



TOWN OF UNION

Christopher Kylor, Director

Department Of Planning

Thank you for your interest in the Town of Union Community Development Block Grant (CDBG) program.

The Town (including the Villages of Endicott and Johnson City) has not yet received an estimate of the amount of CDBG funds that will be available for Federal Fiscal year 2023 (October 1, 2023 through September 30, 2024). The Town of Union anticipates that a portion of any new award will be made available, on a competitive basis, to non-profit organizations providing public services to low and moderate income **Town of Union residents**. There is no guarantee that funds will be available to any agency at previous levels. Grants to some agencies/organizations that currently receive funding may be eliminated entirely based upon priorities that are established as part of the 2025-2029 Consolidated Plan.

Non-profit groups that do not provide public services may request specific public facility improvement (i.e. public park improvements, capital improvements, handicapped accessibility projects, street reconstruction, etc.) or housing rehabilitation projects. For projects in the Villages of Johnson City and Endicott, these types of projects should be discussed and coordinated with the appropriate village officials prior to the submission of an application.

If your agency is applying for both public service and capital improvement funding, you must file a separate application for each project. Please note that there is no guarantee that there will be funds specifically allocated for capital projects. Capital funding requests that do not exceed \$10,000 may be more likely to be approved.

One original and one copy of the printed application (including attachments) must be submitted to Christopher Kylor, Planning Director at the following address and must be received on or before Monday, **April 28, 2023** by 4:00 PM **no exceptions**:

Town of Union Planning Department
Town Hall
3111 East Main Street
Endwell, New York 13760

DO NOT submit the applications via fax or e-mail. Applications received after the deadline will only be accepted by Town Board approval and may be subject to a penalty reduction in funding.

All of the required instructions, brochures, and forms have been posted on the Town's web page www.townofunion.com. Navigate to the Departments page and then select Community Development. Then select the Forms and Applications link. The forms have been created using Adobe Acrobat. You will need to have Adobe Acrobat Reader in order to view and fill them out. Please be sure to review the entire application package, paying specific attention to the **Application Submission Information** section for the type of activity that you are requesting funding for. If you have questions about the application please call 786-2977 or send an e-mail to ckylor@townofunion.com

3111 East Main Street•Endwell•New York•13760-5990

Rental Assistance (607) 786-2985•Planning & Community Development (607) 786-2985•TTY (607) 786-2915
Fax (607) 748-0041•World Wide Web: www.townofunion.com•E-Mail: cdbg@townofunion.com



Town of Union, New York

2023 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM ELIGIBLE ACTIVITIES GUIDE

1. Acquisition

Acquisition in whole or in part by a subrecipient, or other public or private nonprofit entity, by purchase, long-term lease, donation, or otherwise, of real property for any eligible public purpose. In order to be considered acquisition, a permanent interest in the property must be obtained. Long-term leases only qualify as acquisition if they are for 15 years or more. Acquisition of real property is subject to **§ 570.606 Displacement, relocation, acquisition, and replacement of housing**. Additionally, acquisition of real property is subject to the requirements under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) (42 U.S.C. 4601-4655).

Real property acquisition does not include:

1. The costs of movable equipment, furnishings, or machinery.
2. A land write-down in which land is purchased at one price and then sold to the same entity at a lower price. This is not an eligible activity since it does not constitute a bona fide acquisition.
3. Acquiring newly constructed housing or acquiring an interest in the construction of new housing.

Application Submission Information For Acquisition Activities

1. Project Description

- a. Provide a detailed description of the real property to be acquired. Identify all costs associated with the acquisition.
- b. Indicate the present zoning and land use of the real property to be acquired.
- c. Indicate whether the activity will result in a change in use of the real property.

2. Project Location

- a. Identify the exact geographic location of the real property. Indicate the property address and nearest intersecting street. Provide a map indicating the exact location of the project.
- b. Indicate if the real property is located in or will have any impact on the following:
 - (i) National Register Historic District
 - (ii) 100 Year Floodplain
 - (iii) Designated Wetlands Area
- c. Discuss how the proposed activity relates to any long-range acquisition program, and what the objectives of the program are.

