

## 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.

### Q\_68

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

### Q\_3318

Will the proposed project result in the creation and/or retention of jobs?  
Refer to the Help section for additional guidance.

### 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?

### 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?

### 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\_13136

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

### 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?

### Q\_3325

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

### Q\_3326

Will the CDBG funds be used toward eligible project costs?

### Q\_13117

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

### Q\_972

Project county or counties.

### 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\_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\_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\_1034**

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

**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\_616**

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

**Q\_549**

Type of Applicant (select all that apply)

- 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?

- This is a conditional question.
  - If Yes is selected then Q\_550 will be displayed

**Q\_550**

What is the applicant's DBA name?

- 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.

- Choice Options: Charity Reg #, Duns Number, Federal Tax ID Number, NYS Unemployment Insurance Tax Number, Social Security Number, NYS Vendor Identification Number (SFS)

**Q\_2655**

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

**Q\_969**

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

- Choice Options: Yes, No, N/A

**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\_5257**

Contact Salutation

- Choice Options: Mr., Mrs., Ms., Dr.

**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\_5475**

Contract Salutation

- Choice Options: Mr., Mrs., Ms., Dr.

**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\_5493**

Additional Salutation

- Choice Options: Mr., Mrs., Ms., Dr.

**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\_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

**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

**Q\_12626**

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

- 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\_12606**

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

- 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?

- 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).

- 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?

- 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.

- 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?

- 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\_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\_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.

**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)

**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\_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\_13140**

Pre-Submission Form Certification

**Q\_13141**

Preliminary Budget Table

**Q\_13142**

Job Creation/Retention Table

**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

**Q\_13158**

Written documentation of support for the project

**Q\_13146**

Applicant Certification Form

**Q\_13176**

Applicant/Recipient Disclosure/Update Form

**Q\_13147**

Certification of Business Form

**Q\_13148**

Program Income Report Form

**Q\_13177**

Project Team

**Q\_13149**

Proposed Project Financing and Lien Structure Form

**Q\_13152**

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

**Q\_13153**

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

**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.

**Q\_13155**

Documentation of unsuccessful attempts at pursuing non-CDBG funding sources  
Refer to the Scoring Tips for additional guidance.

**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

**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.

**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.

**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.

**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)

**Q\_13164**

Appraisals of real property (if applicable).

**Q\_13165**

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

**Q\_13166**

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

**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.

**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.

**Q\_13167**

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

**Q\_3945**

ContactNamePreparer

**Q\_3962**

ContactNameSubrecipient

**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\_3154**

HTFCFirst

**Q\_3155**

HTFCLast

**Q\_3156**

HTFCTitle

**Q\_3157**

HTFCAddress1

**Q\_3158**

HTFCAddress2

**Q\_3159**

HTFCCity

**Q\_3160**

HTFCZip

**Q\_3161**

HTFCPhone

**Q\_3162**

HTFCEmail

**Q\_3929**

BusinessName

**Q\_3930**

NumberOwners

**Q\_3931**

PercentOwners

**Q\_3932**

DateEstablished

**Q\_3933**

NAICS

**Q\_3975**

Business Zip Code

**Q\_3935**

CurrentEmployees

**Q\_3905**

StartGA

**Q\_3906**

EndGA

**Q\_3907**

StartERR

**Q\_3908**

EndERR

**Q\_3909**

StartActivities

**Q\_3910**

EndActivities

**Q\_3913**

StartJobReporting

**Q\_3914**

EndJobReporting

**Q\_4405**

CDBG Project Timeline Contract Completion Projected Start Date

**Q\_3915**

EndCompletion

**Q\_3911**

StartReimbursements

**Q\_3912**

EndReimbursement

**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.

**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.

- 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](#)

**Q\_13144**

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

- 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?

- 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.

### 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.

### 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.

### 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.

### 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.

### 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.

### Q\_13126

Will the proposed project generate CDBG program income?

Refer to the scoring tips for additional guidance.

### 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?

### 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.

### 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.

### 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.

### 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.

**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.

**Q\_13133**

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

**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.

**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.

**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.

**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.

**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.

**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.