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City of White Plains  
Community Development Program



# COMMUNITY DEVELOPMENT BLOCK GRANT

## COMMUNITY FACILITY & HISTORIC PRESERVATION REHABILITATION APPLICATION PACKET

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For: Project Types:

- ✓ Housing for White Plains residents with special needs
- ✓ Housing and shelter for the homeless in White Plains
- ✓ Community facilities that serve low- moderate-income White Plains residents
- ✓ Historic Preservation – rehabilitation, preservation and restoration of historic White Plains properties

Re: City of White Plains, NY, Community Development Block Grant

**Notice of Community Facility and Historic Preservation Rehabilitation Funding Availability**

## I. Source and Use of Federal Funds

The City of White Plains is designated as an Entitlement Community by the U.S. Department of Housing and Urban Development (HUD) and as such, receives annual funding through the Community Development Block Grant (CDBG) program. The CDBG Program is a principal revenue source for local communities to address the roots and consequences of poverty. The primary objective of the CDBG program is the development of viable urban communities by providing decent housing, a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income.

## II. Project Funding Availability

The City accepts applications on an ongoing basis for the rehabilitation of housing for persons with special needs; housing and shelter for the homeless; community facilities that serve low- and moderate-income residents; and historic preservation including the rehabilitation, preservation and restoration of historic properties. All facilities must be located in the City of White Plains.

Funding is available on an annual basis as HUD entitlement allocation funding allows. Please contact the Community Development Program to learn if funding is currently available.

The Community Development Program provides low- or zero-interest loans to non-profit organizations that provide housing to persons with special needs, provide housing and shelter for the homeless, operate community facilities that serve the low-moderate income resident population, or historic preservation properties. The term of the loan is dependent upon the amount of the loan but will not exceed ten years. In rare instances, funding may be offered as a grant.

All projects must be consistent with the City of White Plains Consolidated Plan and the current Annual Action Plan as well as CDBG Program Regulations.

Assistance in completing the application is available; please contact the Community Development Program for additional information. Once an application is received, applications will be reviewed and, if deemed complete and appropriate for potential funding, the applicant must present their request to the City of White Plains Special Rehabilitation Committee, on a date to be determined.

## III. Additional Project Information

All projects must be located in the City of White Plains and serve White Plains residents.

### Eligible projects include:

- Housing for residents with special needs
- Housing and shelter for the homeless
- Community facilities that serve low- moderate-income residents
- Historic Preservation – rehabilitation, preservation and restoration of historic properties. Historic properties, publicly or privately owned, may include those listed on or eligible for listing on the State or National Registers of Historic Places

### Applicants must:

- Be the property owner\*\*\*
- Clearly demonstrate the local need
- Document benefit to low-moderate income White Plains residents
- Applicants are encouraged to include the following in the proposed project:
  - Green building practices, where appropriate
  - Energy efficiency improvements

### Applicants for Historic Preservation Rehabilitation Projects must:

- Clearly demonstrate the local need for preserving historic properties
- Preservation work must conform with HUD Guidelines

## IV. Application Review and Selection Process

The total annual amount requested for this funding tends to exceed the annual amount of funding available, and, therefore, projects are selected through competitive evaluation of all complete and appropriate proposals as they are received.

