

# NYS Community Development Block Grant (CDBG) 2021 Housing Program

Housing Trust Fund Corporation  
Office of Community Renewal (OCR)



Homes and  
Community Renewal

# NYS CDBG Housing Program Application Guidance

- ❑ Program Overview
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  - National Objective Compliance
  - Eligible Activities
  - Funding Limits
- ❑ Application Process
  - Preparing to Apply
  - Scoring Criteria
- ❑ Application Tips
  - Common Deficiencies in Unsuccessful Applications
  - Further Program Requirements
- ❑ CDOL Overview
  - Getting Started with CDOL
  - Five steps of completing CDOL application



# Program Overview

- ❑ Two (2) year contract term from the date of award
- ❑ Eligible Applicants
  - Cities, Towns & Villages with populations of less than 50,000
  - Counties with populations of less than 200,000
  - A complete list of [eligible applicants](#) can be found on the OCR website, then select Program Guidelines
- ❑ 18% maximum for Administration, Program Delivery, Engineering and Architecture (if applicable)
  - Program Administration may not exceed 5% of the total CDBG funds requested
  - Please refer to the OCR Grant Administration Manual, for Financial Management for further guidance on eligible administrative and program delivery costs

# Program Overview

## National Objective Compliance

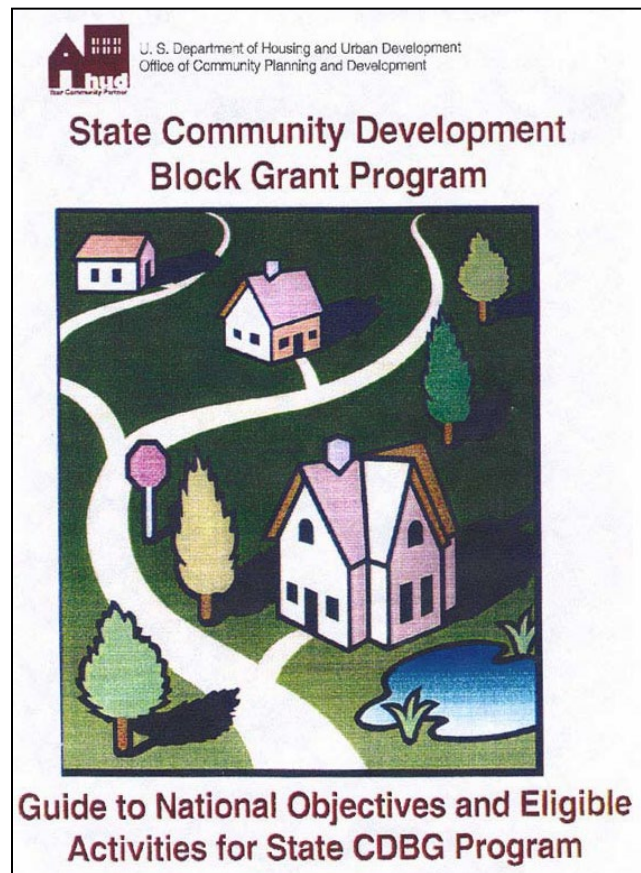
LMH: Low/Mod housing direct benefit

- ❑ For homeownership assistance, beneficiaries must be qualified as low-and moderate-income
- ❑ For multi-unit housing rehabilitation, at least 51% of beneficiaries must be low-and moderate income
- ❑ Strict income documentation and verification is required
- ❑ Refer to 24CFR5.609 for further guidance on calculating annual income



**For further information on National Objective:**

**Guide to National Objectives and Eligible  
Activities for State CDBG Programs**



# Program Overview

## 2021 Eligible Housing Activities



### □ Single Unit Housing Rehabilitation

- Minor scattered site housing rehabilitation – When a unit of local government requests CDBG funding to complete minor level repairs. This might include environmental remediation and health & safety improvements identified locally as priorities i.e., replacing polluting heat sources, supplementing weatherization resources, lead paint remediation/abatement, handicapped accessibility, and utility hookups.
- Moderate/Substantial scattered site housing rehabilitation – When a unit government requests CDBG funding to provide comprehensive rehabilitation for low-income homeowners. This may include rehabilitating all items that do not meet code or it may involve what is sometimes called “whole house rehabilitation,” meaning undertaking substantial repairs throughout the home in order to bring it up to code and to improve the overall livability and functionality of the unit.
- Reconstruction of existing housing - When a unit of local government requests CDBG funding to provide comprehensive reconstruction for low-income homeowners. This includes demolition of an existed owner-occupied residential unit when the cost of rehabilitation is prohibitive or is more than the cost to replace.
- Vacant housing –When a unit of local government requests funds to rehabilitate dilapidated or severely substandard property owned by Land bank or other not-for-profit subrecipient for sale to eligible homebuyer. Homebuyer Down Payment Assistance funds can be requested to support the homebuyers.

