

NYS Housing Trust Fund Corporation

Office of Community Renewal

NYS Community Development Block Grant Program
2011 Annual Competitive Application



Agenda

- Community Development Block Grant (CDBG) Overview
 - Eligible Activities
 - Funding Limits
 - Application Rating
- National Objective Compliance
- Eligibility Issues
- Application Requirements
 - Housing
 - Public Infrastructure/Public Facilities
 - Hints
- Smart Growth Public Infrastructure Act

New York State CDBG Program

- Develop viable communities by providing decent housing and a suitable living environment, as well as expanding economic opportunities, principally for persons of low- and moderate-income.
- NYS must ensure that at least 70% of its CDBG grant funds are used for activities that benefit low- and moderate-income persons (at or below 80% of median) and meet one of the following National Objectives:
 - Benefit low- and moderate-income persons or families; or
 - Aid in the prevention or elimination of slums or blight; or
 - Meet an urgent community development need

CDBG Program

- Annual Competitive Applications
- User defined area of need
- Two (2) year contract term
- Eligible Applicants: Units of Local Government with populations of less than 50,000 and counties with populations of less than 200,000
- 18% maximum for Administration, Program Delivery, Engineering and Architecture

CDBG Program Funding

SECTION 108	\$ 2,000,000.00
TECHNICAL ASSISTANCE/CAPACITY BUILDING	\$ 400,000.00
IMMINENT THREAT	\$ 800,000.00
STATE ADMINISTRATION	\$ 800,000.00
COMMUNITY PLANNING	\$ 400,000.00
INNOVATIVE PROJECTS AND SPECIAL ASSISTANCE	\$ 1,200,000.00
Competitive Round - HOUSING (60%)	\$ 13,155,165.00
Competitive Round - PUBLIC FACILITIES/PUBLIC INFRASTRUCTURE (40%)	\$ 8,770,110.00
ECONOMIC DEVELOPMENT	\$ 12,474,725.00
TOTAL	\$ 40,000,000.00

Eligible Competitive Round Activities

Housing

- Housing Rehabilitation
(Also includes: Lateral Connections; Residential Septic & Well Replacement)
- Home Ownership programs

Public Infrastructure

- Public Water
- Public Sewer

Public Facilities

- Day Care Facilities
- Community Centers
- Senior Centers

Eligible Open Round Activities

Economic Development - Separate Webcast

- Traditional Economic Development
- Small Business
- Microenterprise

Innovative Projects - Consultation with OCR Required

- Innovative in scope
- Best Practices

Imminent Threat - Consultation with OCR Required

- Situations affecting the public health, welfare, and/or safety
- Require immediate resolution
- Federal- or State-declared disaster area

