Program Questions:
HCR - Community Development Block Grant (CDBG) - Open Round

Q_17640

Will the CDBG portion of the project for which funds are being requested involve the construction or rehabilitation (other than handicapped accessibility improvements) of buildings for the general conduct of government business (i.e. Town Hall)?

- Question Type: Threshold
- Required: Yes
- Answer Type: Yes/No
- Question Requirements:

  In accordance with 24 CFR 570.207, buildings, or portions thereof, used for the general conduct of government cannot be assisted with CDBG funds. However, the removal of architectural barriers within public buildings to make them more accessible to elderly and handicapped persons **is eligible as a CDBG public facility activity**. In addition, facilities such as neighborhood service centers or special purpose buildings that may house services provided by government at decentralized locations are also eligible as a CDBG public facility activity.

Q_9431

Is the applicant an eligible New York State non-entitlement municipality?

- Question Type: Threshold
- Required: Yes
- Answer Type: Yes/No
- Question Requirements:

  A list of eligible NYS Community Development Block Grant (CDBG) applicants is available online, here: https://hcr.ny.gov/community-development-block-grant

Q_18479

Will NYS CDBG funds be used for eligible project costs? Eligible costs may include construction (certain activity types), direct labor, direct material, engineering for planning and design, construction oversight/management, program delivery and administration (within the limits allowed).

- Question Type: Threshold
- Required: Yes
- Answer Type: Yes/No
- Question Requirements:

  Eligible costs may include direct construction, direct labor, direct material, engineering for planning and design, construction oversight/management, program delivery and administration. It is specifically noted that soft costs may not exceed the amounts set for each activity type:

  - Public Facility and Infrastructure: engineering, program delivery and administration may not exceed 20% of the total CDBG budget including no more than 5% of the total budget for administration.
  - Microenterprise: program delivery and administration may not exceed 20% (both are limited to 10%) of the total CDBG budget.
  - Stand-alone business assistance: $16,000 cap for program delivery and administration combined
  - Community Planning: administration not to exceed 5% of the CDBG budget.

  More information can be found in the NYS CDBG Administration Manual here: https://hcr.ny.gov/community-development-block-grant#program-guidelines

Q_3320

Does the proposed activity include assistance to a for-profit business in the form of lobbying or other political activities?

Lobbying and political activities are not eligible under Section 105(a)(17) of the Housing and Community Development Act of 1974.

- Question Type: Threshold
- Required: Yes
- Answer Type: Yes/No

Q_17355

Will any component or phase of the project that is applying for CFA funding be underway at the time of submission of the application or prior to any award decision?

- Question Type: Threshold
- Required: Yes

- Answer Type: Yes/No

Q_17356

Will the project meet a CDBG National Objective? See Question Requirements for additional information.

- Question Type: Threshold
- Required: Yes
- Answer Type: Yes/No
- Question Requirements:

  See the Request for Applications (RFA) for additional information related to complying with a HUD National Objective here: https://hcr.ny.gov/community-development-block-grant#funding-round-materials. Additional information can also be found in the CDBG Grant Administration Manual here: https://hcr.ny.gov/community-development-block-grant#program-guidelines

Q_18356

Does the applicant currently have federal and/or state funds suspended by the Office of Community Renewal? See Question Requirements for additional information.

- Question Type: Threshold
- Required: Yes
- Answer Type: Yes/No
- Question Requirements:

  A “funds suspended” status is generally the result of delinquent or incomplete Single Audit documents required under 2CFR Part 200.501. Other reasons for a “funds suspended” status may include missing annual program income certification, or other administrative concerns. Please reach out to the Office of Community Renewal for additional guidance if unclear on Funds Suspended status

Q_928

Project Street Address: Please input the project street address (**Street Number and Street Name only**).

If the project has multiple locations, please input the primary street address of the project. If the project does not have a definite street address, please input the approximate street address of the project (Street Number and Street Name only).

- Question Type: Location
- Required: Yes
- Answer Type: Short Answer

Q_565

Project City

- Question Type: Location
- Required: Yes
- Answer Type: Short Answer

Q_568

Project State

- Question Type: Location
- Required: Yes
- Answer Type: Single Choice Dropdown
- Choice Options:
  AA,AL,AK,AZ,AR,CA,CO,CT,DE,FL,GA,HI,ID,IL,IN,IA,KS,KY,LA,ME,MD,MA,MI,MN,MS,MO,MT,NE,NV,NH,NJ,NM,NY,NC,ND,OH,OK,OR,PA,RI,SC,SD,TN,TX,UT,VT,VA,WA,WV,WI,WY,AS,DC,FM,GU,MH,MP,PW,PR,VI
- Default Answer: AA

Q_972

Project county or counties.

- Question Type: Location
- Required: Yes
- Answer Type: NYS County Multiple Choice

Q_1034

Project ZIP Code. (please use ZIP+4 if known)

- Question Type: Location
- Required: Yes
- Answer Type: Zip Code
- Question Requirements:

  To locate a Zip Code, click HERE

Q_616

For more than one project location, please provide full address(es) for each location. If Not Applicable, indicate "NA".

- Question Type: Location
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: 1 - 200

Q_572

Project Latitude (This question's value will be filled automatically, based on the project address, when the application is finalized.)

- Question Type: Location
- Required: No
- Answer Type: Decimal

Q_573

Project Longitude (This question's value will be filled automatically, based on the project address, when the application is finalized.)

- Question Type: Location
- Required: No
- Answer Type: Decimal

Q_3527

US Congressional District where the project is located. (This question's value will be filled automatically, based on the project address, when the application is finalized.)

