



COMMERCIAL REHABILITATION

FUNDING

\$300,000

MATCH

25%

of the total project cost

APPLICATION DEADLINE

Accepted Year-Round

QUALIFY

- ✓ Have an acceptable use project
- ✓ Meet Housing and Community Development Act objectives

TABLE OF CONTENTS

Program Guidelines 1

Application Instructions..... 11

Sample Public Hearing Notice..... 13

Application Checklist..... 14

Important Links..... 15

[Applicable Laws and Regulations](#)

DOWNTOWN COMMERCIAL REHABILITATION

The purpose of the program is to help cities improve the quality of their downtown commercial districts by assisting private property owners in the rehabilitation of blighted structures. It is hoped that a strategic investment of grant funds in a key building would prevent the spread of blighted conditions to other nearby structures and be a catalyst for change in the commercial district.

Part 1: Program Requirements

1.0 Kansas Community Development Block Grant Program

The Community Development Block Grant (CDBG) program is funded by an annual Congressional appropriation through the U. S. Department of Housing and Urban Development (HUD). As outlined in the federal statute, the purpose of the program is to develop viable communities by providing decent housing, suitable living environments, and expanding economic opportunities, principally for persons of low- and moderate-incomes.

2.0 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. Successful applicants are called Grantees. (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.)

The applicant must be a unit of general local government – a city or county. A city or county with an open CDBG Commercial Rehabilitation project is eligible to apply only after July 1, 2024. In addition, a city or county will be deemed ineligible if it has an open CDBG project that needed a time extension, or the open project has exceeded the original contract end date.

For this section, a grant is no longer considered open when all monitoring deficiencies have been resolved and a Certificate of Completion has been issued by Commerce.

3.0 National Objective

All projects must meet a national objective and involve an eligible activity under the Housing and Community Development Act of 1974. National objectives are 1) benefitting low- and moderate-income persons (LMI), 2) aid in the prevention or elimination of slums and blight, 3) meet a need having a particular urgency (urgent need).

The Commercial Rehabilitation program will utilize one of two national objectives, 1) prevention or elimination of slums and blight—spot basis; or 2) benefitting low- and moderate-income persons - jobs.

3.1 Preventing or Eliminating Slums and Blight-Spot Basis

The focus of activities under this national objective is a change in the physical environment of a deteriorating area or individual building. Activities under this national objective are carried out to address one or more of the conditions that have contributed to the deterioration of an individual building in a commercial district.

The governing body of the municipality must pass a resolution declaring that the building is blighted under state or local law and indicate the specific conditions that pose a threat to public health and safety. The grantee must document in the scope of work how it will address the items listed in the designation as blighted.

3.2 Benefitting Low- and Moderate-Income Persons - Job Creation/Retention

The job creation and retention LMI benefit national objective addresses activities designed to create or retain permanent Kansas jobs, at least 51 percent of which (computed on a full-time equivalent basis - FTE) will be made available to or held by LMI persons. Income is based on the median family income for each county or metropolitan area.

Job creation refers to the business entity's (and affiliates) net increase in its permanent labor force in Kansas on a full-time equivalent basis. A job is converted into FTE status by dividing 40 by the number of hours worked during the week. The grantee must document that at least 51 percent of the jobs will be held by, or made available to, LMI persons. Moving existing jobs from one Kansas community to another, or from one company to another, does not qualify as job creation.

Job retention refers to those jobs (on an FTE basis) that would be lost if the business fails to receive assistance from the CDBG program. Prior to the application deadline, the employer must notify those jobholders whose positions are at risk. The application must include a Job Certification Form for each retained job.

4.0 Eligible Activities

Commercial Rehabilitation activities should be specifically related to the building and not business assistance. It should also be noted that the Kansas Small Cities Program has limited Commercial Rehabilitation assistance to privately-owned commercial buildings.

Rehabilitation of a privately-owned commercial building is limited to the improvement of the exterior of the building, abatement of asbestos hazards, lead-based paint hazards evaluation and reduction, the correction of code violations, and eliminating those conditions that are detrimental to public health and safety.

