



**KANSAS**  
COMMERCE

# ADA IMPROVEMENTS

## FUNDING

**\$50,000**  
per building  
**\$200,000**  
city-wide project

## MATCH

**25%**  
of the total project  
cost (minus  
administration)

## APPLICATION DEADLINE

**September 30,  
2024**

## QUALIFY

- ✓ Have an acceptable use project
- ✓ Benefit low-to-moderate income households
- ✓ At least 25% matching funds

Community Development Block Grant (CDBG) funding is one of the few non-local public resources available to help pay for ADA Improvements in public and private buildings.

## 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.) A city or county will be deemed ineligible if it has an open CDBG project that needs a time extension or the open project has exceeded the original contract end date.

## NATIONAL OBJECTIVE

Applicants must document that the proposed activity complies with a national objective.

1. Benefit to low- and moderate-income persons:
  - a) Limited Clientele:
    - i. This activity will provide a benefit to a specific group of persons, specifically the elderly or adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled".

CDBG funds will be utilized towards eligible ADA improvement grant projects for the following amount:

ADA Improvements - Not to exceed **\$500,000**

AVAILABLE FUNDING	
Maximum Per Award	\$50,000 (per building) or \$200,000 (city-wide)
Administration	\$10,000 for a single building project or \$20,000 for a city-wide project
Match	At least 25% of total project cost

## ELIGIBLE USE OF FUNDS

1. Removal of architectural barriers that restrict the accessibility or mobility of elderly or severely disabled adults
  - a) Eligible activities include but are not limited to, door widening, replacing door handles, installing automatic door openers, installing ramps, installing chair lifts, etc.
2. Architectural design
3. Administration

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

## 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 of 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, and homelessness.

The matrix below describes each selection criterion as a numerical score within the ADA Improvements Program. The maximum number of points available within any application is 100.

SELECTION CRITERIA MATRIX	MAXIMUM
1. Project Need	40
2. Project Alternatives	10
3. Past Efforts to Address Need	10
4. Project Readiness	10
5. Project Impact	10
6. Leverage	20
<b>TOTAL</b>	<b>100 Points</b>

## BONUS POINTS

A total of 20 bonus points is available under two criteria: private match (10 points) and applicants who have not received funding in the past five years (10 points).

If seeking bonus points for private donations or foundation grants, at least 10% of the matching funds must come from that source to gain the 10 bonus points. For example, if a 25% match of a \$550,000 park project is \$137,500 then \$13,750 ( $\$137,500 \times .10 = \$13,750$ ) is the required minimum cash match from a private donation or foundation.

Communities that have not been awarded a CDBG grant in the Annual Competition Categories (All Community Facilities, Water and Sewer Infrastructure, and Youth Job Training) between 2019 through 2023 will receive 10 bonus points on their application rating.

## 1. Project Need

- a) Discuss the project's need for the community and business and the impact it will have. How are the architectural barriers impacting the community and the elderly and severely disabled populations?
- b) What percentage of severely disabled adults and elderly make up the population of your community?
- c) Describe the impact on citizens who cannot access buildings or services in your community.
- d) Estimate the number of downtown buildings that have architectural barriers.

## 2. Project Alternatives

- a) Describe what can be done to address the architectural barriers that restrict the accessibility and/or mobility restrictions of elderly or severely disabled adults.
- b) Address if only some of the building's architectural barriers will be addressed with this grant.
- c) Address if all the building's architectural barriers will be addressed with this grant.
- d) Describe how the scope of work fully addresses the barrier conditions found in the subject building.

## 3. Past Efforts to Address Need

- a) Describe what efforts the city has engaged in to address architectural barriers in the downtown buildings.
- b) Describe any private investment in downtown building renovation that addresses accessibility.
- c) Describe any indirect benefit to downtown buildings from city investment, such as new sidewalks or curb cuts, that positively impact accessibility.

## 4. Project Readiness

- a) Provide information on the city and private parties' readiness to proceed. This could include such things as the pre-selection of a grant administrator, preliminary architectural report, and status of the environmental review.
- b) Provide a detailed timeline for completion of the project.
- c) Provide information on the availability of contractors locally to participate in this program.
- d) Describe what permits or approvals are necessary to complete the renovation and the status of such permits or approvals.

## 5. Project Impact

- a) Provide information on the city and private parties' readiness to proceed. This could include such things as the pre-selection of a grant administrator, preliminary architectural report, and status of the environmental review.
- b) Provide a detailed timeline for completion of the project.
- c) Provide information on the availability of contractors locally to participate in this program.
- d) Describe what permits or approvals are necessary to complete the renovation and the status of such permits or approvals.

## 6. Leverage

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

The minimum match level is 25% of the **total project cost**, minus administration. Matching funds can come from private or public sources. The application must document that the various sources of matching funds are firmly committed (i.e., a letter of commitment from a bank or funding source). Some common examples of matching funds are bank loans, industrial revenue bonds, owners' equity, contributions from local government, and loans or grants from local or regional economic development entities.

- a) Leverage is 20 points of the scoring formula. To receive the maximum number of points for leverage, applicants must provide a 50% match of the **total project cost** (minus administration costs) in their application.

- b) The percentage of the match will be calculated as a **total of the project cost** (minus administration costs) and applicants will be awarded points based on the match percentage. For example, if the total project cost for a park project is \$550,000, the minimum match would be \$137,500 ( $\$550,000 \times .25 = \$137,500$ ). In this example, the CDBG request would be \$412,500 ( $\$550,000 - \$137,500 \text{ match} = \$412,500$ ) and the application would receive five leverage points.
- 25-32% match ..... 5 points
  - 33-40% match ..... 10 points
  - 41-50% match ..... 15 points
  - 50% and above match ..... 20 points
- c) 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 building 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.

## SPECIFICATIONS FOR PRELIMINARY ENGINEERING/ARCHITECTURAL REPORT

CDBG projects must be reviewed by a licensed professional engineer or architect. 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 engineering report is a threshold item. An engineer or architect must be hired for any commercial building demolition.

At a minimum, the following must be addressed in the preliminary engineering/architectural 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 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.
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: 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 (drafted and pasted into the online application portal)
- b) Project Budget Form and Opinion of Probable Cost
- c) Pre-Selection of Professional Services
- d) Statement of Assurances and Certifications
- e) Resolution of Governing Body to File Application
- f) Commitments from other Funding Sources

- g) Disclosure Report Anti-Displacement Plan
- h) Affidavit of Public Hearing Notice\*
- i) Intergovernmental Agreements (on behalf of or multi-jurisdictional applications), if applicable
- j) Map of Project Area
- k) Environmental Review - Determination of Level of Review
- l) Preliminary Engineering/Architectural Report
- m) 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 architectural report must be included, if applicable. The report shall address the items included in the section herein discussing such requirements.
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. Absence of required interlocal agreements shall be considered a threshold criterion.
8. Construction Management Contracts are not allowable under Kansas CDBG regulations because of free and open competition for bidders.

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 an inadequate amount of time for a public hearing, a public hearing not having required information, or a public hearing too late would not be correctable, and the application will not be scored.


The extension of time granted is not intended to provide extra time for securing commitments from alternative sources, lifting contingencies, or finalizing the particulars of the application.

More Questions?

## CONTACT THE CDBG TEAM

 [CDBG@ks.gov](mailto:CDBG@ks.gov)

 [kansascommerce.gov/cdbg](https://kansascommerce.gov/cdbg)

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