

NYS CDBG-CV Technical Assistance – Public Services

Q&A

Q1. How should a beneficiary fill out the Family Income Form or Income Certification Form that includes income brackets?

A1. Beneficiaries select the household size and the corresponding income band for that row. They can circle or check off the appropriate income range on the form. The Family Income Form is customized by area, please reference the latest HUD Section 8 Limits to fill in those income bands.

Q2. How many cost comparatives or quotes are necessary if purchasing furniture, fixtures, or equipment?

A2. NYS OCR requires at least two but, strongly recommends three. However, if your local procurement policy requires more, the most restrictive procurement standards must be followed. For purchases above \$250,000 a Request for Proposals must be published.

Q3. If there's a small purchase of specialized machinery and it is not feasible to get multiple quotes, is there a way to document this?

A3. The advertisement must include "or comparable model" to expand reach to potential vendors. If two quotes cannot be obtained, please contact your assigned project manager.

Q4. What is the turnaround time for a disbursement?

A4. NYS OCR tries to process drawdowns in 8-10 business days. However, it can take longer if the submission requires multiple edits. Awardees should expect that the initial submissions will take closer to 15 business days to receive funds and, should take note of the requested edits.