3. Project Benefit

- a. Describe the existing problems or conditions to be corrected by the proposed activity. Identify the persons affected by these conditions.
- b. Discuss how the proposed activity will correct these conditions.
- c. Describe the intended re-use of the property subsequent to its acquisition.



2. Public Improvements

Acquisition, construction, reconstruction, rehabilitation or installation of public facilities and improvements, carried out by a public or private nonprofit entity. Eligible activities include, but are not limited to: streets, curbs, sidewalks, storm drainage, sanitary sewers, parks and recreation facilities, community centers, and libraries. Design features and improvements which promote energy efficiency may be included. Activities may also include architectural design features and similar treatments intended to enhance the aesthetic quality of facilities and improvements receiving CDBG assistance, such as decorative pavements, railings, sculptures, pools of water and fountains, and other works of art. Facilities containing both eligible and ineligible uses are subject to the following special policies under § 570.200 (b) & (c).

Area Benefit Activities

An activity that serves an area that is not primarily residential in character shall not qualify as an area benefit activity.



Reconstruction of N. Loder Ave. in Endicott.

Multi-Use Building/Facility

A public facility otherwise eligible for assistance under the CDBG program may be provided with CDBG funds even if it is part of a multiple use building containing ineligible uses under the following conditions:

The facility which is otherwise eligible and proposed for assistance must occupy a designated and discrete area within the larger facility; and

The subrecipient can determine the costs attributable to the facility proposed for assistance as separate and distinct from the overall costs of the multiple-use building/facility.

Allowable costs are limited to those attributable to the eligible portion of the building/facility.

Application Submission Information For Public Improvement Projects

1. Project Description

- a. Provide a detailed description of the facilities to be provided or improved. Identify major components of proposed work and state estimated quantities and costs.
- b. Indicate the primary function of the facilities to be provided or improved.
- c. Indicate whether the activity will provide new facilities or reconstruct existing facilities. If reconstructing existing facilities, indicate whether the activity will change the size, use, or capacity of the facilities by more than 20%.

2. Project Location

- a. Identify the exact geographic location of the facility. Indicate the property address and nearest intersecting street, or indicate limits of proposed work (e.g. North Street between Jefferson Avenue and Lincoln Avenue). Provide a map indicating the exact location of the project.
- b. Indicate if the project is located in or will have any impact on the following:
 - (i) National Register Historic District
 - (ii) 100 Year Floodplain
 - (iii) Designated Wetlands Area
- c. Discuss how the proposed activity relates to a comprehensive plan to provide or improve infrastructure in the same neighborhood or geographic area.

3. Project Benefit

- a. Define the geographic area that is served by the facilities to be provided or improved by identifying the physical features (e.g. roads, railroad lines, creeks, etc.) which delineate the area. (This is the area where all persons who will directly benefit by provision of or improvements to the facility reside.)
- b. Describe the existing problems or conditions to be corrected by the proposed activity. Identify the persons affected by these conditions.
- c. Discuss how the proposed activity will correct these conditions.

3. Public Facilities

Acquisition, construction, reconstruction, rehabilitation or installation of public facilities carried out by public or private nonprofit entities. Public Facilities include but are not limited to shelters for the homeless, convalescent homes, hospitals, nursing homes, battered spouse shelters, halfway houses for run-away children, drug offenders or parolees, group homes for mentally disabled persons, and temporary housing for disaster victims. Facilities designed for use in providing shelter for persons having special needs are considered public facilities and not subject to the prohibition of new housing construction. When facilities are owned by nonprofit entities, they shall be operated so as to be open for use by the general public during all normal hours of operation. Public Facilities are subject to special policies under § 570.200 (b)&(c). See discussion/description of these special policies under Public Improvements above.

Application Submission Information For Public Facilities projects

1. Project Description

- a. Provide a detailed description of the facilities to be provided or improved. Identify major components of proposed work and state estimated quantities and costs.
- b. Indicate the primary function of the facilities to be provided or improved.
- c. Indicate whether the activity will provide new facilities or reconstruct existing facilities. If reconstructing existing facilities, indicate whether the activity will change the size, use, or capacity of the facilities by more than 20%.

