



COMMUNITY DEVELOPMENT BLOCK GRANT – COVID 19 (CV) funds
2019
APPLICATIONS, PROCESS, PAND PUBLIC HEARINGS

The City of Kingston has received a special allocation of Community Development Block Grant funds in the amount of \$256,376 *to be used to prevent, prepare for, and respond to the coronavirus (COVID-19)*. This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed by President Trump on March 27, 2020, to respond to the growing effects of this historic public health crisis. The public comment period is reduced to not less than 5 days, grantees may use virtual public hearings when necessary for public health reasons, the public services cap is suspended during the emergency, and States and local governments may reimburse costs of eligible activities incurred for pandemic response regardless of the date.

Beginning **September 25, 2020** applications to request funding for proposed projects or programs in the FY 2019 Amended Annual Action Plan are available on the City's website emailed. **Only complete applications will be accepted and are due 12:00 PM (noon) on Tuesday, October 13, 2020.**

For further information, please contact:

Amee Peterson, Administrative Assistant at (845) 417-3281; email apeterson@kingston-ny.gov or
Amanda Bruck, Financials, at (845) 334-39390; email abruck@kingston-ny.gov

See the Application Acknowledgements in this packet. We encourage you to submit your application in sufficient time prior to the deadline to ensure all required information is received in a timely manner.

Groups and Organizations are allowed to request CDBG funding for eligible projects and programs situated within the City of Kingston. A list of eligible activities and threshold criteria required by the US Code of Federal Regulations, Section 24, Part 570, are included as part of this application packet.

This funding application process is competitive and proceeds as follows:

- ❖ Each application is reviewed to verify whether it meets the mandatory Federal eligibility requirements and to determine if the project or program supports the priorities set forth as authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act)
- ❖ Applications are reviewed for eligibility and completeness (i.e., budget, all exhibits, contact information, etc.). If an application is incomplete, it will not qualify for review. Applicants are required to submit ALL requested information at the time of submission, including all exhibits as indicated in the application.

A valid and current registered DUNS (“Data Universal Numbering System”) number is required at the time your application is submitted. If you do not have a DUNS number, HUD will not consider your application complete for review.

Data Universal Numbering System (DUNS®) Number: The DUNS Number is a unique nine-digit identification number provided by Dun & Bradstreet (D&B). The DUNS Number is randomly issued, never used twice and is site specific. Most potential and existing US Government Contractors, Grantees and Loan Recipients are required to obtain a DUNS Number for US Government registration purposes. The DUNS Number verifies the legal name, physical address and trade style (DBA) of each location. Obtaining a DUNS Number is a quick and easy process.

Obtain a Free DUNS Number

To obtain a DUNS number, go to <https://www.dnb.com/duns-number/get-a-duns.html>

Your Contact Information:

- First Name
- Last Name
- Title at this Business
- Business Email Address
- Business Telephone Number

Your Identity Validation Details:

- Physical Home Address
- Home City
- Home State
- Home Country
- Home Telephone Number
- Home Zip Code

Company Information:

- Name of Business (Full Legal Name)
- Business Address (Including Suite or Floor #)
- City, State, Zip Code
- Local Phone Number
- Legal Structure of the Business (Corporation, Partnership, etc.)
- Year Business Started
- Executive Principal (First and Last Name, Title, Email Address)
- Antecedents (Name, Year of Birth)
- Select SIC/NAICS Code(s) (e.g. Drug Manufacturer)
- Total Number of Employees (including Principals and Part-time)

You will receive a confirmation e-mail from D&B with any additional information required to obtain your entity’s DUNS Number and may be contacted by D&B to verify your information. There is no charge for this service. Typical responses for obtaining a DUNS Number for a US-based establishment come within 20 business days. If you need a DUNS Number sooner, please use the Expedited DUNS Request Service found here: www.dnb.com/government/duns-request.html.

If you experience problems with the iUpdate service, please call 1-800-234-3867. When prompted, ask about “getting a DUNS Number.”

