

## Community Facilities and Services

Recognizing the need for facilities and amenities that increase opportunities for community engagement, health, connectedness, and vibrancy, CDBG funds will be utilized towards eligible Community Facilities and Services grant projects within two targeted categories:

- 1) Community Centers, Libraries and Parks - Up to \$3M
- 2) Sidewalks and Trails - Up to \$1M

The funding ceiling for a Community Facilities and Services grant will be \$2,000 per beneficiary capped off at the criteria below.

Available Funding	
Maximum for <5,000 Population	\$600,000
Maximum for >5,000 Population	\$750,000
Administration	Up to \$25,000
Match	25%

### National Objective

During the program year, all activities proposed in applications for CDBG funding in the Community Facilities and Services category must meet the national objective of benefitting low- and moderate-income persons. There are two ways to accomplish this; either by using [HUD Census Data listed here](#) or by completing an income-based city-wide or target area survey. Specific methodology for conducting an income-based survey is listed in our General Application Requirements.

**Eligible Applicants:** All incorporated cities or counties in Kansas that do not receive an annual CDBG entitlement allocation from HUD are eligible to apply to the Kansas CDBG program. (The following communities receive entitlements and are ineligible to participate in the state program: Kansas City, Lawrence, Leavenworth, Manhattan, Overland Park, Topeka, Wichita, and all of Johnson County.)

### Eligible Use of Funds

#### Community Centers, Libraries and Parks

1. Construction or renovation of new or existing community centers, libraries, or parks.
2. Other potential activities include installation of benches, playground equipment, splash pads, restrooms, sidewalks, picnic areas, renovations to existing swimming pools and other park or community center related items.
3. Engineering and architectural costs and fees.
4. Administration.

#### Sidewalks and Trails

1. Construction of new sidewalks and trails. Specifically, activities that connect residents to services, community centers, schools and recreational areas.
2. Other potential activities include the installation of benches and resting areas along the walkway.
3. Engineering and architectural costs and fees.
4. Administration.

## Application Criteria:

All applications will have a Community Needs Narrative. The applicant should discuss the prioritized community needs of its jurisdiction, including how these needs were determined and if they have been formalized in any document. This is not just the needs of the project but the overall community. The narrative should tell the story of the community and its needs across all areas. This is limited to one page and must include Housing Needs. Examples of community needs are education, childcare, fire safety, community and government buildings, transportation, recreation, housing, workforce, economic development, and homelessness.

The Matrix below describes each selection criteria as a numerical score within the Community Facilities and Services Application. The maximum number of points available within any application is 100 points.

Selection Criteria Matrix	Maximum
1. Project Need	50
2. Project Alternatives	10
3. Past Efforts to Address Need	10
4. Project Readiness	10
5. Leverage	20
Total	100 points

## Bonus Points

Communities that have not been awarded a CDBG Grant in the annual competition within the last five years in Housing, Community Facilities, or Water and Sewer will receive 10 bonus points on their application rating.

Ten bonus points for including other private funding sources such as foundations (not bonds or state and federal agencies). At least 10 percent of local match needs to come from private sources to receive the 10 bonus points.

Project Need criteria will allow up to 50 points. Five points of this criteria will apply to any letters of support for the applicant. Letters of support may be provided from anyone who shows their support of the project including residents, local businesses, foundations, non-profits, and members of local government.

### 1. Project Need

- a. Applicants must state their need, the cause of the problem, how long the problem has existed and how the problem affects the community. Applicants must also document the urgency of the problem and what state/federal regulations are being violated, if any. The more an applicant documents a need in actual terms and figures, the stronger the application. The applicant must explain the importance of this project need as compared to total community needs. Please include Letters of support which will be worth 5 points of your total points in this category.

## 2. Project Alternatives

- a. Applicants will be required to summarize all the alternative solutions that were examined to address the need above. This must also include a financial analysis of all the proposed solutions. Failure to include financial alternatives will result in point deductions. Applicants will also be required to document all sources of funding for the project. The applicant must state the solution it has chosen and the reasoning behind the choice. Describe any acquisition activities completed or required for the project.
- b. Scope of Work: Describe the project (number of blocks of streets, square footage of buildings, etc.), including the project completion time frame, activities, project costs and costs per person benefiting. Describe separately the activities covered by the CDBG monies. Discuss any force account construction labor and equipment proposed and basis of cost estimate for it. Provide a timeline of critical benchmarks in the total project

## 3. Past Efforts to Address Need

- a. Applicants must describe all efforts from the previous five years that have been made to address the community's overall needs. This includes the proposed project and all other city activities, i.e., street improvements, water/sewer improvements, senior center, health department, ADA, etc.

