

Housing Grant 2023

Applications for Housing can be submitted from January 2, 2023, through December 1, 2023. Applications will be accepted until all funding is expended. A city must have properly completed a Housing Assessment Tool (HAT) and the application must be supported by the results of the HAT. The project must be reasonable, be an eligible activity, and meet a national objective. The application must define in detail the city's intended project activities.

National Objective

The CDBG housing project will meet a national objective of benefitting low- and moderate-income (LMI) households and slum and blight. After a project is funded, each applicant will submit tax returns to prove the household is a low-and moderate-income (LMI) household. If a city wants to submit a Neighborhood Development (ND) application, CDBG staff will assist the city to select a target area to conduct an LMI survey. After the survey is tabulated, it must prove the area to be over 51% LMI. Demolition activities meet a national objective using the spot slum and blight category.

Eligible Applicants

All incorporated cities 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 are considered entitlement communities and are ineligible to participate in the state program: Kansas City, Lawrence, Leavenworth, Manhattan, Overland Park, Topeka, Wichita, and all of Johnson County.)

Eligible Use of Funds

The CDBG Housing program is divided into housing rehabilitation/demolition or neighborhood development. CDBG housing activities are limited to rehabilitation (Owner occupied and rental); relocation of households from dilapidated residences; demolition of dilapidated housing units; removal of architectural barriers in residential properties; activities of other organizations relating to housing; and energy use strategy activities relating to housing. Costs for rehabilitation application processing and other personnel-related expenses are considered administrative, except for housing inspection and relocation management, which are considered housing activities. The filing fees will be shown in administration but will not be charged against the maximum limits.

Housing Rehabilitation

- Rehabilitation of single-family/owner-occupied or rental rehabilitation
- Upper-story housing
- Renovation of building to create housing

Demolition

- Demolition of housing units and out outbuilding on the same property.

Neighborhood Development

- The above activities plus, public facilities improvements (street, drainage, curbs, public sidewalks)
- Preliminary Engineer Report is required for ND applications.

Emergencies

- Up to 20 percent of the rehabilitation funds may be used in emergencies
- The property owner must be LMI.

- Emergency funding is only eligible to owner-occupied households not in the target area.
- Emergencies are defined as water heaters and heating units. A leaky roof is not defined as an emergency.

Ineligible Activities

- Demolition of commercial or jurisdiction-owned properties
- Demolition-only application

For the FY 2023 annual competition, the applicant has two options in making an application: 1) apply for housing rehabilitation-only or rehabilitation and demolition funds, or 2) apply for a Neighborhood Development (ND) that includes housing rehabilitation and/or demolition, plus infrastructure. All applications must be in a target area and if an ND project there will need to be a target area LMI survey.

Available Funding	Maximums
Housing Rehabilitation and/or Demolition	\$300,000
Housing Neighborhood Development \$300,000 for housing and \$200,000 for infrastructure (City must match infrastructure 50/50)	\$500,000

Activities included	Maximums
Housing and Radon Inspection (includes all site inspections, work write-ups, cost estimates, and radon testing)	\$1,000
Risk Assessments	\$1,000
Lead Base Paint (LBP) Clearance	\$ 300
LBP safe work practice & Cleaning for Clearance	10% of CDBG Rehabilitation per house
Temporary Relocation due to LBP	\$5,000
Demolition Inspections	\$ 500
Demolition	Must be reasonable
Administration	Up to \$30,000
Matching funds	Environmental Review

Note: All activity fees are included in the maximum grant funding.

Application Criteria: The Matrix below describes each selection criteria as a numerical score within the Housing Applications. The maximum number of points for housing is 125 points and 150 points for ND.

Housing Point System	Minimum
Housing Assessment Tool/Community Needs	25
Development of Project	15
Solution of Need	25
Target Area/Pre-applications received vs proposed activity/Complete Housing log	<u>35</u>
Sub – TOTAL	100
Site Visit	<u>25</u>
TOTAL	125

Neighborhood Development Point System	Minimum
Housing Assessment Tool/Community Needs	25
Development of Project	15
Solution of Need	25
Target Area/Pre-applications received vs proposed activity/complete housing log	35
Need and solution for infrastructure	<u>25</u>
Sub – TOTAL	125
Site Visit	<u>25</u>
TOTAL	150

Public Hearing requirements

1. The public hearing notice must be published at least five full days before (starting one day after the publication date and not counting the date of the hearing, i.e., a total of seven days) but not more than 20 before the public hearing. The public hearing must occur a minimum of 15 days but not more than 120 days before the application is submitted.
2. The total project funding and CDBG amount requested must match what appears in the public hearing notice.
3. The number of rehabilitation properties and demolition units must match as well.

Threshold Requirements or Incomplete Applications

If an application does not meet all threshold requirements or is incomplete upon submittal for funding consideration, the application will be returned and must be resubmitted. An application is considered incomplete when a required signature is missing, required form(s) are left out of the application or the forms are incomplete.

Housing Narratives

1. Housing Assessment Tool/Community Needs (25 points for HAT and narrative)

- Explain how the HAT was completed. Points will be awarded on the comprehensiveness and accuracy of the assessment tool.
- How would grant awards serve the needs of the city identified in the HAT?

2. Development of Project (15 points for narrative)

- How was the scope of work developed?
- What is eligible and ineligible?
- How many rehabilitations are being proposed and why?
- How many demolitions are being proposed, and why or why not?
- Does the City have codes? Are they being enforced?
- Are there any environmental concerns?
- Anything else the city did in the project development they would like to share?

3. Solution of Need (25 points for narrative)

- Can the rehabilitation/demolition be completed in the 24-month time frame?

- Does the applicant have contractors? Who are the contractors? Are these contractors also working on other CDBG projects? Does the contractor have required LBP and other licensing?
- Does the applicant have all the necessary professionals to complete the project (administrator, inspector, risk assessor, radon testing abilities, asbestos inspectors)?
- Who locally will be involved in collection applications?
- Will the applicant council/commission locally run the program, or will a housing board be appointed?
- How does the scope of work solve the city's needs?

4. Target Area, housing log, and public interest will be used to assess pre-applications vs proposal (35 points for narrative, maps, and housing log)

Provide two or three legible and accurate maps:

- One will illustrate the target area in relationship to the entire community
- The second map will identify houses proposed within the target area.
- If an ND, there must be a map of the target area supporting the LMI Survey

Narrative:

- How was the target area determined?
- Is the target area small enough to show impact?
- How was the target area designed?
- Is the public interested? Are homeowners interested and willing to participate?
 - Is there enough interest to complete the scope of work? Explain the number of properties to be completed (rehabilitation and demolition) and the level of assistance.

5. The following additional points will be added to the Neighborhood Development category of applications:

Need & Solution for Infrastructure (25 points for narrative)

Points will be awarded based on the "need" of the public facilities activities, the intensity and urgency of the need, the frequency at which the need occurs, economic considerations due to the need, and the concentration of persons within the area affected by the need. Other factors to be considered are property damage, health, and safety, environmental damage, inadequate facilities/services commonly provided for existing residents, cultural, recreational, aesthetic, and inadequate facilities for potential growth. The total will include the degree to which all significant public facility needs in the target area are being addressed by the project.