

CDBG UPDATE

For Kansas Communities



February 2014

2014 ANNUAL COMPETITION AWARDS

The rating, ranking and discussing is over for another year. Annual Competition awards for water and sewer were announced in January. Our thanks go to all of those who helped us make difficult decisions. The following awards were made:

Water and Sewer Awards

Community	Grant Award	Activity
Altamont	\$500,000	Water
Carbondale	\$500,000	Sewer
Cuba	\$312,000	Water
Easton	\$500,000	Water
Englewood	\$172,000	Water
Greenwood County	\$500,000	Water
Parsons	\$500,000	Sewer
Richmond	\$500,000	Water
Scranton	\$500,000	Water
Udall	\$500,000	Water

Fourteen water/sewer applications were received.

No applications failed threshold criteria.

At this time Community Facilities and Housing have not been awarded. As soon as we know what our 2014 budget is, awards will be made. You may check our website at KansasCommerce.com/cdbg to see if ratings for these categories have been posted.

CDBG STAFF CHANGES

In case you have not heard, Terry Marlin retired at the end of 2013. His retirement and the ones before him created a need to revamp the job duties of the remaining staff which includes: Darla Price - CDBG Program Manager, Debbie, Le Ann, Linda, Salih and Sandy.

Linda Hunsicker will remain the Housing and Environmental Specialist. She will maintain management of the Housing Certification program, as well as assume the General Administrator Certification duties. She will review environmental for micro-loans and revolving loan funds. Beginning with 2014 awards, Linda will manage all monitoring activities.

Le Ann Thurman will remain the Civil Rights and Section 3 Specialist. In addition, she will continue to manage the NSP 1 and NSP 3 programs. She will assume program management duties for Housing Rehabilitation and Economic Development while maintaining caseloads for Water/Sewer and Community Facilities. Finally, she will provide Federal Annual Reports in partnership with the Kansas Housing Resource Corporation.

Salih Doughramaji will remain the Labor Standards and Acquisition and Relocation Specialist. He will maintain management of the KAN STEP and Urgent Need programs, and will assume management of the Commercial Rehabilitation program as well as the Annual Competition process for Community Facilities and Water/Sewer. He will also manage a project case load of current and future projects.

Debbie Beck will become the new federal fiscal officer. She will draw funds from the federal program, process audits and work with program income reports.

All 2013 and prior grant awards will remain with and be managed/monitored by your current field representative with the exception of all Economic Development projects (2013 and prior) that will be managed/monitored by Le Ann.

KANSAS INTERAGENCY ADVISORY COMMITTEE MEETING DATES FOR 2014

The KIAC meets the second and fourth Tuesday of each month from May through August. Meeting dates for 2014 are May 13 and 27, June 10 and 24, July 8 and 22 and August 12 and 26. All meetings are in Topeka, except for the August 12 meeting which will be held in Hays for the convenience of western counties. Each appointment is scheduled for one hour. Communities are encouraged to meet early in their application process to address any issues that could arise from the meeting and assure they are on the right track to addressing the needed issues.

To set an appointment with the committee, a two-page signed KIAC Profile must be submitted with preliminary engineer estimates completed to date by the 1st or 15th of the month prior to the next meeting date. The community will then be invited to attend the next available meeting. The number of community participants is not limited; however, at least one official member of the entity and the engineer must be present at the meeting. The KIAC is good for two consecutive calendar years (e.g.: if you attend in May 2014, it's good for the 2015 and 2016 program).

For more information or to obtain an updated copy of the KIAC profile, visit our website at KansasCommerce.com/cdbg or contact Salih Doughramaji at (785) 296-3610 or salih@kansascommerce.com.

HOUSING ASSESSMENT TOOL (HAT) and HOUSING INTERAGENCY ADVISORY COMMITTEE (HIAC)

A HAT is a document to help communities assess their housing needs. The entire community should take some time to develop and complete the HAT. After the HAT has been completed, participating communities can submit the Housing Profile and HAT to Commerce to meet with the HIAC. The HAT and profile can be found at KansasCommerce.com/cdbg. A brochure with additional information can also be found at this site.

An interagency group will then meet with the community to suggest available programs that may be applied to resolve the needs identified in the HAT. Agencies involved include: Kansas Housing Resource Corporation, USDA- Rural Development and Kansas Department of Commerce - Community Development Block Grant (CDBG) program.

