

**COMMUNITY DEVELOPMENT BLOCK GRANT - 50<sup>th</sup> Program Year**  
**Funding Period - September 1, 2024- August 31, 2025**  
**Timetable for Application**

**CDA Contacts for comments/questions:**

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 Camille Byrne - Executive Assistant (516) 676-1625 (ext. 112) – [CByrne@glencovecda.org](mailto:CByrne@glencovecda.org)

DATE	ACTION
January 24, 2024	Nassau County Notice of Funding Availability - Public Hearing
February 1-2, 2024 (Thurs/Fri) publication date in Glen Cove Herald Gazette	Legal Notice of Public hearing to be held 2/13/24 during City Council (Pre-Council 2/6/24). Email to all past public service agencies and IAC with notice of application workshop to be held Thursday, 2/15/24 at 10AM in City Hall – 1 <sup>st</sup> floor conference room. Posting on City/CDA website.
February 13, 2024 at 7:30PM (Tuesday)	City Council Public Hearing re: CDBG application process outline and allow public to comment on suggestions for programs to be included (Comments through 2/27/24 City Council meeting).
February 15, 2024 – 10AM (Thursday)	Public Service Agency Workshop - 1 <sup>st</sup> floor conference room– Application Review – <b>MANDATORY ATTENDANCE FOR CONSIDERATION.</b>
February 27, 2024 – 7:30PM (Tuesday)	City Council Close Out of CDBG Public Hearing. Pre-Council 2-20-24.
February 29, 2024 – 3PM (Thursday)	Due date: Public service applications (1 electronic copy; 1 hard copy) with (1 set) required attachments are due in CDA office (3PM). <b>APPLICATIONS NOT RECEIVED BY THIS DEADLINE OR WITHOUT ATTACHMENTS WILL NOT BE CONSIDERED FOR INCLUSION BY THE CDA/CITY.</b>
March 12, 2024 – 6PM (Tuesday)	CDA Board to review public service applications and approve programs/amount of funding for inclusion in overall application.
March 12, 2024 – 7:30PM (Tuesday)	City Council resolution authorizes CDA to submit 50 <sup>th</sup> yr. application to County. 7:30PM (Pre-council 3/5/24)
March 15, 2024 (Friday)	<b>DEADLINE FOR CDA TO SUBMIT APPLICATION ELECTRONICALLY TO NASSAU COUNTY OFFICE OF COMMUNITY DEVELOPMENT</b>

**Public Service Agency Eligibility**

Under Title I of Housing & Community Development Act of 1974, the Community Development Block Grant (CDBG) program provides annual funding 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 attached HUD income limits) or Presumed Benefit which is applicable to the following categories: Abused children, battered spouses, elderly, severely disabled adults, homeless, illiterate persons, persons living with AIDS, migrant farm workers.
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. 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). *This objective is only used in cases of natural disasters.*

**\*NOTES:**

- a) Activity shall meet an unmet demand in the community as defined.
- b) If the activity is same as prior year, demonstrate difference of this year's application versus prior year.
- c) Emphasis will be placed on the number of constituents served.

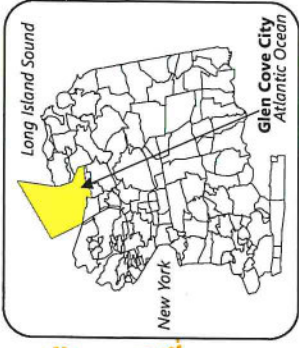
**Public Service Program Application General Information:**

