



**Homes and
Community Renewal**

Office of Community Renewal CDBG Program

NYS Community Development Block Grant Program

**Public Infrastructure, Public Facilities, Planning, Economic
Development, Small Business & Microenterprise Assistance**

Friday, June 10, 2022

CDBG Updates

The following have been updated

Disbursement Forms

1. [1-4 Housing Request for Funds, 1-4B Housing Assistance Summary](#)
2. [1-5 Public Infrastructure – Public Facility Request for Funds](#)
3. [1-6 Economic Development Request for Funds](#)

NYS Community Development Block Grant (CDBG) 2022 Housing Program

**Housing Trust Fund Corporation
Office of Community Renewal (OCR)**

The OCR is pleased to announce that the 2022 CDBG housing program is now accepting applications.

Applications will be available through CDOL, the deadline to apply is Friday, August 26, 2022

An application webinar will be held on Tuesday, June 14, 2022, at 1:00pm.

Please visit the OCR website today to find out more and to register for the webinar



NYS CDBG Program



The OCR is no longer accepting project consultations or applications for CDBG-CV CARES Act funding.



Projects that were given the 'green light' to submit have until the deadline provided to submit a complete application.

NYS CDBG Program



Program Summary

- Overview
- Eligible Activities
- Ineligible Activities
- Funding History

Application Process

- Preparing to Apply
- Consolidated Funding Application(CFA)
- CDBG Scoring Criteria Overview

Application Tips

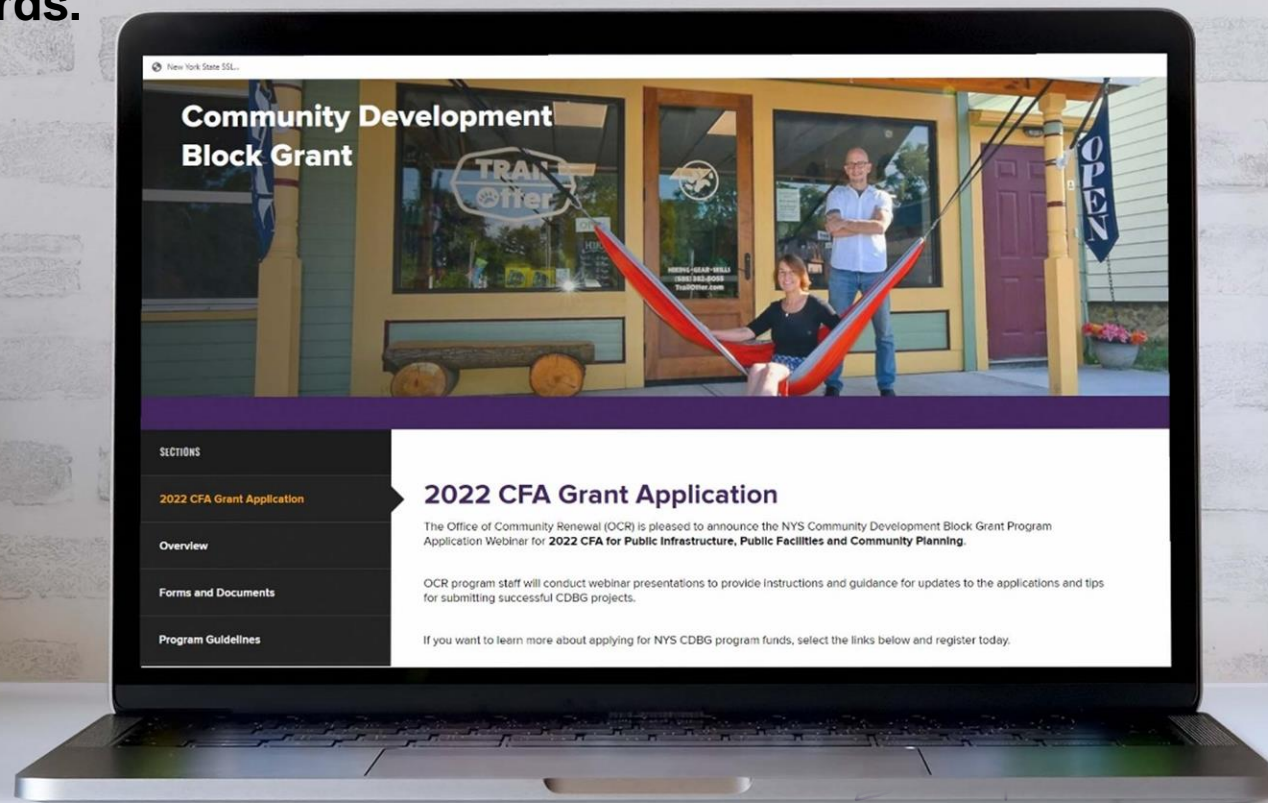
- Scoring Criteria
- Common Deficiencies
- Additional Program Guidance



