

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

COMMUNITY RENEWAL FUND (CRF) ECONOMIC DEVELOPMENT PRE-SUBMISSION FORM

New York State must ensure that at least 70% of the NYS CDBG annual allocation be used to fund activities where at least 51% of the beneficiaries are low- and moderate-income. To that end, each activity proposed must satisfy the requirements of the National Objective selected and evidence of compliance must be submitted with the full application. **If satisfactory evidence of compliance with a National Objective is not provided, the proposed activity will be considered ineligible and will not be considered for funding.**

Funding Categories

The Economic Development Program provides grant funds to eligible communities for economic development projects that result in the creation or retention of permanent jobs, principally for persons from low- and moderate-income families. Eligible communities can apply for NYS CDBG funds to support a wide range of activities. The Economic Development Program consists of three funding categories: (1) Economic Development, (2) Small Business Assistance, and (3) Microenterprise. This Pre-Submission Form is for the Community Renewal Fund Economic Development, Small Business Assistance, and Microenterprise Programs.

- 1) **Economic Development** – Funding is typically provided to eligible communities for traditional economic development activities such as business attraction, expansion, and retention projects to:
 - provide financial assistance to businesses for an identified CDBG eligible activity which will result in the creation or retention of permanent, private sector job opportunities principally for persons from LMI; or
 - construct or improve publicly-owned infrastructure necessary to accommodate the creation, expansion or retention of a business which will result in the creation or retention of permanent, private sector job opportunities principally for persons from LMI families.

- 2) **Small Business Assistance Program** – Funding provides resources to eligible communities in an effort to foster small business development as a vehicle for economic development and growth while providing job opportunities for persons from LMI families. For the purpose of this program, a small business is defined as a commercial enterprise that is independently owned, operated, and controlled, and has twenty-five (25) or fewer full-time equivalent employees at the time of application.

- 3) **Microenterprise Program** – Funding provides resources to support and promote entrepreneurship as a vehicle for economic development by providing grants in conjunction with capacity building and entrepreneurial assistance. A microenterprise is defined as a commercial enterprise that has five (5) or fewer employees, one (1) or more of which is the principal and owns the enterprise at the time of application. This includes part-time and full-time employees.

Funding Limits:

<u>All Applicants</u>	<u>Minimum</u>	<u>Maximum</u>
Economic Development	\$100,000	\$750,000
Small Business	\$25,000	\$100,000
Microenterprise	No Minimum	\$200,000

Please note that the NYS OCR may exceed these caps if a project or projects have significant and transformational impacts beyond the immediate public benefit.

Project Evaluation Process and Timeline:

<u>Small Business/Microenterprise</u>	
April 9, 2014	Announcement of funding availability by OCR.
April 9, 2014-June 30, 2014	Rolling Deadline for Pre-Submission Form to the OCR.
On a rolling basis	OCR completes threshold review.
On a rolling basis	Eligible projects are invited to submit a full application to OCR.
July 15, 2014-August 29, 2014	Rolling Deadline for submission of full application to OCR.

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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. There are typically two kinds of Subrecipients: governmental non-profits, which are public agencies, commissions, or authorities that are created by the Recipient, and private non-profits.

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. FUNDING CATEGORY (check one):

- Economic Development program
- Small Business Assistance program
- Microenterprise Program

For more information on the Office of Community Renewal's Economic Development Programs, refer to our website www.nyshcr.org or call our office at (518)474-2057.

5. PROJECT or PROGRAM SUMMARY:

Economic Development and Small Business proposals: 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.

Microenterprise proposals: Provide a brief description of the: proposed or existing program; implementation plan; and each business, if identified and/or activity seeking funding, including any unique aspects. Additionally, provide a brief, but detailed description of how the proposed project or program would achieve the CDBG National Objective and identify the local program(s) that will be used to satisfy the entrepreneurial assistance training requirement.

6. PROGRAM BENEFICIARIES:

Economic Development and Small Business proposals

Business Name: _____

Address (Project Location): _____

- Economic Development 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.
- Small Business 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.
- At least 51% of the jobs must be made available or taken by persons from low- to moderate-income (LMI) families.

Enter the number of full-time equivalent jobs to be created and/or retained within a **24-month** timeframe.

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

Microenterprise proposals

- Microenterprise Programs may provide grants from \$5,000 to \$35,000 to each eligible microenterprise.
- All assisted microenterprises must either create a minimum of one full-time equivalent position or the microenterprise owner(s) must qualify as low- to moderate-income.

Enter the proposed number of microenterprises to be assisted within a **24-month** timeframe.

	MICROENTERPRISES
TOTAL:	
LMI:	

Enter the proposed number of jobs to be created within a **24-month** timeframe.

	JOBS CREATED
TOTAL:	
LMI:	

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

PROJECT (Business):						
USE OF FUNDS	SOURCE OF FUNDS					
	NYS CDBG					SUB-TOTAL
Administration*						
Program Delivery*						
TOTAL PROJECT COSTS						

Please note: NYS CDBG funds should be used as gap funding to induce project completion. NYS CDBG can fund up to 40% of the total project cost. For Small Business projects, a minimum of 20% owner equity contribution to the project is required**.

* For Economic Development and Small Business projects, program delivery and administrative costs **may not exceed \$16,000** of the total CDBG funds requested.

* For Microenterprise Programs, administration, program delivery and training costs **cannot exceed a total of 25%** of the total CDBG grant amount. Of the 25% maximum, administrative costs **cannot exceed 5%** of the total CDBG grant amount requested.

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

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