

Commission Action Report

Title: Resolutions 3004 & 3005, CDBG Application - Downtown ADA Improvements

Proposed Agenda Date: October 19, 2015

Presented by: Becky Anderson, Finance Director / Asst. City Manager
Justin Pregont, Director of Public Works & Utilities

BACKGROUND:

- The Kansas Department of Commerce (KDC) manages the distribution of federal Community Development Block Grants (CDBG) within the State of Kansas. This annual round has an application due date of November 2nd. CDBG funds are subdivided into various program offerings and in the case of the City of Atchison, must be competitively applied for by a certified grant administrator (Mo-Kan Regional Council).
- Applicants may request up to \$400,000. Projects are scored by KDC according to the amount of local match provided, the community need for the project, and many other factors.
- The proposed “Downtown ADA Improvements” project would fall under the Community Facilities category and is eligible due to the ADA improvements contained within the project scope.
- The proposed project would construct approximately 2,237 linear feet of new concrete sidewalk, 30 new ADA compliant wheelchair ramps, and 6 new alley crossings. Furthermore, this project concentrates those improvements in the western half of downtown (8th to 10th, Kansas to Main), that being the most heavily deteriorated and inaccessible section of the downtown.
- The ADA Advisory Board voted 7-0 to recommend to the City Commission the authorization of this CDBG grant application. The ADA Advisory Board has several times over recommended downtown sidewalks and wheelchair ramps as the highest priority as the City continues to work towards full accessibility.

FINANCIAL CONSIDERATIONS:

- The City Engineer has produced a total project budget of \$374,665.44. The estimated City cost for the project is \$140,556.05. Staff proposes to fund the project as follows:
 - \$50,000.00 – Sewer/CSO CIP (comb curb/sidewalk / inlet adjustments / misc. sewer expenses)
 - \$50,000.00 – CIP (ADA funds for 2015-2016)
 - \$20,000.00 – CIP – 2015 CDBG Special Round Match (grant not awarded, \$35,000 available)
 - \$17,556.05 – CIP – 2016 City Sidewalk funds
 - \$3,000.00 – Water Fund – Operating Supplies
 - \$155,556.05 – Total
- In addition, Mo-Kan Regional Council holds the certifications necessary to administer the project and would do so for \$15,000, which staff proposes to pay with the remaining \$15,000 available in the CIP-CDBG Dedicated line item.

LEGAL CONSIDERATIONS:

- The following documents must be approved by the Commission and signed by the Mayor to formalize the City's authority to submit the CDBG application:
 - Residential Anti-displacement and Relocation Assistance Plan under Section 104(d) of the Housing and Community Development Act of 1974, as Amended
 - Statement of Assurances and Certifications
 - Determination of Level Review
 - Applicant/Recipient Disclosure/Update Report
 - Resolution No. 3004
 - Resolution No. 3005

POLICY CONSIDERATION:

- This project would improve a series of sidewalks, which, per the City's code of ordinances, are the responsibility of adjacent property owners.
- The City does currently offer a 50/50 sidewalk cost-share program to incentivize property owners to improve sidewalks.

RECOMMENDED ACTION:

- Authorize the Mayor to sign the attached documents and approve Resolutions 3004 & 3005.

City of Atchison
Downtown Sidewalk Improvements CDBG Project
Engineer's Estimate

10/1/2015

Alternate No. 1 Install Sidewalks from Kansas Ave. to Main and 8th St. to 10th St.

