



2019 CDBG Housing Application



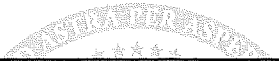
HIAC

- Housing Interagency Advisory Committee
- Created to provide guidance about housing programs
- HIAC is not a requirement but 5 points will be deducted from application if not attended
- Agencies involved
 - Commerce
 - KHRC
 - USDA-RD
 - Federal Home Loan Bank



HAT/HIAC Process

- Community completes HAT
- Submit HAT and signed HIAC profile
- Will try to schedule within 3 weeks
 - Video Conference locations include:
 - Hays, Iola, Newton and Topeka
- Community members **MUST** be in attendance
- Must receive HAT prior to July 1



Typical Meeting

- Meeting scheduled for 1 ½ hours
- Community makes a presentation
 - Usually ½ hour
- Agencies provide guidance, about an hour
 - About HAT
 - About Programs
 - Funding Possibilities and Sources



WHAT IS HIAC - NOT

**It's NOT
to present ideas
for a CDBG
project!**



Eligibility

- All projects must
 - Meet National Objective
 - Be an eligible activity
- All costs must be reasonable
- CDBG will not be involved in remodeling



Eligible Activities

- **Minor Rehabilitation**
 - This is funding for necessary things for health & safety reasons
 - Must include weatherization to the property
- **Moderate or substantial rehabilitation**
 - Significant repairs are made to the home
 - Sometimes called "whole-house rehabilitation"
- **Abatement** - Over \$25,000 of federal funds



Eligible Activities (cont.)

- **Rental Rehabilitation**
 - Acquiring existing rental housing
 - Conversion of existing non-housing structures to new housing
 - Mixed-income rental housing
 - 51% of the units must be occupied by LMI



Eligible Activities (cont.)

- **Tenant must be LMI**
 - If homeowner is non-LMI they must contribute 25% of the rehabilitation cost
 - If homeowner is LMI they must contribute 15% of the rehabilitation cost



Eligible Activities (cont.)

- Demolition
 - Can only be housing units
- Permanent Relocation

Maximum Amounts

- Grant - \$300,000
- Administration max. - \$25,000
- Housing/Radon Inspection - \$1,000
- Risk Assessment - \$1,000
- Lead Based Paint Clearance testing - \$300
- LSWP/Cleaning for Clearance - 10% of CDBG rehabilitation cost

Maximum Amounts (cont.)

- Temporary Relocation - \$5,000 per grant
- Demolition Inspection Fees - \$500
- Max and Minimum spent for rehab and demo-**MUST BE REASONABLE**
- Admin over \$250,000 = \$25,000 or under \$249,999 = \$20,000

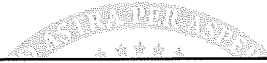
Application Checklist

• Application Summary

- Complete all requested information
- Description of activities - detail but be brief
 - # of rehabs & demo, rental yes or no, target area

• Form A – Community Needs Form

- Must include Housing Needs
- Include how needs are determined
- Was there a formal assessment
 - If so, what tool was used?



Application Checklist (cont.)

- Form B – Project Budget Form
 - Make sure numbers match Summary Page and PH notice
 - Include local admin for ERR
 - Filing should be shown in legal
- Form C – Housing Log
 - LMI, do not need to verify, take their word
 - Proposed Activity, provide detail or leave blank
 - What the property might need, level of rehab



Application Checklist (cont.)

- Form D – Civil Rights Information
 - Do not need to document population for Housing applications
- Form E – Narratives, including HAT
- Form F – Pre-Selection of Professional Services
 - If single bid, send request to me with
 - Sample of what you sent out with any attachments
 - List of who it was sent to
 - Two weeks prior to application deadline



Application Checklist (cont.)

- Statement of Assurances & Certification +
No use for the conduct of official business
–Signed and attested
- Resolution of Governing Body
–Signed with City Seal
–Make sure match numbers match
- Commitment of other funds (if applicable)
–Provide letter or some commitment



Application Checklist (cont.)

- Disclosure Report
- Anti-Displacement
- Determination of Level of Review (ERR)
- Public Hearing Affidavit
 - Must match the project exactly
 - Number of rehabs/demolition
 - Correctly identify self-imposed TA
 - Watch deadlines – August 31, 2018



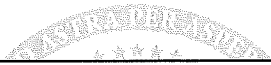
Application Checklist (cont.)

- Map of Proposed Project
- Map of "Self-Imposed" Target area in relationship to City
 - Is the "Self-Imposed" Target area the same for Rehab and Demo's
 - If different explain and make sure PH notice describes



Points Removed

- Five points will be deducted for not attending HIAC
 - HIAC attended 2014 thru 2018 is valid
- Ten points subtracted for errors or omissions:
 - Items missing in application, or
 - Correctable non-threshold items



Required Narratives

- HAT/Community Needs/Public Interest
- Development of Project
- Solution of Need
- Target Area/Pre-applications vs proposed project
- Do not retype narrative questions
- Read questions and answer ALL!
 - Below is only a summary



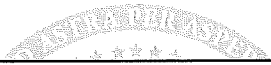
HAT/Community Needs/Public Interest
– 25 pts.

- How was HAT completed and by whom?
- Is HAT detailed and does it describe the needs?
- Explain needs of community
- Population composition and demographic make-up



HAT/Community Needs/Public Interest
(cont.)

- Past actions to address housing
- Are codes enforced?
- Public Interest of Community
- Who locally will assist in project completion?
- Results of HIAC, if attended



Development of Project
15 pts.

- What is scope of project
- Anything creative
- Where will funds be spent and why
- What impact will project have on area
- How many homes will be completed and at what level



Development of Project (cont.)

- Does project include demolition
- Explain what is eligible/ineligible
- Target area/City-wide
 - How was area selected
 - Size of target area



Solution of Need - 25 pts

- Does project solve needs identified in HAT
- Is this a full solution of the needs
- Is project objectives reasonable
- Any environmental concerns
- Project ready to go

Solution of Need (cont.)

- Provide a timeline to complete in 24 months
- Have professional services?
 - What is track record of those selected?
- **Is there an adequate number of contractors?**
- **Any local contractors?**

Target Area/Pre-applications vs Proposed activity – 35 pts.

- Provide two legible and accurate maps
 - 1st - illustrates the target area in relationship to city
 - 2nd - identifies purposed activity within the target area
- Must match Housing Log

Target Area/Pre-applications vs Proposed activity (cont.)

- Narrative should explain & support
 - Target area selected
 - What will be the impact
 - Explain number of properties and level of rehabilitation
 - Will demolition occur
 - Any acquisition/relocation/reconstruction

Target Area/Pre-applications vs Proposed activity (cont.)

- Offer any additional information to support log, TA, and project
- Include average cost/unit

Site Visit - 25 pts.

- The initial rating for the 100 pts.
- Top projects will receive a site visit

Number of Copies & Deadline

- Submit an original and four (4) copies
- Postmarked on or before August 31, 2018



Do's, Don'ts, Reminders

- DO
 - Take time with HAT process
 - Use Pictures of pre-application homes
- DON'T
 - Submit application until ready
 - Include support letters
 - Include Pre-Applications
- Reminders:
 - Do not need a Certified Administrator





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