

2024 CDBG APPLICATION CHECKLIST

INITIAL OR MARK N/A ON EACH ITEM BELOW TO VERIFY IT HAS BEEN COMPLETED
(this can be initialed by the person completing application, does not need to be an authorized signature)

- _____ Reviewed CDBG Handbook (on Community Development webpage or copies available in office)
- _____ Determined project eligibility for CDBG funding
- _____ The Unique Entity ID Number is provided (Part 1, Question 1e)
- _____ Total request for nonprofit/faith-based agency does not exceed \$35,000
- _____ Total request for city or county department does not exceed \$100,000
(total request for city or county department may be \$200,000, but in 2024 they would be ineligible to apply)
- _____ Fair Housing Actions completed (Part 1, Question 9)
- _____ Johnson County Strategic Priorities question completed (Part 1, Question 10)
- _____ The previous year's logic models are attached if applicable (2020, 2021)
- _____ Total project revenue is equal to total expenses (Part 4, Question 2)
- _____ For a City: documentation of public hearing, proof of publication with 14-day notice and any comments received are included
- _____ For a Nonprofit: 501(c)(3) IRS tax exemption is included
- _____ For a Nonprofit/Faith-Based Agency: documentation of formal board action endorsing the application is included
- _____ Attachment: Conflict of interest form attachment has been received, signed and understood (original and copies are included)
- _____ The authorized official signed the original application and any attachments
- _____ All eight parts of the application are completed, nothing is left blank
- _____ There are colored maps showing activity location included
(if activity takes place at more than one location, maps for each location are included)
- _____ One electronic copy of application has been submitted to cdbg@jocogov.org

It is your obligation to make certain that your application is complete!

Person completing checklist: _____

Printed Name

Title

Signature: _____

Date: _____





7 Keys to Handling Conflicts of Interest

Conflicts of interest arise when officials or staff stand to benefit--either directly themselves or indirectly through business partners or relatives--from the awarding or contracting of grant funds. Grantees are encouraged to avoid conflicts of interest to the extent possible. When conflicts of interest arise, grantees must identify, disclose, and manage them in compliance with applicable rules and regulations. When conflict-of-interest issues are overlooked or hidden, this creates problems for the individuals involved, as well as grantees, subrecipients, or contractors. This bulletin discusses common types of conflicts of interest, offers best practices for avoiding and managing them, and the potential consequences of not handling them appropriately.

Identify, disclose, and manage all real and apparent conflicts of interest through elimination, mitigation, or waivers.



1. Know the Requirements

In general, conflicts of interest occur when one's private interest and public duties overlap, resulting in a real or perceived lack of independence or impartiality. Common situations include:

- Elected officials voting on awarding of funds to organizations where a family member is on the staff or where the elected official is on the subrecipient's board;
- Executive directors of subrecipients entering into contracts with companies they are affiliated with through employment of, or ownership by, themselves or their relatives;
- Grantee officials or staff who have relatives who may benefit from a subrecipient's programmatic activities; and
- Failure to notify the U.S. Department of Housing and Urban Development (HUD) about conflicts of interest, or late and or incomplete requests for exceptions.

The existence of a conflict of interest does not necessarily mean that any individual acted improperly or illegally, but it does mean that, unless properly handled and addressed, he or she could end up being in violation of Federal rules. Therefore, all such cases must be identified and resolved by eliminating the conflict or obtaining a written exception.

Two sets of conflict-of-interest rules exist – one for procurement activities and others for non-procurement, sub-granting/program delivery activities.

