



LEE'S SUMMIT MISSOURI

2018-19 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT PROGRAM

The CDBG Entitlement Program under the Department of Housing and Urban Development

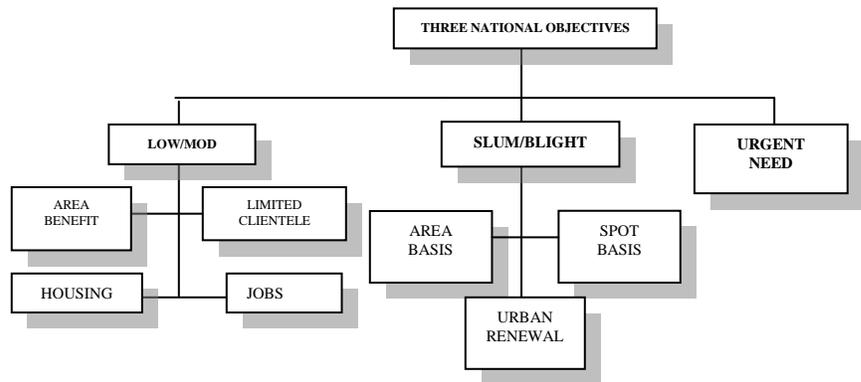
Entitlement status is a designation for local communities generally with a population over 50,000. The City of Lee's Summit was designated as an Entitlement Community under the Community Development Block Grant (CDBG) program by the Department of Housing and Urban Development (HUD) in August of 1994. Because of this designation, the City receives a grant on an annual basis contingent upon Congress approval of the Federal budget.

The City's CDBG Entitlement allocation for 2017-18 was \$354,769.00 and the 2018-19 grant amount is yet to be announced by HUD.

Programs/projects eligible for CDBG funding – general provisions

Under the federal CDBG program, grant funds must be used to meet one of the following national objectives:

- A. Benefit low-to-moderate income (LMI) persons;
B. Prevent/eliminate slums or blight; or,
C. Address a particularly urgent community need (disaster response).



CDBG Program Activities

There is a wide range of more than twenty types of activities eligible under the federal CDBG program. Grantees determine which of these types best meet the needs of their communities identified in their Consolidated Plans. However, in order to ensure that the primary objective of the CDBG Program is met – benefitting low- and moderate-income persons – grantees must ensure that all activities meet a national objective.

Described below are the types of eligible and ineligible CDBG activities under the federal guidelines. These activities are very loosely grouped into general categories.

Eligible CDBG Activities – general provisions

This section lists basic eligible activities under the federal CDBG program, but reduced to those that the City of Lee's Summit's program may support in the 2018-19 program year based on the community needs identified and the strategies recommended during the 2015-19 Consolidated Plan community engagement process. CDBG funds may be used for the following types of activities:

- Activities related to housing:
- First Time Homebuyer mortgage down payment assistance;
- Owner-occupied single family home exterior rehabilitation activities;
- Residential emergency repairs for LMI households;
- Public housing rehabilitation activities;
- Low-to-moderate income housing rehabilitation activities; and
- Transitional housing rehabilitation activities.

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- **Other real property activities, such as:**
  - Acquisition of real property (including a minimum of 15 years long-term rental of building space) for public use or purpose;
  - Clearance and demolition for a public purpose; and
  - Code enforcement.
- **Public facilities, such as:**
  - Small public infrastructure improvement projects for low-to-moderate income areas, including sidewalks, stormwater and sanitary sewer improvements;
  - ADA accessibility improvements to public facilities;
  - Special needs facilities rehabilitation;
  - Emergency repairs for public facilities;
  - Public facilities serving eligible persons or areas; and
  - Business incubator and job training facilities (for microenterprises or LMI job creation).
- **Activities related to public services, including but not limited to:**
  - Basic social services to the homeless and low-to-moderate income persons;
  - Food and nutrition services for low-to-moderate income persons, seniors, persons with disabilities or children of special needs;
  - Domestic violence prevention and counseling services;
  - Job training and employment services for low-to-moderate income persons;
  - Economic development related public services;
  - Health care and substance abuse services for low-to-moderate income persons;
  - Childcare for low-to-moderate income persons;
  - Services for senior citizens (62 and over exclusively);
  - Services for the disabled persons;
  - Education programs for low-to-moderate income persons;
  - Crime prevention and dispute resolution programs; and
  - Fair housing counseling.
- **Activities related to economic development, such as:**
  - Development of a workforce training system;
  - Commercial façade improvement program;

### ***Ineligible CDBG Activities***

In general, any activity that is not specifically authorized under the CDBG regulations and statute is ineligible. In addition, the regulations stipulate that the following activities may not be assisted with CDBG funds:

- Buildings for the general conduct of government (e.g., city hall);
- General government expenses; and
- Political activities.

The following activities may not be assisted with CDBG funds unless authorized as a special economic development activity or when carried out by a CBDO:

- Purchase of construction equipment or furnishings and personal property;
- Operating and maintenance expenses (of public facilities, improvements, and services), except for operating and maintenance expenses associated with public service activities, interim assistance, and office space for program staff employed in carrying out the CDBG Program.
- New housing construction, except under certain conditions or when carried out by a CBDO; and
- Income payments.

### **Income guidelines for low-to-moderate income households**

Annually, HUD develops income guidelines based on the number of persons in the household. Benefits to LMI households can be direct or indirect. Direct benefits involve projects that directly serve LMI households such as the creation of jobs; indirect benefits involve projects that indirectly assist LMI households such as infrastructure improvements in an area where 51% or more of the residents qualify as LMI.

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The current HOME income guidelines (effective 4/11/2017) for Kansas City, MO-KS Metro Area are as follows:

Persons in Household	1	2	3	4	5	6	7	8
Maximum Income	\$41,900	\$47,900	\$53,900	\$59,850	\$64,650	\$69,450	\$74,250	\$79,050

*\*The Federal Government normally updates income guidelines in December of each year--all grant programs must comply with the most recent income guidelines as determined by HUD. **The release of 2018 income limits is anticipated to be around March of 2018.***

## The City of Lee's Summit CDBG Program

Lee's Summit CDBG program is funded by federal CDBG annual allocations and implemented in accordance with the City Council adopted and HUD approved Consolidated Plan. In addition to meeting the federal eligibility regulations, activities to be considered for funding must also meet the goals and objectives established in the Consolidated Plan.

## The Grantee and Subrecipients

For Lee's Summit CDBG program, the Grantee refers to the City of Lee's Summit. The Subrecipients are those governmental, private not-for-profit organizations and agencies that receive CDBG funds through the City of Lee's Summit CDBG program. Individuals are not qualified as subrecipients. For-profit businesses may be qualified as subrecipients only if they are City Council designated CBDOS (Community Based Development Organizations) carrying out neighborhood revitalization. For-profit businesses may also qualify for job creation for LMI workers and economic development activities benefiting LMI persons.

## The Beneficiaries

The Beneficiaries are individuals, families or households, who are eligible by HUD definition and benefit from any of the Lee's Summit CDBG-funded programs sponsored by the City of Lee's Summit (the Grantee) or by a qualified nonprofit organization or for-profit business (Subrecipient).

## Additional Federal Requirement – SAM.GOV Registration and Active DUNS Number

To be eligible for federal funding or to carry out federal funded programs or projects, all agencies, organizations, businesses and contractors are required to register with SAM.GOV and obtain and maintain an active DUNS Number for the duration of the program or project.

## Application Procedure and Requirements

The City will accept applications for programs and projects under the CDBG program this year from January 16 through February 16, 2018. The procedure is as follows:

Applicant Shall/Should...	Date/Deadline	Purpose/Comment
Attend the <b>MANDATORY</b> orientation as a condition for submitting applications	8:30-10:00 a.m., Monday, January 8, 2018, Strother Conf. Rm., City Hall, 220 SE Green	Help prospective applicants to fully understand the program, regulations, requirements, process and responsibilities.

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Determine eligibility by completing the Activity Type and Eligibility Determination Chart and Defining the Need Worksheet	Before completing the application form(s)	Determine if your agency and program/project are eligible for the CDBG program and lay the groundwork for your application.
Fill out the Application Form in its entirety ( <i>Do not combine projects into one application, which are different in nature and serve different beneficiaries</i> ).	After completing the Activity Type and Eligibility Determination Chart and Defining the Need Worksheet but before submission deadline.	To ensure that the application review and selection process and the execution of the project are smooth and efficient, and to comply with HUD's requirements on Performance Measures.
Get application properly authorized by Agency's Board of Directors or Executive Officer prior to submission	Prior to submitting the application to the City	To ensure that the proposed program/project and its associated cost and funding expectations are officially and properly authorized.
Submit <b>two (2) original copies</b> of complete application with all the required attachments and supporting documents.	Received or postmarked by 5:00 p.m., Friday, February 16, 2018.	Deliver or mail the application to CDBG Program at Planning & Special Projects Department, Lee's Summit City Hall at 220 SE Green Street, Lee's Summit, MO 64063. Incomplete applications will not be considered for funding.
(Optional but strongly encouraged) Attend the public hearing held by the City Council Community and Economic Development Committee (CEDC).	4:30 p.m., Wed., March 14, 2018, subject to change <i>(Note: Public hearing may be continued to a 2<sup>nd</sup> meeting.)</i>	To present your application(s) and answer questions. For construction related projects, the applicant is encouraged to bring the technical professional who may provide technical information and/or project estimates. Staff presents review results and funding recommendations. The public is invited to provide input. CEDC approves recommendations for funding allocation (Action Plan) which will be presented to the City Council for approval in May.

## For Questions and Additional Information

If you have any questions or need additional information, please contact the following staff members for assistance:

**Christina Stanton**, Senior Planner, CDBG Staff Contact – (816) 969-1607

**Heping Zhan**, Assistant Director of Planning & Special Projects – (816) 969-1609

*Applicants are encouraged to fill out applications electronically using our Microsoft Word files, which can be obtained by visiting the City's website at [lsplanning.net](http://lsplanning.net) or by emailing [Heping.Zhan@cityofls.net](mailto:Heping.Zhan@cityofls.net).*

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