



2026 Dutchess County Housing Infrastructure Grant (HIG) Application Instructions & Guidance

HIG Program Overview and Purpose

Dutchess County recognizes that inadequate or failing infrastructure can be a significant barrier to the preservation and development of affordable housing. The Housing-Related Infrastructure Grant program is intended to support strategic infrastructure investments that preserve existing affordable housing, enable the creation of new affordable housing, and help communities advance housing-related infrastructure projects toward construction.

The program provides funding through two complementary opportunities:

- 1) Housing-Related Infrastructure Grants to support capital projects with a clear and direct connection to housing affordable to residents making 80% or less of the area median income, including water and wastewater improvements, utilities, drainage, roads and other site infrastructure necessary to preserve existing housing or enable new housing development. Both new construction affordable housing and existing affordable housing projects are eligible activities. Priority will be given to projects that preserve existing affordable housing and benefit multiple low- and moderate-income households, including projects serving manufactured housing communities, regulated affordable housing developments, and naturally occurring affordable housing.
- 2) Recognizing that communities may have important infrastructure needs that are not yet ready for construction funding, the County is also offering smaller Project Readiness / Pre-Development Grants. These grants are intended to fund engineering, environmental, design, surveying and other pre-development activities necessary to move promising affordable housing-related infrastructure projects toward construction readiness and create a pipeline of projects positioned to compete for future County, state, federal or other capital funding.

Through these investments, Dutchess County seeks to address critical infrastructure needs while leveraging public resources to preserve and expand the County's supply of affordable housing.

Housing-Related Infrastructure Grants - \$1,200,000 available

The purpose of this funding is to invest in infrastructure projects that directly preserve existing affordable housing or remove infrastructural barriers preventing the development of new affordable housing, demonstrating a clear and direct housing outcome. Housing must be occupied by at least 51% low-to-moderate-income persons. Priority will be given to projects that preserve existing affordable housing at risk due to failing infrastructure. The minimum grant request is \$100,000 and the maximum grant request is \$500,000 per project. Types of projects could include but are not limited to infrastructure related to:

- Manufactured housing communities
- Regulated affordable housing developments
- Naturally occurring affordable housing
- Other developments serving low-and-moderate-income households

For applications proposing infrastructure that enables new-construction housing, applicants must demonstrate:

- Site control
- Identified housing project and land use approval timeline
- Financing plan
- Ability to begin construction within 24 months

- Ability to receive a Certificate of Occupancy within five years

All municipalities in Dutchess County are eligible to apply for funding. Municipalities are strongly encouraged to partner with public benefit corporations, authorities, utilities, and other public entities with specialized expertise in infrastructure delivery. Municipalities may also apply in partnership with property owners, private non-profit and for-profit developers.

Project Readiness / Pre-Development Planning Grants - \$300,000 available

The purpose of this funding is to provide small grants that support the pre-development / pre-construction work municipalities often cannot afford, improving competitiveness and readiness for construction dollars. This program is intended to serve as a project incubator for future housing-related infrastructure requests. Future projects must benefit low-to-moderate-income residents of Dutchess County. Planning work must be completed within 18 months and complete construction within five years of the completion of the planning work. If these timelines cannot be met, the recipient must repay the funding. The minimum grant request is \$10,000 and the maximum grant request is \$50,000.

Types of projects could include:

- Engineering studies
- Environmental reports
- Preliminary design/architecture
- Site surveys
- Risk assessments
- Archeological surveys

Applicants must demonstrate:

- Site control
- A defined future housing or infrastructure project that benefits low-to-moderate-income residents
- Construction funding plan

Performance Requirements

Funding for the HIG program is partially sourced from the Community Development Block Grant (CDBG) and therefore, some federal requirements may apply. All projects must primarily benefit low-to-moderate-income residents. To ensure projects are completed in a timely manner, funding recipients are expected to meet performance standards if awarded.

At minimum, those standards include:

- If award is for a planning project, project is completed within 18 months
- Construction to begin within two years, or within two years of completion of pre-construction work if planning grant
- Complete construction within five years, or within five years of completion of pre-construction work if planning grant
- Repay funds if milestones are not achieved unless an extension is approved by the County due to documented circumstances beyond the recipient's control

Federal Requirements

Due to the funding source, some federal requirements may apply to projects receiving funding through the HIG, including Section 3 labor requirements and Build America, Buy America domestic procurement requirements.

Section 3

When the total amount of federal funding to the project exceeds a threshold of \$300,000, Section 3 labor requirements will be triggered. The Section 3 program requires recipients of HUD funding to direct employment, training, and contracting opportunities to low-income individuals and the businesses that employ these persons within their community. Section 3 is a provision of the HUD Act of 1968 and is found at 12 U.S.C. 1701u. The regulations are found at 24 CFR Part 75. Please see <https://www.hudexchange.info/programs/section-3/> for more information and resources.

Per this statutory language, recipients of HUD funds (i.e. grantees and contractors) ensure that "to the greatest extent

feasible,” when certain HUD funds are used to assist housing and community development projects, preference for construction-related training, jobs, and contracting opportunities go to low- and very-low income people and to businesses that are owned by low- and very-low income persons or businesses that hire them. These opportunities are both sex and race neutral.

Build America, Buy America Act (BABA)

The Build America, Buy America Act (BABA) requires that all iron, steel, manufactured products, and construction materials used for federally funded infrastructure projects are produced in the United States, unless otherwise exempt or subject to an approved waiver. This requirement is known as the “Buy America Preference (BAP),” and the specific requirements are codified in 2 CFR § 184. Please see <https://www.hudexchange.info/programs/baba/> for more information and resources.

Priorities and Eligibility

Eligibility Determination – One of the most important things to remember is that the Housing Infrastructure Grant (HIG) is designed to assist with **projects that primarily benefit low and moderate-income residents**. Information on eligibility is available in Table A. Priority will be given to projects that have not previously received funding from Dutchess County.

Eligible Applicants – Any municipality in Dutchess County can submit one application to either the Housing-Related Infrastructure Grant or the Project Readiness / Pre-Development Planning Grant, or one application to each program. However, if a municipality applies to both programs, the applications may not be related to the same project.

Municipalities are strongly encouraged to partner with public benefit corporations, authorities, utilities, and other public entities with specialized expertise in infrastructure delivery. Municipalities may also partner with private property owners of income-qualifying housing developments.

Proposed activities must meet:

1. Federal eligibility requirements (Table A), AND
2. A Consolidated Plan priority (Table B)

A. Federal Eligibility – Use the following chart to see if your project meets federal eligibility requirements:

Table A - Federal Eligibility Requirements	
To be eligible, you must be able to check one box in each column. Eligibility must be confirmed by contacting Dutchess County prior to application submittal.	
Column A	Column B
Eligible Activities	Low/Mod Resident Benefit (National Objective)
☐ Public Facilities and Improvements	☐ Project benefits residents HUD presumes are low/moderate income: abused children, victims of domestic violence, elderly, severely disabled adults, homeless, illiterate adults, persons living with AIDS, and migrant farm workers.
☐ Clearance, Rehabilitation, and Reconstruction of Housing	☐ An income survey has documented that the area is low/moderate income. Income surveys must follow federal standards .
	☐ Projects located in an area defined by and primarily benefiting low and moderate-income communities as illustrated in maps provided by the Department.

B. Consolidated Plan Priorities - Use the following chart to see if your project meets a priority:

Table B - Consolidated Plan Priorities	
Public Facilities and Improvements	
Public Facilities	
☐	Improvements designed to mitigate flooding and improve the resiliency of critical infrastructure, facilities, neighborhoods, and housing.
Public facility projects that address any of the below-listed activities will be prioritized (check all that apply):	
☐	Reinforce traditional or emerging centers with a mixture of uses and building types, support main streets, and build on existing infrastructure
☐	Were developed through an asset inventory, capital planning process or other local plan.
☐	Contain green features.
Water and Wastewater	
☐	Development of central water and wastewater systems.
☐	Alternative wastewater systems.
☐	New techniques to contain drainage such as green streets, pervious parking lots and walkways, and rain gardens, with a priority for areas where runoff and infiltration of storm water into sewer systems is a problem.

Timeline

Date	Activity
September 9, 2026	Application Window Opens
September 17, 2026	Applicant Workshop and Q&A at 2:00 p.m. https://bit.ly/4x4uLGK
November 20, 2026	Applications - Due by 4:00 p.m.
November - December 2026	Application Review
Early Q1 2027*	County Executive Announcement of Awards

*tentative

Application Process

- **Step 1** – A public hearing is REQUIRED prior to submitting the full application.
- **Step 2** – Applications will be submitted in the [Dutchess County Grant Portal](#). After signing into the portal, click the blue APPLY button in the upper right to start the process. The application and attachments must be submitted via the grant portal by **4:00 p.m. on November 20, 2026**

*Applicants must contact County staff prior to submitting application to check project eligibility. *

Required Public Participation | Public Hearing

- **Municipalities must hold a public hearing PRIOR to submitting the application.** The purpose of the hearing is to provide residents, particularly low- and moderate-income residents, an opportunity to comment on the proposed project. To ensure this requirement is met, municipalities should schedule a public hearing early in the application process. After the public hearing (at the same or subsequent meeting) the municipality must consider all public comments and pass a resolution approving the application **prior** to submission. **Applications submitted without a public hearing are ineligible and will be rejected.**
- Municipalities are required to invite representatives from any proposed projects to the hearing.
- A copy of the public notice and authorizing resolution must be submitted with the application. The County has drafted a [sample resolution](#) for your convenience. However, the use of this resolution is not required.

POLICIES AND PROCEDURES

1. **Start Date** – Activities may not begin or incur costs prior to the beginning of the contract period.

2. **Completion/Expenditure Deadline**— Activities allocated funds under this application must be completed within the timeframe stipulated in the contract and in accordance with the policies and procedures contained herein, unless granted an extension.
3. **Environmental Review** – The County must conduct an environmental review under the National Environmental Policy Act (NEPA) and the municipality must ensure compliance with the NYS Environmental Quality Review Act (SEQRA). Activities may not begin construction until the environmental review is complete.

APPLICATION REVIEW

Applications are reviewed for completeness. Applicants whose applications are missing information or those that contain technical errors will be notified by email and given seven (7) calendar days to correct the omission/error. Failure to submit the missing items by the deadline will result in ineligibility. **However, please note, Public Hearing documentation, including the resolution authorizing the submission of the application must be submitted with the application, prior to the due date, per federal regulations.**

The application process is competitive and based on the considerations below. A site visit may be requested as staff evaluations are conducted. Preliminary staff recommendations are presented to the [Community Development Advisory Committee \(CDAC\)](#). The CDAC reviews the recommendations and requests additional information if necessary. CDAC funding recommendations are sent to the County Executive for final approval and award.

REVIEW CONSIDERATIONS

Staff will begin the evaluation of each activity by asking:

1. Is the proposed activity eligible under HUD CDBG guidelines?
2. Does the activity address a HUD National Objective (Low/Mod Benefit)?

ACTIVITIES THAT DO NOT MEET THE ABOVE TWO CRITERIA ARE INELIGIBLE.

Questions 3 through 14 aids in further evaluation and development of funding recommendations.

3. Does the proposed activity meet a priority of the [Consolidated Plan](#)?
4. Does the activity benefit a substantial number of low to moderate income persons?
5. Is the estimated completion time for the activity realistic and allow for completion by the deadline?
6. Does the proposed activity build on previous investments or is it part of a larger development plan?
7. Does the municipality have outstanding CDBG or MIG funds?
8. Does the activity represent an innovative approach to a problem?
9. Is the activity consistent with the County's [Consolidated Plan](#), [Analysis of Impediments to Fair Housing](#) and other County Plans such as [Greenway Connections and Centers and Greenspaces](#), and the DCTC Metropolitan Transportation Plan [Moving Dutchess Forward](#)?
10. Is the activity a cooperative effort from a municipality and a public benefit corporation or similar entity?
11. Has the municipality leveraged other sources of funds? Are they secure?
12. How is the municipality's organizational capacity; was the administration of previously funded activities positive?
13. Is the activity cost effective? Are costs in line with comparable activities?
14. Does the municipality have a history of affirmatively further fair housing?

Housing projects will have the following additional questions:

1. Are the development and construction costs in line with similar projects?
2. If the applicant has received funding from the County in the past, were those projects completed in a timely fashion and with quality work? Has the applicant maintained the projects in an appropriate manner and complied with all rental/sale price and income regulations?
3. If applying for Housing-Related Infrastructure Grant, is the project sufficiently shovel-ready?
4. If applying for both Housing-Related Infrastructure Grant and Project Readiness / Pre-Development Grant, can the municipality demonstrate capacity to manage both grants in a responsible and timely manner?
5. Does the municipality have a plan or incentives to create moderately priced housing?

6. Does the project benefit any underserved populations?
7. Are HOME funds or Housing Trust Fund funding proposed to be used in the development of this project?
8. Does the project further fair housing choice throughout Dutchess County?
9. Does the project further the goals of the Dutchess County Continuum of Care?

Technical Assistance – Staff is available to provide technical assistance during the application process.

For more information, contact:

Dutchess County Department of Planning & Development
85 Civic Center Plaza, Suite 107
Poughkeepsie, NY 12601

Email: communitygrants@dutchessny.gov

Website: <https://www.dutchessny.gov/Departments/Planning/community-development-block-grant.htm>