- Question Type: Location
- Required: No
- Answer Type: Single Choice Dropdown
- Choice Options: 1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,21,22,23,24,25,26,27
- Question Requirements:

  To determine the US Congressional District, click HERE

Q_184

NYS Assembly District where the project is located. (This question's value will be filled automatically, based on the project address, when the application is finalized.)

- Question Type: Location
- Required: No
- Answer Type: Integer

Q_190

NY Senate District where the project is located. (This question's value will be filled automatically, based on the project address, when the application is finalized.)

- Question Type: Location
- Required: No
- Answer Type: Integer

Q_4199

Please select the primary sector or characterization that best defines this project.

- Question Type: Basic
- Required: Yes
- Answer Type: Single Choice Dropdown
- Choice Options: Agriculture, Arts/Culture/Cultural Institutions, Biomedical/Medical, Community Development, Education/College/University, Energy, Environment, Financial Services, Food/Beverage, Healthcare, Historic

Preservation, Hospitality, Housing, Industrial/Manufacturing, Information Technology Services/Communications, Infrastructure, Municipal/Government, Office, Recreation,Research & Development, Tourism/Travel, Transportation, Water/Wastewater/Sewer, Waterfront Revitalization, Workforce Development,Business Development,Technology Commercialization, Semiconductors/Semiconductor Supply Chain

Q_4198

Please select the secondary sector or characterization that best defines this project.

- Question Type: Basic
- Required: Yes
- Answer Type: Single Choice Dropdown
- Choice Options: Agriculture, Arts/Culture/Cultural Institutions, Biomedical/Medical, Community Development, Education/College/University, Energy, Environment, Financial Services, Food/Beverage, Healthcare, Historic Preservation, Hospitality, Housing, Industrial/Manufacturing, Information Technology Services/Communications, Infrastructure, Municipal/Government, Office, Research & Development, Tourism/Travel, Transportation, Water/Wastewater/Sewer, Waterfront Revitalization, Workforce Development,Business Development,Technology Commercialization, Semiconductors/Semiconductor Supply Chain

Q_575

Project Description. Concisely describe the project, indicating the location, what will be planned, designed, acquired, and/or constructed, the issues/opportunities to be addressed, and expected outcomes and deliverables. Additional details will be collected later in the application process.

- Question Header: Project Description
- Question Type: Basic
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: 1 - 1200
- Question Requirements:

  Please include details relevant to all programs on this application. Programs on this application are: {{program_list}}

Q_12626

Does the project align with the Regional Economic Development Council's Strategic Plan?

- Question Type: Basic
- Required: Yes
- Answer Type: Yes/No
- This is a conditional question.
    1. If **Yes** is selected then **Q_12627** will be displayed

Q_12627

Explain how the project aligns with the Regional Economic Development Council's Strategic Plan.

- Question Type: Basic
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: any
- This is a conditional question based on the answer to **Q_12626**. This question displays when selecting the answer: "**Yes**"
- Question Requirements:

  Describe how the proposed project advances the REDC/URI plan for the region, specifically linking the project to the region's goals, strategies, and targeted industry clusters. A response to this question should directly and specifically link the project to a section or sections of REDC/URI plan for the region.

Q_975

Estimated Project Timeline: include project start/completion dates, estimates for design, permitting and construction or other major steps.

- Question Type: Basic
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: 1 - 850

Q_580

Provide a list of all federal, state, and local reviews, approvals, or permits needed or completed, including the dates when they are expected to be completed or were completed. If Not Applicable, indicate "NA".

- Question Type: Basic

- Required: Yes
- Answer Type: Long Answer
- Characters: 1 - 400

Q_12625

Has the applicant or project been awarded funding in prior CFA rounds?

- Question Header: Prior CFA Funding
- Question Type: Basic
- Required: Yes
- Answer Type: Yes/No
- This is a conditional question.
    1. If **Yes** is selected then **Q_2362** will be displayed

Q_2362

What were the CFA numbers for which funding was awarded? (separate multiple CFA numbers with commas)

- Question Type: Basic
- Required: No
- Answer Type: Short Answer
- This is a conditional question based on the answer to **Q_12625**. This question displays when selecting the answer: "**Yes**"

Q_4160

For each program to which you are applying under the CFA, explain your strategy for proceeding if the full amount of requested funding, required matching funds, and temporary financing are not secured as expected, or committed sources become unavailable.This explanation must address any proposed project phases, and both CFA and non-CFA sources of funds.

- Question Type: Basic
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: 1 - 5000

Q_549

Type of Applicant (select one)
Applicants will first select a single applicant type from the categories below and then a subtype based on their initial selection. Applicants should review

the selections below which provides a list of subtypes by main applicant type.

1. For Profit entity options:
Limited Liability Corporation (LLC)
Limited Liability Partnership (LLP)
Sole Proprietorship
S Corporation
C Corporation
Limited Partnership (LP)
Other- applicant will be required to list their other for-profit designation.

2. Not-for profit entity options:
501(c)(1) Any corporation that is organized under an act of Congress that is exempt from federal income tax;
501(c)(2) Corporations that hold a title of property for exempt organizations;
501(c)(3) Corporations/funds/foundations that operate for religious/ charitable/ scientific/ literary/ educational purposes;
501(c)(4) Nonprofit organizations that promote social welfare;
501(c)(5) Labor, agricultural, or horticultural associations;
501(c)(6) Business leagues/chambers of commerce/etc. that are not organized for profit;
501(c)(7) Recreational organizations; and
Other- applicant will be required to list their other not-for-profit designation.

