

**NYS HOUSING TRUST FUND CORPORATION
OFFICE OF COMMUNITY RENEWAL
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
ECONOMIC DEVELOPMENT PROGRAM**

ECONOMIC DEVELOPMENT PRE-SUBMISSION FORM

For more information on the Office of Community Renewal's Economic Development Program, refer to the NYS CDBG Economic Development Program Guidelines on our website www.nyshcr.org. Prior to submitting a pre-submission form, contact an Office of Community Renewal Economic Developer at (518) 474-2057 to discuss the proposed project and completion of the form.

1. APPLICANT:

Under the NYS CDBG program, businesses are not eligible to apply for funding directly. An eligible non-entitlement unit of general local government must apply on behalf of a business. Non-entitlement areas such as cities, towns, and villages with populations less than 50,000 and counties with populations of less than 200,000 are eligible to apply for NYS CDBG funding through the Office of Community Renewal.

Community Name: _____ County: _____
Chief Elected Official: _____ Title: _____
Address: _____ Zip Code: _____
Telephone #: _____ Fax #: _____ E-Mail: _____

2. SUBRECIPIENT: (if applicable)

Applicants may decide to use a Subrecipient to carry out the NYS CDBG funded activity including the administration and program delivery tasks required to administer NYS CDBG programs. A Subrecipient is an organization that is directly provided NYS CDBG funds for its use in carrying out previously agreed upon eligible activities.

Name: _____
Chief Executive Officer: _____ Title: _____
Address: _____ Zip Code: _____
Telephone #: _____ Fax #: _____ E-Mail: _____

3. PRE-SUBMISSION FORM PREPARER:

Name: _____ Organization & Title: _____
Address: _____ Zip Code: _____
Telephone #: _____ Fax #: _____ E-Mail: _____

4. BUSINESS INFORMATION:

Name: _____ Contact Person and Title: _____
Address: _____ Zip Code: _____
Telephone #: _____ Fax #: _____ E-Mail: _____

5. FUNDING CATEGORY (check one):

Economic Development program

- Award amounts of \$100,000 to \$750,000 for assistance to individual businesses.
- Projects must result in the creation or retention of at least one permanent, full-time equivalent job for every \$15,000 of NYS CDBG funds awarded.
- NYS CDBG can fund up to 40% of the total project cost, not to exceed the maximum award amount.

Small Business Assistance program

- Business must have 25 or fewer full-time equivalent employees at time of application.
- Award amounts of \$25,000 to \$100,000 for assistance to individual businesses.
- Projects must result in the creation or retention of at least one permanent full-time equivalent job for every \$25,000 of NYS CDBG funds awarded.
- NYS CDBG can fund up to 40% of the total project cost.
- Minimum of 20% owner equity contribution to the project is required*.

*For OCR-approved green projects, the equity contribution may be lowered to 10%.

6. PROJECT or PROGRAM SUMMARY:

In the space provided below, provide a brief summary that includes a description of the business, its history, and the type of product(s)/services, clientele, and geographic area served. Provide the current number of employees, a description of the proposed project, and project financing needs including the funding gap. Additionally, provide a brief, but detailed description of how the proposed project will achieve the CDBG National Objective of creating and/or retaining job opportunities for persons from low- and moderate-income families. If the proposed project involves public infrastructure activities, provide a brief summary of the activity(ies) proposed including the conditions that currently exist and a description of the benefit to be provided. Also include appropriate quantifiable information such as the businesses impacted.

6. PROJECT or PROGRAM SUMMARY CONTINUED:

6. CDBG NATIONAL OBJECTIVE:

Enter the number of full-time equivalent jobs to be created and/or retained within a **24-month** timeframe. At least 51% of the jobs must benefit persons from low- to moderate-income (LMI) families.

	CREATED	RETAINED (Jobs that will be lost without CDBG funding)
TOTAL:		
LMI:		

7. PRELIMINARY BUDGET (USE & SOURCE OF FUNDS):

PROJECT (Business):						
USE OF FUNDS	SOURCE OF FUNDS					SUB-TOTAL
	NYS CDBG					
Administration*						
Program Delivery*						
TOTAL PROJECT COSTS						
<p>* For Economic Development and Small Business Assistance Projects, program delivery and administrative costs may not exceed \$16,000 of the total CDBG funds requested.</p> <p>Please note: NYS CDBG funds should be used as gap funding to induce project completion.</p>						

I certify, to the best of my knowledge, that the information provided in the pre-submission form and any related attachments are true and accurate as of the stated date. I authorize OCR to make inquiries as necessary to verify the accuracy of the statements made and to evaluate this proposal for NYS CDBG Economic Development funding.

Chief Elected Official Signature

Typed Name

Date