

New York State
COMMUNITY DEVELOPMENT BLOCK GRANT
(CDBG) PROGRAM

2024 HOUSING ACTIVITIES

REQUEST FOR APPLICATIONS



**Homes and
Community Renewal**

**Housing
Trust Fund
Corporation**

OFFICE OF COMMUNITY RENEWAL

KATHY HOCHUL, GOVERNOR
RUTHANNE VISNAUSKAS, COMMISSIONER/CEO

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I. FUNDS AVAILABLE

The NYS CDBG Program is administered by the Housing Trust Fund Corporation's (HTFC) Office of Community Renewal (OCR) and funds a variety of activities across the State to develop viable communities. CDBG Program funds are allocated to New York State by the Department of Housing and Urban Development (HUD) for the NYS CDBG Program. The HTFC will make available approximately \$15 million in Federal Fiscal Year (FFY) NYS Community Development Block Grant (CDBG) Program funds through this Request for Applications (RFA).

II. FUNDING LIMITS

These limits are provided as guidelines for expected award limits.

County, City, Town, Village

Infrastructure in Support of Existing Housing	\$1,500,000
Single Family and Multi Family Housing Rehabilitation (up to 4-units)	\$ 750,000

III. ELIGIBLE APPLICANTS

Eligible applicants are non-entitlement units of general local government (County, Town, City, or Village), excluding metropolitan cities, urban counties, and Indian Tribes that are designated Entitlement Communities. Non-entitlement areas are 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. A [list of eligible communities](#) is available on the OCR website under Program Guidelines.

When a joint effort is required to solve a common problem faced by two or more eligible local governments, a joint application may be submitted. Local governments, however, must not only share a common problem that crosses their municipal boundaries but must also be able to demonstrate that a joint effort is required to solve the problem. A cooperation agreement between the local governments must be included as an attachment to the application. Joint applications submitted only for administrative convenience are not eligible and will not be considered for funding. Note that each Applicant individually must adhere to citizen participation requirements. Each participating municipality must hold a public hearing prior to application. Consultation with OCR is strongly encouraged.

IV. PROGRAM OBJECTIVE

A. OBJECTIVES OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

As set forth in the Federal Housing and Community Development Act, the Primary Objective of the CDBG program "is the development of viable urban communities by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income (LMI)."

B. OBJECTIVES OF THE NEW YORK STATE CDBG PROGRAM

Financial assistance will be provided for the development of projects that meet the NYS CDBG Program Objectives and that provide decent, safe affordable housing, access to clean drinking water, proper disposal of household wastewater, access to local public facilities, and economic opportunities for persons from LMI households by supporting development projects that are designed to create or retain employment opportunities or foster Microenterprise activities and provide opportunities through planning efforts to address community development needs.

In support of New York's community development goals, the NYS CDBG Program will:

1. Encourage investment in communities by assisting local governments in devising and implementing economic development strategies to revitalize viable communities and provide economic opportunities that principally benefit LMI persons.
2. Revitalize the vibrancy of New York’s communities and enhance the quality of life through improvements to public infrastructure and public facilities.
3. Develop and implement strategies that facilitate the coordination of NYS CDBG funding with other Federal, State, and local community development resources.
4. Support a mix of rehabilitation and conversion activities to preserve and increase affordable housing for both renters and homeowners.

V. ELIGIBLE ACTIVITIES

A. Infrastructure in Support of Existing Housing

Replacement or new installation of drinking water, sanitary sewer, stormwater management and electrical upgrades in a manufactured housing park, single site multi-unit housing and for owner occupied and rental (up to four (4) unit private residential water or wastewater for low- and moderate-income beneficiaries, including:

- Drinking water and sanitary sewer improvements
- Stormwater management
- Electrical upgrades and improvements
- Targeted replacement of lead water supply laterals and plumbing
- Lateral connections to sanitary sewer systems
- On-site private sanitary septic systems
- On-site private drinking water wells
- Related plumbing modifications

Assisted units with NYS CDBG will be subject to a minimum period of affordability of not less than five (5) years that will be enforced with a [Declaration of Interest in the Property](#).

B. Single Family Housing Rehabilitation

Repair or rehabilitation of single-family homes for low-and moderate-income owners. All CDBG assisted units must meet NYS and/or local building code upon completion of construction activities. Types of activities eligible under this category include:

- Minor scattered site housing rehabilitation – Applicant requests CDBG funding to complete minor level repairs. This might include environmental remediation and health & safety improvements identified locally as priorities (i.e., replacing polluting heat sources, supplementing weatherization resources, lead paint remediation/abatement, accessibility modifications, and utility hookups).
- Moderate/Substantial scattered site housing rehabilitation – Applicant requests CDBG funding to provide comprehensive rehabilitation. This may include rehabilitating all items that do not meet building codes or it may involve what is sometimes called “whole house rehabilitation,” meaning undertaking substantial repairs throughout the home to bring it up to code and to improve the overall livability and functionality of the unit.
- Reconstruction of existing housing – Applicant requests CDBG funding to provide comprehensive

rehabilitation. This includes demolition of an existed owner-occupied residential unit when the cost of rehabilitation is prohibitive or is more than the cost to replace.

- Accessibility modifications in existing manufactured housing – Applicant requests up to \$20,000 per unit in CDBG funding for accessibility modifications for low-and moderate-income owners within existing manufactured housing built after July 2006.

Assisted units with NYS CDBG will be subject to a minimum period of affordability of not less than five (5) years that will be enforced with a [Declaration of Interest in the Property](#).

C. Multi-Family Housing Rehabilitation

Repair or rehabilitation of multi-unit dwellings containing 2–4-units where at least 51% of the units are occupied by low-and moderate-income households. For owner occupied rental, the owner must be determined to be low-and moderate income.

Scattered site housing rehabilitation – Applicant requests CDBG funding to provide comprehensive rehabilitation for multi-unit properties in which a private owner has committed to renting to low- to moderate income tenants.

Repair or rehabilitation of multi-unit building with two to four (2-4) units will be subject to a period of affordability. The Regulated Units shall remain affordable housing for at least the below-listed periods of affordability (POA) from the date of project completion:

Rental Rehabilitation Per Unit

Less than \$15,000 Investment:	5 years
\$15,001-\$40,000 Investment:	10 years
Greater than \$40,001 Investment:	15 years

Assisted units with NYS CDBG will be subject to a minimum period of affordability of not less than five (5) years that will be enforced with a [Declaration of Interest in the Property](#).

