



CDBG-CV OVERVIEW



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ALL REGULAR CDBG PROGRAM REQUIREMENTS APPLY UNLESS OTHERWISE STATED IN THESE GUIDELINES.

The State of Kansas, Community Development Block Grant – CV (CDBG-CV) program has been awarded \$9,029,815 from the Coronavirus Aid, Relief, and Economic Security (CARES) Act. Awards will be made for issues triggered by the COVID-19 virus and when no other funds are available.

ELIGIBLE APPLICANTS

The CARES Act funds will be available for a City or County in the State of Kansas, which are defined as “general purpose units of government.” The entitlement Cities and Counties ineligible include Kansas City, Wichita, Topeka, Lawrence, Leavenworth, Manhattan, Overland Park and all of Johnson County.

APPLICATION SUBMISSION REQUIREMENTS

Applications will be submitted online on a first come, first served basis until money is exhausted.

FUNDING AMOUNT

Maximum funding per county or city is \$300,000 for Economic Development grants and \$100,000 for meal programs.

REIMBURSABLES

Cost can be reimbursed from March 1, 2020 or used for future expenses.

PROCEDURAL CHANGES

Procedural changes with CARES Act funds include, the processing of the grantee’s Grant Agreements, Request for Release of Funds and Certification (HUD-7015.15), and Grant Close-out agreements. Based on HUD guidance from April 13, 2020, the grantee can use electronic signatures, scans or fax. These amendments would only be applied to awarded CARES Act funds. All other CDBG requirements apply.

OTHER REQUIREMENTS

The other requirements of the CDBG-CV are not fully described in this application. However, they still apply and include: National Objective Requirements, Pre-selection of Professional Services, Administrative Requirements for the Program, Citizen Participation Requirements (Public Hearings), Applicable Laws and Regulations - Federal Laws and Regulations, State Law Requirements, State Laws which may be available or applicable, Grant Definition, and Environmental Review Process. Details of these requirements can be found in the 2019 CDBG General Application Guidelines.

APPLICATION RATING CRITERIA

Applications will be awarded on a first come-first serve basis until funds are all distributed. Should any document be missing, incorrect or otherwise have deficiencies we will contact the applicant for corrections. Due to the first come-first serve nature of these grants the date received will start once all items are submitted correct-y.

THRESHOLD REQUIREMENTS

There are no threshold requirements.

ELIGIBLE ACTIVITIES FOR CDBG-CV

1. Micro-Grant funds to Cities or Counties
 - a. The use of funds is for businesses to purchase needed inventory to reopen. This is considered working capital making the environmental level of review as Categorically Excluded not Subject to (CENST).

- b. All awards are distributed as grants
 - c. The National Objective is Job Retention and over 51 percent of employees must meet LMI
 - d. Inventory purchases for 60 days after allowed to reopen to regular services
 - e. \$25,000 maximum per job retained for businesses under 5 FTE employees, including owner, for a maximum grant of \$30,000 per company
 - f. For profit businesses only
2. Economic Development
- a. For businesses to purchase needed inventory to reopen. This is considered working capital making the environmental level of review as CENST.
 - b. All awards are distributed as grants
 - c. The National Objective is Job Retention and over 51 percent of employees must meet LMI
 - d. Inventory purchases for 60 days after allowed to reopen to regular services
 - e. \$35,000 maximum per job retained for businesses with 6-50 FTE employees for a maximum grant of \$50,000 per company
 - f. For profit businesses only
- NOTE: Larger companies should look at CDBG Economic Development funds*
3. Support for Meals on Wheels, replenishment of Food Banks and Food Pantries, or aid to lunch programs for kids to provide extra support through this stay home order. This is a Public Service activity and the City must meet LMI.

