

CDBG 44th Program Year
Funding Period - September 1, 2018- August 31, 2019
Timetable for CDBG Application

CDA Contacts for comments/questions:

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DATE	ACTION
February 1, 2018 publication date in Gold Coast Gazette	Legal Notice of Public hearing to be held 2/13/18 @ City Council. Email to all past public service agencies with notice of mandatory application workshop. Posting on City/CDA website.
February 13, 2018 at 7:30PM	City Council Public Hearing re: CDBG application process outline and allow public to comment on suggestions for programs to be included (Comments through 2/27/18 City Council meeting).
February 15, 2018 at 6PM	Nassau County Notice of Funding Availability - Public Hearing @ Nassau County Legislative Office
February 16, 2018 - 3PM (Friday)	MANDATORY Public Service Agency Workshop – Application Review 2 nd floor conference room
March 8, 2018 – 4PM (Thursday)	Public service applications (3 copies) with (1 set) required attachments are due in CDA office (4PM) APPLICATIONS NOT RECEIVED BY THIS DEADLINE WILL NOT BE CONSIDERED FOR INCLUSION BY THE CITY/CDA.
March 13, 2018	CDA Board to review public service applications and approve programs/amount of funding per Executive Director and Chairman recommendation for submission to Nassau County.
March 27, 2018	City Council resolution authorizes CDA to submit 44 th yr. application to County. 7:30PM (Pre-council 3/20/18) (Secondary CDA Mtg 3/27/18 @ 6PM for final approval, if necessary)
April 2, 2018	APPLICATION DUE DATE TO NASSAU COUNTY

Public Service Agency Eligibility

Under Title I of Housing & Community Development Act of 1974, the CDBG program provides annual grants on a formula basis to entitled cities and counties to develop viable urban communities by providing decent housing and a suitable living environment, by expanding economic opportunities, principally for low and moderate income persons. Programs are geared toward community development activities directed toward revitalizing neighborhoods, economic development and providing improved community facilities and services. Funding priorities are aimed at giving maximum feasible priority to activities which benefit low and moderate income persons demonstrated by an intake form and to affirmatively further fair housing. Eligible activities under the CDBG Program can be found in the regulations at 24 CFR 570.201-206.

The CDBG program activities must meet national objectives as follows:

1. Direct Benefit to at least 51% of low/moderate income persons (as demonstrated on an intake form using HUD income limits available on-line) or Area Benefit/Presumed Benefit (see below)
<http://www.huduser.org/portal/datasets/il/il14/index.html>
2. Aid in the prevention or elimination of slums or blight with an emphasis on affirmatively furthering fair housing by eliminating impediments to fair housing choices by taking action to overcome segregation and foster a community free from discrimination.
3. *Public service funding must meet a community need having a particular urgency (i.e., pose a serious and immediate threat to the health or welfare of the community where other financial resources are not available to meet such needs).

***NOTES:**

- a) Activity shall meet an unmet demand in the community as defined (below).
- b) If activity is same as prior year, demonstrate difference of this year's application versus prior year.
- c) Emphasis will be placed on number of constituents served.
- d) TRANSPORTATION WILL NOT BE FUNDED UNDER THE PROGRAM.

Area Benefit – Benefits low/moderate income persons on an area-wide basis (the service is available to all of the residents of an area whose residents are primarily low and moderate income) as noted in the census tract map (attached).

Direct Benefit - Benefits low/moderate income persons (80% AMI) on a direct, limited clientele basis (at least 51%). Identify applicable income guidelines and any restrictions on participation.

Presumed Benefit - Presumed Benefit activities are those that benefit abused children, battered spouses, elderly, severely disabled adults, homeless, illiterate persons, persons living with AIDS, migrant farm workers. (If your organization does not service this population, it is not considered Presumed Benefit).

Public Service Program General Information:

Criteria/checklist for eligible Public Service Agencies to apply:

1. Articles of Incorporation and By-Laws
 2. Current list of Board of Directors
 3. State and Federal Tax Exemption Determination Letters.
 4. Copy of Intake Form verifying income eligibility, race and ethnicity
 5. DUNS Number.
 6. Audited financial statement (current year).
 7. Include budget outlining cost of public service program.
- Minimum allocation for Public Service Activities is \$4,000.00 for local programs.
 - The CDBG 44th Year Public Service application will be emailed to all existing public service agencies. Application is also available on CDA agency website www.glencovecda.org "Programs" – click on Public Service and see the link for the CDBG 44th Year application.
 - Public Service Agencies will be notified in writing (mid-April) as to whether their application was accepted by CDA and included in the application submitted to Nassau County.
 - The CDA will be notified by Nassau County of the grant award (historically by year-end 2018 or early (Jan) 2019 for program year 44th).
 - Upon receipt of a signed contract from Nassau County with the City of Glen Cove and Glen Cove CDA, a contract will be sent to the public service agency with the exact dollar amount of the award.
 - The program must be completed by 8/31/19 and vouchered by 12/31/19. All agencies must submit a progress report by 6/30/19 and a final report by 10/01/19 (or when funds are fully expended) entitled Consolidated Annual Performance Evaluation Report (CAPER). The progress report must include participant information, program verification and events with an example of program intake form demonstrating verification of income limits. All activities must be logged with participants, sign in sheets, description of activities, and all expenses must be accompanied by a receipt under cover of a Glen Cove Community Development Voucher Request.
 - A copy of the CAPER report form will be forwarded to the public service agencies whose funding was awarded funding when applicable.