

NASSAU COUNTY OFFICE OF HOUSING AND COMMUNITY DEVELOPMENT
43rd PROGRAM YEAR MUNICIPAL APPLICATION



NASSAU COUNTY
OFFICE OF HOUSING AND COMMUNITY DEVELOPMENT
40 MAIN STREET - 1st FLOOR
HEMPSTEAD, NY 11550
516-572-1915

Community Development Block Grant (CDBG) Program

Consortium Member
Grant Application

Federal Fiscal Year 2017 (43rd Year)

Name of Municipality_____

Date of Submission_____

EDWARD P. MANGANO
COUNTY EXECUTIVE



JOHN R. SARCONI
EXECUTIVE DIRECTOR



**NASSAU COUNTY OFFICE OF HOUSING AND COMMUNITY
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GENERAL INFORMATION

MUNICIPALITY:

ADDRESS:

CONTACT PERSON:

TELEPHONE NUMBER:

EMAIL ADDRESS:

Public Hearing Date and Authorized Signature

a. Public Hearing Date: _____

b. Application Officially Submitted by:

Printed Name and Title of Authorized Municipal Representative

Signature

c. Attach certified resolution(s) and a public hearing notice with affidavit

**** Application is due to this office no later than Monday, April 3, 2017. Deliver to:**

John Sarcone, Director
Nassau County Office of Housing & Community Development
40 Main St., 1st Floor
Hempstead, NY 11550

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NOTE – As per the U.S. Department of Housing and Urban Development (HUD), activities that do not demonstrate timely drawdowns (drawdowns within the first twelve months of allocation), and/or do not report quantifiable accomplishments in a timely manner are deemed “flagged” and “inactive” and may have funds recaptured.

Project Summary Sheet

Affordable Housing Activity(ies)	Request (\$000)
	TOTAL: \$

Other CDBG Activity(ies)	Request (\$000)
	TOTAL: \$

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PLEASE NOTE

Nassau County is encouraging the use of CDBG funding to assist in the development of affordable rental and homeowner housing in areas identified by HUD indices as being “High Opportunity Areas” (HOA). All funding requests submitted under this category will be prioritized for funding and will be reviewed to determine whether the proposed activity will lead to the production of affordable housing in these areas. Lists of HOAs for individual consortium members can be obtained from the NC OHCD.

Funds awarded **under this category** may be used for the following eligible CDBG activities:

- Property acquisition including closing costs (24CFR 570.201(a))
- Property Disposition (24CFR 570.201(b))
- Clearance/Demolition (24CFR 570.201(d))
- Rehabilitation of Acquired Properties (570.202)
- Homebuyer Assistance (for properties to be acquired) (570.201(n))

Ineligible costs **under this category** include:

- Relocation
- New Construction
- Program Delivery & Administrative Costs

More detail on the eligibility and national objective compliance of real property acquisition is available as a separate attachment to this application from NC OHCD.

The resale or rental of all properties acquired must comply with all CDBG requirements and must meet the low/mod housing national objective. Additionally, all properties must be affirmatively marketed and meet long term affordability requirements.

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PART 1

Individual CDBG Activity Application Form

For

Affordable Housing Activities

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I. Activity Name: Affordable Housing Development

II. Activity Type and Total Funding Request:

Activity Type	Fund Request
Acquisition for Multi-Family <i>Rental Housing</i> (more than 4 Units)	
Acquisition for Single-Family <i>Owner-Occupied</i> Housing (1-4 Units)	
Acquisition for Multi-Family <i>Owner Occupied</i> Housing (more than 4 Units)	
Acquisition for Single-Family <i>Rental</i> Housing (1-4 Units)	
Clearance of Property	
Disposition of Property	
Rehabilitation of Property	
Homebuyer Assistance	
Total Funds Requested	

Activity Sheet (fill out one for each Affordable Housing activity)

III. Activity Details:

Activity Type: _____

Location/Address of Property: _____

Census Tract and Block Group: _____

of Units to Be Created: _____

of Units Expected to Be Affordable for Multi-Family Developments: _____

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IV. Detailed Project Description/Statement of Work:

:

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A. Does the activity (check all that apply):

- ☐ Support and promote integrated communities and improve integrated living patterns? (i.e., public service activities, multifamily rehabilitation, acquisition of property for public purpose, and homeownership assistance)
- ☐ Reduce racially and ethnically concentrated areas of poverty? (i.e. economic development, public service activities, and homeownership assistance)
- ☐ Respond to identified disproportionate housing needs of persons protected under the Fair Housing Act? (i.e. residential rehabilitation – for handicapped accessibility improvements, code enforcement, and public housing rehabilitation)
- ☐ Foster and maintain compliance with civil rights and fair housing laws? (i.e., housing counseling, and landlord/tenant counseling)
- ☐ Address disparities in access to key community assets which may provide greater mobility and access to vital assets including economic opportunities, employment, health, transportation and quality education? (i.e. downtown revitalization, public facility and infrastructure improvements, handicapped accessibility improvements, commercial rehabilitation, public service activities, and transportation activities).

