Program Questions:
HCR - Community Development Block Grant (CDBG) - Microenterprise Assistance (Open Round)

**Q_9431**
Is the applicant an eligible New York State non-entitlement municipality?

**Q_3388**
Is the applicant applying to establish a local Microenterprise Grant Program?

**Q_3423**
Will the proposed program assist not-for-profit entities?

**Q_3326**
Will the CDBG funds be used toward eligible project costs?

**Q_3941**
Will the proposed program only support microenterprise projects that will either create jobs for low- to moderate-income (LMI) persons or assist a business owner who is LMI?

**Q_3320**
Does the proposed activity include assistance to a for-profit business in the form of lobbying or other political activities? 
Lobbying and political activities are not eligible under Section 105(a)(17) of the Housing and Community Development Act of 1974.

**Q_3321**
Does the proposed activity include planning for economic development projects, including conducting market surveys to determine an appropriate type of business to attempt to attract to a particular area, developing individual commercial or industrial project plans, and identifying actions to implement those plans? 
The above activities are not eligible under Section 105(a)(17) of the Housing and Community Development Act of 1974.

**Q_3416**
Will an entrepreneurial training program for microenterprise grantees be developed by the applicant or chosen from existing training programs prior to finalization of this application?

**Q_6406**
Will the program delivery, administration, and training costs combined equal 15% or less of the total CDBG request? Refer to the Scoring Tips section for additional guidance.

**Q_3325**
Will any of the costs identified in the application budget be incurred prior to award?

**Q_13171**
Will the proposed project be complete within 24 months from project award?

**Q_972**
Project county or counties.

**Q_184**
NYS Assembly District where the project is located. (This question's value will be filled automatically, based on the project address, when the application is finalized.)

**Q_190**
NY Senate District where the project is located. (This question's value will be filled automatically, based on the project address, when the application is finalized.)

**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.)

*Choice Options: 1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,21,22,23,24,25,26,27
**Q_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).

**Q_565**
Project City

**Q_568**
Project State
• Choice Options: AA, AL, AK, AZ, AR, CA, CO, CT, DE, FL, GA, HI, ID, IL, IN, IA, KS, KY, LA, ME, MD, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, OH, OK, OR, PA, RI, SC, SD, TN, TX, UT, VT, VA, WA, WV, WY, AS, DC, FM, GU, MH, MS, PW, PR, VI

**Q_1034**
Project ZIP Code. (please use ZIP+4 if known)

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

**Q_572**
Project Latitude (This question's value will be filled automatically, based on the project address, when the application is finalized.)

**Q_573**
Project Longitude (This question's value will be filled automatically, based on the project address, when the application is finalized.)

**Q_549**
Type of Applicant (select all that apply)
• Choice Options: Federal, State, County, City, Town, Village, Tribal, School District, County or Town Improvement District, District Corporation, For-Profit, Not-For-Profit, Individual, S Corporation, C Corporation, IDA, LDC, LLC, LLP, Public Authority, Public Benefit Corp, Sole Proprietorship, BID, LP, Boards Of Cooperative Educational Services (BOCES), Fire District, Regional Planning and Development Board, Public Library, Association Library, College/University/Community College

**Q_12603**
Is the applicant a DBA?  
• This is a conditional question  
  1. If Yes is selected then Q_550 will be displayed

**Q_550**
What is the applicant's DBA name?  
• This is a conditional question based on the answer to Q_12603. This question displays when selecting the answer: "Yes"

**Q_556**
Select an applicant ID type from the list below that you normally use to identify your organization on application forms.  
• Choice Options: Charity Reg #, Duns Number, Federal Tax ID Number, NYS Unemployment Insurance Tax Number, Social Security Number, NYS Vendor Identification Number (SFS)

**Q_2655**
Based on your selection from the previous question, enter your applicant ID number. (Please do not provide your social security number)

**Q_969**
If you are a business, have you been certified as a New York State Minority or Women-owned Business Enterprise (MWBE)?  
• Choice Options: Yes, No, N/A

**Q_546**
Organization Legal Name

**Q_5416**
Applicant First Name

**Q_5417**

Contact Email

Contract Salutation
• Choice Options: Mr., Mrs., Ms., Dr.

