

NEW YORK STATE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

CORONAVIRUS AID, RELIEF AND ECONOMIC
SECURITY ACT (CARES)

APPLICATION & INSTRUCTIONS



**Homes and
Community Renewal**

Housing
Trust Fund
Corporation

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I. APPLICATION CHECKLIST

Application Forms		
- Project Contact Information	Required	
- Project Proposal (A-F)	Required	
Responses to section A-F may be limited to space provided, do not attached additional pages		
- Activity Detail Sheet(s) (<i>specific to activity proposed</i>)	Required	
- Budget Table – Funding Sources	Required	
- Budget Table – Use of Funds	Required	
- Certifications	Required	
Attachments – Label all attachments as shown below		
Citizen Participation Materials		
- 1. Copy of Public Hearing Notice	Required	
- 1. Affidavit of Publication	Required	
- 1. 72 Hour Evidence of Public Posting	Required	
- 1. Hearing Minutes	Required	
Civil Rights		
- 2. Section 3 Plan (if over \$200,000 request, plan templates found here: https://hcr.ny.gov/section-3-compliance#section-3-compliance)	Required	
- 3. Affirmatively Furthering Fair Housing (AFFH) Statement	Required	
Other		
- 4. Duplication of Benefits Worksheet here: https://hcr.ny.gov/cdbg-cares	Required	
- 5. Documentation of need (i.e. support letters, business survey results, preliminary design/engineering documents, project site photographs...)	Required	
- 6. Cost Estimates	Required	
- 7. Applicant Disclosure Form https://portal.hud.gov/hudportal/documents/huddoc?id=2880.pdf	Required	
- 8. National Objective Compliance Supporting Documentation	Required	
- 9. <i>Not-for-profit Applicants</i> : Evidence of Municipal Support	Required	
- 10. Support letters	Optional	

II. APPLICATION FORMS

A. PROJECT CONTACT INFORMATION

1. Application Submission Authorization

Did the applicant receive an <u>email</u> from an OCR Program Director authorizing a full application submission for this project?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes , what was the date of the <u>email</u> authorization?		If No , please contact the CDBG CARES mailbox to verify applicant status.

2. Applicant Information

CDBG Entitlement Status	<input type="checkbox"/> Entitlement	<input type="checkbox"/> Non-Entitlement	<input type="checkbox"/> Not-for Profit
Organization Name			
Type			
Mailing Address			
City			
State	New York		
Zip + 4			
Phone			
Primary Email			
Website			
EIN			
DUNS			
Fiscal Year End		Month	Year

3. Chief Elected Official/Executive Director - CEO/ED (If term is ending, please provide new contact information)

First Name	
Last Name	
Title	
Term Effective Date	
Term End Date	

New CEO/ED Name	
Title	
Term Effective Date	
Term End Date	
City	
Zip + 4	
Phone	
Email	

4. Primary Local Grant Contact (Must be a municipal or NFP employee other than CEO)

Name	
Title	
Address	
City	
Zip + 4	
Phone	
Email	

5. Applicant Political District Information

Congressional District(s)				
Assembly District(s)				
Senate District(s)				

6. Program/Project Information

Project Name	
Brief Project Description: (1-3 sentences) Explanation of activities and funding requested	
Location	

Location Type	
Address Specific	
Community-Wide	
Census Tract / Block Group	

B. PROJECT PROPOSAL

1. Description of Need and Impact

- a. Provide a brief description of need for the project, including any quantifiable information (for example, the number of people affected, area affected, etc.) *The description, to the extent possible, should be based on verifiable documentation attached to the application, such as supports letters, architectural/engineering reports, or market analysis*

- b. Provide an explanation of how the proposed project will address the identified need.

- c. Describe why CDBG-CV funding is necessary to complete this project; include a description of unsuccessful efforts to secure alternative or additional funding or why available funding is insufficient for this project.

d. Identify if other sources are available for the needs identified. Explain why these sources cannot meet the needs addressed by this proposal

e. Describe the specific measurable impact to be realized through this project, i.e. numbers of jobs, housing units, people assisted; *this should match what is proposed on the Activity Detail Sheet.*

2. CDBG National Objective

- a. Each activity proposed must meet a CDBG National Objective and documentation must be collected to satisfy this requirement. Evidence of compliance must be collected and provided to OCR during the project and maintained in project files. Program beneficiaries must be at or below 80% of the Area Median Income.

