

NYS 2014 Consolidated Funding Application

Housing Trust Fund Corporation
Office of Community Renewal

NYS Community Development Block Grant Program
Community Planning & Engineering



NYS CDBG Program Agenda

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- Program Guidelines
- Funding Limits

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- Demonstration of Need
- Project Description
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- CFA Process and Common Errors

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- Scoring Criteria/Application Evaluation Criteria
- Helpful Hints



Program Summary

Office of Community Renewal Programs

NYS Community Development Block Grant (CDBG) Program (up to \$25 million)

- Public Infrastructure/Other Public Works
- Public Facilities
- Community Planning
- Economic Development
- Small Business
- Microenterprise

New York Main Street (NYMS) Program (up to \$4.2 million)

- New York Main Street
- New York Main Street Technical Assistance

Overview of the NYS CDBG Program

- Develop viable communities by providing decent housing and a suitable living environment principally for persons of low- and moderate-income.
- NYS must ensure that at least 70% of its CDBG grant funds are used for activities that benefit low- and moderate-income persons (at or below 80% of median) and meet one of the following National Objectives:
 - Benefit low- and moderate-income persons or families; or
 - Aid in the prevention or elimination of slums or blight; or
 - Meet an urgent community development need

Eligible NYS CDBG Applicants

- Eligible applicants include non-entitlement cities, towns, and villages with populations under 50,000 and counties with an area population under 200,000. This link provides a listing of eligible communities: <http://www.nyshcr.org/Programs/NYS-CDBG/EligibleCommunities.htm>.
 - Not-for-profits, housing authorities, local development corporations and other similar entities may undertake activities on behalf of eligible applicants as subrecipients, but are not eligible to apply directly for NYS CDBG funds.

Planning Eligible Activities

Planning

- Community Needs Assessment
 - Public Infrastructure
 - Public Facilities
 - Economic Development
 - SWOT or Strengths, Weaknesses, Opportunities and Threats
 - Energy Conservation Plans

- Preliminary Engineering for Water or Sewer



Application Tips

Common Deficiencies in Unsuccessful Applications

Ineligible Activities:

- Projects that do not meet a National Objective;
 - Community needs assessment or preliminary engineering reports must clearly demonstrate a benefit to low-and moderate income persons
- Strategic Plans, Comprehensive Plans, Master Plans are not eligible
- Needs assessment or engineering reports for buildings or portions thereof for the general conduct of government;
- Needs assessment that address general government expenses;
- Political activities; and
- Projects already in progress at time of application.

Take Note:

- All project activities **may not** commence prior to award date, submission of environmental review record and approval of release of funds has been issued by the OCR.

Program Summary

Planning Funding Limits

Needs Assessment/Engineering

- Counties, Towns, Cities or Villages: \$50,000

Program Year 2014 Funding Maximum Limits Listed Above

Application Tips

Common Deficiencies in Unsuccessful Applications

Funding Limits:

- The application requests more than the funding limit allows.
- The application requests inconsistent amounts within the application.

Critical Application Components

Citizen Participation Requirements

- All applicants must issue a public notice and hold a public hearing before submitting an application.
- The notice for the hearing must specifically mention the municipality's intent to apply for NYS CDBG funds and the current program year;
- The notice must identify all activities that the Applicant may be applying for during the current program year;
- Public hearings must be held by the eligible applicant, not by a subrecipient, consultant, or other third party;
- 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 public hearing must be conducted prior to finalizing and submitting an application;
- The public notice must be included as an attachment to this CFA; and
- A copy of the application must be available for public inspection at the municipal office(s).

Application Tips

Common Deficiencies in Unsuccessful Applications

Citizen Participation issues:

- Failure to hold a public hearing prior to submitting the application.
- The hearing was not held by the eligible applicant.
- The public notice does not specifically mention the NYS CDBG program.

National Objective Compliance

Community Planning/Needs Assessment/Engineering

- Final plan or report again must demonstrate that future activities will benefit LMI persons on an area wide basis or through job creation



Additional CDBG Resources

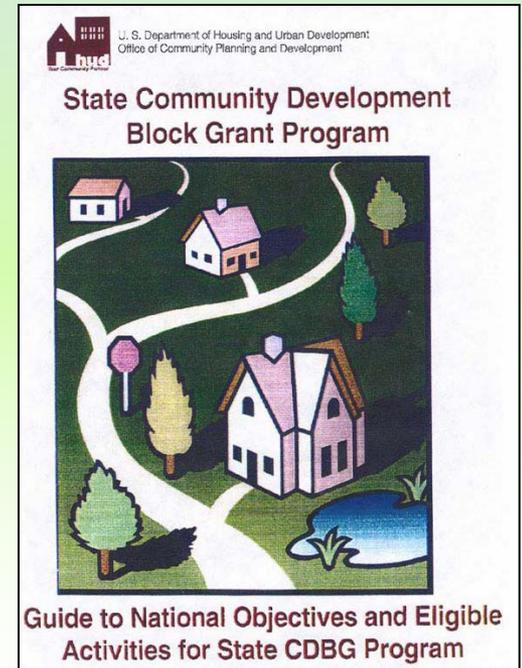
For further information:

- Guide to National Objectives and Eligible Activities for State CDBG Programs

<http://www.hud.gov/offices/cpd/communitydevelopment/library/stateguide/>

- “Basically CDBG” Course Training Manual

http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/communitydevelopment/training/basicallycdbg



Community Needs Assessment/Engineering

Description of:

- Existing conditions
- Need for services
- Area/Persons proposed to benefit



Supporting Documentation:

- Consent orders, other violations, or regulatory letters
- Funding for services

Planning Budget

- ❑ Provide budget for entire project
- ❑ Include all funding sources (*committed*)
- ❑ Supporting documentation:
 - Engineer/architect/third party cost estimates
 - Cost benefit analysis
 - Planning will require 5% cash match

Application Tips

Common Deficiencies in Unsuccessful Applications

Funding commitments provided are insufficient.

- Provide commitment letters for all sources of leveraged funds contributing to the project.
- For the 5% required match for planning, documentation must be presented that clearly states that the municipality will have the funds are committed and will be available at time of award.

Application Process

Scoring Criteria

Provide documentation of all financial commitments:

- Other grant sources
- Commitments for private financing



Leveraging of other funds is required for community planning.

Application Tips

Common Deficiencies in Unsuccessful Applications

Supporting documentation issues:

- Failure to provide complete copies of all required supporting documentation.
- Forms not signed or not signed by the authorized signatory.
- Issues with the public hearing notice.

Administrative Capacity

Ability to administer Planning Grant:

- Demonstrate your understanding of program rules.
- Identify experienced staff who will be responsible for administration.



Application Tips

Common Deficiencies in Unsuccessful Applications

Administrative capacity is not described, including staff roles and administrative procedures.

- Identify staff assigned to work on the proposed program, their specific roles, and any relevant training or experience that they have.
- Identify procedures in place to ensure timely implementation of the program.

Application Tips

Common Deficiencies in Unsuccessful Applications

Program readiness is not evident, including community interest, eligible projects and funding commitments.

- Identify specific program guidelines with eligible work scopes and feasible timelines.
- Identify funding commitments.
- Present a thorough understanding of CDBG Planning program requirements.

Application Tips

Common Deficiencies in Unsuccessful Applications

Administrative Capacity

- Administrative capacity is not described, including staff roles and administrative procedures.
- Poor past performance administering NYS CDBG projects.
- Little or no demonstrated understanding of program rules and regulations.
- Project readiness is not evident.

