



KANSAS
COMMERCE

COMMERCIAL REHABILITATION

FUNDING

\$300,000

MATCH

25%

of the CDBG
grant request

APPLICATIONS ACCEPTED

May 1 - Nov. 14, 2025

QUALIFY

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

PURPOSE

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. 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.

ELIGIBLE USE OF FUNDS

Commercial Rehabilitation funds must be used for building improvements, not business assistance. Eligible activities include exterior repairs, abatement of asbestos or lead-based paint hazards, correction of code violations, and addressing conditions that pose a risk to public health and safety. Eligible activities include:

- Exterior improvements (e.g., roofing, façade, windows, doors, signage), code violation corrections (e.g., ADA, health/safety), and abatement of asbestos or lead-based paint hazards.
- HVAC, electrical, plumbing, and fire suppression replacements are allowed if correcting code violations.
- Remodeling is limited to ADA accessibility or historic façade restoration.
- Energy improvements must accompany another activity or address a code issue.
- Historic rehabilitation is eligible if the building is listed or eligible for the National Register or recognized by state/local law.
- Real property acquisition is allowed but must follow URA requirements, regardless of funding source.

AVAILABLE FUNDING: \$2,500,000

Maximum Per Award	\$300,000
Administration	12.5% of grant or \$35,000, whichever is less
Match	25% of CDBG grant request

INELIGIBLE USE OF FUNDS

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

- General remodeling not listed as eligible (e.g., roof style changes, moving walls).
- HVAC, electrical, plumbing, or energy upgrades without a documented code violation or health/safety concern.
- Fireplaces, wood stoves, central A/C without a code violation.
- Parking lots, room additions, or non-essential site features.
- Sidewalks, unless correcting safety/accessibility issues on private property.
- Maintenance, operations, or improvements to residential areas of a mixed-use building.
- Business equipment or signage not permanently attached to the building.
- Government or religious-use buildings or spaces.

Remodeling for any purpose outside of those improvements listed as ineligible as it 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.

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) aiding in the prevention or elimination of blight, and 3) meeting a need having a particular urgency (urgent need).

The **Commercial Rehabilitation program** will utilize one of two national objectives: benefiting Low- and Moderate-Income persons (job creation/retention) or prevention or elimination of slums and blight (spot basis).

2) Benefiting Low- and Moderate-Income Persons - Job Creation/Retention

The job creation and retention national objective addresses activities designed to create or retain permanent Kansas jobs, at least 51% of which, computed on a Full-Time Equivalent (FTE) basis, will be made available to or held by LMI beneficiaries. The LMI income calculation for the jobs created or retained as part of this CDBG-funded project will be based on the income from the job only, not family income. Income is based upon the median income for the county in which the person lives.

- **Job creation** refers to the business entity's (and affiliates) net increase in its permanent labor force in Kansas on an FTE 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% of the jobs will be held by, or made available to, LMI beneficiaries. 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 FTE jobs 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.

3) 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 blight designation.

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.

Communities with an open Annual Competition project that has received a Time Extension or exceeded the original contract end date will be deemed ineligible until the project is successfully closed. However, communities with open Housing, Economic Development, or Commercial Rehabilitation grants in Time Extension may still apply for Blueprint to Build, Community Facilities, Regional Water, Water and Sewer, and Youth Job Training. Capacity will be evaluated case-by-case through the pre-application.

Eligible Building

Only one building under common ownership ma be included per application. Multiple addresses are eligible only if they are under single ownership and considered as one parcel. The building must be a privately-owned commercial building that when renovated will house a new or expanded business enterprise. The building cannot be owned by non-profits, Chambers of Commerce, Economic Development offices, the city or county, or similar. Buildings cannot be owned by anyone with a conflict of interest as defined by HUD and in the CDBG Grantee Handbook. 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.

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.

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” mindset 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.

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. The construction contract(s) would include Davis-Bacon, Section 3, BABA, and other federal provisions as required.

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 grant funds.

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. Commercial Rehab applications will be reviewed within 45 days, with award letters issued as soon as possible.

BEFORE APPLICATION	APPLICATION CRITERIA	POST AWARD
<ul style="list-style-type: none"> Initial public hearing (following the appropriate timeline) Secure matching funds Blight designation, if applicable 	<ul style="list-style-type: none"> Completed Preliminary Engineering or Architectural Report (PAR/PER) Environmental Determination of Level of Review form Community needs narrative 	<ul style="list-style-type: none"> Approved Environmental Review (must be paid for with local funds) If applicable, comply with Uniform Relocation Assistance (URA), Davis-Bacon wage rates, BABA purchasing regulations, and Section 3 Three year retention period

ROLES AND RESPONSIBILITIES

Commercial Rehabilitation projects tend to be more compliant and successful when administered by a grant administrator. The maximum amount of CDBG funds that can be used for administration is 12.5% of the CDBG grant request or \$35,000, whichever is the less. Commerce maintains a list of grant professionals who are interested in administering CDBG projects in Kansas at kansascommerce.gov/cdbg/find-assistance-in-your-area/. Please note that these individuals are not affiliated with the Kansas Department of Commerce, and no guarantee is implied as to the quality of their services.

