

APPLICATION FOR
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT PROGRAM
— 2010 Program Year Funding—

ACTIVITY NAME: Franklin Community Manor Repairs
APPLICANT: Franklin Community Center, Inc.
MAILING ADDRESS: 10 Franklin Street
Saratoga Springs, New York Zip: 12866
PHONE: 518-587-9826 FAX: 518-587-5293 EMAIL: Kari@franklincommunitycenter.org
CONTACT PERSON: Kari Cushing TITLE: Executive Director

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

(List Dept.) 14-1667397 _____
(List Federal ID #) (Specify)

(DUNS #)

NATIONAL OBJECTIVE (*select 1*):

| <u>"Benefit persons of Low/moderate income"</u> | <u>"Address slum/blight Conditions"</u> | <u>"Urgent CD Need"</u> |
|--|---|--------------------------|
| <input checked="" type="checkbox"/> L/M Income Area Benefit | <u>"N/A"</u> Slum/blighted Area | <u>"N/A"</u> Urgent Need |
| <input type="checkbox"/> L/M Income Limited Clientele Activities | <input type="checkbox"/> Slum/blighted Spot Basis | |
| <input type="checkbox"/> L/M Income Housing Activities | <u>"N/A"</u> Urban Renewal Completion | |
| <input type="checkbox"/> L/M Income Job Creation/Retention | | |

REQUESTED ENTITLEMENT FUNDING: \$ 13,403.00
Funding Leveraged from Other Sources: \$ 1,597.00
Total Activity Cost: \$ 15,000.00

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:

- Install new flooring in common areas at Franklin Community Manor, a permanent safe and affordable housing building (17 apartments) for low-income adults in Saratoga Springs.
- Replace cabinets, counters and sink unit in a low-income apartment at Franklin Community Manor.
- Repair handrail behind Franklin Community Manor building.

(Authorized Signature)

Executive Director
(Title)

(Typed or Printed Name)

January 13, 2010
(Date)

Please respond in writing to each of the following (add additional pages as necessary):

1. ACTIVITY DESCRIPTION

- A) We are requesting an allocation which would address some repairs/improvements at Franklin Community Manor, a safe and affordable housing building providing permanent housing for low income individuals living in Saratoga Springs. Franklin Community Manor is owned and operated by Franklin Community Center. A list of required repairs is enclosed (see Enclosure 1). These items reflect new work on an existing building.
- B) **Franklin Community Center at 10 Franklin Street** is the location from which we provide direct help to those who require food pantry assistance, holiday assistance, case management, information/referral, parenting meetings, meeting space for community groups/trainings (Dublin Square Association, Child Care Coordinating Council), weekend support group meetings (AA, NA), walk-in inquires and all administrative activity takes place at this location. The building also houses a child care center. These are low income people from all ethnic groups and range in age from 0-99 years old.

101 Washington Street is the site from which we distribute our clothing, furniture and household items free of charge to those in need. We also provide two safe/affordable apartments at the location. We serve approximately 800 persons of all ages each month. The composition of this population ranges from 0-99 years and covers all ethnic groups. These are low income people.

Franklin Manor at 95 Congress Street is the location of our 17 unit apartment building providing permanent housing for individuals who are homeless or living in substandard conditions. Our population consists of 50% men and 50% women. All residents are of very low income and range in ethnicity. The residents currently range in age from 38 to 85 years old.

- C1) One hundred percent of the people we serve are of low-to moderate-income. All residents of our apartments at 95 Congress Street and 101 Washington Street participate in a structured intake process where income source and amount are verified. All individuals requesting services out of our building at 10 Franklin Street (i.e. food pantry, holiday assistance, school supplies...etc.) participate in a screening process where income is determined.
- D) The activities will be successfully accomplished when all repairs are completed. The residents at Franklin Community Manor will directly benefit from these improvements in that the repairs will ensure safety and prevent further damages or need for temporary an/or emergency repairs.
- E) We will commence repair/improvement activities as soon as we receive word that the money has been released from the Federal government. We have already met with contractors who are available and aware of the timeframe involved with this project. We expect all activity related to these repairs be completed by May 2011.
- F) We do not expect to run into any requirements for local, state or federal approval or licensing.

2. ORGANIZATIONAL CAPACITY

- A) Franklin Community Center is a private, non-profit agency that has been providing basic necessities and services to less fortunate members of the Saratoga Springs community since 1983. Enclosed is a list of the current Board of Directors (see enclosure 2). Funding received from the City of Saratoga Springs through the Office of Community Development include:

| | |
|------|---|
| 1994 | \$67,600.00 toward rehabilitation of 101 Washington Street |
| 1995 | \$9,500.00 toward salary/benefits for Project Lift staff person |
| 1996 | \$4,400.00 toward minor repairs at 10 Franklin Street |
| 1999 | \$16,700.00 towards repairs at 10 Franklin Street, 101 Washington Street and 95 Congress Street |
| 2006 | \$23,541.00 towards repairs at 10 Franklin Street, 101 Washington Street and 95 Congress Street |
| 2007 | \$10,000 towards repairs at 10 Franklin Street, 101 Washington Street and 95 Congress Street |

2008 \$10,000 towards repairs at 10 Franklin Street, 101 Washington Street
and 95 Congress Street
2009 \$15,000 towards repairs at 10 Franklin Street

- B) The Community Center has been involved with new construction, renovation of existing structures and some improvements and repairs on our buildings in past years. We have established a rapport with a handful of reputable and reliable local contractors. We have grown and developed meaningful and effective programming for those less fortunate from the City of Saratoga Springs. We are able to accomplish extensive programming with a small budget and a small group of dedicated staff and volunteers. This CDBG grant is necessary to help to ensure that Franklin Community Manor is safe, efficient and properly maintained for the people residing there. We have had great success conducting activities relating to our previous CDBG grant allocations.
- C) The Executive Director will be the direct person responsible for program and financial management of the activity. Just Fix It will be hired to repair the handrail behind the apartment building and replace the counter, cabinet and sink unit that needs to be installed and Carpetland will be hired to replace the floors in the building. Carpetland and Just Fix It have done extensive work on all of our buildings and are very familiar with what is in place and the needs of the Center.
- D) In general, the Center does extensive networking with all other human service agencies throughout the City. These agencies would not be directly involved in the repairs, but their clientele referred to us or to our services would directly benefit.

3. ACTIVITY BUDGET

- A) Please see attached (Enclosure 3)
- B) The Board of Directors has agreed to take responsibility in generating the funds/personnel required for work associated with some additional repairs at our buildings. This will include painting and repairing any of the fence that surrounds the Center, interior painting of three apartments at Franklin Community Manor and the painting and installation of shelves at our distribution center located at 101 Washington Street. In total, this represents another \$1550.00 worth of costs beyond the enclosed cost estimates.

BUILDING REPAIRS TO BE DONE**Franklin Community Center**

| | |
|---|-------------|
| Replace cabinets, counter and sink in apartment #15 | \$ 753.00 |
| Install flooring at Franklin Community Manor | \$11,799.70 |
| Repair handrail behind Franklin Community Manor | \$ 850.00 |

| | |
|----------------------|--------------------|
| Total Request | \$13,402.70 |
| Leveraged Funds: | <u>\$1,597.30*</u> |
| Total: | \$15,000.00 |

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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 | | | | |
| Fringe | | | | |
| Other (consultants, etc.) | | | | |
| <i>Subtotal</i> | | | | |

| | | | | |
|-----------------------|-------------|------------|-------------|--------------------|
| OVERHEAD | | | | |
| Advertising/Marketing | | | | |
| Program Supplies | | | | |
| Rent & Utilities | | | | |
| Other - list below | | | | |
| Repairs - FCM | \$13,402.70 | \$1,597.30 | \$15,000.00 | Board of Directors |
| | | | | |
| | | | | |
| <i>Subtotal</i> | \$13,402.70 | \$1,597.30 | \$15,000.00 | |

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

ORGANIZATION: FRANKLIN COMMUNITY CENTER, INC.
MAILING ADDRESS: 10 FRANKLIN STREET SARATOGA SPRINGS, NY 12866
FEDERAL ID #: 14-1667397 PHONE: 518-587-9826 FAX: 518-587-5293
DUNS #: _____

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

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

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

CDBG Activity Name: FRANKLIN COMMUNITY MANOR REPAIRS

CDBG Funding Program Year: 2010 CDBG Funding Amount: 13,402.70

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

| GIVE NAME & CATALOG OF FEDERAL FINANCIAL ASSISTANCE (CFDA) # | AMOUNT OF AWARDS |
|--|------------------|
| <u>N/A</u> | _____ |
| _____ | _____ |
| _____ | _____ |

4. During your last fiscal year, has your organization expended more than \$500,000 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.

4. 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:

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

| IDENTIFY PROGRAM NAME & YEAR OF AWARD | IDENTIFY AMOUNT OF Co. AWARDS |
|---------------------------------------|-------------------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Authorized Signature

Date