NYS CDBG Program

CDBG Public Facility, Public Infrastructure and Community Planning [Application materials](#) are available now. Applications for **Public Infrastructure, Public Facility and Community Planning projects will be accepted until 4:00 pm on Friday July 29, 2022.**

CDBG Economic Development, Small Business & Microenterprise [Application materials](#) are available now. Applications for **Open Round Economic Development and Microenterprise applications will be accepted throughout 2022 with rolling awards.**



Program Summary



**Homes and
Community Renewal**

CDBG Program Summary

Overview

Develop viable communities by providing decent housing and a suitable living environment principally for persons of low-and-moderate income.

NYS must ensure that at least 70% of its CDBG grant funds are used for activities that benefit persons of low-and-moderate income (at or below 80% of median) and meet one of the following National Objectives:

- Benefit low-and-moderate income persons or families; or
- Aid in the prevention or elimination of slums or blight; or
- Meet an urgent community development need



CDBG Program Summary

Overview

Annual Competitive Applications

- Public Water
- Sewer
- Community Planning

Open Round Application

- Economic Development
- Small Business Assistance
- Microenterprise

- User defined area of need
- Two (2) year contract term, with 14 months for planning
- Eligible Applicants: Units of Local Government with populations of less than 50,000 and counties with populations of less than 200,000
 - Refer to the [list of eligible communities](#) on the website, select Program Guidelines
 - Refer to the [LMI data tool](#) on the website



CDBG Program Summary

Overview

Public Infrastructure and Public Facilities

- 18% maximum of the CDBG requested funds for Administration, Program Delivery, Engineering and Architecture.
- Of the 18%, no more than 5% can be allocated to Administration.

Microenterprise

- Applicants may request up to 15% of the CDBG award in program delivery, administration, and training combined.
- Of the 15%, administration must not exceed more than 5% of the total project cost.

Economic Development and Small Business Assistance

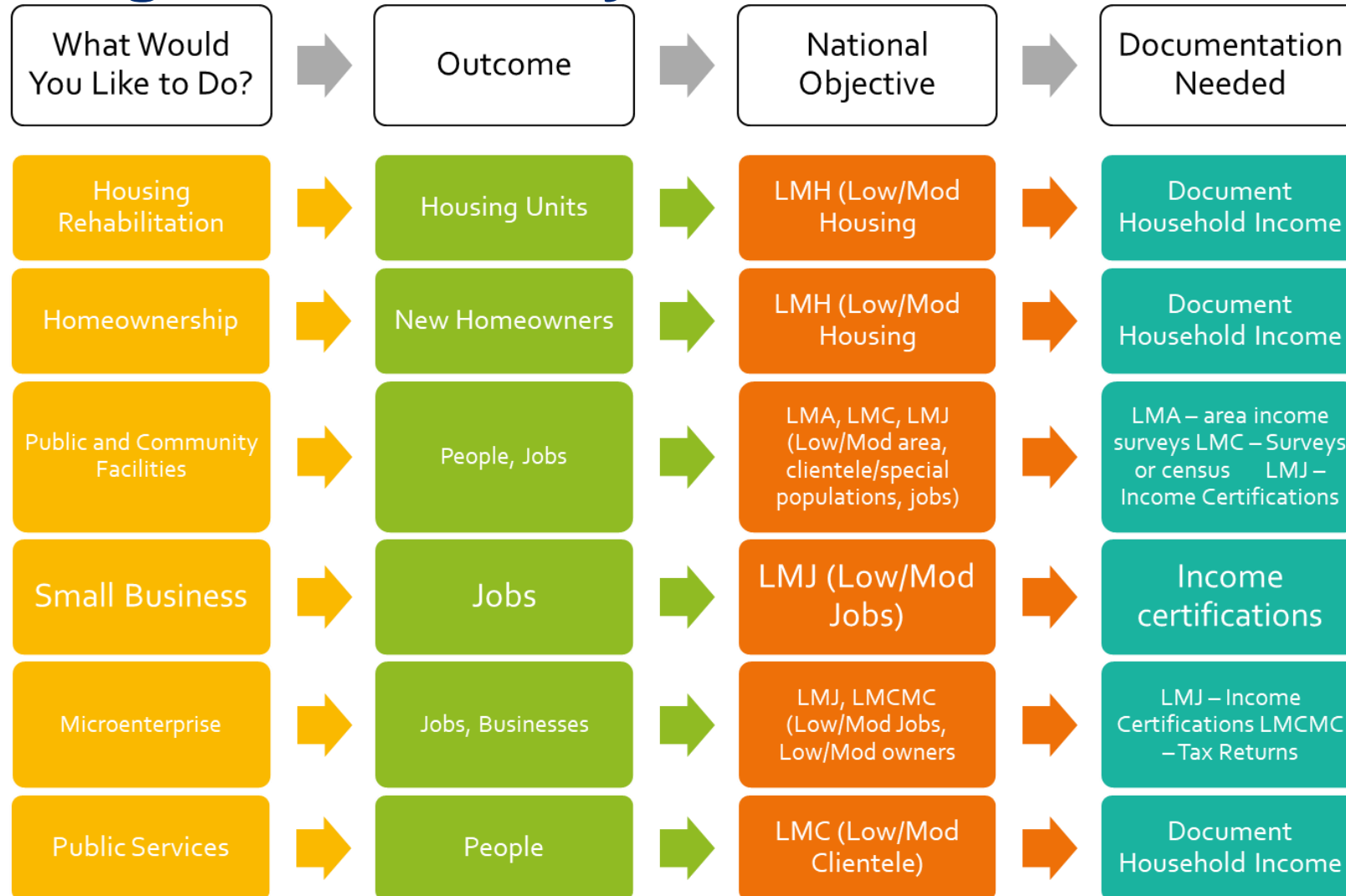
- Cannot exceed \$16,000 combined for Program Administration and Program Delivery.