The HIAC will meet on a monthly basis from March through July, usually the third Wednesday of each month. Profiles and HATs are due to Commerce on the Wednesday two weeks prior to the meeting. Profiles and HATs not received by the required time frame, or if the time slots are filled, will be scheduled for the next meeting date. Appointments are not made until ALL required documentation (HAT and signed Profile) has been received by Commerce.

For additional information or questions, please contact Linda Hunsicker at (785) 215-4484 or lhunsicker@kansascommerce.com.

ON THE ROAD 2014

The Community Development staff is proposing the following changes for 2015 in the Community Development Block Grant program. There will be one public hearing scheduled for comments. You may join by phone Conference Call at (866) 620-7326, Conference Code 6583791179.

We are asking for public input on perceived needed changes in the programs offered. Please mail or email the perceived changes to CDBG Program Administrators, 1000 S.W. Jackson, Suite 100, Topeka, KS, 66612-1354, or by email at buscomdev@kansascommerce.com by March 4, 2014.

Date	Time	Location
Tuesday, March 4 th , 2014	10 a.m – 11 a.m.	Curtis State Office Building 1000 S.W. Jackson St. Main Conference Room Topeka, Kan.

2015 Proposed CDBG Changes

1. Reduce KAN STEP local cost savings to 35 percent from 40 percent.
 - a. Cost savings calculated
 - i. Based on retail price of proposed building project
 - ii. Waterline projects must demonstrate cost savings based on application amount.
2. Applicants must wait five years to apply for a KAN STEP after the close of a second KAN STEP grant.
3. Commercial Rehabilitation will have one round of funding. Application due date June 1, 2014.
4. Remove Past Performance points from rating system.
5. An applicant may only apply in the same category for the same activity two years in a row. If the project is not funded, the grantee must wait three years before applying again in that category for the same activity. Applicant may apply for other activities if it decides to pursue other projects.

Housing Pilot

The purpose of the proposed program is to assist the State's housing by providing gap funding for rehabilitation, reconstruction, home ownership assistance or infrastructure activities. Commerce is proposing to allocate 2015 funds of up to 1.5 million for a pilot housing project. The maximum grant award would be \$500,000 with a match requirement of 50 percent of the request. Pre-applications will be accepted until the funds are depleted or July 1, 2014, with final applications required by December 15, 2014. Applications would be taken on an open-window basis. Projects should have a business connection and address a minimum of four units. An applicant will complete the Housing Assessment Tool (HAT) and submit a brief pre-application for review by a committee. Regular CDBG rules, including procurement will apply to these pilot projects. To qualify for funding, the projects would have to meet the low-to-moderate income and/or slum and blight national objective under the Housing & Community Development Act.

2015 Housing Application

Propose changing housing points to the following:

- 5 – For not attending a HIAC meeting
- 15 – HAT, community needs, and public interest
- 25 – Development of Project
- 25 – Solution of needs
- 20 – Target Area and pre-application vs proposal
- 15 – Leverage
- 100 – TOTAL OFFICE REVIEW
- 25 – Site Visit

125 – TOTAL POINTS

1. Propose lowering max award from \$400,000 to \$300,000.
2. Propose that housing target area be no more than 150 homes.

2014 ECONOMIC DEVELOPMENT PROGRAM

The purpose of the program is to increase employment opportunities by providing financial assistance to private for-profit businesses that are locating or expanding in small communities. There are no changes from last year. The maximum amount of assistance that can be applied for is \$750,000. There must be at least one full-time created or retained job per \$35,000 of CDBG assistance. Applications can be submitted on an open window basis between January 1 and December 10.

Two types of assistance are available: Business Finance and Infrastructure. Under the Business Finance category, loans are provided for working capital, equipment and real property. The interest rate is currently 4 percent. Under the Infrastructure category, funds are provided for roads, water and sewer lines, pre-treatment plants and rail spurs that are required for a business expansion. For industrial projects, the required payback for infrastructure assistance is equal to 25 percent of the CDBG assistance at 0 percent over a 10-year period. This is implemented through a special assessment on the real property.

