



Department of Planning & Development

Monroe County, New York

Adam J. Bello
County Executive

Ana J. Liss
Director

Community Development Block Grant (CDBG)

Coronavirus Aid, Relief, and Economic Security (CARES) Act

Notice of Funding Availability (NOFA)

Monroe County, New York

Monroe County received a second allocation of funds from the U.S. Department of Housing and Urban Development (HUD) through the Community Development Block Grant (CDBG) in the amount of \$2,705,056 from the Coronavirus Aid, Relief, and Economic Security (CARES) Act (CV) of 2020.

Regulations and guidance issued by HUD on the use of these funds and the requirements for CDBG-CV eligible projects are for the preparation, prevention, and response to the coronavirus pandemic (COVID-19) that principally benefit low-moderate income individuals. See attached for additional guidance.

Monroe County CDBG-CV funds are targeted to serving suburban Monroe County residents, excluding the towns of Greece and Irondequoit. The Towns of Greece and Irondequoit, and the City of Rochester receive direct funding from HUD and administer their own programs.

MONROE COUNTY

CDBG-CV Application

Application due: February 26, 2021



Adam J. Bello
County Executive

Please return completed applications to danielmorrison@monroecounty.gov

SECTION 1: APPLICANT INFORMATION

PROJECT NAME: _____

DUNS NUMBER: _____ FEDERAL TAX OR EMPLOYER ID: _____

NAME OF APPLICANT/ORGANIZATION: _____

ADDRESS: _____

(CITY)

(STATE)

(ZIP)

OFFICIAL/CEO'S NAME & TITLE: _____

PHONE NUMBER: _____ EMAIL: _____

CONTACT PERSON'S NAME & TITLE: _____

PHONE NUMBER: _____ EMAIL: _____

SECTION 2: PROJECT DESCRIPTION

PROJECT CATEGORY

HOUSING ECONOMIC DEVELOPMENT INFRASTRUCTURE HEALTH & HUMAN SERVICES

PROJECT DURATION

BEGIN: _____ END: _____

PROJECT TYPE

ONE TIME PROJECT NEW PROJECT EXISTING PROJECT

PROJECT AREA

Does this program or project serve **suburban** Monroe County? _____

In what census tract and/or block group is the project located? _____

PROJECT COST

TOTAL PROJECT COST: _____ CDBG FUNDS REQUESTED: _____

SECTION 3a: PROJECT SCOPE

Briefly describe the proposed project or program for which funds are being requested. The narrative should include how your agency will assist **in preventing, preparing for, and responding to the coronavirus (COVID-19)**, as well as the **population to be served or the benefit area**. Provide evidence that this need is not being met. Also, describe the work to be performed, including the activities to be undertaken or the services to be provided, the goals and objectives, method of approach, capacity to carry out this activity (staff experience and expertise and financial capacity) and the implementation schedule. Describe how you propose to coordinate your services with the other community agencies and leverage resources and if not, why not.

SECTION 3b: Proposed Use of Funds

Give a breakdown of exactly what the CDBG-CV grant funds will be used for in relation to the service/program you just described.

SECTION 3c: Proposed Schedule of Work

Include the period over which the activities will be carried out and, as applicable, the frequency with which services will be delivered.

SECTION 4: ORGANZIATION OVERVIEW

Please provide a brief description of your organization, including the purpose and mission of the agency, type of services provided, and the number and characteristics of clients served. Include any experience with similar programs to the one being submitted for funding. Please list any prior experience with CDBG or HOME funding.

SECTION 5a: LEVERAGED AND MATCHED FUNDS

Please list any **OTHER** funding leveraged for your program/project for which you are requesting CDBG- CV funds.

SOURCE	AMOUNT	PLEASE CHECK ONE	
		Secured	Anticipated

SECTION 5b: FUTURE FUNDING

If your project will require future funding, please provide information how the program will be funded.

Empty text area for providing information on future funding.

SECTION 6a: PERFORMANCE OBJECTIVES

Select only **one** objective based on the project need.

SUITABLE LIVING ENVIRONMENT

Applies to the activities that are designed to benefit communities, families or individuals by addressing issues in their living environment.

DECENT AFFORDABLE HOUSING

Applies to housing activities where the purpose of the program is to meet individual family or community need.

CREATING ECONOMIC OPPORTUNITY

Applies to the type of activities related to economic development, commercial revitalization, or job creation.

SECTION 6b: PERFORMANCE OUTCOMES

Select only **one** objective based on the project purpose.

AVAILABILITY/ACCESSIBILITY

Applies to activities that make services, infrastructure, housing, or shelter available or accessible to low-to moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to moderate income people.