CDBG funding may be used for eligible activities as outlined above. This is not intended to be an exhaustive list of eligible activities and applicants are encouraged to develop projects in response to local need that may not fit neatly in any one category. In these cases, applicants are encouraged to contact OCR for additional guidance prior to submitting an application.

VI. APPLICATION PROCESS & SUBMISSION

A. How to Apply

Funding round materials will be available on the [Funding Opportunities](#) of the OCR website on or about Monday, May 13, 2024.

Applications will be accepted through the [Community Development Online](#) (CDOL) system.

B. Public Hearing Pre-application Requirement

Applicant communities must conduct a public hearing before a quorum of the full legislative body in compliance with NYS Citizen Participation requirements prior to applying for funding. A public hearing [toolkit](#) is available online with the funding round materials.

C. Technical Assistance

OCR will provide technical assistance regarding the application, proposed projects, and program regulations to applicants upon request and will continue to be available to answer questions about the

application and/or the NYS CDBG Program until the application is submitted or the submission date and time has expired, whichever occurs first. Applicants can contact OCR staff at OCRINFO@hcr.ny.gov or 518-474-2057 for assistance.

D. Application Submission

Application Open Date: Monday, May 13, 2024

Application Submission Ends: Wednesday, July 31, 2024, 4:00PM EST

The above-stated application deadline is firm as to date and hour. In the interest of fairness to all applicants, applications received after the specified date and time will be deemed ineligible and will **not** be considered for funding. Applicants should submit applications as soon as the proposal and required materials are ready to avoid potential ineligibility resulting from unanticipated delays or problems.

Applicants may make a request, based on demonstrated need, to submit a paper application in lieu of using the CDOL system. Requests for approval to submit a paper application must be sent to: NYS Homes and Community Renewal, Office of Community Renewal, Hampton Plaza, 38-40 State Street, 4th Floor South, Albany, NY 12207.

E. Administrative Funds and Project Delivery

For all housing activities, applicants may request up to 18% of the CDBG award in program delivery, and administration. Of the 18%, administration must not exceed more than 5% and program delivery must not exceed 13% of the total CDBG funds requested for the activity. Generally, administrative costs are salaries, wages and related costs of the grant recipient's staff, the staff of local public agencies, or other staff including consultants and subrecipients engaged in managing the CDBG program. Program delivery costs are those that can be attributed directly to implementation of the CDBG program, such as marketing, verifying eligibility, environmental review, legal expenses, and labor standards compliance.

F. Applicant Capacity and Prior Experience

Applicants for NYS CDBG Program funds are subject to an evaluation of prior OCR program funding history, prior program administration performance and organizational capacity. Factors such as the rate of expenditure during the term of the contract, the number of contract extensions requested, if funds were de-obligated and compliance with all terms will be used to determine satisfactory performance for all applicants. Applicants may be negatively impacted by unsatisfactory performance or may be determined to be ineligible for a grant when prior performance demonstrates a significant lack of capacity to carry out the proposed project or program as required by the applicable laws, regulations, policies and procedures governing the program.

Applicants must resolve all outstanding monitoring and/or non-compliance issues that involve a violation of Federal, State, or local regulations and/or program and OCR requirements prior to the submission of an application for funding. Applicants that do not resolve monitoring and/or non-compliance issues will be deemed ineligible, and the application will not be accepted or reviewed. The OCR will provide, upon request, status information related to the above items for any potential applicants.

G. Funding Priority

- HTFC reserves the right to prioritize projects:
- That are determined to benefit a NY State Disadvantaged Community.
- That are addressing PFOA contamination and/or addressing the removal of lead pipes in the distribution system, including, but not limited to, lateral connections.

- That address accessibility modifications.
- That pursue multiple sources of funds to cover increased project costs and ensure a greater number of program beneficiaries.

H. Vendor Responsibility Questionnaire

State procurement laws require that state contracting entities award contracts only to responsible vendors. As a result, once a state contracting entity, in accordance with the applicable procurement statute, has determined which business entity(ies) should be awarded a contract, the contracting entity must affirmatively determine that such business entity(ies) is responsible before it can award the contract to such business entity(ies) and execute any contract(s).

Units of local government do not have to submit a Vendor Responsibility Questionnaire (VRQ). However, if an Applicant will be engaging a subrecipient to assist in implementation of a program, the subrecipient is required to complete the VRQ and submit as part of the application for CDBG funding.

I. Award Criteria Details

Projects must score a minimum of 50 points on capacity and at least 65 points for all scoring criteria to be considered eligible for funding.

J. Disclaimer

HTFC reserves the right to:

- Communicate with an applicant for the purpose of addressing clerical and mathematical errors in applications.
- Not to issue an award or contract to any applicant if it has been determined that the applicant is not in compliance with existing contracts and has not taken satisfactory steps to remedy such non-compliance. Activities that commence prior to contract execution and environmental review will not be eligible for reimbursement.
- Award all, more than identified, a portion of, or none of the available funds based upon funding availability, feasibility of the applications received, the competitiveness of the applications, an applicant's ability to meet HTFC criteria for funding, the applicant's ability to advance the State's housing goals, and HTFC's assessment of cost reasonableness. HTFC reserves the right to award all, a portion of, or none of the application's requested amount, and further reserves the right to review an application requesting funds as an application for funding under other programs for which the proposed activity is eligible, and to change or disallow aspects of the applications received.
- Waive any requirement contained in this RFA or revise the terms or extend this RFA as needed.
- Change or disallow aspects of the applications received and may make such changes an expressed condition of its commitment to provide funding for proposed activities. Award of funds does not confirm eligibility of all activities included in an application proposal.

VII. APPLICATION REVIEW

A. Application Threshold Review Requirements

CDBG applications must present projects that:

- Meet a CDBG National Objective.

- Demonstrate compliance with NYS Citizen Participation.
- Request funding within the limits outlined above.
- Can be completed within 25 months of the award.
- Do not provide assistance to a for-profit business in the form of lobbying or other political activities.
- Do not exceed 18% overall soft costs (administration, program delivery, engineering). Of that 18%, no more than 5% of the total request should be reserved for grant administration.
- The proposed budget does not include reimbursement of costs prior to award and approval of release of funds. Grantees must document compliance with the environmental review requirements at 24 CFR Part 58 within the application to HCR and prior to reimbursement of any costs.

