



**Homes and  
Community Renewal**

# **Office of Community Renewal CDBG Program**

**NYS Community Development Block Grant Program  
Public Infrastructure, Public Facilities, Planning &  
Microenterprise Assistance**

**May 2, 2016**

# CDBG Program

## Program Summary

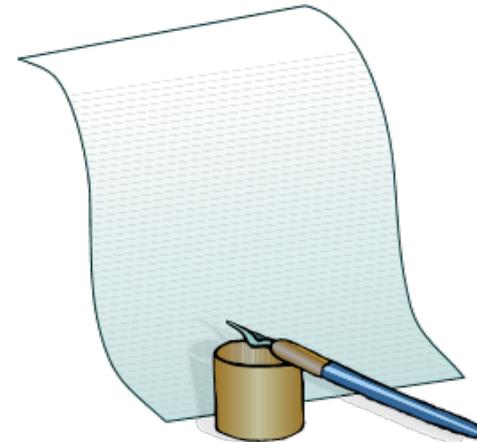
- Overview
- Eligible Activities
- Ineligible Activities
- Funding History

## Application Process

- Preparing to Apply
- Consolidated Funding Application (CFA)
- CDBG Scoring Criteria Overview

## Application Tips

- Scoring Criteria
- Application Tips
- Common Deficiencies
- Additional Program Guidance



# Program Summary

# CDBG Program Summary

## Overview

- 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



# CDBG Program Summary

## Overview

- Annual Competitive Applications
- User defined area of need
- Two (2) year contract term, except 14 month for planning
- Eligible Applicants: Units of Local Government with populations of less than 50,000 and counties with populations of less than 200,000
  - Refer to the list of eligible communities located at:  
<http://www.nyshcr.org/Programs/NYS-CDBG/EligibleCommunities.htm>
- 18% maximum of the CDBG requested funds for Public Infrastructure, Facilities for Administration, Program Delivery, Engineering and Architecture
- For Microenterprise, applicants may request up to 25% of the CDBG award in program delivery, administration, and training combined. Of the 25%, administration must not exceed more than 5% of the total project cost.



# CDBG Program Summary

## Overview

- All CDBG funded activities must meet National Objective Compliance (with the exception of Community Planning Projects)
  - LMA: Low/Mod area benefit
  - LMC: Low/Mod Limited Clientele benefit
  - SBS/SBA: Slums and Blight Spot or Area Basis
  - LMJ: Low/Mod Jobs benefit
  - LMCMC: Used in the microenterprise program when the owner of the business is determined to low-and moderate income



# Eligible Activities

# CDBG Program Summary

## Eligible Activities

### Public Infrastructure

- Public Water
- Public Sewer
- Flood drainage improvements
- Other public improvements

### Public Facilities

- Fire Stations
- ADA Compliance (except new construction)
- Community Centers
- Healthcare Centers
- Senior Centers



# CDBG Program Summary

## Eligible Activities, continued

### Community Planning

- Community Needs Assessment
  - Public Infrastructure
  - Public Facilities
  - Economic Development
  - SWOT or Strengths, Weaknesses, Opportunities and Threats
  - Energy Conservation Plans
  - Housing Conditions Survey
  
- Preliminary Engineering for Water or Sewer

# CDBG Program Summary

## Eligible Activities

### Microenterprise Assistance

- (5 employees or less, including owner)
- 10% cash equity required

The following activities continue to be available through an Open Round format:

- Traditional Economic Development
- Small Business Assistance (25 or fewer employees)



# CDBG Program Summary

## Ineligible Activities

- Projects that do not meet a National Objective
- Construction of new housing
- Any item that is considered to be maintenance
  - Painting of water tanks
  - Dredging of water reservoirs
  - Activities caused by deferred maintenance
- Buildings or portions thereof for the general conduct of government;
- General government expenses;
- Political activities; and
- Projects already in progress at time of application.
- Planning that addresses comprehensive plans, strategic plans, master plans

# Funding Limits

# CDBG Program Summary

## Funding Limits



### Public Infrastructure

- Towns, Cities or Villages \$750,000
- Counties \$750,000
- Shared Municipal Infrastructure \$900,000
- Public Sewer/Water with NYS Co-Funding Initiative  
at the time of application up to \$1,000,000\*

### Public Facilities

- Towns, Cities or Villages \$300,000
- Counties \$300,000

### Community Planning

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

\*Consultation with NYS Co-Funding Initiative is strongly encouraged



# CDBG Program Summary

## Funding Limits, continued

### Microenterprise

- \$5,000 to \$35,000 per business
- \$200,000 total per application

### For Open Round applications:

#### Economic Development

- Up to \$15,000 per job, maximum CDBG of \$750,000
- Up to 40% of total project cost

#### Small Business Assistance

- Minimum \$25,000
- Maximum \$100,000
- Up to 40% of total project cost
- 20% owner equity
- 1 FTE for every \$25,000



# Preparing to Apply

# CDBG Application Process

Preparing to Apply

**Identified National Objective**

**Need for CDBG Funds and Project**

**Descriptive Planning Efforts**

**Sufficient Marketing & Outreach**

**Strong Community Partners**

**Secured Funding Commitments**

**Program Policy and Procedures**

**Public Notice and Hearing**

**Application Funded**

**Application Not Successful**

**Grant Award**

**Exit Conference**



# CFA Application

- **Public Infrastructure**
- **Public Facility**
- **Community Planning**
- **Microenterprise**



# CDBG Application Process

## Preparing to Apply

The following application types will apply for CDBG assistance through the Consolidated Funding Application (CFA):

- Public Infrastructure
- Public Facilities
- Community Planning
- Microenterprise

Reminder, the following application types will be available for CDBG assistance through an Open Round format:

- Economic Development
- Small Business Assistance



# CDBG Application Process

## Preparing to Apply

IE cannot get information from the server at this time.