# Program Overview

## 2021 Eligible Housing Activities

### ❑ Multi Unit Housing Rehabilitation

- 2-3
- 4 or more unit
  - Scattered site housing rehabilitation – When a unit of local government requests CDBG funding to provide comprehensive rehabilitation for multi-unit properties in which private owner has committed to renting to low- to moderate income tenants.
  - Public Housing Rehabilitation - When a unit of local government requests funds to rehabilitate public housing units. Projects may be one or more buildings on a single site, or multiple sites that are under common ownership, management, and financing.
  - Conversion of non-residential structures - When a unit of local government requests funds to rehabilitate and cover a non-residential structure into residential housing.



### ❑ Manufactured Housing Replacement

# Program Overview

## 2021 Eligible Housing Activities

- Homebuyers Down Payment Assistance
- Homebuyers Down Payment Assistance with Housing Rehabilitation
  - Single Unit Only
  - Unit that receives rehabilitation assistance must also receive homebuyers down payment assistance

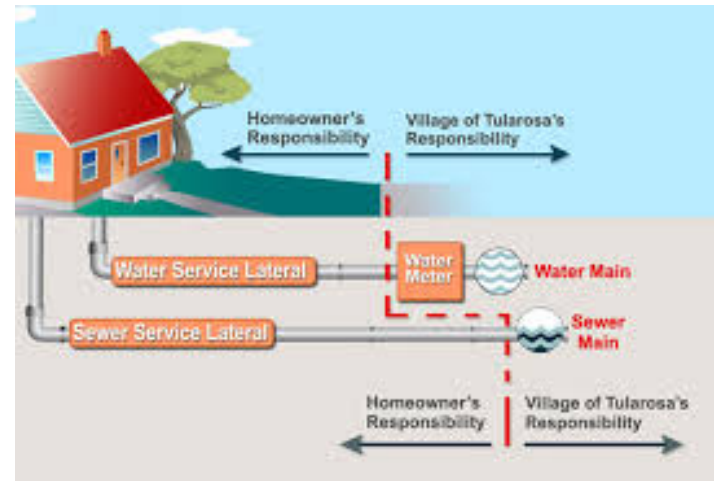
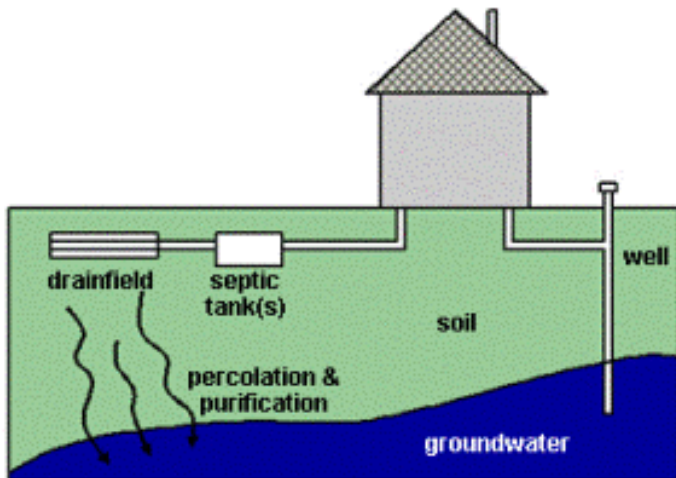