B. Application Review Criteria

The review process for the NYS CDBG Program is designed to ensure that the limited NYS CDBG funds available are awarded to communities that meet all the Federal CDBG requirements, demonstrate a significant need for the proposed activity, demonstrate that the project is financially feasible, and show a significant positive impact to the community. The HTFC and OCR reserve the right to reduce funds requested based on a review of applicant capacity.

Housing Factor Rating

Applications for Infrastructure in Support of Existing Housing, Single Family Rehabilitation and Multi-Family Rehabilitation are rated and scored against the factors below. Applications with the highest scores are considered the most competitive and have a greater chance of being awarded.

Need	15 Points
Impact	15 Points
Capacity	<u>70 Points</u>
Total	100 Points (maximum)

Need – 15 Points

The degree to which the Applicant has demonstrated a need and market for the proposed activity in the identified community or service area. Support with objective data relevant to the proposed activity. Examples include:

- Data such as age of housing stock, homeownership rates, rent burden, vacancy rates, documented waiting list of pre-qualified beneficiaries, etc.
- Planning efforts, surveys, and/or studies that document related housing needs in the community.
- Related services offered in the community and where gaps exist.
- The need for public investment, specifically why NYS CDBG funds are necessary to undertake the proposed activity, including the communities inability to secure sufficient funding or assistance through other methods or resources, including other public resources.

Impact – 15 Points

The degree to which the Applicant has demonstrated the proposed activity will have a positive public benefit and sustainable impact on the community. The Application should include:

- Anticipated deliverables or outcomes and their impact.
- How the proposed project will support or complement other public programs.
- The municipalities status as a Pro-Housing Community.
- The proposed project has long-term affordability, viability and sustainability, is appropriate in terms of capacity, and addresses the identified need.
- Community support for the proposed project through collaborative efforts.
- The project design includes components to support energy conservation.

Capacity – 70 Points

The degree to which the Applicant has demonstrated:

- A clear understanding of the NYS CDBG program requirements and measures to ensure compliance, including applicable Federal and State regulations, such as environmental, lead-based paint, labor standards, historic preservation, and procurement.
- That no impediments exist, or the degree to which all potential impediments, such as regulatory compliance, community support, site control (i.e., easements, acquisition etc.), and permits and clearances, have been addressed.
- Understanding of the CDBG security instrument, including procedures and timing of preparing and executing the appropriate instrument, terms of the instrument, period of affordability, and guidance provided to the participant.
- Project readiness and the ability to implement the program upon award.
- The ability to complete the project within twenty-five (25) months of award.
- That the project is financially feasible and includes the costs associated with regulatory compliance.
- That leveraged funds are available and committed at the time the application is submitted, and that there is no gap in funding.
- That the costs of program delivery and administration are reasonable and based on the actual work to be performed as described in the application. An explanation of how those costs is determined must be provided.

VIII. PROGRAM ADMINISTRATION REQUIREMENTS

The following is a listing, not all inclusive, of regulations and other program requirements that apply to the NYS CDBG Program. Applicants receiving awards will be expected to be familiar with and understand these governing regulations and will be periodically monitored throughout the administration of an awarded program or project to ensure continued compliance with these and other rules and regulations. The Federal regulations set forth at 24 CFR Part 570 govern the NYS CDBG Program. Applicants approved for funding will be required to submit an approved Program Design Plan prior to incurring project costs. For a full review of requirements, see the applicable Administrative Plan.

For general program guidelines, applicants may reference the NYS CDBG Grant Administration Manual.

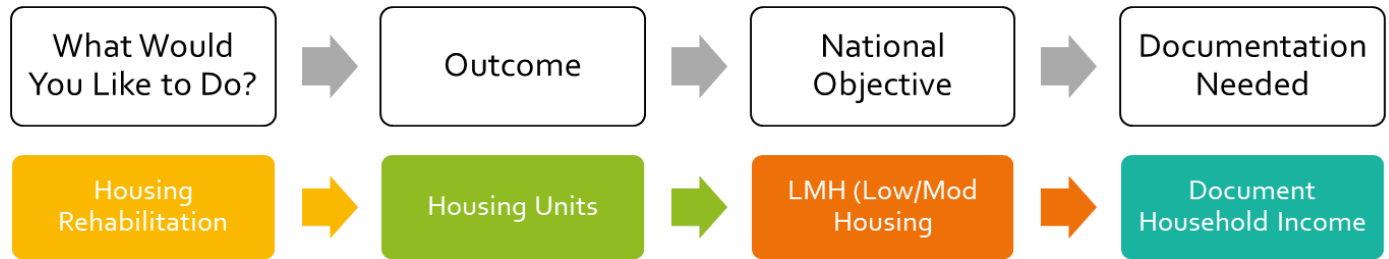
A. National Objective

Each project proposed for CDBG assistance must meet a National Objective as defined by HUD. For most projects, this objective can be met by ensuring that at least 51% of the beneficiaries assisted are low-to-moderate income households and/or individuals.

As part of the application process, applicants will need to provide income data to demonstrate the need and/or market for each activity proposed and to provide evidence that each activity will meet a National Objective. For activities meeting the National Objective of assisting LMI persons and/or households, two types of data can be used to demonstrate compliance – Census data or income survey data. In addition to collecting income data, applicants must use other methods for documenting need.

The most current and up to date [HUD income limits](#) are available online. For projects claiming the LMA National Objective for area wide for projects benefitting a population that is more than 51% low and moderate income, [community wide census data is available here](#).

Benefit to low-moderate Income (LMI) persons



National Objective Documentation for LMI Persons

Benefit to LMI persons

For the purposes of meeting this National Objective, CDBG activities are divided into three main categories: Area Benefit, Limited Clientele, Direct Benefit including housing and job creation or retention. Each activity proposed must fall under one of the above categories in order to be considered for funding. Activities in these categories qualify under the LMI benefit National Objective in one of three ways: Area Benefit, Limited Clientele or Direct Benefit. The Applicant must determine under which category their project meets the requirement to serve at least 51% LMI persons. HUD provides an [online income calculator](#). The following information will assist with that determination.

