



## 2019 Community Development Block Grant

Application Workshops  
Newton and Topeka



---

---

---

---

---

---

---

### Program Overview

- State has been administering the CDBG program since 1984.
- Cities under 50,000 and Counties under 100,000 are eligible to apply.



---

---

---

---

---

---

---

### Program Overview

- Eligible Applicants
  - Cities, one application per year
  - Counties, two applications per year
    - Two on behalf of
    - One on behalf of, and one for county



---

---

---

---

---

---

---

National Objectives

- Elimination of Slums and Blight
- Urgent Need
- Assistance of Low and Moderate-Income (LMI) Persons



---

---

---

---

---

---

---

---

Elimination of Slums and Blight

- Demolition Projects
  - Historical Society clearance
  - Permission from property owners
  - Engineering or Architectural study for commercial properties
- Apply as a Community Improvement
- Commercial Rehabilitation



---

---

---

---

---

---

---

---

Elimination of Slums and Blight

- Must meet the definition of slums or blight under Kansas Statutes Annotated 17-4760
- Area Blight – 25% of area buildings are deteriorated or dilapidated
- The area must be documented to be 51% slums and/or blighted



---

---

---

---

---


---

---

---

Elimination of Slums and Blight

- Spot demolition
  - Eliminating a blighted building



---

---

---

---

---


---

---

---

Urgent Need

- To Qualify a Problem Must:
  - Occurred within the last six months
  - Threat to the health or safety of residents
  - Verified by regulatory agency or Governor disaster
  - Applicant has no funds to repair the need
  - Cost cannot exceed \$400,000



---

---

---

---

---


---

---

---

Low and Moderate-Income (LMI)

- Applicants in this category must prove that more than 51% of all beneficiaries are LMI.
- Examples of projects
  - Water/Wastewater
  - Community Centers
  - Streets
  - Fire Trucks & Stations



---

---

---

---

---

---

---

---

### Proving LMI National Objective

- 2010 HUD Census Data
- Surveys
- Combination of two
  - Both must show 51% or more LMI beneficiaries
  - Combining two surveys – both must be LMI



---

---

---

---

---

---

---

---

### LMI National Objective

- Limited Clientele
  - Severely disabled adults, senior citizens, migrant workers, illiterate adults, persons with aids and abused children.
- Three Year Historical data – Mental Health Center



---

---

---

---

---

---

---

---

### Income Guidelines

- Income Limits are found in the General Guidelines
- Three income levels by county
- Look up the county in which your city is located. These will be your income limits for the survey.



---

---

---

---

---

---

---

---

### Survey's

- If Not LMI through census data
  - Look up city or county population at Factfinder
  - Survey
  - Survey must prove that 51% of population figure found on Factfinder is LMI



---

---

---

---

---

---

---

---

### Surveying Target Areas

- Decide on a TA and get it approved by CDBG Staff
- Develop a code sheet
- Multiply surveys distributed by 2.4 to calculate population
- TA must be 51% LMI to qualify



---

---

---

---

---

---

---

---

### Survey's (cont.)

- Survey conducted in 2012 and going forward are valid till HUD publishes new LMI data
- For additional information refer to the "How to Conduct a Survey"  
[www.kansascommerce.gov/cdbg](http://www.kansascommerce.gov/cdbg)



---

---

---

---

---

---

---

---

### Survey's (cont.)

- Maintain a code sheet that includes all names and addresses
- Do not use whiteout on surveys
- Do not copy the surveys
- City/County must keep the surveys
- Don't scratch out code and write a new one in its place use a new survey form




---

---

---

---

---

---

---

---

#### Low and Moderate Income (LMI) Survey Tabulation

Category	Year	Early	Early	Mid	Mid	Mid	Mid	Mid	Mid	Mid
...	...	...	...	...	...	...	...	...	...	...

Report persons not households

1. ...  
 2. ...  
 3. ...  
 4. ...  
 5. ...  
 6. ...  
 7. ...  
 8. ...  
 9. ...  
 10. ...

---

---

---

---

---

---

---

---

### Survey Methodology and Variance

- Applicants must give a detailed explanation of how its survey was conducted and by who.
- Send it to CDBG Staff if you have any questions.
- If survey is **not** a TA, provide an explanation of LMI variance if over 6% variance from census HUD figure.




