



**Maggie Brooks**  
*County Executive*

**2014 Community Development Block Grant  
 Application for Funding  
 Due Date: February 14, 2014**

**Submit completed application, environmental review and project map (if applicable) no later than February 14, 2014 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](mailto: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. See last page for environmental review information

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

*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](mailto: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.*

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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.

<b>Funding Sources</b>		
Please list all amounts and funding sources for the project, as required by HUD.		
<b>Type</b>	<b>Amount</b>	<b>Source</b>
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	\$	

<b>Community Development Division Contacts</b>				
Kathi Gingello	kgingello@monroecounty.gov	CD Manager	CDBG, HOME & ESG program administration	753-2005
Rich Mikiciuk	rmikiciuk@monroecounty.gov	Sr. Rehabilitation Specialist	CDBG public works and facilities projects; Home Improvement Program inspections and administration	753-2024
Chanh Quach	cquach@monroecounty.gov	Community Liaison	Affordable Rental Housing and Homeless	753-2021
Phil Morgan	pmorgan@monroecounty.gov	Assistant Rehabilitation Specialist	Home Improvement Program inspections and administration	753-2003
Cathy Shafer	cshafer@monroecounty.gov	Community Development Assistant	administration; Public Services and ESG	753-2011
Betty Ann Cordero	ecordero@monroecounty.gov	Community Development Assistant	Home Improvement Program intake;	753-2033

**COMMUNITY SERVICE & PLANNING STUDY BUDGET**

<b>Budget Item</b>	<b>Calculation</b>	<b>CDBG Request</b>
<b>PERSONNEL</b>		
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		
<b>Total Personnel</b>	Total of personnel and fringe benefits	
<b>OPERATING COSTS</b>	Provide a description of how you arrive at total for each line.	
Supplies		
Equipment		
Rent/Lease		
Insurance		
Printing		
Phone		
Travel		
Other		
<b>Total Operating Costs</b>		
<b>CONTRACT SERVICES</b>		
<b>Total Contract Services</b>		
<b>TOTAL BUDGET</b>		

**PUBLIC WORKS & PUBLIC FACILITY IMPROVEMENT BUDGET**

<b>Budget Item</b>	<b>Calculation</b>	<b>CDBG Request</b>
<b>PERSONNEL</b>		
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		
<b>Total Personnel</b>	Total of Personnel and Fringe Benefits	
<b>DELIVERY COSTS</b>	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		
<b>Total Delivery Costs</b>		
<b>CONTRACT SERVICES</b>		
<b>Total Contract Services</b>		
<b>TOTAL BUDGET</b>		



*Department of Planning and Development*  
Monroe County, New York

**Maggie Brooks**  
*County Executive*

**Judy A. Seil**  
*Director*

**Monroe County Community Development  
Environmental Review Checklist for CDBG and HOME Projects**

Use the following information to determine what environmental review materials should be submitted with your application for funding. Applicable items must be submitted with your application.

❖ Submit these **REQUIRED** items

- ❖ \_\_\_ Project address and tax ID number.
- ❖ \_\_\_ Project location map.
- ❖ \_\_\_ Site plan (11x17,) showing the exact location of project activities on the subject parcel(s).

• Submit these items **AS APPLICABLE**

- \_\_\_ Copies of resolutions approving rezoning and variances.
- \_\_\_ Copies of permits for regulated activities.
- \_\_\_ If the project disturbs more than **4,000 square feet** AND/OR involves changes in appearance to a building more than **50 years old** provide a letter from SHPO stating that the project will have no impact on cultural resources. Also provide SEQR documentation completed by your municipality: **Part 1** of the Environmental Assessment Form (EAF)(***signed***), and a Negative Declaration.
- \_\_\_ Copy of Phase 1 Environmental Site Assessment (appendices not required).
- \_\_\_ If the current project is a continuation of a previously funded project, submit copies of letters from SHPO, SEQR forms and other supporting material from previous applications.

**PLEASE NOTE:**

- SHPO: Projects that involve more than 4,000 square feet of new construction (including new sidewalks) or buildings over 50 years old require a letter from the New York State Office of Parks, Recreation and Historic Preservation (SHPO) (submittal form attached).
- FLOODPLAIN: Projects in a 100-year floodplain trigger an eight-step public notification process. Bridges and docks are considered “functionally dependent” and do not trigger this process. Also, projects in a 100-year floodplain must show proof of flood insurance.
- WETLAND: Projects that are near a federal or state wetland need to show that the wetland was delineated. If permits are required from NYS Department of Environmental Conservation and/or the US Army Corps of Engineers they must be obtained before funds can be released.
- NOISE: Housing projects that are near a major highway, railroad line or airport may need a noise review. Results of the noise review may indicate a need for design modifications.

If you have questions regarding the environmental review associated with your project, please feel free to contact Rochelle Bell, Monroe County Environmental Planner, at 585-753-2034 or via email at: [rbell@monroecounty.gov](mailto:rbell@monroecounty.gov).



## The Historic Preservation Review Process in New York State

In order to insure that historic preservation is carefully considered in publicly-funded or permitted undertakings\*, there are laws at each level of government that require projects to be reviewed for their potential impact/effect on historic properties. At the federal level, Section 106 of the National Historic Preservation Act of 1966 (NHPA) directs the review of federally funded, licensed or permitted projects. At the state level, Section 14.09 of the New York State Parks, Recreation and Historic Preservation Law of 1980 performs a comparable function. Local environmental review for municipalities is carried out under the State Environmental Quality Review Act (SEQRA) of 1978.

regulations on line at:

<http://nysparks.state.ny.us> then select **HISTORIC PRESERVATION** then select **Environmental Review**

Project review is conducted in two stages. First, the Field Services Bureau assesses affected properties to determine whether or not they are listed or eligible for listing in the New York State or National Registers of Historic Places. If so, it is deemed "historic" and worthy of protection and the second stage of review is undertaken. The project is reviewed to evaluate its impact on the properties significant materials and character. Where adverse effects are identified, alternatives are explored to avoid, or reduce project impacts; where this is unsuccessful, mitigation measures are developed and formal agreement documents are prepared stipulating these measures.

### ALL PROJECTS SUBMITTED FOR REVIEW SHOULD INCLUDE THE FOLLOWING MATERIAL(S).

#### Project Description

Attach a full description of the nature and extent of the work to be undertaken as part of this project. Relevant portions of the project applications or environmental statements may be submitted.

#### Maps Locating Project

Include a map locating the project in the community. The map must clearly show street and road names surrounding the project area as well as the location of all portions of the project. Appropriate maps include tax maps, Sanborn Insurance maps, and/or USGS quadrangle maps.

#### Photographs

Photographs may be black and white prints, color prints, or color laser/photo copies; standard (black and white) photocopies are NOT acceptable.

*-If the project involves rehabilitation, include photographs of the building(s) involved. Label each exterior view to a site map and label all interior views.*

*-If the project involves new construction, include photographs of the surrounding area looking out from the project site. Include photographs of any buildings (more than 50 years old) that are located on the project property or on adjoining property.*

**NOTE: Projects submissions will not be accepted via facsimile or e-mail.**

\***Undertaking** is defined as an agency's purchase, lease or sale of a property, assistance through grants, loans or guarantees, issuing of licenses, permits or approvals, and work performed pursuant to delegation or mandate.