2. Project Location

- a. Identify the exact geographic location of the facility. Indicate the property address and nearest intersecting street, or indicate limits of proposed work (e.g. North Street between Jefferson Avenue and Lincoln Avenue). Provide a map indicating the exact location of the project.
- b. Indicate if the project is located in or will have any impact on the following:
 - (i) National Register Historic District
 - (ii) 100 Year Floodplain
 - (iii) Designated Wetlands Area
- c. Discuss how the proposed activity relates to a comprehensive plan to provide or improve the entire facility.

3. Project Benefit

Discuss in detail and provide authoritative documentation for one of the following items which best fits your project:

- a. Documentation establishing that the facility is designed for the particular needs of or used exclusively by senior citizens, adults meeting the Bureau of the Census' Current Population Reports definition of "severely disabled," persons living with AIDS, battered spouses, abused children, the homeless, illiterate adults, or migrant farm workers.
- b. Documentation of procedure to obtain information on family size and income so that it is evident that at least 51% of the clientele being served by the facility are persons whose family income does not exceed the low and moderate-income limit.
- c. Describe any income eligibility requirements which limit the activities provided at the facility exclusively to low and moderate-income persons.
- d. Documentation describing how the nature and, if applicable, the location of the facility or service establishes that it is used predominantly by low and moderate-income persons.

4. Clearance

Clearance, demolition, and removal of buildings and improvements, including movement of structures to other sites. Demolition of HUD-assisted housing units may be undertaken only with the prior approval of HUD.

Application Submission Information For Clearance Activities

1. Project Description

- a. Provide a detailed description of the facilities or buildings to be demolished or removed. Indicate whether the activity will be carried out for a single structure or for multiple structures in a defined geographic area. Identify major components of proposed work and state estimated quantities and costs.
- b. Indicate the primary function or use of the facilities or buildings to be demolished or removed.

2. Project Location

- a. Identify the exact geographic location of the facility or building. Indicate the property address and nearest intersecting street, or indicate limits of proposed work (e.g. North Street between Jefferson Avenue and Lincoln Avenue). Provide a map indicating the exact location of the project.
- b. Indicate if the project is located in or will have any impact on the following:
 - (i) National Register Historic District
 - (ii) 100 Year Floodplain
 - (iii) Designated Wetlands Area
- c. Discuss how the proposed activity relates to a comprehensive plan to remove deteriorated buildings or facilities.



Demolition of dilapidated structure in Fairmont Park.

3. Project Benefit

Discuss in detail and provide authoritative documentation for one of the following items that best fits your project:

- a. For clearance activities to be undertaken in a slum or blight area:
 - Provide documentation that the designated area meets a definition of a slum, blighted, deteriorated or deteriorating area under State or local law.
 - Provide documentation demonstrating that there is a substantial number of deteriorated or deteriorating buildings throughout the area or that the public improvements are in a general state of deterioration.
 - Indicate the boundaries of the area and the condition which qualified the area at the time of its designation.
 - Describe how the clearance activity addresses one or more of the conditions that contributed to the deterioration of the area.
- b. For clearance activities to be undertaken on a spot basis describe how the activity will eliminate the specific condition of blight or physical decay.
 - Describe the anticipated impact of the activity on both the aesthetic quality of the surrounding environment, and the general state of health and public safety conditions.
 - Discuss any planned short-term or long-term intended reuse or redevelopment of the project site.

5. Public Services

Provision of public services (including labor, supplies, and materials) including but not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, fair housing counseling, energy conservation, welfare (but excluding the provision of income payments), homebuyer down payment assistance, or recreational needs. To be eligible for assistance, a public service must be either a new service, or a quantifiable increase in the level of an existing service above that which has been provided by or on behalf of the unit of general local government (through funds raised by the unit, or received by the unit from the State in which it is located) in the 12 calendar months before the submission of the action plan. (An exception to this requirement may be made if HUD determines that any decrease in the level of a service was the result of events not within the control of the unit of general local government.)

Application Submission Information For Public Service Activities

1. Project Description

- Provide a detailed description of the services to be provided to the client population. Identify major components of proposed work and state estimated quantities and costs (i.e. position title, responsibilities, hourly rate/hours per week/weeks per year).
- Indicate the primary goals of the services to be provided.
- Indicate whether the activity will provide new services or supplement existing services. If supplementing existing services, indicate whether the activity will increase the level of service provided by more than 20%. Demonstrate new or quantifiable service by describing who will be served and how many people will receive this service.

