

# TOWN OF HAMBURG, NEW YORK

2024 “Final” CAPER  
Consolidated Annual Performance Report  
April 1, 2024 - March 31, 2025  
**(2024 Program Year)**



## CR-05 - Goals and Outcomes

### **Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)**

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

Administration: The Town of Hamburg Department of Community Development successfully adhered to several key indicators established by HUD to gauge an entitlement's performance. As at January 31, 2025, the Town of Hamburg had achieved the timeliness standard by having only 0.42(unadjusted) & 1.09 (adjusted) times its grant amount on hand. Whereas the current standard as set by HUD is for a maximum of 1.5 grant years of funding on hand as at January 31st of any program year. 2024 was a difficult year for spending due to the supply chain issues & companies with employment issues. During this reporting period, the Town of Hamburg Department of Community Development expended only 3.72% of administrative funding during the reporting period which is under the mandatory 20% maximum as set by HUD. The Town of Hamburg continued its goal of trying to utilize its federal CDBG funding for projects while limiting its administrative funds to a smallest percentage possible under 20% as allowed by program regulations

2) Community Projects: Two (2) major projects were completed in 2024 including one each in the Village of Blasdell and one within the Town of Hamburg. Both of these projects involved infrastructure reconstruction, and specifically road reconstruction within the Village of Blasdell and the Town of Hamburg. Both projects were in HUD target areas. The road reconstruction projects benefited 1,915 low/moderate income people.

3) Housing: The Town of Hamburg Department of Community Development's housing programs assisted seventeen low/moderate income households in 2024. This amount seems small at first glance, but what is not stated is that seven households assisted were with CDBG funding. Six of the households assisted were with HOME funds. We expended a large amount of time and money trying to spend out of HOME funding which is tied in with the Erie County HOME Consortium.

4) Continuum of Care: Promotes town-wide commitment to end homelessness by providing grant funds to ensure that individuals and families remain within their dwellings while other services are offered to them promoting access to and effective utilization of other mainstream programs. Eight families were assisted through this program to prevent homelessness.

5) Economic Development Economic development is an important part of strengthening communities. The ability for local government to have economic development opportunities for its business community is a primary function of a healthy local economy. In this instance, the Town of Hamburg utilizes its Community Development Block Grant (CDBG) program to create and retain jobs for the community that would have

otherwise not be created or retained. By working with other government entities the local economy can be strengthened as part of a larger, regional area. The Hamburg Town Board has chosen to utilize a sub-recipient to administer its economic development program with the use of its Community Development Block Grant (CDBG) funds. Three business was assisted during this reporting period.

**Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)**

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
ADA Modification Imp. and Removal of Arch Barriers	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1200	1915	159.58%			
Economic Development	Non-Housing Community Development	CDBG: \$	Jobs created/retained	Jobs	15	15	100.00%			
Fair Housing Services	Affordable Housing	CDBG: \$	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	250	1915	766.00%			

Fair Housing Services	Affordable Housing	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	7		100	9011	9,011.00%
Fair Housing Services	Affordable Housing	CDBG: \$	Homelessness Prevention	Persons Assisted	0	6		5	6	120.00%
First Time Homebuyer Program	Affordable Housing	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	0	1		0	1	
First Time Homebuyer Program	Affordable Housing	CDBG: \$	Direct Financial Assistance to Homebuyers	Households Assisted	1	1	100.00%	1	1	100.00%
Homeless Prevention Program	Homeless	CDBG: \$	Homelessness Prevention	Persons Assisted	5	8	160.00%			
Housing Rehabilitation	Affordable Housing	CDBG: \$	Facade treatment/business building rehabilitation	Business	0	0		0	0	
Housing Rehabilitation	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	20	12	60.00%	6	7	116.67%
Housing Rehabilitation	Affordable Housing	CDBG: \$	Jobs created/retained	Jobs	5	8	160.00%	5	8	160.00%
Housing Rehabilitation	Affordable Housing	CDBG: \$	Businesses assisted	Businesses Assisted	1	3	300.00%	1	3	300.00%

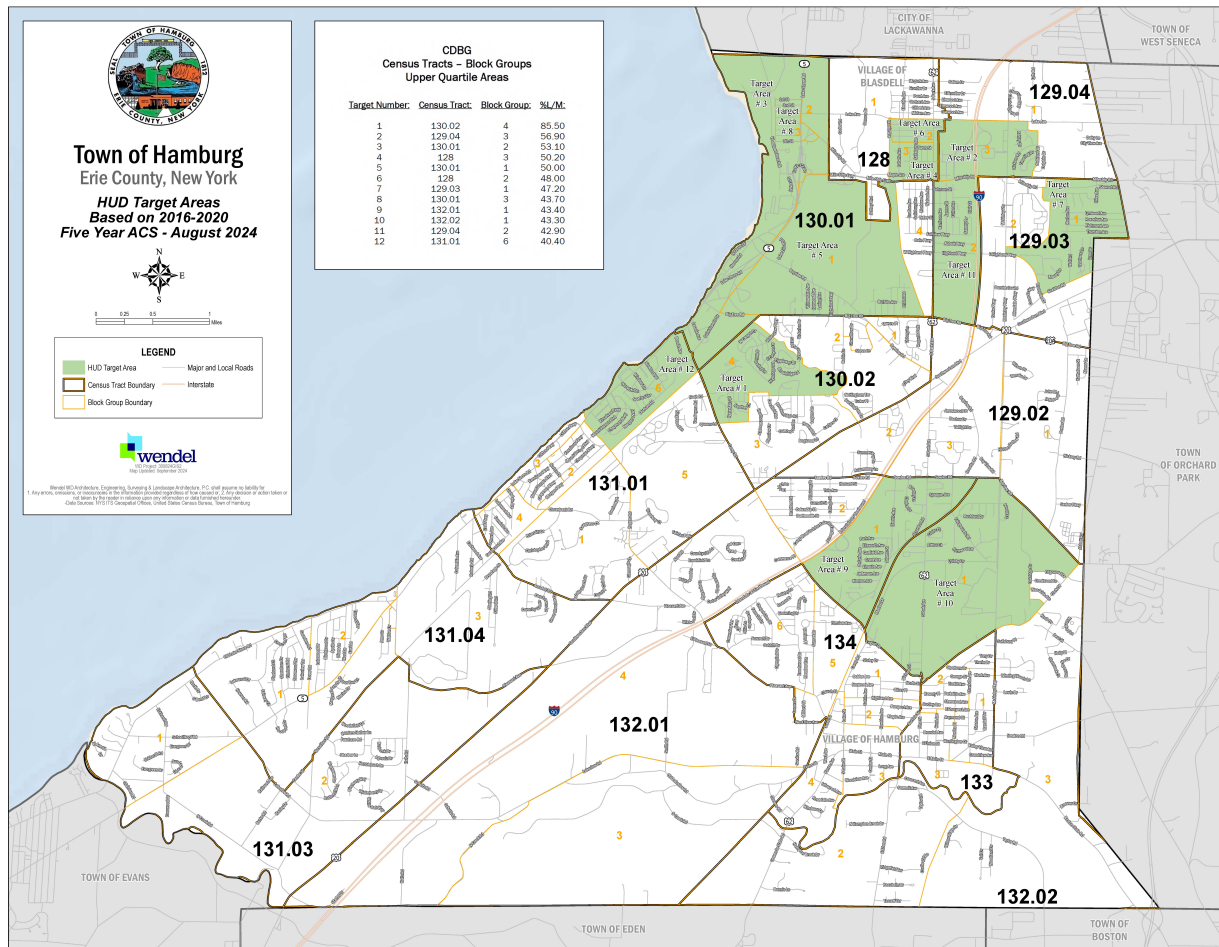
Public Infrastructure Improvements	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	1915		0	1915	
Public Infrastructure Improvements	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0		250	1915	766.00%
Public Infrastructure Improvements	Non-Housing Community Development	CDBG: \$	Other	Other	10	0	0.00%			

