



# 2021 HOUSING APPLICATION



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## Housing Grants

The CDBG Housing program is divided into housing rehabilitation/demolition or neighborhood development. This program will utilize approximately 10-25 percent of the 2021 annual allocation.

For the FY 2021 annual competition, the applicant has two options in making an application: 1) apply for housing rehabilitation and demolition funds, or 2) apply for a Neighborhood Development (ND) for housing rehabilitation, demolition, and public facilities improvements (water, sewer, street, drainage, public sidewalks). In both applications, the project must be in a targeted area. The limit for housing inspection and radon inspection is \$1,000 per unit. The \$1,000 includes all site inspections, work write-ups, cost estimates, and radon mitigation. The risk assessment in the CDBG program is \$1,000 per unit and \$300 per LBP clearance testing. Concerning Lead Based Paint (LBP) safe work practices and cleaning for clearance, the CDBG project will only allow 10 percent of the total CDBG rehabilitation dollars. If the contractor's bid asks for more than the 10 percent limit the local side must share in that cost. An additional \$5,000 is allowed for temporary relocation due to lead-based paint. Risk assessment and clearance testing includes all costs associated with the testing, i.e. lab fees, postage, reports, testing supplies, including use of an x-ray fluorescence (XRF) instrument. These costs must be delineated in a separate line item in the budget. Demolition inspection fees are limited to \$500. The maximum and minimum spent for rehabilitation and demolition must be reasonable.

For Housing grants, the maximum grant is \$300,000, for single-family/owner-occupied or rental rehabilitation and/or demolition including professional services. The maximum grant for ND is \$500,000, including professional services, rehabilitation and/or demolition. For the ND application, housing can be up to \$300,000 and infrastructure can be up to \$200,000 of CDBG funds and the city must match the infrastructure 50/50.

In the ND category, the target area must be surveyed and documented to contain at least 51 percent low-and moderate-income households. Survey methodology and forms may be found in the General Application Requirements. If the public facility activity benefits less than the entire neighborhood, the activity must meet the 51 percent low-and moderate-income criteria. For streets to qualify for a target area improvement, households on both sides of the street must be surveyed and included in the target area design.

Demolition of commercial or jurisdiction-owned properties is not an eligible cost in a housing project.

**The applicant must have properly completed a Housing Assessment Tool (HAT) and the application must be supported by the results of the HAT. The project must be reasonable, be an eligible activity, and meet a national objective. The application must define in detail the communities intended project activities.**

Applications for Housing are due or must be postmarked no later than **August 28, 2020**. Awards will be made on or about **January 18, 2021**.

## Housing Point System

The following points will be awarded in the Housing categories:

Housing Assessment Tool/Community Needs/ Public Interest	25
Development of Project	15
Solution of Need	25
Target Area/Pre-applications received vs proposed activity	<u>35</u>
Sub - TOTAL	100
Site Visit	<u>25</u>
TOTAL	125

## ND Point System

The following points will be awarded in the ND category:

Housing Assessment Tool/Community Needs/ Public Interest	25
Development of Project	15
Solution of Need	25
Target Area/Pre-applications received vs proposed activity	35
Need and solution for infrastructure	25
Sub - TOTAL	<u>125</u>
Site Visit	<u>25</u>
TOTAL	150

\*Five points will be deducted for not attending a HIAC meeting. If your HIAC meeting was prior to 2016 please contact the CDBG Housing Specialist to determine if an additional HIAC is necessary.

\*Ten points will be subtracted from all applications that fail to include all items on the Application Checklist on page 9 or fail to meet a correctable threshold item. **See threshold items in the General Application Requirements and in this application.**

Narrative is required for the following areas: Housing Assessment Tool/Community Needs/ Public Interest, Development of Project, Solution of Need, Target Area/Pre-applications received vs proposed project. Need and Solution for Infrastructure is required for an ND application.

### **Eligible CDBG Housing Activities**

All projects must meet a national objective and be an eligible activity. The application must define maximum value or maximum per unit investment caps. However, all costs proposed by the applicant must be reasonable and CDBG will not be involved in remodeling.

Repayment agreement will be required on any property that receives rehabilitation for a three-year period.

**CDBG HOMEOWNER REHABILITATION** - *All households receiving housing rehabilitation assistance must meet low- to moderate-income guidelines set by HUD.*

There are a wide variety of approaches that are possible under the homeowner rehabilitation activities, including:

- Minor rehabilitation, including minor repair programs and single purpose programs, such as emergency repair or handicapped accessibility programs – formally known as Health and Safety;
- Moderate or substantial rehabilitation, including whole house rehabilitation – formally known as Livability;
- Lead-based paint abatement – known as abatement with moderate or substantial rehabilitation; and
- Home-based business rehabilitation.

#### 1. Minor Rehabilitation

Under the minor rehabilitation approach, the jurisdiction funds a minor level of repairs only. This simply includes rehabilitating all items that do not meet code and must include weatherization. This might include working on specific work items - such as those items most in need of repair or those in imminent danger of failing.

