



**JOHNSON COUNTY/CITY OF OLATHE  
2023 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
APPLICATION**

**PUBLIC SERVICES**

**DUE: 12:00 p.m., May 26, 2022 to Johnson County; OR**

**DUE: 12:00 p.m., May 19, 2022 to City of Olathe**

**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 2023 CDBG Application Handbook and 2023 Application Instructions provided prior to completing this application. These documents include important submission requirements and are located at: <https://jocogov.org/department/community-development/community-development-block-grant>

**PART 1: APPLICANT INFORMATION & PROJECT SUMMARY**

*1. Applicant Information*

- a. Applicant Legal Name:
- b. Mailing Address:
- c. Phone:
- d. Website:
- e. Unique Entity ID (12 digits):

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

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



3. Title of Proposed CDBG Project: (100 characters)

4. Amount of CDBG Funds Requested: (100 characters)

5. Type and amount of funds the applicant is committing to the proposed project (leveraged funds): (200 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: (300 characters)

7. In two sentences, provide a concise description of the proposed CDBG project: (600 characters)

8. Project Beneficiaries

a. How many low to moderate income persons will benefit from the CDBG funds requested in this application? (300 characters)

b. How was the number of persons to benefit calculated? (500 characters)

9. Fair Housing activities are required to be addressed by all CDBG applicants. What actions will be taken to further fair housing? (1100 characters)

10. Does the project address any of Johnson County's strategic priorities? Please explain. The most current board approved strategic priorities are available in the Application Handbook: (700 characters)

11. How will you measure success of this project? (1400 characters)

## PART 2: PROJECT NARRATIVE AND PERFORMANCE

1. What specific eligible CDBG activities will be funded through this project? For HUD guidance on eligible CDBG activities visit: <https://www.hudexchange.info/programs/cdbg-entitlement/cdbg-entitlement-program-eligibility-requirements/> (1000 characters)

2. Need for CDBG Project:

a. Explain the specific local need this project will address: (600 characters)

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

c. Describe the major local factors that contribute to the problem: (800 characters)

d. Demonstrate how this need not being met through other existing programs: (800 characters)

3. How will you make low to moderate income individuals and families aware of your program? (800 characters)

4. How will your project income qualify participants? (800 characters)

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

6. Project Performance Measures: Using the logic model below, state the goals, inputs, activities, outputs and outcomes of the project (see Application Guidance for additional information on completing the logic model) Example:

**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

## 2023 CDBG Project Performance Measures Logic Model (500 characters per box)

	<b>GOAL(S)</b> of the 2023 Project
	<b>INPUT</b> (those things used in the project to implement it)
	<b>ACTIVITIES</b> (to achieve program goals)
	<b>OUTPUTS</b> (products of the project)
	<b>OUTCOMES</b> (anticipated results)
	<b>ACTUAL RESULTS</b> (will be reported at the end of 2023 grant year)

**PART 3: CDBG PERFORMANCE HISTORY**

1. If requesting funding for a previously funded CDBG project, clearly state how your most recent year’s objectives were met and attach the completed logic model from that application: (1000 characters)

2. Complete the table below with information (if applicable) from the 2020 and 2021 CDBG program years. Complete the chart for Johnson County if you received funding directly from Johnson County and complete the chart for Olathe if you received funding directly through Olathe. Actual persons served should agree to the final Project Beneficiary Form submitted to Community Development and reported in the annual CAPER to HUD. Please attach completed logic models from the 2020 and 2021 CDBG program years.

Johnson County CAPER Reports: <https://jocogov.org/departments/community-development-reports>

<b>Johnson County Program Year</b>	<b>Goals listed in application</b>	<b>Actual Persons Served</b>	<b>Variance</b>
<b>2020</b>			
<b>2021</b>			

Variance Explanation: (400 characters)

<b>Olathe Program Year</b>	<b>Goals listed in application</b>	<b>Actual Persons Served</b>	<b>Variance</b>
<b>2020</b>			
<b>2021</b>			

Variance Explanation: (400 characters)



**PART 4: CDBG FINANCIAL HISTORY, PROJECT BUDGET, AND TIMELINESS**

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

1. If your organization has received CDBG funding from Johnson County and/or the City of Olathe in the past, please complete the chart(s) below. Note there is one chart for Johnson County and one chart for Olathe sub-recipients.

