



**JOHNSON COUNTY/CITY OF OLATHE
COVID-19 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG-CV3)
2020 CARES FUNDING APPLICATION**

**All Applications DUE: 12:00 p.m., April 29, 2021
to Johnson County or City of Olathe**

Applicants must be an existing agency in the Kansas City Metro currently serving Johnson County residents.

FOR CDBG STAFF USE ONLY:

Date Received:

Amount Requested:

Matrix Code:

National Objective Code: Code Citation: 24 CFR 570.208

Environmental Status: Code Citation: 24 CFR 58.

Applicants are expected to review the **CDBG-CV3 Application Instructions and Application Handbook** provided prior to completing this application. The instructions include important submission requirements and can be located at: <https://jocogov.org/dept/planning-and-codes/community-development/community-development-block-grant-cdbg>

PART 1: APPLICANT INFORMATION & PROJECT SUMMARY

1. Applicant Information

- a. Applicant Legal Name:
- b. Mailing Address:
- c. Phone:
- d. Website:
- e. DUNS Number (9-Digit Number):

2. Applicant Contact Information (responsible for ALL application communication)

- a. First and Last Name:
- b. Mailing Address:
- c. Email:
- d. Phone:



3. I am applying for a CDBG-CV3 project that meets the following national objective:

National Objective:

Benefit Low to Moderate Income (LMI) Persons _____

Urgent Need Activities that Alleviate Emergency Conditions _____

Application Type:

Public Services Project _____

Public Facilities Project _____

Job Creation or Retention Project _____

4. Title of Proposed CDBG-CV3 Project: (100 characters)

5. Amount of CDBG-CV3 Funds Requested: (100 characters)

6. Please list the address/location of the proposed project. If the project will be carried out at more than one location, provide all addresses below. Applicants must also include a colored map(s) of the program location as a required attachment: (400 characters)

7. In two sentences, provide a concise description of the proposed CDBG-CV3 project: (400 characters)

8. Is this a new program or activity? YES NO

If yes, describe how your agency determined a need for the new program/activity and how it fits with the agency's mission statement. (800 characters)

9. Is the project a quantifiable increase in the level of service for an existing program?

YES NO N/A

If yes, describe how the agency determined the need and how the agency will increase the level of services by adding more services or increasing the number of unduplicated clients served.

(400 characters)

10. CDBG-CV3 Project Beneficiaries

a. Check the appropriate benefit category below that describes who will benefit from the CDBG-CV3 funds, if awarded:

_____ General Low to Moderate Income Clientele: The public service is available to any residents of Johnson County (excluding Lenexa, Overland Park & Shawnee) who meet the HUD definition of low to moderate income.

_____ Limited Clientele: The public service is available to special populations/limited clientele as defined by HUD, including disabled adults, homeless, elderly, people living with HIV/AIDS, abused children, victims of domestic violence, mentally ill, and chronic substance abusers.

_____ Area Benefit: The project will benefit low to moderate income persons in a primarily residential area where at least 42.75% of the residents are low to moderate income persons.

b. Select Urgent Need if the project will not benefit low to moderate income persons directly.

_____ Urgent Need: Conditions must pose a serious and immediate threat to the health or welfare of the community. Additionally, conditions must be related to or address COVID-19 in an area with an emergency declaration.

c. How many low to moderate income persons or what qualifying areas will benefit from the CDBG-CV3 funds requested in this application? (600 characters)



d. How was the number of persons or area to benefit calculated? (1100 characters)

11. How many Johnson County residents did you serve in 2020? _____
For Public Service applications, please attach documentation confirming number of Johnson County residents served (this can be a report from your client database i.e. CaseWorthy, MAACLink, etc. or an Excel spreadsheet).