## 2. Moderate/Substantial Rehabilitation

The CDBG program can also be used to conduct moderate and substantial rehabilitation. When a unit requires moderate or substantial rehabilitation, significant repairs are made to the home. It is sometimes called “whole house rehabilitation,” meaning undertaking substantial repairs throughout the home to bring it up to code and to improve the overall livability and functionality of the unit.

## 3. Lead-based Paint Hazard Evaluation and Reduction and/or Abatement

Programs that are designed specifically to address lead-based paint in homes can be administered as a part of other rehabilitation activities or can stand alone as separate programs. CDBG funds can be used to cover the costs of evaluating and treating lead-based paint. Removal or treatment of lead paint may be undertaken as a homeowner rehabilitation activity. Under CDBG, lead paint testing and abatement can be undertaken as an activity or as a part of other rehabilitation work.

## 4. Home-based Business Rehabilitation

In many low-income neighborhoods, home-based businesses are common.

Under the CDBG rule, program funds can be used to make improvements to single-family residential properties that also serve as places of business. Even if the rehabilitation work is necessary to operate the business, the activity need not be considered to be rehabilitation of a commercial or industrial building if the improvements also provide general benefit to the residential occupants of the building.

CDBG RENTAL REHABILITATION - *All households receiving housing assistance must meet LMI guidelines set by HUD.*

1. Acquiring existing rental housing
  - a. Acquiring rental units for occupancy by LMI tenants would be eligible.
  - b. Must be undertaken by the grantee, a public agency or a nonprofit organization.
  - c. Can be done with or without rehabilitation.
2. Conversion of existing non-housing structures to new housing.
3. Mixed-Income Housing – 51 percent of the units must be occupied by LMI.

**In rental rehabilitation, tenants must be documented to be low- to moderate-income.** If the owner of the rental unit can also be documented to be LMI, he/she must contribute a minimum of 15 percent toward the rehabilitation cost in cash. If the owner of the rental unit is non-LMI, he/she must contribute a minimum of 25 percent toward the rehabilitation costs in cash.

The homeowner must sign a rental agreement. This agreement stipulates five requirements:

- a. The owner agrees to repay the grant on a prorated schedule if he/she sells the property within a period of three years from the date of rehabilitation. However, the governing body may allow the purchaser to assume the obligation.
- b. The owner also agrees that any subsequent tenants within the same three-year period will be LMI.
- c. The monthly rental payment may not exceed the current monthly payment or the Fair Market Rent, whichever is less. Landlords are allowed an annual cost of living increase set by HUD.

- d. The owner also shall not discriminate in their rental practices against persons based on race, color, national origin, religion, sex, familial status or disability.
- e. The owner must agree to provide proof of paid property taxes.

## 2. Demolition

Demolition of residential structures is an eligible activity within a housing rehabilitation grant. Demolition meets the national objective of “Elimination of Slums and Blight” and, therefore, is not contingent on meeting the LMI requirement. Demolition in the Housing category cannot be commercial property or outbuildings on a property that is not receiving rehabilitation.

## 3. Relocation

Relocation expenses are allowable to relocate persons living in dilapidated or overcrowded structures. The relocation must be voluntary and follow all the requirements of the Uniform Relocation Assistance & Real Property Acquisition Policies Act of 1970 (URA) (see Acquisition Section in the Grantee Handbook).

## Emergencies

A city can expend up to 20 percent of the rehabilitation funds on emergencies outside the target area. The property owner must be low-to-moderate income. These funds would only be eligible for owner occupied homes. Rental units would not be eligible for emergency funds. Emergencies are defined as hot water heaters and heating units. A leaky roof is not defined as an emergency.

## **Activities Specific to Housing**

CDBG housing activities are limited to rehabilitation (homeowner and rental); relocation of households from dilapidated residences; demolition of dilapidated housing units; removal of architectural barriers in residential properties; activities of other organizations relating to housing; and energy use strategy activities relating to housing. Costs for rehabilitation application processing and other personnel related expenses are considered administrative, except for housing inspection and relocation management, which are considered a housing activity. The filing fees will be shown in administration but will not be charged against the maximum limits.

1. Financing Options: Local governments have several options in performing housing rehabilitation activities. The options include:
  - a. Direct grants, deferred payment loans or forgivable loans: Essentially, these are funds provided for the entire cost of the repair work, and the homeowner is not expected to pay back a loan unless certain actions happen (such as if the house is sold, poor maintenance occurs or if their income level increases over certain standards – these conditions must be written into the initial contract if the grantee sets up its program to include any of these items). Forgivable loans are usually established on a three-year basis.
  - b. Gap Financing: The concept of this technique is to have the homeowner obtain a private loan for as much as they can afford to pay in monthly payments, with CDBG providing the difference between the costs of repairing the house minus the amount of the private loan. (Generally, 25-30 percent of a household’s income is the maximum to be used for housing purposes.) The CDBG subsidy could be in the form of a deferred payment loan, if desired. The applicant should be aware of the makeup of their target area. Elderly persons are less likely to participate in a loan program.



