

Community Development Block Grant (CDBG) - Public Facilities

1. **Question Ref:** Q_1510
Question Type: Threshold

Is the applicant an eligible New York State CDBG non-entitlement municipality? View Help for a list of eligible applicants.

HELP SECTION

Click [here](#) for a list of eligible NYS Community Development Block Grant (CDBG) applicants.

2. **Question Ref:** Q_1172
Question Type: Threshold

Will the applicant comply with citizen participation requirements pursuant to 24 CFR 570.486 and the NYS Housing and Community Renewal Citizen Participation Plan prior to finalizing this application? (Documentation of compliance will be required in the CFA.)

HELP SECTION

Prior to submitting an application, Applicants must meet the citizen participation requirement at 24 CFR 570.486 and NYS Housing and Community Renewal's Citizen Participation Plan as amended which require Applicants to follow a citizen participation plan providing for a minimum of one public hearing (one in each jurisdiction of a joint application), and public availability of the application for inspection at the municipal office(s). The public hearing must be completed before finalizing the CFA.

3. **Question Ref:** Q_1526
Question Type: Threshold

CDBG funded projects must demonstrate compliance with a National Objective of benefitting 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. Has the entire service population for the project been included in documenting National Objective Compliance?

HELP SECTION

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 social service residences such as those operated by the New York State Office of Mental Retardation and Developmental Disabilities, group quarters, prisons, dormitories, etc. Activities that benefit a smaller or targeted group only benefit a designated area of a community. If you are trying to determine the LMI status of households in a neighborhood that is benefiting from a NYS CDBG funded activity, that neighborhood is the service area. Instead of a neighborhood, the service area may be a town, it may be as large as a county, or it may be defined some other way.

4. **Question Ref:** Q_1512
Question Type: Threshold

Does each of the activities within the proposed project comply with a CDBG National Objective? Documentation of how the project benefits low- and moderate-income persons, or prevents or eliminates slums and blight will be required as part of this application.

HELP SECTION

This application requests information necessary to document the eligibility of the activity, compliance with the Primary and National Objectives, the need for the activity, and its overall impact on the community. It contains information to assist Applicants in compiling a complete, relevant and competitive application. Therefore, it is important for prospective Applicants to read the CDBG Application Guidance found here nysdhcr.gov/AboutUs/Offices/CommunityRenewal/FundingOpportunities.htm to become familiar with all applicable guidelines and requirements. The Federal regulations set forth at 24 CFR Part 570 and specifically, Subpart I of 24 CFR 570 are the governing regulations of the NYS CDBG Program for non-entitlement communities.

5. **Question Ref:** Q_1527
Question Type: Threshold

Is the CDBG program request amount within the funding limits allowed by applicant and application type?

HELP SECTION

Activity Funding Limits

Town, Cities or Villages:

Public Facilities \$400,000

Public Infrastructure (water/sewer only) \$600,000

Counties:

Public Infrastructure/Public Facilities (including public works) \$750,000

Joint Applicants:

Public Infrastructure (water/sewer only) \$900,000

6. **Question Ref:** Q_1528
Question Type: Threshold

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)?

HELP SECTION

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 an eligible CDBG activity.

7. **Question Ref:** Q_1529
Question Type: Threshold

Will the amount of CDBG funds used towards soft costs (grant administration, program delivery, engineering design) exceed 18% of the total CDBG amount being requested?

HELP SECTION

The amount of CDBG funds committed towards soft costs cannot exceed 18% of the total amount of CDBG funds requested.

8. **Question Ref:** Q_221
Question Type: Threshold

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

HELP SECTION

If any project costs, regardless of their funding source, are incurred prior to the latter of the CDBG award date or 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.

9. **Question Ref:** Q_223
Question Type: Threshold

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

HELP SECTION

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.

10. **Optional Question Header:**

Applicant Information

- Question Ref:** Q_546
Question Type: Basic

Legal Name of Applicant

11. **Question Ref:** Q_547
Question Type: Basic

Contact First Name

12. **Question Ref:** Q_549
Question Type: Basic

Type of Applicant (select all that apply)

13. **Question Ref:** Q_551
Question Type: Basic

Applicant Street Address

14. **Question Ref:** Q_552
Question Type: Basic

Applicant City

15. **Question Ref:** Q_553
Question Type: Basic

Applicant State

16. **Question Ref:** Q_554
Question Type: Basic

Applicant Zip Code. (please use Zip+4 if known)

17. **Question Ref:** Q_555
Question Type: Basic

Applicant Email Address

18. **Question Ref:** Q_556
Question Type: Basic

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

HELP SECTION

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

19. **Question Ref:** Q_561
Question Type: Basic

Additional Contact Email Address

20. **Question Ref:** Q_562
Question Type: Basic

Additional Contact Phone Number. (please include area code)

21. **Optional Question Header:**

Project Description

- Question Ref:** Q_575
Question Type: Basic

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

22. **Question Ref:** Q_580
Question Type: Basic

Status of Permits

23. **Question Ref:** Q_616
Question Type: Basic

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

24. **Question Ref:** Q_651
Question Type: Basic

Applicant Telephone Number, (please include area code)

25. **Question Ref:** Q_928
Question Type: Basic

Project Street Address: if the project does not have a definite street address, please skip to "Project without a Street Address" below.

26. **Question Ref:** Q_929
Question Type: Basic

Current State of Project Development (i.e. planning, preliminary engineering, final design, etc)

27. **Question Ref:** Q_930
Question Type: Basic

Explain what makes your project a regional economic priority - for example creates jobs, economic investment, sustainability and community revitalization, etc.

28. **Question Ref:** Q_970
Question Type: Basic

Additional Project Contact Last Name

29. **Question Ref:** Q_971
Question Type: Basic

Project Without a Street Address: please enter a description of the project location. Include project starting/ending street addresses, cities & zip codes if applicable.

30. **Question Ref:** Q_972
Question Type: Basic

Project county or counties.

31. **Question Ref:** Q_973
Question Type: Basic

Status of State and/or Federal Environmental Review.

32. **Question Ref:** Q_1034
Question Type: Basic

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

33. **Question Ref:** Q_1049
Question Type: Basic

Contact Last Name

34. **Question Ref:** Q_1050
Question Type: Basic

Contact Title

35. **Question Ref:** Q_1051
Question Type: Basic

Additional Contact Title

36. **Question Ref:** Q_1052
Question Type: Basic

Additional Project Contact First Name

37. **Question Ref:** Q_184
Question Type: Basic

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

HELP SECTION

Click [HERE](#) to determine your Assembly district.

38. **Question Ref:** Q_190
Question Type: Basic

NY Senate District(s) where the project is located. (please enter a number between 1 and 62 that represents your Senate District)

HELP SECTION

Click [HERE](#) to determine your Senate district.

39. **Question Ref:** Q_1603
Question Type: Basic

Was this project or a phase of this project awarded funding in CFA Round I ?

40. **Question Ref:** Q_1604
Question Type: Basic

If yes, with which agency(s)?

41. **Question Ref:** Q_1605

Question Type: Basic

If funding was received in a prior round of the CFA, indicate the amount of funding received.

42. **Question Ref:** Q_1498

Question Type: Attachment

Public Facility Proposal and Activity Detail Form OR Public Infrastructure Proposal and Activity Detail Form

HELP SECTION

Depending on the scope of project presented in the application complete and attach either the Public Facility Proposal or the Public Infrastructure Proposal.

The forms can be found at

nysdhcr.gov/AboutUs/Offices/CommunityRenewal/FundingOpportunities.htm

43. **Question Ref:** Q_1499

Question Type: Attachment

Proposed Project Financing and/or Lien Structure Form

HELP SECTION

The form can be found at

nysdhcr.gov/AboutUs/Offices/CommunityRenewal/FundingOpportunities.htm

44. **Question Ref:** Q_1500

Question Type: Attachment

Community Development Grant/Loan Portfolio

HELP SECTION

The form can be found at

nysdhcr.gov/AboutUs/Offices/CommunityRenewal/FundingOpportunities.htm.

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

45. **Question Ref:** Q_1501
Question Type: Attachment

CDBG Program Income Report

HELP SECTION

The form can be found at
nysdhr.gov/AboutUs/Offices/CommunityRenewal/FundingOpportunities.htm.

All applicants are required to complete and attach this form. If the applicant has no program income to report, please type "Not Applicable" on the form and upload.

46. **Question Ref:** Q_1502
Question Type: Attachment

Certification Form

HELP SECTION

The form can be found at
nysdhr.gov/AboutUs/Offices/CommunityRenewal/FundingOpportunities.htm

In addition to uploading the Certification Form, a signed original form must be mailed to:

Office of Community Renewal
c/o CFA Certification Form
38-40 State Street
Hampton Plaza
Albany, NY 12207

47. **Question Ref:** Q_1482
Question Type: Attachment

Copies of public hearing notice(s) to demonstrate compliance with Citizen Participation requirements.

48. **Question Ref:** Q_1483
Question Type: Attachment

Evidence of CDBG National Objective Compliance.

HELP SECTION

Applicants must demonstrate compliance with a National Objective. The following list outlines the acceptable documentation to be submitted for the two acceptable National Objectives:

Benefit to Low- and Moderate-Income (LMI) Persons:

1. Summary of Census and/or survey data, sample survey instrument and completed surveys (survey documentation must maintain client confidentiality) used to determine eligibility including the documentation outlined in Additional Requirements - Section B. Surveys.
2. Evidence the benefit is to a Limited Clientele.

Prevention or Elimination of Slums and Blight:

1. **Documentation officially designating areas of slums and blight, including the year of designation;**
2. A map of designated area;
3. Provide the number of structures in area and the total number of structures that are dilapidated;
4. Describe the conditions that lead to a determination of slums and blight;
5. Describe the Applicant's plan to eliminate the conditions that lead to a determination of slums and blight.

Additional information on National Objective Compliance can be found at <http://www.hud.gov/offices/cpd/communitydevelopment/library/stateguide/index.cfm>.

49. **Question Ref:** Q_1515
Question Type: Attachment

Engineering Report

50. **Question Ref:** Q_1516
Question Type: Attachment

Third-party cost documentation

51. **Question Ref:** Q_1484

Question Type: Attachment

Survey Methodology

HELP SECTION

The Primary Objective of the NYS CDBG program is to benefit LMI persons. This objective requires that at least 70 % of New York State's CDBG funds be allocated to activities which meet the National Objective of benefitting LMI persons. For an area benefit activity to qualify as benefitting LMI persons, at least 51 % of the persons benefiting from the activity must be LMI persons. For a direct benefit activity to qualify as benefitting LMI persons, the household income of the beneficiary must not exceed 80% of the area median income. LMI benefit must be calculated, presented and supported in the application. To demonstrate compliance with the LMI National Objective, applicants must support their claim with an income survey or Census data.

1. Income Surveys

If claiming the Area Benefit National Objective (LMA), the boundaries of the area being served must coincide with the Census Tract or Block Group boundaries in order for Census data to be used in lieu of income survey data. Census data cannot be rounded up. If the Census data shows that the percent of LMI persons is less than 51 % (e.g. 50.6), this figure cannot be rounded to 51 %.

When an Applicant claiming an area benefit activity determines that the Census data does not accurately or strongly substantiate need or compliance with the Primary and National Objectives, or the LMI percent is not available for a specific area, an Applicant may survey the benefiting area.

The purpose of an income survey is to request income data from the beneficiaries of the proposed project to determine eligibility and in some cases to make estimates about the percentage of the total population that may be LMI. In order to ensure that the estimates are reasonably accurate, the survey sample must be of an adequate size and randomly selected. Surveys must be representative of all families in the entire area and based solely upon income and family size. Claims based on other data such as housing values will not be accepted. **Data from surveys conducted more than 24 months prior to the date of the 2012 NOFA will not be accepted.** The survey must include the entire universe, which is all households including occupied, vacant and seasonal housing units. Applicants should refer to the CDBG Application Guidance document for information on LMI National Objective Compliance Requirements. The CDBG Application Guidance can be found at nysdhcr.gov/AboutUs/Offices/CommunityRenewal/FundingOpportunities.htm

Applicants who use a third party to conduct an income survey must obtain the survey instrument, the surveys and all related information including the process followed to conduct the survey and retain the documentation in their files, regardless of funding.

52. **Question Ref:** Q_1485
Question Type: Attachment

Sample Income Survey Instrument

53. **Question Ref:** Q_1486
Question Type: Attachment

A representative sample of submitted income surveys (Confidential materials - that identify a specific person, household or address.)

HELP SECTION

If an income survey is conducted to substantiate compliance, the application must include, as an attachment, a description of the survey methodology used, a copy of the survey form, income scales, income distribution tables, a sample of the surveys, and a completed survey tabulation form. In addition to a summary of the survey results, applicants should submit a representative sample of completed income surveys. The surveys should demonstrate that the surveys were completed correctly and that they contain sufficient information to accurately capture income data and support the summary results. Recipients are encouraged to consult with the Office of Community Renewal (OCR) prior to or while undertaking surveys. The OCR can be reached at 518-474-2057.

54. **Question Ref:** Q_1487
Question Type: Attachment

Summary of Income Survey Data

55. **Question Ref:** Q_1488
Question Type: Attachment

Purchase Agreements or other documentation that supports the status of site control.

56. **Question Ref:** Q_1489
Question Type: Attachment

Maps (as required)

HELP SECTION

Upload maps that clearly demonstrate the following:

- The boundaries of the service area and location of the proposed activities including street names
- The locations of prior NYS CDBG projects that may impact or are impacted by the proposed project
- The locations of residential units including vacant and seasonal and non-residential properties to be served identifying Census Tract, Block Group, or geographic quadrant

57. **Question Ref:** Q_1495
Question Type: Attachment

Exhibit 2-3A Certificate of SEQRA Classification

HELP SECTION

Form 2-3A Certification of SEQRA Classification may be found here:

nysdhcr.gov/AboutUs/Offices/CommunityRenewal/FundingOpportunities.htm

58. **Question Ref:** Q_1490
Question Type: Attachment

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).

HELP SECTION

Applicants must conduct an assessment to determine the SEQR Classification of the proposed activities. If the Applicant determines the SEQR classification to be an Unlisted 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 (Long EAF) and include it as an exhibit to the applicatin. Additional information on SEQR including the SEQR Short Form can be found at: <http://www.dec.ny.gov/permits/6191.html>.

59. **Question Ref:** Q_1492

Question Type: Attachment

Commitment letters or letters of application

HELP SECTION

Commitment letters include letters or other documentation that clearly demonstrate that additional funding identified in the project is committed and the funds will be available upon award.

Letters of application include letters or other documentation that clearly demonstrate that the applicant has applied for the additional funds that are identified in the application and that the application for those funds is pending determination from the funder.

60. **Question Ref:** Q_1493

Question Type: Attachment

If the application is submitted by a County on behalf of a local government, a cooperation agreement and a resolution authorizing an Applicant (County) to submit an application on behalf of a unit of local government.

HELP SECTION

Counties may apply on behalf of units of general local government located within their jurisdiction when the unit of general local government has authorized the county to apply. The unit of general local government will be considered the Applicant for determining grant limits, and its statistics will be used for purposes of the selection factors. A cooperation agreement between the county and the local government, an authorizing resolution issued by the local government, and an explanation as to why the arrangement is needed must be included as an attachment to the application.

61. **Question Ref:** Q_1494
Question Type: Attachment

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.

HELP SECTION

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.

62. **Question Ref:** Q_1496
Question Type: Attachment

Written documentation of support for the project

63. **Optional Question Header:**

Community Description

- Question Ref:** Q_1467
Question Type: Standard Question

Provide a brief description of the current community in which the proposed activities will be undertaken, including a physical description of the area(s); the reasons for selecting the area(s); the relationship of the area(s) to the rest of the community as it relates to the activity being proposed.

64. **Question Ref:** Q_1468
Question Type: Standard Question

Briefly describe the community's existing community development needs, challenges and priorities including the process used to determine the needs and to set the community development priorities.

65. **Question Ref:** Q_1469
Question Type: Standard Question

Briefly describe the outcomes of the community needs assessment survey, comprehensive, strategic and/or community plans conducted to identify the needs and challenges of the community including the dates of the survey and plans and whether the plan(s) was adopted by the community. Include in the description, the status of the outcomes of the survey and plans and any efforts taken to implement the outcomes.

66. **Optional Question Header:**

Community Development Needs Description

- Question Ref:** Q_1470
Question Type: Standard Question

Describe the need(s) to be addressed by the proposed project. The description must provide sufficient detail to clearly describe the need(s) to be addressed in terms of the nature, scope, location, current conditions (quantifiable terms such as the condition of the water/wastewater systems, inadequate provision or lack of facilities and services) the extent of the problem and past efforts to resolve the need(s) and any limitations on funding or other resources to address identified issues.

67. **Question Ref:** Q_1471
Question Type: Standard Question

Describe how the proposed project addresses an outcome(s) of the community needs assessment survey and/or plan(s) and explain why the proposed project is the best approach to addressing the need identified. If the proposed project does not address an outcome of the survey and/or plan briefly explain how it complements the plan and/or a long range strategy.

68. **Question Ref:** Q_1472
Question Type: Standard Question

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. Upload as an exhibit any third party supporting documentation.

69. **Optional Question Header:**

General Project/Program Description

Question Ref: Q_1473

Question Type: Standard Question

Provide a detailed description of each activity proposed including quantifiable information and any unique aspects of the proposal, the impact of the project to the community at large including the beneficiaries of the project. Examples of quantifiable information include the length and diameter of water or sewer lines, and number, size and type of buildings, etc.

70. **Question Ref:** Q_1474

Question Type: Standard Question

Describe how the project will be implemented to ensure the goals and impact identified in the application. Where applicable, explain how the project reduces risks to the health, welfare or safety of the beneficiaries.

71. **Question Ref:** Q_1475

Question Type: Standard Question

Describe the method used to determine the best approach and cost-effective method to address the need. List 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 must be no more than 10 months old and specific to the project being proposed.

72. **Question Ref:** Q_1476

Question Type: Standard Question

Describe any efforts taken to secure alternative or additional funds from other public and private sources. 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.

73. **Question Ref:** Q_1477

Question Type: Standard Question

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.

HELP SECTION

Grant administration, program delivery and engineering costs combined may not exceed 18% of the total CDBG grant amount.

Grant Administration Costs: Generally, these are costs associated with salaries, wages, and related costs of the grant recipient's staff, the staff of local public agencies, or other staff engaged in program administration for the awarded grant. General operating expenses and pre-award costs are ineligible for reimbursement from the grant funds. Examples of eligible administrative costs include:

- Providing local officials and citizens with information about the program;
- Preparing program budgets and schedules and amendments thereto;
- Developing systems for assuring compliance with program requirements;
- Costs associated with the Environmental Review Process for the overall program, including the release of funds.
- Preparing Requests for Proposals with consultants for grant administration or other consulting work, such as architectural or Engineering services.
- Developing interagency agreements and agreements with sub recipients and contractors to carry out program activities;
- Monitoring program activities for progress and compliance with program requirements;
- Preparing reports and other documents for submission to the State regarding the grant;
- Coordinating the resolution of audit and monitoring findings;
- Evaluating program results against State objectives; and
- Managing or supervising persons whose primary responsibilities with regard to the program include such assignments as those described above;
- Costs incurred for official business travel in carrying out the program and administrative services performed under a third party contract.
- Purchase of capital equipment, such as file cabinets, for grant administration.
- Training on CDBG grant administration requirements.

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

74. **Question Ref:** Q_1550

Question Type: Standard Question

Enter the amount of program delivery funds (including engineering design costs) allocated to the project from the State CDBG funds requested. Describe how the funds will be allocated to cover the costs of program delivery.

HELP SECTION

Program delivery, grant administration and engineering costs may not exceed 18% of the total CDBG grant amount.

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

75. **Question Ref:** Q_1551

Question Type: Standard Question

Describe the overall administration and program delivery activities to be undertaken regardless of the source of funds used to cover these expenditures. Include a description of the roles of consultants, subrecipients and individuals involved in the administration and delivery and a clear delineation of the activities to be undertaken for administration and program delivery.

76. **Question Ref:** Q_1513

Question Type: Standard Question

Is this a joint application between two local governments? If so, identify both applicants (units of local governments).

HELP SECTION

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 exhibit to the application. Joint applications submitted only for administrative convenience are not eligible and will not be considered for funding.

77. **Question Ref:** Q_1459

Question Type: Standard Question

Will the proposed project directly or indirectly result in the creation of permanent jobs? If so, estimate the number of permanent full-time equivalent jobs that will be created.

Enter zero if not applicable.

78. **Question Ref:** Q_1450

Question Type: Standard Question

Will the proposed project result in the creation of construction jobs? If so, estimate the number of construction jobs to be created.

Enter zero if not applicable.

79. **Question Ref:** Q_1478

Question Type: Standard Question

If applying for assistance to public facility activities have you completed and uploaded the PUBLIC FACILITIES PROPOSAL & ACTIVITY DETAIL FORM? Or, if applying for assistance to public water/sewer/storm water activities have you completed and uploaded the PUBLIC INFRASTRUCTURE PROPOSAL & ACTIVITY DETAIL FORM?

HELP SECTION

PUBLIC FACILITY:

Public facilities activities include, but are not limited to, funding for: structures to house or serve special-needs populations; senior services; child care centers; and removal of architectural barriers for the disabled (installing lifts, automatic doors, ramps, etc.). NYS CDBG funds may also be used for standalone public works activities such as sidewalks, streets, parking, open space, and publicly owned utilities. Funds can be used for construction or renovation of facilities, but cannot be used to cover the day-to-day

operational costs, nor can funds be used for buildings that are primarily for the general conduct of government business (i.e. town halls).

Any public facility funded with NYS CDBG funds must be maintained in the same capacity as funded for a period of five (5) years after the project is formally closed out by OCR. OCR reserves the right to inspect such facilities during the five (5) year period to substantiate compliance.

PUBLIC WATER/SEWER:

Public infrastructure activities consist of, but are not limited to, water source development, storage, and distribution; sanitary sewage collection and treatment; flood control and storm water drainage; public works, such as sidewalks, streets, parking, open space, and publicly owned utilities. Eligible projects may include the repair or replacement of existing systems, construction of new systems, or expansion of existing systems into areas previously unserved that are in compliance with the NYS Smart Growth Public Infrastructure Act (Chapter 433 of the Laws of 2010). Applicants requesting funding solely for residential water and sewer lateral connections must apply for funding under the HCR Unified Funding CDBG Housing Category NOT through the CFA.

At least 51% of the persons benefiting from these activities must qualify as low- and moderate-income, as determined by the U.S. Census or a CDBG qualifying income survey.

80. Optional Question Header:

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

Question Ref: Q_1059

Question Type: Smart Growth

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

HELP SECTION

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

For specific guidance on rail/port, aviation, and other transportation projects please refer to <https://www.nysdot.gov/programs/RegionalEconomicDevelopmentCouncils>

81. **Question Ref:** Q_1062
Question Type: Smart Growth

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 archeological resources? Y/N/Not Relevant. Please explain all responses.

HELP SECTION

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

For specific guidance on rail/port, aviation, and other transportation projects please refer to <https://www.nysdot.gov/programs/RegionalEconomicDevelopmentCouncils>

82. **Question Ref:** Q_1060
Question Type: Smart Growth

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

HELP SECTION

Municipal Centers are areas of concentrated and mixed land use that serve as centers of various activities (civic, commercial, recreational, and residential, among others). Specific examples include Central Business Districts; Brownfield Opportunity Areas (BOAs); Downtowns in Local Waterfront Revitalization Program (LWRP) Areas; Transit-Oriented Development, Environmental Justice Areas and Hardship Areas; in many instances, an entire city, village or hamlet can be considered a municipal center. This definition can include development "adjacent to municipal centers" and a "future municipal center" – an area planned and zoned to be a municipal center.

For specific guidance on rail/port, aviation, and other transportation projects please refer to <https://www.nysdot.gov/programs/RegionalEconomicDevelopmentCouncils>

83. **Question Ref:** Q_1061
Question Type: Smart Growth

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.

HELP SECTION

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

For specific guidance on rail/port, aviation, and other transportation projects please refer to <https://www.nysdot.gov/programs/RegionalEconomicDevelopmentCouncils>

84. **Question Ref:** Q_1066
Question Type: Smart Growth

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

HELP SECTION

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 <https://www.nysdot.gov/programs/RegionalEconomicDevelopmentCouncils>

85. **Question Ref:** Q_1068
Question Type: Smart Growth

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.

HELP SECTION

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

For specific guidance on rail/port, aviation, and other transportation projects please refer to <https://www.nysdot.gov/programs/RegionalEconomicDevelopmentCouncils>

86. **Question Ref:** Q_1063

Question Type: Smart Growth

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.

HELP SECTION

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

For specific guidance on rail/port, aviation, and other transportation projects please refer to <https://www.nysdot.gov/programs/RegionalEconomicDevelopmentCouncils>

87. **Question Ref:** Q_1065

Question Type: Smart Growth

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.

HELP SECTION

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 <https://www.nysdot.gov/programs/RegionalEconomicDevelopmentCouncils>

88. **Question Ref:** Q_1064
Question Type: Smart Growth

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.

HELP SECTION

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 <https://www.nysdot.gov/programs/RegionalEconomicDevelopmentCouncils>

89. **Question Ref:** Q_1067
Question Type: Smart Growth

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

HELP SECTION

Provide any additional relevant information.

For specific guidance on rail/port, aviation, and other transportation projects please refer to <https://www.nysdot.gov/programs/RegionalEconomicDevelopmentCouncils>

90. **Optional Question Header:**

General Certifications

Question Ref: Q_1037
Question Type: Certification

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 MBE/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.

91. **Question Ref:** Q_1038
Question Type: Certification

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.

92. **Optional Question Header:**

Funding Sources (Enter dollar amounts below)

Question Ref: Q_657
Question Type: Budget

Total Project Cost

93. **Question Ref:** Q_658
Question Type: Budget

Amount being requested through CFA

94. **Question Ref:** Q_659
Question Type: Budget

Amount provided directly by applicant toward project

95. **Question Ref:** Q_660
Question Type: Budget

State sources committed to project

HELP SECTION

For each source, list: program name, type of assistance (loan, grant, interest rate subsidy, etc), and amount of assistance. For loans, list interest rate and term.

96. **Question Ref:** Q_662
Question Type: Budget

Federal sources committed to project

97. **Question Ref:** Q_664
Question Type: Budget

Local (municipal) sources committed to project, if different than applicant.

98. **Question Ref:** Q_665
Question Type: Budget

Private sources committed to project

HELP SECTION

For each source, list: program name, type of assistance (loan, grant, interest rate subsidy, bond financing, sales tax exemption on construction materials and/or non-manufacturing machinery or equipment, mortgage recording tax waiver, etc), and amount of assistance. For loan and bond financing, list interest rate and term.

99. **Question Ref:** Q_668
Question Type: Budget

100. **Optional Question Header:**

Expenditure Activities (Enter dollar amounts below)

Question Ref: Q_670
Question Type: Budget

Planning

101. **Question Ref:** Q_672
Question Type: Budget

Design

102. **Question Ref:** Q_674
Question Type: Budget

Construction/Renovation

103. **Question Ref:** Q_676
Question Type: Budget

Property Acquisition

104. **Question Ref:** Q_677
Question Type: Budget

Training

105. **Question Ref:** Q_679
Question Type: Budget

Marketing, Outreach, Advertising

106. **Optional Question Header:**

Budget Categories (Enter dollar amounts below)

Question Ref: Q_681
Question Type: Budget

Salaries and Wages

HELP SECTION

For each person assigned by the applicant, indicate the position, title, annual salary including fringe benefits, and dollar amount to be charged to the project. (Fringe benefits include social security, workers' compensation, unemployment insurance, health insurance, and any other benefits).

107. **Question Ref:** Q_682
Question Type: Budget

Supplies/Materials

HELP SECTION

State the cost and describe briefly the supplies and materials to be purchased by the applicant. Note that the donation of supplies and materials should be listed in Other

108. **Question Ref:** Q_684
Question Type: Budget

Equipment and Machinery

HELP SECTION

This category is for the purchase of equipment and machinery directly by the applicant. List each piece of equipment/machinery to be purchased outlining the purpose of its use with an estimated cost. Note that equipment/machinery rental and the value of the use or donation of equipment/machinery should be listed in Other.

109. **Question Ref:** Q_685
Question Type: Budget

Travel

HELP SECTION

State the purpose and the estimated cost of travel by the applicant

110. **Question Ref:** Q_686
Question Type: Budget

Contractual Services

HELP SECTION

State the cost and describe briefly the extent and purpose of contractual services to be procured directly by the applicant. Each activity should be listed separately, unless procured together under one subcontract.

111. **Question Ref:** Q_688
Question Type: Budget

Other

HELP SECTION

State the cost and describe briefly budget items that do not fit in the categories above
For actual costs to be incurred list the type of cost, purpose and total cost.

For Volunteer Services – provide a generalized description and the total value.

For Donated Professional Services - indicate the service being provided and the total value.

For Donated Supplies and Materials – indicate the supplies and materials being provided and the total value

For Equipment Usage or Donated Equipment - indicate the purpose of its use and the total value.

112. **Question Ref:** Q_719
Question Type: Budget

Furniture and Fixtures

113. **Question Ref:** Q_721
Question Type: Budget

Rent

Required: Yes

Answer Type: Long Answer

Choice Options:

Default Answer: 0.00

HELP SECTION

State the terms and cost of rent to be incurred by the applicant.

114. **Question Ref:** Q_722
Question Type: Budget

Utilities

HELP SECTION

State the nature of utilities to be used and the costs to be incurred by the applicant.
