

## 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\_18479

Will NYS CDBG funds be used for eligible project costs? Eligible costs may include construction (certain activity types), 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\_18356

Does the applicant currently have federal and/or state funds suspended by the Office of Community Renewal? 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\_4199**

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

- 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, Semiconductors/Semiconductor Supply Chain

**Q\_4198**

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

- 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, Semiconductors/Semiconductor Supply Chain

**Q\_575**

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

**Q\_12626**

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

- This is a conditional question.
  1. If Yes is selected then Q\_12627 will be displayed

**Q\_12627**

Explain how the project aligns with the Regional Economic Development Council's Strategic Plan.

- This is a conditional question based on the answer to Q\_12626. This question displays when selecting the answer: "Yes"

**Q\_975**

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

**Q\_580**

Provide a list of all federal, state, and local reviews, approvals, or permits needed or completed, including the dates when they are expected to be completed or were completed. If Not Applicable, indicate "NA".

**Q\_12625**

Has the applicant or project been awarded funding in prior CFA rounds?

- This is a conditional question.
  1. If Yes is selected then Q\_2362 will be displayed

**Q\_2362**

What were the CFA numbers for which funding was awarded? (separate multiple CFA numbers with commas)

- This is a conditional question based on the answer to Q\_12625. This question displays when selecting the answer: "Yes"

**Q\_4160**

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

**Q\_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\_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\_18357**

Attach the Pre-Application Certification.

**Q\_18475**

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. The form can be found at: <https://her.ny.gov/community-development-block-grant/funding-round-materials>

**Q\_18360**

Attach a map that clearly shows the entire site, project or service area.

**Q\_17871**

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

**Q\_18393**

Attach documentation of compliance with CDBG citizen participation requirements. Failing to submit all required documents may render the application ineligible. To avoid application disqualification and/or delay, use the public hearing template provided in the CDBG Public Hearing toolkit here: <https://hcr.ny.gov/community-development-block-grant/funding-round-materials>. See question help for required documents and actions

**Q\_18394**

Attach the Project Schedule form

**Q\_18395**

Attach Program Income Report Form

**Q\_18396**

Attach Project Team Form

**Q\_18401**

Attach Smart Growth Impact Evaluation Form

**Q\_18402**

Attach documentation of compliance with HUD's National Objectives. Material attached here should align with the details described in Q\_18417. Information related to the appropriate type of documentation can be found in question requirements.

**Q\_18403**

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

**Q\_18404**

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

**Q\_18405**

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\_18406**

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

**Q\_18407**

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

**Q\_18408**

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\_18409**

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

**Q\_18386**

Attach all civil rights documentation. See question requirements for a complete list.

**Q\_18362**

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

**Q\_18410**

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

**Q\_18411**

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

**Q\_18412**

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

**Q\_18359**

Applicant Certification Form

**Q\_18476**

Choose the project type

- Choice Options: Economic Development,Public Facility,Imminent Threat,Community Planning

**Q\_18379**

[New Table] Businesses Assisted undefined

**Q\_18380**

Proposed Accomplishments Businesses Assisted Low/Mod

**Q\_18381**

Proposed Accomplishments Jobs Created Total

**Q\_18382**

Proposed Accomplishments Jobs Created Low/Mod

**Q\_18383**

Proposed Accomplishments Persons (Facility and Infrastructure) Total

**Q\_18384**

Proposed Accomplishments Persons (Facility and Infrastructure) Low/Mod

**Q\_18385**

Proposed Accomplishments Buildings Demolished Total

**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\_18478**

Provide a brief description of how the the proposed project will meet national objective. For further guidance on achieving National Objective, please see the Request for Applications (RFA) here: <https://hcr.ny.gov/community-development-block-grant#funding-round-materials> or refer to the NYS CDBG Grant Administration Manual here: <https://hcr.ny.gov/community-development-block-grant#program-guidelines>

**Q\_18363**

Describe any changes to the project since the Pre-Application submission (scope, budget, funding sources, schedule, site control, or National Objective).

**Q\_18413**

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\_18415**

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

**Q\_18416**

Describe the documentation attached to this application to support demonstrate need for the project and CDBG funding, specifically, the documents attached to Q\_18409.

**Q\_18417**

Describe in detail how the project will meet HUD's National Objective(s). Details discussed here should align with the documentation attached to Q\_18402. See question requirements for further guidance.

**Q\_18368**

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. If relevant, describe impacts to user costs, tax levy, or property values.

**Q\_18418**

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\_18475 of this CFA.

**Q\_18422**

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\_18424**

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\_18396 of this CFA.

**Q\_18369**

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. This description of must include, but is not limited to: Separation of financial duties (review vs approval), independent audits or monitoring of activities of consultants and subrecipients, budget to actual comparisons, and cash control procedures.

**Q\_18370**

Describe how the applicant will ensure compliance with federal procurement requirements under 2 CFR 200. Existing engineering and/or consultant relationships must be disclosed.

**Q\_18372**

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\_18405 of this CFA.

**Q\_18371**

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 18394 (Project Schedule), 18404 (Draft Environmental Review), 18405 (Commitment of Funds), and 18407 (Evidence of Site Control). Note that intent to secure site control, permits, or funding at a latest date is insufficient and will prevent the project from advancing with NYS CDBG funding.

**Q\_18419**

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\_18420**

Describe how the project will comply with the Buy American Preference (BAP) under the Build America, Buy America Act (BABA). Describe any potential delays associated with procurement or any project related waivers. See question requirements for additional information.

**Q\_18364**

Please provide the Federal Tax ID for the Unit of Government serving as the Applicant.

**Q\_18365**

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

**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.