**Table 1 - Accomplishments – Program Year & Strategic Plan to Date**

**Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

Town of Hamburg Department of Community Development utilizes the entire township as its jurisdiction for expending the federal Community Development Block Grant (CDBG) program. This includes the two jurisdictions of the Village of Blasdell and the Village of Hamburg. For specific locations, please refer to the Town of Hamburg Target Area Map included within this report. The Department of Community Development in conjunction with the County of Erie consulted and worked with each other as well as surrounding entitlement communities, state, and local governmental agencies and social service providers during preparation of its joint Five Year Consolidated Plan and its One Year Action Plans. The Town of Hamburg Department of Community Development utilized its numerous public hearings to formulate and assist in planning and project selection. The Hamburg Town Board does have the final say when it comes to which projects are to be approved, but there has not yet been a case where the board has moved forward with a project the public was against. Rarely has there been a project selected for use with the CDBG

program by the Town Board that did not take into account the public hearing comments. Likewise, the Town Board has not gone forward with a project without reviewing it at a public hearing or without taking into consideration any and all factors in place without any and all public input. Other agencies or groups representing social service providers, local banks, government agencies as well church groups, non-profit agencies and government officials and others providing services to low and moderate income individuals and families are all consulted during this process.



## Hamburg Target Area Map

## CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG
White	5,286
Black or African American	2,867
Asian	0
American Indian or American Native	71
Native Hawaiian or Other Pacific Islander	0
<b>Total</b>	<b>8,224</b>
Hispanic	747
Not Hispanic	7,477

Table 2 – Table of assistance to racial and ethnic populations by source of funds

### Narrative

The racial and ethnic composition listed above reflect the families that received direct assistance from our Housing Rehabilitation Program, First Time Home Buyer Program and Housing Counseling and Land Lord/Tenant Right classes. It does not reflect our two (2) infrastructure programs. (NOTE: The Town of Hamburg does run a Housing Rehabilitation Grant Program with HOME Funds. The families assisted will be listed in Erie County's CAPER).



## CR-15 - Resources and Investments 91.520(a)

### Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	494,351	
Other	public - federal	0	

Table 3 - Resources Made Available

### Narrative

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Town of Hamburg Exception Target Area #1			
Town of Hamburg Exception Target Area #10			
Town of Hamburg Exception Target Area #11	36		
Town of Hamburg Exception Target Area #2			
Town of Hamburg Exception Target Area #5			
Town of Hamburg Exception Target Area #7			
Town of Hamburg Exception Target Area #8	23		
Town of Hamburg Exception Target Area #9			
Town of Hamburg/Woodlawn/Hoover Beach Exception Target Area #3			
Village of Blasdell Exception Target Area #4			
Village of Blasdell Exception Target Area #6			

Table 4 – Identify the geographic distribution and location of investments

### Narrative

The town of Hamburg's Housing Rehabilitation Programs and First Time Home Buyer programs are town wide programs. Those individuals have to be income eligible to qualify for these particular programs. The town's two (2) infrastructure programs are located in target areas.

**Village of Blasdell:** Road reconstruction on Gilbert Avenue located in target area #8 (CT 128 BG 1). In PY 2024 the Gilbert Avenue road reconstruction, 23% of the Town of Hamburg's 2024 LOC was planned for this project and that amount was expended. The Town of Hamburg and the Village of Blasdell continue to work cooperatively to complete public facility projects within target areas in the Village of Blasdell. Specifically, funding from the 2024 program year continued the Village of Blasdell's program of road/infrastructure reconstruction. Each year, the Village of Blasdell uses its own engineering firm as in-kind services to complete the engineering specifications for each road/infrastructure reconstruction

project. In addition, the Village of Blasdell has committed a large amount of its own funding to leverage the CDBG funds being utilized for the reconstruction projects. In program year 2024, 1144 SY of infrastructure on Gilbert Avenue was reconstructed (milled and paved) with the \$100,000.00 of CDBG funds identified for the Village of Blasdell.

**Town of Hamburg:** Road reconstruction on Alton Ct/Amber Ct/Ashley Dr/Carol Ct located in target area #2 (CT 129.04). In PY 2024 the Alton Ct/Amber Ct/Ashley Dr/Carol Ct road reconstruction, 35% of the Town of Hamburg's 2024 LOC was planned for this project and that amount was expended. The Town of Hamburg Department of Community Development and the Town of Hamburg Highway Department work cooperatively within Program Year 2024 to complete infrastructure reconstruction within a HUD target area. The CDBG funds were utilized to purchase the materials to repave the roads listed above. The materials purchased were bought off of Erie County bid prices. The Town of Hamburg Highway Department utilized its personnel to complete the physical labor portion of this project.

## **Leveraging**

**Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.**

The Village of Blasdell paid for the engineering services with their own funds

By including these extra funds into the project, it allowed for further engineering inspectors to be on site and the project and road paving and restoration

Village of Blasdell contributed \$203,482.00 for additional road reconstruction.

Hamburg Highway Dept contributes it own funds along with it's own equipment and labor.

## CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	5	15
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>5</b>	<b>15</b>

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	5	7
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	5	7
Number of households supported through Acquisition of Existing Units	3	1
<b>Total</b>	<b>13</b>	<b>15</b>

Table 12 – Number of Households Supported

**Discuss the difference between goals and outcomes and problems encountered in meeting these goals.**

The Homeownership Assistance Programs continue to be the most popular programs offered by the Department of Community Development but activity has declined in recent years. Goals set for this program will be exceeded by the end of the five year period. Further program funding is a constant requirement to keep up with the demand for these programs. This fact has not changed. While these programs are very successful in creating homeownership opportunities, their success has automatically created a larger problem for themselves...a large “application load”. This large “application load” has

been created by the number of people and families trying to get approved into these programs so they can achieve their dream of homeownership. The “application load” corresponds to a large investment in staff time by the Department of Community Development. Just to remind the reader, the Department of Community Development handles every aspect of this program including all regulatory, technical, inspection, lead, appraisals, legal work (including the home closings) and all financial aspects. This large range of work is completed with the only three staff members in the Department of Community Development. While the staff keeps this program up and running, it also has to keep the entire Community Development Department with all of its projects up and running. The Homeownership Assistance program itself consists of two major components: 1) Conditional Grants of \$20,000.00 for a client to purchase an “Existing” dwelling within the town, including the Villages of Blasdell and Hamburg. 2) Conditional Grants of \$40,000.00 for a client to purchase and build a “New Construction In-Fill” dwelling on a lot assigned by the town. This portion of the project needs scattered site building lots to be successful. While both of these Homeownership Assistance programs are popular, the “Existing” Home Program part is by far the most popular of the two programs due to the ability of the client to search for a dwelling within a specific price range and for a dwelling that is to their specific liking.

