Maggie Brooks
County Executive

2009 Community Development Block Grant Application for Funding
Due Date: February 13, 2009

Submit completed application, environmental review and project map (if applicable) no later than February 13, 2009 at 5:00 p.m. to the following:

Monroe County Community Development
8100 CityPlace ▪ 50 West Main Street
Rochester, NY 14614
Phone: 753-2011 ▪ Fax: 753-2028
Email: cshafer@monroecounty.gov

Do not use this application for affordable housing developments. To complete this application as a Word document, "click" into the blank spaces or use the tab key to move through the document. The entire application is formatted as a series of tables.

General Information	
Name of Applicant / Organization	
Contact Person (Name & Title)	
Address	
Phone	
Fax	
Email	
Project Information	
Project / Program Name	
Project Address	
Census Block Group(s) [if applicable]	
Amount of CDBG Funds Requested	
Brief Summary of Proposed Project	

Issue(s) or condition(s) to be addressed			
Linear footage for sidewalks, waterlines, sewers, etc.			
Competitive Public Bid		Request for Proposals	
Municipal Force Account		Other	

IMPORTANT – New Application Requirement

Environmental reviews in accordance with the State Environmental Quality Review Act (SEQR) and the National Environmental Protection Act (NEPA) are required for CDBG projects. All applicants must complete the attached Environmental Review Checklist and submit it along with any required documentation. Applicants may contact Rochelle Bell, Monroe County Environmental Planner, with questions at 585-753-2034 or via email at: rbell@monroecounty.gov.

The applicant certifies the information contained herein is true, correct and complete to the best of his/her knowledge and belief. The applicant further understands that the application is a request and there is no guarantee, expressed or implied, that funds will be provided to the applicant. All organizations awarded federal funds will be subject to federal and local regulatory compliance.

Signature Date

Standards to Determine Compliance with National Objectives
Each Activity must meet one of the three broad national objectives: 1. To benefit low to moderate-income persons. 2. To aid in the prevention or elimination of slums or blight. 3. To meet community development needs having a particular urgency.
Please ensure that the proposed project meets at least one of the following eligibility criteria:
Low-Mod area benefit activities. Monroe County's CDBG funds are intended to be used in the suburban towns and villages that comprise the Community Development Consortium. HUD determines the Upper Quartile ranking of eligible Census Block Groups based on the most recent Census and current consortium membership. CD staff will verify that the project location is in an eligible Low-Mod Area.
Limited clientele activities. Limited clientele activities benefit low to moderate-income persons without regard to the area being served. At least 51% of the persons participating in the activity must be low to moderate-income and the activity must meet one of the following criteria: - **Presumption of low to moderate-income.** The activity may serve persons that are presumed to be low to moderate-income, such as abused children, battered spouses, elderly persons, disabled persons, homeless persons, illiterate adults, persons living with AIDS, migrant farm workers, etcetera; or, - **Income guidelines.** Activities must have eligibility requirements which limit the activity exclusively to low to moderate-income persons; or, - **Nature and location.** The activity must be of such a nature and in such a location that it may be concluded that the activity's clientele will primarily be low to moderate-income persons, i.e. public housing activities.
Housing activities. An activity carried out for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by low to moderate-income households.
Job retention activities. An activity designed to create or retain permanent jobs where at least 51% of which, computed on a full-time equivalent basis, involve the employment of low to moderate-income persons.
Slum and blight. Activities that aid in the prevention or elimination of slums or blight. This objective is generally not applicable to locations in suburban Monroe County.
Urgent need. Community development activities having an urgent need. This objective is rarely used and is reserved for alleviating emergency situations, such as natural disasters.

Standards to Determine Project Eligibility
1. Describe the location of your project and how the area will benefit from the project. Include the boundaries, Census Block Group(s) and/or service area.
2. Describe the population/target group your project will serve and how low to moderate-income persons will benefit.