Refer to [Chapter 3](#), Financial Management of the OCR GAM for further guidance



**Homes and
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CDBG Program Summary



Eligible Activities



CDBG Program Summary

Eligible Activities

Public Infrastructure



Public Water



Public Sewer



Stormwater Sewer



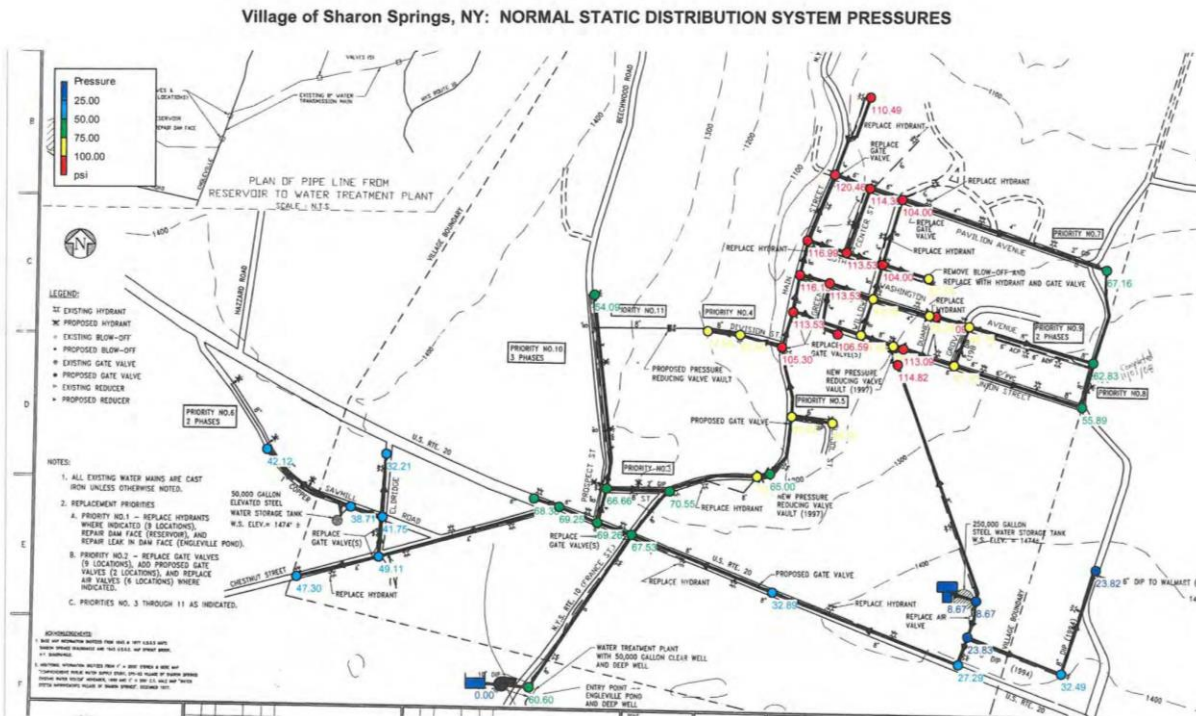
Flood Drainage Improvements



Other Public Improvements

CDBG Project Spotlight

Village of Sharon Springs Water System Improvements Phase I & II



VILLAGE OF SHARON
SPRINGS
SCHOHARIE COUNTY, NEW YORK

WEST SIDE WATER IMPROVEMENTS

PRELIMINARY ENGINEERING
REPORT

PREPARED FOR:

VILLAGE OF SHARON SPRINGS
P.O. Box 217, 129 MAIN STREET
SHARON SPRINGS, NEW YORK 13459

PREPARED BY:

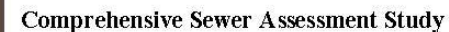


DELAWARE ENGINEERING, D.P.C.
28 MADISON AVENUE EXTENSION
ALBANY, NEW YORK 12205
(518) 452-1290



Homes and
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Village of Sherman Wastewater Treat Plant Improvements



Village of Sherman, Chautauqua County, New York

Preliminary Engineering Report

August 2018

(Revised February 2021)



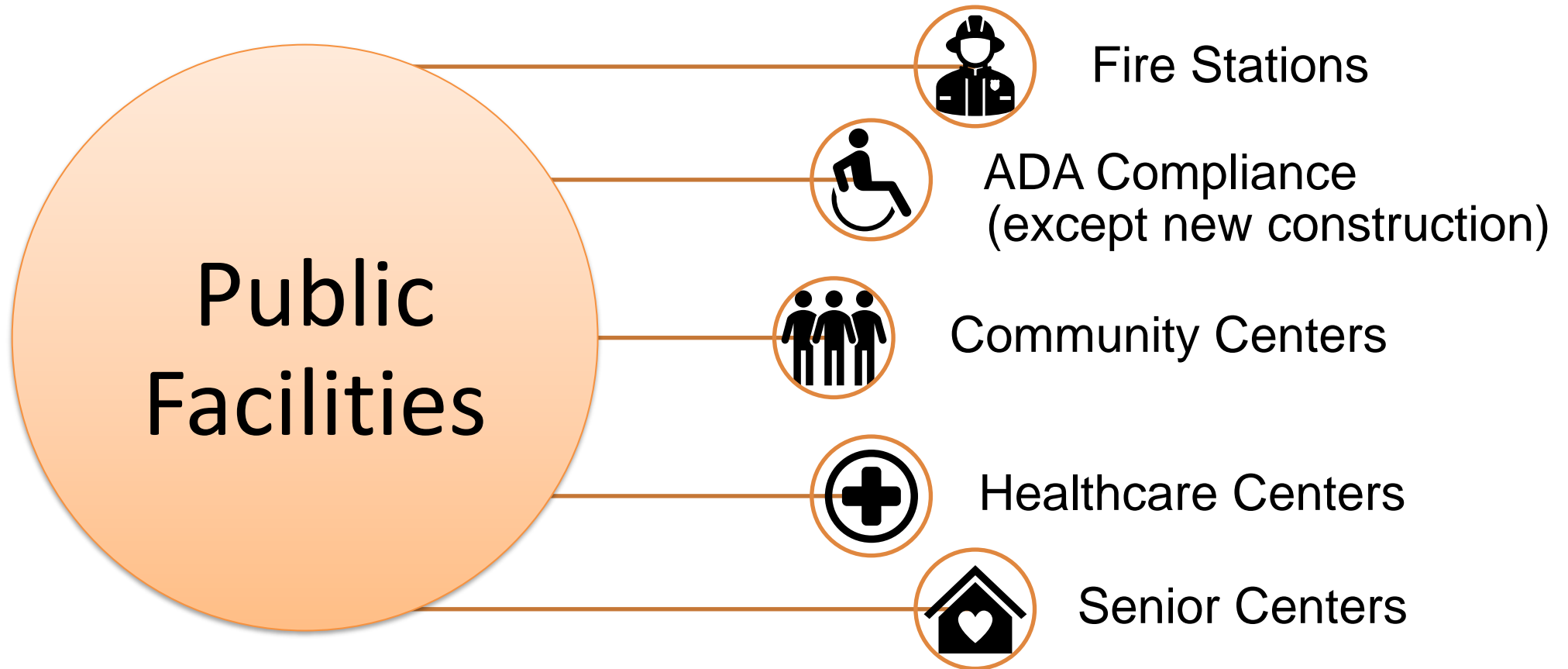
Barton
& Loguidice



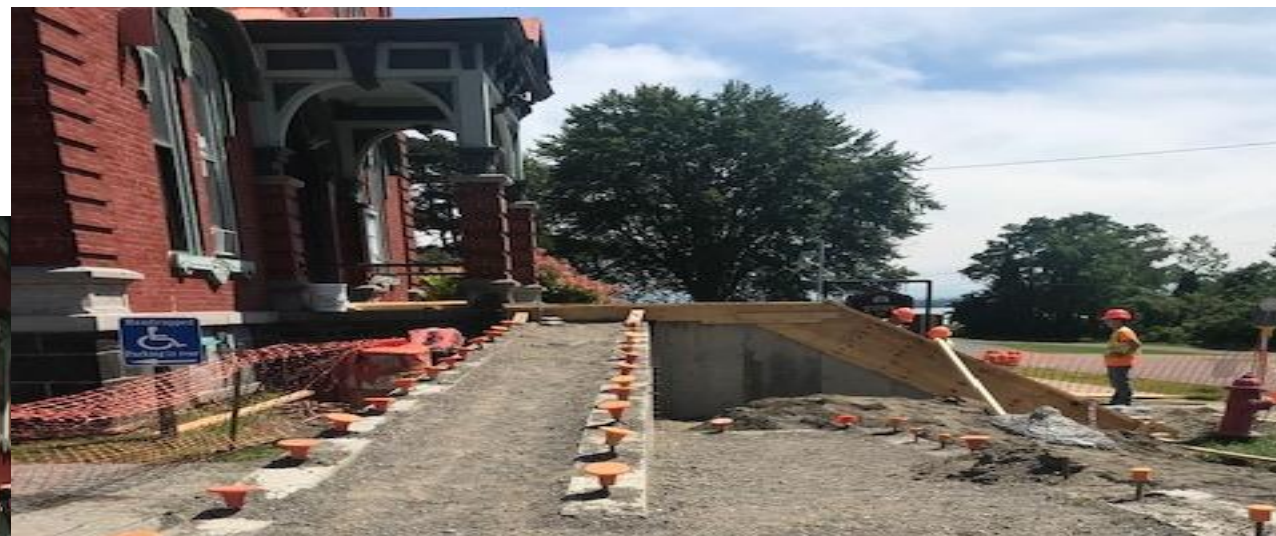
Homes and Community Renewal

CDBG Program Summary

Eligible Activities



CDBG Project Spotlight



Town of Moriah
ADA Compliance to Town Hall

CDBG Program Summary

Eligible Activities, continued

Community Planning

Preliminary Engineering

- Drinking Water
- Sanitary Sewer
- Stormwater

Community Needs Assessment

- Public Facilities
- Economic Development
- SWOT or Strengths, Weaknesses, Opportunities and Threats
- Energy Conservation Plans
- Housing Conditions Survey



CDBG Program Summary

Village of Watkins Glen

303 North Franklin Street
Watkins Glen, NY 14891

PRELIMINARY ENGINEERING REPORT

for the

VILLAGE OF WATKINS GLEN COMPREHENSIVE WATER SYSTEM STUDY



December 2019

MRB Group Project No. 2330.19001

Prepared by:

MRB group

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The following is an excerpt from the New York Education Law Article 145 Section 7209 and applies to this document.
"It is a violation of this law for any person unless he is acting under the direction of a Licensed Professional Engineer or Land Surveyor to alter an item in any way, if an item bearing the Seal of an Engineer or Land Surveyor is altered, the Altering Engineer or Land Surveyor shall affix to the item his Seal and the Notation "Altered By" followed by his signature and the date of such alteration and a specific description of the alteration".



