

## 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.
- Question Type: Threshold
  - Required: Yes
  - Answer Type: Yes/No
- Q\_68** Is the applicant applying on behalf of a proposed economic development project undertaken by a for-profit business?
- Question Type: Threshold
  - Required: Yes
  - Answer Type: Yes/No
- Q\_3318** Will the proposed project result in the creation and/or retention of jobs?  
Refer to the Help section for additional guidance.
- Question Type: Threshold
  - Required: Yes
  - Answer Type: Yes/No
  - Scoring Tips:  
In calculating employment opportunities, the following applies:
    - Part-time jobs must be converted to full-time equivalents (FTE);
    - A FTE job is any combination of two or more part-time jobs that, when combined together, constitute the equivalent of a job of at least 40 hours per week;
    - Only permanent jobs count; temporary jobs may not be included;
    - Seasonal jobs are considered to be permanent if the season is long enough for the job to be considered as the employee's principal occupation; and
    - Jobs indirectly created or retained by an assisted activity are not eligible to be counted.
- In order to consider jobs retained as a result of CDBG assistance, there must be clear and objective evidence that permanent jobs will be lost without CDBG assistance. Documentation of evidence is required as part of this application. Acceptable evidence will be discussed later in the application.
- 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?
- Question Type: Threshold
  - Required: Yes
  - Answer Type: Yes/No
  - Scoring Tips:  
The proposed project must meet a federal national objective pursuant to HCDA Section 101(c), Section 104(b), 24 CFR 570.483.  
A minimum of fifty-one percent (51%) of the jobs that are created or retained as a result of an economic development award must be either held by and/or made available to persons from low- and moderate-income (LMI) families.  
Jobs "taken by" or held by" LMI persons: A job is considered to be taken by or held by a LMI person if the person is, at the time their employment commences, a member of a family whose income falls at or below the applicable Section 8 program income limits. The family's entire income must be counted. (This is particularly important when dealing with part-time jobs or jobs taken by students.) The annual salary or hourly wage of the job that the person fills is irrelevant.  
Jobs "available to" LMI persons: Jobs that are not held (filled) by LMI persons may be claimed to be "available to" LMI persons only when both of the following are met:
    - The jobs do not require special skills that can only be acquired with substantial (i.e., one year or more) training or work experience, and education beyond high school is not a prerequisite to fill such jobs, unless the business agrees to hire unqualified persons and train them; and
    - The state grant recipient and/or the assisted business takes actions to ensure that LMI persons receive "first consideration" for filling such jobs.Principles involved in providing "first consideration":
    - The business must use a hiring practice that under usual circumstances would result in over 51 percent of LMI persons interviewed for applicable jobs being hired,
    - The business must seriously consider a sufficient number of LMI job applicants to give reasonable opportunity to fill the position with such a person, and
    - The distance from residence and availability of transportation to the job site must be reasonable before a particular LMI person may be considered a serious applicant for the job.In addition, in order to consider **jobs retained as a result of CDBG assistance**, there must be clear and objective evidence that permanent jobs will be lost without CDBG assistance. Documentation of evidence is required as part of this application. Acceptable evidence will be discussed later in the application.
- 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.
- Question Type: Threshold
  - Required: Yes
  - Answer Type: Yes/No
- 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.
- Question Type: Threshold
  - Required: Yes
  - Answer Type: Yes/No
- Q\_4341** Is the total amount of CDBG assistance being requested between \$100,000 and \$750,000?
- Question Type: Threshold
  - Required: Yes
  - Answer Type: Yes/No
- Q\_4342** Will at least 1 full-time equivalent be created or retained for each \$15,000 in CDBG funds requested?
- Question Type: Threshold
  - Required: Yes
  - Answer Type: Yes/No
- 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?
- Question Type: Threshold
  - Required: Yes
  - Answer Type: Yes/No
- Q\_3325** Will any of the costs identified in the application budget be incurred prior to award?
- Question Type: Threshold
  - Required: Yes
  - Answer Type: Yes/No
  - Scoring Tips:  
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 CDBG funds.
- Q\_3326** Will the CDBG funds be used toward eligible project costs?

- Question Type: Threshold
- Required: Yes
- Answer Type: Yes/No
- Scoring Tips:

Eligible uses of **NYS CDBG Economic Development Program** funds include, but are not limited to, acquisition of real property; the financing of machinery, furniture, fixtures and equipment; building construction and renovation; working capital; inventory; and employee training expenses.

Eligible uses of **NYS CDBG Small Business Program** funds include, but are not limited to, acquisition of real property; the financing of machinery, furniture, fixtures and equipment; building renovation; working capital; inventory; and employee training expenses. New construction is not eligible under the NYS CDBG Small Business Program.

Eligible uses of **NYS CDBG Microenterprise Program** funds include, but are not limited to, the financing of machinery, furniture, fixtures and equipment; working capital; inventory; and reimbursement of the cost for a grantee to attend the entrepreneurial training program. Construction, building, or other improvements are not eligible uses of NYS CDBG Microenterprise Program funds when Davis Bacon and Related Acts must be applied.

For all programs, the use of NYS CDBG funds toward construction and renovation costs are subject to Davis Bacon Wage Rate requirements. This includes the cost of equipment that requires installation, as well as the purchase of materials used for construction activities.

**Q\_3998** Will the proposed project be complete within 24 months from project award? Refer to the Help section for additional guidance.

- Question Type: Threshold
- Required: Yes
- Answer Type: Yes/No
- Scoring Tips:

Pursuant to the NYS CDBG Program, applicants should only apply for the amount of funding that can be fully expended and the type of activities that can be completed within the specified project completion period of twenty-four (24) months. Applicants should not proceed with a project that cannot be completed within the specified timeframe or with the assumption that an extension of the project deadline will be considered.

**For Economic Development and Small Business projects:** All proposed job creation, retention or low- to moderate-income owner assistance must be completed, and all accomplishments must be reported to the Office of Community Renewal within the twenty-four month project completion period.

**Q\_972** Project county or counties.

- Question Type: Location
- Required: Yes
- Answer Type: Short Answer

**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.

- Question Type: Location
- Required: No
- Answer Type: Short Answer

**Q\_184** NYS Assembly District where the project is located. (please enter a number between 1 and 150 that represents your Assembly District)

- Question Type: Location
- Required: Yes
- Answer Type: Integer
- Scoring Tips:

Click [HERE](#) to determine 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)

- Question Type: Location
- Required: Yes
- Answer Type: Integer
- Scoring Tips:

Click [HERE](#) to determine 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.

- Question Type: Location
- Required: No
- Answer Type: Short Answer

**Q\_565** Project City

- Question Type: Location
- Required: No
- Answer Type: Short Answer

**Q\_568** Project State

- Question Type: Location
- Required: No
- Answer Type: Single Choice Dropdown
- Choice Options:  
AL,AK,AZ,AR,CA,CO,CT,DE,FL,GA,HI,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
- Default Answer: NY

**Q\_1034** Project ZIP Code. (please use ZIP+4 if known)

- Question Type: Location
- Required: No
- Answer Type: Short Answer
- Scoring Tips:

To locate a Zip Code, click [HERE](#).

**Q\_572** Project Latitude

- Question Type: Location
- Required: Yes
- Answer Type: Decimal
- Scoring Tips:

For projects that span multiple locations, please enter the (latitude/longitude) of your organization's home or central office in New York State.

[Click HERE to determine Latitude](#)

[Click HERE for a secondary site to determine Latitude](#)

Your latitude must be between +40 and +49.99.

**Q\_573** Project Longitude

- Question Type: Location
- Required: Yes
- Answer Type: Decimal
- Scoring Tips:

For projects that span multiple locations, please enter the (latitude/longitude) of your organization's home or central office in New York State.

