



2023 CDBG APPLICATION INSTRUCTIONS

JOHNSON COUNTY & CITY OF OLATHE

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Johnson County Applications

For a complete submission please include:

1. One (1) original signed application printed one-sided, including an initialed application checklist and signed conflict of interest form submitted to Community Development
2. Six (6) signed application COPIES (3-hole punched) submitted to Community Development
3. One (1) electronic copy of application and attachments submitted to:
cdbg@jocogov.org

APPLICATION DEADLINE
12:00 p.m. MAY 26, 2022
Community Development
111 South Cherry, Suite 2000
Olathe, Kansas 66061

City of Olathe Applications

For a complete submission please include:

1. One (1) original signed application printed one-sided, including an initialed application checklist and signed conflict of interest form submitted to the City of Olathe
2. Six (6) signed application COPIES (3-hole punched) submitted to City of Olathe
3. One (1) electronic copy of application and attachments submitted to:
EDiehl@olatheks.org

APPLICATION DEADLINE
12:00 p.m. May 19, 2022
Attn: Emily Diehl
City of Olathe Housing Services
200 W. Santa Fe
Olathe, Kansas 66061

Applications will NOT be accepted after the due date & time published for Johnson County or Olathe

The 2023 CDBG Application Instructions and 2023 CDBG Application Handbook provided must be reviewed to successfully complete the application.

<https://jocogov.org/department/community-development/community-development-block-grant>

THE APPLICATION

There are three 2023 CDBG application types (Public Services, Public Facilities and Improvements, and Housing). Please be sure to complete the correct application for the type of CDBG funding you are requesting. The 2023 CDBG applications have eight parts each and are in PDF fillable format with character limits.

Part 1. Applicant Information and Project Summary

Part 2. Project Narrative and Performance

Part 3. CDBG Performance History

Part 4. CDBG Financial History, Project Budget, and Timeliness

Part 5. Citizen Participation

Part 6. Environmental Review

Part 7. Application Certifications

Part 8. Application Authorization

As you compose responses to questions in the application(s), keep in mind that the application will be evaluated and funding recommendations will be made by members of the Johnson County Housing & Community Development Advisory Committee Rating Team appointed by the Johnson County Board of County Commissioners or the Olathe Rating Team. Application responses need to be clear and address each individual question in the application. As you complete the application, please note:

- 1.** There are character limits! Any answers that print outside of any provided box will not be seen or reviewed. Check to be sure your complete answers printed.
- 2.** Some questions ask for additional attachments, be sure these are included and are signed if required.
- 3.** Citizen participation is required, be sure to plan your application submission timeline to accommodate this requirement.
- 4.** An original signature from an authorized official is required on the application and attachments. Plan your submission timeline to accommodate this requirement.
- 5.** The checklist provided is to assist the applicant in a successful submission of all required parts of the application and is required to be initialed and submitted with the application. The checklist may be initialed by the person completing the application and does not need to be the authorized signer.
- 6.** If you are submitting two projects under the same application type, do not combine them! They must each have their own supporting application. The total request of applications from one entity cannot exceed total request limits.

WHAT HAPPENS AFTER A CDBG APPLICATION IS SUBMITTED?

First, Community Development or Olathe Staff will review each application received for eligibility using the following threshold criteria (1-10). If the project meets the threshold criteria and is eligible, the application will move on for review by the rating team(s). Please refer to the 2022 CDBG Program Handbook for additional information on eligible CDBG activities under 24 CFR Part 570.

- 1. Is the proposed project eligible according to CDBG regulations? [24 CFR 570.201]**
- 2. Does the proposed project meet a CDBG National Objective? [24 CFR 570.208(a)]**
- 3. Is the organization an eligible CDBG subrecipient?**
- 4. Did the applicant follow the 2022 CDBG Application Instructions?**
- 5. Are the funds requested within the guidelines of allowable request amounts?**
- 6. Is the application typed and complete; are all parts signed with an original authorized signature?**
- 7. Does the application presentation follow the requirements on the checklist provided?**
- 8. Are prior years' grant activities and spending reported accurately, if applicable?**
- 9. Is the applicant ready to proceed if funded and will the project be completed in a timely fashion?**
- 10. Does the project meet a Johnson County Strategic Priority?**

EVALUATION RECOMMENDATIONS

Next, if the application meets threshold criteria, the applicant will be scheduled at a time to be determined in July 2022 to make a short CDBG project presentation and respond to any questions before members of the Housing & Community Development Advisory Committee Rating Team. The Olathe Rating Team will also require presentations on a date and time to be determined. The rating teams will make final funding recommendations based on the following criteria.

Maximum Points 100	General Review Criteria
30	<p>NEED</p> <ul style="list-style-type: none"> ▪ The applicant clearly describes the local need for the project. ▪ Data provided in the application is current, local and adequately substantiates the need. ▪ The applicant demonstrates that the need is not currently or adequately being met through existing programs. ▪ The applicant provides convincing reasons why the project should be funded. ▪ The project meets a national CDBG objective and a strategic priority of Johnson County.
20	<p>PROJECT IMPACT</p> <ul style="list-style-type: none"> ▪ The project is based on the needs identified. ▪ Project goals are clear and specific. ▪ Project beneficiaries/outputs are described. ▪ Project objectives/outcomes are realistic, measurable and appear to be achievable. ▪ The project will significantly impact the identified needs. ▪ The applicant clearly describes the criteria for evaluating the success/impact of the project.
20	<p>BUDGET & TIMELINESS</p> <ul style="list-style-type: none"> ▪ The project budget demonstrates that the proposed expenditures are reasonable. ▪ Other funding sources and amounts needed to accomplish the project are clearly identified and reasonable. ▪ The project leveraged other funding sources and is not solely dependent on CDBG funds. ▪ For Housing/Public Facilities Projects – The project will proceed in a timely manner. ▪ For Public Service Projects – The project is cost effective in relation to cost per unit of service and the community needs identified. ▪ Grantee has demonstrated timeliness in spending and deobligation of prior grants is minimal.
30	<p>PERFORMANCE MEASURES</p> <ul style="list-style-type: none"> ▪ Logic Model is completed and reasonable. ▪ Explanation of variances. ▪ Actual accomplishments comparable to estimates on prior grants.