- A. Procurement Standards:** Regulations at 2 CFR (Code of Federal Regulations) 200.318(c) require non-Federal entities to maintain written standards of conduct

Regulations are in transition between grants issued before December 26, 2014 (when 2 CFR Part 200 went into effect), and those issued later. See the footnote below for more detail.¹

Example of a Procurement Conflict of Interest

- A Neighborhood Stabilization Program (NSP) grantee funded a subrecipient to rehabilitate 28 homes. The subrecipient failed to report a conflict-of-interest situation when it entered into two contracts with a construction company that was 50 percent owned by the NSP subrecipient's executive director. Although the subrecipient stated that it had disclosed all relationships to the grantee in the proposal process, the grantee overlooked HUD's conflict-of-interest requirements and the requirements found in the agreement. Because the grantee approved the proposal and awarded the agreement, the subrecipient believed that there were no conflict-of-interest issues. The grantee should have flagged the conflict of interest situation during its risk assessment of the subrecipient and prohibited the use of the executive director's construction firm.

- B. Non-procurement Standards:** Regulations at 2 CFR 200.112 require HUD to establish conflict-of-interest policies for Federal awards and require non-Federal entities to disclose in writing any potential conflict of interest to HUD or a pass-through entity in accordance with HUD's policy. HUD is finalizing its conflict-of-interest policy, but entities are still expected to use the policies developed under the various Community Planning and Development (CPD) program-specific regulations. In general, all CPD program regulations prohibit grant-assisted activity benefitting relatives of people who work for the grantee or the pass-through entity.

Example of Non-Procurement Conflict of Interest

- A city awarded a Community Housing Development Organization (CHDO) \$215,975 in HOME funds to sell and construct one single-family home. At the time of the award, a city official's daughter was the president of the CHDO. The city official abstained from voting on the basis that there was a relationship with the executive director. However, the city was required to disclose these relationships to HUD and had not done so. The city should have developed and implemented written procedures to ensure compliance with HUD's conflict-of-interest regulations, including disclosure of potential conflict-of-interest situations.



2. Train Employees

Grantees and subrecipients ought to build an organizational culture that is conscious of potential conflicts of interest so that action can be taken to avoid or mitigate conflicts as they arise. Provide conflict-of-interest training for all employees, including those of the organization and

¹ For more detail see Special Directive SD-2015-01, dated February 26, 2015, "Transition to 2 CFR Part 200," Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Final Guidance. (<http://portal.hud.gov/hudportal/documents/huddoc?id=15-01sdn.pdf>)

the governing authority, the organization's leadership and, as appropriate, the organization's agents. To have the most impact, the organization should have a written policy requiring annual conflict-of-interest training, and legal counsel or other qualified individuals should review the policy with employees (and board members), subrecipient officers, and pass-through entity staff at least annually. Documenting training is a best practice. The organization should:

- Provide training;
- Require that staff annually submit certifications regarding outside businesses, outside employment, and volunteer positions;
- Record a certification of attendance at trainings; and
- Follow up with annual refresher sessions.



3. Create Procedures to Document Compliance

Conflict-of-interest policies and procedures should describe how conflicts will be handled. When a conflict or potential conflict of interest exists, the person with the conflict should advise the board or management committee in writing and seek guidance on how to resolve the conflict. Conflict-of-interest notifications usually include:

- The person's name, position, phone number and address;
- Details of the nature of the conflict of interest, (perceived, apparent, or actual);
- Date of notification; and
- Requested action to address the conflict of interest (recusal, exemption request, etc.).

The notification and subsequent actions should be recorded in minutes of board or management meetings. Record-keeping best practices includes documenting:

- Conflict-of-interest notifications;
- Cases of failure to disclose;
- Disclosure by others (for example colleague or member of the public);
- Reviews or investigations of alleged conflicts;
- Assessment of the matter and how it was considered;
- Action taken or resolution; and
- Annoying or trivial claims.



4. Implement the Regulations

Often people are unaware that their activities are in conflict with the best interests of the organization. A goal should be to raise awareness, encourage disclosure and discussion of issues that may constitute a conflict, and constantly encourage a "culture of candor."

