



# **CDBG-CV3 APPLICATION INSTRUCTIONS**

**JOHNSON COUNTY & CITY OF OLATHE**

**COMMUNITY DEVELOPMENT BLOCK GRANT STIMULUS PROGRAM**

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## **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](mailto:cdbg@jocogov.org)

**APPLICATION DEADLINE:**

**12:00 p.m. December 9, 2022**

**Johnson County Community Development**

**111 South Cherry, Suite 2000**

**Olathe, Kansas 66061**

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## **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](mailto:EDIEHL@OLATHEKS.ORG)

**APPLICATION DEADLINE:**

**12:00 p.m. December 2, 2022**

**Olathe City Clerk. City Hall**

**Attention: Emily Diehl**

**100 E. Santa Fe Street**

**Olathe, KS 66061**

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**Applications will NOT be accepted after the due date**

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**The CDBG-CV3 Application Instructions and CDBG-CV3 Application Handbook provided must be reviewed to successfully complete the application.**





## THE CDBG-CV3 APPLICATION

The CDBG-CV3 application has eight parts and is in PDF fillable format with character limits.

**Part 1. Applicant Information and Project Summary**

**Part 2. Project Narrative, Need, and Performance**

**Part 3. CDBG Performance History**

**Part 4. CDBG Financial History and Project Budget**

**Part 5. Environmental Review**

**Part 6. Application Certifications**

**Part 7. Application Required Attachments**

**Part 8. Application Authorization**

As you compose responses to questions in the application, 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. 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 not required of the applicant for CDBG-CV3 funds as Johnson County is following the process of its approved citizen participation plan which outlines the substantial amendment process required by HUD to access these funds.
- 4.** An original signature from an authorized official (Executive Director of a non-profit, Director of a County Department or Mayor of a City) 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 project type, do not combine them! They must each have their own supporting application.

7. CDBG-CV3 grant funds must be used to prevent, prepare for, and respond to the coronavirus (COVID-19). The application should clearly represent this response.

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## **WHAT HAPPENS AFTER A CDBG-CV3 APPLICATION IS SUBMITTED?**

First, Community Development Staff will review each application received for eligibility using the following threshold criteria (1-9). If the project meets the threshold criteria and is eligible, the application will move on for review by the rating team. Please refer to the CDBG-CV3 Application Handbook for detailed information on eligible CDBG activities under 24 CFR Part 570.

- 1. Does the proposed project meet a CDBG National Objective? [24 CFR 570.208(a)]**
  
- 2. Is the proposed project eligible according to CDBG regulations? [24 CFR 570.201]**
  
- 3. Is the organization an eligible CDBG subrecipient?**
  
- 4. Did the applicant follow the CDBG-CV3 Application Instructions?**
  
- 5. Is the application typed and complete; are all parts signed with an original authorized signature? This should be the Executive Director of a non-profit, Department Director of a County Department or Mayor of a City.**
  
- 6. Does the application presentation follow the requirements on the checklist provided?**
  
- 7. Are prior years' grant activities and spending reported accurately, if applicable?**
  
- 8. Is the applicant ready to proceed if funded and will the project be completed in a timely fashion?**
  
- 9. Does the project prevent, prepare for, and respond to the coronavirus public health emergency?**

Find additional information on CDBG-CV3 from HUD at:

<https://files.hudexchange.info/resources/documents/Quick-Guide-CDBG-Infectious-Disease-Response.pdf>

**EVALUATION RECOMMENDATIONS**

Next, if the application meets threshold criteria, the applicant’s project will be provided to the Housing & Community Development Advisory Committee Rating Team. The rating team will make final funding recommendations based on the following criteria.

