



COMMUNITY CENTERS: BLUEPRINT TO BUILD

The Blueprint to Build Grant Program offers Kansas communities a streamlined path to developing a new community center. Cities can choose from three pre-designed blueprint layouts, making the process simpler and more affordable.

FUNDING

\$2,500,000 - Small
\$3,250,000 - Medium
\$4,000,000 - Large

MATCH

Remaining Project
Cost After CDBG
Grant Award

APPLICATIONS ACCEPTED

**Open through Oct. 16,
2026**

QUALIFY

- ✓ Minimum population 1,500
- ✓ Benefit Low- to Moderate-Income persons
- ✓ Approved Pre-Application

Purpose

The Blueprint to Build program offers three pre-approved community center designs to reduce professional service fees and construction costs for participating communities. This initiative helps cities and counties construct modern, safe, and energy-efficient community centers minimizing the time associated with custom design work. These facilities are intended to strengthen social connections, promote physical activity, and reduce social isolation, particularly for Low- to Moderate-Income (LMI) residents. Projects are encouraged to be located in walkable commercial areas or near existing community facilities to maximize community impact.

Authority

The Community Development Block Grant (CDBG) program is authorized under Title I of the Housing and Community Development Act of 1974, as amended (42 U.S.C. § 5301 et seq.). The statute authorizes the U.S. Department of Housing and Urban Development to allocate CDBG funds to states for distribution to non-entitlement units of general local government. Federal regulations governing the State CDBG program are codified at 24 CFR Part 570, Subpart I.

Timeline

Grant Announcement: January

Application Period: March – October 16

Submission Deadline: October 16 at 11:59 PM (CT)

Award Notification: 20–30 days after the submission deadline

Applications may be reviewed as received, as applicable to the program.

Application Procedures

- Online application link can be found here: <https://kansascommerce.my.site.com/Grants/s/>
- Questions and submission of additional documentation should be directed to Andrew Hayman at CDBG@ks.gov.
- Applications that are incomplete or missing documentation will not be reviewed for rating or considered for funding.

Release of Information

Information submitted to the Kansas Department of Commerce relating to the application may be subject to the Open Records Law (K.S.A. 45-215 et seq.).

Blueprint Designs



Small: 5,185 Sq. Ft



Medium: 16,745 Sq. Ft
Gym or Pool



Large: 23,950 Sq. Ft
2 Gyms or Gym & Pool

AVAILABLE FUNDING: \$12,750,000	
Small	\$2,500,000
Medium	\$3,250,000
Large	\$4,000,000
Administration	Up to 12.5% of grant or \$35,000, whichever is less
Match	Remaining project cost after CDBG grant award
Expected Awards	4

Eligible Use of Funds

While some flexibility exists for additional features, applicants must adhere to the following guidelines. Minor modifications to the approved design are permitted but must be funded by the applicant and approved by Commerce on a case-by-case basis. Major modifications are not allowed. Facilities can be designed to accommodate future additions, but these features cannot be included in the initial grant application. For example, a pool slide may be planned for future installation after project completion.

Eligible CDBG Activities

CDBG funds will pay for construction of one of the three approved designs, all of which include:

- Site specific final design activities and civil engineering, including bid specifications
- New construction of one of the three community center designs
- Multi-purpose room with overhead doors and patio access
- Space for a serving kitchen with fixed equipment
- Room for a fitness center and small telemedicine office
- Lobby with small gathering area and restrooms
- Storm shelter for safety
- Solar panels on roof for energy efficiency and cost savings
- Durable, customizable interior and exterior finishes

Locally Funded Items

The following items are included in the design but must be funded locally:

- Small kitchen equipment (not fixed to walls)
- Furniture for all areas
- Workout equipment for the fitness center
- Parking lot construction and improvements

Ineligible Use of Funds: Maintenance and operation costs, renovations to an existing community center, and demolition

CDBG National Objectives

The Community Development Block Grant (CDBG) program is designed to provide decent housing, suitable living environments, and expand economic opportunities principally for persons of Low- and Moderate-Income (LMI). All CDBG projects must meet a national objective and involve an eligible activity under the Housing and Community Development Act of 1974.

