Program Questions:
HCR - Community Development Block Grant (CDBG) - Public Infrastructure & Public Facilities

Q_9431

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

- Question Type: Threshold
- Required: Yes
- Answer Type: Yes/No
- Question Requirements:

  A list of eligible NYS Community Development Block Grant (CDBG) applicants is available online, here: https://hcr.ny.gov/community-development-block-grant.

Q_3348

Will NYS CDBG funds be used for eligible project costs?

- Question Type: Threshold
- Required: Yes
- Answer Type: Yes/No
- Question Requirements:

  Eligible costs may include direct construction, direct labor, direct material, engineering for planning and design, construction oversight/management, program delivery and administration. It is specifically noted that soft costs (engineering, program delivery and administration) may not exceed 18% of the total CDBG budget including no more than 5% of the total budget for administration.

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_3294

Will the CDBG portion of the project for which funds are being requested involve the construction or rehabilitation (other than handicapped accessibility improvements) of buildings for the general conduct of government business (i.e. Town Hall)?

- Question Type: Threshold
- Required: Yes
- Answer Type: Yes/No
- Question Requirements:

  In accordance with 24 CFR 570.207, buildings, or portions thereof, used for the general conduct of government cannot be assisted with CDBG funds. This definition does not include such facilities as neighborhood service centers or special purpose buildings that may house services provided by government at decentralized locations. However, the removal of architectural barriers within public buildings to make them more accessible to elderly and handicapped persons is eligible as a CDBG public facility activity.

Q_13730

Will the infrastructure or facility project that is applying for CFA funding be under construction at the time of submission of the application or prior to any award decision?

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

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
- Answer Type: Short Answer

Q_568

Project State

- Question Type: Location
- Required: Yes
- Answer Type: Single Choice Dropdown
- 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,WI,WY,AS,DC,FM,GU,MH,MP,PW,PR,VI
- Default Answer: AA

Q_972

Project county or counties.

- Question Type: Location
- Required: Yes
- Answer Type: NYS County Multiple Choice

Q_1034

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

- Question Type: Location
- Required: Yes
- Answer Type: Zip Code
- Question Requirements:

To locate a Zip Code, click HERE.

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
- Question Requirements:

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_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

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

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.)

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

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.)

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

Q_549

Type of Applicant (select one)
Applicants will first select a single applicant type from the categories below and then a subtype based on their initial selection. Applicants should review the selections below which provides a list of subtypes by main applicant type.

1. For Profit entity options:
Limited Liability Corporation (LLC)
Limited Liability Partnership (LLP)
Sole Proprietorship
S Corporation
C Corporation
Limited Partnership (LP)
Other- applicant will be required to list their other for-profit designation.

2. Not-for profit entity options:
501(c)(1) Any corporation that is organized under an act of Congress that is exempt from federal income tax;
501(c)(2) Corporations that hold a title of property for exempt organizations;
501(c)(3) Corporations/funds/foundations that operate for religious/ charitable/ scientific/ literary/ educational purposes;
501(c)(4) Nonprofit organizations that promote social welfare;
501(c)(5) Labor, agricultural, or horticultural associations;
501(c)(6) Business leagues/chambers of commerce/etc. that are not organized for profit;
501(c)(7) Recreational organizations; and
Other- applicant will be required to list their other not-for-profit designation.

3. Government entity options:
Federal
State
County
City
Town
Village
Tribal
School District
County or Town Improvement District
District Corporation
Public Authority
Business Improvement District
Fire District
Board of Cooperative Education Services (BOCES)
Public Library
Association Library
Other- applicant will be required to list their other government designation.

- Question Type: Basic
- Required: Yes
- Answer Type: Single Choice Dropdown
- Choice Options: For-Profit, Not-for-Profit, Government
- This is a conditional question.
    1. If **For-Profit** is selected then **Q_15475** will be displayed
    2. If **Government** is selected then **Q_15478** will be displayed
    3. If **Not-for-Profit** is selected then **Q_15477** will be displayed

Q_15475

Select the for-profit entity of the applicant applying for funding:

- Question Type: Basic
- Required: Yes
- Answer Type: Single Choice Radio Button
- Choice Options: Limited Liability Corporation (LLC), Limited Liability Partnership (LLP), Sole Proprietorship, S Corporation, C Corporation, Limited Partnership (LP), Other
- This is a conditional question.
  1. If **Other** is selected then **Q_15483** will be displayed
- This is a conditional question based on the answer to **Q_549**. This question displays when selecting the answer: **"For-Profit"**

Q_15483

Enter the applicant's 'Other' for-profit entity designation.

- Question Type: Basic
- Required: Yes
- Answer Type: Short Answer
- This is a conditional question based on the answer to **Q_15475**. This question displays when selecting the answer: **"Other"**

Q_15477

Select the not-for-profit entity of the applicant applying for funding:

- Question Type: Basic
- Required: Yes
- Answer Type: Single Choice Radio Button
- Choice Options: 501(c)(1) Any corporation that is organized under an act of Congress that is exempt from federal income tax, 501(c)(2) Corporations that hold a title of property for exempt organizations, 501(c)(3) Corporations/funds/foundations that operate for religious/charitable/scientific/literary/educational purposes, 501(c)(4) Nonprofit organizations that promote social welfare, 501(c)(5) Labor/agricultural/horticultural associations, 501(c)(6) Business leagues/chambers of commerce/etc. that are not organized for profit, 501(c)(7) Recreational organizations, Other
- This is a conditional question.
  1. If **Other** is selected then **Q_15484** will be displayed
- This is a conditional question based on the answer to **Q_549**. This question displays when selecting the answer: **"Not-for-Profit"**

Q_15484

Enter the applicant's 'Other' not-for-profit entity designation.

- Question Type: Basic
- Required: Yes
- Answer Type: Short Answer
- This is a conditional question based on the answer to **Q_15477**. This question displays when selecting the answer: **"Other"**

Q_15478

Select the government entity of the applicant applying for funding:

- Question Type: Basic
- Required: Yes
- Answer Type: Single Choice Radio Button
- Choice Options: Federal, State, County, City, Town, Village, Tribal, School District, County or Town Improvement District, District Corporation, Public Authority, Business Improvement District, Fire District, Board of Cooperative Education Services (BOCES), Public Library, Association Library, Other
- This is a conditional question.
  1. If **Other** is selected then **Q_15485** will be displayed
- This is a conditional question based on the answer to **Q_549**. This question displays when selecting the answer: **"Government"**

Q_15485

Enter the applicant's 'Other' government entity designation.

- Question Type: Basic
- Required: Yes
- Answer Type: Short Answer
- This is a conditional question based on the answer to **Q_15478**. This question displays when selecting the answer: **"Other"**

Q_12603

Is the applicant a DBA?

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

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

- Question Type: Basic
- Required: Yes
- Answer Type: Single Choice Radio Button
- Choice Options: Charity Reg #, Duns Number, Federal Tax ID Number, NYS Unemployment Insurance Tax Number,NYS Vendor Identification Number (SFS),Employee Identification Number (EIN),Unique Entity Identifier (UEI)
- Question Requirements:

  Applicants will be required to provide the specified ID number upon request by the funding agencies.

Q_2655

Based on your selection from the previous question, enter the associated ID number.

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

Q_969

If you are a business, have you been certified as a New York State Minority or Women-owned Business Enterprise (MWBE)?

- Question Type: Basic
- Required: Yes

- Answer Type: Single Choice Radio Button
- Choice Options: Yes, No, N/A

Q_546

Organization Legal Name

- Question Header: Applicant Information
- Question Type: Basic
- Required: Yes
- Answer Type: Short Answer
- Question Requirements:

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_5416

Applicant First Name

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

Q_5417

Applicant Last Name

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

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: Zip Code
- Question Requirements:

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_5257

Contact Salutation

- Question Type: Basic
- Required: No
- Answer Type: Single Choice Dropdown
- Choice Options: Mr., Mrs., Ms., Dr.

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_5490

Primary Organization
- 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 (please use ZIP+4 if known)
- Question Type: Basic
- Required: Yes
- Answer Type: Zip Code

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_5475

Contract Salutation
- Question Type: Basic
- Required: No
- Answer Type: Single Choice Dropdown
- Choice Options: Mr., Mrs., Ms., Dr.

Q_5476

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

Q_5477

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

Q_5478

Contract Title
- Question Type: Basic

- Required: No
- Answer Type: Short Answer

Q_5491

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

Q_5479

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

Q_5480

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

Q_5481

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

Q_5482

Contract Zip (please use ZIP+4 if known)
- Question Type: Basic
- Required: Yes
- Answer Type: Zip Code

Q_5483

Contract Phone (please include area code)
- Question Type: Basic
- Required: Yes
- Answer Type: Phone

Q_5484

Contract Email
- Question Type: Basic
- Required: Yes
- Answer Type: Email

Q_5493

Additional Salutation
- Question Type: Basic
- Required: No
- Answer Type: Single Choice Dropdown
- Choice Options: Mr., Mrs., Ms., Dr.

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_5492

Additional Organization
- 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: Zip Code

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
- Choice Options: Agriculture, Arts/Culture/Cultural Institutions, Biomedical/Medical, Community Development, Education/College/University, Energy, Environment, Financial Services, Food/Beverage, Healthcare, Historic Preservation, Hospitality, Housing, Industrial/Manufacturing, Information Technology Services/Communications, Infrastructure, Municipal/Government, Office, Recreation,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, Historic Preservation, 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_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 - 1200
- Question Requirements:

  Please include details relevant to all programs on this application. Programs on this application are: {{program_list}}

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.

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

  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_12626

Does the project align with the Regional Economic Development Council's Strategic Plan?

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

- 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.

- Question Type: Basic
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: any
- This is a conditional question based on the answer to **Q_12626**. This question displays when selecting the answer: **"Yes"**
- Question Requirements:

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

- 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_12606

Does this project require State and/or Federal Environmental Review?

- Question Type: Basic
- Required: Yes
- Answer Type: Yes/No
- This is a conditional question.
    1. If **Yes** is selected then these questions will be displayed:
        - **Q_2364**
        - **Q_12607**

Q_2364

What is the status of State and/or Federal Environmental Review?

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

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

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

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

- Question Header: Prior CFA Funding
- Question Type: Basic
- Required: Yes
- Answer Type: Yes/No
- 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)

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

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

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: REDC
- Required: Yes
- Answer Type: Long Answer
- Characters: 1 - 1000
- Question Requirements:

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_15100

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 "question requirements" section for additional guidance. Materials must include the following, please see question requirements for further details: Affidavit of publication of public hearing notice, copy of public hearing notice, evidence of conspicuous public posting, and public hearing minutes.

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

Public Hearing requirements can be found here: https://hcr.ny.gov/public-hearing-toolkit.

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. 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:

- All hearings must also be conducted in accordance with the New York State Open Meetings Law (Public Officers Law, Article 7)
- Hearing must be held within nine (9) months of the initial application submission
- The municipality must provide a minimum seven (7) day period between the publication of the hearing notice and the hearing itself. Note that the date of publication is day "zero."
- 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 be documented by attaching to the application
  - Digital photo of physical posting, with date stamp
  - Screenshot from website posting
  - Other documentation that clearly demonstrates that the notice was posted conspicuously at least 72 hours prior to the actual hearing
  - Written attestation of the above
- 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 current program year, which may include Housing, Public Infrastructure/Facilities, Economic Development, or Community Planning
- 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 municipal resolution authorizing the public hearing, the hearing notice, affidavit of publication, hearing minutes, and evidence of conspicuous public posting must be included as an attachment to the application
- A copy of the application must be available for public inspection at the municipal office(s).

Q_12658

Program Income Report Form

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

The form can be found at: https://hcr.ny.gov/cdbg-program-income-report.

Q_12660

Smart Growth Compliance Form

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

The form can be found at: https://hcr.ny.gov/smart-growth-project-compliance-form

Q_12663

Project Team

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

Please attach Application Project Team, found on the OCR website.

Q_13720

Upload all funding commitment letters, approval/rejection letters from funding agencies, evidence of bank financing, and any other supporting documentation demonstrating that non-CDBG funds have been pursued. Statements that describe a self-analysis of other funding sources do not constitute an effort to pursue other funding.

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

Q_15080

Civil Rights – Submit a Section 3 Compliance Plan. Refer to the application tips for additional information.

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

All awards made under the CDBG Program are subject to the requirements of Section 3 of the Housing Act of 1937, which specifies that to the greatest extent feasible, and consistent with existing federal, state and local laws and regulations, job training, employment, contracting and other economic opportunities be made available to low- and very low-income persons and locally owned enterprises within the proposed service area.

Recipients of CDBG program that will fund a housing rehabilitation/construction or public works project in excess of $200,000, in addition to the recipient's subrecipients, contractors and subcontractors on that project, must comply with the provisions set forth at 24 CFR Part 75 as implemented in HCR's Section 3 Policy available here: https://hcr.ny.gov/section-3-compliance.

A sample Compliance Plan, to be completed before funding is made, is available at: https://hcr.ny.gov/S3ParticipationPlan

Please refer to the CDBG CFA Application Guidance or contact FEHO at Fair and Equitable Housing Office | Homes and Community Renewal (ny.gov) for further information on Fair Housing and Section 3 requirements.

Q_12662

Civil Rights - Documentation of Affirmatively Furthering Fair Housing compliance. Refer to the application tips for additional information.
- Question Type: Attachment
- Required: Yes
- Answer Type: Attachment
- Question Requirements:

Fair Housing - All applicants are required to report whether within the past ten (10) years they have been the subject of any housing discrimination proceeding before a federal, states, and/or local adjudicatory body. The applicant shall:

A. Provide the final disposition or indicate that the proceeding is pending;

B. Provide a brief description of the complaint and procedural history for cases that are pending or the final administrative and/or court orders.

Q_12653

Applicant Certification Form
- Question Type: Attachment
- Required: Yes
- Answer Type: Attachment
- Question Requirements:

The form can be found at: https://hcr.ny.gov/applicant-certification-form

Q_12651

If the application is a joint application, a cooperation agreement and a resolution authorizing a joint application and one of the units of local government as the primary applicant. In addition, note that CDBG public hearing requirements apply to all applicants submitting joint applications. Each community will be required to hold a public hearing prior to submission.
- Question Type: Attachment
- Required: No
- Answer Type: Attachment
- Question Requirements:

When a joint effort is required to solve a common water or sewer problem faced by two or more eligible local governments, a joint application may be submitted. Local governments, however, must not only share a common problem that crosses their municipal boundaries but must also be able to demonstrate that a joint effort is required to solve the problem. A cooperation agreement between the local governments must be included as an attachment to the application. Joint applications submitted only for administrative convenience are not eligible and will not be considered for funding. In addition, proof that a public hearing was held for each cooperating municipality must be submitted as an attachment.

Q_12639

If the applicant has already entered into an agreement with a qualified Not-for-Profit subrecipient, please attach a Vendor Responsibility Questionnaire (VRQ)
- Question Type: Attachment
- Required: No
- Answer Type: Attachment
- Question Requirements:

The appropriate forms can be found on the NYS Comptroller's Office website here:

https://www.osc.state.ny.us/state-vendors/vendrep/vendor-responsibility-forms

Q_13737

Provide documentation of compliance with HUD's National Objectives. Information related to the appropriate type of documentation can be found in scoring tips.
- Question Type: Attachment
- Required: Yes
- Answer Type: Attachment
- Question Requirements:

Requirements at 24CFR570.208 detail the requirements of whether a CDBG assisted activity complies with one or more of the National Objectives as required under 24CFR570.200.

CDBG funded projects must demonstrate compliance with a National Objective of benefiting low- and moderate-income persons or preventing or eliminating slums and blight. In order to document compliance with a National Objective, applicants must first identify the service area of their project to determine the total number of residential units (occupied, vacant and seasonal) and persons in the project area.

Provide documentation that the entire service population for the project has been included in documenting National Objective Compliance. That documentation may include:

1. Low-and Moderate-Income Area Data (as provided on OCR website)
   • Provide screen shot of results, must include date stamp
   • This data must be perfectly coterminous with service area. Projects that are
     proposing beneficiaries within a district may not be able to use this data source
     and may be required to undertake an income survey.
2. Income Survey
   • Refer to guidance in the RFA for guidance on undertaking an income survey
   • Attach the following documentation
       - Survey Methodology
       - Sample Survey Instrument
       - Sample of submitted income surveys
       - 10% random sample of all surveys
       - Confidential information that can identify a respondent by name, address or household must be redacted
       - Summary of income survey data
3. Applicants may also refer to the HUD Tool Kit for CDBG Income Surveys
4. Other
   • Consult with the Office of Community Renewal (OCR) prior to submission at OCRINFO@hcr.ny.gov or at 518-474-2057.

Responses must be consistent with responses to the Activity Detail Form. Projects that provide inconsistent or inadequate responses will be negatively impacted on scoring. The MHI must be included on the Activity Detail Form. Applicants that fail to provide this or provide inconsistent data, or no data source, will be negatively scored.

Applicants must first identify the service area of their project to determine the total number of residential units (occupied, vacant and seasonal) in the project area. Activities that benefit an entire community are considered to have an area wide benefit and the service area is the entire community, excluding residences such as group quarters, prisons, dormitories, etc. Activities that benefit a smaller or targeted group only benefit a designated area of a community should be included as part of the service area total population. If the project is attempting to determine the LMI status of households in a neighborhood that is proposed to benefit from a NYS CDBG funded activity, that neighborhood is the service area. Service areas may be an entire City, Town or Village, or it may be defined as a sewer district, and can be as large as a county. When determining the service area, be sure that all households in the proposed benefit area are included.

Applicants must provide the Median Household Income (MHI) for the project area/beneficiaries and describe the method or methods used to make that determination, for the purposes of meeting a National Objective under the NYS CDBG program.

Attach any other relevant documentation to support National Objective compliance.

Low-and Moderate-Income Area Data

Activity Detail Form

Q_13905

As an attachment, upload the completed Environmental Review Record. See scoring tips for list of documentation.
- Question Type: Attachment
- Required: Yes
- Answer Type: Attachment
- Question Requirements:

At a minimum, this must include:

- Designation of Certifying Officer (CO)
  - If CO is anyone other than the Chief Elected Official, the designation must be made by local resolution of the legislative body submitting the application.
  - The CO must be a municipal official or employee.
- SEQR determination
  - Documentation of local SEQRA determination
  - Lead Agency documentation for Unlisted and Type 1 Actions
  - Environmental Notices Bulletin for Type 1 Actions
- Certification of NEPA Classification
  - Affidavit of publication for Early Notice and Public Review of Proposed Activity Located in the 100 Year Floodplain attached (if applicable)
  - Affidavit of publication for Final Notice and Public Explanation of Proposed Activity Located in the 100 Year Floodplain attached
- Certification of SEQRA Classification
  - 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 SEQR - NYS Dept. of Environmental Conservation. See Scoring tips.
- NEPA Classification Checklist
- Statutory Checklist
- Environmental Assessment Checklist (if applicable)
- Documentation of all agency consultations
  - This must include request to agency and response
  - All relevant maps must be included
  - SHPO documentation
  - THPO documentation, this specifically must be completed by the Certifying Officer
- Engineering Report or Preliminary Engineering Report
  - Cannot be more than twenty-four (24) months at the time of application.

SEQR - NYS Dept. of Environmental Conservation: https://www.dec.ny.gov/permits/357.html

Environmental Review documents are located on the CDBG website here: https://hcr.ny.gov/community-development-block-grant#forms-and-documents

Q_15081

Provide documentation for all future commitments, financial or otherwise. Examples include evidence of a capital reserve fund or an operation & maintenance plan. For public and private water and sanitary sewer, please also attach the most current version of the municipal water/sewer budget. For public facility projects only, a supportive services plan must also be included.

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

Q_13731

Public Infrastructure/Facility Activity Detail Form

Please carefully follow the instructions for the Activity Detail Form. This is used to substantiate the applications service population, net impact, and must represent the entire scope of the proposed project. Accuracy and completeness are essential as revisions to this document post submission of the application will not be accepted.

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

  The form can be found at: https://hcr.ny.gov/pf-pi-lc-activity-detail-sheet

Q_13732

Preliminary Budget Table

Carefully review the preliminary budget table instructions. The preliminary budget must reflect the total project cost (TPC) and all supporting documentation. This is used to substantiate the request for funds in the application and must represent the entire scope of the proposed project. Accuracy and completeness are essential as revisions to this document post submission of the application will not be accepted.

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

  The form can be found at: https://hcr.ny.gov/preliminary-budget-table-pi-pf

Q_12659

For drinking water systems only, does your community water system provide drinking water to more than 3,300 people? If so, please provide your community's updated risk & emergency response plans as required by the American Water Infrastructure Act of 2018 that amended the Safe Drinking Water Act. This is a federal requirement which is separate from the existing New York State Department of Health (NYSDOH) vulnerability assessment & emergency response plan (VA/ERP) requirements.

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

  If not applicable, provide a statement that the water system serves less than 3,300 users, or that the application requests funding for a different activity.

Q_13733

For Public Facility projects, provide a Maintenance Plan

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

  Provide a complete plan for the long-term support for the facilities and services. The plan must include a description of staffing capacity, financial sustainability, and description of supportive services plan. Include a description of the life expectancy of the facility. Describe efforts to establish a capital reserve fund for future maintenance of proposed improvements. Provide documentation of all commitments, financial and otherwise towards future maintenance of the facility. If the maintenance plan is referenced in the engineering report or uploaded elsewhere, please note.

Q_13738

Please provide letters of local support for your project (if applicable). Support letters are not considered during scoring but can demonstrate local community support for the proposed activity. Do not submit hardcopy support letters. Only support letters attached to the application will be reviewed. All letters must be scanned into a single PDF file and their total size cannot exceed 30 Megabytes (MB).

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

Q_13739

Attach purchase agreements, property acquisition, easements or other documentation that supports the status of site control

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

Q_13740

For public and private water and sanitary sewer, and storm water management projects, attach all applicable Consent Orders, Notice of Violations, Orders on Consent, SPDES Compliance Schedule or any other documentation from a regulatory agency requiring a specific course of action, consistent with the proposed project. This must be consistent with the preliminary or full engineering report.

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

If not applicable for this activity type, provide a statement that the application requests funding for a different activity.

Q_12674

For any project that is requesting NYS CDBG funds for any public or private water, public or private sanitary sewer, storm water management programs, or other public facilities, an Engineering Report or Preliminary Engineering Report must be included. Please refer to the Request for Applications for a description of public facility activities. See scoring tips for minimum requirements.

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

At a minimum, any Engineering Report or Preliminary Engineering Report must address the following:

1. PROJECT PLANNING
2. EXISTING FACILITIES
3. NEED FOR PROJECT
4. ALTERNATIVES CONSIDERED
5. SELECTION OF AN ALTERNATIVE
6. PROPOSED PROJECT (RECOMMENDED ALTERNATIVE)
7. CONCLUSIONS AND RECOMMENDATIONS

Click here for a full general outline of an engineering or preliminary engineering report available on the OCR website.

Projects that do not include as an attachment an Engineering or Preliminary Engineering Report or include reports that are more than two years old at the time of application may be considered not ready to proceed and may not be considered for funding.

Q_15082

For all public facility proposals, is there a current code violation or any other form of documentation requiring the proposed improvements to be undertaken? If yes, please attach all applicable documentation.

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

Q_13727

Please provide the Federal Tax ID and the Unique Entity ID (UEI) for the Unit of Government serving as the Applicant.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: 0 - 500
- Question Requirements:

Unique Entity ID: https://sam.gov/content/home

Q_15083

Application Preparer First Name
- Question Type: Standard Question
- Required: Yes
- Answer Type: Short Answer

Q_15084

Application Preparer Last Name
- Question Type: Standard Question
- Required: Yes
- Answer Type: Short Answer

Q_15086

Application Preparer Email
- Question Type: Standard Question
- Required: Yes
- Answer Type: Email

Q_15699

Is the project located in a municipality designated as a Pro-Housing Community, or has the municipality submitted a Letter of Intent initiating the Pro-Housing Community certification process?
- Question Type: Standard Question
- Required: Yes
- Answer Type: Yes/No

Q_13742

Is the proposed project a Public Facility (PF) or Public Infrastructure (PI) activity? Please read Scoring Tips for guidance.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Single Choice Radio Button
- Choice Options: Public Infrastructure, Public Facility
- This is a conditional question.
  1. If **Public Facility** is selected then these questions will be displayed:
     - Q_12691
     - Q_13741
- Question Requirements:

Public Infrastructure projects may include, but are not limited to: drinking water/clean water/stormwater activities such as water source development, storage, and distribution; sanitary sewage collection and treatment; flood control and storm water drainage. The aforementioned types of projects may also include ancillary public works components such as sidewalks, streets, parking, open space, and publicly-owned utilities. Public Facility projects may include, but are not limited to: improvements to structures to house or serve special-needs populations; senior services; child care centers; removal of architectural barriers for the disabled (installing lifts, automatic doors, ramps, etc.); and multi-purpose buildings housing several qualifying activities where benefits are provided principally to low-and moderate-income persons.

Q_13741

For Public Facility projects, please choose activity type from the list below.
- Question Type: Standard Question
- Required: Yes
- Answer Type: Single Choice Dropdown
- Choice Options: Health Care Center, Senior Center, Child Care Center, Community Center, Removal of Architectural Barriers (ADA Compliance), Sidewalks, General Street Improvements, Street Lighting, Tree Planting, Special-Needs Facilities, Broadband Access, Other

- This is a conditional question based on the answer to **Q_13742**. This question displays when selecting the answer: **"Public Facility"**

Q_12691

For any proposed project that includes public facilities, (non-infrastructure) describe the existing facilities (i.e., community and senior centers, day care centers, clinics) in or near the project area (20 miles), the population served, and the services provided. If there is an existing facility or public works in the project area for the same or similar purpose, explain the need for the proposed project in relation to the benefiting population and existing facilities. For all other activities, such as sidewalks, streets, parking, open space, and publicly owned utilities, describe the existing conditions or lack of facilities and why the improvements are necessary.
- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: any
- This is a conditional question based on the answer to **Q_13742**. This question displays when selecting the answer: **"Public Facility"**

Q_13743

Provide a brief abstract of the proposed project. The abstract must include formal applicant name, location of project, amount of request, general purpose of the project, and project beneficiaries. Sample text: [City, Town, Village, County Name] will use $1,000,000 in NYS CDBG funds to replace [Type of Public Infrastructure/Public Facility]. The total project cost will be $2,000,000 with $1,000,000 from other grant sources (specify). The project proposes to benefit 50 low-and moderate-income persons.
- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: 0 - 400

Q_15092

Is the proposed project subject to the formation of a new water or sewer district? If yes, provide a brief description of the process, including the status of site control, and dates of any public referendum and/or district formation, including any pending NYS Comptroller review or approval of a new district. Provide a statement for the need for any permanent or temporary easements that may be required to undertake the proposed project. Provide as an attachment the Map-Plan-Report.
- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: any

Q_15089

For public and private water and sanitary sewer, and storm water management projects, does the system currently have a Consent Order, Notice of Violations, or any other documentation from a regulatory agency requiring a specific course of action, consistent with the proposed project, to be taken within a certain timeframe? Provide a brief description and provide the date of issuance and any updates. Provide a brief description regarding efforts made up to this point to address and notice.
- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: any

Q_15087

Describe the need for the proposed project. Provide sufficient detail including the current conditions, past efforts to resolve the issue(s), limitations on funding or other resources to address identified issues. Use quantifiable data where appropriate. Identify and summarize any planning efforts, studies or surveys that document the need for the proposed project. Explain why the proposed project is the best approach to addressing the need identified. If the proposed project does not address an outcome of a survey and/or plan briefly explain how it complements the plan and/or a long-range strategy. Explain how the proposed project will support or complement other public (federal, state or local) programs or projects such as public infrastructure, works and facility, housing, economic development and main street revitalization, particularly those that benefit directly or indirectly LMI persons.
- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: 0 - 4000

Q_15094

For drinking water projects, how will the project respond to EPA lead service lateral replacement requirements?
- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: any

Q_15076

Describe how the project will comply with the Buy American Preference (BAP) under the Build America, Buy America Act (BABA). Describe any delays associated with procurement or any project related waivers. See question requirements for additional information.
- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: any
- Question Requirements:

The Build America, Buy America Act (BABA), enacted as part of the Infrastructure Investment and Jobs Act on November 15, 2021, established a domestic content procurement preference for all Federal financial assistance obligated for infrastructure projects after May 14, 2022. The domestic content procurement preference requires that all iron, steel, manufactured products, and construction materials used in covered infrastructure projects are produced in the United States (Buy America Preference)

HTFC will require at the time of bid that the contractor/engineer provide a materials certification and statement of any relevant general waivers to the grant recipient to indicate compliance with the BAP.

For further information, see:
- **Main HUD BABA Page: https://www.hudexchange.info/programs/baba/**
- **BABA FAQ: https://www.hudexchange.info/baba/faqs/**

Q_12686

Explain the positive impact of the NYS CDBG funds on the total cost of the project and to the beneficiaries of the project and why NYS CDBG funds are required to carry out the proposed activity. Explain the need for public investment.
- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: any

Q_15745

Describe the method used to determine the best approach and cost-effective method to address the need. Identify the location within the preliminary or full engineering report that lists the sources and dates of third-party cost estimates including any special features that will result in an unusual or a costly design. Cost estimates should not be no more than 12 months old and must be specific to the project being proposed. Does the engineering report address whether the project is in compliance with "10 States Standards" for (select one) Water or Wastewater?
- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: any

Q_13728

Briefly describe what other sources of funds have been pursued for this project. Include if alternative funding has been obtained or applied for. Supporting documentation that funding is available and committed at the time of application must be attached. Upload

supporting documentation in the non-CDBG funding sources attachment. Statements that describe a self-analysis of other funding sources do not constitute an effort to pursue other funding.

Refer to Scoring Tips for additional guidance.

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

Supporting documentation may include, but is not limited to, award or denial letters, commitments from banks or notifications from any other agencies related to funding requests

Q_15093

Explain if and how the project will reduce the cost burden to low-and-moderate income households. See scoring tips for additional information.

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

All public water and sewer projects have a cost for a new hookup, whether to an existing system or new system. Explain how this project will reduce or eliminate the cost burden of connection for LMI households. For projects providing new access to public water or sewer, for low-and moderate-income households, this should include decommissioning of existing wells and septic and addressing potential internal plumbing modifications.

Q_15088

Describe the plan of finance for the proposed project by providing a clear narrative that defines all sources and uses for public funds. All projects must include the Preliminary Budget Form. Not clearly identifying all sources and uses will have a negative impact on the application review.

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

Activity Funding Limits

Public Infrastructure.

County, City, Town Village	$1,500,000
With Co-Funding	$2,000,000

Public Facility.

County, City, Town Village	$1,000,000

Public infrastructure includes but is not limited to public and private drinking water systems, public and private sanitary sewer systems, and flood control and stormwater management projects. Water and sewer projects that serve a manufactured housing park are encouraged to consider the NYS CDBG Housing Program through CDOL. Consultation with OCR is strongly encouraged.

Public facility projects generally include but are not limited to renovation of or new construction of daycare centers, community centers, senior centers, healthcare centers. Projects may also involve the renovation of existing facilities for the removal of architectural barriers to address compliance with Americans with Disability Act (ADA). New construction of any facility is not eligible for ADA compliance.

*Co-funded projects are those projects that include other State and/or Federal sources including, but not limited to, USDA Rural Development and the NYS Environmental Facilities Corporation (EFC). To qualify for the higher funding threshold, the applicant must clearly demonstrate that other co-funded sources are firmly committed and in place at the time of application AND at least 20% of project costs must be from committed and available co-funding sources. Qualifying documentation includes, but is not limited to:

-
  - USDA - Preliminary Funding Estimate (PFE)
  - NYS EFC - Letter of Eligibility and/or Hardship Determination
  - Water Infrastructure Improvement Act (WIIA)
  - Water Quality Improvement Program (WQIP)
  - American Recovery Program (ARP)

Other Sources – Commitment of funds is documentation from any involved agency or co-funding partner on official letterhead that funds have been committed, awarded or are otherwise firmly in place. Contact OCR prior to submission of the application for any clarification on this.

Projects that claim the co-funded threshold limit and that do not provide clear evidence of commitment of all other funds will have the NYS CDBG fund request reviewed based on the lower threshold amount. This could result in the appearance of a gap in funding and may result in the project being deemed not ready for funding. All qualifying documentation must be submitted as an attachment to the funding application.

A project listed on the Intended Use Plan (IUP) or that can demonstrate an application to other sources, this is not a commitment of funds, this only demonstrates that other funds have been pursued.

If a higher co-funding amount is requested, consultation with NYS Office of Community Renewal is strongly encouraged. For projects that submit request for co-funding threshold amount and fail to provide documentation that all other funds are available and committed at the time of application will have the CDBG request reduced to the lower amount, which could result in a potential gap in financing.

Q_13747

Administrative Capacity:

Identify the employees, subrecipient, or consultants assigned to work on the proposed program for each of the roles listed below. Include their relevant experience and the estimated number of hours per week they will be working on the CDBG program.

- General CDBG program management and compliance oversight
- Construction management and inspections
- Preparation of work write-ups/cost estimates
- Procurement efforts
- Disbursement/Financial management
- Reporting requirements

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

Q_15090

Administrative Experience:

How is the Applicant uniquely positioned to address the needs identified in the application? Identify policies and procedures in place that will ensure timely implementation of the proposed program.

Briefly explain any specific accomplishment(s) while administering a previous infrastructure or facility-related grant.

Briefly explain any obstacles, delays, or administrative issues while administering a previous infrastructure or facility-related grant and how they were overcome. Explain changes implemented to ensure successful administration of future grants.

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

Q_12771

Provide the amount of program administration and/or program delivery funds allocated to the project from the State CDBG funds requested. Provide a description of how the funds will be allocated to cover the costs of program administration and program delivery, as well an explanation of overall program administration and program delivery tasks to be undertaken and how these activities will be funded. Include a description of how these costs were determined, regardless of the source of funds. Description must be included of the roles of any consultant, subrecipient or individual involved in program administration and program delivery. For proposed projects requesting CDBG funds these costs, please note that the budget for Program Administration cannot exceed 5% of the total CDBG request and the total for Program Delivery and Engineering combined cannot exceed 13% of the total CDBG request. For further guidance, see scoring tips.

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

All projects undertaken, regardless of the source of funds, will incur activity costs related to Program Administration, Program Delivery and Engineering. The description of the program administration and program delivery services to be provided are to cover the entire scope of the project, not only the CDBG funded portion. Even when these services are proposed to be provided through non-CDBG sources and are to be used to cover any portion of, or all the program administration and program delivery costs, a clear description of these services must be provided. A clear delineation must be included of the activities to be undertaken for program administration and for program delivery.

All sources of funds must be identified that will be used to cover program administration and program delivery expenses, including but not limited to CDBG, EFC, USDA RD and other local State and Federal funding.

Grant administration, program delivery and engineering costs combined may not exceed 18% of the total CDBG request. Of the 18%, administration cannot exceed 5% of the total CDBG request.

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.

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.

