



KANSAS
COMMERCE

URGENT NEED FOR DISASTERS

FUNDING

\$100,000

MATCH

Not
Required

APPLICATIONS ACCEPTED

May 1 - Nov. 14, 2025

QUALIFY

- ✓ Have an acceptable use project
- ✓ Meet the Urgent Need requirement

PURPOSE

The Urgent Need Program provides funding to assist local governments in responding to severe, unforeseen conditions that pose an immediate threat to the health or welfare of their community. These conditions must have occurred within six months prior to the application and must be verified by the appropriate agency with jurisdiction. This funding is available only when no other financial resources are accessible to address the emergency. Other sources of funding **MUST** have been investigated and **MUST** be unavailable. Documentation certifying this fact must be included with the application. Activities on the approved list of eligible expenditures adopted from Title I of the Housing and Community Development Act of 1974, as amended.

The scope of the Urgent Need project must focus solely on the immediate threat. Long-term solutions must be pursued through regular CDBG funding grants or other sources.

ELIGIBLE USE OF FUNDS

- Activities designed to meet urgent, health and welfare needs and for which no other financial resources are available to meet such needs. It is the responsibility of the applicant to justify in its application the appropriateness of each proposed activity.
- Reimbursement for project costs can be effective with the date of the disaster upon **prior approval** by Commerce.
- Administration

AVAILABLE FUNDING: \$100,000

Maximum Per Award	\$100,000
Administration	12.5% of grant or \$35,000, whichever is less
Match	Not required

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 Urgent Need Program must meet the **Urgent Need** national requirement to be eligible.

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

Unlike most CDBG programs, the Urgent Need Grant Program operates on an accelerated one-year timeline. Applications submitted will be reviewed as soon as possible. If approved, a contract with the state will be executed within 30 days of the award notice, and construction must begin within 60 days. Projects must be planned for completion within 12 months of the start date. Failure to meet these deadlines may result in the grant being withdrawn by the Department of Commerce.

Before Application:

- Initial public hearing
- Documentation of funds investigated

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, BABA purchasing regulations, and Section 3

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.

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

Funding for the Urgent Need Grant Program is available only when no other financial resources are accessible to address the emergency. Other sources of funding **MUST** have been investigated and **MUST** be unavailable. Documentation certifying this fact must be included with the application. **The applicant is responsible for paying for the cost of the Environmental Review.**

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. 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 the urgent need national objective.
5. Provide appropriate documentation certifying other sources of funding have been investigated.
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. 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. 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.
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 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 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.

Grant applications are evaluated for funding based on project need, readiness, impact, matching funds source and availability. The following conditions must be met in order to secure an Urgent Need grant:

- The conditions are such that they pose a serious and immediate threat to the health or welfare of the community.
- These conditions must be of recent origin and have become urgent within six months following the disaster.
- Applications must be certified as an urgent need by the agency having jurisdiction over said conditions.
- The project must demonstrate that no other financial resources are available to address the conditions. This includes financing the project themselves or having access to any local, state, or federal funding resources.

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).

Section 3

Section 3 of the Housing and Urban Development Act of 1968 requires that economic opportunities generated by CDBG funding be directed toward low- and very low-income persons. Section 3 applies to training or employment and contracting opportunities arising in conjunction with CDBG construction projects funded with more than \$200,000 in CDBG funds. These opportunities are required to be given to low- and very low-income persons and business concerns living the project area.

APPLICATION CHECKLIST - URGENT NEED

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

1. Certification of Urgent Need from the appropriate agency
2. Urgent need certifications
3. City/County Budget
4. Community Needs Narrative (drafted and pasted into the online application portal)
5. Pre-Selection of Professional Services
6. Project Budget Form
7. Statement of Assurances and Certifications
8. Resolution of Governing Body to File Application
9. Affidavit of Public Hearing Notice *
10. Environmental Determination of Level of Review
11. Map of Project Area
12. Disclosure Report
13. Anti-Displacement Plan
14. Project Items BABA Status Worksheet
15. Preliminary Engineering/Architectural Report
16. Intergovernmental Agreements (on behalf of or multi-jurisdictional applications), if applicable

** 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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