

# **NYS Community Development Block Grant (CDBG) 2022 Housing Program**

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



**Homes and  
Community Renewal**

# NYS CDBG Housing Program

## Application Guidance

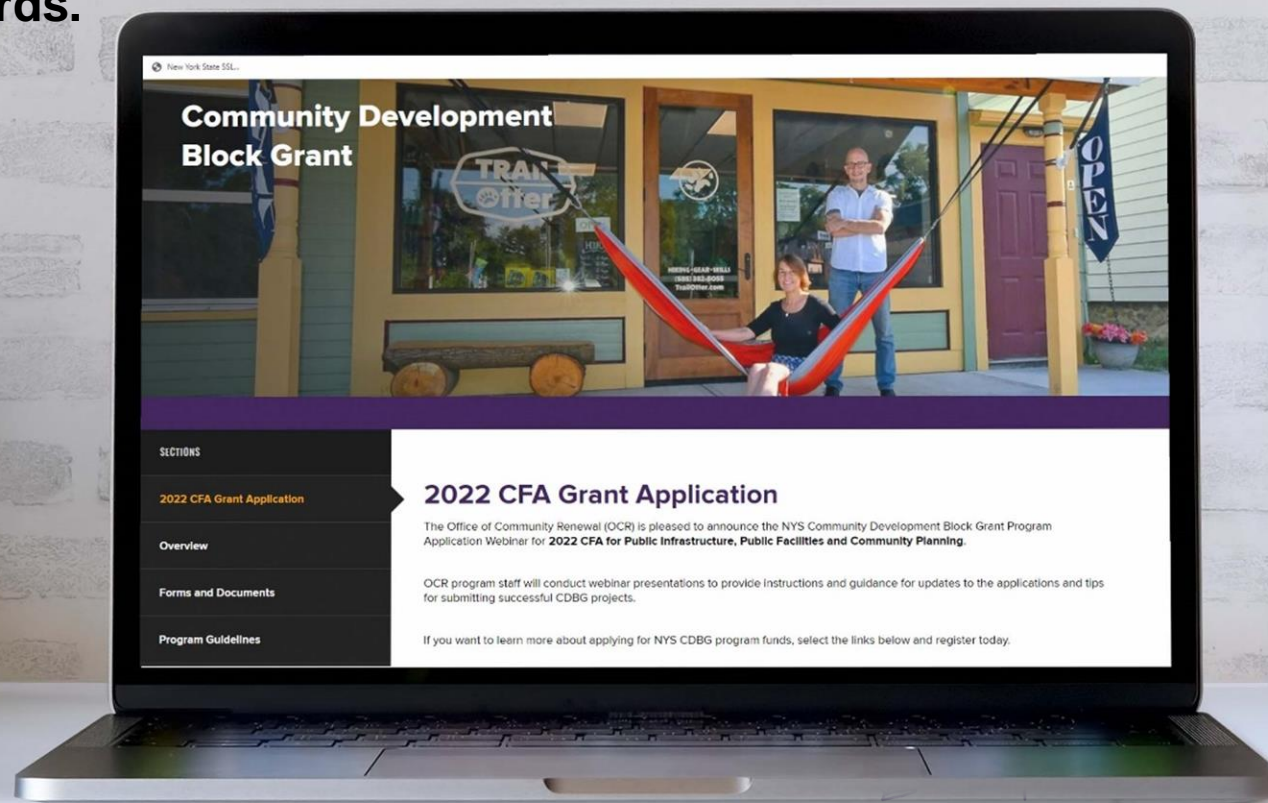
- Program Summary
- Eligible Activities
- Application Process
- Changes for 2022
- Tips
- CDOL Overview
- Further Questions



# 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.**



# NYS CDBG-CV CARES 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.

# Program Summary





# 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

- Housing Activities

- User defined area of need
- Two (2) year contract term
- 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

For all housing activities

- 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.