Public Infrastructure, such as Public Water and Public Sewer and Public Facility projects such as Senior Centers and Daycare Facilities, 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;
- 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;
- Labor standards compliance work including completion of required on-site employee interviews, verifying and reviewing certified payrolls;
- Development of construction specifications, bid preparation and contracting;
- Professional service fees including engineering and architectural fees required to deliver the program;
- Client/contractor troubleshooting;
- Any other professional services required to deliver the program For more information concerning eligible administrative costs, applicants should read 24 CFR Subpart C 570.206.

For more information concerning eligible administrative costs, applicants should read 24 CFR Subpart C 570.206.

Q_12766

For projects that are awarded NYS CDBG funds and that intend on requesting reimbursement for costs related to NEPA, provide a description of costs how these costs were incurred in compliance with federal and local procurement. If costs related to NEPA will not be requested for reimbursement, please provide a brief description of how these costs will be encumbered. For further information, please see scoring tips.

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

All NYS CDBG funded projects, whether funded in whole or part, are subject to NEPA and SEQR. The entire project, regardless of what NYS CDBG funds are requested for, must be included in the NEPA and SEQR review.

Beginning with the 2022 funding round, all public infrastructure and public facility projects must have NEPA and SEQR completed at the time of application. Projects selected for funding must be prepared to publish a NOIRROF or FONSI/NOIRROF with sixty (60) days of award. Projects that are unable to demonstrate this may not be selected for funding.

The entire scope of work is subject to NEPA, this includes all CDBG and Non-CDBG funds. If any non-exempt project costs (construction), 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. Exempt costs incurred up to twelve (12) months prior to the date of award to complete NEPA may be eligible for reimbursement.

Please refer to attachment question to upload the Environmental Review Record, at a minimum, this must include:

- Designation of Certifying Officer (CO)
  - If CO is anyone other than the Chief Elected Official, the designation must be made by local resolution of the legislative body submitting the application.
  - The CO must be a municipal official or employee.
- SEQR determination
  - Documentation of local SEQRA determination
  - Lead Agency documentation for Unlisted and Type 1 Actions
  - Environmental Notices Bulletin for Type 1 Actions
- Certification of NEPA Classification
  - Affidavit of publication for Early Notice and Public Review of Proposed Activity Located in the 100 Year Floodplain attached (if applicable)
  - Affidavit of publication for Final Notice and Public Explanation of Proposed Activity Located in the 100 Year Floodplain attached
- Certification of SEQRA Classification
  - 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 SEQR - NYS Dept. of Environmental Conservation
- NEPA Classification Checklist
- Statutory Checklist
- Environmental Assessment Checklist (if applicable)
- Documentation of all agency consultations
  - This must include request to agency and response
  - All relevant maps must be included
  - SHPO documentation
  - THPO documentation, this specifically must be completed by the Certifying Officer
- Engineering Report or Preliminary Engineering Report
  - Cannot be more than twenty-four (24) months at the time of application.
    - Engineering or preliminary engineering report will be uploaded as a separate attachment.

Q_15486

Outline the timeline for the proposed activities including key milestones that will ensure timely implementation and completion within the contract terms (see RFA Section VIII(B)). The narrative should include but not be limited to:

- Grant Agreement Execution
- Addressing all mitigation and consultation related to the ERR, including, but not limited to SHPO, Phase 1A and/or1B, impact on designated agricultural districts, airport hazards and final design approval by any involved regulatory agency
- Obtaining Release of Funds within 60 days of award
- Procurement/bidding activities within six (6) months of award
- Initial disbursements within six (6) months of award
- Project completion of all activities, not just CDBG funded activities, within 25 months of award

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

Pursuant to the NYS CDBG Program, applicants should only apply for project funding and activities that can be fully 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 public Infrastructure and facility projects: All proposed improvements must be available to the proposed beneficiaries, and all accomplishments must be reported to the Office of Community Renewal within the twenty-four-month contract period.

Provide a description of a plan of finance that demonstrates that with NYS CDBG funds, the proposed project is 100% funded with all commitments in place. 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 the activities.
Please note: Projects must clearly demonstrate the ability to implement the project upon award. At a minimum, provide a clear, concise narrative description of project readiness and how substantial progress will be accomplished. Substantial progress includes but is not limited to:

1. The ability to publish the NOIRROF or FONSI/NOIRROF within 60 days of award
2. Demonstrate that ability for the project to go out to bid, have contracts awarded and be under construction within six (6) months of the date of award

Factors such as completion environmental review, agency and regulatory review, final design, permitting and description of the bidding process must be addressed. Projects that do not provide the clear ability to make substantial progress within six (6) months may not be considered for funding.

Q_12666

For joint application, identify both applicants (units of local governments).

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

Q_13951

Is the project listed on the NYS Environmental Facility Corporation's Intended Use Plan (IUP)? Please identify if the project is on the Intended Use Plan (IUP) Listing, Multi-Year Listing, or Annual Listing. Provide the IUP project number.

- Question Type: Standard Question

- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: 0 - 1000

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_3911

StartReimbursements
- Question Type: Standard Question
- Required: Yes
- Answer Type: Date

Q_3912

EndReimbursement
- Question Type: Standard Question
- Required: Yes
- Answer Type: Date

Q_3915

EndCompletion
- Question Type: Standard Question
- Required: Yes
- Answer Type: Date

Q_3345

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_1038

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: Certification
- Required: Yes
- Answer Type: Short Answer