

Program Questions: HCR - Community Development Block Grant (CDBG) - Economic Development and Small Business

Q_3315

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

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

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

Q_68

Is the applicant applying on behalf of a proposed economic development project undertaken by a for-profit business?

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

Q_3318

Will the proposed project result in the creation and/or retention of jobs?

Refer to the Help section for additional guidance.

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

In calculating employment opportunities, the following applies:

- Part-time jobs must be converted to full-time equivalents (FTE);
- A FTE job is any combination of two or more part-time jobs that, when combined together, constitute the equivalent of a job of at least 40 hours per week;
- Only permanent jobs count; temporary jobs may not be included;
- Seasonal jobs are considered to be permanent if the season is long enough for the job to be considered as the employee's principal occupation; and
- Jobs indirectly created or retained by an assisted activity are not eligible to be counted.

In order to consider jobs retained as a result of CDBG assistance, there must be clear and objective evidence that permanent jobs will be lost without CDBG assistance. Documentation of evidence is required as part of this application. Acceptable evidence will be discussed later in the application.

Q_13137

Will at least 1 full-time equivalent job be created or retained for each \$15,000 in CDBG funds requested OR for businesses with 25 or fewer employees, will at least 1 full-time equivalent job be created or retained for each \$25,000 in CDBG funds requested?

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

Q_3867

Will at least 51% of the jobs created and/or retained as a result of the proposed project benefit low- to moderate income persons?

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

The proposed project must meet a federal national objective pursuant to HCDA Section 101(c), Section 104(b), 24 CFR 570.483.

A minimum of fifty-one percent (51%) of the jobs that are created or retained as a result of an economic development award must be either held by and/or made available to persons from low- and moderate- income (LMI) families.

Jobs "taken by" or held by" LMI persons: A job is considered to be taken by or held by a LMI person if the person is, at the time their employment commences, a member of a family whose income falls at or below the applicable Section 8 program income limits. The family's entire income must be counted. (This is particularly important when dealing with part-time jobs or jobs taken by students.) The annual salary or hourly wage of the job that the person fills is irrelevant.

Jobs "available to" LMI persons: Jobs that are not held (filled) by LMI persons may be claimed to be "available to" LMI persons only when both of the following are met:

- The jobs do not require special skills that can only be acquired with substantial (i.e., one year or more) training or work experience, and education beyond high school is not a prerequisite to fill such jobs, unless the business agrees to hire unqualified persons and train them; and
- The state grant recipient and/or the assisted business takes actions to ensure that LMI persons receive "first consideration" for filling such jobs.

Principles involved in providing "first consideration":

- The business must use a hiring practice that under usual circumstances would result in over 51 percent of LMI persons interviewed for applicable jobs being hired,
- The business must seriously consider a sufficient number of LMI job applicants to give reasonable opportunity to fill the position with such a person, and
- The distance from residence and availability of transportation to the job site must be reasonable before a particular LMI person may be considered a serious applicant for the job.

In addition, in order to consider **jobs retained as a result of CDBG assistance**, there must be clear and objective evidence that permanent jobs will be lost without CDBG assistance. Documentation of evidence is required as part of this application. Acceptable evidence will be discussed later in the application.

Q_3320

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

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

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

Q_13136

Is the total amount of CDBG assistance being requested between \$25,000 and \$750,000?

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

Q_4343

The CDBG request can be no greater than 40 percent of the total project cost. Is the funding request within 40 percent of the total project cost?

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

Q_3325

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

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

If any project costs, regardless of their funding source, are incurred prior to the CDBG award date and the approval of the Request for Release of Funds by the Office of Community Renewal, the entire project may be deemed ineligible for CDBG funds.

Q_3326

Will the CDBG funds be used toward eligible project costs?

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

Eligible uses of **NYS CDBG Economic Development Program** funds include, but are not limited to, acquisition of real property; the financing of machinery, furniture, fixtures and equipment; building construction and renovation; working capital; inventory; and employee training expenses.

Eligible uses of **NYS CDBG Small Business Program** funds include, but are not limited to, acquisition of real property; the financing of machinery, furniture, fixtures and equipment; building renovation; working capital; inventory; and employee training expenses. New construction is not eligible under the NYS CDBG Small Business Program.

Eligible uses of **NYS CDBG Microenterprise Program** funds include, but are not limited to, the financing of machinery, furniture, fixtures and equipment; working capital; inventory; and reimbursement of the cost for a grantee to attend the entrepreneurial training program. Construction, building, or other improvements are not eligible uses of NYS CDBG Microenterprise Program funds when Davis Bacon and Related Acts must be applied.

For all programs, the use of NYS CDBG funds toward construction and renovation costs are subject to Davis Bacon Wage Rate requirements. This includes the cost of equipment that requires installation, as well as the purchase of materials used for construction activities.

Q_13117

Will the proposed project be complete within 24 months from project award? Refer to the Help section for additional guidance.

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

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.

For Economic Development and Small Business projects: All proposed job creation, retention or low- to moderate-income owner assistance must be completed, and all accomplishments must be reported to the Office of Community Renewal within the twenty-four month project completion period.

Q_972

Project county or counties.