**Johnson County CDBG Program Participation**

CDBG Program Year	2020	2021	2022
Awarded Amount			
Expended in Program Year			
Balance Deobligated/Unexpended			

a. Please provide responses to the following questions if there were any balances deobligated or unexpended listed above or from previous years. Address **each program year** with deobligated or unexpended funds. (100 characters & 500 characters)

<b>Total funds deobligated or unexpended from all years (include amount and year):</b>
<b>Grantee comments (may attach additional sheet):</b>

**Olathe CDBG Program Participation**

CDBG Program Year	2020	2021	2022
Awarded Amount			
Expended in Program Year			
Balance Deobligated/Unexpended			

a. Please provide responses to the following questions if there were any balances deobligated or unexpended listed above or from previous years. Address **each program year** with deobligated or unexpended funds. (100 characters & 500 characters)

<b>Total funds deobligated or unexpended from all years (include amount and year):</b>
<b>Grantee comments (may attach additional sheet):</b>

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

**2023 Proposed CDBG Project Budget**

**REVENUES:** must directly support and be essential to the implementation of the CDBG project

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

**EXPENSES:** must be eligible CDBG activities

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

3. Cost/Benefit Analysis

- a. Total Project Expenses:
- b. Divided by Number of Persons Projected to Benefit:
- c. Equals Cost Per Person for Project:

4. Explain how you calculated the amount of CDBG funds requested in the application. (500 characters)

5. List other funding sources researched, applied for or received for this project. (500 characters)

6. HUD imposes a timeliness requirement for the expenditure of CDBG funds, will this project be ready to proceed January 1, 2023? (400 characters)

7. If it will not be ready to proceed January 1, 2023, when will the project be ready to proceed? (400 characters)

8. How long do you anticipate needing CDBG funds to meet this need? (400 characters)

9. Describe any circumstances that might prevent the project from being completed by December 2, 2023. (400 characters)

## PART 5: CITIZEN PARTICIPATION

No response is required for Part 5, but applicant must attach documentation of Citizen Participation as indicated by applicant type below. All CDBG applications received by Johnson County Community Development are automatically included in Johnson County’s public hearing process. Additional information on citizen participation is available in the 2023 Application Handbook provided. <https://jocogov.org/departments/community-development/community-development-block-grant>

1. Citizen Participation Required for City Applicants: Cities must include documentation of holding a public hearing to receive comments on the proposed CDBG project(s) with evidence of at least 14-day notice to the public to participate the public hearing. Applicant should include any comments received.
2. Citizen Participation Required for Johnson County Departments: A County application is automatically part of the Johnson County public hearing process; no further citizen participation is required.
3. Citizen Participation Required for Non-Profit/Faith-Based Agencies: Agencies must include a copy of their 501(C)3 IRS letter and must provide documentation of formal board action endorsing the submission of this CDBG application. A Non-Profit Faith-Based application is automatically part of the Johnson County public hearing process; no further citizen participation is required.

## PART 6: ENVIRONMENTAL REVIEW

HUD requires that an Environmental Review be performed on any project supported by CDBG 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 project have a physical impact or result in any physical impact on the environment?
2. How did you determine your response? (200 characters)

3. If the project has potential to have a physical impact on the environment, please explain below. (200 characters)

## PART 7: APPLICATION CERTIFICATIONS

The CDBG Applicant Certifies:

- 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 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 an urgency because existing condition 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 a 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 believe 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.

### **PART 8: APPLICATION AUTHORIZATION**

Applications and attachments which require signature must be authorized by the Mayor, Director of a County Department, or by the Chairperson of the Board 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 7 of this application and 24 CFR Part 570.

Printed Name:

Title:

Date:

Signature: