**Program Questions:**

**HCR - Community Development Block Grant (CDBG) - Economic Development**

**Q_3315**
Is the applicant an eligible New York State non-entitlement municipality?

- 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 apply:
    - Part-time jobs must be converted to full-time equivalents (FTEs).
    - A FTE job is in 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 RCDA Section 101(a), 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 for 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 held by 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?

- 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?

- 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

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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; building renovation; 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: NYS County Multiple Choice

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. (This questions value will be filled automatically, based on the project address, when the application is finalized.)
- Question Type: Location
- Required: No
- Answer Type: Integer
- Scoring Tips: Click HERE to determine your Assembly district.

Q_190
NY Senate District where the project is located. (This questions value will be filled automatically, based on the project address, when the application is finalized.)
- Question Type: Location
- Required: No
- Answer Type: Integer
- Scoring Tips: Click HERE to determine your Senate district.

Q_928
Project Street Address: Please input the project street address (Street Number and Street Name only).
If the project has multiple locations, please input the primary street address of the project. If the project does not have a definite street address, please input the approximate street address of the project (Street Number and Street Name only).
- Question Type: Location
- Required: Yes
- Answer Type: Short Answer

Q_565
Project City
- Question Type: Location
- Required: Yes
Q_568
Project State
• Question Type: Location
• Required: Yes
• Allowed Answer Type: Single Choice Dropdown
• Choice Options: AA, AL, AK, AZ, AR, CA, CO, CT, DE, FL, GA, HI, IL, IN, IA, KS, KY, LA, ME, MD, MA, ML, MN, MS, MO, MT, NE, NV, NJ, NM, NY, NC, ND, OH, OK, OR, PA, RI, SC, SD, TN, TX, UT, VT, VA, WA, WV, WY, AS, DC, FM, GU, MH, MP, PW, PR, VI
• Default Answer: AA

Q_1034
Project ZIP Code. (please use ZIP+4 if known)
• Question Type: Location
• Required: Yes
• Allowed Answer Type: Short Answer
• Scoring Tips:
  - To locate a Zip Code, click HERE.

Q_572
Project Latitude (This question's value will be filled automatically, based on the project address, when the application is finalized.)
• Question Type: Location
• Required: No
• 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.

Q_573
Project Longitude (This question's value will be filled automatically, based on the project address, when the application is finalized.)
• Question Type: Location
• Required: No
• 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.

Q_3527
US Congressional District where the project is located. (This question's value will be filled automatically, based on the project address, when the application is finalized.)
• Question Type: Location
• Required: No
• 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, IDHC, RHD, LP, Boards (A 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**

Organization Legal Name
- 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.

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**Q_551**

Applicant Street Address
- Question Type: Basic
- Required: Yes
- Answer Type: Short Answer

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**Q_552**

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

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**Q_553**

Applicant State
- Question Type: Basic
- Required: Yes
- Answer Type: State Dropdown

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**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](#).

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**Q_651**

Applicant Telephone Number (please include area code)
- Question Type: Basic
- Required: Yes
- Answer Type: Phone

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**Q_555**

Applicant Email Address
- Question Type: Basic
- Required: Yes
- Answer Type: Email

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**Q_547**

Contact First Name
- Question Type: Basic
- Required: Yes
- Answer Type: Short Answer

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**Q_1049**

Contact Last Name
- Question Type: Basic
- Required: Yes
- Answer Type: Short Answer

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**Q_1050**

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

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**Q_3688**

Contact Street Address
- Question Type: Basic
- Required: Yes
- Answer Type: Short Answer

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**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 (please use ZIP+4 if known)
• 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 (please use ZIP+4 if known)
• Question Type: Basic
• Required: No
• Answer Type: Short Answer

Q_3697
Additional Contact Telephone Number (please include area code)
• 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

Q.4198
Please select the secondary sector or characterization that best defines this project.
• Question Type: Basic
• Required: Yes
• Answer Type: Single Choice Dropdown

Q.575
Project Description. Concisely describe the project, indicating the location, what will be planned, designed, acquired, ... 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 - 1200
• Scoring Tips: Please includes details relevant to all programs on this application. Programs on this application are: [program_list]

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/nyrcr/final-plans.
Projects that are included in the New York Rising Community Reconstruction Program will prioritize 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.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.2366
How does your project align with the Regional Economic Development Council’s Strategic Plan/Upstate Revitalization Initiative Plan? (strategic plans are located at https://regionalcouncils.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.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 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.3766
Is this a Global NY Project?
• Question Type: Basic
• Required: Yes
• Answer Type: Yes/No
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 are charged with developing 21st-century export strategies 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 accounted 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 State 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 REDCs will be required to identify strategies for building regional capabilities and increasing export efforts. If this is a Global NY Project, please describe how this project relates to the identified goals of your region’s Global Marketing and Export Strategies as part of the Global NY initiative?

