



# CDBG PUBLIC SERVICES

## Funding Application Instructions

*Program Year July 1, 2023 - June 30, 2024*

The City of White Plains (“the City”) Department of Planning, Community Development (“CD”) Program, is soliciting public input on the development of the 2023-24 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 2023-24, the Annual Action Plan describes the City’s proposed use of an estimated **\$900,000** in projected federal funds for FY 2023-24 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 2023-24 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 13, 2023. 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 and present at the CDCAC Public Hearing on January 26, 2023 at 6:30 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 7, 2022 at 1:00 PM or Friday, December 9, 2022 at 11:00 AM**

\*Please have the person completing the application attend. The same content will be presented at both workshops - only attend one. Further registration instructions are included on page 5.

**Minimum/Maximum Funding Levels:**

The minimum grant award for public services is \$8,000 - the maximum grant award is \$20,000. 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](http://cityofwhiteplains.com/PublicServicePrograms)

**NOTE FOR CURRENT SUBGRANTEES:** As stated in your current contract, at least 50% of your grant award must be vouchered by January 15, 2023. If this is not possible, the subgrantee must provide written documentation explaining their inability to timely voucher with a valid reason for failure to comply prior to December 31, 2022. Failure to do so will render the subgrantee ineligible to receive CDBG funds in FY 2023-24. See your current contract for full details.

## Application Deadline

Friday, January 13, 2023 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, 2023 and ending June 30, 2024. 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](http://cityofwhiteplains.com/Applications)
- Applicants must attend **one** of the following Pre-Application Workshop:  
Session I – **Wednesday, December 7, 2022 at 1:00 PM**  
Session II – **Friday, December 9, 2022 at 11:00 AM**  
Location: Virtual Workshop - see page 5 for registration details
- Additional materials can be found in the Resource Library:  
[cityofwhiteplains.com/PublicServiceResourceLibrary](http://cityofwhiteplains.com/PublicServiceResourceLibrary)

### Content

- All questions require a response - long text box questions have a 500 character limit, craft 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](http://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	Monday, December 5, 2022	<a href="http://cityofwhiteplains.com/Applications">cityofwhiteplains.com/Applications</a>
Virtual Pre-Application Workshops (Choose One)	<b>Wednesday, December 7, 2022 1:00 PM</b>	Virtual Workshop - see page 5 for registration details
	<b>Friday, December 9, 2022 11:00 AM</b>	
Public Service Grant Application - Submission Deadline	January 13, 2023 4:00 PM (No exceptions)	<a href="http://cityofwhiteplains.com/Applications">cityofwhiteplains.com/Applications</a>
Application review for completeness	January 13 - 18, 2023	--
Public Hearing: <u>Applicant Attendance Mandatory</u>	Wednesday, January 26, 2023 6:30 PM	White Plains City Hall, Council Chambers 255 Main Street White Plains, NY 10601
Application review and funding recommendations	February 8, 2023	--
Draft 2022-23 Annual Action Plan released for public comment period	March 20 - April 20, 2023	<a href="http://cityofwhiteplains.com/PlansReports">cityofwhiteplains.com/PlansReports</a>
Public Hearing: Preliminary funding recommendations announced	Wednesday, April 4, 2023 6:30 PM	White Plains City Hall, Council Chambers 255 Main Street White Plains, NY 10601
2022-23 Annual Action Plan on Common Council Agenda	Monday, May 1, 2023 7:30 PM	White Plains City Hall, Council Chambers 255 Main Street White Plains, NY 10601
HUD accepts 2022-23 Annual Action Plan	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 persons requiring assistance at public meetings.*

*Please call 914-422-1300 or email [CommunityDevelopment@whiteplainsny.gov](mailto: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 Public Hearing on Wednesday, January 26, 2023 at 6:30 PM
- 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 and availability of similar programs
  - 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, 2023 (*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 7, 2022 workshop
  - [Register here](#) for the 11 AM, Friday, December 9, 2022 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](mailto:CommunityDevelopment@whiteplainsny.gov)