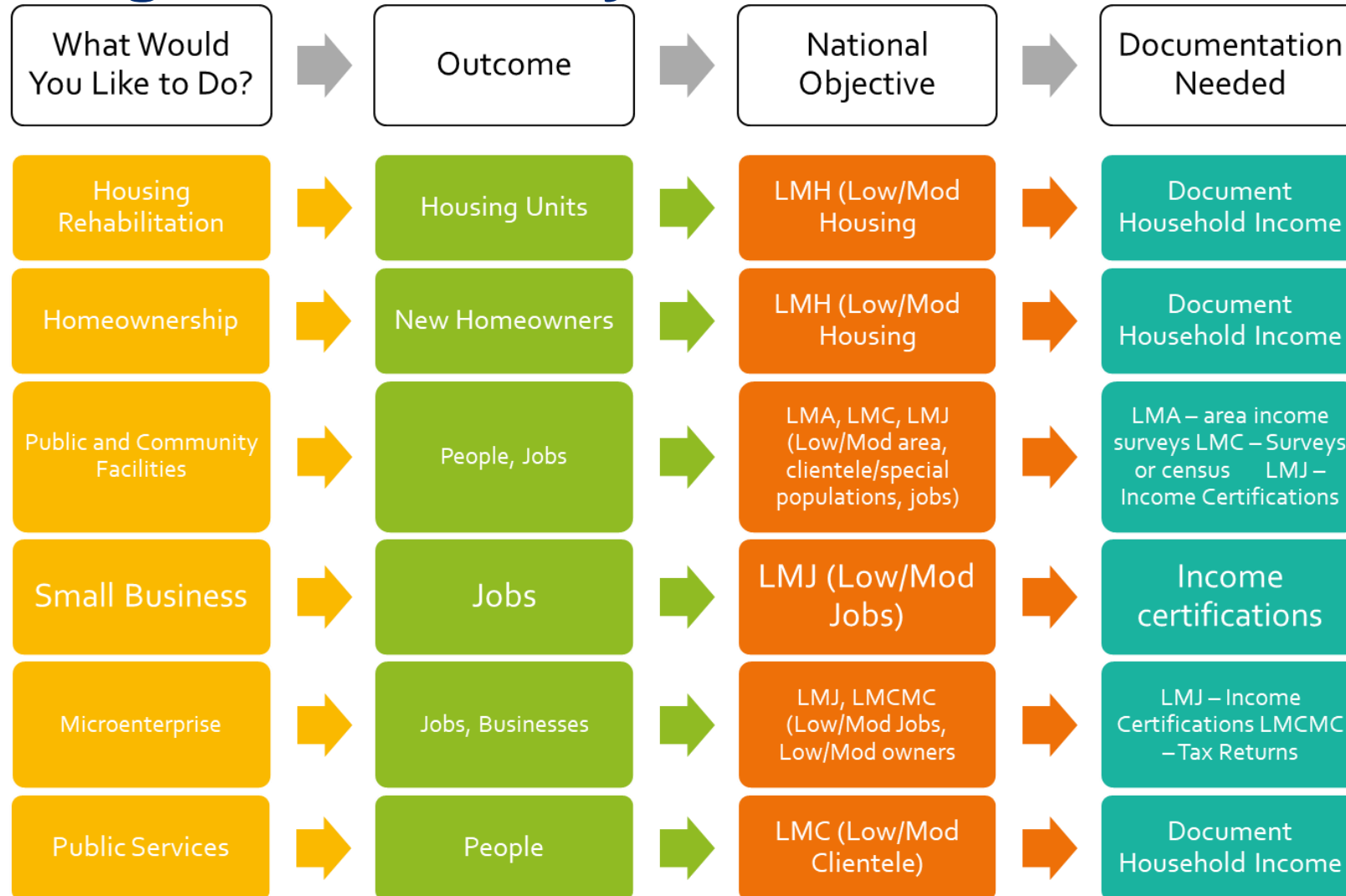
Refer to [Chapter 3](#), Financial Management of the OCR GAM for further guidance



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# CDBG Program Summary





# Eligible Activities

# CDBG Program Summary

## Eligible Activities



### Housing Activities

-  Single Unit Rehabilitation
-  Rental Rehabilitation 2-4 unit and 5 or more
-  Manufactured Housing Replacement
-  Homebuyer Down Payment Assistance
-  Wells, Septic and Lateral Connection