**The New NY WORKS**  
*for Business*

**REGIONAL ECONOMIC DEVELOPMENT COUNCILS**

Consolidated Funding Application | CFA Project Info

HOME | REGIONAL COUNCILS | MEDIA | FAQs | MAP | 2013 Archived Materials | 2012 Archived Materials | 2011 Archived Materials

**2014 Regional Economic Development Council Awards Announced. Learn More.**

**Regional Councils**

NORTH COUNTRY  
FINGER LAKES  
CENTRAL NEW YORK  
MOHAWK VALLEY  
CAPITAL REGION  
WESTERN NEW YORK  
SOUTHERN TIER  
MID-HUDSON  
NEW YORK  
LONG ISLAND

2014 Regional Council Guidebook | CFA Resource Manual  
CFA Application Guide | Consolidated Funding Application Workshops

# CDBG Application Process

## Resources

- NYS CDBG Program Guidelines  
<http://www.nyshcr.org/Programs/NYS-CDBG/>
- NYS CDBG Economic Development Program Guidelines  
<http://www.nyshcr.org/Programs/NYS-CDBG/EDProgramGuidelines.pdf>
- NYS CDBG Microenterprise Program Guidelines  
<http://www.nyshcr.org/Programs/NYS-CDBG/MEProgramGuide.pdf>
- Regional Economic Development Councils  
<http://regionalcouncils.ny.gov/>
- Consolidated Funding Application  
<https://apps.cio.ny.gov/apps/cfa/>



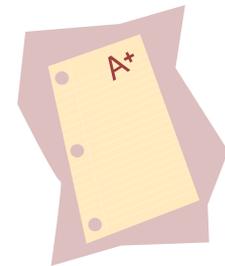
# Scoring Criteria

# CDBG Application Process

## Scoring Criteria

*Applications are competitively rated and scored against each other and receive Program Assessment Scoring based on the following factors:*

- Quality of application
- Appropriateness of activity
- Evidence of need for CDBG assistance
- Documentation of need to undertake the activity
- Extent to which activity resolves identified need
- Capacity to complete activities in a timely & effective manner
- Public benefit and support for the proposed activity
- Project feasibility & schedule
- Leveraging and availability of other resources
- Reasonableness of project costs, including program delivery & administration
- CDBG and administrative performance history, if any
- Extent to which activity complements other federal, state, & local programs
- Efforts to Affirmatively Further Fair Housing



# Application Tips

# CDBG Application Process

## Application Tips

- Only eligible units of general local government may apply for CDBG assistance
- Subrecipients and businesses may not apply directly for NYS CDBG funds
- Read the application packet
- Document citizen participation
- Use the submission checklist
- Provide only related information
- Follow the outline
- Answer all questions and complete forms in their entirety
- Use the correct application type



# Common Deficiencies

# CDBG Application Process

## Common Deficiencies

- Public hearing: failure to hold prior to application.
- Activity does not meet a National Objective.
- Applicant is not an eligible unit of local government.
- Project need is not demonstrated, include quantifiable terms, facts and figures.
- Need for CDBG assistance is not clearly defined.
- Funding commitments provided are insufficient. Include all commitment letters for all sources of leveraged funds contributing to the project.
- Budget narratives do not match budget tables, and budget presented is not feasible.
- Program readiness is not evident, including community interest, eligible projects and funding commitments.
- Administrative capacity is not described, including staff roles and administrative procedures.

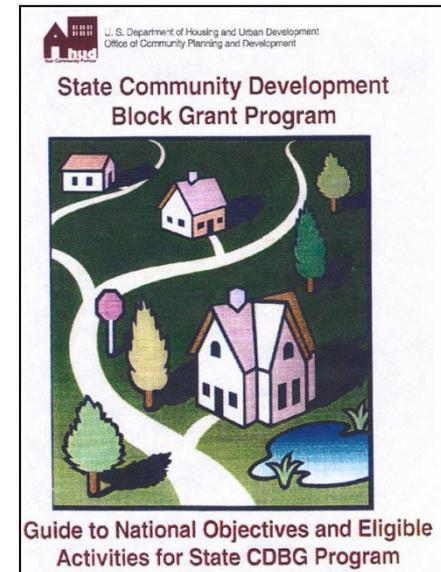


# Further Program Guidance

# CDBG Application Process

## Additional Program Guidance

- NYS CDBG Program  
<http://www.nyshcr.org/Programs/NYS-CDBG/>
- 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  
<https://www.hudexchange.info/resource/2179/guide-national-objectives-eligible-activities-state-cdbg-programs/>
- 2016 Income Limits, as of 3/28/2016  
<https://www.huduser.gov/portal/datasets/il/il16/index.html>



# CDBG Application Process

## Additional Program Guidance

- Efforts to Affirmatively Further Fair Housing
- Identify, remediate environmental hazards(Lead based paint, asbestos, mold)
- Minority and Women-Owned Businesses (MWBE) <http://www.esd.ny.gov/MWBE.html>
- 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 questions, please contact  
NYS Homes & Community Renewal at [HCR\\_CFA@nyshcr.org](mailto:HCR_CFA@nyshcr.org)

The OCR Grant Administration Manual is available at  
<http://www.nyshcr.org/Programs/NYS-CDBG/GrantAdministration.htm>