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

Q_184

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

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

Q_190

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

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

Q_3527

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

- Question Type: Location
- Required: No
- Answer Type: Single Choice Dropdown
- Choice Options: 1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,21,22,23,24,25,26,27
- Question Requirements:

To determine the US Congressional District, click [HERE](#)

Q_928

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

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

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

Q_565

Project City

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

Q_568

Project State

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

Q_1034

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

- Question Type: Location
- Required: Yes
- Answer Type: Short Answer
- Question Requirements:

To locate a Zip Code, click [HERE](#)

Q_572

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

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

Q_573

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

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

Q_616

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

- Question Type: Location
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: 1 - 200

Q_549

Type of Applicant (select all that apply)

- Question Type: Basic
- Required: Yes
- Answer Type: Multi Choice
- Choice Options: Federal, State, County, City, Town, Village, Tribal, School District, County or Town Improvement District, District Corporation, For-Profit, Not-For-Profit, Individual, S Corporation, C Corporation, IDA, LDC, LLC, LLP, Public Authority, Public Benefit Corp, Sole-Proprietorship, BID, LP, Boards Of Cooperative Educational Services (BOCES), Fire District, Regional Planning and Development Board, Public Library, Association Library, College/University/Community College

Q_12603

Is the applicant a DBA?

- Question Type: Basic
- Required: Yes
- Answer Type: Yes/No
- This is a conditional question.
1. If Yes is selected then Q_550 will be displayed

Q_550

What is the applicant's DBA name?

- Question Type: Basic
- Required: No
- Answer Type: Short Answer
- This is a conditional question based on the answer to [Q_12603](#). This question displays when selecting the answer: "Yes"

Q_556

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

- Question Type: Basic
- Required: Yes
- Answer Type: Multi Choice
- Choice Options: Charity Reg #, Duns Number, Federal Tax ID Number, NYS Unemployment Insurance Tax Number, Social Security Number, NYS Vendor Identification Number (SFS)
- Question Requirements:

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

Q_2655

Based on your selection from the previous question, enter your applicant ID number. (Please do not provide your social security number).

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

Q_969

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

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

Q_546

Organization Legal Name

- Question Header: Applicant Information
- Question Type: Basic
- Required: Yes

- Answer Type: Short Answer
- Question Requirements:

If applying in the name of a business please type in the name as it appears on your business papers. If applying as an individual insert your name here.

Q_5416

Applicant First Name

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

Q_5417

Applicant Last Name

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

Q_551

Applicant Street Address

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

Q_552

Applicant City

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

Q_553

Applicant State

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

Q_554

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

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

To look up a zip code, click [HERE](#).

Q_651

Applicant Telephone Number (please include area code)

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

Q_555

Applicant Email Address

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

Q_5257

Contact Salutation

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

Q_547

Contact First Name

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

Q_1049

Contact Last Name

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

Q_1050

Contact Title

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

Q_5490

Primary Organization

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

Q_3688

Contact Street Address

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

Q_3689

Contact City

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

Q_3690

Contact State

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

Q_3691

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

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

Q_562

Primary Contact Phone Number. (please include area code)

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

Q_3692

Contact Email

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

Q_5475

Contract Salutation

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

Q_5476

Contract First

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

Q_5477

Contract Last

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

Q_5478

Contract Title

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

Q_5491

Authorized Organization

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

Q_5479

Contract Street

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

Q_5480

Contract City

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

Q_5481

Contract State

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

Q_5482

Contract Zip (please use ZIP+4 if known)

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

Q_5483

Contract Phone (please include area code)

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

Q_5484

Contract Email

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

Q_5493

Additional Salutation

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

Q_1052

Additional Project Contact First Name

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

Q_970

Additional Project Contact Last Name

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

Q_1051

Additional Contact Title

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

Q_5492

Additional Organization

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

Q_3693

Additional Contact Street Address

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

Q_3694

Additional Contact City

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

Q_3695

Additional Contact State

- Question Type: Basic
- Required: No
- Answer Type: State Dropdown

Q_3696

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

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

Q_3697

Additional Contact Telephone Number (please include area code)

- Question Type: Basic
- Required: No
- Answer Type: Phone

Q_561

Additional Contact Email Address

- Question Type: Basic
- Required: No
- Answer Type: Email

Q_4199

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

- Question Type: Basic
- Required: Yes
- Answer Type: Single Choice Dropdown
- Choice Options: Agriculture, Arts/Culture/Cultural Institutions, Biomedical/Medical, Community Development, Education/College/University, Energy, Environment, Financial Services, Food/Beverage, Healthcare, Historic Preservation, Hospitality, Housing, Industrial/Manufacturing, Information Technology Services/Communications, Infrastructure, Municipal/Government, Office, Recreation, Research & Development, Tourism/Travel, Transportation, Water/Wastewater/Sewer, Waterfront Revitalization, Workforce Development, Business Development, Technology Commercialization

Q_4198

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

- Question Type: Basic
- Required: Yes
- Answer Type: Single Choice Dropdown
- Choice Options: Agriculture, Arts/Culture/Cultural Institutions, Biomedical/Medical, Community Development, Education/College/University, Energy, Environment, Financial Services, Food/Beverage, Healthcare, Historic Preservation, Hospitality, Housing, Industrial/Manufacturing, Information Technology Services/Communications, Infrastructure, Municipal/Government, Office, Research & Development, Tourism/Travel, Transportation, Water/Wastewater/Sewer, Waterfront Revitalization, Workforce Development, Business Development, Technology Commercialization

Q_12626

Does the project align with the Regional Economic Development Council's Strategic Plan? [Click here for strategic plans.](#)

- Question Type: Basic
- Required: Yes
- Answer Type: Yes/No
- This is a conditional question.
 1. If Yes is selected then Q_12627 will be displayed

Q_12627

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

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

Describe how the proposed project advances the REDC/URI plan for the region, specifically linking the project to the region's goals, strategies, and targeted industry clusters. A response to this question should directly and specifically link the project to a section or sections of REDC/URI plan for the region.