**Criteria/checklist for eligible Public Service Agencies to apply:**

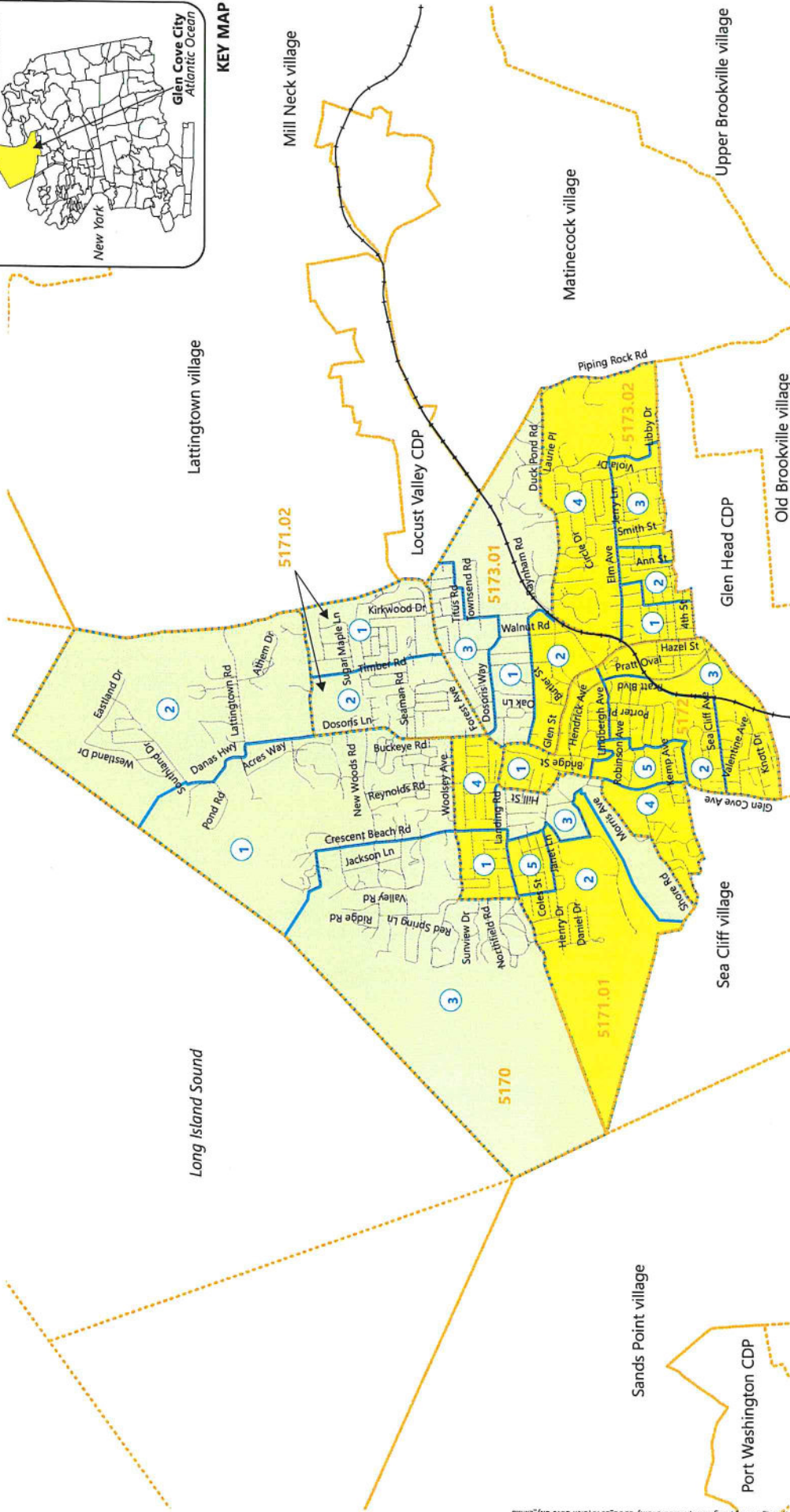
1. Articles of Incorporation and By-Laws
2. Resume of Program Administrator
3. Resume of Fiscal Officer
4. Current list of Board of Directors
5. State and Federal Tax Exemption Determination Letters.\*
6. Copy of Intake Form verifying income eligibility, race and ethnicity\*
7. Tax Identification Number
8. Audited financial statement (current year).
9. Include budget outlining cost of expenses associated with your public service program.\*
10. List of officers compensated under the public service agency program, if applicable.\*

**\*NOTE:** The above \* items must be uploaded into the grant portal program; therefore, the CDA will not be able to submit your public service program unless the items marked with \* are received electronically or available to scan. The remaining documents must be kept on file by the CDA in the event of an audit. Only one copy of the attachments is necessary.