B. Does this activity address any of the ten (10) Impediments to Fair Housing as identified in the Nassau County Analysis of Impediments to Fair Housing Choice (“AI” – link below) (check all that apply):

<https://www.nassaucountyny.gov/4217/2015-Analysis-Impediments?activeLiveTab=widgets>

- ☐ Impediment #1: Discrimination in the Nassau County Housing Market
- ☐ Impediment #2: Lending Policies, Practices and Disparities
- ☐ Impediment #3: Lack of Vacant Land and High Cost of Land in Nassau County
- ☐ Impediment #4: Limited Availability of Funds
- ☐ Impediment #5: Public Policy, Zoning and Local Opposition
- ☐ Impediment #6: Limited Not-for-profit Capacity
- ☐ Impediment #7: High Construction Cost and High Property Tax Burden
- ☐ Impediment #8: Abandoned/Deteriorated Housing
- ☐ Impediment #9: Employment/Housing/Transportation Linkage
- ☐ Impediment #10: Insufficient Understanding of “Reasonable Accommodations”

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Please provide a description of the expected outcome of this activity (i.e. 2 low/mod income households will have access to affordable housing):

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Operating Budget:

Source	Status of Funding *	Amount
CDBG (Requested from County)		\$
CDBG (Already Received)		\$
Other Federal Funding		\$
State Funding		\$
Local Municipal Match		\$
Other (Identify)		\$
TOTAL FUNDING:		\$

* Note the name of the federal or state program from which funds have been or are expected to be received and whether funding has been committed or applied for, or if an application is in preparation. Supply copies of commitment letters, correspondence, etc. to support your claim.

Project Schedule:

For construction projects:

<u>Phase</u>	<u>Anticipated Completion Date</u>
1. Acquisition	_____
2. Architectural/Engineering	_____
3. Bid Phase	_____
4. Construction Phase	_____
4. Project Completion	_____

Is the purpose of this activity to (Check all that apply):

- _____ Help prevent homelessness
- _____ Help the homeless
- _____ Help those with HIV/AIDS
- _____ Help persons with disabilities

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Performance Measurement*

1. Please indicate which Performance Objective this activity will address

- ☐ Suitable Living Environment
☒ Decent Affordable Housing
☐ Creating Economic Opportunities

2. Please indicate which Performance Outcome this activity will address

- ☐ Availability/Accessibility
☐ Affordability
☐ Sustainability: Providing Livable or Viable Communities

Other:

1. Will this activity require any change in zoning? Yes__ No__ (If yes, please indicate status)

2. Has this activity been derived from a community planning or zoning study?
Yes__ No__ (If yes, please explain and attach a copy)

* Through CPD Notice 03-09, the U.S. Dept. of HUD strongly encouraged each CPD formula grantee to develop and use a state or local performance measurement system. Performance measurement is simply an organized process for gathering information to determine how well programs and projects are meeting needs, and then using that information to improve performance and better target resources. A joint HUD/OMB Grantee Outcome Measurement framework was developed by a working group made up of representatives from NACCED, NCDA, COSCDA, NAHRO, HUD and OMB. This section is based upon that guidance.

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PART 2

Individual CDBG Activity Application Form

For

All Other CDBG-Eligible Activities

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Non-Affordable Housing Activity Sheet (fill out one for each activity)

I. Activity Name:_____

The attached ***Appendix A*** contains the complete list of all CDBG eligible activities.
Please choose from this list and enter activity above..

A. Grant Funding Requested: \$_____ NOTE: Minimum \$4,000 for
Public Services funding.

B. Detailed Project Description/Statement of Work:

:

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C. Project Location (Be Specific):

D. Which priority does activity address (check all that apply):

- ☐ Affordable Housing
- ☐ Downtown Revitalization
- ☐ Transit Oriented Development
- ☐ Economic Development
- ☐ Green/Energy Efficiency
- ☐ Leveraging of CDBG Dollars
- ☐ Public Service

E. Does the activity (check all that apply):

- ☐ Support and promote integrated communities and improve integrated living patterns? (i.e., public service activities, multifamily rehabilitation, acquisition of property for public purpose, and homeownership assistance)
- ☐ Reduce racially and ethnically concentrated areas of poverty? (i.e. economic development, public service activities, and homeownership assistance)
- ☐ Respond to identified disproportionate housing needs of persons protected under the Fair Housing Act? (i.e. residential rehabilitation – for handicapped accessibility improvements, code enforcement, and public housing rehabilitation)
- ☐ Foster and maintain compliance with civil rights and fair housing laws? (i.e., housing counseling, and landlord/tenant counseling)
- ☐ Address disparities in access to key community assets which may provide greater mobility and access to vital assets including economic opportunities, employment, health, transportation and quality education? (i.e. downtown revitalization, public facility and infrastructure improvements, handicapped accessibility improvements, commercial rehabilitation, public service activities, and transportation activities).

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F. Does this activity address any of the ten (10) Impediments to Fair Housing as identified in the Nassau County Analysis of Impediments to Fair Housing Choice (“AI” – link below) (check all that apply):

<https://www.nassaucountyny.gov/4217/2015-Analysis-Impediments?activeLiveTab=widgets>

- _____ Impediment #1: Discrimination in the Nassau County Housing Market
- _____ Impediment #2: Lending Policies, Practices and Disparities
- _____ Impediment #3: Lack of Vacant Land and High Cost of Land in Nassau County
- _____ Impediment #4: Limited Availability of Funds
- _____ Impediment #5: Public Policy, Zoning and Local Opposition
- _____ Impediment #6: Limited Not-for-profit Capacity
- _____ Impediment #7: High Construction Cost and High Property Tax Burden
- _____ Impediment #8: Abandoned/Deteriorated Housing
- _____ Impediment #9: Employment/Housing/Transportation Linkage
- _____ Impediment #10: Insufficient Understanding of “Reasonable Accommodations”

G. Please provide a description of the expected outcome of this activity (i.e. 200 people will have improved access to community center):

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H. If CDBG funds were not available, what alternative funds would be available for this project?

