

COMMUNITY DEVELOPMENT BLOCK GRANT – 51st Program Year
Funding Period - September 1, 2025- August 31, 2026
Timetable for Application

CDA Contacts for comments/questions:

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DATE	ACTION
January 28, 2025	Nassau County Notice of Funding Availability - Public Hearing
February 7, 2025 (Thurs/Fri) publication date in Glen Cove Herald	Legal Notice of Public hearing to be held 2/11/25 during City Council (Pre-Council 2/4/25). Email to all past public service agencies and IAC with notice of application workshop to be held Thursday, 2/13/25 at 10AM at City Hall 1 st floor conference room. Posting on City/CDA website.
February 11, 2025 at 7:30PM (Tuesday)	City Council Public Hearing re: CDBG application process outline and allow the public to comment on suggestions for programs to be included (Comments through 2/25/25 City Council meeting).
February 13, 2025 – 10AM (Thursday)	Public Service Agency Workshop – City Hall 1 st floor conference room. Application Review – MANDATORY ATTENDANCE FOR CONSIDERATION.
February 25, 2025 – 7:30PM (Tuesday)	City Council Close Out of CDBG Public Hearing. Pre-Council 2-18-25.
February 27, 2025 – 3PM (Thursday)	Due date: Public service applications (1 electronic copy; 1 hard copy) with (1 set) required attachments are due in CDA office (3PM). APPLICATIONS NOT RECEIVED BY THIS DEADLINE OR WITHOUT ATTACHMENTS WILL NOT BE CONSIDERED FOR INCLUSION BY THE CDA/CITY.
March 11, 2025 – 6PM (Tuesday)	CDA Board to review public service applications and approve programs/amount of funding for inclusion in overall application.
March 11, 2025 – 7:30PM (Tuesday)	City Council resolution authorizes CDA to submit 51 st yr. application to the County. 7:30PM (Pre-council 3/4/25)
March 19, 2025 (Wednesday)	DEADLINE FOR CDA TO SUBMIT APPLICATION ELECTRONICALLY TO NASSAU COUNTY OFFICE OF COMMUNITY DEVELOPMENT

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 the same as the previous 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 application.*
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 51st 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 "Programs" – click on "Applications and Forms" and see link for CDBG 51st 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 9/1/25 or AFTER 8/31/26 (CDBG 51 FEDERAL FUNDING YEAR).**
- The program must be completed by 8/31/26 and vouchered by 12/31/26. All agencies must submit a progress report by 6/30/26 and a final report by 10/01/26 (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.