

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

- Q_3315** Is the applicant an eligible New York State non-entitlement municipality?
Click [here](#) for a list of eligible NYS Community Development Block Grant (CDBG) applicants.
- Q_68** Is the applicant applying on behalf of a proposed economic development project undertaken by a for-profit business?
- Q_3318** Will the proposed project result in the creation and/or retention of jobs?
Refer to the Help section for additional guidance.
- Q_3867** Will at least 51% of the jobs created and/or retained as a result of the proposed project benefit low- to moderate income persons?
- 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.
- Q_3321** Does the proposed activity include planning for economic development projects, including conducting market surveys to determine an appropriate type of business to attempt to attract to a particular area, developing individual commercial or industrial project plans, and identifying actions to implement those plans?
The above activities are not eligible under Section 105(a)(17) of the Housing and Community Development Act of 1974.
- Q_4341** Is the total amount of CDBG assistance being requested between \$100,000 and \$750,000?
- Q_4342** Will at least 1 full-time equivalent be created or retained for each \$15,000 in CDBG funds requested?
- Q_4343** The CDBG request can be no greater than 40 percent of the total project cost. Is the funding request within 40 percent of the total project cost?
- Q_3325** Will any of the costs identified in the application budget be incurred prior to award?
- Q_3326** Will the CDBG funds be used toward eligible project costs?
- Q_3998** Will the proposed project be complete within 24 months from project award? Refer to the Help section for additional guidance.
- Q_972** Project county or counties.
- Q_971** Project Without a Street Address: please enter a description of the project location. Include project starting/ending street addresses, cities & zip codes if applicable.
- Q_184** NYS Assembly District where the project is located. (please enter a number between 1 and 150 that represents your Assembly District)
- Q_190** NY Senate District where the project is located. (please enter a number between 1 and 63 that represents your Senate District)
- Q_928** Project Street Address: if the project does not have a definite street address, please skip to "Project without a Street Address" below.
- Q_565** Project City
- Q_568** Project State
• Choice Options:
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
- Q_1034** Project ZIP Code. (please use ZIP+4 if known)
- Q_572** Project Latitude
- Q_573** Project Longitude
- Q_3527** US Congressional District where the project is located.

•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

Q_616 For more than one project location, please provide full address(es) for each location. If Not Applicable, indicate "NA".

Q_550 If you are a DBA, what is your DBA name?

Q_549 Type of Applicant (select all that apply)

•Choice Options: Federal, State, County, City, Town, Village, Tribal, School District, County or Town Improvement District, District Corporation, For-Profit, Not-For-Profit, Individual, S Corporation, C Corporation, IDA, LDC, LLC, LLP, Public Authority, Public Benefit Corp, Sole-Proprietorship, HDFC, BID, LP, Boards Of Cooperative Educational Services (BOCES), Fire District, Regional Planning and Development Board, Public Library, Association Library, College/University/Community College

Q_556 Select an applicant ID type from the list below that you normally use to identify your organization on application forms.

•Choice Options: Charity Reg #, Duns Number, Federal Tax ID Number, NYS Unemployment Insurance Tax Number, Social Security Number, NYS Vendor Identification Number (SFS)

Q_546 Legal Name of Applicant

Q_551 Applicant Street Address

Q_552 Applicant City

Q_553 Applicant State

Q_554 Applicant ZIP Code. (please use ZIP+4 if known)

Q_651 Applicant Telephone Number. (please include area code)

Q_555 Applicant Email Address

Q_547 Contact First Name

Q_1049 Contact Last Name

Q_1050 Contact Title

Q_3688 Contact Street Address

Q_3689 Contact City

Q_3690 Contact State

Q_3691 Contact ZIP Code

Q_562 Primary Contact Phone Number. (please include area code)