I. Operating Budget:

Source	Status of Funding *	Amount
CDBG (Requested from County)		\$
CDBG (Already Received)		\$
Other Federal Funding		\$
State Funding		\$
Local Municipal Match		\$
Other (Identify)		\$
TOTAL FUNDING:		\$

* Note the name of the federal or state program from which funds have been or are expected to be received and whether funding has been committed or applied for, or if an application is in preparation. Supply copies of commitment letters, correspondence, etc. to support your claim.

J. Project Schedule

For construction projects:

<u>Phase</u>	<u>Anticipated Completion Date</u>
1. Architectural/Engineering	_____
2. Bid Phase	_____
3. Construction Phase	_____
4. Project Completion	_____

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For all other projects:

Anticipated Start Date: _____

Anticipated Completion Date: _____

***Activities will NOT be funded without a detailed project schedule.**

K. Eligibility Criteria/Program Benefit for Each Project or Activity

All projects must meet a CDBG National Objective. Nassau County will accept applications for low/moderate income benefit and blight elimination activities.

National Objective to be Met (check one):

Low/Mod Area _____ Low/Mod Income Clientele _____ Low/Mod Housing _____

Low/Mod Jobs _____ Slums/Blight _____

Beneficiary Type: (Choose ONE: People, Youth, Elderly, Households, Businesses, Organizations, Housing Units, Public Facilities, Jobs) _____

Proposed # of Beneficiaries for *Low/Mod Clientele*: _____
(At least 51% of program participants must be income eligible)

L. Census Tract(s)/Block Group(s) for *Low/Mod Area* (i.e. CT 5555 BG 1,2,3,4):

*****Attach a map of the proposed service area**

M. Is the purpose of this activity to:

- _____ Help prevent homelessness
- _____ Help the homeless
- _____ Help those with HIV/AIDS
- _____ Help persons with disabilities

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N. Performance Measurement*

1. Please indicate which Performance Objective this activity will address

- ☐ Suitable Living Environment
- ☐ Decent Affordable Housing
- ☐ Creating Economic Opportunities

2. Please indicate which Performance Outcome this activity will address

- ☐ Availability/Accessibility
- ☐ Affordability
- ☐ Sustainability: Providing Livable or Viable Communities

O. Other

Please describe the relationship, if any, to a previously funded or other proposed CDBG activity.

Will this activity require any change in zoning? Yes__ No__ (If yes, please indicate status)

* Through CPD Notice 03-09, the U.S. Dept. of HUD strongly encouraged each CPD formula grantee to develop and use a state or local performance measurement system. Performance measurement is simply an organized process for gathering information to determine how well programs and projects are meeting needs, and then using that information to improve performance and better target resources. A joint HUD/OMB Grantee Outcome Measurement framework was developed by a working group made up of representatives from NACCED, NCDA, COSCDA, NAHRO, HUD and OMB. This section is based upon that guidance.

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Has this activity been derived from a community planning or zoning study?

Yes___ No___ (If yes, please explain and attach a copy)

Is project in an identified target area? Yes___ No___ (If yes, what is the defined area)

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ADDITIONAL PUBLIC SERVICE ACTIVITY WORKSHEET

(Fill out for each public service)¹

Name of Organization: _____

Address of Organization: _____

Contact Person: _____

Title: _____

Telephone Number: _____

Email Address: _____

Charities Registration #: _____
(Obtained from NYS Attorney General)

Tax ID #: _____

Year(s) in Operation: _____

Type of Service:

Senior Services	_____	Handicapped Services	_____
Legal Services	_____	Youth Services	_____
Transportation Services	_____	Substance Abuse Services	_____
Battered and Abuse Spouses	_____	Employment Training	_____
Crime Awareness	_____	Fair Housing Activities	_____
Tenant/Landlord Counseling	_____	Child Care Services	_____
Health Services	_____	Abused Children Services	_____
Mental Health Services	_____	Housing Counseling	_____
Food Banks	_____	Other _____	

¹ Please note that Public Service funding cannot exceed 15% of your total allocation.

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1. If Low/Mod Income “*Clientele*” Benefit category was previously checked on page 17, would the activity be described as:

____ **Direct Benefit (Limited Clientele)**

Under this category, 51% of the beneficiaries of an activity have to be Low/Mod Income persons. Activities in this category provide benefits to a specific group of persons rather than everyone in an area.

____ **Presumed Benefit:**

Presumed Benefit activities are those that benefit only one of the following categories (please check one):

abused children	_____	homeless	_____
battered spouses	_____	illiterate persons	_____
elderly	_____	persons living w/ AIDS	_____
severely disabled adults	_____	migrant farm workers	_____

____ **Nature or Location:**

Under the category, the activity is of such nature and in such location that it may reasonably be concluded that the activity’s clientele will primarily be L/M income persons (for example, a day care center that is designed to serve residents of a public housing complex). If checked, please explain:

2. If Low/Mod “*Area*” Benefit category was previously checked on page 17, please describe the service area that will be benefit from this public service and attach a map of the proposed service area.

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- 3. In order to utilize CDBG funds under the public service category, the service must be either a new service or a quantifiable increase in the level of an existing service and meet the 51% low/mod criteria. Please describe the new or expanded component of the public service.**

The current HUD Income Limits are as follows (subject to change, please verify):

Median Income	HOUSEHOLD SIZE							
	1	2	3	4	5	6	7	8
30%	\$22,300	\$25,500	\$28,700	\$32,700	\$31,500	\$34,400	\$39,950	\$42,050
50%	\$37,200	\$42,500	\$47,800	\$53,100	\$57,350	\$61,600	\$65,850	\$70,100
60%	\$44,600	\$51,000	\$57,350	\$63,700	\$68,800	\$73,900	\$79,000	\$84,100
80%	\$59,450	\$68,000	\$76,500	\$84,950	\$91,750	\$98,550	\$105,350	\$112,150

HUD Median Income \$106,200

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Required Public Service Documentation

Please attach the following documentation. Check each item that you have attached. If an item is not attached, provide an explanation below as to why:

- ____ State and Federal Tax Exemption Determination Letters
- ____ List of any officers and/or staff to be compensated under the program
- ____ Copies of Intake Forms for program participants from the previous program year which includes household size, income level, and self-identification of race and ethnicity². Attach a minimum of 10-15 forms and any other income documentation provided by program participants. Please black out any personal information.

***HUD is requiring NC OHCD to maintain these records on-site in order to determine program eligibility. NC OHCD will be requesting updated intake forms for the program participants during the program year upon voucher submission.

Explanation:

The following documentation must be kept by the municipality. Check each item that you have received from the public service agency. If a document has not been received, provide an explanation as to why:

- ____ Articles of Incorporation and By-Laws
- ____ Resume of Program Administrator
- ____ Resume of Fiscal Officer
- ____ Most Recent Audited Financial Statements Prepared in Compliance with 2 CFR Part 200 et seq.
- ____ Most Recently Filed IRS Form 990
- ____ Copy of Current Annual Operating Budget (*include both sources & uses of funds*)

² All client intake forms must contain the following language:

"I certify that the above information is accurate to the best of my knowledge. While I have been assured that the information is kept confidential, I am aware that it is subject to verification by the agency providing services, the Nassau County Office of Community Development and/or HUD. I, therefore, authorize such verification, and will provide additional supporting documents if requested."

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_____ Copy of Most Recent Interim Financial Statements for Current Year (Balance Sheet & Profit & Loss Statement) Not More Than 60 Days Old.

_____ Articles of Incorporation and By-Laws

_____ Current List of Board of Directors

_____ Organizational Chart

Explanation:

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ADDITIONAL GENERAL ATTACHMENTS

1. Certified resolution(s) and a public hearing notice with affidavit
2. Copies of Census Maps and Census detail (Census Tract and Block Groups) delineating project area (for all Low/Mod Area Activities)

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ENVIRONMENTAL REVIEW INFORMATION FORM

CDBG ♦ HOME ♦ ESG

CONSORTIUM MEMBER: _____

- ☐ **Project Name:** _____
- ☐ **Project Description** – this should include the exact description of what the HUD funds are intended to be used for
- ☐ **Continuation Project** – Please indicate whether the activity to be carried out is a continuation of a previously funded project.
- ☐ **Project Location** – exact locations/ street addresses are REQUIRED. Without the accurate and exact location, the (ERR) cannot be completed.
- ☐ **Age of Dwelling(s)** – For the purposes of complying with the State Historic Preservation Organization (SHPO), the age/construction date of each dwelling must be provided. In the event that a dwelling is more than 50 years of age, a photograph of the property will also be required and SHPO must be contacted. SHPO's response will determine the status of this factor. IF SHPO determines that there is historic relevance of the property, additional information will be required. This information is available at your local building department or at www.mynassauproperty.com

Questions or concerns regarding the environmental review process can be directed to: Donald Crosely, Program Supervisor – Environmental Review, at: 516-572-1919 or dcrosley@nassaucountyny.gov

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APPENDIX A

LIST OF CDBG ELIGIBLE ACTIVITIES

Below is a list of eligible CDBG activities. In order to utilize CDBG funds for an activity, it must also meet a National Objective and be eligible in accordance with the regulations at 570.201–570.207. Subrecipients need to refer to the regulations to determine an activity's eligibility.

Acquisition, Disposition, Clearance, Relocation

- | | |
|---------------------------------|-----------------------------------|
| 01 Acquisition of Real Property | 04A Cleanup of Contaminated Sites |
| 02 Disposition of Real Property | 08 Relocation |
| 04 Clearance and Demolition | |

Economic Development

- | | |
|--|---|
| 14E Rehab: Publicly or Privately Owned
Commercial/Industrial (CI) | 17D CI: Other Improvements |
| 17A CI: Acquisition/Disposition | 18A ED: Direct Financial Assistance to
For-Profits |
| 17B CI: Infrastructure Development | 18B ED: Technical Assistance |
| 17C CI: Building Acquisition, Construction,
Rehabilitation | 18C ED: Micro-Enterprise Assistance |

Housing

- | | |
|--|--|
| 12 Construction of Housing | 14G Rehab: Acquisition |
| 13 Direct Homeownership Assistance | 14H Rehab: Administration |
| 14A Rehab: Single-Unit Residential | 14I Lead-Based Paint/Lead Hazards
Testing/Abatement |
| 14B Rehab: Multi-Unit Residential | 14J Housing Services |
| 14C Rehab: Public Housing Modernization | 16A Residential Historic Preservation |
| 14D Rehab: Other Publicly Owned
Residential Buildings | |
| 14F Rehab: Energy Efficiency Improvements | |

