

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

ACTIVITY NAME: Allen Drive Apartments

APPLICANT: Saratoga Affordable Housing Group (SAHG)

MAILING ADDRESS: 20 Prospect Street Building 2 Suite 313  
Ballston Spa, NY Zip: 12020

PHONE: 518-453-0850 FAX: 518-453-0856 EMAIL: ferrarora7@gmail.com

CONTACT PERSON: Rocco Ferraro TITLE: President

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

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(List Dept) 26-1210093 (List Federal ID #) -----  
(Specify)

832926245  
(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: \$ 38,000

Funding Leveraged from Other Sources: \$ 3,800

Total Activity Cost: \$ 41,800

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:


To address the high priority of the CDBG to rehabilitate existing housing to: Improve code compliance, safety and energy efficiency of substandard housing and to accomplish more substantial and “whole-site” improvements, The Saratoga Affordable Housing Group (SAHG) is requesting \$38,000 to make these improvements at the Allen Drive Apartments.

These repairs and rehabilitation of the units will insure safe, decent, affordable housing for low to moderate income individuals and families in the City of Saratoga Springs while creating a safe and healthy environment for those we serve.

Through these proposed activities we will be able to eliminate household displacement while preserving the City of Saratoga’s low to moderate income housing stock.

Major areas that we are requesting funding for include, re-routing the pipes to ensure positive flow and avoid another emergency, a secured, sanitary area for garbage disposal, and painting of 6 units in serious need.

The requested funds will provide services to the 33 tenants that reside in 15 units.



\_\_\_\_\_  
(Authorized Signature)

Rocco Ferraro  
\_\_\_\_\_  
(Typed or Printed Name)

President  
\_\_\_\_\_  
(Title)

1/23/19  
\_\_\_\_\_  
(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.

**Painting-** As tenants move out the entire apartment needs to be re-painted for incoming tenants. On average there are eight vacancies a year. To paint each apartment is \$2,500 for a total of \$20,000. This is an ongoing activity.

**Carpet Replacement-** The carpet in many of the units has not been replaced for many years. We are requesting funds to replace carpeting in 6 units. Each unit replacement cost is for a total of \$18,000. This is an ongoing activity.

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.

Affordable housing continues to be a great need in the City of Saratoga Springs. These activities will address that need by ensuring the units remain safe, decent and affordable. The addition of a dumpster enclosure will help to insure sanitary conditions for the tenants.

Preserving affordable housing is an obvious first step in meeting the city's rental supply needs. Our intent is to "preserve" and "improve" these units so that we can avoid household displacement for low to moderate income tenants.

This work will meet the City plan to rehabilitate existing housing to: Improve code compliance, safety and energy efficiency of substandard housing and to accomplish more substantial and "whole-site" improvements,

This is existing housing, owned by SAHG. There are no other programs, activities or funding addressing these 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.

Individual persons and families of low to moderate income will benefit from the proposed activities. The targeted population is identified by referrals to the apartments. These referrals are

made to SAHG from the Saratoga Housing Authority, who manages the Section 8 voucher program for the City of Saratoga, Homeless Shelters, the EOC, and Veterans & Community Housing Coalition (VCHC) as the manager of the Section 8 Voucher Program for Saratoga County, other providers and through individual application. A Memorandum of Understanding is maintained with all referring agencies. For the purposes of this application 15 households for a total of 33 persons will be served.

Income eligibility is determined by using the HUD calculation worksheet. Proof of income is required for all prospective tenants to calculate their eligibility and rent amount. As tenant's income changes, eligibility is re-determined.

- 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.)**

Goal: To provide safe, decent affordable housing to low to moderate income households in the city of Saratoga Springs.

Success of this goal will be measured by the occupancy rate, eviction rate and success of the tenants residing there to maintain stable housing.

We will accomplish this by the proposed activities. The re-routing of the pipes will ensure a safe environment for the residents while protecting the building and tenants from damage and disruption. The painting will ensure a clean environment for new residents and the sanitary garbage area will ensure a sanitary environment.

Accomplishments and success will be documented from the beginning and through every phase of each activity until completion.

The Facilities Director will submit a schedule of activities each week to Cheryl Hage-Perez, Executive Director of the management company. She will report progress to SAHG on a monthly basis. The Finance Director will submit a financial accounting of each activity monthly to the SAHG Board of Directors.

Quarterly reports will be submitted to the City on progress and funds expended.

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

We have secured bids for the proposed activities. If funding is awarded we plan to start activities in August 2019. We anticipate these activities to be completed by the end of May 2020.

- 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 licenses or permits will be 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).

The Saratoga Affordable Housing Group (SAHG) was founded in 2007 for the sole mission “To provide quality, innovative housing for families in need; to promote self- sufficiency and economic independence; and to build a thriving community within the City of Saratoga Springs”.

In order to attain this mission SAHG purchased the property known as the Allen Drive Apartments. Since 2007, SAHG has provided safe, secure affordable housing for low to moderate income individuals and families.

The Allen Drive Apartments consists of 24 (2) bedroom units, 9 (3) bedroom units, 6 (1) Bedroom units and a single family home for a total of 40 units.