Q_3692 Contact Email

Q_1052 Additional Project Contact First Name

Q_970 Additional Project Contact Last Name

Q_1051 Additional Contact Title

Q_3693 Additional Contact Street Address

- Q_3694** Additional Contact City
- Q_3695** Additional Contact State
- Q_3696** Additional Contact ZIP Code
- Q_3697** Additional Contact Telephone Number
- Q_561** Additional Contact Email Address
- Q_4199** Please select the primary sector or characterization that best defines this project.
 • Choice Options: Agriculture, Arts/Culture/Cultural Institutions, Biomedical/Medical, Community Development, Education/College/University, Energy, Environment, Financial Services, Food/Beverage, Healthcare, 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
- Q_4198** Please select the secondary sector or characterization that best defines this project.
 • Choice Options: Agriculture, Arts/Culture/Cultural Institutions, Biomedical/Medical, Community Development, Education/College/University, Energy, Environment, Financial Services, Food/Beverage, Healthcare, 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
- Q_3656** Is the project included in a NY Rising Community Reconstruction Program plan or a NY Rising Countywide Resiliency Plan?
- Q_3744** If the project is included in a NY Rising Community Reconstruction Program plan or a NY Rising Countywide Resiliency Plan, please indicate the planning committee name, project name, and location.
- Q_3762** Does your project directly address the needs of people in your region who are living in poverty and who seek resources for inclusion in the economic life of New York State?
- Q_3763** How does your project seek to apply CFA funds for the purpose of eliminating barriers to skilled employment by poor people in your region, as identified by the Opportunity Agenda? Please describe any efforts to collaborate at the local or regional level (i.e. public, private, labor, philanthropic sectors).
- Q_3764** How does your project build workforce development programs, improve physical infrastructure, and/or establish social services that connect people living in poverty in your region with skilled employment, in correspondence with the economic revitalization priorities, distressed community targets, and the industry growth areas identified in the Opportunity Agenda and Strategic Plan?
- Q_3766** Is this a Global NY Project?
- Q_3768** If this is a Global NY Project, please describe how this project relates to the identified goals of your region's Global Marketing and Export Strategies as part of the Global NY initiative?
- Q_4200** Does your project provide opportunities for Veterans' to participate in the workforce, or improve services to the Veterans' and military families in New York?
- Q_4201** If Yes, please explain how your project impacts the Veterans' and military families in New York.
- 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.
- Q_976** Statement of Need
- Q_930** Explain what makes your project a regional economic priority - for example creates jobs, economic investment, sustainability and community revitalization, government efficiency or consolidation etc.
- Q_2366** How does your project align with the Regional Economic Development Council's Strategic Plan/Upstate Revitalization Initiative Plan? (strategic plans are located at <http://www.nyscfaprojectdata.ny.gov/>)
- Q_929** Current State of Project Development (i.e. planning, preliminary engineering, final design, etc. You may enter N/A for non-project related applications)
- Q_975** Estimated Project Timeline: including project start/completion dates, estimates for design, permitting and construction or other major steps. (You may enter N/A for non-Project related applications)
- 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".
- Q_2364** What is the status of State and/or Federal Environmental Review? If review of the project is underway or completed pursuant to the State Environmental Quality Review Act (SEQRA) or National Environmental Policy Act (NEPA), please indicate the lead agency (if applicable).

- Q_1054** If National Environmental Policy Act (NEPA) Record of Decision has been issued, please explain (include date of Record of Decision).
- Q_2362** If funding was awarded in prior CFA rounds, what were the CFA numbers for which funding was awarded? (separate multiple CFA numbers with commas)
- 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.
- Q_4018** Pre-Submission Form Certification
- Q_4008** Preliminary Budget Table
- Q_3976** Job Creation/Retention Table
- Q_4137** Copy of the public hearing notice to demonstrate compliance with Citizen Participation requirements. Refer to the Help section for additional guidance.
- Q_4035** Affidavit of Publication
- Q_4036** Applicant Certification Form
- Q_4037** Certification of Business Form
- Q_4038** Community Development Grant/Loan Portfolio
Refer to the Help section for additional guidance.
- Q_4039** Proposed Project Financing and Lien Structure Form
- Q_4040** Commitment letter(s) from all other funding sources, including proposed terms.
- Q_4041** Documentation of unsuccessful attempts at pursuing non-CDBG funding sources
Refer to the Help section for additional guidance.
- Q_4042** Job Creation/Retention Table
Refer to the Help section for additional guidance.
- Q_4043** For job creation projects, a written commitment from the business that at least 51% of the jobs on a full-time equivalent basis will either be made available to, or taken by, low- and moderate-income persons as well as a commitment of the equity contribution, if any, proposed in the budget
- Q_4044** A description of the business' hiring process when indicating that at least 51% of the jobs will be "taken by" low- and moderate- income persons.
- Q_4045** For job retention projects, a written commitment from the business that at least 51% of the jobs on a full-time equivalent basis are held by low- and moderate- income persons as well as a commitment of the equity contribution, if any, proposed in the budget
- Q_4046** If jobs will be retained as a result of CDBG assistance, provide documentation of clear and objective evidence that those jobs would be lost without CDBG assistance.
- Q_4047** Business Plan, with resumes of principals, market analysis, marketing strategy, and impact on local competitors.
- Q_4048** Business financial statements for each of the past three years (balance sheets and income statements), including all notes and disclosures.
- Q_4049** Business federal income tax returns, Year 1 (the past 3 years of complete tax returns are required).
- Q_4050** Business federal income tax returns, Year 2 (the past 3 years of complete tax returns are required).
- Q_4051** Business federal income tax returns, Year 3 (the past 3 years of complete tax returns are required).