- Minimum allocation for Public Service Activities is \$4,000.00 for local programs.
- The CDBG 50<sup>th</sup> Year Public Service application in Microsoft Word format will be emailed to all public service agencies interested in applying. Application will also be available on CDA agency website [www.glencovecda.org](http://www.glencovecda.org) "Programs" – click on "Applications and Forms" and see link for CDBG 50<sup>th</sup> Year application.
- Public Service Agencies will be notified in writing (April) as to whether their application was accepted by the City and included in the CDBG application submitted to Nassau County.
- The CDA will be notified by Nassau County of the grant award (historically by calendar year-end).
- 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. NO ACTIVITIES MAY COMMENCE PRIOR TO 9/1/24 or AFTER 8/31/25 (CDBG 50 FEDERAL FUNDING YEAR).
- The program must be completed by 8/31/25 and vouchered by 12/31/25. All agencies must submit a progress report by 6/30/25 and a final report by 10/01/25 (or when funds are 80% expended – whichever comes first) 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. A copy of the CAPER report form will be forwarded to the public service agencies whose funding was awarded funding when applicable.
- 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 Agency Voucher Request.
- A detailed budget of program costs for materials, equipment, salaries, fringe, must be included in application.
- Proof of payment and delivery of merchandise/equipment funded with CDBG \$ must be included when vouchering for your program.



**KEY MAP**



- Census Tract Boundary
- 1000 Census Tract Number
- Block Group Boundary
- Block Group Number
- Eligible Area

↑ 0 1000 2000 4000 Feet  
 Notes: HUD Released Low/Mod data for Nassau County Consortium (2019).  
 Exception Criteria: 41.41%

Nassau County Consortium | Nassau County, NY

**City of Glen Cove**

Source: U.S. Census Bureau, 2018 Block Groups and Census Tracts



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**2023 HUD UNCAPPED Income Limits Effective June 15, 2023**

Median Income	Household Size							
	1	2	3	4	5	6	7	8
\$ 32,350	\$ 36,950	\$ 41,550	\$ 46,150	\$ 49,850	\$ 53,550	\$ 57,250	\$ 60,950	
\$ 43,750	\$ 50,000	\$ 56,250	\$ 62,500	\$ 67,500	\$ 72,500	\$ 77,500	\$ 82,550	
\$ 53,900	\$ 61,600	\$ 69,300	\$ 76,950	\$ 83,150	\$ 89,300	\$ 95,450	\$ 101,600	
\$ 65,650	\$ 75,000	\$ 84,400	\$ 93,800	\$ 101,300	\$ 108,800	\$ 116,300	\$ 123,800	
\$ 71,100	\$ 81,300	\$ 91,450	\$ 101,600	\$ 109,700	\$ 117,850	\$ 126,000	\$ 134,100	
\$ 76,600	\$ 87,550	\$ 98,450	\$ 109,400	\$ 118,150	\$ 126,900	\$ 135,650	\$ 144,400	
\$ 86,200	\$ 98,500	\$ 110,800	\$ 123,100	\$ 132,950	\$ 142,800	\$ 152,650	\$ 162,500	
\$ 93,000	\$ 106,300	\$ 119,550	\$ 132,850	\$ 143,500	\$ 154,100	\$ 164,750	\$ 175,350	
\$ 98,450	\$ 112,550	\$ 126,600	\$ 140,650	\$ 151,900	\$ 163,200	\$ 174,450	\$ 185,700	
\$ 109,400	\$ 125,050	\$ 140,650	\$ 156,300	\$ 168,800	\$ 181,300	\$ 193,800	\$ 206,300	
\$ 120,350	\$ 137,550	\$ 154,750	\$ 171,950	\$ 185,700	\$ 199,450	\$ 213,200	\$ 226,950	
\$ 131,300	\$ 150,050	\$ 168,800	\$ 187,550	\$ 202,550	\$ 217,550	\$ 232,550	\$ 247,600	
\$ 142,250	\$ 162,550	\$ 182,850	\$ 203,200	\$ 219,450	\$ 235,700	\$ 251,950	\$ 268,200	