The three CDBG national objectives are:

1. Benefit Low- and Moderate-Income (LMI) Persons
2. Prevention or Elimination of Blight
3. Addressing an Urgent Need

All activities proposed in applications for the Blueprint to Build Grant Program must meet the national objective of benefiting LMI persons with a minimum of 51% 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 approved survey methodology.

Eligible Applicants

Only cities and counties (units of local government) can apply for CDBG grants. Large cities and urban counties are considered entitlement communities and receive CDBG funds directly from HUD, while smaller communities apply through the State CDBG program.

The following entitlement communities are **NOT** eligible to apply to the State CDBG program: Kansas City, Lawrence, Leavenworth, Manhattan, Overland Park, Topeka, Wichita, and all of Johnson County. Communities with an open project that is currently in a time extension are not eligible until the project has been successfully closed.

Grant Process

Most CDBG projects operate on a two-year timeline. Typically, the first year is spent on planning and design, with construction typically starting in the second year. But with Blueprint to Build, Commerce has already covered the design work—so once the site is finalized and environmental reviews are done, applicants can move to construction much faster. Applications received by the 15th of each month will be reviewed by the 30th, 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• Submit pre-application	<ul style="list-style-type: none">• Completed Preliminary Engineering or Architectural Report (PAR/PER)• Environmental Determination of Level of Review form• Community needs narrative• Procure professional services, such as grant administration, engineering, and architectural services before applying	<ul style="list-style-type: none">• Complete Environmental Review (must be paid for with local funds)• Site completion with stamped drawings• If applicable, comply with Uniform Relocation Assistance (URA), Davis-Bacon wage rates, BABA purchasing regulations, and Section 3

Blueprint to Build Phases

Phase 1: Designs Purchased by Commerce

Through the Blueprint to Build initiative, the Kansas Department of Commerce utilized CDBG planning funds to contract with Hutton for the development of three scalable, pre-approved community center designs. These design packages are approximately 50% complete and include comprehensive architectural, interior, structural, and MEP (mechanical, electrical, and plumbing) systems, along with floor plans, site plans, exterior elevations, renderings, and fire protection layouts.

While these plans are highly developed, they are not yet construction-ready. Instead, they serve as standardized templates intended to reduce local design costs and significantly accelerate the project timeline for cities and counties applying for construction funding. By investing in high-quality bridging documents up front, Commerce has laid the groundwork for a streamlined process, ensuring that local governments can focus their resources on adapting these plans to meet local needs.

Phase 2: Project Development (Community-led Planning)

During this phase, communities take the lead in shaping their project proposals using the tools provided in Phase 1. Activities include:

- **Pick Your Blueprint:** Select one of the three pre-approved community center designs that best meets local needs.
- **Identify a Site:** Secure a site that is eligible, accessible, and appropriate for new construction. The site must be under public ownership or control.
- **Secure Match Funding:** Ensure that enough funding is available and committed to cover the remaining project cost, including any location-based adjustments. Additional local funding should also be identified if needed.
- **Submit a Pre-Application:** Communities must complete and submit a pre-application to verify project eligibility, confirm site readiness, and receive technical assistance. Only pre-approved communities will be invited to submit full applications for construction funding.

This phase ensures that communities are positioned for success, with a viable site, committed funding, and a selected design before moving forward to full application and construction. Note: If the project involves the acquisition of land or buildings, the transaction must comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), regardless of whether CDBG funds are used for the acquisition itself. The use of CDBG funds in any part of the project may trigger URA requirements.

Phase 3: Submit Full Application

Once a pre-application is approved for a full application, the community will receive a bridging document set from Hutton and begin the process of transferring the designs to the local Architect of Record (AOR). This set will include DWG (AutoCAD) and PDF architectural drawings, along with a digital specifications book that matches the bridging documents level of completeness in identifying and defining the design intent.

