

**TOWN OF GREECE**  
**2017 COMMUNITY DEVELOPMENT BLOCK GRANT PROPOSAL PACKAGE**

Those wishing to submit proposals for **Greece's 2017 Community Development Block Grant (CDBG) Program**, which begins on **August 1, 2017**, are asked to complete the attached form and return it to **John Caterino, Planning Assistant**, at the Greece Town Hall, One Vince Tofany Boulevard, Greece, New York 14612, no later than **Friday, February 24 2017**.

Proposed activities must meet one of the following National Objectives to be eligible to receive CDBG funding:

- Direct benefit to low/moderate-income persons, elderly, or disabled;
- Prevent and/or eliminate slums and blighting conditions;
- Meet an urgent community need that threatens the health and welfare of the community.

In addition, **70 percent** of the Town's Community Development Block Grant, minus allocations for Planning and Administration activities, must be used to fund projects that directly benefit lower-income persons. A **direct benefit** is usually shown in one of four ways:

1. Activities that limit participation based on **income**;
2. Activities primarily benefiting lower-income persons residing within on of the Town's **Community Development target areas**;
3. Activities primarily benefiting the **elderly** or the **handicapped**;
4. Activities that create or retain **jobs** for lower-income residents.

With regard to **slums and blighting conditions**, these may exist on a spot or area basis and must meet HUD's criteria for such conditions to be eligible for CDBG funding.

HUD regulations require grantees to describe each planned activity they propose to fund in sufficient detail to enable citizens to determine the degree to which they will be affected. At a minimum, the following information should be provided:

**Amount of CDBG Funds** – The amount of CDBG funds to be used for each proposed activity, as well as any other funding sources expected to be used, should be specified.

**Location of Activity** – Descriptions of locations of proposed activities should be as specific as possible and should use the smallest description known.

**Nature of Activity** – The description of each activity should be in sufficient detail to permit a clear understanding of the nature and eligibility of the activity. For example:

Public Service Activities should be described in terms of the nature of the services(s) and the targeted beneficiaries.

Housing Activities should include information of the targeted population(s), the type(s) of units and the tenure-type.

Public Improvements should be listed individually by location.

Also, each activity's estimated starting and ending dates should be given to further define its impact on affected residents. No activity should be proposed which cannot be completed within **twelve (12) to fifteen (15) months** after the start of the program year.

**Ineligible Activities:**

With the exception of projects directly benefiting the elderly and the handicapped, **improvements to government facilities are not eligible** to received CDBG funding. Also **not eligible are public maintenance and repair activities** that are considered to e part of the municipality's regular administrative responsibilities. CDBG funded **salaries and benefits** are limited to those employees having increased responsibilities directly related to the administration or implementation of block grant activities.

**Commitment of Funds:**

CDBG funds may not be obligated by a legally binding agreement until such time as HUD has approved the activity as part of its review of the Town's annual program submittal and executed a contract with the Town. (This usually takes place in October.) Bid packages for CDBG funded projects may, however, be prepared and distributed prior to HUD's approval.

**Assistance:**

John Caterino, in the Department of Development Services, is available to help you design eligible projects and to complete activity proposal forms. If your proposed activity is only a concept, or if implementation will be unusual or complex, please feel free to contact her for assistance. John can be reached at (585)723-2432, or email her at [jcaterino@greeceny.gov](mailto:jcaterino@greeceny.gov)

**TOWN OF GREECE**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**ENTITLEMENT PROGRAM**

**PURPOSE:**

The Community Development Block Grant (CDBG) Entitlement Program has the primary objective of developing viable urban communities by providing decent housing and a suitable living environment and by expanding economic opportunities, principally for low and moderate-income persons. The program is directed toward neighborhood revitalization, economic development, and the provision of improved community facilities and services.

**LEGISLATION:**

Title I, Housing and Community Development Act of 1974, as amended.