- Improvements to the exterior of the building, such as but not limited to roofing, façade, tuckpointing/siding, windows, doors, and signage attached to the building.
 - o Projects associated with mixed-use rehabilitation should use local funds to address windows and doors that are connected to residential areas.
- Addressing documented code violations such as ADA and health/safety situations.
- Energy improvements are limited to a companion item to an already occurring activity or addressing a documented code violation.
- Replacement of HVAC, electrical, plumbing, and fire suppression can be included if it is a documented code violation.
- Remodeling is allowed only for ADA accessibility or historic restoration of the façade.
- The rehabilitation, preservation, or restoration of a historic commercial property that is privately owned.
 - o Historic properties are those structures that are either listed in, or eligible to be listed in, the National Register of Historic Places, listed in a State or local inventory of historic places, designated as a State or local landmark, or historic district by appropriate law or ordinance.
- Acquisition of real property as part of the CDBG project.
 - o The URA must be followed, no matter what funding source is used to purchase.

Note: When submitting cost estimates, Environmental Review costs are paid 100 percent on the local side.

5.0 Ineligible Activities

Exceptions to these rules may be granted only under extraordinary circumstances and with approval from your CDBG Project Manager.

- Cost incurred prior to grant award, including but not limited to application preparation costs or environmental review preparation.
- Remodeling for any purpose outside of those improvements listed as eligible.
 - o Remodeling is viewed as altering the structure of the building. Changing a flat roof to a pitch roof or moving/adding an interior wall are examples of ineligible remodeling activities. If you feel your project cannot meet local or building code standards without remodeling, consult with your CDBG Project Manager.
- Installation of HVAC, electrical, plumbing, fire suppression, energy-efficient lighting, etc. without a documented code violation or it being detrimental to health and safety.
- Fireplaces, wood stoves, central air conditioning, etc. unless there is a documented code violation.
- Parking lots.
- Sidewalks, except when addressing documented safety or accessibility issues on private property.
- Maintenance or operation costs.
- Improvements to the residential portions of the structure – CDBG can only assist with the portions of the structure that are related to the commercial business(es).
- Business equipment or signage not affixed to the building.
- Room additions.
- Improvements to buildings or portions thereof, that are used for the general conduct of government.
- Improvements to structures used for religious purposes.

6.0 Eligible Building

The intention of the program is to upgrade private commercial buildings in a community's downtown or commercial district and return them to productive business uses. Commerce retains full authority to limit some aspects of the project to the space the business will occupy.

The application is limited to one building under common ownership. The building must be a privately-owned commercial building that when renovated will house a new or expanded business enterprise. Buildings cannot be owned by anyone with a conflict of interest as defined by HUD and in the CDBG Grantee Handbook.

If using a Slum and Blight national objective, the building must be determined to be blighted and designated as such through resolution under local or state law by the grantee's governing body.

At application, the building must be owned or have an option to purchase the property. In the case of an option, the earnest money must be nominal, and the contract must be conditioned on the approval of CDBG funding and the environmental clearance.

6.1 Eligible Building Occupancy

The business(es) that will occupy the renovated commercial building must be for-profit businesses that serve the community with goods or services. The upper levels of the renovated building can be residential (though not assisted by CDBG), however, the first floor must be commercial operations that provide goods and services to the community (not residential). The upper levels could also be commercial spaces assisted by CDBG.

7.0 Maximum Grant Amount

The maximum amount of CDBG funds that can be applied for is \$300,000.

8.0 Matching Funds

Leverage or matching funds consist of non-CDBG resources injected into the project by the grantee, business entity, its creditors, and its investors after environmental clearance and release of funds.

The minimum match requirement is 25 percent of the total project cost, minus administration costs. Matching funds can come from private or public sources. The application must document that the various sources of matching funds are firmly committed. Some common examples of matching funds are as follows: bank loans, owners' equity, contributions from local government, and loans or grants from local or regional Economic Development entities.

Local funding is required for all CDBG projects, and no project can be funded 100% by grants. Applicants are allowed to match CDBG funds with other grant funds if that funding is secured in a city/county account by the time the contract is signed. However, at least 10% of the matching funds must be cash from a local source (i.e., owner funds, city/county cash). For example, if a 25% match of a rehabilitation project is \$137,500, then \$13,750 ($137,500 \times .10 = \$13,750$) is required as the local source cash match. The local investment must be for more than administration.

9.0 Building Reuse Plan and Business Plan

To qualify, there must be a specific private for-profit business operation or operations that will be located in the renovated building. At application, the building owner must identify the re-use of the building. Prior thought should be put into determining the end use and a "we will rent out at completion" is not a proper nor complete building re-use plan.

A business plan will be required for each new or expanding business venture planning to occupy the renovated building.

10.0 Project Phasing – Mixed Use

In the event the building owner plans to undertake work that is above and beyond the activities allowed under the Commercial Rehabilitation program, the building owner must make solid plans and show how they will implement all additional work.