The town also continued its successful Housing Renovation program helping eleven additional persons/families within 2024 Program Year (Most of this is done through the HOME Investmentship Program). This program continues to reach and exceed its goals each year. This past program year, the Housing Renovation program showed a modest increase in usage and approvals. It is anticipated that over the next few years the numbers will continue to grow as people try to stay in their homes longer due to the high cost of housing within the town and Erie County in general.

### **Discuss how these outcomes will impact future annual action plans.**

A direct benefit of the renovation program is that, at a reasonable cost to the home owner, the resident/client is able to remain in their home with updated, efficient systems. By being able to stay in their homes, it relieves pressure on the rental assistance or subsidized rental housing programs. Another benefit of this program is that it improves the towns housing stock and where the renovations are concentrated or targeted within a specific neighborhood, it vastly improves the look and atmosphere within said neighborhood. When a targeted neighborhood has several renovation projects completed in a short period of time, the other neighbors tend to look at the condition of their own homes and are more likely initiate improvements also. The Town of Hamburg created its Hometown Housing “Existing Home” Program in 1998. This program offer Homeownership Assistance to low/moderate income first time home buyers with the objective to offset the large waiting lists for the towns new construction subdivisions (ie: Princeton Square; 1992 and Shannon Heights; 1998). However, the “Existing” Home Program exploded into the Department of Community Development’s most popular programograms have and will continue to improve the quality of the housing stock within the town while providing improved housing for low and moderate income households

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	1	0
Low-income	14	0
Moderate-income	0	0
<b>Total</b>	<b>15</b>	<b>0</b>

Table 13 – Number of Households Served

## Narrative Information

To qualify for the Existing First Time Homebuyer program the recipients income must be below 80% of the Erie County Median Income (ECMI). The Housing Renovation Grant Program the recipients must be below 80% ECMI. The Mobile Home Renovation program differs just slightly. To receive a 2% loan the client must be below 80% ECMI.

## **CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**

**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

If in the combined determination of Belmont Housing Resources for WNY and the Town of Hamburg, an extreme, emergency homeless situation is presented by any household/family, a provision of payment to a motel/hotel for a short period of time (one week or less) may be provided to said household/family. The household/family must sign a "Hold Harmless" agreement for both the Town of Hamburg and Belmont Housing Resources for WNY which will state that the Town of Hamburg and/or Belmont Housing Resources for WNY are not responsible or liable for any breach of contract, accident liability or damage which might arise from the household/families utilization of a motel/hotel. Only a combined determination between Belmont Housing Resources for WNY and the Town of Hamburg will determine who is specifically eligible for this assistance. However, only the Town of Hamburg can approve financial assistance under this program.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

Erie County's Department of Social Services provides this service to homeless persons by assisting those in need of emergency shelter or transitional housing.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

In Program Year 2011 the Town of Hamburg Department of Community Development initiated the Homeless Impact and Prevention Program (HlaPP) for residents of the Town of Hamburg and continued the program in Program Year 2024. {In 2016 the program name was changed to Homelessness Prevention Program (HPP)}. This was done for the following two (2) reasons. First, the initial program that was created to deal with homelessness, the ECHO (Erie County Homeless Outreach) program did not include any of the western New York CDBG entitlement communities except the City of Buffalo and Erie County. This meant that the towns of Amherst, Cheektowaga, Tonawanda and Hamburg could not receive any program assistance or funding. Second, the large number of phone inquiries being directed to the Town of Hamburg from its residents trying to get assistance for a program of this type. In order to address the needs of its community, the Town of Hamburg created its own program called the

Homelessness Prevention Program (HPP). The purpose of the Town of Hamburg's HPP Program is to promote a town-wide commitment toward the goal of ending homelessness. The Town of Hamburg will provide funding to low and moderate income persons/families on a case by case basis with the understanding that its lack of a dedicated source of funding will limit the ability to accomplish its goals in this regard. In PY 2024, seven (7) families were assisted through the Town of Hamburg's Homelessness Prevention Program (HPP).

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

The Homelessness Prevention Program (HPP), as mentioned above, is one way to prevent homelessness. Another way is the Town of Hamburg's First Time Home Buyer Program. The Town of Hamburg offers \$20,000 in principle reduction through a forgivable grant for first time home buyers. The client must live in the home for ten years after they close on the house. Also, the Town of Hamburg offers a \$25,000 principle reduction forgivable grant for veterans, who are honorably discharged. This program allows first time home buyers the opportunity to purchase a home who would otherwise be unable to. In PY 2024, one (1) first time home buyer purchased a home through the Town of Hamburg's First Time Home Buyer Program. This number is slightly lower than normal due to the skyrocketing price of housing in PY 2024.



## **CR-30 - Public Housing 91.220(h); 91.320(j)**

### **Actions taken to address the needs of public housing**

The Town of Hamburg does not have any public housing in its jurisdiction but the Town of Hamburg is very active in Housing Opportunities Made Equal, Inc.'s (HOME) Community Housing Center. In Hamburg, people cannot be legally denied housing due to their source of income. Hamburg is so serious about fair housing that they have helped HOME create special mobility incentives to encourage clients of our Community Housing Center (CHC) to consider moving there. Under Hamburg's initiative, if clients choose to move to the Town of Hamburg, where poverty levels range from 2.5 to 14.4 percent, they can be eligible both for a larger security deposit grant AND moving assistance payment. The Greater Buffalo Community Housing Center (CHC) is a program that provides housing search assistance and other services to participants of Erie County's Section 8 Housing Choice Voucher programs.

### **Actions taken to encourage public housing residents to become more involved in management and participate in homeownership**

N/A there are no PHA's in the Town of Hamburg

### **Actions taken to provide assistance to troubled PHAs**

N/A there are no PHA's in the Town of Hamburg

## **CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)**

**Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)**

1) The Hamburg Town Board updated it's Fair Housing Law in May 2016. The Town of Hamburg already has one the most comprehensive fair housing laws and in early PY 2016 the law was updated. The text is too large for this document but the law may be found at the the following:

<https://www.townofhamburgny.gov/DocumentCenter/View/250/Hamburg-Fair-Housing-Law-PDF?bidId=>

2) Through Town Board resolution, all building permit fees are waived for all of the Town of Hamburg's Community Development housing programs. This allows our Housing Rehabilitation Program and First Time Home Buyer programs to be more affordable. Waived fees for the HOME program are utilized as a match for HOME funds.