**PROGRAM DESCRIPTION:**

The Entitlement Program, which is CDBG's largest component, as it receives seventy (70%) percent of the basic CDBG Appropriations, awards grants annually to entitled metropolitan cities and urban counties. Generally, cities designated as central cities of metropolitan statistical areas (MSA's), other cities with populations of at least 50,000, and qualified counties with populations of at least 200,000 (excluding the population of entitled cities) are entitled to receive annual grants. (In this program, cities having entitlement status are referred to as "metropolitan" or "metro" cities, while entitlement counties are called "urban" counties.) The grant amount for each entitled community is determined by a statutory formula which uses several objective measures of community need, including the extent of poverty, population, housing overcrowding, age of housing, and population growth lag, in relation to all MSA's.

Communities develop their own programs and funding priorities, but are limited to activities that address one or more of the national objectives of the program. The national objectives are benefiting low and moderate income persons, aiding in the prevention of elimination of slums or blight, and meeting other urgent community development needs. The primary emphasis is on the benefit to low and moderate income persons. Prior to 1990, the law required at least sixty (60%) percent of the program expenditures to address this national objective. The National Affordable Housing Act, which became effective on November 28, 1990, increased this percentage to seventy (70%) percent.

**TOWN OF GREECE**  
**REVIEW CRITERIA FOR CDBG PROPOSALS**

Proposals for CDBG funding will be reviewed and evaluated by the Community Development Advisory Committee using the criteria listed below. Activities must first meet the eligibility criterion, as determined by Federal legislation and HUD regulations. Once eligibility has been determined, projects will be evaluated and ranked using the other criteria. The ideal CDBG funded activity would meet all of the following criteria:

1. **ELIGIBILITY:** Prior to the Advisory Committee’s review, the CD Program Coordinator will make an initial determination relative to the eligibility of each proposed activity submitted for consideration. In addition to being included on HUD’s list of eligible CDBG activities, all proposals (other than Planning and Administration activities) must meet one of three National Objectives mandated by Congress. Further, a minimum of **seventy (70%) percent** of the Town’s total block grant, minus allocations for Planning and Administration activities, must be allocated to activities which directly benefit low and moderate-income residents.
2. **CONSISTENCY:** All activities chosen for inclusion in the Town’s CDBG Program should meet one or more of the objectives and priorities identified in the Town of Greece’s Consolidated Plan. Activities meeting several town objectives will be given preference over those that are more narrowly focused.
3. **READINESS:** Projects should be ready to begin on or after September, with an estimated completion date no later than twelve (12) to fifteen (15) months thereafter.
4. **FEASIBILITY:** The feasibility of each proposed activity will be analyzed based on the adequacy of the funding requested, the time projected for its completion, and the local resources available for its implementation. Also to be taken into consideration are any long-term obligations which would be assumed by the Town.
5. **NEED:** This includes the extent and severity of the need to be addressed by the proposed activity and the impact upon potential beneficiaries, if it is funded.
6. **EQUITY:** The amount of CDBG funds which a project, area, or agency have received in previous program years compared to other applicants.
7. **PAST PERFORMANCE:** The degree of success achieved by departments and organizations which have previously received CDBG funding and the timeliness of their performance.
8. **SUPPORT:** The degree of support for the proposed activity among affected residents, community groups and local officials.
9. **LEVERAGING:** The amount of funds available from other sources, including the private and public sectors, as well as recycled CDBG funds.

In addition to the criteria listed above, proposed activities should meet at least one of the following Community Development objectives, which are listed in the Town’s Joint Consolidated Plan:

- Improved existing housing conditions for renters and homeowners;
- Increase housing opportunities for low/moderate-income, elderly, handicapped, disabled, and/or homeless persons;
- Revitalize deteriorating neighborhoods by providing safe and sanitary public facilities;
- Create and retain jobs for low/moderate-income persons;
- Improve handicapped accessibility to public facilities;
- Provide essential community services.

**TOWN OF GREECE**  
**COMMUNITY DEVELOPMENT BLOCK GRANT SUMMARY**

**FUNDING CYCLE:** The Community Development Block Grant (CDBG) Program is funded on an annual basis by the U. S. Department of Housing and Urban Development (HUD) for eligible units of local government to help finance housing, community development, and economic development activities. (The Town of Greece's program year begins August 1<sup>st</sup> and ends July 31<sup>st</sup>.)

**FUNDING AVAILABILITY:** CDBG funds usually become available for draw down by the community approximately four (4) weeks after the start of its program year and only after an agreement between the grantee and HUD has been executed and a letter of credit prepared by the U. S. Treasury. (in the Town of Greece's case, Block Grant funds usually become available during September or October.)

**COMMITMENT OF FUNDS:** CDBG funds may not be obligated by a legally binding agreement until such time as HUD has approved an activity as part of the community's annual program submittal or its Block Grant program has been formally amended. (Bid packages for CDBG funded projects may, however, be prepared and distributed prior to HUD approval.)

**BLOCK GRANT SIZE:** The size of the community's annual Block Grant varies from year to year and is determined by a HUD allocation formula which takes into consideration such factors as: percentage of low/moderate residents, age of housing stock, and population trends. Other determinants are: the size of the annual congressional budget appropriation, the number of communities participating in the program, and the extent of the program set-asides. (HUD usually informs the Town of Greece around the first of the year of the amount it will receive for the subsequent program year.)

**PROGRAM DEVELOPMENT:** Planning for the next program year begins in January, after notification by HUD of the Block Grant size. (In the Town of Greece, request-for-proposal packages are prepared and distributed to department heads in early January.)

After an initial analysis by the Planning Assistant to determine project eligibility, the proposals are reviewed by the Town's Community Development Advisory Committee (which in the Town of Greece, consists of the Director of Finance, the Chief of Staff, the Director of Development Services and a representative of the public.) The Advisory Committee then determines which proposals should be funded and the size of their allocations. The resulting Preliminary Community Development Block Grant Program is published in the local legal newspaper and a Town Board public hearing is scheduled (usually in May or June.)

**REVIEW CRITERIA:** Proposal prioritization and selection is based upon nine (9) review criteria used by the Advisory Committee: Activity Eligibility; Consistency; Readiness; Feasibility; Need; Equity; Past Performance; Local Support; and Leveraging. Generally, projects that can begin during the program year and completed within a twelve (12) to fifteen (15) month period are preferred.

**PROGRAM SUBMITTAL:** The Town of Greece's annual request to HUD for CDBG funds is presented in the form of a One-Year Action Plan, which is incorporated into the Joint Consolidated Plan submitted by the Town of Greece, the Town of Irondequoit, and the Monroe County CDBG Consortium. (This usually takes place around the middle of June.)

**PROGRAM AMENDMENTS:** New activities not included in the community's One-Year Action Plan can be funded during the program year through the formal amendment process, which includes the holding of a public hearing after publication of a legal notice. (Funding for such activities come from either surplus funds left over from completed projects or contingency funds.)

Also requiring the formal amendment of the CDBG program are previously approved activities which either will be substantially changed or will receive additional funds in excess of twenty-five (25%) percent of their original allocation. Substantial changes include modifications to an activity's beneficiaries, location, scope or purpose.

**OTHER FUNDING SOURCES:** Local revenues, bonding, and other sources of funding can be used to supplement Block Grant funds for CDBG activities. Block Grant funds cannot be drawn down until an expense has actually occurred, and then only for the amount owed.

**PROJECT ELIGIBILITY:** To be eligible to receive CDBG funding, an activity must meet one of the three National Objectives, established by Congress for the program.

- Benefit to low/moderate income persons, the elderly or disabled.
- Prevent and/or eliminate slums or blighting conditions.
- Meet an urgent community need that threatens the health and welfare of the community.

In addition, seventy (70%) percent of the grantee's Block Grant, minus Planning and Administration allocations, must be used to fund activities which directly benefit lower-income persons.

**PLANNING & ADMINISTRATION ACTIVITIES:** Most environmental design and policy-planning-management-capacity building activities are eligible to receive Block Grant funding and are not required to meet one of the National Objectives. Such activities, together with program administration costs, may not exceed twenty (20%) percent of the Block Grant.

**DIRECT BENEFIT:** The direct benefit of an activity to lower-income persons can be shown in one (1) of four (4) ways:

1. Activities which limit participation based on income;
2. Activities primarily benefiting lower-income residents determined by their location within a CDBG target area;
3. Activities primarily benefiting the elderly or handicapped;
4. Activities which create or retain jobs for lower-income residents.

**SLUMS/BLIGHTING CONDITONS:** These conditions may exist on a spot or area basis and must meet HUD's criteria to be eligible for Block Grant funding. The existence of slums or blighting conditions must be documented by the community through an inventory which establishes the presence and scope of such conditions in the designated location.

**INELIGIBLE ACTIVITIES:** With the exception of projects directly benefiting the elderly and handicapped, improvements to government buildings are not eligible to receive Block Grant funding. Also not eligible are public maintenance and repair activities which are considered to be part of the municipality's regular administrative responsibilities, as well as the purchase of equipment, fixtures, motor vehicles, furnishings, and housing construction. (The general rule is that any expense associated with repairing, operating, or maintaining public facilities, improvements, and services are ineligible.)

Block Grant funded salaries and benefits are limited to those employees having increased responsibilities directly related to the administration or implementation of CDBG activities.

**CONSTRUCTION PROJECTS:** CDBG funded construction projects in excess of \$2,000 are subject to Federal Labor Standards and Equal Employment Opportunity laws and regulations. Among other requirements, the bid package for such projects must include the applicable Federal wage rates and information pertaining to Section 3 regulations and Federal labor laws.

After a contractor has been selected, a Pre-Construction Conference must be held, at which time additional information regarding Federal regulations is presented and the contractor's reporting requirements shall be explained. An on-site interview of the contractor's employees must also take place prior to the project's conclusion. (Prime contractors are responsible for ensuring that their subcontractors comply with Federal Labor Standards and Equal Employment Opportunity laws.)

**ENVIRONMENTAL REVIEW RECORD:** CDBG funded activities are subject to the provisions of the National Environmental Policy Act (NEPA), as well as several related Federal laws and regulations and executive orders. If any activity is determined not to be "exempt" or "categorically excluded" under the regulations, the grantee must prepare an Environment Assessment. Depending upon the activity's impact, an Environmental Impact Statement (EIS) may then be needed to be prepared.

Upon the determination that an activity will not significantly affect the quality of the human environment, a "finding of no significant impact" (FONSI) must be prepared and locally published by the grantee and subsequently sent to the HUD area office. The FONSI and the "notice of intent to request release of funds" (NOI/RROF) may be published simultaneously, with the entire process requiring approximately one (1) month to complete.

**SHPO REVIEW:** In accordance with the terms of the National Historic Preservation Act and the Advisory Council on Historic Preservation's regulations, activities proposed for CDBG funding must be reviewed by the New York State Office of Parks, Recreation and Historic Preservation. In the Town of Greece, this review process usually takes place at the beginning of the program year.

**TOWN OF GREECE**  
**APPLICATION FOR FUNDING & PROPOSAL FORM**

The submission deadline for proposals is **Friday, February 24 2017**. Funding for proposed activities, however, will probably not be available until **October or November, 2017**. Those submitting proposals are reminded that CDBG Program's primary objective is the development of viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, **principally for low and moderate-income persons**.

**1. NAME OF PROPOSED ACTIVITY:**

**2. DESCRIPTION OF PROPOSED ACTIVITY:**

**3. LOCATION AND ADDRESS OF PROPOSED ACTIVITY:**

**4. AMOUNT OF CDBG FUNDS REQUESTED FOR THIS ACTIVITY:**    \$ \_\_\_\_\_

**5. WHAT SITUATION, DEMONSTRATED NEED OR PROBLEM WILL THIS ACTIVITY CORRECT, AND HOW?**

**6. NUMBERS OF ACTIVITY BENEFICIARIES:**    PERSONS: \_\_\_\_\_    HOUSEHOLDS: \_\_\_\_\_

**7. ARE MAJORITY OF ACTIVITY BENEFICIARIES LOW/MODERATE-INCOME PERSONS?**

YES \_\_\_\_\_    NO \_\_\_\_\_

ELDERLY \_\_\_\_\_    HANDICAPPED \_\_\_\_\_    OTHER (DESCRIBE) \_\_\_\_\_



**8. DESCRIBE ANY ENVIRONMENTAL CONCERNS ASSOCIATED WITH THE PROPOSED ACTIVITY.**

**9. HOW WILL THIS ACTIVITY BE IMPLEMENTED?**

- A. COMPETITIVE PUBLIC BID \_\_\_\_\_
- B. REQUEST FOR PROPOSALS \_\_\_\_\_
- C. FORCE-ACCOUNT \_\_\_\_\_
- D. OTHER (DESCRIBE) \_\_\_\_\_

**10. WHAT WILL YOUR DEPARTMENT OR ORGANIZATION CONTRIBUTE TO THIS ACTIVITY?\***

- A. CAPITAL \$ \_\_\_\_\_
- B. ADMINISTRATION \$ \_\_\_\_\_
- C. ENGINEERING/PLANNING \$ \_\_\_\_\_
- D. OTHER (DESCRIBE) \$ \_\_\_\_\_

**11. WHEN WILL THE PROPOSED ACTIVITY BEGIN AND WHEN WILL IT BE COMPLETED?**

STARTING DATE: \_\_\_/\_\_\_/\_\_\_\_ COMPLETION DATE: \_\_\_/\_\_\_/\_\_\_\_

**12. HOW WILL YOU ENSURE THE TIMELY IMPLEMENTATION OF THIS ACTIVITY, AND WHAT CRITERIA WILL BE USED TO JUDGE THE ACTIVITY'S SUCCESS?**

PROPOSAL SUBMITTED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

DATE: \_\_\_/\_\_\_/\_\_\_\_

\*FOR PUBLIC WORKS PROJECTS OR STUDIES, PLEASE COMPLETE THE ATTACHED ESTIMATED BUDGET FORM.

**TOWN OF GREECE**  
**ESTIMATED BUDGET FORM**  
**PUBLIC WORKS PROJECTS OR STUDIES**

ESTIMATED BUDGET

ITEM	CDBG FUNDS	APPLICANT'S FUNDS	OTHER FUNDS	TOTAL COST
ENGINEERING/ ARCHITECTURAL SERVICES:	\$ _____	\$ _____	\$ _____	\$ _____
CONSTRUCTION:	\$ _____	\$ _____	\$ _____	\$ _____
OTHER (PLEASE LIST):	\$ _____	\$ _____	\$ _____	\$ _____
<b>TOTAL:</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>

IF PROJECT INVOLVES IMPROVEMENTS TO SIDEWALKS, SEWERS, WATERLINES, ETC., PLEASE PROVIDE TOTAL LINEAR FOOTAGE:

SIDEWALKS:	_____	LIN. FT.
SEWERS	_____	LIN. FT.
WATERLINES	_____	LIN. FT.
OTHER (DESCRIBE)	_____	LIN. FT.

WILL THE PROPOSED PROJECT BE PARTIALLY FUNDED BY ANOTHER GOVERNMENT PROGRAM OR FUNDING SOURCE? IF SO, PLEASE DESCRIBE:

BE SURE TO INCLUDE FUNDS LEVERAGED BY OTHER SOURCES IN THE ABOVE BUDGET. ALSO, IF YOU HAVE A BUDGET FROM ANOTHER FUNDING SOURCE, PLEASE ATTACH TO THIS PROPOSAL.