Public Facilities and Infrastructure Improvements

- | | |
|---|---|
| 03 Other Public Facilities/Improvements | 03K Street Improvements |
| 03A Senior Centers | 03L Sidewalks |
| 03B Handicapped Centers | 03M Child Care Centers |
| 03C Homeless Facilities (not operating costs) | 03N Tree Planting |
| 03D Youth Centers | 03O Fire Stations/Equipment |
| 03E Neighborhood Facilities | 03P Health Facilities |
| 03F Parks, Recreational Facilities | 03Q Facilities for Abused and Neglected
Children |
| | |
| 03G Parking Facilities | 03R Asbestos Removal |
| 03H Solid Waste Disposal Improvements | 03S Facilities for AIDS Patients (Not
operating costs) |

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Public Services

05A Senior Services
05N Services for Abused and Neglected
05C Legal Services
05P Screening for Lead Poisoning
05E Transportation Services
05R Homeownership Assistance (not direct)
05G Services for Battered and Abused Spouses
05S Rental Housing Subsidies
05H Employment Training
05U Housing Counseling
05J Fair Housing Activities (subject to Public Services Cap)
05K Tenant/Landlord Counseling

05B Handicapped Services
05O Mental Health Services
05D Youth Services
05Q Subsistence Payments
05F Substance Abuse Services

05I Crime Awareness/Prevention
05V Neighborhood Cleanups
03T Operating Costs of Homeless/AIDS
05W Food Banks
05L Child Care Services
05 Other Public Services
05M Health Services

Repayment of Section 108 Loans

19F Planned Repayments of Section 108
Loans

19G Unplanned Repayments of Section
Loans

Other

15 Code Enforcement
16B Non-Residential Historic Preservation

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ACTIVITY DEFINITIONS

Below is a list of eligible CDBG activities. In order to utilize CDBG funds for an activity, it must also meet a National Objective and be eligible in accordance with the regulations at 570.201–570.207. Subrecipients need to refer to the regulations to determine an activity's eligibility

Code	Definition
01	<p>Acquisition of Real Property</p> <p>Acquisition of real property that will be developed for a public purpose. Use code 01 for the CDBG-funded purchase of real property on which, for example, a public facility or housing will be constructed.</p> <p><i>When CDBG funds are used to:</i></p> <ul style="list-style-type: none"> • <i>acquire a public facility that will be rehabilitated with CDBG funds and continue to be used as a public facility, assign the appropriate 03* code.</i> • <i>acquire housing that will be rehabilitated, use code 14G.</i>
02	<p>Disposition of Real Property</p> <p>Costs related to the sale, lease, or donation of real property acquired with CDBG funds or under urban renewal. These include the costs of temporarily maintaining property pending disposition and costs incidental to disposition of the property.</p>
03A	<p>Senior Centers</p> <p>Acquisition, construction, or rehabilitation of facilities (except permanent housing) for seniors.</p> <p>03A may be used for a facility serving both the elderly and the handicapped provided it is not intended primarily to serve persons with handicaps. If it is, use 03B instead.</p> <p><i>For the construction of permanent housing for the elderly, use code 12; for the rehabilitation of such housing, use the appropriate 14* code.</i></p>
03B	<p>Handicapped Centers</p> <p>Acquisition, construction, or rehabilitation of centers, group homes, and other facilities (except permanent housing) for the handicapped.</p> <p>03B may be used for a facility serving both the handicapped and the elderly provided it is not intended primarily to serve the elderly. If it is, use 03A instead.</p> <p><i>For the construction of permanent housing for the handicapped, use code 12; for the rehabilitation of such housing, use the appropriate 14* code.</i></p>

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03C	<p>Homeless Facilities (not operating costs)</p> <p>Acquisition, construction, or rehabilitation of temporary shelters and transitional housing for the homeless, including battered spouses, disaster victims, runaway children, drug offenders, and parolees.</p> <p><i>For the construction of permanent housing for the homeless, use code 12; for the rehabilitation of such housing, use the appropriate 14* code.</i></p>
03D	<p>Youth Centers</p> <p>Acquisition, construction, or rehabilitation of facilities intended primarily for young people age 13 to 19. These include playground and recreational facilities that are part of a youth center.</p> <p><i>For the acquisition, construction or rehabilitation of facilities intended primarily for children age 12 and under, use 03M; for facilities for abused and neglected children, use 03Q.</i></p>
03E	<p>Neighborhood Facilities</p> <p>Acquisition, construction, or rehabilitation of facilities that are principally designed to serve a neighborhood and that will be used for social services or for multiple purposes (including recreation). Such facilities may include libraries and community centers.</p>
03F	<p>Parks, Recreational Facilities</p> <p>Development of open space areas or facilities intended primarily for recreational use.</p>
03G	<p>Parking Facilities</p> <p>Acquisition, construction, or rehabilitation of parking lots and parking garages. Also use 03G if the primary purpose of rehabilitating a public facility or carrying out a street improvement activity is to improve parking.</p> <p><i>If parking improvements are only part of a larger street improvement activity, use 03K.</i></p>
03H	<p>Solid Waste Disposal Improvements</p> <p>Acquisition, construction or rehabilitation of solid waste disposal facilities.</p>
03I	<p>Flood Drainage Improvements</p> <p>Acquisition, construction, or rehabilitation of flood drainage facilities, such as retention ponds or catch basins. Do not use 03I for construction/rehabilitation of storm sewers, street drains, or storm drains.</p> <p><i>Use 03J for storm sewers and 03K for street and storm drains.</i></p>

