

NYS HCR CDBG

2024 Housing Activities Request for Applications FAQs

1. Is there additional guidance available for answering the application questions?

The [Request for Applications](https://hcr.ny.gov/cdbg-housing-rfa) (RFA) <https://hcr.ny.gov/cdbg-housing-rfa> provides specific scoring criteria that will be used to review applications. The bullet points provided in the RFA offer detailed direction to applicants on the types of data and information found in a successful application.

2. How will specific questions in my application be scored?

The 2024 Housing Activities [Application Instructions](#) and [Request for Applications](#) provides specific scoring criteria derived from statutory, regulatory, and policy considerations of the NYS CDBG Housing Program and based on a 100-point scale. Application ratings are based only on the application materials received by the submission deadlines.

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.

3. How do I create an account to submit applications in CDOL?

If the community has never applied for a CDBG Housing grant, prepare and submit the SHARS-CDOL Application Registration Form (<https://hcr.ny.gov/cdol-applicant-registration-form-0>)

If the community has applied, but new users need access, prepare and submit the CDOL Security Manager Registration Form (<https://hcr.ny.gov/cdol-security-manager-registration-form>)

Submit forms to ocrinfo@hcr.ny.gov.

4. As a county applicant, how do we answer the Pro-Housing Community question 3G?

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

Please note, it is not required that a municipality receive Pro-Housing Community designation to be eligible for 2024 CDBG Housing funds. However, municipalities that have been designated as a Pro-Housing Community demonstrate their understanding and commitment to housing growth, and applications submitted by municipalities that been certified or have submitted a letter of intent to HCR will receive preference in scoring under the Impact portion of the application.

For information on the Pro-Housing Communities program visit www.hcr.ny.gov/phc.

5. How can my application demonstrate capacity?

OCR prioritizes shovel-ready projects. To demonstrate this, potential project should include a completed programmatic environmental review record for the project at the time of application, demonstrate a clear understanding of CDBG requirements (including federal and state lead and asbestos hazards) in their application narrative, have a waiting list at least 2.5 times greater than the

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number of proposed projects, and demonstrate that they are able to complete a CDBG grant in 25 months.

Please note that 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. OCR will provide, upon request, status information related to the above items for any potential applicants.

6. When is the final day I can request technical assistance or ask questions about my application?

Applicants may request technical assistance before or during the application process by submitting questions via email to OCRinfo@hcr.ny.gov. Technical assistance cannot be provided after the application deadline and questions regarding scoring or application status cannot be answered. The application deadline is 4 PM on July 31st, 2024.

7. Can I submit an application for a manufactured housing replacement program?

Manufactured housing replacement is not an eligible activity under the NYS CDBG Housing Program. However, similar activities can apply for funding under the NYS HOME Program and the Mobile and Manufactured Home Replacement Program (MMHR). Additionally, CDBG can still be used to fund accessibility modifications in existing manufactured housing. In this program, participants can request 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.

For more information, please visit:

[NYS HOME Program Manufactured Housing Replacement](#)

[Mobile & Manufactured Home Replacement Program \(MMHR\) | Homes and Community Renewal \(ny.gov\)](#)

8. I've been told that failing to hold a public hearing is one of the most common reasons a CDBG application is disqualified. How do I make sure my public hearing meets all of the requirements?

Please refer to the Public Hearing toolkit on the OCR website, [public-hearing-toolkit-2024.04.pdf \(ny.gov\)](#). This document covers all of the required steps and also helps outline the necessary documentation applicants and grant recipients should maintain to demonstrate they met these requirements. If your project is funded, this toolkit can also be used to help organize the second public hearing, which is required to close out your grant.

9. Should I upload my waitlist with my application to demonstrate need in my community?

No. OCR no longer requires the waitlist itself to be uploaded as an attachment because it contains confidential information about potential applicants. We instead encourage our applicants to describe their waitlist in their narrative to demonstrate need. You are also welcome to upload a redacted version of the waitlist as supporting documentation.

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10. How do I undertake the entire ERR process before the application deadline?

OCR requires the programmatic Environmental Review Record (ERR) to be submitted with the CDBG application. This refers to an overview of the program, not specific projects which are yet to be selected. To accomplish this, please complete all applicable forms under “[Environmental Review Forms](#)” on the OCR website and provide supporting documentation for all statements on Forms 2-5, including relevant consultation letters. The Request for Release of Funds form, your THPO notification letters, and SHPO clearance should be provided after the grant is awarded.