[Click HERE to determine Longitude.](#)

[Click HERE for a secondary site to determine Longitude.](#)

Your longitude must be between -70 and -79.9.

- Q\_3527** US Congressional District where the project is located.
- Question Type: Location
  - Required: Yes
  - Answer Type: Single Choice Dropdown
  - 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
  - Scoring Tips:
- To determine the US Congressional District, click [HERE](#).
- Q\_616** For more than one project location, please provide full address(es) for each location. If Not Applicable, indicate "NA".
- Question Type: Location
  - Required: Yes
  - Answer Type: Long Rich Text (HTML)
  - Characters: 1 - 200
- Q\_550** If you are a DBA, what is your DBA name?
- Question Type: Basic
  - Required: No
  - Answer Type: Short Answer
- Q\_549** Type of Applicant (select all that apply)
- Question Type: Basic
  - Required: Yes
  - Answer Type: Multi Choice
  - 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.
- Question Type: Basic
  - Required: Yes
  - Answer Type: Multi Choice
  - Choice Options: Charity Reg #, Duns Number, Federal Tax ID Number, NYS Unemployment Insurance Tax Number, Social Security Number, NYS Vendor Identification Number (SFS)
  - Scoring Tips:
- Applicants will be required to provide the specified ID number upon request by the funding agencies.
- Q\_546** Legal Name of Applicant
- Question Header: Applicant Information
  - Question Type: Basic
  - Required: Yes
  - Answer Type: Short Answer
  - Scoring Tips: If applying in the name of a business please type in the name as it appears on your business papers. If applying as an individual insert your name here.
- Q\_551** Applicant Street Address
- Question Type: Basic
  - Required: Yes
  - Answer Type: Short Answer
- Q\_552** Applicant City
- Question Type: Basic
  - Required: Yes
  - Answer Type: Short Answer
- Q\_553** Applicant State
- Question Type: Basic
  - Required: Yes
  - Answer Type: State Dropdown
- Q\_554** Applicant ZIP Code. (please use ZIP+4 if known)
- Question Type: Basic
  - Required: Yes
  - Answer Type: Short Answer
  - Scoring Tips:
- To look up a zip code, click [HERE](#).
- Q\_651** Applicant Telephone Number, (please include area code)
- Question Type: Basic
  - Required: Yes
  - Answer Type: Phone
- Q\_555** Applicant Email Address
- Question Type: Basic
  - Required: Yes
  - Answer Type: Email
- Q\_547** Contact First Name
- Question Type: Basic
  - Required: Yes
  - Answer Type: Short Answer
- Q\_1049** Contact Last Name
- Question Type: Basic
  - Required: Yes

- Answer Type: Short Answer

**Q\_1050** Contact Title  
• Question Type: Basic  
• Required: No  
• Answer Type: Short Answer

**Q\_3688** Contact Street Address  
• Question Type: Basic  
• Required: Yes  
• Answer Type: Short Answer

**Q\_3689** Contact City  
• Question Type: Basic  
• Required: Yes  
• Answer Type: Short Answer

**Q\_3690** Contact State  
• Question Type: Basic  
• Required: Yes  
• Answer Type: State Dropdown

**Q\_3691** Contact ZIP Code  
• Question Type: Basic  
• Required: Yes  
• Answer Type: Short Answer

**Q\_562** Primary Contact Phone Number. (please include area code)  
• Question Type: Basic  
• Required: Yes  
• Answer Type: Phone

**Q\_3692** Contact Email  
• Question Type: Basic  
• Required: Yes  
• Answer Type: Email

**Q\_1052** Additional Project Contact First Name  
• Question Type: Basic  
• Required: No  
• Answer Type: Short Answer

**Q\_970** Additional Project Contact Last Name  
• Question Type: Basic  
• Required: No  
• Answer Type: Short Answer

**Q\_1051** Additional Contact Title  
• Question Type: Basic  
• Required: No  
• Answer Type: Short Answer

**Q\_3693** Additional Contact Street Address  
• Question Type: Basic  
• Required: No  
• Answer Type: Short Answer

**Q\_3694** Additional Contact City  
• Question Type: Basic  
• Required: No  
• Answer Type: Short Answer

**Q\_3695** Additional Contact State  
• Question Type: Basic  
• Required: No  
• Answer Type: State Dropdown

**Q\_3696** Additional Contact ZIP Code  
• Question Type: Basic  
• Required: No  
• Answer Type: Short Answer

**Q\_3697** Additional Contact Telephone Number  
• Question Type: Basic  
• Required: No  
• Answer Type: Phone

**Q\_561** Additional Contact Email Address  
• Question Type: Basic  
• Required: No  
• Answer Type: Email

**Q\_4199** Please select the primary sector or characterization that best defines this project.

- Question Type: Basic
- Required: Yes
- Answer Type: Single Choice Dropdown
- 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.

- Question Type: Basic
- Required: Yes
- Answer Type: Single Choice Dropdown
- 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?

- Question Type: Basic
  - Required: Yes
  - Answer Type: Yes/No
  - Scoring Tips: Answering no to this question would mean that the applicant's project is not included in a New York Rising Community Reconstruction Program plan or a NY Rising Countywide Resiliency plan. NY Rising plans can be viewed at: <http://stormrecovery.ny.gov/nycr/final-plans>
- Projects that are included in the New York Rising Community Reconstruction Program will priority consideration.
- The New York Rising Community Reconstruction program was created to assist severely damaged New York Rising Communities and Counties to develop comprehensive and innovative rebuilding plans. The plans are driven by the needs of each community and developed by regional planning committees of community leaders, experts, and officials.

**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.

- Question Type: Basic
- Required: No
- Answer Type: Short Answer

**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?

- Question Type: Basic
  - Required: Yes
  - Answer Type: Yes/No
  - Scoring Tips: In 2013 Regional Councils developed Opportunity Agendas to ensure poor communities were included in the economic revitalization spurred by the work and the funding of the Regional Economic Development Councils. Whether they are workforce skills training and job linkage programs to opportunities created by REDC priority projects, infrastructure improvements eliminating restrictions to economic growth in these areas, social services to address challenges facing the long-term unemployed, or transportation assistance to reach newly created jobs, each Opportunity Agenda seeks to bolster economic productivity across New York State by helping these communities overcome barriers to economic success.
- Please review your region's Opportunity Agenda by clicking on the appropriate link below.

**OPPORTUNITY AGENDA:**

- |                                |                                  |
|--------------------------------|----------------------------------|
| <a href="#">North Country</a>  | <a href="#">Long Island</a>      |
| <a href="#">Mohawk Valley</a>  | <a href="#">Southern Tier</a>    |
| <a href="#">Capital Region</a> | <a href="#">Central New York</a> |
| <a href="#">Mid-Hudson</a>     | <a href="#">Finger Lakes</a>     |
| <a href="#">New York City</a>  | <a href="#">Western New York</a> |

**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).

- Question Type: Basic
  - Required: No
  - Answer Type: Long Rich Text (HTML)
  - Characters: 0 - 850
  - Scoring Tips: In 2013 Regional Councils developed Opportunity Agendas to ensure poor communities were included in the economic revitalization spurred by the work and the funding of the Regional Economic Development Councils. Whether they are workforce skills training and job linkage programs to opportunities created by REDC priority projects, infrastructure improvements eliminating restrictions to economic growth in these areas, social services to address challenges facing the long-term unemployed, or transportation assistance to reach newly created jobs, each Opportunity Agenda seeks to bolster economic productivity across New York State by helping these communities overcome barriers to economic success.
- Please review your region's Opportunity Agenda by clicking on the appropriate link below, and explain how your project would use state dollars to eliminate barriers to the skilled labor market for unemployed and underemployed individuals living in poverty in your region. Please describe how your project relies, if at all, on collaboration at the local or regional level (i.e. public, private, labor, philanthropic sectors).