Please select the statement(s) that best demonstrate the National Objective and how the project will demonstrate compliance:

Public Facilities and Public Services

- Low to Moderate Income Area (LMA) – The applicant must demonstrate an area is at least 51% low to moderate income by either:
 - (1) Attaching a screenshot of the HUD AMI data tool of the community to this application: <https://hud.maps.arcgis.com/apps/webappviewer/index.html?>
 - (2) Income survey of proposed area demonstrating an individual is at or below 80% of the Area Median Income. <https://www.huduser.gov/portal/datasets/il.html>

- Low to Moderate Income Clientele (LMC) – The applicant must collect an attestation from beneficiaries to document that project will benefit persons that belong to a HUD designated presumed benefit class; includes persons determined to be Low to Moderate Income (LMI). More information can be found here: <https://files.hudexchange.info/resources/documents/Basically-CDBG-Chapter-3-Nat-Obj.pdf>

Housing Activities

- Housing Activities (LMH) Low to Moderate Income Household – The applicant must collect income documentation on each individual household benefitting from this project to document that the beneficiaries are low- to moderate-income. Self-certifications can be used to document incomes for occupants of rental units.

Business Assistance

- Job Creation and/or Retention (LMJ) – Low to Moderate Income Jobs: The applicant must collect an income certification demonstrating that at least 51% individuals in the created and/or retained jobs (respectively) are low to moderate income.
- Low to Moderate Income Microenterprise Owners (LMCMC) – The applicant must collect tax returns demonstrating a microenterprise owner is low to moderate income. (A microenterprise is defined as a business with less than 5 people including the owner)

OCR reserves the right to request additional documentation for any claimed National Objective, if necessary.

- b. Explain how required documentation will be collected during implementation of the program.

3. Connection to Coronavirus

Briefly explain how the proposed activities will prepare, prevent, or respond to impacts of COVID-19 and potential variants or future pandemics. *To qualify for assistance, a direct connection to preventing, preparing for and/or responding to Coronavirus must be demonstrated for each activity that will be undertaken as part of this project.*

Reference: <https://www.hud.gov/sites/dfiles/CPD/documents/Quick-Guide-CDBG-CV-PPR-Tieback-Flexibilities-043020212.pdf>

4. Capacity

a. Provide a project timeline and describe how the proposed project will be completed within 12 months of award. Include estimated completion times frames for key project milestones such as: grant agreement execution, environmental review, first payment request, etc.

b. Briefly describe relevant experience that supports preparedness to deliver the proposed project.

c. Describe the administrative structure, e.g. consultant, subrecipients, that will be used to deliver the expected outcomes, including all roles and responsibilities. If multiple activities are proposed, describe structure for each.

d. If applicable, describe the procurement process that will be used to acquire construction and/or professional services to complete the project. If a vendor has already been selected, confirm that the procurement met federal requirements.

e. Describe formal partnerships and collaborative efforts in place that will support successful delivery of the proposed project. For example, efforts to avoid duplication of services, leverage other available resources, reach underserved areas and ensure broad geographic distribution of services.

f. For any projects undertaking multi-unit housing must describe how affordability and occupancy requirements for a five-year period from the date of completion will be ensured.

g. For any project proposing public facility projects, including but not limited to senior centers, health care centers, day care centers, describe how the facility be used for the purpose that was funded under CDBG-CV for a period of five years after the closeout of the grant from which the assistance to the property was provided.

h. If Entitlement Community Describe how the community is deploying CARES funding that has been directly received. Explain how the proposed project (using NYS CDBG-CV) complements on-going efforts to administer other CARES funding.

i. If Not-for-profit applicant: Describe recent relevant experience administering federal or state awards or other programs that demonstrates exceptional financial and administrative capacity including ability to meet Federal requirements including but not limited to NEPA, Davis Bacon, URA, civil rights, etc.

j. If Not-for-profit applicant: Describe what steps have been taken to coordinate with a local municipality(ies). Evidence of that cooperation or support from municipality must be included as an attachment to the application.