PART 2: PROJECT NARRATIVE, NEED AND PERFORMANCE

1. What specific eligible CDBG-CV3 activities will be funded through this project as a direct response to or prevention of COVID-19? For HUD guidance on eligible CDBG-CV3 activities visit: <https://www.hudexchange.info/programs/cdbg/disease/> (800 characters)

2. Need for CDBG-CV3 Project:

a. Explain the specific local need directly related to COVID-19 that this project will address: (800 characters)

b. Provide current County/City specific local data that substantiates the need: (1000 characters)

c. Demonstrate how this need not being met through other programs: (1000 characters)

3. Clearly state how the project will coordinate with other agencies in the community and avoid duplication of services and funding sources: (1000 characters)

4. How will you make COVID-19 impacted low to moderate income individuals and families aware of your project? (1000 characters)

5. How will your project income qualify participants, if applicable? (800 characters)

6. How will your program measure success? (1000 characters)

PART 3: CDBG PERFORMANCE HISTORY

1. Has your agency administered CDBG funds in Johnson County or Olathe in the last 5 years? If so, list year and award amount. (800 characters)

2. Has your agency ever administered federal stimulus funding in Johnson County or Olathe? Include most recent year and amount of award. Please note if there were any findings or concerns listed in any audit reports following review. (800 characters)

PART 4: CDBG FINANCIAL HISTORY & PROJECT BUDGET

*Please note that if funded, **CDBG-CV3** funds expire on August 31, 2023 and must be drawn down by 12:00 p.m. September 2, 2023. A drawdown includes the submission of both the reimbursement request and supporting documentation to the Community Development office. Any remaining funds will be deobligated if not drawn by the deadline, no exceptions!*

1. If your organization is currently under contract for any CDBG funding from Johnson County and/or the City of Olathe, please complete the section(s) below. There is one box for Johnson County and one box for Olathe sub-recipients. Please note, unexpended means it has not been reimbursed by Community Development, if it has been obligated to a project, but not spent and requested it is not expended.

Johnson County CDBG Program Participation (1500 characters)

Total funds currently awarded & unexpended from all years (include amount and year):

Olathe CDBG Program Participation (1500 characters)

Total funds currently awarded & unexpended from all years (include amount and year):

2. The budget information to be provided below pertains only to the proposed project for which you are requesting CDBG-CV3 funds in this application. Please note when completing the Revenues and Expenses Charts, revenues should equal expenses.

Proposed CDBG-CV3 Project Budget

REVENUES: must directly support and be essential to the implementation of the CDBG-CV3 project in direct response or prevention of COVID-19 effects.

LIST ALL REVENUE SOURCES	AMOUNT
<i>Funds Requested from:</i>	
Johnson County CDBG-CV3	
Olathe CDBG-CV3	
Shawnee CDBG-CV3:	
Overland Park CBDG-CV3:	
Lenexa CDBG-CV3:	
<i>Other Project Revenue:</i>	
Other Federal Funds:	
State/Local Funds:	
Private Funds:	
Other:	
Total Project Revenue:	

EXPENSES: must be eligible CDBG-CV3 activities

SOURCE	AMOUNT
Personnel (excluding general administration costs):	
Equipment:	
Supplies:	
Space Rent/Utilities:	
Direct Financial Assistance:	
Other:	
Total Project Expenses:	

3. Explain how you calculated the amount of CDBG-CV3 funds requested in the application.
(600 characters)

4. List other funding sources researched, applied for or received for this project. (1000 characters)

PART 5: ENVIRONMENTAL REVIEW

HUD requires that an Environmental Review be performed on any project supported by CDBG-CV3 funds. In order to determine the level of Environmental Review necessary for this proposed project, please answer the following questions:

1. Will the proposed CDBG-CV3 project have a physical impact or result in any physical impact on the environment? YES _____ NO _____

2. How did you determine your response? (600 characters)

3. If the project has potential to have a physical impact on the environment, please explain below. (600 characters)

PART 6: APPLICATION CERTIFICATIONS

General Application Certifications

Applicant certifies that all information reported in this application and attached is true, accurate and complete to the best of its belief and knowledge.

Applicant will provide written notice of any changes or additions to this information. Applicant understands that the agency may need to provide additional information during the application process and if funded.

Applicant understands a written contract will be required between the Agency and County upon award of funds.

Applicant is aware that the submission of this application does not guarantee funding by Johnson County.

Applicant is aware that Public Facility & Infrastructure projects in excess of \$2,000 must adhere to labor standards in compliance with the requirements imposed by the Equal Employment Opportunity Act, Davis-Bacon Act, Section 3 (contracting with or employing low-income) and related federal legislation.