AFFORDABILITY

Applies to activities that provide affordability in a variety of ways in the lives of low-to moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hookups, or services such as transportation or daycare.

SUSTAINABILITY – Promoting Livable or Viable Communities

Applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to low-to moderate-income people by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities and neighborhoods.

SECTION 6c: BENEFICIARY CATEGORY

Activities Benefiting L/M Income Persons	Prevention/Elimination of Slums or Blight	Urgent Needs
<input type="checkbox"/> L/M Income Area Benefit <input type="checkbox"/> L/M Income Limited Clientele <input type="checkbox"/> L/M Income Housing <input type="checkbox"/> L/M Income Jobs	<input type="checkbox"/> On an Area Basis <input type="checkbox"/> On a Spot Basis <input type="checkbox"/> In an Urban Renewal Area	<input type="checkbox"/> Urgent need

SECTION 6d: BENEFICIARY NUMBER AND TYPE

Check only ONE beneficiary

People

Housing

Jobs

Business

Public

Estimated Number of Beneficiaries:

What data do you have to prove eligibility?

Section 6e: GENERAL REQUIREMENTS

INSURANCE REQUIREMENTS

The following insurances are required to be upheld for the duration of the project:

1. General Liability Insurance - with \$1 million per occurrence & \$3 million aggregate with an additional insured endorsement naming Monroe County.

2. Professional Liability Insurance - with \$1 million per occurrence & \$3 million aggregate.

3. Automobile Liability Insurance - with \$1 million per occurrence for bodily injury and property damage with an additional insured endorsement naming Monroe County.

4. Workers Compensation - provide one of the following forms C-105.2 (or U-26.3), SI-12 (or GSI 105.2) or CE-200.

5. Disability Insurance Benefits - provide one of the following forms DB-120.1, DB-155 or CE-200

More detailed information can be found on the Vendor Insurance Requirement Form, if you don't have a copy and would like one, please contact the appropriate person from the attached contact list.

ENVIRONMENTAL REVIEW

The applicant must provide an environmental review along with this application - including all required supporting documentation - to be considered for funding.

CONTRACTHQ

All agreements between the County and an Applicant will be executed through the County's contract system "ContractHQ". If you do not have access and require it, please contact the appropriate person from the attached contact list.

SECTION 7: BUDGET FORM

Discuss all funding sources, proposed and confirmed for this project included in Section 5a, explain what they will be used for.

REVENUE	CURRENT ALLOCATION (If applicable)	PROJECT BUDGET REQUEST
Please enter the current allocation your organization receives by the correct funding source (if applicable) and the budget request.		
CDBG		
CDBG-CV		
HOME		
TOTAL REVENUES		
EXPENDITURES and BUDGET	TOTAL ITEM COST	AMOUNT REQUESTED
Please enter the total projected budget for the <u>project</u> (not organization) in the first column and your budget request for expenditures to be paid for the project by CDBG-CV funding in the second. Example of budget items: PERSONNEL -Salaried positions (job title), OPERATING COSTS -supplies, equipment, rent/lease, insurance, printing, telephone, CONTRACT SERVICES - Any services produced by your program or project, CONSTRUCTION/ACQUISITION - acquisition, development, rehab hard cost, physical inspections, architectural engineering, permits and fees, insurance and appraisals.		
TOTAL EXPENDITURES		

Section 7b: BUDGET COMPLIANCE

A Community Service & Planning Budget Form is provided for your use but you may also provide your own budget in another format, if available. Prior to completing the Budget Form, review the following limitations on the use of CDBG funds:

1. CDBG funds may not be used for acquisition - regardless of the use of the property - for religious purposes or to promote religious interests.
2. Requests for funds to undertake capital improvements to real property or open space development must include proof of legal ownership or authorization from the owner to perform the improvements.
3. Renovation costs may include equipment provided the equipment is fixed and permanent and is not moveable.
4. Lease or rental of capital equipment is generally advised because all assets acquired by a third-party contractor with CDBG funds, upon termination of the contract, must be transferred to the County or the contractor must reimburse the CDBG program at the current per unit fair market value less the amount of depreciation previously agreed upon with the County.
5. The following costs are not allowed: bad debts; contingencies; contributions and donations; entertainment costs (including meals for social events and awards/graduation banquets); gifts or incentive awards to individuals; fines and penalties resulting from violations of or non-compliance with Federal, State or Local laws; interest on borrowed capital; fundraising; investment management; losses on other awards; and, litigation expenses.

