

# 2022 CDBG Community Facilities and Services



## Examples of Eligible Activities

- Streets
- Sidewalks
- Electrical
- Gas Distribution
- Community Centers
- Senior Centers
- Homeless Shelter
- Library
- Fire Trucks
- Fire Stations



**Fire Station, Linn County**

# New for 2022- Subcategories

Four project subcategories will be awarded under the Community Facilities and Services category.

Recreation	Infrastructures	Buildings	Services
<p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Parks</li> <li>• Splash Pads</li> <li>• Ball Fields</li> <li>• Playground Equipment</li> </ul> <p>*regardless of population size, minimum grant award \$50,000 and maximum grant award is \$350,000</p>	<p>Includes:</p> <ul style="list-style-type: none"> <li>• Streets</li> <li>• Sidewalks</li> <li>• Bridges</li> <li>• Trails</li> </ul> <p>*regular funding levels</p>	<p>Includes:</p> <ul style="list-style-type: none"> <li>• Fire Stations</li> <li>• Libraries</li> <li>• Community Centers</li> <li>• Storm Shelters</li> </ul> <p>*regular funding levels</p>	<p><b>Includes:</b></p> <ul style="list-style-type: none"> <li>• Gas</li> <li>• Electrical</li> <li>• Fire Trucks</li> <li>• Broadband</li> <li>• Demolition</li> <li>• Day Care</li> <li>• Emergency Alert Systems</li> </ul> <p>*regular funding levels</p>

# Funding Levels

Category	Beneficiaries		
Community Facilities: Category 1.	Any Population		Minimum
	Minimum	Maximum	Match Funds
	\$50,000	\$350,000	25%
Community Facilities: Categories 2, 3 and 4	Beneficiaries		
	< 5,000	> 5,000	Match Funds
	\$600,000	\$750,000	25%

# Creating the Application

**Deadline is October 29, 2021**

- Applications will be accepted online through the Commerce Website:  
[kansascommerce.gov/cdbg](https://kansascommerce.gov/cdbg)
  - Create a username and password
  - Save your application and come back to it before submitting
  - Same information as paper version
  - Suggestion: draft narratives and other content in a Word Document and then copy and paste into application
  - PER/PAR, Maps, Pictures and other support documents can be uploaded directly to the site
  - Do not wait until the final day to submit

# Creating the Application

## **Tell us your story!**

- Raters may have never been to your town
- NOT just technical terms

## **Proofread your application**

- Engage city/county representatives, the grant administrator and others to read your narratives. We suggest drafting these in a Word document or using a joint username and password for submission.

## **Include ALL forms and Letters**

- Missing information, forms and letters is a 10-Point Deduction

# Application Checklist

**These items will be built directly into the application and will be completed online not uploaded.**

## Application Summary:

Form A – Community Needs Form

Form B – Project Budget Form

Form C – Local Effort

Form D – Public Facilities LMI Benefit

Form E – Public Facilities Narratives

Form F – Pre-Selection of Professional Services



# Required Documents

Each of these documents will be uploaded in the application:

- Statement of Assurances and Certification
- Resolution of Governing Body
- Commitment of other funds – only local funds required
  - Must commit funds for Environmental Review
- Disclosure Report- Updated with each new contract on the project
- Anti-displacement
- Determination of Level of Review- **please include in the application**
- Public Meeting



# Application Criteria- Online

The following slides are a guide to assist applicants.

- All the criteria in forms A-F will be entered directly into the online application
- We encourage drafting these items ahead of time
- Copy/Paste feature will be available

# Application Checklist

## Map of Proposed Project

- Legible
- Clearly marked

## Map of “Self-Imposed” target area in relationship to the City

- Your Public Hearing notice describes the target area

# Form A- Community Needs Form

- Discuss the priorities of the community
- This is NOT where you discuss project need
- Must include housing needs - many lose points
- What have you done for your community?