3. Government entity options:
Federal
State
County
City
Town
Village
Tribal
School District
County or Town Improvement District
District Corporation
Public Authority
Business Improvement District
Fire District
Board of Cooperative Education Services (BOCES)
Public Library

Association Library
Other- applicant will be required to list their other government designation.

- Question Type: Basic
- Required: Yes
- Answer Type: Single Choice Dropdown
- Choice Options: For-Profit, Not-for-Profit, Government
- This is a conditional question.
    1. If **For-Profit** is selected then **Q_15475** will be displayed
    2. If **Government** is selected then **Q_15478** will be displayed
    3. If **Not-for-Profit** is selected then **Q_15477** will be displayed

Q_15478

Select the government entity of the applicant applying for funding:

- Question Type: Basic
- Required: Yes
- Answer Type: Single Choice Radio Button
- Choice Options: Federal, State, County, City, Town, Village, Tribal, School District, County or Town Improvement District, District Corporation, Public Authority, Business Improvement District, Fire District, Board of Cooperative Education Services (BOCES), Public Library, Association Library, Other
- This is a conditional question.
    1. If **Other** is selected then **Q_15485** will be displayed
- This is a conditional question based on the answer to **Q_549**. This question displays when selecting the answer: "**Government**"

Q_15485

Enter the applicant's 'Other' government entity designation.

- Question Type: Basic
- Required: Yes
- Answer Type: Short Answer
- This is a conditional question based on the answer to **Q_15478**. This question displays when selecting the answer: "**Other**"

Q_546

Organization Legal Name

- Question Header: Applicant Information
- Question Type: Basic
- Required: Yes

- Answer Type: Short Answer
- Question Requirements:

  If applying in the name of a business please type in the name as it appears on your business papers. If applying as an individual insert your name here.

Q_5416

Applicant First Name

- Question Type: Basic
- Required: Yes
- Answer Type: Short Answer

Q_5417

Applicant Last Name

- Question Type: Basic
- Required: Yes
- Answer Type: Short Answer

Q_551

Applicant Street Address

- Question Type: Basic
- Required: Yes
- Answer Type: Short Answer

Q_552

Applicant City

- Question Type: Basic
- Required: Yes
- Answer Type: Short Answer

Q_553

Applicant State

- Question Type: Basic
- Required: Yes

- Answer Type: State Dropdown

Q_554

Applicant ZIP Code. (please use ZIP+4 if known)

- Question Type: Basic
- Required: Yes
- Answer Type: Zip Code
- Question Requirements:

  To look up a zip code, click HERE

Q_651

Applicant Telephone Number (please include area code)

- Question Type: Basic
- Required: Yes
- Answer Type: Phone

Q_555

Applicant Email Address

- Question Type: Basic
- Required: Yes
- Answer Type: Email

Q_547

Contact First Name

- Question Type: Basic
- Required: Yes
- Answer Type: Short Answer

Q_1049

Contact Last Name

- Question Type: Basic
- Required: Yes
- Answer Type: Short Answer

Q_1050

Contact Title

- Question Type: Basic
- Required: No
- Answer Type: Short Answer

Q_5490

Primary Organization

- Question Type: Basic
- Required: No
- Answer Type: Short Answer

Q_3688

Contact Street Address

- Question Type: Basic
- Required: Yes
- Answer Type: Short Answer

Q_3689

Contact City

- Question Type: Basic
- Required: Yes
- Answer Type: Short Answer

Q_3690

Contact State

- Question Type: Basic
- Required: Yes
- Answer Type: State Dropdown

Q_3691

Contact ZIP Code (please use ZIP+4 if known)

- Question Type: Basic
- Required: Yes
- Answer Type: Zip Code

Q_562

Primary Contact Phone Number. (please include area code)

- Question Type: Basic
- Required: Yes
- Answer Type: Phone

Q_3692

Contact Email

- Question Type: Basic
- Required: Yes
- Answer Type: Email

Q_5476

Contract First

- Question Type: Basic
- Required: Yes
- Answer Type: Short Answer

Q_5477

Contract Last

- Question Type: Basic
- Required: Yes
- Answer Type: Short Answer

Q_5478

Contract Title

- Question Type: Basic
- Required: No
- Answer Type: Short Answer

Q_5491

Authorized Organization

- Question Type: Basic
- Required: No
- Answer Type: Short Answer

Q_5479

Contract Street

- Question Type: Basic
- Required: Yes
- Answer Type: Short Answer

Q_5480

Contract City

- Question Type: Basic
- Required: Yes
- Answer Type: Short Answer

Q_5481

Contract State

- Question Type: Basic
- Required: Yes
- Answer Type: State Dropdown

Q_5482

Contract Zip (please use ZIP+4 if known)

- Question Type: Basic
- Required: Yes
- Answer Type: Zip Code

Q_5483

Contract Phone (please include area code)

- Question Type: Basic
- Required: Yes
- Answer Type: Phone

Q_5484

Contract Email

- Question Type: Basic
- Required: Yes
- Answer Type: Email

Q_1052

Additional Project Contact First Name

- Question Type: Basic
- Required: No
- Answer Type: Short Answer

Q_970

Additional Project Contact Last Name

- Question Type: Basic
- Required: No
- Answer Type: Short Answer

Q_1051

Additional Contact Title

- Question Type: Basic
- Required: No
- Answer Type: Short Answer

Q_5492

Additional Organization

- Question Type: Basic
- Required: No
- Answer Type: Short Answer

Q_3693

Additional Contact Street Address

- Question Type: Basic
- Required: No
- Answer Type: Short Answer

Q_3694

Additional Contact City

- Question Type: Basic
- Required: No
- Answer Type: Short Answer

Q_3695

Additional Contact State

- Question Type: Basic
- Required: No
- Answer Type: State Dropdown

Q_3696

Additional Contact ZIP (please use ZIP+4 if known)

- Question Type: Basic
- Required: No
- Answer Type: Zip Code

Q_3697

Additional Contact Telephone Number (please include area code)

- Question Type: Basic
- Required: No
- Answer Type: Phone

Q_561

Additional Contact Email Address

- Question Type: Basic
- Required: No
- Answer Type: Email

Q_16509

Current State of Project Development (i.e. planning, preliminary engineering, final design, etc. You may enter N/A for non-project related applications)

- Question Type: Basic
- Required: Yes
- Answer Type: Short Answer

Q_18357

Attach the Pre-Application Certification.

- Question Type: Attachment
- Required: Yes
- Answer Type: Attachment

Q_18475

Attach Budget Table. The budget must be consistent with the description provided in the application and reflect the total project cost (TPC) of all components. The form can be found at: https://hcr.ny.gov/community-development-block-grant#funding-round-materials

- Question Type: Attachment
- Required: Yes
- Answer Type: Attachment

Q_18360

Attach a map that clearly shows the entire site, project or service area.

- Question Header: Project Map
- Question Type: Attachment
- Required: Yes
- Answer Type: Attachment

Q_17871

Attach Job Creation/Retention Table if applying for an economic development activity. See question requirements for more information.

- Question Type: Attachment
- Required: No
- Answer Type: Attachment
- Question Requirements:

  For microenterprise activities, use the form found here:https://hcr.ny.gov/pre-submission-job-creation-table-me

  For stand-alone economic development activities, use the form found here: https://hcr.ny.gov/pre-submission-job-creation-retention-table

Q_18393

Attach documentation of compliance with CDBG citizen participation requirements. Failing to submit all required documents may render the application ineligible. To avoid application disqualification and/or delay, use the public hearing template provided in the CDBG Public Hearing toolkit here: https://hcr.ny.gov/community-development-block-grant#funding-round-materials. See question help for required documents and actions

- Question Type: Attachment
- Required: Yes
- Answer Type: Attachment
- Question Requirements:

  CDBG public hearing requirements can be found here: https://hcr.ny.gov/community-development-block-grant#funding-round-materials.

  Applicants must meet the citizen participation requirements at 24 CFR 570.486 and NYS Homes and Community Renewal's Citizen Participation Plan as amended, which require Applicants to follow a citizen participation plan. Prior to submitting a CDBG application, applicants must issue a public hearing notice and hold one public hearing (one in each jurisdiction of a joint application) allowing for citizen feedback on the community and economic development needs of the applicant community and any proposed project(s). When issuing the notice and holding the public hearing, please note the following:

    -

- The hearing must be conducted in accordance with the New York State Open Meetings Law (Public Officers Law, Article 7)
- The hearing must be held within nine (9) months of the initial application submission
- The municipality must provide a minimum seven (7) day period between the publication of the hearing notice and the hearing itself. Note that the date of publication is day "zero."
- The hearing notice must be conspicuously posted in one or more public locations at least seventy-two (72) hours prior to the actual hearing. Documentation of the posting must be provided as part of the application. Examples of documentation include:
  - Digital photo of physical posting, with date stamp
  - Screenshot from website posting
  - Other documentation that clearly demonstrates that the notice was posted conspicuously at least 72 hours prior to the actual hearing
  - Written attestation of the above
- The hearing must be conducted by a quorum of the legislative body of the municipality only, not by a sub recipient, department or arm of the applicant
- The notice for the hearing must specifically mention the municipality's intent to apply for NYS CDBG funds and the current program year
- The recipient must submit affidavit of publication of the hearing notice legal ad
- The notice must identify all activities that the Applicant may be applying for during current program year, which may include Housing, Public Infrastructure/Facilities, Economic Development, Community Planning, or Imminent Threat
- Public hearings must be held in a location accessible to persons with disabilities and/or provide reasonable accommodations to allow all interested parties to participate
- The municipal resolution authorizing the public hearing, the hearing notice, affidavit of publication, hearing minutes, and evidence of conspicuous public posting must be included as an attachment to the application
- A copy of the application must be available for public inspection at the municipal office(s).

Q_18394

Attach the Project Schedule form

- Question Type: Attachment
- Required: Yes

- Answer Type: Attachment
- Question Requirements:

  The Project Schedule form can be found here: https://hcr.ny.gov/community-development-block-grant#funding-round-materials

Q_18395

Attach Program Income Report Form

- Question Type: Attachment
- Required: Yes
- Answer Type: Attachment
- Question Requirements:

  The form can be found at: https://hcr.ny.gov/cdbg-program-income-report

Q_18396

Attach Project Team Form

- Question Type: Attachment
- Required: Yes
- Answer Type: Attachment
- Question Requirements:

  Please attach the Project Team form, found on the OCR website here: https://hcr.ny.gov/8-1-project-team

Q_18401

Attach Smart Growth Impact Evaluation Form

- Question Type: Attachment
- Required: Yes
- Answer Type: Attachment
- Question Requirements:

  The form can be found at: https://hcr.ny.gov/smart-growth-project-compliance-form

Q_18402

Attach documentation of compliance with HUD's National Objectives. Material attached here should align with the details described in Q_18417. Information related to the appropriate type of documentation can be found in question requirements.

- Question Type: Attachment
- Required: Yes
- Answer Type: Attachment
- Question Requirements:

Requirements at 24CFR570.483 detail the requirements of whether a CDBG assisted activity complies with one or more of the National Objectives as required under 24CFR570.200.