Section 7c: COMMUNITY DEVELOPMENT CONTACTS

Name & Position	Contact	Role
Chanh Quach <i>CD Manager</i>	CQuach@monroecounty.gov (585) 753-2021	CDBG, HOME & ESG program administration
Phil Morgan <i>Sr. Rehab Specialist</i>	PMorgan@monroecounty.gov (585) 753-2003	CDBG public works and facilities projects; Home Improvement Program & Acquisition Rehab
Betty Cordero <i>Community Development Assistant</i>	Ecordero@monroecounty.gov (585) 753-2011	Home Improvement Program intake & First-Time Homebuyer
Daniel Morrison <i>Planning Rehab Assistant</i>	DanielMorrison@monroecounty.gov (585) 753-2019	Home Improvement Program, mcSolar, CDBG Public Services
John F. Lightfoot Sr. <i>Community Liaison</i>	JohnFLightfootSr@monroecounty.gov (585)753-2024	Affordable Rental Housing, ESG, Section 3, M/WBE, Fair Housing

Section 8: STATEMENT OF ASSURANCES

If this grant application is awarded funding, the _____ agrees that:
(Legal Name of Organization)

- 1) The funding recipient is currently registered at <http://sam.gov> and the registration will be updated as necessary.
- 2) Financial records, support documentation, statistical records, and all other records pertinent to funding shall be retained for a period of five years following completion of project/activity.
- 3) All procurement transactions regardless of whether negotiated or advertised and without regard to dollar value shall be conducted in a manner so as to provide maximum open free competition.
- 4) The funding recipient shall establish safeguards to prohibit employees from using their positions for a purpose that has the appearance of being motivated by a desire for private gain for themselves or others.
- 5) All expenditures must have adequate documentation.
- 6) No duplication of benefits will take place during the course of operating this program.
- 7) Any funds that are shown to be duplicated will be returned so that Monroe County can return them to HUD.
- 8) The responsibility of ensuring no duplication of benefits will be passed down to any sub-recipients of this grant.
- 9) All accounting records and supporting documentation shall be available for inspection by Monroe County upon request.
- 10) All materials submitted shall become public records retained by Monroe County.
- 11) No person, on the basis of race, color, national origin, sex, gender identity, familial status, religion, disability, age, veteran status, or any other characteristic protected under applicable federal, state, or local laws should be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under the program or activity funded in whole or part by CDBG-CV funds. The funding recipient agrees to furnish copies of applicable policies and procedures upon request.
- 12) Employment made by or resulting from CDBG-CV funding from Monroe County shall not discriminate against any employee or applicant on the basis of disability, age, race, color, religion, sex, or national origin.
- 13) None of the funds, materials, property, or services provided directly or indirectly under CDBG-CV funding from Monroe County shall be used for any partisan political activity, or to further the election or defeat of any candidate for public office.
- 14) All insurances will be supplied and maintained for the duration of the agreement.
- 15) All necessary environmental reviews and compliances must be adhered to in accordance with SEQR and NEPA.
- 16) Letter of commitment from other funding sources and/or letters of support for your project shall be furnished to Monroe County upon request.

Authorization to request funds: I acknowledge the statements above and certify the information contained in this application is true and correct. I further understand material omission or false information contained in this application constitutes grounds for disqualification and any person who knowingly makes a false claim or statement to HUD may be subject to civil or criminal penalties under 18 U.S.C. 287, 1001 and 31 U.S.C. 3729. I also understand that the application is a request and therefore is no guarantee, expressed or implied, that funds will be provided to the applicant. All organizations awarded federal funds will be subject to federal and local regulatory compliance.

SIGNATURE: _____

(Applicant/Authorized Official Signature)

DATE: _____

Quick Guide to CDBG Eligible Activities to Support Coronavirus and Other Infectious Disease Response
REVISED April 6, 2020

Grantees should coordinate with local health authorities before undertaking any activity to support state or local pandemic response. Grantees may use Community Development Block Grant (CDBG) funds for a range of eligible activities that prevent and respond to the spread of infectious diseases such as the coronavirus.

Examples of Eligible Activities to Support Coronavirus and Other Infectious Disease Response