3. What evidence do you have that at least 51% of the persons to benefit from the proposed project are considered to be of low to moderate-income (LMI)? Please check the appropriate category below.

☐ Income Survey ☐ Census Data ☐ Limited Clientele ☐ Other (please explain)

4. In the table below, outline the major steps/activities your agency will undertake to complete the project.

Major Steps / Activities	Number of Clients Served
Example: Home buyer counseling session of 1.5 hours	20 potential home buyers

Standards to Determine Budget Compliance

Two separate budget forms are provided for your use, a Community Service & Planning Study Budget and a Public Works & Public Facility Improvement Budget. The forms are meant to act as a guide. You may provide your own budget in another format, if available.

Prior to completing the Budget Form, review the following limitations on the use of CDBG funds:

- CDBG funds may not be used for acquisition of property used for primarily religious purposes or to promote religious interests regardless of the use of the property.
- Requests for funds to undertake capital improvements to real property or open space development must include proof of legal ownership or authorization from the owner to perform the improvements.
- Renovation costs may include equipment provided the equipment is fixed and permanent and is not moveable.
- Lease or rental of capital equipment is generally advised because all assets acquired by a third-party contractor with CDBG funds have, upon termination of the contract, to be transferred to the County or the contractor must reimburse the CDBG program at the current per unit fair market value less the amount of depreciation previously agreed upon with the County.
- The following costs are not allowed: bad debts; contingencies; contributions and donations; entertainment costs (including meals for social events and awards/graduation banquets); gifts or incentive awards to individuals; fines and penalties resulting from violations of or non-compliance with Federal, State or Local laws; interest on borrowed capital; fundraising; investment management; losses on other awards; and, litigation expenses.

Funding Sources		
Please list all amounts and funding sources for the project, as required by HUD.		
Type	**Amount**	**Source**
Applicant	$	
Section 108 Loan Guarantee Funds	$	
Other HUD Funds (HOME / ESG / HOPWA)	$	
Other Federal Funds	$	
Appalachian Regional Commission	$	
State or Local Funds	$	
Private Funds	$	
Other	$	

Community Development Division Contacts				
Patricia Stevens	pstevens@ monroecounty.gov	CD Manager	CDBG and HOME program administration	753-1003
Sandra Mindel	smindel@ monroecounty.gov	Sr. CD Specialist	Affordable Housing and Public Services	753-2003
Kathi Gingello	kgingello@ monroecounty.gov	Sr. CD Specialist	Home Improvement Program administration, First-Time Homebuyer Program, CDBG and HOME program administration	753-2005
Bill Fritsch	wfritsch@ monroecounty.gov	Sr. Program Specialist	CDBG public works and facilities projects; CDBG finance and accounting	753-2007
Rich Mikiciuk	rmikiciuk@ monroecounty.gov	Rehabilitation Specialist	Home Improvement Program safety and inspection issues	753-2024
Cathy Shafer	cshafer@ monroecounty.gov	Community Development Assistant	Home Improvement Program intake, eligibility and payment	753-2011

COMMUNITY SERVICE & PLANNING STUDY BUDGET

Budget Item	Calculation	CDBG Request
PERSONNEL		
Salaried Positions – Job Titles	Provide rate of pay (hourly/salary) and percentage of time spent on project (full-time equivalent) or hours per week.	
Salaries Total		
Fringe Benefits		
Total Personnel	Total of personnel and fringe benefits	
OPERATING COSTS	Provide a description of how you arrive at total for each line.	
Supplies		
Equipment		
Rent/Lease		
Insurance		
Printing		
Phone		
Travel		
Other		
Total Operating Costs		
CONTRACT SERVICES		
Total Contract Services		
TOTAL BUDGET		

