



CDBG PUBLIC SERVICE

CORONAVIRUS AID, RELIEF & ECONOMIC SECURITY (CARES) ACT

Funding Application Instructions

Program Year July 1, 2020 - June 30, 2021

The City of White Plains ("the City") Department of Planning, Community Development ("CD") Program, is a designated U. S. Department of Housing and Urban Development (HUD) entitlement community. This additional funding is intended to help communities respond to the recent Coronavirus (COVID-19) outbreak but is still expected to meet the primary objectives of the CDBG Program; *to develop viable urban communities by providing decent housing, a suitable living environment and expand economic opportunities, principally for persons of low- and moderate-income.*

Public service agencies focused on providing housing retention and stabilization services, those supporting vulnerable populations, and those providing food are strongly encouraged to apply. Although any public service agency demonstrating need for specific Coronavirus relief may apply. Successful applications must be consistent with the goals of the Consolidated Plan, predominately benefit low- and moderate-income residents, benefit residents of CD Target Areas, involve CD eligible activities, demonstrate cost reasonableness and effectiveness, and be responsive to the needs of people and communities impacted by the Coronavirus outbreak.

Please note: grant awards will be administered on a reimbursement basis only. Federal funds may only be used for White Plains residents with legal status and may not be used for religious or political purposes.

Community Development program staff, the Common Council and HUD, will conduct the application review process. Applications will be reviewed for completeness (be prepared to respond to request for additional information within 24 hours of application deadline) and compliance with federal and local plans for spending.

Applicants are not required to attend a hearing to receive this funding.

There is no application workshop associated with the application.

The minimum grant award is \$10,000 and there is no maximum funding award. Application costs must be reasonable and effective.

Application Deadline

Applications will be accepted until **Friday, May 22, 2020 by 4:00 PM.**

Applications received before the deadline will be reviewed, and decisions may be made as applications are received. Therefore, applicants are encouraged to submit applications as soon as possible.

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 addition to the City's annual CDBG allocation, the City will receive an additional grant award through the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

General Conditions of the CDBG Program

Coronavirus response funds are subject to the same conditions as typical CDBG funds.

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 or (c)4 organization that is willing to act as your fiscal sponsor.

Application Instructions

Materials and Assistance

- The new public service application will be available on the City's website:
cityofwhiteplains.com/Applications
- There is no application workshop required for this round of applications, detailed instructions can be found at:
cityofwhiteplains.com/PublicServiceResourceLibrary
- Anyone seeking assistance in the preparation of an application should contact the CD Office by email only
- Additional materials can be found at:
cityofwhiteplains.com/PublicServiceResourceLibrary

Content

- Application completeness is critical - the first step in evaluating your application is to determine that it is complete
- 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/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

Review Process

- Applications will be accepted until **Friday, May 22, 2020 by 4:00 PM**
- Priority will be given to applications providing housing retention and stabilization services and those providing food security
- Applications will be evaluated on the following:
 - Consistency with the Consolidated Plan
 - Benefit to low- and moderate-income City residents
 - Benefit to CDBG target areas
 - Activity need and justification
 - Responsiveness to people and communities impacted by the Coronavirus
 - Cost reasonableness and effectiveness

Submission

- Applications will only be accepted through the City's online forms center and will not be accepted through any other transmission format (postal, hand-delivered, etc.)
- Submit completed application (with all required documents) through the City's online forms center

Contact Us:

City of White Plains, Department of Planning
Community Development Program

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