STATE COMPLIANCE CRITERIA

The following administrative and financial guidelines apply to the Kansas Small Cities CDBG-CV program:

1. Timeliness: Grantees will have a signed contract with the state within 30 days of award announcement. Project implementation will be initiated within 60 days of the award announcement. All projects must be scheduled to be completed within 12 months of the project award date. If you have CDBG Local Revolving Loan Funds, you will have 90 days from award to reduce your balance to under \$10,000 or lose the new business grant money.
2. Administration Allowance: For the purpose of budgeting, applicants may not propose more than \$15,000 or 10 percent, whichever is less. CDBG-CV will not replace any existing employee's salaries for administration.
 NOTE: No city or county employee, elected or employed, can separately contract with the grantee to perform any portion of the grant either through an outside firm or directly.
 Commerce will release 25 percent administration funds after receipt of the grantee's signed state grant agreement, 50 percent after first drawdown of funds, 75 percent after 50 percent has been drawn and 90 percent administrative costs prior to receipt of close-out paperwork and clearance of monitoring findings. For grantees providing administration funds out of local monies, a five percent retainage will be held on the total grant monies until the final paperwork is received and all monitoring findings are cleared.
3. Professional Assistance: The use of professional services is governed by the provision of OMB Circular A-87 and applicable state, federal and local laws. The selection of services must be done according to CDBG procurement regulations if grant funds will be used for payment. Written agreements shall be

executed between the parties detailing the responsibilities, standards and fees.

4. **Environmental Impact:** All CDBG-CV projects are subject to the Federal Environmental Regulations.
5. **CDBG-CV Policy when Applicant Discovers Error after Award Announcement:**
 - a. In the CDBG-CV application process, unless the State has made a calculation or procedural error, there is no provision to correct applicant error after grant award announcements. The State would be in violation of its own Program Requirements if any application were reconsidered.
 - b. In all cases, it is the applicant's responsibility to proofread and double-check the accuracy of the information submitted in the application.
 - c. The mayor/county commission chairman (chief elected official) accepts the responsibility that the information in the application is correct by signing the grant application submitted.
6. **Kansas Small Cities CDBG-CV Administrative Procedure for Request for Information:**
 - a. **Kansas Open Records Law**
 - (1) All requests for information from the Small Cities (CDBG-R) program will be subject to the Kansas Open Records Law (K.S.A. 1983 Supp. 45-206 et. seq.). The Kansas law requires that all records of a public agency be open to inspection. Kansas Small Cities (CDBG-CV) applications are, as defined by K.S.A. 1983 Supp. 45-207, public records and as such are open for inspection, except as otherwise provided by the Act. All requests must be specifically made in writing.
 - (2) Copies of file information will not be made due to cost of copying, staff time and constraints.
 - (3) File information, such as grant applications, may be reviewed in the office during normal working hours.
 - (4) File information, such as grant applications, may be obtained for private off-site photocopying by use of a "sign out" sheet during normal working hours. Master copy applications may not be "signed out" and must be reviewed only in the office.
 - (5) Consensus rating information will be made available under the above procedures. Individual staff notes are not a part of the body of "public information" and, therefore, will not be made available [K.S.A. 45-211(a)(20)].

TECHNICAL ASSISTANCE

Communities can request technical assistance from Debbie Beck at debbie.beck@ks.gov or Linda Hunsicker at linda.hunsicker@ks.gov.

APPLICATION CHECKLIST FOR CDBG – CV ACT APPLICATION

- _____ Applications must be submitted in the following order:
- _____ Application Summary
- _____ Community Needs Form
- _____ Project Budget Form
- _____ CDBG-CV Narrative
- _____ Resolution of Governing Body to File Application
- _____ Statement of Assurances and Certification
- _____ Disclosure Report
- _____ Anti-displacement Plan
- _____ Affidavit of Public Hearing Notice
- _____ Copy of Survey Instrument, if applicable
- _____ Copy of Survey Tabulation, if applicable w/description of variance, if applicable
- _____ Survey Methodology
- _____ Letter of approved survey if completed 2019 or before
- _____ Determination of Level of Review - For Meal Programs, ONLY (Business grants will submit when that business is funded)

NOTE: Do not include letters of support in the application.



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