

Announcement of Changes to Grant Administration Manual

August 25, 2022

Updates to Chapters 4 and 7 on what constitutes good faith efforts to contract with M/WBE and Section 3 firms (Chapters 4 and 7)

- Documented efforts *must* include advertisement in a newspaper of general circulation, direct outreach (mail or email) to specific M/WBE firms, *and* the use of at least one other news outlet, e.g. NYS Contract Reporter, CNY Vision that will be accessed by M/WBE firms and contractors.

Updates to Chapters 2 and 6 to provide guidance on completing the environmental review record and compliance with air quality, i.e. Asbestos and Radon (Chapters 2 and 6)

- Standard language addressing Asbestos mitigation is now provided to assist in the completion of the required statutory checklist and compliance with state law
- Clarification that Radon mitigation is required for substantial rehabilitation, i.e. the cost of the renovation is at least 75% of the value of the property post-rehabilitation

July 1, 2020

Updates to Request for Funds Forms

- 1-4 [All Housing](#)
- 1-5 [Public Infrastructure/Facility](#)
- 1-6 [Economic Development/Small Business Assistance/Microenterprise](#)

Additional certification has been added to the request for funds forms. The new forms dated 6/2020 are available now on the OCR website. Outdated forms will be rejected if submitted after July 17, 2020.

A new [Mortgage Affordability Analysis and Grant Calculation](#) tool is available on the OCR website. Detailed [instructions](#) are also available. This will be required for all homeownership activities beginning September 1, 2020, regardless of when funding was provided.

[Chapter 6 of the OCR Grant Administration Manual](#) has been updated. All hyperlinks have been updated and specifically, new links to Davis-Bacon Federal Prevailing Wages have been updated. Davis-Bacon wage determinations are now available through the [System for Awards Management](#) (SAM.gov).

November 4, 2019

Updates to Chapter 7, Other Federal Requirements, CDBG. Changes include the addition of VAWA language.

Chapter 1, Getting Started, CDBG. Language added regarding a sample subrecipient agreement and Exhibit 1-4 Sample Subrecipient Agreement added.

April 8, 2019

Updates to Chapter 5, Eligible Activities, Economic Development. Changes include clarifying that public hearings must be held in the same calendar year in which the

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community applied, with exceptions for projects that are presented to the HTFC board in January. In those cases, hearings may be held in December of the previous year. Hearing notices must state the name of the business

March 29, 2019

The Office of Community Renewal is pleased to announce a completely updated CDBG Grant Administration Manual.

The manual is available online at <https://hcr.ny.gov/community-development-block-grant>, select the Grant Administration Manual on the left.

Chapter 1	Getting Started
Chapter 2	Environmental Review
Chapter 3	Financial Management
Chapter 4	Procurement
Chapter 5	Eligible Activities
Chapter 6	Construction Requirements
Chapter 7	Other Federal Requirements
Chapter 8	File Maintenance
Chapter 9	Modifications and Amendments
Chapter 10	Monitoring
Chapter 11	Reporting Requirements
Chapter 12	Project Closeout