



U.S. Department of Housing and Urban Development  
Buffalo Office  
465 Main Street  
Buffalo, New York 14203-1780  
(716) 551-5755

DEC 10 2010

REC'D DEC 15 2010

Mr. Bradley Birge  
Community Development Administrator  
City of Saratoga Springs  
474 Broadway  
Saratoga Springs, NY 12866

Dear Mr. Birge:

SUBJECT: Fiscal Year 2009–2010 Annual Community Assessment  
Community Development Block Grant (CDBG) Program

Enclosed please find HUD's Annual Community Assessment (ACA) reviewing the implementation and performance of Saratoga Springs' CDBG program. While continuing efforts are taken into consideration, this assessment primarily focuses on the 2009 program year, which covered the timeframe of July 1, 2009 to June 30, 2010.

We offer you thirty (30) days to respond with any changes or updates. If no response is received, this report is final and should be considered your community's Program Year Letter as required by HUD regulation. Consistent with the Consolidated Plan regulations, this assessment should be made available to the public. This can be accomplished by making it available through your established citizen participation process. HUD will also make it available to citizens upon request.

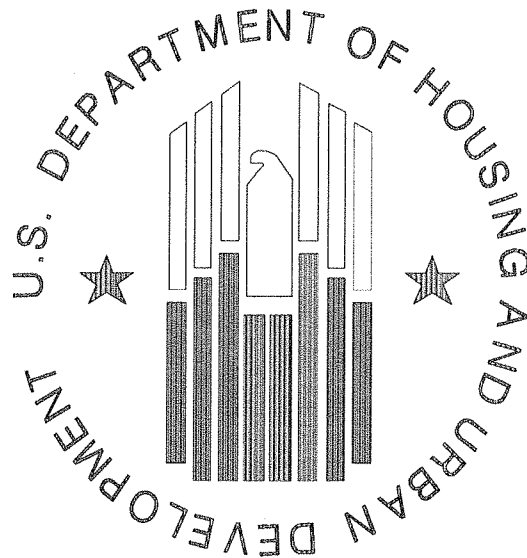
If you have any questions about this report, would like to discuss the comments or require further assistance in the administration of your community development programs, please do not hesitate to contact Jill Casey, Community Planning and Development Representative, at 716-551-5755, extension 5832 or via e-mail at [jill.m.casey@hud.gov](mailto:jill.m.casey@hud.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "William T. O'Connell".

William T. O'Connell  
Director  
Community Planning and  
Development Division

**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, 2009 – June 30, 2010**

## 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, 2009 – June 30, 2010 5th Year of a 5 year Consolidated Plan
Programs Administered & Funding Amounts:	CDBG 2009 Allocation - \$369,982 2009 Disbursements - \$447,197.50  CDBG – R (ARRA) Allocation - \$99,239

### **I. Summary of Consistency with Consolidated Plan & 2009 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 2009 program year. The activities undertaken during the year are consistent with the City's 2005-2009 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 2009 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 2009 was received by the HUD Buffalo Field Office on September 29, 2009. The report was received on time, determined to be substantially complete, and described the City's performance throughout the program year. The 2009 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 has been conducted during the past 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' 2009 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
- Alleviation of Slums and Blight conditions

*PY 2009 Summary of Use of CDBG funds (unadjusted for program income):*

	Activities Completed	2009 \$ Disbursed	% of total Expended
Economic Development	1	\$ 25,000.00	5.59%
Housing	39	\$228,918.00	51.19%
Public Facilities/Works	8	\$ 69,185.93	15.47%
Public Services	7	\$ 56,763.59	12.69%
Planning & Admin	n/a	\$ 67,330.34	15.06%
<b>TOTAL</b>		<b>\$ 447,197.86</b>	<b>100%</b>

*Activities:* Program activities were adequately described during the reporting period. CDBG funds were spent on activities that were eligible under program rules. The above “activities completed” reflects multiple program year funding and does not reflect work in progress or activities underway at the time of the CAPER reports.

Saratoga Springs has reported on the final 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 were the rehabilitation of owner occupied housing and the Mother Susan Emergency Shelter.

*Public Services:* Saratoga Springs’ public service spending, adjusted for program, represents 13.51 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 15.90 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, 2010. The balance of CDBG funds on Saratoga's line of credit equaled \$249,105.38, which is a ratio of .67 to the grant award of \$369,982. 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.

#### Productivity

During the 2009 Program Year, Saratoga Springs' use of program delivery funds or soft costs for the housing rehabilitation program represents 4% of the total costs for housing rehab.

#### 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 2005-2009 Consolidated Plan.
  - Approximately \$1M was leveraged for housing and community development.

#### 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 2009 program year reporting period, one activity was selected for funding with CDBG-R funds but had not started at reporting time. Based on reports from the City, the public works project in support of the Allen Drive Affordable Housing development will be completed and fully drawn prior to December 31, 2010. IDIS should be updated to reflect progress and expenditures of funds. This will be reviewed in the 2010 ACA.

This report was prepared by

Jill M. Casey, CPD Representative  
716-551-5755 ext 5832  
jill.m.casey@hud.gov

HUD is providing you the opportunity to review this assessment and comment. Based on the information available at the time of this review, HUD has determined that at this time, the City of Saratoga Springs has the continuing capacity to carry out HUD programs identified in this report.

If you have any questions or would like to discuss the Assessment Report, please contact Jill Casey, CPD Rep. Ms. Casey can be reached at 716-551-5755 ext. 5832. If you disagree with this assessment, please respond, in HUD – William T. O'Connell, Director of Community Planning and Development – HUD, 465 Main Street, Buffalo, NY 14203. Your response should identify any areas of disagreement and corrections or any additional comments you would like HUD to consider.

If no response is received, this report is final and should be considered your community's Program Year Letter as required by HUD regulation. Consistent with the Consolidated Plan regulations, this assessment should be made available to the public. This can be accomplished by making it available through your established citizen participation process. HUD will also make it available to citizens upon request.