Applicant is aware that all proposed projects must pass all applicable environmental reviews.

All required documentation, including attachments, have been included in the original application. The required original documents with all attachments and one electronic version of the application in Adobe Acrobat format have been submitted.

Applicant certifies that it is authorized to make this application to execute a community development and housing program on behalf of the applicant and have been designated as such by the Executive Director, Department Director or Mayor of the City.

Applicant understands that applications received after 12:00 PM on July 1, 2020 will not be accepted or considered.

Applicant will comply with the other provisions of the CARES Act and with other applicable laws.

Applicant certifies that they are an existing agency in the Kansas City Metro currently serving Johnson County residents.

Certification of No Supplanted Funding

Federal law prohibits recipients of federal funds from replacing state, local, or agency funds with federal funds. Federal funds may not supplant/displace existing funds for a project and its individual sub-activities, including staff costs and general operating costs. Applicant certifies that:

- (1) CDBG-CV3 funds, if awarded, will not supplant funds received from other Federal, State or local government sources, or funds independently generate by the expenditures from other Federal, State, or local sources or funds independently generated by the subrecipient agency;
- (2) CDBG-CV3 funds, if awarded, will not supplant any funds used to leverage other funding; and
- (3) CDBG-CV3 funds, if awarded, will not be used to supplant other funds provided directly to agency clients by the agency's program, other programs, or direct Federal, State, or local funding.

Religious/Faith-Based Agency Certifications

In addition to, and not in substitution for, other provisions of this agreement regarding the provision of Community Development Block Grant Coronavirus (CDBG-CV) program activities pursuant to the CDBG-CV3 program/activity, the applicant;

- 1) Represents that it is, or may be deemed to be, a religious or denominational institution or organization or an organization operated for religious purposes.
- 2) Agrees that, in connection with such community development activities and operational costs:
 - a. It will not discriminate against any persons seeking community development services and/or related services on the basis of religion or religious belief; and
 - b. It will not use CDBG-CV3 funds to support any inherently religious activities, such as worship, religious instruction, or proselytization.

Drug-Free Workplace Act Certification

1. Applicant certifies that it shall provide a drug-free workplace by:
 - (a) Publishing a statement notifying employees that unlawfully manufacturing, distributing, dispensing, possessing or using a controlled substance in the workplace is prohibited and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing a drug-free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The company's policy of maintaining a drug-free workplace;
 - (3) Any drug counseling, rehabilitation, and employee assistance programs that are available; and

- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the Agreement be given a copy of the statement required by paragraph (a).
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the Agreement, the employee shall:
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employee's employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such a conviction;
- (e) Notifying County within ten (10) days after receiving notice under subparagraph (d)(2), from an employee or otherwise receiving actual notice of such conviction;
- (f) Taking one of the following actions, within thirty (30) days of receiving notice under subparagraph (d) (2), with respect to any employee so convicted:
 - (1) Taking appropriate personnel action against such an employee, up to and including termination; or
 - (2) requiring such an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

Conflict of Interest Statement

The conflict of interest provisions will apply to any person who is an employee, agent, consultant, officer, elected or appointed official of the applicant, of any designated public agencies, or subrecipients that are receiving CDBG-CV3 funds.

To the best of applicant's knowledge: (1) no Federal appropriated funds have paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement; (2) If any funds other than Federal appropriated funds have been

paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant loan, or cooperative agreement, it will complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions; and (3) It will require that the language of paragraph (h) of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Anti-Lobbying Statement

The anti-lobbying provisions will apply to any person who is an employee, agent, consultant, officer, elected or appointed official of the subrecipient that is receiving CDBG-CV3 funds.

