



APPLICATION FOR
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT PROGRAM
- 2017 Program Year Funding -

ACTIVITY NAME: Saratoga Senior Center - New Windows, Doors, and Siding

APPLICANT: Department of Public Works - City of Saratoga Springs

MAILING ADDRESS: City Hall, Broadway, Saratoga Springs, NY 12866

PHONE: 518-587-3550

CONTACT PERSON: Anthony Scirocco

TITLE: Commissioner

APPLICANT (select 1): [x] City Department [ ] Private non-profit organization [ ] Other Public Agency
Department: Public Works

NATIONAL OBJECTIVE (select 1):
"Benefit persons of Low/moderate income"
[x]L/M Income Area Benefit

REQUESTED ENTITLEMENT FUNDING: \$33,947
Funding Leveraged from Other Sources: \$8,486.75
Total Activity Cost: \$42,433.75

Proposal Abstract -

The city-owned building at 5 Williams Street, currently occupied by the Adult and Senior Center of Saratoga, is in need of replacement of remaining windows, doors, and siding. The building has a combination of wood and vinyl siding and casings, and most of the wood sections are deteriorating and falling apart. Many areas are completely rotten through. The windows and doors with wood casings no longer work properly and need to be replaced. Two veneer wooden emergency exit doors in the dining room are rotting and do not close properly. According to a window and door professional, these types of doors should always be metal, not wood, in order to be structurally sound and secure. None of the windows and doors in the dining room/conference room area are energy efficient.

This project would serve 975 Senior Center members from Saratoga Springs and a total of approximately 1,875 people from Saratoga Springs who use the building every year. In addition to serving as a senior center, the building is an emergency shelter and public polling place, and the Center provides space to other community members and groups including AARP, the Mayor's Senior Advisory Committee, AA, the Alzheimer's Association of Northeastern New York, and the Saratoga County Office for the Aging meals program.

Authorized Signature (handwritten signature)

Title: Public Works Commissioner

Printed Name: Anthony Scirocco

Date: 11/31/17

## 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.

**Ongoing project. CDBG funds have been used to replace some of the windows and doors in the past. This project would replace the remaining windows, doors, and siding.**

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.

**The Adult and Senior Center of Saratoga is the only agency in the city providing comprehensive programs and services for senior citizens. The Senior Center has 1,300 members and 150-175 people use the building every day. Seniors are the fastest growing demographic of our community, currently representing one quarter of the population of Saratoga Springs. The Senior Center is experiencing significant growth, and it is imperative that we keep the building in good operating condition. Replacement windows and doors will make the building more energy efficient and will make the building more secure and more comfortable for the Senior Center members. It is important that we replace the deteriorated sections of siding as soon as possible. Many rotting sections are at the very base of the building, allowing rainwater and snowmelt to penetrate the building, potentially compromising its integrity. The rotting siding is also an eyesore and has a significant impact on the aesthetic appeal of the building.**

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.

**C-1) The work will benefit the senior citizens of Saratoga Springs, a presumed low- to moderate-income group, and the community as a whole as an emergency shelter and polling place.**

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.)

Goals:

**Obtain three quotes for windows, doors, and siding and ensure that all projects are completed in 2017. The goal of the project is to restore deteriorating parts of the building to ensure that it is in good condition and to increase energy efficiency. The project will result in improved conditions for the 2,500+ people who use the building each year, including 1,300 senior citizen members of the Adult and Senior Center of Saratoga.**

E) Provide an activity timeframe/schedule (include start, completion dates, and other significant performance stages). **Three competitive bids will be obtained upon grant approval with work to begin as soon as possible and to be completed in 2017.**

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.

**No additional approval is needed.**

## 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). **N/A**

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. **N/A**

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. **N/A**

D) Identify any other agencies/partners involved in this activity and define their roles and responsibilities. **N/A**

## 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.

(ATTACHMENT I)

### 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
<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>				

**TOTAL COST**

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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
<b>PRECONSTRUCTION</b>				
Legal				
Engineering				
Architectural/Design				
Fees and Permits				
<i>Subtotal</i>				

<b>DEVELOPMENT</b>				
Relocation				
Site Preparation				
Construction - materials <i>Siding doors windows</i>	<i>7596.00 1933.00 12,099.00</i>			
Construction - labor <i>Siding doors</i>	<i>10,245.00 2,086.00</i>	8,486.75		<i>DPW In-kind services</i>
Construction Financing				
Other - (explain)				
<i>Subtotal</i>	<i>33,947</i>	<i>8,486.75</i>	<i>42,433.75</i>	