## **Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)**

Town of Hamburg does not have any public housing in it's jurisdiction but the Town of Hamburg is very active in Housing Opportunities Made Equal, Inc.'s (HOME) Community Housing Center. In Hamburg, people cannot be legally denied housing due to their source of income. As further proof of this committment the Town of Hamburg, working with HOME, Inc. created a special mobility incentive to encourage clients of the Community Housing Center (CHC) to consider moving here. Under Hamburg's initiative, if clients choose to move to the Town of Hamburg, where poverty levels range from 2.5 to 14.4 percent, they can be eligible both for a larger security deposit grant AND moving assistance payment of up to \$1,000. The Greater Buffalo Community Housing Center (CHC) is a program that provides housing search assistance and other services to participants of Erie County's Section 8 Housing Choice Voucher programs.

## **Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)**

In all of its housing assistance programs, The Town of Hamburg will evaluate all properties built prior to 1978 and require remediation where lead-based paint hazards are present. The foregoing would suggest that the incidence of lead-based paint hazards is a manageable problem within the Town of Hamburg.

## **Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)**

The Town of Hamburg's economic development program consists of loans to for-profit businesses for

the purpose of job creation OR job retention especially for persons of low and moderate incomes. At the direction of the Hamburg Town Board, this program is administered by the Hamburg Development Corporation (HDC), a sub-recipient of the Town of Hamburg's Community Development Block Grant (CDBG) funds.

The HDC issues business loans in amounts that range from \$25,000.00 to \$100,000.00 in order to create or retain jobs for low/moderate income persons. Loans are made at a below market interest rate and funds are normally utilized for purchase of equipment, inventory and also for physical business remodeling as well as new construction or land purchase. The Hamburg Development Corporation (HDC) is retained on an annual basis via a contract with the Town of Hamburg through the Department of Community Development. The funding provided to the HDC for this program is from their revolving loan funds, otherwise known as "program income". The funds provided to the HDC through program income are to be utilized for the sole purpose of providing job creation or retention loans to area business. The Department of Community Development will continue to monitor the HDC and its use of funds to ascertain the effectiveness of the overall economic development program.

#### **Actions taken to develop institutional structure. 91.220(k); 91.320(j)**

The Town of Hamburg is also an active member and lead agent for the Erie County Fair Housing Partnership. The Erie County Fair Housing Partnership is a not-for-profit organization committed to promoting equal opportunity in housing for all residents of Western New York. The Partnership also studies the impediments of the Analysis of Impediments to Fair Housing report and tries to help address the issues stated in the report. The Erie County Consortium, which includes Erie County, Town of Hamburg and Town of West Seneca, along with the towns of Amherst, Cheektowaga and Tonawanda collaborated and completed an updated Analysis of Impediments to Fair Housing document.

#### **Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)**

- 1) Belmont Housing Resources for WNY has office hours once a month at the Town of Hamburg Community Development office. During these scheduled times, citizens can come in for counseling regarding the services that they need. The counselor from Belmont can either help the client directly or help find/coordinate the proper social service agency that will be able to help the citizen.
- 2) HOME, Inc. also has office hours once a month at the Town of Hamburg Community Development office. During these scheduled times, citizens can come in for counseling services regarding fair housing, landlord/tenant rights, legal issues and housing discrimination issues. The representative from HOME can either help the citizen directly or help them find the social service agency that best fits their needs.
- 3) Hamburg also contracts with the Center for Elder Law and Justice to provide legal and eviction services to eligible town residents.

**Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)**

The Town of Hamburg, New York is at the forefront of providing its residents with Fair Housing services. In addition, the Town of Hamburg is very proud to be one of only a few government entities to have its own Fair Housing Law. The town, through its Department of Community Development, provides a wide variety of fair housing services in conjunction with its partner, Housing Opportunities Made Equal, Inc. (HOME, Inc.). HOME, Inc. is under contract with the Town of Hamburg to conduct Fair Housing activities within the Town of Hamburg. HOME, Inc. has office hours at the Town of Hamburg Community Development conference room once a month. This allows residents to come in and get any questions answered that may have regarding fair housing. The services that HOME, Inc. provides includes the following: reporting incidents of discrimination, landlord/tenant counseling, fair housing information, technical assistance to town government and general housing/human services referrals.

Belmont Housing Resources for WNY is contracted by the Town of Hamburg Department of Community Development to provide housing counseling services to the residents of Hamburg. Belmont is on site to provide these services twice a month. The housing counseling covers pre-purchase, post purchase, mortgage default, financial management, rental assistance, reverse mortgage and landlord/tenants rights.

## **CR-40 - Monitoring 91.220 and 91.230**

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

- A) The Town of Hamburg Department of Community Development staff along with the Town of Hamburg Finance Department reviews all of our housing programs balances, loan pay offs, deposits and expenditures on a monthly basis.
- B) Update our policies and procedures for all of our programs
- C) Quarterly submission of Federal Financial Transaction Report
- D) The semi-annual submission of Federal Labor Standards Report
- E) The annual submission of MBE/WBE Contracting-Subcontracting Report
- F) Job visits to the Village of Blasdel Infrastructure projects to conduct employee interviews. Also, review payroll for these projects to ensure Davis-Bacon requirements are being followed.
- E) A monitoring was conducted of the Hamburg Development Corporation (HDC) in January of 2025 (See attachment). The HDC loans are also reviewed in preparation of the 2024 CAPER.

## **Citizen Participation Plan 91.105(d); 91.115(d)**

**Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

The Program Year 2024 CAPER process included all required aspects of the Town of Hamburg's Citizen Participation Plan. Furthermore, the Town of Hamburg's CAPER notice was published in the Hamburg Sun (Official Publication of the Town of Hamburg) on Friday May 30, 2025 and the required fifteen (15) day public comment period was scheduled for that day (May 30, 2025) through to and including Monday, June 16, 2025. The Town of Hamburg will hold two (2) public hearings during the comment period. The Town of Hamburg put the CAPER document on the town's website for residents to view and established a public comment only e-mail address [CDpublichearing@townofhamburgny.gov](mailto:CDpublichearing@townofhamburgny.gov) for public

to comment on the PY 2024 CAPER. Also, written comments will be accepted as well. As of yet, no questions, concerns, or comments were provided by any resident.

Public Notice; May 30, 2025  
Consolidated Annual Performance Report (CAPER)  
Town of Hamburg Community Development Block Grant

The Town of Hamburg's "Draft" Consolidated Annual Performance Report (CAPER) for the 2024 Program Year is available for public review/comment. The 2024 CAPER can be viewed at the offices of the towns Department of Community Development; 6122 South Park Avenue, Hamburg, New York 14075. The draft document will also be available on the departments website: [www.townofhamburgny.gov/195/community-development](http://www.townofhamburgny.gov/195/community-development) and at Hamburg Town Hall, 6100 South Park Avenue, Hamburg, NY 14075. This report covers the Community Development Block Grant program for the 2024 program year (April 1, 2024-March 31, 2025). Public hearings will be held on Wednesday, June 11, 2025 at 10:00 a.m. and 4:00 p.m. at Hamburg Community Development, 6122 South Park Avenue, Hamburg, NY 14075. This is an accessible location. Person(s) requiring special needs should contact the Department of Community Development at (716) 648-6216. Comments may be e-mailed to [CDpublichearing@townofhamburgny.gov](mailto:CDpublichearing@townofhamburgny.gov) or mailed to the Town of Hamburg Department of Community Development 6100 South Park Avenue, Hamburg, NY 14075. Any and all comments pertaining to the Town of Hamburg's 2024 CAPER must be received by the Town of Hamburg Department of Community Development from Friday, May 30, 2025 through Monday, June 16, 2025.

**Hamburg CAPER Notice 5-30-25**

**CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

The Town of Hamburg did not have any changes in our program objectives for PY 2024.

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**



**CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

The Town of Hamburg did not have any changes in our program objectives for PY 2024.

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

## CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
Total Number of Activities	0	0	0	0	0
Total Labor Hours					
Total Section 3 Worker Hours					
Total Targeted Section 3 Worker Hours					

Table 15 – Total Labor Hours

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
Outreach efforts to generate job applicants who are Public Housing Targeted Workers					
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.					
Direct, on-the job training (including apprenticeships).					
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.					
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).					
Outreach efforts to identify and secure bids from Section 3 business concerns.					
Technical assistance to help Section 3 business concerns understand and bid on contracts.					
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.					
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.					
Held one or more job fairs.					
Provided or connected residents with supportive services that can provide direct services or referrals.					
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.					
Assisted residents with finding child care.					
Assisted residents to apply for, or attend community college or a four year educational institution.					
Assisted residents to apply for, or attend vocational/technical training.					
Assisted residents to obtain financial literacy training and/or coaching.					
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.					
Provided or connected residents with training on computer use or online technologies.					
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.					

Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.					
Other.					

**Table 16 – Qualitative Efforts - Number of Activities by Program**

## Narrative

Section 3 Requirements are prominent in all bid and RFP notices published by the Town of Hamburg of Community Development.

Section 3 Requirements are covered extensively at all pre-construction conferences.

Town of Hamburg Community Development projects are short-termed in nature and do not lead to new hirings which could be targeted at Section 3 persons. Portions of some projects are completed utilizing in-kind labor/services which reduces hiring opportunities for Section 3 persons.

# Attachment

## PR 26

	Office of Community Planning and Development	DATE: 05-14-25
	U.S. Department of Housing and Urban Development	TIME: 11:20
	Integrated Disbursement and Information System	PAGE: 1
	PR25 - CDBG Financial Summary Report	
	Program Year 2024	

Hamburg, NY

### PART I: SUMMARY OF CDBG RESOURCES

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	303,805.51
02 ENTITLEMENT GRANT	434,351.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	152,562.64
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)	890,719.15

### PART II: SUMMARY OF CDBG EXPENDITURES

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	654,295.88
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	654,295.88
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	21,850.42
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	676,146.30
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	214,572.85

### PART III: LOW/MOD BENEFIT THIS REPORTING PERIOD

17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	654,295.88
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	654,295.88
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	100.00%

### LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS

23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: PY:
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	0.00
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	0.00
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	0.00%

### PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS

27 DISBURSED IN IDIS FOR PUBLIC SERVICES	79,506.88
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	79,506.88
32 ENTITLEMENT GRANT	434,351.00
33 PRIOR YEAR PROGRAM INCOME	123,937.57
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	558,288.57
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	14.24%

### PART V: PLANNING AND ADMINISTRATION (PA) CAP

37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	21,850.42
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0.00
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	21,850.42
42 ENTITLEMENT GRANT	434,351.00
43 CURRENT YEAR PROGRAM INCOME	152,562.64
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	586,913.64
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	3.72%



LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17

No data returned for this view. This might be because the applied filter excludes all data.

LINE 18 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 18

No data returned for this view. This might be because the applied filter excludes all data.

LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2024	1	501	6957133	Town of Hamburg Milling/Paving - Alton Ct/Amber Ct/ Ardmore Ct/Ashley Ct/Carol Ct	03K	LMA	\$156,601.00
2024	2	500	6950459	Gilbert Avenue Road Reconstruction - VOB	03K	LMA	\$608.20
2024	2	500	6957133	Gilbert Avenue Road Reconstruction - VOB	03K	LMA	\$99,391.80
					<b>03K</b>	<b>Matrix Code</b>	<b>\$256,601.00</b>
2024	6	515	7009644	Center for Elder Law & Justice (RL)	05C	LMC	\$5,000.00
					<b>05C</b>	<b>Matrix Code</b>	<b>\$5,000.00</b>
2022	2	452	6911659	Fair Housing Activities/Counseling	05J	LMC	\$18,750.00
2022	2	452	6924866	Fair Housing Activities/Counseling	05J	LMC	\$15,589.55
					<b>05J</b>	<b>Matrix Code</b>	<b>\$34,339.55</b>
2024	5	503	7007334	HHP - 23 S. Whispering Lane (RL)	05Q	LMC	\$4,126.80
2024	5	504	7007334	HHP - 31 Waterview Pkwy (RL)	05Q	LMC	\$2,196.06
2024	5	505	7007334	HHP - 3450 Howard Road Lot #161 (RL)	05Q	LMC	\$3,672.00
2024	5	506	7007334	HHP - 5546 Scranton Road - N/E Vernon #2 (RL)	05Q	LMC	\$2,441.70
2024	5	507	7007334	HHP - 17 N. Roxbury Drive	05Q	LMC	\$1,561.12
2024	5	508	7007334	HHP - 5 Waterview Pkwy (RL)	05Q	LMC	\$3,456.67
2024	5	513	7009582	HHP - 104 Prospect Avenue (RL)	05Q	LMC	\$2,712.88
					<b>05Q</b>	<b>Matrix Code</b>	<b>\$20,167.33</b>
2024	4	499	6937039	FTHB - 90 Frontier Drive	05R	LWH	\$20,000.00
					<b>05R</b>	<b>Matrix Code</b>	<b>\$20,000.00</b>
2022	5	455	6900422	Direct Homeownership Assistance	13B	LWH	\$20,000.00
					<b>13B</b>	<b>Matrix Code</b>	<b>\$20,000.00</b>
2023	3	487	6908976	HR - 4257 Fairview Pkwy	14A	LWH	\$3,800.00
2024	3	496	6920001	Housing Renovation - 5041 Clarice Drive	14A	LWH	\$20,828.00
2024	3	497	6921767	Housing Renovation - 4386 Bayview Road	14A	LWH	\$21,750.00
2024	3	497	6949535	Housing Renovation - 4386 Bayview Road	14A	LWH	\$9,475.00
2024	3	498	6927335	Housing Renovation - 5057 Stewart Pkwy	14A	LWH	\$4,445.00
2024	3	498	6942704	Housing Renovation - 5057 Stewart Pkwy	14A	LWH	\$3,875.00
2024	3	498	6952037	Housing Renovation - 5057 Stewart Pkwy	14A	LWH	\$6,800.00
2024	3	498	6955451	Housing Renovation - 5057 Stewart Pkwy	14A	LWH	\$11,245.00
2024	3	502	6964698	Housing Renovation - 4885 Morgan Pkwy.	14A	LWH	\$39,200.00
2024	3	502	7008250	Housing Renovation - 4885 Morgan Pkwy.	14A	LWH	\$4,480.00
2024	3	509	7008465	MHP - 79 Waterview Pkwy (RL)	14A	LWH	\$4,200.00
2024	3	510	7008465	HR - 113 Huntington Court (RL)	14A	LWH	\$6,925.00
2024	3	511	7008777	HR - 4529 South Park Ave	14A	LWH	\$21,040.00
					<b>14A</b>	<b>Matrix Code</b>	<b>\$158,063.00</b>
2024	3	516	7009803	HDC - Matrix Bar & Grill	18A	LMI	\$60,000.00
2024	3	517	7009803	HDC - Lasso's Chicken & Barbecue	18A	LMI	\$95,125.00
2024	3	518	7009803	HDC - Semi Private Training (SPT)	18A	LMI	\$25,000.00
					<b>18A</b>	<b>Matrix Code</b>	<b>\$140,125.00</b>
<b>Total</b>							<b>\$654,295.88</b>