---

---

---

---

---


---

---

---

**Pre-selection of Professional Services**

- Good for two years in advance of application due date
- Request for Proposals (RFP)
  - For Administrators
- Request for Qualifications (RPQ)
  - For Engineers and Architects
- "Have Contingent on CDBG funding" in the contracts



---

---

---

---

---


---

---

---

**Request for Proposals**

- Must comply with Public Law 103-355 and 2 CFR 200
  - Administrators
    - Request for Proposals (RFP)
      - Must send proposals to all interested administrators in area
        - »Rating criteria
      - Price of service part of selection criteria**



---

---

---

---

---


---

---

---

**Request for Proposals**

- Keep all documentation
- If sole bidder, contact CDBG Staff
- Sample notice available in "How to Select Professional Services"
- Don't wait till the last minute to get under contract



---

---

---

---

---

---

---

---

## Request for Qualification

- Must publicize
  - »Letters, notice in newspaper (not required)
- Rating criteria
- Special efforts to solicit women and minority owned businesses.
- Keep all documentation
- Price of service not part of rating criteria**



---

---

---

---

---

---

---

---

## Request for Qualifications

- Must select on qualifications, interview, then negotiate fee.
- Fee allowances
- Sole bidder - Contact CDBG Staff
- Sample notice available in "How to Select Professional Services"



---

---

---

---

---

---

---

---

## Citizen Participation

- Public hearing notice must mirror what is being applied for.
- This will threshold an application.
- One legal public hearing 15 days prior to application submittal date.
- Give yourself time to republish if error is found



---

---

---

---

---

---

---

---



### Public Hearing Notice

- Notice shall be published at least five full days before public hearing - starting one day after the publication and not counting the date of the hearing
- Must contain:
  - Detailed Project Description
  - Exact Project Location
  - All Activities
  - CDBG grant amount and total project cost



---

---

---

---

---

---

---

---

### Conflict of Interest

- Applies to employees, elected or appointed officials, agents, consultants, officers or immediate family member or business partners of the above.
- Conflict of interest applies when procuring goods and services for the purpose of undertaking a CDBG funded project.



---

---

---

---

---

---

---

---

### Conflict of Interest (cont.)

- Conflict of Interest waiver
  - Disclosure of the nature of conflict
    - Notice in newspaper
    - Public Hearing
  - Recording of minutes
  - An opinion from the applicant's attorney.
  - Letter from chief elected official requesting the conflict of interest waiver.
  - The only persons that do not qualify for a waiver are the City or County Commissions.



---

---

---

---

---

---

---

---

Conflict of Vendor

- If a vendor is used to supply a cost estimate, said vendor may not bid on the work if the applicant receives a grant award.



---

---

---

---

---

---

---

---

Citizen Participation

- Applicant must hold a public hearing to inform the local citizen of the proposed project
- The project description must match the application scope of work
- Plan ahead if there is a chance of change
- Allow for extra time to publish a second hearing notice if need should arise
- Publish in different language as necessary



---

---

---

---

---

---

---

---

Past Threshold Issues

- No Proof of Publication
- No project benefit area in public hearing notice
- Wrong streets in target area
- Four day period between publication and hearing
- Open grants, including ED
- No LMI documentation



---

---

---

---

---

---

---

---

10 Point Deductions

- Are allocated when the application is incomplete or is missing something
- Lack of a detailed cost breakdown in PER



---

---

---

---

---

---

---

---

Conditions

- No local funds for completion of the ERR in the budget
- Demographics - Form D



---

---

---

---

---

---

---

---

OTHER

- PERs to Rural Development as early as possible.
- Cities and Counties need to update their SAM records annually as they are being rejected by the Feds when we enter new grantees.



---

---

---

---

---

---

---

---

- CDBG will fund only two phases of any one activity. Applicant must wait 10 years after the close of the 2<sup>nd</sup> phase grant before applying to work on same activity.
- Applicant must close the first phase before applying for second phase.



---

---

---

---

---

---

---

---

- Apply to RD no later than **August 31** to guarantee RD will have letter of support for the application. Provide copy letter of support.
- List of interested grant administrators on CDBG website.
- Application Summary page, provide a brief description of the proposed project.



---

---

---

---

---

---

---

---

### Preliminary Engineering Report

- The funding process starts with a good PER
- Name of owner
- Project map
- Engineering firm contact person info
- Date of review
- Description and documentation of the problem



---

---

---

---

---


---

---

---

PER (Cont.)

- Causes of the problem including age of infrastructure
- Waste stream management - KDHE
- Alternatives
  - Engineering
  - Financial
  - Must Discuss Regionalization 10 point deduct**



---

---

---

---

---


---

---

---

PER (Cont.)

- Estimated construction and non construction costs
- If PER describes more than proposed CDBG project funding, then delineate activities and costs
- O&M Analysis
- Land requirements



---

---

---

---

---

---


---

---

PER (Cont.)

- Engineer must provide a detailed cost breakdown for the chosen alternative
- Per square foot calculations are not acceptable

**Use same model for Preliminary Architectural Reports (PAR)**



---

---

---

---

---

---

---

---

Questions or Review

- We are happy to answer questions
- Suggest getting pre-approval of Target Areas
- We will review application prior to submittal
- Can read narrative and give advice
- With all that said **it must be submitted three weeks before deadlines!**



---

---

---

---

---

---

---

---



kdc\_CDBG\_Inbox@ks.gov

Debbie Beck and/or  
Linda Hunsicker



---

---

---

---

---

---

---

---