



KANSAS
COMMERCE

COMMUNITY FACILITIES: SMALL GRANTS

FUNDING

\$50,000
to
\$210,000

MATCH

10%

of the CDBG
grant request

APPLICATIONS ACCEPTED

May 1 - Nov. 14, 2025

QUALIFY

- ✓ Have an acceptable use project
- ✓ Benefit low- to moderate-income persons
- ✓ At least 10% matching funds

PURPOSE

The Community Facilities: Small Grants Program lets cities and counties propose any CDBG-eligible facility project without needing to adhere to a specific subcategory. Applicants are encouraged to submit proposals for smaller-scale infrastructure or facility projects that create a visible, lasting impact within the community. With the local match reduced to just 10%, it's more accessible than ever for small low- to moderate-income communities to secure funding for local improvements. CDBG funds will support eligible, cost-effective community facility projects that create more opportunities for engagement, health, connection, and vibrancy within communities.

ELIGIBLE USE OF FUNDS

The total project cost cannot exceed \$225,000. Small-scale community facilities projects that are generally low-cost include:

- **General Facility Modernization:** Minor renovations to libraries, community centers, and public buildings to improve functionality, safety, and accessibility
- **Community Center Upgrades:** Energy-efficient appliances, minor interior improvements, kitchen equipment, portable partitions, WiFi installation, water bottle stations, and bike racks
- **Public Safety Enhancements:** Emergency sirens, security lighting, fire extinguishers, and storm shelters
- **Accessibility & ADA Compliance:** Sidewalk/trail repairs with ADA upgrades, handrails, automatic door openers, ramps, and accessible parking improvements
- **Parks & Recreation Improvements:** Park benches, picnic tables, playground equipment, and drinking fountains.

The funding ceiling for this grant will be \$2,000 per beneficiary capped off at the criteria below:

AVAILABLE FUNDING: \$12,000,000 for Community Facilities Combined	
Maximum Per Award	\$200,000
Administration	Up to \$35,000 or 12.5% of total grant, whichever is less
Match	10% of the CDBG grant request

CDBG NATIONAL OBJECTIVE

All CDBG projects must meet a national objective and involve an eligible activity under the Housing and Community Development Act of 1974. National objectives are 1) benefiting 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).

All activities proposed for in applications for the **Community Facilities: Small Grants Program** must meet the national objective of benefiting low- and moderate-income persons with a minimum of 51 percent LMI beneficiaries. This can be accomplished either by using HUD census data or by completing an income-based survey. Applicants must receive CDBG approval before starting a survey and follow the income-based survey methodology outlined in the CDBG Grantee Handbook.

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 federal entitlements and are ineligible to participate in the state CDBG 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 received a time extension, or the open project has exceeded the original contract end date.

GRANT PROCESS

CDBG projects operate on a two-year timeline. The first year focuses on completing any necessary design and environmental review activities, with project implementation typically starting in the second year. Applications received by the 15th of each month will be reviewed by the 30th, with award letters issued as soon as possible.

Before Application:

- Initial public hearing
- Matching funds secured
- Submit pre-application

Application Criteria:

- Completed PER/PAR
- Environmental determination of level of review form
- Community needs narrative

Post Award:

- Approved ER (must be paid with local funds)
- If applicable, comply with Uniform Relocation Assistance (URA), Davis-Bacon wage rates, and BABA purchasing regulations

PUBLIC HEARINGS AND CITIZEN PARTICIPATION

The local government must hold **two public hearings** to demonstrate that reasonable efforts have been undertaken to ensure involvement of citizens or citizen organizations throughout all stages of the program. A notice about the hearing must be published in a local newspaper with the widest circulation, and it must appear **at least 5 full days before the hearing**—not counting the day it's published or the day of the hearing itself. These hearings must be held at a time and location convenient to potential or actual beneficiaries, with accommodations for non-English speaking residents and persons with disabilities. **Notices must be published in all multi-jurisdictional areas.**

Initial Public Hearing

The first public hearing must be held **at least 15 days before** the CDBG application is submitted, and **no earlier than 120 days**. The purpose of the hearing is to inform citizens about the proposed project, including its location, total cost, activities, and beneficiaries. Community members must be given a chance to suggest other project ideas and share their input, and the local governing body should carefully consider this feedback before submitting the application. **The total project funding and CDBG amount requested must match what appears in the public hearing notice.**

Close Out Public Hearing

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.

SAMPLE PUBLIC HEARING NOTICE

The City/County of _____ will hold a public hearing on (day), (date), at (time) in the (location) to consider an application to be submitted to the Kansas Department of Commerce for Community Development Block Grant (CDBG) funds under the _____ category. A specific project application to be discussed is (description) in an area generally bounded by (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/County) CDBG Citizen Participation Plan.

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

MATCHING FUNDS

Local funding is required for all CDBG projects, and no project can be funded entirely by grants. Matching funds can originate from private or public sources, but the application must document that these funds are firmly committed (e.g., a letter of commitment from a bank or other funding source).

Examples of matching funds include bank loans, industrial revenue bonds, owners' equity, contributions from local governments, or grants and loans from economic development entities. 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. At least 10% of the matching funds must be cash from a local source (i.e., owner funds, city/county cash). **Any expenses incurred prior to the grant award are ineligible for reimbursement with CDBG funds. This includes grant writing, engineering, and architecture.**

If a community intends to hold a special election to approve the issuance of bonds for a project or to pass a sales tax (for example) to support a project, the community must: a) provide evidence of this intent in the form of a governing body resolution; and b) commit to holding this election by no later than Tuesday, Nov. 4, 2025. If those conditions are met applications will be reviewed with a presumption of passage of the special ballot question and, if awarded, such awards will be expressly contingent upon passage. Should the ballot question fail, any award will be automatically rescinded.

PRE-APPLICATION

Applicants must submit a pre-application to confirm eligibility before applying for CDBG funding. This step ensures projects align with program goals and are prepared for funding. The form requires a brief project description, estimated budget, eligibility status, and readiness to proceed. Commerce will review submissions within one week and provide further instructions. Only those with an approved pre-application may submit a full application, but approval does not ensure grant funding. The deadline to submit a pre-application is Oct. 14, 2025.

<https://forms.office.com/g/YDSrt6VuMN>

PRELIMINARY ENGINEERING/ARCHITECTURAL REPORT

Proposed CDBG projects must be reviewed by a licensed professional engineer or architect before an application can be submitted. The review will consist of a Preliminary Engineering Report (PER) 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 system, 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. **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.**

The PER or PAR must be uploaded directly to the online application. Incomplete or inadequate information may lead to a request for corrections from the applicant. At a minimum, the following must be addressed in the report:

1. Name of the applicant or owner of the system.
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 system(s).
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.

ENVIRONMENTAL REVIEW

All CDBG-funded projects require an environmental review under the National Environment Policy Act of 1969 (NEPA) and HUD's implementing regulations at 24 CFR Part 58. The Environmental Determination of Level of Review form must be submitted with the application. This form will inform Commerce as to what level of environmental review you will undertake for your project if awarded.

Post-award, the city or county must conduct a full environmental review of the project, even for small projects that don't require construction. This responsibility cannot be delegated and the cost to conduct the review **must be paid with local funds**. The entire project, not just the CDBG-funded portion of the project, is subject to the NEPA review. The project must group together all activities that are related either on a geographical or functional basis or are logical parts of an overall project into a single project for review. The environmental review process includes determinations of applicability to various laws and authorities, consultation with various regulatory agencies, publication of findings, a 7-day or 15-day advertised local comment period, and a 15-day state comment period.

The NEPA review focuses on exploring possibilities and evaluating how the project's design may affect the environment. Once a CDBG application is submitted, no "choice limiting actions" can occur for any part of the project, whether funded by CDBG or other sources. "Choice limiting actions" refer to any commitments of HUD or non-HUD funds or any activities by the recipient (city or county), project participants (public or private, nonprofit or for-profit), or their contractors that could negatively impact the environment or restrict the range of reasonable alternatives. **After Commerce issues the environmental release of project funds, participants may proceed with project activities.**

THRESHOLD REQUIREMENTS

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

1. The applicant must be eligible.
2. The application must be received within the application period.
3. Only complete standard application forms will be accepted.
4. 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.
5. Provide appropriate matching funds with supporting documentation. All matching funds must be secured at the time of application.
6. A Preliminary Engineering Report (PER) or Preliminary Architectural Report (PAR) must be included, if applicable. The report shall address the items included in the section herein discussing such requirements.
7. Survey process approval is now required for all CDBG applicants prior to conducting surveys. Completed income surveys are required at the time of application. Failure to obtain approval to conduct a survey will result in possible threshold. Surveys must demonstrate a minimum of 51 percent LMI beneficiaries
8. 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.
9. Absence of required interlocal agreements shall be considered a threshold criterion
10. Construction Management Contracts are not allowable under Kansas CDBG regulations because of free and open competition for bidders. CDBG projects may not follow a Design Build approach or a Construction Manager at Risk (CMAR) approach. Procurement of professional services and construction contracts must follow the CDBG procurement process as outlined in the CDBG Grantee Handbook, which includes open and free competition. Construction contract(s) must not be procured until after grant award and environmental review approval. This criterion does not apply to Blueprint to Build projects.
11. 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 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.

RATING CRITERIA

All CDBG projects are evaluated based on a numerical scoring system tied to the established rating criteria. While there is no official minimum score required for consideration, priority is given to applications that score higher. As a general guideline, projects scoring below 75 are typically not competitive and are less likely to be approved. Applicants are encouraged to review the criteria carefully and ensure their proposals are as compelling as possible.

All applications must include a Community Needs Narrative, which should be drafted and then pasted into the online application portal. The narrative should describe the community's overall prioritized needs, not just those related to the proposed project. Applicants should explain how these needs were identified and whether they have been formalized in any existing plans or documents. The narrative should tell the story of the community and highlight needs across all sectors. It is limited to one page and must specifically address housing needs. Examples of community needs include education, childcare, fire safety, community and government buildings, transportation, recreation, housing, workforce development, economic development, and homelessness.

The matrix below describes each selection criterion as a numerical score within the **Community Facilities: Small Grants Program**.

SELECTION CRITERIA MATRIX	MAXIMUM
1. Project Need	50
2. Project Alternatives	10
3. Past Efforts to Address Need	10
4. Project Readiness	20
5. Project Impact	10
6. <i>Optional Bonus Points</i>	<i>Possible 10 points</i>
MAXIMUM TOTAL	100 Points

1. Project Need (50 points)

- 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 five points of your total points in this category. 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.
- If ADA improvement, discuss the project 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? What percentage of severely disabled adults and elderly make up the population of your community? Describe the impact on citizens who cannot access buildings or services in your community. Estimate the number of downtown buildings that have architectural barriers. Describe what can be done to address the architectural barriers that restrict the accessibility and/or mobility restrictions of elderly or severely disabled adults. Address if only some of the building's architectural barriers will be addressed with this grant. Address if all the building's architectural barriers will be addressed with this grant.

2. Project Alternatives (10 points)

- 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 they have chosen and the reasoning behind the choice. Describe any acquisition activities completed or required for the project.
- Scope of Work: Describe the project (number of blocks of streets, square footage of buildings, linear feet of waterlines, etc.), including the project completion time frame, activities, project costs, and costs per person benefiting. Describe separately the activities covered by the CDBG funds. Discuss any force account construction labor and equipment proposed and the basis of cost estimate for it. Provide a timeline of critical benchmarks in the total project.

3. Past Efforts to Address Need (10 points)

- 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/county activities, i.e. street improvements, water/sewer improvements, senior centers, health departments, accessibility enhancements, etc.

4. Project Readiness (20 points)

- 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. Are there any environmental concerns that would delay the project?

- b. Bonds are not required to be sold to be eligible, but a commitment for purchase must be “in hand” for any issues other than private market. Bond ordinances must be passed and published, and proof thereof included in the application.

5. Project Impact (10 points)

- a. Applicants should describe the anticipated impact on the LMI community. Describe measurable outcomes, which LMI residents will benefit, and how you will determine if the project is a success.
- b. Applicants should discuss sustainability and long-term benefits to the LMI population of the project.
- c. Applicants should discuss integration with other community development initiatives in the community. How does this project connect to other initiatives in your community for the LMI population?

6. Optional Bonus Points (10 points)

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) in the last five years will receive 10 bonus points on their application rating.

Following the completion of the ratings, CDBG leadership will conduct a final review to ensure that projects are equitably distributed across the state, with priority given to those demonstrating the capacity to complete on time, presenting minimal CDBG compliance risks, and contributing to geographic dispersion. This approach ensures grant awards represent the diverse regions of Kansas while supporting program goals for effective and timely implementation.

POST AWARD

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 (URA) 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.**

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.**

Build America, Buy America (BABA) Act

The grantee must comply with the Build America, Buy America (BABA) Act, which requires all iron, steel, manufactured products, and construction materials used in federally funded infrastructure projects to be produced in the United States. Funds obligated by HUD must follow BABA requirements unless an approved waiver applies, as outlined in HUD’s “Public Interest Phased Implementation Waiver for FY 2022 and 2023” (88 FR 17001).

APPLICATION CHECKLIST - COMMUNITY FACILITIES: SMALL GRANTS

The following forms must be signed and submitted through the online application portal:

1. Community Needs Narrative (drafted and pasted into the online application portal)
2. Pre-Selection of Professional Services
3. Project Budget Form
4. Statement of Assurances and Certifications
5. Resolution of Governing Body to File Application
6. Maintenance and Operation Resolution, including dollar figure and source
7. Commitments from other Funding Sources
8. Affidavit of Public Hearing Notice *
9. Environmental Determination of Level of Review
10. Letters of Support
11. Map of Project Area
12. Disclosure Report
13. Anti-Displacement Plan
14. Project Items BABA Status Worksheet
15. Preliminary Engineering/Architectural Report

Please also include the below, if applicable:

16. Intergovernmental Agreements (on behalf of or multi-jurisdictional applications), if applicable
17. Submission of completed surveys (must be received prior to application submission by mail or hand delivery; no electronic submission)
18. Copy of Survey Instrument
19. Survey Methodology
20. Copy of Survey Tabulation w/description of variance, if applicable
21. Copy of Survey Process Approval from CDBG

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

More Questions? **CONTACT THE CDBG TEAM**



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