## 4. Project Readiness

- a. Applicants must describe the degree to which the applicant is ready to proceed with the project. Has the applicant pre-selected the professional services it will need? In the event land must be procured, does the applicant have ownership of the land or an "option to purchase" the land? Proof must be attached to receive points. Finally, provide an explanation and documentation of leverage commitments. Points will be all or nothing. Are there any environmental concerns that would delay the project?
- b. Bonds are not required to be sold to be eligible, but commitment for purchase must be "in hand" for any issues other than private market. Bond ordinances must be passed, published and proof thereof included in the application.

## 5. Leverage

### **A minimum match of 25 percent is required.**

- a. In order to receive the maximum number of points for Leverage, applicants must provide a 50/50 match for their CDBG request. Less than a 50/50 match will result in less points being awarded for Leverage.
- b. The percentage of the match will be calculated as a total of the project and be awarded Leverage points based on the percentage.

Example: Project Total: \$400,000, CDBG Request: \$200,000, Applicant Match \$200,000  
 $\$200,000/\$400,000 = 50\%$  Leverage gets 20 points

- c. The minimum match is 25% and will receive 0 points for leverage.

Example: Project Total: \$400,000, CDBG Request: \$300,000, Applicant Match \$100,000  
 $\$100,000/\$400,000 = 25\%$  Leverage gets 0 points

Up to 35% Leverage gets 10 points

Up to 49% Leverage gets 15 points

## **Specifications for Preliminary Engineering Report / Architectural Report**

CDBG-assisted projects must be reviewed by a licensed professional engineer, as appropriate. The review will consist of a preliminary engineering report sufficient in scope to analyze the need, determine the most appropriate solution alternatives, provide estimated construction and non-construction costs, and recommend the required level of funds for operation and maintenance of the facility, if applicable. Failure to submit the required preliminary report is a threshold item. The preliminary engineering report/architectural reports must be uploaded directly to the RFP Portal.

At a minimum, the following must be addressed in the preliminary engineering report/ architectural report:

1. Name of the applicant or owner of the facility.
2. Name, address, telephone number of the engineering company.
3. Date of review.
4. Description and documentation of the problem.
5. Cause(s) of the problem, including the age of any existing publicly owned facility(ies).
6. Discussion of the alternatives – Several alternatives should be considered to determine feasibility and cost-effectiveness, with justification of the alternative selected. The alternatives must be listed. Financial alternatives must be included.
7. Estimated construction and non-construction costs. Cost per square foot is not an acceptable architectural estimate. Costs must be broken out for the specific structure.
8. If the scope of the report includes more activities than the proposed CDBG project, clearly identify the CDBG portion in narratives and cost estimates.
9. Analysis of operation, maintenance, and replacement budget.
10. Land requirements – Identify sites and easements required. Also specify whether these properties are currently owned, to be acquired or leased. Must attach proof to receive credit.

NOTE: If a vendor is used to supply a cost estimate, said vendor cannot bid on the work if the applicant receives a grant award.

## Application Checklist

The following forms must be signed and submitted through [the online application portal](#).

- a. Community Needs Narrative (built into application)
- b. Project Budget Form and Opinion of Probable Cost
- c. Local Effort from the most recently adopted city/county budget
- d. Public Facilities LMI Benefit
- e. Public Facilities Narratives
- f. Pre-Selection of Professional Services
- g. Statement of Assurances and Certifications
- h. Resolution of Governing Body to File Application
- i. Maintenance and Operation Resolution (must include dollar figure and source)
- j. Commitments from other funding sources
- k. Disclosure Report Anti-Displacement Plan
- l. Affidavit of Public Hearing Notice \*
- m. Copy of Survey Instrument
- n. Copy of Survey Tabulation, if applicable w/description of variance, if applicable
- o. Survey Methodology
- p. Intergovernmental Agreements (on behalf of or multi-jurisdictional applications), if applicable
- q. Map of Project Area Engineering or Architectural Reports
- r. Environmental Review - Determination of Level of Review
- s. Letters of Support

**\* The total project funding and CDBG amount requested must match what appears in the public hearing notice**

## 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.
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. Preliminary engineering or architectural report must be included, if applicable. The report shall address the items included in the section herein discussing such requirement.
6. Survey, if applicable, must have a minimum of 51 percent LMI responding. LMI documentation must be correct, as discussed herein. Persons must be 51 percent LMI. If the survey conducted is to challenge census data and there is more than six percent variance between the two, an explanation of the difference must be provided. An explanation, survey forms, tabulation form and details of methodology must be included in the application.
7. 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.
8. Absence of required interlocal agreements shall be considered a threshold criterion.
9. Construction Management Contracts are not allowable under Kansas CDBG regulations because of free and open competition for bidders.
10. Two maps: (1) Target Area Map, (2) City map if different from target.

Should any document be missing, incorrect or otherwise have deficiencies that do not meet threshold requirements, 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. 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.

The purpose of this allowance of additional time is in no way intended to give extra time for the purpose of obtaining commitment from other sources, removing contingencies, or finishing the details of the application.