JOHNSON COUNTY & OLATHE
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

2019 CDBG APPLICATION INSTRUCTIONS

Johnson County Original Signed Application, Review List, one electronic application to: cdbg@jocogov.org ;
And
Seven (7) Copies (Can be duplexed) Are Due By

NOON
THURSDAY, MAY 24, 2018
AT
Community Development, Suite 1300
Sunset Drive Office Building
11811 S. Sunset Drive
Olathe, Kansas 66061

Olathe Two (2) Original Signed Applications,
And
one electronic application to: krankin@olatheks.org
Are Due By

4PM
FRIDAY, MAY 18, 2018
TO
Kathy Rankin, City of Olathe
200 W. Santa Fe, Olathe, KS 66061

No applications will be accepted after the due date & time.

REQUIREMENT FOR CDBG APPLICATIONS

"Investing in the Community, Returning Results"

Please read the attached "Johnson County CDBG Program, for Applications." This handout addresses the requirement to use the "outcome and performance measurement model" in completing the application.

THE APPLICATION

Paper copies of the application are available or the complete application will be e-mailed upon request. The application is in Microsoft © WORD format.

Part 1.   **Project Summary (2 pages)**

Part 2.   **Project Narrative (2 page limit Public Facilities)**
                               (3 page limit Public Services)
                               (3 page limit Housing)

Part 3.   **Budget and Timeliness (2 page limit Public Facilities)**
                               (3 page limit Public Services)
                               (3 page limit Housing)

Part 4.   **Environmental Questions (1 page)**

Part 5.   **Certifications (2 pages)**

As you compose responses to items in the application, keep in mind that the application is going to be evaluated and funding recommendations made by members of the Housing & Community Development Advisory Committee. Responses need to be clear and address exactly what is being asked for in the application. In your responses:

Do not use a font size smaller than **12 point and type your application**.
Do not use margins of less than **1"**.
Do not exceed page limits in Part 2.

WHAT HAPPENS AFTER AN APPLICATION IS SUBMITTED?

Staff reviews each application when received using the following threshold criteria.

- ✓ **Is the application typed and complete; is it signed in both places; did it follow the Application Instructions?**
- ✓ **Is the organization an eligible subrecipient?**
- ✓ **Is the proposed activity an eligible activity according to CDBG regulations? [24 CFR 570.201]**
- ✓ **Does the proposed activity meet a National Objective? [24 CFR 570.208(a)]**
- ✓ **Is the applicant ready to proceed and will the activity be completed in a timely fashion?**
- ✓ **Review of prior years' grant activities.**

EVALUATION RECOMMENDATIONS

As a part of the evaluation process each applicant (other than City of Olathe applicants) will make a presentation and respond to any questions before members of the Housing & Community Development Advisory Committee. At this meeting applicants will present the proposed project and field questions from the Committee.

The Housing & Community Development Advisory Committee will rate each application and make funding recommendations based on the following criteria:

Maximum Points 100	General Review Criteria
30	**NEED** ▪ The applicant clearly described the local need. ▪ Data provided is current, local and adequately substantiates the need. ▪ Demonstrates that the need is not currently or adequately being met through existing programs. ▪ The applicant provided convincing reasons why the project should be funded. ▪ The project meets a strategic priority of Johnson County.
20	**THE PROJECT** ▪ The project is based on the identified need. ▪ Project goals are clear and specific. ▪ Project beneficiaries/outputs are described. ▪ Project objectives/outcomes are realistic, measurable and appear to be achievable. ▪ Project will impact significantly on the identified need. ▪ Describes clearly the criteria for evaluating the success/impact of the project and whether objectives/outcomes were in fact met.
20	**BUDGET & TIMELINESS** ▪ Project budget demonstrates that the proposed expenditures are reasonable. ▪ Other funding sources and amounts needed to accomplish the project are identified. ▪ Project leveraged other funding sources and is not solely dependent on CDBG funds. ▪ For Housing/Public Facilities Projects – project will proceed in a timely manner. ▪ For Public Service Projects - project is cost effective in relation to cost per unit of service and the community need identified. ▪ Timeliness and deobligation of prior grants.
30	**Performance Measures** ▪ Explanation of variances. ▪ Actual accomplishments comparable to estimates on prior grants.