Applicant certifies that:

1. No Federal funds have been paid or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of the awarding of any Federal, state or municipal contract, the making of any Federal or municipal grant, the making of any Federal or municipal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal, state or municipal contract, grant, loan or cooperative agreement.
2. If any funds other than Federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal or municipal agency/department, Member of Congress, an officer or employee of Congress, an employee of a Member of Congress, Mayor, City Council member, County Commissioner, or
3. employee of a Mayor, City Council member, or County Commissioner in connection with this application, contract, grant, loan or cooperative agreement, it will complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions; and

HUD Section Three Statement

1. The applicant agrees to comply with Section 3 of the Housing and Urban Development Act of 1968, as amended, the regulations set forth in 24 C.F.R. Part 135, and all applicable rules and orders. Subrecipient understands that compliance shall be a condition of the federal assistance provided under this Agreement and binding upon the Grantee, the Subrecipient and any sub-Subrecipients. Failure to comply with these requirements shall subject the Grantee, the Subrecipient and any sub-Subrecipients, their successors and assigns, to those sanctions specified by the Agreement through which federal assistance is provided, and as set out in 24 C.F.R. Part 135, Subpart O. The Subrecipient agrees that no contractual or other disability exists which would prevent compliance with these

requirements. The Subrecipient shall include the following language in all subcontracts executed under this Agreement:

"The work to be performed under this contract is a project assisted under a program providing direct federal financial assistance from HUD and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701. Section 3 requires that, to the greatest extent feasible, opportunities for training and employment be given to lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part, by persons residing in the areas of the project."

2. The Subrecipient shall send to each labor organization or representative of workers with which it has a collective bargaining agreement or other contract or understanding, if any, a notice advising said labor organization or worker's representative of its commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.
3. The Subrecipient shall include this Section 3 clause in every subcontract and will take appropriate action pursuant to the subcontract upon a finding that the sub-Subrecipient is in violation of regulations issued by the Grantee. The Subrecipient will not subcontract with any sub-Subrecipient where it has notice or knowledge that the latter has been found in violation of regulations under 24 C.F.R. Part 135 and will not let any subcontract unless the sub-Subrecipient has first provided it with preliminary statement of ability to comply with the requirements of these regulations.

Other CDBG-CV3 Related Certifications

Overall Benefit: The applicant certifies that the CDBG-CV3 funds awarded by Johnson County will be used only for the benefit of Johnson County residents – those residing within the actual County Limits of Johnson County excluding the cities of Overland Park, Lenexa, Olathe and Shawnee. City of Olathe applicants may will only be used for the benefit of Olathe residents.

Compliance with Anti-discrimination laws: The programs funded in part or totally by CDBG-CV3 will be conducted and administered in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act (42 USC 3601-3619), and implementing regulations, as amended.

Affirmatively Furthering Fair Housing: The applicant will take appropriate actions when applicable to overcome the effects of any impediments identified through the County's Analysis of Impediments to Fair Housing Choice and the County's Fair Housing Plan, and maintain records reflecting the actions taken. The grant will be conducted and administered in compliance with (1) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352; 42 U.S.C. Subsection 2000 et seq.); (2) The Fair Housing Act (42 U.S.C. 3601-20). It will affirmatively further fair housing.



Anti-displacement and Relocation Plan: In the event that the applicant conducts housing acquisition, demolition or rehabilitation with CDBG-CV3 funds that require the relocation of residents, the applicant will comply with the Uniform Relocation Assistance and Real Property

Acquisition Policies Act of 1970, as amended, and the regulations at 49 CFR 24; and it has in effect and is following a residential anti-displacement and relocation assistance plan as required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the Johnson County CDBG-CV3 program.

Lead-Based Paint: Any activities concerning lead-based paint will comply with the requirements of part 34, subparts A, B, J, K and R of Title 24 of the Code of Federal Regulations.

Compliance with Laws: The applicant will comply with all applicable local, state and federal laws.

PART 7: APPLICATION REQUIRED ATTACHMENTS

Please include the following attachments in the order listed:

1. 501(c)(3) IRS non-profit designation letter
2. Colored map(s) of the proposed project location
3. Conflict of Interest Form is signed and included
4. Any new Program Policies and Procedures adopted in response to COVID-19

PART 8: APPLICATION AUTHORIZATION

Applications and attachments which require signature must be authorized by the Mayor, Director of a County Department, or by the Executive Director of a non-profit or faith-based agency.

I certify that this application was completed after reading the Application Instructions and Application Handbook provided, that all information provided in this application is true and accurate to the best of my knowledge, and that the City/Department/Agency has read and will comply with all certifications listed in Part 6 of this application, the CARES Act of 2020, and 24 CFR Part 570.

Printed Name:

Title:

Date:

Signature:

