NYS Community Development Block Grant (CDBG) 2022 Housing Program

Housing Trust Fund Corporation
Office of Community Renewal (OCR)
NYS CDBG Program

CDBG Public Facility, Public Infrastructure and Community Planning Application materials are available now. Applications for Public Infrastructure, Public Facility and Community Planning projects will be accepted until 4:00 pm on Friday July 29, 2022.

CDBG Economic Development, Small Business & Microenterprise Application materials are available now. Applications for Open Round Economic Development and Microenterprise applications will be accepted throughout 2022 with rolling awards.
NYS CDBG-CV CARES Program

The OCR is no longer accepting project consultations or applications for CDBG-CV CARES Act funding.

Projects that were given the ‘green light’ to submit have until the deadline provided to submit a complete application.
Program Summary
NYS must ensure that at least 70% of its CDBG grant funds are used for activities that benefit persons of low-and-moderate income (at or below 80% of median) and meet one of the following National Objectives:

- Benefit low-and-moderate income persons or families; or
- Aid in the prevention or elimination of slums or blight; or
- Meet an urgent community development need

CDBG Program Summary

Overview

Develop viable communities by providing decent housing and a suitable living environment principally for persons of low-and-moderate income.
CDBG Program Summary

Overview

Annual Competitive Applications

• Housing Activities

- User defined area of need
- Two (2) year contract term
- Eligible Applicants: Units of Local Government with populations of less than 50,000 and counties with populations of less than 200,000
  - Refer to the list of eligible communities on the website, select Program Guidelines
  - Refer to the LMI data tool on the website
CDBG Program Summary
Overview

For all housing activities

- 18% maximum of the CDBG requested funds for Administration, Program Delivery, Engineering and Architecture.
- Of the 18%, no more than 5% can be allocated to Administration.

Refer to Chapter 3, Financial Management of the OCR GAM for further guidance
CDBG Program Summary

**What Would You Like to Do?**
- Housing Rehabilitation
- Homeownership
- Public and Community Facilities
- Small Business
- Microenterprise
- Public Services

**Outcome**
- Housing Units
- New Homeowners
- People, Jobs
- Jobs
- Jobs, Businesses
- People

**National Objective**
- LMH (Low/Mod Housing)
- LMH (Low/Mod Housing)
- LMA, LMC, LMJ (Low/Mod area, clientele/special populations, jobs)
- LMJ (Low/Mod Jobs)
- LMJ, LMCMC (Low/Mod Jobs, Low/Mod owners)
- LMC (Low/Mod Clientele)

**Documentation Needed**
- Document Household Income
- Document Household Income
- LMA – area income surveys LMC – Surveys or census LMJ – Income Certifications
- Income certifications
- LMJ – Income Certifications LMCMC – Tax Returns
- Document Household Income
Eligible Activities
CDBG Program Summary

Eligible Activities

- Single Unit Rehabilitation
- Rental Rehabilitation 2-4 unit and 5 or more
- Manufactured Housing Replacement
- Homebuyer Down Payment Assistance
- Wells, Septic and Lateral Connection
CDBG Program Summary

Maximum Funding Limits

**All Housing Rehabilitation, Homebuyer Down Payment Assistance, Well, Septic and Lateral Connection**

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

**Manufactured Housing Replacement**

- Towns, Cities or Villages: $750,000
- Counties: $1,500,000
Application Process
CDBG Housing Program

The Application Process
Are YOU Prepared to Apply for a CDBG Grant?

- Need for Program
- Marketing & Outreach
- Funding Commitments
- Planning Efforts
- Identify Community Partners
- Design Program
- Application submitted through CDOL
- Application Not Funded
- Written request by CEO for consultation
- Successful Application
- Grant Award
Application Process

Components and Points

- Need: 19 points
- Impact: 15 points
- Financial Capacity: 32 points
- Administrative Capacity: 34 points
<table>
<thead>
<tr>
<th>Needs Description</th>
<th>Supporting Documentation</th>
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<tr>
<td>Describe current conditions of the housing stock</td>
<td>• Income surveys</td>
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<td>Description of the area that will benefit</td>
<td>• Waiting list of applicants</td>
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<td>• Housing conditions surveys</td>
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<td>• Cost Estimates</td>
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<td>• Maps</td>
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<td>Impact Description</td>
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<td><strong>Must be specific to the project and activities being proposed</strong></td>
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<td><strong>Clearly demonstrates how the project will address the identified needs</strong></td>
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<td><strong>Provide a detailed description of the project</strong></td>
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<td><strong>Provide supporting documentation</strong></td>
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<tr>
<td>• Activity Detail Forms</td>
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<td>• Work Write-ups</td>
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<td>• Criteria and guidelines</td>
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<td>Provide budget for entire project</td>
<td>Include all funding sources (committed &amp; pending)</td>
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# Administrative Capacity

| 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 extent to which the application can demonstrate that there are no impediments to implement the program upon award |