<i>For more information, refer to applicable sections of the Housing and Community Development Act of 1974 (for State CDBG Grantees) and CDBG regulations (for Entitlement CDBG grantees).</i>	
Buildings and Improvements, Including Public Facilities	
Acquisition, construction, reconstruction, or installation of public works, facilities, and site or other improvements. <i>See section 105(a)(2) (42 U.S.C. 5305(a)(2)); 24 CFR 570.201(c).</i>	Construct a facility for testing, diagnosis, or treatment.
	Rehabilitate a community facility to establish an infectious disease treatment clinic.
	Acquire and rehabilitate, or construct, a group living facility that may be used to centralize patients undergoing treatment.
Rehabilitation of buildings and improvements (including interim assistance). <i>See section 105(a)(4) (42 U.S.C. 5305(a)(4)); 24 CFR 570.201(f); 570.202(b).</i>	Rehabilitate a commercial building or closed school building to establish an infectious disease treatment clinic, e.g., by replacing the HVAC system.
	Acquire, and quickly rehabilitate (if necessary) a motel or hotel building to expand capacity of hospitals to accommodate isolation of patients during recovery.
	Make interim improvements to private properties to enable an individual patient to remain quarantined on a temporary basis.
Assistance to Businesses, including Special Economic Development Assistance	
Provision of assistance to private, for-profit entities, when appropriate to carry out an economic development project. <i>See section 105(a)(17) (42 U.S.C. 5305(a)(17)); 24 CFR 570.203(b).</i>	Provide grants or loans to support new businesses or business expansion to create jobs and manufacture medical supplies necessary to respond to infectious disease.
	Avoid job loss caused by business closures related to social distancing by providing short-term working capital assistance to small businesses to enable retention of jobs held by low- and moderate-income persons.
Provision of assistance to microenterprises. <i>See section 105(a)(22) (42 U.S.C. 5305(a)(22)); 24 CFR 570.201(o).</i>	Provide technical assistance, grants, loans, and other financial assistance to establish, stabilize, and expand microenterprises that provide medical, food delivery, cleaning, and other services to support home health and quarantine.

Provision of New or Quantifiably Increased Public Services	
<p>Following enactment of the CARES Act¹, the public services cap² has no effect on CDBG-CV grants and no effect on FY 2019 and 2020 CDBG grant funds used for coronavirus efforts.</p> <p>See section 105(a)(8) (42 U.S.C. 5305(a)(8)); 24 CFR 570.201(e).</p>	Carry out job training to expand the pool of health care workers and technicians that are available to treat disease within a community.
	Provide testing, diagnosis or other services at a fixed or mobile location.
	Increase the capacity and availability of targeted health services for infectious disease response within existing health facilities.
	Provide equipment, supplies, and materials necessary to carry-out a public service.
	Deliver meals on wheels to quarantined individuals or individuals that need to maintain social distancing due to medical vulnerabilities.
Planning, Capacity Building, and Technical Assistance	
<p>States only: planning grants and planning only grants.</p> <p>See section 105(a)(12).</p>	Grant funds to units of general local government may be used for planning activities in conjunction with an activity, they may also be used for planning only as an activity. These activities must meet or demonstrate that they would meet a national objective. These activities are subject to the State's 20 percent administration, planning and technical assistance cap.
<p>States only: use a part of to support TA and capacity building.</p> <p>See section 106(d)(5) (42 U.S.C. 5306(d)(5)).</p>	Grant funds to units of general local government to hire technical assistance providers to deliver CDBG training to new subrecipients and local government departments that are administering CDBG funds for the first time to assist with infectious disease response. This activity is subject to the State's 3 percent administration, planning and technical assistance cap.
<p>Entitlement only: data gathering, studies, analysis, and preparation of plans and the identification of actions that will implement such plans. See 24 CFR 570.205.</p>	Gather data and develop non-project specific emergency infectious disease response plans.

Planning Considerations

Infectious disease response conditions rapidly evolve and may require changes to the planned use of funds:

- CDBG grantees must amend their Consolidated Annual Action Plan (Con Plan) when there is a change to the allocation priorities or method of distribution of funds; an addition of an activity not described in the plan; or a change to the purpose, scope, location, or beneficiaries of an activity (24 CFR 91.505).
- If the changes meet the criteria for a "substantial amendment" in the grantee's citizen participation plan, the grantee must follow its citizen participation process for amendments (24 CFR 91.105 and 91.115).
- Under the CARES Act, CDBG grantees may amend citizen participation and Con Plans concurrently in order to establish and implement expedited procedures with a comment period of no less than 5-days.

Resources

The Department has technical assistance providers that may be available to assist grantees in their implementation of CDBG funds for activities to prevent or respond to the spread of infectious disease. Please contact your local CPD Field Office Director to request technical assistance from HUD staff or a TA provider.

- Submit your questions to: CPDQuestionsAnswered@hud.gov
- Coronavirus (COVID-19) Information and Resources: <https://www.hud.gov/coronavirus>
- CPD Program Guidance and Training: <https://www.hudexchange.info/program-support/>

¹ On March 27, 2020, President Trump approved the Coronavirus Aid, Relief, and Economic Security Act (Public Law 116-136) (CARES Act). The CARES Act makes available \$5 billion in CDBG coronavirus response (CDBG-CV) funds to prevent, prepare for, and respond to coronavirus.

² Section 105(a)(8) of the HCD Act caps public service activities at 15 percent of most CDBG grants. Some grantees have a different percentage cap.