BEFORE SUBMITTING THE APPLICATION

It is the obligation of the applicant to make certain that the application is complete. A checklist is included with the application that must be initialed and submitted with your application to assist in assuring that all directions were followed, and the application is complete.



2023 CDBG APPLICATION CHECKLIST

INITIAL OR MARK N/A ON EACH ITEM BELOW TO VERIFY IT HAS BEEN COMPLETED
(this can be initialed by the person completing application, does not need to be an authorized signature)

- The DUNS Number is provided (Part 1, Question 1e)
- Total request for nonprofit/faith-based agency does not exceed \$35,000
- Total request for city or county department does not exceed \$100,000
(total request for city or county department may be \$200,000, but in 2024 they would be ineligible to apply)
- Fair Housing Actions completed (Part 1, Question 9)
- Johnson County Strategic Priorities question completed (Part 1, Question 10)
- The previous year's logic models are attached if applicable (2020, 2021)
- Total project revenue is equal to total expenses (Part 4, Question 2)
- For a City: documentation of public hearing, proof of publication with 14-day notice and any comments received are included
- For a Nonprofit: 501(c)(3) IRS tax exemption is included
- For a Nonprofit/Faith-Based Agency: documentation of formal board action endorsing the application is included
- Attachment: Conflict of interest form attachment has been received, signed and understood (original and copies are included)
- The authorized official signed the original application and any attachments
- All eight parts of the application are completed, nothing is left blank
- There are 6 colored maps showing activity location included (8½ x 11)
(if activity takes place at more than one location, 6 maps for each location are included)
- There are 6 copies and 1 original of the application (7 total)
(the original is printed one-sided)
- The 6 copies are three-hole punched, NOT THE ORIGINAL
- The original and the copies are not stapled or bound, a clip is used
- One electronic copy of application has been submitted to cdbq@jocogov.org

It is your obligation to make certain that your application is complete!

Person completing checklist: _____
Printed Name Title
 Signature: _____ Date: _____

STRATEGIC PRIORITIES

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

From the Johnson County Board of County Commissioners Strategic Priorities **2021-2022**

1. Assess, advance and implement strategic capital planning and resulting major projects with efficiency and effectiveness.
2. Develop a forward-thinking transit approach that connects the community and serves vulnerable populations.
3. Strengthen and finance the appropriate level of service to meet the needs of the county's vulnerable populations and create conditions that promote community health.
4. Provide an ongoing focus to develop innovative initiatives and policies, across the organization and community, that enhance operational effectiveness and efficiency, levels of customer service, and stewardship.

Returning this Year

Returning this year, each applicant will be asked to address how the program will measure success.

"INVESTING IN THE COMMUNITY, RETURNING RESULTS" COMPLETING THE LOGIC MODEL

Johnson County requires all applicants to use the **"Outcome and Performance Measurement Model"** in their application and in future reporting. This applies to any applicant seeking CDBG funding in the Johnson County/ Olathe CDBG Program.

The CDBG application process is competitive, the outcome and performance measurement model will have a direct impact on an applicant's application. It is recommended that any applicant for CDBG funding take this requirement seriously.

What are the benefits of this outcome and performance measurement model?

1. It will enable the county and your agency to see if the activity 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 produce benefits for people.
4. It will demonstrate to the general public that the activity produces benefits that merit support.

COMPLETING THE LOGIC MODEL
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

COMPLETING THE LOGIC MODEL CONTINUED

WHAT HUD, JOHNSON COUNTY/OLATHE ARE LOOKING FOR

Please review HUD definitions of the terms used in the Outcome & Performance Measurement model. *(Note: outcome measurements will vary depending on the project)*

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. **ACTIVITIES** are not **OUTCOMES**.

OUTPUTS:

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:

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? **OUTCOMES become the OBJECTIVES of the activity.**

OUTCOME MEASUREMENT - THE FINAL STEP:

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

COMPLETING THE LOGIC MODEL CONTINUED MORE INFORMATION ON OUTCOMES

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

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

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 families purchased a home
- 6 persons received their G.E.D.
- 2 persons completed the A.B.E. curriculum
- 2 people opened a home-based childcare center
- 10 families are currently receiving case-management services and have not yet achieved any goal on their case-management plan

QUESTIONS OR NEED CLARIFICATION?

Should you have questions or need clarification about requirements or individual items in the application, please e-mail. However, Community Development and Olathe will not proof or evaluate any application prior to submission.

For Johnson County applicant's assistance is available from 8:00 a.m. to 3:00 p.m., Monday through Friday through the application due date, May 26, 2022 and Monday through Friday through the application due date, May 19, 2022 for Olathe.

Johnson County Applicants please contact:

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City of Olathe Applicants please contact:

Emily Diehl (913) 971-8628 ediehl@olatheks.org