

**Subject:** New submission ALBANY Industrial & Commercial Property Revitalization  
**Date:** Thursday, June 29, 2023 at 11:35:02 AM Eastern Daylight Time  
**From:** jnytko@govsol.org  
**To:** jnytko@govsol.org

<b>Applicant Information</b>
<b>Date of application</b>
06/29/2023
<b>Please select property owner type</b>
Nonprofit
<b>What is the name of the property owner</b>
Public Policy and Education Fund
<b>Applicant contact name</b>
Rosemary Rivera
<b>Applicant contact phone</b>
(585) 520-6542
<b>Applicant contact email</b>
<a href="mailto:rrivera@ppefny.org">rrivera@ppefny.org</a>
<b>Applicant contact address</b>
94 Central Ave Albany, NY 12206 United States <a href="#">Map It</a>
<b>Property type</b>
Commercial
<b>Site Information</b>
<b>What is the name of the site?</b>
Citizen Action of New York
<b>What is the physical address of the site?</b>
94 Central Avenue Albany, NY 12206 United States <a href="#">Map It</a>
<b>How is the site zoned</b>
MU-DT Mixed Use Downtown District - 65.71-3-6.
<b>What is the square footage of the site?</b>
7,165 square feet
<b>What is the assessed value of the site?</b>
\$429,700

**When was the site last assessed?**

October 21, 2021

**Is the site located in a brownfield opportunity area or qualified census tracts?**

Yes

**If you selected "Yes" above, please provide additional information below**

See attached documents

**Is the Site Located in a Disadvantaged Community?**

Yes

**If you selected "Yes" above, please provide additional information below**

The block is made up of multiple businesses from across the spectrum of diversity in the community. From two of Albany's most prominent, oldest LGBTQ bars and dance clubs to restaurants in Asian, Caribbean, and American cuisine. There are also residential apartments on this street and block.

**Project Information****Please identify from the below list how the ARPA funds will be utilized (select all that apply)**

- Renovations
- Removal and Remediation of Environmental Contaminants

**Based on your selection(s) above about how the ARPA funds will be utilized, please provide amounts for each item selected.**

Renovations: \$160,000

Removal and Remediation of Environmental Contaminants: \$200,000

**Please identify the building category**

- Vacant

**Please describe current site conditions.**

While the structural foundations of the building remain in good condition, a number of environmental contaminants have crept in. Mildew smell is ubiquitous throughout the entire interior of the building; mold can be found around the windows in the downstairs office once used by our Deputy Director. Multiple walls lack the necessary layers of plastic in the insulation to catch vapors and fight against growth of mold spores.

In the furnace room, there is fire damage and dry rot wood, likely from fires being put out with water. The back room upstairs (the kitchenette) has the most concentrated smell of mildew. The air conditioner is not installed properly, resulting in condensation that has seeped into the drywall with visible damage. Above, ceiling tiles raise concern on the second floor, both inspector and abatement services advised we replace all ceiling tiles, as mold spores can get trapped—this is what is likely contributing to the mildew. The ceiling above the front stairway shares the same problem. The skylight in the upstairs back offices is leaking. An improperly installed AC unit in this office has also led to leaking and water damage — both in that office and in the ceiling tiles of the office below.

Attached is a presentation of an external assessment of conditions described above.

The appraisal attached here contains photos of site prior to onset of damage described above, but is useful for understanding building, neighborhood, and surrounding conditions.

The largest factor contributing to mold build up is the office's lack of a drainage system; the building has no gutters or system to push the rainwater outwards. The driveway side has been sealed multiple times in the past due to flooding issues, but the alleyway side has not. There's visible cracking (large cracks where the building meets the ground) in our foundation that water is likely settling into and seeping into our building.

**As appropriate, you may attach images of the site to support the description of the conditions.**

- [PPEF\\_Final-Presentation\\_221222\\_update.pdf](#)

**In specific terms, describe the reuse strategy for the site including total project budget. Describe whether ARPA funds will lead to completion of site redevelopment or prepare the site for future redevelopment efforts. Attach any site plans or renderings.**

While we have a larger vision for this building, which has served the community for decades, we would like to commence by ensuring that we are providing a healthy and accessible space for staff and community members. We are starting by ridding ourselves of environmental and health hazards such as mold, mildew, and asbestos.

