FORM 1-4B
HOUSING ASSISTANCE SUMMARY FORM INSTRUCTIONS

THIS MUST BE COMPLETED FOR ALL NYS CDBG HOUSING AWARDS
MADE AFTER JUNE 1, 2015

A separate summary form must be submitted for each property

Section I CDBG Recipient Information
1. Enter the Recipient Name
   a. This is the City/Town/Village/County that was awarded NYS CDBG Housing assistance
2. Enter the CDBG #
   a. This is the OCR assigned CDBG project number

Section II Housing Unit Information
1. Enter the street address
   a. This is the address of the property that is proposed to receive NYS CDBG housing assistance
   b. Include the physical address and the City/Town/Village that the property is located in, and the ZIP code PLUS the 4 digit ZIP code extension
   c. Provide the Section-Block-Lot number
      i. Summary Forms submitted without this will be rejected and returned
2. Lead Based Paint
   a. Select one of the options
   b. If Otherwise Exempt, an explanation must be provided
   c. Provide the date of the lead based paint risk assessment, if applicable
   d. Provide the date of the lead based paint clearance report, if applicable
3. Final Request for Funds
   a. Select yes or no
   b. When yes is selected, provide the project completion date
      i. The project completion date is the date that all rehabilitation work has been completed and the property has received a lead based paint clearance report

Section III Project Cost Information
1. Provide the sources of all funds by activity type that is proposed to be provided
   a. This section will auto calculate
   b. Please note, mobile home rehabilitation should be entered under Housing Rehabilitation (SU)
   c. Mobile Home Replacement should only reflect the actual cost when replacement is undertaken

Section IV Prepared by
1. Provide the name, e-mail and phone number of the person that completed the form, this does not require a signature
2. Provide the date that the form was completed