2. Relocation: For units that are dilapidated (not able to be rehabilitated) and occupied, the applicant may wish to relocate the household into a standard unit. It is also possible to rehabilitate a substandard, vacant unit for this purpose. Another possibility is to demolish the dilapidated structure and replace it with a modular home (if city codes allow) on the same lot. If this solution were used, acquisition of the property would not be required. Relocation costs should be applied for at application stage. The Uniform Acquisition and Relocation Act must be followed, and the displacement must be voluntary.
3. Rental Units: Rehabilitation of rental units requires a minimum 25 percent match by the owner of the rental property, if the owner is above LMI guidelines for that area. If the owner qualifies as LMI, a minimum 15 percent match is required. A three-year rent freeze agreement is required on all rental units. If lead-based paint is deteriorated or will be disturbed during rehabilitation, the tenant may need to be relocated.
4. Affordable Rents: Criteria on “affordable rents” are based on HUD’s assisted Housing Program Fair Market Rents and will be provided by Commerce, if needed.
5. Mobile/Manufactured Homes: Mobile/manufactured homes may only be addressed with CDBG funds if they are on a permanent foundation with wheels and hitch removed. Any unit parked on rental spaces, including mobile home parks, is considered non-permanent, and may NOT be addressed with CDBG funds. Any unit built prior to 1976 is ineligible. Mobile/manufactured homes may only be brought to the minor rehabilitation standards and will not be eligible unless specifically identified in application.
6. Housing Inspector: It is important to remember that the housing inspector’s qualifications are vital to the success of the rehabilitation program. Qualifications on specification writing, cost estimating, knowledge of rehabilitation standards and approved building and electrical codes, building construction experience and lead based paint knowledge should be taken into consideration when establishing the basis for selection of your housing inspector.
7. Risk Assessor: Qualifications that should be required include experience writing risk assessments; knowledge of lead-based paint regulations; ability to submit reports in required time frames; and use of an XRF lead-based paint analyzer.
8. Administration versus Housing Inspectors, Risk Assessors, Radon Inspection, or Asbestos Inspectors: It is allowable to have the same individual conducting the Housing Inspections, Risk Assessments, Radon Inspection, and Asbestos Inspections. However, the administrator of record for any CDBG grant must be a different individual than the inspector of record. The two individuals may be from the same firm, organization or company.

## **Eligible Property and Rehabilitation Standards**

Under the Housing Rehabilitation program, there are three standards of rehabilitation: 1) Minor or Health and Safety, which includes Weatherization, 2) Moderate/ Substantial, Whole-House, or Livability and 3) Abatement or when grantee elects to proceed with rehabilitation over \$25,000 in federal funds.

Below is a general description of eligible standards. The specific requirements will be included in the CDBG Grantee Handbook.

1. Weatherization: Includes windows, attic, ceiling and wall insulation, as well as other items that may be necessary to meet energy standards.
2. Electrical: All electrical work shall meet National Electrical Code. Obsolete or unsafe wiring systems must be replaced. Splicing of wires outside of junction boxes will not be allowed. Not less than two general circuits (15 amp.) and one appliance circuit (20 amp.) shall be provided.
3. Plumbing: All houses shall meet Section 8 Standards regarding plumbing work. Soft copper piping will generally not be allowed in replacing and installing gas lines. All on-site sewage disposal systems shall be installed per state regulations. All water quality generally must meet the KDHE standards. Venting of sewer system is required.
4. Venting of Mechanical Systems: All venting of mechanical systems shall meet Section 8 Standards. All solid fuel burning appliances shall be vented as specified in the CDBG Handbook. All solid fuel burning flues and chimneys shall be cleaned. Clearances shall be as specified in the CDBG Handbook.
5. Lead-Based Paint: All houses shall meet HUD and KDHE requirements regarding lead-based paint.
6. Roof Covering: Shall be as required in Section 8 Housing Quality Standards. All roofing work completed shall use metal flashings as appropriate.
7. Crawl Spaces: All foundation crawl spaces will be enclosed to prevent pipes from freezing in the winter. All pipes in unheated crawl spaces shall be wrapped with appropriate insulation to prevent them from freezing.
8. Structural: All floors, stairs, ceilings and other load bearing structural members shall be solid and not in danger of collapsing.
9. All materials must be installed per manufacturer's recommendations and CDBG material application standards.

Some space standards and additional facilities and appliances may be eligible. Electrical service must be 100 amps. Drainage away from the house is required. Light and ventilation standards specified. Potential for air and water infiltration is addressed. Generally, roofs should be in adequate condition not to leak for a five-year period. A house shall have at least one operable smoke alarm per floor.



## **Threshold Requirements**

Before the application will be scored and ranked, it must meet the following threshold requirements.

