

**JOHNSON COUNTY/OLATHE 2019 CDBG APPLICATION
PUBLIC SERVICE
PART 1 - PROJECT SUMMARY**

For CDBG Staff Use Only.

Date Received: _____ Amount Requested: _____
 Matrix Code: _____
 Environmental Status: _____ Code Citation: 24 CFR 58. _____
 National Objective Code: _____ Code Citation: 24 CFR 570.208 _____

The Project Summary may not exceed two (2) pages.

1. Applicant:

Name:
 Address:
 City/ZIP:
 Phone: _____ WEB Site: www. _____ E-mail: _____
 DUNS #: _____
 Section 3 Business?: yes__ no__

2. Contact person responsible for all communications concerning this proposed project.

Name:
 Address:
 City/ZIP:
 Phone: _____ E-mail: _____

3. Title of the proposed project:

4. Address/location for the proposed project *(If the project is carried out at more than one location, provide complete addresses on a separate sheet.)*

5. Amount of CDBG funds being requested: \$_____

Type and Amount of funds the applicant is committing to this project:
(These are your leveraged funds.)

6. In **TWO** sentences provide a concise description of the project.

*(This **MUST** be brief, clear and to the point.)*

7. How many **PEOPLE** will benefit from this project in 2019 with the CDBG funds being requested in this application? _____

7a. How was the number of people to benefit calculated?

8. Fair Housing Activities-to be completed by **ALL** applicants. Do **NOT** leave blank. Describe what actions will be taken to further Fair Housing.

9. Does your project address any of Johnson County’s strategic priorities? _____
If yes, please briefly explain: (see page 5 of application instructions for details)

10. **For Cities - Citizen Participation**

Cities must include documentation of public notice **at least 14 days** prior to the holding a public hearing. Further information in instructions (page 4) and handbook (page 16).

11. **For County Departments/Agencies – Citizen Participation**

Your application is part of the county’s public hearing process.

12. **For Nonprofits/Faith-based Communities**

Nonprofits must include a copy of the agency’s 501(c)(3) IRS letter.

AND

Nonprofits or Faith-based communities must provide documentation of a formal board action endorsing this application.

13. **SIGNATURE:** _____ **Date:** _____

(Signature of Mayor/Director of County or City of Olathe Department/Chairman of Board)

Please Type/Print Name

**JOHNSON COUNTY/OLATHE 2019 CDBG APPLICATION
PUBLIC SERVICE
PART 2 - PROJECT NARRATIVE**

The Project Narrative may not exceed three (3) pages.

Summary description of project:

NEED the Project is addressing

1. Clearly describe the specific local need this project will address.
2. Describe the major local factors that contribute to the problem.
3. Provide current, up-to-date, county/city-specific data that substantiates the need.
4. Demonstrate how this need is not currently being met through other existing programs.
5. How will you make the low- and moderate-income population aware of your services?

The PROJECT – Performance Measurement

Summarize the following information into the chart on the next page:

- Clearly state the goal(s) of the 2019 project.
- Identify the inputs of the project.
- Specifically describe the activities you propose to conduct which will help achieve program goals.
- Clearly state what will be the direct products/outputs of the project.
- Clearly state the objectives/outcomes of the project.

Please submit 2017 & 2018 forms from previous years' applications along with the actual results for 2017 if applicable.
(Not counted towards total pages allowed.)

2019 Project Narrative

Goal	Inputs	Activities	Measurable Outputs	Outcomes	**Actual Results

1. Clearly state how this project coordinates with other agencies and avoids duplication of services.
2. Clearly state how and when the achievement/impact of program objectives will be measured.
3. If requesting for a previously funded project, clearly state how your 2017 objectives were met and attach the logic model from your 2017 application.
4. Please complete the table below with information from the 2016 and 2017 program years if CDBG funding was received from Johnson County or Olathe. (Actual persons served will agree to final project beneficiary form submitted.)

Program Year	Goal listed in Application	Actual Persons Served	Variance
2016 Jo Co			
2016 Olathe			
2017 Jo Co			
2017 Olathe			

Variance explanations:

JOHNSON COUNTY/OLATHE 2019 CDBG APPLICATION
Public Service
PART 3 - BUDGET and TIMELINESS

The Budget & Timeliness Section may not exceed three (3) pages.

BUDGET NARRATIVE
FOR THIS PROJECT ONLY, NOT FOR YOUR DEPARTMENT OR AGENCY.

The information to be provided below pertains **only to the proposed project for which you are requesting CDBG funds.**

1. Project Title: _____

2. 2019 Total Project Budget \$ _____

**NOTE:* Since final reimbursement requests are due in to the County or City of Olathe in early December, it is recommended that public service applicants estimate their budget for January 1 through November 30 of the program year.

Revenues

(These funds must directly support and be essential to the implementation of this proposed project.)

