Homes and Community Renewal
Housing Trust Fund Corporation

NYS Community Development Block Grant Program
Public Infrastructure Activity Detail Form

Applicant Name: _____

Project Name: _____

CFA Application #: _____ Date: _____

Complete this form if you are submitting a NYS CDBG application for public infrastructure activities, including replacement of related private water/sewer laterals.

A. Application Checklist

A complete CDBG Public Infrastructure application will include all questions and attachments requested in the CFA. Guidance, templates and forms can all be found on the NYS CDBG website here: https://hcr.ny.gov/community-development-block-grant.

Documentation	
Completed CFA Full Application (Questionnaire)	☐
Budget Table	☐
Project Map	☐
Public Participation Documentation (Public Hearing)	☐
Project Schedule	☐
Program Income Report	☐
Project Team	☐
Smart Growth Impact Evaluation Form	☐
National Objective Documentation	☐
Draft Environmental Review Record (ERR)	☐
Funding Commitments/Supporting Documentation	☐
Vendor Responsibility Questionnaire (VRQ) (if applicable)	☐
Evidence of Site Control (if applicable)	☐
Joint Application Documentation (if applicable)	☐
Other Need Documentation	☐
Affirmatively Furthering Fair Housing (AFFH) documentation	☐
Civil Rights Documentation	☐
Operation & Maintenance Plan	☐
Applicant Certification Form	☐
Specific to Public Infrastructure (Q_17489)	
PI/PF Detail Form (this form)	☐
Copy of Current Municipal Water/Sewer Budget	☐
Risk & Emergency Response Plans (for projects impacting drinking water systems serving over 3,300 people, as required by the American Water Infrastructure Act 2018)	☐
Consent Orders, Notice of Violations, SPDES Compliance Schedule or any other documentation from a regulatory agency	☐
Preliminary Engineering Report	☐
Documentation of the condition of the facility that identifies deficiencies, code violations, safety issues, and areas requiring repairs or upgrades.	☐

B. Questions

1	Describe the historical system rate increases with respect to the proposed improvements. Include why CDBG funds are necessary, and why the project can't be funded through rate increases and/or user charges. Be specific about dates and amounts related to rate increases.
2	For stormwater or flood management projects not subject to annual recurring costs, provide a brief explanation of the financial impact to beneficiaries if the project is undertaken without NYS CDBG assistance. This could include, but is not limited to, impacts to the local tax levy or costs related to environmental mitigation.
3	How were costs with and without CDBG funds calculated?
4	If the proposed project is subject to the formation of a new water or sewer district, provide a brief description of the process, including: a. Status of site control b. Dates of any public referendum and/or district formation c. Status of pending NYS Comptroller review or approval of a new district d. Status of any required easements
5	For drinking water projects, how will the project address EPA lead service lateral replacement requirements?

6	Explain how this project will reduce or eliminate the cost burden of connection for LMI households. All public water and sewer projects have a cost for a new hookup, whether to an existing system or new system. For projects providing new access to public water or sewer, for low-and moderate-income households, this should include decommissioning of existing wells and septic and addressing potential internal plumbing modifications.
7	Identify whether the project is on the NYS Environmental Facility Corporation's Intended Use Plan (IUP) Listing, Multi-Year Listing, or Annual Listing. Provide the IUP project number.

C. Beneficiaries from Activity

Complete the following chart indicating the breakdown of persons and/or households for each income band. HAMFI = HUD Adjusted Median Family Income.
Documentation of source data is required and should be included with the upload of this form in the CFA.

1. Source Data: Pick One
2. CDBG National Objective Claimed: Pick One
3. Median Household Income: $ 0

		For Lateral Activities Only	
Median Income	**# of Persons**	**# of Owner-Occupied Households**	**# of Rental Households**
0 – 30% of HAMFI			
31 – 50% of HAMFI			
51 – 80% of HAMFI			
Total LMI Population (0-80% HAMFI)	0		
81% and above			
Total Service / Benefit Area Population	0	0	0
Total % of LMI Beneficiaries	0%		

E. Annual Debt Service Calculator (Existing and Proposed)

Applicant must complete the charts below.