Leadership and culture are important aspects of compliance. Boards or leaders should establish a culture of compliance and honesty and encourage disclosure by establishing a protocol for staff to self-report possible conflicts, raise suspected conflict-of-interest issues, or ask for guidance, without fear of retaliation. Leadership should appoint an individual or office to ensure conflict-of-interest rules are implemented and followed. However, the protocol should not rely solely on

voluntary compliance, but also on procedures to allow grantees and subrecipients to report and have independent checks made to ensure that conflicts do not exist.

Monitoring is a best practice that entails having someone review the names of the principals of businesses that may become subrecipients, contractors or suppliers to determine whether there are apparent or real conflicts of interest with staff or agents of the awarding entity or pass-through entity. Many organizations circulate a questionnaire each year (usually in conjunction with training) to find out whether any board member, officer, or employee has a conflict of interest. Typically, the questionnaire asks them to disclose existing conflicts and reminds them to disclose any that may crop up in the future.

Monitors should also determine whether subrecipients have conflicts of interest in sub-awards and contracts by asking them to disclose the names of their immediate family and business partners and those of the principals of the organizations and contractors with which they transact grant project business.

The primary goal in managing conflicts of interest is to ensure that as decisions are made, they are seen to be made on proper grounds, for legitimate reasons, and without bias or unfairness.



5. Know the Consequences

Violating conflict-of-interest rules can have serious consequences for a grant program. Bad publicity surrounding undisclosed conflicts may seriously undermine the public trust in the program as well as damage personal reputations. Audits and investigations can result in the grantee's having to repay Federal funds, or individuals being fired or prosecuted.

A Conflict of Interest Can Lead to Criminal Actions

In some cases, conflicts of interest can lead to criminal prosecutions. It's not that the conflict of interest itself is a criminal act, but it can lead to other acts, such as deliberately hiding relationships, financial gains or other advantages through false statements, misrepresentations, or filing false documents, which are crimes. With such personal risk at stake, it is easy to see why disclosures of conflicts of interest are so important.

Example of a Prosecution Resulting from a Conflict of Interest

- A former planning commissioner and her ex-boyfriend were convicted on Federal corruption charges. The pair took part in a scheme in which she steered more than \$2 million in contracts and loans to him. She got the agency to award a computer contract to the ex-boyfriend's company. The contract, which started at \$8,900, escalated to about \$1 million over 5 years. The former planning commissioner did not reveal details of her personal relationship with the ex-boyfriend and helped keep his name off the contracts his company received. She knowingly hid the conflict of interest and personally benefited from her actions. As a result, she and her ex-boyfriend were convicted. Sentencing is pending.

If you have knowledge of possible fraud, promptly report it to your local HUD Office of Inspector General (OIG) or online to the OIG hotline on OIG's Web site at <https://www.hudoig.gov/report-fraud>.



6. Request an Exception

HUD may grant an exception to non-procurement conflicts of interest on a case-by-case basis. It is the recipient's responsibility to submit a written request for an exception to its local HUD CPD office. When submitting a request, the recipient must provide the following documentation as threshold requirements for consideration:

- A public disclosure of the conflict (include how the disclosure was made); and
- An opinion of the recipient's attorney that the exception does not violate State or local law.

HUD determines whether threshold requirements are met and whether the circumstances fall within exception criteria permitted by the regulations. Remember that submitting a request does not authorize a recipient to engage in any activity or enter into any contract that constitutes a conflict. The recipient may proceed only after receiving the approval in writing from HUD.



7. Get Help

Conflict-of-interest requirements are often nuanced and must be reviewed case by case. HUD provides assistance when conflict-of-interest situations arise or are in question. You can get help from your local CPD office when such issues arise.

*Bottom line:
Conflicts of interest are situations not allegations...
BUT they must be disclosed and managed properly.*

Printed Name:

Date:

Signature:



**JOHNSON COUNTY/CITY OF OLATHE
2024 COMMUNITY DEVELOPMENT BLOCK GRANT
(CDBG) APPLICATION**

PUBLIC FACILITIES

DUE: 12:00 p.m., May 25, 2023 to Johnson County; OR

DUE: 12:00 p.m., May 18, 2023 to City of Olathe

FOR CDBG STAFF USE ONLY:

Date Received:

Amount Requested:

Matrix Code:

National Objective Code: Code Citation: 24 CFR 570.208

Environmental Status: Code Citation: 24 CFR 58.

Applicants are expected to review the 2024 CDBG Application Handbook and 2024 Application Instructions provided prior to completing this application. These documents include important submission requirements and are located at: <https://jocogov.org/departments/community-development/community-development-block-grant>

PART 1: APPLICANT INFORMATION & PROJECT SUMMARY

1. Applicant Information

a. Applicant Legal Name:

b. Mailing Address:

c. Phone:

d. Website:

e. Unique Entity ID (12 digits):

2. Applicant Contact Information (responsible for ALL application communication)

a. First and Last Name:

b. Mailing Address:

c. Email:

d. Phone:



3. Title of Proposed CDBG Project: (100 characters)

4. Amount of CDBG Funds Requested: (100 characters)

5. Type and amount of funds the applicant is committing to the proposed project (leveraged funds): (200 characters)

6. Please list the address/location of the proposed project. If the project will be carried out at more than one location, provide all addresses below. Applicants must also include a colored map(s) of the program location as a required attachment: (300 characters)

7. In two sentences, provide a concise description of the proposed CDBG project: (600 characters)

8. Project Beneficiaries

a. How many low to moderate income people will benefit from the CDBG funds requested in this application? (300 characters)

b. If the project benefits an AREA, please provide each Census Tract & Block Group for the entire service benefit area and the rationale for the service area. Applicant must also include a map with the service area circled and all census tract/block groups labeled. (300 characters)

c. Percentage of low to moderate income persons in the service AREA and data used for determining the percentage. *Note: If you are using more than one census tract & block group to determine eligibility you must divide the total population by the total LMI population. Do NOT add the percent LMI and divide by number of census tract block groups listed. (500 characters)*

9. Fair Housing activities are required to be addressed by all CDBG applicants. What actions will be taken to further fair housing? (600 characters)

10. Does the project address any of Johnson County's strategic priorities? Please explain. The current board approved strategic priorities are available in the Application Handbook: (700 characters)

11. How will you measure success of this project? (800 characters)

PART 2: PROJECT NARRATIVE AND PERFORMANCE

1. What specific eligible CDBG activities will be funded through this project? For HUD guidance on eligible CDBG activities visit: <https://www.hudexchange.info/programs/cdbg-entitlement/cdbg-entitlement-program-eligibility-requirements/> (1000 characters)

2. Need for CDBG Project:

a. Explain the specific local need this project will address: (600 characters)

b. Provide current County/City specific local data that substantiates the need: (1000 characters)


c. Describe the major local factors that contribute to the problem: (800 characters)


3. Project Performance Measures: Using the logic model below, state the goals, inputs, activities, outputs and outcomes of the project (see Application Guidance for additional information on completing the logic model) Example:


A Public Facilities/Improvement Project	
<u>GOALS</u>	- Improve secondary roads to current city standards
<u>INPUTS</u>	- \$500,000 budget, city project manager, City Park staff
<u>ACTIVITIES</u>	- Engineering bid, construction bid, Davis-Bacon oversight,
<u>OUTPUTS</u>	- 1,850 linear feet of new asphalt, curb, gutter and sidewalk on one side of street, 20 trees planted for beautification
<u>OUTCOMES</u>	- At completion of project, improved road rideability, vehicle and pedestrian safety and improved drainage
<u>OUTCOME MEASUREMENT</u>	- rideability as measured by such devices as Mays Meter;


2024 CDBG Project Performance Measures Logic Model


(500 characters per box)











GOAL(S) of the 2024 Project
INPUT (those things used in the project to implement it)
ACTIVITIES (to achieve program goals)
OUTPUTS (products of the project)
OUTCOMES (anticipated results)
ACTUAL RESULTS (will be reported at the end of 2024 grant year)

PART 3: CDBG PERFORMANCE HISTORY

1. If requesting funding for a previously funded CDBG project, clearly state how your most recent year's objectives were met and attach the completed logic model from that application: (1000 characters)

2. Complete the table below with information (if applicable) from the 2021 and 2022 CDBG program years. Complete the chart for Johnson County if you received funding directly from Johnson County and complete the chart for Olathe if you received funding directly through Olathe. Actual persons served should agree to the final Project Beneficiary Form submitted to Community Development and reported in the annual CAPER to HUD. Please attach logic models from the 2021 and 2022 CDBG program years.

Johnson County CAPER Reports: <https://jocogov.org/departments/community-development/community-development-reports>

Johnson County Program Year	Goals listed in application	Actual Persons Served	Variance
2021			
2022			

Variance Explanation: (400 characters)

Olathe Program Year	Goals listed in application	Actual Persons Served	Variance
2021			
2022			

Variance Explanation: (400 characters)

PART 4: CDBG FINANCIAL HISTORY, PROJECT BUDGET, AND TIMELINESS

1. If your organization has received CDBG funding from Johnson County and/or the City of Olathe in the past, please complete the chart(s) below. Note there is one chart for Johnson County and one chart for Olathe sub-recipients.

Johnson County CDBG Program Participation

CDBG Program Year	2021	2022	2023
Awarded Amount			
Expended in Initial Award Year			
Balance Remaining			

a. Please provide responses to the following questions if there are any balances remaining listed above or from previous years. Address **each program year** with remaining balances.

Total funds unexpended from all years (include amount and year):
Grantee comments (may attach additional sheet):
Estimated project(s) close out date(s), include all years listed above:

Olathe CDBG Program Participation

CDBG Program Year	2021	2022	2023
Awarded Amount			
Expended in Initial Award Year			
Balance Remaining			

a. Please provide responses to the following questions if there are any balances remaining listed above or from previous years. Address **each program year** with remaining balances.

Total funds unexpended from all years (include amount and year):
Grantee comments (may attach additional sheet):
Estimated project(s) close out date(s), include all years listed above:

2. The budget information to be provided below pertains only to the proposed project for which you are requesting CDBG funds in this application. Please note when completing the Revenues and Expenses Charts, revenues should equal expenses:

2024 Proposed CDBG Project Budget

REVENUES: must directly support and be essential to the implementation of the CDBG project

LIST ALL REVENUE SOURCES <i>Funds Requested from:</i>	AMOUNT
Johnson County CDBG	
Lenexa CDBG:	
Olathe CDBG:	
Overland Park CDBG:	
Shawnee CDBG:	
<i>Other Project Revenue:</i>	
Other Federal Funds:	
State/Local Funds:	
Private Funds:	
Other:	
Total Project Revenue:	

EXPENSES: must be eligible CDBG activities

SOURCE	AMOUNT
Personnel (excluding general administration costs):	
Equipment:	
Supplies:	
Space Rent/Utilities:	
Direct Financial Assistance:	
Other:	
Total Project Expenses:	

3. Cost/Benefit Analysis

a. Total Project Expenses:

b. Divided by Number of Persons Projected to Benefit:

c. Equals Cost Per Person for Project:

4. Explain how you calculated the amount of CDBG funds requested in the application. (500 characters)

5. List other funding sources researched, applied for or received for this project. (500 characters)

6. HUD imposes a timeliness requirement for the expenditure of CDBG funds, will this project be ready to proceed January 1, 2024? (400 characters)

7. If it will not be ready to proceed January 1, 2024, when will the project be ready to proceed and when will the project be completed? (400 characters)

8. If the project will involve installation, will it be done by a contractor or staff? (400 characters)

9. Describe any circumstances that might prevent the project from being completed by December 31, 2024. (400 characters)

PART 5: CITIZEN PARTICIPATION

No response is required for Part 5, but applicant must attach documentation of Citizen Participation as indicated by applicant type below. All CDBG applications received by Johnson County Community Development are automatically included in Johnson County's public hearing process. Additional information on citizen participation is available in the 2024 Application Handbook provided. <https://jocogov.org/deparment/community-development/community-development-block-grant>

