



CITY OF SARATOGA SPRINGS

OFFICE OF COMMUNITY DEVELOPMENT

City Hall - 474 Broadway
Saratoga Springs, New York 12866
Tel: 518-587-3550 x.2575 fax: 518-580-9480
www.saratoga-springs.org



- APPLICATION INFORMATION PACKET -

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT PROGRAM 2019 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 2018 Program Year (1 July 2019 – 30 June 2020).

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 \$ 314,164

APPLICATION DEADLINE: Completed applications with all necessary information and copies may be submitted to the Office of Community Development, City Hall – 474 Broadway, Saratoga Springs, New York 12866, **no later than 4:30 PM on Thursday, 31 January 2019.**

REQUIRED COPIES: 1 original, plus 1 electronic version in “.pdf” format to 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 Monday, February 11, 6:00 PM (5:45 sign-in)
Saratoga Springs Recreation Center
15 Vanderbilt Avenue, Saratoga Springs, NY 12866

Public Hearing #2 Wednesday, February 13, 6:00 PM (5:45 sign-in)
Saratoga Springs Recreation Center
15 Vanderbilt Avenue, Saratoga Springs, NY 12866

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

2019 PROGRAM YEAR ANTICIPATED SCHEDULE OF EVENTS

- December 3rd - Monday - 2019 Entitlement funding applications and information packets available
- January 31 - Thursday - Application deadline (due no later than 4:30 PM)
- February 11 - Monday - PUBLIC HEARING # 1:
Saratoga Springs Recreation Center, 15 Vanderbilt Avenue
6:00 PM (sign-in at 5:45 PM)
- February 13 - Wednesday - Public Hearing #2:
Saratoga Springs Recreation Center, 15 Vanderbilt Avenue
6:00 PM (sign-in at 5:45 PM)
- March 19 – Tuesday - Present recommended 2019 Entitlement Plan to City Council
- March 20 - April 23 - Comment period for recommended 2019 Entitlement Action Plan
- April 16 - Tuesday - Public Hearing on recommended 2019 Entitlement Action Plan
- May 7 - Tuesday - City Council vote on final 2019 Entitlement Action Plan
- May 13 – Monday - Submission of 2019 Entitlement Action Plan to HUD-Buffalo
- July 1 – Sunday - 2019 Entitlement Program Year Begins
- September to October 2018 - 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, 2018, 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	\$ 30,250	1 person	\$ 48,400
2 persons	34,600	2 persons	55,300
3 persons	38,900	3 persons	62,200
4 persons	43,200	4 persons	69,100
5 persons	46,700	5 persons	74,650
6 persons	50,150	6 persons	80,200
7 persons	53,600	7 persons	85,700
8 or more persons	57,050	8 or more persons	91,250

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 2018.

	MAXIMUM RENT <u>including utilities</u>	MAXIMUM RENT WITHOUT UTILITIES	
		<u>Gas heat/elec. hot water</u>	<u>Gas heat/gas hot water</u>
1 bedroom	\$950	\$820	\$850
2 bedrooms	\$1,170	\$1,040	\$ 1,070
3 bedrooms	\$1,470	\$1,340	\$1,370
4 bedrooms	\$1,600	\$1,470	\$1,500

**APPLICATION FOR
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT PROGRAM
— 2019 Program Year Funding—**

ACTIVITY NAME: Camp Saradac Scholarships

APPLICANT: City of Saratoga Springs Recreation Department

MAILING ADDRESS: 15 Vanderbilt Ave.
Saratoga Springs, NY Zip: 12866

PHONE: 518-587-3550 FAX: 518-584-1748 EMAIL: john.hirliman@saratoga-springs.org

CONTACT PERSON: John Hirliman TITLE: Administrative Director of Recreation

APPLICANT (select 1): City Department Private non-profit organization Other Public Agency
Recreation Dept. (List Dept.) (List Federal ID #) (Specify)

(DUNS #)

NATIONAL OBJECTIVE (select 1):
"Benefit persons of Low/moderate income" "Address slum/blight Conditions" "Urgent CD Need"
 L/M Income Area Benefit "N/A" Slum/blighted Area "N/A" Urgent Need
 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: \$ 3,340.00
 Funding Leveraged from Other Sources: \$ 166,294.00
 Total Activity Cost: \$ 169,634.00