Contract First

Contract Last

Contract Title

Authorized Organization

Contract Street

Contract City

Contract State

Contract Zip (please use ZIP+4 if known)

Contract Phone (please include area code)

Contract Email

Additional Salutation
• Choice Options: Mr., Mrs., Ms., Dr.

Additional Project Contact First Name

Additional Project Contact Last Name

Additional Contact Title

Q_5492
Additional Organization

Q_3693
Additional Contact Street Address

Q_3694
Additional Contact City

Q_3695
Additional Contact State

Q_3696
Additional Contact ZIP (please use ZIP+4 if known)

Q_3697
Additional Contact Telephone Number (please include area code)

Q_561
Additional Contact Email Address

Q_4199
Please select the primary sector or characterization that best defines this project.

Q_4198
Please select the secondary sector or characterization that best defines this project.

Q_575
Project Description. Concisely describe the project, indicating the location, what will be planned, designed, acquired, and/or constructed, the issues/opportunities to be addressed, and expected outcomes and deliverables. Additional details will be collected later in the application process.

Q_976
Statement of need: Provide a brief summary of the need for the project in the geographic area proposed and the project's financing needs, including funding gaps of the proposed project.

Q_12626
Does the project align with the Regional Economic Development Council's Strategic Plan? [Click here for strategic plans]
- This is a conditional question.
  1. If Yes is selected then Q_12627 will be displayed

Q_12627
Explain how the project aligns with the Regional Economic Development Council's Strategic Plan.
- This is a conditional question based on the answer to Q_12626. This question displays when selecting the answer: "Yes"

Q_929
Current State of Project Development (i.e. planning, preliminary engineering, final design, etc. You may enter N/A for non-project related applications)

Q_975
Estimated Project Timeline: include project start/completion dates, estimates for design, permitting and construction or other major steps.

Q_580
Provide a list of all federal, state, and local reviews, approvals, or permits needed or completed, including the dates when they are expected to be completed or were completed. If Not Applicable, indicate "NA".
Q_12606
Does this project require State and/or Federal Environmental Review?
  • This is a conditional question.
    1. If Yes is selected then these questions will be displayed:
       - Q_12607

Q_2364
What is the status of State and/or Federal Environmental Review?
  • This is a conditional question based on the answer to Q_12606. This question displays when selecting the answer: "Yes"

Q_12607
Please indicate the lead agency (if applicable).
  • This is a conditional question based on the answer to Q_12606. This question displays when selecting the answer: "Yes"

Q_12604
Has a National Environmental Policy Act (NEPA) Record of Decision been issued?
  • This is a conditional question.
    1. If Yes is selected then Q_1054 will be displayed

Q_1054
Please explain decision and include date of Record of Decision.
  • This is a conditional question based on the answer to Q_12604. This question displays when selecting the answer: "Yes"

Q_12625
Has the applicant or project been awarded funding in prior CFA rounds?
  • This is a conditional question.
    1. If Yes is selected then Q_2362 will be displayed

Q_2362
What were the CFA numbers for which funding was awarded? (separate multiple CFA numbers with commas)
  • This is a conditional question based on the answer to Q_12625. This question displays when selecting the answer: "Yes"

Q_4160
For each program to which you are applying under the CFA, explain your strategy for proceeding if the full amount of requested funding, required matching funds, and temporary financing are not secured as expected, or committed sources become unavailable. This explanation must address any proposed project phases, and both CFA and non-CFA sources of funds.

Q_13140
Pre-Submission Form Certification

Q_13141
Preliminary Budget Table

Q_13199
Microenterprise Job Creation/Retention Table

Q_13150
Citizen Participation Compliance Materials - 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 "scoring tips" section for additional guidance. Materials must include the following:
  - Evidence of conspicuous public posting (see scoring tips)
  - Public hearing notice
  - Affidavit of publication of public hearing notice (see scoring tips)
  - Public hearing minutes/evidence of a full quorum

Q_13158
Written documentation of support for the project

Q_13146
Applicant Certification Form

Q_13176
Applicant/Recipient Disclosure/Update Form
Civil Rights - Documentation of Affirmatively Furthering Fair Housing compliance. Refer to the application tips for additional information.