**OPPORTUNITY AGENDA:**

- |                                |                                  |
|--------------------------------|----------------------------------|
| <a href="#">North Country</a>  | <a href="#">Long Island</a>      |
| <a href="#">Mohawk Valley</a>  | <a href="#">Southern Tier</a>    |
| <a href="#">Capital Region</a> | <a href="#">Central New York</a> |
| <a href="#">Mid-Hudson</a>     | <a href="#">Finger Lakes</a>     |
| <a href="#">New York City</a>  | <a href="#">Western New York</a> |

**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?

- Question Type: Basic
  - Required: No
  - Answer Type: Long Rich Text (HTML)
  - Characters: 0 - 850
  - Scoring Tips: In 2013 Regional Councils developed Opportunity Agendas to ensure poor communities were included in the economic revitalization spurred by the work and the funding of the Regional Economic Development Councils. Whether they are workforce skills training and job linkage programs to opportunities created by REDC priority projects, infrastructure improvements eliminating restrictions to economic growth in these areas, social services to address challenges facing the long-term unemployed, or transportation assistance to reach newly created jobs, each Opportunity Agenda seeks to bolster economic productivity across New York State by helping these communities overcome barriers to economic success.
- Please review your region's Opportunity Agenda by clicking on the appropriate link below, and explain how your project would use state dollars to eliminate barriers to the skilled labor market for unemployed and underemployed individuals living in poverty in your region. Please describe how your project relies, if at all, on collaboration at the local or regional level (i.e. public, private, labor, philanthropic sectors).

**OPPORTUNITY AGENDA:**

- |                                |                                  |
|--------------------------------|----------------------------------|
| <a href="#">North Country</a>  | <a href="#">Long Island</a>      |
| <a href="#">Mohawk Valley</a>  | <a href="#">Southern Tier</a>    |
| <a href="#">Capital Region</a> | <a href="#">Central New York</a> |
| <a href="#">Mid-Hudson</a>     | <a href="#">Finger Lakes</a>     |
| <a href="#">New York City</a>  | <a href="#">Western New York</a> |

**Q\_3766** Is this a Global NY Project?

- Question Type: Basic
- Required: Yes
- Answer Type: Yes/No
- Scoring Tips:

In REDC Round IV, applicants may link project proposals to identified goals of their region's Global Marketing and Export Strategies through the Global NY initiative. REDCs will classify priority and other projects that serve to fulfill export growth objectives as outlined in their plans.

More Global NY information:

**"Global NY"— to Create Jobs and Attract International Investment**

Upstate NY was once a national leader in international trade and investment, and it can be again. Governor Cuomo will launch Global NY to accomplish two complementary economic growth objectives: attracting international investment and jobs to Upstate New York and providing New York businesses with the tools and assistance they need to export their products to the international marketplace. Global NY links the Governor's START-UP NY and Regional Economic Development Council initiatives. Through START-UP NY, the State has the opportunity to offer the powerful incentive of operating tax-free to attract global companies seeking to expand in the United States. The Regional Economic Development Councils hold the key to developing a 21st century export strategy based on each region's resources, assets and goals. New Yorkers depend on world markets. The state's export shipments in 2012 totaled \$81.4 billion, putting New York in the top three exporting states. Foreign investment and export-supported jobs linked to manufacturing account for close to 10 percent of New York's total private-sector employment, and more than 40,000 companies export from New York ports of entry. Of those, nearly 95 percent are small and medium-sized enterprises with fewer than 500 employees; most are exporting high-tech products and other manufactured goods to growing and well established markets such as Canada (the state's top export partner), Hong Kong, the United Kingdom, Switzerland, Israel, Germany, and Mexico. New York's strength in merchandise export performance relies on strong regional economies. While New York's #3 ranking among exporting states is impressive, the *New NY* can do even better.

**REDCs Go Global: Regional Export Strategies**

In 2014, the REDCs will be asked to develop and implement Global Marketing and Export Strategies, building foreign trade and investment approaches into their strategic regional planning efforts and thinking about how to improve efforts to "go global." The State will recognize and reward plans in REDC Round 4 that incorporate Global Marketing and Export Strategies. These strategies should be supported by detailed assessments of international commerce activity and identify new export opportunities while placing emphasis on regional economic supply chain strengths, such as advanced manufacturing and hightech services. Export markets are regional, and the Regional Economic Development Councils are ideally suited to reflect this reality. Widening the geographic lens in trade strategy development will allow REDCs to position their markets to better compete globally by assembling and aligning all related regional assets, such as key employers, top industries, workforce, higher education institutions and transportation infrastructure. Some regions are already leading the way. For example, Central New York—anchored by the Syracuse metropolitan area—has benefited from a partnership with the Brookings Institution that resulted in a coordinated regional Export Plan.

**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?

- Question Type: Basic
- Required: No
- Answer Type: Long Rich Text (HTML)
- Characters: 0 - 850
- Scoring Tips:

In REDC Round IV, applicants may link project proposals to identified goals of their region's Global Marketing and Export Strategies through the Global NY initiative. REDCs will classify priority and other projects that serve to fulfill export growth objectives as outlined in their plans.

More Global Information:

**"Global NY"— to Create Jobs and Attract International Investment**

Upstate NY was once a national leader in international trade and investment, and it can be again. Governor Cuomo will launch Global NY to accomplish two complementary economic growth objectives: attracting international investment and jobs to Upstate New York and providing New York businesses with the tools and assistance they need to export their products to the international marketplace. Global NY links the Governor's START-UP NY and Regional Economic Development Council initiatives. Through START-UP NY, the State has the opportunity to offer the powerful incentive of operating tax-free to attract global companies seeking to expand in the United States. The Regional Economic Development Councils hold the key to developing a 21st century export strategy based on each region's resources, assets and goals. New Yorkers depend on world markets. The state's export shipments in 2012 totaled \$81.4 billion, putting New York in the top three exporting states. Foreign investment and export-supported jobs linked to manufacturing account for close to 10 percent of New York's total private-sector employment, and more than 40,000 companies export from New York ports of entry. Of those, nearly 95 percent are small and medium-sized enterprises with fewer than 500 employees; most are exporting high-tech products and other manufactured goods to growing and well established markets such as Canada (the state's top export partner), Hong Kong, the United Kingdom, Switzerland, Israel, Germany, and Mexico. New York's strength in merchandise export performance relies on strong regional economies. While New York's #3 ranking among exporting states is impressive, the *New NY* can do even better.

**REDCs Go Global: Regional Export Strategies**

In 2014, the REDCs will be asked to develop and implement Global Marketing and Export Strategies, building foreign trade and investment approaches into their strategic regional planning efforts and thinking about how to improve efforts to "go global." The State will recognize and reward plans in REDC Round 4 that incorporate Global Marketing and Export Strategies. These strategies should be supported by detailed assessments of international commerce activity and identify new export opportunities while placing emphasis on regional economic supply chain strengths, such as advanced manufacturing and hightech services. Export markets are regional, and the Regional Economic Development Councils are ideally suited to reflect this reality. Widening the geographic lens in trade strategy development will allow REDCs to position their markets to better compete globally by assembling and aligning all related regional assets, such as key employers, top industries, workforce, higher education institutions and transportation infrastructure. Some regions are already leading the way. For example, Central New York—anchored by the Syracuse metropolitan area—has benefited from a partnership with the Brookings Institution that resulted in a coordinated regional Export Plan.

