CDBG Orientation Webinar Series

1. Getting Started
The Orientation Webinar Series

1. Getting Started - today
2. Environmental Review – January 18, 2022
4. Program Administration – February 8, 2022
5. Lead Based Paint Compliance – February 15, 2022
Objectives This Webinar

1. Familiarize you with your key reference materials
2. Review the requirements for grant agreement execution
3. Outline next steps for start-up
Key References
1. Grant Agreement

Includes:

- Standard terms & conditions
- New clauses
- Schedule A – Special Conditions
- Schedule B – Project budget and proposed accomplishments

Two-year time frame except for planning grants, which have a 14-month term
2. Grant Administration Manual

1. Getting Started
2. Environmental & Historic Review
3. Financial Management
4. Procurement Standards
5. Eligible Activities
6. Construction Requirements
7. Other Federal Requirements
8. Files and Maintenance
9. Modifications and Amendments
10. Monitoring
11. Reporting
12. Grant Closeout
3. CDBG Web Site

For all Public Water, Public Sewer, Public Facility, all Housing Related Activities and Community Planning, click here.

For all Economic Development, Small Business Assistance and Microenterprise Projects, click here.

For the CDBG-CV CARES Act, click here.
3. CDBG Web Site

Community Development Block Grant
3. CDBG Web Site

Grant Administration Manual

The Grant Administration Manual outlines some of the key tasks that should be conducted when administering a Community Development Block Grant, and provides useful information regarding program requirements, regulations, policies and procedures. It contains exhibits and forms to be referenced or used during the implementation of the CDBG program or project.

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Download</th>
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<tbody>
<tr>
<td>Announcement of Changes to Grant Administration Manual</td>
<td>Announcement of Changes to Grant Administration Manual</td>
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<tr>
<td>CDBG Grant Administration Manual Chapter 1: Getting Started</td>
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<td>CDBG Grant Administration Manual Chapter 2: Environmental and Historic Review</td>
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<td>CDBG Grant Administration Manual Chapter 4: Procurement Standards</td>
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<td>CDBG Grant Administration Manual Chapter 5: Eligible Activities</td>
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### Forms and Documents

#### Grant Agreement Forms

<table>
<thead>
<tr>
<th>Fillable Forms</th>
<th>Instructions</th>
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<tbody>
<tr>
<td>Authorized Signature Form For Request For Funds</td>
<td>1-1 Instructions for Authorized Signature Form</td>
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<tr>
<td>ACH/Direct Deposit Authorization of NYS CDBG Funds</td>
<td>1-2 Instructions for Designation of Depository Form</td>
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<tr>
<td>7-2 Program Schedule Form</td>
<td>7-2 Instructions for Program Schedule</td>
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<tr>
<td>8-1 Project Team</td>
<td>8-1 Project Team Instructions</td>
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#### Application and Schedule A Condition Forms

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<th>Fillable Forms</th>
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<tr>
<td>CDBG Attachment Checklist - CPA</td>
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<tr>
<td>Applicant Certification Form</td>
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<td>Public Infrastructure/Public Facilities Activity Detail Form</td>
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<td>Project Financing Form</td>
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<tr>
<td>Preliminary Budget Table PL-40</td>
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<td>CDBG Program Income Report</td>
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<td>Program Information Form</td>
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<tr>
<td>Applicant Disclosure Form</td>
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<td>Smart Growth Compliance Form</td>
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4. HUD Exchange

www.hudexchange.info/programs/cdbg/

Source for:

- CDBG Rule: 24 CFR Part 570
- Community Planning and Development (CPD) Notices
- Basically CDBG manual/slides
- CPD income calculator
- Toolkits
Grant Start Up Process
The Process

NYS CDBG Grant Award

Execute Grant Agreement – Webinar 1

ACH/Direct Deposit Authorization

Project Schedule

Project Team

Authorized Signature Form

Insurance Documentation

Programmatic Environmental Review – Webinar 2

Prepare for Grant Administration – Webinars 3 & 4
Grant Agreement
Execution
First Step: Execute the Grant Agreement

Must execute within 45 days of award
Must be signed by the Chief Elected Official (CEO)
Any Applicable Schedule A Condition(s) must be met to the satisfaction of the OCR
Grant Agreement Due Dates

For projects awarded through the 2021 Housing Round:

Grant Agreements are due back by Monday, **January 24, 2022**

If this date cannot be met, contact your Community or Economic Developer
Grant Agreement Due Dates