Q_12606

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

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

Q_2364

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

- Question Type: Basic
- Required: No
- Answer Type: Short Answer
- This is a conditional question based on the answer to [Q_12606](#). This question displays when selecting the answer: "Yes"

Q_12607

Please indicate the lead agency (if applicable).

- Question Type: Basic
- Required: No
- Answer Type: Short Answer
- This is a conditional question based on the answer to [Q_12606](#). This question displays when selecting the answer: "Yes"

Q_12604

Has a National Environmental Policy Act (NEPA) Record of Decision been issued?

- Question Type: Basic
- Required: Yes
- Answer Type: Yes/No
- This is a conditional question.
 1. If Yes is selected then [Q_1054](#) will be displayed

Q_1054

Please explain decision and include date of Record of Decision.

- Question Type: Basic
- Required: No
- Answer Type: Long Rich Text (HTML)
- Characters: 0 - 850
- This is a conditional question based on the answer to [Q_12604](#). This question displays when selecting the answer: "Yes"

Q_12625

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

- Question Header: Prior CFA Funding
- Question Type: Basic
- Required: Yes
- Answer Type: Yes/No
- This is a conditional question.
 1. If Yes is selected then [Q_2362](#) will be displayed

Q_2362

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

- Question Type: Basic
- Required: No
- Answer Type: Short Answer
- This is a conditional question based on the answer to [Q_12625](#). This question displays when selecting the answer: "Yes"

Q_575

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

- Question Header: Project Overview
- Question Type: REDC
- Required: Yes
- Answer Type: Long Answer
- Characters: 1 - 1200
- Question Requirements:

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

Q_976

Statement of need: Provide a brief summary of the need for the project in the geographic area proposed and the project's financing needs, including funding gaps of the proposed project.

- Question Type: REDC
- Required: Yes
- Answer Type: Long Answer
- Characters: 1 - 850
- Question Requirements:

Provide a brief summary of the need for the project in the geographic area proposed, the project's financing needs, including funding gaps and, where applicable, describe the additional short and long term jobs that will be created through the development of the proposed project.

Q_929

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

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

Q_975

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

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

Q_580

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

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

Q_4160

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

explanation must address any proposed project phases, and both CFA and non-CFA sources of funds.

- Question Type: REDC
- Required: Yes
- Answer Type: Long Answer
- Characters: 1 - 2000

Q_13140

Pre-Submission Form Certification

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

Complete the form in the link and upload as an attachment.

Q_13141

Preliminary Budget Table

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

Q_13142

Job Creation/Retention Table

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

Q_13150

Citizen Participation Compliance Materials - Note that If any of the required documents are not submitted with the application, they cannot be submitted after the application period closes, and the application will be deemed ineligible. Refer to the "scoring tips" section for additional guidance. Materials must include the following: • Evidence of conspicuous public posting (see scoring tips) • Public hearing notice • Affidavit of publication of public hearing notice (see scoring tips) • Public hearing minutes/evidence of a full quorum

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

Applicants must meet the citizen participation requirements at 24 CFR 570.486 and NYS Homes and Community Renewal's Citizen Participation Plan as amended, which require Applicants to follow a citizen participation plan. Prior to submitting a CDBG application, Applicants must issue a public hearing notice and hold one public hearing (one in each jurisdiction of a joint application) allowing for citizen feedback on the community and economic development needs of the applicant community and any proposed project(s). When issuing the notice and holding the public hearing, please note the following:

- All hearings must also be conducted in accordance with the New York State Open Meetings Law (Public Officers Law, Article 7)
- The municipality must provide a minimum seven (7) day period between the publication of the hearing notice and the hearing itself. Note that the date of publication is day "zero."
- The hearing notice must be conspicuously posted in one or more public locations at least seventy-two (72) hours prior to the actual hearing. This may also be accomplished by posting to the municipal website
- The hearing must be conducted by a quorum of the legislative body of the municipality only, not by a sub recipient, department or arm of the applicant
- The notice for the hearing must specifically mention the municipality's intent to apply for NYS CDBG funds and the current program year
- The notice must identify all activities that the Applicant may be applying for during current program year, which may include Housing, Public Infrastructure/Facilities, Economic Development, or Community Planning
- Public hearings must be held in a location accessible to persons with disabilities and/or provide reasonable accommodations to allow all interested parties to participate
- The municipal resolution authorizing the public hearing, the hearing notice, affidavit of publication, list of attendees, hearing minutes, and evidence of conspicuous public posting must be included as an attachment to the application
- A copy of the application must be available for public inspection at the municipal office(s).

