



LEE'S SUMMIT MISSOURI

Community Development Block Grant Program

(2018-19 Program Year)

- Step 1** Applicants are encouraged to review HUD's Guide to National Objectives and Eligible Activities for Entitlement Communities (*obtain a pdf of this guide at HUD website <https://www.hudexchange.info/resource/89/community-development-block-grant-program-cdbg-guide-to-national-objectives-and-eligible-activities-for-entitlement-communities/>*). This easy-to-read guide provides a comprehensive list of eligible activities and how they meet the National Objectives.
- Step 2** Applicants are **REQUIRED** to review HUD's Playing by the Rules – A Handbook for CDBG Subrecipients on Administrative Systems (*obtain a pdf of this handbook at HUD website <https://www.hudexchange.info/resource/687/playing-by-the-rules-a-handbook-for-cdbg-subrecipients-on-administrative-systems/>*).
- Step 3** Applicants are **REQUIRED** to attend the MANDATORY orientation, to be held 8:30-10:00 a.m., Monday, January 8, 2018 in Strother Conference Room at City Hall, 220 SE Green St.
- Step 4** Complete the "Activity Type and Eligibility Determination Chart" and "Defining the Need Worksheet".
- Step 5** If you determined in Step 4 that all eligibilities are met, use the enclosed "Meeting the Lee's Summit CDBG Consolidated Plan Objectives Chart" to determine which community objective(s) your proposed program/project helps to accomplish. If you determine that your proposed program/project will not address any of the listed objectives, stop here and do not apply.
- Step 6** If you satisfy both Step 4 and Step 5, determine the total cost of your program/project and the non-CDBG financial resources in your budget already committed to or to be available for the program/project. If there is a budget shortage for the said program/project, continue to Step 7. (*Federal regulations prohibit using entitlement grant to substitute the agency's funding sources already committed to the program/project.*)
- Step 7** Obtain and complete Application for Public Service Activity or Application for Construction / Rehab / Acquisition / Demolition accordingly or contact the City if you are not sure which to use. Copies of applications may be obtained by emailing Heping.Zhan@cityofls.net or online at <http://cityofls.net/Development/Community-Development-Block-Grant/Programs-Applications.aspx> or by contacting Planning & Special Projects Department at 969-1600.
- Step 8** Make sure the application has all required signatures and all necessary attachments are included with the application. (*Incomplete applications beyond the submission deadline will not be considered for funding.*)
- Step 9** Register your agency at SAM.GOV and obtain a DUNS Number, if you have not done so or if your registration or your DUNS Number has expired.
- Step 10** Submit two (2) original copies of complete application to Planning & Special Projects Department of the City of Lee's Summit by 5:00 P.M., Friday, February 16, 2018 or postmarked by 5:00 p.m., February 16, 2018.
- Step 11** Attend (optional but strongly encouraged) the Community and Economic Development Committee (CEDC) public hearing on Wednesday, March 14, 2018 (subject to change) starting at 4:30 p.m., in the City Council Chambers, City Hall, 220 SE Green St.