Livingston County Housing Needs Assessment & Market Analysis

Prepared by:

MRB group

February 2020



APPENDIX:
Supporting Information Associated with the
Feasibility Study of a Potential New Multi-Sport
Complex in Batavia, New York

February 7, 2020



Homes and
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CDBG Program Summary

Eligible Activities, continued

The following are now all available through an Open Round format:

- **Traditional Economic Development**
- **Small Business Assistance
(25 or fewer employees)**
- **Microenterprise Assistance
(5 or fewer employees)**



CDBG Project Spotlight



Black River Valley Natural
Lyons Falls, NY



Tug Hill Artisan Roasters
New Bremen, NY



Cumming Farms Cream Line
Milk
Turin, NY



Bateman Draft House
Lowville, NY



Bodhi Kombucha
Lowville, NY

CDBG Program Summary

Ineligible Activities



- Projects that do not meet a National Objective
- Construction of new housing
- Any item that is considered to be maintenance
 - Painting of water tanks
 - Dredging of water reservoirs
 - Activities caused by deferred maintenance
- Buildings for the general conduct of government
- General government expenses
- Political activities
- Projects already in progress at time of application
- Comprehensive plans, strategic plans, master plans

Funding Limits



CDBG Program Summary

Funding Limits

Public Infrastructure Maximum

Counties, Towns, Cities or Villages	\$1,000,000
*With NYS Co-Funding Initiative	\$1,250,000
Joint Applicants	\$1,500,000
*Joint w/Co-Funding Initiative	\$1,750,000
*Consultation with NYS Co-Funding Initiative is strongly encouraged	