Area Benefit

Activities that meet the Area Benefit are designed to serve needs in a geographic area that has a mix of income levels (i.e., a project which will benefit all the residents of the project area, regardless of income). Area benefit includes activities that do not have income eligibility requirements, but instead serve an entire geographic area. An activity proposed for an area wide project must also be clearly designed to meet identified needs of families in the area. **Under HUD regulations, an activity that serves an area that is not primarily residential in character cannot qualify as an Area Benefit activity.**

Applicants that propose to use CDBG funds for Area Benefit activities must provide data to demonstrate that at least 51% of the persons who would benefit from CDBG assistance are LMI. Area benefit to LMI persons can be documented by the use of Census data or an income survey. For areas where Census data is not available, the Applicant must conduct a survey to prove LMI benefit. For activities in a target area where Census data is available, the Census Tract or Block Groups must match the area's boundaries in order to be valid. Otherwise, a survey must be conducted (e.g., using Census Tract data to substantiate compliance for water line replacement when everyone in the Census Tract would not be a beneficiary of the water line replacement). Reference Appendix B for guidance on survey methodology.

Direct Benefit

Activities that are a Direct Benefit are designed to exclusively serve LMI persons. This method is used to determine the LMI benefit for activities that assist a specific known person or household. Activities that qualify under this benefit include residential rehabilitation or job creation activities. For example, a Direct Benefit activity occurs when the community has income eligibility requirements that limit the benefits of the CDBG activity to only LMI families.

Documenting LMI benefit for Direct Benefit projects is relatively clear-cut since potential Recipients of CDBG assistance are screened for income eligibility with the use of the most current HUD income limits for the County in which the project is located. Reference Appendix C for the [HUD Income Limits](#).

Limited Clientele

Activities that meet the Limited Clientele benefit are activities that provide benefits to a specific group of persons rather than everyone in an area. The activity may benefit particular persons without regard

to the area in which they reside, or it may be an activity that provides benefit on an area basis but only to a specific group of persons who reside in the area. In either case, at least 51% of the beneficiaries of the activity must be LMI persons. To qualify under this category, the activity must meet one of the following tests:

- Exclusively benefit a clientele who is generally presumed by HUD to be principally LMI persons. Abused children, elderly persons, battered spouses, homeless persons, adults meeting the Bureau of Census definition of “severely disabled adults”, illiterate adults, persons living with AIDS, and migrant farm workers are presumed by HUD to be principally LMI. Activities that serve this group will be assumed to meet 51% LMI benefit unless the Applicant has surveyed the group to determine the actual benefit exceeds the assumed benefit of 51%; or
- Require information on family size and income so that it is evident that at least 51% of the clientele are persons whose family income does not exceed the LMI limit; or
- Be of such nature and location that it may be concluded that the activity’s clientele will primarily be LMI persons; or

Be an activity that serves to remove material or architectural barriers to the mobility or accessibility of elderly persons or of adults meeting the Bureau of the Census’ Current Population Reports definition of severely disabled, provided it is restricted, to the extent practicable, to the removal of such barriers by assisting:

- The reconstruction of a public facility or improvement, or portion thereof, that does not qualify under the LMI area benefit criteria; or
- The rehabilitation of a privately-owned nonresidential building or improvement that does not qualify under the L/M Income Area Benefit criteria or the LMI Jobs criteria; or
- The rehabilitation of the common areas of a residential structure that contains more than one dwelling unit and that does not qualify under the LMI housing criteria.
- Be an activity designed to provide job training and placement and/or other employment support services, including, but not limited to, peer support programs, counseling, childcare, transportation, and other similar services, in which the percentage of LMI persons assisted is less than 51% which qualifies under the Limited Clientele national objective in the following limited circumstance:
 - In such cases where such training or provision of supportive services assist businesses, and the only use of CDBG assistance is to provide job training and/or supportive services, and the proportion of the total cost of the services borne by CDBG funds is no greater than the proportion of the total number of persons benefiting from the services who are LMI.

Applicants that propose to use CDBG funds for Limited Clientele benefit activities must provide documentation demonstrating that the activity proposed meets one of the tests qualifying the activity as meeting the Limited Clientele criteria. Depending on the activity being proposed, the Applicant should provide documentation showing that the activity is designed to be used exclusively by a segment of the population presumed by HUD to be LMI persons; describing how the nature and the location of the activity establishes that it will be used predominately by LMI persons; showing the size and annual income of the family of each person receiving the benefit; showing that barriers to mobility or accessibility have been removed and how the barrier removal was restricted to the extent feasible to one of the particular cases authorized under this subcategory; or showing that the activity qualifies

under special conditions regarding job services where less than 51% of the persons benefiting are LMI persons.

To document that at least 51% of the persons who would benefit from CDBG assistance have low or moderate incomes, applicants must use current income data. Reference Appendix B for guidance on survey methodology.

PREVENTION AND ELIMINATION OF SLUM AND BLIGHT

Activities meeting the slum and blight National Objective may involve the rehabilitation or removal of slums and blight in the physical, economic and/or social environments. Activities may address any serious conditions identified in the areas of residential, infrastructure, commercial or industrial facilities. The overall program proposed should resolve all need indicated. CDBG activities directed toward the National Objective of preventing or eliminating slums or blight are divided into two main categories: area basis and spot basis.

Area Basis

Activities meeting one or more of the following criteria, in the absence of substantial evidence to the contrary, will be considered to aid in the prevention or elimination of slums or blight.

- The area delineated by the Applicant must meet the definition of a slum, blighted, deteriorated or deteriorating area under State or local law. Applicants must use the strictest definition to determine eligibility. The New York State General Municipal Law Article 18-C, S-970-c defines "Blighted area" as an area within a municipality in which one or more of the following conditions exist: (i) a predominance of buildings and structures which are deteriorated or unfit or unsafe for use or occupancy; or (ii) a predominance of economically unproductive lands, buildings or structures, the redevelopment of which is needed to prevent further deterioration which would jeopardize the economic well-being of the people.
- Throughout the area there are a substantial number of deteriorated or deteriorating buildings, or the public improvements are in a general state of deterioration.
- The assisted activity addresses one or more of the conditions which contributed to the deterioration of the area. Rehabilitation of residential buildings carried out in an area meeting the above requirements will be considered to address the area's deterioration only where each such building rehabilitated is considered substandard before rehabilitation, and all deficiencies making a building substandard have been eliminated if less critical work on the building is also undertaken.