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3J	<p>Water/Sewer Improvements</p> <p>Installation or replacement of water lines, sanitary sewers, storm sewers, and fire hydrants. Costs of street repairs (usually repaving) made necessary by water/sewer improvement activities are included under 03J.</p> <p><i>For water/sewer improvements that are part of:</i></p> <ul style="list-style-type: none"> • <i>more extensive street improvements, use 03K (assign 03K, for example, to an activity that involves paving six blocks of Main Street and installing 100 feet of new water lines in one of those blocks).</i> • <i>a housing rehabilitation activity, use the appropriate 14* matrix code.</i> <p><i>For construction or rehabilitation of flood drainage facilities, use 03I.</i></p>
03K	<p>Street Improvements</p> <p>Installation or repair of streets, street drains, storm drains, curbs and gutters, tunnels, bridges, and traffic lights/signs. Also use 03K:</p> <ul style="list-style-type: none"> • for improvements that include landscaping, street lighting, and/or street signs (commonly referred to as "streetscaping"). • if sidewalk improvements (see code 03L) are part of more extensive street improvements.
03L	<p>Sidewalks</p> <p>Improvements to sidewalks. Also use 03L for sidewalk improvements that include the installation of trash receptacles, lighting, benches, and trees.</p>
03M	<p>Child Care Centers</p> <p>Acquisition, construction, or rehabilitation of facilities intended primarily for children age 12 and under. Examples are daycare centers and Head Start preschool centers.</p> <p><i>For the construction or rehabilitation of facilities for abused and neglected children, use 03Q; for the construction or rehabilitation of facilities for teenagers, use 03D.</i></p>
03N	<p>Tree Planting</p> <p>Activities limited to tree planting (sometimes referred to as "beautification").</p> <p><i>For streetscape activities that include tree planting, use 03K; for sidewalk improvement activities that include tree planting, use 03L.</i></p>
03O	<p>Fire Stations/Equipment</p> <p>Acquisition, construction, or rehabilitation of fire stations and/or the purchase of fire trucks and emergency rescue equipment.</p>

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03P	<p>Health Facilities</p> <p>Acquisition, construction, or rehabilitation of physical or mental health facilities. Examples of such facilities include neighborhood clinics, hospitals, nursing homes, and convalescent homes.</p> <p><i>Health facilities for a specific client group should use the matrix code for that client group. For example, use 03Q for the construction or rehabilitation of health facilities for abused and neglected children.</i></p>
03Q	<p>Facilities for Abused and Neglected Children</p> <p>Acquisition, construction, or rehabilitation of daycare centers, treatment facilities, or temporary housing for abused and neglected children.</p>
03R	<p>Asbestos Removal</p> <p>Rehabilitation of any public facility undertaken primarily to remove asbestos.</p>
03S	<p>Facilities for AIDS Patients (not operating costs)</p> <p>Acquisition, construction, or rehabilitation of facilities for the treatment or temporary housing of people who are HIV positive or who have AIDS.</p> <p><i>For the construction or rehabilitation of facilities for AIDS education and prevention, use 03P.</i></p>
03T	<p>Operating Costs of Homeless/AIDS Patients Programs</p> <p>Costs associated with the operation of programs for the homeless or for AIDS patients, such as staff costs, utilities, maintenance, and insurance.</p> <p>Because payment of operating costs for these programs is a public service under CDBG, all CDBG expenditures for 03T activities are included in the calculation of the Public Services cap.</p>
03	<p>Other Public Facilities and Improvements</p> <p>Do not use this code unless an activity does not fall under a more specific 03* code. Also, do not use one activity for multiple facilities and then assign it an 03 because the types of facilities are different.</p> <p>One legitimate use of 03 is for activities that assist persons with disabilities by removing architectural barriers from or providing ADA improvements to government buildings (activities that otherwise would not be eligible for CDBG funding).</p>
04	<p>Clearance and Demolition</p> <p>Clearance or demolition of buildings/improvements, or the movement of buildings to other sites.</p>
04A	<p>Cleanup of Contaminated Sites</p> <p>Activities undertaken primarily to clean toxic/environmental waste or contamination from a site.</p>

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05A	Senior Services Services for the elderly. 05A may be used for an activity that serves both the elderly and the handicapped provided it is not intended primarily to serve persons with handicaps. If it is, use 05B instead.
05B	Handicapped Services Services for the handicapped, regardless of age.
05C	Legal Services Services providing legal aid to low- and moderate-income (LMI) persons. <i>If the only legal service provided is for the settlement of tenant/landlord disputes, use 05K.</i>
5E	Youth Services Services for young people age 13 to 19 that include, for example, recreational services limited to teenagers and teen counseling programs. Also use 05D for counseling programs that target teens but include counseling for the family as well. <i>For services for children age 12 and under, use 05L; for services for abused and neglected children, use 05N.</i>
	Transportation Services General transportation services. <i>Transportation services for a specific client group should use the matrix code for that client group. For example, use 05A for transportation services for the elderly.</i>
05F	Substance Abuse Services Substance abuse recovery programs and substance abuse prevention/education activities. If the services are provided for a specific client group, the matrix code for that client group may be used instead. For example, substance abuse services that target teenagers may be coded either 05D or 05F.
05G	Services for Battered and Abused Spouses Services for battered and abused spouses and their families. <i>For services limited to abused and neglected children, use 05N.</i>
05H	Employment Training Assistance to increase self-sufficiency, including literacy, independent living skills, and job training. <i>For activities providing training for permanent jobs with specific businesses, use 18A.</i>
05I	Crime Awareness/Prevention Promotion of crime awareness and prevention, including crime prevention education programs and paying for security guards.

