

CDBG General Application Guidelines





Community Development Block Grants (CDBG)

Established to help Kansas communities (50K or fewer residents) **enhance their livability** by providing financial, technical and business assistance using HUD funding.

Grants are awarded in six categories:

1. Water/Sewer Grants (competitive process)
2. Community Facilities Grants (competitive process)
3. Housing Grants (competitive process)
4. Urgent Need Grants (e.g. disaster response)
5. Commercial Rehabilitation Grants
6. Economic Development (business finance)

To qualify, projects must meet one or more of the following condition:

- Benefit low- or moderate-income individuals
- Remove or prevent slum or blight conditions
- Eliminate an urgent need created by a disaster when local, state or federal funds are unavailable

FY2020 General Application Round
39 awards funded totaling \$17.4M

Eligible Applicants

- Cities under 50,000 Population
 - One application per year
- Counties under 200,000 Population
 - Two applications per year
 - Two on behalf of another entity
 - One on behalf of and one for county.

Ineligible Applicants

- Ineligible for State CDBG Funding:
 - Communities over 50,000 or counties over 200,000, who receive funding directly from HUD.
- Kansas City, Wichita, Topeka, Lawrence, Leavenworth, Manhattan, Overland Park and all of Johnson County.

National Objectives

- Every project must address a national objective to receive funding.
 - Urgent Need
 - Elimination of Slum and Blight Condition
 - 51% Low and Moderate-Income (LMI) benefit
 - Census
 - Survey
 - Combination

Proving LMI National Objective

- HUD updated census data
- Surveys
- Combination of two
 - Both must show 51% or more LMI beneficiaries
 - Combining two surveys- both must be LMI

CENSUS AND SURVEY

Census

- Used from HUD census data
- Can be city/county as a whole
- Can be by township
- Can be by block group data

Survey

- Is used when a project does not fit a census tract
- Could also be a target area
- 51% LMI persons must respond to the survey
- Random surveys

More guidance can be given individually for Survey Methodology from the CDBG Staff.

Benefit Area

- Determine who will benefit from the project
- Different activities benefit different people
- Decide if census can be used

Pre-Selection of Professional Services

- Good for two years in advance of application due date
- Request for Proposals (RFP)
 - For Administrators
- Request for Qualifications (RFQ)
 - For Engineers and Architects
 - Include “Contingent on CDBG funding” in the contracts



REQUEST RFP FOR PROPOSALS

Request for Proposals

- Must comply with Public Law 103-355 and 2 CFR 200
- RFP's must be sent to ALL interested administrators in the area.
- Should include a rating criteria
- Price of service part of selection criteria.
- Keep all documentation
- If sole bidder, contact CDBG Staff
- Sample notice available in "How to Select Professional Services"
- Don't wait until the last minute to get under contract.

A list of interested Administrators is on the CDBG website.



Request for Qualification

- Must publicize
 - Letters- required
 - Notice in newspaper (not required)
 - Rating criteria
 - Special efforts to solicit women and minority owned businesses
 - Keep all documentation
 - Price of service **NOT** part of rating criteria
- Must select on qualifications, interview, and then negotiate fee
- Fee allowances
- Sole bidder- contact CDBG Staff
- Sample notice available in “How to Select Professional Services”

Request for Qualification is used for selecting Engineering and Architectural services.

CITIZEN PARTICIPATION AND PUBLIC HEARINGS

Citizen Participation

- Public hearing notice must mirror what is being applied for.
- Incorrect public hearing will threshold/disqualify an application.
- One legal public hearing 15 days prior to application submittal date.
- Give yourself time to republish if error is found

Public Hearing Notice

- Notice shall be published at least five full days before public hearing- starting one day after the publication and not counting the date of the hearing.
- Must contain:
 - Detailed project description
 - Exact project location
 - All activities
 - CDBG grant amount and total project cost



CONFLICT OF INTEREST AND VENDOR

Conflict of Interest

- Applies to employees, elected officials, agents, consultants, officers or immediate family member or business partners of the above.
- Conflict of interest applies when procuring goods and services for the purpose of undertaking a CDBG funded project.
- Conflict of interest waiver
 - Disclosure of the nature of the conflict
 - Notice in newspaper
 - Public hearing
 - Recording of minutes
 - An opinion from the applicant's attorney
 - Letter from chief elected official requesting the conflict of interest waiver
 - The only persons who do not qualify for a waiver are the City or County Commissioners.