ROLE	APPLICATION DEVELOPMENT (PRE-AWARD)	ACTIVE PROJECT (POST-AWARD)
City or County (Applicant)	<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"> • 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
Grant Writer / Administrator	<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"> • 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
Engineer or Architect	<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"> • 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

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 full 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. This public hearing cannot be held until a final monitoring letter has been received by the grantee and all deficiencies have been revoked.

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).

Applicants are encouraged to leverage a variety of matching funds to strengthen their CDBG proposals. Eligible sources of match include bank loans, industrial revenue bonds, owner equity, contributions from local governments, and grants or loans from economic development entities. Other grant funds may also be used as match; however, this funding must be secured by the time the CDBG contract is signed. To be considered secured, funds must either be deposited in a city or county account under the applicant's control or supported by an official award letter from the granting agency outlining the award amount and terms. All matching funds must be clearly documented and verifiable. 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. Pre-selected grant writing, engineering, and architecture must be paid with local funds, and can only be considered as match for application when locally paid out.**

In-kind contributions are also allowed in various forms, but this funding source cannot make up more than 10% of the local total construction costs, total engineering/architectural costs or administration costs on the local side. If salary for a city or county employee is used, payrolls and timesheets outlining hours worked on CDBG projects must be submitted to project managers for approval.

PRELIMINARY ENGINEERING/ARCHITECTURAL REPORT

CDBG projects proposing construction activities must undergo review by a licensed professional engineer or architect before an application can be submitted. The review will consist of a Preliminary Engineering Report (PER) or Preliminary Architectural Report (PAR) 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 or not passing threshold. 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. 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 1) how the project's design may affect the environment, and 2) whether the surrounding environment is appropriate for the project purpose. 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. The proposed project must meet a national CDBG objective. If the national objective of the project is to benefit LMI persons, the percentage of LMI beneficiaries must be 51% or higher.
6. Provide appropriate matching funds with supporting documentation. All matching funds must be secured at the time of application.
7. 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.
8. 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% LMI beneficiaries.
9. The public hearing notice must be published at least five full days before the hearing (starting one day after publication and not counting the date of the hearing) but no more than 20 days prior. The public hearing must occur at least 15 days and no more than 120 days before the application due date.
10. All required interlocal agreements must be included, if applicable.
11. 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.
12. A target area map must be included, along with an applicant jurisdiction map, if different from the target area.
13. An asbestos report must be submitted with the application.
14. Business Plan(s) must accompany the application. There must be a business plan for each proposed new business venture.
15. The building re-use plan must be complete and explain how the building will be used after renovation.

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 **Commercial Rehabilitation Grant Program**.

SELECTION CRITERIA MATRIX	MAXIMUM
1. Efforts of Community to Revitalize Downtown Commercial District	10
2. Scope of Work on Building and Impact on Commercial District	20
3. Financial Capacity and Business Experience of Owner/Operator	30
4. Plan for Reuse of Building	30
5. Readiness to Proceed with Project	10
TOTAL	100 Points

1. 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.

2. 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.

3. 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?

4. Business Plan for Reuse of Building (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.

5. 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.

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).

Section 3

Section 3 of the Housing and Urban Development Act of 1968 requires that recipients of CDBG funding direct employment, training, and contracting opportunities to low-income individuals and the businesses that employ these persons within their community, to the greatest extent feasible. Section 3 applies construction projects funded with \$200,000 or more in CDBG funds.

Retention Period

If the building owner sells the assisted property within three years of 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 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.

APPLICATION CHECKLIST - COMMERCIAL REHABILITATION

The following forms must be signed and submitted through the online application portal. Forms are available in the online CDBG Resource Library at kansascommerce.gov/cdbg/resource-library.

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. Map of Project Area
11. Disclosure Report
12. Anti-Displacement Plan
13. Project Items BABA Status Worksheet
14. Preliminary Engineering/Architectural Report, if applicable
15. Opinion of probable Cost
16. Civil Rights Information
17. Resolution for Slum and Blight Declaration, if applicable
18. City or County Attestation
19. Business Plan(s)
20. Photos
21. Purchase Option, if applicable
22. Historic Preservation documentation, if applicable
23. Asbestos Inspection
24. Flood Plain Map
25. Job Creation/Retention Forms, 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



CDBG@ks.gov



kansascommerce.gov/cdbg



785-296-3481



1000 SW Jackson St,
Suite 100
Topeka, Kansas 66612