# CDBG Program Summary

## Maximum Funding Limits

***All Housing Rehabilitation,  
Homebuyer Down Payment Assistance  
Well, Septic and Lateral Connection***

- ☐ Towns, Cities or Villages: \$ 500,000
- ☐ Counties: \$ 1,000,000

***Manufactured Housing Replacement***

- ☐ Towns, Cities or Villages: \$ 750,000
- ☐ Counties: \$ 1,500,000



# Application Process



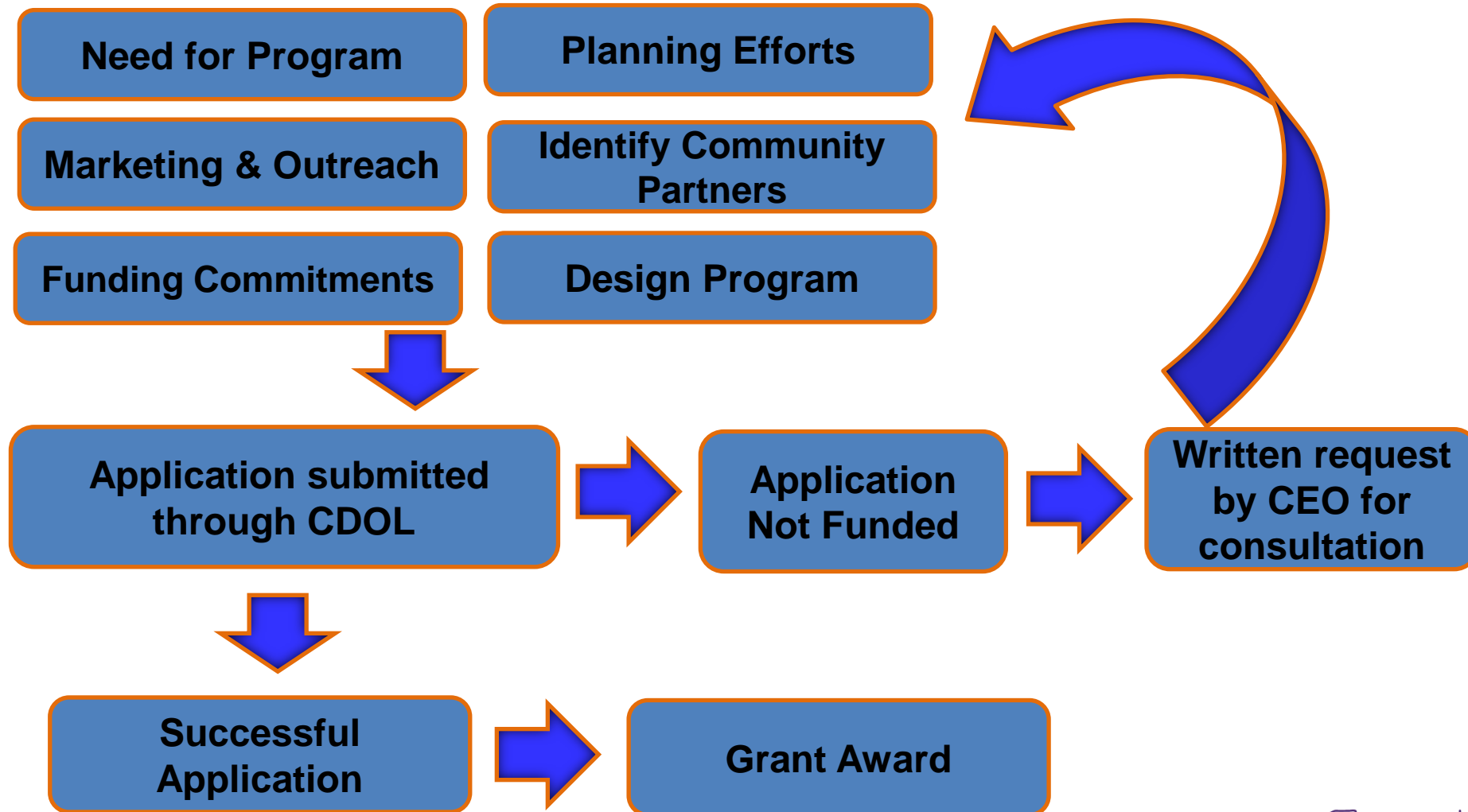
# CDBG Housing Program

## The Application Process





# Are YOU Prepared to Apply for a CDBG Grant?



# Application Process

## Components and Points



### **Need**

- 19 points



### **Impact**

- 15 points



### **Financial Capacity**

- 32 points



### **Administrative Capacity**

- 34 points



# Needs Description

Describe current conditions of the housing stock

Description of the area that will benefit

## Supporting Documentation

- Income surveys
- Waiting list of applicants
- Housing conditions surveys
- Cost Estimates
- Maps



# Impact Description

Must be specific to the project and activities being proposed

Clearly demonstrates how the project will address the identified needs

Provide a detailed description of the project

Provide supporting documentation

- Activity Detail Forms
- Work Write-ups
- Criteria and guidelines





# Financial Capacity

Provide budget  
for entire project

Include all  
funding sources  
(committed &  
pending)

Supporting documentation for  
housing rehabilitation

Samples of completed housing conditions forms

Samples of completed work estimates

Evidence that estimates include lead-based paint  
costs



# Administrative Capacity

An understanding of the CDBG program and applicable federal requirements

The extent to which the application can demonstrate that there are no impediments to implement the program upon award

The extent to which the application can demonstrate that there are no impediments to implement the program upon award





# Changes for 2022



# 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

# 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.

- [Vendor Responsibility Questionnaire \(VRQ\)](#)

# Changes for Program Year 2022

## Period of Affordability

### Single Family Housing Rehabilitation and Standalone Residential Water & Wastewater Activities/Laterals

- Single family household that are receiving rehabilitation and/or **Standalone Residential Water & Wastewater** replacement with NYS CDBG funds will be subject to a minimum period of affordability of not less than five (5) years.