Members of the Board of Directors include:

Rocco Ferraro, President- Adjunct Faculty University at Albany  
Ann Bullock- Attorney  
Fran Dingeman- Event Planner/Strategist  
Joe Mastrianni- President- Happy Software  
Sister Charla Cummins, Executive Director of Catholic Charities  
Richard Ferguson, Banker  
Lucille Lucas, retired  
Bob Reed, Safeguard Account Representative Tenant representative

The SAHG takes pride in the housing that it provides for low to moderate income individuals and families. With the financial support of the City of Saratoga through the CDBG, a safe, stable, and sanitary home has been able to be maintained for the persons that we serve. This assistance from the City of Saratoga includes:

\$100,000 in 2010 for new windows for 4 of the buildings.  
\$99,239 in 2011 for the installation of a parking lot and sidewalks.  
\$100,00 in 2012 for repairs and maintenance  
\$43,464 in 2013 for new carpeting and siding for 2 of the buildings.  
\$28,196 in 2014 for the installation of gutters and to repair the drainage system in several units.  
\$74,900 in 2015 for removal of brick walls, roof repair, carpet replacement and painting.  
\$ 88,180 in 2016 for roof repair, a new driveway, a shed and painting.  
\$33, 846 in 2017 for repairs and maintenance  
\$13,081 in 2018 for a case manager  
\$24,700 in 2018 for maintenance

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.

The SAHG has contracted with VCHC to function as the Property Manager for the Allen Drive Apartments. Veterans & Community Housing Coalition has 38 years of experience in providing housing and housing support for individuals in Saratoga County.

VCHC has successfully undertaken substantial rehabilitation projects as well as new construction projects. These projects have been completed and are currently in operation. These projects include:

- A 12 unit Apartment complex, located in Wilton for veterans.
- A two family home for Veterans in Ballston Spa
- A 15 bed transitional home for male veterans located in Ballston Spa
- A 9 Bed transitional home for female veterans located in Ballston Spa
- A sixteen unit scattered site, permanent apartment program for low income, disabled Veterans.

In addition VCHC is the administrator of the Saratoga County Section 8 Program. VCHC is a participating agency in SCRAP and administration of VA VASH vouchers.

VCHC has maintained these units and works with multiple funding sources to meet the needs of each program. They are adept at identifying problem areas, determining solutions to each issue and through the bidding process, identifying a local contractor to correct the problem.

As the recipient of State and federal funding, VCHC is subject to annual monitoring visits by each funding source. These monitoring visits have always resulted in a positive report.

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.

As President of the SAHG, Rocco Ferraro along with Cheryl Hage-Perez, Executive Director of VCHC will be responsible for oversight of program and financial management of all activities. Heather Daw is the Finance Director of VCHC. She will manage the finances, and prepare vouchers with back up documentation to submit to the City of Saratoga. Stan Urbonowicz is the Facilities Director for VCHC. He will schedule and monitor progress of each activity. All staff are seasoned employees with years of experience.

Brownell & Sons have provided the lowest bid for all proposed activities. They have over 50 years experience and have done multiple projects for VCHC and SAHG.

A full report will be presented by VCHC to the full SAHG Board of Directors on a monthly basis.

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

There are no other partners involved in these activities.

### 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 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
<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)

	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	18,000	1,800	19,800	Tenant Rent
Construction - labor	20,000	2,000	22,000	Tenant Rent
Construction Financing				
Other - (explain)				
<i>Subtotal</i>	38,000	3,800	41,800	

<b>TOTAL COST</b>	38,000	3,800	41,800
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(ATTACHMENT 3)

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

ORGANIZATION: SARATOGA AFFORDABLE HOUSING GROUP

MAILING ADDRESS: 20 PROSPECT STREET BUILDING 2 SUITE 313 BALLSTON SPA, NY 12020

FEDERAL ID #: 26-1210093 PHONE: 518-885-0091 FAX: 518-885-0998

DUNS #: 832926245

1. Please identify your fiscal year (mth/yr to mth/yr): July 1 to June 30,

2. Please identify below the funding received during your last fiscal year: \$ 37,781

3. Community Development Block Grant Entitlement Funding (CDBG): \$37,781

CDBG Activity Name: Repair and Renovations

CDBG Funding Program Year: 2019 CDBG Funding Amount: \$ 38,000

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

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

5. 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

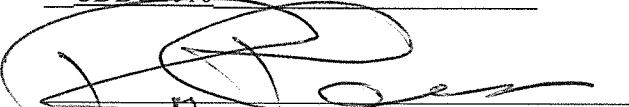
\* If "yes", include a copy of your latest Single Audit Report with this completed and signed form as part of your application. If you answered "no", please complete, sign and return this form.

6. 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: N/A

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

IDENTIFY PROGRAM NAME & YEAR OF AWARD	IDENTIFY AMOUNT OF CO. AWARDS
<u>CDBG 2018</u>	<u>\$37,781</u>
<u>CDBG 2016</u>	<u>\$33,846</u>
<u>CDBG 2015</u>	<u>\$74,900</u>
<u>CDBG 2014</u>	<u>\$28,196</u>
<u>CDBG 2013</u>	<u>\$43,464</u>
<u>CDBG 2011</u>	<u>\$99,239</u>
<u>CDBG2010</u>	<u>\$100,000</u>

  
Authorized Signature

1/23/19  
Date