### Applications will be evaluated on the following criteria:

1. **ASSESSMENT OF THE DIRECTNESS OF THE BENEFITS TO BE PROVIDED TO LOW-MODERATE INCOME (LMI) RESIDENTS OF WHITE PLAINS. THIS ASSESSMENT WILL BE GUIDED BY THE FOLLOWING QUESTIONS:**
  - Will the services be available exclusively to LMI persons or predominantly to LMI persons that are White Plains residents?
  - Will the services provide palpable, measurable changes in the lives of the participants?
2. **PROJECT NEEDS AND OUTCOMES:** The needs that the proposed project will address, evaluates the relationship of project activities to underlying needs, and assesses the likelihood these activities will both meet these needs and have a measurable long-term impact on the community.
3. **COSTS AND COMMITMENT:** Are project costs reasonable and supportable? Is there financial support from other resources for this project?
4. **PROJECT PRESENTATION TO THE CITY OF WHITE PLAINS SPECIAL REHABILITATION COMMITTEE:** The applicant must present their proposal to the City of White Plains Special Rehabilitation Committee, on a date to be determined.
5. **PROJECT TIMELINESS:** Is it reasonable that this project can be completed and paid out by the City of White Plains within a reasonable amount of time? Projects that are “shovel ready” tend to meet these criteria.
6. **ORGANIZATIONAL CAPACITY:** Applicants will be evaluated on past performance with City funds and ability to handle financial resources and follow procedures for effective control. Evidence demonstrating previous experience of the applicant, the key staff of the agency and the adequacy of existing financial control procedures will be considered.
7. **PROJECTS THAT HAVE ALREADY BEGUN CANNOT BE CONSIDERED.** All projects must receive approval prior to the beginning of any work. All projects must comply with all HUD CD regulations.

\*\*\*In extremely rare circumstances, the applicant may be a tenant who maintains a long term lease agreement with the property owner. In such a case, the applicant must submit a letter clearly explaining the circumstances regarding the property owner's refusal to be the applicant. Additionally, the applicant must submit a copy of the lease as well as a notarized letter from the property owner stating their approval of the rehabilitation work to be done to their property.

### **Please do not hesitate to contact us with any questions:**

City of White Plains Planning Department  
Community Development Program  
(914)422-1300  
[planning@whiteplainsny.gov](mailto:planning@whiteplainsny.gov)



City of White Plains  
Community Development Program

## Rehabilitation Application Instructions



### ITEM #1: APPLICANT/CONTACT PERSON

Please list the legal name and address of the organization, and the name, title and address of the contact person who will be working with the Community Development staff on this project. The applicant must be authorized to execute the contract.

### ITEM #2: PROJECT INFORMATION

- Project title & location
- Estimate total number of persons to be served by the project for which funds are being requested.
- Estimate # low and moderate income White Plains residents to be served
- Indicate Priority Need
- Indicate total amount of funds requested
- Indicate total project cost for this project

### ITEM #3: PROJECT ELIGIBILITY

To be eligible for CDBG funding, a project must qualify as an eligible activity. Indicate which category on application.

#### **Affordable Housing Rehabilitation**

Housing for persons with special needs, homeless, and/or low- or moderate-income

#### **Community Facilities**

Community facilities that serve low- moderate-income White Plains residents such as neighborhood centers, senior centers, recreational facilities, centers for persons with special needs

#### **Historic Preservation Rehabilitation**

Rehabilitation, preservation and restoration of historic properties

### ITEM #4: PROJECT BENEFIT

To be eligible for CDBG funding, a project must meet the HUD National Objective of benefit to low- and moderate-income persons. Check the following statement that describes HOW this project meets the National Objective.

#### **Low-/Mod- Area Benefit**

My project meets the identified needs of low-/moderate- (L/M) income persons residing in an area where at least 51% of those residents are L/M income persons. The benefits of this type of activity are available to all persons in the area regardless of income. *Please use the attached White Plains Community Development Target Area Map as a reference.*

**Low-/Mod- Limited Clientele (Presumed Benefit)**

My project benefits a specific group of people (rather than residents in a particular area) that are presumed to be L/M income persons. The following groups are presumed to be L/M: abused children, elderly persons, battered spouses, homeless, handicapped, illiterate persons. This benefit can only be used if services are provided **solely** to one of the identified groups.

**Low-/Mod- Limited Clientele (Income Verification)**

My project will provide a service to low- moderate-income residents (80% AMI or below), and I will verify income of each participant/individual served.

**ITEM #5: SCOPE OF WORK**

Describe the proposed project and the work to be performed. Include the purpose for the project, the needs or problems to be addressed, how the needs were determined, how will success of the project be determined, etc. Provide as much detail as possible.

**ITEM #6: PERFORMANCE OUTCOME MEASURES**

HUD has instituted performance measures to gather information to determine the effectiveness of programs funded by CDBG. Select one project objective and one outcome that your project will achieve.

