



Adam J. Bello
County Executive

**2020 Community Development Block Grant
Application for Funding
Public Works/Facilities
Due Date: February 14, 2020**

****IMPORTANT – New Address****

Submit completed application, environmental review and project map (if applicable)
no later than February 14, 2020 at 4:00 p.m. to the following:

Monroe County Community Development
1150 CityPlace • 50 West Main Street
Rochester, NY 14614
Phone: 753-2011 • Fax: 753-2028
Email: ecordero@monroecounty.gov

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. See last page for environmental review information.

General Information	
Municipality	
Chief Elected Official (Name & Title)	
Address	
Phone	
Fax	
Email	
Project Information	
Project Name	
Project Primary Contact (Name & Title)	
Phone	
Email	
Project Address	
Census Block Group(s) [if applicable]	
Amount of CDBG Funds Requested	
Total Cost for Project Only	

Summary of Proposed Project

Please indicate if project disturbs more than 4,000 square feet of land, involves a building more than 50 years old, and/or encroaches on a wetland, 100-year floodplain or the Erie Canal.

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.

Issue(s) or condition(s) to be addressed:

Please check the appropriate category below.

Income Survey Census Data Limited Clientele Other (please explain)

Local, State, Federal, etc., approvals or permits applied for or received? If yes, please attach.

Project timeline (estimated start date and completion date):

Linear footage for sidewalks, waterlines, sewers, etc.			
Competitive Public Bid		Request for Proposals	
Municipal Force Account		Other	

If using Vendors from Monroe County Purchasing, include applicable pages from website.

IMPORTANT – 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 Steve Olufsen, Monroe County Planner, with questions at 585-753-2027 or via email at: SOlufsen@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 Budget Compliance

A Public Works & Public Facility Improvement Budget form is provided for your use. The form is 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.

Community Development Division Contacts				
Chanh Quach	CQuach@monroecounty.gov	CD Manager	CDBG, HOME & ESG program administration	753-2021
Phil Morgan	PMorgan@monroecounty.gov	Sr. Rehabilitation Specialist	CDBG public works and facilities projects; Home Improvement Program oversight & Acquisition Rehab	753-2003
Chris Mueller	ChrisMueller@monroecounty.gov	Community Liaison	Home Affordable Housing administration, Monitoring/Inspections Section 3, ESG	753-2024
Betty Ann Cordero	Ecordero@monroecounty.gov	Community Development Assistant	Home Improvement Program intake & First-Time Homebuyer	753-2011
Daniel Morrison	DanielMorrison@monroecounty.gov	Planning Rehab Assistant	Rehab assistant for Home Improvement Program, mcSolar	753-2019

PUBLIC WORKS & PUBLIC FACILITY IMPROVEMENT BUDGET

Budget Item	Calculation	CDBG Request
PERSONNEL		
Salaried Positions – Job Titles	<i>Provide rate of pay (hourly/salary) and percentage of time spent on project (full-time equivalent) or hours per week.</i>	
Salaries Total		
Fringe Benefits		
Total Personnel	<i>Total of Personnel and Fringe Benefits</i>	
DELIVERY COSTS		
	<i>Provide a description for each line.</i>	
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		
Percentage of CDBG Investment (CDBG amount/ Total project cost)		
Amount of previous CDBG funds unspent		
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	\$	



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<i>General Information</i>	
Name of Applicant / Organization	
Chief Executive Officer/COO (Name & Title)	
Address	
Phone	
Fax	
Email	
<i>Project Information</i>	
Project / Program Name	
Project/ Program Primary Contact (Name & Title)	
Phone	
Email	
Project Address	
Tax ID Number	DUNS Number
Amount of CDBG Funds Requested	
Total Cost for Project only	

Other Funding Sources (Local, State, Federal, and private – Source name AND Amount):

Proposed Project narrative/summary. 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.

Provide a detailed Project Description – the description should only address or discuss the specific activities, services, or project that is to be assisted with CDBG funds. If CDBG funds will assist the entire program or activity, then provide a description of the entire program or activity with detailed scope of work - issue(s) or condition(s) to be addressed:

Provide a detailed description of the proposed use of the CDBG funds only (ie: purchase of equipment, rent, supplies, utilities, salaries, etc.)

What are the goals and objectives of the project, service, or activity? How will you measure and evaluate the success of the project to meet these goals and objectives (measures should be both qualitative and quantitative)?

Outcomes and Performance measures - Types of Beneficiaries (ie: households, elderly, youth, etc.) Describe the population/target group your project will serve and how low to moderate-income persons will benefit.

Proposed number of beneficiaries:

Types of services (eligible activities per HUD guidance): outline the major steps/activities your agency will undertake to complete the project.

What methods will be used for community involvement to assure that all who might benefit from the project are provided an opportunity to participate? What methods will be used to promote the program?

Describe how you plan to continue the work (project) after the CDBG funds are expended? Proposed long-term commitment to the project?

Management Capacity: Describe your organization's experience in managing and operating project or activities funded with CDBG or other Federal funds.

Project Timeline (estimated start date and completion date):

*In order to utilize CDBG funds under the public service category, the service must be either a new service or a **quantifiable increase in the level of an existing service** and meet the 51% low/mod criteria (at least 51% of the participants must be documented as being low/mod income individuals or families).*

Please check the appropriate category below

Income Survey Census Data Limited Clientele Other (please explain)

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COMMUNITY SERVICE & PLANNING STUDY BUDGET

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