NYS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

PUBLIC FACILITIES/PUBLIC INFRASTRUCTURE/LATERAL CONNECTIONS ACTIVITY DETAIL

APPLICANT NAME:

CFA APPLICATION #:

CAREFULLY READ SEPARATE INSTRUCTIONS BEFORE COMPLETING THIS FORM

SECTION A. Complete this section for all activity types: Drinking Water, Sanitary Sewer and Public Facility (required).

Beneficiaries From Activity	
Median Income: HAMFI – HUD Adjusted Median Family Income, documentation of source data is required	
Source Of Data: Income Survey Census Tract Block Group HUD	**# Of Persons**
0-30% of HAMFI	
31-50% of HAMFI	
51-80% of HAMFI	
Total LMI Population	
81% and above	
Total Service/Benefit Area Population	
National Objective Claimed Select One Totals	
What is the median household income?	

SECTION B. Complete this section in its entirety for public or private drinking water and/or sanitary sewer only.

Public and Private Drinking Water and/or Sanitary Sewer Projects Calculation of Cost per EDU		
Basic System Information		
1A	Equivalent Dwelling Unit (EDU) (debt service)	
1B	Equivalent Dwelling Unit (Operations and Maintenance)	
2	Total Project Cost	
3	Amount of all committed funds (DO NOT INLCUDE CDBG)	
4	Amount of local share not to be repaid by users	
5	Maturity Schedule or Calculation of Annual Debt Service Payment	
6	Total Operations and Maintenance (O & M) Cost	
7	Any other fees or charges users must pay	

A. Calculate New Project Cost		**With CDBG**	**Without CDBG**
8	Total Project Cost		
9	Less committed funds, including all other loans and grants		
10	Less any local funds not to be repaid		
B. Net Total Project Cost			
C. Calculate costs users will have to repay annually			
11	Net Total Project Cost		
12	Plus, total O & M for existing system		
13	Plus, total O & M for proposed improvements		
14	Plus, any other annually recurring fee(s)		
D. Net Total Cost to Users			
Calculate Cost Per EDU			
E. New Annual Debt Service and O & M Cost per EDU			
15	Total Debt Service		
16	Annual Debt Service Cost (first year or average is acceptable)		
17	New Annual Debt Service cost per EDU		
18	Annual O & M (includes existing and any new O & M from project)		
19	New Annual O & M cost per EDU		
20	Annual Debt Service Cost per EDU		
21	Annual O & M Cost per EDU		
F. New Total Annual Cost per EDU			

Local Ordinance/Rate Increase History			
	Year Current Rates Set	**Year prior rates were increased**	**Change in rates in dollars**
Water			
Sewer			
Stormwater			

EDU and System Costs Calculation: To adequately rate and rank an application for NYS CDBG funding assistance to public drinking water and/or public sanitary sewer systems, the number of Equivalent Dwelling Units (EDU's) that will pay debt service and Operations and Maintenance (O & M) must be clearly explained and calculated. Using the attached template, calculate the total EDU's total of all commercial/business/industrial/residential EDUs. This will also be used to calculate Annual Operations & Maintenance (O & M) costs per EDU. The OCR considers one (1) EDU to be equal to one typical residential household. The total residential EDU's must include ALL system users, for Town districts, this includes all residential users within the district, do not include bulk sales. For City and Village systems, this includes all users and direct bill outside users, do not include bulk sales.Use the attached Existing Long-Term Indebtedness and Short-Term Debt Form to calculate the existing Annual Debt Service per EDU for supporting documentation.

Basic system information
Line 1. Enter the total EDUs for the system. This must be the same number as the proposed hook-up information form
Line 2. Enter the total project cost, include all sources of funds.
Line 3. Enter the total amount from line 2 that is available and committed at the time of application. Documentation of committed funds must be included as a separate attachment
Line 4. Enter the total amount from line 2 for all local funds (capital reserve, general funds, value of force account labor that will not be reimbursed.
Line 5. Enter the total amount for the annual debt service for the system. This is not broken out by EDU. This can be from a fiscal advisor, engineering firm or financial institution.
Line 6. Enter the total amount for the existing annual operations and maintenance cost for the system
Line 7. Enter any other existing annual fees or charges that users pay.

   A. Calculate New Project Cost
Line 8. This will auto calculate
Line 9.   This will auto calculate
Line 10. This will auto calculate

   B. Net Total Project Costs will auto calculate

   C. Calculate costs users will have to pay annually
Line 11. Net Total Project Cost will auto calculate
Line 12. Enter total annual O & M per user (should be equivalent to Line 6/total number of users)
Line 13. Enter total annual impact per O & M, this could be a negative number.
Line 14. Enter any other annual recurring fees per user

   D. Net Total Annual Cost to users (Line 11 + Line 12 + Line 13 + Line 14) This will auto calculate.

           Calculate Cost Per EDU

   E. New Annual Debt Service and O & M Cost Per EDU
 Line 15. This will auto calculate from
Line 16. Enter the total Annual Debt Service Cost.
Line 17. This will auto calculate.

