

---

Town of Yorktown CDBG  
Grant Application  
for  
Hill Boulevard  
Yorktown Planning Department  
June 25, 2021

Contents

Application Form

Project Narrative

Location Map

Project Estimate

Photo Pages (1)

Yorktown Planning Department  
1974 Commerce Street  
Yorktown Heights NY 10541  
(914) 962-6565  
[planning@yorktownny.org](mailto:planning@yorktownny.org)

# Westchester Urban County Consortium Community Development Block Grant Application FY 2022-2024

Municipality or Agency:

Applicant's Legal Name:

Federal I.D. #  DUNS #:

Project Title:

Project Fiscal Year:  Grant Funds Requested \$:

Project Priority: #  of  Application Submissions

**Instructions:** Please complete one entire application for each project

**1. APPLICATIONS ARE DUE BY 4:00P.M., FRIDAY, JUNE 25, 2021**

2. Required - E-mail application with attachments to [wcdp@westchestergov.com](mailto:wcdp@westchestergov.com) and mail One (1) original hardcopy with original attachments to

Anthony Zaino, Assistant Commissioner  
Westchester County Department of Planning  
148 Martine Avenue, Room 432  
White Plains, NY 10601

3. The application is to be used in conjunction with the accompanying Program Manual on the Westchester Urban County Community Development Block Grant Program

4. If you need assistance with your project, contact Mr. Anthony Zaino at (914) 995-2429 or e-mail [abz1@westchestergov.com](mailto:abz1@westchestergov.com)



**George Latimer**  
Westchester County Executive

**Norma V. Drummond**  
Commissioner  
Department of Planning

**SECTION 1: PROJECT DESCRIPTION**

---

Who can best answer questions on this application (must be filled out completely)?

Name: John Tegeder  
Address: 1974 Commerce Street  
Telephone #: 914-962-6565  
E-mail address: jtegeder@yorktownny.org

Where is this project located?

U.S. Congressional District

County Legislative District

Specific project location/address/intersection:

Hill Boulevard, Jefferson Valley

---

---

**Please answer the following:**

National Objective Addressed by Project (Check  only one):

1. Benefits low and moderate income people  Complete Section 3, Item 1
- Select only one:  Low/Mod Area (LMA)  
 Low/Mod Clientele (LMC)  
 Low/Mod Housing (LMH)  
 Low/Mod Jobs (LMJ)
2. Eliminates slums and blight  Complete Section 3, Item 2
3. Corrects an urgent need  Complete Section 3, Item 3

**Note: To check a box, double click on it and change the "default value" to "checked."**

## SECTION 1: PROJECT DESCRIPTION (continued)

---

### Type of Project (Check Only One)

1. Housing Project  Complete Section 4, Item 1  
Total Housing Units: \_\_\_\_\_  
Total Low/Mod Housing Units: \_\_\_\_\_
2. Public Improvement Project  Complete Section 4, Item 2
3. Public Service Project  Complete Section 4, Item 3
4. Jobs Benefit Project  Complete Section 4, Item 4

### Project Narrative

Please provide a narrative description of no more than three-five pages for your project. Your narrative should specifically address the following questions:

1. Project description and objective(s)? Please include a brief description of exactly how the requested funds will be used to achieve the stated objectives. Specify whether funds will be used for any or all of the following: equipment purchase or upgrade, staff costs, building renovations or new construction.
2. Related project components. If the project is part of a larger project, either on the same site or on other properties, please provide a detailed description and scope of the large project.
3. Describe the need for your project and what local documentation justifies the need. Please make sure to describe what the current conditions are and why this project is needed (example: our current HVAC system is over 20 years old and no longer works. The high summertime temperatures are not appropriate for senior residents who frequent the Community Center.) Please include relevant photographs.
4. How does this project address the national objectives and who will benefit from this project?
5. Does this project contribute to the development of fair and affordable housing? If yes, how does this project aid in overcoming the effects of any impediments to fair and affordable housing identified by the County?
6. How do you expect to measure the success of the project? What objectives and outcomes do you expect to accomplish? *In addition to your response, you are also required to fill out Section 3A – Performance Measurements System.*
7. What other sources/services does your municipality/agency provide and how do these services relate to your project?
8. How does this project relate to your other submissions? How does this project relate to projects previously funded with CDBG funds, if any?

**Note: To check a box, double click on it and change the “default value” to “checked.”**

## SECTION 2: PROJECT LOCATION

---

1. Specific Location of Project:

Attach an 8½" X 11" map, either, a local street map, or Web Browser map, clearly delineating the geographic location of your project. Do not use a census tract map for this purpose. Please include a border drawn around the specific project site (for example, if you are installing a HVAC unit, please draw the area outside where the new condenser will be located if plans are not yet available). Please include an address if there is one.

This Attachment is labeled Attachment to be included with your original application submission.

2. Label the Service Area of the project - to be included with your original application submission.

3. Label the map with the Census Tract and Block Group(s) where the project is located - to be included with your original application submission.

### SECTION 3: NATIONAL OBJECTIVE ADDRESSED

---

CDBG projects can only benefit ONE national objective! Please answer the questions for the one National Objective checked in the box on Section 1.

1. **NATIONAL OBJECTIVE: Low/Moderate Benefit:**

Complete this question if your project meets the National Objective of providing a benefit to low and moderate income people (*see the Program Manual for more information*).

Projects that provide a benefit to low and moderate income people can be one of three types:

- 1) **Low/Mod Area Benefit; or**
- 2) **Low/Mod Clientele; or**
- 3) **Low/Mod Housing**

If your project is **Low/Mod Area Benefit**, complete questions A through D; if your project benefits a **Low/Mod Clientele**, complete questions E through J; if your project benefits a Low/Mod housing, complete questions K through O (*Data needed to complete Area Benefit questions may be found in the Program Manual*).

**Low/Mod Area Benefit Project:**

A. In what Census Tract(s) and Block Group(s) is your project located?

Census Tract #: 148.10, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Block Groups #: 1, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

B. How many residents live in this area? 1425 (2019 ACS 5-year estimate)

C. What is the percentage of low and moderate income beneficiaries? \_\_\_\_\_%

D. What documentation did the Agency Use?

HUD Data  or Survey

If Survey was used, please describe the methodology used to perform the survey and attached completed surveys. This attachment is labeled Attachment \_\_\_\_\_ to be included with your application submission.

**Note: To check a box, double click on it and change the "default value" to "checked."**

**SECTION 3: NATIONAL OBJECTIVE ADDRESSED (continued)**

---



**Low/Mod Clientele Benefit Project:** (You must maintain income information for each person assisted in the case file for monitoring purposes)

E. How many persons will benefit from your project (unduplicated count)? \_\_\_\_\_

F. Percent of low and moderate income beneficiaries: \_\_\_\_\_%  
 (Refer to the CDBG Program Manual for Income Limits)

G. Based on Income Levels:

- i. Extremely Low (0-30% of Median Family Income (MFI)) \_\_\_\_\_
- ii. Low (31-50% of MFI) \_\_\_\_\_
- iii. Moderate (51-80% of MFI) \_\_\_\_\_
- iv. Non-Low/Moderate (81% & above of MFI) \_\_\_\_\_
- v. Total (this # must be the same as Item E above) \_\_\_\_\_

H. What percentage of low/moderate income users are single-female headed households? \_\_\_\_\_%

I. What percentage of low/moderate income users are elderly (over 62)? \_\_\_\_\_%

J. Based on existing clientele, list the characteristics of all users who will benefit from your project (Please refer to the CDBG Program Manual).

	Total	Hispanic/Latino
White		
Black/African American		
Asian		
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
American Indian/Alaskan Native & White		
Asian & White		
Black/African American & White		
Am. Indian/Alaskan Native & Black/African American		
Other Multi-Racial		
<b>TOTAL</b>		

**SECTION 3: NATIONAL OBJECTIVE ADDRESSED (continued)**

**Low/Mod Housing Benefit Project:**

K. How many housing units will benefit from your project?

Ownership housing unit(s): \_\_\_\_\_ Rental housing unit(s): \_\_\_\_\_

L. Based on Income Levels:

	Owner Households	Renter Households
Extremely Low (<30% of MFI <sup>1</sup> )		
Low (31-50% of MFI)		
Moderate (51-80% of MFI)		
Non-Low/Moderate (81%+)		
Total		
Percent Low/Mod		

M. What percentage of low/moderate income users are single-female headed households? \_\_\_\_\_%

N. How many housing units are occupied by elderly (over 62)? \_\_\_\_\_

O. Based on existing households, list the race/ethnicity characteristics of all households  
*Note that this information is based on households not housing units. (Please refer to the CDBG Program Manual)*

	Owner		Renter	
	Total	Hispanic/Latino	Total	Hispanic/Latino
White				
Black/African American				
Asian				
American Indian/Alaskan Native				
Native Hawaiian/Other Pacific Islander				
American Indian/Alaskan Native & White				
Asian & White				
Black/African American & White				
Am. Indian/Alaskan Native & Black/African American				
Other Multi-Racial				
<b>Total</b>				



**SECTION 3: NATIONAL OBJECTIVE ADDRESSED (continued)**

---

**Low/Mod Housing Benefit Project:**

P. How many jobs will be created? \_\_\_\_\_

Of this number,

How many jobs will benefit low/moderate income persons? \_\_\_\_\_

How many jobs will be full-time positions? \_\_\_\_\_

How many jobs will be part-time positions? \_\_\_\_\_

Q. How many jobs will be retained? \_\_\_\_\_

Of this number,

How many jobs will benefit low/moderate income persons? \_\_\_\_\_

How many jobs will be full-time positions? \_\_\_\_\_

How many jobs will be part-time positions? \_\_\_\_\_

Income documentation will be collected on an annual basis for any jobs created or retained.

2. **NATIONAL OBJECTIVE: Elimination of a Slum or Blighted Condition:**

A. Boundaries: (description of the designated area. DO NOT include census tract/block group data in this field)

---

B. Percentage of deteriorated building(s): (indicate the percentage of buildings that were deteriorated when the area was designated slum/blight).

---

C. List the number of buildings in the designated slum and blight area:  
\_\_\_\_\_ Commercial buildings                      \_\_\_\_\_ Residential buildings  
\_\_\_\_\_ Mixed use buildings                              \_\_\_\_\_ Industrial buildings

D. Of the buildings listed in C, how many have code violations?  
\_\_\_\_\_ Commercial buildings                      \_\_\_\_\_ Residential buildings  
\_\_\_\_\_ Mixed use buildings                              \_\_\_\_\_ Industrial buildings

E. Of the buildings listed in C, how many are vacant?  
\_\_\_\_\_ Commercial buildings                      \_\_\_\_\_ Residential buildings  
\_\_\_\_\_ Mixed use buildings                              \_\_\_\_\_ Industrial buildings  
\_\_\_\_\_ 2nd floor retail/commercial                      \_\_\_\_\_ 2nd floor residential

F. Public Improvement Condition: (what is the condition addressed by your project? (e.g. deteriorated buildings, lack of adequate infrastructure)

G. Describe the comprehensive strategy that will be implemented to address the conditions described above:

H. Slum/Blight Designation Year: \_\_\_\_\_

I. Please give a brief description of your code enforcement program:

---

Please attach a copy of the municipal board resolution designating the area as slum/blight. Date of the Resolution \_\_\_\_\_. Labeled this Attachment as \_\_\_\_\_ to be included with your application submission.