**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?

- Question Type: Basic
- Required: Yes
- Answer Type: Yes/No

**Q\_4201** If Yes, please explain how your project impacts the Veterans' and military families in New York.

- Question Type: Basic
- Required: No
- Answer Type: Long Rich Text (HTML)
- Characters: 1 - 750

**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.

- Question Header: Project Description
- Question Type: Basic
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: 1 - 2000
- Scoring Tips: Please includes details relevant to all programs on this application. Programs on this application are: {{program\_list}}

**Q\_976** Statement of Need

- Question Type: Basic
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: 1 - 850
- Scoring Tips:

Provide a brief summary of the need for the project in the geographic area proposed, the project's financing needs, including funding gaps and, where applicable, describe the additional short and long term jobs that will be created through the development of the proposed project.

**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.

- Question Type: Basic
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: 1 - 850
- Scoring Tips: The REDC and Upstate Revitalization Initiative's (URI) are designed to support projects that will help transform the region's economy. Applicants seeking these resources should explain why the project is a priority for the region. Providing details on the impact of the project such as the ability to create net new high paying jobs, the extent of private sector support, the impact it has on the community, and how the project will advance, in a meaningful way, the implementation of the REDC/URI plans, will help the REDCs and state during review.

**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/> )

- Question Type: Basic
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: 1 - 850
- Scoring Tips: Describe how the proposed project advances the REDC/URI plan for the region, specifically linking the project to the region's goals, strategies, and targeted industry clusters. A response to this question should directly and specifically link the project to a section or sections of REDC/URI plan for the region.

**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)

- Question Type: Basic
- Required: Yes
- Answer Type: Short Answer

**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)

- Question Type: Basic
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: 1 - 850

**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".

- Question Type: Basic
- Required: Yes
- Answer Type: Long Answer
- Characters: 1 - 400

**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).

- Question Type: Basic
- Required: No
- Answer Type: Short Answer

**Q\_1054** If National Environmental Policy Act (NEPA) Record of Decision has been issued, please explain (include date of Record of Decision).

- Question Type: Basic
- Required: No
- Answer Type: Long Rich Text (HTML)
- Characters: 0 - 850

**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)

- Question Header: Prior CFA Funding
- Question Type: Basic
- Required: No
- Answer Type: Short Answer

**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.

- Question Type: Basic
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: 1 - 5000

**Q\_4018** Pre-Submission Form Certification

- Question Type: Attachment
- Required: Yes
- Answer Type: Attachment
- Scoring Tips:

Complete the form in the link and upload as an attachment.

**Q\_4008** Preliminary Budget Table

- Question Type: Attachment
- Required: Yes
- Answer Type: Attachment
- Scoring Tips:

Complete the form in the link and upload as an attachment.

**Q\_3976** Job Creation/Retention Table

- Question Type: Attachment
- Required: Yes
- Answer Type: Attachment
- Scoring Tips:

Complete the form provided in the link and upload as an attachment.

**Q\_4137** Copy of the public hearing notice to demonstrate compliance with Citizen Participation requirements. Refer to the Help section for additional guidance.

- Question Type: Attachment
- Required: Yes
- Answer Type: Attachment
- Scoring Tips:

Applicants must meet the citizen participation requirement at 24 CFR 570.486 and NYS Homes and Community Renewal's Citizen Participation Plan as amended, which require Applicants to follow a citizen participation plan.

Prior to submitting a CDBG application, Applicants must issue a public hearing notice and hold one public hearing (one in each jurisdiction of a joint application) allowing for citizen feedback on the community and economic development needs of the applicant community and any proposed project(s). When issuing the notice and holding the public hearing, please note the following:

- 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 or other related organization;
- 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 an application;
- The public notice must be included as an attachment, and
- A copy of the application must be available for public inspection at the municipal office(s).

**Q\_4035** Affidavit of Publication

- Question Type: Attachment
- Required: Yes
- Answer Type: Attachment
- Scoring Tips:

An affidavit of publication is a sworn statement that a legal notice was placed in a newspaper.

**Q\_4036** Applicant Certification Form

- Question Type: Attachment
- Required: Yes
- Answer Type: Attachment
- Scoring Tips:

The form can be found at:

<http://www.nysbcr.org/AboutUs/Offices/CommunityRenewal/FundingOpportunities.htm>

**Q\_4037** Certification of Business Form

- Question Type: Attachment

- Required: Yes
- Answer Type: Attachment
- Scoring Tips:

The form can be found at: <http://www.nysbcr.org/AboutUs/Offices/CommunityRenewal/FundingOpportunities.htm>

**Q\_4038** Community Development Grant/Loan Portfolio  
Refer to the Help section for additional guidance.

- Question Type: Attachment
- Required: Yes
- Answer Type: Attachment
- Scoring Tips:

The form can be found at: <http://www.nysbcr.org/AboutUs/Offices/CommunityRenewal/FundingOpportunities.htm>

**All applicants are required to complete and attach this form. If the applicant has no open community development grants or loans at this time, please type "Not Applicable" on the form and upload.**

**Q\_4039** Proposed Project Financing and Lien Structure Form

- Question Type: Attachment
- Required: Yes
- Answer Type: Attachment
- Scoring Tips:

The form can be found at: <http://www.nysbcr.org/AboutUs/Offices/CommunityRenewal/FundingOpportunities.htm>

**Q\_4040** Commitment letter(s) from all other funding sources, including proposed terms.

- Question Type: Attachment
- Required: Yes
- Answer Type: Attachment

**Q\_4041** Documentation of unsuccessful attempts at pursuing non-CDBG funding sources  
Refer to the Help section for additional guidance.

- Question Type: Attachment
- Required: No
- Answer Type: Attachment
- Scoring Tips:

This documentation could include, but may not be limited to, denial/rejection letters from banks or letters from any other agencies indicating that funding requests were not approved.

**Q\_4042** Job Creation/Retention Table  
Refer to the Help section for additional guidance.

- Question Type: Attachment
- Required: Yes
- Answer Type: Attachment
- Scoring Tips:

The form can be found at: <http://www.nysbcr.org/AboutUs/Offices/CommunityRenewal/FundingOpportunities.htm>

**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

- Question Type: Attachment
- Required: No
- Answer Type: Attachment
- Scoring Tips:

The proposed project must meet a federal national objective pursuant to Housing and Community Development Act of 1974 Section 101(c), Section 104(b), 24 CFR 570.483.

A minimum of fifty-one percent (51%) of the jobs that are created or retained as a result of an economic development award must be either held by and/or made available to persons from low- and moderate-income (LMI) families.

Jobs "held by" LMI persons: A job is considered to be held by a LMI person if the person is, at the time their employment commences, a member of a family whose income falls at or below the applicable Section 8 program income limits. The family's entire income must be counted (this is particularly important when dealing with part-time jobs or jobs taken by students). The annual salary or hourly wage of the job that the person fills is irrelevant.

Jobs "available to" LMI persons: Jobs that are not held (filled) by LMI persons may be claimed to be "available to" LMI persons only when both of the following are met:

- The jobs do not require special skills that can only be acquired with substantial (i.e., one year or more) training or work experience, and education beyond high school is not a prerequisite to fill such jobs, unless the business agrees to hire unqualified persons and train them; and
- The state grant recipient and/or the assisted business takes actions to ensure that LMI persons receive "first consideration" for filling such jobs.

Principles involved in providing "first consideration":

- The business must use a hiring practice that under usual circumstances would result in over 51 percent of LMI persons interviewed for applicable jobs being hired;
- The business must seriously consider a sufficient number of LMI job applicants to give reasonable opportunity to fill the position with such a person; and
- The distance from residence and availability of transportation to the job site must be reasonable before a particular LMI person may be considered a serious applicant for the job.