A GUIDE TO THE FY 2019 CDBG-CV II GRANT APPLICATION PROCESS

CITY OF KINGSTON

OFFICE OF COMMUNITY DEVELOPMENT

CITY HALL, 420 BROADWAY

KINGSTON, NEW YORK 12401

STEVEN T. NOBLE, MAYOR

Amee Peterson

apeterson@kingston-ny.gov

845-417-3281

The purpose of this guide is to assist applicants in executing programs that will meet the federal requirements and local priorities of the City of Kingston Community Development Block Grant (CDBG-CV) for Fiscal Year 2019. *These funds to be used to prevent, prepare for, and respond to the coronavirus (COVID-19) while prioritizing the unique needs of low- and moderate-income persons.*

The primary objective of the CDBG program is to benefit persons of low and moderate income. By regulation, the City **must** allocate at least 70% of its annual CDBG funding on activities that benefit persons of low and moderate income, households, and neighborhoods. The actual regulations may be found in the “Code of Federal Regulations” (CFR) in volume 24 (Housing and Urban Development), Part 570 (Community Development Block Grants).

The City of Kingston and the Kingston Community Development Advisory Board reserve the right to request additional information from the applicant if, in their sole discretion, the information submitted is incomplete or insufficient to allow a funding decision to be made.

All information submitted by the applicant is subject to the Freedom of Information Law (“FOIL”) unless the applicant notifies the City that specific information contained within its application is proprietary and should not be released. The City will make the final disclosure determination regarding the applicant’s request for confidentiality.

ENTITLEMENT FUNDING CYCLE

Application materials are available September 25, 2020 and are **due by noon on October 13, 2020**. During the application stage, staff is available to provide technical assistance to assist in the development of an application for CDBG funding.

PROJECT SELECTION

The Mayor along with the Common Council’s Community Development Committee and the Community Development Advisory Board review all submitted applications for adherence to HUD eligibility requirements and examine them with respect to the prioritized needs outlined in the City’s Consolidated Plan. The Mayor takes into consideration the public comment and recommendations of the Board and then offers a final recommendation to the Common Council. Prior to the Council’s vote, the recommended slate of projects is published in The Daily Freeman followed by a five-day public review and comment period. Following the comment period, the Common Council will vote on the final recommended allocations.

ENVIRONMENTAL REVIEW

All Entitlement-funded projects are subject to the National Environmental Policy Act of 1969 that requires a review for impact regarding flood plain, noise, historic preservation, hazardous waste and other potential environmental impacts. Any projects that **may** have a negative effect on the environment will be summarized and published in The Daily Freeman followed by a fifteen-day period for public review and comment. The results are then sent to HUD and subject to another fifteen-day public comment period. HUD must approve the City’s environmental impact submission before funds may be expended on projects listed in the final submission.

After a period of review, HUD forwards a Grant Agreement to the City for execution by the Mayor. HUD also forwards a Release of Funds which means the environmental review is complete and that the City of Kingston can begin using the funds.

ELIGIBLE AND INELIGIBLE ACTIVITIES DESCRIPTIONS

§ 570.201 Eligible Activities

Public Service – CDBG funds may be used to provide public services including but are not limited to: child care, health care, job training, recreation, education, public safety, fair housing, senior services, homeless services, drug abuse services, energy conservation testing. Public services do **not** include payments to individuals for food, clothing, rent or other income payments. Eligible program costs for public services include payment for labor, supplies and materials to administer the program and the costs of operating that portion of a facility in which the public is located. Eligible costs may also include the purchase or lease of furnishings, equipment, or other necessary personal property, which are typically not eligible expenditures under other activities. A maximum of 15% of annual Entitlement Grant may be allocated for public services.

Interim Assistance – CDBG Funds may be used for certain activities on an interim basis provided the activities meet a national objective. Eligible interim assistance includes projects that are a prelude to permanent improvements in a deteriorating area when there are determinable signs of physical deterioration and where immediate action is necessary to arrest the deterioration. Eligible activities include repair of streets, sidewalks, public buildings, parks and playgrounds and publicly owned utilities, special trash collection and neighborhood cleanup campaigns. CDBG funds may be used to alleviate emergency conditions that threaten public health and safety when designated an emergency by the City of Kingston. Eligible activities include repair to streets, sidewalks, public buildings, and public owned utilities, special trash collection and neighborhood cleanup campaigns, snow removal and improvements to private properties. These activities may not go beyond what is necessary to alleviate the emergency condition. {570.201(f)(2) and 570.200(3)}.

Loss of Rental Income – CDBG funds may be used to pay housing owners for losses of rental income incurred in holding, for temporary periods, housing units to be used for the relocation of persons and families displaced by CDBG assisted activities (570.201(j)).

