

## **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 **MUST** 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. Applications that do not provide the screenshot will be negatively scored
    - iii. 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.
3. Select the National Objective for the proposed activity
  - a. Applications that do not select or select an inappropriate National Objective may lose points
4. Provide the Median Household Income (MHI)
  - a. Applications that do not provide this will lose points
  - b. Source must be provided in the National Objective Compliance upload

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

- a. Follow Instructions for completing on this on page 2 of the public facilities/public infrastructure/lateral connections activity detail
- b. For the Local Ordinance/Rate Increase History
  - i. Provide the date current rates were set
  - ii. Provide the date prior rates were set
  - iii. Provide the amount of increase between current and prior rates

### **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.

### **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.

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### **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 (Optional)**

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

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

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