The documents will be delivered through Hutton's secure cloud system and are intended to support the preparation of a Preliminary Engineering Report (PER) or Preliminary Architectural Report (PAR). The PER or PAR must be submitted with the full application to demonstrate how the prototype design will be tailored to the selected site and meet all local requirements. **The logistics of the transition is outlined in the Bridging Document Set Handoff Process included at the end of these guidelines.**

Hutton will not perform any site-specific final design work or serve as the AOR. Their role is limited to providing standardized prototype materials and design intent guidance. The city or county must then procure a licensed AOR using proper CDBG procurement procedures. The AOR will adapt the Hutton-provided design to local conditions—addressing topography, utility connections, fire code, and ADA compliance—and complete the final stamped and sealed construction documents. Once the design is finalized and the CDBG environmental review is complete, the project may proceed to the bid phase using HUD-compliant procurement methods.

Because so much design work has already been completed, most projects will be ready for construction much sooner than under traditional CDBG timelines. Final design and construction costs depend on the design size and type. If additional local funding is required, applicants must specify the amount and source of those funds in their budget. Construction cannot begin until a project is approved.

SIZE	Sq. Ft.	BUILDING FOOTPRINT	NO. OF CITY LOTS	SUGGESTED PARKING	EST. COST
Small	5,185 SF	100' by 110'	Fits on Four 135' by 25' City Lots	30 Standard, 2 ADA	\$ 3,100,000
Medium Gym	16,747 SF	112' by 200'	Fits on Eight 135' by 25' City Lots	67 Standard, 3 ADA	\$ 7,500,000
Medium Pool	16,747 SF	112' by 200'	Fits on Eight 135' by 25' City Lots	67 Standard, 3 ADA	\$ 9,650,000
Large Two Gyms	23,950 SF	138' by 237'	Fits on Ten 135' by 25' City Lots	86 Standard, 4 ADA	\$ 8,830,000
Large Gym & Pool	23,950 SF	138' by 237'	Fits on Ten 135' by 25' City Lots	86 Standard, 4 ADA	\$ 10,750,000

Public Hearings and Citizen Participation

Citizen participation is a required component of the CDBG program. Any local government applying for CDBG funds must provide citizens with reasonable opportunities to participate in the planning and development of applications, especially residents of proposed project areas. Citizens must be provided adequate and timely information so they can be meaningfully involved in important decisions.

Local governments must hold an initial public hearing to allow citizens the opportunity to comment on community needs and the proposed use of funds. If funded, a second public hearing must be held at the project's conclusion to review the project's results and obtain input on the grantee's performance.

Public 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. Public hearings may not be held in any buildings built or rehabilitated with CDBG funds. Records of these efforts must be part of the grant files, including the public hearing notice, affidavit of publication, record of posting, public hearing attendance log, public hearing minutes, any written complaints and grantee response, and any other documented efforts to involve citizens throughout all stages of the project.

Requirements to Publish a Public Hearing Notice

A notice about the hearing must be published at least 5 FULL days in advance (but no more than 20 days) in advance to allow citizens the opportunity to schedule their attendance. The day that the public hearing notice is first advertised and the day of the public hearing do NOT count towards the minimum 5 day period.

Notices must be published in a local newspaper having the widest general circulation in the community or on the government website that is accessible to persons with disabilities or Limited English Proficiency. Applicants must also make every effort to inform those who might not be reached through the newspaper notice or website that the public hearing is to be held. Such efforts might include the distribution of leaflets, posting notices on bulletin boards at town hall, social media channel announcements, notices to local organizations, clubs, and churches, and/or personal contact.

Initial Public Hearing

The purpose of the initial public 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 initial public hearing must be held at least 15 FULL days before the CDBG application is submitted, and no earlier than 120 days. **The total project funding and CDBG amount requested must match what appears in the public hearing notice.**

Example Timeline

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
1	2	3	4	5 Notice is Published (Day 0)	6 Day 1	7 Day 2
8 Day 3	9 Day 4	10 Day 5	11 Public Hearing	12 Day 1	13 Day 2	14 Day 3
15 Day 4	16 Day 5	17 Day 6	18 Day 7	19 Day 8	20 Day 9	21 Day 10
22 Day 11	23 Day 12	24 Day 13	25 Day 14	26 Day 15	27 Application can be submitted	28
29	30	31				

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)'s CDBG Citizen Participation Plan.

Persons with disabilities or non-English speaking persons who wish to attend the public hearing and need assistance should contact (local contact name) at (address and telephone) no later than (number of hours/days) prior to the meeting date to allow for necessary arrangements. Every effort will be made to make reasonable accommodations for these persons.