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:

The Recreation Department is asking for \$3,340.00 for 4 scholarships to inner City children to go to Camp Saradac for 8 weeks. Camp Saradac is generally located at the Recreation Center, but will be relocated to St. Clements this year due to the lightning strike at City Hall. All of City Hall has been relocated to the Recreation Center. Camp Saradac is a NYSDOH licensed Day Camp for children ages 5-12. This year, Camp Saradac will operate from July 1st- August 23rd and the hours will still be from 9:00am-4:30pm. Camp offers exciting field trips, educational programs, arts, crafts and a weekly trip to the Peerless pool. Camp Saradac promotes fun, fitness and learning experiences to help children reach their full potential. Without your help there will be children with no place to go this summer. We always have a waiting list of families who could not get into camp.

John Hirliman
 (Authorized Signature)

John Hirliman
 (Typed or Printed Name)

Administrative Director
 (Title)

1/9/2019
 (Date)

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

I. 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.

1. ACTIVITY DESCRIPTION

A) Identify whether the activity is new, ongoing, or expanded from previous years

Camp Saradac has been operating in the City for over 60 years. In 1992, the Recreation Department took over the Camp operations. Since then, the Department has strived to ensure that no one is denied access to camp for the inability to pay. Through the generous support of our community and the City Council, our commitment is as strong as ever. However, the cost of operating camp and the request for scholarships continue to grow.

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 not currently being addressed through existing programs or activities.

Camp Saradac and other similar day camps play a vital role in children's lives and in our Community. According to the American Camp Association, (ACA 2005) more than ninety-five percent of campers say that camp helped them to make new friends. More than 92% say that camp helped them to feel good about themselves. Many parents and families of the campers also say that their child gained self confidence during their time at camp. Based upon these statistics, Camp is an integral part of growth for children.

Camp Saradac is a great alternative to an "away" camp. Many parents think of camp as their child "going away". This becomes an issue when parents feel that their child is too shy or are not "ready" to spend time away from their families. With the help of our terrific counselors, children build confidence and learn independence while still being able to go home each evening. Camp Saradac is an excellent way to "just be children". It also exposes them to new experiences, along with learning opportunities, sports and exercise at an affordable cost.

With all of the benefits described above, our enrollment continues to grow. Each year the department provides 65 to 75 camp scholarships, on average that is approximately \$52,000 per year. With your help, we will be able to continue offering this important support for the families in our community.

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.

Families with children ages 5-12 years old, who meet our scholarship requirements, will be the primary beneficiary. Applicants must first complete the Scholarship application and the camp registration form along with proof of income and residency. Scholarship determinations are based on household size and income and are awarded on a first come first serve basis, but City Residents are given first priority. Enclosed you will find the scholarship application which describes the scholarship requirements. Each year we expect to scholarship between 65 and 75 campers.

C-2 the inhabitants of a predominantly low-moderate income area, identify the Census Block Group in which the activity is located.

Camp Saradac program stretches beyond the boundaries of our neighborhood and is not design to benefit any specific income area but rather it serves the whole community.

C-3 designed to benefit a low-moderate income “limited clientele”, identify the “limited clientele” group.

Year after year, the participants who receive a camp scholarship typically qualify for a 100% scholarship, meaning their reported income is at least 20% less than the HUDS “Low Income” Guideline. Last year, 100% of the 66 camp scholarship recipients were awarded a 100% scholarship.

D) Identify your performance goals and the types of indicators you will use to document activity accomplishments and success.

Our goal is to ensure that every child has the opportunity to have a safe and nurturing place to go in the summer, keeping them off the streets and out of trouble. To quantify this we strive to have 0 children on the waitlist and receive approximately \$52,000 in camp scholarship funding from a variety of community partners. Our partners include: the Hawley Foundation, Children’s Committee, Lions Club, Rotary Club, WGY radio station, Friends of Recreation, various banks in the Saratoga area and private donations. The Recreation Department keeps a detailed spreadsheet, tracking the number of scholarship requests, the amount awarded, and the funding source utilized to award the scholarship.

