COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG-CV3) APPLICATION TRAINING

Johnson County Community Development
Leslie Davis, Community Development Coordinator
Hilary Rose-Holland, Assistant Grants Manager
Marcy Magott, Assistant Grants Manager
CDBG-CV3 APPLICATION TRAINING OUTLINE

1. Community Development Website
2. Application Handbook Overview
3. Application Instructions Overview
4. Application Submission
5. Housing and Community Development Rating Team
6. Contact Information
7. Final Announcements
Community Development

The mission of the Johnson County Community Development Office is to secure federal, state, and local funding for community development activities, to provide leadership in coordinating these activities, and to ensure continued funding through accountable, efficient, and effective use of these funds in serving low- to moderate-income residents in Johnson County.

Featured Services

- Fair Housing Complaints
- HUD Community Planning & Development
- HUD Fair-Housing & Equal Opportunity
- Kansas Housing Resources
- Kansas Housing Search
- Kansas Metro Housing Search

Explore the Department

- Community Development Block Grant (CDBG)
- Emergency Solutions Grant (ESG)
- Reports

http://jocogov.org/department/community-development
COMMUNITY DEVELOPMENT WEBSITE

- Find Application Materials here!

Application Materials

CARES Act Community Development Block Grant (CDBG-CV3):

- CDGB-CV3 Application Training
- CDGB-CV3 Application Instructions
- CDGB-CV3 Application Handbook
- CDGB-CV3 Application
- CDGB-CV3 Application Checklist
- CDGB-CV3 Conflict of Interest Integrity Bulletin
- Exception Quartile
- Census Tract Block Group Information
- Blank Rating Sheet

2022 Community Development Block Grant (CDBG):

- 2022 Application Instructions
- 2022 Application Handbook
- Public Services Application

CDBG APPLICATION DEADLINE 12:00 p.m. MAY 27, 2021
CDBG-CV3 APPLICATION HANDBOOK
Application Handbook Introduction

- CDBG-CV funding provided through Coronavirus Aid, Relief, and Economic Security (CARES) Act
- Johnson County an Urban County
- Lenexa, Overland Park and Shawnee: Entitlement Cities
- Olathe CDBG: Chose to forego entitlement and belongs to the Urban County

Calendar for Applications and Awards

- Application Posts: July 1, 2022
- Applications Due to Johnson County: 12:00 p.m. August 19, 2022
- Applications Due to Olathe: 4:00 p.m. August 12, 2022
- Rating Team: August 2022 for Johnson County & Olathe
- Program Begins: January 21, 2020 – August 31, 2023
### Federal CDBG Objective

- “The primary objective of this title is the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income”
- 24 CFR Part 570

### Federal CDBG-CV3

- Must be in response to public health emergency COVID-19
- Must meet a National Objective
- Must serve an eligible population or area
- Must not supplant funds or apply for funds where other funds are available to meet the need

### Johnson County CDBG-CV3 Priorities

- Emergency Assistance (food, rent, utility, mortgage assistance)
- Healthcare/Personal Protective Equipment
- Childcare Services
Federal Program Requirements

- Must meet a National Objective: The Activity Provides Maximum Feasible Benefit to Low and Moderate Income Persons or Urgent Need in response to COVID-19

An activity will be considered to benefit low to moderate income persons only if it meets one of the following:

- Area Benefit (51%)
  - Carried out in and benefits a residential neighborhood consisting of a minimum of 43.46% persons of low and moderate income (charts provided) *NEW UPDATED NUMBERS FROM 2021
  - Must look at entire services area, not just street location

- Limited Clientele
  - Facilities or services designed to benefit persons who are of low to moderate income (must income qualify recipients), OR
  - Exclusively benefit individuals presumed to be low to moderate income individuals as defined by HUD
### Eligible Activities
(see handbook for more details)

- Must qualify as an eligible activity as listed in the Code of Federal Regulations
- All activities listed in Application Handbook
- Contact Community Development with a project description if you are unsure of eligibility, can get HUD determination
- No public service cap, must be in response to COVID-19
- HUD guide to CDBG Activities to support COVID-19 response

### Ineligible Activities

- Improving buildings or portions thereof, used for the general conduct of government, with the exception of making the buildings accessible for persons with disabilities
- Payment of general government expenses required to carry of the regular responsibility of the unit of general local government
- Political activities
Environmental Review 24 CFR Part 58

- Johnson County is required by regulation to assure that each proposed activity meets environmental requirements.
- The responsible entity (Johnson County) must maintain a written record of the environmental review undertaken under this part for each project and it shall be available for public review.
- Applicant responsibility is to respond to the questions to help determine the impact of a proposed activity on the environment regardless of the activity type.
- If activity involves multiple locations (housing rehabilitation) the sub recipient performs tier two reviews on projects.
- Johnson County will provide Environmental Review Records for site specific activities with the grant contract.
Administrative and Financial Requirements

https://www.hud.gov/program_offices/public_indian_housing/ih/regs/resources

This is a FEDERAL grant, with many financial responsibilities

If awarded, agency is responsible for the administrative and financial requirements of 2 CFR 200 (uniform grant guidance)

