



2020 CDBG  
Housing Application

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**Housing Assessment Tool**  
**FOUNDATION OF HOUSING**  
**APPLICATION**

- The HAT has four parts
  - Part 1: Stakeholders/Organizations
  - Part 2: Demographics
  - Part 3: Past actions and current Infrastructure
  - Part 4: Analyze the Data

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**HIAC**

- Housing Interagency Advisory Committee
- Created to provide guidance about housing programs
- HIAC is not a requirement but 5 points will be deducted from application if not attended
- Agencies involved
  - Commerce
  - KHRC
  - USDA-RD
  - Federal Home Loan Bank

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### HAT/HIAC Process

- Community completes HAT
- Submit HAT and HIAC profile two weeks prior to meeting

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### HAT/HIAC Process

- Meeting is scheduled this year for May 15, June 19, July 17 and November 20
  - Video Conference locations include:
    - Hays, Iola, Newton and Topeka
- Community members **MUST** be in attendance

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### Typical Meeting

- Meeting scheduled for 1 ½ hour
- Community makes a presentation
  - Usually ½ hour
- Agencies provide guidance, about an hour
  - About HAT
  - About Programs
  - Funding Possibilities and Sources

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WHAT IS HIAC - NOT  
**It's NOT**  
**to present ideas**  
**for a CDBG**  
**project!**

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**Eligibility**

- All projects must
  - Meet National Objective
  - Be an eligible activity
- All costs must be reasonable
- CDBG will not be involved in remodeling

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**Eligible Activities**

- CDBG Homeowner Rehabilitation
  - Minor Rehabilitation
    - This is funding for necessary things for health & safety reasons
    - Must include weatherization to the property
  - Moderate or substantial rehabilitation
    - Significant repairs are made to the home
    - Sometimes called "whole-house rehabilitation"
  - Abatement - Over \$25,000 of federal funds

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### Eligible Activities (cont.)

- Rental Rehabilitation
  - A single family home
  - Conversion of existing non-housing structures to new housing
  - Mixed-income rental housing
    - 51% of the units must be occupied by LMI

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### Eligible Activities (cont.)

- Tenant must be LMI
  - If homeowner is non-LMI they must contribute 25% of the rehabilitation cost
  - If homeowner is LMI they must contribute 15% of the rehabilitation cost

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### Eligible Activities (cont.)

- Demolition
  - Can only be housing units
- Permanent Relocation

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### Maximum Amounts

- Grant - \$300,000
- Admin over \$250,000 = \$25,000 or under \$249,999 = \$20,000
- Housing/Radon Inspection - \$1,000
- Risk Assessment - \$1,000
- Lead Based Paint Clearance testing - \$300

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### Maximum Amounts (cont.)

- LSWP/Cleaning for Clearance – 10% of CDBG rehabilitation cost
- Temporary Relocation - \$5,000 per grant
- Demolition Inspection Fees - \$500
- Max and Minimum spent for rehab and demo-**MUST BE REASONABLE**

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### Application Checklist

- Application Summary
  - Complete all requested information
  - Description of activities - detail but be brief
    - # of rehabs & demo, rental yes or no, target area
- Form A – Community Needs Form
  - Must include Housing Needs
  - Include how needs are determined
  - Was there a formal assessment
    - If so, what tool was used?

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**Application Checklist (cont.)**

- Form B – Project Budget Form
  - Make sure numbers match Summary Page and PH notice
  - Include local admin for ERR
  - Filing should be shown in legal
- Form C – Housing Log
  - LMI, do not need to verify take their word
  - Proposed Activity, provide detail or leave blank
    - What the property might need, level of rehab

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**Application Checklist (cont.)**

- Form D – Civil Rights Information
  - Do not need to document population for Housing applications
- Form E – Narratives, including HAT
- Form F – Pre-Selection of Professional Services
  - If single bid, send request to me with
    - Sample of what you sent out with any attachments
    - List of who it was sent to
    - At least, two weeks prior to application deadline

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**Application Checklist (cont.)**

- Statement of Assurances & Certification + No use for the conduct of official business
  - Signed and attested
- Resolution of Governing Body
  - Signed with City Seal
  - Make sure match numbers match
- Commitment of other funds (if applicable)
  - Provide letter or some commitment

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**Application Checklist (cont.)**

- Disclosure Report
- Anti-Displacement
- Determination of Level of Review (ERR)
- Public Hearing Affidavit
  - Must match the project exactly
  - Number of rehabs/demolition
  - Correctly identify self-imposed TA
  - Watch deadlines – August 14, 2019

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**Application Checklist (cont.)**

- Map of Proposed Project
- Map of "Self-Imposed" Target area in relationship to City
  - Is the "Self-Imposed" Target area the same for Rehab and Demo's
  - If different explain and make sure PH notice describes

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**Points Removed**

- Five points will be deducted for not attending HIAC
  - HIAC attended 2015 thru 2019 is valid
- Ten points subtracted for errors or omissions:
  - Items missing in application, or
  - Correctable non-threshold items

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### Required Narratives

- HAT/Community Needs/ Public Interest
- Development of Project
- Solution of Need
- Target Area/Pre-applications vs proposed project
- Do not retype narrative questions
- Read questions and answer ALL!
  - Below is only a summary

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### HAT/Community Needs/ Public Interest – 25 pts.

- Explain how the HAT was completed. Points will be awarded on the comprehensiveness and accuracy of the assessment tool.

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### HAT/Community Needs/ Public Interest (cont.)

- How would grant award serve the needs the city identified in the HAT?
- When did applicant attend HIAC? How many community members attended? How did HIAC form this application?

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**Development of Project  
15 pts.**

- How was the scope of work developed?
- What is eligible and ineligible?
- How many rehabilitations are being proposed and why?

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**Development of Project (cont.)**

- How many demolitions are being proposed, why or why not?
- Does the city have codes? Are they being enforced?
- Any environmental concerns?
- Anything else the city did in the project development?

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**Solution of Need - 25 pts.**

- Can the rehabilitation/demolition be completed in the 24-month time frame?
- Does the applicant have contractors? Who are the contractors? Are these contractors also working in other CDBG projects?

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**Solution of Need (cont.)**

- Does applicant have all necessary professionals to complete the project (administrator, inspector, risk assessor)?
- Who locally will be involved in collection of applications?

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**Solution of Need (cont.)**

- Will the applicant council/commission locally run the program, or will a housing board be appointed?
- How does the scope of work solve the city's needs?

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**Target Area/Pre-applications vs Proposed activity – 35 pts.**

- Provide two legible and accurate maps:
  - One will illustrate the target area in relationship to the entire community
  - The second map will identify houses proposed within the target area.

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**Target Area/Pre-applications vs  
Proposed activity (cont.)**

- How was target are determined?
- Is the target area small enough to show impact?
- How was the target area designed?

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**Target Area/Pre-applications  
vs Proposed activity (cont.)**

- Is the public interested? Are homeowners interested and willing to participate?
- Is there enough interest to complete the scope? Explain number of properties to be completed (rehabilitation and demolition) and level of assistance.

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**Site Visit - 25 pts.**

- The initial rating for the 100 pts.
- Top projects will receive a site visit

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### Number of Copies & Deadline

- Submit an original and four (4) copies
- Postmarked on or before August 29, 2019

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### Do's, Don'ts, Reminders

- DO
  - Take time with HAT process
  - Use pictures of pre-application homes
- DON'T
  - Submit application until ready
  - Include support letters
  - Include Pre-Applications

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