



**Homes and
Community Renewal**

Office of Community Renewal CDBG Program

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

April 11, 2019

CDBG Program

Program Summary

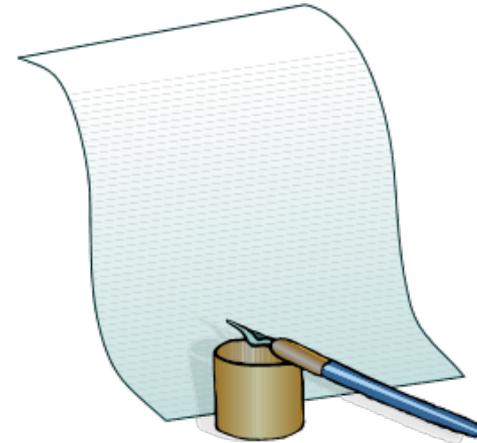
- Overview
- Eligible Activities
- Ineligible Activities
- Funding History

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 months 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:
<https://hcr.ny.gov/community-development-block-grant>, select Program Guidelines
- 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 15% of the CDBG award in program delivery, administration, and training combined. Of the 15%, 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 be low-and moderate income



Eligible Activities

CDBG Program Summary

Eligible Activities

Public Infrastructure

- Public Water
- Public Sewer
- Stormwater 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, continued

Microenterprise Assistance

- (5 employees or less, including owner(s))
- 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
- *Single* Public Sewer/Water w/NYS Co-Funding Initiative up to \$1,000,000*
- *Shared* Public Sewer/Water w/NYS Co-Funding Initiative up to \$1,250,000*

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 be available 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

The screenshot displays the website for the New York State Regional Economic Development Councils. The top navigation bar includes links for Services, News, Government, and Local, along with a search bar and options for Location and Translate. The main header identifies the organization and provides links to Regions, About Us, Consolidated Funding Application, News, and Resources. The central banner features the title "The Consolidated Funding Application" and a sub-header "Learn more about ongoing CFA projects and how to apply". Below this, a breadcrumb trail reads "HOME / CONSOLIDATED FUNDING APPLICATION". The "View Projects" section prompts users to "Select a region to browse its projects." and lists ten regions: Western NY, Capital Region, Finger Lakes, Mid-Hudson, Southern Tier, New York City, Central NY, Long Island, Mohawk Valley, and North Country. A "VIEW ALL PROJECTS" button is positioned below the list. To the right, a map of New York State is shown with yellow dots indicating project locations in various regions, including Buffalo, Rochester, Binghamton, Syracuse, Utica, Albany, Poughkeepsie, New York City, Melville, Watertown, and Plattsburgh.

CDBG Application Process

Resources

- NYS CDBG Program Guidelines
<https://hcr.ny.gov/community-development-block-grant>
- NYS CDBG Economic Development Program Guidelines
<https://hcr.ny.gov/system/files/documents/2019/01/economicdevelopmentprogramguidelines-openround.pdf>
- NYS CDBG Microenterprise Program Guidelines
<https://hcr.ny.gov/system/files/documents/2019/01/microenterpriseprogramguidelines.pdf>
- Regional Economic Development Councils
<http://regionalcouncils.ny.gov/>
- Consolidated Funding Application
<https://apps.cio.ny.gov/apps/cfa/>



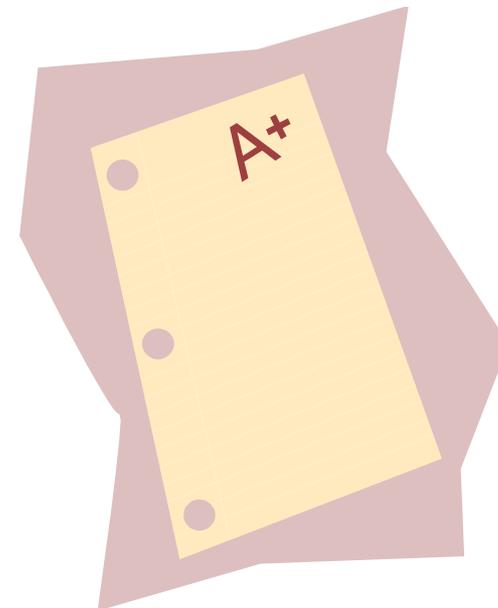
Scoring Criteria

CDBG Application Process

Scoring Criteria

Applications competitively rated and scored on:

- Project feasibility, all financing in place
- Ability to implement immediately
- Ability to complete in 24-months
- Administrative capacity
- CDBG and administrative performance history, if any
- Severity of need, and impact on identified need
- A complete description of activity
- Public benefit and support for the proposed activity
- Reasonableness of project costs, including program delivery & administration



Application Tips

CDBG Application Process

Application Tips

Only eligible units of general local government may apply for CDBG assistance

Tips:

- Use the correct application
- Use the submission checklist to ensure completeness
- Document citizen participation (public hearing)
- Key deficiencies: failing to show administrative capacity, adequate funding, budget inconsistencies, readiness
- Don't take choice limiting actions prior to award and clearance



Common Deficiencies

CDBG Application Process

Common Deficiencies

- Public hearing: failure to hold prior to application or not held by the legislative body
- 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

<https://hcr.ny.gov/community-development-block-grant>

<https://hcr.ny.gov/community-development-block-grant-economic-development-program>

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

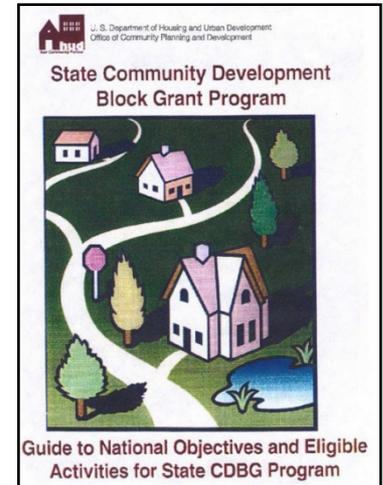
<http://www.hud.gov/offices/cpd/communitydevelopment/library/stateguide/>

- “Basically CDBG” Course Training Manual

<https://www.hudexchange.info/resource/2179/guide-national-objectives-eligible-activities-state-cdbg-programs/>

- HUD Income Limits

<https://www.huduser.gov/portal/datasets/il.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@nysocr.org

The OCR Grant Administration Manual is available at
<https://hcr.ny.gov/community-development-block-grant>