

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 100,000, 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
- RFPs 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 application.
- 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
- MUST Discuss Regionalization for water projects: 10-point deduction if not discussed
- Causes of the problem- Include age of the infrastructure
- Waste stream management- KDHE

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 Water and Wastewater



Application Deadline

- September 25, 2020
- Final Design approval from KDHE is required prior to application for any projects over \$3 Million.

Grant Amounts

Category	Beneficiaries		Match Funds
	< 5,000	> 5,000	
Water & Sewer	\$600,000	\$700,000	25 %

of Beneficiaries X \$2,000 = Grant Amount



**Water Treatment Plant in the
City of Chetopa**

Examples of Eligible Activities

- Water Lines
- Water Towers
- Water Wells
- Treatment Plants
- Sewer Lines
- Sewer Lagoons

KIAC APPOINTMENT

KIAC- Kansas Interagency Advisory Committee

- Submission of KIAC Profile to Commerce **2 weeks** prior to appointment you are requesting
- Attendance is required before application
- Must attend a KIAC Appointment every 2 years
- Not attending will result in 10-point deduction on applications
- Meetings are now 100% virtual
 - 2nd and 4th Tuesdays of May, June and July
 - 2nd Tuesday of August is now open to ALL applicants- not just Western Kansas
 - Only one KIAC opportunity in August
- Attend EARLY- Slots fill up fast!

Attendance

- A city or county representative
- Project engineer
- Agency representatives
 - USDA-Rural Development
 - KDHE (Kansas Department of Health and Environment)
 - Kansas Water Office (Water projects only)
 - CDBG Staff
- Grant Administrators are encouraged to attend

Presentation

- Applicant has one hour to present project- project engineer should take the lead.
- Presentation Process
 - Project Engineer will give details on the project
 - Applicant, engineer and grant administrators may ask questions
 - KIAC members will give feedback and ask questions
 - Please include: Project map and Preliminary Engineer Report (PER)



Regional Project

Commerce encourages the review of consolidation and/or regionalization of water supply service.

- Use Regional Project Application
- Memoranda Of Understanding between parties.
- KDHE, Commerce and USDA-RD will meet with you
- Voluntary Program for regional approach
- Two or more entities together for common need
- Water projects only
- CDBG application must address regional alternatives

Testing and Evaluation

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
 - 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 – User Fees

Form D – Public Facilities Narrative LMI Benefit

Form E – Public Facilities Narrative for Water/Sewer

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 PH notice describes the target area

Form A- Community Needs Form

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

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.) Water Treatment Plant				
b.) Sewer Lines				
c.) Water Distribution Lines				
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 13 and 14 in the Water and Sewer Application book on our website.

Form C- User Fees

- Both columns required
- Only the water/sewer rate at the time of the application should be entered

Water		Sewer		Description	
				a.)	Number of current residential users
				b.)	Number of current non-residential users
				c.)	Total number of current users (1+2)
				d.)	Number of residential users added by this project
				e.)	* Monthly cost per current user for 5,000 gallons
				f.)	* Total revenues received in last completed fiscal year



Local Effort

- Have Water/Sewer Rates at State Average
City- \$38
RWD- \$50
Sewer- \$30
- We will compare your revenue/per capita income to the pool of applicants.
- We look at your revenue/per capita divided out.
- Most communities match with 50/50

Are our rates at the State Average?

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 (WATER/SEWER)

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



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
- How many water/sewer breaks?

Project Need carries the MOST points!

Address Your Need Well!

**Wastewater Treatment
Baldwin City**



Project Alternatives- 10 points

- List ALL alternatives that were explored
 - Engineering
 - Financial
 - Materials
 - Regionalization (Water Projects)
 - 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



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!

**Water Tower
City of Burlingame**



Can we implement our plans?

Project Readiness- 5 points

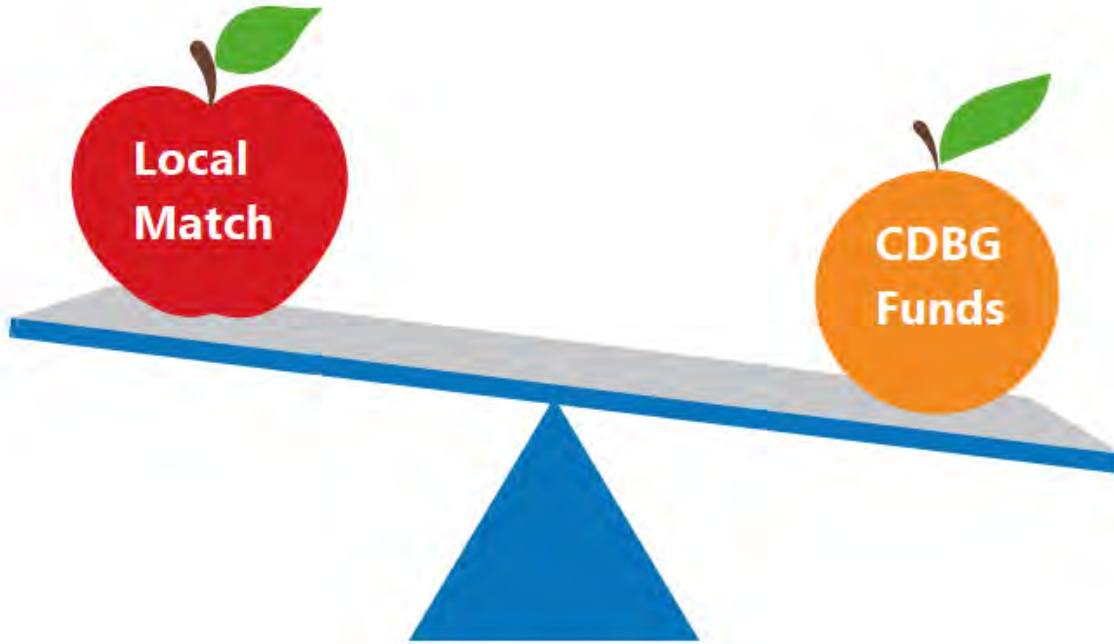
- Is the applicant ready to apply?
- Is there Land Acquisition?
 - Uniform Relocation Assistance and Real Property Acquisition Act- (URA) should be followed.
- Pre-selection of professional services
 - Administrator
 - Engineer/architect
- Documentation of leverage- letters

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
- Most communities match with 50/50



You control your leverage points.

Make it Count!

Have we invested in our community?

Form F- Public Facilities LMI Benefit

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.) | <input type="text"/> |
| 2.) | <input type="text"/> |
| 3.) | <input type="text"/> |
| 4.) | <input type="text"/> |
| 5.) | <input type="text"/> |
- 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
- Remember- 10-point deduction for no KIAC attendance.
- City/county needs to read the application 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!

**Sewer Lagoon
City of Hoxie**

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
- 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

Ginny Eardley

CDBG Project Manager

Ginny.M.Eardley@ks.gov

www.KansasCommerce.gov



Have you completed your 2020 Census?

It's not too late! Take action now!

my2020census.gov