**SECTION 3: NATIONAL OBJECTIVE ADDRESSED (Continued)**

---

**3. NATIONAL OBJECTIVE: Urgent Need:**

Reminder - answer the questions only for the National Objective that you checked in Section 1

A. What is the condition that is causing a threat to the health and welfare of the community?

---

B. When did this condition occur? \_\_\_\_\_

C. From what sources did the community seek financing to address the problem?  
Please list the sources and the date of request:

Sources

Date of Request

---

---

---

---

## SECTION 3A: PERFORMANCE MEASUREMENT SYSTEM

---

Select **ONLY** one objective and one outcome for your proposed project. For explanation of these objectives and outcomes, please refer to the CDBG Program Manual, Performance Management System.

### A. Objectives

- Suitable Living Environment;  
 Decent Housing; or  
 Creating Economic Opportunity

### B. Outcomes

- Availability/Accessibility;  
 Affordability; or  
 Sustainability

### C. Performance Indicators

#### Public Facilities and Improvements Projects

Of the number of persons to be assisted, how many will have:

- New access to a public facility or infrastructure benefit;  
 Improved access to a public facility or infrastructure benefit; or  
 Public facility or infrastructure that is NO longer substandard.

#### Public Service Activities

Of the number of persons to be assisted, how many will have:

- New access to a service;  
 Improved access to a service; or  
 Service or benefit that is NO longer substandard

#### Substandard Housing Projects

Of the number of housing units to be assisted, how many will have:

- Affordable units  
 Section 504 accessible units  
 Brought from substandard to standard condition (HQS or local code)  
 Units qualified as energy star  
 Brought into compliance with Lead Safety Rules

**SECTION 4: PROJECT DEVELOPMENT**

This question is designed to help the Department determine the readiness of your project. Please answer questions for the type of project you checked on Page 2.

**1. \*HOUSING PROJECT:**

	Yes	No
A. Do you have site control (i.e. under contract)?	<input type="checkbox"/>	<input type="checkbox"/>
B. Have you obtained a survey?	<input type="checkbox"/>	<input type="checkbox"/>
C. Do you have architectural drawings and specifications?	<input type="checkbox"/>	<input type="checkbox"/>
D. Have you identified other funding sources? Please include information with your application submission.	<input type="checkbox"/>	<input type="checkbox"/>
E. Will a review of your project be required by:		
Architectural Review Board	<input type="checkbox"/>	<input type="checkbox"/>
Local Building Inspector/Department	<input type="checkbox"/>	<input type="checkbox"/>
Planning Board	<input type="checkbox"/>	<input type="checkbox"/>
Zoning Board of Appeals	<input type="checkbox"/>	<input type="checkbox"/>
Other (Specify) _____	<input type="checkbox"/>	<input type="checkbox"/>
Are you aware of any other current or proposed projects, such as County, Federal, or State, that may affect the timing of your project?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please list the project(s), estimated date(s) of construction, and agency(ies) responsible for the project:		

F. Have you retained the services of a consultant?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, check appropriate box:		
<input type="checkbox"/> architect	<input type="checkbox"/> financial analyst	<input type="checkbox"/> attorney
<input type="checkbox"/> civil engineer	<input type="checkbox"/> environmental engineer/soil scientist	<input type="checkbox"/> planner

G. Other information you wish to provide regarding the status of the project:

H. Who will be responsible for the maintenance of this project upon completion?

\* No public or private funds may be spent, no legally binding agreement should be executed, and no choice-limiting actions (including going out to bid) should be undertaken until completion of an environmental review by Westchester County. A SEQR does not fulfill this requirement.

**Note: To check a box, double click on it and change the "default value" to "checked."**

**SECTION 4: PROJECT DEVELOPMENT (continued)**

---

**2. PUBLIC IMPROVEMENT PROJECT:**

- |  | <b>Yes</b>                          | <b>No</b>                           |
|--|-------------------------------------|-------------------------------------|
| A. Have you obtained a survey?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| B. Have you retained the services of a consultant?<br>If yes, check appropriate box:   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> engineer <input type="checkbox"/> landscape architect <input type="checkbox"/> architect <input type="checkbox"/> planner |                                     |                                     |
| C. Do you have completed architectural drawings?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| D. Do you have completed bid documents?*   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| E. Will a review of your project be required by:   |                                     |                                     |
| Architectural Review Board   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Local Building Inspector/Department  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| New York State Department of Transportation  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Westchester County Department of Public Works  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Westchester County Board of Health   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Other (Specify) <u>Town Engineer</u>   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| F. Are you aware of any other current or proposed projects,<br>such as County, Federal, or State, that may affect the<br>timing of your project?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

If yes, please list the project(s), estimated date(s) of construction, and agency(ies) responsible for the project:

- 
- G. Who will be responsible for the maintenance of this project upon completion:  
Town of Yorktown Highway Department

\* No public or private funds may be spent, no legally binding agreement should be executed, and no choice-limiting actions (including going out to bid) should be undertaken until completion of an environmental review by Westchester County. A SEQR does not fulfill this requirement.

**Note: To check a box, double click on it and change the "default value" to "checked."**

**SECTION 4: PROJECT DEVELOPMENT (continued)**

---

**3. PUBLIC SERVICE PROJECT:**

A. What services does your Agency provide?

---

B. How will this project relate to these services?

---

	<b>Yes</b>	<b>No</b>
C. Is your project a continuation of a current activity?	<input type="checkbox"/>	<input type="checkbox"/>
D. Is your project an expansion of a current activity?	<input type="checkbox"/>	<input type="checkbox"/>
E. Have you received CDBG funding previously to operate this service?	<input type="checkbox"/>	<input type="checkbox"/>
F. If yes, what year(s) and how much?		
Year	CDBG \$ Award	
_____	_____	
_____	_____	
_____	_____	

**Note: To check a box, double click on it and change the "default value" to "checked."**

**SECTION 4: PROJECT DEVELOPMENT (continued)**

---

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| G. If this project is not currently in operation, do you have staff to implement the project?   | <input type="checkbox"/> | <input type="checkbox"/> |
| H. Do you have office space to accommodate the proposed service?  | <input type="checkbox"/> | <input type="checkbox"/> |
| I. Do you have policies and procedures manual for your program? If so, attach a copy of the manual as Attachment _____ with your original application submission. | <input type="checkbox"/> | <input type="checkbox"/> |
| I. Have you identified other funding sources?   | <input type="checkbox"/> | <input type="checkbox"/> |

Please include additional information with your application submission.

A cost allocation plan that includes all funding sources showing the proposed CDBG funding amount must be included with your original application submission as Attachment \_\_\_\_\_.

J. What is the proposed start date of this program? \_\_\_\_\_

K. Please explain how you plan to identify/outreach clients for this service.

---

L. Other information you wish to provide regarding the status of the project:

---



## SECTION 5: ENVIRONMENTAL REVIEW

---

According to the NEPA (40 CFR 1500-1508) and Part 58, no HUD funds can be committed until an environmental review is complete and the appropriate certifications have been received from HUD. The applicant also cannot commit HUD or non-federal funds to the project or any choice-limiting action that may impact the project until after the environmental review is complete.

The Westchester County Planning Department will evaluate your application and categorize it appropriately with the environmental review requirements based on the information submitted. In order to assist our review, please check  all the applicable project categories below:

### Exempt Categories

- Environmental and other studies.
- Development of plan, strategies, engineering or design costs.
- Information and financial services, administrative and management activities.
- Public services that will not have a physical impact or result in any physical changes.
- Inspections and testing of properties for hazards or defects.
- Purchase of insurance or tools.
- Technical assistance and training.
- Assistance for temporary or permanent improvements only to control or arrest the effects from disasters or imminent threats to public safety.
- Payment of principal and interest on loans made or obligations guaranteed by HUD.

### Categorically Excluded Not Subject to §58.5 (CENST) Categories

- Tenant-based rental assistance.
- Supportive services.
- Operating costs.
- Economic development activities.
- Activities to assist homebuyers to purchase existing/under construction dwelling units.
- Affordable housing pre-development costs.

### Categorically Excluded and Subject to §58.5 (CEST) Categories

- Acquisition or leasing.
- Removal of material and architectural barriers that restrict the mobility of and accessibility to elderly and handicapped persons.
- Repair, improvement, reconstruction, or rehabilitation of:
  - Public facilities and improvements other than buildings and the facilities and improvements are in place and retained in the same use without change in size or capacity of more than 20%. Acceptable activities include replacement of water or sewer lines, reconstruction of curbs and sidewalks, and repaving of streets.
  - Residential buildings (1-4 units) and the density is not increased beyond four units, the land use is not changed, and the footprint of the building is not increased in a floodplain or wetland.
  - Multifamily (5+ units) residential buildings and the unit density is not changed more than 20%; the project does not involve changes in land use from residential to non-residential; and the estimated cost of rehabilitation is less than 75 percent of the total estimated cost of replacement after rehabilitation.
  - Non-residential structures including commercial, industrial, and public buildings and the facilities and improvements are in place and will not be changed in size or capacity by more than 20%; and the activity does not involve a change in land use, such as from non-residential to residential, commercial to industrial, or from one industrial use to another.

**SECTION 5: ENVIRONMENTAL REVIEW (continued)**

Listed below are environmental issues concerning all construction projects. Check ✓ the boxes applicable to your project.

- | 1. | The project is located in, is adjacent to, will impact or will involve:   | Yes                      | No                                  |
|----|---|--------------------------|-------------------------------------|
| A. | 100 year Floodplain (refer to the Flood Insurance Rate Map)   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. | A New York State-designated wetland or locally-significant wetland (if yes, enclose a copy of local wetland ordinance)  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| C. | A State and/or Federally designated coastal zone<br>(Please check the CZMA map by inputting the project location here:<br><a href="https://koordinates.com/layer/20522-us-coastal-zone-management-act-boundary/">https://koordinates.com/layer/20522-us-coastal-zone-management-act-boundary/</a> ) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. | A designated local or County designated Critical Environmental Area   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. | The installation or rehabilitation of storm or sanitary sewer systems   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. | A zoning or special permit action   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| G. | A State or County road  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. | If the answer to "C" is yes, does the community have a Local Waterfront Revitalization Plan (LWRP)?   | <input type="checkbox"/> | <input type="checkbox"/>            |
| A. | Has the project been evaluated for consistency with the LWRP by the appropriate party/agency?   | <input type="checkbox"/> | <input type="checkbox"/>            |
|    | a. If yes above, please attach support documentation, including any resolutions from the aforementioned party/agency.   |                          |                                     |
|    | b. If no, please provide the status of this approval:   |                          |                                     |

---

Note: projects located within a Coastal Management Zone will require a coastal consistency determination from the New York State Department of State.

**SECTION 5: ENVIRONMENTAL REVIEW (continued)**

---

3. Is the project subject to the New York State Environmental Quality Review Act (SEQRA)?

A. If NO, provide Type II classification or other explanation: \_\_\_\_\_

---

B. If YES, identify if project is classified as Type I or is Unlisted: Unlisted; and provide a Full or Short Environmental Assessment (as required pursuant to SEQRA) along with any other SEQRA-related documentation to date. For municipal-approved actions, the municipality should serve as Lead Agency and conduct coordinated review with the County as an involved agency to comply with SEQRA.

4. Are there any related projects to the application project?

For example, the application project is for the installation of an ADA compliant elevator. This CDBG grant funding would only pay for a portion of the elevator costs. Concurrently, renovation of restrooms to include ADA compliant bathroom stalls will also be performed. While this grant funding will not cover any of the restroom project, the county needs these project details in order to perform a comprehensive environmental review of the entire project. Per HUD, "The term "project" can be defined as an activity or group of activities geographically, functionally, or integrally related, regardless of funding source, to be undertaken by the CDBG recipient, subrecipient, or a public or private entity in whole or in part to accomplish a specific objective."

If you are unsure if a project would be related, please include it. The Westchester County environmental team will evaluate whether or not it is relevant. Location, nature, purpose, timing, and funding source(s) should be included.

---

## SECTION 6: HISTORIC PRESERVATION CONSIDERATIONS

---

Listed below are historic preservation questions relevant to all construction projects for which CDBG funds are requested and received. Check ✓ the boxes applicable to your project.

- |   | Yes                      | No                                  |
|---|--------------------------|-------------------------------------|
| 1. Is the proposed project adjacent to or will it involve or impact buildings or districts eligible for or listed in the National or State Register or Historic Places? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

A. If yes, which buildings or districts?

---

B. Describe the impact of the proposed project on these buildings or districts.

---

- |  |                                     |                                     |
|--|-------------------------------------|-------------------------------------|
| 2. Does your community have a local landmarks ordinance?   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 3. Are any of the buildings adjacent to, involved in, or affected by the proposed project locally designated as individual landmarks, or as part of a local historic district? | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

A. If yes, which buildings?

---

B. Describe the impact of the proposed project on the locally designated buildings.

---

## SECTION 7: DESIGN CONSIDERATIONS

Listed below are design consideration questions relevant to all construction projects for which CDBG funds are requested and received. Check ✓ the boxes applicable to your project.

	Yes	No
1. Is property owned by applicant? If yes, attach a copy of the deed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If <b>no</b> , is the property leased? If yes, attach a copy of the lease and provide evidence that the property owner is aware of your application.	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the project require land acquisition?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes, do you have an option to purchase the property?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the project require easements?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes, how many? _____		
4. Is there a topographical survey for the area? If yes, please attach a copy.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Is there a proposed site plan or sketch? If yes, attach a copy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Do you currently have a consultant or in-house design staff for the project?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Would you like the Department of Planning to provide design assistance for this project?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Note: Plans for ALL construction projects will be reviewed by the Department of Planning Staff.**

**Note: To check a box, double click on it and change the “default value” to “checked.”**

**SECTION 8: BUDGET**

Please complete the project budget. (Please submit one budget for each fiscal year request).

**FY 2022 Budget**

List Line Items and Quantities	A	B	C	D
	Source of Funds	Funds for this project	CDBG Amount Requested	Total Amount (B+C)
<b>TOTALS=</b>	N/A			

Type Total of Column B: \$ \_\_\_\_\_  
 Type Total of Column C: \$ \_\_\_\_\_

If you are using a cost estimate (for a construction project), please attach a copy of the cost estimate, and the name and telephone number of the person who prepared the cost estimate.

<b>BUDGET SUMMARY</b>	<b>FY 2022</b>
Amount requested from Westchester County Community Development Block Grant (Column "C" total)	\$ _____
Amount requested from other Sources (state, federal, county, other)	\$ _____
Amount of your contribution (Applicant funds)	\$ _____
<b>Total Project Cost</b>	<b>\$ _____</b>

**SECTION 8: BUDGET (continued)**

Please complete the project budget. (Please submit one budget for each fiscal year request).

**FY 2023 Budget**

List Line Items and Quantities	A	B	C	D
	Source of Funds	Funds for this project	CDBG Amount Requested	Total Amount (B+C)
Hill sidewalk project (see attached estimate)	Town	30827.00	30828.00	61655.00
<b>TOTALS=</b>	N/A	30827.00	30828.00	61655.00

Type Total of Column B: \$ 30827.00  
 Type Total of Column C: \$ 30828.00

If you are using a cost estimate (for a construction project), please attach a copy of the cost estimate, and the name and telephone number of the person who prepared the cost estimate.

**BUDGET SUMMARY**

**FY 2023**

Amount requested from Westchester County Community Development Block Grant (Column "C" total)	\$ 30828.00
Amount requested from other Sources (state, federal, county, other)	\$ 0.00
Amount of your contribution (Applicant funds)	\$ 30827.00
<b>Total Project Cost</b>	<b>\$ 61655.00</b>

**SECTION 8: BUDGET (continued)**

Please complete the project budget. (Please submit one budget for each fiscal year request).

**FY 2024 Budget**

List Line Items and Quantities	A	B	C	D
	Source of Funds	Funds for this project	CDBG Amount Requested	Total Amount (B+C)
<b>TOTALS=</b>	N/A			

Type Total of Column B: \$ \_\_\_\_\_  
 Type Total of Column C: \$ \_\_\_\_\_

If you are using a cost estimate (for a construction project), please attach a copy of the cost estimate, and the name and telephone number of the person who prepared the cost estimate.

<b>BUDGET SUMMARY</b>	<b>FY 2024</b>
Amount requested from Westchester County Community Development Block Grant (Column "C" total)	\$ _____
Amount requested from other Sources (state, federal, county, other)	\$ _____
Amount of your contribution (Applicant funds)	\$ _____
<b>Total Project Cost</b>	<b>\$ _____</b>



**SECTION 9: MASTER PLAN/MISSION COMPLIANCE**

---

**For All Municipal Applicants:**

Is proposed project consistent with the Master Plan? Yes  No   
Briefly explain how the proposed project is or is not consistent with the municipal Master Plan.

The Plan supports the provision of pedestrian amenities in the Town of Yorktown

---

If your municipality has an approved Neighborhood Revitalization Strategy Area, is this project located within that Strategy Area? Yes  No

Is this project consistent with the Strategy? Yes  No

Briefly explain how the proposed or is not consistent with the Neighborhood Revitalization Strategy.

---

**For Not-For-Profit Applicants:**

Is the proposed project consistent with the Mission Statement? Yes  No

Is your organization a faith-based organization? Yes  No

Briefly explain how the proposed project is or is not consistent with the Agency's Mission Statement.

