

New York State
COMMUNITY DEVELOPMENT BLOCK GRANT
(CDBG) PROGRAM

2024 HOUSING ACTIVITIES

APPLICATION INSTRUCTIONS



**Homes and
Community Renewal**

**Housing
Trust Fund
Corporation**

OFFICE OF COMMUNITY RENEWAL

KATHY HOCHUL, GOVERNOR
RUTHANNE VISNAUSKAS, COMMISSIONER/CEO

APPLICATION INSTRUCTIONS

Applicants seeking NYS CDBG funding for housing activities including infrastructure in support of existing housing, single unit housing rehabilitation, and multi-unit housing up to four (4) units must apply for funding through the 2024 Office of Community Renewal Housing Resources Funding Opportunities Application. The 2024 Application for CDBG Housing Activities will be available on the [NYS Homes and Community Renewal](#) web site on Monday, May 13, 2024. Applications will be accepted through 4:00pm Wednesday, July 31, 2024.

Applications must be submitted using the [Community Development Online Application System](#) (CDOL).

Submission Checklist

Applicants should use the Submission Checklist below when putting their application together (content and order). **This list is not all inclusive**; therefore, Applicants may need to include additional materials in their application.

A complete CDBG application in CDOL includes:

Five (5) exhibits:

1. Exhibit 1 – Program Summary
2. Exhibit 2 – Proposal and Program Design
3. Exhibit 3 – Program Regulations and Policies
4. Exhibit 4 – Administration
5. Exhibit 5 – Financial Capacity

Up to twelve (12) attachments

1. Citizen Participation Documentation **[required]**
2. Applicant/Recipient Disclosure/Update Report **[required]**
3. Certification Form **[required]**
4. Vendor responsibility Questionnaire **[refer to RFA]**
5. Affirmatively Furthering Fair Housing and Supporting Documentation **[required]**
6. Program Income Report **[required]**
7. Environmental Review Record **[required]**
8. Sample of Housing Conditions Survey/ Cost Estimates (at least 3) **[required]**
9. Funding Commitment Letters
10. Section 3 Compliance Plan **[refer to RFA]**
11. Contractor List **[required]**
12. Any other uploads (Uniform Relocation Assistance (URA) Plan **[required]**, planning excerpts, other third-party supporting documentation)

The submission of a CDBG Program application via CDOL requires five steps:

- ✓ **Completing five (5) online application exhibits.**
 - Select **“Submit”** button when completing each section.
- ✓ **Validating online application exhibits.**
- ✓ **Certifying and submitting online application exhibits.**
- ✓ **Uploading and submitting or omitting attachments; and**
- ✓ **Certifying attachments***

* Please note before certifying attachments, the CDOL user must validate the online exhibits, and certify and submit the application exhibits first. Then, when certifying the attachments, you must upload all attachments or omit then go back to the main menu, then go back into your attachments for the submit/certifying button to activate.

Exhibit 1 – Program Summary

1A. General Project Information and Funds Requested

Project Name: (Sample) The Town of Upstate Lead Lateral Replacement Program

Date of Public Hearing: Enter that date as requested for the required public hearing. *Please note, an Affidavit of Publication and copy of the published legal notice must be uploaded, see [Attachment 1](#)*

Select the Proposed Activity/Uses of Funds

- Water and Sewer in Support of Existing Housing
- Single Family Housing Rehabilitation
- Multi-Family Housing Rehabilitation (buildings contain 2-4 units)

Enter total CDBG funds requested. This includes all administration, program delivery and construction costs.

1B. Applicant Information

Applicant Name*, confirm this is correct

Type of Applicant*, confirm this is correct

Federal EIN*, confirm this is correct

UEI or Unique Entity Identifier, enter the municipal UEI number, this is required for all municipalities. A UEI number can be obtained from [SAM.gov](https://sam.gov).

Fiscal Year End Date*, confirm this is correct

Official mailing address*, confirm this is correct

*This information was retrieved from the Applicant CDOL Registration

Enter all information as required for the following:

- Chief Elected Official
- Primary Applicant Contact Person **(this must be a municipal employee other than the CEO)**
- Application Preparer
- Grant Administrator

1C. Program Location

Location Information

Location Type, select from the dropdown list

Enter street address for single site project.

Project County, select from the dropdown list

The question “Will the project be County wide?” should only be answered when the applicant is a County.

