



2023 Community Development Block Grant (CDBG) - Municipal Application Instructions & Guidance

Program Overview

Funded by the United States Department of Housing and Urban Development (HUD), the Community Development Block Grant (CDBG) program’s intent is to develop viable, more resilient communities by providing decent housing and a suitable living environment and by expanding economic opportunities, principally for low- and moderate-income people and communities. Activities may address needs such as infrastructure, economic development, public facilities, housing rehabilitation, and public services.

To apply, you must be a municipality that is a member of the Dutchess County Urban Consortium. Below is a complete list of all municipalities that are members of the consortium. Municipalities may sponsor a non-profit’s infrastructure grant request in lieu of applying for a municipal project in their community.

2023 Dutchess County Consortium Members

Towns	Towns	City Villages
Amenia	Pawling	Beacon
Beekman	Pine Plains	Fishkill
Clinton	Pleasant Valley	Millbrook
Dover	Poughkeepsie	Millerton
East Fishkill	Red Hook	Pawling
Fishkill	Rhinebeck	Red Hook
Hyde Park	Stanford	Rhinebeck
LaGrange	Union Vale	Tivoli
Milan	Wappinger	Wappingers Falls
North East	Washington	

Funding

We anticipate a CDBG funding allocation of approximately \$1,000,000; however, actual funding is contingent on the federal budget, which is historically delayed.

The below chart reflects applicant funding limits. There is no guarantee an applicant will be awarded their maximum grant request.

Funding Maximums		
Activity Type	One Applicant	Joint Applicants
Affordable Housing, Public Facilities ¹ , Water/Wastewater, Economic Development/Job Creation	\$150,000	\$300,000
Removal of Existing Architectural Barriers, Parks and Recreation	\$100,000	\$200,000

¹Excludes projects involving the removal of architectural barriers and parks and recreation, which have lower funding limits.

Eligibility

Eligibility Determination – One of the most important things to remember is that the Community Development Block Grant (CDBG) is designed to assist with the development of **projects that primarily benefit low and moderate-income residents**. Information on eligibility is available on Table A, page 2.

Eligible Applicants – Any municipality that is a member of the 2023 CDBG Urban County Consortium can submit **one (1) application**, except that a second application may be submitted for an eligible housing activity. Housing activities require the submission of a separate application.

Policies and Procedures

Please review the [Dutchess County Contracted Services Policies and Procedures](#) when developing and implementing an activity, prior to submitting your application and if awarded funding, prior to expending funds or going out to bid, as **compliance is required**. Additional federal procurement information, including the need for MBE/WBE outreach and federal wage rates and insertions can be found on page 8.

Municipal engineers on retainer may be used for projects where the costs are estimated to be less than \$40,000 under the following circumstances:

1. The services must have been procured via a public RFP within the past 4 years. Bidding should have included posting on the ESPG.
2. Engineers must provide a price for the proposed project broken down by milestones (e.g., design, bidding, construction management) with a not-to-exceed amount, and payments shall be made based on milestone achievements (not an hourly rate).

The CDBG program is funded by the Federal government. Federal laws, regulations and guidance supersedes County policies and procedures in any case where they conflict.

Timeline

Date	Activity
October 14, 2022	Application Released
November 2, 2022	Public Hearing & Workshop at 10:00 a.m. at 85 Civic Center Plaza, Suite 107, Poughkeepsie, NY 12601 or virtually via this link .
November 18, 2022	Letter of Intent (LOI) - Due by 4:00 p.m.
December 9, 2022	Applications - Due by 4:00 p.m.
December 12 – 30, 2022	Application Review
January 2023	CDAC Review
January 30, 2023 – March 1, 2023 ²	Draft Action Plan Released, 30-day Comment Period
February 15, 2023 ²	Public Hearing on Draft Action Plan
March 1 – 3, 2023 ²	Processing of Public Comments
March 13, 2023 ²	Submission of the 2023 Action Plan to HUD
March 1, 2023 ²	Program Year Begins

² Please note this is a preliminary schedule that is contingent on the approval of the 2022 federal budget. In recent years, the County has been unable to meet these deadlines due to seriously delayed federal budgets.

PRIORITIES AND ELIGIBILITY

- 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 submitting a Letter of Intent (LOI) via the Dutchess County Grant Portal .	
Column A	Column B
Eligible Activities	Low/Mod Resident Benefit (National Objective)
<input type="checkbox"/> Acquisition of Real Property	<input type="checkbox"/> Projects located in an area defined by and primarily benefiting low and moderate-income communities as illustrated in these maps . <i>Please note HUD has not released the updated low and moderate-income American Community Survey (ACS) data; therefore, eligibility areas are subject to change.</i>
<input type="checkbox"/> Public Facilities and Improvements	<input type="checkbox"/> 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.
<input type="checkbox"/> Clearance, Rehabilitation, and Reconstruction of Housing	<input type="checkbox"/> An income survey has documented that the area is low/moderate income. Income surveys must follow federal standards .
<input type="checkbox"/> Removal of existing architectural barriers (this category is not eligible for new construction or substantial reconstruction of a non-functioning facility)	
<input type="checkbox"/> Economic Dev. Assistance (must document job creation)	

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

Table B - Consolidated Plan Priorities
Economic Development/Job Creation
<input type="checkbox"/> Economic development activities that result in job creation for low- and moderate-income persons and activities that assists low- and moderate-income persons start businesses.
Public Facilities and Improvements
Public Facilities
<input type="checkbox"/> Repairs to existing or construction of new sidewalks, crosswalks, curb cuts, bike-friendly features, and bus shelters to improve pedestrian connections.
<input type="checkbox"/> Improvements to existing facilities, municipal parks, and recreation areas, particularly handicapped accessible improvements. New recreation facilities will be considered based on demonstrated need.
<input type="checkbox"/> 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):
<input type="checkbox"/> Reinforce traditional or emerging centers with a mixture of uses and building types, support main streets, and build on existing infrastructure
<input type="checkbox"/> Were developed through an asset inventory, capital planning process or other local plan.

<input type="checkbox"/> Contain green features.
Water and Wastewater
<input type="checkbox"/> Development of central water and wastewater systems.
<input type="checkbox"/> Maintenance of central water and wastewater systems with properly set user charges.
<input type="checkbox"/> Alternative wastewater systems.
<input type="checkbox"/> 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.
Rental Housing
<input type="checkbox"/> Creation of new rental housing through new construction, rehabilitation of vacant residential buildings, and adaptive reuse of commercial or industrial properties.
<i>Rental housing projects that prioritize housing with the following characteristics (check all that apply):</i>
<input type="checkbox"/> Intergenerational or non-restricted housing.
<input type="checkbox"/> Housing in communities or neighborhoods with limited affordable opportunities.
<input type="checkbox"/> Housing that sets aside units for hard-to-serve special needs populations.
<input type="checkbox"/> Located in centers, transit routes, and near employment/services
<input type="checkbox"/> Incorporates active design, universal design, and/or green infrastructure
<input type="checkbox"/> Created via the Dutchess County and City of Poughkeepsie Land Bank or City of Poughkeepsie Anti-Blight Task Force
Owner-Occupied Housing
<input type="checkbox"/> Volunteer rehabilitation programs (i.e., Rebuilding Together and Habitat for Humanity)
<input type="checkbox"/> Homeownership created as part of specific efforts to revitalize neighborhoods and expand housing choice.
<input type="checkbox"/> Created via the Dutchess County and City of Poughkeepsie Land Bank or City of Poughkeepsie Anti-Blight Task Force
Homeless – Transitional and Permanent Housing
<input type="checkbox"/> Permanent or transitional housing for the homeless.
<i>Priority will be given to (check all that apply):</i>
<input type="checkbox"/> Permanent housing.
<input type="checkbox"/> Housing that addresses needs also identified in the Dutchess County Continuum of Care Application and the 10-Year Plan to End Homelessness.
<input type="checkbox"/> Housing that sets aside units for hard-to-serve special needs populations.
<input type="checkbox"/> Housing developed by agencies that demonstrate collaboration and are active participants in the Dutchess County Housing Consortium (DCHC).
<input type="checkbox"/> Created via the Dutchess County and City of Poughkeepsie Land Bank or City of Poughkeepsie Anti-Blight Task Force

The County has an obligation to address all the priorities over the Plan period. The County reserves the right to fund activities as necessary to meet this objective.

APPLICATION PROCESS

The County uses a two-step application process:

- **Step 1** - Submit eligibility information via the LOI feature in the [Dutchess County Grant Portal](#). After signing into the portal, click the blue APPLY button in the upper right to start the process. Applicants must complete this process by **Friday, November 18, 2022**, so the County has time to review and approve eligibility. Applicants will only be able to proceed to the application once the LOI has been approved by the County.
- **Step 2** – You will be able to complete the application via the EDIT APPLICATION link which will appear once the LOI is approved by the County. The application and attachments must be submitted via the grant portal by **4:00 p.m. on Friday, December 9, 2022**

Required Public Hearing

- **Municipalities must hold a public hearing to solicit project ideas PRIOR to submitting the application.** The purpose of the hearing is to provide residents, particularly low- and moderate-income residents, an opportunity to suggest projects for CDBG funds. 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 potential projects, select a project, and pass a resolution approving the application **prior** to submission. **Applications submitted without a public hearing are ineligible and will be rejected.**
- **For joint applications,** each municipality must hold a public hearing and pass a resolution.
- 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, use of this resolution is not required.

CDBG MUNICIPAL POLICIES AND PROCEDURES

The CDBG program has detailed Policies and Procedures. Below is a summary of several important items:

1. **Implementation and Architectural/Engineering Costs** - Activity implementation and engineering costs for consultants will be limited to 20% of the activity's final approved allocation. Municipal personnel are not eligible to be reimbursed for activity implementation.
2. **Start Date** – Activities may not begin or incur costs prior to March 1, 2022 (beginning of the program year).
3. **Completion/Expenditure Deadline**– Activities allocated funds under this application must be completed and all funds expended within 20 months from the start date or by October 31, 2023.
4. **Environmental Reviews** – 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.
5. **City of Beacon Annual Allocation** - The City of Beacon receives 15% of the annual CDBG allocation after the deduction of the County's administrative expenses. All program guidelines apply to the City's activities except for maximum grant award and number of applications submitted.
6. **Public Service Activities**– Up to 15% of the annual allocation, after the deduction of the County's administrative expenses, may be set aside for public service activities. If a public service agency is applying for a construction activity, that is considered a municipal activity and must be sponsored by the municipality where the activity is located. Parties interested in non-construction public service activities should apply directly to the CDBG Public Service or Agency Partner Program using the APG/CDBG Public Service Application.

APPLICATION REVIEW

Applications are reviewed for completion. Applicants whose applications are missing information or those that contain technical errors will be notified by email and given ten (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 HUD regulations.**

The application process is competitive and based on the below considerations. A site visit and 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.

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 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 Directions, Centers and Greenspaces Guide, and the PDCTC Metropolitan Transportation Plan Moving Dutchess?
10. Is the activity a cooperative effort from two or more municipalities?
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 activities positive?
13. Is the activity cost effective? Are costs in line with comparable activities?
14. Has the municipality acted to 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 HOME or CDBG funds in the past, were those projects completed in a timely fashion and with quality workmanship? Has the applicant maintained the projects in an appropriate manner and complied with all rental/sale price and income regulations?
3. Is the municipality where the project is located supportive of the project? Specifically, is it likely to receive the necessary planning and zoning approvals?
4. Does the municipality have a plan or incentives to create moderately priced housing?
5. Does the project benefit any underserved populations?
6. Are HOME funds proposed to be used in the development of this project?
7. Does the project further fair housing choice throughout Dutchess County?
8. 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.