

# MICROENTERPRISE RENEWAL REQUEST

<b>Municipality</b>		<b>CDBG#</b>	
<b>Request Date</b>		<b>Amendment Request Amount</b>	
<b>Award Date</b>		<b>Current Deadline Date</b>	
<b># of Additional Months</b>		<b>Extension Deadline Request</b>	
<b>Preparer Name</b>		<b>Preparer's email</b>	

**INTRODUCTION:** NYS CDBG Microenterprise assistance is available on a rolling basis to provide eligible municipal applicants with funding to support small business with 5 or fewer employees (including the owner). There is an identified need to provide higher-performing communities with on-going support through a contract “renewal”. The CDBG Microenterprise Contract Renewal process provides a format for CDBG Recipients to request a contract amendment providing additional time and funding without the need to file a new application. To request a CDBG Microenterprise contract amendment the municipality will submit grant documentation for OCR review of compliance with initial award administration by sending a completed Renewal Packet to their CDBG Project Manager. If the request is determined to be satisfactory, OCR will recommend the amendment for approval by the NYS Housing Trust Fund Corporation.

**THRESHOLDS:**

- Amendment request does not exceed \$300,000
- Existing program funds are 100% committed (1-6B submissions)
- Minimum of 50% funds expended through approved disbursement requests
- Extension request does not exceed 37 months from original board approval award date
- No substantive changes to Program Design Plan

---

**THRESHOLD COMPLIANCE**

---

Has the Recipient met each of the Threshold Requirements listed above, ensuring the municipality is eligible to apply for a contract amendment?  Yes  No

If no, provide justification for submitting the Renewal Request

---

## ABBREVIATED MONITORING

---

The following documentation must be uploaded to Procorem.

1. **Business Review** – upload documentation for three (3) business. Contact OCR Project Manager for the list of the three businesses. Fill in the names based on the list provided by OCR.

OCR TO PROVIDE		
Business #1	Business #2	Business #3

- Application
  - Owner Equity Expense Documentation
  - Evidence of scoring/evaluation documentation or non-award letters
  - Monitoring Report
  - National Objective Compliance (if available for job creation)
  - Signed Grant Agreement
  - Tier II Environmental Review (if full EA)
  - Training Certification
2. **Subrecipient Monitoring** (if applicable) – using OCR approved template or similar
  3. **Consultant Monitoring** (if applicable) – using OCR approved template or similar
  4. **Account Statements** – Submit Municipality **and** Subrecipient (if applicable) CDBG Account statements or checks demonstrating funds were moved within 5 business days of deposit
  5. **National Objective Compliance** - submit national objective documentation not previously submitted to OCR for any remaining businesses (e.g. Family Income Forms, Tax Returns)

---

## **NARRATIVE SECTION**

---

### **Description of unmet need in CDBG Microenterprise Program and the business community**

### **Detailed budget narrative**

---

## MILESTONES BREAKOUT

---

### Project Milestones to Date *(Award Date to Amendment Request)*

Date	Activity
	CDBG Award Date
	Executed Grant Agreement
	Environmental Clearance
	ME Program Marketing Begins
	Applications Received
	Committee Approves New Awards
	Grant Agreements Executed with Businesses
	Drawdown #1 Submitted
	Drawdown #2 Submitted
	Drawdown #3 Submitted
	Drawdown #3 Submitted
	Drawdown #4 Submitted
	Amendment Request Submitted

### Project Milestones to Completion *(Amendment Approval to Extension Deadline Date)*

Date	Activity
	Applications Reviewed
	Committee Approves New Awards
	Grant Agreements Executed with Businesses
	Draft 1-6Bs sent to OCR for review
	Drawdown # Submitted
	Drawdown # Submitted
	Drawdown # Submitted
	Drawdown # Submitted
	Drawdown # Submitted
	Drawdown # Submitted
	2 <sup>nd</sup> Public Hearing
	Final APR Submission
	Grant Closeout Activities
	Extension Deadline

**UPDATED ACCOMPLISHMENTS**

	<b>A</b>	<b>B</b>	<b>C</b>	
	<b>Accomplishment per Grant Agreement</b>	<b>Actual Accomplishments to Date</b>	<b>Add'tl accomplishments as a Result of Amendment</b>	<b>Total (Column A + Column C)</b>
<b>Businesses</b>				
Microenterprises (Total #)				
Start Ups				
Existing				
Microenterprises (LMI Owned)				
<b>Jobs</b>				
Jobs to be Created (# FTEs)				
Total Jobs Made Available/Held by LMI				
<b>Additional Narrative</b>				





---

## CERTIFICATION OF MICROENTERPRISE RENEWAL REQUEST

---

I certify that, to the best of my knowledge, this request packet is correct and complete; and that all proposed activities are eligible according to the requirements of Title I of the Housing and Community Development Act of 1974, and the grant agreement executed with the NYS Office of Community Renewal and the policies and program requirements governing the NYS CDBG Program.

Typed Name of Chief Elected Official	<input type="checkbox"/> Check box if Chief Elected Official has changed since last reporting period and provide name of former CEO above
Signature of Chief Elected Official	Date Report Signed by CEO
CEO Telephone	CEO E-mail Address

<b>OCR USE ONLY</b>	
<b>Project Manager</b> <input type="checkbox"/> Project passes threshold and compliance review <input type="checkbox"/> Project doesn't pass threshold and/or compliance review. <b>DATE:</b>	<b>Supervisor</b> <input type="checkbox"/> Recommend board approval. <input type="checkbox"/> Do not recommend board approval <b>DATE:</b>

***Reason for Denial (if applicable)***