English Units					
NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENSION
1.	Mobilization	1	LS	\$4,000.00	\$4,000.00
2.	Clearing & Grubbing	1	LS	\$9,500.00	\$9,500.00
3.	Concrete Sidewalks (4") (AE) (5' Wide)	153	SY	\$54.00	\$8,262.00
4.	Concrete Sidewalk Ramps (6") (AE)	30	EACH	\$950.00	\$28,500.00
5.	Concrete Pavement Drives (6" AE)	458	SY	\$108.75	\$49,807.50
6.	Concrete Pavement Alleys (8" AE)	100	SY	\$115.00	\$11,500.00
7.	Combined Curb & Sidewalk (6' wide) (AE)	622	LF	\$59.21	\$36,828.62
8.	Combined Curb & Sidewalk (7' wide) (AE)	200	LF	\$66.37	\$13,274.00
9.	Combined Curb & Sidewalk (8' wide) (AE)	194	LF	\$72.11	\$13,989.34
10.	Combined Curb & Sidewalk (9' wide) (AE)	589	LF	\$97.51	\$57,433.39
11.	Combined Curb & Sidewalk (10' wide) (AE)	118	LF	\$99.24	\$11,710.32
12.	Combined Curb & Sidewalk (11' wide) (AE)	150	LF	\$109.17	\$16,375.50
13.	Combined Curb & Sidewalk (12' wide) (AE)	182	LF	\$119.09	\$21,674.38
14.	Adjust Water Meters	7	EACH	\$410.00	\$2,870.00
15.	Adjust Water Valve Risers	1	EACH	\$45.00	\$45.00
16.	Adjust Curb Inlets	2	EACH	\$1,765.00	\$3,530.00
17.	Adjust Gutter Drain	1	EACH	\$1,528.00	\$1,528.00
18.	Adjust Manhole	4	EACH	\$957.00	\$3,828.00
19.	Seeding	1	LS	\$4,900.00	\$4,900.00
20.	Traffic Control	1	LS	\$10,000.00	\$10,000.00
TOTAL ESTIMATED CONSTRUCTION COST					\$309,556.05

TOTAL CITY FUNDING	\$	140,556.05
TOTAL ESTIMATED STORM SEWER/CSO FUND	\$	50,000.00
TOTAL ESTIMATED ADA CIP FUND	\$	50,000.00
TOTAL ESTIMATED WATER FUND	\$	3,000.00
TOTAL ESTIMATED DEDICATED CDBG FUND	\$	20,000.00
TOTAL ESTIMATED SIDEWALK CIP FUND	\$	17,556.05
TOTAL GRANT AMOUNT REQUEST	\$	169,000.00
CONSTRUCTION COST	\$	309,556.05
MO-KAN ADMIN FEE	\$	15,000.00
DESIGN COST (In-kind)	\$	28,633.93
INSPECTION COST (In-kind)	\$	21,475.45
ESTIMATED PROJECT TOTAL COST	\$	374,665.44

Overview

The mission of the CDBG Program is to partner with Kansas communities to help enhance their livability by providing financial, technical and business assistance.

Based on a population formula, the U.S. Department of Housing and Urban Development (HUD) provides federal funds to be allocated to local units of government through this program.

The CDBG program awards grants in five categories:

- 1) Annual Competitive Grants
- 2) Economic Development Grants
- 3) Urgent Need Grants
- 4) KAN STEP Grants
- 5) Commercial Rehabilitation

The Department first accepted responsibility for administering these federally funded grants in 1984. The Community Development Block Grant is a unique federal resource for communities because it allows local decisions to be made in the development of viable communities by providing decent housing and suitable living environments and by expanding economic opportunities without unduly increasing the local tax burden of their citizens.

One of three national objectives—benefit to low- and moderate-income individuals; removal or prevention of slum or blight conditions; resolution of an immediate threat to health or safety created by a severe natural or other disaster—must be met. These funds may be used for a wide variety of activities. The major exceptions are those activities directly related to the general conduct of government.

Eligible applicants under the CDBG program are “general purpose units of government.” These “units” are all counties and cities that are not participants in the CDBG entitlement program. All cities and counties are eligible except Kansas City, Wichita, Topeka, Lawrence, Leavenworth, Manhattan, Overland Park and all of Johnson County.

Grant Categories

The State receives an annual allocation of approximately \$13 million. Funds will be distributed in the following grant categories:

I. Annual Competitive Grants

Annual Competitive Grant projects include, but are not limited to, water and sewer improvements, fire protection, bridges, community and senior centers, demolition, streets, architectural barrier removal, natural gas systems, electrical systems, public service activities, and nonprofit entities.

These grants also apply to housing projects, which include rehabilitation of owner- and renter-occupied residences. Annual Competitive Grants are awarded once a year on a competitive basis. Subcategories are as follows:

- *Water/Sewer Grant* applications are reviewed annually by Commerce, the Kansas Department of Health and Environment (KDHE) and the Kansas Water Office. Maximum grant is \$2,000 per beneficiary or \$500,000. The communities and their engineer, prior to application, must meet with the Kansas Interagency Committee (KIAC) before submitting their

application to determine the best source of funding for the project. KIAC members are KDHE, Rural Development and the Kansas Water Office.