---

## **SECTION 10: CITIZEN PARTICIPATION**

---

An important aspect of the CDBG Program is citizen participation. Each application must include documentation indicating that citizens of the community in which the project is located, have been informed of the project. This participation may be accomplished by conducting community meetings or public hearings where citizens are invited to comment on proposed projects. In addition, official notification must be conducted as follows:

### **1. For Municipalities:**

The municipal board members must be notified at a public board meeting of the intent of the municipality to submit an application for funding. Adequate advance notice of the date of the meeting must be given to the public (in accordance with General Municipal Law requirements). The following documentation of the notice and the discussion of the meeting must be included in the application:

- A. a copy of the public notice with date of publication;
- B. the agenda for the meeting with projects listed;
- C. minutes of the meeting where the application was discussed;
- D. Optional: newspaper clippings regarding the meeting at which the project was discussed; letters of support received by the municipality;
- E. signature of the Community's CDAG Representative is required in this application.

### **2. For Not-for-Profit Organizations:**

The not-for-profit organization must appear at a municipal board meeting to notify the board that the organization intends to submit an application for funding for a project that will benefit citizens in that community. The purpose of the appearance before the board is to inform the municipal officials of the project. The following documentation of the group's presentation at the meeting must be submitted with the application:

- A. a copy of the agenda of the Board meeting where the group appeared;
- B. minutes of the meeting where the application was discussed;
- C. optional: newspaper clippings regarding the meeting; letters of support received from the community.
- D. signature of the local CDAG Representative is required in this application.

### **NOTE:**

Not-for-profit organizations that intend to conduct projects consortium-wide must send a letter to each of the elected officials of the communities where the project will be conducted informing them of the project and offering to make a presentation to the Board if requested. These applications must have the signature of the Consortium-wide CDAG Representative as well.

## **SECTION 11: ENDORSING RESOLUTION**

---

### **For Municipalities:**

Each application from a municipality must contain a copy of a resolution from the Board of Trustees or City Council endorsing the submission of the project application, stating the amount of the CDBG request in the application, and stating the amount to be contributed by the municipality for the project.

A separate resolution is required for each application.

### **For Not-For-Profit Organizations:**

Each application from a not-for-profit organization must contain a resolution from the organization's Board of Directors endorsing the submission of the application, stating the amount of the CDBG request in the application, and stating the amount to be contributed by the organization.

A separate resolution is required for each application.

## SECTION 12: APPLICATION SUBMISSION CHECKLIST

---

The following items are required. Please make sure all attachments are labeled to be included with your original application submission.

- Completed Application (including budget & signed checklist)
- 8 ½ X 11" map with geographic location, service area and address if available
- Latest Audited Financial Statement
- Citizen Participation Documentation
- Endorsing Resolution
- Proof of Registration with System for Award Management (SAM)  
<https://sam.directory/register>

The following items are also required for Non-Profit application submissions. Please make sure all attachments are labeled.

- Non-Profit Certificate of Incorporation and By-Laws
- Non-Profit Mission Statement; date of Mission Statement \_\_\_\_\_
- Current Action Plan; date of plan \_\_\_\_\_
- Non-Profit List of Board of Directors with titles and professional affiliations
- Non-Profit Annual Operating Statement for your organization
- Non-Profit most recent Annual Report
- Non-Profit 501C(3) Status Certification
- Organization's Cost Allocation Plan
- Program's Policies and Procedures Manual

The following items may be applicable to your application. Please submit if appropriate. Please make sure all attachments are labeled to be included with your original application submission.

- Low/Mod Surveys if applicable
- Slum/Blight resolution if applicable
- Funding Sources Support Letters if applicable
- Local Wetland Ordinance if applicable
- SEQR Documentation, if applicable
- Topographical Survey if applicable
- Deed/Lease of Premises if applicable
- Site Plan/Schematic Design if applicable
- Cost Estimate, if applicable
- Program's Policies and Procedures Manual (applicable to certain public facilities projects/public service programs)

**Note: To check a box, double click on it and change the "default value" to "checked."**

## SECTION 13: ENVIRONMENTAL REVIEW AFFIDAVIT

---

***Please read the below CDBG requirements adapted from HUD's Basically CDBG, Chapter 15: Environmental Review. These requirements pertain to the environmental review process. After you review, please sign the applicant certification on the following page.***

According to the NEPA (40 CFR 1500-1508) and Part 58:

- The commitment or expenditure of CDBG funds are prohibited until the environmental review process has been completed and, if required, the grantee receives a release of funds. Subrecipients:
  - May not spend either public or private funds (CDBG, other Federal or non-Federal funds), or execute a legally binding agreement for property acquisition, rehabilitation, conversion, repair or construction pertaining to a specific site until environmental clearance has been achieved.
  - Must avoid any and all actions that would preclude the selection of alternative choices before a final decision is made – that decision being based upon an understanding of the environmental consequences and actions that can protect, restore and enhance the human environment (i.e., the natural, physical, social and economic environment).
    - Activities that have physical impacts or which limit the choice of alternatives cannot be undertaken, even with the grantee or other project participant's own funds, prior to obtaining environmental clearance.

For the purposes of the environmental review process, "commitment of funds" includes:

- Execution of a legally binding agreement (such as a property purchase or construction contract);
- Expenditure of CDBG funds;
- Use of non-CDBG funds on actions that would have an adverse impact--- e.g., demolition, dredging, filling, excavating; and Use of non-CDBG funds on actions that would be "choice limiting"--- e.g., acquisition of real property; leasing property; rehabilitation, demolition, construction of buildings or structures; relocating buildings or structures, conversion of land or buildings/structures.