The building owner may address this in one of two ways. First, the building owner may undertake all renovations allowed under the Commercial Rehabilitation program and any additional building renovations as part of one large project. All work will be bid out at one time and will fall under one or more prime contracts.

Second, the building owner may choose to undertake additional renovation work, not allowed under the Commercial Rehabilitation program, separately after the close of the Commercial Rehabilitation grant. In this case the building owner must provide plans as well as proof of financial resources to take on the additional renovations. The building owner will be required to commence business operations in the building within 12 months of the close of the CDBG grant. Failure on the part of the building owner to commence business operations in the renovated building within 12 months of the close of the grant will result in the building owner paying back the Commercial Rehabilitation grant funds.

11.0 Commitment Letter(s)

The application must include a letter from the property owner outlining the building improvements that will be undertaken, the cost of these improvements, amount of matching funds that will be provided, and the source of these funds.

If the operator of the new business is different than the building owner, the business operator must provide information on the cost of starting the new business, source of these funds, timeline, information on goods or services being offered, and how many employees will be hired.

If the building owner and business operator are the same party, these elements can be combined into one letter.

If some of these funds are coming from a lending organization, a letter from the lender will also be required.

12.0 Retention Period

If the building owner sells the assisted property within three (3) years after the date of issuance of the Certificate of Completion, the building owner shall repay the grantee a sum to be calculated on a monthly prorated basis on a 3-year retention period.

The owner agrees that if the subject building is totally destroyed by fire, natural disaster, public condemnation or through other causes within three (3) years after the date of issuance of the Certificate of Completion, the owner shall repay to the grantee, out of any insurance proceeds or other compensation received, a sum of money to be calculated on a monthly prorated basis based on the 3-year retention period, however, if the owner received insurance proceeds or other compensation in an amount less than the fair market value of the structure after CDBG-funded improvements, then the amount to be repaid shall be limited to the total insurance proceeds or other compensation received which is in excess of the fair market value of the structure prior to the CDBG-funded improvements.

13.0 Project Cost Estimate

The application must include a signed opinion of probable cost from a licensed architect.

14.0 Davis-Bacon Wage Rates

If CDBG funds are utilized in site preparation, construction or renovation of a building, the construction workers and mechanics must be paid the prevailing (Davis-Bacon) wage rates, as determined by the U.S. Department of Labor. If the application is funded, the grantee will have to consult with Commerce to obtain wage rate determinations as applicable. Commerce must be contacted concerning the applicability of Davis-Bacon wage rates.

Davis Bacon requirements are triggered when construction work over \$2,000 is financed in whole or in part with CDBG funds.

15.0 Environmental Review Process

CDBG-funded projects require an environmental review process under the National Environment Policy Act of 1969 and HUD's implementing regulations, 24 CFR Part 58. This process is the responsibility of the local governmental unit. (**The whole project is subject to environmental review.**) The project consists of all activities, not just the activities or budget line items funded with CDBG money. In most cases, the environmental review process includes notification of various regulatory agencies, publication of findings, a seven-day or 15-day local comment period and a 15-day state comment period. Construction or other activities that would have an adverse environmental impact, or limit the choice of reasonable alternatives, whether funded by private or public sources, cannot begin until the Governor's Award Letter is signed, and the Request for Release of Funds is approved.

Cities or counties applying for Commercial Rehabilitation funding must complete an environmental review of the project, and submit the Request for Release of Funds certificate, and the supporting documentation to Commerce within 30 days after the application submittal date. Failure to submit this material within 30 days may result in the application being awarded later than scheduled.

16.0 Real Property Acquisition

If the project involves the purchase of land or buildings, the property transactions must follow the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended. This law is commonly referred to as the Uniform Act. The Uniform Act applies regardless of whether federal grant funds are being utilized for the actual property transaction. The use of CDBG funds in any part of the project triggers the application of the Uniform Act.

17.0 Grant Administration

To maintain eligibility for the 2024 program, communities that have received grants in the past must have demonstrated to the state the capacity to administer their CDBG projects in an effective and timely manner. Communities that have never received a CDBG award from the state will be presumed to have administrative capacity until they demonstrate otherwise.

These projects tend to be more compliant and successful when administered by a grant administrator. Commerce maintains a list of persons who are interested in administering CDBG projects in Kansas. Grant administration is an eligible cost under the program. The maximum amount of CDBG funds that can be used for administration is 10 percent of total CDBG funds or \$25,000, whichever is the lesser amount.