CDBG funded projects must demonstrate compliance with a National Objective of benefiting low- and moderate-income persons, meeting an urgent community development need or preventing or eliminating slums and blight. In order to document compliance with a National Objective, applicants must:

- Identify the activity type
- Identify the beneficiaries
- Document compliance

For further guidance on achieving National Objective, please see the Request for Applications (RFA) here: https://hcr.ny.gov/community-development-block-grant#funding-round-materials or refer to Chapter 5 of the NYS CDBG Grant Administration Manual here: https://hcr.ny.gov/community-development-block-grant#program-guidelines

Common documentation by activity (not an exhaustive list):

Public Infrastructure

- Map of defined service area
- Census data
- Income survey data

Public Facility

- Map of defined service area
- Census data
- Income survey data
- Other evidence of serving primarily low/mod population

Economic Development

- Commitment from business(es) to create jobs available low/mod jobs
- Family income forms (self-certification of income and households size)

Imminent Threat

- Slum/Blight Declaration (if S/B)
- Objective evidence of threat to public health and safety

Community Planning

- Evidence that, if implemented, the plan will lead to an activity that will meet a national objective. Documentation will mirror that provided for infrastructure, economic development or housing activities

Q_18403

Attach documentation of Affirmatively Furthering Fair Housing (AFFH) compliance. Refer to question requirements for further guidance.

- Question Type: Attachment
- Required: Yes
- Answer Type: Attachment
- Question Requirements:

  Fair Housing - All applicants are required to:

  1. Attach a resolution passed by a quorum of the governing body **designating a Fair Housing Officer** who is familiar with fair housing laws and requirements. The officer must be trained or will receive training 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 fair housing issues between the public and the locality.

  2. Attach a statement disclosing whether the municipality has been the subject of any fair housing proceeding before a federal, state and/or local adjudicatory body, including the outcome/resolution, or if it receives a final disposition in a proceeding involving fair housing law claims.

  For more information, refer to the NYS CDBG Request for Applications (RFA) here:

https://hcr.ny.gov/community-development-block-grant#funding-round-materials

Q_18404

Attach the draft Environmental Review Record. See question requirements for further guidance.

- Question Type: Attachment
- Required: Yes
- Answer Type: Attachment
- Question Requirements:

  Applicants should begin the environmental review process to identify and eliminate barriers to immediate implementation upon award including any outstanding permits, federal and state consultations, mitigation measures, and legal measures. The Environmental Review Record (ERR) is a record of all consultation or mitigation actions along with required OCR forms. Those forms can be found here: https://hcr.ny.gov/community-development-block-grant#forms-and-documents. This attachment must include the following, at a minimum:

  - Designation of Certifying Officer (CO) - If CO is anyone other than the Chief Elected Official, the designation must be made by local resolution of the legislative body submitting the application. The CO must be a municipal official or employee.
  - Environmental Quality Review (SEQR) documentation
    - Certification of SEQR Classification (Form)
    - Documentation of local SEQRA determination
    - Lead Agency documentation for Unlisted and Type 1 Actions
    - Environmental Notices Bulletin for Type 1 Actions
  - Certification of NEPA Classification (Form)
  - NEPA Classification Checklist (Form)
  - Statutory Checklist (Form)
  - Environmental Assessment Checklist (Form)
  - Documentation of all state and federal agency consultations. This must include:
    - Requests to agencies for review and the response
    - All relevant maps must be included
    - SHPO documentation
    - THPO documentation, this specifically must be completed by the Certifying Officer
  - Compliance with FFRMS and Wetlands - Affidavit of publication for Early and Final Floodplain and Wetland Notices (if applicable)

  Helpful Links:

  SEQR - NYS Dept. of Environmental Conservation: https://www.dec.ny.gov/permits/357.html

  NEPA - https://www.hudexchange.info/programs/environmental-review

  NYS CDBG Environmental Review documents are located on the CDBG website here: https://hcr.ny.gov/community-development-block-grant#forms-and-documents

Q_18405

Attach all funding commitment letters, approval/rejection letters from funding agencies, evidence of bank financing, and any other supporting documentation demonstrating that non-CDBG funds have been pursued. Statements that describe a self-analysis of other funding sources do not constitute an effort to pursue other funding.

- Question Type: Attachment
- Required: Yes
- Answer Type: Attachment

Q_18406

Attach a Vendor Responsibility Questionnaire (VRQ) completed by the subrecipient, if applicable.

- Question Type: Attachment
- Required: No
- Answer Type: Attachment
- Question Requirements:

  CDBG recipients may elect to sub-grant all or portions of their CDBG funds to a subrecipient for administration of a specific activity. Under this arrangement, CDBG funds typically flow through the CDBG recipient to the subrecipient to carry out the project. As a result, HCR must evaluate the responsibility of the subrecipient vendor to ensure the integrity of public dollars, and that the subrecipient has the capacity to perform the requirements of the CDBG award.

  The appropriate Vendor Responsibility Questionnaire can be found on the NYS Comptroller's Office website here:

  https://www.osc.state.ny.us/state-vendors/vendrep/vendor-responsibility-forms

Q_18407

Attach purchase agreements, property acquisition, easements or other documentation that supports the status of site control, if applicable

- Question Type: Attachment
- Required: No
- Answer Type: Attachment

Q_18408

If the application is a joint application, attach a cooperation agreement and a resolution authorizing a joint application and one of the units of local government as the primary applicant. See question requirements for further guidance.