Applicants may also refer to the "Public Hearing Requirements" document located here: <https://hcr.ny.gov/community-development-block-grant#forms-and-documents>

Q_13158

Written documentation of support for the project

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

Q_13146

Applicant Certification Form

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

The form can be found at:

<https://hcr.ny.gov/community-development-block-grant>

Q_13176

Applicant/Recipient Disclosure/Update Form

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

<https://hcr.ny.gov/applicant-disclosure-form>

Q_13147

Certification of Business Form

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

Complete the form in the link and upload as an attachment

Q_13148

Program Income Report Form

- Question Type: Attachment
- Required: Yes

- Answer Type: Attachment
- Question Requirements:
<https://hcr.ny.gov/community-development-block-grant>

Q_13177

Project Team

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

Please attach form 8-1, Project Team, found on the OCR website: <https://hcr.ny.gov/community-development-block-grant>

Q_13149

Proposed Project Financing and Lien Structure Form

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

The form can be found at:

<https://hcr.ny.gov/community-development-block-grant-economic-development-program>

Q_13152

Civil Rights - Documentation of Affirmatively Furthering Fair Housing compliance. Refer to the application tips for additional information.

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

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

- Provide the final disposition or indicate that the proceeding is pending;
- Provide a brief description of the complaint and procedural history for cases that are pending or the final administrative and/or court orders.

Q_13153

Civil Rights - Documentation of Section 3 compliance. Refer to the scoring tips for additional information

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

Section 3 - For all proposed projects that would result in CDBG assistance in excess of \$200,000, applicants must submit a Section 3 Compliance Plan. The Section 3 compliance plan describes the manner in which recipients of CDBG financial assistance will, to the greatest extent possible, provide job training, employment, and contract opportunities for low- or very-low income residents in connection with projects and activities in their neighborhoods.

A sample Compliance Plan is available at: <https://hcr.ny.gov/fair-housing-section-3-compliance>

Please refer to the CDBG CFA Application Guidance for further information on Fair Housing and Section 3 requirements.

Q_13154

Commitment letter(s) from all other funding sources, including proposed terms. This documentation must evidence the availability of all funds including owner equity.

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

Q_13155

Documentation of unsuccessful attempts at pursuing non-CDBG funding sources

Refer to the Scoring Tips for additional guidance.

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

This documentation could include, but may not be limited to, denial/rejection letters from banks or letters from any other agencies indicating that funding requests were not approved.

Q_13159

For job creation projects, a written commitment from the business that at least 51% of the jobs on a full-time equivalent basis will either be made available to, or taken by, low- and moderate-income persons as well as a commitment of the equity contribution, if any, proposed in the budget

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

The proposed project must meet a federal national objective pursuant to Housing and Community Development Act of 1974 Section 101(c), Section 104(b), 24 CFR 570.483.

A minimum of fifty-one percent (51%) of the jobs that are created or retained as a result of an economic development award must be either held by and/or made available to persons from low- and moderate- income (LMI) families.

Jobs "held by" LMI persons: A job is considered to be held by a LMI person if the person is, at the time their employment commences, a member of a family whose income falls at or below the applicable Section 8 program income limits. The family's entire income must be counted (this is particularly important when dealing with part-time jobs or jobs taken by students). The annual salary or hourly wage of the job that the person fills is irrelevant.

Jobs "available to" LMI persons: Jobs that are not held (filled) by LMI persons may be claimed to be "available to" LMI persons only when both of the following are met:

- The jobs do not require special skills that can only be acquired with substantial (i.e., one year or more) training or work experience, and education beyond high school is not a prerequisite to fill such jobs, unless the business agrees to hire unqualified persons and train them; and
- The state grant recipient and/or the assisted business takes actions to ensure that LMI persons receive "first consideration" for filling such jobs.

Principles involved in providing "first consideration":

- The business must use a hiring practice that under usual circumstances would result in over 51 percent of LMI persons interviewed for applicable jobs being hired;
- The business must seriously consider a sufficient number of LMI job applicants to give reasonable opportunity to fill the position with such a person; and
- The distance from residence and availability of transportation to the job site must be reasonable before a particular LMI person may be considered a serious applicant for the job.

Q_13160

For job retention projects, documentation that at least 51% of the jobs on a full-time equivalent basis are held by low- and moderate- income persons. This can be accomplished using NYS CDBG Family Income Forms or similar self-certification of income.

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

To consider jobs retained as a result of CDBG assistance, there must be clear and objective evidence that permanent jobs will be lost without CDBG assistance. For these purposes, "clear and objective" evidence that jobs will be lost would include:

- Evidence that the business has issued a notice to affected employees or made a public announcement to that effect, or
- Analysis of relevant financial records which clearly and convincingly shows that the business is likely to have to cut back employment in the near future without the planned intervention.

To meet the LMI jobs standard, 51% or more of the retained jobs must be either:

- Known to be held by LMI persons at the time CDBG assistance is provided and/or
- Jobs not known to be held by LMI persons, but which can be reasonably expected to "turn over" to LMI persons within two (2) years. (This would involve the grant recipient or business taking actions to ensure that such a job, upon turnover, will be either taken by or made available to a LMI in a manner similar to that pertaining to a newly created job, as discussed above.) Reference: 24 CFR 570.483(b)(4)(iii).

Q_13161

If jobs will be retained as a result of CDBG assistance, provide documentation of clear and objective evidence that those jobs would be lost without CDBG assistance.

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

To consider jobs retained as a result of CDBG assistance, there must be clear and objective evidence that permanent jobs will be lost without CDBG assistance. For these purposes, "clear and objective" evidence that jobs will be lost would include:

- Evidence that the business has issued a notice to affected employees or made a public announcement to that effect, or
- Analysis of relevant financial records which clearly and convincingly shows that the business is likely to have to cut back employment in the near future without the planned intervention.

To meet the LMI jobs standard, 51% or more of the retained jobs must be either:

- Known to be held by LMI persons at the time CDBG assistance is provided and/or
- Jobs not known to be held by LMI persons, but which can be reasonably expected to "turn over" to LMI persons within two (2) years. (This would involve the grant recipient or business taking actions to ensure that such a job, upon turnover, will be either taken by or made available to a LMI in a manner similar to that pertaining to a newly created job, as discussed above.) Reference: 24 CFR 570.483(b)(4)(iii).

Q_13162

A description of the business' hiring process when indicating that at least 51% of the jobs will be "taken by" low- and moderate- income persons.

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

Q_13163

If the applicant has already entered into an agreement with a qualified Not-for-Profit subrecipient, please attach a Vendor Responsibility Questionnaire (VRQ)

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

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

<https://www.osc.state.ny.us/state/vendors/condrep/vendor-responsibility-forms>

Q_13164

Appraisals of real property (if applicable).

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

Q_13165

Evidence of site control and/or lease agreements (if applicable).

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

Q_13166

Engineering Report (required for infrastructure in support of an Economic Development project only)

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

Q_13119

Provide a detailed business underwriting analysis with a description of the supporting documentation used to conduct that review. See scoring tips for additional information.

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

The underwriting analysis must specifically indicate how each of the supporting documents were evaluated to complete the underwriting. The analysis may include all the areas listed below. Attach with the analysis any items marked with "all supporting documentation required to be attached."

Income and Projections (all supporting documentation required to be attached)

- 2 years of historical (current) and projected financial statements with all notes and disclosures including income, balance sheet & cash flow statements.
 - In the case of a start-up enterprise provide pro-forma balance sheet at time of funding as well as projected income statement and cash flow statement for at least the first 2 years
- Profit and loss statement for 2 years, with and without CDBG
- Current and projected detail of existing debt (payments, rate, term, collateral, etc.)
- Documentation/analysis of debt Coverage Ratio (Business Cash Flow Available for Debt Service / Debt Service)
 - Minimum DCR of 1.25 before investment of CDBG
 - Minimum DCR of 1.05 after investment of CDBG (if issued as a loan)

Business Credit History and Analysis

- Credit report of the owner and/or developer
- Current personal financial statement of principal(s) with 20 percent or more ownership (less than 60 days old)
- Income Tax Returns – 3 years personal and business returns (if applicable) Personal tax returns for each business owner who owns more than 20% of the business.

Business Plan review

- Business plan
- Market analysis

Q_13156

Third party cost estimates

Cost estimates must be provided for the entire project cost, not only the NYS CDBG portion of the project.

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

Q_13167

If the project includes the expansion of municipal infrastructure, attach the Smart Growth Compliance Form.

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

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

Q_3945

ContactNamePreparer

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

Q_3962

ContactNameSubrecipient

- Question Type: Standard Question
- Required: No
- Answer Type: Short Answer

Q_3949

TitlePreparer

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

Q_3950

TitleSubrecipient

- Question Type: Standard Question
- Required: No
- Answer Type: Short Answer

Q_3947

OrganizationPreparer

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

Q_3948

OrganizationSubrecipient

- Question Type: Standard Question
- Required: No
- Answer Type: Short Answer

Q_3951

AddressPreparer

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

Q_3952

AddressSubrecipient

- Question Type: Standard Question
- Required: No
- Answer Type: Short Answer

Q_3953

ZipCodePreparer

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

Q_3954

ZipCodeSubrecipient

- Question Type: Standard Question
- Required: No
- Answer Type: Short Answer

Q_3955

TelephonePreparer

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

Q_3956

TelephoneSubrecipient

- Question Type: Standard Question
- Required: No
- Answer Type: Phone

Q_3957

EmailPreparer

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

Q_3958

EmailSubrecipient

- Question Type: Standard Question
- Required: No
- Answer Type: Short Answer

Q_3154

HTFCFirst

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

Q_3155

HTFCLast

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

Q_3156

HTFCTitle

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

Q_3157

HTFCAddress1

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

Q_3158

HTFCAddress2

- Question Type: Standard Question
- Required: No
- Answer Type: Short Answer

Q_3159

HTFCCity

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

Q_3160

HTFCZip

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

Q_3161

HTFCPhone

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

Q_3162

HTFCEmail

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

Q_3929

BusinessName

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

Q_3930

NumberOwners

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

Q_3931

PercentOwners

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

Q_3932

DateEstablished

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

Q_3933

NAICS

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

Q_3975

Business Zip Code

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

Q_3935

CurrentEmployees

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

Q_3905

StartGA

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

Q_3906

EndGA

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

Q_3907

StartERR

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

Q_3908

EndERR

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

Q_3909

StartActivities

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

Q_3910

EndActivities

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

Q_3913

StartJobReporting

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

Q_3914

EndJobReporting

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

Q_4405

CDBG Project Timeline Contract Completion Projected Start Date

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

Q_3915

EndCompletion

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

Q_3911

StartReimbursements

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

Q_3912

EndReimbursement

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

Q_13195

Please provide the Federal Tax ID and the DUNS number and/or the Unique Entity ID for the Unit of Government serving as the Applicant.