Applicants claiming the prevention and elimination of the slum and blight National Objective on an area basis must be able to document that, at the time of application, a majority of the buildings in the area are deteriorated or dilapidated and the area itself is blighted.

Spot Basis

The elimination of specific conditions of blight or deterioration on a spot basis is designed to comply with the statutory objective for CDBG funds to be used for the prevention of blight, on the premise that such action(s) serves to prevent the spread to adjacent properties or areas. To comply with this National Objective, an activity must be designated to eliminate specific conditions of blight or physical decay not located in a designated slum or blighted area and the activity must be limited to one of the following: acquisition, clearance, relocation, historic preservation, and/or rehabilitation of buildings, but only to the extent necessary to eliminate specific conditions detrimental to public health and safety. To be considered detrimental to public health and safety, a condition must pose a threat to the public in general.

**Applicants claiming the prevention and elimination of the slum and blight National Objective on a spot basis must be able to document the specific conditions of blight or physical decay for the eligible activity, demonstrate the public health or safety threat to the public and show that the area in which the property is located is outside a slum or blighted area.*

If satisfactory demonstration of compliance with a National Objective is not provided, the proposed activity will be considered ineligible and will not be considered for funding.

B. Contract Term

Due to HUD CDBG Program deadlines for commitment and expenditure, the contract term is twenty-five (25) months if awarded. All awarded projects will be required to demonstrate substantial progress within six (6) months of award. Substantial progress is defined as grant execution in forty-five (45) days of award, submission of the request for funds within sixty (60) days of award, and projects out to bid and costs incurred with submission of first request for funds within six (6) months of award. The OCR reserves the right to rescind the award if substantial progress cannot be demonstrated as described above. Requests for extensions to complete program activities may be limited or not approved.

C. Procurement

An applicant may choose to use a third-party consultant and/or non-profit subrecipient to help administer the project. For professional service contracts, federal procurement rules will apply. For more information on both procurement and subrecipient relationships, please see Chapter 1 and 4 of the NYS CDBG Administration Manual, [Getting Started](#) and [Procurement Standards](#), respectively.

D. Environmental Review

All CDBG projects will be required to submit a complete Environmental Review Record (ERR) for the National Environmental Policy Act (NEPA) and State Environmental Quality Review Act (SEQRA) at the time of application. The length of time for the NEPA review varies based on the type of activities that are undertaken. Any non-exempt costs incurred prior to approval of NEPA Review would not be eligible for CDBG reimbursement. The cost to undertake and complete NEPA may be eligible for reimbursement if procured in compliance with federal procurement requirements 2CFR200. Costs up to twelve (12) months prior to award may be eligible, but consultation with OCR prior to submission of the CFA application is required. Contact OCR prior to submitting an application to determine applicability. For more information, please see Chapter 2 of the NYS CDBG Grant Administration Manual, [Environmental and Historic Review](#).

E. Smart Growth

The Housing Trust Fund Corporation is subject to the New York State Smart Growth Public Infrastructure Act (Chapter 433 of the Laws of 2010) and must, to the extent applicable, make funding decisions consistent with the provisions of the Act.

F. Lead Based Paint Regulations

Applicants must comply with the lead-based paint requirements implemented at 24 CFR Part 35 if proposing activities involving residential properties purchased or rehabilitated in whole or part with CDBG funds.

The lead-based paint regulation defines work practices that must be followed when dealing with lead-based paint in older structures and expands requirements to protect occupants and workers from lead-based paint hazards until lead hazard reduction work is completed. Lead hazard evaluation and reduction activities for rehabilitation projects are determined by the level of federal assistance received by the project and the per unit evaluation of hard costs. Interim controls are required for projects assisted

with less than \$25,000 in Federal Funds. Projects assisted in excess of \$25,000 in Federal funds are subject to the completion of Part 3 of 24 CFR Part 35. The Lead Based Paint Applicability Worksheet must be completed to document compliance.

Under no circumstances will the HTFC approve the release of funds for a project or activity where lead safe practices and lead safe clearance were not conducted in accordance with all [applicable lead based paint rules and regulations](#).

G. Davis Bacon Related Acts

Applicants preparing to undertake construction in excess of \$2,000 or eight (8) or more units of housing within the same construction contract must comply with the Federal Labor Standards requirements (Davis Bacon Related Acts) as outlined in 40 USC 276. This regulation requires that workers receive no less than the prevailing wages being paid for similar work in their locality.

H. Section 3 Compliance

Housing construction and rehabilitation projects and public works projects that receive more than \$200,000 in HOME Investment Partnership Program (HOME), Community Development Block Grant (CDBG), federal Housing Trust Fund or other funding from the U.S. Department of Housing and Urban Development (HUD) must comply with Section 3 of the Housing and Urban Development Act of 1968 ("Section 3") as implemented by regulations found at 24 CFR 75.

Section 3 requires that economic opportunities generated by HUD funds be prioritized for low-income individuals and the businesses that hire or are owned by them, particularly in the neighborhood surrounding the project. All entities involved in the Section 3 Project (the entity awarded the HUD funds through the Housing Trust Fund Corporation (HTFC) (the Awardee), the General Contractor, other contractors, and subcontractors (together, the "Subs") must, to the greatest extent feasible, engage in efforts to achieve Section 3 goals and objectives.

The Benchmark Goals for each Section 3 Project are the following:
25% of Total Labor Hours worked by Section 3 Workers, of which
5% of Total Labor Hours worked by Targeted Section 3 Workers.

Projects will be required to report on these numbers mid-year and end-year as well as at project close-out. All reporting must include Total Labor Hours, Section 3 Worker hours and Targeted Section 3 Worker hours for Awardee and all the Subs on the Project.

Failure to meet the Benchmark Goals requires a narrative and supporting documentation indicating what the Awardee, General Contractor and Subcontractors did to ensure that economic opportunities were made available to low-income individuals and Section 3 Businesses. A non-exhaustive list of these efforts can be found at this link: <https://hcr.ny.gov/S3SubReportingForm>. Section 3 compliance is not optional, but it is flexible depending on the type of Project, location and needs of the local workforce.

More information and guidance on Section 3 compliance can be found in NYSHCR's Section 3 Policy Manual here: <https://hcr.ny.gov/section-3-compliance>. Links to required documents and useful resources can be found below.

