

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

Q_17640

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)?

Q_9431

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

Q_17353

Will NYS CDBG funds be used for eligible project costs? Eligible costs may include direct construction, direct labor, direct material, engineering for planning and design, construction oversight/management, program delivery and administration (within the limits allowed).

Q_3320

Does the proposed activity include assistance to a for-profit business in the form of lobbying or other political activities?

Lobbying and political activities are not eligible under Section 105(a)(17) of the Housing and Community Development Act of 1974.

Q_17355

Will any component or phase of the project that is applying for CFA funding be underway at the time of submission of the application or prior to any award decision?

Q_17356

Will the project meet a CDBG National Objective? See Question Requirements for additional information.

Q_928

Project Street Address: Please input the project street address (Street Number and Street Name only).

If the project has multiple locations, please input the primary street address of the project. If the project does not have a definite street address, please input the approximate street address of the project (Street Number and Street Name only).

Q_565

Project City

Q_568

Project State

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

Q_972

Project county or counties.

Q_1034

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

Q_616

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

Q_572

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

Q_573

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

Q_3527

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

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

Q_184

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

Q_190

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

Q_16509

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

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.
- 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_15478

Select the government entity of the applicant applying for funding:

- 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.

- This is a conditional question based on the answer to [Q_15478](#). This question displays when selecting the answer: "**Other**"

Q_546

Organization Legal Name

Q_5416

Applicant First Name

Q_5417

Applicant Last Name

Q_551

Applicant Street Address

Q_552

Applicant City

Q_553

Applicant State

Q_554

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

Q_651

Applicant Telephone Number (please include area code)

Q_555

Applicant Email Address

Q_547

Contact First Name

Q_1049

Contact Last Name

Q_1050

Contact Title

Q_5490

Primary Organization

Q_3688

Contact Street Address

Q_3689

Contact City

Q_3690

Contact State

Q_3691

Contact ZIP Code (please use ZIP+4 if known)

Q_562

Primary Contact Phone Number. (please include area code)

Q_3692

Contact Email

Q_5476

Contract First

Q_5477

Contract Last

Q_5478

Contract Title

Q_5491

Authorized Organization

Q_5479

Contract Street

Q_5480

Contract City

Q_5481

Contract State

Q_5482

Contract Zip (please use ZIP+4 if known)

Q_5483

Contract Phone (please include area code)

Q_5484

Contract Email

Q_1052

Additional Project Contact First Name

Q_970

Additional Project Contact Last Name

Q_1051

Additional Contact Title

Q_5492

Additional Organization

Q_3693

Additional Contact Street Address

Q_3694

Additional Contact City

Q_3695

Additional Contact State

Q_3696

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

Q_3697

Additional Contact Telephone Number (please include area code)

Q_561

Additional Contact Email Address

Q_17874

Attach the Pre-Application Certification. See question requirements for more information.

Q_17487

Attach Budget Table. The budget must be consistent with the description provided in the application and reflect the total project cost (TPC) of all components. See question requirements for further guidance.

Q_17871

Attach Job Creation/Retention Table if applying for an economic development activity. See question requirements for more information.

Q_17357

Attach documentation of compliance with CDBG citizen participation requirements. Failing to submit all required documents may render the application ineligible. See question requirements for a detailed list of documents and additional guidance.

Q_17833

Attach the Project Schedule form

Q_17652

Attach Program Income Report Form

Q_17653

Attach Project Team Form

Q_17654

Attach Smart Growth Impact Evaluation Form

Q_17693

Applicant Certification Form

Q_17365

Attach documentation of compliance with HUD's National Objectives. Material attached here should align with the details described in Q_17343. Information related to the appropriate type of documentation can be found in question requirements.

Q_17359

Attach documentation of Affirmatively Furthering Fair Housing (AFFH) compliance. Refer to question requirements for further guidance.

Q_17368

Attach the draft Environmental Review Record. See question requirements for further guidance.

Q_17659

Attach 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.

Q_17660

Attach a Vendor Responsibility Questionnaire (VRQ) completed by the subrecipient, if applicable.

Q_17694

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

Q_17667

If the application is a joint application, attach a cooperation agreement and a resolution authorizing a joint application and one of the units of local government as the primary applicant. See question requirements for further guidance.

Q_17424

Attach documentation demonstrating the need for the project and for CDBG funds. See question requirements for further guidance.

Q_17488

Public Facility - Additional Attachments See question requirements for further guidance.

Q_17490

Community Planning - Additional Attachments See question requirements for further guidance.

Q_17491

Economic Development - Additional Attachments See question requirements for further guidance.

Q_17492

Imminent Threat - Additional Attachments See question requirements for further guidance.

Q_13727

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

Q_17824

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 \$500,000 in NYS CDBG funds to [one sentence description of project]. The total project cost will be \$2,000,000 with \$1,500,000 from other grant sources (specify). The project proposes to benefit 50 low-and moderate-income persons.

Q_17340

Provide a brief history of the community or project area with a concise description of the project and need to be addressed. Use quantitative data and information to describe the need for the project. Include a tentative schedule of key milestones.

Q_17341

Describe other planning and community development efforts to address the need. How is this project consistent with existing plans or initiatives at the local, county or state level? Describe its consistency with a Regional Economic Development Council strategic plan or initiative.

Q_17493

Is CDBG funding necessary to induce the project? See question requirements for further guidance.

Q_17342

Describe the documentation attached to this application to support demonstrate need for the project and CDBG funding, specifically, the documents attached to Q_17424.

Q_17343

Describe in detail how the project will meet HUD's National Objective(s). Details discussed here should align with the documentation attached to Q_17365. See question requirements for further guidance.

Q_17344

Describe the long-term benefits, or outcomes, of this project to the community. Include both qualitative and quantitatively measurable outcomes such as linear pipe replaced, persons benefitted, homes rehabilitated, jobs created, etc.

Q_17345

Describe financial benefits or cost savings that will accrue to the applicant, its residents, or beneficiaries of the funded activity because of the project. Include a description of any other impacts that will result. Measures may include, but are not limited to, user costs, tax levy, or property values.

Q_17346

Provide a detailed budget narrative. Identify each of the estimated costs, including the source of the funds and proposed use. This must include any administrative or program delivery costs. Describe how CDBG funds will be disbursed on a pro-rata basis with other sources, where applicable. Details discussed here should align with the documentation attached to Q_17487 of this CFA.

Q_17347

Describe the roles and responsibilities of specific staff members, subrecipients, and/or consultants, and their relevant experience and qualifications. How will the project be managed or administered? Details discussed here should align with the documentation attached to Q_17653 of this CFA.

Q_17348

If the Applicant has received CDBG and/or HOME funds in the past, describe the outcome of those projects, highlighting any administrative issues that occurred, and what corrective action was established to ensure the issues were resolved. If the applicant has not received CDBG and/or HOME funds in the past, a description of experience using similar state or federal sources may be substituted.

Q_17349

How will the applicant exercise strong control and accountability over CDBG funds? Describe the process used to track the movement of grant funds and the personnel involved in these functions.

Q_17350

Describe the plan of finance and/or services that will sustain the project moving forward. What happens once the project is completed? Details discussed here should align with the documentation attached to Q_17414 of this CFA.

Q_17351

Describe the applicant’s ability to immediately implement the project upon award, including any impediments such as permitting, site control, regulatory issues, environmental mitigation, etc. Provide a description of project related activities that have been undertaken to date in support of the project and attach any relevant documentation to the application to support readiness. Details discussed here should align with the documentation attached to this CFA, including Q’s 17833 (Project Schedule), 17368 (Draft Environmental Review), 17659 (Commitment of Funds), and 17694 (Evidence of Site Control)

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?

Q_17695

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.

Q_3962

ContactNameSubrecipient

Q_3945

ContactNamePreparer

Q_3949

TitlePreparer

Q_3950

TitleSubrecipient

Q_3947

OrganizationPreparer

Q_3948

OrganizationSubrecipient

Q_3951

AddressPreparer

Q_3952

AddressSubrecipient

Q_3953

ZipCodePreparer

Q_3954

ZipCodeSubrecipient

Q_3955

TelephonePreparer

Q_3956

TelephoneSubrecipient

Q_3957

EmailPreparer

Q_3958

EmailSubrecipient

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.