# Form B- Project Budget Form

## Form B – Project Budget Form:

Activity	CDBG Funds	Other Funds	Total Cost	Source of Other Funds
<b>1. Public Facilities proposed: (whole dollars)</b>				
a.) Sidewalk Construction	█	█	█	█
b.) Street Construction	█	█	█	█
c.) █	█	█	█	█
d.) Acquisition, including easements	█	█	█	█
e.) Engineering Design	█	█	█	█
f.) Construction Inspection	█	█	█	█
g.) Architectural Services	█	█	█	█
h.) Other Professional Services*	█	█	█	█
<b>Total, Public Facility Activities</b>	█	█	█	█
<b>2. Reserved for Housing Activities:</b>				
<b>Total, Housing Activities</b>	█	█	█	█
<b>3. Administration:</b>				
a.) Administrative Activities	█	█	█	█
b.) Legal**	█	█	█	█
c.) Audit	█	█	█	█
<b>Total, Administration</b>	█	█	█	█
<b>4. Total, All Activities</b>	█	█	█	█

\*Other professional services; please explain: █  
 █  
 █

\*\* Provide explanation of need of these expenses: █  
 █  
 █

- Must have \$\$ on local side for Environmental Review
- Examples are listed for types of line items you may use
- Refer to pages 12 and 13 in the Community Facilities Application on our website.

# Form C- Local Effort

## 1. Local Effort:

Total Bonded Indebtedness: \$

Total Other Debt: \$

**(Attach approved Statement of Indebtedness and Statement of Conditional Lease, Lease Purchase and Certificate of Participation from local budget, even if no debt is shown.)**

## 2. Need:

Total Assessed Tangible Valuation (real and personal property) for the year in which the applicant is applying for the CDBG funds: \$

- Applicant's Indebtedness
- Both sections filled out
- Must be completed by the applicant not sub-applicants
- Complete even if no debt is shown

# Form D- Public Facilities LMI Benefit

## Form D – Public Facilities LMI Benefit:

### 1. Civil Rights Information (all applications)

To document compliance with Title VI of the Civil Rights Act of 1964, provide the information in the space provided below.

a.) Total Population of Applicant:  (Census)

	Ethnicity Number				Ethnicity Number		
	Hispanic	Non-Hispanic	Total Population		Hispanic	Non-Hispanic	Total Population
White	<input type="text"/>	<input type="text"/>	<input type="text"/>	A	<input type="text"/>	<input type="text"/>	<input type="text"/>
BAA	<input type="text"/>	<input type="text"/>	<input type="text"/>	A/W	<input type="text"/>	<input type="text"/>	<input type="text"/>
BAA/W	<input type="text"/>	<input type="text"/>	<input type="text"/>	AI/AN/BAA	<input type="text"/>	<input type="text"/>	<input type="text"/>
AI/AN	<input type="text"/>	<input type="text"/>	<input type="text"/>	AI/AN/W	<input type="text"/>	<input type="text"/>	<input type="text"/>
NH/PI	<input type="text"/>	<input type="text"/>	<input type="text"/>	Other	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of Persons with Disability <input type="text"/>							
Female Head of Household <input type="text"/>							

b.) Total Persons to be Served by Project (if different from a.):  (Census)

	Ethnicity Number				Ethnicity Number		
	Hispanic	Non-Hispanic	Total Population		Hispanic	Non-Hispanic	Total Population
White	<input type="text"/>	<input type="text"/>	<input type="text"/>	A	<input type="text"/>	<input type="text"/>	<input type="text"/>
BAA	<input type="text"/>	<input type="text"/>	<input type="text"/>	A/W	<input type="text"/>	<input type="text"/>	<input type="text"/>
BAA/W	<input type="text"/>	<input type="text"/>	<input type="text"/>	AI/AN/BAA	<input type="text"/>	<input type="text"/>	<input type="text"/>
AI/AN	<input type="text"/>	<input type="text"/>	<input type="text"/>	AI/AN/W	<input type="text"/>	<input type="text"/>	<input type="text"/>
NH/PI	<input type="text"/>	<input type="text"/>	<input type="text"/>	Other	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of Persons with Disability <input type="text"/>							
Female Head of Household <input type="text"/>							
Source of (a) above: <input type="text"/>							
Source of (b) above: <input type="text"/>							

\*BAA-Black African American; BAA/W-Black African American & White; AI/AN-American Indian or Alaskan Native; NH/PI-Native Hawaiian or Pacific Islander; A-Asian; A/W-Asian & White; AI/AN/BAA-American Indian or Alaskan Native & Black African American; AI/AN/W-American Indian or Alaskan Native & White

Numbers must match Application Summary, #1 population and #8 persons benefiting from project.

- Civil Rights Information
  - All applicants are required to do this
- Census or Survey-however your project qualified
- Must use Census website to locate demographic information
- Fill out section B if project serves more or less than the population of the applicant

# FORM E - PUBLIC FACILITIES NARRATIVE

- Project Need - 35 Points (up to 5 of which come from support letters)
- Project Alternatives- 10 Points
- Past Efforts to Address Need- 10 Points
- Project Readiness - 5 points
- Leverage - 20 points

## **Bonus Points!**

- 10 Bonus Points for private funding sources such as foundations
- 10 Bonus Points- no CDBG Project in the last 5 years
  - Purpose of bonus points is to encourage new funding sources for matching funds and new applicants





## Project Need - 35 Points

- State your need for the project
- How long has it existed?
- What caused it?
- Up to 5 points may come from support letters.
- List any violations in State/Fed Regs
  - Include letters addressing violations

**Project Need carries the MOST points!**

Document your Need!

