

**FORM 1-4B
HOUSING ASSISTANCE SUMMARY FORM INSTRUCTIONS**

**A separate summary form must be submitted for each property
and with each disbursement request**

Section I CDBG Recipient Information

1. Indicate of Disbursement 1, 2, 3 or 4
2. Enter the Recipient Name
 - a. The City/Town/Village/County that was awarded NYS CDBG Housing funds
3. Enter the CDBG #
 - a. This is the OCR assigned CDBG project number

Section II Housing Unit Information

1. Owner(s)
 - a. Provide the only last name of the property owner(s)
2. Provide the local project number
3. Provide the street address
4. Provide the Section-Block-Lot number
 - a. Summary Forms submitted without this will be rejected
5. From the dropdown list, select City, Town or Village where the property is located
6. Provide the address ZIP code that matches tax records
7. Provide the name of the municipality, this must match tax records
8. From the dropdown list, select the County where the property is located
 - a. For Towns and Villages split between multiple Counties, select the County where the property is located
9. Lead Based Paint (Select one of the options)
 - a. The property is pre-1978
 - b. The property is post-1978
 - c. The property is Otherwise Exempt
 - i. Select which of the exemptions is being claimed
10. Provide the date of the lead-based paint risk assessment, if applicable
 - a. Provide the date of the lead-based paint clearance report, if applicable
 - b. This cannot be more than six (6) months old at the start of construction
11. Indicate the date the pre-construction asbestos survey was completed
 - a. If NA is selected, an explanation must be provided
12. Indicate the date of the SHPO clearance letter
 - a. This cannot be more than twelve (12) months at the start of construction
 - b. If NA is selected, an explanation must be provided
13. Indicate the date of the THPO clearance letter
 - a. This cannot be more than twelve (12) months at the start of construction
 - b. If NA is selected, an explanation must be provided
14. Provide any other comments
 - a. Provide the date the Tier II review was completed
15. Final Request for Funds
 - a. Select yes or no
 - b. When yes is selected, provide the project completion date
 - i. The project completion date is the date that **all** rehabilitation work has been completed and the property has received a lead-based paint clearance report
 - ii. Beginning January 1, 2024, all Final Requests for Funds must include a copy of the recording sheet for a restrictive lien covenant

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Section III Project Cost Information

1. Provide the sources of all funds by activity type from the dropdown list that is proposed to be provided
 - a. This section will auto calculate

Section IV Prepared by

1. Provide the name, e-mail and phone number of the person that completed the form, this does not require a signature
2. Provide the date that the form was completed