

NOTICE OF FUNDING AVAILABILITY  
STATE AND FEDERAL FUNDS  
HOUSING TRUST FUND CORPORATION  
OFFICE OF COMMUNITY RENEWAL  
38-40 STATE STREET, 4<sup>th</sup> FLOOR SOUTH  
ALBANY, NY 12207

**NEW YORK STATE HOMES AND COMMUNITY RENEWAL  
HOUSING TRUST FUND CORPORATION  
OFFICE OF COMMUNITY RENEWAL  
2024 NOTICE OF FUNDING AVAILABILITY (NOFA)  
Open Round CDBG Stand-alone Business Assistance and Microenterprise Development**

The Housing Trust Fund Corporation (HTFC) announces the availability of approximately \$15 million Federal funds for the following programs:

- **\$15 million - NYS Community Development Block Grant (CDBG) funding for Open Round **Stand-alone Business Assistance and Microenterprise Development****

**NYS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

***PROGRAM DESCRIPTION***

The New York State Community Development Block Grant Program (NYS CDBG) is a federally funded program administered by the Housing Trust Fund Corporation's (HTFC) Office of Community Renewal (OCR). The **Stand-alone Business Assistance and Microenterprise Development** programs will provide resources to non-entitlement communities for the purpose of assisting for-profit businesses that create or retain permanent jobs that are principally held by or made available to low-moderate income persons.

***CDBG ELIGIBLE APPLICANTS***

Eligible applicants include non-entitlement Villages, Towns, Cities or Counties throughout New York State, excluding metropolitan cities, urban counties, and Indian Tribes that are HUD designated Entitlement communities. Non-entitlement areas are generally defined as cities, towns, and villages with populations of less than 50,000 except those designated principal cities of Metropolitan Statistical Areas, and counties with populations of less than 200,000. Eligible applicants must apply on behalf of the business seeking CDBG funds; awards are made to the applicant community and not directly to businesses.

***CDBG ELIGIBLE ACTIVITIES***

Funding is available for the following activities:

- To provide financial assistance to for-profit businesses for CDBG eligible activities which will result in the creation or retention of permanent job opportunities principally benefitting low- and moderate-income persons. For microenterprises, an owner that qualifies as a low- and moderate-income person also meets the requirements of the CDBG Program.
- To provide resources to promote small business entrepreneurship as a vehicle for sustainable economic development and growth. For the purposes of the NYS CDBG Program, a small business is defined as a commercial enterprise with twenty-five (25) or fewer full-time equivalent employees at the time of application.
- To foster the development or expansion of microenterprises or by providing grants in conjunction with capacity building and entrepreneurial assistance. For the purposes of the Microenterprise program, a microenterprise is defined as a business with five (5) or fewer employees including the owner, at the time of application.
- To construct publicly owned infrastructure improvements, which are necessary to accommodate the creation, expansion or retention of a business which will result in the creation or retention of permanent job opportunities principally for low- and moderate-income persons.

Eligible uses of NYS CDBG funds include but are not limited to acquisition of real property; financing of machinery, furniture, fixtures, and equipment; building construction and renovation; working capital; inventory; and employee training expenses. Costs associated with construction, building or other improvements are not eligible uses under the Microenterprise activity.

**2024 CDBG ED Funding Limits – Counties, Towns, Cities, and Villages**

	<b>Minimum</b>	<b>Maximum</b>
<b>Direct Business Assistance</b>	\$25,000	\$750,000
<b>Microenterprise</b>	\$100,000	\$300,000

These are provided as guidelines for expected award limits. CDBG is intended as gap financing and only that amount needed to ensure project feasibility should be requested. Larger awards may be approved based on demonstrated need and capacity to complete proposed activities within a 24-month term.

**APPLICATION FOR FUNDING**

The application period opens January 1, 2024 and applications will be accepted, and awards made, on a rolling basis through December 31, 2024. Applicants are strongly advised to consult with OCR Economic Development staff to determine if the proposed economic development project meets CDBG and OCR program requirements prior to submission of an application. Interested applicants must complete a two-step process, beginning with a pre-application form within the NYS Consolidated Funding Application (CFA), accessible at <https://apps.cio.ny.gov/apps/cfa/>. Based upon the results of the consultation and the pre-submission information, the applicant may be invited to submit a full application for funding within the CFA. Projects will be evaluated against threshold criteria including the ability to meet job creation and HUD underwriting requirements, to demonstrate project viability, and to present firm funding commitments at the time of full application. Applicants may submit pre-application forms any time upon the posting of this NOFA. All application forms and program guidance is available on the NYS Homes and Community Renewal website, <https://hcr.ny.gov/community-development-block-grant-economic-development-program>.

**Additional information, questions, and project consultation requests related to CDBG Open Round Economic Development should be directed to OCR program staff at 518-474-2057 or [hcr\\_cfa@hcr.ny.gov](mailto:hcr_cfa@hcr.ny.gov).**

Applicants may make a request, based on demonstrated need, to submit a paper application in lieu of using the process outlined above. Requests for approval to submit a paper application must be sent to: NYS Homes and Community Renewal, Office of Community Renewal – Economic Development, Hampton Plaza, 38-40 State Street, 4<sup>th</sup> Floor South, Albany, NY 12207.

**CONTACT INFORMATION**

For general inquiries or technical assistance regarding the NYS CDBG program, please contact:

*NYS Home and Community Renewal  
Office of Community Renewal  
38-40 State Street, 4<sup>th</sup> Floor South  
Albany, NY 12207  
Telephone: (518) 474-2057*

THIS NOTICE WAS PREPARED AND SUBMITTED BY:  
CRYSTAL LOFFLER, PRESIDENT, OFFICE OF COMMUNITY RENEWAL  
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