Closeout Public Hearing

The second public hearing is held at the conclusion of the project prior to closeout to inform citizens of the project's successful or unsuccessful completion, as well as provide results, project totals, funds expended, and 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 resolved.

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). Unlike other grants with set match rates, the required local match for this program depends on the size of the community center and the options selected. **Communities must provide the remaining funds needed to cover the total estimated cost, including any location-based cost adjustments.**

SIZE	EST. COST	MAX AWARD	EST. LOCAL MATCH	EST. MATCH %
Small	\$ 3,100,000	\$2,500,000	\$600,000	24%
Medium: Gym	\$ 7,500,000	\$3,250,000	\$4,250,000	130%
Medium: Pool	\$ 9,650,000	\$3,250,000	\$6,400,000	196%
Large: Two Gyms	\$ 8,830,000	\$4,000,000	\$4,830,000	121%
Large: Gym & Pool	\$ 10,750,000	\$4,000,000	\$6,750,000	169%

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 if the grant funding is 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). In-kind contributions are also allowed in various forms, but this funding source cannot make up more than 10% of the local match. If salary for a city or county employee is used, payrolls and timesheets outlining hours worked on CDBG projects (including the percentage of total hours) must be submitted to project managers for approval.

Any expenses incurred prior to the grant award are ineligible for reimbursement with CDBG funds and cannot be counted as local match for the project. This includes application writing, preliminary architecture/engineering, and the acquisition of property/buildings (option agreements are allowable).

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 Oct. 1, 2026. 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

Interested applicants should consult with CDBG staff to discuss their project idea and review the necessary planning needed before submitting a pre-application. Applicants must submit a pre-application to allow CDBG to provide early feedback and address any eligibility concerns before applicants complete the full application, and ensure projects align with program goals and are prepared for funding.

The pre-application requires a brief project description, estimated budget, eligibility status, and proof of readiness to proceed requirements. Commerce will review submissions within 10 days and provide further instructions. Only those with an approved pre-application may submit a full application, but pre-approval does not ensure grant funding. The deadline to submit a pre-application is Sept. 15, 2026.

Pre-Application: <https://forms.office.com/g/2MtSs7bep1>

Preliminary Engineering/Architectural Report

As part of the Blueprint to Build Phase 3, participating communities must procure a licensed Architect of Record (AOR) or Professional Engineer (PE) to conduct a formal review and develop a PER or PAR for their selected site and building plan. This report is a threshold requirement and must be submitted as part of the full application. It builds on the Hutton-provided design template and confirms the feasibility of site-specific adaptation. Failure to submit a compliant report will result in ineligibility for funding.

Incomplete or inadequate information may lead to a request for corrections from the applicant or the application not passing threshold, depending on the type and extent of the information missing. 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. 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.
5. 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.
6. If the scope of the report includes more activities than the proposed CDBG project, clearly identify the CDBG portion in narratives and cost estimates.
7. Analysis of operation, maintenance, and replacement budget.
8. Land requirements – Identify sites and easements required. Also specify whether these properties are currently owned, acquired, or leased. Must attach proof to receive credit.

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.

No project activities may begin until the review is complete and the environmental release of project funds is issued by Commerce.

Threshold Requirements

Before the application is 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.

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. Survey process approval is required for all CDBG applicants prior to conducting surveys. Completed income surveys are required at the time of application. Surveys must demonstrate a minimum of 51% LMI beneficiaries.
7. Provide appropriate matching funds with supporting documentation. All matching funds must be secured at the time of application.
8. A Preliminary Engineering Report (PER) or Preliminary Architectural Report (PAR) must be included. The report shall address the items included in the section herein discussing such requirements.
9. The public hearing notice must be published at least 5 full days before the hearing (starting one day after publication and not counting the date of the hearing) but no more than 20 full days prior to the hearing. The public hearing must occur at least 15 full days and no more than 120 full days before the application due date. The total project funding and CDBG amount requested must match what appears in the public hearing notice.
10. All required subrecipient and 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.
12. A target area map must be included, along with an applicant jurisdiction map, if different from the target area.

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 70 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 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 **Blueprint to Build Program**.

SELECTION CRITERIA MATRIX	MAXIMUM
1. Project Need	30
2. Past Efforts to Address Need	10
3. Project Readiness	20
4. Project Impact	20
5. Ability to Maintain	20
6. <i>Optional Bonus Points</i>	<i>Up to 10</i>
MAXIMUM TOTAL	100 Points

1. Project Need (30 points)

- a. Applicants must clearly demonstrate the need for a new community center by detailing the underlying causes, how long the issue has existed, and its impact on the community. A strong application will use specific data and figures to illustrate the urgency of the need. Additionally, applicants should explain how the proposed project compares in priority to other community needs. Beyond immediate concerns, applications should outline long-term solutions, including how the facility will address ongoing community challenges and remain sustainable over time. While letters of support are encouraged to showcase community backing, they will not receive specific point values in the scoring process.

2. Past Efforts to Address Need (10 points)

- a. 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.

3. Project Readiness (20 points)

- a. Applicants must describe the degree to which the applicant is ready to proceed with the project. Describe any acquisition activities completed or required for the project.
- b. A strong application will identify that there are not any environmental concerns that would delay the project.
- c. 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.
- d. Scope of Work: Provide a detailed description of the project, including the expected completion timeline, planned activities, and total project costs. Clearly outline the activities funded by CDBG separately.
- e. 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.
- f. A strong application will propose facility locations that are in walkable commercial areas with existing infrastructure.
- g. A realistic timeline for critical benchmarks and completion of the project is proposed.

4. Project Impact (20 points)

- a. Applicants should describe the anticipated impact on the LMI community. Describe measurable outcomes, which LMI residents will benefit, and how the applicant 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. A strong application will describe how the project connects with other initiatives in the community for the LMI population.
- d. Applicants should address factors such as walkability and proximity to downtown.

5. Ability to Maintain (20 points)

- a. The community must determine how they will maintain the facility and identify a funding source for its upkeep. This approach should be reasonable and align with the operation and maintenance resolution.
- b. Reasonable fees may be charged for the use of the facility assisted with CDBG funds, but excessive membership fees that would preclude LMI persons from using the facilities are not permitted.
- c. The rate structure or charges assessed for entry need to be established, and there should be a commitment to this structure for a specified duration.

6. Optional Bonus Points (up to 10 points)

A total of 10 bonus points is available under two criteria: applicants who have not received funding in the past five years (5 points) and private match (5 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 5 bonus points.

Following completion of the ratings, Commerce leadership will conduct a comprehensive 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.

Grant Performance Expectations

In addition to Applicant Eligibility requirements, all CDBG grantees are expected to comply with the following standards:

1. Project Completion

Grantees are expected to complete all approved project activities within the 24-month grant period whenever feasible. Construction projects should generally complete design and environmental review during the first year and target physical construction completion by the end of the second year. Completion expectations may vary by activity type and award agreement requirements.

2. Allowable Costs

Only eligible and allowable CDBG expenses may be included in the approved project budget.

3. Administrative and Compliance Requirements

Grantees must:

- Provide all information necessary to execute the grant award agreement.
- Sign and return the grant award agreement within 30 calendar days of receipt.
- Comply with applicable acquisition, environmental review, labor standards, and procurement requirements, including URA, NEPA, Davis-Bacon, and competitive procurement rules.
- Submit quarterly progress and financial reports.
- Obtain prior written approval from Commerce for changes to project scope, budget, or timeline.
- Submit a final performance report within 90 days of project completion.
- Maintain complete grant records for at least three years after state grant closeout with HUD, or longer if required by audit, litigation, or compliance obligations.
- Comply with the State of Kansas policy prohibiting sexual harassment, discrimination, and retaliation as established by Executive Order 18-04.

Accountability and Reporting

Grantees must comply with all accountability, reporting, and monitoring requirements established in the grant agreement and applicable guidance from Kansas Commerce.

Quarterly performance and financial reports must document:

- Activity status
- Milestone achievement
- Beneficiary data (if applicable)
- Compliance or implementation issues

A final report is required within 90 days of project completion or closeout. Grantees are subject to monitoring, including desk reviews, site visits, financial review, and national objective verification. Failure to submit timely or accurate reports may result in payment holds or administrative action.