For projects awarded through the 2021 CFA Round:

Grant Agreements are anticipated to be sent by January 14, 2022

Grant Agreements will still need to be returned within 45 days of the date sent
Required Documents to Execute Agreement

Under “Forms” – “Schedule A Condition Forms”:
✓ Schedule A conditions (as applicable)

Under “Forms” – “Grant Agreement Forms”:
✓ Authorized Signature Form
✓ ACH/Direct Deposit
✓ Form 7-2 Program Schedule
✓ Form 8-1 Project Team
✓ Required Insurance Forms
Special Conditions

Common Conditions can include any of the following, depending on the activity and application documents submitted:

- Final Program Design Plan & related program documents
- Public Infrastructure Activity Detail
- Revised Budget Table
- Evidence of local match
Authorized Signature Form

- Persons authorized to sign requests for funds
- Requires 2 municipal employee or official signatures
- Consultants and Subrecipients cannot be second signature
- Cannot be the Chief Elected Official (CEO); CEO must review/sign AFTER designated signatories are determined (dates must be different)
- All original signatures
ACH/Direct Deposit Authorization

Recipient must open a non-interest-bearing checking account to receive electronically and disburse CDBG funds only

• Must be in name of recipient
• May use prior year CDBG account
• If possible, use bank located in project area

Execute and submit for each grant

Do not hand write, except for initials
Form 7-2. Program Schedule

Identify key program milestones
Indicate with “X” the month you expect to complete
Update during contract term if schedule changes
Estimate NYS CDBG funds to be requested by quarter

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**Form 7-2**

**Program Schedule**

<table>
<thead>
<tr>
<th>Milestones:</th>
<th>1st QTR</th>
<th>2nd QTR</th>
<th>3rd QTR</th>
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<tr>
<td>Submit Grant Agreement</td>
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<td>Submit Environmental Review</td>
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<td>Submit First Drawdown</td>
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<td>50% of Funds expended</td>
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<td>75% of Funds expended</td>
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<td>Submit Final Drawdown</td>
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<td>Submit Final Annual Performance Report</td>
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7. Total Amount of CDBG Funds Requested (quarterly):

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Prepared by: __________________________ Email: __________________________ Phone Number: __________________________
Form 8-1. Project Team

- Identify specific local grant contacts as applicable
- Local Grant Contact must be municipal employee (not CEO)
- Fair Housing Officer required for all projects regardless of the activity being undertaken
- Section 3 Coordinator required if grant > $200,000
Insurance

- NYS OCR is implementing insurance requirements for all projects funded on or after May 13, 2021
- Insurance certificates for:
  - Comprehensive general liability coverage (minimum of $1 million)
  - Automobile insurance, fire insurance, workers’ compensation, and disability benefits
  - Fidelity and crime coverage for up to the largest anticipated drawdown request
- Housing Trust Fund Corporation and New York State (individually) will need to be listed as additional insured
Next Steps
Administrative Plan

An administrative plan is now required for all new awards

- Administrative structure
- Project management
- Financial management

See Manual Exhibit 1-1 Program Manual Guidelines for recommended policies by activity type

See Manual Exhibit 1-2 for applicable federal statutes and regulations
Organizing for Grant Administration

Recipients are directly responsible for the grant funds and compliance

If Recipient uses Subrecipient, consultant or engineer

- Must properly select the partner (consultant or engineer must be procured), and
- Enter into a contract for services
- Subrecipient Agreements must be submitted to OCR for review

If using other parties:

- Recipient must oversee progress of activities and compliance
- Recipient remains responsible for draws/disbursements
Program Environmental Clearance

Cautions:

• In order to fully comply with NEPA, the ERR must include not only NYS CDBG funds, but ALL project funds and the entire scope of the project

• A notice of award of bid or the incursion of any non-exempt project costs prior to OCR written approval of release of funds will jeopardize grant funds

• Choice limiting actions not permitted; only planning and “exempt” activities

• Failure to fully comply with NEPA will jeopardize the NYS CDBG award

ERR and approved RROF for housing projects should be submitted by March 9, 2022, and for CFA by April 15, 2022.
Any Questions?
Question

Post your questions now in the Question box

Questions after this webinar:
- Email to ocrinfo@hcr.ny.gov or
- Contact your Community or Economic Developer at 518-474-2057

Please visit the HCR website here.
Upcoming Webinars

Webinar series dates:

1. Environmental Review – January 18, 2022
3. Program Administration – February 8, 2022
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