Project Funding Limits

Housing

- Towns, Cities or Villages: \$400,000
- Counties: \$750,000

Public Infrastructure

- Towns, Cities or Villages: \$600,000
- Counties: \$750,000

Public Facilities

- Towns, Cities or Villages: \$400,000
- Counties: \$750,000

Shared Municipal Infrastructure

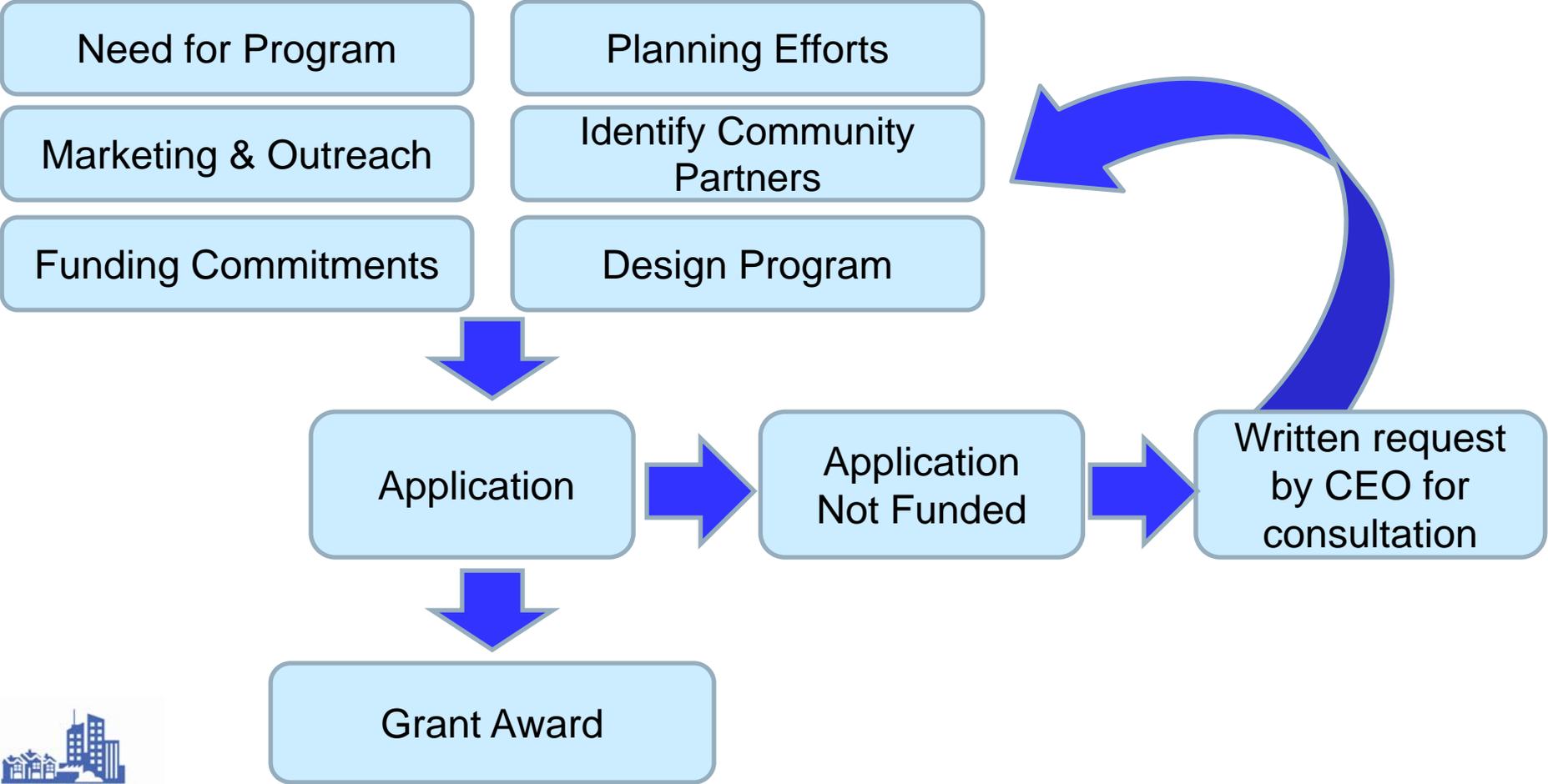
- Infrastructure: \$900,000

The CDBG Program

The Application Process



Are YOU Prepared to Apply for a CDBG Grant?



Critical Application Sections

- Document Need
 - CDBG funding
 - Proposed activity
- Project Description
- Application Budget
- Address Beneficiaries
 - National Objective Compliance
- Activity Detail Forms
- SEQRA Classification

Project Description

- Must be specific to the project and activities being proposed
- Should clearly demonstrate that the project will address the identified needs
- Detailed to provide a complete picture of the project
- Provide supporting documentation

Housing Rehabilitation Need

- Describe current conditions of the housing stock
- Description of the area that will benefit
- Supporting Documentation
 - Income surveys
 - Waiting list
 - Housing conditions surveys
 - Maps
 - Consent orders or other existing violations*
 - Area Benefit Survey is not adequate to evidence need*
 - * (residential water/wastewater projects)

Housing Rehabilitation Budget

- Provide budget for entire project
- Include all funding sources (committed & projected)
- Supporting documentation
 - Samples of completed housing conditions forms
 - Samples of completed work estimates
 - Work estimates and conditions forms should match
 - Evidence that estimates include lead based paint costs

Home Ownership Need

- Analysis of current home ownership rates & local real estate market
- Description of the area which will benefit from the program
- Supporting documentation
 - Waiting list of income eligible persons
 - Evidence of mortgage-ready applicants or financing status
 - Adequate stock of available homes within the affordability range

Home Ownership Budget

- Provide budget for entire project
- Include all funding sources (committed & projected)
- Supporting documentation
 - Justify the affordability range
 - Identify average housing costs within affordability range

Public Infrastructure & Public Facilities Need

- Description of:
 - Existing conditions
 - Need for services
 - Area/Persons benefiting
 - How Equivalent Dwelling Units (EDU) were calculated
 - Operations and maintenance costs per EDU
- Supporting Documentation
 - Engineer/Architect reports
 - Consent orders, other violations, or regulatory letters
 - Funding for services

Public Infrastructure & Public Facilities Budget

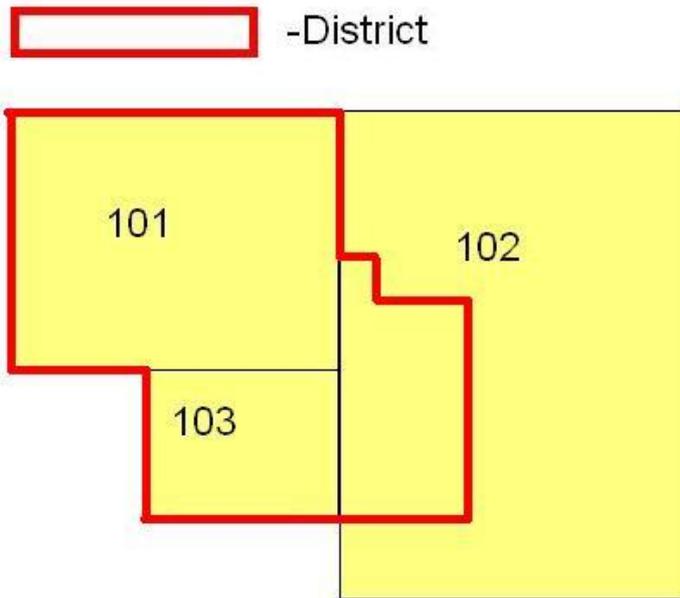
- Provide budget for entire project
- Include all funding sources (committed & projected)
- Supporting Documentation
 - Engineer/architect estimates
 - Ensure prevailing wages were used when preparing estimates
 - If force account labor, evidence of commitment of resources
 - Cost benefit analysis

National Objective Compliance

- LMH: Low/Mod housing direct benefit
 - Beneficiaries must be qualified as low- and moderate-income
 - Strict documentation is required
- LMA: Low/Mod area benefit
 - Public Infrastructure projects
 - Two methods used to demonstrate compliance
 - Census Data
 - Survey Data

National Objective Compliance

- Census Data
 - **must** match proposed benefit area



- Survey Data
 - Survey results must be summarized
 - Survey instrument should be adequate to demonstrate eligibility
 - Must include total population of the service area not just respondents
 - Map Vacant, Seasonal, Commercial and Institutional units

National Objective Compliance

- LMC: Low/Mod Limited Clientele benefit
 - Presumed benefit – seniors, severely disabled, abused children
 - Other service populations - require information on family size and income so that it is evident that at least 51% of the clientele are LMI (example: health center serving predominantly LMI clientele)

National Objective Compliance

- SBA: Slum/Blight Area benefit
 - Requires formal designation of blighted area
 - Documentation of number of buildings and date of designation
- SBS: Slum/Blight Spot basis
 - Activities limited to acquisition, clearance, relocation, or rehabilitation to eliminate the blighting conditions

****Must consult with OCR before submitting an application***

Applications are rated and scored against each other and receive Program Assessments points based on the following factors:

- ✓ Severity of need
- ✓ Extent to which activity resolves identified need
- ✓ Appropriateness of activity
- ✓ Quality of application
- ✓ CDBG and administrative performance history, if any
- ✓ Capacity to complete activities in a timely & effective manner
- ✓ Public benefit
- ✓ Project feasibility & schedule
- ✓ Leveraging and availability of other resources
- ✓ Reasonableness of project costs, including program delivery & admin.
- ✓ Extent to which activity complements other federal, state, & local programs
- ✓ Public support

Application Rating-Scoring

Municipal Poverty Score-from Census		150 points
Absolute # persons in poverty	75 points	
Percent of persons in poverty	75 points	
Project Assessment Points-Needs/Impact		400 points
Fair Housing and Equal Employment Opportunity		30 points
Provision of Fair Housing Choice	20 points	
Equal Employment Opportunity	10 points	
New York State Initiatives		20 points
Green Building Points	5 points	
Main St./Downtown/Gateway	5 points	
Shared Municipal Services	10 points	
Total		600 points

Smart Growth Public Infrastructure Act

- Requires the New York Housing Trust Fund Corporation to ensure, to the greatest extent practicable, that ***public infrastructure*** projects meet relevant Smart Growth criteria prior to approving, undertaking and/or financing such projects.
- 10 Criteria are identified
- Criteria are listed in Application Kit

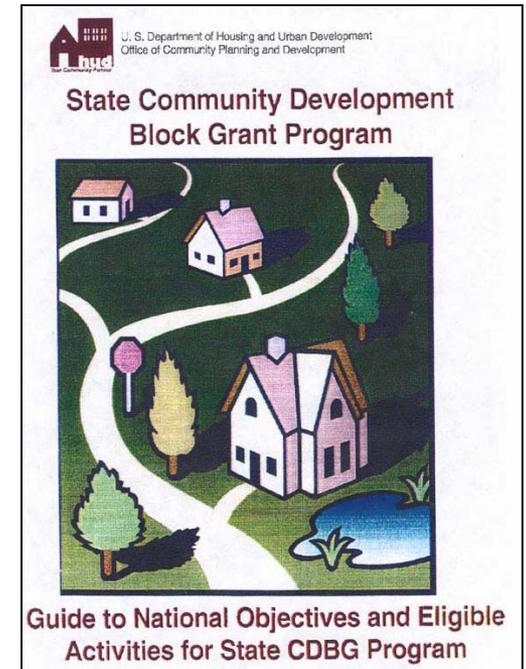
Eligibility Issues

- Ineligible activities
- Ineligible applicants
- Public Hearings-failure to hold prior to application
- Failing to adequately demonstrate National Objective Compliance
 - Census data used vs. survey
 - Excluding a benefitting population from total count
 - Excluding description of National Objective compliance

Eligibility Issues

For further information:

Guide to National Objectives and Eligible Activities for State CDBG Programs.



<http://www.hud.gov/offices/cpd/communitydevelopment/library/stateguide/>

Additional Program Requirements-Certification

- Identify and remediate environmental hazards (Lead!)
- Minority and Women-Owned Businesses (MWBE)
<http://www.nylovesmwbe.ny.gov/>
- Title VI of the Civil Rights Act of 1964. As amended (42 U.S.C. 2000d et seq.)
- The Fair Housing Act (42 U.S.C. 3601-3620)
- Equal Opportunity in Housing (Executive Order 11063, as amended by Executive Order 12259)
- Age Discrimination Act of 1975, As Amended (42 U.S.C. 6101)
- Affirmative Marketing
- Americans With Disabilities Act (42 U.S.C. 12131; 47 U.S.C. 155, 201, 218, 225)
- Section 3 of the Housing and Urban Development Act of 1968
- Davis Bacon Related Acts

Helpful Hints

- Read the application packet
- Use the submission checklist
- Provide detailed Maps
- Document Citizen participation
- Provide only related information
- Carefully proofread
- Follow the application outline
- Answer all questions
- Complete forms in their entirety
- Select the correct application type

Competitive Round Timeline

May 27, 2011

- Applications Due

June – August

- Application Review

Late Summer –
Early Fall

- Award Announcements

Questions?

Please submit all questions on the content of this presentation to: OCRinfo@nyshcr.org

Please include **OCR Webcast – CDBG Competitive Application** in the subject line of your email.

Questions will be responded to directly and included in the Frequently Asked Questions (FAQ) sheet developed from the questions received. The FAQ will be available on the HCR website, www.nyshcr.org.