**CONFLICT
OF
INTEREST**

Conflict of Vendor

- If a vendor is used to supply a cost estimate, said vendor may not bid on the work if the applicant receives a grant award.

PRELIMINARY ENGINEERING REPORT (PER)

- The funding process starts with a good PER!
- Name of the owner, firm and point of contact
- Project map
- Date of review
- Description and documentation of the problem
- Causes of the problem- Include age of the infrastructure

PRELIMINARY ENGINEERING REPORT (PER)

- List ALL possible alternatives with cost breakdown for the chosen alternative
 - Engineering
 - Financial
- Estimated Construction and Non-Construction Costs
- Differentiate between CDBG and Non CDBG in PER
 - Show cost and scope of work separate for both
- Operation and Maintenance Analysis
- Land requirements
- NO per square foot calculations
 - Detailed cost estimations are required
- Use same model for Preliminary Architectural Reports

CDBG Community Facilities



Application Deadline and Grant Amounts

- October 30, 2020

| Category | Beneficiaries | | Minimum Match Funds |
|----------------------|---------------|-----------|---------------------|
| | < 5,000 | > 5,000 | |
| Community Facilities | \$600,000 | \$700,000 | 25 % |

of Beneficiaries X \$2,000 = Grant Amount



Examples of Eligible Activities

- Streets
- Sidewalks
- Electrical
- Gas Distribution
- Community Centers
- Senior Centers
- Homeless Shelter
- Library
- Fire Trucks
- Fire Stations

**Fire Station
Linn County**

Creating the Application

- Applications will be accepted online through the Commerce Website: kansascommerce.gov/cdbg
 - They will be user friendly
 - Same information as paper version
 - Suggestion: Draft narratives and other content in a Word Document
 - Easy to copy and paste into application
 - Hard Copies of PERs will still need to be mailed to Ginny Eardley

Creating the Application

- Tell us your story!
 - Raters may have never been to your town
 - NOT just technical terms
- Proofread your application
 - The City/County, the grant administrator and others should read
- Include ALL forms and Letters
 - Missing information, forms and letters is a 10-Point Deduction!

Application Checklist

Application Summary

Form A – Community Needs Form

Form B – Project Budget Form

Form C – Local Effort

Form D – Public Facilities Narrative LMI Benefit

Form E – Public Facilities Narratives

Form F – Pre-Selection of Professional Services



Application Checklist (cont.)

- Statement of Assurances and Certification
- Resolution of Governing Body
- Commitment of other funds – only local funds required
 - Must commit funds for Environmental Review
- Disclosure Report- Updated with each new contract on the project
- Anti-displacement
- Determination of Level of Review- **please include in the application**
- Public Meeting



Application Checklist (cont.)

- Map of Proposed Project
 - Legible
 - Clearly marked
- Map of “Self-Imposed” target area in relationship to the City
 - Your Public Hearing notice describes the target area

Form A- Community Needs Form

- Discuss the priorities of the community
- This is NOT where you discuss project need
- Must include housing needs- many lose points
- What have you done for your community?

Form B- Project Budget Form

Form B – Project Budget Form:

| Activity | CDBG Funds | Other Funds | Total Cost | Source of Other Funds |
|---|------------|-------------|------------|-----------------------|
| 1. Public Facilities proposed: (whole dollars) | | | | |
| a.) Sidewalk Construction | | | | |
| b.) Street Construction | | | | |
| c.) | | | | |
| d.) Acquisition, including easements | | | | |
| e.) Engineering Design | | | | |
| f.) Construction Inspection | | | | |
| g.) Architectural Services | | | | |
| h.) Other Professional Services* | | | | |
| Total, Public Facility Activities | | | | |
| 2. Reserved for Housing Activities: | | | | |
| Total, Housing Activities | | | | |
| 3. Administration: | | | | |
| a.) Administrative Activities | | | | |
| b.) Legal** | | | | |
| c.) Audit | | | | |
| Total, Administration | | | | |
| 4. Total, All Activities | | | | |

*Other professional services; please explain:

** Provide explanation of need of these expenses:

- Must have \$\$ on local side for Environmental Review
- Examples are listed for types of line items you may use
- Refer to pages 12 and 13 in the Community Facilities Application on our website.

Form C- Local Effort

1. Local Effort:

Total Bonded Indebtedness: \$

Total Other Debt: \$

(Attach approved Statement of Indebtedness and Statement of Conditional Lease, Lease Purchase and Certificate of Participation from local budget, even if no debt is shown.)