*Clearly demonstrate*
Changes for 2022
Changes for Program Year 2022

For projects that are awarded funding:

- Applications must clearly demonstrate the ability to publish Release of Funds within 60 days of award

- Projects will be required to demonstrate the ability to achieve substantial progress within 6 months from award
  - Grant Agreement in 45 days
  - Release of funds in 60 days
  - First disbursement for construction in 180 days

- This will be a Schedule A Condition for all awardees
| NEPA and SEQRA must be complete and submitted with the application | This includes ALL consultations | Costs incurred for completing the ERR MAY be eligible for reimbursement, subject to verification of procurement |

Changes for Program Year 2022
Changes for Program Year 2022

All required forms are available on the Forms and Documents section of the website, scroll down to Application and Schedule A Condition Forms.

• Vendor Responsibility Questionnaire (VRQ)
**Changes for Program Year 2022**

**Period of Affordability**

**Single Family Housing Rehabilitation and Standalone Residential Water & Wastewater Activities/Laterals**

- Single family household that are receiving rehabilitation and/or Standalone Residential Water & Wastewater replacement with NYS CDBG funds will be subject to a minimum period of affordability of not less than five (5) years.

**Multi-Family Housing Rehabilitation 2-4 units**

- Multi-Family Housing with 2-4 units received rehabilitation with NYS CDBG funds will be subject to a minimum period of affordability based on the following:
  - Less than $15,000 Investment: 5 years
  - $15,000-$40,000 Investment: 10 years
  - Greater than $40,000 Investment: 15 years
Changes for Program Year 2022

Period of Affordability

Multi-Family Housing Rehabilitation 5+ units

- Repair or rehabilitation of multi-unit building with five (5) or more units in a single site will be subject to period of affordability. For projects of five (5) or more units, in addition to the period of affordability, a regulatory agreement for affordability will apply. The Regulated Units shall remain affordable housing for at least the below-listed periods of affordability (POA) from the date of project completion:

  **Rental Rehabilitation Per Unit**
  - Less than $15,000 Investment: 5 years
  - $15,000-$40,000 Investment: 10 years
  - Greater than $40,000 Investment: 15 years
Changes for Program Year 2022

Period of Affordability

Manufactured Housing Replacement

- Assisted manufactured housing replacement units with NYS CDBG will be subject to a period of affordability of not less than ten (10) years.

Homebuyers Down Payment Assistance

- Homebuyers Down Payment Assistance assisted units with NYS CDBG will be subject to the following periods of affordability:
  - Less than $15,000 Investment: 5 years
  - $15,000-$40,000 Investment: 10 years
  - Greater than $40,000 Investment: 15 years
Changes for Program Year 2022

Any proposed CDBG application that is approved for funding will be required to submit an approved Program Design Plan prior to implementation.
Application Tips
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.
CDBG Application Process

Common Deficiencies

- **Public hearing** is not held prior to application or was not held by the legislative body.

- Refer to the [Public Hearing Requirements](#).

- For guidance on holding a remote public hearing, contact the [Committee on Open Government](#).

- Activity does not meet a [National Objective](#).

- Applicant is not an [eligible](#) unit of local government.
Getting Started with CDOL
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.

What is Community Development Online?
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, August 26, 2022, at 4:00pm.
Contents of CDOL Application

CDBG Program

A complete CDBG housing application includes up to 12 attachments:

- Applicant/Recipient Disclosure/Update Report (Required)
- Certification Form (Required)
- Vendor Responsibility Questionnaire (refer to RFA)
- Citizen Participation Documentation (Required)
- Affirmatively Furthering Fair Housing Plan and Supporting Documentation (Required)
- Program Income Report (Required)
- Section 3 Plan (refer to RFA)
- Housing Conditions Survey (Required)
- Funding Commitment Letters
- Letters of Community Support
- Confidential Materials
- Other Uploads
Further Guidance
CDBG Application Process

Additional Program Guidance

➢ **NYS CDBG Program**

➢ **NYS CDBG Economic Development Program**

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

➢ **“Basically CDBG” Course Training Manual**

➢ **HUD Income Limits**
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
Questions?

If you have any questions, please contact NYS Homes & Community Renewal at OCRINFO@hcr.ny.gov.

The OCR Grant Administration Manual is available online.