**Availability/Accessibility**

Applies to activities that make services, infrastructure, housing, shelter, or employment opportunities available or accessible to low income persons by improving or providing new services, etc.

**Affordability**

Applies to making an activity more affordable for low-income persons

**Sustainability**

Using resources in a Target Area to help make the area more viable or livable

**ITEM #7: PROJECT SITE**

Applicant must have ownership and clear deed to the property. All project cost estimate(s) must be verified by a licensed contractor and/or certified professional, i.e. architect. Include name and contact information.

**ITEM #8: RELOCATION**

Indicate whether the project will result in relocation of households or businesses, either on a temporary or permanent basis. If relocation is required, include a relocation plan.

**ITEM #9: ACCESSIBILITY FOR PERSONS WITH PHYSICAL DISABILITIES - self-explanatory**

**ITEM #10: EMPLOYMENT CLIENT PARTICIPATION - self-explanatory**

**ITEM #11: RECEIPT OF PRIOR CDBG FUNDS**

If your organization has received CDBG funds in the past, please complete the table, identifying grantors, the grant amounts, the years of award and which project was assisted. Please list the most recent award first.

**ITEM #12: ORGANIZATION INFORMATION**

Describe purpose, services offered, staffing positions, financial management, etc.

### ITEM #13: CONFLICT OF INTEREST QUESTIONNAIRE - self-explanatory

### ITEM #14: PROPOSED PROJECT BUDGET

Indicate the entire cost of the project and specify how the cost will be covered; indicating all funding sources and amounts. Please delineate this information in the separate columns provided on the Proposed Project Budget Sheet. All construction contracts in excess of \$2,000 will be subject to federal Davis-Bacon Wage Rates and Labor Standards provisions.

### ITEM #15: COMMITTED FUNDS

Identify sources and amounts of committed funds your agency has received for this project in current program year. If capital project involving funds allocated in various phases or years, indicate amount of funds committed in previous years.

### ITEM #16: PROPOSED REVENUE SOURCES

Indicate the proposed revenue sources for this project.

### ITEM #17: ATTACHMENTS

#### A. ARTICLES OF INCORPORATION AND BYLAWS

Documents recognized by the State as formally establishing a private corporation, business or agency. (501 (c)(3) documentation)

#### B. FEDERAL TAX EXEMPTION DETERMINATION LETTER

Non-profit organizations must submit tax-exemption determination letter from the Federal Internal Revenue Service.

#### C. LIST OF BOARD OF DIRECTORS

A list of the current board of directors or other governing body of the agency must be submitted. The list must include the name, telephone number, address, occupation or affiliation of each member and must identify the principal officers of the governing body.

#### D. ORGANIZATIONAL CHART

An organization chart must be provided which describes the agency's administrative framework and staff positions, which indicates where the proposed project will fit into the organizational structure, and which identifies any staff positions share of responsibility.

#### E. MOST RECENT AUDIT/FINANCIAL STATEMENT

#### F. COPY OF IRS FORM 990 – RETURN OF ORGANIZATION EXEMPT FROM INCOME TAX

#### G. MOST RECENT ANNUAL REPORT

#### H. DOCUMENTATION OF COMMITTED FUNDS. (E.G. AWARD LETTER, LETTER FROM LENDER, ETC.)

#### I. PROJECT ARCHITECTURAL AND/OR ENGINEERING REPORTS AND DOCUMENTS

#### J. DOCUMENTATION OF HISTORICAL STATUS, IF APPLICABLE

#### K. W-9

#### L. COPY OF THE DEED OF THE PROPERTY AND/OR NOTARIZED LETTER FROM THE PROPERTY OWNER AGREEING TO THE PROJECT





## WESTCHESTER COUNTY 2019 AREA MEDIAN INCOME (AMI), SALES & RENT LIMITS

**INCOME  
LIMITS &  
HOUSING  
COSTS**

In determining housing affordability, all housing costs must be included in the calculation. In rental units, housing costs include rent and any tenant paid utilities. In ownership units, costs include the mortgage payment (principal and interest), property taxes and homeowners insurance; Condominiums and cooperatives, will add common charges or Home Owners Association (HOA) fees.