- *Community Facilities Grants* are for all projects except housing and water/sewer. This category includes streets, senior centers, community centers, demolition of commercial structures, bridges, fire trucks, fire stations, sidewalks, etc. Maximum grant is \$2,000 per beneficiary or \$400,000.
- *Housing Grants* are awarded through an annual competition. Eligible activities include Homeowner Rehabilitation consisting of; minor rehabilitation, moderate or substantial rehabilitation, reconstruction, historical preservation, lead-based paint abatement, code enforcement and home-based business rehabilitation. All homeowner households receiving assistance must meet LMI guidelines. Rental Rehabilitation may include; existing rental housing, historical preservation, or conversion of existing non-housing structures to new housing. Mixed-Income rental housing is also allowed, but 51 percent of the units must be occupied by LMI.

II. Economic Development Grants

Business finance grants to cities or counties are, in turn, loaned to provide gap financing for private businesses that create or retain permanent jobs. Funding is also available for infrastructure improvements that directly create or retain permanent jobs. Under the Economic Development category, at least 51 percent of the jobs created or retained by the for-profit entity must meet HUD’s low- and moderate-income (LMI) standard.

III. Urgent Need Grants

These awards assist local government in meeting the community needs created by a severe natural or other disaster that pose an immediate threat to health or welfare of the community and for which no other financial resources are available. These applications are reviewed on an as-needed basis throughout the year.

IV. KAN STEP Grants

The KAN STEP program is designed to help communities with water, sewer or public building needs to address their problems through volunteer labor at a minimum savings of 35 percent of retail cost. The community acts as the general contractor, using local resources to produce the savings. It is essential the community has the volunteer expertise and leadership to make a project work. These grants are awarded on a competitive basis.

V. Commercial Rehabilitation

This new program is designed to assist private business owners in rehabilitating downtown commercial buildings to stem the tide of decay. The buildings must house viable businesses that will carry on for-profit business activity.

For more information, contact:

CDBG Program
Kansas Department of Commerce
buscomdev@kansascommerce.com
Phone: (785) 296-3004

COMMUNITY DEVELOPMENT BLOCK GRANTS



1000 S.W. Jackson St., Suite 100
Topeka, KS 66612-1354
Phone: (785) 296-3004
TTY: 711
Fax: (785) 296-3490
Email: buscomdev@kansascommerce.com
KansasCommerce.com



STATEMENT OF ASSURANCES AND CERTIFICATIONS

The applicant hereby assures and certifies with respect to the grant that:

- (1) It possesses legal authority to make a grant submission and to execute a community development and housing program.
 - (2) Its governing body has duly adopted or passed as an official act a resolution, motion, or similar action authorizing the person identified as the official representative of the grantee to submit the final statement, all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the grantee to act in connection with the submission of the final statement and to provide such additional information as may be required.
 - (3) Prior to submission of its application to Commerce, the grantee has met the citizen participation requirements, prepared its application of community development objectives and projected use of funds, and made the application available to the public, as required by Section 104(a)(2) of the Housing and Community Development Act of 1974, as amended, and implemented at 24 CFR 570.486.
 - (4) It has developed its final statement (application) of projected use of funds so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight; the final statement (application) of projected use of funds may also include activities that the grantee 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, and other financial resources are not available.
 - (5) Its chief executive officer or other officer of the grantee approved by Commerce:
 - (a) Consents to assume the status of a responsible federal official under the National Environmental Policy Act of 1969 and other provisions of federal law as specified in 24 CFR 58.1(a);
 - (b) Is authorized and consents on behalf of the grantee and himself/herself to accept the jurisdiction of the federal courts for the purpose of enforcement of his/her responsibilities as such an official; and
 - (6) The grant will be conducted and administered in compliance with the following federal and state regulations (see Appendix A: Applicable Laws and Regulations):
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- (a) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), and implementing regulations issued at 24 CFR Part 1;
 - (b) Fair Housing Amendments Act of 1988, as amended, administering all programs and activities relating to housing and community development in a manner to affirmatively further fair housing; and will take action to affirmatively further fair housing in the sale or rental of housing, the financing of housing, and the provision of brokerage services;
 - (c) Section 109 of the Housing and Community Development Act of 1974, as amended; and the regulations issued pursuant thereto (24 CFR Section 570.602);
 - (d) Section 3 of the Housing and Urban Development Act of 1968, as amended; and implementing regulations at 24 CFR Part 135;
 - (e) Executive Order 11246, as amended by Executive Orders 11375 and 12086 and implementing regulations issued at 41 CFR Chapter 60;
 - (f) Executive Order 11063, as amended by Executive Order 12259 and implementing regulations at 24 CFR Part 107;
 - (g) Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112), as amended and implementing regulations when published for effect;
 - (h) The Age Discrimination Act of 1975, as amended, (Pub. L. 94-135), and implementing regulations when published for effect;
 - (i) The relocation requirements of Title II and the acquisition requirements of Title III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and the implementing regulations at 24 CFR 570.488;
 - (j) Anti-displacement and relocation plan requirements of Section 104(d) of Title I, Housing and Community Development Act of 1974, as amended;
 - (k) Relocation payment requirements of Section 105(a)(11) of Title I, Housing and Community Development Act of 1974, as amended.
 - (l) The labor standards requirements as set forth in 24 CFR 570.603 and HUD regulations issued to implement such requirements;
 - (m) Executive Order 11988 relating to the evaluation of flood hazards and Executive Order 11288 relating to the prevention, control, and abatement of water pollution;
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- (n) The regulations, policies, guidelines and requirements of OMB Circular Nos. A-87, A-110 and A-122 as they relate to the acceptance and use of federal funds under this federally assisted program;
 - (o) The American Disabilities Act (ADA) (P.L. 101-336: 42 U.S.C. 12101) provides disabled people access to employment, public accommodations, public services, transportation, and telecommunications;
- (7) The conflict of interest provisions of 24 CFR 570.489 apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the state, or of a unit of general local government, or of any designated public agencies, or sub recipients which are receiving CDBG funds. None of these persons may obtain a financial interest or benefit from the activity, or have an interest or benefit from the activity, or have an interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter, and that it shall incorporate or cause to be incorporated, in all such contracts or subcontracts a provision prohibiting such interest pursuant to the purpose of this certification;
 - (8) It will comply with the provisions of the Hatch Act that limits the political activity of employee;
 - (9) It will give the state, HUD, and the Comptroller General or any authorized representative access to and the right to examine all records, books, papers, or documents related to the grant;
 - (10) It will comply with the lead-based paint requirements of 24 CFR Part 35 Subpart B issued pursuant to the Lead-Based Paint Hazard Elimination Act (42 U.S.C. 4801 et seq.).
 - (11) The local government will not attempt to recover any capital costs of public improvements assisted in whole or in part with CDBG funds by assessing properties owned and occupied by low- and moderate-income persons unless: (a) CDBG funds are used to pay the proportion of such assessment that relates to non CDBG funding or; (b) the local government certifies to the state that, for the purposes of assessing properties owned and occupied by low- and moderate-income persons who are not very low-income, that the local government does not have sufficient CDBG funds to comply with the provision of (a) above.
 - (12) It accepts the terms, conditions, selection criteria, and procedures established by this program description and that it waives any right it may have to challenge the legitimacy and the propriety of these terms, conditions, criteria, and procedures in the event that its application is not selected for CDBG funding.
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- (13) It will comply with the regulations, policies, guidelines, and requirements with respect to the acceptance and use of federal funds for this federally assisted program.
- (14) It will comply with all parts of Title I of the Housing and Community Development Act of 1974, as amended, which have not been cited previously as well as with other applicable laws.

The applicant hereby certifies that it will comply with the above stated assurances.

_____	_____
Signature, Chief Elected Official	Name (typed or printed)
_____	_____
Title	Date

To Whom It May Concern:

As Chief Elected Official of the City/County of _____, I hereby certify that I have knowledge of all activities in the above-referenced application. I also certify that I am aware that the regulations of the CDBG program prevent the use of any facility built or rehabilitated with CDBG funds, or any portion thereof, to be used for the conduct of official business. I therefore certify that no portion of the above application violates this regulation.

Mayor/County Commission

ATTEST:

City/County Clerk

THE CITY/COUNTY OF ATCHISON, KANSAS

RESOLUTION NO. 3004

RESOLUTION CERTIFYING LEGAL AUTHORITY
TO APPLY FOR THE 2016 KANSAS
SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FROM THE KANSAS DEPARTMENT OF COMMERCE
AND AUTHORIZING THE MAYOR/COMMISSIONER
TO SIGN AND SUBMIT SUCH AN APPLICATION

WHEREAS, The City/County of Atchison, Kansas, is a legal governmental entity as provided by the laws of the STATE OF KANSAS, and

WHEREAS, The City/County of Atchison, Kansas, intends to submit an application for assistance from the 2016 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.

THE APPLICANT hereby certifies that the City/County of Atchison, Kansas, is a legal governmental entity under the status of the laws of the STATE OF KANSAS and thereby has the authority to apply for assistance from the 2016 KANSAS SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.

THE APPLICANT hereby authorizes the MAYOR/COMMISSIONER of Atchison, Kansas, to act as the applicant's official representative in signing and submitting an application for the assistance to the 2016 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.

THE APPLICANT hereby dedicates \$155,556.06 in cash funds toward this project and \$50,109.38 in force account labor for same.

APPROVED BY THE GOVERNING BODY OF THE CITY/COUNTY OF Atchison, KANSAS, this 19TH day of OCTOBER, 2015.

APPROVED _____
MAYOR/COMMISSIONER

ATTEST _____

(SEAL)

THE CITY/COUNTY OF ATCHISON, KANSAS

CITY/COUNTY OF ATCHISON, KANSAS

RESOLUTION NO. 3005

A RESOLUTION ASSURING THE KANSAS DEPARTMENT OF COMMERCE THAT FUNDS WILL BE CONTINUALLY PROVIDED FOR THE OPERATION AND MAINTENANCE OF IMPROVEMENTS TO THE SIDEWALK SYSTEM TO BE FINANCED WITH COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS

WHEREAS, The City/County of Atchison is applying for Small Cities Community Development Block Grant funds under the Community Improvement Category, as administered by the Kansas Department of Commerce; and,

WHEREAS, The City/County of Atchison wishes to utilize this funding for the purpose of constructing improvements to the city's/county's sidewalk system, as described in the Community Development Block Grant application submitted to the Kansas Department of Commerce; and,

WHEREAS, The City/County of Atchison has determined that the annual operation and maintenance costs of the sidewalk system improvements are anticipated to be approximately \$22,000; and,

WHEREAS, The annual \$85,000 budget has been determined to be adequate to fund the operation and maintenance of the sidewalk system,

NOW, THEREFORE, BE IT RESOLVED THAT: The Governing Body of the City/County of Atchison, Kansas, hereby assures the Kansas Department of Commerce that sufficient funds will be provided for the continued operation and maintenance of the above described improvement; that these operation and maintenance costs will be reviewed annually; and that the budget will be adjusted, when necessary, to reflect and cover any increase in costs.

ADOPTED BY THE GOVERNING BODY OF THE CITY/COUNTY OF ATCHISON, KANSAS THIS 19TH DAY OF OCTOBER, 2015.

ATTEST:

MAYOR/COMMISSIONER

CITY CLERK/COUNTY CLERK

(SEAL)

Kansas Department of Commerce

Applicant/Recipient Disclosure/Update Report

Instructions in General Application Requirements or Grantee Handbook

Applicant/Recipient Information

Indicate whether this is an Initial Report or an Update Report

1. Applicant/Recipient Name, Address, and Phone (include area code): () -	2. Social Security Number or Employer ID Number:
3. CDBG Grant Number:	4. Amount of HUD Assistance Requested/Received
5. State the name and location (street address, City and State) of the project or activity:	

Part I Threshold Determinations.

1. Are you applying for assistance for a specific project or activity? <input type="checkbox"/> Yes <input type="checkbox"/> No	2. Have you received or do you expect to receive assistance, involving the project or activity in this application, in excess of \$200,000 during this fiscal year. <input type="checkbox"/> Yes <input type="checkbox"/> No
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If you answered "No" to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form. **However,** you must sign the certification at the end of the report.

Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds.

Such assistance includes, but is not limited to, any grant, loan subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/State/Local Agency Name and Address	Type of Assistance	Amount Requested/Provided	Expected Uses of the Funds

(Note: Use Additional pages if necessary.)

Part III Interested Parties. You must disclose:

- All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
- Any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	Social Security No. or Employee ID No.	Type of Participation in Project/Activity	Financial Interest in Project/Activity (\$ and %)

(Note: Use Additional pages if necessary.)

Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that this information is true and complete.

Signature: X	Date: (mm/dd/yyyy)
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(Minimum required by all applicants for funding – must be submitted with application)

**Residential Anti-displacement and Relocation Assistance Plan
under Section 104(d) of the
Housing and Community Development Act of 1974, as Amended**

The jurisdiction will replace all occupied and vacant occupiable low- and moderate-income dwelling units demolished or converted to a use other than as low- moderate-income housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended, as described in 24 CFR Part 570.488.

All replacement housing will be provided within three years of the commencement of the demolition or rehabilitation relating to conversion. Before obligating or expending funds that will directly result in such demolition or conversion, the [jurisdiction] will make public and submit to the Kansas Department of Commerce the following information in writing:

1. A description of the proposed assisted activity;
2. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low- and moderate-income dwelling units as a direct result of the assisted activity;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as Section 104(d) replacement dwelling units;
5. The source of funding and a time schedule for the provision of Section 104(d) replacement dwelling units; and
6. The basis for concluding that each Section 104 (d) replacement dwelling unit will remain a low- and moderate-income dwelling unit for at least ten years from the date of initial occupancy.

The jurisdiction will provide relocation assistance, as described in Section 570.488 to each low- and moderate-income household displaced by the demolition of housing or by the conversion of a low- and moderate-income dwelling to another use as a direct result of assisted activities.

Consistent with the goals and objectives of activities assisted under the act, the jurisdiction will take the following steps to minimize the displacement of persons from their homes:

Based on initial review of project, the following occupied dwellings (by address) will be demolished with grant funds (should contain proposed demolitions):

As chief official of the jurisdiction, I hereby certify that the above plan was officially adopted by the jurisdiction of _____ on the _____ day of _____, _____.

Date: _____ Signature – Chief Elected Official: _____

Kansas Department of Commerce
Community Development Block Grant (CDBG) Program
1000 S.W. Jackson St., Suite 100
Topeka, KS 66612-1354

DETERMINATION OF LEVEL OF REVIEW

ENVIRONMENTAL REVIEW RECORD (ERR)

Grantee Name & Project Number: _____

Project Location: _____

Project Description: _____

The subject project has been reviewed pursuant to HUD regulations 24 CFR Part 58, "Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities," and the following determination with respect to the project is made:

- Exempt from NEPA review requirements per 24 CFR 58.34(a)(____)
- Categorical Exclusion NOT Subject to §58.5 authorities per 24 CFR 58.35(b)(____)
- Categorical Exclusion SUBJECT to §58.5 authorities per 24 CFR 58.35(a)(____)
- An Environmental Assessment (EA) is required to be performed.
- An Environmental Impact Statement (EIS) is required to be performed.

The ERR (see §58.38) must contain all the environmental review documents, public notices and written determinations or environmental findings required by Part 58 as evidence of review, decision making and actions pertaining to a particular project. Include additional information including checklists, studies, analyses and documentation as appropriate.

_____ Chief Elected Official (print name/title)	_____ Chief Elected Official's Signature
_____ Date	

Community Facilities Frequently Asked Questions

1. What does this program do?

The Community Development Block Grant program (CDBG) provides funds that assist communities in financing community facilities projects.

* * * * *

2. What do Community Facilities projects include?

Projects include, but are not limited to, fire protection, bridges, community and senior centers, demolition, drainage, ambulances, streets, architectural barrier removal, etc.

* * * * *

3. How often are these funds allocated?

Funds are allocated to small cities on an annual basis, usually in the fall of each year.

* * * * *

4. What is the minimum allowed for each grant?

Minimum allowed is \$2,000 per beneficiary or \$400,000.

* * * * *

5. What is required of the community?

An application must be submitted stating the community's needs, proposed solution and all associated costs.

* * * * *

6. What happens after the grant has been awarded?

Proceed with designing your project and during the construction phase a CDBG specialist will conduct two monitorings.

* * * * *

7. When can the project be closed?

The project can be closed when all construction is done, and the resolution of all potential monitoring findings is complete.

* * * * *

8. Where can more information be found?

Click here for the [2015 Community Facilities Application](#) or the [2015 General Application Requirements](#).

* * * * *

9. Who should I contact for further information?

Salih Doughramaji at salih@kansascommerce.com.

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