

FORM 1-4B
HOUSING ASSISTANCE SUMMARY FORM INSTRUCTIONS

THIS MUST BE COMPLETED FOR ALL NYS CDBG HOUSING AWARDS
MADE AFTER JUNE 1, 2015

A separate summary form must be submitted for each property

Section I CDBG Recipient Information

1. Enter the Recipient Name
 - a. This is the City/Town/Village/County that was awarded NYS CDBG Housing assistance
2. Enter the CDBG #
 - a. This is the OCR assigned CDBG project number

Section II Housing Unit Information

1. Enter the street address
 - a. This is the address of the property that is proposed to receive NYS CDBG housing assistance
 - b. Include the physical address and the City/Town/Village that the property is located in, and the ZIP code PLUS the 4 digit ZIP code extension
 - c. Provide the Section-Block-Lot number
 - i. Summary Forms submitted without this will be rejected and returned
2. Lead Based Paint
 - a. Select one of the options
 - b. If Otherwise Exempt, an explanation must be provided
 - c. Provide the date of the lead based paint risk assessment, if applicable
 - d. Provide the date of the lead based paint clearance report, if applicable
3. Final Request for Funds
 - a. Select yes or no
 - b. When yes is selected, provide the project completion date
 - i. The project completion date is the date that **all** rehabilitation work has been completed and the property has received a lead based paint clearance report

Section III Project Cost Information

1. Provide the sources of all funds by activity type that is proposed to be provided
 - a. This section will auto calculate
 - b. Please note, mobile home rehabilitation should be entered under **Housing Rehabilitation (SU)**
 - c. Mobile Home Replacement should only reflect the actual cost when replacement is undertaken

Section IV Prepared by

1. Provide the name, e-mail and phone number of the person that completed the form, this does not require a signature
2. Provide the date that the form was completed