**Library, City of Iola**





## Project Alternatives - 10 points

List ALL alternatives that were explored

- Engineering
- Financial
- Materials
- Cost Estimates for ALL alternatives

Scope of Work

- Describe in detail the project you selected
  - Make it clear which alternative is selected
- 
- Include force account construction

**Storm Shelter, City of Mound Valley**



## Past Efforts- 10 Points

- What has the community done for themselves over the past 5 years?
  - Paint water tower, repaved streets, park upgrades, etc.
- The more active, the better
- Not just the project you are applying for
- Show us you care for your community

**Past Efforts section is often missing details on other community improvement efforts!**

**Don't Forget Details!**



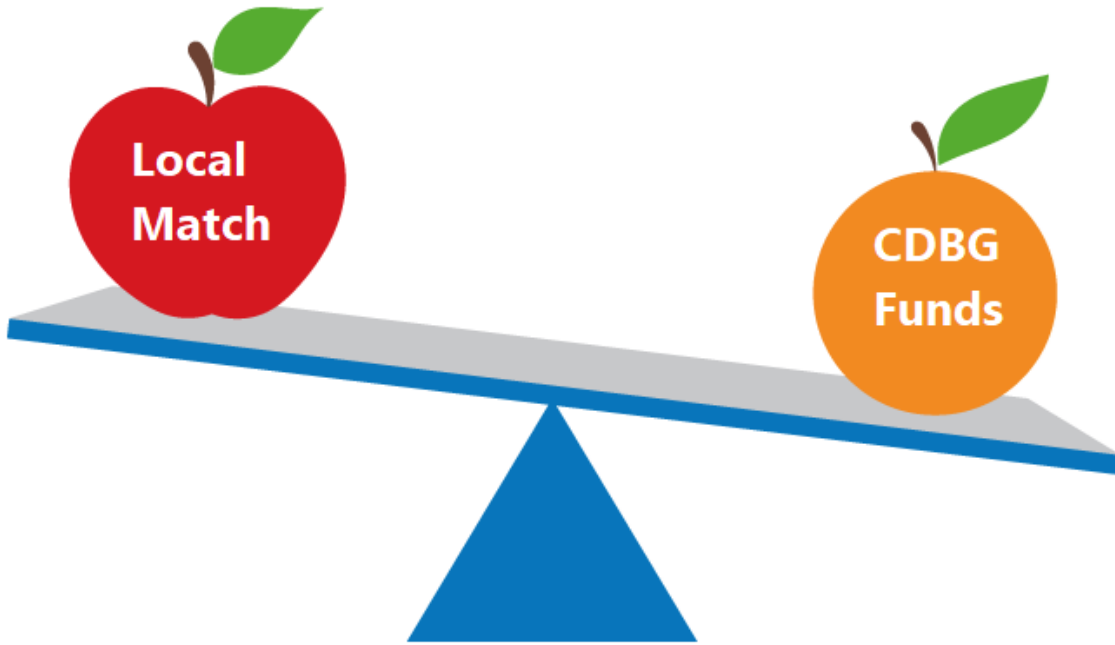
## Project Readiness - 5 points

- Is the applicant ready to apply?
- Is there Land Acquisition?
  - Uniform Relocation Assistance and Real Property Acquisition Act- (URA) should be followed.
- Pre-selection of professional services
  - Administrator
  - Engineer/architect
- Documentation of leverage- letters

**Project Readiness section is often missing confirmation of preparedness!**

**Can we implement our plans?**

These points are ALL or nothing. Make it count!



## Leverage

- 25% minimum match for all projects
- 10% of the 25% match may be in-kind or volunteer labor
- Local investment is key!
- Points are based on % of match
  - Up to 50/50 match
  - Max Points is 20

**You control your leverage points.**

**Make it Count!**

**Have we invested in our community?**



THANK YOU

**Ginny Eardley**

CDBG Project Manager

[Ginny.M.Eardley@ks.gov](mailto:Ginny.M.Eardley@ks.gov)

[www.KansasCommerce.gov](http://www.KansasCommerce.gov)