2. Need:

Total Assessed Tangible Valuation (real and personal property) for the year in which the applicant is applying for the CDBG funds: \$

- Applicant's Indebtedness
- Both sections filled out
- Must be completed by the applicant not sub-applicants
- Complete even if no debt is shown

Form D- Public Facilities LMI Benefit

Form D – Public Facilities LMI Benefit:

1. 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: (Census)

| | Ethnicity Number | | Total Population | | Ethnicity Number | | Total Population |
|-------|----------------------|----------------------|----------------------|-----------|----------------------|----------------------|----------------------|
| | Hispanic | Non- Hispanic | | | Hispanic | Non- Hispanic | |
| White | <input type="text"/> | <input type="text"/> | <input type="text"/> | A | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| BAA | <input type="text"/> | <input type="text"/> | <input type="text"/> | A/W | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| BAA/W | <input type="text"/> | <input type="text"/> | <input type="text"/> | AI/AN/BAA | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| AI/AN | <input type="text"/> | <input type="text"/> | <input type="text"/> | AI/AN/W | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| NH/PI | <input type="text"/> | <input type="text"/> | <input type="text"/> | Other | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Number of Persons with Disability

Female Head of Household

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

| | Ethnicity Number | | Total Population | | Ethnicity Number | | Total Population |
|-------|----------------------|----------------------|----------------------|-----------|----------------------|----------------------|----------------------|
| | Hispanic | Non- Hispanic | | | Hispanic | Non- Hispanic | |
| White | <input type="text"/> | <input type="text"/> | <input type="text"/> | A | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| BAA | <input type="text"/> | <input type="text"/> | <input type="text"/> | A/W | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| BAA/W | <input type="text"/> | <input type="text"/> | <input type="text"/> | AI/AN/BAA | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| AI/AN | <input type="text"/> | <input type="text"/> | <input type="text"/> | AI/AN/W | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| NH/PI | <input type="text"/> | <input type="text"/> | <input type="text"/> | Other | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Number of Persons with Disability

Female Head of Household

Source of (a) above:

Source of (b) 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

Numbers must match Application Summary, #1 population and #8 persons benefitting from project.

American Fact Finder may only be used to extrapolate demographic data.

- Civil Rights Information
 - All applicants are required to do this
- Census or Survey-however your project qualified
- Must use Census website to locate demographic information
- Fill out section B if project serves more or less than the population of the applicant.

FORM E- PUBLIC FACILITIES NARRATIVE

- **Project Need- 35 Points**
- **Project Alternatives- 10 Points**
- **Past Efforts to Address Need- 10 Points**
- **Project Readiness- 5 points**
- **Leverage- 20 points**



Project Need- 35 Points

- State your need for the project
- How long has it existed?
- What caused it?
- List any violations in State/Fed Regs
 - Include letters addressing violations

Project Need carries the **MOST** points!

Library
City of Iola

Address Your Need Well!



Project Alternatives- 10 points

- List ALL alternatives that were explored
 - Engineering
 - Financial
 - Materials
 - Cost Estimates for ALL alternatives
- Scope of Work
 - Describe in detail the project you selected
 - Make it clear which alternative is selected
- Include force account construction

Storm Shelter
City of Mound Valley



Past Efforts- 10 Points

- What has the community done for themselves over the past 5 years?
 - Paint water tower, repaved streets, park upgrades, etc.
- The more active, the better
- Not just the project you are applying for
- Show us you care for your community

Project Efforts section is often missing details on other community improvement efforts!

Don't Forget Details!

**Street Project
City of Russell**



Can we implement our plans?

Project Readiness- 5 points

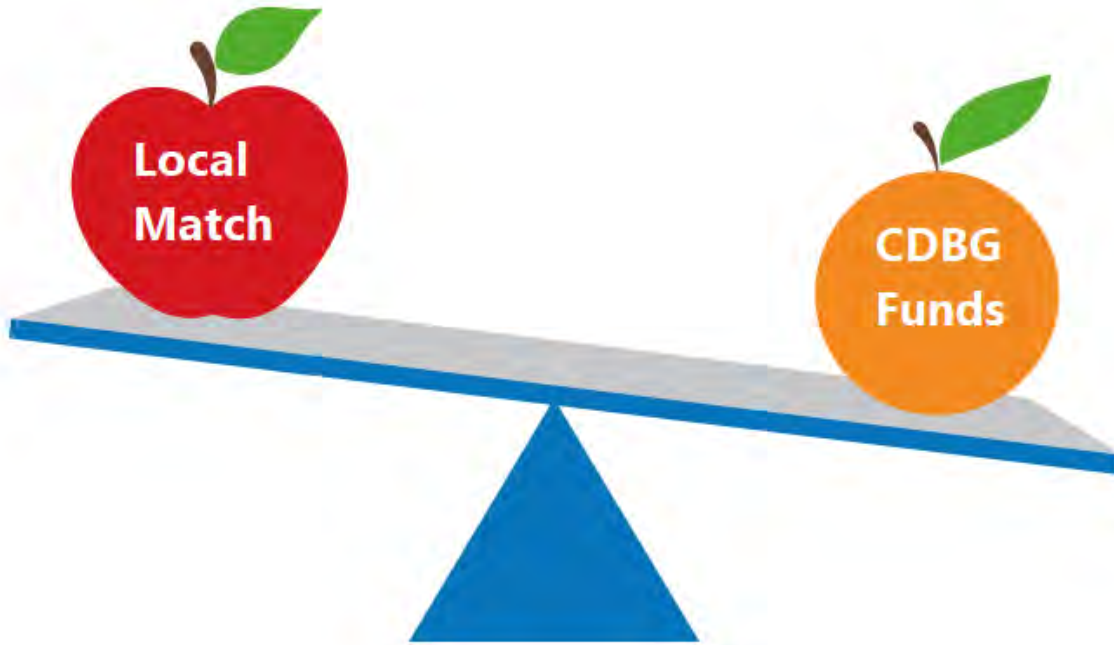
- Is the applicant ready to apply?
- Is there Land Acquisition?
 - Uniform Relocation Assistance and Real Property Acquisition Act- (URA) should be followed.
- Pre-selection of professional services
 - Administrator
 - Engineer/architect
- Documentation of leverage- letters

Project Readiness section is often missing confirmation of preparedness!

These points are ALL or nothing. Make it count!

Leverage

- 25% minimum match for all projects
- Local investment is key!
- Points are based on % of match
 - Up to 50/50 match
 - Max points is 20



You control your leverage points.

Make it Count!

Have we invested in our community?

Form F- Pre-Selection of Professional Services Contractors

Form F – Pre-Selection of Professional Services Contractors:

| Type of Service | Firm Name/Person | Proposed Cost | Source of Funds | Date of Selection | Date of Contract |
|---------------------|------------------|---------------|-----------------|-------------------|------------------|
| 1. Eng. Design | | | | | |
| 2. Eng. Inspection | | | | | |
| 3. Arch. Design | | | | | |
| 4. Arch. Inspection | | | | | |
| 5. Administration | | | | | |

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.) | |
- 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. Must have been approved before application deadline.

- Regional Planning Commissions are not subject to procurement
- Must be filled out for administrator, engineer or architect on the project



Incomplete Applications

- 10-points can be deducted for any errors or omissions in an application
 - Allowed to correct
 - 2 weeks to submit correction
- City/county needs to read the application content before it is submitted.
- Use the application checklist to help you

Common errors on applications are not providing supporting documents, wrong DUNS#, missing forms

Double check everything!

**Bridge
Decatur County**

Threshold/Disqualification Issues

- No proof of publication
- No project benefit area in public hearing notice
- Wrong streets in target area
- Four-day period between publication and hearing
- Open grants, including ED
- No LMI documentation
- Incorrect target area LMI calculations

Misc. information

- CDBG will fund only two phases of any one activity.
- 10-year wait time from close of Phase 2
- Phase 1 must be closed before Phase 2 applications
- Application Summary Page
 - Detailed brief project description

Misc. information

- Cities/Counties may administer their own grants
- Pre-Approval of Target Areas
- Commerce can review application materials for applicants up to THREE WEEKS prior to application deadline.



Procurement

- If CDBG funds are used our procurement procedures must be followed.
- Guidance for this is in the General Application Requirements online. (pages 4-6)
- If administration or engineer/architect is paid for with local funds, local policy is followed.
- If procurement is not followed, you risk losing funding
- Construction contracts must be competitively bid and must follow Davis-Bacon Wage Rates

**Guidance for this is in the
General Application Requirements online.
(pages 4-6)**



Environmental Review

- Must have “Determination of Level of Review” included with application
- If you need help completing, contact CDBG Staff
- Actual Environmental Review takes place after award
- 6 months to clear from CDBG contract start date
- Historical Society approval for any projects that may impact historic property

**Must be completed 6 months after
Contract Start Date**

THANK YOU

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www.KansasCommerce.gov



Have you completed your 2020 Census?

It's not too late! Take action now!

my2020census.gov