

## **NYS Community Development Block Grant Program Activity Detail Instructions**

1. Applicant Name
  - a. Enter the name of the City/Town/Village/County that is applying for NYS CDBG funds
2. CFA Application #
  - a. Enter the assigned CFA number

### **SECTION A. Beneficiaries from Activity**

1. Select one of the source data options
  - a. Source documentation is to be provided in the National Objective Compliance upload
  - b. For projects that select HUD, the source data is the [Low-and-moderate \(LMI\) Eligibility Map Tool](#) link available on the CDBG website
    - i. A screen shot of the results must be included
    - ii. Please refer to the short video available [here](#) on using the LMI data tool
2. For the # of persons, enter the proposed beneficiary data based on source data
  - a. Enter persons only in section
  - b. This is the total benefitting population from the proposed activity
  - c. If using LMI Data Tool, place all LMI persons in 51-80% and all others in 81% and above.

### **SECTION B. Public Drinking Water and Sanitary Sewer System**

1. Do not complete this section for stormwater or flood management projects, or other public facility projects such as community/healthcare/daycare centers, see Section D.
2. Enter only for activity applying for. If project involves both water and sewer, then complete both.
3. For total EDU's (required) and Total Residential EDU's (required), do not enter an amount, this will auto populate based on Project Hook Up Information Worksheet
4. If the water or sewer system charges a one-time initial hook up fee for new service, enter the amount, even if the proposed activity does not involve new hook ups.
5. Existing System Costs
  - a. Annual Debt Service is the total annual amount that per residential EDU charged for existing debt service
  - b. Annual Operations and Maintenance (O &M) is the total annual amount per residential EDU charged for O & M. Refer to Project Hook Up Information worksheet
    - i. If this is a new system, enter \$0.00
6. Project Costs without CDBG
  - a. This must reflect the anticipated increase per residential EDU in annual in debt service and additional or reduced O & M if the project is financed without NYS CDBG funds, include all sources of funding, except NYS CDBG in this calculation. This line DOES NOT include existing debt.
7. Project Costs with CDBG
  - a. Based on all sources of funding (committed or proposed) to be included in total project costs, this must reflect any additional Annual Debt Service and additional or reduced O & M per EDU as a result of the project with all proposed or committed funding assistance (CDBG, EFC, USDA RD, ARC, NBRC, other).
8. CDBG Impact
  - a. This will auto calculate and is the difference between project costs with and without NYS CDBG funds
9. Total Project Costs
  - a. This will auto calculate and is the total of existing system costs plus project costs with NYS CDBG funds.

### **SECTION C. Provide a description of how project costs with and without CDBG were calculated.**

1. Text is limited to 4,000 characters, Arial 10.

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## **SECTION D. Public Facility Projects**

- A. What is the current annual residential tax levy per \$1,000?
- B. If the proposed activity is to be financed without NYS CDBG funding assistance, what is the increase in residential tax levy per \$1,000. Include any other proposed or committed funding except CDBG.
  - a. Do not include current tax levy, this is the net increase only
- C. If the proposed activity is to be financed with NYS CDBG funding assistance, what is the increase in residential tax levy per \$1,000. Include any other proposed or committed funding
  - a. Do not include current tax levy, this is the net increase only with all other proposed or committed funding including CDBG
- D. Provide a very clear and concise explanation below of the financial burden this will place on the beneficiaries. Provide an explanation of what the burden is on the local tax levy with and without NYS CDBG funds. Provide a description of other sources that have been applied for and the status of those funding requests.
  - a. If additional space is required, attach up to one additional page in uploads and identify which section it is located in.
- E. For stormwater management projects that involve sanitary sewer separation, do not use this section, complete Section B. above.

## **SECTION E. For Lateral Connection Projects (Ancillary Activity only)**

1. If this is a standalone lateral connection, that is, the overall project does not include drinking water and/or sanitary sewer infrastructure improvements, the activity cannot be funded through CFA. For projects that propose only lateral connection assistance, this is considered a housing activity, please contact OCR for information on opportunities to apply through CDOL.
2. Select one of the source data options
  - a. Source documentation is to be provided in the National Objective Compliance upload
3. For the # of households, enter the proposed beneficiary data based on source data
  - a. Enter only households in section
  - b. This is the total benefitting population from the proposed activity

## **Proposed Project Hook-Up Information**

Applicant Name and CFA # will auto populate from first page

EDU = Equivalent Dwelling Unit

1. Enter the total residential services for the entire system
  - a. The amount entered here will auto populate in Section B
2. Enter the actual or estimated residential flow
3. Residential flow per day will auto calculate
4. Enter the total commercial/business/industrial (CBI) services for the entire system
5. Enter the actual or estimated CBI flow
6. CBI EDU's will auto calculate
- 7-9. If buildable vacant landowners are charged debt service, complete this section
- 10-11. These lines will auto calculate, and Line 10 will auto populate in Section B.

For O & M costs, provide breakdown as requested based on total budget

The total O &M divided by line 11 Total EDU's to pay O & M should reflect what is entered in Section B.

This page must be signed and can be signed electronically. Unsigned forms may negatively impact scoring.

## **Existing Long-Term Indebtedness and Short-Term Indebtedness (System Only)**

Forms are optional may be useful in explaining the need for NYS CDBG funding assistance.