2026 Community Development Block Grant (CDBG) Public Service Application Instructions & Guidance

Program Overview

Community Development Block Grant (CDBG) funds may be used for public service activities that benefit low- and moderate-income persons in the Dutchess County CDBG Consortium. The Consortium includes all Dutchess County municipalities, except the City of Poughkeepsie which receives its own CDBG funds. Up to 15% of the annual CDBG allocation, after the deduction of the County's administrative expenses, may be set aside for public service activities.

Activities must meet federal eligibility requirements as outlined below. Activities must be a new or quantifiable increase in the level of services (except for renewal applications). Activities must serve 50% or more of Dutchess County CDBG Consortium residents. **If 51% or more of the clients served are City of Poughkeepsie residents or residents of other counties or states, the application is not eligible.** Construction projects related to public services are considered a municipal activity and must be sponsored by the municipality in which the project is located.

The County's CDBG Program is funded by the U.S. Department of Housing and Urban Development (HUD). Federal laws, regulations, and their guidance supersedes County policies and procedures.

Eligible Applicants

Any non-profit organization with an **IRS 501(c)(3) designation**.

Eligible Activities

Proposed activities <u>must</u> meet Federal Eligibility requirements AND <u>should</u> meet a [Consolidated Plan](#) priority as outlined in Sections A and B on the next page.

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

A. Federal Eligibility – Use the following chart to conduct a preliminary eligibility determination:

Federal Eligibility Chart	
Directions:	
1. **To be eligible, you must be able to check one box in each column.**	
2. **Always confirm eligibility by contacting Community Grants.**	
Column A	**Column B**
Eligible Public Service Activity	**Low/Mod Resident Benefit**
☐ New Activity ☐ Quantifiable increase in the level of service ☐ Existing CDBG-funded activity	☐ Projects located in an area defined by and primarily benefiting low and moderate-income communities as illustrated in these maps.
	☐ Activity benefits residents HUD presumes are low/moderate income: abused children, victims of domestic violence, elderly, severely disabled, homeless, illiterate adults, persons living with AIDS, and migrant farm workers.
	☐ Participants' household incomes were verified.

B. Consolidated Plan Priorities - Use the following chart to do a preliminary priority determination:

Consolidated Plan Priorities – Public Services (check one)	
Homelessness – Emergency Housing and Support Services, including Legal Assistance	
☐	Existing shelters and programs for people experiencing homelessness.
☐	Counseling and assistance to address immediate needs and locating housing and services.
☐	Develop independent living skills for people experiencing homelessness, especially youth.
☐	Legal assistance for people experiencing or at risk of homelessness.
Low- and Moderate-Income Youth	
☐	Programs that provide general counseling, juvenile delinquent diversion, education, services to youth, and youth outreach.
☐	Programs that develop high-quality workforce skills for youth between 16-24.
Substance Abuse and Mental Illness	
☐	Residential services that facilitate the recovery of chemical-dependent individuals/families.
☐	Emergency housing for individuals with active chemical dependency problems and those at risk of relapse and homelessness.
☐	Follow-up chemical dependency treatment programs to prevent further homelessness.
☐	Programs that address accidental fatal drug overdoses.
☐	Programs to address the unmet need for services for individuals ages 12-17 and the high incidence of alcohol and other drug abuse in schools.
Senior Citizens	
☐	Programs that address the needs of seniors, including transportation, isolation, and insufficient money for basic needs.
☐	Programs that help seniors access services and benefits.

Timeline

Due Date	Tasks
January 22, 2026	**County Public Hearing & Workshop at 10:00 a.m.** at 85 Civic Center Plaza, Suite 107, Poughkeepsie, NY 12601, or virtually via this link.
January 27, 2026	Written questions and inquiries concerning this grant proposal can be submitted via email by 5:00 p.m. to communitygrants@dutchessny.gov.
February 3, 2026	All answers to the submitted questions will be posted as an addendum to these application instructions and guidance.
February 18, 2026	Applications are due by 3:00 p.m. via the Dutchess County Grant Portal.
February – March 2026	Application review
July 2026	County Executive announcement of awards
August 1, 2026 – July 31, 2027	Program Year Term

Funding Limits
– The minimum grant request is $10,000.
– The maximum grant request is $30,000.
– Funds are available on a reimbursement basis. No advances.

Program Year
The CDBG Program operates on a two-year cycle. If awarded, contracts will be for one year (August 1, 2026 – July 31, 2027), plus a one-year extension (August 1, 2027 – July 31, 2028), contingent upon an annual review of performance and funding availability.

Policies and Procedures
All expenditures are subject to the Dutchess County Contracted Services Policies and Procedures of the Community Investment Program under the Dutchess County Department of Planning and Development. Please review this prior to submitting your budget to ensure that all of your proposed expenditures are eligible.

Contract Agreement
Please review the CDBG contract template to ensure your organization and proposed activity can meet the County's requirements prior to submitting your application.

Homeless Management Information System
Activities that prevent homelessness or assist homeless persons will be required to enter information about the persons they assist into the Dutchess County Homeless Management Information System (HMIS).

General Application Instructions
– Applications (Renewal Activity or New Activity) must be submitted electronically within the Dutchess County Grant Portal **by 3:00 p.m. on Wednesday, February 18, 2026.**

  o **Renewal Activity Applications** – *Who should complete a Renewal Application?*

- Grantees currently funded under CDBG-Public Service.
- Grantees requesting no more than a 3% increase over 2025 funding levels.
- Grantees whose program will remain primarily equivalent to the existing program.
- Grantees whose program outcomes do not decrease by more than 10% as compared to existing program outcomes.