E) Provide an activity timeframe/schedule (include start, completion dates and other significant performance stages

Camp Saradac’s registration for City residents begins on February 25, 2019 for City Residents and March 18, 2019 for everyone. Camp Saradac program dates are July 1, 2019-August 23, 2019. The regular camp hours are from 9:00am-4:30 pm. We do provide before care from 7:30am-9:00am and aftercare from 4:30pm-6:00pm

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.

Camp Saradac is licensed by the New York State Department of Health. The NYSDOH performs regular inspections, approves the camp safety plan, and issues the annual permit. They also act as a resource for our Department for issues and or concerns regarding Camp. Camp Saradac also has a number of internal approvals it must obtain prior to the opening of Camp. The Civil Service Commission conducts background checks on each employee, the Mayor’s Department approves and signs the permit application, the Safety Committee approves the Safety Plan, and the Recreation Commission approves all programming, budgeting, and field trips prior to the City Council’s final approval of the operation of Camp Saradac.

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)

The Recreation Commission was created by the City of Saratoga Springs in 1977 to aid and assist in the monitoring of the Recreation Department and the development of programming for the youth of our area. Our Recreation Commission is comprised of seven (7) members who each serve a term of seven (7) years. They are appointed by the Mayor of the City of Saratoga Springs and assist in the oversight of the Recreation Department. Camp Saradac originated with the City of Saratoga Springs School district and was given to the City of Saratoga Springs in 1976 to operate. In 1992 the Recreation Department took over all of the day to day operations.

The current Recreation Commission members are:

Derrick Legall, Chair; John Dowd, Vice Chair; Alphonse Lambert; Robert Manasier; Amy Smith; Cheryl Smith; Michelle Merola

The last funding received by the Recreation Department from a Block Grant was in 2015 for Camp Saradac at the Recreation Center. The total amount funded was \$2,500.00, covering 3.5 children.

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

Since 1977, the City's Recreation Department has run many successful programs and recreational activities. We have successfully operated camp Saradac since 1992. In 2017 we once again had over 30,000 drop in non registration participants for public skating, open gym and Pickleball and over 2,700 registered program participants.

C) Identify the person(s) 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.

All programming and financial management are the responsibility of the Administrative Director of Recreation, John Hirliman and the Recreation Commission. Our Departments' Recreation Office Manager, Kathy Lanfear; Recreation Account Managers, Debbie Rehm and Doug June; and Program Coordinators Jill Ramos and Wesley Clark are permanent recreation staff who each play a role in the management of Camp Saradac, with Wesley Clark also the Camp Director. Our Department also hires between 20-30 part time seasonal staff to work with the children in camp each day. Debbie Rehm is primarily responsible for the scholarship program and will be in charge of the intake and tracking of each request. Debbie will be the primary contact person for the Community Development Block Grant and will be ensuring the Recreation Department fully complies with the rules and reporting necessary to implement the grant under the supervision of John Hirliman.

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

The Recreation Department involves the agencies and Saratoga Springs City Departments:

- NYS Department of Health: Licensor for Camp Saradac, conducts inspections, approves the safety plan and acts as a resource for the department regarding questions or concerns with camp operations
- Civil Service Commission Office: Provides background checks on employees
- City Safety Committee: Reviews and approves the Camp Safety Plan
- Fire Department: Provides CPR/First Aid/AED certification training
- Recreation Commission: Approves the program and policies prior to City Council approval
- City Council: Approves the overall operation of Camp Saradac and as such, all of the programming and policies associated with Camp.

3. ACTIVITY BUDGET (ATTACHMENTS 1, 2)

A) Include attached budgets (Attachments) as appropriate. Depending upon 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/sites**
- **CONSTRUCTION/SITE DEVELOPMENT BUDGET (Attachment 2) for construction/site development projects**

Attachment 1 enclosed. Attachment 2 not applicable

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.

The City budgets \$155,635.00 in revenue and \$169,634.00 in expenses for Camp Saradac. The revenue generated comes from participant fees, grants and donations such as CDBG, secured annually by the Recreation Department. The registration fee to attend Camp Saradac is \$835.00 for a City resident and \$1,130.00 for non City. The grant total secured by us last year was \$50,610.00 per year with 100% of the funds being applied toward a qualified camper's registration fee.