LINE 27 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 27

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity to prevent, prepare for, and respond to Coronavirus	Activity Name	Grant Number	Fund Type	Matrix Code	National Objective	Drawn Amount
2024	6	515	7009644	Yes	Center for Elder Law & Justice (RL)	B22MC360013	RL	05C	LMC	\$5,000.00



Office of Community Planning and Development  
U.S. Department of Housing and Urban Development  
Integrated Disbursement and Information System  
PR26 - CDBG Financial Summary Report  
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Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity to prevent, prepare for, and respond to Coronavirus	Activity Name	Grant Number	Fund Type	Matrix Code	National Objective	Drawn Amount
2022	2	452	6911659	No	Fair Housing Activities/Counseling	B22MC360013	EN	05C	Matrix Code	\$5,000.00
2022	2	452	6924866	No	Fair Housing Activities/Counseling	B22MC360013	EN	05J	LMC	\$18,750.00
								05J	LMC	\$15,589.55
								05J	Matrix Code	\$34,339.55
2024	5	503	7007334	No	HHP - 23 S. Whispering Lane (RL)	B22MC360013	RL	05Q	LMC	\$4,126.80
2024	5	504	7007334	No	HHP - 31 Waterview Pkwy (RL)	B22MC360013	RL	05Q	LMC	\$2,196.06
2024	5	505	7007334	No	HHP - 3450 Howard Road Lot #161 (RL)	B22MC360013	RL	05Q	LMC	\$3,672.00
2024	5	506	7007334	No	HHP - 5546 Scranton Road - Mt Vernon #2 (RL)	B22MC360013	RL	05Q	LMC	\$2,441.70
2024	5	507	7007334	No	HHP - 17 N. Roxbury Drive	B22MC360013	RL	05Q	LMC	\$1,561.12
2024	5	508	7007334	No	HHP - 5 Waterview Pkwy (RL)	B22MC360013	RL	05Q	LMC	\$3,456.67
2024	5	513	7009582	No	HHP - 104 Prospect Avenue (RL)	B22MC360013	RL	05Q	LMC	\$2,712.98
								05Q	Matrix Code	\$20,167.33
2024	4	499	6937039	Yes	FTHB - 90 Frontier Drive	B23MC360013	EN	05R	LMH	\$20,000.00
								05R	Matrix Code	\$20,000.00
				No	Activity to prevent, prepare for, and respond to Coronavirus					\$54,506.88
				Yes	Activity to prevent, prepare for, and respond to Coronavirus					\$25,000.00
Total										\$79,506.88

LINE 37 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 37

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2024	4	519	7010166	RL - Planning/Admin	21A		\$15,405.67
2024	5	512	7009542	RL - Stohl Environmental	21A		\$2,850.00
2024	6	514	7009542	RL - Program Planning/Administration	21A		\$3,594.75
					21A	Matrix Code	\$21,850.42
Total							\$21,850.42

# PR 26-CV

	Office of Community Planning and Development	DATE:	05-14-25
	U.S. Department of Housing and Urban Development	TIME:	11:23
	Integrated Disbursement and Information System	PAGE:	1
	PR26 - CDBG-CV Financial Summary Report		
	Hamburg, NY		

## PART I: SUMMARY OF CDBG-CV RESOURCES

01 CDBG-CV GRANT	770,946.00
02 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
03 FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
04 TOTAL CDBG-CV FUNDS AWARDED	770,946.00

## PART II: SUMMARY OF CDBG-CV EXPENDITURES

05 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	754,081.00
06 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	16,865.00
07 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
08 TOTAL EXPENDITURES (SUM, LINES 05 - 07)	770,946.00
09 UNEXPENDED BALANCE (LINE 04 - LINE8 )	0.00

## PART III: LOWMOD BENEFIT FOR THE CDBG-CV GRANT

10 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
11 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
12 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	754,081.00
13 TOTAL LOW/MOD CREDIT (SUM, LINES 10 - 12)	754,081.00
14 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 05)	754,081.00
15 PERCENT LOW/MOD CREDIT (LINE 13/LINE 14)	100.00%

## PART IV: PUBLIC SERVICE (PS) CALCULATIONS

16 DISBURSED IN IDIS FOR PUBLIC SERVICES	212,982.75
17 CDBG-CV GRANT	770,946.00
18 PERCENT OF FUNDS DISBURSED FOR PS ACTIVITIES (LINE 16/LINE 17)	27.63%

## PART V: PLANNING AND ADMINISTRATION (PA) CAP

19 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	16,865.00
20 CDBG-CV GRANT	770,946.00
21 PERCENT OF FUNDS DISBURSED FOR PA ACTIVITIES (LINE 19/LINE 20)	2.19%



**LINE 10 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 10**

No data returned for this view. This might be because the applied filter excludes all data.

**LINE 11 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 11**

No data returned for this view. This might be because the applied filter excludes all data.