§ 570.207 Ineligible Activities

Buildings for General Conduct of Government – CDBG Expenditures are generally not allowed on buildings that house government offices.

General Government Expenditures – Funds are not allowed for the general functions of government. However, government departments may carry out eligible projects.

Political Activities – Funds may not be used for political purposes or partisan political activities such as candidate forums, voter transportation, etc.

Purchase of Equipment – Equipment purchase is generally not eligible with specific exceptions including equipment necessary for a public service project.

Furnishings and Personal Property – Furnishings are generally not eligible except when necessary for a public service project.

Operating and Maintenance – Funds are generally not eligible for operating and maintenance except as part of a public service project.

Income Payments – Funds are generally not eligible for income payments for income maintenance, housing allowances, payments of rent, mortgage, etc.

Religious Prohibition – Restrictions apply to the use of CDBG Funds on buildings or programs administered by religious organizations and institutions (570.200(j)). Funds may **not** be used for the acquisition, construction, rehabilitation, etc., of structures used for religious purposes or to promote religious interests. However, funds may be used to rehabilitate buildings owned by religious entities for non-religious purposes under **limited** circumstances.

§ 570.208 Criteria for national objectives.

The following criteria shall be used to determine whether a CDBG-assisted activity complies with one or more of the national objectives as required under §570.200(a)(2):

- (a) *Activities benefiting low- and moderate-income persons.* Activities meeting the criteria to benefit low and moderate income persons unless there is substantial evidence to the contrary. In assessing any such evidence, the full range of direct effects of the assisted activity will be considered. (The recipient shall appropriately ensure that activities that meet these criteria do not benefit moderate income persons to the exclusion of low income persons.)
- (1) *Area benefit activities.* An activity, the benefits of which are available to all the residents in a particular area, where at least 51 percent of the residents are low and moderate income persons.
 - (2) *Limited clientele activities.* An activity which benefits a limited clientele, at least 51 percent of whom are low- or moderate-income persons.
 - (3) *Housing activities.* An eligible activity carried out for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by low- and moderate-income households.
 - (4) *Job creation or retention activities.* An activity designed to create or retain permanent jobs where at least 51 percent of the jobs, computed on a full time equivalent basis, involve the employment of low- and moderate-income persons.
- (b) *Activities which aid in the prevention or elimination of slums or blight.* Activities will be considered to aid in the prevention or elimination of slums or blight.
- (c) *Activities designed to meet community development needs having a particular urgency.*

REQUIRED DOCUMENTS FOR COMPLETE APPLICATION:

_____ Eight (8) Exhibits

Attachments:

- _____ NEPA Compliance Checklist
- _____ Completed Grant application cover sheet
- _____ 2020 CDBG Application Acknowledgements
- _____ Budget template (for Exhibit VII)

APPLICATION EXHIBITS - All of the following exhibits **MUST** be included for a complete application:

Exhibit I: Project or Program Description – Fully explain the scope of the program.

Exhibit II: Needs Description -Include a separate narrative **specifically** addressing how the program will prevent, prepare for, and respond to the coronavirus (COVID-19) while prioritizing the unique needs of low- and moderate-income persons and enhance the quality of life for low to moderate income (LMI) individuals and neighborhoods.

Exhibit III: Terms and Conditions of Non-CDBG Sources of Financing and/or Funding

Exhibit IV: Narrative documenting applicant’s capacity to successfully carry out the program or complete the project including the project timeline.

Exhibit V: Program Success & Cost-Effectiveness Analysis (CEA) – In order to help reviewers make useful comparisons of projects and programs, analysis of the success and cost-effectiveness of each is required.

- If your organization is currently managing a CDBG-funded project or program, provide data and information to indicate the degree to which you are meeting the goals and providing the deliverables of the project or program, as indicated in your CDBG sub-recipient agreement, as well as provide a CEA calculation as below.

Example: Your program was under contract to provide 50 youth with access to employment training and readiness activities. You could report the number of youth actually served by the program; the reasons, if any, why your program did not serve the total proposed number of youth; the types of training provided and the potential employers to whom the participants were introduced; the number of youth placed in jobs after participating in the program; etc.

- Provide a narrative documenting your organization’s capacity to successfully carry out the program or complete the project for this current (FY 2019) application, including the project timeline.
- If you have not previously received a CDBG award, please provide up to two examples of prior successful projects/programs, if applicable, and apply the appropriate equation below to each, **as well as to the newly proposed project/program for which you are requesting current funding**. The lower the ratio, the more cost-effective the program. The “total project cost” should include all funding and matching costs, not solely CDBG awards.