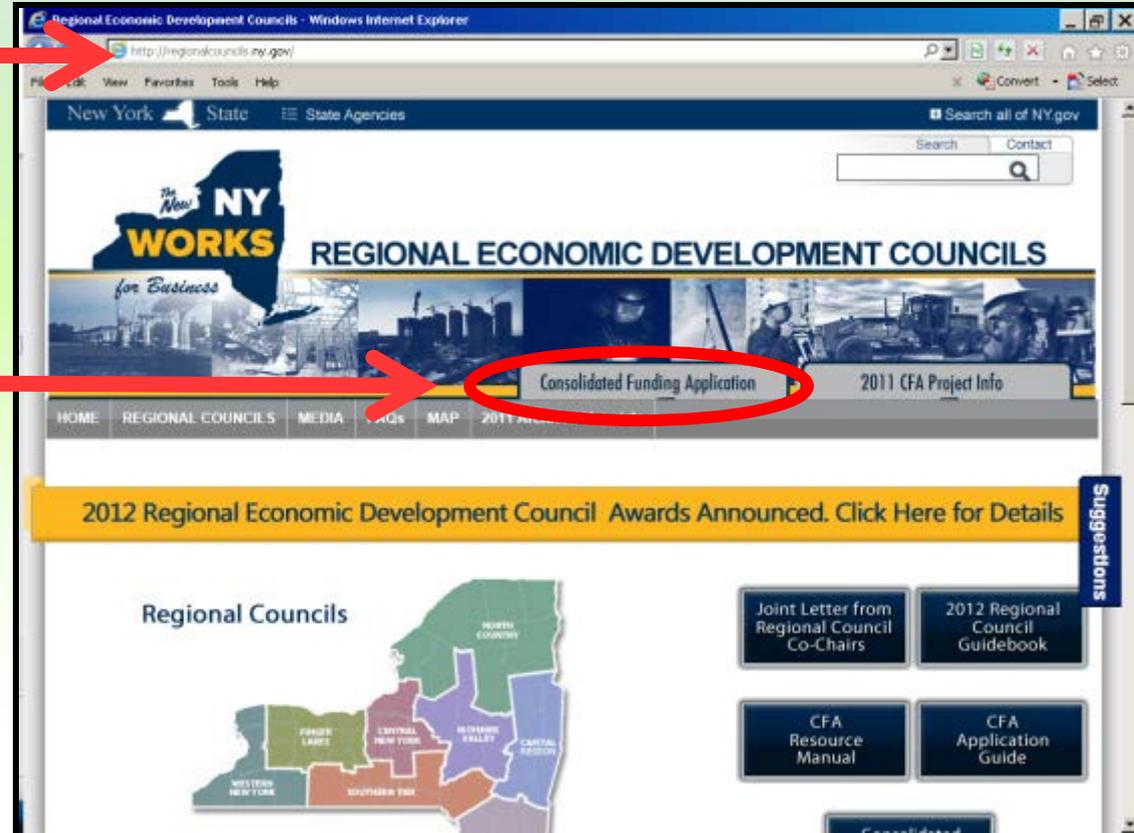
Application Process

Application Process

Consolidated Funding Application (CFA)

<http://regionalcouncils.ny.gov/>

Online application



Consolidated Funding Application (CFA)

New York State State Agencies Search all of NY.gov



CONSOLIDATED FUNDING APPLICATION



Home Help Print Page CFA Project Info Regional Economic Development Councils

<https://apps.cio.ny.gov/apps/cfa/>

WELCOME

As part of Governor Cuomo's transformative plan to improve the state's economic development model, a NYS Consolidated Funding Application (CFA) has been created that will streamline and expedite the grant application process. The CFA process marks a fundamental shift in the way state resources are allocated, ensuring less bureaucracy and greater efficiency to fulfill local economic development needs.

Utilizing the CFA serving as the single entry point for access to economic development funding, applicants will no longer have to slowly navigate multiple agencies and sources without any mechanism for coordination. Now, economic development projects will use the CFA as a support mechanism to access multiple state funding sources through one application, making the process quicker, easier, and more productive.

To proceed with your CFA, please use the **Log In** or **Register** buttons.

[Log In](#)

[Register](#)

Links

[Available CFA Resources](#)

[Regional Council Guidebook](#)

[Program Application Questions](#)

Tip:

Applicants are encouraged to download all application questions to review and compose in Word before working in CFA.

Consolidated Funding Application (CFA) Sections

Threshold Questions

A series of Yes/No questions. Responses determine program eligibility. Applicant may not proceed to program specific questions if threshold criteria are not met.

Documents / Attachments

Documents that you must upload to submit a complete application. These support the responses you have given to questions in the application.

Basic Questions

Common to all applicants who are accessing the CFA. One set of Basic Questions per application.

Standard Questions

Specific to the funding program that you are applying for, i.e. NYS CDBG. If you apply for multiple programs with a single application, Standard Questions for each program will appear.

Budget Table(s)



Threshold Questions

A series of Yes/No questions. Responses determine program eligibility. Applicant may not proceed to program specific questions if threshold criteria are not met.

- Applicant Eligibility
- Request Amount
- Target Area Eligibility
- Municipal Resolution
- Eligible Activities



Please review the Resource Guide and Program Guide for details related to each.

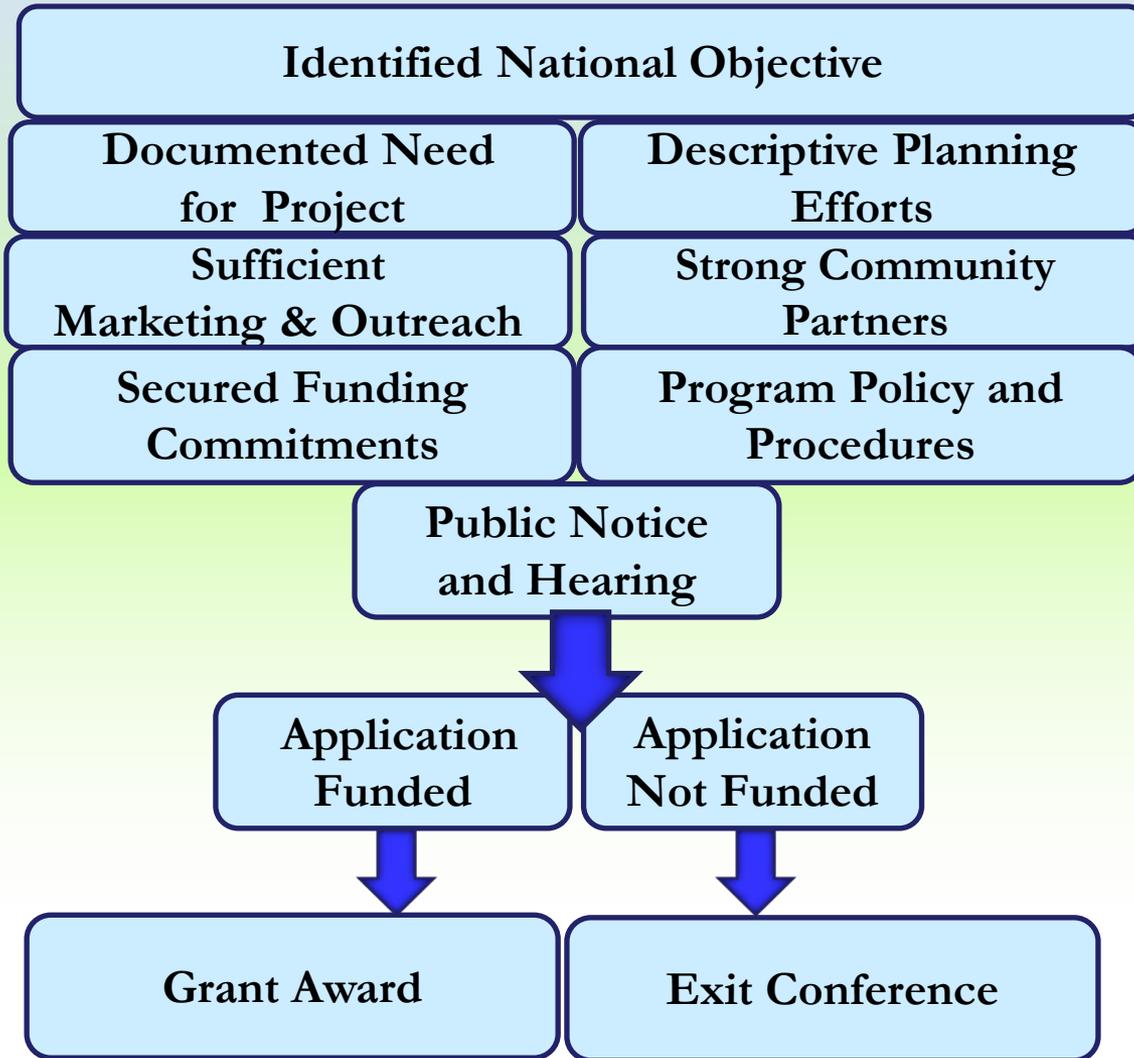
Application Tips

Common Deficiencies in Unsuccessful or Ineligible Applications

Common Errors During Application Process:

- Examples include:
 - Applying for an economic development project through a public infrastructure/public facilities application or vice versa;
 - Answering threshold questions incorrectly.
 - Not answering standard questions in sufficient detail—please be sure to review the “Show Help” link.

Are YOU Prepared to Apply for a CDBG Grant?

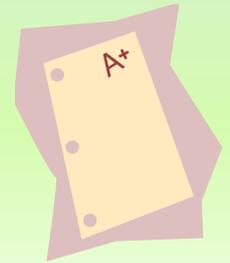


Summary

Scoring Criteria/Application Evaluation Overview

All funding determinations are based on the following factors:

- Quality of application
- Appropriateness of activity
- CDBG and administrative performance history, if any
- Severity of need
- Extent to which activity resolves identified need
- Capacity to complete activities in a timely & effective manner
- Public benefit
- Project feasibility & schedule
- Leverage and availability of other resources
- Reasonableness of project costs, including program delivery & administration
- Extent to which activity complements other federal, state, & local programs
- Public support



Helpful Hints

- Read the application packet
- Use the submission checklist
- Provide detailed Maps
- Document Citizen participation
- Provide only related information
- Carefully proofread
- Follow the application outline
- Answer all questions
- Complete forms in their entirety
- Select correct application type

When in doubt, CALL!

518-474-2057

Additional Program Requirements-Certification

- Identify and remediate environmental hazards (Lead!)
- Minority and Women-Owned Businesses (MWBE)
<http://www.nylovesmwbe.ny.gov/>
- Title VI 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)
- Affirmative Marketing
- Americans With Disabilities Act (42 U.S.C. 12131; 47 U.S.C. 155, 201, 218, 225)
- Section 3 of the Housing and Urban Development Act of 1968
- Davis Bacon Related Acts

Questions?

If you have any further questions,
please contact NYS OCR at

518-474-2057

or via e-mail at

OCR_CFA@nyshcr.org