BEFORE SUBMITTING THE APPLICATION

It is your obligation to make certain that your application is complete. Use this list to make sure. **A checklist is included that must be signed and turned in with your application to assist you in assuring all directions were followed and the application is complete.**

A FINAL CHECKLIST FOR JOHNSON COUNTY APPLICANTS

✓ All five parts of the Application are completed and typed.

✓ The appropriate official signed the original application in two places: on page 2 of the Project Summary and page 2 of the Certifications.

✓ 7 copies but NOT THE ORIGINAL are three-hole punched.

✓ The original and the copies are not stapled or bound, a clip is used.

✓ 8 colored maps, 8½ x 11, are included showing where the activity will take place.

✓ If the activity is carried out at more than one location, a separate sheet and map is included with complete addresses for each location.

✓ For a City - documentation of city council holding a public hearing and proof of publication is included.

✓ For a Nonprofit - a copy of your 501(c)(3) IRS tax exemption is included.

✓ For a Nonprofit or Faith-based community - documentation of a formal board action endorsing this application is included.

IF YOU HAVE QUESTIONS OR NEED CLARIFICATION

Should you have questions or need clarification about requirements or individual items in the application, please e-mail. However, we will not proof or evaluate the applications for you prior to submittal.

For Johnson County Applicants
Viki Schmidt   (913) 715-8991   viki.schmidt@jocogov.org

Assistance is available from 8:00 a.m. – 3:00 p.m., Monday through Friday and up to the application due date, May 24, 2018 for Johnson County and May 18th for Olathe.

For City of Olathe Applicants
Kathy Rankin   (913) 971-6267   krankin@olatheks.org

The Johnson County Board of County Commissioners has established strategic priorities. Applicants are asked if and how their proposed project addresses any of the priorities established by the BOCC.

<u>From the Johnson County Board of County Commissioners Strategic Priorities</u>

BOARD OF COUNTY COMMISSIONERS STRATEGIC PRIORITIES

Revised January 18, 2018

1. Complete or advance existing projects approved by voters and the Board of County

Commissioners with efficiency and effectiveness.

2. Develop and implement a comprehensive plan to protect, support, integrate, and utilize

County government's data and systems.

3. Develop a vision and finance plan for transportation in the county to help increase the

economic health of Johnson County, the State of Kansas and the metropolitan area.

