



CDBG PUBLIC SERVICES

Funding Application Instructions

Program Year July 1, 2021 - June 30, 2022

The City of White Plains (“the City”) Department of Planning, Community Development (“CD”) Program, is soliciting public input on the development of the 2021-22 Annual Action Plan. White Plains is a designated U.S. Department of Housing and Urban Development (HUD) entitlement community and is required to develop an Action Plan annually. For 2021-22, the Annual Action Plan describes the City’s proposed use of an estimated \$1,450,000 in federal funds for FY 2021-22 under the Community Development Block Grant (CDBG) program. *Actual funding depends upon official notification from HUD.* 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.

The announcement of funding availability and the release of this CDBG Public Service Funding Application begins the planning process for the development of the 2021-22 Annual Action Plan.

A successful application must be consistent with the [2020-24 Consolidated Plan](#), benefit low- and moderate-income residents, benefit residents of designated [CDBG target areas](#), include CDBG eligible activities, and demonstrate cost reasonableness and effectiveness.

Please note: grants are administered on a reimbursement basis only; federal funds can only be used for White Plains residents with legal status; federal funds cannot be used for political or religious purposes. **Do not assume repeat funding.**

The review team, consisting of Community Development program staff, the Community Development Citizens Advisory Committee, the Common Council and HUD, will begin reviewing applications on January 14, 2021. Applications will be reviewed for completeness and compliance with federal and local plans for spending; be prepared to respond to request for additional information.

Applicants are required to attend the CDCAC Virtual Public Hearing on January 27, 2021 at 6 pm. **Applicants who do not attend the public hearing will not be considered for grant funding.**

Please read application directions thoroughly and attend one of the following Virtual Pre-Application Workshops:

Wednesday, December 9, 2020 at 1:00 PM or **Friday, December 11, 2020 at 11:00 AM**

The same content will be presented at both workshops - please only attend one. Further registration instructions are included on page 4.

Minimum/Maximum Funding Levels:

The minimum grant award for public services is \$8,000 - the maximum grant award is \$30,000. Do not assume funding at previous levels. New programs are encouraged to apply.

All supporting documents for your application can be found at:
cityofwhiteplains.com/PublicServicePrograms

Application Deadline

Wednesday, January 13, 2021 by 4:00 PM

Applications received after this time will not be considered.

Federal Funding Overview

Under Title I of the Housing and Community Development Act of 1974, as amended, cities such as White Plains are provided with an opportunity to implement community improvement programs and/or projects not otherwise possible under the constraints of the regular City budget. In order to receive the funding, the City must submit an Annual Action Plan to the U.S. Department of Housing and Urban Development for the fiscal year starting July 1, 2021 and ending June 30, 2022. This plan includes a list of projects and programs designed to meet one or more of the National Objectives set forth by HUD.

General Conditions for Participating in the CDBG Program

Each participating agency must be recognized by the Internal Revenue Service as a tax-exempt 501(c)3 or (c)4 entity OR be a faith-based organization. If your organization is a 501(c)3 or (c)4, you must submit a copy of your Letter of Determination from the IRS with your application. Groups that have not been recognized by the IRS as tax exempt entities are encouraged to apply for such status and, in the meantime, may apply for funding through a 501(c)3 of (c)4 organization that is willing to act as your fiscal sponsor.

Application Instructions

Materials and Assistance

- Applications can be found on the City's website:
cityofwhiteplains.com/Applications
- Applicants must attend **one** of the following Pre-Application Workshop:
Session I – **Wednesday, December 9, 2020 at 1:00 PM**
Session II – **Friday, December 11, 2020 at 11:00 AM**
Location: Virtual Workshop - see page 4 for registration details
- Additional materials can be found in the Resource Library:
cityofwhiteplains.com/PublicServiceResourceLibrary

Content

- All questions require a response - long text box questions have a 500 character limit, limit your response to fit within the character limit
- Application completeness is critical - the first step in evaluating your application is to determine that it is complete
- Complete all responses to the application as requested - no supplemental materials will be accepted
- All proposals are required to be consistent with federal and local plans for spending and must indicate which of the [2020-24 Consolidated Plan Priorities](#) the program addresses. The priorities can be found in the Resource Library:
cityofwhiteplains.com/PublicServiceResourceLibrary
- All beneficiaries/participants of proposed programs and services must be City of White Plains residents and verification records must be available for on-site monitoring
- Funding is dependent on HUD's issuance of the City's annual CDBG agreement; CDBG sub-recipients will receive grant award letters upon the City's receipt of HUD funding agreements

CDBG ANNUAL FUNDING APPLICATION TIMELINE

Public Service Grant Application - Opens	Friday, December 4, 2020	cityofwhiteplains.com/Applications
Virtual Pre-Application Workshops (Choose One)	Wednesday, December 9, 2020 at 1:00 PM	Virtual Workshop - see page 4 for registration details
	Friday, December 11, 2020 at 11:00 AM	
Public Service Grant Application - Submission Deadline	January 13, 2021 4:00 PM (No exceptions)	cityofwhiteplains.com/Applications
Application review for completeness	January 14-15, 2021	--
Public Hearing: <u>Applicant Attendance Mandatory</u> (may be virtual)	Wednesday, January 27, 2021 6:00 PM	**This will likely be a Virtual Hearing, monitor the Community Development page for further instruction**
Application review and recommendations	February 9, 2021	--
Draft 2021-22 Annual Action Plan released for public comment period	March 12 - April 12, 2021	cityofwhiteplains.com/PlansReports
Public Hearing: Preliminary funding recommendations announced (may be virtual)	Thursday, April 8, 2021 6:00 PM	(may be virtual) White Plains City Hall, Council Chambers 255 Main Street White Plains, NY 10601
Common Council adoption of 2020-21 Annual Action Plan and 2020-24 Consolidated Plan	Monday, May 4, 2021	White Plains City Hall, Council Chambers 255 Main Street White Plains, NY 10601
HUD approval of 2020-21 Annual Action Plan and 2020-24 Consolidated Plan Amendment	TBD	--
Sub-recipient grant award notification	TBD	--

The City of White Plains endeavors to make all public meetings accessible to persons with any sort of disability. With 72 hours advance notice, special assistance will be provided for sight and/or hearing impaired persons at public meetings.

Please call 914-422-1300 or email CommunityDevelopment@whiteplainsny.gov to request an accommodation to participate in this meeting.

Review Process

- Application completeness is critical - the first step in evaluating your application is to determine that it is complete
 - Incomplete applications may be deemed ineligible or additional information may be requested. If additional information is requested, the submission of additional requested information must be provided within the period stated in the request, or the application will be deemed ineligible
- It is mandatory that applicants participate in the Virtual Public Hearing on Wednesday, January 27, 2021 at 6 pm. Registration instructions below.
 - Applicants will receive additional information on the hearing following their registration
- Applications will be evaluated on the following:
 - Consistency with the [2020-24 Consolidated Plan](#)
 - Benefit to low- and moderate-income City residents
 - Benefit to [CDBG target areas](#)
 - Justification of program need
 - Cost reasonableness and effectiveness
 - Past performance, compliance and effectiveness (*if applicable*)

Submission

- Applications and all required documents are due by 4 pm on January 13, 2021 (*no exceptions*)
- Applications will only be accepted through the City's online forms center and will not be accepted through any other transmission format (email, postal, hand-delivered, etc.)

Zoom Virtual Pre-Application Workshop Registration Instructions

- Follow the link for the workshop for which you would like to register
 - [Register here](#) for the 1 PM, Wednesday, December 9, 2020 workshop
 - [Register here](#) for the 11 AM, Friday, December 11, 2020 workshop
- Submit your name and email address, and select register to continue
- You will receive a confirmation email with further instruction to participate
- If you are having trouble, do not hesitate to contact us!

CONTACT US:
City of White Plains, Department of Planning
Community Development Program
(914) 422-1300
or
CommunityDevelopment@whiteplainsny.gov