**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.

- Question Type: Attachment
- Required: No
- Answer Type: Attachment

**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

- Question Type: Attachment
- Required: No
- Answer Type: Attachment
- Scoring Tips:

To consider jobs retained as a result of CDBG assistance, there must be clear and objective evidence that permanent jobs will be lost without CDBG assistance. For these purposes, "clear and objective" evidence that jobs will be lost would include:

- Evidence that the business has issued a notice to affected employees or made a public announcement to that effect, or
- Analysis of relevant financial records which clearly and convincingly shows that the business is likely to have to cut back employment in the near future without the planned intervention.

To meet the LMI jobs standard, 51% or more of the retained jobs must be either:

- Known to be held by LMI persons at the time CDBG assistance is provided and/or
- Jobs not known to be held by LMI persons, but which can be reasonably expected to "turn over" to LMI persons within two (2) years. (This would involve the grant recipient or business taking actions to ensure that such a job, upon turnover, will be either taken by or made available to a LMI in a manner similar to that pertaining to a newly created job, as discussed above.) Reference: 24 CFR 570.483(b)(4)(ii).

**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.

- Question Type: Attachment
- Required: No
- Answer Type: Attachment
- Scoring Tips:

To consider jobs retained as a result of CDBG assistance, there must be clear and objective evidence that permanent jobs will be lost without CDBG assistance. For these purposes, "clear and objective" evidence that jobs will be lost would include:

- Evidence that the business has issued a notice to affected employees or made a public announcement to that effect, or
- Analysis of relevant financial records which clearly and convincingly shows that the business is likely to have to cut back employment in the near future without the planned intervention.

To meet the LMI jobs standard, 51% or more of the retained jobs must be either:

- Known to be held by LMI persons at the time CDBG assistance is provided and/or
- Jobs not known to be held by LMI persons, but which can be reasonably expected to "turn over" to LMI persons within two (2) years. (This would involve the grant recipient or business taking actions to ensure that such a job, upon turnover, will be either taken by or made available to a LMI in a manner similar to that pertaining to a newly created job, as discussed above.) Reference: 24 CFR 570.483(b)(4)(iii).

- Q\_4047** Business Plan, with resumes of principals, market analysis, marketing strategy, and impact on local competitors.
- Question Type: Attachment
  - Required: Yes
  - Answer Type: Attachment
- Q\_4048** Business financial statements for each of the past three years (balance sheets and income statements), including all notes and disclosures.
- Question Type: Attachment
  - Required: No
  - Answer Type: Attachment
- Q\_4049** Business federal income tax returns, Year 1 (the past 3 years of complete tax returns are required).
- Question Type: Attachment
  - Required: No
  - Answer Type: Attachment
- Q\_4050** Business federal income tax returns, Year 2 (the past 3 years of complete tax returns are required).
- Question Type: Attachment
  - Required: No
  - Answer Type: Attachment
- Q\_4051** Business federal income tax returns, Year 3 (the past 3 years of complete tax returns are required).
- Question Type: Attachment
  - Required: No
  - Answer Type: Attachment
- Q\_4052** Current business financial statements (less than 60 days old).
- Question Type: Attachment
  - Required: No
  - Answer Type: Attachment
- Q\_4053** Current business debt schedule (corresponds to current balance sheet).
- Question Type: Attachment
  - Required: No
  - Answer Type: Attachment
- Q\_4054** Projected business debt schedule (with CDBG and other new debt).
- Question Type: Attachment
  - Required: Yes
  - Answer Type: Attachment
- Q\_4055** Monthly cash flow projections for two years, with and without CDBG.
- Question Type: Attachment
  - Required: Yes
  - Answer Type: Attachment
- Q\_4056** Balance sheet and profit and loss statement for three years with and without CDBG.
- Question Type: Attachment
  - Required: Yes
  - Answer Type: Attachment
- Q\_4057** Current personal financial statement of principal(s) with 20 percent or more ownership (less than 60 days old).
- Question Type: Attachment
  - Required: Yes
  - Answer Type: Attachment
- 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.
- Question Type: Attachment
  - Required: Yes
  - Answer Type: Attachment
- Q\_4060** Exhibit 2-3A Certificate of SEQR Classification  
Refer to the Help section for additional guidance.
- Question Type: Attachment
  - Required: Yes
  - Answer Type: Attachment
  - Scoring Tips:
- Form 2-3A Certification of SEQR Classification may be found here: <http://www.nysbr.org/Forms/NYS-CDBG/2-3ACertificationofSEQRClassification.pdf>  
Applicants must conduct an assessment to determine the State Environmental Quality Review (SEQR) Classification of the proposed activities. Additional information on SEQR can be found at: <http://www.dec.ny.gov/permits/357.html>
- 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.

- Question Type: Attachment
- Required: No
- Answer Type: Attachment
- Scoring Tips:

Applicants must conduct an assessment to determine the State Environmental Quality Review (SEQR) Classification of the proposed activities. If the Applicant determines the SEQR classification to be an Unlisted Action, the Applicant must complete Short Environmental Assessment Form (Short Form) and include it as an exhibit to the application. If the Applicant determines the SEQR classification to be a Type I Action, the Applicant must complete a Full Environmental Assessment Form (Full EAF) and include it as an exhibit to the application.

Additional information on SEQR, including the forms described above, can be found at: <http://www.dec.ny.gov/permits/6191.html>. Please note that the New York State Department of Environmental Conservation updated the SEQR forms as of October 7, 2013, so the form should be accessed from the website provided to ensure that the most recent form is being used.

**Q\_4062** Appraisals of real property (if applicable).

- Question Type: Attachment
- Required: No
- Answer Type: Attachment

**Q\_4063** Evidence of site control (if applicable).

- Question Type: Attachment
- Required: No
- Answer Type: Attachment

**Q\_4064** Engineering Report (required for infrastructure in support of an Economic Development project only)

- Question Type: Attachment
- Required: No
- Answer Type: Attachment

**Q\_4066** Draft lease agreement(s) (if applicable).

- Question Type: Attachment
- Required: No
- Answer Type: Attachment

**Q\_4067** Written documentation of support for the project

- Question Type: Attachment
- Required: No
- Answer Type: Attachment

**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.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: 0 - 2000
- Scoring Tips:

**Economic Development Program**

- Maximum award amount of \$750,000 (minimum \$100,000).
- NYS CDBG can fund up to 40% of a total project cost, not to exceed maximum award amount.
- Projects must result in the creation or retention of at least one permanent, FTE job for every \$15,000 of NYS CDBG funds awarded.
- At least 51% of the jobs created or retained by the project must benefit low- and moderate-income persons.
- NYS CDBG funds should be used as gap funding to induce project completion.

**Small Business Assistance Program**

- Award amounts of \$25,000 to \$100,000 for assistance to individual business.
- Projects must result in the creation or retention of at least one FTE job per \$25,000 of CDBG funds provided.
- At least 51% of the jobs created or retained by the project must benefit low- and moderate-income persons.
- NYS CDBG can fund up to 40% of a total project cost.
- Minimum of 20% owner equity contribution to the project is required\*.
- \*To induce sustainable, green projects the equity contribution may be lowered to a minimum of 10% if the activity is certified by the community and OCR as a NYS CDBG Green project.

NOTE: The maximum awards are not intended to serve as a target figure for requests for assistance. The amount of CDBG assistance should be based on need and CDBG funds should not be used to reduce the amount of non-federal financial support for the project.

Reference the CDBG ED Program Guidelines for additional guidance: [www.nysbcr.org/AboutUs/Offices/CommunityRenewal/FundingOpportunities.htm](http://www.nysbcr.org/AboutUs/Offices/CommunityRenewal/FundingOpportunities.htm)

**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.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: any
- Scoring Tips:
- See Appendix A to 24 CFR Part 570 - Guidelines and Objectives for Evaluating Project Costs and Financial Requirements for further guidance.

