



**NEW YORK STATE
HOUSING TRUST FUND CORPORATION
OFFICE OF COMMUNITY RENEWAL**

**COMMUNITY DEVELOPMENT
BLOCK GRANT PROGRAM**

GRANT ADMINISTRATION MANUAL

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INTRODUCTION

The New York State Housing Trust Fund Corporation's Office of Community Renewal (OCR) welcomes you to the New York State Community Development Block Grant (CDBG) Program. We are pleased to have this opportunity to assist units of local government with their community development needs by providing annual direct grants for use in revitalizing neighborhoods, expanding affordable housing and economic opportunities, and improving infrastructure and community facilities.

Throughout the administration of a CDBG funded project, Recipients must be mindful that they are responsible for compliance with all applicable CDBG program requirements. In an effort to assist Recipients with the administration of their grant, OCR has developed the following Grant Administration Manual. This manual has been designed to help Recipients with the implementation of their grant, from award to close out. The manual outlines procedures for grant administration and includes regulatory information as a reference tool to enable Recipients to identify the regulatory requirements applicable to the NYS CDBG program. The intent of this manual is to provide information and forms that will enable Recipients to manage their NYS CDBG funded activities in compliance with their Grant Agreement and applicable state, federal and OCR program regulations, policies and procedures.

This manual is one of the main resources to the successful administration of your CDBG project. Another important resource is the staff of OCR, which is committed to working with you to prevent or correct issues of non-compliance and to provide assistance throughout the administration of your grant.