**LINE 12 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 12**

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2020	7	427	6414935	Housing Counseling Activities - CV	05J	LMC	\$30,000.00
	8	429	6419426	Food Pantry Assistance - CV	05W	LMC	\$25,000.00
			6435884	Food Pantry Assistance - CV	05W	LMC	\$25,000.00
			6809310	Food Pantry Assistance - CV	05W	LMC	\$50,000.00
			6938026	Food Pantry Assistance - CV	05W	LMC	\$82,982.75
	9	456	6692941	Accessible/ Inclusive Play Area	03F	LMC	\$392,898.25
			6711856	Accessible/ Inclusive Play Area	03F	LMC	\$131,606.75
			6769891	Accessible/ Inclusive Play Area	03F	LMC	\$16,593.25
<b>Total</b>							<b>\$754,081.00</b>

**LINE 16 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 16**

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2020	7	427	6414935	Housing Counseling Activities - CV	05J	LMC	\$30,000.00
	8	429	6419426	Food Pantry Assistance - CV	05W	LMC	\$25,000.00
			6435884	Food Pantry Assistance - CV	05W	LMC	\$25,000.00
			6809310	Food Pantry Assistance - CV	05W	LMC	\$50,000.00
			6938026	Food Pantry Assistance - CV	05W	LMC	\$82,982.75
<b>Total</b>							<b>\$212,982.75</b>

**LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19**

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2020	5	426	6423584	Program Administration - CV	21A		\$4,940.00
			6435884	Program Administration - CV	21A		\$6,925.00
			6476285	Program Administration - CV	21A		\$5,000.00
<b>Total</b>							<b>\$16,865.00</b>



# HDC

## HAMBURG COMMUNITY DEVELOPMENT

6100 South Park Avenue \* Hamburg \* New York \* 14075

(716) 648 - 6216 \* [www.townofhamburgny.gov/195/community-development](http://www.townofhamburgny.gov/195/community-development)

Director: Christopher Hull \* Assistant Director: Timothy J. Regan

Hamburg Town Supervisor: Catherine A. Rybczynski

Council Members: Frank M. Bogulski \* Megan A. Comerford \* Elizabeth C. Farrell - Lorentz \* Daniel M. Kozub



Date: March 6, 2025

Memo To: Sean Doyle; Executive Director, Hamburg Development Corporation

From: Timothy Regan; Assistant Director of Community Development

Ref: Sub-recipient Monitoring

Mr. Doyle,

During the time frame March 13 - 14, 2025, the Department of Community Development will be performing its monitoring of the Hamburg Development Corporation. This is part of the monitoring program our department initiated based upon recommendations from the United States Department of Housing and Urban Development (HUD). This monitoring will keep the Town of Hamburg in compliance with HUD regulations. We will conduct a post-monitoring review via written correspondence pertaining to issues, if any, that may be found related to said monitoring. Further documents, if required, will be requested via written memo. Please provide the following information to Tim Regan; Assistant Director of Community Development prior to the monitoring:

- I) Files/documents from all HDC loan applicants from the time frame January 1, 2024 - December 31, 2024.
- II) Files/documents from all HDC loan recipients from the time frame January 1, 2024 - December 31, 2024.
- III) Please provide the following documents as required within the aforementioned agreement:
  - A) Blank application packet provided to your clients:
  - B) Documentation/Record Keeping:
    - 1) Application for CDBG funding submitted for time frame 4/1/24 - 3/31/25
    - 2) Contract for program year 4/1/25 - 3/31/26.
    - 3) Records providing a full description of each activity undertaken that ensures said activity meets the Eligibility/National Objective of the CDBG program.
    - 4) Records documenting compliance with fair housing/equal opportunity and environmental activities pertaining to said activities.
    - 5) Financial/Bank Statements plus requirements detailed within 24 CFR Part 570.502 and OMB Circular A-110.
    - 6) Records necessary to document compliance with Subpart K of 24 CFR 570.
  - C) Client data demonstrating client eligibility for services provided. Such data shall include,

but not be limited to, client name, address, income level or other basis for determining eligibility, and a listing by job title of the full-time/part-time permanent jobs created by the borrower along with documentation that said jobs were made available to low and moderate-income persons. Job titles and pay rates should be specific for each job created based upon the application submitted.

Our office will undertake this monitoring, provide a written response, and submit said response to HUD for compliance with the regulations of the federal CDBG program. If you have any questions, please contact our office. Thank you for your cooperation with this monitoring.

## **HAMBURG COMMUNITY DEVELOPMENT**

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March 21, 2025

Sean Doyle; Executive Director  
Hamburg Development Corporation  
6122 South Park Avenue  
Hamburg, New York 14075

REF: Sub-recipient Monitoring

Dear Mr. Doyle,

This letter will affirm the Town of Hamburg's in-depth monitoring visit of your office held on the 14<sup>th</sup> of March, 2025. First and foremost, I would like to extend our thanks for allowing our department to carry-out the monitoring event. This in-depth monitoring was conducted by the town's Department of Community Development who has regulatory oversight over the Town of Hamburg's Community Development Block Grant (CDBG) funds. On the 14<sup>th</sup> of March, I conducted the monitoring to coincide with the end of Callander year 2024. On that day, technical assistance was provided and a closeout conference was held. This letter will advise you of the results of this monitoring visit by the Department of Community Development.

1) Economic Development Program:

The Hamburg Development Corporation (HDC) had initially been selected by the Hamburg Town Board to administer the Economic Development program of the Town of Hamburg as it pertains to the use of federal Community Development Block Grant (CDBG) funds. This arrangement is documented with an annual "Agreement" by and between the Town of Hamburg and the HDC. This Agreement was updated with the execution of the latest contract dated April 1, 2024 - March 31, 2025 and included recent changes in HUD regulations pertaining to Economic Development programs. This Agreement will have to be updated for the new program year.

2) Community Development Block Grant (CDBG) Funding:

Currently, the only funding used (for this reporting period) by the Hamburg Development Corporation (HDC) is program income. The funds utilized from the town's CDBG funding is the program income from past loans. These program income funds are restricted and may only be utilized as further loans to other businesses within the Town of Hamburg.

**The following areas were examined and results noted:**

1) Program Processing Forms & Systems

All prospective loan applicants are provided with a loan application form which enumerates requisite application materials. General information regarding the loan program and related CDBG requirements is provided to the loan prospects by the HDC Executive Director at the time of first contact.

Loan applications are initially processed for completeness by the HDC Executive Director, after which copies of all relevant materials are sent to the members of the HDC Loan Committee for review. The Loan Committee's review and recommendation is required prior to HDC Board action on any loan application. The Loan Committee's review includes both credit factors and CDBG requirements, and its findings and recommendations are recorded by the HDC Executive Director.

Upon the Loan Committee's recommendation that a loan application be put forth for HDC Board consideration, the Executive Director prepares a written CDBG Underwriting analysis in a format consistent with the guidelines at 24 CFR 570.209 - Appendix A based on the findings of the Loan Committee.

Lassos and SPT loans were the only loans that was reviewed for this monitoring. The loans had all of the proper documentation and the required back up documentation submitted along with the completed application. Also, CDBG job creation/retention requirements were addressed within the application process.