1. The application must be received within the application period, postmarked on or prior to the deadline: Aug. 28, 2020 for Housing/ND.
2. Only complete standard application forms will be accepted.
3. The proposed activity for CDBG funding must be an eligible activity under Section 105(a) of Title I of the Housing and Community Development Act of 1974, as amended, and meet one of the National Objectives discussed herein.
4. The applicant must be eligible.
5. Funding Limits: \$300,000 or under for housing and \$500,000 or under for ND.
6. The public hearing notice must be published at least five full days before (starting one day after publication date and not counting the date of the hearing, i.e. a total of seven days) but not more than 20 days prior to the public hearing. The public hearing must occur a minimum of 15 days but not more than 120 days prior to the application due date.
7. Three maps: (1) Target Area Map, (2) Legible Map Identifying Housing Units and (3) City map if different from target area map.
8. The total project funding and CDBG amount requested must match what appears in the public hearing notice. The number of rehabilitation properties and demolition units must match as well.
9. Housing Log must include rehabilitation and demolition.
10. PER is required for ND applications.

Should any document be missing, incorrect or otherwise have deficiencies that would cause the project to be thresholded or not rated, contact will be made with the applicant after the applications are initially reviewed. The applicant will be given two weeks from notification to correct the deficiency, but 10 points will be deducted from the final score. Threshold items such as inadequate amount of time for public hearing, public hearing not having required information or public hearing too late would not be correctable and the application will not be scored.

## Application Checklist for Housing

Applications must be submitted in the following order:

### Application Summary \*

Form A – Community Needs Form

Form B – Project Budget Form

Form C – Housing Application Log, must include rehabilitation and demolition

Form D – Civil Rights Information

Form E – Housing Narratives, include a copy of the complete Housing

Assessment Tool (HAT)

Form F – Pre-Selection of Professional Services

Statement of Assurances and Certifications

Resolution of Governing Body to File Application

Commitments from other funding sources (if applicable)

Disclosure Report

Anti-displacement

Determination of Level of Review

### Affidavit of Public Hearing Notice \*

Map of Proposed Project (Supports Form C)

Map of self-imposed Target Area in relationship to entire City.

City map, if different from target area map

PER for ND application

**\* The total project funding and CDBG amount requested must match what appears in the public hearing notice. The number of rehabilitation properties and demolition units must match as well.**

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

**An original and four (4) copies of the application should be submitted to the CDBG program postmarked on or before August 28, 2020 for Housing.**

All original applications and all copies must be stapled or bound, (comb binding, spiral binding, report covers or staples.) No 3-ring notebooks, paper clips or binder clips please.

Please mark the original application and copies.

**Five points will be deducted from the applicant if a HIAC was not attended in the last five years (2016-2020).**

**Ten points will be deducted from the applicants' total score if the applicant fails to include any necessary item(s) in the application or fails to meet a correctable threshold item. Applicant should refer to the Application Checklist and Threshold Requirements to ensure that all necessary items are included in this application.**

**Kansas Small Cities Program  
Community Development Block Grant  
2021 Application Summary**

**FOR COMMERCE USE ONLY**

Date Received: \_\_\_\_\_

1. APPLICANT NAME: (City/County) \_\_\_\_\_

Street Address +4: \_\_\_\_\_

PO BOX+4: \_\_\_\_\_ \* [ZIP-CODES.COM](http://ZIP-CODES.COM)

City, Zip \_\_\_\_\_

County: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Chief Elected Official: \_\_\_\_\_

Population \_\_\_\_\_

2. SUBRECIPIENT (ON BEHALF OF APPLICATIONS)

Name (entity): \_\_\_\_\_

Address: \_\_\_\_\_

City, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Chief Official of subrecipient: \_\_\_\_\_

Population (if applicable): \_\_\_\_\_

7. PROJECT DESCRIPTION OF PROPOSED ACTIVITIES

(Be specific: # of houses to be rehabbed, # of blocks paved, LF of sewer line replaced.)

8. PROPOSED FUNDING (USE ONLY WHOLE DOLLAR AMOUNTS)

CDBG funds requested in this application . . . . . \$ \_\_\_\_\_

Funds to be supplied by other sources: A Resolution or documentation of Commitment of Funds must be attached

Source	Contact Person	Telephone	Amount
a) _____	_____	( ) _____	\$ _____
b) _____	_____	( ) _____	\$ _____
c) _____	_____	( ) _____	\$ _____
d) Total funds supplied by other sources			\$ _____
e) Force account construction estimate			\$ _____
f) Other in-kind amount proposed			\$ _____
g) Total project funding			\$ _____

9. PROJECT BENEFIT

Total persons benefiting: \_\_\_\_\_

Total LMI persons benefiting: \_\_\_\_\_

Percent LMI persons benefiting: \_\_\_\_\_

Total families benefiting: \_\_\_\_\_

10. METHOD OF DETERMINING LMI:

Census \_\_\_\_\_

Survey \_\_\_\_\_

If Survey: # of surveys distributed \_\_\_\_\_

# of surveys returned \_\_\_\_\_

Sample size \_\_\_\_\_ %

Date of survey: \_\_\_\_\_

Were both census data and survey data used in arriving at LMI percentages? Yes ☐ No ☐

**\*Zip + 4 is needed for the street address and the PO Box (if you have one). The + 4 is different for street address and PO Box numbers. Please use the provided zip code link.**

