



Community Development Block Grant Program 2019 Municipal Application Instructions

Dutchess County Community Development Advisory Committee (CDAC)

Robert LaColla, Chair, Supervisor, Town of Fishkill
Hannah Black, Dutchess County Legislator
Mark Figliozzi, Supervisor, Town of Pleasant Valley
March Gallagher, President and CEO, Community Foundations of the Hudson Valley
Christa Hines, Interim Executive Director, Hudson River Housing, Inc.
Laraine Kautz, Career Coach, DCCC Career and Entrepreneurial Services
Robert Liffland, Mayor, Village of Pawling
Sabrina Jaar Marzouka, Commissioner, D.C. Dept. of Community and Family Services
Jeannie Montano, President and CEO, United Way of the Dutchess-Orange Region
Victoria Perotti, Supervisor, Town of Amenia
Andrea Reynolds, President and CEO, Dyson Foundation
Kenneth Roman, Dutchess County Legislator

2019 Dutchess County Consortium Members

Towns

Amenia
Beekman
Clinton
Dover
East Fishkill
Fishkill
Hyde Park
LaGrange
Milan
North East

Towns

Pawling
Pine Plains
Pleasant Valley
Poughkeepsie
Red Hook
Rhinebeck
Stanford
Union Vale
Wappinger
Washington

City/Villages

Beacon
Fishkill
Millbrook
Millerton
Pawling
Red Hook
Rhinebeck
Tivoli
Wappingers Falls

Community Development Block Grant 2019 Municipal Application Instructions

General Instructions

The following instructions relate specifically to Community Development Block Grant (CDBG) municipal activities. They work in concert with the following documents to insure consistency between programs for both the County and our partners:

1. [Dutchess County Contracted Services Policies and Procedures](#)
2. [Procurement Policies and Procedures](#)

These documents should be reviewed when developing and implementing any activity. All documents are available as searchable PDFs on the [Department of Planning and Development's website](#).

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

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 which is a member of the 2019 CDBG Urban County Consortium.

Number of Applications - **Only one (1) application may be submitted**, except that a second application may be submitted for an eligible housing activity. Housing activities require a separate application.

Funding Maximums- There is no guarantee an application will receive the maximum amount requested.

Funding Maximums		
Activity Type	One Applicant	Joint Applicants
Affordable Housing, Public Facilities, Water/Waste Water, Economic Development	\$150,000	\$300,000
Handicapped Accessibility, Parks and Recreation, and Historic Preservation	\$100,000	\$200,000

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

APPLICATION PROCESS

This year the County is using 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 this process. Applicants must complete this process by **Friday, October 5, 2018** so the County has time to review and approve the 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 **Friday, October 19, 2018 at 5:00 p.m.**

Required Public Hearing –

- **Municipalities must hold a public hearing** to discuss the use of CDBG funds. Municipalities must solicit ideas, select a project, and pass a resolution approving the application prior to submission. Applications submitted without a public hearing are ineligible.
- For joint applications, each municipality must hold a public hearing and pass a resolution.
- Municipalities are required to invite representatives from all proposed projects to the hearing.
- A copy of the public notice and authorizing resolution must be submitted with the application. The County has provided a [sample resolution](#).

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 an 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"/> Project located in an area defined by the Census as low and moderate income. See maps .
<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, 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 (does not include new construction which must be built to code/ADA)	
<input type="checkbox"/> Public Services	
<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 - 2013-2019 Consolidated Plan Priorities	
Economic Development	
<input type="checkbox"/>	Economic development that results in job creation in traditional centers, and low and moderate income communities.
Public Facilities and Improvements	
<i>Public Facilities</i>	
<input type="checkbox"/>	Repair of existing or construction of new sidewalks and crosswalk infrastructure within centers.
<input type="checkbox"/>	Sidewalk improvements and handicapped accessible crosswalks and curbs that reinforce 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.
<i>Prioritize activities that (check all that apply):</i>	
<input type="checkbox"/>	Support Transit-Oriented Developments (TODs).
<input type="checkbox"/>	Reinforce traditional centers; supporting main streets, walkability and bikeability; and build on existing infrastructure.
<input type="checkbox"/>	Were developed through an asset inventory or capital planning process.
<input type="checkbox"/>	Contain environmentally-friendly materials and features such as green streets, pervious parking and rain gardens.
<i>Water and Wastewater</i>	
<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.
<i>Prioritize activities that:</i>	
<input type="checkbox"/>	Encourage new techniques to contain drainage such as green streets, pervious parking, and rain gardens.
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>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
Owner-Occupied Housing	
<input type="checkbox"/>	Volunteer rehabilitation programs (i.e. Rebuilding Together and Habitat for Humanity)
<input type="checkbox"/>	Homeownership as part of specific efforts to revitalize neighborhoods and expand housing choice.
<input type="checkbox"/>	Implementation of the City of Poughkeepsie’s Distressed Properties Initiative.
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 address 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).
A more detailed list is available at http://www.co.dutchess.ny.us/countygov/departments/Planning/PLHousing.htm .	

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

CDBG POLICIES AND PROCEDURES

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

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.

Start Date – Activities may not begin or incur costs prior to March 1, 2019 (beginning of the program year).

Completion/Expenditure Deadline– Activities allocated funds under this application must be completed and all funds expended by October 31, 2020 (twenty (20) months from the beginning of the program year).

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.

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 with the exception of maximum grant award and number of applications submitted.

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 in which 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.

Procurement Requirements - All activities are subject to Federal and County Procurement Policies and Procedures. This generally includes public bidding and prevailing wages. More detailed guidance is available in the County's [Procurement Policies and Procedures](#).

APPLICATION REVIEW

Applications are reviewed for completion. Applications that lack required items or contain technical errors will be notified by email and given ten (10) calendar days to correct the error. Failure to submit the missing items by the deadline will result in ineligibility.

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

The 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)?

If the activity does not meet these first two criteria it is ineligible.

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

3. Does the proposed activity meet a priority of the 2013-2019 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 taken action to affirmatively further fair housing?

Housing projects will have the following additional questions:

15. Are the development and construction costs in line with similar projects?
16. 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?
17. Is the municipality where the project is located supportive of the project? Specifically, is it likely to receive the necessary planning and zoning approvals?
18. Does the municipality have a plan or incentives to create moderately priced housing?
19. Does the project benefit any underserved populations?
20. Are HOME funds proposed to be used in the development of this project?
21. Does the project further fair housing choice throughout Dutchess County?
22. Does the project further the goals of the Dutchess County Continuum of Care?

Timeline

July 30, 2018	Applications Released
August 22, 2018	Public Hearing on 2019 CDBG Application Process
October 5, 2018	Letter of Intent (LOI) Eligibility Submissions Due
October 19, 2018	Applications Due
October 22 – November 2, 2018	Application Review
November 5 – 16, 2018	CDAC Review & Funding Recommendations
December 3, 2018 – January 3, 2019*	Draft Action Plan Released, 30-day Comment Period Begins
Week of December 10, 2018*	Public Hearing on Draft Action Plan
January 7 – 11, 2019*	Processing of Public Comments
January 11, 2019*	Submission of the 2019 Action Plan to the U.S. Dept. of Housing and Urban Development (HUD)
March 1, 2019*	Start of the 2019 Program Year

*Please note this is a preliminary schedule which assumes approval of an on-time 2019 federal budget (October 1, 2018). In recent years the County has been unable to meet these deadlines due to seriously delayed federal budgets (e.g. the 2018 budget was approved on March 23, 2018 – over 6 months late).