The U.S. Department of Housing and Urban Development (HUD) sets income limits annually for a variety of housing programs known as the Area Median Income (AMI) for each Metropolitan Statistical Area (MSA). The base AMI is estimated for an average household of 4 persons (highlighted in red in the table below). The maximum income by family size is then adjusted by a percentage determined by HUD:

**HOUSEHOLD  
SIZE  
PERCENTAGE**

# of Persons	1	2	3	4	5	6	7	8
Adjustment	70%	80%	90%	100%	108%	116%	124%	132%

In the cases where the AMI for Westchester County is lower in a following year, the County policy is to hold-harmless any existing property with tenants in place or new homebuyers ready to purchase a home who have signed a Contract of Sale prior to the effective date of any new AMI.

The AMI are published by HUD in accordance with federal guidelines, including the limits to be applied to *Multifamily Tax Subsidy Projects (MTSP)* and the HOME program. In 1999, Westchester County was designated by HUD to be an Exception Criteria community, which exempted the County's 80% AMI from being capped at the National Average. Westchester County is allowed to use its true 80%.

### 2019 Maximum Income Guidelines

	Household Size					
	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person
<b>INCOME LIMITS 120% AMI</b>	\$101,050	\$115,500	\$129,900	\$144,350	\$155,900	\$167,450
<b>100% AMI</b>	\$84,200	\$ 96,250	\$108,300	\$120,300	\$129,900	\$139,550
<b>80% AMI</b>	\$67,350	\$ 77,000	\$ 86,600	\$ 96,250	\$103,950	\$111,650
<b>*60% AMI</b>	\$50,550	\$ 57,750	\$ 65,000	\$ 72,200	\$ 77,950	\$ 83,750
<b>*50% AMI</b>	\$42,150	\$ 48,150	\$ 54,150	\$ 60,150	\$ 65,000	\$ 69,800
<b>30% AMI</b>	\$25,300	\$ 28,900	\$ 32,500	\$ 36,100	\$ 39,000	\$ 41,900

**EFFECTIVE  
DATE**

- \* MTSP, Section 8 & NSP Income Limits, April 24, 2019
- \* HOME Income Limits and 80% Uncapped Income Limits, June 1, 2018

## 14. Proposed Project Budget

Include all items associated with implementing the activities described in the project.

Line Item	Total Project Amount (including CDBG)	CDBG Portion Only
Demolition		
Relocation		
Lead-Based Paint Assessment/Abatement		
Rehabilitation Construction		
Other (specify)		
<b>Total</b>		

Applicant should provide documentation showing evidence to the extent and firmness of commitments to complete proposed project/programs timely. CDBG funds should **not** be sole source for the proposed projects/programs. HUD has implemented changes in preventing activities from remaining open with no action for long time periods.

### **ADDITIONAL PROJECT COST REQUIREMENTS:**

#### ***Architectural Drawings and/or Engineering Reports :***

The applicant understands and acknowledges that all architectural drawings and/or engineering reports shall be at the applicant's expense.

#### ***Unanticipated and/or Unforeseen Work :***

Due to unforeseen or concealed physical conditions of the work, the owner shall be required to accept responsibility for unanticipated costs that may result from site conditions. Upon notification from the CD Rehabilitation Officer of any additional costs, the applicant will be required to submit a certified check within 7 days of notification to the Community Development Program.

## 15. Committed Funds

Identify sources and amounts of committed funds for current program year for this project.  
*(Documentation of committed funds must be submitted under budget attachments)*

Source	Funding Amount	Budget Line Item Covered by Funds
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	

## 16. Proposed Revenue Sources

CDBG Funding Request		\$	-
Appliant's Contribution		\$	-
Private Contributions	(specify)	\$	-
Other government contributions:		\$	-
Federal	(specify)	\$	-
State	(specify)	\$	-
Local	(specify)	\$	-
<b>Total Project Revenues</b>		\$	-