Civil Rights - Documentation of Section 3 compliance. Refer to the scoring tips for additional information.

Commitment letter(s) from all other funding sources, including proposed terms. This documentation must evidence the availability of all funds including owner equity.

Documentation of unsuccessful attempts at pursuing non-CDBG funding sources
Refer to the Scoring Tips for additional guidance.

Program Design Plan.

Entrepreneurial training program syllabus.

Draft program application and any other applicable forms that are to be completed by each microenterprise program applicant.

Draft Grant Agreement Between Recipient and Business(es).

List of grant committee members and experience (Grant committee is a panel chosen by the applicant to review grant applications and to make recommendations and/or approval of grant awards).

Documentation for all third party costs (Applicants proposing Microenterprise Programs that include soft costs such as classroom instruction, technical assistance to businesses, marketing, etc. must provide supporting cost documentation).

If the applicant has already entered into an agreement with a qualified Not-for-Profit subrecipient, please attach a Vendor Responsibility Questionnaire (VRQ).

If the project includes the expansion of municipal infrastructure, attach the Smart Growth Compliance Form.
Please provide the Federal Tax ID and the DUNS number and/or the Unique Entity ID for the Unit of Government serving as the Applicant.

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 and general purpose of project. Sample text: [City, Town, Village, County Name] will use $200,000 in NYS Consolidated Funding Application 2022.
CDBG funds to assist in the establishment of [Program Name]. The total program cost will be $225,000 with $25,000 from owner equity. The program proposes to assist 10 microenterprises, of which 5 will be owned by LMI owners. Additionally, the program proposes to create 5 full-time LMI jobs.

Q_13122
Provide a brief description of the community’s economic development needs including a discussion of economic trends and the community’s plan to address the needs identified. Refer to the Help section for a detailed list of information required to answer the question completely.

Q_13185
Provide a detailed explanation of the project need and impact. The description should be specific and provide sufficient detail concerning:
1. The nature, scope, location, and purpose of activities that will be addressed by the proposed project and coordination of related activities;
2. Any past efforts to resolve the need identified;
3. Any limitations on funding or other resources to address the need identified; and
4. Quantifiable information, such as how CDBG funding will be provided to the beneficiary (loan, grant, terms, etc.); impact on residents, suppliers or end users, etc.

Q_13124
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_13127
Refer to the Help section for a detailed list of information required to answer this question completely.

Q_13188
Explain the proposed NYS CDBG program budget. Identify each of the estimated costs, including the source of the funds and proposed use: purchase of furniture and fixtures, machinery and equipment, working capital, etc. For each such source identified, indicate whether the source is formally committed or pending approval. Please be specific, and list each source as a consistent format.

Q_13189
How will the proposed project comply with the NYS CDBG Microenterprise Program Guidelines? Address each guideline specific to the activity being proposed individually in your response.

Q_13190
How will the Microenterprise Program meet the requirement that at least 50% of the total CDBG award (less grant administration costs) must fund start-up businesses? A start-up business is defined as a business that has been in operation for less than 6 months prior to submitting their application to the NYS CDBG Microenterprise Program.

Q_13191
Describe how the applicant will evaluate potential microenterprise projects according to the required underwriting guidelines for evaluating project costs and financial requirements.

Q_13193
What is the estimated number of jobs that the proposed Microenterprise Program will create? Please note job retention is not eligible under the NYS CDBG Microenterprise Program.

Q_13194
Describe how the applicant and business will comply with the job reporting requirements contained in the NYS OCR Grant Administration Manual.

Q_13197
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.
I certify that I understand all communities are required to establish scoring criteria for the selection of Microenterprise applicants. The scoring criteria serves as an evaluation system for selecting the most qualified and capable applicants.

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.

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.

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.