# Program Overview

## 2021 Eligible Housing Activities

- ❑ Residential Septic & Well Replacement
- ❑ Lateral Connections



# Program Summary

## Funding Limits

***Single Family Housing Rehabilitation***

***Multi-Family Housing Rehabilitation***

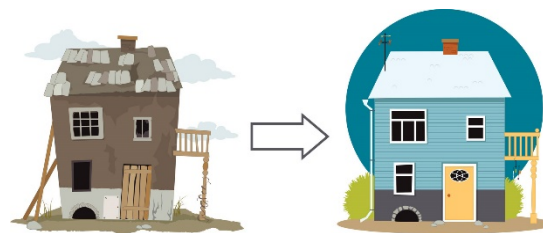
***Homebuyer Down Payment Assistance***

***Standalone Water & Wastewater Systems/Laterals***

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

***Manufactured Housing Replacement***

- Towns, Cities or Villages: \$ 750,000
- Counties: \$ 1,500,000
  
- Est. Total Available for 2021: \$20,000,000

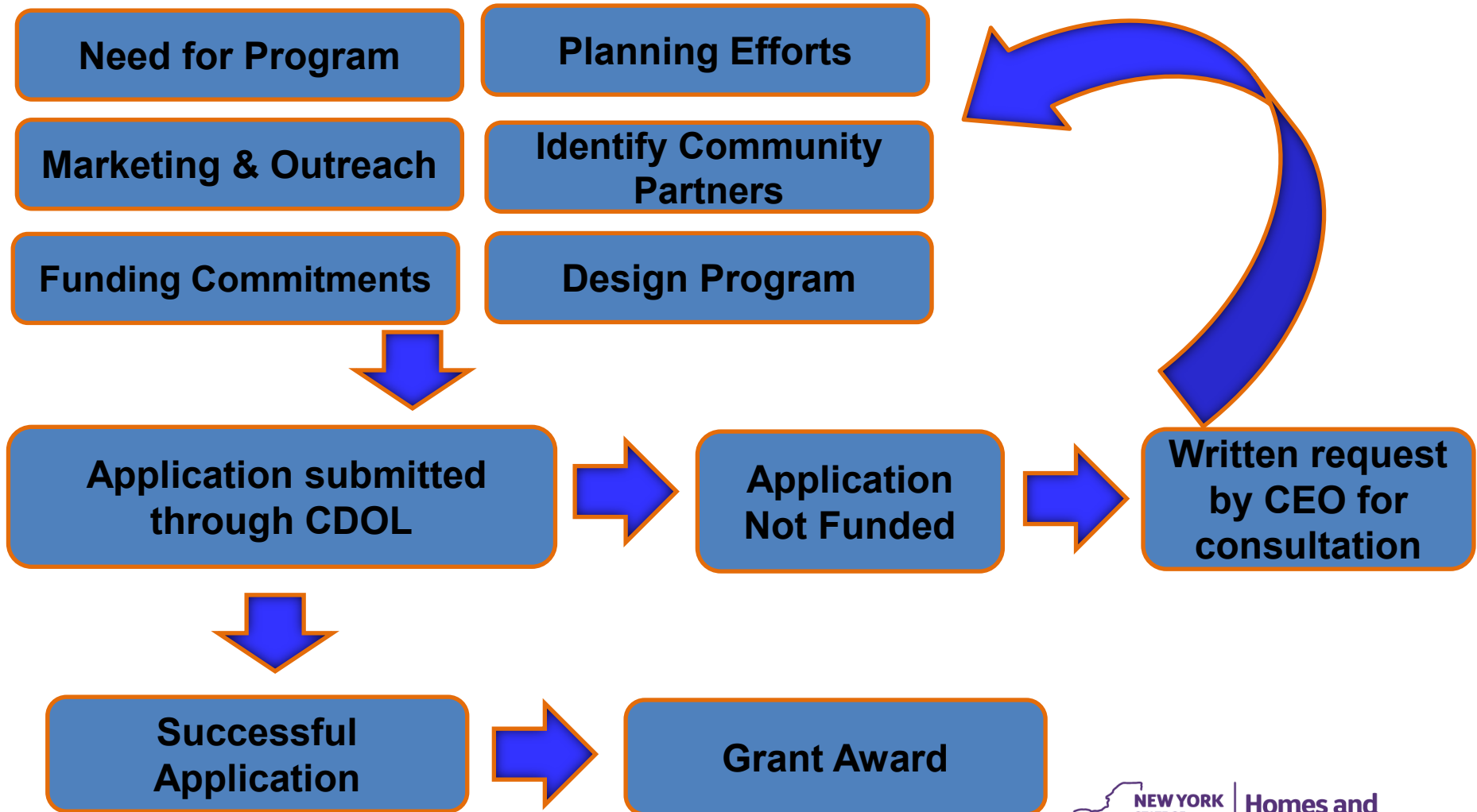


# CDBG Housing Program

## 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
  
- Penalty Points – Up to 20 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 demonstrate 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

Clearly demonstrate:

- 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 ability to complete the proposed activity on budget and within the two-year term of the grant agreement