CEA_{Program} = (Total Program Cost/Total # of Persons Served)/Total Program Hours

Examples: After-School Programs running from September 7 through June 17 (40 wks)

<u>Program Cost (\$)</u>	<u>Persons Served</u>	<u>Program Hours</u>
\$ 1,000	50	80

$$CEA = (1000/50)/80 = 0.25$$

In addition, please indicate the total beneficiaries/persons served and what percentage are or will be LMI.

Exhibit VI: Minimum Criteria for Programs/Services at City-Owned Community Centers-All CDBG-funded organizations providing programs or services at any of the City’s community centers must meet the minimum criteria for staffing and payroll listed below. Applicants must provide assurances and/or evidence that the following criteria is and will be met should they receive a CDBG award:

- All staff must have a completed employee application and/or resume on file with applicant providing at least the following information:
 - Legal name
 - Social Security Number
 - Date of Birth
 - Email Address
 - Operational Phone Number
 - Conviction of any violation of law other than a minor traffic violation (prior criminal history does not prevent employment or volunteerism)
 - Department of Homeland Security USCIS Form I-9
- If staff member is under 18 years of age, must submit Working Papers completed by high school stating individual is able to work. The application for Working Papers can be picked up at the school nurse’s office. Working Papers should be on file with applicant.
 - No one under 18 years of age may be left alone to supervise a group of children at any time, including emergency situations. The minimum age of a staff member will be 16 years old unless officially enrolled in the Ulster County Office of Employment & Training’s Summer Youth Employment Program. Any staff person who is 16 or 17 years of age is included in the staff to child ratio.
- All staff/volunteers cleared through the Statewide Child Abuse Registry and/or background check (prior criminal history does not prevent employment or volunteerism)
- At least one (1) staff must be certified in First Aid and CPR
- All programs must meet minimum staffing requirements as required by NYS Dept of Health
 - Minimum Staff to Child Ratios
 - Zero (0) through Five (5) years 1:9
 - Six (6) through Nine (9) years 1:10
 - Ten (10) Years and older 1:15
- All applicants must be able to demonstrate linkages and agreements with relevant institutions (Ex. Case management and counseling services should have a connection with local mental health agencies; academic support services should have a connection with local educational institutions; recreational services should have a connection with Kingston Parks and Rec. and the Department of Health, etc.)
- Applicant will provide a regular, dependable and appropriate payroll system

Exhibit VII: Budget – Attach a separate page indicating the grant amount requested and a total project budget identifying all sources and uses of CDBG and other funding. A template for the required format for this budget is included in this package.

Exhibit VIII: Applicant Information –Articles of Incorporation and By-Laws for not-for-profit applicants or ownership structure for private, for-profit applicants including an Affirmative Action and Equal Opportunity Employer statement and Codes of Standards/Conduct.

National Environmental Policy Act (NEPA) Compliance Checklist

The National Environmental Policy Act, 42 U.S.C. §§4321-4370d (NEPA) requires, among other things, that Federal agencies consider the environmental impacts of any major Federal action. In order to implement NEPA and its associated regulations, the Grant Programs Directorate (GPD) requires grantees, pursuant to the assurances related to GPD grant programs, to submit responses to the following questions regarding proposed construction projects. *Grantees are required to submit a brief explanation supporting each response of “yes” or “no”.* Grantees that will undertake multiple construction projects shall submit separate responses for each project, and should consider the cumulative impact of interrelated projects.

Federal agencies may establish categories of actions that, based on experience, do not individually or cumulatively have a significant impact on the human environment and, therefore, can be excluded from NEPA requirements to prepare an Environmental Assessment or Environmental Impact Statement. DHS has adopted certain such Categorical Exclusions in DHS Management Directive 5100.1. These Categorical Exclusions, however, only apply when the entire action fits within the exclusion, the action has not been segmented (i.e., a smaller part of a larger action), and there are no extraordinary circumstances with the potential for significant impacts relating to the proposed action. The purpose of this questionnaire is to collect information from which a decision can be made whether application of a categorical exclusion is appropriate and whether further environmental analysis is required.