5. Budget Narrative

a. Provide a detailed breakdown of each activity and the associated costs (i.e. soft costs, engineering)

b. Explain how costs were determined and describe the method used to determine the best approach and cost-effective method to address the need.

c. If applicable, provide a description that demonstrates the budget has considered price increases and recent availability of materials and equipment needed to complete this project.

d. If applicable, list the sources and dates of third-party cost estimates.

e. If applicable, describe status of other funds, e.g., formally committed, pending approval. If the funds are not formally committed provide timelines for securing commitments. Projects with a (substantial) gap in financing may not be recommended for award.

Note: Attach cost estimates for all proposed purchases and evidence of commitments for any non-CDBG funding sources

6. Program Design Plan – Small Business Activities Only (Attach additional pages as needed)

a. Explain how businesses will be prioritized or local program eligibility will be met.

b. Explain the methodology used to determine how a business will qualify through the national objective of LMCMC or LMJ, and the documentation required to demonstrate this.

c. Will grant funds be used to cover costs looking forward or costs incurred prior to award?

d. Describe the application review process and project selection process.

- Outline criteria that will be used to make award decisions.
- Explain the composition of the selection committee/panel and how qualified individuals will be recruited.

Retention – Fill out the two questions below if you are planning on using job retention.
For more information on retention please see the [Economic Development Guidelines](#).

e. If applicable, how will the community expect businesses to demonstrate job retention?
What are the criteria and what documentation will be required?

f. If applicable, describe the financial analysis and thresholds that will be used to determine a business's eligibility for job retention. (Example of a concrete threshold is - "x%" of revenue lost between FY 2019 – FY 2020). Evaluating businesses on a "per case" basis is not acceptable.

g. Describe the award structure (amounts, grant vs loan, priority funding, etc) and type of assistance (CDBG CV, LDC Loan, Equity Contribution, etc).

h. Describe program marketing and outreach efforts to be undertaken upon award

i. Summarize any unique program design features or additional administrative support (if any) for the program (such as business counseling, job training, etc.) that will increase the likelihood of successful completion.

j. Describe how the benefits of the program will be sustained, resulting in long-term benefits

k. Describe how many small business and micro-enterprises, respectively, will be targeted in the program. If you are unsure of the specific number of each, give a target of the total number of businesses (both micro and small business) that will be assisted

l. Describe how the recipient will ensure businesses entering the proposed program will meet HUD's underwriting guidelines as noted below and what documentation will be used:

- (1) Activities prepare, prevent, or respond to impacts of COVID-19 and potential variants or, future pandemics.
- (2) Project costs are eligible, reasonable, clearly identified, and committed;
- (3) The project is financially feasible;
- (4) The return on the owner's equity investment will not be unreasonably high; and
- (5) CDBG funds are disbursed on a pro rata basis with other finances provided to the project and not being substituted for non-Federal financial support.

C. ACTIVITY DETAIL SHEETS

The information below should capture only the individuals directly benefitting from the activities that correspond with the national objective(s) being met for the project.

Complete only those sections that apply

1. Community/Public Facilities and/or Broadband Infrastructure	
<i>How many people will benefit from this activity?</i>	
Is the National Objective Limited Clientele (LMC)? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes , Provide certifications or commitments, as an attachment to the application, that the project will serve special populations and then stop here for Section 1. If No , continue with next question.	
Is the National Objective Low/Mod Area (LMA)? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes , continue filling out Section 1. If No , stop here for Section 1.	If "Other" provide details below <div style="border: 1px solid black; height: 60px; width: 100%;"></div>
Median Income	# of People
At or Below 80%	
81% and Above	
No Income – Vacant/Seasonal Units	
Totals	

*Census- if using census data, service area of facility must be exactly coterminous with block group or census tract data