Grant Payments

CDBG funds are distributed on a reimbursement basis.

Grantees must:

- Incur eligible costs prior to requesting payment.
- Submit payment requests with supporting documentation (e.g., invoices, contractor pay applications, proof of payment).
- Ensure requests align with the approved scope, budget, and timeline.

Commerce may delay or withhold payments if reports are not current, documentation is incomplete, or compliance issues exist. Final payment will not be released until all closeout requirements are satisfied.

Release of Information

Information submitted to the Kansas Department of Commerce relating to a CDBG application or award may be subject to disclosure under the Kansas Open Records Act, K.S.A. 45-215 et seq. Except as required by law, confidentiality cannot be guaranteed. Personally Identifiable Information (PII) and other legally protected or sensitive information should not be included in public records. Grantees are responsible for identifying, exempting, or redacting PII or sensitive information prior to public release in accordance with applicable law and HUD and state open records guidance.

Definitions

An eligible applicant is a general-purpose unit of local government, including a city or county, that is eligible to receive State CDBG funds. In Kansas, eligible applicants are non-entitlement communities as defined by the U.S. Department of Housing and Urban Development.

Subrecipient

A subrecipient means an entity that receives a subaward from a local unit of government to carry out all or a portion of a CDBG award. The term subrecipient does not include a beneficiary or participant. Characteristics that support classification as a subrecipient include when the entity:

1. Determines who is eligible to receive CDBG assistance;
2. Has its performance measured in relation to whether CDBG objectives were met;
3. Has responsibility for programmatic decision-making;
4. Is responsible for adherence to applicable CDBG program requirements; and
5. Implements a program for a public purpose specified in authorizing statute, rather than providing goods or services for the benefit of the pass-through entity.

Low- and Moderate-Income (LMI)

Families or households whose income does not exceed 80 percent of the area median income, as determined annually by HUD.

National Objective

One of the three primary objectives established under the HUD CDBG program. Every CDBG-funded activity must meet at least one national objective to be eligible for funding.

Matching Funds

Matching funds are the portion of total project costs contributed by the applicant or other non-CDBG sources. Match may include local government funds, private funds, donated land, or other eligible cash contributions directly related to the approved project.

Additional Definitions

Additional program and technical definitions may be found on the Kansas Department of Commerce CDBG Resource Page:

<https://www.kansascommerce.gov/cdbg/resource-library/>

Post Award Requirements

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

Davis-Bacon requirements are triggered when construction work over \$2,000 is financed in whole or in part with CDBG funds. If CDBG funds are used to finance only a portion of the construction work, labor standards are applicable to the entire construction work. 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.

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 to construction projects exceeding \$300,000 or more in CDBG and/or other HUD covered funds.

Upload Checklist - Blueprint to Build

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. Project Budget Form
2. Statement of Assurances and Certifications
3. Resolution of Governing Body to File Application
4. Maintenance and Operation Resolution
5. Commitments from other Funding Sources
6. Affidavit of Public Hearing Notice
7. Environmental Determination of Level of Review
8. Letters of Support
9. Map of Project Area
10. Disclosure Report
11. Anti-Displacement Plan
12. Project Items BABA Status Worksheet
13. Preliminary Engineering/Architectural Report

Please include the supporting documents below, if applicable:


14. Interlocal or Subrecipient Agreements
15. Income Survey Documentation:
 - a. Copy of Survey Process Approval from CDBG
 - b. Copy of Survey Instrument
 - c. Survey Methodology
 - d. Copy of Survey Tabulation w/description of variance, if applicable


More Questions?

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BLUEPRINT TO BUILD:

Bridging Document Set Handoff Process

This document outlines the logistics for transitioning the Preliminary Architectural Report (PAR) and prototype designs developed by Hutton Design+Build, Garver, and Water's Edge to a local Architect of Record (AOR) for the Kansas Blueprint to Build Community Center initiative. This process aligns with industry best practices and standard AIA contract administration set forth by C141-2014, Standard Form of Agreement Between Owner and Consultant for a Design-Build Project.