<b>Maximum Points 110</b>	<b>General Review Criteria – In Response to COVID-19</b>
<b>30</b>	<p><b>NEED</b></p> <ul style="list-style-type: none"> <li>▪ The applicant clearly describes the local need for the project.</li> <li>▪ Data provided in the application is current, local and adequately substantiates the need.</li> <li>▪ The applicant demonstrates that the need is not currently or adequately being met through existing programs.</li> <li>▪ The applicant provides convincing reasons why the project should be funded.</li> <li>▪ The project meets a national CDBG objective and is COVID-19 related.</li> </ul>
<b>20</b>	<p><b>PROJECT IMPACT</b></p> <ul style="list-style-type: none"> <li>▪ The project is based on the needs identified.</li> <li>▪ Project goals are clear and specific.</li> <li>▪ Project beneficiaries/outputs are described.</li> <li>▪ Project objectives/outcomes are realistic, measurable and appear to be achievable.</li> <li>▪ The project will significantly impact the identified needs.</li> <li>▪ The applicant clearly describes the criteria for evaluating the success/impact of the project.</li> </ul>
<b>20</b>	<p><b>BUDGET</b></p> <ul style="list-style-type: none"> <li>▪ The project budget demonstrates that the proposed expenditures are reasonable.</li> <li>▪ Other funding sources and amounts needed to accomplish the project are clearly identified and reasonable.</li> <li>▪ The project leveraged other funding sources and is not solely dependent on CDBG-CV3 funds.</li> <li>▪ The project will proceed in a timely manner.</li> <li>▪ Grantee has demonstrated deobligation of prior grants is minimal.</li> </ul>
<b>30</b>	<p><b>PERFORMANCE MEASURES</b></p> <ul style="list-style-type: none"> <li>▪ Performance measures are completed and reasonable.</li> </ul>



<b>10</b>	<p><b>PRIORITY NEED</b></p> <ul style="list-style-type: none"> <li>▪ The project meets a priority need listed in the Notice of Funding Availability.</li> </ul>
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**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.

**CDBG-CV3 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 Unique Entity ID Number is provided (Part 1, Question 1e)

\_\_\_\_\_Total project revenue is equal to total expenses

\_\_\_\_\_Attachments: All attachments listed in Part 1 and Part 7 are included

\_\_\_\_\_ The authorized official signed the original application and any attachments that require signature.

\_\_\_\_\_All eight parts of the application are completed, nothing is left blank

\_\_\_\_\_There are 3 copies and 1 original of the application (original printed one-sided)

\_\_\_\_\_The 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

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

Person completing checklist: \_\_\_\_\_  
Printed Name Title

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## QUESTIONS OR NEED CLARIFICATION?

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

Assistance is available from 8:00 a.m. to 3:00 p.m., Monday through Friday through the application due date, December 9, 2022.

Johnson County Applicants please contact: [cdbg@jocogov.org](mailto:cdbg@jocogov.org) or

**Leslie Davis**                      [leslie.davis@jocogov.org](mailto:leslie.davis@jocogov.org)

**Hilary Rose-Holland**           [hilary.rose-holland@jocogov.org](mailto:hilary.rose-holland@jocogov.org)

**Marcy Magott**                    [marcy.magott@jocogov.org](mailto:marcy.magott@jocogov.org)

<https://files.hudexchange.info/resources/documents/Quick-Guide-CDBG-Infectious-Disease-Response.pdf>

**Quick Guide to CDBG Eligible Activities to Support Coronavirus and Other Infectious Disease Response**  
**REVISED April 6, 2020**

Grantees should coordinate with local health authorities before undertaking any activity to support state or local pandemic response. Grantees may use Community Development Block Grant (CDBG) funds for a range of eligible activities that prevent and respond to the spread of infectious diseases such as the coronavirus.

**Examples of Eligible Activities to Support Coronavirus and Other Infectious Disease Response**

<i>For more information, refer to applicable sections of the Housing and Community Development Act of 1974 (for State CDBG Grantees) and CDBG regulations (for Entitlement CDBG grantees).</i>	
<b>Buildings and Improvements, Including Public Facilities</b>	
Acquisition, construction, reconstruction, or installation of public works, facilities, and site or other improvements. <i>See section 105(a)(2) (42 U.S.C. 5305(a)(2)); 24 CFR 570.201(c).</i>	Construct a facility for testing, diagnosis, or treatment.
	Rehabilitate a community facility to establish an infectious disease treatment clinic.
	Acquire and rehabilitate, or construct, a group living facility that may be used to centralize patients undergoing treatment.
Rehabilitation of buildings and improvements (including interim assistance). <i>See section 105(a)(4) (42 U.S.C. 5305(a)(4)); 24 CFR 570.201(f); 570.202(b).</i>	Rehabilitate a commercial building or closed school building to establish an infectious disease treatment clinic, e.g., by replacing the HVAC system.
	Acquire, and quickly rehabilitate (if necessary) a motel or hotel building to expand capacity of hospitals to accommodate isolation of patients during recovery.
	Make interim improvements to private properties to enable an individual patient to remain quarantined on a temporary basis.
<b>Assistance to Businesses, including Special Economic Development Assistance</b>	
Provision of assistance to private, for-profit entities, when appropriate to carry out an economic development project. <i>See section 105(a)(17) (42 U.S.C. 5305(a)(17)); 24 CFR 570.203(b).</i>	Provide grants or loans to support new businesses or business expansion to create jobs and manufacture medical supplies necessary to respond to infectious disease.
	Avoid job loss caused by business closures related to social distancing by providing short-term working capital assistance to small businesses to enable retention of jobs held by low- and moderate-income persons.
Provision of assistance to microenterprises. <i>See section 105(a)(22) (42 U.S.C. 5305(a)(22)); 24 CFR 570.201(o).</i>	Provide technical assistance, grants, loans, and other financial assistance to establish, stabilize, and expand microenterprises that provide medical, food delivery, cleaning, and other services to support home health and quarantine.