Uniform framework to manage federal awards

- Cost Principles
- Administrative Requirements
- Audit Requirements

Final Guidance to assist HUD grantees provided in handbook

Reminder: CDBG is a REIMBURSEMENT grant!
Fair Labor Standards Requirements for CDBG Projects

- Applies to projects that involve construction or residential rehabilitation (public facility projects)
- Only construction contracts under $2,000 and residential rehabilitation in structures with less than 8 units are exempt from Labor Standards

Labor Standards

- Davis-Bacon Act (DBA)
  - Establishes the requirement for paying prevailing wage for laborers and mechanics
  - Community Development provides a separate DBA guidebook on website
- Contract Work Hours and Safety Standards Act (CWHSSA)
  - Contractors and subs must register in System for Award Management (SAM)
- Copeland Act (Anti-Kickback Act)
- The Fair Labor Standards Act
  - Right to minimum wage and time and a half overtime pay when over forty hours
· Equal Opportunity Regulations
  · If you receive funding, will also be outlined in grant contract

· Compliance requirement of receiving CDBG funds
  · Title VI of the Civil Rights Act of 1964
  · Nondiscrimination in Federally Assisted Programs
  · Section 109 of the Housing and Community Development Act of 1974
  · Section 3 of the Housing and Urban Development Act of 1968
  · Executive Orders (11063, 11246, 11375)

· Equal Opportunity Records to Maintain
  · Demographic data on those benefitting from CDBG
  · Affirmative Action in Equal Opportunity Employment
  · Section 3 businesses
APPLICATION HANDBOOK

- System for Award Management (SAM) Registration and Active Unique Entity ID Number
- Agencies, Organizations, Service Providers, Businesses, Contractors
- Required to register with SAM.GOV and maintain active Unique Entity ID Number
- It’s the Law: Failure to do so can result in application rejections, contract termination and invoice rejection
Johnson County CDBG Program Requirements

- Eligible applicants are limited to the sixteen cities with cooperative agreements, nonprofits, faith-based organizations and county departments

Additional Johnson County General CDBG Policies

- Engineering/Architectural Cost Policy (may be reimbursed)
- Any funds unspent will be recaptured
- Sub recipient Agreements
Funding Guidelines

Eligible Applicants

- Non-profit and Faith-based Organizations
- County Departments
- Cities

Funding

Applicants are expected to keep their requests reasonable for this one-time funding in response to COVID-19
• CDBG should not be the only funds for a project and leveraging will be a factor in the rating of your application
• What is leveraging?

• Usually within one week if all proper documentation is submitted
• If you are awarded Community Development staff can provide technical assistance
• Funds unspent by August 31, 2023 will be recaptured, no exceptions!
APPLICATION HANDBOOK

- CDBG Income Guidelines, max 80% (moderate income)

  https://www.hudexchange.info/resource/5334/cdbg-income-limits/

**Current CDBG Income Guidelines**

HUD develops income guidelines annually based on the number of persons in a household. The current CDBG guidelines are listed below (effective 6/15/2022) for Kansas City, MO-KS Metro Area:

<table>
<thead>
<tr>
<th>Persons in Household</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Income</td>
<td>$54,250</td>
<td>$62,000</td>
<td>$69,750</td>
<td>$77,450</td>
<td>$83,650</td>
<td>$89,850</td>
<td>$96,050</td>
<td>$102,250</td>
</tr>
</tbody>
</table>
APPLICATION INSTRUCTIONS

CDBG-CV3 APPLICATION INSTRUCTIONS
JOHNSON COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT STIMULUS 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. Three (3) 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. August 19, 2022
Johnson County 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 City of Olathe
2. Three (3) 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:
4:00 p.m. August 12, 2022
Olathe City Clerk, City Hall
Attn: Emily Diehl
100 W. Santa Fe Street
Olathe, Kansas 66061

Applications will NOT be accepted after the due date
APPLICATION INSTRUCTIONS

- Cover
  - Johnson County & Olathe Due Date
  - You can submit applications early!
  - Do not wait until the last minute!
  - Late applications will not be accepted

- One Application with 8 parts each, one project per application!
APPLICATION INSTRUCTIONS

PDF Fillable: Note Character Limits! If it can’t be read when printed it won’t be reviewed!

Some questions ask for additional attachments

Citizen participation is not required of the applicant, Johnson County is facilitating this process through a substantial amendment to HUD

Original signature from authorized official is required

Checklist provided for your benefit

Do not combine projects, one project per application!