4. Advance the self-sufficiency of vulnerable populations, including those with intellectual and

developmental disabilities, those with mental health needs, those who are aging, and those
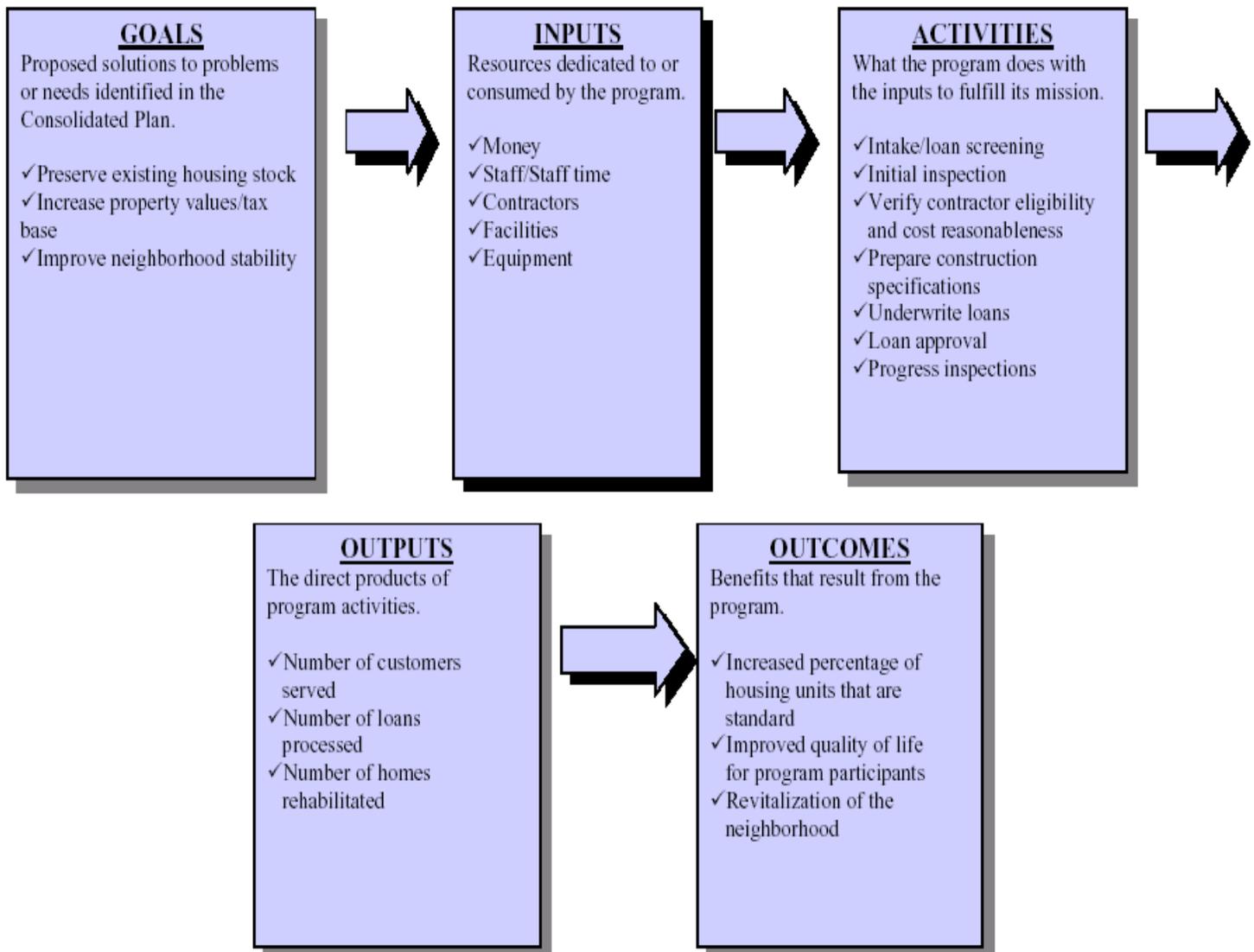
who are housing insecure.

"INVESTING IN THE COMMUNITY, RETURNING RESULTS"

Johnson County requires all applicants to use the **"outcome and performance measurement model"** in their application and future reporting.   This applies to any applicant seeking CDBG funding in the Johnson County/Olathe CDBG Program.

For many of you this model is not new, since other funding sources have required this model in their applications for years.

What is the Performance Measurement Model? Here is how HUD sees it.

GOALS
Proposed solutions to problems or needs identified in the Consolidated Plan.

✓ Preserve existing housing stock
✓ Increase property values/tax base
✓ Improve neighborhood stability

INPUTS
Resources dedicated to or consumed by the program.

✓ Money
✓ Staff/Staff time
✓ Contractors
✓ Facilities
✓ Equipment

ACTIVITIES
What the program does with the inputs to fulfill its mission.

✓ Intake/loan screening
✓ Initial inspection
✓ Verify contractor eligibility and cost reasonableness
✓ Prepare construction specifications
✓ Underwrite loans
✓ Loan approval
✓ Progress inspections

OUTPUTS
The direct products of program activities.

✓ Number of customers served
✓ Number of loans processed
✓ Number of homes rehabilitated

OUTCOMES
Benefits that result from the program.

✓ Increased percentage of housing units that are standard
✓ Improved quality of life for program participants
✓ Revitalization of the neighborhood

What will be the benefits of this outcome and performance measurement model?

1. It will enable the county and your agency to see if the activity really makes a difference in the lives of people.

2. It will help the county, a city or agency to improve services.

3. It will provide the county with clearer evidence that the resources provided actually produce benefits for people.

4. It will demonstrate to the general public that the activity produces benefits that merit support.

! IMPORTANT!

Since the CDBG application process is competitive, this requirement will have a direct impact on an applicant's application. **It is recommended that any applicant for CDBG funding take this requirement seriously. Funding is predicted to decrease from previous years.**

WHAT HUD IS LOOKING FOR AND WANTING FROM US

Here is how HUD defines the terms used in the Outcome & Performance Measurement model.