1. Specific Content and Format of Prototype and Bridging Documents

The handoff will include a "bridging document set." These documents will be provided in industry-standard formats to facilitate seamless integration into the AOR's workflow:

- **Architectural Drawings:** Primarily provided as CAD (.dwg) and/or Revit (.rvt) files. These will represent the schematic design and design development phases of the prototype up to roughly 50% completion.
- **Specification Table of Contents:** Generally provided in editable electronic formats (Microsoft Word). These will outline the performance and prescriptive requirements for materials and systems.
- **Other Relevant Information:** Any additional studies, reports, or existing conditions data pertinent to the prototype.

The AOR will then use these bridging documents as the basis to develop the final Construction Documents, incorporating project-specific modifications, local code requirements, and coordination with their own consultants.

2. Required Signatures and Documentation

Formalizing the handoff and transfer of responsibility requires specific documentation:

- **AIA Standard Owner-Architect Agreement:** A new agreement (e.g., AIA Document B101–2017, Standard Form of Agreement Between Owner and Architect, or B104–2017, Abbreviated Standard Form) will be executed between the Local Entity (Owner) and the Local Architect of Record (AOR). This agreement will clearly define the AOR's scope of services, compensation, and responsibilities for the project's subsequent phases (design finalization, permitting, bidding, and construction administration).
- **Acknowledgment of Bridging Document Transfer:** A formal letter or memorandum will be signed by both Hutton, Garver, and Water's Edge and the AOR acknowledging the transfer of the prototype and bridging documents, specifying their format and stating that the AOR accepts them for further development and assumes responsibility for the final stamped Construction Documents.

Professional Services Agreements: The AOR will be responsible for establishing and signing professional services agreements with any necessary sub-consultants (e.g., structural, MEP, civil engineers) required for the project's completion.

3. Shift of Responsibility and Liability

This is a critical aspect of the bridging process:

- **Hutton's Role:** Hutton, Garver, and Water's Edge's responsibility of the drawings concludes upon the formal transfer of the bridging documents. Hutton, Garver, and Water's Edge is responsible for the design quality and accuracy of the Bridging Documents as delivered and to maintain the integrity of the design throughout the remainder of the project(s) as a consultant to the AOR.
- **Local Architect of Record (AOR) Role:** Upon execution of the Owner-Architect Agreement and acceptance of the bridging documents, the Local Architect of Record assumes full professional responsibility and liability for the project. This includes, but is not limited to:
 - Due diligence regarding site conditions, local codes, and regulations.
 - Adaptation and finalization of the prototype design into comprehensive Construction Documents.
 - Coordination of all design disciplines and consultants.
 - Stamping and sealing of all Construction Documents, confirming compliance with all applicable laws, codes, and professional standards.
 - Full responsibility for Construction Administration services.

The AOR's Professional Liability insurance will cover the project from the point they take over as the Architect of Record.

4. Scope of Hutton, Garver, and Water's Edge's Availability for Questions

The Bridging Document Team understands the need for clarification during the design finalization process:

- **Design Finalization:** Hutton, Garver, and Water's Edge will be available from handoff of the bridging documents to the completion of the project to answer questions directly related to the Bridging Documents, including original intent, functionality, and details of the prototype design. This availability will be for clarification and interpretation of the provided documents only. The main purpose of Hutton, Garver, and Water's Edge's role is to maintain the design integrity of the project(s).
- **Permitting and Bidding:** Hutton, Garver, and Water's Edge's involvement during permitting and bidding will be limited to addressing specific questions about the original prototype elements if required by authorities having jurisdiction or prospective bidders. All direct responses and coordination with these entities will be handled by the AOR.
- **Mode of Communication:** Clarifications will primarily occur via email or scheduled virtual meetings.

5. Consultant Involvement During Construction Administration

Hutton, Garver, and Water's Edge's role during construction administration is limited to advisory support regarding the original prototype elements:

- **Advisory Role:** Hutton, Garver, and Water's Edge's involvement during construction administration will be consultative, focusing on major deviations or critical issues related to the core design principles of the original prototype.
- **Direct Cooperative Agreement:** The Local Architect of Record (AOR) will be solely responsible for all day-to-day construction administration services, including responding to Requests for Information (RFIs), reviewing submittals, conducting site visits, issuing Change Orders, and certifying payment applications.
- **Limited Review:** Hutton, Garver, and Water's Edge may, by prior agreement and on a limited basis, review specific aspects of construction if requested by the Owner or AOR, particularly if they relate to the integrity of the prototype design.


