

Exhibit 1-1
NYS CDBG Program
Local Recipient Administrative Plan
Instructions

This Local Administrative Plan is anticipated to be a 'living document' and it is anticipated that there will be periodic updates during the term of the grant agreement.

1. Recipient
 - a. Enter the name of the County/City/Town/Village that was awarded the NYS CDBG funds
2. CDBG #
 - a. Enter the OCR assigned CDBG Project #
3. Prepared by
 - a. Enter the first and last name of the individual that completed the form
 - b. This may change during subsequent updates
4. Date of Initial Submission
 - a. Enter the date the Local Recipient Administrative Plan was submitted to OCR for the first time
5. Date Update 1, 2, 3
 - a. As subsequent updates to the plan are submitted to OCR, enter each date

Local Program Summary

1. Insert or attach the Program/Project Description from the application
2. Insert or attach the Program/Project Budget **Schedule B** from the Executed Grant Agreement
3. Insert or attach the Form 7-2 Project Schedule from the Executed Grant Agreement
4. Insert or attach the Projected Accomplishments, these can be identified on **Schedule B** of the Executed Grant Agreement
5. Insert or attach the Form 8-1 Project Team
 - a. The Project Team may need to be updated as the project is implemented, and professional services and/or construction contracts are undertaken

Program Requirements & Policies

1. This section is largely intended to be informational and to assist the Recipient to better understand the National Objectives (NO) requirements for the CDBG Program
2. If a project is meeting a National Objective by means of an income survey, please note the safe, secure location that these are retained
 - a. This is a crucial step, if income surveys become misplaced or lost, the project may not be able to demonstrate compliance with NO which could result in the recapture of funds

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Required Program Policies

1. Insert or attach each of the required policies
 - a. Fair Housing should include a copy of the resolution appointing the Fair Housing Officer
 - i. Fair Housing applies to all NYS CDBG funded activities and projects
 - ii. For more information, please contact [FEHO](#)
 - b. Section 504 Grievance Procedure
 - i. Not including elected officials, employees include all full-time, part-time, permanent and seasonal employees
 - ii. For Recipients with more than fifteen (15) employees, an adopted plan is required
 - iii. For Recipients with more than fifty (50) employees, in addition to the adopted plan, the plan must also be published as a legal notice and Grievance Procedure officer designated by resolution
 - iv. For Recipients with fourteen (14) or fewer employees, Section 504 does not apply, however, OCR would still encourage compliance
 - c. Section 3
 - i. Applicable to any NYS CDBG award to a local municipality in excess of \$200,000 and local contracts in excess of \$100,000
 - d. Procurement
 - i. Self-explanatory
 - e. Equal Employment Opportunity (EEO)
 - i. Provide documentation from procurement policy and local employee handbook which demonstrates EEO is included
 - f. EEO4
 - i. If applicable, provide a copy of the most recent EEO4 form
 - g. Minority and Women's Business Enterprise (MWBE)
 - i. Provide a description of MWBE is proposed to be accomplished and documentation that it is included in local procurement

Grant Administrative Cycle

This section is intended to assist with documenting certain milestones during the life of the grant agreement.

1. Provide the date that the fully executed copy of the grant agreement between the local municipality and the HTFC was received from OCR
2. If the Grant Agreement identified any Schedule A Conditions, briefly describe each and when the action was satisfied
3. For financial start up, simply enter the dates each action was completed
 - a. For the environmental review, simply enter the dates that major milestones were accomplished

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- b. It is important to note that all Environmental Review Records (ERR) are expected to be submitted to the OCR within 90 days of the date of award
4. For project implementation, again, self-explanatory, enter the dates each actin was completed
- a. First file review may not apply in all cases to all activities
 - b. Please contact your assigned Community/Economic Developer for further guidance
5. Compliance Files & Reporting
- a. Enter the dates that each milestone was accomplished
 - i. Enter the date that project files were set up (electronically or paper) based on the applicable activity
 - ii. Status Reports are due every July
 - iii. Annual Performance Reports are due in January or within 30 days of completing any project
 - iv. Program Income Reports follow the State fiscal year and are due April 30 each year
 - v. Federal Assistance Expenditure Reports are due within 60 days of the end of the local fiscal year
 - vi. Davis-Bacon is the Federal prevailing wage requirements, reporting on DB compliance occurs every April and October