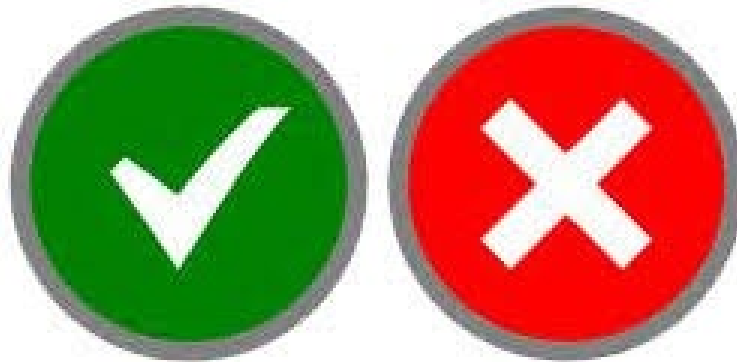
# Application Tips

## Common Deficiencies in Unsuccessful Applications



# Common Deficiencies in Unsuccessful Applications

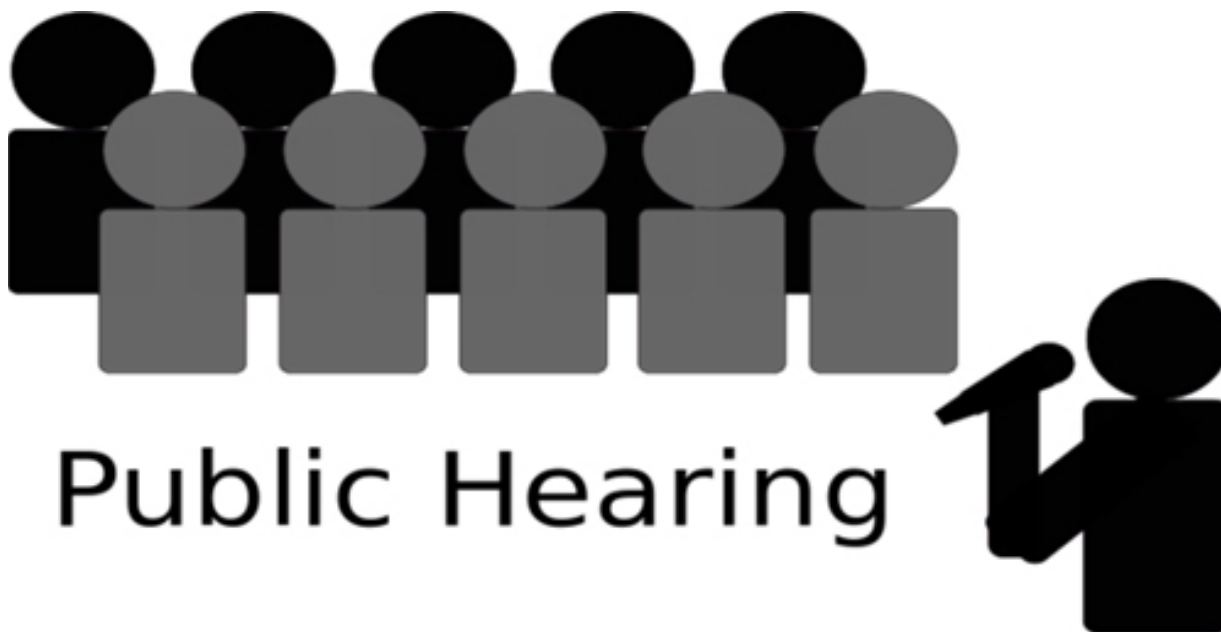
- ❑ Failure to hold a public hearing prior to submission of an application or have the legal notice for the hearing published a minimum of 7 days prior to the public hearing
- ❑ Did not demonstrate a National Objective
- ❑ Failure to demonstrate the applicant's overall housing conditions
- ❑ Proposed 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



# Public Hearing Template

This is the location for the public hearing template, [Chapter 8](#) of the OCR Grant Administration Manual

If holding the public hearing, please contact the [Committee on Open Government](#) for guidance.





# 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

# Further Program Requirements

- Identify and remediate environmental hazards (lead based paint, asbestos)
- [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



# Getting Started with CDOL



before

after

# 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,  
October 29, 2021, at 4:00pm.**

# Contents of CDOL Application CDBG Program

A complete CDBG housing application includes up to 11 attachments:

- [Applicant/Recipient Disclosure/Update Report](#) (Required)
- [Certification Form](#) (Required)
- [Citizen Participation Documentation](#) (Required)
- Fair Housing Plan and Supporting Documentation (Required)
- [Program Income Report](#) (Required)
- Housing Conditions Survey (Required)
- Confidential Materials
- Funding Commitment Letters
- Letters of Community Support
- Cooperation Agreement
- Other Uploads



# Questions?

If you have any questions, please contact  
NYS OCR at [ocrinfo@nyshcr.org](mailto:ocrinfo@nyshcr.org)

state **2021 CDBG Housing Application**  
on the subject line

Or check out the  
[OCR Grant Administration Manual](#)