KEY DEFINITIONS

Section 3 Worker: An individual employed by Awardee or its Subs who works on the Section 3 Project and who currently fits, or when hired within the past 5 years fit, at least one of the following criteria, as documented:

- 1) The worker's income for the previous or annualized calendar year is categorized as low-income (80% AMI or less).
- 2) The worker is employed by a Section 3 Business (these are also Targeted Section 3 Workers); or
- 3) The worker is a YouthBuild participant (these are also Targeted Section 3 Workers).

The hiring of a Section 3 or Targeted Section 3 Worker shall not be negatively affected by a prior arrest or conviction. The Section 3 Hiring Form (link below) will guide an employer in determining which employees/candidates are Section 3 and Targeted Section 3 Workers.

Section 3 Business or Section 3 Business Concern: These terms are used interchangeably and mean a business that meets at least one of the following criteria, documented within the last 6-month period:

- 1) At least 51 percent owned and controlled by low-income persons.
- 2) Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 Workers: or

Document	Summary	Required for Use by:
Contract Clause	Mandatory language for all S3 projects	Awardee, GC, all Subs
Participation Plan	Outlines mandatory minimum efforts and sets forth Project's plan to meet S3 objectives. Must be completed before funding contract execution.	Awardee & GC, Suggested for all Subs
Sub-Reporting Form & Greatest Extent Feasible Checklist	Form GC and Subs use to report S3 performance up to Awardee	GC and all Subs
Consolidated Awardee Reporting Form	Form Awardee uses to report consolidated S3 performance to NYSCHR	Awardee (consolidating Sub Reporting Forms)
Section 3 Business Self Certification	Forms businesses can use to self-certify that they meet the S3 definition for a S3 business	Awardee must have on file for all S3 Businesses on Project
Hiring Form	Form to be used to determine which employees/applicants are Section 3 Workers % Targeted Section 3 Workers	Awardee, GC, all Subs

- 3) At least 51 percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.

Targeted Section 3 Worker: A Section 3 Worker who:

- 1) is employed by a Section 3 Business: or
- 2) currently fits or when hired fits at least one of the following categories, as documented within the past five years:

- (i) Living within the Service Area or the Neighborhood of the project; or
- (ii) A YouthBuild participant.

Total Labor Hours: The number of paid hours worked by persons on a Section 3 Project, including those worked by Awardees, subawardees, contractors and subcontractors.

I. Equal Employment and Minority and Women Owned Business Participation

Under the terms of Executive Order 11246, CDBG Recipients are required to include the equal opportunity clause in all non-exempt federally-assisted contracts for more than \$10,000, and ensure that all federally-assisted construction contractors and subcontractors on a NYS CDBG-assisted project take affirmative actions to ensure that employees and applicants for employment are not discriminated against.

Under Article 15A of the New York State Executive Law, all award recipients and their contractors are required to comply with the Equal Employment Opportunity provisions of Section 312 of that Article. Also, all contractors and awardees are required to make affirmative efforts to ensure that New York State Certified Minority and Women Owned Business Enterprises are afforded opportunities for meaningful participation in projects through inclusion on the list of contractors funded by HTFC pursuant to Section 313 of the Article. Visit NYS Empire State Development's Division of Minority & Women Business Development website for a directory of certified Minority and Women Owned Businesses: <http://www.esd.ny.gov/MWBE.html>

J. Non-Discrimination

No person in the United States shall, on the grounds of race, color, familial status, religion, sex, disabilities, national origin, marital status, age, gender identity or expression of sexual orientation be excluded, denied benefits, or subjected to discrimination under any program funded in whole or in part by NYS CDBG Program funds. Applicants are subject to all federal and State fair housing and equal opportunity laws and orders, as referenced in 24 CFR Parts 92.350 and 92.351, to include: Title V of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d et seq.), The Fair Housing Act (42 U.S.C. 3601-3620.), Equal Opportunity in Housing (Executive Order 11063, as amended by Executive Order 12259), Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107). Refer to NYS HCR's Fair and Equitable Housing Office ([FEHO](#)) for more guidance on non-discrimination and the Administrative Plans.

K. Affirmatively Furthering Fair Housing Checklist

Recipients of federal funds have a duty to affirmatively further fair housing (AFFH) pursuant to the Fair Housing Act. New York State will monitor the efforts of local government grantees to satisfy and certify their own duty to AFFH. In general, activities that feature AFFH should promote non-discrimination and ensure fair and equal access to housing opportunities for all. The [CDBG Grant Administration Manual, Chapter 7](#), provides additional information regarding fair housing obligations. To ensure compliance with the AFFH requirements, Recipients **are required to:**

- Display fair housing posters and distribute fair housing materials prepared by New York State, the municipality, HUD, or fair housing organizations to community residents, landlords, real estate professionals and lenders.
- Pass a fair housing resolution that demonstrates a "good faith effort" in complying with fair housing requirements. The fair housing resolution adopted by the Recipient must also be publicized and promoted within the community; and

- Designate a fair housing officer who is familiar with the fair housing regulation. The officer must be trained on duties and responsibilities as a fair housing officer, and, through means reasonably calculated to reach the community, publicize the existence of the fair housing officer as the primary point of contact for all fair housing related issues.

The Recipient must carry out the AFFH actions within one (1) year of the award of funds and provide to OCR proof of the activities undertaken as a record of the municipality's activities to satisfy its AFFH requirements. Recipients must be prepared to report on efforts to Affirmatively Further Fair Housing on an annual basis. Reporting will occur on an annual basis through the OCR Annual Performance Report that is due in January of every year.

In addition to the above-mentioned required activities, the Recipient's AFFH Checklist should identify which of the below activities will also be undertaken. The below checklist does not include every fair housing activity that a municipality could or should undertake. It is, however, a good starting point for increasing community awareness, ensuring that clear procedures exist for addressing fair housing complaints, expanding the types of housing choice within the municipality, and generally providing all people with the opportunity to live in a community of their choice without discrimination.

If a Recipient intends to complete an action not included in the AFFH Checklist to satisfy one of the categories from the AFFH Checklist, it must apply to FEHO for permission to do so. Questions related to fair housing obligations and/or the AFFH Checklist must be addressed to FEHO at (518) 473-3089 or feho@hcr.ny.gov.