2. Project Location

- Identify the target area throughout which the service will be provided. Indicate the property address of the facility where services will be provided along with the nearest intersecting street, and indicate limits of proposed work (e.g. Town wide). Provide a map indicating the exact location of the service.
- Indicate if the service is located in or will have any impact on the following:
 - National Register Historic District
 - 100 Year Floodplain
 - Designated Wetlands Area
- Discuss how the proposed activity relates to a comprehensive plan to provide the service over an extended period of time.

3. Project Benefit

Discuss in detail and provide authoritative documentation for one of the following items which best fits your project: All details must include the number of beneficiaries receiving the benefit!

- Documentation establishing that the public service is designed for the particular needs of or used exclusively by senior citizens, adults meeting the Bureau of the Census' Current Population Reports definition of "severely disabled," persons living with AIDS, battered spouses, abused children, the homeless, illiterate adults, or migrant farm workers. (Presumed Benefit)
- Documentation of procedure to obtain information on family size and income so that it is evident that at least 51% of the clientele benefiting from the public service are persons whose family income does not exceed the low and moderate-income limit. In other words how do you qualify your clients for eligibility of services? *Submit a copy of the agency in-take forms that assist in making an income determination for clients served.*
- Describe any income eligibility requirements which limit the provision of the service exclusively to low and moderate-income persons.
- Documentation describing the nature and, if applicable, the location of the service establishing that it is provided predominantly to low and moderate income persons.

6. Removal of Architectural Barriers

Special projects directed to the removal of material and architectural barriers which restrict the mobility and accessibility of elderly or handicapped persons to publicly owned and privately owned non-residential buildings, facilities, and improvements and the common areas of residential structures containing more than one dwelling unit. Call 786-2976 for application instructions.

7. Historic Preservation

Rehabilitation, preservation, or restoration of historic properties, whether publicly or privately owned. Historic properties are those sites or structures that are either listed in or eligible to be listed in the National Register or Historic Places, listed in a State or local inventory of historic places, or designated as a State or local landmark or historic district by appropriate law or ordinance. Historic Preservation, however, is not authorized for buildings for the general conduct of government. Call 786-2976 for application instructions.

Depending on the nature of the activity, some CDBG activities may also be subject to additional program requirements as listed below:

OTHER PROGRAM REQUIREMENTS MAY ALSO APPLY, SUCH AS:

- § 570.503 (b)(8) Reversion of Assets.
- § 570.504 Program Income
- § 570.505 Use of Real Property
- § 570.602 Section 109 of the Act. --Non-discrimination
- § 570.603 Labor Standards
- § 570.604 Environmental Standards
- § 570.605 National Flood Insurance Program
- § 570.606 Displacement, relocation, acquisition, and replacement of housing
- § 570.607 Employment and Contracting Opportunities
- § 570.609 Use of Debarred, Suspended or Ineligible Contractors or Subrecipients
- § 570.611 Conflict of Interest

**Current Income Eligibility
Guidelines
(80% of Broome County
Median Income)
Effective April 18, 2022
(Subject to Change)**

Family Size	Income Limit
1	\$42,950
2	\$49,100
3	\$55,250
4	\$61,350
5	\$66,300
6	\$71,200
7	\$76,100
8+	\$81,000

Application Cover Sheet

Federal Fiscal
Year 2023
CDBG

October 1, 2023 through
September 30, 2024

Applicant/Sponsor Name:

Applicant/Sponsor Address:

Telephone Number:

Fax Number:

E-Mail Address:

Contact Name:

Contact Title:

Project Title:

Amount of CDBG Funding Requested:



Brief Project Description:

Checklist of Required Documents

All applications must include the following:

1. Application Cover Sheet ☐
2. Project Narrative Sheet ☐
3. Project Proposal Form/Project Budget (required only for organizations applying directly for public service activities) ☐ ☐ N/A
4. Copy of Resolution/Board Minutes authorizing submission of application ☐
5. For acquisition, rehabilitation, construction, or street reconstruction projects include:
 - a. Photographs of site ☐ ☐ N/A
 - b. Location map ☐ ☐ N/A