<b>Provision of New or Quantifiably Increased Public Services</b>	
Following enactment of the CARES Act <sup>1</sup> , the public services cap <sup>2</sup> has no effect on CDBG-CV grants and no effect on FY 2019 and 2020 CDBG grant funds used for coronavirus efforts.  <i>See section 105(a)(8) (42 U.S.C. 5305(a)(8)); 24 CFR 570.201(e).</i>	Carry out job training to expand the pool of health care workers and technicians that are available to treat disease within a community.
	Provide testing, diagnosis or other services at a fixed or mobile location.
	Increase the capacity and availability of targeted health services for infectious disease response within existing health facilities.
	Provide equipment, supplies, and materials necessary to carry-out a public service.
	Deliver meals on wheels to quarantined individuals or individuals that need to maintain social distancing due to medical vulnerabilities.
<b>Planning, Capacity Building, and Technical Assistance</b>	
States only: planning grants and planning only grants.  <i>See section 105(a)(12).</i>	Grant funds to units of general local government may be used for planning activities in conjunction with an activity, they may also be used for planning only as an activity. These activities must meet or demonstrate that they would meet a national objective. These activities are subject to the State's 20 percent administration, planning and technical assistance cap.
States only: use a part of to support TA and capacity building.  <i>See section 106(d)(5) (42 U.S.C. 5306(d)(5)).</i>	Grant funds to units of general local government to hire technical assistance providers to deliver CDBG training to new subrecipients and local government departments that are administering CDBG funds for the first time to assist with infectious disease response. This activity is subject to the State's 3 percent administration, planning and technical assistance cap.
Entitlement only: data gathering, studies, analysis, and preparation of plans and the identification of actions that will implement such plans. <i>See 24 CFR 570.205.</i>	Gather data and develop non-project specific emergency infectious disease response plans.



### Planning Considerations

Infectious disease response conditions rapidly evolve and may require changes to the planned use of funds:

- CDBG grantees must amend their Consolidated Annual Action Plan (Con Plan) when there is a change to the allocation priorities or method of distribution of funds; an addition of an activity not described in the plan; or a change to the purpose, scope, location, or beneficiaries of an activity (24 CFR 91.505).
- If the changes meet the criteria for a “substantial amendment” in the grantee’s citizen participation plan, the grantee must follow its citizen participation process for amendments (24 CFR 91.105 and 91.115).
- Under the CARES Act, CDBG grantees may amend citizen participation and Con Plans concurrently in order to establish and implement expedited procedures with a comment period of no less than 5-days.

### Resources

The Department has technical assistance providers that may be available to assist grantees in their implementation of CDBG funds for activities to prevent or respond to the spread of infectious disease. Please contact your local CPD Field Office Director to request technical assistance from HUD staff or a TA provider.

- Submit your questions to: [CPDQuestionsAnswered@hud.gov](mailto:CPDQuestionsAnswered@hud.gov)
- Coronavirus (COVID-19) Information and Resources: <https://www.hud.gov/coronavirus>
- CPD Program Guidance and Training: <https://www.hudexchange.info/program-support/>

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<sup>1</sup> On March 27, 2020, President Trump approved the Coronavirus Aid, Relief, and Economic Security Act (Public Law 116-136) (CARES Act). The CARES Act makes available \$5 billion in CDBG coronavirus response (CDBG-CV) funds to prevent, prepare for, and respond to coronavirus.

<sup>2</sup> Section 105(a)(8) of the HCD Act caps public service activities at 15 percent of most CDBG grants. Some grantees have a different percentage cap.