For additional information or questions, please contact Le Ann Thurman at (785) 296-4100 or lthurman@kansascommerce.com.

2014 DOWNTOWN COMMERCIAL REHAB PROGRAM

The purpose of this program is to foster the revitalization of downtown business districts by providing funds for the rehabilitation of privately-owned commercial buildings. Rehabilitation will be limited to improvements of the exterior of buildings, abatement of asbestos hazards, lead-based paint issues and the correction of code violations.

The maximum grant award is **\$250,000**. At least **25 percent** of the project cost must come from private funds. Each application will be limited to one building. The project must qualify under the Slum & Blight national objective.

For additional information or questions, please contact Salih Doughramaji at (785) 296-3610 or salih@kansascommerce.com.

HOUSING ADMINISTRATOR'S CERTIFICATION TRAINING

The next bi-annual training for Housing Administrators Certification will be conducted March 10-13, 2014. To participate in the class you must first have your general certification. Training will be held at the Days Inn meeting room, 205 Washington, Ellis, Kansas. Registration will begin at 1:15 p.m. with training at 1:30 p.m. The session will conclude after the morning test on the final day. Lunch will be on your own. A block of rooms will be held until February 28th, under CDBG Housing Certification for \$55.00/single occupancy. If you elect to stay at the Days Inn, Ellis, you can make reservation at (785) 726-2511 or Hays has many options only 16 miles away.

Enrollment cost is \$25 for the course. The enrollment fee is due with registration and is non-refundable if the registration is cancelled. Those wishing to attend should complete the enrollment form below and submit with the enrollment fee.

As a reminder, the Housing Certification training can serve as a "refresher course" for current housing certified administrators who wish to attend. Attendance may not be counted as continuing education. Taking the test at the end of the training or working with trainees in groups is not allowed. The cost to attend the training as a refresher course is \$12.50. The registration cut-off date is February 28. For further information, contact Sandy Votaw at (785) 296-3004.

HOUSING ADMINISTRATOR'S CERTIFICATION REGISTRATION FORM

March 10-13, 2014

Name: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Mail registration to:

Kansas Department of Commerce
CDBG Workshop Registration
1000 S.W. Jackson St., Suite 100
Topeka, KS 66612-1354

Phone: (785) 296-3004

Fax: (785) 296-3490

TTY: 711

Email: buscomdev@kansascommerce.com



Participants with Disabilities

If you are in need of special accommodations, submit your request at least five business days in advance of the event.

Phone: (785) 296-3004 • Fax: (785) 296-3490 • TTY: 711 Please allow 10 days for a sign language interpreter.

RECERTIFICATION TEST SCHEDULED FOR ADMINISTRATIVE CERTIFICATIONS EXPIRING JUNE 2014

Recertification testing for those administrators whose certificate in housing, expire in 2014, is scheduled for May 14 in Topeka. Watch for a memo about this recertification testing including time and location. Please register by contacting Sandy Votaw at (785) 296-3004 or emailing svotaw@kansascommerce.com.

CONTINUING EDUCATION CLASS FOR 2014

The following workshops will be presented by CDBG staff during the 2014 calendar year. The workshops will be counted as four hours of General continuing education towards the administrators' certification requirements. Pre-registration is required by sending in the attached registration form. To pre-register by phone call Sandy Votaw at (785) 296-3004 and follow-up with registration form and fee by mail. There will be a \$10.00 nonrefundable charge per person at the time of registration. The registration cut-off for the following workshops will be five days before each workshop begins. If there are less than five registered for a class, the class will be cancelled. Registration is limited to 50.

Financial Management/Section 3

Date/location to be determined

Labor Standards

Training by HUD staff in July 2014

2014 CONTINUING EDUCATION REGISTRATION FORM

Please check the workshop(s) you wish to attend below and return this form and your registration fee to the address provided below

Financial Management/Section 3
Date/location to be determined

Labor Standards
Training by HUD staff in July 2014

Name: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Mail registration to:
Kansas Department of Commerce
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Department of Commerce
Business and Community Development

1000 S.W. Jackson St., Suite 100

Topeka, KS 66612-1354

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More information to come with location, address and times.

April 17, 2014

2015 APPLICATION WORKSHOP

COMING SOON

MARK YOUR CALENDAR FOR APRIL!