This structured handoff ensures a clear division of responsibilities, allowing the Local AOR to take full ownership of the project while leveraging the efficiencies of the prototype design.


More Questions?

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CDBG Blueprint to Build Scoring Rubric

The following are the review criteria the review team will use to score each grant application for Blueprint to Build. Each grant will be rated based on the criteria listed and given a score out of one hundred.

	Exemplary	Meets Expectations	Insufficient Evidence
(1) Project Need- 30 Points Possible	Clearly demonstrates underlying need for the community center. Uses strong, specific, and current data to quantify community impact and urgency. Clearly establishes the project as a high priority compared to other community needs. Provides a well-defined long-term sustainability strategy showing how the facility will address ongoing challenges. (25-30 Points)	Describes need and duration with some supporting data. Demonstrates general urgency but lacks strong quantification or comparison to competing needs. Addresses long-term solutions but sustainability discussion lacks depth or detail. (15-24 Points)	Vague or unsupported claims of need. Minimal or no data provided. Fails to explain urgency, priority, or long-term sustainability. No meaningful explanation of underlying causes. (0-14 Points)
(2) Past Efforts to Address Need- 10 Points Possible	Thoroughly documents all relevant efforts over the past five years (including infrastructure, accessibility, health, senior services, etc.). Clearly connects previous efforts to current proposal and demonstrates remaining gaps. (9-10 Points)	Describes some past efforts but lacks full detail or comprehensive scope. Limited explanation of how past efforts inform or justify the proposed project. (6-8 Points)	Minimal description of past efforts. Omits key activities. No clear connection to current project. (0-5 Points)

CDBG Blueprint to Build Scoring Rubric

<p>(3) Project Readiness- 20 Points</p>	<p>Site secured or acquisition clearly defined. Environmental concerns addressed with documentation showing no anticipated delays. All alternative solutions are summarized with detailed financial comparisons. All funding sources documented. Selected solution clearly justified as the most feasible and cost-effective.</p> <p>(18-20 Points)</p>	<p>Acquisition or environmental review identified but documentation incomplete. Alternatives discussed but financial comparison lacks depth. Funding sources listed but limited commitment detail. Rationale for chosen option somewhat clear.</p> <p>(12-17 Points)</p>	<p>Site control unclear. Environmental risks not addressed. Alternatives not examined or no financial comparisons provided. Funding sources undocumented. No clear reasoning for selected solution.</p> <p>(0-11 Points)</p>
<p>(4) Project Impact- 20 Points</p>	<p>Clearly identifies LMI beneficiaries and provides specific, measurable outcomes. Strong evaluation plan to determine project success. Demonstrates integration with other community initiatives and discusses walkability, accessibility, and proximity to downtown or service centers. Shows clear long-term benefits to the LMI population.</p> <p>(18-20 Points)</p>	<p>Identifies general LMI benefits but outcomes not fully measurable. Limited evaluation framework. Basic discussion of integration, accessibility or location advantages.</p> <p>(12-17 Points)</p>	<p>Vague or unsupported impact claims. No measurable outcomes. Little or no discussion of integration, accessibility, or long-term LMI benefit.</p> <p>(0-11 Points)</p>
<p>(5) Ability to Maintain- 20 Points</p>	<p>Clear, realistic maintenance and operations plan aligned with resolution. Reliable and documented funding sources for long-term upkeep. Fee structure is established, reasonable, and does not preclude LMI access. Commitment to maintain this structure for a specified duration is included.</p> <p>(18-20 Points)</p>	<p>Maintenance plan identified but funding source somewhat uncertain. Fee structure generally reasonable but lacks long-term commitment or detailed explanation.</p> <p>(12-17 Points)</p>	<p>No clear maintenance plan. Funding for upkeep not identified. Fee structure excessive, undefined, or noncompliant with LMI accessibility requirements.</p> <p>(0-11 Points)</p>

CDBG Blueprint to Build Scoring Rubric

Total: 100 Points			
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