<b>TOTAL COST</b>	<i>33,947.00</i>	<i>8,486.75</i>	<i>42,433.75</i>
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OFFICE OF MANAGEMENT AND BUDGET (OMB) CIRCULAR A-133  
MONITORING OF FEDERAL FINANCIAL ASSISTANCE TO SUBRECIPIENTS

ORGANIZATION: City of Saratoga Springs

MAILING ADDRESS: Department of Public Works

FEDERAL ID #: 14-6002423

PHONE: 518-587-3550

FAX: 518-587-2417

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

1. Please identify your fiscal year (mth/yr to mth/yr): January 1, 2017 - December 31, 2017

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

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

CDBG Activity Name: did not apply in 2016

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

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

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

  
Authorized Signature

January 31, 2017  
Date

# Bid

Andrew Frazer G. C., Inc.  
19 Louden Road  
Saratoga Springs, NY 12866  
Phone # 583-3149  
Fax # 583-9492  
E-mail frazera@hotmail.com

## Tara Hutchins

Adult & Senior Center Of Saratoga  
5 Williams Street, Saratoga Springs, NY 12866  
Tel 518 584 1621  
Fax 518 581 8608  
seniorcenterassociatedirector@gmail.com

Date: 1/25/17

### 1. Siding, fascia, soffit, and post repairs and replacement

#### a. Additions and structures built using wood siding

- i. (4) Wood corners / replace rotten or damaged wood / Cover all wood corners with gray aluminum coil stock
- ii. Cover all freeze boards with gray aluminum coil stock
- iii. Replace existing water table board with Azek water table board / paint light gray
- iv. Replace brick mold trim around (3) doors with Azek white trim
- v. Replace all wood clapboard siding with new vinyl siding – match existing siding as close as possible using stock material
- vi. Bid base on sheathing being in good condition
- vii. Cover all fascia that are not currently covered with gray aluminum coil stock
- viii. Install vinyl soffit material to all areas not covered with vinyl, at this time
- ix. Repair (9) large columns / apply fiberglass mesh, re coat with masonry, apply 1x10 5/4 "Azek base around each post / repaint posts
- x. Roof rafter tails / trim existing rafter tails as needed to box in soffits
- xi. Install wood sub fascia – cover with aluminum coil stock
- xii. Install vinyl soffit material

<p>xiii. Windows – no work figured to windows  xiv. Doors --- no work figured other than brick molding replacement</p> <p>b. Additions and structures built using vinyl siding</p> <p>i. Repairs to area where fascia and soffit were struck and damaged</p> <ol style="list-style-type: none"> <li>1. Straighten out bent fascia</li> <li>2. Replace wood soffit – paint to match</li> </ol>	
<p><i>This bid applies only to the work described above. The bid is figured on performing the above items as they are described above. Please read it over very carefully to ensure that we have included all of the work items that you would like performed. If we have not included the work item in the above list, we have not figured it in our bid. This bid does not include additional material or labor that may be required due to changes or additional work requested or required by owner, architect, engineer, building inspector, or due to any unforeseen problems that arise once the job has begun.</i></p>	
<p>Total for all above work by contractor</p> <p>Material ----- \$ 7,590.00</p> <p>Labor ----- \$ 10,245.00</p> <p>Total ----- \$ 17,835.00</p>	



**PROPOSAL**

**ALLERDICE**

**Commercial Doors**

120 Excelsior Ave.  
Saratoga Springs, NY 12866  
phone:(518) 584-1127 fax:(518) 584-3985  
email: [curtis@allerdice.com](mailto:curtis@allerdice.com)

Quote # **Misc.**

Date: **1/18/17**

Proposal submitted to:

<b>Saratoga Springs Senior Center</b>
<b>Attn: Tara Hutchins</b>

Job name:


We hereby propose to furnish the materials listed below:

2 ea. 3'8 x 7'0 x 5 7/8" HM frames \$1933.00

2 ea. 3'8 x 7'0 Flush galvanized insulated HM doors

1 ea. 3'0 x 7'0 Flush galvanized insulated HM door

Hardware: (6)HW BB hinges, (3)BB hinges, (1)Entry lock, (1)Deadbolt,  
(2 sets)Weatherstrip, sweeps & 5" thresholds.

Add: \$2080.00 for installation.

Note:

Reuse existing panic bars & closers.

Excludes: Sales tax.

All material is guaranteed to be made as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of:

**\$4,013.00**

Respectfully submitted \_\_\_\_\_

Curtis Latzko

Note: This proposal may be withdrawn by us if not accepted within 30 days.

**PROPOSAL**

**ALLERDICE**

**Glass & Mirror**

120 Excelsior Ave.

Saratoga Springs, NY 12866

phone:(518) 584-1127 fax:(518) 584-3985

Submitted by: Chuck Saxton

email: chuck.ag@allerdice.com

Project # **G17011**

Date: **1/27/17**

Proposal submitted to:

<b>TARA HUTCHINS</b>
<b>CITY OF SARATOGA SPRINGS</b>
<b>581-8608</b>

Job name:

<b>SARATOGA SENIOR CENTER</b>
<b>5 WILLIAMS ST.</b>
<b>SARATOGA SPRINGS</b>

**SCOPE OF WORK TO INCLUDE THE FOLLOWING:**

FURNISH AND INSTALL THE FOLLOWING WINDOWS AND ALUM. FRAME AND DOOR

**WEST ELEVATION:** 1-3070 DOOR LEAF ONLY MOUNTED ON EXISTING HOLLOW METAL FRAME

DOOR" 350 MEDIUM STILE, 10" BOTTOM RAIL, 780-112 CONTINUOUS GEARED HEAVY DUTY HINGE, ADAMS RITE 4510 LATCH-LOCK AND PADDLE WITH 1" ROUND OFFSET 9" PULL AND 1" ROUND PUSH BAR

GLAZING: 1" CLEAR LOW E TEMPERED INSULATED GLASS

FINISH: BRONZE ANODIZED

WEATHERING" KAWNEER CONCEALED FASTENING BOTTOM SWEEP

CLOSER: HAGER 5300 PA, DK BRZ WITH 5916 DK BRZ. DROP PLATE

**INTERIOR FIXED FRAME:** 1- APPROX. 98" X 64"- 3 SECTION ALUM. FRAME GLAZED WITH 1/4" BRONZE DOUBLE FACED PANEL

FINISH: BRONZE ANODIZED

INSTALLED WITH-IN THE MAIN WOOD FRAME AND TRIMMED AS REQUIRED. NOTE: VERTICAL MULLIONS TO BE REMOVED

**WINDOWS:** ALL ARE TRIBUTE COMMERCIAL DH AND PICTURE WINDOWS IN WHITE FINISH BY HARVEY INDUSTRIES

1- 18" X 50"---- 2-40" X 64" ---- 1- 98" X 64" CONSISTING OF 1- 48X 64" PW FLANKED BY 2- 24"X 64" DH WINDOWS

GLAZING: 11/16" LOW E/ ARGON GAS FILLED ANNEALED INSULATING GLASS

SCREENS: DH TO HAVE 1/2 FIBERGLASS MESH SCREENS

RATING: E-STAR 6.0-2015

**WINDOW TRIM:** ALL WINDOWS TO BE TRIMMED INTERIOR AND EXTERIOR AS REQUIRED AND BE INSTALLED WITH-IN THE MAIN WOOD FRAME. ALL VERTICAL MULLIONS TO BE REMOVED

EXTERIOR TRIM: INCLUDED IS .040 WHITE BRAKE METAL TRIM

SEALANTS: INCLUDED

**EXCLUSIONS:** NO OTHER WORK THAN SPECIFIED ABOVE, NO FRAME OR THRESHOLD FOR THE ALUM. DOOR, NO PAINTING OR STAINING AT THE INTERIOR, NO REMOVAL OF THE MAIN WOOD FRAMING OR CASINGS. NO TAX

**NOTE:** PREVAILING WAGE RATE HAS BEEN INCLUDED

**EXCLUSIONS:**

**THANK YOU**

Proposal does not include permits, bonding, testing, inspections, final cleaning,

All material is guaranteed to be as specified above. All work is to be completed in a workmanlike manner according to standard practices, and all applicable federal, state, and local codes and regulations. Any extra costs will be executed with a written and signed change order, and will become an extra charge over and above the proposal amount. This proposal may be withdrawn if not accepted within 60 days. If this work is to be performed under a contract, the customer agrees to enter a joint payment agreement with Allerdice Glass & Mirror and Blue Tarp Financial Services.

Sub Total:	\$	12,099.00
Tax:	\$	-
<b>TOTAL:</b>	<b>\$</b>	<b>12,099.00</b>

no tax

**ACCEPTANCE OF PROPOSAL**

You are hereby authorized to furnish all material, equipment and labor required to complete the work described in the above proposal, for which the undersigned agrees to pay the amount stated in said proposal.

ACCEPTED: \_\_\_\_\_

DATE: \_\_\_\_\_