Existing Long-Term Indebtedness FOR EXISTING SYSTEM				
Purpose	**Amount Outstanding**	**Maturity Date**	**Annual Payment (Include Interest)**	**Interest Rate**
				0.00%
				0.00%
				0.00%
				0.00%
TOTAL:	$ 0		$ 0	
Estimated Long-Term Indebtedness FOR PROPOSED SYSTEM (include new debt and refinanced debt)				
Purpose	**Amount**	**Maturity Date**	**Annual Payment (Include Interest)**	**Interest Rate**
WITH CDBG:				
				0.00%
				0.00%
				0.00%
TOTAL:	$ 0		$ 0	
WITHOUT CDBG:				
				0.00%
				0.00%
				0.00%
				0.00%
TOTAL:	$ 0		$ 0	

D. EDU Calculation Chart

COMPLETE THIS SECTION IF APPLYING FOR WATER AND SANITARY SEWER SYSTEMS ONLY

For NYS CDBG to adequately evaluate a request for funding, the number of Equivalent Dwelling Units (EDUs) that will pay debt service for the project must be determined.

1 EDU = 1 Typical Residential Household
Village - EDU count must include the entire Village and all outside direct bill residential customers.
Town - EDU count only includes services within the proposed/existing district.

Drinking water and sanitary sewer systems must demonstrate that at least 51% of the system EDUs are residential. Using the calculation below, determine the total EDU's and then determine the total residential EDU's.

1.	Number of residential services (hook-up) in proposed/existing system	
2.	Total residential flow (actual or estimated) in proposed system	
3.	Residential flow per day from typical residential user - (2) / (1)	
4.	Number of commercial/business/industrial services (hook-ups) in proposed/existing system	
5.	Total commercial/business/industrial flow (actual or estimated) in proposed/existing system	
6.	Number of commercial / business / industrial EDU's - (5) / (3)	

If vacant landowners will be charged debt service:

7.	Number of buildable parcels	0
8.	What percentage of users will the parcel be charged for debt service?	0.00%
9.	Number of vacant land EDUs – (7) x (8)	0

TOTAL EDUs

10.	Total number of EDUs to pay **Debt Service** - (1)+(6)+(9)	0
11.	Total number of EDUs to pay **Operation & Maintenance** - (1)+(6)	0

Annual Operation & Maintenance Costs (for existing system)
(Attach copy from budget)

Administration:	$ 0
Cost to treat / purchase	
Salaries / Benefits	$ 0
Supplies	$ 0
Utilities	$ 0
Other (specify)	$ 0
TOTAL:	$ 0

TOTAL:

F. Public and Private Drinking Water and/or Sanitary Sewer Projects: Calculation of Cost per EDU

Applicant must complete fields marked with "*". All other fields will auto-populate.

	CURRENT System Information			
1A	EDU – Debt Service			0
1B	EDU – Operations & Maintenance			0
2	Annual Debt Service Payment (Calculate Using Section E. Chart above)			$ 0
3	Annual Operations and Maintenance Cost (O&M)			$ 0
4	Annual Debt Service Cost per EDU			
5	Annual O & M Cost per EDU			
	PROPOSED Project Information (Rehabilitation or New System)			
Calculate New Project Cost				
6	Total Project Cost	*		$ 0
7	Committed Funds (include all other loans and grants)	*		$ 0
8	Local Funds (not to be repaid)	*		$ 0
Overall Cost After Project Calculate costs users will have to repay annually			**With CDBG**	**Without CDBG**
9	Annual O&M post project	**	$ 0	$ 0
10	Annual debt service payment for proposed system (Include old and new debt from Pg 5)		$ 0	$ 0
11	Net Total Costs to Users		$ 0	$ 0
	COST PER EDU New Annual Debt Service and O&M Cost per EDU			
12	Annual Debt Service Cost per EDU			
13	Annual O&M Cost per EDU			
14	Total Annual Cost per EDU		$ 0	$ 0
15	Median Household Income		$ 0	
16	Percent of Median Household Income		0.00%	0.00%

* Enter Total Project Cost, Committed Funds and Local Funds

** For Annual O & M, enter the amount from line 3, or, if Annual O & M will be revised up or down as a result of the proposed activity, enter the revised amount