<http://www.ecfr.gov/cgi-bin/text-idx?SID=184b239646a8fb6226aa49a9b8681059&node=24:3.1.1.3.4&rgn=div5#24:3.1.1.3.4.15.1.13.1>

**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.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Answer
- Characters: 6000

**Q\_3945** ContactNamePreparer

- Question Type: Standard Question
- Required: Yes
- Answer Type: Short Answer

**Q\_3962** ContactNameSubrecipient

- Question Type: Standard Question
- Required: No
- Answer Type: Short Answer

- Q\_3949** TitlePreparer
- Question Type: Standard Question
  - Required: Yes
  - Answer Type: Short Answer
- Q\_3950** TitleSubrecipient
- Question Type: Standard Question
  - Required: No
  - Answer Type: Short Answer
- Q\_3947** OrganizationPreparer
- Question Type: Standard Question
  - Required: Yes
  - Answer Type: Short Answer
- Q\_3948** OrganizationSubrecipient
- Question Type: Standard Question
  - Required: No
  - Answer Type: Short Answer
- Q\_3951** AddressPreparer
- Question Type: Standard Question
  - Required: Yes
  - Answer Type: Short Answer
- Q\_3952** AddressSubrecipient
- Question Type: Standard Question
  - Required: No
  - Answer Type: Short Answer
- Q\_3953** ZipCodePreparer
- Question Type: Standard Question
  - Required: Yes
  - Answer Type: Short Answer
- Q\_3954** ZipCodeSubrecipient
- Question Type: Standard Question
  - Required: No
  - Answer Type: Short Answer
- Q\_3955** TelephonePreparer
- Question Type: Standard Question
  - Required: Yes
  - Answer Type: Phone
- Q\_3956** TelephoneSubrecipient
- Question Type: Standard Question
  - Required: No
  - Answer Type: Phone
- Q\_3957** EmailPreparer
- Question Type: Standard Question
  - Required: Yes
  - Answer Type: Email
- Q\_3958** EmailSubrecipient
- Question Type: Standard Question
  - Required: No
  - Answer Type: Short Answer
- Q\_3149** HTFCSal
- Question Type: Standard Question
  - Required: Yes
  - Answer Type: Single Choice Dropdown
  - Choice Options: SELECT ONE:., Ms., Mr., Honorable
  - Scoring Tips:
- Provide complete name and contact information for contact authorized to execute a contract with Housing Trust Fund Corporation (HTFC).  
Please note: for City, County, Town or Village applicants only the Chief Elected Official is authorized to execute a contract with HTFC.
- Q\_3154** HTFCFirst
- Question Type: Standard Question
  - Required: Yes
  - Answer Type: Short Answer
- Q\_3155** HTFCLast
- Question Type: Standard Question
  - Required: Yes
  - Answer Type: Short Answer
- Q\_3156** HTFCTitle
- Question Type: Standard Question
  - Required: Yes
  - Answer Type: Short Answer

- Q\_3157** HTFCAddress1
- Question Type: Standard Question
  - Required: Yes
  - Answer Type: Short Answer
- Q\_3158** HTFCAddress2
- Question Type: Standard Question
  - Required: No
  - Answer Type: Short Answer
- Q\_3159** HTFCCity
- Question Type: Standard Question
  - Required: Yes
  - Answer Type: Short Answer
- Q\_3160** HTFCZip
- Question Type: Standard Question
  - Required: Yes
  - Answer Type: Integer
- Q\_3161** HTFCPhone
- Question Type: Standard Question
  - Required: Yes
  - Answer Type: Phone
- Q\_3162** HTFCEmail
- Question Type: Standard Question
  - Required: Yes
  - Answer Type: Email
- Q\_3929** BusinessName
- Question Type: Standard Question
  - Required: Yes
  - Answer Type: Short Answer
- Q\_3930** NumberOwners
- Question Type: Standard Question
  - Required: Yes
  - Answer Type: Short Answer
- Q\_3931** PercentOwners
- Question Type: Standard Question
  - Required: Yes
  - Answer Type: Short Answer
- Q\_3932** DateEstablished
- Question Type: Standard Question
  - Required: Yes
  - Answer Type: Date
- Q\_3933** NAICS
- Question Type: Standard Question
  - Required: Yes
  - Answer Type: Short Answer
- Q\_3934** BusinessDUNS
- Question Type: Standard Question
  - Required: Yes
  - Answer Type: Short Answer
- Q\_3975** Business Zip Code
- Question Type: Standard Question
  - Required: Yes
  - Answer Type: Short Answer
- Q\_3935** CurrentEmployees
- Question Type: Standard Question
  - Required: Yes
  - Answer Type: Short Answer
- Q\_3905** StartGA
- Question Type: Standard Question
  - Required: Yes
  - Answer Type: Date
- Q\_3906** EndGA
- Question Type: Standard Question
  - Required: Yes
  - Answer Type: Date
- Q\_3907** StartERR
- Question Type: Standard Question
  - Required: Yes
  - Answer Type: Date

- Q\_3908** EndERR
- Question Type: Standard Question
  - Required: Yes
  - Answer Type: Date
- Q\_3909** StartActivities
- Question Type: Standard Question
  - Required: Yes
  - Answer Type: Date
- Q\_3910** EndActivities
- Question Type: Standard Question
  - Required: Yes
  - Answer Type: Date
- Q\_3913** StartJopReporting
- Question Type: Standard Question
  - Required: Yes
  - Answer Type: Date
- Q\_3914** EndJobReporting
- Question Type: Standard Question
  - Required: Yes
  - Answer Type: Date
- Q\_4405** CDBG Project Timeline Contract Completion Projected Start Date
- Question Type: Standard Question
  - Required: Yes
  - Answer Type: Date
- Q\_3915** EndCompletion
- Question Type: Standard Question
  - Required: Yes
  - Answer Type: Date
- Q\_3911** StartReimbursements
- Question Type: Standard Question
  - Required: Yes
  - Answer Type: Date
- Q\_3912** EndReimbursement
- Question Type: Standard Question
  - Required: Yes
  - Answer Type: Date
- 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.
- Question Type: Standard Question
  - Required: Yes
  - Answer Type: Yes/No
  - Scoring Tips:
    - The HUD Family Income limits are updated each calendar year. The limits for each year are available here: <http://www.huduser.org/portal/datasets/il.html>
- 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.
- Question Header: Community Development Block Grant Program Questions
  - Question Type: Standard Question
  - Required: Yes
  - Answer Type: Long Rich Text (HTML)
  - Characters: 0 - 6000
  - Scoring Tips:
    - The description should include the following:
      - A description of existing industry in the community (i.e. warehousing, manufacturing, agriculture);
      - Demographic information including median family income and percentage of persons in poverty;
      - A description of the labor force needs, including a discussion of the unemployment rate in the community and region, and the skills available or lacking in the labor market;
      - The most recent calendar year's county-wide unemployment data as provided by the New York State Department of Labor. Provide data for yearly and monthly averages;
      - A description of disinvestment in the community, as evidenced by recent business closures over the last five years;
      - An explanation of how the proposed project supports designated Empowerment Zones, Enterprise Communities, NYS Excelsior Program and NYS Empire Zones;
      - Description of the proposed project's relationship to other community development activities underway or planned;
      - Description of any municipal strategic or comprehensive redevelopment plans; long-range strategy or community needs assessment survey that the project supports and how the project addresses the needs identified in the plan(s), strategy or community needs assessment.
      - Explain why the proposed project is the best approach to addressing the need identified. Provide the date the plan(s) was adopted and the term of the plan. Do not submit plans, strategies or surveys with your application;
      - Explain how the project will support or complement other public works, housing, economic development, main street revitalization or other community goals, particularly those that benefit (direct or indirect) LMI persons.
- 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.
- Question Type: Standard Question
  - Required: Yes
  - Answer Type: Long Answer
  - Characters: 0 - 400
- 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.
- Question Type: Standard Question
  - Required: Yes
  - Answer Type: Long Rich Text (HTML)

•Characters: 0 - 6000

**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.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: 0 - 6000

**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.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: any

**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.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: any

**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.

- Question Type: Standard Question
- Required: No
- Answer Type: Short Answer

**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.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Short Answer
- Scoring Tips:

Anti-pirating rules pursuant to Section 105 of the HCDA, Section 588 of the Quality Housing and Work Responsibility Act, Subsection (h) and 24 CFR 570.482(h).