GOALS
> Describe future expected outcomes. They are not measurable and focus on ends, not means to an end.

INPUTS
> Resources an agency uses to achieve objectives. E.g., staff, staff   time, facilities, equipment, supplies, dollars. Inputs also include constraints on the program, such as laws, regulations, and requirements for receiving funds.
>
> A program uses **INPUTS** to support **ACTIVITIES**

ACTIVITIES
> What an agency does with its inputs, the services it provides to fulfill its mission. Activities include the strategies, techniques, etc., that comprise the agency's service methodology.

<div align="center">

ACTIVITIES are not **OUTCOMES**.
</div>

OUTPUTS are the direct products of an agency's activities, usually measured in terms of the volume of work accomplished, e.g., number of clients served, linear feet of curb and gutter installed, units rehabilitated.

OUTCOMES are the benefits to individuals, families, organizations, and communities derived from participation in a program or service.   Outcomes are produced during or after their involvement in an activity. How is the participant, client, community different following the activity? What was the impact of the activity?

<div align="center">

OUTCOMES become the OBJECTIVES of the activity
</div>

OUTCOME MEASUREMENT - THE FINAL STEP

What indicators, verifiable information or data will you use to measure an outcome to see if it was actually attained?

These outcome measurements will vary depending on the project.

MORE ON OUTCOMES

In addition to traditional measures of OUTPUTS, namely numbers served, etc., and services provided, OUTCOME language describes the impact of the client.

Outcomes are:
- Measurable
- Simple, clear and understandable
- Realistic
- Specifies a time frame
- Measures an end, not a means to an end

HUD provides these examples.

For example, in addition to stating that employment and training services were provided to 50 clients (an output), outcome language would state that of those 50 clients receiving employment and training services,

- 10 obtained full-time jobs above minimum wage including benefits and are employed 90 days after placement,
- 20 obtained permanent full-time jobs at minimum wage without benefits and are employed 60 days after placement,
- 10 obtained part-time temporary jobs within 30 days in the program,
- 5 are participating in on-the-job training programs, and
- 5 remain unemployed after 90 days in the program.

For example, in addition to stating that 40 families received case-management services (an output), outcome language would state that of those 40 families receiving case-management services within the past 90 days:

- 10 families increased their household income by 20% or more,
- 8 families obtained safe affordable rental housing,
- 2 family purchased a home
- 6 persons received their G.E.D.'s,
- 2 person completed the A.B.E. curriculum,
- 2 person opened a home-based childcare center, and
- 10 families are currently receiving case-management services and have not achieved any goal on their case-management plan.

SOME VERY BRIEF (but not complete) EXAMPLES

A Housing Project

GOALS - Preserve existing housing stock

INPUTS - $100,000 budget
Two housing inspectors

ACTIVITIES - Full house inspection
Coordination with weatherization program

OUTPUTS - 25 homes rehabilitated

OUTCOMES - 25 homes rehabilitated and brought to city code within 12 months and passed city code inspection.

OUTCOME MEASUREMENT – Signed city code inspection record in project file.

A Public Facilities/Improvement Project

GOALS - Improve secondary roads to current city standards

INPUTS - $500,000 budget, city project manager,
City Park staff

ACTIVITIES - Engineering bid, construction bid, Davis-Bacon oversight,

OUTPUTS - 1,850 linear feet of new asphalt, curb, gutter and sidewalk on one side of street, 20 trees planted for beautification

OUTCOMES - At completion of project, improved road rideability, vehicle and pedestrian safety and improved drainage

OUTCOME MEASUREMENT – rideability as measured by such devices as Mays Meter;

A Public Services Project

GOALS **-** Youth will have a safe place for constructive after school activities.

INPUTS - Agency provides budget of $125,000, MSW program manager, part-time volunteer recruiter

ACTIVITIES - Tutoring – child meets with volunteer tutors 4 afternoons per week for 2 hours.

OUTPUTS - 25 children receive individual tutoring in after school program

OUTCOMES - 50% of the children make honor roll for first time after 6 months of individual tutoring.

OUTCOME MEASUREMENT – school honor roll records for each child