Grantees wishing to spend GPD funding for construction projects must contact their Preparedness Officer and submit a request for approval. Each Preparedness Officer will coordinate with GPD NEPA Compliance staff to process each request. Grantees will be required to complete the attached checklist and submit to GPD for approval prior to commencing any construction projects. If, in the course of responding to the questions, a grantee concludes that an Environmental Assessment (“EA”) under NEPA may be required for the proposed project, the grantee should submit the EA in conjunction with the responses to the questions, or as soon thereafter as possible. GPD will not approve construction projects until the NEPA compliance has been completed. GPD may independently conclude, based on its review of the responses to the questions, that an EA is required and will contact the grantee to notify them of that requirement.

Requirements on the contents of an EA can be found in regulations promulgated by the Council on Environmental Quality (CEQ) at 40 C.F.R. Part 1508 (and may be found on the web at http://ceq.eh.doe.gov/nepa/regs/ceq/toc_ceq.htm). Note that 40 C.F.R. §1508.9 indicates that the EA is a concise document. It is GPD’s intention to adhere strongly to this instruction and to require only enough analysis to accomplish the objectives specified by the regulation.

Grant Programs Directorate
National Environmental Policy Act (NEPA) Compliance Checklist

Grantee: _____

Project Description: _____

1. Is the project likely to have a significant impact on a district, site, highway, structure, or object that is listed in or eligible for listing in the National Registry of Historic Places, affects a historic or cultural resource or traditional and sacred sites, or the loss or destruction of a significant scientific, cultural, or historic resource?

Circle one: Yes/No Explanation:

2. Is the project likely to have a significant effect on public health or public safety?

Circle one: Yes/No Explanation:

3. Is the project likely to have a significant impact on species or habitats protected by the Endangered Species Act, Marine Mammal Protection Act, or Magnuson-Steven Fishery Conservation and Management Act?

Circle one: Yes/No Explanation:

4. Is the project likely to have a significant effect on a unique characteristic of the geographical area such as park land, prime farmland, wetland, floodplain, coastal zone or a wild and scenic river, sole or principal drinking water aquifers, or an ecologically critical area?

Circle one: Yes/No Explanation:

5. Is the project likely to violate a federal, state, or local law or administrative determination imposed for the protection of the environment? (e.g., local noise control ordinance, requirements for the control of hazardous or toxic substances)

Circle one: Yes/No Explanation:

6. Is the project likely to have an effect on the quality of the human environment that is likely to be highly controversial in terms of scientific validity, likely to be highly uncertain, likely to involve unique or unknown environmental risks?

Circle one: Yes/No Explanation:

7. Does the project involve the employment of new or unproven technology that is likely to involve unique or unknown environmental risks, where the effect on the human environment is likely to be highly uncertain, or where the effect on the human environment is likely to be highly controversial in terms of scientific validity?

Circle one: Yes/No Explanation:

8. Will the project set a precedent that forecloses future options that may have significant effects?

Circle one: Yes/No Explanation:

9. Is the project of significantly greater scope or size than normally experienced for a particular category of action?

Circle one: Yes/No Explanation:

10. Does the project have the potential for significant degradation of already existing poor environmental conditions? Also, does the project involve the initiation of a potentially significant environmental degrading influence, activity, or effect in areas not already significantly modified from their natural condition?

Circle one: Yes/No Explanation:

CITY OF KINGSTON

OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT

FY 2019 CDBG-CV II ENTITLEMENT GRANT APPLICATION COVER SHEET

Please do NOT staple or otherwise bind any portion of this application.

APPLICANT INFORMATION

Legal Name of Organization: _____

Address: _____

Contact Person: _____

Program or Project: _____

Phone: _____

Fax: _____

Email: _____

Federal ID #: _____

DUNS #: _____

Fiscal Year End Date: _____

Amount Requested: _____

2019 CDBG-CV II APPLICATION ACKNOWLEDGEMENTS

Organization: _____

Project/Program: _____

- Matching or leveraged funds and/or in-kind services documented as committed to project and available
- Funds available to implement project with reimbursement process
- Acknowledge definition of Low- and Moderate-income levels
- Acknowledge that funds provided under this agreement may not be utilized for inherently religious activities
- Affirmative Action Plan in place
- Code of Standards or Conduct in place for all officers, employees, agents
- Acknowledge reporting requirements will be met
- Acknowledge City procurement and insurance requirements will be met
- Will provide all necessary information for completion of City's Environmental Review requirements prior to allocation

Submitted by: _____

Print Name, Title

Signature: _____