2. Affordable Housing		
<i>How Many Housing Units will be Assisted?</i>		
Owner Occupied Units	# of Units	# of Households
Median Income		
At or Below 80%		
81% or above		
Totals		
Rental Occupied Units	# of Units	# of Households
Median Income		
At or Below 80%		
81% or above		
Totals		
No Income – Vacant Unit		
Number of 4+ Unit Buildings to Be Assisted		
Address for Each 4+ Units Building to be Assisted		

3. Public Services (Vaccine Outreach, Mental Health Services, Broadband Service)	
How Many Persons Will be Assisted?	
Median Income	# of People
At or Below 80%	

4. Business Assistance	
Proposed Cost per job	
Describe procedure for determining COVID-19 impact on businesses and how economic hardship will be determined and documented. Explain how award amounts and cost per job will be determined for businesses selected for participation.	
Proposed Accomplishments	Proposed Number:
How Many Jobs will be created/retained?	
Created	
New full-time jobs to be created	
New full-time LMI* jobs to be created	
New part-time jobs to be created	
New part-time LMI jobs to be created	
Average # of hours worked per week per part-time job created	
Retained **	
Full-time jobs to be retained	
Full-time LMI jobs to be retained	
Part-time jobs to be retained	
Part-time LMI jobs to be retained	
Average # of hours worked per week per part-time job retained	
Microenterprise (5 or fewer employees)	
Proposed Accomplishments	Proposed Number:
Total number of Microenterprises	
Of the total, enter the # of businesses entrepreneurs who qualify as Low/Moderate Income	

* LOW/MODERATE INCOME (LMI) – LMI jobs are those jobs that are held by or made available to low/moderate income people. Jobs are considered “made available to” if the job does not require any special certifications or training, education beyond high-school or equivalent, and beyond 1 year of experience.

**Provide evidence which clearly demonstrates that jobs will be lost if not for NYS CDBG assistance. For guidance, refer to the Request for Applications (RFA).

Will any jobs be created in New York State be transferred or relocated from other business locations?

Yes No

If yes, attach explanation.

D. BUDGET TABLE - FUNDING SOURCES

APPLICANT NAME:

NAME OF FUNDING SOURCE		FUNDING						DATE AVAILABLE OR DECISION DATE
		AMOUNT	SOURCE	TYPE	INTEREST RATE	TERM	STATUS	
1					%			
2					%			
3					%			
4					%			
5					%			
6					%			

E. BUDGET TABLE – USE OF FUNDS

APPLICANT NAME:

LIST OF ACTIVITIES (List all proposed activities and list, as a separate activity, the Program Delivery associated with each proposed activity.)		CDBG \$ Requested	OTHER FUNDING SOURCES (From Budget Table D)				TOTAL FUNDING	
			Source #__	Source #__	Source #__	Source #__	OTHER SOURCES	ALL SOURCES
1								
1A	Program Delivery							
2								
2A	Program Delivery							
3								
3A	Program Delivery							
4								
4A	Program Delivery							
5								
5A	Program Delivery							
6	Total Amount for Engineering							
7	Grant Administration							
8	Total Amount for Program Delivery (Total of 1A -5A)							
9	Total Amount of Funding							
10	Calculate and enter % of Total Project Cost							

F. CERTIFICATIONS

CERTIFICATION REQUIRED BY TITLE I OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974, AS AMENDED, WITH RESPECT TO THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

In accordance with the Title I of the Housing and Community Development Act of 1974, as amended, the Applicant hereby certifies that:

- a. It possesses legal authority to make a grant submission and to execute a community development and housing program;
- b. Its governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the Applicant to submit the subject application and all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the Applicant to act in connection with the submission of the application and to provide such additional information as may be required;
- c. Prior to submission of its application to the Office of Community Renewal (OCR), the Applicant has met the citizen participation requirements at 24 CFR 570.486 and New York State's Citizen Participation Plan as amended;
- d. The grant will be conducted and administered in compliance with:
 - Title VI of the Civil Rights Act of 1964 (Public Law 88-352, 42 USC 2000d et seq.); and
 - The Fair Housing Act (Public Law 90-284, 42 USC 3601-20);
- e. It will affirmatively further fair housing;
- f. It has developed its application so as to give maximum feasible priority to activities that will benefit LMI families or aid in the prevention or elimination of slums or blight. The application may also include activities which the applicant certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community where other financial resources are not available to meet such needs. The grant shall principally benefit persons of LMI in a manner that ensures that not less than 70% of such funds are used for activities that benefit such persons;
- g. It will not attempt to recover any capital costs of public improvements assisted in whole or in part with funds provided under section 106 of the Act or with amounts resulting from a guarantee under section 108 of the Act by assessing any amount against properties owned and occupied by persons of LMI, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless:
 - 1) Funds received under section 106 of the Act are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than under Title I of the Act; or
 - 2) For purposes of assessing any amount against properties owned and occupied by persons of moderate income, the grantee certifies that it lacks sufficient funds received under section 106 of the Act to comply with the requirements of subparagraph (1) above;
- h. Its notification, inspection, testing and abatement procedures concerning lead-based paint will comply with the applicable laws and regulations found at 24 CFR 570.608;

- i. It will minimize the displacement of persons as a result of activities assisted with CDBG funds;
- j. It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, as required under 24 CFR 570.606 (c) governing the residential anti-displacement and relocation assistance plan under section 104 (d) of the Act (including a certification that the Applicant is following such a plan); and the relocation requirements of 24 CFR 570.606 (d) governing optional relocation assistance under section 105 (a)(11) of the Act;
- k. It has adopted and is enforcing:
 - 1) A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and
 - 2) A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstrations within its jurisdiction;
- l. To the best of its knowledge and belief:
 - 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
 - 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
 - 3) It will require that the language of this anti-lobbying certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all Subrecipients shall certify and disclose accordingly;
 - 4) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
- m. It will continue to provide a drug-free workplace by:
 - 1) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - 2) Establishing an ongoing drug-free awareness program to inform employees about:

- i. The dangers of drug abuse in the workplace;
 - ii. The Applicant's policy of maintaining a drug-free workplace;
 - iii. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - iv. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- 3) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (1);
- 4) Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the grant, the employee will:
- i. Abide by the terms of the statement; and
 - ii. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- 5) Notifying the OCR in writing, within ten calendar days after receiving notice under subparagraph (4) (ii) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- 6) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (4) (ii), with respect to any employee who is so convicted:
- i. Taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - ii. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposed by a Federal, State, or local health, law enforcement, or other appropriate agency
- 7) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (1), (2), (3), (4), (5) and (6).
- 8) The Applicant may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

- 9) Workplaces under grants, for Applicants other than individuals, need not be identified on the certification. If known, they may be identified on the certification. If the Applicant does not identify the workplaces at the time of the application, or upon award, if there is no application, the Applicant must keep the identity of the workplace(s) on file its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the Applicant's drug-free workplace requirements.

10) Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g. all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).

11) If the workplace identified to OCR changes during the performance of the grant, the Applicant shall inform OCR of the change(s), if it previously identified the workplaces.

12) This certification is a material representation of fact upon which reliance is placed when OCR awards the grant. If it is later determined that the Applicant knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, OCR may take action authorized under said Act.

- n. It will comply with Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and the implementing regulations in 24 CFR part 135. Section 3 requires that employment and other economic opportunities arising in connection with housing rehabilitation, housing construction, or other public construction projects shall, to the greatest extent feasible, and consistent with existing Federal, State, and local laws and regulations, be given to low- and very low-income persons;
- o. It will comply with the other provisions of the Act and with other applicable laws;
- p. It is in compliance with a HUD-approved Consolidated Plan;
- q. It is in compliance with grant spending threshold requirements as outlined in the Application;
and
- r. It will comply with all applicable federal/State/local affirmative action requirements.
- s. To the best of its knowledge and belief all data provided in this application is true and correct.

Signature of Authorized Official

Date

Name:

Title:

III. APPLICATION INSTRUCTIONS

Project Contact Info

Fill out Sections 1-7 completely and accurately. If your organization does not have a DUNS number, One can be requested here: <https://www.dnb.com/duns-number.html>.

- Citizen Participation Materials – Applicants are required to meet the citizen participation requirements at 24 CFR 570.486 and New York State’s Citizen Participation Plan, as amended, by providing for a minimum of **one public hearing** (one in each jurisdiction of a joint application) prior to the submission of the application and one public hearing, if awarded, to be held during the administration of the grant. Public hearings should be held at a time and place convenient to the general public, with accommodations for persons with disabilities and limited English proficiency (LEP). For hearings where a significant number of non-English speaking persons can reasonably be expected to participate, the notice must also be in the appropriate language(s) and provision must be made for interpreters at the public hearing. The public hearings should provide citizens with reasonable advance notice of, and an opportunity to comment on, proposed activities in the application. Please note the following requirements:
 - (1) The municipality must provide a minimum seven (7) day period between the publication of the hearing notice and the hearing itself. Note that the date of publication is day "zero."
 - (2) The hearing notice must be conspicuously posted in one or more public locations at least seventy-two (72) hours prior to the actual hearing. This may also be accomplished by posting to the municipal website
 - (3) The hearing must be conducted by a quorum of the legislative body of the municipality only, not by a sub recipient, department or arm of the applicant
 - (4) Public hearings must be held in a location accessible to persons with disabilities and/or provide reasonable accommodations to allow all interested parties to participate
 - (5) The hearing notice, affidavit of publication, hearing minutes, and evidence of conspicuous public posting must be included as an attachment to the application
 - (6) A copy of the application must be available for public inspection at the municipal office(s). Templates for both public hearings can be found in Chapter 8 of the NYS CDBG Grant Administration Manual (GAM) here: <https://hcr.ny.gov/cdbg-grant-administration-manual-chapter-8-file-maintenance>

- Budget
 - (1) Budget Form - The enclosed budget form must be filled out completely for each activity proposed. Note that CDBG-CV will allow up to 18% of the total award for soft costs (administration, program delivery, engineering, other) with a maximum of 5% toward administration. For Small Business projects, OCR will allow 5% toward administration and up to 10% in program delivery, with total soft costs not to exceed 15%. For a

description of administrative and program delivery activities, please see Chapter 3, Financial Management, of the NYS CDBG Grant Administration Manual: <https://hcr.ny.gov/cdbg-grant-administration-manual-chapter-3-financial-management>
Note also that all sources must be listed on the budget form and be documented as necessary as an attachment to the application.

- (2) Duplication of Benefits (DOB) Worksheet – All applicants must complete the DOB worksheet and attach to the application. In some respects, this sheet allows for a restatement of the budget, but more concisely demonstrates that no duplication of benefits is occurring.
 - (1) In Line 1, enter total outstanding need for the project/business.
 - (2) In Line 2, enter all sources, excluding CV funds, in the different categories below.
 - (3) In Line 3, identify any of the sources listed above that cannot actually be allocated toward the need identified in Line 1
 - If an amount is entered in Line 3, there must be an explanation of why/how those funds are non-duplicative in the space provided.
 - (4) Line 4 auto calculates the total amount of potentially duplicative funds.
 - (5) Line 5 auto calculates the maximum award, or the total outstanding need for the project/business. Recipients may elect to award a lesser amount based on local guidelines/limits.
- (3) Cost Estimates – While not required, certain projects may involve the purchase of equipment or other services. Where relevant, please attached cost estimates related to your project

- Civil Rights

- (1) Section 3 Plan – If the requested amount of CDBG-CV funds is over \$200,000, applicants will be required to certify and submit a Section 3 plan; a template for units of local government and for non-profit entities can be found here: <https://hcr.ny.gov/section-3-compliance#section-3-compliance>. Section 3 refers to federal regulations requiring federal investment to be directed, to the greatest extent feasible, to low or very low-income populations to provide job training, employment, and contract opportunities.
- (2) Affirmatively Furthering Fair Housing – Applicants must provide a written statement indicating whether, within the past ten (10) years, it has been the subject of any housing discrimination proceeding before a federal, state and/or local adjudicatory body. Note that recipients of CDBG-CV funds will have on-going responsibilities to comply with and report on efforts to Affirmatively Further Fair Housing. For more information, please see the Appendix.