List All Revenue Sources For This Project	Amount
Funds requested from:	
Johnson County CDBG:	
Olathe CDBG:	
Overland Park CDBG:	
Shawnee CDBG:	
***Other Project Revenue:	
Other Federal Funds	
State/Local Funds	
Private Funds	
Other:	
Total Project Revenue	

Expenses

Source	Amount
Personnel	
Equipment	
Supplies	
Space Rent/Utilities	
Direct Assistance	
Other	
Total Project Expenses	

Total project revenue must equal total project expenses.
*****All other project revenue must be specified. Sources must be noted.**

NOTE:

County PUBLIC SERVICE funds must be drawn down by December 6, 2019, by noon. This includes the reimbursement request and all supporting documentation turned into our office. If not, the remaining balance will be deobligated.

Total Project Expenses	\$ _____
Divided by number of clients benefiting	÷ _____
Equals cost per unit of service	\$ _____

3. **Explain how you calculated the amount of CDBG funds you are requesting in this application.**

4. **Describe precisely what CDBG funds will be used to pay for (be very specific).**

5. **Describe any cost saving techniques that will be used in the project. (e.g., use of volunteers, in-kind services, etc.)**

6. **Other funding sources researched:**

7. **How long do you anticipate needing CDBG funds to meet this need?**
 Continuously 2 years or less At least 3 years

8. **Is this project:** **New** **Expanded** **On-going**
Explain:

9. **Are you applying to others for CDBG funding for this project? If so, mark all that apply and enter amount applied for.**
 County amount \$ _____
 Olathe amount \$ _____
 Overland Park amount \$ _____
 Shawnee amount \$ _____

NOTE:
County PUBLIC SERVICE funds must be drawn down by December 6, 2019, by noon. This includes the reimbursement request and all supporting documentation turned into our office. If not, the remaining balance will be deobligated.

10. CDBG History

If your organization has received CDBG funding in the past, please provide the information below.

Johnson County Program

Program year	2016	2017	2018
Award in Program Year	_____	_____	_____
Expended in Program Year (Will agree to reimbursement request forms.)	_____	_____	_____
Number of People served in Program Year (Will agree to final project beneficiary form)	_____	_____	_____
Funds Deobligated (If applicable)	_____	_____	_____

Olathe Program

Program year	2016	2017	2018
Award in Program Year	_____	_____	_____
Expended in Program Year (Will agree to reimbursement request forms.)	_____	_____	_____
Number of People served in Program Year (Will agree to final project beneficiary form)	_____	_____	_____
Funds Deobligated (If applicable)	_____	_____	_____

NOTE:

County PUBLIC SERVICE funds must be drawn down by December 6, 2019, by noon. This includes the reimbursement request and all supporting documentation turned into our office. If not, the remaining balance will be deobligated.

**JOHNSON COUNTY/OLATHE 2019 CDBG APPLICATION
ALL PROJECTS
PART 4 – ENVIRONMENTAL QUESTIONS**

HUD requires that an Environmental Review be performed on any project supported by CDBG funds.

To assist us in determining the level of Environmental Review necessary for this proposed project.

Since this project is a **PUBLIC SERVICE**

- 1. Will your project have a physical impact or result in any physical impact on the environment? _____**
-

JOHNSON COUNTY/OLATHE 2019 CDBG APPLICATION

PART 5 - CERTIFICATIONS

The Applicant certifies that:

- (a) It possesses legal authority to make a grant submission and to execute a community development and housing program.
- (b) Its governing body has in an official meeting open to the public duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the subrecipient to submit the final statement and all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the subrecipient to act in connection with the submission of the final statement and to provide such additional information as may be required.
- (c) 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).
- (d) It will affirmatively further fair housing.
- (e) It has developed its proposed activity so as to give maximum feasible priority to activities that benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The proposed use of funds may also include activities which the subrecipient certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, where other financial resources are not available to meet such needs.
- (f) It will not attempt to recover any capital costs of public improvements assisted in whole or in part with funds provided under section 106 of the Act or with amounts resulting from a guarantee under section 108 of the Act by assessing any amount against properties owned and occupied by persons of low- and moderate-income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless: (1) funds received under section 106 of the Act are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than Title 1 the Act; or (2) for purposes of assessing any amount against properties owned and occupied by persons of moderate income, the grantee certifies to the Secretary that it lacks sufficient funds received under section 106 of the Act to comply with the requirements of subparagraph (1).
- (g) It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1990 as

required under Section 570.606(a) and Federal implementing regulations; the requirements in Section 570.606(b) governing the residential anti-displacement and relocation assistance plan under section 104(d) of the Act (including a certification that the subrecipient is following such a plan); the relocation requirements of Section 570.606(c) governing displacement subject to section 104(k) of the Act; and the relocation requirements of Section 570.606(d) governing optional relocation assistance under section 105(a)(11) of the Act.

(h) To the best of my knowledge and belief that:

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.

(i) It will comply with the other provisions of the Act and with other applicable laws.

Signature

Mayor/Director of County or City of Olathe Department/ Chairman of Board

Date

Please Print Name and Title