Encourage community input on fair housing matters

- Hold an annual public meeting on fair housing. Provide to HCR an agenda, meeting notes, and reports concerning the steps that will be taken to address fair housing issues raised at these meetings. Include a list of attendees/sign-in sheet, the location and date.

Ensure public policy affirmatively furthers fair housing

- Sponsor or work with a community development/planning organization, rural/neighborhood preservation, or fair housing organization to conduct a survey to assess the community's housing needs, including barriers to fair housing choice.
- Survey special housing needs of minorities and women to determine possible effects of discrimination.

Promote fair housing education

- Elected officials, municipality staff in charge of planning, zoning, building, housing, community and economic development, and their third-party consultants attend a fair housing training program.
- Expert provides a fair housing education and training program for real estate professionals, including developers, sales and rental agents, lenders, and property managers.
- Conduct a meeting with financial institutions that serve the community to discuss the importance of providing financial assistance for housing in all geographic areas and to all residents in the community.

Recipients will have a continuing obligation through the contract period to disclose within thirty (30) days to FEHO if the municipality becomes the subject of any fair housing proceeding before a federal, state

and/or local adjudicatory body, or if it receives a final disposition in a proceeding involving fair housing law claims.

Please note that the actions listed above represent the commitment of the OCR to AFFH, and supplement, but do not replace the responsibility of each grantee to AFFH as described in the CDBG Grant Administration Manual.

L. Violence Against Women Act (VAWA)

Information specific to VAWA compliance can be found on the FEHO website at <https://hcr.ny.gov/marketing-plans-policies>

M. Build America Buy America (BABA)

Any infrastructure activity that is awarded NYS CDBG funds on or after November 14, 2022 is subject to compliance with BABA. The Build America, Buy America Act (“BABA” or “the Act”) was enacted on November 15, 2021, as part of the Infrastructure Investment and Jobs Act (“IIJA”) ([Pub. L. 117-58](#)). The Act establishes a domestic content procurement preference, the BAP, for Federal infrastructure programs. Section 70914(a) of the Act establishes that no later than 180 days after the date of enactment, HUD must ensure that none of the funds made available for infrastructure projects may be obligated by the Department unless it has taken steps to ensure that the iron, steel, manufactured products, and construction materials used in a project are produced in the United States. In Section 70912, the Act further defines a project to include “the construction, alteration, maintenance, or repair of infrastructure in the United States” and includes within the definition of infrastructure those items traditionally included along with buildings and real property. Thus, beginning May 14, 2022, new awards of FFA by HUD through a program for infrastructure, and any of those newly obligated funds then obligated by the grantee, are covered under BABA provisions of the Act, [41 U.S.C. 8301 note](#), unless covered by a waiver.

N. Unique Entity ID (UEI) and the Federal Funding Accountability and Transparency Act (FFATA)

Applicants are required to provide their UEI as part of the application process. The UEI is a 12-character alphanumeric ID assigned to an entity by SAM.gov that has replaced the DUNS numbers for use in federal contract reporting. Applicants without or unable to locate the UEI for the unit of general local government can register here: <https://sam.gov/content/home>. The GSA also provides a UEI frequently asked questions document here: https://www.gsa.gov/system/files/To_Publish_-_FAQs_from_Unique_Entity_ID_Forum.pdf.

APPENDICES

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.

NATIONAL OBJECTIVES COMPLIANCE DOCUMENTATION

DATA COLLECTION

As part of the application process, applicants will need to provide income data to demonstrate the need and/or market for each activity proposed and to provide evidence that each activity will meet a National Objective. For activities meeting the National Objective of assisting LMI persons and/or households, two types of data can be used to demonstrate compliance – Census data or income survey data. In addition to collecting income data, applicants must use other methods for documenting need.

CENSUS DATA

The most recent Census data can be used to determine and provide evidence of compliance with the LMI Area Benefit National Objective. If it is believed that the data does not accurately reflect the current economic condition of the area, the Applicant may conduct an income survey. Income surveys may be conducted if:

- The proposed activity is located in a Census Tract or Block Group that has less than 51% LMI persons based on the most recent available Census data and the Applicant has reason to believe that the Census information is not accurate, and the area is primarily LMI.
- The activity is located in a Census Tract or Block Group that has at least 51% LMI persons, based on the most recent available Census data, but does not serve the entire Census Tract, or Block Group, or it serves portions of several Census Tracts or Block Groups.
- The service area (area benefiting from the activity) of the proposed activity is not contiguous with any Census designated area for which data is provided.

INCOME SURVEYS

Applicants may need to conduct an income survey to document compliance with the LMI Area and Direct Benefit National Compliance requirements. Applicants using a third-party to conduct an income survey must obtain all of the survey documents (instrument, summary, surveys) and retain this information in their project files.

Effective with Program Year 2024, the OCR has adopted the [CDBG Income Survey Toolkit](#). The toolkit is available through the HUD Exchange.

- **LMI Direct Benefit National Objective**
For projects meeting a Direct Benefit National Objective such as housing rehabilitation, homeownership, job creation and retention, and wastewater and drinking water laterals where eligibility is directly based on the individual household income, with the use of income survey data, applicants must demonstrate that there is a LMI market and a need for the direct benefit activity being proposed.
- **LMI Area Benefit National Objective**
For Area Benefit activities, income survey data may be used to demonstrate that 51% of the area is LMI and to aid in demonstrating the LMI need for the proposed activity.

CONFIDENTIALITY

Applicants must ensure that the income survey process used to substantiate compliance with the LMI National Objectives includes a way to identify specific households who responded to the questionnaire yet ensures the respondent's confidentiality. **Each income survey should include a statement ensuring respondent confidentiality and the process the Applicant will undertake to ensure confidentiality.**

To preserve confidentiality, the income survey materials should be in two parts or consist of two separate pages.

The section with the respondent's name and address must be separated from the income and demographic data after receipt. All documents related to the income survey should be stored in a locked cabinet or other secure area, which has limited access. The Applicant must impress upon those working with the income survey data the importance of confidentiality.