11. STATE REPRESENTATIVE

Name: \_\_\_\_\_  
District #: \_\_\_\_\_

STATE SENATOR

Name: \_\_\_\_\_  
District #: \_\_\_\_\_

U.S. REPRESENTATIVE

Name: \_\_\_\_\_  
District #: \_\_\_\_\_

12. PROGRAM ADMINISTRATION

List previous open CDBG projects within last five years and percent of completion:

	Year	Project Type	Percent Complete	Close Out Date
(a)				
(b)				
(c)				
(d)				

13. PERFORMANCE CAPACITY

Check how the proposed project will be administered:

- ☐ With in-house staff  
☐ With consultant services, only  
☐ Hire staff

14. The applicant agrees that, if approved, this application with the attached certifications will become a part of the agreement for activities and services authorized under the Housing and Community Development Act of 1974, as amended.

This application does not represent a binding contract between any parties referenced herein. Any services and/or contracts paid for by funds applied for herein must be procured per the requirements of the program.



## **Form A – Community Needs Form:**

(Include how these needs were determined, including if a formal assessment instrument was used - if so, what tool was used?)

- ✓ Must be limited to one page
- ✓ Must be complete
- ✓ Must include Housing Needs

## Form B – Project Budget Form:

Activity	CDBG Funds	Other Funds	Total Cost	Source of Other Funds
1. <b><u>Public Facilities proposed:</u></b>				
a.)				
b.)				
c.)				
d.) Acquisition, including easements				
e.) Engineering Design				
f.) Construction Inspection				
g.) Architectural Services				
h.) Other Professional Services*				
i.) <b>Total, Public Facility Activities</b>				
2. <b><u>Housing Activities:</u></b>				
a.) Housing Rehabilitation				
(Includes rental units <input type="checkbox"/> Yes <input type="checkbox"/> No)				
b.) Lead-Based Paint Activities				
c.) Demolition				
d.) Acquisition				
e.) Relocation				
f.) New Construction				
g.) Housing Inspection				
h.) <b>Total, Housing Activities</b>				
3. <b><u>Administration:</u></b>				
a.) Administrative Activities				
b.) Legal**				
c.) Audit				
d.) <b>Total, Administration</b>				
4. <b>Total, All Activities</b>				

\*Other professional services are usually engineering additional costs; if not, please explain:

\*\* Provide explanation of need of these expenses:



### **Form C - Housing Application Log**

1. Name (Optional)	2. Address	3. LMI Yes No	4. Vacant or Occupied	5. Owned or Rented	6. Landlord Committed Y or N	7. R or D*	8. Proposed Activities

**List all proposed properties you intend to provide assistance.**

**\*Rehabilitation or Demolition**

**[Form C - Housing Application Log-extra pages](#)**

## Instructions for Housing Application Log - Form C

1. Name (Optional) - Self explanatory
2. Physical address of pre-application
3. LMI - Insert a Y or N identifying if the occupant is LMI
4. Identify if the property is Vacant or Occupied
5. Identify if the property is Owner-occupied or a Rental
6. If a rental property, has the Landlord committed to the matching funds required, if so, note a Y (for yes) or N (for no)
7. If the property is a rehabilitation fill column with a R. If property is a demolition identify by D.
8. In the rehabilitation pre-application, provides details on what the owner thinks needs to be fixed on the project and insert it here (Examples: electrical, windows, roof). If the information is not available, just leave blank.

If the application is proposing rehabilitation and demolitions, pre-applications are required for both.

## **Form D – Civil Rights Information (all applications):**

To document compliance with Title VI of the Civil Rights Act of 1964, provide the information in the space provided below.

a.) Total Population of Applicant: \_\_\_\_\_

	Ethnicity Number				Ethnicity Number		
	Hispanic	Non- Hispanic	Total Population		Hispanic	Non- Hispanic	Total Population
White	_____	_____	_____	A	_____	_____	_____
BAA	_____	_____	_____	A/W	_____	_____	_____
BAA/W	_____	_____	_____	AI/AN/BAA	_____	_____	_____
AI/AN	_____	_____	_____	AI/AN/W	_____	_____	_____
NH/PI	_____	_____	_____	Other	_____	_____	_____

Number of Persons with Disability: \_\_\_\_\_

Female Head of Household: \_\_\_\_\_

b.) Total Persons to be Served by Project (if different from a.): \_\_\_\_\_

	Ethnicity Number				Ethnicity Number		
	Hispanic	Non- Hispanic	Total Population		Hispanic	Non- Hispanic	Total Population
White	_____	_____	_____	A	_____	_____	_____
BAA	_____	_____	_____	A/W	_____	_____	_____
BAA/W	_____	_____	_____	AI/AN/BAA	_____	_____	_____
AI/AN	_____	_____	_____	AI/AN/W	_____	_____	_____
NH/PI	_____	_____	_____	Other	_____	_____	_____

Number of Persons with Disability: \_\_\_\_\_

Female Head of Household: \_\_\_\_\_

Source of (1) above: \_\_\_\_\_

Source of (2) above: \_\_\_\_\_

\*BAA-Black African American; BAA/W-Black African American & White; AI/AN-American Indian or Alaskan Native; NH/PI-Native Hawaiian or Pacific Islander; A-Asian; A/W-Asian & White; AI/AN/BAA-American Indian or Alaskan Native & Black African American; AI/AN/W-American Indian or Alaskan Native & White

## **Form E – Housing Narratives:**

On a separate piece of paper, provide narrative for the following items. Please number and identify each narrative as it appears here and be as brief but thorough as possible.

### **1. Housing Assessment Tool/Community Needs (25 points for HAT and narrative)**

- Explain how the HAT was completed. Points will be awarded on the comprehensiveness and accuracy of the assessment tool.
- How would grant award serve the needs the city identified in the HAT?
- When did applicant attend HIAC? How many community members attend? How did HIAC form this application?

### **2. Development of Project (15 points for narrative)**

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

### **3. Solution of Need (25 points for narrative)**

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

### **4. Target Area and housing log will be used to assess pre-applications vs proposal (35 points for narrative)**

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.

Narrative:

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

### **5. The following additional points will be added to the Neighborhood Development category of applications:**

**Need & Solution for Infrastructure (25 points for narrative):** Points will be awarded on the basis of the “need” of the public facilities activities, the intensity and urgency of the need, the frequency the need occurs, economic considerations due to the need, and concentration of persons within the area affected by the need. Other factors to be considered are property damage, health and safety, environmental damage, inadequate facilities/services commonly provided for existing residents, cultural, recreational, aesthetic, and inadequate facilities for potential growth. Total score will include the degree to which all significant public facility needs in the target area are being addressed by the project.

## **Form F – Pre-Selection of Professional Services Contractors:**

(If any of the following professional services have been selected for this grant application/project, please complete.)

Type of Service	Firm Name or Individual	Proposed Cost	Source of Funds	Date of Selection	Date Contract Signed
1. Administration					
2. Housing Inspector					
3. Risk Assessor					
4. Asbestos Inspector					
5.					
6.					
7.					

If any of the above services have been pre-selected, complete the following for each service selected to date:

- a.) Number of proposals received for
- 1.) \_\_\_\_\_
  - 2.) \_\_\_\_\_
  - 3.) \_\_\_\_\_
  - 4.) \_\_\_\_\_
  - 5.) \_\_\_\_\_
  - 6.) \_\_\_\_\_
  - 7.) \_\_\_\_\_
- b.) Basis of selection documented. ☐ Yes ☐ No
- c.) Non-selected firms notified in writing? ☐ Yes ☐ No
- d.) If only one proposal was received on any of the above, has Commerce been notified? ☐ Yes ☐ No
- If so, please attach approval. This must be approved a minimum of two weeks prior to application deadline.**


**Note: The Administrator and the Inspector must be two separate individuals.**


## STATEMENT OF ASSURANCES AND CERTIFICATIONS

The applicant hereby assures and certifies with respect to the grant that:

- (1) It possesses legal authority to make a grant submission and to execute a community development and housing program.
- (2) Its governing body has duly adopted or passed as an official act a resolution, motion, or similar action authorizing the person identified as the official representative of the grantee to submit the final statement, all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the grantee to act in connection with the submission of the final statement and to provide such additional information as may be required.
- (3) Prior to submission of its application to Commerce, the grantee has met the citizen participation requirements, prepared its application of community development objectives and projected use of funds, and made the application available to the public, as required by Section 104(a) (2) of the Housing and Community Development Act of 1974, as amended, and implemented at 24 CFR 570.486.
- (4) It has developed its final statement (application) of projected use of funds so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight; the final statement (application) of projected use of funds may also include activities that the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available.
- (5) Its chief executive officer or other officer of the grantee approved by Commerce:
  - (a) Consents to assume the status of a responsible federal official under the National Environmental Policy Act of 1969 and other provisions of federal law as specified in 24 CFR 58.1(a);
  - (b) Is authorized and consents on behalf of the grantee and himself/herself to accept the jurisdiction of the federal courts for the purpose of enforcement of his/her responsibilities as such an official; and
- (6) The grant will be conducted and administered in compliance with the following federal and state regulations (see Appendix A: Applicable Laws and Regulations):
  - (a) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), and implementing regulations issued at 24 CFR Part 1:



- 
- (b) Fair Housing Amendments Act of 1988, as amended, administering all programs and activities relating to housing and community development in a manner to affirmatively further fair housing; and will take action to affirmatively further fair housing in the sale or rental of housing, the financing of housing, and the provision of brokerage services;
  - (c) Section 109 of the Housing and Community Development Act of 1974, as amended; and the regulations issued pursuant thereto (24 CFR Section 570.602);
  - (d) Section 3 of the Housing and Urban Development Act of 1968, as amended; and implementing regulations at 24 CFR Part 135;
  - (e) Executive Order 11246, as amended by Executive Orders 11375 and 12086 and implementing regulations issued at 41 CFR Chapter 60;
  - (f) Executive Order 11063, as amended by Executive Order 12259 and implementing regulations at 24 CFR Part 107;
  - (g) Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112), as amended and implementing regulations when published for effect;
  - (h) The Age Discrimination Act of 1975, as amended, (Pub. L. 94-135), and implementing regulations when published for effect;
  - (i) The relocation requirements of Title II and the acquisition requirements of Title III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and the implementing regulations at 24 CFR 570.488;
  - (j) Anti-displacement and relocation plan requirements of Section 104(d) of Title I, Housing and Community Development Act of 1974, as amended;
  - (k) Relocation payment requirements of Section 105(a) (11) of Title I, Housing and Community Development Act of 1974, as amended.
  - (l) The labor standards requirements as set forth in 24 CFR 570.603 and HUD regulations issued to implement such requirements;
  - (m) Executive Order 11988 relating to the evaluation of flood hazards and Executive Order 11288 relating to the prevention, control, and abatement of water pollution;
  - (n) The regulations, policies, guidelines and requirements of 2 CFR Part 200 and A-122 as they relate to the acceptance and use of federal funds under this federally assisted program;

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- (o) The American Disabilities Act (ADA) (P.L. 101-336: 42 U.S.C. 12101) provides disabled people access to employment, public accommodations, public services, transportation, and telecommunications;
- (7) The conflict of interest provisions of 24 CFR 570.489 applies to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the state, or of a unit of general local government, or of any designated public agencies, or sub recipients which are receiving CDBG funds. None of these persons may obtain a financial interest or benefit from the activity, or have an interest or benefit from the activity, or have an interest in any contract, subcontract, or agreement with respect thereto, or the proceeds there under, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter, and that it shall incorporate or cause to be incorporated, in all such contracts or subcontracts a provision prohibiting such interest pursuant to the purpose of this certification;
- (8) It will comply with the provisions of the Hatch Act that limits the political activity of employee;
- (9) It will give the state, HUD, and the Comptroller General or any authorized representative access to and the right to examine all records, books, papers, or documents related to the grant;
- (10) It will comply with the lead-based paint requirements of 24 CFR Part 35 Subpart B issued pursuant to the Lead-Based Paint Hazard Elimination Act (42 U.S.C. 4801 et seq.).
- (11) The local government will not attempt to recover any capital costs of public improvements assisted in whole or in part with CDBG funds by assessing properties owned and occupied by low- and moderate-income persons unless: (a) CDBG funds are used to pay the proportion of such assessment that relates to non CDBG funding or; (b) the local government certifies to the state that, for the purposes of assessing properties owned and occupied by low- and moderate-income persons who are not very low-income, that the local government does not have sufficient CDBG funds to comply with the provision of (a) above.
- (12) It accepts the terms, conditions, selection criteria, and procedures established by this program description and that it waives any right it may have to challenge the legitimacy and the propriety of these terms, conditions, criteria, and procedures if its application is not selected for CDBG funding.
- (13) It will comply with the regulations, policies, guidelines, and requirements with respect to the acceptance and use of federal funds for this federally assisted program.

- (14) It will comply with all parts of Title I of the Housing and Community Development Act of 1974, as amended, which have not been cited previously as well as with other applicable laws.

The applicant hereby certifies that it will comply with the above stated assurances.

\_\_\_\_\_  
Signature, Chief Elected Official

\_\_\_\_\_  
Name (typed or printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

To Whom It May Concern:

As Chief Elected Official of the City/County of \_\_\_\_\_, I hereby certify that I have knowledge of all activities in the above-referenced application. I also certify that I am aware that the regulations of the CDBG program prevent the use of any facility built or rehabilitated with CDBG funds, or any portion thereof, to be used for the conduct of official business. I therefore certify that no portion of the above application violates this regulation.

\_\_\_\_\_  
Mayor/County Commission

ATTEST:

\_\_\_\_\_  
City/County Clerk

THE CITY OF \_\_\_\_\_, KANSAS

RESOLUTION NO. \_\_\_\_\_

RESOLUTION CERTIFYING LEGAL AUTHORITY  
TO APPLY FOR THE KANSAS  
SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
FROM THE KANSAS DEPARTMENT OF COMMERCE  
AND AUTHORIZING THE MAYOR/COMMISSIONER  
TO SIGN AND SUBMIT SUCH AN APPLICATION

WHEREAS, The City of \_\_\_\_\_, Kansas, is a legal governmental entity as provided by the laws of the STATE OF KANSAS, and

WHEREAS, The City of \_\_\_\_\_, Kansas, intends to submit an application for assistance from the COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.

THE APPLICANT hereby certifies that the City of \_\_\_\_\_, Kansas, is a legal governmental entity under the status of the laws of the STATE OF KANSAS and thereby has the authority to apply for assistance from the KANSAS SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.

THE APPLICANT hereby authorizes the MAYOR of \_\_\_\_\_, Kansas, to act as the applicant's official representative in signing and submitting an application for the assistance to the COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.

THE APPLICANT hereby dedicates \$\_\_\_\_\_ in \_\_\_\_\_ funds toward this project.

APPROVED BY THE GOVERNING BODY OF THE CITY OF \_\_\_\_\_, KANSAS, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

APPROVED \_\_\_\_\_  
MAYOR

ATTEST \_\_\_\_\_

(SEAL)

THE CITY OF \_\_\_\_\_, KANSAS

# Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing  
and Urban Development

OMB Approval No. 2510-0011 (exp. 11/30/2018)

**Instructions.** (See Public Reporting Statement and Privacy Act Statement and detailed instructions on page 2.)

## Applicant/Recipient Information

Indicate whether this is an Initial Report ☐ or an Update Report ☐

1. Applicant/Recipient Name, Address, and Phone (include area code):	2. Social Security Number or Employer ID Number:
3. HUD Program Name	4. Amount of HUD Assistance Requested/Received
5. State the name and location (street address, City and State) of the project or activity:	

## Part I Threshold Determinations

- |   |  |
|---|--|
| 1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. (For further information see 24 CFR Sec. 4.3).<br><input type="checkbox"/> Yes <input type="checkbox"/> No | 2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9<br><input type="checkbox"/> Yes <input type="checkbox"/> No. |
|---|--|

If you answered "**No**" to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form. **However**, you must sign the certification at the end of the report.

## Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds.

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/State/Local Agency Name and Address	Type of Assistance	Amount Requested/Provided	Expected Uses of the Funds

(Note: Use Additional pages if necessary.)

## Part III Interested Parties. You must disclose:

- All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
- any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	Social Security No. or Employee ID No.	Type of Participation in Project/Activity	Financial Interest in Project/Activity (\$ and %)

(Note: Use Additional pages if necessary.)

## Certification

**Warning:** If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that this information is true and complete.

Signature:

X

[CLICK HERE FOR FORM FILL PDF - CDBG Disclosure Report](#)

**\*\*SEE GENERAL APPLICATION REQUIREMENTS FOR DISCLOSURE REPORT REQUIREMENTS\*\***

Form HUD-2880 (3/13)

(Minimum required by all applicants for funding – must be submitted with application)

**Residential Anti-displacement and Relocation Assistance Plan  
under Section 104(d) of the  
Housing and Community Development Act of 1974, as Amended**

The jurisdiction will replace all occupied and vacant occupiable low- and moderate-income dwelling units demolished or converted to a use other than as low- moderate-income housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended, as described in 24 CFR Part 570.488.

All replacement housing will be provided within three years of the commencement of the demolition or rehabilitation relating to conversion. Before obligating or expending funds that will directly result in such demolition or conversion, the [jurisdiction] will make public and submit to the Kansas Department of Commerce the following information in writing:

1. A description of the proposed assisted activity;
2. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low- and moderate-income dwelling units as a direct result of the assisted activity;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as Section 104(d) replacement dwelling units;
5. The source of funding and a time schedule for the provision of Section 104(d) replacement dwelling units; and
6. The basis for concluding that each Section 104 (d) replacement dwelling unit will remain a low- and moderate-income dwelling unit for at least ten years from the date of initial occupancy.

The jurisdiction will provide relocation assistance, as described in Section 570.488 to each low- and moderate-income household displaced by the demolition of housing or by the conversion of a low- and moderate-income dwelling to another use as a direct result of assisted activities.

Consistent with the goals and objectives of activities assisted under the act, the jurisdiction will take the following steps to minimize the displacement of persons from their homes:

Based on initial review of project, the following occupied dwellings (by address) will be demolished with grant funds (should contain proposed demolitions):

As chief official of the jurisdiction, I hereby certify that the above plan was officially adopted by the jurisdiction of \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature – Chief Elected Official

\_\_\_\_\_  
Jurisdiction

\_\_\_\_\_  
Date



Kansas Department of Commerce  
Community Development Block Grant (CDBG) Program  
1000 S.W. Jackson St., Suite 100  
Topeka, KS 66612-1354

**DETERMINATION OF LEVEL OF REVIEW**

ENVIRONMENTAL REVIEW RECORD (ERR)

Grantee Name & Project Number: \_\_\_\_\_

Project Location: \_\_\_\_\_

Project Description: \_\_\_\_\_

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The subject project has been reviewed pursuant to HUD regulations 24 CFR Part 58, "Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities," and the following determination with respect to the project is made:

- ☐ Exempt from NEPA review requirements per 24 CFR 58.34(a)(\_\_\_\_)
- ☐ Categorical Exclusion NOT Subject to §58.5 authorities per 24 CFR 58.35(b)(\_\_\_\_)
- ☐ Categorical Exclusion SUBJECT to §58.5 authorities per 24 CFR 58.35(a)(\_\_\_\_)
- ☐ An Environmental Assessment (EA) is required to be performed.
- ☐ An Environmental Impact Statement (EIS) is required to be performed.

The ERR (see §58.38) must contain all the environmental review documents, public notices and written determinations or environmental findings required by Part 58 as evidence of review, decision making and actions pertaining to a particular project. Include additional information including checklists, studies, analyses and documentation as appropriate.

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Chief Elected Official (print name/title)

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Chief Elected Official's Signature

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Date