- Q_4052** Current business financial statements (less than 60 days old).
- Q_4053** Current business debt schedule (corresponds to current balance sheet).
- Q_4054** Projected business debt schedule (with CDBG and other new debt).
- Q_4055** Monthly cash flow projections for two years, with and without CDBG.
- Q_4056** Balance sheet and profit and loss statement for three years with and without CDBG.
- Q_4057** Current personal financial statement of principal(s) with 20 percent or more ownership (less than 60 days old).
- Q_4059** Third party cost estimates
Cost estimates must be provided for the entire project cost, not only the NYS CDBG portion of the project.
- Q_4060** Exhibit 2-3A Certificate of SEQOR Classification
Refer to the Help section for additional guidance.
- Q_4061** Short Environmental Assessment Form if classified as an Unlisted Action or Full Environmental Assessment Form (Long EAF) if classified as a Type I action under State Environmental Quality Review (SEQR)
Refer to the Help section for additional guidance.
- Q_4062** Appraisals of real property (if applicable).
- Q_4063** Evidence of site control (if applicable).
- Q_4064** Engineering Report (required for infrastructure in support of an Economic Development project only)
- Q_4066** Draft lease agreement(s) (if applicable).
- Q_4067** Written documentation of support for the project
- Q_3944** How will the proposed project comply with the NYS CDBG Economic Development Program Guidelines? Refer to the Help section for additional guidance. Address each guideline specific to the activity being proposed (Economic Development or Small Business) individually in your response.
- Q_4089** For the business to be assisted, describe how the proposed activities meet the following underwriting guidelines for evaluating project costs and financial requirements:
 1. That project costs are reasonable;
 2. That all sources of project financing are committed;
 3. That to the extent practicable, CDBG funds will not be substituted for non-federal financial support;
 4. That the project is financially feasible;
 5. That to the extent practicable, the return on owner's equity investment will not be unreasonably high; and
 6. That to the extent practicable, CDBG funds will be disbursed on a pro rata basis with other financing.
A thorough financial underwriting of the business and proposed project must be conducted. Each of the six (6) criteria listed above must be covered and explained in detail.
- Q_3928** Provide a brief summary of the business, including the types of product(s) and/or services, clientele, and geography. In addition, include a detailed description of the proposed project, how it will achieve the CDBG National objective of creating and/or retaining opportunities for persons from low- and moderate-income families. If the proposed project involves public infrastructure activities, provide a summary of the proposed activities including the conditions that currently exist and a description of the benefit to be provided.
- Q_3945** ContactNamePreparer
- Q_3962** ContactNameSubrecipient
- Q_3949** TitlePreparer
- Q_3950** TitleSubrecipient
- Q_3947** OrganizationPreparer
- Q_3948** OrganizationSubrecipient