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

DUNS Number: <http://www.dnb.com/duns-number.html>

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

Q_13143

Is the proposed project an Economic Development or Small Business activity? Applicants must propose assistance under one category, and only one type of assistance will be awarded for the proposed project. Please read Scoring Tips for guidance.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Single Choice Dropdown
- Choice Options: Economic Development, Small Business
- This is a conditional question.

1. If **Small Business** is selected then these questions will be displayed:

- [Q_13144](#)

- [Q_13145](#)

- Question Requirements:

Scoring Tips: **Economic Development Program**

- Maximum award amount of \$750,000 (minimum \$100,000).
- NYS CDBG can fund up to 40% of a total project cost, not to exceed maximum award amount.
- Projects must result in the creation or retention of at least one permanent, FTE job for every \$15,000 of NYS CDBG funds awarded.
- At least 51% of the jobs created or retained by the project must benefit low- and moderate-income persons.
- NYS CDBG funds should be used as gap funding to induce project completion.

Small Business Assistance Program

- Award amounts of \$25,000 to \$100,000 for assistance to individual business.
- Projects must result in the creation or retention of at least one FTE job per \$25,000 of CDBG funds provided.
- At least 51% of the jobs created or retained by the project must benefit low- and moderate-income persons.
- NYS CDBG can fund up to 40% of a total project cost.
- Minimum of 20% owner equity contribution to the project is required*.
- *To induce sustainable, green projects the equity contribution may be lowered to a minimum of 10% if the activity is certified by the community and OCR as a NYS CDBG Green project.

NOTE: The maximum awards are not intended to serve as a target figure for requests for assistance. The amount of CDBG assistance should be based on need and CDBG funds should not be used to reduce the amount of non-federal financial support for the project.

Q_13144

For Small Business Activities, will the project be funded with at least 20% owner equity?

- Question Type: Standard Question
- Required: Yes
- Answer Type: Yes/No
- This is a conditional question based on the answer to [Q_13143](#). This question displays when selecting the answer: "Small Business"

Q_13145

For Small Business Activities, does the business that will benefit from CDBG funds currently have less than 25 full-time employees?

- Question Type: Standard Question
- Required: Yes
- Answer Type: Yes/No
- This is a conditional question based on the answer to [Q_13143](#). This question displays when selecting the answer: "Small Business"

Q_13120

Provide a project abstract. The abstract must include formal applicant name, location of project, amount of request, business to be assisted, jobs to be created or retained, and general purpose of project.

Sample text: [City, Town, Village, County Name] will use \$400,000 in NYS CDBG funds to assist in the expansion of [Business Name]. The total project cost will be \$5,000,000 with \$2,000,000 from owner equity, \$2,000,000 from [Bank Name], and \$600,000 from other grant sources (specify). The project proposes to create 50 full-time jobs, of which 38 will be made available to low- and moderate-income persons.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Answer
- Characters: 0 - 400

Q_13121

Provide a brief summary of the business, including the types of product(s) and/or services, clientele, and geography. In addition, include a detailed description of the proposed project, how it will achieve the CDBG National objective of creating and/or retaining opportunities for persons from low- and moderate-income families. If the proposed project involves public infrastructure activities, provide a summary of the proposed activities including the conditions that currently exist and a description of the benefit to be provided.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Answer
- Characters: 6000

Q_13122

Provide a brief description of the community's economic development needs including a discussion of economic trends and the community's plan to address the needs identified.

Refer to the Help section for a detailed list of information required to answer the question completely.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: 0 - 6000
- Question Requirements:

The description should include the following:

- A description of existing industry in the community (i.e. warehousing, manufacturing, agriculture);
- Demographic information including median family income and percentage of persons in poverty;
- A description of the labor force needs, including a discussion of the unemployment rate in the community and region, and the skills available or lacking in the labor market;
- The most recent calendar year's county-wide unemployment data as provided by the New York State Department of Labor. Provide data for yearly and monthly averages;
- A description of disinvestment in the community, as evidenced by recent business closures over the last five years;
- An explanation of how the proposed project supports designated Empowerment Zones, Enterprise Communities, NYS Excelsior Program and NYS Empire Zones;
- Description of the proposed project's relationship to other community development activities underway or planned;
- Description of any municipal strategic or comprehensive redevelopment plans; long-range strategy or community needs assessment survey that the project supports and how the project addresses the needs identified in the plan(s), strategy or community needs assessment.
- Explain why the proposed project is the best approach to addressing the need identified. Provide the date the plan(s) was adopted and the term of the plan. Do not submit plans, strategies or surveys with your application;
- Explain how the project will support or complement other public works, housing, economic development, main street revitalization or other community goals, particularly those that benefit (direct or indirect) LMI persons.

Q_13123

Provide a detailed explanation of the project need and impact.

The description should be specific and provide sufficient detail concerning:

- the nature, scope, location, and purpose of activities that will be addressed by the proposed project and coordination of related activities;
- any past efforts to resolve the needs identified;
- any limitations on funding or other resources to address the need identified;
- why the proposed project is the best approach to addressing the need identified; and
- quantifiable information, such as how CDBG funding will be provided to the beneficiary (loan, grant, terms, etc.); impact on residents, suppliers or end users, etc.
- If the grant proposal is part of a larger project, describe the complete project and identify the portion proposed for current grant funding.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: 0 - 6000

Q_13124

Please identify and explain any components of the proposed project that have been started as of the submission of this application, as well as any subsequent activities that are part of the total project. Indicate the actual or anticipated start and end dates for all of the activities.

Please note: If any project costs, regardless of their funding source, are incurred prior to the CDBG award date and the approval of the Request for Release of Funds by the Office of Community Renewal, the entire project may be deemed ineligible for NYS CDBG funds.

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

Q_13125

Explain the proposed NYS CDBG program budget. Identify each of the estimated costs, including the source of the funds and proposed use: purchase of machinery and equipment, working capital, new construction, building renovation, etc. For each source identified, indicate whether the source is formally committed or pending approval. Please be specific, and list each source in a consistent format.

This explanation of your program budget must be consistent with the budget table included in this application, as well as the Proposed Project Financing and Lien Form included as an attachment to this application. If a source is identified as committed, the applicable commitment letter must be attached where requested in the application.

- Question Type: Standard Question

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

Q_13126

Will the proposed project generate CDBG program income?
Refer to the scoring tips for additional guidance.

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

24CFR570.489(e) defines program income as gross income in an amount equal to or exceeding \$35,000 per year received by a state, unit of general local government (UGLG) or a subrecipient of UGLG that was generated from the use of CDBG funds. All funds received from revolving loan funds are considered program income, regardless of amount.

Types of CDBG program income include, but are not limited to, the following:

- payments of principal and interest on loans made using NYS CDBG funds;
- interest earned on funds held in a revolving fund account;
- proceeds from the disposition by sale or long term lease of real property purchased or improved with NYS CDBG funds; and
- proceeds from the disposition of equipment purchased with NYS CDBG funds

Please note that any project funded through NYS CDBG and which may result in program income being generated, may be required to submit a Program Income Plan.

A full Program Income Report for all program income generated as a result of NYS CDBG funded activities will be collected on an annual basis through the Annual Performance Report (APR).

For more information on CDBG program income, please refer to the NYS CDBG Grant Administration Manual, Chapter 3: <https://hcr.ny.gov/cdbg-grant-administration-manual-chapter-3-financial-management>

Q_13127

Describe efforts to secure alternative or additional funds from all appropriate public or private sources available to assist in financing the proposed activity. In detail, explain the impact of the NYS CDBG funds on the total cost of the project and the beneficiaries (e.g. lack of other sources of funding). List the sources of cost estimates (where appropriate, project costs should be as recent as possible and documented by a qualified third party). If the project is subject to review or provided funds by other agencies, organizations, or authorities, what is the status of any on-going consultations?

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: 1 - 3000

Q_13128

Provide a detailed description of the program delivery and administration tasks required to undertake this project including who will undertake these tasks, the costs associated with the tasks, and how the costs were determined. See the scoring tips for additional information.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: 1 - 4000
- Question Requirements:

For Economic Development and Small Business Assistance projects, program delivery and grant administration costs combined may not exceed \$16,000 out of the total CDBG funds requested.

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 are ineligible for reimbursement from the grant funds.

Program Delivery Costs: These are those costs that can be directly attributed to activities for delivery of specific proposed activities. These include in-house staff or third party costs.

Reference the NYS Office of Community Renewal Grant Administration Manual, Chapter 3, for examples of Grant Administration and Program Delivery Costs: <https://hcr.ny.gov/cdbg-grant-administration-manual-chapter-3-financial-management>

OMB Circular A-87 establishes standards for determining whether specific costs are allowable under the NYS CDBG program. The uniform approach established in this circular for determining costs promotes effective and efficient program delivery

Q_13129

For the business to be assisted, describe how the proposed activities meet the following HUD underwriting guidelines for evaluating project costs and financial requirements:

1. That project costs are reasonable;
2. That all sources of project financing are committed;
3. That to the extent practicable, CDBG funds will not be substituted for non-federal financial support;
4. That the project is financially feasible;
5. That to the extent practicable, the return on owner's equity investment will not be unreasonably high; and
6. That to the extent practicable, CDBG funds will be disbursed on a pro rata basis with other financing.

A thorough financial underwriting of the business and proposed project must be conducted. Each of the six (6) criteria listed above must be addressed.