The first component, the removal of health hazards, will cost \$200,000 and will begin as follows. After sufficient containment is achieved (sealing work areas with 6-mil poly plastic sheeting and preservation tape, removing furniture, and closing off ventilation ducts and HVAC systems), Bold Mold, our chosen contractor, will move on to cleaning and HEPA vacuuming to kill and remove mold. This will involve cleaning with Decon 30, wiping, scrubbing, HEPA vacuuming and roughing as needed on all molded surfaces. Drywalls exhibiting mold spores will be removed and replaced. Bold Mold will hang, sand, and paint all drywall that has been removed and mudded. Dust generation will be reduced using dust suppression methods, and surfaces will be cleaned using a diluted soap or solution prior to removal; utilization of a HEPA vacuum, shrouded tools, and vacuum equipped with a HEPA filter will be utilized.

Where needed, areas will be treated with EPA-Certified SENTINEL, 24- 7 Zero Mold & Mildew Resistant Coating or Kilz EPA-Certified mold and mildew resistant primer. All lumber will be encapsulated, and moldy materials will be cleaned using a dilute soap or detergent solution. Materials that cannot be cleaned will be removed from the building in sealed plastic bags. For negative air pressure, we will use a HEPA 1000, a negative air machine that will be used to generate negative pressurization. The HEPA 1000 will also be used to filter/clean the air in the affected area during remediation work.

The work above will be undertaken in the left side general interior of the building on all floors; the long upstairs closet; the upstairs office; the building's northeast corners; the furnace room; and around the AC unit in the upper conference room area.

The second element of the work involves construction and renovation. This will cost \$160,000, and include:

- The removal of all carpets, which have been contaminated with mold and mildew
- The installation of a drainage system for the building's front awning and around the sides of the building
- Sealing of cracks along alleyway side of the building as well as window frames
- Removal, sealing, and reinstallation of three AC units
- The installation of dry walls in the upstairs long closet, removing ceiling and wall insulation (which has grown mold spores)
- The repair and replacement of existing HVAC systems to ensure proper ventilation
- Painting the interior and exterior of the building

The combination of remediation/contaminant removal and renovation will ensure that this office once again becomes a healthy and welcoming environment for our staff, members, local neighbors, and visitors from across the state. By eliminating environmental contaminants and resolving mold issues at their source (sealing cracks, properly installing AC units, constructing a drainage system), this project will ensure that the building remains safe for the long term, bringing us many more decades of safe community engagement.

**Describe any past experience with similar projects (including location and outcome).**

We have decades of experience working in Albany, and 40 total years of experience as a non-profit across New York State. With offices in each of our 7 chapters from Rochester to New York City, we are well-versed in building operations and management. Given that we are a grant-funded non-profit with specific, programmatic work, we do not hold specific experience in capital projects. With that said, our Board, Staff, and extensive network have considerable experience with similar projects, and we intend to use their full expertise on this project. Our ED was the Commissioner of the Rochester Housing Authority, and current board member John Furman has over 20 years of experience in development.

Financially, we manage a \$5 million annual budget, and have a full development and financial accounting team. We consistently meet the standards of rigorous audits, and are trusted by prominent philanthropic donors including the Ford Foundation, who has funded us for the last five years.

**Describe how the proposed project will have a positive economic impact on the local community and/or County. To the greatest degree possible please quantify investment, job creation and any other benefits.**

After being in the same location for decades, community members have expressed their desire for us to reopen the space. We intend to continue to invest in this space and make it a training center for community members, a cultural space where community members can host performances, a gathering space for relationship building and strategic conversations, and a space to honor and uplift Albany.

This building is designed to (and historically has served this purpose) host meetings of dozens of local community

members throughout the year, serving as a hub for our staff and members. The in-person meetings that are meant to take place in this space form the framework of our local community organizing work, which is dedicated to empowering local leaders and providing them with the skills to advocate for the needs of their families, friends, schoolmates, and neighbors. These are working class families and communities of color that come together to develop skills, work in committees around their most pressing needs, and to build power. This building will provide more space to support their training and capacity-building work, as well as space for regular local events. We also provide space at no cost to other local active groups in the area.

This space is also meant to serve as a conference and meeting location on a semi-annual basis for larger, statewide events that draw visitors and attendees from across New York. These are visitors who will need hotels to stay in, who will eat at local restaurants, order cabs, and take in Albany's local entertainment, providing a boost to the local economy for several days at a time, several times throughout the year. When we have events, hiring local, LGBTQ, and minority-owned vendors is our priority. We often purchase food, beverages, and supplies, or need Spanish and ASL interpretation to support non-English speaking and hearing-impaired participants. We are excited to partner with local family-owned restaurants to cater and hire other vendors for accessibility.

**What is the proposed project start date?**

September 2023

**What is the anticipated date of completion?**

September 2024

**Describe status of permits, zoning or other regulatory requirements?**

All permits are up to date. As we move into construction, we will be requesting permits for work. The office space conforms to zoning regulations.