Q_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: Yes |
| Answer Type: Text (HTML) |
| Scoring Tips: |

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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: Yes |
| Answer Type: Text (HTML) |
| Scoring Tips: |
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_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 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 Type: 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_4036
Applicant Certification Form
• Question Type: Attachment
• Required: Yes
• Answer Type: Attachment
• Scoring Tips:
The form can be found at:
  www.nyshcr.org/Programs/NYS-CDBG/ApplicantCertification.pdf

Q_4037
Certification of Business Form
• Question Type: Attachment
• Required: Yes
• Answer Type: Attachment
• Scoring Tips:
The form can be found at:
  www.nyshcr.org/Programs/NYS-CDBG/CertificationofBusiness.pdf

Q_6790
Program Income Report Form
• Question Type: Attachment
• Required: Yes
• Answer Type: Attachment
• Scoring Tips:

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:
  www.nyshcr.org/Programs/NYS-CDBG/CommunityDevelopmentGrantLoanPortfolio.pdf

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:
  www.nyshcr.org/Programs/NYS-CDBG/ProposedProjectFinancing-LienStructure.pdf

Q_4137
Copy of Citizen Participation Compliance Materials Including:
• Municipal resolution(s) authorizing public hearing
• Public hearing notice specific to the proposed assisted business
• Affidavit of publication
• List of attendees
• Public hearing minutes
• Evidence of conspicuous public posting (see help text) The public hearing must be held at least two weeks prior to submission of the application by a quorum of the legislative body. Note that if any of the required documents are not submitted with the application, they cannot be submitted after the application period closes, and the application will be deemed ineligible. Refer to the help section for additional guidance.

Applicants must meet the citizen participation requirements 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. All hearings must also be conducted in accordance with the New York State Open Meetings Law.

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 municipality must provide a minimum seven (7) day period between the publication of the hearing notice and the hearing itself. The date of publication is considered “Day zero” and the earliest the public hearing can be held is “Day 7”
• The hearing notice must be conspicuously posted in one or more public locations at least seventy-two (72) hours prior to the actual hearing. This may also be accomplished by posting to the municipal website
• The hearing must be conducted by a quorum of the legislative body of the municipality only, not by a sub recipient, department or arm of the applicant
• 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, which may include Housing, Public Infrastructure/Facilities, Economic Development, or Community Planning
For job retention projects, a written commitment from the business that at least 51% of the jobs on a full-time equivalent basis will either be held by, or taken by, low- and moderate-income persons as well as a commitment of the equity contribution, if any, proposed in the budget.

Q_4040
Commitment letter(s) from all other funding sources, including proposed terms.

Q_4041
Documentation of unsuccessful attempts at pursuing non-CDBG funding sources

Q_4042
Job Creation/Retention Table

Q_4043
For job creation projects, a written commitment from the business that at least 51% of the jobs on a full-time equivalent basis will either be made available to, or taken by, low- and moderate-income persons as well as a commitment of the equity contribution, if any, proposed in the budget.

Q_4044
A description of the business' hiring process when indicating that at least 51% of the jobs will be "taken by" low- and moderate-income persons.

Q_4045
For job retention projects, a written commitment from the business that at least 51% of the jobs on a full-time equivalent basis will either be held by, or taken by, low- and moderate-income persons as well as a commitment of the equity contribution, if any, proposed in the budget.

Scoring Tips:

Required: Yes

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.

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.

No

No

No

Yes

Yes

Yes

Yes

Yes

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.

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.

No

No

No

Yes

Yes

Yes

Yes

Yes

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.

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.

No

No

No

Yes

Yes

Yes

Yes

Yes

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.

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.

No

No

No

Yes

Yes

Yes

Yes

Yes

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.

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.

No

No

No

Yes

Yes

Yes

Yes

Yes

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.

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.

No

No

No

Yes

Yes

Yes

Yes

Yes

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.

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.

No

No

No

Yes

Yes

Yes

Yes

Yes

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.

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.

No

No

No

Yes

Yes

Yes

Yes

Yes

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.

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.

No

No

No

Yes

Yes

Yes

Yes

Yes

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.
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).