PUBLIC WORKS & PUBLIC FACILITY IMPROVEMENT BUDGET

Budget Item	Calculation	CDBG Request
PERSONNEL		
Salaried Positions – Job Titles	Provide rate of pay (hourly/salary) and percentage of time spent on project (full-time equivalent) or hours per week.	
Salaries Total		
Fringe Benefits		
Total Personnel	Total of Personnel and Fringe Benefits	
DELIVERY COSTS	Provide a description of how you arrive at the total for each line.	
Construction Hard Costs		
Physical Inspections		
Architectural		
Engineering		
Rehab Loan Costs		
Permits and Fees		
Insurance		
Legal Fees		
Financing		
Appraisal Costs		
Other		
Total Delivery Costs		
CONTRACT SERVICES		
Total Contract Services		
TOTAL BUDGET		

Department of **Planning and Development**

Monroe County, New York

Maggie Brooks
County Executive

Judy A. Seil
Director

Monroe County Community Development

CDBG/HOME Environmental Review Checklist Instructions

In an effort to streamline the review process for all Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) Program applications, we have prepared the attached Environmental Review Checklist for use by applicants. This checklist captures all of the information required to begin an environmental review for any project and must be submitted with all applications for funding that involve any type of construction.

Applicants must provide the following:

- Project address, location description and tax ID number
- Legible project location map and site plan (11x17, minimum)
- Part 1 of the SEQR Short Environmental Assessment Form completed by the town or the applicant
- Letter from SHPO stating that the project will have no impact on historic or archaeological resources
- Copy of resolution approving rezoning, if applicable
- Copies of letter from SHPO, SEQR forms, etc. from previous applications if the current project is a continuation of a phased project previously funded

The following environmental issues may add time, tasks, cost and documentation to the review process:

- SHPO: Projects that include more than 4,000 square feet of new construction or buildings over 50 years old definitely require a letter from SHPO
- FLOODPLAIN: Projects in a 100-year floodplain trigger an eight-step public notification process. If the project includes a bridge, it impacts a 100-year floodplain.
- WETLAND: Projects that are near a federal or state wetland need to show that the wetland was delineated
- NOISE: Housing projects that are near a major highway, rail line or the airport may need a noise review. Results of the noise review may influence building design requirements.

If you have any questions regarding the preparation of this checklist or the provision of related documentation, please feel free to contact Rochelle Bell, Monroe County Environmental Planner, at 585-753-2034 or via email at: rbell@monroecounty.gov.

Monroe County Community Development
CDBG/HOME Environmental Review Checklist

Background information

Project

Name & description (building age, side-walk length, etc.) _____

Address: _____

Describe location: _____

Tax ID number: _____

Applicant

Organization: _____

Contact person: _____

Telephone number: _____

E-mail address: _____

Requested SEQR/NEPA review completion date: _____

Environmental review application packet must include:

_____ SEQR short form, Part 1

_____ Letter from SHPO saying the project will have no impact on historic/archaeological structures

_____ Site plan, 11x17 or larger

_____ Copy of resolution approving rezoning, if applicable

_____ If part of multi-phase project include SHPO, SEQR, etc. from previous application

Environmental review -- indicate Yes/No if the project site contains or is close to:

_____ State inactive hazardous waste site. *Site Number and distance:* _____

_____ County waste disposal site. *Site Number and distance:* _____

Suspected or confirmed? _____

_____ Protected stream. Stream name: _____ Classification: _____

_____ Floodplain. Stream name: _____ 100 year or 500 year? _____

_____ Wetlands. NYS or federal? _____ ID num: _____

_____ NYS wetland buffer area (DEC permit required for impacts within 100 feet of delineated boundary.)

_____ Historic site name & designation: _____

Land use

Current and proposed site zoning: _____

Describe surrounding land use: _____

Describe required variances: _____

Noise review -- indicate Yes/No if site is within:

_____ 1000 feet of a major 4-lane highway.

_____ 3000 feet of an active railroad.

_____ 5 miles of the Greater Rochester International Airport.

_____ 15 miles of the Greater Rochester International Airport.