

TOWN OF ISLIP COMMUNITY DEVELOPMENT AGENCY



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TOWN OF ISLIP
COMMUNITY DEVELOPMENT AGENCY
15 SHORE LANE
BAY SHORE, NY 11706

Community Development Block Grant (CDBG) Program
Homeless Housing Improvements Funding Application
Public Facilities Improvement Program

Fiscal Program Year:
July 1, 2025 – June 30, 2026

Name of Organization: _____

Date of Submission: _____

Thank you for your interest in the program sponsored by the Town of Islip Community Development Agency (CDA). Below, please find and complete the application for improvements to **Homeless Housing** operating within the Town of Islip.

Please keep in mind that the CDA's funding year is July 1st through June 30th and that our U.S. Department of Housing and Urban Development (HUD) grants may be significantly reduced compared to prior years. (The Federal budget has not yet been approved.) Funding requests should be project-specific and include only one property per application. Projects selected for funding will be included in the FY 2025 Action Plan to be submitted to HUD for final approval.

If you wish to be considered for CDBG funds for the 2025-2026 fiscal year, your request for funding must be submitted no later than **5:00 PM on Wednesday, February 26, 2025**. No applications/proposals will be accepted after that date. Grant awards will be announced on or about June 30, 2025.

The provision of Housing for the Homeless was identified as a Priority Need in the Five-Year Consolidated Plan (2025-2029) prepared by the Town of Islip CDA. Activities eligible for funding under this application must be designed to increase the quantity and quality of temporary shelters provided to homeless people, through the renovation of existing shelters. Emergency Shelters applying for such funds must have applicable approvals to operate as emergency shelters from the Suffolk County Department of Social Services and be in good standing.

Eligible applicants for CDBG Funding under this application include:

- Nonprofit 501(c)(3) organizations;
- Faith-based organizations;
- Public agencies

Properties to be assisted must be designed to serve eligible program participants through the provision of emergency shelter. Such residents must meet HUD's definition of homelessness. HUD has established four categories of homelessness:

1. Literally homeless: Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- Has a primary nighttime residence that is a public or private place not meant for human habitation; or
- Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or
- Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

2. Imminent Risk of Homelessness: An individual or family who will imminently lose their primary nighttime residence, provided that:

- Residence will be lost within 14 days of the date of application for homeless assistance;
- No subsequent residence has been identified; and
- The individual or family lacks the resources or support networks needed to obtain other permanent housing.

Note: Includes individuals and families who are within 14 days of losing their housing, including housing they own, rent, are sharing with others, or are living in without paying rent.

3. Homeless under other Federal Statutes: Unaccompanied youth under 25 years of age, or families with Category 3 children and youth, who do not otherwise qualify as homeless under this definition, but who:

- Are defined as homeless under the other listed federal statutes;
- Have not had a lease or ownership interest in permanent housing during the 60 days prior to the homeless assistance application;
- Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; and
- Can be expected to continue in such status for an extended period of time due to special needs or barriers.

4. Fleeing or Attempting to Flee Domestic Violence: Any individual or family who:

- Is fleeing, or is attempting to flee, domestic violence;
 - Has no other residence; and
 - Lacks the resources or support networks to obtain other permanent housing.
- “Domestic Violence” includes dating violence, sexual assault, stalking, and other dangerous or life-threatening conditions that relate to violence against the individual or family member that either takes place in their primary nighttime residence, or causes him or her to be afraid to return to their primary nighttime residence (including human trafficking).

Properties to be assisted must be compliant with all Town of Islip zoning and building code requirements, unless the requested funding is intended to correct building code deficiencies. For the latter, information contained in the application must demonstrate that the funding requested, in conjunction with other identified funds, will address said deficiencies and permit the property to be compliant when improvements are completed.

Sections from CDA’s Administrative Procedures Manual are included that pertain to the Overall Guidance for Compliance, the Application and Award Process, Financial Management, Performance Reviews and Monitoring.

If you have any questions or require assistance to your proposal, do not hesitate to contact our office.

Contact Information:

Kevin Crean, Director of Affordable Housing and Project Development
Phone:(631) 665-1185 ext. 18 | E-mail: kcrean@islipcda.org.

Robert Balina, Program Coordinator
Phone: (631) 665-1185 ext. 27 | E-mail: rbalina@islipcda.org

Application is due to this office no later than **5:00 P.M., Wednesday, February 26, 2025.**

Robert Balina
rbalina@islipcda.org

Town of Islip Community Development Agency
15 Shore Lane
Bay Shore, NY 11706

The Town Board of the Town of Islip directs the application for Community Development Block Grant (CDBG) funds to be released each year.

The Agency Board of Directors approves the process by which funding recommendations will be developed. The schedule will be determined annually by CDA based upon the following guidelines:

January 29, 2025	CDA's First Public Hearing to Announce Expected Available Funding and Request Input on Local Needs Funding Applications Available
January 30, 2025	CDBG Public Service Application Training & Informational Program
February 26, 2025	Funding Applications Due to CDA
March 5, 2025	CDA's Second Public Hearing Draft Annual Action Plan Review Start of 30-Day Public Comment Period on Plan
April 3, 2025	End of 30-Day Public Comment Period on Plan
TBD	Town Board Approval of Plan
TBD	Submission of Annual Action Plan to HUD
May to July, 2025	Notifications of Potential Grant Awards Issuance/Execution of Subrecipient Agreements
July 1, 2025	Anticipated HUD Approval of Annual Action Plan Beginning of Islip CDA's 2025-2026 Fiscal/Program Year

For Previous Awards

June 30, 2025	The close of Islip CDA's 2024-2025 Fiscal/Program Year
October 2025	Monitoring of <u>prior</u> Subrecipients for accomplishments for <u>FY 2024-2025</u>

**NOTE: THIS APPLICATION IS FOR FACILITY IMPROVEMENTS ONLY
FOR PROGRAM FUNDING USE THE CDBG PUBLIC SERVICE APPLICATION**

A. AGENCY INFORMATION

Name of Agency: _____

Address of Agency: _____

Year(s) in Operation: _____

Contact Person: _____

Title: _____

Telephone Number: _____

Email Address: _____

Tax ID #: _____

DUNS #: _____

Unique Entity ID Number (required): _____

If your organization does not have a UEI, apply online at: <https://sam.gov/content/entity-registration>

**Please attach the following required documentation to the application.
Incomplete applications will be returned.**

Description of Agency's Financial Position (For the most recently ended fiscal year)

1. Most recent Annual Financial Report and Independent Auditors' Letter to Management.
2. IRS 990 Return of Organization Exempt from Income Tax.
3. NYS CHAR 500 Annual Filing for Charitable Organizations.
4. Compliance with Single Audit-Supplemental Financial Report, formerly OMB Circular A-133, codified to 2 CFR Subpart F Section 200.501 "Audit Requirements" must be provided or a letter from your independent auditor, stating that you fall below federal award threshold of \$750,000.
5. Management Letter – Statement from your CEO, CFO or independent auditor confirming the overall position of the organization and certifying that your accounting system conforms to 2 CFR Part 200 "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards."
6. IRS Federal Tax-Exempt Status Letter.
7. NYS Form ST-119 - Exempt Organization Certificate with Certificate Number.

Insurance Requirements

1. General Liability Insurance Certificates, naming the Town of Islip Community Development Agency as "additional insured."
2. Workers Compensation Certification

Description of Agency

1. Most Recent Board of Director's Membership Roster
2. Updated Organization Chart
3. Articles of Incorporation (Stamped by Sec. of State)

B. DESCRIPTION OF AGENCY

1. Description of your agency's Mission:

2. Detail the experience your agency has in providing housing for homeless populations. Include the years of experience of staff and the organization. (Attach any additional information as necessary)

3. Please list any other Current Programs being carried out by your agency

4. Has your organization received CDBG funding from Islip CDA in the past five years (since 2020)?

- Yes - please provide a summary of the amounts received and their use**
- No**

Year	Amount Received	Purpose
2024	\$	
2023	\$	
2022	\$	
2021	\$	
2020	\$	

C. PROPOSED PROGRAM DETAIL

1. **Facility Name:** _____

2. **Facility Location (physical address):**

ONLY PROPERTIES LOCATED WITHIN THE TOWN OF ISLIP ARE ELIGIBLE

3. **Year property was built:** _____

4. **For properties built prior to 1978, has a lead-based paint inspection test been performed?**

Yes – Please attach a copy of the report

No

NA – property constructed after 1978

5. **Does your agency own the site listed above? (Only sites owned by the applicant are eligible for funding.)**

Yes – Please attach a copy of the Deed as evidence of ownership

No – Do not proceed with application

6. **Is the property currently being operated as an emergency shelter?**

Yes

No

7. **Describe the planned improvements and/or renovations to the property for which you seek CDBG funding:**

8. **Describe the need for the planned improvements and/or renovations and the impact the work will have on the facility and its residents:**

9. **Relocation/Displacement** – Will your project result in any permanent or temporary relocation/displacement of individuals currently housed at the project site? If so, explain how it will be addressed.

- No
- Yes

10. **Procurement** – CDBG-funded projects are required to competitively procure professional services (architectural) and construction contracts. Describe how your organization will procure such firms and how construction oversight will be handled.

11. **Davis-Bacon Wage Rate Compliance** – Under the CDBG Program, emergency shelters are considered public facilities. Public facility improvement projects are required to comply with the Davis Bacon Act which requires the payment of federal prevailing wages for construction contracts. Describe how your organization will comply with this requirement:

12. **Project Timeline** – Please provide the expected project timeline. Note: All CDBG-funded projects will require the completion of an environmental review to be prepared by the Islip CDA. No construction is permitted to start before receipt of notification that this process has been completed. Please factor that into your timeline.

Project Task	Expected Start Date	Expected Completion Date
➤ Lead-Based Paint Testing	_____	_____
➤ Architectural Planning & Design	_____	_____
➤ Execution of Construction Contract	_____	_____
➤ Receipt of Building Permits	_____	_____
➤ Construction	_____	_____
➤ Town Inspections/Receipt of Certificate of Occupancy	_____	_____

D. PROGRAM ELIGIBILITY

The HUD CDBG regulations require that all funded activities meet one of the Program’s National Objectives. Improvements to properties being operated as emergency shelters for the homeless qualify as meeting the CDBG National Objective of benefitting low- and moderate-income persons on a limited clientele basis. Homeless persons are presumed to be low- and moderate-income persons under the CDBG Program.

- 1. Low/Mod Beneficiary Compliance** – Explain your organization’s process for receiving clients at the subject shelter. Please enclose any agreements with the Suffolk County DSS and/or the local Continuum of Care that apply.

- 2. Beneficiary Group Information** - Type of Homeless Beneficiary

(Choose All That Apply):

- Victims of Domestic Violence
- Chronically Homeless Single Individuals
- Chronically Homeless Families
- Veterans
- People Diagnosed with HIV/AIDS
- Chronic Substance Abusers
- At-Risk Youth
- Other (Explain) _____

- 3. Proposed Total Number of Beneficiaries:** _____

4. Other CDBG Project Details

Is the main purpose of this activity (answer yes or no):

- To help the homeless? Yes No
To prevent homelessness? Yes No
To help those with HIV/AIDS? Yes No
To help those with disabilities? Yes No

Please indicate which Performance Objective this activity will address.

Note that there are no wrong answers:

- _____ Suitable living environments
_____ Decent affordable housing
_____ Creating economic opportunities

Please indicate which Performance Outcome this activity will address.

Note that there are no wrong answers:

- _____ Availability/Accessibility
_____ Affordability
_____ Sustainability: Providing livable or viable communities

A. Outreach: Describe the efforts of your agency regarding soliciting participation in the proposed program. Please be sure to note any other agencies and organizations that will assist you in performing this outreach (e.g. school districts, villages)

B. Beneficiary Qualification Verification

Describe your agency's method of documenting and verifying the homelessness status of program beneficiaries. Attach any In-Take forms being utilized for this purpose.

E. LONG-TERM PROGRAM COMPLIANCE

The Town of Islip CDA requires that facilities assisted with CDBG-funding continue to serve the intended purpose and benefit the target population for the useful-life of the improvements, which in most cases will be ten years from completion of the improvements. This requirement will be enforced through a Restrictive Covenant to be recorded on the property. A sample Restrictive Covenant is attached to this application for your review.

Failure to continue to utilize the assisted property as an emergency shelter for the homeless for the duration of the required period may subject the applicant to repay the CDBG funds provided for the subject improvements.

By signing below, the applicant acknowledges that it understands the long-term compliance requirements that will adhere to any award of CDBG funds for facility improvements.

Print Name: _____

Title: _____

Signature: _____

Date: _____

F. TOTAL BUDGET REQUEST:

A. Budget Breakdown for Facility Improvements:

As noted above, the Davis-Bacon Act (40 USC, Chapter 3, Section 276a-276a-5; and 29 CFR Parts 1, 3, 5, 6 and 7) is triggered when construction work over \$2,000 is financed in whole or in part with CDBG funds. It requires that workers receive no less than the prevailing wages being paid for similar work in the same area. The submitted proposed budget should include such costs, as applicable.

<u>Projected Costs</u> (Provide detailed costs and indicate whether the item has already been competitively bid)	<u>Itemized Cost</u>	<u>CDBG Portion of Cost</u>
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total	\$	\$

* Attach commitment letters, board resolutions or other evidence (such as letters from financial institutions confirming available balances) for all sources of funds committed to the proposed project.

B. LEVERAGING OF OTHER FUNDING SOURCES

Please list other sources of funding you have applied for or have received.

<u>Funding Source(s)</u>	Amount	Status
Other Federal		
1. _____	\$ _____	_____
2. _____	\$ _____	_____
3. _____	\$ _____	_____
State		
4. _____	\$ _____	_____
5. _____	\$ _____	_____
6. _____	\$ _____	_____
Local Government		
7. _____	\$ _____	_____
8. _____	\$ _____	_____
9. _____	\$ _____	_____
Organization's Contribution (List Sources)		
10. _____	\$ _____	_____
11. _____	\$ _____	_____
12. _____	\$ _____	_____

*List additional sources on a separate piece of paper if necessary.

WHERE TO OBTAIN ADDITIONAL INFORMATION

For additional information on the CDBG Program, including eligibility, national objective compliance, record keeping and other federal requirements please consult:

<https://www.hudexchange.info/programs/cdbg-entitlement/>

CERTIFICATION

The Applicant certifies that all information in this application, and all information furnished in support of this application, is given for the purpose of obtaining funding under this Town of Islip Community Development Agency (CDA) HUD-funded program and is true and complete to the best of the Applicant's knowledge and belief. Verification may be obtained from any source named herein.

The applicant further certifies that no employee, agent, consultant, officer, or elected or appointed official of the subrecipient agency may obtain a financial interest in the program for which funding is being requested, either for themselves or those with whom they have business or immediate family ties, during their tenure and for a period of one (1) year thereafter.

Furthermore, the applicant understands that this is neither an offer of funding, nor does it obligate the applicant or the Town of Islip Community Development Agency in any way. I have read the instructions and Town of Islip CDA Community Development Block Grant Subrecipient Requirements.

Print Name: _____

Title: _____

Signature: _____

Date: _____

TOWN OF ISLIP COMMUNITY DEVELOPMENT AGENCY

15 Shore Lane, P.O. Box 5587, Bay Shore, New York 11706

Office: (631) 665-1185 Facsimile: (631) 665-0036

ANNUAL SUBRECIPIENT MONITORING FORM

Reporting Period: July 1, 2025 to June 30, 2026

Facility Name: _____

Facility Location (physical address): _____

Facility Improvements Funded Through CDBG Program:

DESCRIPTION OF THE PROGRAMS AVAILABLE AT FACILITY

ACCOMPLISHMENTS – OUTCOMES - SUCCESSES

REPORTING OF INDIVIDUALS SERVED

Total number of Individuals Assisted (include all members of an assisted household when appropriate): _____

Number of Recipients from Low/Mod Income Households (between 51% to 80%): _____

Number of Recipients from Low Income Households (between 31% to 50%): _____

Number of Recipients from Extremely Low-Income Households (30% or below): _____

Number of Individuals Served from Female Headed Households: _____

RACE AND ETHNICITY

Number of Individuals Served	<u>Race</u>	<u>Hispanics*</u>
White		
Black/African American		
Asian		
American Indian/Alaska Native		
Native Hawaiian or Other Pacific Islander		
American Indian/Alaskan Native & White		
Asian & White		
Black/African American & White		
American Indian/Alaskan Native & Black/African American		
Other Multi-Racial		
Total Number of Race <u>and</u> Hispanics		

* Please Note that Hispanics are an ethnicity **NOT** a race. After you report on an individual's race, you must then report whether they are Hispanic as well. For each column, you must provide the number of individuals served for each race and how many within **each** race are Hispanic.

Prepared By: _____
(Name and Title)

Signature: _____

Telephone Number: _____

Date: _____

Please note:

1. The Monitoring Form must be fully completed, signed and dated.
2. All corresponding intake forms or summary spreadsheet must be included.
3. The Monitoring Form together with the Summary of Demographic Information Spreadsheet must be received by CDA no later than Friday, July 24, 2025.

Kindly forward the above documentation to:
 Kevin J. Crean, Director of Affordable Housing and Project Development
 Town of Islip Community Development Agency
 15 Shore Lane – P.O. Box 5587
 Bay Shore, New York 11706

Overall Guidance for Compliance

The Agency will follow the regulations governing the CDBG program which are found in Title 24 of the Code of Federal Regulations (CFR) Part 570, Community Development Block Grants.

Grant Administration - Subpart J

The Town of Islip Community Development Agency staff accepts the responsibility for ensuring that CDBG funds are used in accordance with all program requirements. The use of designated public agencies, subrecipients, or contractors does not relieve the Agency staff of its responsibility. The Agency staff is also responsible for determining the adequacy of performance under subrecipient agreements and procurement contracts, and for taking appropriate action when performance problems arise, such as the actions described at §570.910.

Objectives/Priorities/Criteria

National Objectives – CDBG – All funded projects must meet at least one National Objective

- a) Benefit low- and moderate-income individuals, families;
- b) Prevent or eliminate slums or blight; or
- c) Address community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community for which other funding is not available.

CDA Application Review Process

1. Assistance to Applicants

Proposals must be submitted by the deadline, preferably by U.S. Mail or by e-mail provided that all required information is included. If your proposal is being e-mailed, do not send the entire proposal in one file. Kindly develop and label files for each piece of documentation submitted.

CDBG Orientation, Technical Training and Assistance will be provided to all interested applicants following the release of Funding Applications. The training is scheduled for February 8, 2024 at 10:30AM.

2. Review of Applications by Staff

Agency staff will review the applications after submission to ensure that the applications are complete, and that the applicant and proposed project qualify for funding under U.S. Department of Housing and Urban Development regulations, as well as the Town's Five-Year Consolidated Plan.

Staff will also review information on the applicant to ensure that the applicant is an eligible nonprofit organization.

3. Agency Application Review

Agency staff will review the National Objectives, criteria and priorities established by the Town and the Agency Board of Directors. Local objectives demonstrate the Town's priorities for community development. All CDBG-funded programs must meet one of the National Objectives and one or more of the local objectives.

Agency staff will make determinations with regard to funding subject to Town and Agency Board of Directors approval and provide information to the Town and Agency Board of Directors as to the maximum amount of funds available for different classifications of activities.

Agency staff shall review applications thoroughly and fairly, and shall evaluate the proposals on the basis of information provided in the application and according to the evaluation criteria.

Agency staff will review the previous reports of grant recipients to ascertain how well a recipient is fulfilling goals and objectives set forth for the program. Staff will provide results of performance reports to the Board of Directors, if requested, which will include, but will not be limited to the following:

- a) The amount of CDBG funding received by an applicant organization from the Town/Agency in the past two years, if any;
- b) The extent to which applicants have collaborated with other agencies or community organizations to deliver and/or expand services;
- c) The extent to which a proposed program complements or expands upon existing services provided by other agencies or organizations, or duplicates existing services without demonstration of additional unmet needs;
- d) The extent to which previously-funded organizations have met program objectives, satisfied contract obligations, and expended allocated funds in an efficient, appropriate and timely manner;
- e) How closely the proposed project meets National Objectives, local objectives in the Consolidated Plan, and local priorities as determined by the Agency Board of Directors;
- f) Whether the applicant organization is new or has significantly expanded their services

Reports on performance by sub-grantees will also be provided to the Agency Board of Directors with funding recommendations and always when a subrecipient has failed to perform according to contract.

Should credible information be provided to Staff concerning a program's current performance and staff determines the information directly impacts either current funding or proposed funding, staff is obligated to report such information to the Agency's Board of Directors.

4. Applicant Interviews

Agency staff may conduct interviews with any or all of the applicants if deemed necessary for proper review or evaluation.

Applicants will be given the opportunity to make a presentation before the Agency Board/Staff at the annual input public hearing to explain their program and funding request. Questions from Board Members and staff will be encouraged.

5. Scoring and Ranking of Applications

Applications will be rated on the basis of objectives, criteria, priorities, information provided in the application, past and current performance.

Agency Staff shall not be influenced by information that is not publicly available concerning the operation, management or staff of applicant agencies or organizations when rating the application.

However, as stated above, should credible information be provided to Staff concerning a program's current performance and staff determines the information directly impacts either current funding or proposed funding, staff is obligated to report such information.

Agency Staff shall judge applications solely on the merits of the application and the objective criteria.

6. Rating Criteria

Each of the 6 major categories listed below is worth up to 5 points for a total score of 30 points.

- a) AGENCY: Track record, Board of Directors, diversity, marketing
- b) PROGRAM: Qualifications (management and program staff), extent to which the program addresses a National Objective, extent to which the program addresses a Local Objectives; Need for the program; Meets Priorities, Goals and Objectives; Measurable Outcomes; Collaboration and Partnerships
- c) NEED: Extent to which the proposed improvements will address a significant need and lead to a clear Community Benefit
- d) CLIENTS: service to low-income qualified homeless persons as further described herein
- e) FINANCES: Budget and finances, record-keeping, accountability, accounting, internal controls, revenues and expenses, prior experience with CDBG or other federal funds
- f) PAST PERFORMANCE: Review will consider the past administration of similar projects. Consideration will be given to the timeliness and accuracy of submitted accomplishments reports, project invoices and on-going compliance reports.

7. Funding Recommendations

After rating each applicant, the Agency staff suggests funding amounts (if any) for each applicant.

The Board of Directors deliberates on the Agency Staff's recommendations.

Final recommendations are approved by majority vote of the Board of Directors.

In years when CDBG entitlement amount is not known, an estimated amount will be used. The amount of funds awarded may be adjusted as per Board of Directors contingency plan.

This plan is utilized when the CDBG entitlement differs from the estimate.

Funding recommendations and contingency plan (if needed) are submitted to the Agency Board of Directors for approval.

Financial Management

a) The Agency provides reimbursement payments to contractors and subrecipients based on verification of expenditures by submission of a request for payment form (voucher) with all required back-up documentation. The payment request is reviewed upon submission and approved by applicable Agency staff and either the Executive Director or the Assistant Director. This payment request is then forwarded to the Finance Department to issue and mail the check to the subrecipients.

b) Subrecipients shall normally be paid directly as reimbursement for eligible expenses. Subrecipients of CDBG funds for capital projects must enter into a Subrecipient Agreement. Funds will be paid upon the submission of a completed Islip CDA invoice that includes sufficient supporting documents to justify the expense and its eligibility under the CDBG Program and the Subrecipient Agreement. Documentation confirming compliance with applicable procurement and labor standards requirements will be required prior to reimbursement by the CDA. Other required documentation may include:

- 1 Lead base Paint Report; A detailed write-up for the renovation work;
- 2 Estimates from at least three reputable, licensed and insured contractors (including Davis Bacon Wage rates);
- 3 A fixed fee contract for the work to be performed by the lowest responsible bidder;
- 4 Paid invoices together with cancelled checks from the contractor or vendor
- 5 All Davis Bacon payroll reporting, if applicable.