Q_3951 AddressPreparer

Q_3952 AddressSubrecipient

Q_3953 ZipCodePreparer

Q_3954 ZipCodeSubrecipient

Q_3955 TelephonePreparer

Q_3956 TelephoneSubrecipient

Q_3957 EmailPreparer

Q_3958 EmailSubrecipient

Q_3149 HTFCSal
•Choice Options: SELECT ONE:;Ms., Mr., Honorable

Q_3154 HTFCFirst

Q_3155 HTFCLast

Q_3156 HTFCTitle

Q_3157 HTFCAddress1

Q_3158 HTFCAddress2

Q_3159 HTFCCity

Q_3160 HTFCZip

Q_3161 HTFCPhone

Q_3162 HTFCEmail

Q_3929 BusinessName

Q_3930 NumberOwners

Q_3931 PercentOwners

Q_3932 DateEstablished

Q_3933 NAICS

Q_3934 BusinessDUNS

Q_3975 Business Zip Code

- Q_3935** CurrentEmployees
- Q_3905** StartGA
- Q_3906** EndGA
- Q_3907** StartERR
- Q_3908** EndERR
- Q_3909** StartActivities
- Q_3910** EndActivities
- Q_3913** StartJopReporting
- Q_3914** EndJobReporting
- Q_4405** CDBG Project Timeline Contract Completion Projected Start Date
- Q_3915** EndCompletion
- Q_3911** StartReimbursements
- Q_3912** EndReimbursement
- Q_3917** I certify that I understand that, once awarded, all persons applying for a job, not just those categorized as LMI, are required to fill out a Family Income Form and that these forms should be maintained within the files. The Family Income Form is available in the link below.
- Q_4070** Provide a brief description of the community's economic development needs including a discussion of economic trends and the community's plan to address the needs identified. Refer to the Help section for a detailed list of information required to answer the question completely.
- Q_4071** Provide a project abstract. The abstract must include formal applicant name, location of project, amount of request, business to be assisted, jobs to be created or retained, and general purpose of project.
Sample text: [City, Town, Village, County Name] will use \$400,000 in NYS CDBG funds to assist in the expansion of [Business Name]. The total project cost will be \$5,000,000 with \$2,000,000 from owner equity, \$2,000,000 from [Bank Name], and \$600,000 from other grant sources (specify). The project proposes to create 50 full-time jobs, of which 38 will be made available to low- and moderate-income persons.
- Q_4072** In addition to the brief project description provided above, please break down the eligible project components and work proposed for each grant for which you are requesting funding. If the grant proposal is part of a larger project, describe the complete project and identify the portion proposed for current grant funding.
- Q_4076** Provide a detailed explanation of the project need and impact.
The description should be specific and provide sufficient detail concerning:
- the nature, scope, location, and purpose of activities that will be addressed by the proposed project and coordination of related activities;
 - any past efforts to resolve the needs identified;
 - any limitations on funding or other resources to address the need identified;
 - why the proposed project is the best approach to addressing the need identified; and
 - quantifiable information, such as how CDBG funding will be provided to the beneficiary (loan, grant, terms, etc.); impact on residents, suppliers or end users, etc.
- Q_4077** Explain the proposed NYS CDBG program budget. Identify each of the estimated costs, including the source of the funds and proposed use: purchase of machinery and equipment, working capital, new construction, building renovation, etc. For each source identified, indicate whether the source is formally committed or pending approval. Please be specific, and list each source in a consistent format.
This explanation of your program budget must be consistent with the budget table included in this application, as well as the Proposed Project Financing and Lien Form included as an attachment to this application. If a source is identified as committed, the applicable commitment letter must be attached where requested in the application.
- Q_4078** Please identify and explain any components of the proposed project that have been started as of the submission of this application, as well as any subsequent activities that are part of the total project. Indicate the actual or anticipated start and end dates for all of the activities.
Please note: If any project costs, regardless of their funding source, are incurred prior to the CDBG award date and the approval of the Request for Release of Funds by the Office of Community Renewal, the entire project may be deemed ineligible for NYS CDBG funds.
- Q_4079** If the company operates out of multiple locations, identify each location and the number of full-time equivalent employees (at the time of application) at each location.