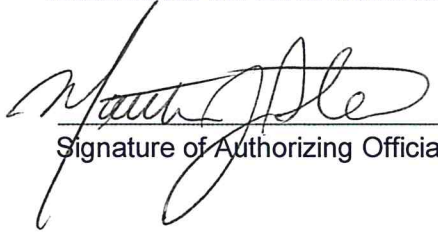
It is acceptable for grantees to execute non-legally binding agreements prior to completion of the environmental review process. A non-legally binding agreement contains stipulations that ensure the project participant does not have a legal claim to any amount of CDBG funds to be used for the specific project or site until the environmental review process is satisfactorily completed.

**SECTION 14: CERTIFICATION**

---

**APPLICANT Certification**

I certify that the application being submitted is accurate and complete and I have read and understand the Environmental Review Affidavit on page 27:



Signature of Authorizing Official

6/25/21

Date

Matthew J. Slater, Town Supervisor

914-962-5722 x200

Typed Name & Title of Authorizing Official

Phone Number

363 Underhill Avenue

Yorktown Heights, NY 10598

Address

supervisor@yorktownny.org

E-Mail Address

**CDAG Representative Certification**

I certify that the application being submitted has been reviewed with me and has complied with the Citizen Participation requirements.

Signature of CDAG Representative

Date

Ken Belfer

914-364-0905

Typed Name

Phone Number

ken.belfer@westhab.org

E-Mail Address

**SECTION 14: CERTIFICATION**

---

**APPLICANT Certification**

I certify that the application being submitted is accurate and complete and I have read and understand the Environmental Review Affidavit on page 27:


---

Signature of Authorizing Official	Date
Matthew J. Slater, Town Supervisor	914-962-5722 x200
Typed Name & Title of Authorizing Official	Phone Number
363 Underhill Avenue	
Yorktown Heights, NY 10598	
Address	
supervisor@yorktownny.org	
E-Mail Address	

**CDAG Representative Certification**

I certify that the application being submitted has been reviewed with me and has complied with the Citizen Participation requirements.

---

	6/25/21
Signature of CDAG Representative	Date
Ken Belfer	914-364-0905
Typed Name	Phone Number
ken.belfer@westhab.org	
E-Mail Address	

## Project Narrative – Hill Boulevard

This application requests funding to construct new sidewalks along Hill Boulevard, from an entry/parking area at Jefferson Village, an age restricted residential complex, to Village Road, a main access road into the complex. This sidewalk will replace a substandard, asphalt pathway.

This goal of this project is to install a concrete sidewalk, replacing an asphalt path, that will allow continued safe pedestrian access connection to and facilities within and without the Jefferson Village complex in the Jefferson Valley hamlet. This project will address the condition of the substandard sidewalks along this public right-of-way. The proposed sidewalk will be ADA complaint. Paved sidewalks are “pedestrian lanes” that provide people with space to travel within the public right-of-way separated from motor vehicles and on-road bicycles. Pedestrians need level, hard surface separated from motor vehicle traffic. Sidewalks improve mobility for pedestrians and provide access for all types of pedestrian travel to schools, as well as work, parks, shopping areas, transit stops and other destinations.

Neighborhood viability is one of the foundations of Yorktown’s hamlets. Walkability, (including smooth walking surfaces), continuity of the pedestrian network, and an attractive pedestrian environments are important to enhancing this important part of hamlet area. The proposed sidewalk replaces an unsafe, substandard walking path.

The primary components of the proposed design are listed below:

- Install 6 foot wide concrete sidewalks
- Install concrete curb
- Provide ADA compliant ramps and drop-curbings

The proposed project meets the National Objective of benefiting low and moderate income people and is an eligible activity under the area benefit. The proposed sidewalk improvements are located completely within a HUD defined low/moderate income area. The proposed sidewalk improvements will improve and facilitate access to the services and facilities heretofore mentioned. The Town hopes to eliminate discontinuous sidewalks as this discourages people from walking, whereas, continuous sidewalks throughout the hamlet area will encourage more pedestrian activities. For many pedestrians, it may be difficult or impossible to travel through areas where the sidewalk is unsafe and of substandard design and material. People who use wheelchairs or have vision impairments may find it impossible to walk under the current conditions. The presence of continuous sidewalks support people's ability to access their community. Sidewalks provide a safe and level walkway, especially during inclement weather. For people using wheelchairs, the elderly, or people pushing a cart or stroller, it is particularly important that sidewalks have well-designed curb ramps.

- Sidewalks provide safe places for children to walk, run, skate, ride their bikes, and play
- Sidewalks significantly reduce pedestrian collisions with motor vehicles
- Sidewalks improve the ability for people to get around by providing a safe route work, parks, schools, shopping areas, transit stops, and home
- Sidewalks enhance the appearance of individual properties, neighborhoods, and the entire community



- Sidewalks help protect property frontage from damage due to erosion and parking
- Sidewalks provide a separation between motor vehicles and pedestrians

Benefit from this project will be for residents of this low/mod neighborhood to travel safely via unobstructed, continuous passage through the many commercial establishments, residential areas, and various service establishments in this area. This will greatly increase opportunities for the elderly and the disabled to move through the area and enjoy the hamlet area.

The success of the project will be clearly shown by the increased pedestrian activity within the hamlet and the improvement in its visual quality. These projects all serve to make recreational, shopping, service, and employment opportunities within the hamlets more accessible to the area's residents. The sidewalk improvements and construction applications are all components of a plan to enhance pedestrian circulation throughout these areas.

The Town's 2010 Comprehensive Plan encourages sidewalks in both the business hamlets and residential areas surrounding the business hamlets.