Line 19. This will auto calculate
Line 20. This will auto calculate

Line 21. This will auto calculate
Line 22. This will auto calculate

  F. New Total Annual Cost Per EDU enter total of Line 21 + Line 22 This will auto calculate

Please note, pages 5-7 are optional, but are encouraged to be included to provide a clear financial explanation and demonstrate the calculation of EDUs

SECTION C.

Provide a description of how project costs with and without CDBG funds were calculated.

SECTION D.

For all other stormwater or flood management projects and public facility projects (Senior/Daycare/Healthcare Centers, etc.), 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. For stormwater management projects that involve sanitary sewer, do not use this section, complete Section B. above. If additional space is required, attach additional documentation under exhibits.

A. Current Tax levy per $1,000	
B. Increase or decrease of tax levy per $1,000 without NYS CDBG funds	
C. Increase or decrease of tax levy per $1,000 with NYS CDBG funds	

SECTION E.

Complete this section if lateral connections will be provided for single-unit or multi-unit residential properties as an ancillary activity to a public water or sanitary sewer activity. Note that ancillary activities cannot exceed 10% of the total amount requested. If lateral connections are proposed to be included as part of the project but are a system cost (not the responsibility of the property owner) do not complete this section. For lateral connections that are a system cost, please include the Map Plan and Report and identify the section that indicates this.

Activities for standalone lateral connection activities cannot be submitted through the CFA. Standalone lateral connection activities must be submitted through CDOL during the OCR housing round which may be announced later in the year. If using Census Data for calculations below, provide source data.

Housing Rehabilitation Activity: Number of Households (HH) to benefit from the activity	
Median Income	
Source Of Data: Income Survey Census: Tract Block Group	
Owner Occupied Units	**# of HH**
0-30% of HAMFI	
31-50% of HAMFI	
51-80% of HAMFI	
81% and Above	
No Income – Vacant Unit	
Totals	
Rental Units	**# of HH**
0-30% of HAMFI	
31-50% of HAMFI	
51-80% of HAMFI	
81% and Above	
No Income – Vacant Unit	
Totals	

NYS CDBG Program
Proposed Project Hook-Up Information
Optional Page

Applicant: _____

Project: _____

In order for NYS CDBG to adequately rate and rank a request for funding for a system, the number of EDUs (Equivalent Dwelling Units) that will pay debt service for the project must be determined.

> 1 EDU = 1 Typical Residential Household
> Village - EDU count must include the entire Village and all outside direct bill residential customers.
> Town - EDU count only includes services within the proposed/existing district.

Drinking water and sanitary sewer systems must demonstrate that at least 51% of the system EDU's are residential. Using the calculation below, determine the total EDU's and then determine the total residential EDU's.

(1)	Number of residential services (hook-ups) in proposed/existing system		
(2)	Total residential flow (actual or estimated) in proposed system		gpd
(3)	Residential flow per day from typical residential user - (2)/(1)		gpd
(4)	Number of commercial/business/industrial services (hook-ups) in proposed/existing system		
(5)	Total commercial/business/industrial flow (actual or estimated) in proposed/existing system		gpd
(6)	Number of commercial / business / industrial EDU's - (5)/(3)		

If vacant land owners will be charged debt service, fill in line (9)

(7)	Number of buildable parcels	
(8)	What percentage of a user will the parcel be charged for debt service	
(9)	Number of vacant land EDUs - (7) x (8)	

TOTAL EDUs

(10)	Total number of EDUs to pay **Debt Service -** (1)+(6)+(9)	
(11)	Total number of EDUs to pay **Operation & Maintenance -** (1)+(6)	

Operation & Maintenance for proposed system (Annual Costs) (attach copy from budget)

1- Administration	
2- Cost to treat / purchase	
3- Salaries / Benefits	
4- Supplies	
5- Utilities	
6- Other (specify) _____	

Total:

Certification - I certify to the best of my knowledge the information provided above is correct and accurate

_____   _____
Applicant / Title   Engineer / Architect

Municipality Name:

OPTIONAL EXISTING LONG-TERM INDEBTEDNESS NOT TO BE REFINANCED

Optional Page

Owed To	Purpose	Balance Owed	Amortization Period	Date Payment Due	Final Due Date	Annual Payment (Includes Interest)	Interest Rate	Security
Total								

MUNICIPALITY: **_____**

OPTIONAL STATUS OF SHORT-TERM INDEBTEDNESS (system only)

Optional Page

Purpose	Dated Date	Maturity Date	Interest Rate	Amount Outstanding
Bond Anticipation Notes:				
Revenue Anticipation Notes:				
Tax Anticipation Notes:				
Budget Notes:				
Capital Notes:				

Completed By: _____

Title: _____

Date: _____