## II) Post-Approval Processing

Lassos and SPT loans were both approved by the HDC Board, a commitment letter was issued to each business in a standard commercial lending format. Among other things, the letter references the employment creation/retention and reporting requirements of the CDBG program.

Loan closings are processed by the HDC's outside counsel, which use a loan agreement format that addresses all of the applicable CDBG requirements including employment. A review of Lassos and SPT loan closing files confirmed that appropriate loan documents were executed including the loan agreement, promissory note, and security agreement.

The HDC loan disbursement for the Lassos and SPT loans were supported by appropriate cost documentation including wire transfer and cancelled check documentation. Additional financing for all of the above mentioned loans was also documented in the files.

## III) Employment Reporting

All loan recipients are contacted by the Town's consultants, The Harrison Studio, which provides the borrower with Excel files that include family income forms, job applicant data controls, and job creation forms. The borrower is provided with instructions for procuring and reporting requisite employment information and is monitored annually by the consultant regarding the submission of the requisite information. Upon conclusion of the Consultant's duties in this regard, the Department of Community Development will have to verify this information.

## IV) Findings and Concerns

After reviewing the files of the HDC, there were no significant findings with respect to CDBG eligibility, statutory objective, or compliance issues. Environmental review responsibilities are shared between the HDC and the Town of Hamburg Department of Community Development. Upon notification of a loan application from the HDC, the Department of Community Development completes the remaining portion of the environmental review.

The Town of Hamburg Department of Community Development appreciated the assistance extended during our recent monitoring visit and if you have any questions, please contact me at ext. 2251.

Sincerely,

Timothy J. Regan;  
Assistant Director  
Department of Community Development

cc: File

# Interest Returned

## HAMBURG COMMUNITY DEVELOPMENT

6100 South Park Avenue \* Hamburg \* New York \* 14075

(716) 648 - 6216 \* [www.townofhamburgny.gov/195/community-development](http://www.townofhamburgny.gov/195/community-development)

Director: Christopher Hull \* Assistant Director: Timothy J. Regan

Hamburg Town Supervisor: Catherine A. Rybczynski

Council Members: Frank M. Bogulski \* Megan A. Comerford \* Elizabeth C. Farrell - Lorentz \* Daniel M. Kozub



DATE: January 29, 2025  
TO: Kim Sessanna; Finance Department  
FROM: Timothy J. Regan; Assistant Director Community Development  
RE: Interest Paid Back To HUD/US Department of Treasury

As you are aware, the United States Department of Housing and Urban Development (HUD) requires the interest earned from bank accounts utilizing Community Development Block Grant (CDBG) funds to be paid back to the US Department of Treasury via wire transfer. The total amount that the Town of Hamburg owes is **\$2,895.95** (listed below).

Rehab Checking Account:	\$ 10.59
Program Income Account (Savings):	\$2,154.69
HDC:	\$ 730.67

**TOTAL: \$2,895.95**

Also, Brigit Hubert deposited the HDC's interest check of \$730.67 in the Rehab Loan Account (Savings). Thank you for your cooperation in this matter. When completed, can you send me a copy of the confirmation so I can forward to HUD. Thank You! If you have any questions do not hesitate to contact me at ext. 2251.

# Previous Day Deposit Transactions List View | Previous Business Day



Town of Hamburg - Finance Department - 107781930

Account Number: [REDACTED]  
 Account Name: Operating Checking  
 Currency: USD

Transactions As Of: 05/26/2025 07:49:42

## TRANSACTION SUMMARY

Transaction Type	Credit	Credit Amount	Debit	Debit Amount
CTHES-DEBIT	0	0.00	1	2,895.95
All Transactions	0	0.00	1	2,895.95

## TRANSACTION DETAILS

Date	Description	Type Code	Customer Ref	Amount	Text Field
02/12/2025	Auto Tran Debit	511	0212000663	-2,895.95	0212000663 U.S. DEPT OF HUD TOWN OF HAMBURG-OPERATING FUNDS 2082089210000076

# Financial Summary Sheet

Exhibit Program Year 2024 "CAPER" Financial Summary Report Funds						
KEY:	= 2024 Beginning Balance	= Interest	BOLD = 2024 Total Budget	= 2024 Project Expenditures	= Non-Project Expenditures	= Ending Project Balance
Project Name:	Beginning Balance:		= 2024 CDBG & or Pres. Income:	Total Budget:	Expenditures PY 2023:	Final Balance:
	\$ -0-		\$100,000.00 (LOC)	\$100,000.00	\$100,000.00	\$ -0-
			\$156,601.00 (LOC)	\$156,601.00	\$156,601.00	\$-0-
First Time Home Buyer - Existing Home	\$60,000.00 (LOC)		\$20,000.00 (LOC)	\$80,00.00	\$40,000.00(LOC)	\$40,000.00 (LOC)
HDC Business Development Fund:	\$175,115.48 (PI)		- \$78,950.23 (PI) +914.61 (Interest)	- \$254,980.32	\$80,125.00 (PI) \$730.67 (Returned Interest) \$14,675.00 (PI -Admin)	\$159,449.65 (PI)
Housing Rehabilitation:	\$56,562.34 (PI) \$84,447.56 (LOC)		\$44,753.25 (PI) \$125,000.00(LOC) \$2,167.45 (Interest)	- \$312,930.60	\$15,605.00 (PI) \$142,458.00(LOC) \$2,885.36 (Returned Interest)	\$84,992.68 (PI) \$66,969.56 (LOC) \$151,982.24
Housing Rehabilitation (HOME FUNDS)	0.00		\$132,629.00 (HOME FUNDS)	\$132,629.00	\$132,629.00 (HOME FUNDS)	\$-0-
HPP	\$0.00		\$20,167.33(PI)	\$20,167.33	\$20,167.33 (PI)	\$0.00
Girl Scouts of WNY	\$0.00		\$4,000.00 (LOC)	\$4,000.00	\$0.00	\$0.00
General Administrative Management, Oversight and Coordination; LOC & PI:	\$0.00		\$4,078.80 (PI)	\$4,078.80	\$4,078.80 (PI)	\$0.00
Fair Housing and Housing Counseling Activities; LOC & PI Only:	\$57,264.00(LOC)		\$28,750.00(LOC) \$5,000.00 (PI)	\$91,014.00	\$34,339.55 (LOC) \$5,000.00 (PI)	\$51,674.45(LOC)
Food Pantry	\$82,982.75 (CV)		\$0.00	\$82,982.75	\$82,982.75	\$0.00
TOTALS:	\$516,272.13		\$723,011.67 \$524,862.02 (w/o HOME)	\$1,235,383.80 \$1,170,311.90 (w/o HOME)	\$832,277.46 \$699,648.46 (w/oHOME)	\$421,788.06

\$524,862.02 Total Deposits (without Home Funds)

\$699,648.46; Total Program Expenditures (\$832,277.46 with HOME Funds)

\$1,235,838.80; Total Budget (with Home Funds)

\$1,170,311.90 Total Program Budget (without Home Funds)