



KANSAS
COMMERCE

ARCHITECTURAL BARRIER REMOVAL

FUNDING

\$50,000
per building
\$250,000
city-wide project

MATCH

25%
of the awarded
grant

APPLICATION DEADLINE

May 1, 2023

QUALIFY

- ✓ Have an acceptable use project
- ✓ Benefit low-to-moderate income households
- ✓ At least 25% matching funds

Community Development Block Grant (CDBG) funding is one of the few non-local public resources available to help pay for Architectural Barrier Removal (ABR) in public and private buildings.

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 entitlements and are ineligible to participate in the state program: Kansas City, Lawrence, Leavenworth, Manhattan, Overland Park, Topeka, Wichita, and all of Johnson County.)

NATIONAL OBJECTIVE

Applicants must document that the proposed activity complies with a national objective.

- 1) Benefit to low- and moderate-income persons:
 - a) Area Benefit: The beneficiary must be a governmental or a for-profit business that provides essential goods and services to LMI residents within the defined service area that is at least 51 percent LMI. Essential goods are tangible items sold to customers, while services are tasks performed for the benefit of the recipients.
 - b) Limited Clientele:
 - i) Businesses that don't provide essential goods or services must meet the LMC National Objective.
 - ii) This activity will provide a benefit to a specific group of persons, specifically the elderly or adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled".

AVAILABLE FUNDING

Maximum Per Award	\$50,000 (per building) or \$250,000 (city-wide)
Administration	\$10,000 for a single building project or \$20,000 for a city-wide project
Match	25%

ELIGIBLE USE OF FUNDS

1. Removal of architectural barriers that restrict the accessibility or mobility of elderly or handicapped persons (including cost for and installation of automatic doors, ramps, and chair lifts)
2. Architectural design
3. Administration

APPLICATION CRITERIA:

All applications will have a Community Needs Narrative. The applicant should discuss the prioritized community needs of its jurisdiction, including how these needs were determined and if they have been formalized in any document. This is not just the needs of the project but of the overall community. The narrative should tell the story of the community and its needs across all areas. This is limited to one page and must include Housing Needs. Examples of community needs: education, child care, fire safety, community and government buildings, transportation, recreation, housing, workforce and homelessness.

The Matrix below describes each selection criteria as a numerical score within the ABR Program. The maximum number of points available within any application is 100 points.

SELECTION CRITERIA MATRIX	MAXIMUM
1. Project Need	50
2. Project Scope	20
3. Project Readiness	20
4. Leverage	10
TOTAL	100 Points

BONUS POINTS

Communities that have not been awarded a CDBG grant in the annual competition within the last five years in Housing, Community Facilities, or Water and Sewer will receive 10 bonus points on their application rating.

Ten bonus points will be given for including other private funding sources such as foundations (not bonds or state and federal agencies). At least 10 percent of local match needs to come from private sources to receive the 10 bonus points.

Project Need criteria will allow up to 50 points. Five points of this criteria will apply to any letters of support for the applicant. Letters of support may be provided from anyone who shows their support of the project including residents, local businesses, foundations, non-profits and members of local government.

1. Project Need

- a) Discuss the project need for the community and business and the impact it will have.

2. Project Scope

- a) Provide detailed information on the scope of work to the entrance of the building and how this will address the ABR requirement.

3. Project Readiness

- a) 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, and status of the environmental review.
- b) Provide a detailed timeline for completion of the project.

4. Leverage

A minimum match of 25 percent is required.

- a) In order to receive the maximum number of points for Leverage, applicants must provide a 50/50 match for their CDBG request. Less than a 50/50 match will result in fewer points being awarded for Leverage.
- b) The percentage of the match will be calculated as a total of the project and be awarded Leverage points based on the percentage.
 - 26-30% match 3 points
 - 31-35% match 5 points
 - 36-49% match 8 points
 - 50% and above match 10 points
- c) No project will be funded by CDBG without a local investment. No 100 percent grants from all sources are allowed. Local investment must be for more than administration. A 25 percent match is required. Up to 10 percent of the required 25 percent local match may be in-kind or volunteer labor.

SPECIFICATIONS FOR PRELIMINARY ENGINEERING/ARCHITECTURAL REPORT

CDBG assisted community facility projects must be reviewed by a licensed professional engineer or architect. The review will consist of a preliminary engineering report 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 facility, if applicable. Failure to submit the required preliminary engineering report is a threshold item. An engineer/architect must be hired for any commercial building demolition.

The preliminary engineering report/architectural reports must be uploaded directly to the online application.

At a minimum, the following must be addressed in the preliminary engineering/architectural report:

1. Name of the applicant or owner of the facility.
2. Name, address, 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 facility(ies).
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.

NOTE: An incomplete or inadequate Preliminary Architecture Report can result in the applicant being asked to correct.

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.

APPLICATION CHECKLIST

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

- a. Community Needs Narrative
- b. Project Budget Form and Opinion of Probable Cost
- c. Pre-Selection of Professional Services
- d. Statement of Assurances and Certifications
- e. Resolution of Governing Body to File Application
- f. Maintenance and Operation Resolution (must include dollar figure and source)
- g. Commitments from other funding sources
- h. Disclosure Report Anti-Displacement Plan
- i. Affidavit of Public Hearing Notice *
- j. Copy of Survey Instrument
- k. Copy of Survey Tabulation, if applicable w/description of variance, if applicable
- l. Survey Methodology
- m. Intergovernmental Agreements (on behalf of or multi-jurisdictional applications), if applicable
- n. Map of Project Area
- o. Environmental Review - Determination of Level of Review
- p. Letters of Support
- q. Letter from the Kansas Secretary of State showing good standing

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

THRESHOLD REQUIREMENTS

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

1. The application must be received within the application period.
2. Only complete standard application forms will be accepted.
3. 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.
4. The applicant must be eligible.
5. Preliminary architectural report must be included, if applicable. The report shall address the items included in the section herein discussing such requirement.
6. The public hearing notice must be published at least five full days before (starting one day after publication date and not counting the date of the hearing, i.e., a total of seven days) but not more than 20 days prior to the public hearing. The public hearing must occur a minimum of 15 days but not more than 120 days prior to the application due date.
7. Absence of required interlocal agreements shall be considered a threshold criterion.
8. Construction Management Contracts are not allowable under Kansas CDBG regulations because of free and open competition for bidders.

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 inadequate amount of time for public hearing, public hearing not having required information or public hearing too late would not be correctable and the application will not be scored.


The purpose of this allowance of additional time is in no way intended to give extra time for the purpose of obtaining commitment from other sources, removing contingencies, or finishing the details of the application.


More Questions?

CONTACT THE CDBG TEAM

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