If program is not county-wide, identify all municipalities proposed to be included, select from dropdown list.

[Regional Council](#) select from the dropdown list. Contact OCR if the Regional Council is not known.

Latitude & Longitude

Please refer to the *Click [here](#)* for assistance.

1D. Political Districts

Enter information as requested from the dropdown lists for:

- New York State Assembly District(s)
- New York State Senate District(s)
- New York State Congressional District(s)

Exhibit 2 – Proposal and Program Design

2A. Program Abstract:

Provide a brief abstract of the proposed program. This abstract should include organization name, request amount, estimated total cost, the proposed activity that CDBG funds will be used for and unique features of program. Please note, the abstract provided may be included in press materials.

Sample abstract: The Village of Sample will use \$300,000 in NYS CDBG funding to assist 10 low- and moderate-income homeowners with essential home rehabilitation. The Village will prioritize homeowners that need assistance to correct code violations and health and safety issues.

2B. Eligibility and Selection:

Describe the requirements, methodology and processes to select program beneficiaries.

2C. Needs and Impact Statement:

Describe the need for the proposed project and identify specific outcomes and benefits.

2D. Schedule:

Provide a timeline for the proposed activities including key milestones that will ensure timely implementation and completion within the 25-month contract term.

Exhibit 3 – Program Regulations and Policies

3A. National Objective (Income Certification):

Identify the National Objective category the proposed project activity will meet. Describe the process for determining income eligibility, specifically, locating median income data, method that will be utilized and the type and time period for supporting documentation.

3B. Procurement of Professional Services:

Describe all services including consultants, sub-recipients and/or contractors that will be procured for the proposed program. Outline, in detail, the process for advertisement, review and selection and describe how the process will comply with federal regulations.

3C. Security Instrument and Period of Affordability:

Explain procedures and timing for preparing and executing the required Declaration of Interest. Describe procedures planned to confirm a participant's understanding of the program requirements and obligations prior to signing and executing the security instruments.

3D. Written Agreement:

Summarize how and when a written agreement will be executed with eligible beneficiaries to explain the terms and conditions of accepting CDBG assistance. Please also include your timing of executing this document compared to when income eligibility was determined and that this is no more than 12 months old at the time of assistance.

3E. Lead Based Paint Compliance:

For housing rehabilitation activities, provide a description of how the proposed project will comply with Lead-Based Paint regulations. A Lead-Based Paint Compliance Plan can be provided as an exhibit.

3F. Build America-Buy America (BABA):

For water and sewer projects in support of existing housing, describe plans to comply with the Build America -Buy America Act or describe the circumstances that may lead to requesting a waiver if the project is awarded CDBG funding.

3G. Pro-Housing Community

Has the municipality where the project is located submitted a letter of intent or been designated as a Pro-Housing Community?

For County applicants, please check "yes" and attach a list of the municipalities within the county and their status as a Pro-housing community under "Other Uploads".

Exhibit 4 – Administration

4A. Staffing and Administrative Plan:

Present your staffing plan for the project and identify the employees, subrecipient, or consultants that will be assigned to work on the proposed program for each of the responsibilities listed in the instructions.

- General CDBG program management and compliance oversight
- Application review/ income eligibility
- Construction management and inspections
- Preparation of work write-ups/ cost estimates
- Procurement efforts
- Tier II environmental review activities
- Lead based paint/ asbestos activities
- Disbursement/ financial management
- Preparation of homeowner agreement and recording of Declaration of Interest in Property

4B. – Relevant Experience Organization

- Organization involved in the local program this section is being completed for:
- Local Program Name:
- Program Administrator/Contact Person Name:
- Role:
- Type:

- Contract Start Date:
- Contract End Date:
- Percentage Completed:
- Number of Units:
- Population Served:
- Total Cost:
- Program Funding Source:
- Program Funding Agency:
- Funding Source Contact Name:
- Funding Source Contact Phone:

Exhibit 5 – Financial Capacity

5A. Budget Summary:

Explain the proposed CDBG program budget. This explanation of the program budget must be consistent with the required Funds Requested (Exhibit 1A). Summarize:

5B. Cost Estimates:

Describe how all project costs were determined, including engineering, if applicable, program delivery and administration.

5C. Disbursements:

Describe the process for requesting disbursements, i.e., progress payments or full reimbursement at completion, staff involved, etc.