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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

Form 2-3A Certification of SEQR Classification may be found here: http://www.nyshcr.org/Forms/NYS-CDBG/2-3ACertificationofSEQRAClassification.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

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 Type: 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 be filled by 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 sustainability, 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.nysbc.or.us/aboutus/Offices/CommunityRenewal/FundingOpportunities.htm

Q_4089

For the business to be assisted, describe how the proposed activities must follow the 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, CDBG funds will be disbursed on a pro rata basis with other financing;
6. That to the extent practicable, CDBG funds will be disbursed on a pro rata basis with other financing.

A thorough financial underwriting of the business and proposed project must be conducted. Each of the six (6) criteria listed above must be covered and explained in detail.

Q_3928

Provide a brief summary of the business, including the types of product(s) and/or services, clientele, and geography. In addition, include a detailed description of the proposed project, how it will achieve the CDBG National objective of creating and/or retaining opportunities for persons from low- and moderate-income families. If the proposed project involves public infrastructure activities, provide a summary of the proposed activities including the conditions that currently exist and a description of the benefit to be provided.

Q_6789

Is this project subject to review or provided funds by other agencies, organizations, or authorities? If so, what is the status of any on-going consultations? Refer to the Help section for additional guidance.

Q_3945

ContactNamePreparer

Q_3962

ContactNameSubrecipient

Q_3949

TitlePreparer

Q_3950

TitleSubrecipient

Q_3956

Q_3958

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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_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
EndReimbursements
• 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 Type: Community Development Block Grant Program Questions
• Required: Yes
• Answer Type: Long Rich Text (HTML)
• Characters: 0 - 6000
• Scoring Tips:

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.
• 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 Proposal Project Financing and Lien Form included as an attachment to this application. If a source is identified as committed, the applicable commitment letter must be attached where requested in the application.
Q_4078
Please identify and explain any components of the proposed project that have been started as of the submission of this application, as well as any subsequent activities that are part of the total project. Indicate the actual or anticipated start and end dates for all of the activities.

Q_4079
If the company operates out of multiple locations, identify each location and the number of full-time equivalent employees (at the time of application) at each location.

Q_4080
Will the proposed project result in the relocation of a plant, facility or operation? If so, provide the address of the plant/facility/operation being relocated and identify how many positions will be eliminated.

Q_4081
Of the total number of jobs to be created as a result of the proposed project, how many of these jobs will benefit persons of low- to moderate- income (LMI)?

Q_4083
If jobs will be lost without assistance from New York State, how many jobs will the proposed project retain?

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 jobs standard will be met.

Q_4088
Enter the number of full-time equivalent employees (at the time of application), employed by the business to be assisted.

Q_4090
Describe efforts to secure alternative or additional funds from all appropriate public or private sources available to assist in financing the proposed activity. In detail, explain the impact of the NYS CDBG funds on the total cost of the project and the beneficiaries (e.g. lack of other sources of funding). List the sources of cost estimates (where appropriate, project costs should be as recent as possible and documented by a qualified third-party).
Q_4091
Describe how the applicant and business will comply with the job reporting requirements contained in the NYS OCR Grant Administration Manual. Refer to the Help section for additional guidance.

Q_4092
Provide a detailed description of the program delivery and administration tasks required to undertake this project including who will undertake these tasks, the costs associated with the tasks, and how the costs were determined.

Q_4093
Enter the amount of program delivery funds allocated to the project from the State CDBG funds requested. Describe how the funds will be allocated to cover the costs of program delivery.

Q_4094
Enter the amount of grant administration funds allocated to the project from the State CDBG funds requested. Describe how the funds will be allocated to cover the costs of administration.

Q_4095
Describe any fringe benefits that will be provided to employees hired/stay retained as a result of this project (if applicable). Examples: Group insurance (health, dental, life), retirement benefits, etc.

Q_4096
Describe any training, professional development, or educational opportunities that will be provided to the employees hired/stay retained as a result of this project (if applicable).

Q_4097
Will the proposed project generate CDBG program income?
Refer to the Help section for additional guidance.

- **Question Type:** Standard Question
- **Required:** Yes
- **Answer Type:** Yes/No
- **Scoring Tips:**

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

**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:**

**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:**

**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:**

**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:**

**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 geothermal). 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
- A business Owner cannot 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 CDGB 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
- Scoring Tips:

For activities that include equipment purchase, Davis Bacon labor standards will apply if the cost of installation of the equipment equals or exceeds 20% of the total equipment cost.

Q_4058
Personal tax returns for the last three (3) years must be submitted for each business owner who owns more than 20% of the business.

Provide this documentation as a single PDF to NYS Homes & Community Renewal by email at HCR_CFA@nyshcr.org.

Include the CFA Number in the subject line of the email.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Multi Choice
- Choice Options: Not Applicable, Tax returns will be provided by email to HCR_CFA@nyshcr.org

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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 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