- Question Type: Attachment
- Required: No
- Answer Type: Attachment
- Question Requirements:

  When a joint effort is required to solve a common water or sewer 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. In addition, proof that a public hearing was held for each cooperating municipality must be submitted as an attachment.

  Note: CDBG public hearing requirements apply to all applicants submitting joint applications. Each community will be required to hold a public hearing prior to submission. Documentation demonstrating compliance of the public hearing requirements must be attached to Question Q_17357.

Q_18409

Attach documentation demonstrating the need for the project and for CDBG funds. See question requirements for further guidance.

- Question Type: Attachment
- Required: Yes
- Answer Type: Attachment
- Question Requirements:

  Items to attach may include, but are not limited to:

  - Cost estimates provided by 3rd party
  - Preliminary engineering/architectural reports
  - Other agency findings, e.g. consent orders, notices of violations or compliance schedule
  - Demonstrated community or political support, i.e. support letters

Q_18386

Attach all civil rights documentation. See question requirements for a complete list.

- Question Type: Attachment
- Required: Yes
- Answer Type: Attachment
- Question Requirements:

  Items to attach include:

  - Section 504 Accessibility self-evaluation
    - If the municipality have fifteen (15) or more employees
      - Attach Grievance Procedure for ADA- related complaints, method and evidence of public notice
  - Local Procurement Policy
    - Must address each item listed in 2 CFR 200.318 - .326 including Equal Employment Opportunity and Affirmative MWBE/Section 3 language
    - As the recipient completes individual procurements, evidence thereof must be submitted to the project manager
  - EEO Policy
    - If the municipality have over one hundred (100) employees, attach the most recently submitted EEO-4 Survey

  See Chapter 7 of the OCR GAM for further information.

Q_18362

Public Facility - Additional Attachments See question requirements for further guidance.

- Question Type: Attachment
- Required: No
- Answer Type: Attachment
- Question Requirements:

  Additional required documents include:

  - Public Infrastructure/Public Facility Detail Form. This can be found here: https://hcr.ny.gov/community-development-block-grant#funding-round-materials
  - Documentation of condition of the facility, such as a buildings needs assessment, physical needs assessment, or other document that

summarizes an evaluation of the current condition of the facility, identifying deficiencies, code violations, safety issues, and areas requiring repairs or upgrades. While final plans and specifications are not required at the time of application, needs assessments must be detailed enough to support the need for the request and to demonstrate that funding is in place to complete the project and support the sustainability of the facility.
    - Maintenance Plan
    - Supportive services plan, as applicable

Q_18410

Community Planning - Additional Attachments See question requirements for further guidance.

- Question Type: Attachment
- Required: No
- Answer Type: Attachment
- Question Requirements:

  Additional required documents include:

    - Community Planning Detail Form. This can be found here: https://hcr.ny.gov/community-development-block-grant#funding-round-materials
    - Any other supporting documentation available to support the application. However, do not attached documents that are attached elsewhere in the application

Q_18411

Economic Development - Additional Attachments See question requirements for further guidance.

- Question Type: Attachment
- Required: No
- Answer Type: Attachment
- Question Requirements:

  An application attachment checklist can be found here: https://hcr.ny.gov/community-development-block-grant#funding-round-materials

  Additional required documents include:

- Economic Development Detail Form. This can be found here: https://hcr.ny.gov/community-development-block-grant#funding-round-materials
- Underwriting Documentation (stand-alone only)
- Certification of business (stand-alone only): https://hcr.ny.gov/certification-business-0
- Commitment(s) to equity contribution and low/mod job creation (stand-alone only)
- Documentation/evidence of equity
- Business committment to low/mod job creation (stand-alone only)
- Job retention Family Income Forms and Evidence of Jobs Threatened (stand-alone only)
- Program Design Plan (Microenterprise only. Template here: https://hcr.ny.gov/community-development-block-grant#toolkits)
- Selection Committee (Microenterprise only)
- Application and local contract materials (Microenterprise only) here: https://hcr.ny.gov/community-development-block-grant#toolkits
- Training Curriculum (Microenterprise only) here: https://hcr.ny.gov/community-development-block-grant#toolkits
- Documentation of Interest (Microenterprise only)

Q_18412

Imminent Threat - Additional Attachments See question requirements for further guidance.

- Question Type: Attachment
- Required: No
- Answer Type: Attachment
- Question Requirements:

  An application attachment checklist can be found here: https://hcr.ny.gov/community-development-block-grant#funding-round-materials

  Additional required documents include:

  - Imminent Threat Detail Form. This can be found here: https://hcr.ny.gov/community-development-block-grant#funding-round-materials
  - Blight resolution (S/B only): https://hcr.ny.gov/blight-resolution-template
  - 3rd party evidence of blight (S/B only)
  - Documentation for Spot or Area Blight (S/B only)

- Evidence of private owner participation and/or interest, if applicable
- Evidence documenting inability to finance the project without CDBG
- Any other documentation of need not already provided

Q_18359

Applicant Certification Form

- Question Type: Attachment
- Required: Yes
- Answer Type: Attachment

Q_18476

Choose the project type

- Question Header: Project Type
- Question Type: Standard Question
- Required: Yes
- Answer Type: Single Choice Radio Button
- Choice Options: Economic Development,Public Facility,Imminent Threat,Community Planning