**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.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Integer
- Scoring Tips:

The proposed project must meet a federal national objective pursuant to HCDA Section 101(c), Section 104(b), 24 CFR 570.483.

A minimum of fifty-one percent (51%) of the jobs that are created as a result of an economic development award must be either held by and/or made available to persons from low- and moderate- income (LMI) families.

Jobs "held by" LMI persons: A job is considered to be held by a LMI person if the person is, at the time their employment commences, a member of a family whose income falls at or below the applicable Section 8 program income limits. The family's entire income must be counted. (This is particularly important when dealing with part-time jobs or jobs taken by students.) The annual salary or hourly wage of the job that the person fills is irrelevant.

Jobs "available to" LMI persons: Jobs that are not held (filled) by LMI persons may be claimed to be "available to" LMI persons only when both of the following are met:

- The jobs do not require special skills that can only be acquired with substantial (i.e., one year or more) training or work experience, and education beyond high school is not a prerequisite to fill such jobs, unless the business agrees to hire unqualified persons and train them; and

- The state grant recipient and/or the assisted business takes actions to ensure that LMI persons receive "first consideration" for filling such jobs.

Principles involved in providing "first consideration":

- The business must use a hiring practice that under usual circumstances would result in over 51 percent of LMI persons interviewed for applicable jobs being hired,
- The business must seriously consider a sufficient number of LMI job applicants to give reasonable opportunity to fill the position with such a person, and
- The distance from residence and availability of transportation to the job site must be reasonable before a particular LMI person may be considered a serious applicant for the job.

**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.

- Question Type: Standard Question
- Required: No
- Answer Type: Short Answer
- Scoring Tips:

To consider jobs retained as a result of CDBG assistance, there must be clear and objective evidence that permanent jobs will be lost without CDBG assistance. For these purposes, "clear and objective" evidence that jobs will be lost would include:

- Evidence that the business has issued a notice to affected employees or made a public announcement to that effect, or
- Analysis of relevant financial records which clearly and convincingly shows that the business is likely to have to cut back employment in the near future without the planned intervention.

**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.

- Question Type: Standard Question
- Required: No
- Answer Type: Long Rich Text (HTML)
- Characters: any
- Scoring Tips:

To meet the LMI jobs standard, 51% or more of the retained jobs must be either:

- Known to be held by LMI persons at the time CDBG assistance is provided and/or
- Jobs not known to be held by LMI persons, but which can be reasonably expected to "turn over" to LMI persons within two (2) years. (This would involve the grant recipient or business taking actions to ensure that such a job, upon turnover, will be either taken by or made available to an LMI person in a manner similar to that pertaining to a newly created job, as discussed above.) Reference: 24 CFR 570.483(b)(4)(iii).

**Q\_4088**

Enter the number of full-time equivalent employees (at the time of application), employed by the business to be assisted.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Integer

- 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).
- Question Type: Standard Question
  - Required: Yes
  - Answer Type: Long Rich Text (HTML)
  - Characters: 1 - 3000
- 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.
- Question Type: Standard Question
  - Required: Yes
  - Answer Type: Long Rich Text (HTML)
  - Characters: 0 - 4000
  - Scoring Tips:
- Reference Chapter 9, "Reporting Requirements" of the NYS OCR Grant Administration Manual for guidance on job reporting requirements. The Manual can be found online, here: <http://www.nysbcr.org/Programs/NYS-CDBG/GrantAdministration.htm>
- 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.
- Question Type: Standard Question
  - Required: Yes
  - Answer Type: Long Rich Text (HTML)
  - Characters: 1 - 4000
  - Scoring Tips:
- For Economic Development and Small Business Assistance projects, program delivery and grant administration costs combined may not exceed \$16,000 out of the total CDBG funds requested.
- Grant Administration Costs:** Generally, these are costs associated with salaries, wages, and related costs of the grant recipient's staff, the staff of local public agencies, or other staff engaged in program administration for the awarded grant. General operating expenses are ineligible for reimbursement from the grant funds.
- Program Delivery Costs:** These are those costs that can be directly attributed to activities for delivery of specific proposed activities. These include in-house staff or third party costs.
- Reference the NYS Office of Community Renewal Grant Administration Manual, Chapter 3, for examples of Grant Administration and Program Delivery Costs: <http://www.nysbcr.org/Programs/NYS-CDBG/GrantAdministration.htm>
- OMB Circular A-87 establishes standards for determining whether specific costs are allowable under the NYS CDBG program. The uniform approach established in this circular for determining costs promotes effective program delivery and efficiency.
- 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.
- Question Type: Standard Question
  - Required: Yes
  - Answer Type: Long Rich Text (HTML)
  - Characters: 1 - 4000
  - Scoring Tips:
- For Economic Development and Small Business Assistance projects, program delivery and grant administration costs combined may not exceed \$16,000 out of the total CDBG funds requested.
- Program Delivery Costs:** These are costs that can be directly attributed to activities for delivery of specific proposed activities. Pre-award costs are ineligible for reimbursement from the grant funds. These include in-house staff or third party costs.
- For Economic Development and Small Business Assistance, these activities can include:
- Marketing grant activities;
  - Services verifying client eligibility;
  - Providing education or counseling to beneficiaries;
  - Preparation of site specific environmental review and environmental assessment such as well testing or phase 1 archaeology;
  - Preparation of loan closing documents, all costs associated with perfecting security, repayment processing, loan disbursement;
  - Professional service fees including engineering and architectural fees required to deliver the program and review of project documentation, etc.
  - Legal expenses related to construction such as temporary or permanent easements and filing fees;
  - Any required building or regulatory permit or fees associated with regulatory compliance;
  - Development of construction specifications, bid preparation and contracting;
  - Labor standards compliance work including completion of required on-site employee interviews, verifying and reviewing certified payrolls;
  - Client/contractor troubleshooting;
  - Any other professional services required to deliver the program.
- 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.
- Question Type: Standard Question
  - Required: Yes
  - Answer Type: Long Rich Text (HTML)
  - Characters: 1 - 4000
  - Scoring Tips:
- For Economic Development and Small Business Assistance projects, grant administration and program delivery costs combined may not exceed \$16,000 out of the total CDBG grant amount.
- Grant Administration Costs:** Generally, these are costs associated with salaries, wages, and related costs of the grant recipient's staff, the staff of local public agencies, or other staff engaged in program administration for the awarded grant. General operating expenses and pre-award costs are ineligible for reimbursement from the grant funds. Examples of eligible administrative costs include:
- Providing local officials and citizens with information about the program;
  - Preparing program budgets and schedules and amendments thereto;
  - Developing systems for assuring compliance with program requirements;
  - Costs associated with the Environmental Review Process for the overall program, including the release of funds.
  - Preparing Requests for Proposals with consultants for grant administration or other consulting work, such as architectural or Engineering services.
  - Developing interagency agreements and agreements with sub recipients and contractors to carry out program activities;
  - Monitoring program activities for progress and compliance with program requirements;
  - Preparing reports and other documents for submission to the State regarding the grant;
  - Coordinating the resolution of audit and monitoring findings;
  - Evaluating program results against State objectives; and
  - Managing or supervising persons whose primary responsibilities with regard to the program include such assignments as those described above;
  - Costs incurred for official business travel in carrying out the program and administrative services performed under a third party contract.
  - Purchase of capital equipment, such as file cabinets, for grant administration.
  - Training on CDBG grant administration requirements.
- For more information concerning eligible administrative costs, applicants should read 24 CFR Subpart C 570.206.
- 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.
- Question Type: Standard Question
  - Required: No
  - Answer Type: Long Rich Text (HTML)
  - Characters: 1 - 2000
- 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).
- Question Type: Standard Question
  - Required: No
  - Answer Type: Long Rich Text (HTML)
  - Characters: 1 - 4000
- Q\_4097** Will the proposed project generate CDBG program income?
- Refer to the Help section for additional guidance.
- Question Type: Standard Question
  - Required: Yes
  - Answer Type: Yes/No
  - Scoring Tips:
- 24CFR570.489(e) defines program income as gross income in an amount equal to or exceeding \$35,000 per year received by a state, unit of general local government (UGLG) or a subrecipient of UGLG that was generated from the use of CDBG funds. All funds received from revolving loan funds are considered program income, regardless of amount.

