CDBG Program

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Program Summary
CDBG Program Summary

Overview

- Develop viable communities by providing decent housing and a suitable living environment principally for persons of low- and moderate-income.

- NYS must ensure that at least 70% of its CDBG grant funds are used for activities that benefit low- and moderate-income persons (at or below 80% of median) and meet one of the following National Objectives:
  - Benefit low- and moderate-income persons or families; or
  - Aid in the prevention or elimination of slums or blight; or
  - Meet an urgent community development need
CDBG Program Summary

Overview

- Annual Competitive Applications
- User defined area of need
- Two (2) year contract term, except 14 months for planning
- Eligible Applicants: Units of Local Government with populations of less than 50,000 and counties with populations of less than 200,000
  - Refer to the list of eligible communities located at: https://hcr.ny.gov/community-development-block-grant, select Program Guidelines
- 18% maximum of the CDBG requested funds for Public Infrastructure, Facilities for Administration, Program Delivery, Engineering and Architecture
CDBG Program Summary

Overview

- All CDBG funded activities must meet National Objective Compliance (with the exception of Community Planning Projects)

  - LMA: Low/Mod area benefit
  - LMC: Low/Mod Limited Clientele benefit
  - SBS/SBA: Slums and Blight Spot or Area Basis
Eligible Activities
CDBG Program Summary

Eligible Activities

Public Infrastructure
- Public Water
- Public Sewer
- Stormwater Sewer
- Flood drainage improvements
- Other public improvements

Public Facilities
- Fire Stations
- ADA Compliance (except new construction)
- Community Centers
- Healthcare Centers
- Senior Centers
CDBG Program Summary

Eligible Activities, continued

Community Planning
  ➢ Community Needs Assessment
    ▪ Public Infrastructure
    ▪ Public Facilities
    ▪ Economic Development
    ▪ SWOT or Strengths, Weaknesses, Opportunities and Threats
    ▪ Energy Conservation Plans
    ▪ Housing Conditions Survey

  ➢ Preliminary Engineering for Water or Sewer
CDBG Program Summary

Ineligible Activities

- Projects that do not meet a National Objective
- Construction of new housing
- Any item that is considered to be maintenance
  - Painting of water tanks
  - Dredging of water reservoirs
  - Activities caused by deferred maintenance
- Buildings or portions thereof for the general conduct of government;
- General government expenses;
- Political activities; and
- Projects already in progress at time of application.
- Planning that addresses comprehensive plans, strategic plans, master plans
CDBG Program Summary

Funding Limits

Public Infrastructure
- Counties, Towns, Cities or Villages $1,000,000
- With NYS Co-funding* $1,250,000
- Joint Applicants* $1,500,000
- Joint w/NYS Co-Funding Initiative* $1,750,000

Public Facilities
- Counties, Towns, Cities or Villages $300,000

Community Planning
- Counties, Towns, Cities or Villages $50,000

*Consultation with NYS Co-Funding Initiative is strongly encouraged
CDBG Program Summary

Funding Limits, continued

For Open Round applications:

Microenterprise
- $5,000 to $35,000 per business
- $300,000 total per application

Economic Development
- Up to $15,000 per job, maximum CDBG of $750,000
- Up to 40% of total project cost

Small Business Assistance
- Minimum $25,000
- Maximum $100,000
- Up to 40% of total project cost
- 20% owner equity
- 1 FTE for every $25,000
Preparing to Apply
CDBG Application Process

Preparing to Apply

- Identified National Objective
- Need for CDBG Funds and Project
- Sufficient Marketing & Outreach
- Secured Funding Commitments
- Descriptive Planning Efforts
- Strong Community Partners
- Program Policy and Procedures
- Public Notice and Hearing

Application Funded

- Grant Award

Application Not Successful

- Exit Conference
CFA Application

- Public Infrastructure
- Public Facility
- Community Planning
- Microenterprise
The following application types will be available for CDBG assistance through the Consolidated Funding Application (CFA):

- Public Infrastructure
- Public Facilities
- Community Planning

Reminder, the following application types will be available for CDBG assistance through an Open Round format:
- Economic Development
- Small Business Assistance
- Microenterprise
CDBG Application Process

Preparing to Apply

The Consolidated Funding Application

Learn more about ongoing CFA projects and how to apply

View Projects
Select a region to browse its projects.
- Western NY
- Finger Lakes
- Southern Tier
- Central NY
- Mohawk Valley
- Capital Region
- Mid-Hudson
- New York City
- Long Island
- North Country

VIEW ALL PROJECTS
CDBG Application Process

Resources

- NYS CDBG Program Guidelines
- NYS CDBG Economic Development Program Guidelines
- NYS CDBG Microenterprise Program Guidelines
- Consolidated Funding Application
Scoring Criteria
CDBG Application Process

Scoring Criteria

Applications competitively rated and scored on:

• Project feasibility, all financing in place
• Ability to implement immediately (completion of NEPA/SEQRA)
• Ability to complete in 24-months
• Administrative capacity
• CDBG and administrative performance history, if any
• Severity of need, and impact on identified need
• A complete description of activity
• Public benefit and support for the proposed activity
• Reasonableness of project costs, including program delivery & administration
Application Tips
CDBG Application Process

Application Tips

Only eligible units of general local government may apply for CDBG assistance

Tips:
• Use the correct application
• Use the submission checklist to ensure completeness
• Document citizen participation (public hearing)
• Key deficiencies: failing to show administrative capacity, adequate funding, budget inconsistencies, readiness
• Don’t take choice limiting actions prior to award and clearance
Common Deficiencies
CDBG Application Process
Common Deficiencies

- Public hearing: failure to hold prior to application or not held by the legislative body
- Activity does not meet a National Objective.
- Applicant is not an eligible unit of local government.
- Project need is not demonstrated, include quantifiable terms, facts and figures.
- Need for CDBG assistance is not clearly defined.
- Funding commitments provided are insufficient. Include all commitment letters for all sources of leveraged funds contributing to the project.
- Budget narratives do not match budget tables, and budget presented is not feasible.
- Program readiness is not evident, including community interest, eligible projects and funding commitments.
- Administrative capacity is not described, including staff roles and administrative procedures.
Further Program Guidance
CDBG Application Process

Additional Program Guidance

- NYS CDBG Program
  https://hcr.ny.gov/community-development-block-grant

- Guide to National Objectives and Eligible Activities for State CDBG Programs - HUD Exchange
  Guide to National Objectives and Eligible Activities for State CDBG Programs - HUD Exchange

- “Basically CDBG” Course Training Manual
  Basically CDBG - HUD Exchange

- HUD Income Limits
  https://www.huduser.gov/portal/datasets/il.html
CDBG Application Process

Additional Program Guidance

- Efforts to Affirmatively Further Fair Housing
- Identify, remediate environmental hazards (Lead based paint, asbestos, mold)
- Minority and Women-Owned Businesses (MWBE) [http://www.esd.ny.gov/MWBE.html](http://www.esd.ny.gov/MWBE.html)
- Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d et seq.)
- The Fair Housing Act (42 U.S.C. 3601-3620)
- Equal Opportunity in Housing (Executive Order 11063, as amended by Executive Order 12259)
- Age Discrimination Act of 1975, As Amended (42 U.S.C. 6101)
- Affirmative Marketing
- Section 3 of the Housing and Urban Development Act of 1968
- Davis Bacon Related Acts
Questions?

If you have any questions, please contact NYS Homes & Community Renewal at HCR_CFA@hcr.ny.gov

The OCR Grant Administration Manual, as well as other helpful resources, are available at https://hcr.ny.gov/community-development-block-grant