSTRUCTION PROJECTS ONLY – (ATTACHMENT 4)**

New construction includes expansion of existing building footprints and rehabilitation projects of 75% or more.

(ATTACHMENT 1)

**PROGRAM OPERATING BUDGET**

(Entitlement Grant + Leveraged Funds = Total Activity Cost)

	<b>ENTITLEMENT GRANT</b>	Leveraged Funds*	Total Activity Cost	*Source of leveraged Funds and In-Kind Services
<b>PERSONNEL</b>				
Salaries				
Fringe				
Other (consultants, etc.)				
<i>Subtotal</i>				

<b>OVERHEAD</b>				
Advertising/Marketing				
Program Supplies				
Rent & Utilities				
Other - list below				
<i>Subtotal</i>				

<b>TOTAL COST</b>			
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(ATTACHMENT 2)

**CONSTRUCTION / SITE DEVELOPMENT BUDGET**

(Entitlement Grant + Leveraged Funds = Total Activity Cost)

	<b>ENTITLEMENT GRANT</b>	<b>Leveraged Funds*</b>	<b>Total Activity Cost</b>	<b>*Source of leveraged Funds and In-Kind Services</b>
<b>PRECONSTRUCTION</b>				
Legal				
Engineering				
Architectural/Design				
Fees and Permits				
<i>Subtotal</i>				

<b>DEVELOPMENT</b>				
Relocation				
Site Preparation				
Construction - materials				
Construction - labor				
Construction Financing				
Other - (explain)				
<i>Subtotal</i>				

<b>TOTAL COST</b>				
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OFFICE OF MANAGEMENT AND BUDGET (OMB) CIRCULAR A-133  
MONITORING OF FEDERAL FINANCIAL ASSISTANCE TO SUBRECIPIENTS

ORGANIZATION: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

FEDERAL ID #: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

DUNS #: \_\_\_\_\_

1. Please identify your fiscal year (mth/yr to mth/yr): \_\_\_\_\_

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

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

CDBG Activity Name: \_\_\_\_\_

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 \$750,000 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

Date

(ATTACHMENT 4)

**ENVIRONMENTAL IMPACT & RISK ASSESSMENT FOR NEW CONSTRUCTION PROJECTS  
(INCLUDING EXPANSIONS OF EXISTING BUILDING FOOTPRINTS OR REHAB PROJECTS OF 75% OR MORE)**

Brief description of project and location (attach location map). Include size of building, scope of impact, land disturbance, and construction schedule:		
Does the project require a permit or approval from any other government agency (local, state or federal)? If yes, list agency(s) name and permit or approval:	NO <input type="checkbox"/>	YES <input type="checkbox"/>
Is the project a permitted use under current zoning regulations?	NO <input type="checkbox"/>	YES <input type="checkbox"/>
Is the project consistent with the adopted Comprehensive Plan?	NO <input type="checkbox"/>	YES <input type="checkbox"/>
Will the project require or lead to a change in land use of the affected property (e.g. from non-residential to residential, commercial to industrial, or from one industrial use to another)? If yes, please describe:	NO <input type="checkbox"/>	YES <input type="checkbox"/>
Is the project on or adjacent to farmland?	NO <input type="checkbox"/>	YES <input type="checkbox"/>
If the project is residential, how many units will be created?		
Is the project site within 2,500 feet of the Saratoga County Airport?	NO <input type="checkbox"/>	YES <input type="checkbox"/>
Are there floodplains on or adjacent to the parcel on which the project is to be constructed? If yes, 100 or 500 year floodplains? :	NO <input type="checkbox"/>	YES <input type="checkbox"/>
Are there wetlands on or adjacent to the parcel on which the project is to be constructed?	NO <input type="checkbox"/>	YES <input type="checkbox"/>
Is the project within 1,000' of a state or county roadway/highway OR I-87? If yes, which roadway/highway(s)? :	NO <input type="checkbox"/>	YES <input type="checkbox"/>
Is the project within 3,000' of a rail line?	NO <input type="checkbox"/>	YES <input type="checkbox"/>
Is there an industrial facility within line of site of the project location? If yes, what is the name of the facility? :	NO <input type="checkbox"/>	YES <input type="checkbox"/>
Has the project site or adjoining property ever been used as a gasoline station, motor repair facility, commercial printing facility, dry cleaners, photo developing laboratory, junkyard or landfill, or as a waste treatment storage, disposal, processing or recycling facility?	NO <input type="checkbox"/>	YES <input type="checkbox"/>
Are there any EPA monitored facilities within a 1 mile radius or the project location? If yes, list with street address here:	NO <input type="checkbox"/>	YES <input type="checkbox"/>

Are there above-ground flammable or explosive storage tanks within a 1 mile radius or the project site?	NO <input type="checkbox"/>	YES <input type="checkbox"/>
Is the project located in an environmental justice area?	NO <input type="checkbox"/>	YES <input type="checkbox"/>
Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	NO <input type="checkbox"/>	YES <input type="checkbox"/>
Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NYS Historic Preservation Office (SHPO) archaeological site inventory?	NO <input type="checkbox"/>	YES <input type="checkbox"/>
Does the project site contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO <input type="checkbox"/>	YES <input type="checkbox"/>
For rehabilitation projects... Was the building constructed prior to 1978? If so, was it been inspected for lead? Is there currently lead present? Has it been inspected for asbestos? Is there currently asbestos present?	NO <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>