- Other

- (1) Support Letters – As applicable, provide support letters, statements of need, or other documentation to demonstrate local, regional, or state support for the proposed project.
- (2) Applicant Disclosure Form – Fill out and attach the form found here: <https://portal.hud.gov/hudportal/documents/huddoc?id=2880.pdf>. Instructions to complete the form are self-contained.

- (3) Certifications – Read and sign the certifications provided in the body of the application. Please be sure to fill in address/place of performance. The form must be signed by the Chief Elected Official of the applicant.
- (4) National Objective – All activities proposed as part of the project must meet a National Objective. In addition to the written narrative requested in the Project Proposal, documentation in support of National Objective compliance must be provided either with the application or determined during program implementation. Certain public/community facilities may be able to demonstrate National Objective as application if the service area is known and the beneficiaries determined to be at least 51% low/moderate income. For most other activities (Housing, Economic Development), the Activity Detail sheets require applicants to project accomplishments over the course of the project; in those cases, National Objective compliance will be assured during implementation. Please see the Appendix for further information about satisfying National Objective

Project Proposal

Please answer all questions thoroughly and succinctly. Avoid extensive historical descriptions of the project area or information unrelated to the project. It is particularly important that each project concretely show the way in which it will prepare, prevent, or respond to impacts of COVID-19 and potential variants or, future pandemics. The description of impact (number of units, people, etc. assisted) and budget must match the information provided on the Activity Detail sheets and Budget form.

Activity Detail Sheets

Complete only those sections/sheets that apply to the activities you are proposing to undertake.

Other Funding Sources

Complete this table for all funding sources included as part of this project. The information provided must match and expand on the sources identified in the Duplication of Benefits worksheet

Certifications

Read and complete the applicant certifications included with the application.

IV. APPENDIX

A. FIRST PUBLIC HEARING NOTICE TEMPLATE

LEGAL NOTICE

Notice of Public Hearing

Name of Community

Name of Community will hold a public hearing on Date and Time of Public Hearing (Hearing should be held at a time accessible and convenient to residents) at Location of Hearing (Hearing should be held in a publicly accessible location) for the purpose of hearing public comments on the Name of Community's community development needs, and to discuss the possible submission of one or more Community Development Block Grant (CDBG) or Community Development Block Grant CARES (CDBG-CV) applications for for the Current Year program year. The CDBG program is administered by New York State Homes and Community Renewal (HCR) and will make available to eligible local governments approximately Provide program year funding amount listed in the current NOFA for the Current Program Year program year for housing, economic development, public facilities, public infrastructure, and planning activities, with the principal purpose of benefiting low/moderate income persons. In addition, HCR has made available approximately \$127 Million in program year 2020 CDBG-CV funds to prevent, prepare, and respond to the Coronavirus pandemic. Name of Community is applying for total amount of CDBG funding request in CDBG funds to description of the proposed activities. The hearing will provide further information about the CDBG program and will allow for citizen participation in the development of any proposed grant applications and/or to provide technical assistance to develop alternate proposals. Comments on the CDBG program or proposed project(s) will be received at this time. The hearing is being conducted pursuant to Section 570.486, Subpart I of the CFR and in compliance with the requirements of the Housing and Community Development Act of 1974, as amended.

The location of hearing is/is not accessible to persons with disabilities. If special accommodations are needed for persons with disabilities, those with hearing impairments, or those in need of translation from English, those individuals should contact list contact name at list contact information, at least one week in advance of the hearing date to allow for necessary arrangements. Written comments may also be submitted to list contact name and contact information until last date to receive comments (at least 48 hours after hearing date and time).

B. FAIR HOUSING STATEMENT TEMPLATE

Fair Housing Statement (required of all applicants)

Name of Community/Organization

The Name of Community/organization has/has not been subject to a housing discrimination proceeding before a federal, state, and/or local adjudicatory body.

(If applicant has not been subject to a housing discrimination proceeding, the applicant may stop here)

The following is a brief description of the complaint and procedural history (provide brief description)

The final disposition of the housing discrimination proceeding was (provide description of results of proceeding or current status).