Final payments to subrecipients will be made only upon submission of final program reports that document the achievement of program goals and satisfactory completion of the CDBG-funded activity.

c) Each request for payment by contractors or subrecipients must have adequate documentation for the costs incurred such as payroll records, purchase orders, copies of canceled checks, timesheets reflecting

time spent directly on CDBG activities, etc. Requests must be only for costs directly related to the approved activity and included in the approved budget attached to the contract.

d) Subrecipients may not use CDBG funds for general administrative costs or “overhead” costs unless the subrecipient has established cost allocation for such costs applicable to all subrecipient activities regardless of funding source.

e) CDBG funds may not be requested in advance or as “float” funds from the Islip CDA.

Performance Reviews - Subpart O - Monitoring of Subrecipients

The Agency staff will monitor all subrecipients to ensure program compliance. Staff will utilize both “Desk Monitoring” and “Internal/On-site” monitoring to assess the quality of program performance over the duration of the compliance period.

Monitoring provides information for making informed judgment about program effectiveness and management efficiency, as well as identifies internal weaknesses that may contribute to fraud or abuse.

The procedures established are to ensure program compliance with the requirements of the Subpart O and all other applicable laws and regulations.

Monitoring of subrecipients is intended to ensure that the property assisted with CDBG funds continues to be operated as an emergency shelter for the homeless for the required compliance period. The compliance period will be determined at the time of award and will be based on the useful life of the improvements.

In conducting monitoring and performance reviews, Agency staff will primarily rely on information obtained from the subrecipients’ performance reports, records, audits, allowed costs, review of financial reports, eligibility and number of beneficiaries served, compliance with federal regulations and Agency program requirements.

Staff may also consider relevant information pertaining to a recipient's performance gained from other sources, including litigation, citizen comments, and other information provided by or concerning the subrecipient.

Within three months of contract execution, Agency staff shall develop and implement a monitoring schedule to visit all new subrecipients. Previously funded subrecipients shall be monitored as per a review system established by Agency staff based upon grant amounts, reporting and performance, but shall be no less often than every other year.

Monitoring visits shall include review of compliance by funded agencies and organizations of federal EEO and Section 504 ADA requirements. A record of monitoring visits and any subsequent action shall be maintained in the files of each CDBG subrecipient.

Additional Application Requirements

Capital improvement applicants must also submit a supplemental application outlining the proposed project. As part of the application packet, applicants must submit the following documents:

- (a) Board of Director's Minutes authorizing submission of application
- (b) Board of Director's Membership Roster and Organization Chart
- (c) Application Approval and Declaration
- (d) Articles of Incorporation (Stamped by Sec. of State)
- (e) Agency and Program Financial Information/Budget
- (f) Client Data
- (g) Most recent Financial Audit Report and Independent Auditors' Letter to Management
- (h) IRS 990 Return of Organization Exempt from Income Tax
- (i) NYS CHAR 500 Annual Filing for Charitable Organizations
- (j) Compliance with Single Audit-Supplemental Financial Report codified to 2 CFR Subpart F Section 200.501 "Audit Requirements" must be provided or a letter from your auditor, stating that you fall below federal award threshold of \$750,000.
- (k) Management Letter – Statement from your CEO, CFO or independent auditor confirming the overall position of the organization and certifying that your accounting system conforms to 2 CFR Part 200 "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards."
- (l) IRS Federal Tax-Exempt Status Letter
- (m) NYS Form ST-119 - Exempt Organization Certificate with Certificate Number.

If the audit has not been completed by the time of the open Application Period, applicant can submit unaudited financial statements for purposes of proposal review. If the 990 Tax Return has not been completed by the time of the open Application Period, you must submit a copy of an extension form.