Q_18379

[New Table] Businesses Assisted undefined

- Question Type: Standard Question
- Required: No
- Answer Type: Integer

Q_18380

Proposed Accomplishments Businesses Assisted Low/Mod

- Question Type: Standard Question
- Required: No
- Answer Type: Integer

Q_18381

Proposed Accomplishments Jobs Created Total

- Question Type: Standard Question
- Required: No
- Answer Type: Integer

Q_18382

Proposed Accomplishments Jobs Created Low/Mod

- Question Type: Standard Question
- Required: No
- Answer Type: Integer

Q_18383

Proposed Accomplishments Persons (Facility and Infrastructure) Total

- Question Type: Standard Question
- Required: No
- Answer Type: Integer

Q_18384

Proposed Accomplishments Persons (Facility and Infrastructure) Low/Mod

- Question Type: Standard Question
- Required: No
- Answer Type: Integer

Q_18385

Proposed Accomplishments Buildings Demolished Total

- Question Type: Standard Question
- Required: No
- Answer Type: Integer

Q_17824

Provide a brief abstract of the proposed project. The abstract must include formal applicant name, location of project, amount of request, general purpose of the project, and project beneficiaries. Sample text: [City, Town, Village,

County Name] will use $500,000 in NYS CDBG funds to [one sentence description of project]. The total project cost will be $2,000,000 with $1,500,000 from other grant sources (specify). The project proposes to benefit 50 low-and moderate-income persons.

- Question Header: Abstract
- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: 0 - 1000

Q_17340

Provide a brief history of the community or project area with a concise description of the project and need to be addressed. Use quantitative data and information to describe the need for the project. Include a tentative schedule of key milestones.

- Question Header: Description of Community and Project
- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: 0 - 2000

Q_18478

Provide a brief description of how the the proposed project will meet national objective. For further guidance on achieving National Objective, please see the Request for Applications (RFA) here: https://hcr.ny.gov/community-development-block-grant#funding-round-materials or refer to the NYS CDBG Grant Administration Manual here: https://hcr.ny.gov/community-development-block-grant#program-guidelines

- Question Header: National Objective
- Question Type: Standard Question
- Required: No
- Answer Type: Long Rich Text (HTML)
- Characters: 0 - 1000

Q_18363

Describe any changes to the project since the Pre-Application submission (scope, budget, funding sources, schedule, site control, or National Objective).

- Question Header: Pre-Application Consistency Check
- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: 0 - 1000

Q_18413

Describe other planning and community development efforts to address the need. How is this project consistent with existing plans or initiatives at the local, county or state level? Describe its consistency with a Regional Economic Development Council strategic plan or initiative.

- Question Header: Previous Efforts
- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: 0 - 1000

Q_18415

Is CDBG funding necessary to induce the project? See question help for further guidance.

- Question Header: Financial Need
- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: 0 - 2000
- Question Requirements:

  The applicant must describe:

  - Other funding sources that were pursued and/or efforts taken to address the problem
  - How CDBG funding is necessary to induce the project, i.e. there is a funding gap or
  - How CDBG is the most appropriate source
  - Whether CDBG is substituted for other sources
  - The methodology to develop the cost estimates for the project, as well as the age of the cost estimates.

Q_18416

Describe the documentation attached to this application to support demonstrate need for the project and CDBG funding, specifically, the documents attached to Q_18409.

- Question Header: Needs Documentation
- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: 0 - 2000

Q_18417

Describe in detail how the project will meet HUD's National Objective(s). Details discussed here should align with the documentation attached to Q_18402. See question requirements for further guidance.

- Question Header: National Objective
- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: 0 - 4000
- Question Requirements:

  Requirements at 24CFR570.483 detail the requirements of whether a CDBG assisted activity complies with one or more of the National Objectives as required under 24CFR570.200.

  CDBG funded projects must demonstrate compliance with a National Objective of benefiting low- and moderate-income persons, meeting an urgent community development need or preventing or eliminating slums and blight. In order to document compliance with a National Objective, applicants must:

  - Identify the activity type
  - Identify the beneficiaries
  - Document compliance

  For further guidance on achieving National Objective, please see the Request for Applications (RFA) here: https://hcr.ny.gov/community-development-block-grant#funding-round-materials or refer to Chapter 5 of the NYS CDBG Grant Administration Manual here: https://hcr.ny.gov/community-development-block-grant#program-guidelines

Q_18368

Describe the long-term benefits, or outcomes, of this project to the community. Include both qualitative and quantitatively measurable outcomes such as linear pipe replaced, persons benefitted, homes rehabilitated, jobs created, etc. If relevant, describe impacts to user costs, tax levy, or property values.

- Question Header: Community and Economic Benefit
- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: 0 - 1000

Q_18418

Provide a detailed budget narrative. Identify each of the estimated costs, including the source of the funds and proposed use. This must include any administrative or program delivery costs. Describe how CDBG funds will be disbursed on a pro-rata basis with other sources, where applicable. Details discussed here should align with the documentation attached to Q_18475 of this CFA.

- Question Header: Budget Design
- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: 0 - 2000

Q_18422

If the Applicant has received CDBG and/or HOME funds in the past, describe the outcome of those projects, highlighting any administrative issues that occurred, and what corrective action was established to ensure the issues were resolved. If the applicant has not received CDBG and/or HOME funds in the past, a description of experience using similar state or federal sources may be substituted.

- Question Header: Prior Administrative Issues
- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: 0 - 2000

Q_18424

Describe the roles and responsibilities of specific staff members, subrecipients, and/or consultants, and their relevant experience and qualifications. How will the project be managed or administered? Details discussed here should align with the documentation attached to Q_18396 of this CFA.

- Question Header: Project Design
- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: 0 - 2000

Q_18369

How will the applicant exercise strong control and accountability over CDBG funds? Describe the process used to track the movement of grant funds and the personnel involved in these functions. This description of must include, but is not limited to: Separation of financial duties (review vs approval), independent audits or monitoring of activities of consultants and subrecipients, budget to actual comparisons, and cash control procedures.

- Question Header: Financial Capacity
- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: 0 - 1000

Q_18370

Describe how the applicant will ensure compliance with federal procurement requirements under 2 CFR 200. Existing engineering and/or consultant relationships must be disclosed.

- Question Header: Procurement and Compliance Readiness
- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: 0 - 1000
- Question Requirements:

  For more information about federal procurement requirements, see Chapter 4 of the CDBG Grant Administration Manual: https://hcr.ny.gov/community-development-block-grant#program-guidelines.

Q_18372

Describe the plan of finance and/or services that will sustain the project moving forward. What happens once the project is completed? Details discussed here should align with the documentation attached to Q_18405 of this CFA.

- Question Header: Funding Commitments and Sustainability
- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: 0 - 1000

Q_18371

Describe the applicantâ€™s ability to immediately implement the project upon award, including any impediments such as permitting, site control, regulatory issues, environmental mitigation, etc. Provide a description of project related activities that have been undertaken to date in support of the project and attach any relevant documentation to the application to support readiness. Details discussed here should align with the documentation attached to this CFA, including Q's 18394 (Project Schedule), 18404 (Draft Environmental Review), 18405 (Commitment of Funds), and 18407 (Evidence of Site Control). Note that intent to secure site control, permits, or funding at a latest date is insufficient and will prevent the project from advancing with NYS CDBG funding.

- Question Header: Readiness
- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: 0 - 1000

Q_18419

Is the project located in a municipality designated as a Pro-Housing Community, or has the municipality submitted a Letter of Intent initiating the Pro-Housing Community certification process?

- Question Type: Standard Question
- Required: Yes
- Answer Type: Yes/No

Q_18420

Describe how the project will comply with the Buy American Preference (BAP) under the Build America, Buy America Act (BABA). Describe any potential delays associated with procurement or any project related waivers. See question requirements for additional information.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: any
- Question Requirements:

  The Build America, Buy America Act (BABA), enacted as part of the Infrastructure Investment and Jobs Act on November 15, 2021, established a domestic content procurement preference for all Federal financial assistance obligated for infrastructure projects after May 14, 2022. The domestic content procurement preference requires that all iron, steel, manufactured products, and construction materials used in covered infrastructure projects are produced in the United States (Buy America Preference)

  All applicants are required to provide a description at the time of application of how the project will comply if awarded. All NYS CDBG Grant Recipients will be required to submit a BABA Guidance and Applicability Checklist prior to construction and BABA Covered Materials List and Certification during implementation of the project: https://hcr.ny.gov/community-development-block-grant#forms-and-documents. BABA requirements are described in Chapter 6 of the NYS CDBG Grant Administration Manual. Further information, see:

  - **Main HUD BABA Page: https://www.hudexchange.info/programs/baba/**
  - **BABA FAQ: https://www.hudexchange.info/baba/faqs/**

Q_18364

Please provide the Federal Tax ID for the Unit of Government serving as the Applicant.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: 0 - 500

Q_18365

Please provide the Unique Entity ID (UEI) for the Unit of Government serving as the Applicant.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: 0 - 500
- Question Requirements:

  Unique Entity ID: https://sam.gov/content/home

Q_3962

ContactNameSubrecipient

- Question Type: Standard Question
- Required: No
- Answer Type: Short Answer

Q_3945

ContactNamePreparer

- Question Type: Standard Question
- Required: Yes
- Answer Type: Short Answer

Q_3949

TitlePreparer

- Question Type: Standard Question
- Required: Yes
- Answer Type: Short Answer

Q_3950

TitleSubrecipient

- Question Type: Standard Question
- Required: No
- Answer Type: Short Answer

Q_3947

OrganizationPreparer

- Question Type: Standard Question
- Required: Yes
- Answer Type: Short Answer

Q_3948

OrganizationSubrecipient

- Question Type: Standard Question
- Required: No
- Answer Type: Short Answer

Q_3951

AddressPreparer

- Question Type: Standard Question
- Required: Yes
- Answer Type: Short Answer

Q_3952

AddressSubrecipient

- Question Type: Standard Question
- Required: No
- Answer Type: Short Answer

Q_3953

ZipCodePreparer

- Question Type: Standard Question
- Required: Yes
- Answer Type: Short Answer

Q_3954

ZipCodeSubrecipient

- Question Type: Standard Question
- Required: No

- Answer Type: Short Answer

Q_3955

TelephonePreparer

- Question Type: Standard Question
- Required: Yes
- Answer Type: Phone

Q_3956

TelephoneSubrecipient

- Question Type: Standard Question
- Required: No
- Answer Type: Phone

Q_3957

EmailPreparer

- Question Type: Standard Question
- Required: Yes
- Answer Type: Email

Q_3958

EmailSubrecipient

- Question Type: Standard Question
- Required: No
- Answer Type: Short Answer

Q_1038

By entering your name in the box below, you certify that you are authorized on behalf of the applicant and its governing body to submit this application. You further certify that all of the information contained in this Application and in all statements, data and supporting documents which have been made or furnished for the purpose of receiving assistance for the project described in this application, are true, correct and complete to the best of your knowledge and belief. You acknowledge that offering a written instrument knowing that

the written instrument contains a false statement or false information, with the intent to defraud the State or any political subdivision, public authority or public benefit corporation of the State, with the knowledge or belief that it will be filed with or recorded by the State or any political subdivision, public authority or public benefit corporation of the State, constitutes a crime under New York State Law.

- Question Type: Certification
- Required: Yes
- Answer Type: Short Answer