**HUD Median Income: \$156,300**

**Income limits are rounded to the nearest \$50 (up or down)**

**\* The 80% Low Income Limits are the official Uncapped Limits as published by HUD.**

**U.S. Department of Housing and Urban Development  
Community Planning and Development  
Community Development Block Grant (CDBG)**

**SELF CERTIFICATION OF ANNUAL INCOME BY BENEFICIARY**

*Printed on:*

*Effective Date:*

**INSTRUCTIONS:** This is a written statement from the beneficiary documenting the definition used to determine "Annual (Gross) Income", the number of beneficiary members in the family or household (as applicable based on the activity), and the relevant characteristics of each member for the purposes of income determination. To complete this statement, select the definition of income used, fill in the blank fields below, and check only the boxes that apply to each member. Adult beneficiary members must then sign this statement to certify that the information is complete and accurate, and that source documentation will be provided upon request.

**Definition of Income**

<input type="radio"/> HUD 24 CFR Part 5	<input type="radio"/> IRS Form 1040	<input type="radio"/> American Community Survey
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**Beneficiary Information**

<b>Last Name:</b>	<b>Beneficiary ID (if applicable):</b>
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**Member Information**

<b>First Names:</b>	<b>Member IDs (if applicable):</b>	<b>HH</b>	<b>CH</b>	<b>DIS</b>	<b>62+</b>	<b>S≥18</b>	<b>&lt;18</b>	<b>&lt;15</b>
	1							
	2							
	3							
	4							
	5							
	6							

HH = Head of Household; CH = Co-Head of Household; DIS = Person with disabilities; 62+ = Person 62 years of age or older; S≥18 = Fulltime student age 18 or over; <18 = Child under the age of 18 years; <15 = Minor under the age of 15 years

Is the household receiving any benefits from other agencies (i.e. DSS, SNAP, Disability). If so, please enter the form of assistance here: \_\_\_\_\_

**Contact Information**

Address Line 1:	City:
Address Line 2:	State: Zip Code:

**Income Information**

Annual gross income (total of all members) = \$ \_\_\_\_\_

**Certification**

I/we certify that this information is complete and accurate. I/we agree to provide, upon request, documentation on all income sources to the HUD Grantee/Program Administrator.

**COMPLETE SIGNATURES ON SECOND PAGE**

**U.S. Department of Housing and Urban Development  
Community Planning and Development  
Community Development Block Grant (CDBG)**

I/we certify that this information is complete and accurate. I/we agree to provide, upon request, documentation on all income sources to the HUD Grantee/Program Administrator.

**SELF CERTIFICATION OF ANNUAL INCOME BY BENEFICIARY**

*Printed on:* \_\_\_\_\_

*Effective Date:* \_\_\_\_\_

**Beneficiary ID:** \_\_\_\_\_

**HEAD OF HOUSEHOLD**

<b>HEAD OF HOUSEHOLD</b>		
<b>Signature</b>	<b>Printed Name</b>	<b>Date</b>

**OTHER BENEFICIARY ADULTS\***

<b>OTHER BENEFICIARY ADULTS*</b>		
<b>Signature</b>	<b>Printed Name</b>	<b>Date</b>
<b>Signature</b>	<b>Printed Name</b>	<b>Date</b>
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<b>Signature</b>	<b>Printed Name</b>	<b>Date</b>

\* Attach another copy of this page if additional signature lines are required.

**WARNING:** The information provided on this form is subject to verification by HUD at any time, and Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony and assistance can be terminated for knowingly and willingly making a false or fraudulent statement to a department of the United States Government.