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05J	Fair Housing Activities (subject to Public Services cap) Fair housing services (e.g. counseling on housing discrimination) that meet a national objective. <i>For fair housing services activities carried out as part of general program administration (and thus not required to meet a national objective), use 21D.</i>
05K	Tenant/Landlord Counseling Counseling to help prevent or settle disputes between tenants and landlords.
05L	Child Care Services Services that will benefit children (generally under age 13), including parenting skills classes. <i>For services exclusively for abused and neglected children, use 05N.</i>
05M	Health Services Services addressing the physical health needs of residents of the community. <i>For mental health services, use 05O.</i>
05N	Services for Abused and Neglected Children Daycare and other services exclusively for abused and neglected children.
05O	Mental Health Services Services addressing the mental health needs of residents of the community.
05P	Screening for Lead Poisoning Activities undertaken primarily to provide screening for lead poisoning. <i>For lead poisoning testing/abatement activities, use 14I.</i>
05Q	Subsistence Payments One-time or short-term (no more than three months) emergency payments on behalf of individuals or families, generally for the purpose of preventing homelessness. Examples include utility payments to prevent cutoff of service and rent/mortgage payments to prevent eviction.

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5R	<p>Homeownership Assistance (not direct)</p> <p>Homeowner downpayment assistance provided as a public service. If housing counseling is provided to those applying for downpayment assistance, the counseling is considered part of the 05R activity.</p> <p>Assistance provided under 05R must meet the low/mod housing national objective. Therefore, unless the assistance is provided by a CBDO in an NRSA, it is subject to the public service cap and only low/mod households may be assisted. If the assistance is provided by a CBDO in an NRSA, the housing units for which CDBG funds are obligated in a program year may be aggregated and treated as a single structure for purposes of meeting the housing national objective (that is, only 51% of the units must be occupied by LMI households).</p> <p><i>For more extensive types of homeownership assistance provided under authority of the National Affordable Housing Act, use code 13.</i></p>
05S	<p>Rental Housing Subsidies</p> <p>Tenant subsidies exclusively for rental payments for more than three months. Activities providing this form of assistance must be carried out by CBDOs.</p>
05T	<p>Security Deposits</p> <p>Tenant subsidies exclusively for payment of security deposits.</p>
05U	<p>Housing Counseling</p> <p>Housing counseling for renters, homeowners, and/or potential new homebuyers that is provided as an independent public service (i.e., not as part of another eligible housing activity).</p>
05V	<p>Neighborhood Cleanups</p> <p>One-time or short-term efforts to remove trash and debris from neighborhoods. Examples of legitimate uses of this code include neighborhood cleanup campaigns and graffiti removal.</p>
05W	<p>Food Banks</p> <p>Costs associated with the operation of food banks, community kitchens, and food pantries, such as staff costs, supplies, utilities, maintenance, and insurance.</p>
05	<p>Other Public Services</p> <p>Do not use this code for public services activities unless an activity does not fall under a more specific 05* code.</p> <p>An example of a legitimate use of this code is referrals to social services.</p>
08	<p>Relocation</p> <p>Relocation payments and other assistance for permanently or temporarily displaced individuals, families, businesses, non-profit organizations, and farms.</p>

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12	Construction of Housing Construction of housing with CDBG funds must be carried out by CBDOs, in accordance with the regulations at 570.204(a).
13	Direct Homeownership Assistance Homeownership assistance to LMI households as authorized under 105(a)(24). Forms of assistance include subsidizing interest rates and mortgage principal, paying up to 50% of downpayment costs, paying reasonable closing costs, acquiring guarantees for mortgage financing from private lenders, and financing the acquisition by LMI households of the housing they already occupy. If housing counseling is provided to households receiving direct homeownership assistance, the counseling is considered part of the code 13 activity. All recipients of assistance provided under matrix code 13 must be LMI.
14A	Rehab: Single-Unit Residential Rehabilitation of privately owned, single-unit homes.
14B	Rehab: Multi-Unit Residential Rehabilitation of privately owned buildings with two or more permanent residential units. <i>For the rehabilitation of units that will provide temporary shelter or transitional housing for the homeless, use 03C.</i>
14C	Rehab: Public Housing Modernization Rehabilitation of housing units owned/operated by a public housing authority (PHA).
14D	Rehab: Other Publicly Owned Residential Buildings Rehabilitation of permanent housing owned by a public entity other than a PHA. <i>For the rehabilitation of other publicly owned buildings that will provide temporary shelter or transitional housing for the homeless, use 03C.</i>
14E	Rehab: Publicly or Privately Owned Commercial/Industrial Rehabilitation of commercial/industrial property. If the property is privately owned, CDBG-funded rehab is limited to: <ul style="list-style-type: none"> • Exterior improvements (generally referred to as "facade improvements"). • Correction of code violations <i>For more extensive rehabilitation of privately owned commercial/industrial property, use 17C; for infrastructure developments and improvements at commercial/industrial sites, use 17B.</i>