### Multi-Family Housing Rehabilitation 2-4 units

- Multi-Family Housing with 2-4 units received rehabilitation with NYS CDBG funds will be subject to a minimum period of affordability based on the following:
  - Less than \$15,000 Investment: 5 years
  - \$15,000-\$40,000 Investment: 10 years
  - Greater than \$40,000 Investment: 15 years

# Changes for Program Year 2022

## Period of Affordability

### Multi-Family Housing Rehabilitation 5+ units

- Repair or rehabilitation of multi-unit building with five (5) or more units in a single site will be subject to period of affordability. For projects of five (5) or more units, in addition to the period of affordability, a regulatory agreement for affordability will apply. The Regulated Units shall remain affordable housing for at least the below-listed periods of affordability (POA) from the date of project completion:

#### **Rental Rehabilitation Per Unit**

- Less than \$15,000 Investment: 5 years
- \$15,000-\$40,000 Investment: 10 years
- Greater than \$40,000 Investment: 15 years



# Changes for Program Year 2022

## Period of Affordability

### Manufactured Housing Replacement

- Assisted manufactured housing replacement units with NYS CDBG will be subject to a period of affordability of not less than ten (10) years.

### Homebuyers Down Payment Assistance

- Homebuyers Down Payment Assistance assisted units with NYS CDBG will be subject to the following periods of affordability
  - Less than \$15,000 Investment: 5 years
  - \$15,000-\$40,000 Investment: 10 years
  - Greater than \$40,000 Investment: 15 years





# Changes for Program Year 2022

**Any proposed CDBG application that is approved for funding will be required to submit an approved Program Design Plan prior to implementation.**



# Application Tips

# Common Deficiencies in Unsuccessful Applications

-  Failure to hold a public hearing prior to submission of an application or have the legal notice for the hearing published a minimum of 7 days prior to the public hearing
-  Did not demonstrate a National Objective
-  Failure to demonstrate the applicant's overall housing conditions
-  Proposed beneficiaries do not have the lowest incomes and/or the most severe housing conditions
-  Failure to provide evidence of a sufficient market of units proposed for rehabilitation

# CDBG Application Process

## Common Deficiencies

- [Public hearing](#) is not held prior to application or was not held by the legislative body.
- Refer to the [Public Hearing Requirements](#)
- 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.



# Getting Started with CDOL





# Getting Started with CDOL

What is Community Development Online?



- Community Development Online (CDOL) is NYS Homes & Community Renewal's (HCR) online application system
- If your community has NOT previously applied for funding through CDOL: submit an [Application Registration Form](#)
- If your community is registered but needs to adjust users: submit a [Security Manager Registration](#) form
- CDBG Applicant must be unit of local government, therefore CDOL account must be unit of local government – not subrecipient or consultant.

# Using CDOL CDBG Programs

**The submission of a CDBG application via CDOL requires 5 steps:**

- Step 1 – Completing online application exhibits
- Step 2 – Validating online application exhibits
- Step 3 – Certifying & submitting online application exhibits
- Step 4 – Uploading and submitting or omitting attachments
- Step 5 – Certifying attachments

# Contents of CDOL Application

CDBG Program

**A complete CDBG housing application includes 5 exhibits:**

- Exhibit 1 – Application Summary
- Exhibit 2 – Program Summary
- Exhibit 3 – Proposal and Activity Detail
- Exhibit 4 – Relevant Experience
- Exhibit 5 – Budget/Financing Plan

**CDBG Program CDOL will shut down on  
Friday, August 26, 2022, at 4:00pm.**



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# Contents of CDOL Application

## CDBG Program

**A complete CDBG housing application includes up to 12 attachments:**

- [Applicant/Recipient Disclosure/Update Report](#) (Required)
- [Certification Form](#) (Required)
- Vendor Responsibility Questionnaire (refer to RFA)
- [Citizen Participation Documentation](#) (Required)
- Affirmatively Furthering Fair Housing Plan and Supporting Documentation (Required)
- [Program Income Report](#) (Required)
- Section 3 Plan (refer to RFA)
- Housing Conditions Survey (Required)
- Funding Commitment Letters
- Letters of Community Support
- Confidential Materials
- Other Uploads

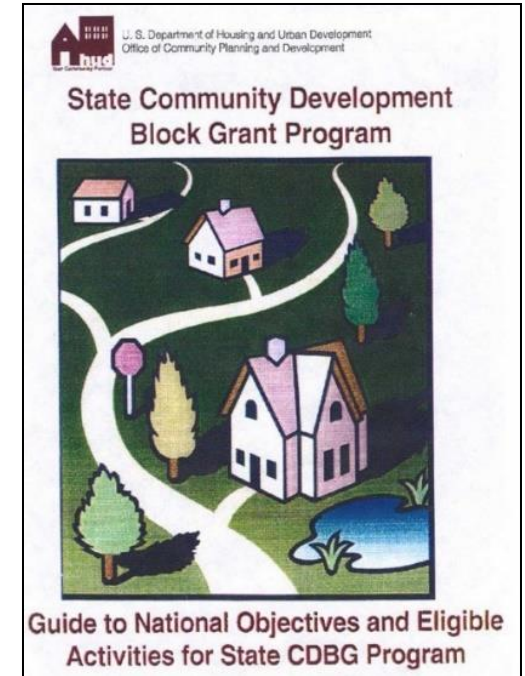


# Further Guidance

# 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](#)





# Further Program Requirements

## Post Award

- Pre-award costs are ineligible for CDBG reimbursement
- The following must occur prior to incurring **ANY** project costs:
  - Recipient must receive formal grant award
  - Grant agreement must be fully executed
  - Compliance with Schedule A Conditions
  - Completion of Environmental Review Record
  - Obtain Approval from OCR for Release of Funds





# Questions?

If you have any questions, please contact NYS Homes & Community Renewal at [OCRINFO@hcr.ny.gov](mailto:OCRINFO@hcr.ny.gov).

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