Questions concerning household income and other personal questions are sensitive topics and applicants need to take this under consideration when developing their questionnaire and determining their income survey method. **If a respondent's address is requested on the questionnaire, many persons may not answer the questions relating to income truthfully, answer the questions at all, or not complete the questionnaire in its entirety.** To promote a high response rate and solicit accurate information, the questionnaire should not include identifying information, such as the person's name or address. The following are examples of acceptable methods for preserving anonymity of income survey respondents:

Applicants may hand deliver the questionnaire to the respondent or conduct the income survey orally. At the time of delivery or upon completion of the interview, the surveyor would mark off the respondent's address from an address list. If the hand delivered questionnaire is to be returned by mail or collected by the Applicant at a later date, the collector can check off the respondent's address on the address list at the time of collection.

If the questionnaire is to be mailed and returned by mail, the identifying information (respondent's address) can be on the return envelope. Upon receipt of the completed questionnaire, the Applicant can check off the respondent's address on the address list. The envelope and questionnaire can then be separated, and the envelope destroyed.

Questionnaires may be coded which entails a simple method of placing a number on the questionnaires or return envelopes. Each number is assigned an address from an address list. When the questionnaire is received, a list of the codes is maintained.

Questionnaires may consist of two parts or two separate pages. The section with the respondent's name and address can be separated from the income and demographic data after receipt. Where a door- to- door income survey is being conducted, the interviewer can instruct the respondent to separate the two parts of the questionnaire after completion and place the part with the income information in one envelope and the other part in another envelope.

Excluding the two-part questionnaire method, applicants can review the address list to determine which addresses did not respond to the questionnaire and require follow-up contact.

HUD provides specific guidance for anticipated margins of error.

AGE OF INCOME SURVEYS

The OCR will accept income surveys that are up to 3 (three) years old at the time of submission of the application. If the application will include an income survey that will be more than three years old, the applicant must submit a waiver request to the OCR at least 10 (ten) days prior to the submission date. **Requests submitted within ten (10) days prior to submission deadline date will be denied.**

To request a waiver, the following must be submitted:

- Written request on municipal letterhead including an explanation why the applicant believes the income survey is still valid.
- Project map of the service area
- Copy of survey instrument
- Copy of survey results
- Copy of survey methodology
- Summary of housing units that have changed hands since the income survey was completed.

The OCR will not grant a waiver to any income survey that is more than five (5) years old at the time an application is submitted.

HUD INCOME LIMITS

The most current and up to date [HUD income limits](#) are available online.

For projects claiming LMA National Objective for area wide for projects benefitting a population that is more than 51% low and moderate income, [community wide census data is available here](#).

Please review this statement from [HUD on 2024 Income Limits](#).

DEFINITIONS OF ANNUAL HOUSEHOLD INCOME

For purposes of determining whether a household is low- and moderate, income, CDBG permits two definitions:

- Adjusted gross income as defined for purposes of reporting under internal revenue service (IRS) form 1040 for individual federal annual income tax purposes.
- Annual income as defined under the Section 8 housing assistance payments program at 24 CFR part 5.

See next page for definitions.

General Category	24 CFR 5.609 paragraph (b) Income Inclusions
1. Income from wages, salaries, tips, etc.	The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services.
2. Business Income	The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family.
3. Interest & Dividend Income	Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation is permitted only as authorized in number 2 (above). Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of \$5,000, annual income shall include the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD.
4. Retirement & Insurance Income	The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic amount (except as provided in number 14 of Income Exclusions).
5. Unemployment & Disability Income	Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation, and severance pay (except as provided in number 3 of Income Exclusions).
6. Welfare Assistance	<p>Welfare Assistance. Welfare assistance payments made under the Temporary Assistance for Needy Families (TANF) program are included in annual income:</p> <ul style="list-style-type: none"> • Qualify as assistance under the TANF program definition at 45 CFR 260.31; and • Are otherwise excluded from the calculation of annual income per 24 CFR 5.609(c). <p>If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income shall consist of:</p> <ul style="list-style-type: none"> • the amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; plus • the maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family's welfare assistance is reduced from the standard of need by applying a percentage, the amount calculated under 24 CFR 5.609 shall be the amount resulting from one application of the percentage.
7. Alimony, Child Support, & Gift Income	Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling.
8. Armed Forces Income	All regular pay, special day and allowances of a member of the Armed Forces (except as provided in number 7 of Income Exclusions).

APPLICABLE LAWS AND REGULATIONS

There are numerous Federal, state, and local regulations that govern or impact the State CDBG Program. It is the responsibility of the Applicant to ensure compliance with all applicable Federal, state, and local regulations and statutes. The following is a listing that is not all inclusive, of Federal regulations that apply to the State CDBG Program:

- [Efforts to Affirmatively Further Fair Housing](#)
- [Davis-Bacon Fair Labor Standards Act \(40 USC 276a\)](#)
- [Contract Work Hours and Safety Standards Act, as amended \(40 USC 327-333\)](#)
- [Copeland Anti-Kickback \(18 USC 874\)](#)
- [Title VI of the Civil Rights Act of 1964 \(42 USC 200\(d\)\)](#)
- [Title VIII of the Civil Rights Act of 1968 \(42 USC 3601\)](#)
- [Section 504 of the Rehabilitation Act of 1973, as amended \(29 USC 792 and 3601\)](#)
- [Section 3 of the Housing and Urban Development Act of 1968, as amended \(12 USC 1701 \(u\)\)](#)
- [Section 109 of the Housing and Urban Development Act of 1974, as amended \(42 USC 5309\)](#)
- [Age Discrimination Act of 1975, as amended \(42 USC 6101\)](#)
- [Architectural Barriers Act of 1968, as amended \(42 USC 4151\)](#)
- [Americans with Disabilities Act of 1991](#)
- [Equal Employment Opportunity \(Executive Order 11246, September 24, 1965\)](#)
- [Equal Opportunity in Housing \(Executive Order 11063, as amended by Executive Order 12259\)](#)
- [The Hatch Act \(5 USC 1501 et seq.\)](#)
- [The National Environmental Policy Act of 1969](#)
- [Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and amendments of 1987](#)
- [Title IV of the Lead-Based Poisoning Prevention Act \(42 USC 4831\)](#)
- [HUD Reform Act of 1989](#)
- [24 CFR Parts 35, 58, 85, and 570](#)
- [Housing & Community Development Act of 1974, as amended](#)
- [2CFR 200, Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments; Section 104\(d\) of the Housing and Urban Development Act of 1974, as amended \(Anti-Displacement\)](#)