- o **New Activity Applications** – *Who should submit a New Activity Application?*
  - Any new applicant to CDBG-Public Service.
  - Existing CDBG-Public Service grantees requesting an increase of more than 3% over their current grant.
  - Existing CDBG-Public Service grantees whose program outcomes will change or those that will decrease by more than 10% as compared to existing program outcomes.

- Only **one (1) application may be submitted** per applicant with an exception for agencies that have been grandfathered by the County.
- Written questions and inquiries concerning this grant proposal can be submitted via email to communitygrants@dutchessny.gov by 5:00 p.m. on January 27, 2026.
- Dutchess County Department of Planning & Development staff cannot assist in developing your program design or in drafting your grant application.

Application Forms
While the grant program operates on a two-year cycle, when completing application forms (e.g., budget, timeline, etc.) use a one-year grant term only (August 1, 2026 – July 31, 2027). When downloading Excel documents, please use Internet Explorer, as opposed to Firefox or another browser, to ensure full functionality.

Renewal Activity Application
- **CDBG Outcome Report** *(Excel)* - Program outcomes should remain the same as they are in your existing agreement. If program outcomes will be decreasing by more than 10%, grantees should use the New Activity Application.
- **Activity Budget & Budget Narrative** *(Excel)* – **Please provide budget details for the first year only (August 1, 2026—July 31, 2027)**
  - o Complete white cells only, as all other fields are automatically calculated. Be sure to include a thorough description for each line item where funds are requested.
  - o Allocate all program expenses and revenues within the budget form.
  - o Personnel costs are calculated as a percentage of time spent on the program; however, reimbursement is based on actual staff hours. Awarded organizations must maintain time records to support time billed to the program.
  - o **Insurance limits as outlined in the Contracted Services Policies & Procedures are required and should be accounted for in your budget, unless the organization was previously awarded a variance by the Dutchess County Office of Risk Management.**
  - o For details pertaining to direct and indirect expenses, please review the Contracted Services Policies & Procedures.
- **Organization Budget** *(Excel)* – **Please provide budget details for your organization's most recent budget year only.**
  - o Use either the above hyperlinked document or you may submit a comparable organization budget, if preferred.
- **Timeline** *(Excel)*—Please submit the program timeline form only if your existing program's timeline has

changed.

New Activity Applications
- All forms listed in the **Renewal Application Forms** section above and those listed below.
- **Organization Chart** *(pdf format)*
- **Board of Directors List** *(pdf format)* - Must include each board member's name, their employer and job title, address, phone number and term end date.
- **Most recent financial statement/IRS Form 990** (*pdf format*)- Audited, if available
- **Annual Report** *(pdf format)* - If applicable

Application Review
All applications will be reviewed to ensure compliance with the application instructions and guidance as outlined in this document. The [Community Development Advisory Committee](#) (CDAC) will review applications and make preliminary funding recommendations to the County Executive for final approval. Funding recommendations will be based on the quality of the application, the organization's demonstrated ability to meet the Federal Eligibility requirements and Consolidated Plan priority, prior performance (if applicable), the cost-benefit, the quality of the outcomes, and a thorough activity and organization budget review.

Reporting Requirements
Organizations awarded funding will be required to submit quarterly payment requests and progress reports as outlined in the [Contracted Services Policies & Procedures](#).

Application Submission
The application and all associated forms must be submitted via the [Dutchess County Grant Portal](#) by an individual within your organization authorized to submit on behalf of the Executive Director (ED) or Chief Executive Officer (CEO). **Do not apply unless you have received authorization from the ED/CEO.**

Grant Portal Instructions
1. [Use this link to navigate to the Dutchess County Grant Portal webpage where you will login to your existing account or create an account if one does not already exist for your organization](#).
2. **Please only create one account per organization; therefore, you should consider using your organization's general email and a shared password to be used by anyone within your organization who might work on an application within the grant portal, now or in the future.**
3. Once on the Logon Page, select 'Create New Account' and complete all required* fields marked with an asterisk* symbol.
4. After successfully creating an account, you will be brought to the 'Apply' page where you can click on the blue 'Apply' button that will bring you to the grant application.
5. Once you begin an application, it will be saved as a draft. You can re-enter the portal any time prior to the submission deadline to complete the application.

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

Questions and Answers (Q & A)
2026 Community Development Block Grant—Public Service

Q1: Can an organization apply for funding for a construction-related activity?

> **A1:** No, construction-related expenses are not eligible as part of the CDBG—Public Service program. This grant program is specifically for program-related expenses.

Q2: Can an organization apply for funding for a program that serves individuals residing in subsidized housing that are considered low and moderate income eligible?

> **A2:** Yes, as long as the activity meets both the eligibility and national objective requirements as outlined in this Application Instructions & Guidance document.

Q3: Can an organization apply for funding for an activity that is geared towards providing healthy food access for youth and seniors?

> **A3:** Yes, as long as the activity meets both the eligibility and national objective requirements as outlined in this Application Instructions & Guidance document; however, only one application per applicant may be submitted. The organization would need to choose which Consolidated Plan Priority it wishes to address as part of the application.

Q4: Are fiscally sponsored (via nonprofit) entities eligible to apply for funds? Does our fiscal sponsor need to be based in Dutchess County?

> **A4:** Fiscal sponsors are not permitted as part of the CDBG program and grant funds cannot be passed through to another organization. If awarded funding, the County will contract directly with the 501(c)(3) nonprofit agency that is providing the service/activity.