- Q_4080** Will the proposed project result in the relocation of a plant, facility or operation? If so, provide the address of the plant/facility/operation being relocated and identify how many positions will be eliminated.
- Q_4081** Of the total number of jobs to be created as a result of the proposed project, how many of those jobs will benefit persons of low- to moderate- income (LMI)? Refer to the Help section for the definition of LMI jobs.
- Q_4083** If jobs will be lost without assistance from New York State, how many jobs will the proposed project retain? Refer to the Help section for rules on claiming retained jobs.
- Q_4085** Of those jobs retained, how many jobs are currently held by low- to moderate-income (LMI) persons and/or can be reasonably expected to "turn over" to LMI persons within two (2) years? Also, provide an explanation of how the LMI job standard will be met.
- Q_4088** Enter the number of full-time equivalent employees (at the time of application), employed by the business to be assisted.
- Q_4090** Describe efforts to secure alternative or additional funds from all appropriate public or private sources available to assist in financing the proposed activity. In detail, explain the impact of the NYS CDBG funds on the total cost of the project and the beneficiaries (e.g. lack of other sources of funding). List the sources of cost estimates (where appropriate, project costs should be as recent as possible and documented by a qualified third party).
- Q_4091** Describe how the applicant and business will comply with the job reporting requirements contained in the NYS OCR Grant Administration Manual. Refer to the Help section for additional guidance.
- Q_4092** Provide a detailed description of the program delivery and administration tasks required to undertake this project including who will undertake these tasks, the costs associated with the tasks, and how the costs were determined.
- Q_4093** Enter the amount of program delivery funds allocated to the project from the State CDBG funds requested. Describe how the funds will be allocated to cover the costs of program delivery.
- Q_4094** Enter the amount of grant administration funds allocated to the project from the State CDBG funds requested. Describe how the funds will be allocated to cover the costs of administration.
- Q_4095** Describe any fringe benefits that will be provided to employees hired/retained as a result of this project (if applicable). Examples: Group insurance (health, dental, life), retirement benefits, etc.
- Q_4096** Describe any training, professional development, or educational opportunities that will be provided to the employees hired/retained as a result of this project (if applicable).
- Q_4097** Will the proposed project generate CDBG program income? Refer to the Help section for additional guidance.
- Q_4098** I understand that NYS Homes and Community Renewal may require additional project information or modifications to the original project proposal as a condition of award.
- Q_4099** Does the proposed project use, maintain, or improve existing infrastructure? Y/N/Not Relevant. Please explain all responses.
- Q_4101** Is the proposed project located in a municipal center? Y/N/Not Relevant. Please explain all responses.
- Q_4103** Is the proposed project located in a developed area or an area designated for concentrated infill development in a municipally approved comprehensive land use plan, local waterfront revitalization plan and/or brownfield opportunity area plan? Y/N/Not Relevant. Please explain all responses.
- Q_4104** Will the proposed project protect, preserve and enhance the State's resources, including agricultural land, forests, surface and groundwater, air quality, recreation and open space, scenic areas, and significant historic and archaeological resources? Y/N/Not Relevant. Please explain all responses.
- Q_4105** Will the proposed project foster mixed land uses and compact development, downtown revitalization, Brownfield redevelopment, the enhancement of beauty in public spaces, the diversity and affordability of housing in proximity to places of employment, recreation and commercial development and the integration of all income and age groups? Y/N/Not Relevant. Please explain all responses.
- Q_4106** Will the proposed project provide mobility through transportation choices including improved public transportation and reduced automobile dependency? Y/N/Not Relevant. Please explain all responses.
- Q_4107** Will the proposed project involve coordination between state and local government and inter-municipal and regional planning? Y/N/Not Relevant. Please explain all responses.
- Q_4108** Will the proposed project involve participation in community based planning and collaboration? Y/N/Not Relevant. Please explain all responses.
- Q_4110** Will the proposed project ensure predictability in building and land use codes? Y/N/Not Relevant. Please explain all responses.

- Q_4112** Will the proposed project promote sustainability by strengthening existing and creating new communities which reduce greenhouse gas emissions and do not compromise the needs of future generations, by among other means encouraging broad based public involvement in developing and implementing a community plan and ensuring the governance structure is adequate to sustain its implementation? Y/N/Not Relevant. Please explain all responses.
- Q_4125** Provide an estimate of the number of construction jobs to be created. Enter zero if not applicable.
- Q_3940** What is the total number of jobs to be created as a result of the proposed project, within two (2) years from project commencement? Refer to the Help section for guidance on calculating total jobs.
- Q_4002** Will the proposed project include any construction? If yes, what is the estimated total cost of the construction to be funded by CDBG and all other funding sources? Construction projects over \$2,000 must comply with Davis Bacon labor standards. Provide a brief description of how construction projects of over \$2,000 will comply with Davis Bacon Standards.
- Q_4058** Personal tax returns for the last three (3) years must be submitted for each business owner who owns more than 20% of the business. Provide this documentation as a single PDF to NYS Homes & Community Renewal by email at HCR_CFA@nyshcr.org. Include the CFA Number in the subject line of the email.
- Choice Options: Not Applicable, Tax returns will be provided by email to HCR_CFA@nyshcr.org
- Q_4113** By entering your name in the box below, you certify and agree that you are authorized on behalf of the applicant and its governing body to commit the applicant to comply with the requirements of Article 15-A of the New York State Executive Law: Participation By Minority Group Members and Women With Respect To State Contracts by providing opportunities for Minority-owned Business Enterprise (MBE)/Woman-owned Business Enterprise (WBE) participation. You further certify that the applicant will maintain such records and take such actions necessary to demonstrate such compliance throughout the completion of the project.
- Q_4114** 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.