In addition to the above, all non-profit organizations applying for funding must include the following in their submissions:

1. Certification of non-profit status (copy of letter from IRS 501 (c)(3)) ☐
2. Articles of incorporation ☐
3. By-laws of organization ☐
4. List of Board of Directors/Officers ☐
5. Annual operating budget (current approved budget) ☐
6. Most recent financial statement/audit including management letter ☐
7. Copy of deed for property to be rehabilitated (if applicable) ☐ ☐ N/A
8. Copy of all intake documentation used to determine client income/demographics ☐

Applicant/Sponsor is not a non-profit organization, the above checklist is not applicable ☐

Project Narrative Sheet

Federal Fiscal
Year 2023
CDBG

October 1, 2023 through
September 30, 2024

Applicant/Sponsor Name:

Project Title:

CDBG National Objective:

(to be met by proposed activity)

Consolidated Plan Priority:

(to be met by proposed activity)



Please provide a detailed and comprehensive description of the proposed project or activity.
Please be sure to describe all other funding sources and amounts to be made available for this
project or activity.

Project Proposal Sheet

Federal Fiscal
Year 2023

CDBG

October 1, 2023 through
September 30, 2024

Applicant/Sponsor Name:

Applicant/Sponsor CEO Name:

Applicant/Sponsor CEO Title:

Project/Activity Title:



Project Costs

Project Funding Sources

Cost Category	Amount	Funding Sources (Listed Individually)	Amount
Acquisition	<input type="text"/>	<input type="text"/>	<input type="text"/>
Engineering	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Soft Costs	<input type="text"/>	<input type="text"/>	<input type="text"/>
Construction	<input type="text"/>	<input type="text"/>	<input type="text"/>
Rehabilitation	<input type="text"/>	<input type="text"/>	<input type="text"/>
Public Service	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL COSTS	<input type="text"/>	CDBG Funding	<input type="text"/>
		TOTAL FUNDING	<input type="text"/>

Total number of persons anticipated to be served by this program:

Of the total number of persons to be served by this program listed above, how many are anticipated to be Town of Union residents?

To the best of my knowledge and belief, the information contained in this proposal is true and accurate, submission of this proposal has been duly authorized by the governing body, and the governing body has agreed to execute all required certifications, statements of assurances, and contracts if selected by the Town of Union to do so. I further acknowledge that all CDBG contracts are paid on a reimbursement basis and that the organization has sufficient funds from other sources to pay all claims related to the contract prior to submitting a request for reimbursement.

Signature of the CEO/Executive Director: _____

Date: _____

Project Budget

(Public Service Activities Only)

Federal Fiscal
Year 2023

CDBG

October 1, 2023 through
September 30, 2024

Applicant/Sponsor Name:

Project/Activity Title:



Provide a detailed cost estimate. Indicate all sources of funds and project costs, including those not financed with CDBG funds. Please note that if the project is approved, the budget becomes a binding part of the contract between the applicant and the Town of Union.

PERSONAL SERVICES (SALARIES)

Employee Name	Title	Total Budget	CDBG Portion	Other Funding	% of Budget from CDBG
Ex. Jane Doe	Executive Director	\$35,000	\$17,500	\$17,500	50%
TOTALS:					

FRINGE BENEFITS & PAYROLL TAXES

Cost Item (Health, FICA, etc.)	Employee Name	Total Budget	CDBG Portion	Other Funding	% of Budget from CDBG
Ex. Health Insurance	Jane Doe	\$12,000	\$6,000	\$6,000	50%
TOTALS:					

OPERATING & ADMINISTRATIVE EXPENSES (OTHER THAN PERSONAL SERVICES)

Cost Item (Rent, Utilities, Insurance, etc.)	Total Budget	CDBG Portion	Other Funding	% of Budget from CDBG
Ex. Rent	\$12,000	\$6,000	\$6,000	50%
COMBINED TOTAL PROJECT COSTS:				

Please be sure to check your math. This form does not automatically calculate totals.
*The first row of each section serves as an example.