

**City Of Independence**  
**FY 2017-18 Community Development Block Grant Program**

**APPLICATION FOR PUBLIC SERVICE PROJECTS SUBMISSION**  
**REQUIREMENTS AND CONDITIONS**

1. Copies of the application packet are available upon request at the Community Development Department, 111 E. Maple Ave., Independence, Mo 64050 during the business hours of 8:00 a.m. to 5:00 p.m. An electronic copy of the CDBG application is available at <http://www.ci.independence.mo.us/comdev/CDBG.aspx>. Applicants will be required to submit both paper copies and an electronic copy of their application.
2. A separate application should be submitted for each project or activity. If one organization is submitting more than one project/activity - items 1-8 on the checklist must be submitted for each activity for which CDBG funding is requested. Also, organizations submitting multiple requests must assign a priority for each application submitted. (i.e. Priority #1, Priority #2 etc.).
3. Maximum allowable Public Service request per project: \$25,000.00
4. Minimum request: \$5,000.00.
5. All applications must be typewritten using Arial 11 pt. font, on 8 ½ x 11 paper, and contain a Table of Contents. Supporting documents must be on 8 ½ x 11" paper and clearly identified.
6. There must be **one original and seven additional paper applications** provided to the department. (Staple or paper clip all documents - no binding.) Only **one** set of attachments is required per agency, regardless of the number of projects submitted.
7. **Failure to provide all required information stated on the checklist or to follow the stated requirements will result in the proposal being returned without review.**
8. All proposals must be received by the Community Development Department by 5:00 p.m. on January 9, 2017.
9. Organizations should not incur any costs, perform any work, purchase any goods or services nor make any commitments or sign any contracts with any person, organization or company related to the project for which CDBG funds are being requested until the City Council has approved the action plan, the funds have been appropriated, and a subrecipient agreement has been executed with the City of Independence. Agreements will not be issued until the City's Annual Action Plan is approved by HUD. Applications for CDBG funding should be mailed or hand-delivered to: Cheryl Montenguise, Community Development Department, P.O. Box 1019, Independence, MO., 64050-1019. Physical Address: 111 E. Maple Ave, Independence, MO 64050. Phone: 816-325-7398. Electronic copies may be submitted on disk or via email at [cmontenguise@indepmo.org](mailto:cmontenguise@indepmo.org)

## **GENERAL INFORMATION**

All submitted proposals become the property of the City of Independence. The City of Independence is not liable for any costs incurred in the preparation or the submission of a proposal. The management of projects/programs shall not be subcontracted. CDBG Subrecipients shall not discriminate in employment practices, on the basis of race/ethnicity, color, national origin, gender sexual orientation, religion, age, disability, familial status, military status, or any other legally prohibited form of discrimination. The records of CDBG sub-recipient organizations shall be subject to audit by the City of Independence upon reasonable prior notification.

## **ASSEMBLY INSTRUCTIONS**

Requests for funding **must** include the following documents: (Note: If an organization is submitting more than one project/activity/service for consideration - items 1-8 on the checklist must be submitted for each application, and a priority rating must be assigned to each request (i.e. Priority #1, Priority #2, etc.)

1. CDBG Application Checklist
2. Table of Contents
3. Application Cover Sheet
4. Project Narrative
5. Line Item Budget
6. Project Leveraging
7. Performance Measurement Form

*(Note: If submitting multiple applications, package items 1-7 for each project, position each project packet by priority rating (priority #1 in first position), then attach one set of the following supporting documentation.*

8. Signed Conflict of Interest Statement
9. City of Independence Business License
10. Articles of Incorporation and Bylaws
11. 501(c)3 Certificate of Incorporation from State of Missouri
12. ADA Section 504 Self- Assessment
13. List of Board of Directors
14. Organizational chart
15. Certified financial statement or most recent audit

The City of Independence requires that a non-profit be in existence for at least one year and be designated a 501(c)3 organization by the State of Missouri in order to participate in the CDBG Program as a sub-recipient.

## **CONTRACTING REQUIREMENTS**

Organizations selected for funding will be required to enter into a contract with the City of Independence. At that time, organizations will be required to meet all HUD (U. S. Department of Housing and Urban Development) and City of Independence regulations and requirements. These requirements include, but are not limited to the following:

a. Except for economic development projects and certain types of housing projects, applicants must demonstrate that they are a private, non-profit or governmental agency. If non-profit, they must be incorporated under state law and have/or have applied for 501 (c) (3) status.

b. After an application is approved for funding, an agreement will be prepared and sent in triplicate to the authorized agency official for review and execution. The agreement will specify the amount of the award, the period for which the project is approved, duration dates, and administrative provisions. Special conditions attached to the award will be specified in the agreement. Grantees will be required to file regular reports on expenditures, progress toward goals, and beneficiaries.