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

HUD Underwriting Guidelines

- Project Costs Are Reasonable Review the project budget including detailed sources and uses of funds. If the budget is overinflated, there may be a waste of scarce public resources and a surplus can end up as an additional fee to a developer or entrepreneur, conversely, if the budget is understated, the success of the project may be affected, which could reduce the income available for debt service. To determine whether the costs are reasonable the Grantee should compare the applicant's proposal with costs of comparable projects and industry standards
- Sources are Committed – The OCR wants to avoid the risk of approving and disbursing funds to fund a portion of the project without sufficient funds from other sources to complete the development. Therefore, the Grantee must prove that all other sources of funds need to be in place prior to application.
- CDBG Funds are Not Substituted for NonFederal Funds - The Grantee needs to establish the need for public investment by
 - Demonstrating the owner's limited personal equity
 - Demonstrating that a bank or private financing institution has reached their lending limit to the project or will not lend to the project
- Project Feasibility The project or venture should be viable with the CDBG investment. The project should be able to achieve a level of operation that is successful in the near and long term. The project should provide sufficient cash flow to repay any debt and provide a reasonable return on equity invested.
- Owner's Equity Return is Reasonable An owner strives to receive a reasonable Rate of Return (ROR) based on market and type of business. The ROR should be reasonable given the equity invested and risk taken. Projects must be compared to similar ventures in similar regions.
- CDBG Funds Disbursed Pro Rata CDBG funds should be disbursed in proportion to the percentage of the project they fund.

See Appendix A to 24 CFR Part 570 - Guidelines and Objectives for Evaluating Project Costs and Financial Requirements for further guidance.

https://www.law.cornell.edu/cfr/text/24/appendix-A_to_part_570

Q_13131

Describe the methodology used to evaluate the proposed project against HUD's underwriting guidelines found above, including the specific documentation acquired from the business owner(s) and attached to the application.

The underwriting analysis along with supporting documentation must be provided as an attachment to the application.

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

Q_13130

Will the proposed project result in the relocation of a plant, facility or operation? If so, provide the address of the plant/facility/operation being relocated and identify how many positions will be eliminated.

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

Anti-pirating rules pursuant to Section 105 of the HCDA, Section 588 of the Quality Housing and Work Responsibility Act, Subsection (h) and 24 CFR 570.482(h).

Q_13132

What is the total number of jobs to be created as a result of the proposed project, and how many of those jobs will benefit persons of low- to moderate- income (LMI)?

How many jobs will be retained as a result of the proposed project, and how many of those jobs are held by low-to-moderate income persons and/or can be reasonably expected to "turn over" to LMI persons within two (2) years? Also, provide an explanation of how the LMI job standard will be met.

For further guidance, please reference program guidelines available here: <https://hcr.ny.gov/community-development-block-grant-economic-development-program>

Refer to the Help section for additional information.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Integer
- Question Requirements:

- Only include jobs that have not yet been created;
- Part-time jobs must be converted to full-time equivalents (FTE). A FTE is any combination of two or more part-time jobs that, when combined together, constitute the equivalent of a job of at least 40 hours per week;
- Only permanent jobs count; temporary jobs may not be included;
- Seasonal jobs are considered to be permanent for this purpose only if the season is long enough for the job to be considered the employee's principal occupation;
- All permanent jobs created or retained by the activity must be counted even if the activity has multiple sources of funds; and
- Jobs indirectly created or retained by an assisted activity may not be counted; and
- A Business Owner can not be counted towards job creation or retention.

Q_13133

Enter the number of full-time equivalent employees (at the time of application), employed by the business to be assisted.

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

Q_13134

Describe how the applicant and business will comply with the job reporting requirements contained in the NYS OCR Grant Administration Manual.

Refer to the scoring tips for additional guidance.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Rich Text (HTML)
- Characters: 0 - 4000
- Question Requirements:

Reference Chapter 9, "Reporting Requirements" of the NYS OCR Grant Administration Manual for guidance on job reporting requirements. The Manual can be found online, here: <https://hcr.ny.gov/odbg-grant-administration-manual-chapter-9-modifications-and-amendments>

Q_13135

Will the proposed project include any construction? If yes, what is the estimated total cost of the construction to be funded by CDBG and all other funding sources? Construction projects over \$2,000 must comply with Davis Bacon labor standards. Provide a brief description of how construction projects of over \$2,000 will comply with Davis Bacon Standards.

- Question Type: Standard Question
- Required: Yes
- Answer Type: Long Answer
- Characters: 0 - 1500
- Question Requirements:

For activities that include equipment purchases, Davis Bacon labor standards will apply if the cost of installation of the equipment equals or exceeds 20% of the total equipment cost

Q_13157

I certify that I understand that, once awarded, all persons applying for a job, not just those categorized as LMI, are required to fill out a Family Income Form and that these forms should be maintained within the files. The Family Income Form is available in the link below.

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

The HUD Family Income limits are updated each calendar year. The limits for each year are available here: <http://www.huduser.org/portal/datasets/61.html>

Q_13168

I understand that NYS Homes and Community Renewal may require additional project information or modifications to the original project proposal as a condition of award.

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

Q_13169

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 Minority-owned Business Enterprise (MBE)/Woman-owned Business Enterprise (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.

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

Q_13170

By entering your name in the box below, you certify that you are authorized on behalf of the applicant and its governing body to submit this application. You further certify that all of the information contained in this Application and in all statements, data and supporting documents which have been made or furnished for the purpose of receiving Assistance for the project described in this application, are true, correct and complete to the best of your knowledge and belief. You acknowledge that offering a written instrument knowing that the written instrument contains a false statement or false information, with the intent to defraud the State or any political subdivision, public authority or public benefit corporation of the State, with the knowledge or belief that it will be filed with or recorded by the State or any political subdivision, public authority or public benefit corporation of the State, constitutes a crime under New York State Law.

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