(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
PERSONNEL				
Salaries	\$ 3,340.00	\$127,134.00	\$ 130,474.00	City Budget
Fringe				
Other (consultants, etc.)				
<i>Subtotal</i>	\$ 3,340.00	\$127,134.00	\$ 130,474.00	

OVERHEAD				
Advertising/Marketing		\$ 2,260.00	\$ 2,260.00	City Budget
Program Supplies		\$ 7,075.00	\$ 7,075.00	City Budget
Rent & Utilities	Rental to be determined			
Other – list below				
Buses, pool, gas and oil		\$, 29,825.00	\$ 29,825.00	City Budget
<i>Subtotal</i>		\$ 39,160.00	\$ 39,160.00	

TOTAL COST	\$ 3,340.00	\$166,294.00	\$169,634.00	
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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				
Construction - labor				
Construction Financing				
Other - (explain)				
<i>Subtotal</i>				

TOTAL COST

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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 Recreation Department

MAILING ADDRESS: 15 Vanderbilt Avenue, Saratoga Springs, NY 12866

FEDERAL ID #: 14-6002423 PHONE: 518-587-3550 x2300 FAX: 518-584-1748

DUNS #: _____

1. Please identify your fiscal year (mth/yr to mth/yr): 1/2019-12/2019

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

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

CDBG Activity Name: Camp Saradac

CDBG Funding Program Year: 2015 CDBG Funding Amount: \$2,500.00

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 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
<u>Saratoga County Youth Bureau-OCFS-2018</u>	<u>\$ 6,825.00</u>
_____	_____
_____	_____
_____	_____


Authorized Signature

1/9/2019
Date



Saratoga Springs Recreation Department

15 Vanderbilt Avenue, Saratoga Springs, New York 12866
 518-587-3550 x2300 Fax 518-584-1748
www.saratogarec.org

Scholarship Application

The Recreation Department strives to ensure that no one is denied access to programs for the inability to pay. Through the generous support of our community and the City Council, our commitment is as strong as ever. The number of scholarships awarded each year is based upon the pool of resources that is contributed by individuals, families, organizations and businesses within our community, grants that are awarded by governmental and nonprofit agencies, and the City. All assistance is available based upon demonstrated need without regard to race, color, national origin, age, disability, sex, gender, religion, or reprisal.

Scholarship determinations are awarded based upon household size and income as shown in the tables below. Extenuating circumstances may be considered. All scholarships are awarded on a first come first served basis, and City residents are given first priority.

How to apply for a program scholarship:

1. Complete Scholarship request form **EACH TIME** you are requesting one. Multiple family members and programs may be listed on the same form.
2. Provide income verification with one or more of the following:
 - a. Federal or State Income Tax Returns (If you don't file taxes, a note in writing must be included and other income proof must be provided-any other income received by you or those in your household).
 - b. Proof of residency i.e. property tax bill or renter's agreement-if relevant
 - c. Child support papers-if relevant
 - d. Social Services required paper work if relevant i.e. welfare recipients, food stamp recipients
 - e. Affordable Housing Letter- with your family income clearly stated.
3. Complete child/adult program registration form

The above requested proofs are not optional, proof of income is required if you wish to receive a scholarship.

<u>Number of People in Household</u>	<u>Full (100%) Scholarships</u>			<u>Half (50%) Scholarship</u>			<u>One Quarter (25%) Scholarship</u>		
	<u>Annual</u>	<u>Monthly</u>	<u>Weekly</u>	<u>Annual</u>	<u>Monthly</u>	<u>Weekly</u>	<u>Annual</u>	<u>Monthly</u>	<u>Weekly</u>
1	\$ 22,459	\$ 1,872	\$ 432	\$ 30,250	\$ 2,521	\$ 582	\$ 48,400	\$ 4,033	\$ 931
2	\$ 26,809	\$ 2,234	\$ 516	\$ 34,600	\$ 2,883	\$ 665	\$ 55,300	\$ 4,608	\$ 1,063
3	\$ 31,109	\$ 2,592	\$ 598	\$ 38,900	\$ 3,242	\$ 748	\$ 62,200	\$ 5,183	\$ 1,196
4	\$ 35,409	\$ 2,951	\$ 681	\$ 43,200	\$ 3,600	\$ 831	\$ 69,100	\$ 5,758	\$ 1,329
5	\$ 38,909	\$ 3,242	\$ 748	\$ 46,700	\$ 3,892	\$ 898	\$ 74,650	\$ 6,221	\$ 1,436
6	\$ 42,359	\$ 3,530	\$ 815	\$ 50,150	\$ 4,179	\$ 964	\$ 80,200	\$ 6,683	\$ 1,542
7	\$ 45,809	\$ 3,817	\$ 881	\$ 53,600	\$ 4,467	\$ 1,031	\$ 85,700	\$ 7,142	\$ 1,648
8 or more	\$ 49,259	\$ 4,105	\$ 947	\$ 57,050	\$ 4,754	\$ 1,097	\$ 91,250	\$ 7,604	\$ 1,755