c. Grantees will be required to obtain adequate insurance to comply with 2 CFR Part 200, covering workman's compensation, bodily injury, property damage, automobile or other liability depending on the nature of the project. Grantees will be responsible for obtaining any necessary licenses and for complying with all applicable federal, state, and municipal laws, Codes, and regulations. The costs of insurance and licenses for the project may be included in the proposed budget.

d. As part of any federal grant or loan agreement, recipients will be required to comply with a wide range of federal regulations and contracting requirements. These requirements are detailed in HUD's Playing by the Rules Handbook which can be found at:  
<http://www.indepmo.org/userdocs/ComDev/CDBG/PlayingByTheRules.pdf>

In the event of non-compliance, the CDBG agreement may be terminated or suspended in whole or in part.

e. As part of the contractual agreement for funds, grantees will be required to track and document performance data relative to the activity being undertaken. Adoption of HUD's required performance measurement system is mandated for all CDBG communities. In addition grantees will also be required to track and document some or all of the following statistics:

- Individual client and household member income
- family size
- race/ethnic characteristics
- number of participants in program
- documentation of service provided
- documentation that invoiced expenses are directly attributable to funded program (payroll, employee time sheets etc.)

f. Certification Regarding Debarment, Suspension and Other Matters

The Office of Management and Budget (OMB) Circular 2 CFR Part 200 requires the City to ensure that subrecipients or contractors receiving awards are not suspended or debarred from participation in Federal award programs. Organizations that will be awarded a CDBG contract will be required to certify that to the best of their knowledge and belief they and their principals are not affected by this provision.

g. Audit Requirements—If the organization currently conducts audits of all its funding sources including CDBG, a copy of the most recent audit must be submitted. If the organization does not have a current audit process, the organization is required to provide a current certified financial statement from a licensed CPA for the previous year.

## PERFORMANCE MEASUREMENT

Using the Performance Measurement form (provided in the CDBG application), applicants should also identify the HUD Program Specific Objective(s) the proposed project is designed to meet. HUD Program Specific Objectives are based on the broad statutory purpose of the CDBG Program which include:

1. **Suitable Living Environment** relates to activities that are designed to benefit communities, families or individuals by addressing issues in their living environment. This objective relates to activities that are intended to address a wide range of issues faced by low income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy or elderly health services.

2. **Decent Housing** covers the wide range of housing activities that are generally undertaken with CDBG funds. This objective focuses on housing activities whose purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make community-wide improvements, since such programs would be more appropriately reported under Suitable Living Environments.

3. **Creating Economic Opportunities** applies to activities related to economic development, revitalization, or job creation.

**INPUTS** are resources an organization uses to achieve objectives, (e.g., staff, staff time, facilities, equipment, supplies, dollars). A program uses **INPUTS** to support **ACTIVITIES**

**ACTIVITIES** are the actual work or services to be provided. Activities may include direct client services and administrative functions carried out by an organization. **ACTIVITIES** are not **OUTCOMES**

**OUTPUTS** are the direct products of an organization's activities. They are measurements of the amount of work accomplished. Examples would include the number of households served, number of units constructed or rehabilitated, or linear feet of sidewalk. All **OUTPUTS** must have identified **OUTCOMES**.

**OUTCOMES** are closely related to the **OBJECTIVES**. The program outcomes help further refine the objective and is designed to capture the nature of the change or the expected result of the objective that an organization seeks to achieve. Outcomes correspond to the question "What is the type of change the project, program or activity is seeking? Or what is the expected result of the activity. HUD's specific outcomes are –

1. **Availability/Accessibility** applies to activities that make services, infrastructure, public services, public facilities, housing or shelter available/accessible to low income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to the basics living available and accessible to low income people where they live.

2. **Affordability** applies to activities that provide affordability in a variety of ways to low income persons. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.

3. **Sustainability: Promoting Livable or Viable Communities** applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low income, or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

### **OUTCOME MEASUREMENT – THE FINAL STEP**

What indicators, verifiable information or data will be used to measure an outcome to see if it was actually attained? These outcome measurements will vary depending on the project. In addition to traditional measures of OUTPUTS, i.e., number of persons served, language describes the impact of the activity on the client.

#### **Outcomes are:**

- Measurable
- Simple, clear and understandable
- Realistic
- Specifies a time frame
- Measures an end

#### ***Brief Example of how it works...***

##### ***PUBLIC SERVICE PROJECT***

#### **OBJECTIVE**

Suitable Living Environment

#### **GOALS**

Youth will have a safe place for constructive after-school activities

#### **INPUTS**

Organization provides of \$10,000.00 toward salaries for Program Manager/Part-time volunteer recruiter

#### **ACTIVITIES**

Tutoring – child meets with volunteer tutors 4 afternoons per week for 2 hours

#### **OUTPUTS**

25 children receive individual tutorial in after-school program

#### **OUTCOMES**

Availability/Accessibility 150 youth will have access to after-school tutoring in order to increase math and reading skills and 50% of the children will make honor roll after 6 months of individual tutoring

#### **OUTCOME MEASUREMENT**

School Honor Roll Records and Progress Reports for each child

### **NATIONAL OBJECTIVE**

The Community Development Block Grant (CDBG) program provides assistance for housing and community development activities. In order for a project or activity to qualify for CDBG funding, it must meet at least one of the three statutory national objectives established under Title I of the Housing and Community Development Act of 1974, as amended. An activity that fails to meet a national objective will not qualify for CDBG funding. Generally, these objectives are:

#### **1. Activities benefiting Low or Moderate Income (LMI) Persons**

### **a. Area benefit activities**

An activity that benefits all the residents in a particular area, where at least 51% of the residents are LMI persons. The service area must be primarily residential and the activity must meet the identified needs of LMI persons. Examples include: public services available in a designated LMI service area, street improvements, water and sewer lines, and neighborhood facilities. This activity must meet one of the following qualifying criteria:

- 1) A determination that there is a sufficiently large percentage of LMI persons residing in the service area by using the most recently available decennial Census information, together with the Section 8 income limits that would have applied at the time the income information was collected by the Census Bureau; or
- 2) A determination is made of the percent of LMI residents by means of a current survey of the area, if it is believed that the census data does not reflect current income levels, or, where the census boundaries do not coincide sufficiently with the service area. The survey results must meet statistical reliability standards and be approved by HUD.

### **b. Limited clientele activities**

- 1) An activity which benefits a limited clientele where, at least 51% of those persons served are LI persons. Examples include: construction of a senior center, public services for the homeless; meals on wheels for the elderly, and construction of job training facilities for the handicapped. The activity must meet one of the following qualifying criteria:
  - a) The activity benefits a clientele that is generally presumed to be principally LI persons such as abused children, battered spouses, elderly persons, severely disabled adults, and migrant farm workers; or
  - b) Information is required on family size and income in order to show that at least *51% of the clientele* is LI; or
  - c) The activity has income eligibility requirements which limit the activity *exclusively* to LI persons; or
  - d) The activity is of such nature and in such *location* that it may be concluded that the clients are primarily LI.
- 2) In addition, the following activity may qualify under the limited clientele national objective: Removal of architectural barriers to enhance mobility for the elderly or the disabled. [NOTE: Certain restrictions do apply to these activities].

## **2. Activities which aid in the prevention or elimination of slums or blight**

a. Activities to address slums or blight on an area basis—An activity which helps to prevent or eliminate slums or blighting conditions within a designated area. Examples include: assistance to commercial or industrial businesses; public facilities or improvements; code enforcement.

b. Activities to address slums or blight on a spot basis. An activity which eliminates specific conditions of blight or physical decay on a spot basis not located in a slum or blighted area. Examples include: elimination of faulty wiring, falling plaster, or other

similar conditions which are detrimental to all potential occupants; historic preservation of a public facility; and demolition of a vacant, deteriorated building.

### **3. Activities designed to meet community development needs having a particular urgency**

An activity designed to alleviate existing conditions that have a particular urgency. Examples include major catastrophes.

#### **ACTIVITY ELIGIBILITY**

##### **1. Eligible activities for CDBG funding include:**

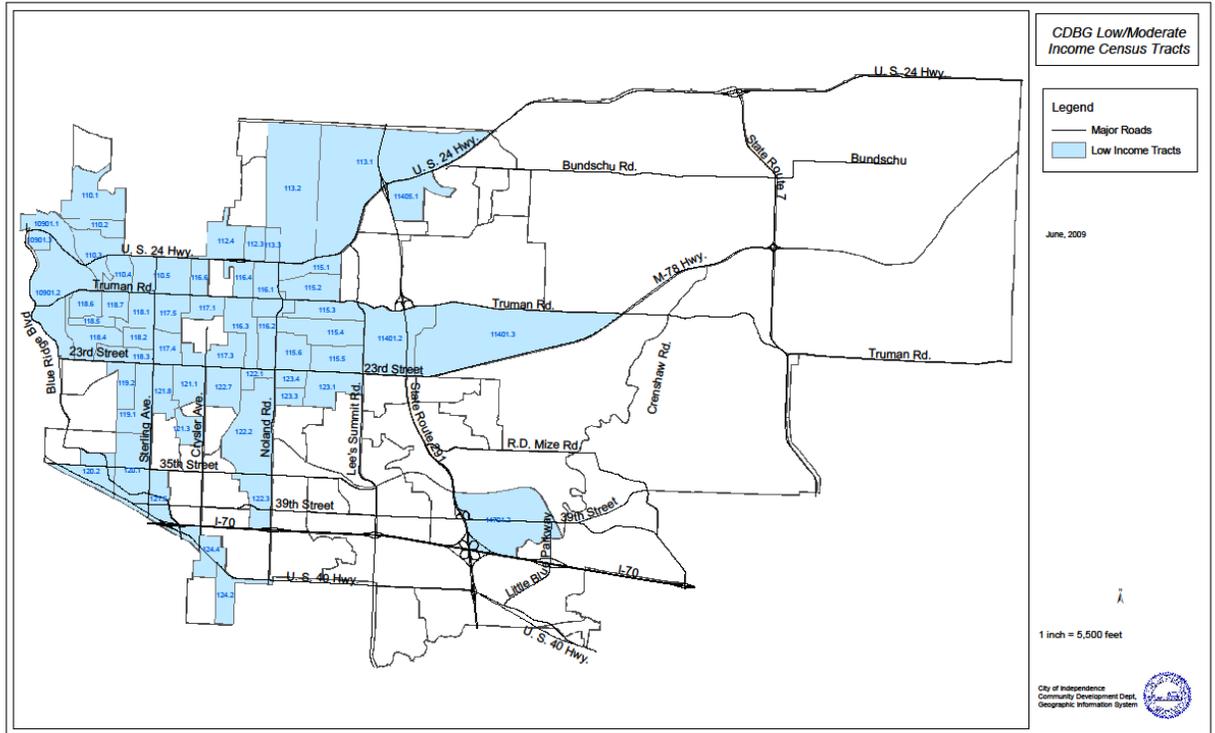
- Rehabilitation and Preservation Activities
- Public Services, within certain limits; *must be either a new service or quantifiable increase in the level of an existing service above that which has been provided in the 12 calendar months prior to this submission (exception: current CDBG funded projects – may request continued funding.)*
- Homeownership Assistance, Real Property for low income benefit
- Removal of Architectural Barriers
- Activities relating to energy conservation and renewable energy resources
- Economic development and job creation/retention activities for low income citizens
- Public facilities and Improvements, such as water and sewer facilities, streets, neighborhood centers
- CDBG Administration and Planning

##### **2. Ineligible activities that are disallowed for funding through the CDBG Program include:**

- Buildings or portions thereof used for the general conduct of government
- General government expenses
- Political activities. CDBG funds shall not be used to finance the use of facilities or equipment for political purposes or to engage in other partisan political activities, such as candidate forums, voter transportation, or voter registration
- The purchase of equipment with CDBG funds is generally ineligible
- Construction equipment is generally ineligible
- The purchase of equipment, fixtures, motor vehicles, furnishing, or other property not an integral structural fixture is generally ineligible
- Expenses associated with repairing, operating or maintaining public facilities, improvement and services is ineligible. Examples include: maintenance and repair of publicly owned streets, parks, playgrounds, water and sewer facilities, neighborhood facilities, senior centers, centers for persons with disabilities, parking and other public facilities and improvements; payment of salaries for staff, utility costs and similar expenses necessary for the operation of public works and facilities
- New construction of low income housing is generally ineligible except under certain circumstances as outlined under Section 570.207(b) (3) of the CDBG regulations
- CDBG funds shall not be used for income payments. Income payments means: a series of subsistence-type grant payments made to an individual or family for items such as food, clothing, housing (rent or mortgage) or utilities, but excludes emergency grant payments made over a period of up to three consecutive months on behalf of an individual or family.

## CDBG ELIGIBLE AREAS MAP

Public Service projects designed to provide services within a defined geography must have a service area where the household population is at least 51% low and moderate income persons. The map below illustrates those Census Tract Block Groups within Independence that qualify as 51% low-mod income. Projects intending to qualify under the Low-mod Area Benefit National Objective should consult CDBG Program Staff for assistance in determining project eligibility.



## 2016 CDBG INCOME LIMITS – Kansas City, MO-KS Metro

	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
<b>Extremely Low (30%) Income Limits</b>	\$15,300	\$17,500	\$20,160	\$24,300	\$28,440	\$32,580	\$36,730	\$40,890
<b>Very Low (50%) Income Limits</b>	\$25,500	\$29,150	\$32,800	\$36,400	\$39,350	\$42,250	\$45,150	\$48,050
<b>Low (80%) Income Limits</b>	\$40,800	\$46,600	\$52,450	\$58,250	\$62,950	\$67,600	\$72,250	\$76,900