17.1 Roles and Responsibilities

| TYPICAL ROLES AND RESPONSIBILITIES | | | |
|---|--|--|---|
| Project Phase | City or County | Grant Writer/ Administrator | Engineer/Architect |
| Application Development (Pre-Award) | <ul style="list-style-type: none"> • Ensure eligibility • Determine the National Objective • Determine ownership • Ensure application is complete and accurate • Create a project budget • Procurement compliance for grant writing and administration • Complete any city council resolutions required for the application • Secure matching funds for the project • Follow citizen participation process • Work with owner on building re-use plan and business plan | <ul style="list-style-type: none"> • Ensure application is complete and contains all necessary documents • Ensure any revisions or alterations to the application be made in a timely manner • Procurement compliance for the pre-selected professional services, other than grant writing and administration • Prepare the Determination of Level of Environmental Review for the application • Secure asbestos inspection | <ul style="list-style-type: none"> • Preparation of PER/ PAR in compliance with application guidelines • Provide an opinion of probable cost • Ensure costs are reasonable • Assist with the environmental review • Assist in determining the code violations that exist in the building |
| Active Project (Post-Award) | <ul style="list-style-type: none"> • Execute contracts and agreements with the state and building owner • Ensure project compliance requirements are being met • Maintain project files for public access • Financial management and requests for payment | <ul style="list-style-type: none"> • Ensure project compliance requirements are being met • Preparation of the full environmental review for the project • Request wage determination • Ensure labor standards are met and worker interviews are conducted • Assist with bidding out the project | <ul style="list-style-type: none"> • Complete full design of the project within the approved budget • Prepare drawings and work specifications for bidding of the project • Ensure project is on schedule and is achieving milestones • Ensure the project is completed according to the approved scope of work • Assist with the environmental review |

18.0 Citizen Participation/Public Hearings

The local government must demonstrate that reasonable efforts to ensure involvement of citizens or citizen organizations throughout all stages of the program shall be, or have been, undertaken. Two (2) public hearings must take place regarding a Commercial Rehab project.

The first public hearing is to inform the citizens of the proposed project activities, its location, the cost, and beneficiaries before submitting the grant application to the state. The citizens must be able to propose alternative projects and provide comments to the governing body of the applicant. The local governing body should consider these comments before final submission of the application.

The second public hearing is held at the conclusion of the project prior to close-out to inform citizens of the project’s successful or unsuccessful completion and to obtain input on the grantee’s performance.

These hearings must be held at a time and location convenient to potential or actual beneficiaries, with accommodations for persons with disabilities. Public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate.

A hearing must be held to discuss the specific project application that will be submitted. The notice must contain a description of the proposed project, proposed project location, job target, activities to be carried out and total estimated cost of activities. The notice must include the grant amount requested and the total project cost. The application grant amount may not exceed the amount shown in the notice.

Notices of these public hearings must be published in a local newspaper having general circulation in the community. The 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 no more than 20 days before the hearing. The public hearing must be conducted by the applicant’s governing body. (See public hearing sample)

19.0 Application Process

For the 2024 program year, Commerce will accept applications from January 29, 2024, through December 2, 2024. Awards will usually be announced within 45 days of the application submittal. Construction, whether funded from private or public sources, may not begin until after the Award Letter is signed, the Request for *Release of Funds* is approved, and environmental clearance has been attained.

Commerce will utilize a formal system to evaluate, rank, and select project for funding. The applications will be rated by staff members of the Community Development Division. The following point system will be used:

| | |
|---|-------------|
| Efforts of Community to Revitalize Downtown Commercial District | (10 points) |
| Scope of Work and Impact of Building on Commercial District | (20 points) |
| Financial Capacity and Business Experience of Owner/Operator | (30 points) |
| Plan for Reuse of Building | (30 points) |
| Readiness to Proceed with Project | (10 points) |
| Total | 100 points |

Applicants will receive a mandatory site visit from staff prior to making a final determination of grant award.

20.0 Preliminary Architectural Report (PAR)

Commercial Rehabilitation projects must be reviewed by a licensed professional architect, or engineer if needed. The review will consist of a preliminary architectural 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 engineering report is a threshold item. An engineer or architect must be hired for any commercial building demolition.

The preliminary engineering report/architectural reports must be uploaded directly to the online application. At a minimum, the following must be addressed in the report:

1. Name of the applicant or owner of the facility.
2. Name, address, and telephone number of the engineering/architectural 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 facilities.
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.
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, acquired, or leased. Must attach proof to receive credit.
11. Asbestos must be addressed if you do a building renovation or demolition.

NOTE: An incomplete or inadequate Preliminary Architecture Report can result in the applicant being asked for corrections.

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 INSTRUCTIONS

2024 Application Submittal and Deadline:

Open window January 29, 2024, – December 2, 2024

Applications will be reviewed within a 45-day period.

Applications are accepted on a year-round basis. Apply at www.kansascommerce.gov/CDBG.

Application Summary Form Instructions

1. Applicant Name - The name of applicant.
2. Application Summary – Brief overview of the project.
3. Project Type - Only one of the two possible types should be marked.
4. Applicant Address
5. Name of Chief Elected Official
6. Applicant Phone Number – City Administration or like
7. Applicant Email – City Administration or like
8. Unique Entity Identification – UEI (created in SAM.gov)
9. Population
10. Local Contact Person – Person familiar with the application.
11. Local Contact Person Phone Number – Person most familiar with the application.
12. Local Contact Person Email - Person most familiar with the application.
13. Application Preparer - The name and email address.
14. Citizen Participation - See Commercial Rehabilitation Program Guidelines.
15. Project Description - The project should be described in as much detail as space allows.
16. Proposed Funding - Include the funds related to the renovation project, not the operation of the businesses.
17. Project Beneficiaries
18. Estimated Project Timeframe
19. State and Federal Representatives

Application Threshold

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

1. The application must be received prior to the application deadline.
2. Applications must be submitted online and must be complete.
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.
4. The proposed activity for CDBG funding must meet one of the National Objectives.
5. The applicant must be eligible.
6. A preliminary architectural report (PAR) must be included with the application. It must follow the requirements noted in the Grantee Handbook.
7. An asbestos report must be submitted with the application.
8. ALL Standard Application Forms must be completed and submitted with the application.

9. The public hearing notice must be published in a local newspaper at least five days before, but no more than 20 days prior to the public hearing. The public hearing must occur a minimum of 15 days but no more than 120 days prior to the application due date.
10. Business Plan(s) must accompany the application. There must be a business plan for each proposed new business venture.
11. The building re-use plan must be complete and explain how the building will be used after renovation.

Application Narratives

Every application will be rated on a 100-point scale. Applicants are urged to provide the best possible narratives without exaggerating the profit potential of the business entities.

- A. Community Needs - Discuss community needs and how these needs were determined. Also, discuss what actions the community has undertaken to address these needs. This narrative should include such items as water, sewer, streets, parks, recreation, and community buildings. A discussion of housing is required.
- B. Project Budget Form
- C. Efforts of the Community to Revitalize Downtown Commercial District (10 points) - Discuss past and present actions of local government, private organizations, and individual property owners to revitalize the commercial district.
- D. Scope of Work on Building and its Impact on Commercial District (20 points) - Provide detailed information on the scope of work on the building and how it relates to conditions that are detrimental to public health and safety. Also, indicate how improvements relate to the correction of code violations. Discuss how this building will positively impact nearby structures and the rest of the commercial district.
- E. Financial Capacity and Business Experience of Owner/Operator (30 points) - Discuss the business and professional experience of the property owner, and the business operator if it is a different party. Provide information on how the property owner is financing the matching funds to rehabilitate the building. Also, how will the working capital and equipment needs of the business venture be funded?
- F. Business Plan for Reuse of Buildings (30 points) - Applicant must provide a business plan for how the building will be used once all repairs have been made. The building reuse plan must be realistic.
- G. Readiness to Proceed with Project (10 points) - Provide information on the City's and the private parties' readiness to proceed. This could include such things as pre-selection of grant administrator, preliminary architect report, ownership or option on building, and status of the environmental review. Provide a detailed timeline for the rehabilitation project and the operation of the new business.

Other Attachments

- H. Business Plan(s) - A separate business plan for each business that will occupy the renovated building.
- I. Commitment Letter(s) - The property owner and the business operators should submit separate letters indicating their commitment to the project and how they will obtain the funds needed to implement their commitment. If funds are coming from an external source, a letter from the lender should also be included.
- J. Signed Cost Estimate - An estimate from a licensed architect should be included with the application.
- K. Photo Documentation - Exterior and interior photographs of the building should be provided.
- L. Map - A map of the commercial district with the location of the building marked on it should be provided.
- M. Purchase Option (if applicable) - If the party that will undertake the renovations and then own the property has not yet acquired it, a purchase option is required.
- N. Historic Preservation documentation (if applicable) - If this is a historic preservation project, documentation of its historic status must be provided.

- O. Asbestos Inspection.
- P. Flood Plain Map.
- Q. Any other environmental concerns that could delay the project.
- R. Job Forms (if applicable) - Project Low- and Moderate-Income Benefit Form - Separate Low- and Moderate-Income Benefit forms will have to be submitted for the group of “Jobs Created” and for the group of “Jobs Retained.”

Instructions:

1. Job Title/Classification: The Applicant should provide a brief job title or classification for the jobs that will be created or retained during this project, e.g., welders, assemblers, maintenance supervisors, and shipping clerks.
2. Number of Jobs Created/Retained: For each job title/classification, indicate the number of jobs that will be created or retained on a full-time equivalent basis. Based on a 40-hour workweek, jobs are converted into FTE status by dividing the number of hours worked by 40: For example, a job that provided 30 hours of work would be listed as .75 FTE (30/40 = 0.75).
3. Number of Jobs Counted as LMI: Provide the number of jobs included in Column 3 that are to be counted as jobs for low- and moderate-income individuals.
4. Salary Level: Indicate the entry-level hourly wage or salary for each job classification listed in the first column. This can be expressed as an annual salary or an hourly wage as appropriate.

NOTE: All applicants retaining jobs must provide Employee Certification Forms verifying that LMI requirements are met for the retained jobs (a sample form is included in this application). Such applicants must also clearly and objectively demonstrate that without CDBG assistance, the jobs would be lost. Examples of acceptable evidence are (a) the issuance of a public notice that a given number of jobs will be eliminated or that the business will close if a grant is not received or (b) the notification of employees who would be affected in the event the grant is not awarded.

HUD INCOME LIMITS

The latest HUD income limits can be found at the Kansas Department of Commerce website: KansasCommerce.gov/CDBG.

SAMPLE PUBLIC HEARING NOTICE

Downtown Commercial Rehabilitation Applications

The City of _____ will hold a public hearing on (day), (date), at (time) in the (location) for the purpose of considering an application to be submitted to the Kansas Department of Commerce for Small Cities Community Development Block Grant funds under the Downtown Commercial Rehabilitation category. A specific project application to be discussed is (description) located at (location) that will consist of (specific activities). The estimated project cost is \$_____ with the grant request for \$_____ of the project cost. Other project proposals introduced at the hearing will be considered. Oral and written comments will be recorded and become a part of (City) CDBG Citizen Participation Plan.

Reasonable accommodations will be made available to persons with disabilities. Requests should be submitted to _____ by (date).

A second hearing must be held after the project to inform the citizens of the project’s successful or unsuccessful completion and to outline the benefit to the community.

APPLICATION CHECKLIST

Applications must be submitted in the following order:

Application Summary

- _____ Public Hearing Affidavit of Publication *
- _____ Community Needs (Form A)
- _____ Project Budget Form (Form B)
- _____ Opinion of Probable Cost
- _____ Civil Rights Information (Form C)
- _____ Narratives:
 - _____ Efforts of the Community to Revitalize Downtown Commercial District
 - _____ Scope of Work on Building and its Impact on Commercial District
 - _____ Financial Capacity and Business Experience of Owner/Operator
 - _____ Plan for Re-Use of Building
 - _____ Readiness to Proceed with Project
- _____ Pre-Selection of Professional Services (Form D)
- _____ Resolution Certifying Legal Authority
- _____ Resolution for Slum and Blight Declaration, if applicable
- _____ Statement of Assurances and Certification
- _____ City or County Attestation
- _____ Residential Anti-Displacement and Relocation Assistance Plan
- _____ CDBG Disclosure Report
- _____ Environmental Determination of Level of Review
- _____ Business Plan(s)
- _____ Commitment Letter(s)
- _____ Photos
- _____ Maps
- _____ Purchase Option, if applicable
- _____ Historic Preservation documentation, if applicable
- _____ Asbestos Inspection
- _____ Flood Plain Map
- _____ Job Creation/Retention Forms, if applicable
- _____ Preliminary Architectural/Engineering Report

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

IMPORTANT LINKS

Employee Certification Form

[CLICK HERE](#)

Business Plan Guidelines

[CLICK HERE](#)

More Questions?

CONTACT THE CDBG TEAM



CDBG@ks.gov



kansascommerce.gov/cdbg



785-296-3481



1000 SW Jackson St,
Suite 100
Topeka, Kansas 66612



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