



TOWN OF COLONIE

Community Development Department

Memorial Town Hall
534 New Loudon Road
Latham, New York 12110

Peter G. Crummey
Town Supervisor

Phone (518) 783-2718 Fax (518) 786-6525
www.colonie.org/departments/communitydev

Jennifer A. Kennedy
Program Manager

APPLICATION AND INFORMATION PACKET COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT PROGRAM 2024 PROGRAM YEAR

The Town of Colonie Community Development Department is now accepting proposals for funding under the Community Development Block Grant (CDBG) Entitlement Program for the 2024 Program Year (July 1, 2024 through June 30, 2025).

PROGRAM OBJECTIVE: The objective of this program, funded by the U.S. Department of Housing and Urban Development (HUD), is to provide decent housing and a suitable living environment and expanding economic opportunity for persons with low/moderate income within the Town of Colonie.

ELIGIBLE ACTIVITIES: Eligible activities include housing rehabilitation, infrastructure improvements, public services, accessibility, economic development, planning, and other activities addressing community development needs as prioritized in the Town's 2020 Consolidated Plan. Please note public services are limited to 15 percent of the funds.

AVAILABLE FUNDS: \$325,000 (approximate)

APPLICATION DEADLINE: Completed applications must be submitted to the Town of Colonie Community Development Department, Memorial Town Hall, 534 New Loudon Road, Latham, NY 12110 on or before **Friday, February 16, 2024.**

NUMBER OF COPIES: 1 original application, plus 11 copies for advisory committee.

PUBLIC HEARINGS: All applicants are strongly encouraged to speak on behalf of their proposal at the public hearing scheduled for Wednesday, March 6, 2024, at the Town of Colonie Memorial Hall, 534 New Loudon Road, Latham, NY 12110 at 6:00 p.m. Persons wishing to speak may sign in at 5:45 p.m. and speakers will appear in the order in which they sign in.

FOR ADDITIONAL INFORMATION, PLEASE CONTACT:

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FUNDING APPLICATION COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT PROGRAM 2024 PROGRAM YEAR

**Funding applications must be submitted to the Community Development Office no later than
4:30 PM on Friday, February 16, 2024.**

Proposed Activity Name: _____

Applicant: _____

Mailing Address: _____

_____ Zip: _____ Phone: _____

Contact Person: _____ Title: _____

Email: _____

Applicant (select one): Town Department Not-for-Profit Organization Other Public Agency

(List Dept.)

(List Federal ID #)

(Specify)

National Objective (select one): Benefit Person of Low/Moderate Income

- L/M Income Area Benefit
- L/M Income Limited Clientele Activities
- L/M Income Housing Activities
- L/M Income Job Creation/Retention

Has this project been funded in the past? _____ Yes _____ No

Prior Year Goal _____ Prior Year Accomplishments _____

Requested Entitlement Funding: \$ _____

Funding Leveraged from Other Sources: \$ _____

Total Activity Cost \$ _____

Note: A narrative must accompany this form. Narrative instructions are attached.

AUTHORIZED SIGNATURE:

(Signature)

(Title)

(Typed or Printed Name)

(Date)

**TOWN OF COLONIE
COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION
NARRATIVE INSTRUCTIONS**

Please respond in writing to each of the following (add additional pages as necessary):

1. ACTIVITY DESCRIPTION

Provide a detailed description of your proposed activity. In this description, provide responses to the following items:

- A) Identify whether the activity is new, ongoing, or expanded from previous years.
- B) Describe the community need that your activity is intended to address and how your activity will address that need. Provide evidence that this need is currently not being addressed through existing programs or activities.
- C) Which identified priority from the Town of Colonie's 2020 Consolidated Plan does this project/program focus upon (see Appendix A)?
- D) Identify who will benefit from the proposed activity. If the activity is designed to benefit:
 - D-1) individual persons of low- to moderate-income, describe the process you will use to identify these persons and determine their income eligibility.
 - D-2) the inhabitants of a predominantly low-moderate income area, identify the Census Block Group in which the activity is located.
 - D-3) designed to benefit a low-moderate income "limited clientele", identify the "limited clientele" group.
- E) Identify your performance goals and the types of indicators you will use to document activity accomplishments and success (see Appendix A).
- F) Provide an activity timeframe/schedule (include start, completion dates, and other significant performance stages).
- G) Identify whether the activity requires additional local, state or federal approval (license, permit, design/historic/environmental review, etc.). For construction/site development projects, provide evidence of site control.

2. ORGANIZATIONAL CAPACITY

- A) Provide an overview of your organization including length of time in existence. List current officers and board members and identify any prior funding by the Town of Colonie (year, activity, and amount).
- B) Describe your organization's experience in successfully conducting this type of activity. Identify any skills, current services, or special accomplishments that demonstrate your capacity for success.
- C) Identify the person(s) responsible for program and financial management of the activity. Identify all other persons involved in this activity noting whether these positions are current

or new, pending this award. For construction/site development projects, identify the development team including proposed contractors, subcontractors, and project manager.

D) Identify any other agencies/partners involved in this activity and define their roles and responsibilities.

3. ACTIVITY BUDGET - (ATTACHMENTS 1)

A) Include attached budgets (Attachments 1) as appropriate. More detailed budgets may be attached (and are recommended) in support of the proposal. If architect, engineer, or other personnel have conducted a cost analysis, attach a copy noting the author and date of analysis.

- PROGRAM OPERATING BUDGET - for all proposals including public service projects and construction/site development projects
- CONSTRUCTION/SITE DEVELOPMENT BUDGET - for construction/site development projects

B) Identify the amount and sources of leveraged funding for this activity. Include the status of these funds (i.e. cash on hand, grants received, planned fund-raising, etc.). Attach copies of funding commitment letters or other evidence of funding support.

4. MONITORING OF FEDERAL FINANCIAL ASSISTANCE TO SUBRECIPIENTS - (ATTACHMENT 2)

The Town of Colonie is responsible for ensuring that subrecipients expend awards in accordance with applicable laws, regulations, and provisions of contracts and grant.

A) In accordance with 2 CFR 200 Subpart F, please complete Attachment 2 and include it with your application.

B) During your last fiscal year, if your organization expended more than \$750,000 in total federal financial awards (including CDBG and all other federal assistance), please include a copy of your latest Single Audit Report with this application.

(ATTACHMENT 1)

PROGRAM OPERATING BUDGET

	A CDBG Funds	B Leveraged Funds	C Other Funding	D Total = A+B+C
Public Service Projects				
Administrative				
Project Salaries				
Employee Benefits				
Project Supplies				
Project Overhead (rent, utilities, etc.)				
Advertising/ Marketing				
Program Supplies				
Rent & Utilities				
Other (specify)				
Other (specify)				
Total Cost				
Construction Projects				
Administrative				
Predevelopment				
Construction				
Other (specify)				
Other (specify)				
Total Cost				
Personnel Costs				
Position	Calculation of Time		Total Personnel Expense	CDBG Request

(ATTACHMENT 2)

Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 Part 200, Subpart F)

MONITORING OF FEDERAL FINANCIAL ASSISTANCE TO SUBRECIPIENTS

ORGANIZATION:

MAILING ADDRESS:

FEDERAL ID #: _____ PHONE: _____ FAX: _____

1. Please identify your fiscal year (mth/yr to mth/yr): _____

Please identify below the funding received during your last fiscal year:

2. Community Development Block Grant Entitlement Funding (CDBG):

CDBG Activity Name: _____

CDBG Funding Program Year: _____ CDBG Funding Amount: _____

3. Other Federal Financial Awards (cash & non-cash):

GIVE NAME & CATALOG OF FEDERAL FINANCIAL ASSISTANCE (CFDA) #

AMOUNT OF AWARDS

4. During your last fiscal year, has your organization expended more than \$750,000 in total federal financial awards (incl. CDBG & all other federal assistance)? YES * ____ No ____

* If "yes", include a copy of your latest Single Audit Report with this completed and signed form as part of your application. If you answered "no", please complete, sign and return this form.

5. Are you aware of any financial audit violations, findings or questioned costs relating to any activity funded with federal financial assistance? YES * ____ NO ____

* If "yes", please describe:

6. Other Town of Colonie/Albany County awards (cash & non-cash):

IDENTIFY PROGRAM NAME & YEAR OF AWARD

IDENTIFY AMOUNT OF AWARDS

Authorized Signature

Date

(APPENDIX A)
 Town of Colonie – Community Development Department
 Community Development Block Grant Program
 Priorities/Performance Measurement Standards/National Objectives

TOWN OF COLONIE PRIORITIES

The project/program must meet one or more of the priorities established by the Town of Colonie in its 2020 Consolidated Plan:

1. Preserve existing stock of affordable housing units
2. Increase number/type of homeownership opportunities available to low/moderate-income homebuyers
3. Reduce housing-related lead-based paint hazards, especially for low-income families and children
4. Increase the number of affordable rental housing units
5. Improve homeless prevention activities
6. Provide services to prevent person at risk of becoming homeless
7. Create and/or replace infrastructure systems and public facilities in low/moderate-income areas
8. Provide non-housing public services that meet the needs of low/moderate-income persons
9. Enhance job training and employment opportunities for low/moderate-income persons
10. Provide opportunities for low-income persons to become economically self sufficient
11. Provide adequate housing options for all special needs populations
12. Strengthen the safety net of services for person with special needs

PERFORMANCE MEASUREMENT STANDARDS

The proposed project/program must be able to be measured according to the following objectives and outcomes:

Outcomes → Objectives ↓	Availability/Accessibility	Affordability	Sustainability
Suitable Living Environment	Enhance suitable living environment through improved/new accessibility	Enhance suitable living environment through improved/new affordability	Enhance suitable living environment through improved/new sustainability
Decent Housing	Create decent housing with improved/new accessibility	Create decent housing with improved/new affordability	Create decent housing with improved/new sustainability
Economic Opportunity	Provide economic opportunity through improved/new accessibility	Provide economic opportunity through improved/new affordability	Provide economic opportunity through improved/new sustainability

NATIONAL OBJECTIVE(S)

The proposed project/program must comply with applicable regulations and give maximum priority to activities that meet one or more of the following national objectives.

1. Benefit a majority (51 percent) of low/moderate income residents (low/moderate income residents earn at or below 80 percent of the area median income, adjusted by family size);
2. Alleviate a serious and immediate threat to the health and/or welfare of the community. Threat must be recent in origin or urgency (previous 18 months) and no other source of funds is available for the program/project;
3. Serves to prevent or eliminate conditions of slum and blight.

Please note that all activities in the Town of Colonie are focused on the first objective only.