**As appropriate, please provide key project milestones inclusive of the anticipated timelines and descriptions**

Milestone	Anticipated Timeline	Task Description
Contaminants removed	February 2024	Mold and mildew removed and remediated
Renovations complete	July 2024	Water drainage systems constructed, HVAC and AC units properly installed, all cracks sealed, new paint applied
Building ready for use	September 2024	Building safe and suitable for full use

**Explain why ARPA funds are needed to complete the project. Would improvements be made without ARPA assistance or assistance to a lesser degree?**

We are a non-profit organization, and as such, our funding comes from philanthropic foundations and is largely restricted to programmatic usage. Also, as a non-profit, we do not have significant credit, meaning loans are difficult to acquire. While we could potentially raise a small portion of the needed funding through a capital campaign, this effort would 1) take away from the fundraising we do for our work in our communities, and 2) still amount to nowhere near the value needed to complete the full capital project.

**Please Identify the amount of funding requested by category below.**

**Renovations**

\$160,000

**Removal and Remediation of Environmental Contaminants**

\$200,000

**I certify that, if awarded, ARPA funding will not displace any other project funding**

Yes

**Who will be performing the related work on the site?**

Mold remediation and removal will be performed by Bold Mold. Water drainage construction and other renovations will be performed by a contractor to be determined.

**At the top of this page is a downloadable project budget. Please download the budget form and upload it here.**

- [ARPA-Budget-PPEF-Citizen-Action-Project.pdf](#)

## **Risk Assessment**

**Has the applicant adopted and/or implemented policies relating to: records retention, conflict of interest, code of ethics, and/or nondiscrimination policies?**

Yes

**If "Yes" above, please specify which types of policies have been adopted.**

We maintain financial records on all income and expenditures through our financial department, submitting documentation for external audits on an annual basis. The organization maintains a sexual harassment policy, an anti-discrimination policy, and has an HR department to resolve disputes.

**Is the applicant properly licensed or certified by a recognized source?**

Yes

**If "Yes" above, please include additional information below.**

We are a registered 501(c3) non-profit organization with all necessary legal documentation.

**Does the applicant possess a financial or project management system ?**

Yes

**If "Yes" above, please provide details below relating to the financial/project management system and how this will assist in tracking the proposed project.**

The organization uses Google Drive to maintain organized records on all projects, tracking project progress in Asana in order to ensure all parties involved are aware of and meeting deadlines. Our financial records are kept by our Financial Director, a trained accountant with decades of experience. For the proposed project, we will use our internal project management systems to track the progress of deliverables and ensure our contractors are meeting proposed deadlines, and our Financial Director will monitor all proposed expenditures and ensure funds are used in a timely and appropriate manner.

**If applicable, has there been any change in the applicant's key staffing positions in the last 2 years?**

Yes

**Has the applicant previously received Federal aid (i.e. Is the entity experienced in managing Federal funds)?**

No

**The County is careful about identifying and avoiding conflicts of interest, especially with grants awarded through the County. A conflict of interest arises when a person's self-interest and professional interest or public interest intersect. In this situation, there is the potential for biased professional judgment and lack of objectivity which creates a serious conflict when one of the interests can benefit financially or personally from actions or decisions made in the official capacity. A conflict of interest exists whether or not decisions are affected by a personal interest; there only needs to be the possibility of bias for a conflict. If your organization knows of a possible conflict of interest with your application for funds please disclose that information here. Otherwise write "None."**

None

## **Certifications**

**US Treasury Reporting & Compliance Acknowledgment 1**

- I Have Been Provided a Copy and Understand the U.S. Treasury's Compliance and Reporting Guidance for State and Local Fiscal Recovery Funds (see link or PDF included at the top of page)

**US Treasury Reporting & Compliance Acknowledgment 2**

- Should the County Allocate ARPA Funds, I am Able to and Pledge to Adhere to ALL Compliance and Reporting Requirements of the U.S. Treasury as it relates to any State and Local Fiscal Recovery Funds

**US Treasury Reporting & Compliance Acknowledgment 3**

- I Understand the County Will Contact me if/when Additional Information is Needed and that Information will be Promptly Provided to the County to Support Reporting Requirements

**US Treasury Reporting & Compliance Acknowledgment 4**

- If for Any Reason I am Unable to Comply with the U.S. Treasury's Compliance and Reporting Requirements I will Immediately Notify the County in writing by email or letter

**US Treasury Reporting & Compliance Acknowledgment 5**

- All Information Submitted in this Application is True & Accurate

**Electronic Signature Agreement**

I agree

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

**Type Name Below**

Rosemary Rivera