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14F	<p>Rehab: Energy Efficiency Improvements</p> <p>Housing rehabilitation with the sole purpose of improving energy efficiency (e.g., a weatherization program).</p> <p><i>For energy efficiency improvements to public housing units, use 14C; for other publicly owned residential buildings, use 14D.</i></p>
14G	<p>Rehab: Acquisition</p> <p>Acquisition of property to be rehabilitated for housing. 14G may be used whether CDBG funds will pay only for acquisition or for both acquisition and rehabilitation.</p>
14H	<p>Rehab: Administration</p> <p>All delivery costs (including staff, other direct costs, and service costs) directly related to carrying out housing rehabilitation activities. Examples include appraisal, architectural, engineering, and other professional services; preparation of work specifications and work write-ups; loan processing; survey, site and utility plans; application processing; and other fees.</p> <p>Do not use 14H for the costs of actual rehabilitation and do not use it for costs unrelated to running a rehab program (e.g., tenant/landlord counseling).</p> <p><i>For housing rehabilitation administration activities carried out as part of general program administration (and thus not required to meet a national objective), use code 21.</i></p>
14I	<p>Lead-Based Paint/Lead Hazards Testing/Abatement</p> <p>Housing rehabilitation activities with the primary goal of evaluating and reducing lead-based paint/lead hazards.</p> <p><i>For lead-based paint/lead hazards screening, use 05P.</i></p>
14J	<p>Housing Services</p> <p>Housing services in support of the HOME Program, eligible under 570.201(k).</p>
15	<p>Code Enforcement</p> <p>Salaries and overhead costs associated with property inspections and follow-up actions (such as legal proceedings) directly related to the enforcement (not correction) of state and local codes.</p> <p><i>For the correction of code violations, use the appropriate rehabilitation code.</i></p>
16A	<p>Residential Historic Preservation</p> <p>Rehabilitation of historic buildings for residential use.</p>
16B	<p>Non-Residential Historic Preservation</p> <p>Rehabilitation of historic buildings for non-residential use. Examples include the renovation of an historic building for use as a neighborhood facility, as a museum, or by an historic preservation society.</p>

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17A	Commercial/Industrial: Acquisition/Disposition Land acquisition, clearance of structures, or packaging of land for the purpose of creating industrial parks or promoting commercial/industrial development. 17A activities must be carried out by the grantee or by non-profits.
17B	Commercial/Industrial: Infrastructure Development Street, water, parking, rail transport, or other improvements to commercial/industrial sites. 17B also includes the installation of public improvements, such as the construction of streets to and through commercial/industrial areas. 17B activities must be carried out by the grantee or by non-profits.
17C	Commercial/Industrial: Building Acquisition, Construction, Rehabilitation Acquisition, construction, or rehabilitation of commercial/industrial buildings. 17C activities must be carried out by the grantee or by non-profits.
17D	Commercial/Industrial: Other Improvements Commercial/industrial improvements not covered by other 17* codes. 17D activities must be carried out by the grantee or by non-profits.
18A	Economic Development: Direct Financial Assistance to For-Profits Financial assistance to for-profit businesses to (for example) acquire property, clear structures, build, expand or rehabilitate a building, purchase equipment, or provide operating capital. Forms of assistance include loans, loan guarantees, and grants. With one exception, a separate 18A activity must be set up for each business assisted. The exception is an activity carried out under 570.208(a)(4)(vi), for which job aggregation is allowed.
18B	Economic Development: Technical Assistance Technical assistance to for-profit businesses, including workshops, marketing, and referrals. Also use 18B for activity delivery costs eligible under 570.203(c).
18C	Economic Development: Micro-Enterprise Assistance Financial assistance, technical assistance, or general support services to owners and developers of micro-enterprises. A micro-enterprise is a business with five or fewer employees, including the owner(s). With one exception, a separate activity must be set up for each micro-enterprise assisted. The exception is an activity carried out under 570.208(a)(4)(vi), for which job aggregation is allowed.

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19C	CDBG Non-Profit Organization Capacity Building Activities specifically designed to increase the capacity of non-profit organizations to carry out eligible neighborhood revitalization or economic development activities. Such activities may include providing technical assistance and specialized training to staff.
19D	CDBG Assistance to Institutes of Higher Education Obsolete. Instead of using this matrix code, set the INSTITUTION OF HIGHER EDUCATION field to "yes" on the Add/Edit Subordinate Organization screen to indicate that the activity will be carried out by an institution of higher education. Then assign the appropriate matrix code based on the nature of the activity to be undertaken by the institution.
19E	CDBG Operation and Repair of Foreclosed Property Activities to prevent the abandonment and deterioration of housing acquired through tax foreclosure. These include making essential repairs to the housing and paying operating expenses to maintain its habitability.
19F	Planned Repayments of Section 108 Loans Repayments of principal for Section 108 loan guarantees.
19G	Unplanned Repayments of Section 108 Loans Unplanned repayments of principal for Section 108 loan guarantees.
21D	Fair Housing Activities (subject to Admin cap) Fair housing activities carried out as part of general program administration rather than as a public service. They are subject to the Admin cap, but do not have to meet a national objective.