* The School Lunch program and HUD income requirements are used to determine the City's requirements -Revised Dec 2018

Frequently asked questions

Do I have to complete an application for each child? No. Complete the scholarship application for all participants in the household. We cannot approve an application that is not complete, so be sure to fill out all required information. Attach all proof of income.

My scholarship application was approved for a previous program. Do I need to fill out another one? Yes. Your child's application is good only for the programs that you requested a scholarship for. If you would like to request additional scholarships for other programs not listed on the approved application, then another application will need to be submitted.

When will I know if I received a scholarship? Within 14 days you will received notification in the mail if approved or denied. If you are denied, you may reapply if any changes to your application occur, such as loss of employment, medical situation, or decreased household income.

Who should I include as members of my household? You must include all people living in your household, related or not (such as grandparents, other relatives, significant others or friends). Their incomes must be included in the household income. You must include yourself, spouse, and all children.

Confidentiality: The disclosure of eligibility information not specifically authorized by the City of Saratoga Springs requires a written consent statement from the parent/guardian. We will let you know when your application is approved or denied. You will receive the notification in writing.

For more information, contact Debbie Rehm at recreservations@saratoga-springs.org or 518-587-3550 ext 2300.

PRINT CLEARLY

City of Saratoga Springs Recreation Department
Scholarship Request Form

- Date Submitted:** _____
- Attach your Proof of Income to this form and write it here:** _____
 (Applications will be returned if proof is not attached.)
- Application for Scholarship is for:** Please print all the names of participants and the name of the program(s) being requested.

Participant's First & Last Name	Program (s)	Office Only		
		100 %	50%	25%

- Household Information:** List all people living in your household not listed in Step 3 including yourself and individuals related or not (such as grandparents, friends, significant others). For each member listed, if they do receive income, report total income for each source in whole dollars only. If they do not receive income from any other source, check 'no income'. Proof of income must be furnished with application. The application cannot be processed without proof of income. Examples of proof include: Your letter from Social Services with your benefits clearly stated, your Food Stamp letter, your SSI Letter of benefits, your filed state/federal income tax forms-amounts printed, your Housing Authority letter with proof of income written on it

Total # people living in the household including you (children and adults):

First & Last Name	Relationship to Participant	Salary, Wages, and Tips	Child Support, Foster Care income, Alimony	Public / State Assistance	Unemployment Benefits, Workers Compensation	Other Income, social security, retirement, pension...	No Income
		\$	\$	\$	\$	\$	<input type="checkbox"/>
		\$	\$	\$	\$	\$	<input type="checkbox"/>
		\$	\$	\$	\$	\$	<input type="checkbox"/>
		\$	\$	\$	\$	\$	<input type="checkbox"/>
		\$	\$	\$	\$	\$	<input type="checkbox"/>
		\$	\$	\$	\$	\$	<input type="checkbox"/>
		\$	\$	\$	\$	\$	<input type="checkbox"/>

If household receives Food Stamps (SNAP), Aid to Dependent Children (ADC)/Temporary Assistance for Needy Families(TANF)
 SNAP # _____ ADC/TANF#: _____

Is this a foster child? _____ YES _____ NO Provide proof of legal Guardianship.

Should we know anything about your circumstances when considering your request? I.E.: loss of job or medical bills _____

Signature of Applicant: _____ **Print Name:** _____ **Date:** _____
 Address _____ City _____ State _____ Zip _____
 Email _____ Home # _____ Work # _____ Cell # _____

Office Use Only			
Proof of Income Provided (include line # if tax form):	Date Received:	Total Household Income:	
Rec Staff Signature:	Date:	Director's Signature:	Date: