

City of New Rochelle
Department of Development

Tel: 914.654.2185
Fax: 914.632.3626



City Hall
515 North Avenue
New Rochelle, NY 10801
www.newrochelleny.com

Application for 2022 Community Development Block Grant (CDBG) Funds

Instructions

Please follow these Instructions for the submission of your Proposal Application:

- Please submit one original hard copy and one electronic copy of completed application.
- Applications must be completed fully. Applications missing information will be subject to disqualification.
- Please type all information. Handwritten applications will not be accepted. A digital copy is available to complete electronically.
- Please submit all responses on these forms unless an attachment is specifically requested.
- Applications shall not be altered. Altered applications will be returned to applicant.
- Application documents will be provided in Spanish for reference; however, only English documents may be submitted to the City.
- Visit the City's website for CDBG regulations and guidance on eligibility. Cut and paste the link: <http://ny-newrochelle.civicplus.com/DocumentCenter/View/2903>
- Please review the attached "Guidelines for CDBG Applications" before completing the application.
- All proposals are required to be consistent with federal and local plans for spending. Therefore, it is required that each applicant is familiar with the City's current Consolidated Plan, available for reference in the New Rochelle Library, Department of Development offices in City Hall, or on the City's website, www.newrochelleny.com under the Department of Development, Community Development Block Grant.
- CDBG funding period covers agency programs conducted between July 1 and December 31 of the current program year. Subrecipient funding is dependent on HUD's issuance of the City's annual CDBG agreement which usually occurs between April and June. CDBG subrecipients will receive grant award letters upon City's receipt of HUD funding agreements.
- Questions regarding the preparation of this application should be directed in writing to Ayana Dunlap, Community Development Specialist for the City of New Rochelle: adunlap@newrochelleny.com.
- Please forward your application to:

Ayana Dunlap
Community Development Specialist
City of New Rochelle
Department of Development
515 North Avenue
New Rochelle, NY 10801

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IDEALLY YOURS

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APPLICATION

Applicant (Name of Organization/Agency):

Applicant Mailing Address:

Contact Name/Title:

Phone: _____

Email: _____

Non-Profit, Tax-Exempt
Identification # _____

Is this organization a certified
501(c)(3)?

No

Yes

Attach copy of Certificate of Incorporation

Name of Program/Project:

Amount of CDBG funds requested: \$

Location of Program/Project:

Matching funds to be provided, if any:

\$ _____

Has this program/project previously received CDBG
funds? No Yes

If yes, please specify the year that this activity first
received CDBG funding _____

Program/Project Description: (Please limit your description to the space provided. The description must include the days and hours of program or a project implementation schedule, if applicable.)

Has your organization completed similar
programs/projects? No Yes

Please list in adjacent box the names,
location and completion dates of similar
programs/projects.

Description of Applicant Organization: Please give a short description of your organization including the date established, size of membership, and its role and/or purpose in the community.

Please attach to the application a list of your officers.

Program/Project Budget: Attach to this application a Line-Item Budget indicating all funding sources and the uses of those funding sources for this activity. Clearly indicate the CDBG share of costs. Also indicate the percentage of CDBG funds to be used for administrative expense, bearing in mind that the cap is 15% on CDBG funds used for overhead and program administration.

If applicable, attach to this application the award letters for other funding sources.

Please respond to the questions below regarding your proposal's relevance to the City's Consolidated Plan's Goals and Objectives, available for review on the City's website at www.newrochelleny.com.

List the proposed annual outcomes and indicators for the CDBG subrecipient current program year:

What is the goal of the proposed activity?

In what ways is your activity consistent with the City's current Consolidated Plan?

Does this activity create or sustain businesses? No Yes, How? _____

What are the direct services to be provided to low-and moderate-income persons? _____

Which priority does this proposal address (please check one)?

- Outreach assistance for the homeless
- Improvements for neighborhood facilities, parks and recreation facilities
- Street and sidewalk improvements in CDBG target areas
- Housing for low-income persons
- Public Service programs

- Economic development and planning
- Job creation
- Lead-based paint education and/or abatement
- Code enforcement
- Other _____

Which Public Service priority does the proposal address (please check one)?

- Food programs
- Homeless services
- Employment training and placement
- Childcare services
- Services for persons with disabilities
- Mental health/substance abuse services
- Housing counseling
- Recreation services
- Other _____

Is this activity targeted at a particular population (e.g., elderly, disabled, youth, homeless or at-risk of becoming homeless, unemployed or under-employed, limited English proficiency)?

Please describe: _____

What measurable performance indicators will be used to evaluate the effectiveness of this activity?

What outcomes will result from this activity? _____

Which one of the three CDBG National Objectives is being addressed by the project? Check one:

- Benefit to at least 51% low- and moderate-income residents of New Rochelle
- Elimination of slums & blight
- Meets an emergency need not funded by another funding source

Please complete the following information for the proposal submitted:

- Anticipated percentage of project benefit to low- and moderate-income persons _____
- Anticipated total number of low- and moderate-income persons who will receive benefit _____

- Extent to which the project eliminates slums and blight _____

- Extent to which the project addresses an emergency need not funded by other sources _____

Please describe the indicators in the community that directed your agency to develop the proposed activity.

Please substantiate your justification by references to any surveys, other supporting documents or occurrences.

If your agency is currently receiving CDBG funding and you are requesting an increase in funding, please explain the reason for the need for additional funds. _____

Is the increase required to meet an additional need for increased level of services? _____

Is the increase required due to other factors? _____

Please describe.

Define the service area/neighborhood that will be served by the proposed activity. _____

What other agencies has your organization consulted with or collaborated with to maximize resources and avoid duplication of services? _____

If this is a collaborative application for funding, which agency is the designated lead agency? _____

Why?

Please explain why your agency/collaboration is well-suited and has the capacity to undertake the proposed activity? _____

Does this proposal represent an innovative or creative approach to a problem? _____

Please explain:

I certify that all information is true and complete. I made no misrepresentation, nor did I omit any pertinent information. I fully understand that it is a federal crime, punishable by fine or imprisonment, or both, to knowingly make any false statements when applying for CDBG assistance, as applicable under the provisions of Title 18, United States Code, Section 1001, et seq.

Signature of Applicant

Date

ATTACHMENTS REQUIRED

It is required that you submit the following information as attachments to this application:

- 1. The applicant's most recent annual financial report
- 2. The applicant's 501(c)(3) Certificate of Incorporation
- 3. The applicant's most recent audit report, if requesting funding of \$20,000 or more
- 4. Letters of support, which clearly list names and title of agencies or individuals providing letters of support for this application
- 5. Funding commitment letters from all other funders of this activity

ELIGIBILITY REQUIREMENTS FOR CDBG FUNDS:

Please visit the City's website for Community Development Block Grant regulations and guidance at www.newrochelleny.com. See the instruction sheet with this application for the current web link. Please review the "Guidelines for CDBG Applications" before completing the application.

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GUIDELINES FOR CDBG APPLICATIONS

Each applicant should carefully review and follow these guidelines; the City has the right to reject any application that does not follow these guidelines.

1. 501(c)(3) organizations must submit a copy of 501(c)(3) certification at the time of application; if a multi-agency program/project, is being submitted, the designated lead agency must submit its 501(c)(3) certification with the application.
2. Final awards may be revised based upon annual funding from the U.S. Department of Housing and Urban Development.
 - There is a maximum grant amount of \$5,000 for first-time programs
 - Projects/programs are expected to request funding only until that time when a permanent funding source is determined. There will be a maximum grant amount of \$15,000 per program for any organization.
3. Matching funds are not mandatory. However, proposals with matching funds will be ranked higher in the CDBG proposal review process. In-kind services are not considered as matching funds. Matching may include fundraising, grants and foundation awards.
4. The CDBG funds are restricted to funding direct program implementation costs.
5. All beneficiaries/participants of proposed programs/services in the grant application must be New Rochelle residents and verification records must be available for annual on-site monitoring visit.
6. At least 51% of beneficiaries/participants of programs/services in grant application must be low- or moderate-income persons and documentation will be required for the annual on-site monitoring visit.
7. HUD Income Limits – These are the income limits used by the U.S. Department of Housing and Urban Development to determine income eligibility for public service activities to be funded by the CDBG Program. It is imperative that applicants anticipate and plan for the methods they will use to determine and document the incomes of the persons that they serve through their CDBG funded activities.

HUD Income Limits by family size effective Fiscal Year 2021

Low mod Income Limits (80% of Westchester County Median Income)

1 person	2 people	3 people	4 people	5 people	6 people
\$71,400	\$81,600	\$91,800	\$102,000	\$110,150	\$118,300

8. Proposal Evaluation Criteria

Completeness of application will be part of the evaluation. Only complete applications received by the deadline will be considered for funding and reviewed.

After the close of the application period, staff will review each submitted application for completeness and for basic CDBG program eligibility.

As applicant and grantee of the Community Development Block Grant funds, programs and services operated by the City of New Rochelle have the highest priority in the Public Service funding pool and will be funded according to program needs and in conformance with HUD eligibility requirements and national objective requirements. Allocations to non-profit organizations are an additional benefit to the community when the funds are available in the total CDBG budget. The City develops a 5-Year Consolidated Plan, which requires the most efficient use of the CDBG allocations to accomplish HUD goals.

The CDBG Committee Review Panel will evaluate and rank grant applications considering the following priorities, as well as the guidelines previously described. These recommendations will be forwarded through the City Manager to the City Council.

Public Service Priorities: Youth Programs, Services for persons with disabilities, Senior Services, Job Training, Housing Counseling, Homeless Prevention Programs.

Community Development Priorities: Improvements to Neighborhood Facilities, Street and Sidewalk Improvements in CDBG Target areas, Removal of Architectural Barriers, Commercial Rehabilitation, Affordable Housing, Housing Rehabilitation.