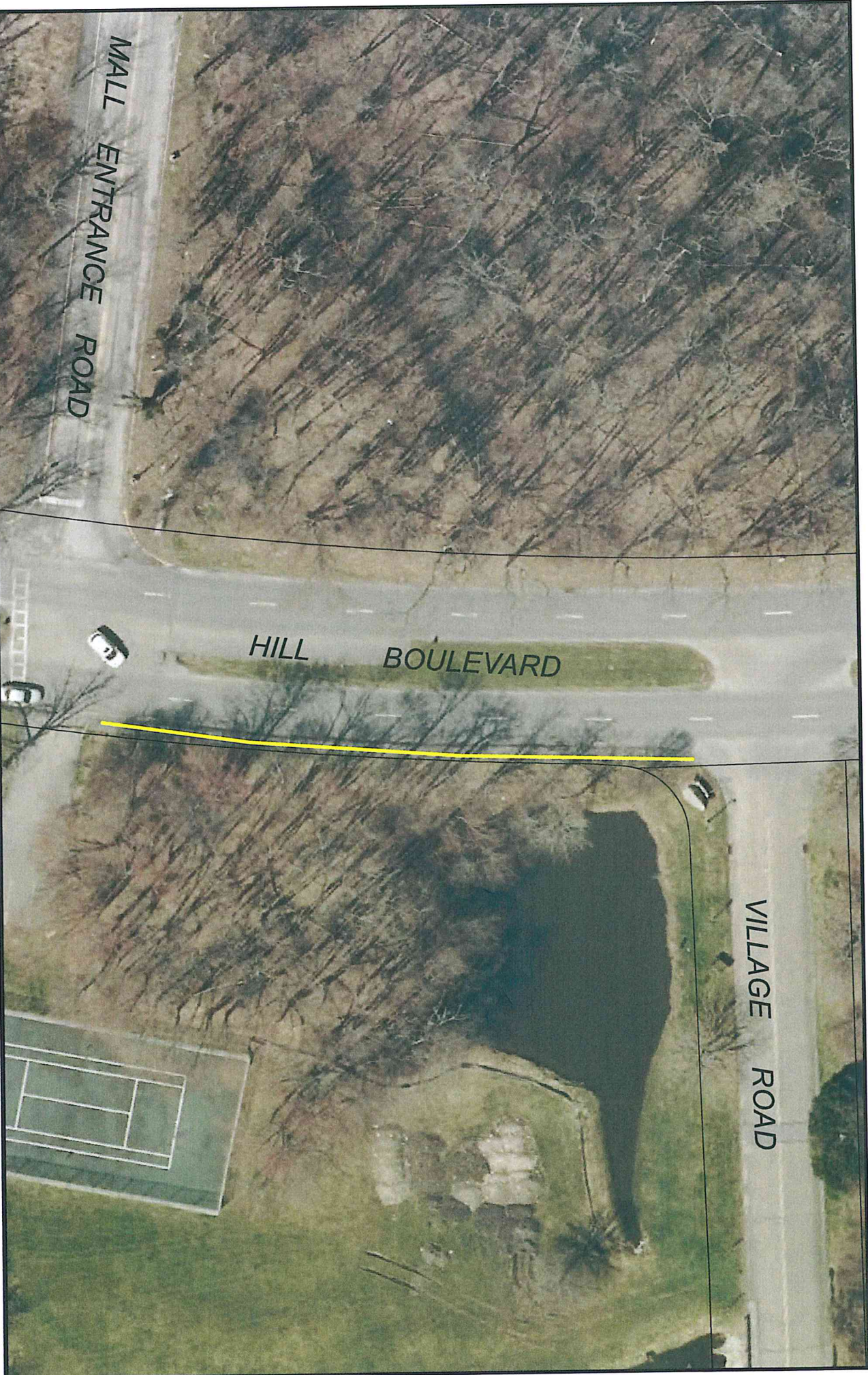
**Goal-4-I** Improve access into and circulation throughout the five hamlet business centers through roadway and intersection improvements, but also promote walking and biking by creating safer and more comfortable environments for pedestrians and cyclist.

**Policy 4-6** A streetscape plan is currently being done for Commerce Street. The district-wide streetscape plan should build off the results of that effort.

**Policy 5-9** Residential uses be within walking distances of shops, parks, and civic institutions, and with continuous sidewalk connections into the commercial areas preferably along tree lined traffic calmed streets.

**Policy 5-10** Neighborhood Quality of life - An improvement plan for neighborhoods would include streetscape and sidewalk improvements, traffic calming measures, historic preservation, and lighting controls.

**Policy 5-14** Improve pedestrian connections to parks, schools, public trails, hamlet shopping areas, and other public areas within residential neighborhoods.



TOWN OF YORKTOWN PLANNING DEPARTMENT  
 Albert A. Capellini Community & Cultural Center  
 1974 Commerce Street, Yorktown Heights, NY 10598  
 (914) 962-6565, www.yorktownny.org/planning



TITLE: Sidewalk Hill Boulevard  
 DATE: June 11, 2020

FILE: F:\ArcGIS\PROJECTS\Sidewalks\Sidewalks - Hill Blvd.mxd  
 BY: RAS



1 inch = 50 feet

Tract 148.10 BG 1

Sources: Town of Yorktown GIS and Westchester County GIS: 2018.

Preliminary Cost Estimate  
 Hill Boulevard  
 at Jefferson Village  
 FY 2022-2024

Item	Unit	Quantity	Unit Price	Quantity
Design/Survey	L.S.		\$4,000.00	\$4,000.00
Site Prep	L.S.		\$6,000.00	\$6,000.00
6' Conc. Sidewalk	S.F.	1400	\$15.00	\$21,000.00
Concrete Curb-rem. & patch	L.F.	250	\$40.00	\$10,000.00
Drainage-clean/reset C.B.'s	L.S.		\$1,500.00	\$1,500.00
Maintenance of Traffic	L.S.		\$3,500.00	\$3,500.00
Landscaping-grade/seed	S.F.	1250	\$5.00	\$6,250.00
	Unit			\$0.00
				\$0.00
				<u>\$52,250.00</u>
		Contingency		<u>\$9,405.00</u>
		Total		<u><u>\$61,655.00</u></u>



Looking South on Hill Blvd.



Looking north on Hill Blvd.