Project must prevent, prepare for or respond to COVID-19
· Application Parts:
  · Part 1: Applicant Information and Project Summary
    · Agency & Contact Information
    · Project Name
    · National Objective & Application Type
    · Location
    · Funds Requested
    · Proposed Served & Project Beneficiaries
    · Project Description
  · Part 2: Project Narrative, Need & Performance
    · Activities and Data on Need
    · Income qualification
    · Community Coordination
    · Measuring Success
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)
### APPLICATION INSTRUCTIONS

- Part 4: CDBG Financial History & Project Budget
  - Johnson County and Olathe CDBG funds CURRENTLY awarded and how much funding is unexpended
  - Proposed CDBG-CV3 budget, revenue and expenses should match
  - How the amount requested was calculated
  - Other funding applied for in response to COVID-19

### 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.

<table>
<thead>
<tr>
<th>LIST ALL REVENUE SOURCES</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Funds Requested from:</strong></td>
<td></td>
</tr>
<tr>
<td>Johnson County CDBG-CV3</td>
<td></td>
</tr>
<tr>
<td>Olathe CDBG-CV3</td>
<td></td>
</tr>
<tr>
<td>Shawnee CDBG-CV3</td>
<td></td>
</tr>
<tr>
<td>Overland Park CDBG-CV3</td>
<td></td>
</tr>
<tr>
<td>Lenexa CDBG-CV3</td>
<td></td>
</tr>
<tr>
<td><strong>Other Project Revenue:</strong></td>
<td></td>
</tr>
<tr>
<td>Other Federal Funds</td>
<td></td>
</tr>
<tr>
<td>State/Local Funds</td>
<td></td>
</tr>
<tr>
<td>Private Funds</td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
</tr>
<tr>
<td><strong>Total Project Revenue:</strong></td>
<td></td>
</tr>
</tbody>
</table>

**EXPENSES:** must be eligible CDBG-CV3 activities

<table>
<thead>
<tr>
<th>SOURCE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel (excluding general administration costs):</td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td></td>
</tr>
<tr>
<td>Space Rent/Utilities</td>
<td></td>
</tr>
<tr>
<td>Direct Financial Assistance</td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
</tr>
<tr>
<td><strong>Total Project Expenses:</strong></td>
<td></td>
</tr>
</tbody>
</table>
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? (800 characters)

3. If the project has potential to have a physical impact on the environment, please explain below. (800 characters)

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

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:
APPLICATION SUBMISSION

· Review: What is provided to you?
  · Application Handbook
  · Application Instructions
  · Application(s)
  · Checklist
  · Conflict of Interest Form
  · LMA Qualifying Areas
  · Income Limits
  · Income Qualification Form
  · Rating Sheet Copy
APPLICATION SUBMISSIONS MUST INCLUDE THE FOLLOWING ITEMS

• **Johnson County:**
  - Application Checklist
  - Signed Application (completed on correct application type)
  - 3 Copies (3-hole punched), 1 Original, use clips, NO STAPLES!
  - Attachments listed in Part 7 of the Application Instructions
  - 1 Electronic Copy of Application to cdbg@jocogov.org

• **City of Olathe:**
  - Application Checklist
  - Signed Application (completed on correct application type)
  - 3 Copies (3-hole punched), 1 Original, use clips, NO STAPLES!
  - Attachments listed in Part 7 of the Application Instructions
  - 1 Electronic Copy of Application to ediehl@olatheks.org
1. Community Development will review application for threshold criteria
   - Eligible CDBG sub recipient?
   - Followed Application Instructions?
   - Meets a National Objective and is an Eligible Activity?
   - In response to COVID-19

2. Johnson County Rating Team made up of members of the Housing and Community Development Advisory Committee
   - Rating Team makes final funding recommendations
• Evaluation Criteria (more detail for each item in Application Instructions)
  • Need (30)
  • Project (20)
  • Budget and Timeliness (20)
  • Performance Measures (30)
  • Priority Need (10)
Note: If you are interested in applying for CDBG-CV3 funds in Overland Park or Shawnee you must apply through those cities!

Ruanda McFerren
Overland Park  ruanda.mcferren@opkansas.org
913-895-6192

Lauren Grashoff
Shawnee  Lgrashoff@cityofshawnee.org
913-742-6226
CONTACT INFORMATION

Johnson County
- Due: August 19, 2022 NOON
- Leslie Davis
- Leslie.Davis@jocogov.org
- 913-715-8991
- Hilary Rose-Holland
- Hilary.Rose-Holland@jocogov.org
- 913-715-8992
- Marcy Magott
- Marcy.Magott@jocogov.org
- 913-715-6662
- cdbg@jocogov.org
- 913-715-8990

City of Olathe
- Due: August 12, 2022 4PM
- City of Olathe
- Emily Diehl
- Ediehl@Olatheks.org
- 913-971-8628
- Carroll Ramseyer
- Cramseyer@Olatheks.org
- 913-971-6275
FINAL ANNOUNCEMENTS


QUESTIONS?
EMAIL!

THANK YOU!