

NYS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

ECONOMIC DEVELOPMENT ACTIVITY DETAIL INSTRUCTIONS

For Economic Development, Small Business, and Microenterprise Program Recipients required to complete an Economic Development Activity Detail Form:

Complete the following table(s) as outlined in the Schedule A condition(s) included in the NYS CDBG grant agreement. The information provided on this form will become part of the grant agreement between the Recipient and the New York Housing Trust Fund Corporation's Office of Community Renewal. Please return all pages of the Economic Development Activity Detail Form to the Office of Community Renewal (OCR).

Recipient Name – Enter the name of the Recipient (e.g. City, Town, Village, County of _____).

Project # – Enter the OCR assigned project number.

Activity Name (or Business Name) – Enter the activity name (e.g. Microenterprise Program) or business name.

Table 1 – Proposed Accomplishments:

1. If the project will create jobs, provide the proposed number of new full-time jobs to be created and the proposed number of part-time jobs to be created within the 24-month contract period. Of the number of full-time jobs, indicate the number that will be made available to, or taken by, LMI persons. Of the number of part-time jobs, indicate the number that will be made available to, or taken by, LMI persons. For part-time jobs, provide the average number of hours worked per week.
2. If the project will retain jobs, provide the proposed number of full-time jobs to be retained and the proposed number of part-time jobs to be retained within the 24-month contract period. Of the number of full-time jobs, indicate the number that are held by LMI persons. Of the number of part-time jobs, indicate the number that are held by LMI persons. For part-time jobs, also provide the average number of hours worked per week. Please note that job retention cannot be used to meet a National Objective for the NYS CDBG Microenterprise Program.
3. If jobs are to be created as a result of the proposed project, check the appropriate box to indicate whether the jobs to be created as a result of the proposed project will be “made available to” or “taken by” low- and moderate-income (LMI) persons.
4. For Microenterprise Programs only, provide the total number of microenterprises proposed to be assisted. Of the total number of microenterprises to be assisted, indicate the number anticipated to be owned by LMI persons.
5. For additional information on job creation and retention requirements, please refer to the Exhibits of OCR Grant Administration Manual Chapter 1: <http://www.nyshcr.org/Forms/NYS-CDBG/GAMChapter1.pdf>.

Table 2 – Job Specifications:

This table is to be completed for Economic Development and Small Business projects only. This table must be completed for each business.

1. Job Title – Please list all job titles to be created and/or retained.
2. Skills and Experience Required – For each job title, identify any required skills or experience for each title.
3. Created/Retained – For each job title, indicate whether the job title will be created or retained by typing “C” for “Created” or “R” for “Retained” in the space provided.

NYS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

4. If the project will create jobs, for each job title, provide the proposed number of new full-time jobs to be created and the proposed number of part-time jobs to be created within the 24-month contract period. Of the number of full-time jobs, indicate the number that will be made available to, or taken by, LMI persons. Of the number of part-time jobs, indicate the number that will be made available to, or taken by, LMI persons.
5. If the project will retain jobs, for each job title, provide the proposed number of full-time jobs to be retained and the proposed number of part-time jobs to be retained within the 24-month contract period. Of the number of full-time jobs, indicate the number that are held by LMI persons. Of the number of part-time jobs, indicate the number that are held by LMI persons.
6. If additional space is required, copies may be attached.

Table 3 – Project Budget:

1. Source of Funds – List each of the sources of funding at the top of each column.
2. Use of Funds – List each budget item for the project. For Economic Development and Small Business projects, examples include building acquisition, construction, machinery & equipment, working capital, program delivery, grant administration, etc. For Microenterprise Programs, examples include microenterprise assistance, training, program delivery, and grant administration.
3. For each budget item, enter the dollar amount that each source will contribute.
4. Please note the following:
 - For Economic Development and Small Business Award Recipients, program delivery and grant administration costs combined cannot exceed \$16,000.
 - For Microenterprise Program Recipients, training, program delivery and grant administration costs combined cannot exceed 25% of the total NYS CDBG award. Of that amount, grant administration costs cannot exceed 5% of the total NYS CDBG award.
5. The total at the bottom of each column will auto-calculate. The total at the far right of each row will auto-calculate.
6. Check the budget to verify that all budget items and all sources are included and the totals are accurate.
7. For additional information regarding program guidelines, please refer to the NYS CDBG Economic Development Program Guidelines for Economic Development and Small Business projects or the NYS CDBG Microenterprise Program Guidelines for Microenterprise Programs:
<http://www.nysher.org/Programs/NYS-CDBG/EconomicDevelopment.htm>.

NYS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

ECONOMIC DEVELOPMENT ACTIVITY DETAIL
RECIPIENT NAME:
PROJECT #:
ACTIVITY NAME (or BUSINESS NAME):

ALL ACTIVITIES MUST BE COMPLETED WITHIN THE RECIPIENT'S 24-MONTH CONTRACT TERM.

TABLE 1 – PROPOSED ACCOMPLISHMENTS		
ALL ACTIVITY TYPES	PROPOSED NUMBER CREATED	PROPOSED NUMBER RETAINED
FULL-TIME JOBS		
FULL-TIME LMI JOBS		
PART-TIME JOBS		
PART-TIME LMI JOBS		
AVERAGE NUMBER OF HOURS WORKED PER WEEK PER PART-TIME JOB		
<p>If jobs are to be created as a result of the proposed project, will the jobs be “made available to” persons from LMI families or will the jobs be “taken by” persons from LMI families?</p> <div style="text-align: right; margin-right: 50px;"> Available To </div> <div style="text-align: right; margin-right: 50px;"> Taken By </div>		
MICROENTERPRISE PROGRAMS ONLY	PROPOSED NUMBER	
TOTAL NUMBER OF MICROENTERPRISES TO BE ASSISTED		
OF THE TOTAL, ENTER THE NUMBER OF LMI BUSINESS OWNERS		

TABLE 2 – JOB SPECIFICATIONS ECONOMIC DEVELOPMENT AND SMALL BUSINESS ONLY						
JOB TITLE	SKILLS AND EXPERIENCE REQUIRED	CREATED/ RETAINED	Full-Time Jobs		Part-Time Jobs	
			Total	Total LMI	Total	Total LMI
TOTAL						