Public Facilities

Counties, Towns, Cities or Villages	\$ 300,000
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Planning

Counties, Towns, Cities or Villages	\$ 50,000
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CDBG Program Summary

Funding Limits, continued

Economic Development

- Up to \$15,000 per job, maximum CDBG of \$750,000
- Up to 40% of total project cost

Small Business Assistance

- Minimum \$25,000
- Maximum \$100,000
- Up to 40% of total project cost
- 20% owner equity
- 1 FTE for every \$25,000

Microenterprise

- \$5,000 to \$35,000 per business
- \$300,000 total per application

***For
Open Round
Applications***



Program Income

Gross income generated by Recipient or Subrecipient from the use of CDBG funds, such as:

- Sale/lease/disposition of property purchased or improved with CDBG
- Gross income of rental property constructed/improved with CDBG
- Principal and interest payments on CDBG loans
- Interest earned



Program Income (PI) Procedures

- OCR has revised program income policy
- After March 31st 2019 all program income generated from NYS CDBG must be returned to the OCR

Moving Forward:

All revolving loan revenues generated from NYS CDBG are considered program income

All non-revolving loan revenues generated from NYS CDBG must be held until the end of the State's fiscal year (3/31) – “Treated as PI until it is not”

Recipients will remit PI on monthly (for revolving loans) and annual basis (other PI)

Preparing to Apply



CDBG Application Process

Preparing to Apply



The CFA Application

Preparing to apply, next steps

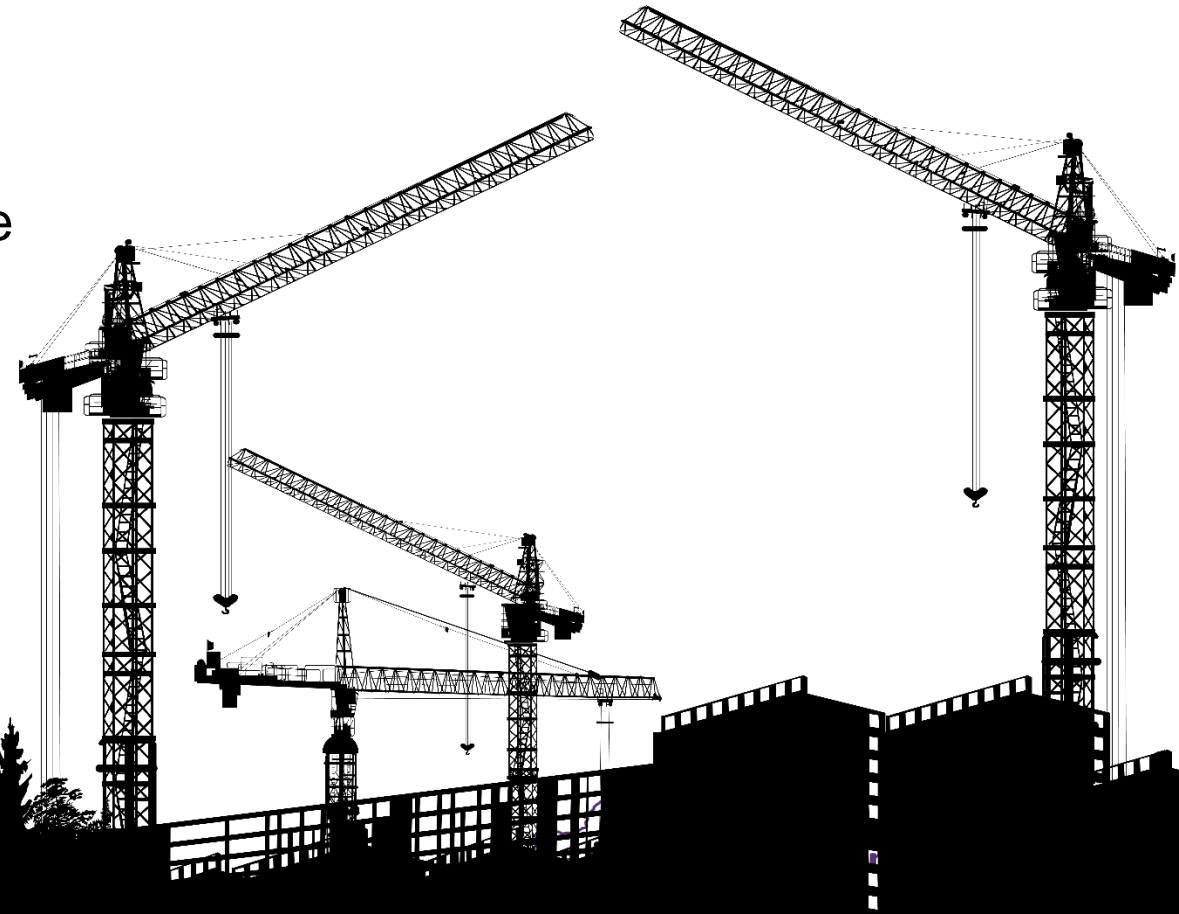


**Homes and
Community Renewal**

Changes for Program Year 2022

For public infrastructure and facility projects:

- Preliminary engineering and design must be included the application at the time of submission
- [Outline for Engineering Report is available here](#)
- Certain projects, such as Senior Centers, Day Care Centers and Community Centers may submit a
 - Capital Needs Assessment
 - Building Needs Assessment
 - Physical Needs Assessment
- Reports/assessments should not be more than two years old and include recent cost estimates



Changes for Program Year 2022

Environmental Review Record (ERR)

NEPA and SEQRA must be complete and submitted with the application

This includes ALL consultations

Costs incurred for completing the ERR MAY be eligible for reimbursement, subject to verification of procurement



Changes for Program Year 2022

All required forms are available on the [Forms and Documents](#) section of the website, scroll down to Application and Schedule A Condition Forms.

- [Public Infrastructure/Public Facilities Activity Detail Form](#)
- [PF-PI-LC Activity Detail Instructions](#)
- [Preliminary Budget Table](#)
- [Preliminary Budget Table Instructions](#)
- [Vendor Responsibility Questionnaire \(VRQ\)](#)



Changes for Program Year 2022

For projects that are awarded funding:

- Applications must clearly demonstrate the ability to publish Release of Funds within 60 days of award
- Projects will be required to demonstrate the ability to achieve substantial progress within 6 months from award
 - Grant Agreement in 45 days
 - Release of funds in 60 days
 - First disbursement for construction in 180 days
- This will be a Schedule A Condition for all awardees

Floodplains & Flooding Risk Assessment

New requirements for Public Infrastructure projects

- [Community Risk and Resiliency Act \(2014\)](#)
 - Consideration of sea-level rise, storm surge, and flooding (coastal and inland) in facility siting, permitting, and funding
- Smart Growth Form Criterion 11:
 - “To mitigate future physical climate risk due to sea level rise, and/or storm surges and/or flooding, based on available data predicting the likelihood of future extreme weather events, including hazard risk analysis data, if applicable.”
- [FEMA’s National Flood Hazard Layer Viewer](#)



Floodplains & Flooding Risk Assessment

New requirements for Public Infrastructure projects

Resources:

- [Community Risk and Resiliency Act – Guidance for Consideration of Flood Risk in Smart Growth Public Infrastructure Assessment](#)
- [New York State Flood Risk Management Guidance for Implementation of the Community Risk and Resiliency Act](#)
- [Using Natural Measures to Reduce the Risk of Flooding and Erosion](#)



CDBG Application Process

Preparing to Apply

The following application types will be available for CDBG assistance through the Consolidated Funding Application (CFA):

- Public Infrastructure
- Public Facilities
- Community Planning


Reminder, the following application types will be available for CDBG assistance through an Open Round format:

- Microenterprise
- Small Business Assistance
- Economic Development



CDBG Application Process

Preparing to Apply



[Services](#)[News](#)[Government](#)[Local](#)

[Location](#) [Translate](#)

Regional Economic Development Councils

[Regions](#)[About Us](#)[Consolidated Funding Application](#)[News](#)[Resources](#)

The Consolidated Funding Application

Learn more about ongoing CFA projects and how to apply

HOME / CONSOLIDATED FUNDING APPLICATION

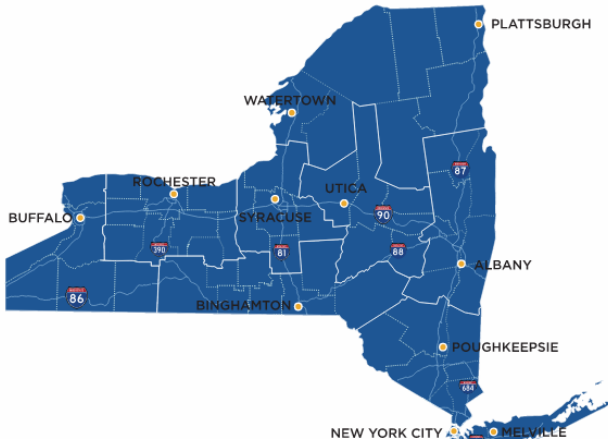
View Projects

Select a region to browse its projects.

- Western NY
- Finger Lakes
- Southern Tier
- Central NY
- Mohawk Valley

- Capital Region
- Mid-Hudson
- New York City
- Long Island
- North Country

[VIEW ALL PROJECTS](#)



CDBG Application Process

Resources

- [NYS CDBG Program Guidelines](#)
- [NYS CDBG Economic Development Program Guidelines](#)
- [Regional Economic Development Councils](#)
- [Consolidated Funding Application](#)

Scoring Criteria

Scoring Criteria



- REDC may review all applications, but will not score applications
- Projects must score at least 45 points for financial capacity and administrative capacity, and an over all score for all criteria of at least 65 to be considered for funding.

CDBG Application Process

Scoring Criteria



Applications competitively rated and scored on:

- A complete description of project and proposed activity
- Severity of need, and impact on identified need
- Project feasibility, all financing in place
- Ability to implement upon award
- Ability to complete in 24-months
- Administrative capacity
- Public benefit and support for the proposed activity
- Reasonableness of project costs, including program delivery & administration
- CDBG and administrative performance history, if any

Application Tips



CDBG Application Process

Application Tips

Only eligible units of general local government may apply for CDBG assistance

Tips:

- Use the correct application
- Use the submission checklist to ensure completeness
- Document citizen participation (public hearing)
- Key deficiencies: failing to show administrative capacity, adequate funding, budget inconsistencies, readiness
- Don't take choice limiting actions prior to award and clearance



Common Deficiencies

CDBG Application Process

Common Deficiencies

- [Public hearing](#) is not held prior to application or was not held by the legislative body.
- For guidance on holding a remote public hearing, contact the [Committee on Open Government](#).
- Activity does not meet a [National Objective](#).
- Applicant is not an [eligible](#) unit of local government.



CDBG Application Process

Common Deficiencies

- Project need is not demonstrated, include quantifiable terms, facts and figures.
- Need for CDBG assistance is not clearly defined.
- Funding commitments provided are insufficient.
- Evidence of commitment letters for all sources of leveraged funds contributing to the project is not provided or not adequate.
- Budget narratives do not match budget tables, and budget presented is not feasible.
- Program readiness is not evident, including community interest, eligible projects and funding commitments.
- [Administrative capacity](#) is not described, including staff roles and administrative procedures.

Further Program Guidance

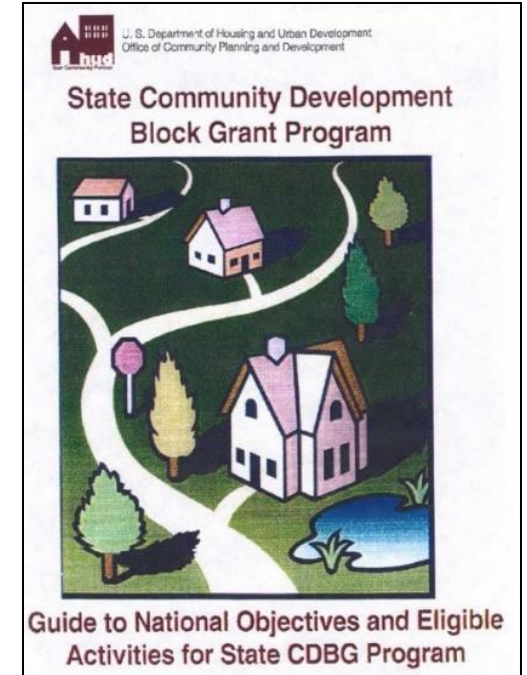


**Homes and
Community Renewal**

CDBG Application Process

Additional Program Guidance

- [NYS CDBG Program](#)
- [NYS CDBG Economic Development Program](#)
- [Guide to National Objectives and Eligible Activities for State CDBG Programs](#)
- [“Basically CDBG” Course Training Manual](#)
- [HUD Income Limits](#)



CDBG Application Process

Additional Program Guidance

- Efforts to Affirmatively Further [Fair Housing](#)
- Identify, remediate [environmental](#) hazards(Lead based paint, asbestos, mold)
- Minority and Women-Owned Businesses ([MWBE](#))
- Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d et seq.)
- The Fair Housing Act (42 U.S.C. 3601-3620)
- Equal Opportunity in Housing (Executive Order 11063, as amended by Executive Order 12259)
- Age Discrimination Act of 1975, As Amended (42 U.S.C. 6101)
- Affirmative Marketing
- Americans With Disabilities Act (42 U.S.C. 12131; 47 U.S.C. 155, 201, 218, 225)
- [Section 3](#) of the Housing and Urban Development Act of 1968
- [Davis Bacon](#) Related Acts
- Anti-Job [Pirating](#)

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**Homes and
Community Renewal**

Questions?

If you have any questions, please contact NYS Homes & Community Renewal at HCR_CFA@hcr.ny.gov.

The OCR [Grant Administration Manual](#) is available online