Types of CDBG program income include, but are not limited to, the following:

- payments of principal and interest on loans made using NYS CDBG funds;
- interest earned on funds held in a revolving fund account;
- proceeds from the disposition by sale or long term lease of real property purchased or improved with NYS CDBG funds; and
- proceeds from the disposition of equipment purchased with NYS CDBG funds

Please note that any project funded through NYS CDBG and which may result in program income being generated, may be required to submit a Program Income Plan.

A full Program Income Report for all program income generated as a result of NYS CDBG funded activities will be collected on an annual basis through the Annual Performance Report (APR).

For more information on CDBG program income, please refer to the NYS CDBG Grant Administration Manual, Chapter 3: <http://www.nysbcr.org/Programs/NYS-CDBG/GrantAdministration.htm>

**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.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Yes/No

**Q\_4099**

Does the proposed project use, maintain, or improve existing infrastructure? Y/N/Not Relevant. Please explain all responses.

- Question Header: Smart Growth Questions: The NYS Smart Growth Public Infrastructure Policy Act requires that a project meet the relevant smart growth criterion to the extent practicable. Please respond to the questions below regarding smart growth criteria.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Answer
- Characters: 0 - 2000
- Scoring Tips:

If you are maintaining or improving existing infrastructure, please answer YES. If you are building new infrastructure, or expanding infrastructure answer NO and provide justification that explains the need to build new infrastructure instead of using or improving existing infrastructure.

For specific guidance on rail/port, aviation, and other transportation projects please refer to [Smart Growth Public Infrastructure Policy Act](#)

**Q\_4101**

Is the proposed project located in a municipal center? Y/N/Not Relevant. Please explain all responses.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Answer
- Characters: 0 - 2000
- Scoring Tips:

There are many alternatives to automobile transportation. Please explain how your project provides or complements alternatives to automobile travel such as bikes, pedestrians, public transit, air travel or rail travel.

For specific guidance on rail/port, aviation, and other transportation projects please refer to [Smart Growth Public Infrastructure Policy Act](#)

**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.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Answer
- Characters: 0 - 2000
- Scoring Tips:

Please explain how your project advances infill development or redevelopment in existing developed areas consistent with an approved plan. Infill development includes redevelopment, rehabilitation and new development between existing buildings on vacant or under-utilized sites.

For specific guidance on rail/port, aviation, and other transportation projects please refer to [Smart Growth Public Infrastructure Policy Act](#)

**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.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Answer
- Characters: 0 - 2000
- Scoring Tips:

Beyond simply avoiding or minimizing negative environmental impacts, please indicate the resources that may be impacted by your project and how your project will preserve and enhance these resources.

For specific guidance on rail/port, aviation, and other transportation projects please refer to [Smart Growth Public Infrastructure Policy Act](#)

**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.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Answer
- Characters: 0 - 2000
- Scoring Tips:

Please explain how your project advances these objectives and improves the quality of life in your community.

For specific guidance on rail/port, aviation, and other transportation projects please refer to [Smart Growth Public Infrastructure Policy Act](#)

**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.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Answer
- Characters: 0 - 2000
- Scoring Tips:

There are many alternatives to automobile transportation. Please explain how your project provides or complements alternatives to automobile travel such as bikes, pedestrians, public transit, air travel or rail travel.

For specific guidance on rail/port, aviation, and other transportation projects please refer to [Smart Growth Public Infrastructure Policy Act](#)

**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.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Answer
- Characters: 0 - 2000
- Scoring Tips:

Identify any interaction between the applicant and any municipal and county governments, planning boards, regional planning associations or similar organizations. Document any outreach by the applicant to these organizations regarding the project and any relevant correspondence.

For specific guidance on rail/port, aviation, and other transportation projects please refer to [Smart Growth Public Infrastructure Policy Act](#)

**Q\_4108**

Will the proposed project involve participation in community based planning and collaboration? Y/N/Not Relevant. Please explain all responses.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Answer
- Characters: 0 - 2000
- Scoring Tips:

Please explain how the project results from an inclusive, multi-stakeholder (including traditionally underserved populations) process of community-based planning and collaboration. To assist with your explanation,

identify any affected community groups or organizations with an interest in the proposed project and if the planning process involved outreach to citizens and stakeholders at all stages of development of the project. For specific guidance on rail/port, aviation, and other transportation projects please refer to [Smart Growth Public Infrastructure Policy Act](#)

**Q\_4110** Will the proposed project ensure predictability in building and land use codes? Y/N/Not Relevant. Please explain all responses.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Answer
- Characters: 0 - 2000
- Scoring Tips:

Provide any additional relevant information.

For specific guidance on rail/port, aviation, and other transportation projects please refer to [Smart Growth Public Infrastructure Policy Act](#)

**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.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Answer
- Characters: 0 - 2000
- Scoring Tips:

Please explain how your project promotes sustainability. For example does your project include buildings and plans that seek to minimize consumption of fossil fuels (coal, petroleum), reduce water usage / consumption, and encourage the use of renewable energy (wind, solar, and geo-thermal).

For specific guidance on rail/port, aviation, and other transportation projects please refer to [Smart Growth Public Infrastructure Policy Act](#)

**Q\_4125** Provide an estimate of the number of construction jobs to be created. Enter zero if not applicable.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Integer

**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.

- Question Type: Standard Question
- Required: No
- Answer Type: Integer
- Scoring Tips:

- Only include jobs that have not yet been created;
- Part-time jobs must be converted to full-time equivalents (FTE). A FTE is any combination of two or more part-time jobs that, when combined together, constitute the equivalent of a job of at least 40 hours per week;
- Only permanent jobs count; temporary jobs may not be included;
- Seasonal jobs are considered to be permanent for this purpose only if the season is long enough for the job to be considered the employee's principal occupation;
- All permanent jobs created or retained by the activity must be counted even if the activity has multiple sources of funds; and
- Jobs indirectly created or retained by an assisted activity may not be counted; and
- A Business Owner can not be counted towards job creation or retention.

**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.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Answer
- Characters: 0 - 1500

**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@nyscr.org](mailto:HCR_CFA@nyscr.org). Include the CFA Number in the subject line of the email.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Multi Choice
- Choice Options: Not Applicable, Tax returns will be provided by email to [HCR\\_CFA@nyscr.org](mailto:HCR_CFA@nyscr.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.

- Question Header: General Certifications
- Question Type: Standard Question
- Required: Yes
- Answer Type: Short Answer

**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.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Short Answer