1. Citizen Participation Required for City Applicants: Cities must include documentation of holding a public hearing to receive comments on the proposed project(s) with evidence of at least 14-day notice to the public to participate in the hearing. Applicant should include any comments received.
2. Citizen Participation Required for Johnson County Departments: A County application is automatically part of the Johnson County public hearing process; no further citizen participation is required.
3. Citizen Participation Required for Non-Profit/Faith-Based Agencies: Agencies must include a copy of their 501(C)3 IRS letter and must provide documentation of formal board action endorsing the submission of this CDBG application. A Non-Profit/Faith-Based application is automatically part of the Johnson County public hearing process; no further citizen participation is required.

PART 6: ENVIRONMENTAL REVIEW

HUD requires that an Environmental Review be performed on any project supported by CDBG funds. In order to determine the level of Environmental Review necessary for this proposed project, please answer the following questions:

1. Is the facility/improvement in place and will it be retained in the same use without change in size or capacity of more than 20 percent? (100 characters)

2. Is the project located in a flood zone or wetland area? (100 characters)

3. Is the location in a primarily residential area? (100 characters)

4. Does the project involve ground disturbing activities? (100 characters)

PART 7: APPLICATION CERTIFICATIONS

The CDBG Applicant Certifies:

- a. It possesses legal authority to make a grant submission and to execute a community development and housing program.
- b. Its governing body has in an official meeting open to the public duly adopted or passed as an official act, a resolution, motion or similar action authorizing the person identified as the official representative of the subrecipient to submit the final statement and all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the subrecipient to act in connection with the submission of the final statement and to provide such additional information as may be required.
- c. The grant will be conducted and administered in compliance with (1) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352; 42 U.S.C. Subsection 2000 et seq.); (2) The Fair Housing Act (42 U.S.C. 3601-20).
- d. It will affirmatively further fair housing.
- e. It has developed its proposed activity to give maximum feasible priority to activities that benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The proposed use of funds may also include activities which the subrecipient certifies are designed to meet other community development needs having an urgency because existing condition pose a serious and immediate threat to the health or welfare of the community, where other financial resources are not available to meet such needs.
- f. It will not attempt to recover any capital costs of public improvements assisted in whole or in part with funds provided under section 106 of the Act or with amounts resulting from a guarantee under section 108 of the Act by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless: (1) funds received under section 106 of the Act are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than Title 1 the Act; or (2) for purposes of assessing any amount against properties owned and occupied by persons of moderate income, the grantee certifies to the Secretary that it lacks sufficient funds received under section 106 of the Act to comply with the requirements of subparagraph (1).
- g. It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1990 as required under Section 570.606(a) and Federal implementing regulations; the requirements in Section 570.606(b) governing the residential anti-displacement and relocation assistance plan under section 104(d)

of the Act (including a certification that a subrecipient is following such a plan); the relocation requirements of Section 570.606(c) governing displacement subject to section 104(k) of the Act; and the relocation requirements of Section 570.606(d) governing optional relocation assistance under section 105(a)(11) of the Act.

h. To the best of my knowledge and believe that: (1) no Federal appropriated funds have paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement; (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant loan, or cooperative agreement, it will complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions; and (3) It will require that the language of paragraph (h) of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

i. It will comply with the other provisions of the Act and with other applicable laws.

PART 8: APPLICATION AUTHORIZATION

Applications and attachments which require signature must be authorized by the Mayor, Director of a County Department, or by the Chairperson of the Board of a non-profit or faith-based agency.

I certify that this application was completed after reading the Application Instructions and Application Handbook provided, that all information provided in this application is true and accurate to the best of my knowledge, and that the City/Department/Agency has read and will comply with all certifications listed in Part 7 of this application and 24 CFR Part 570.

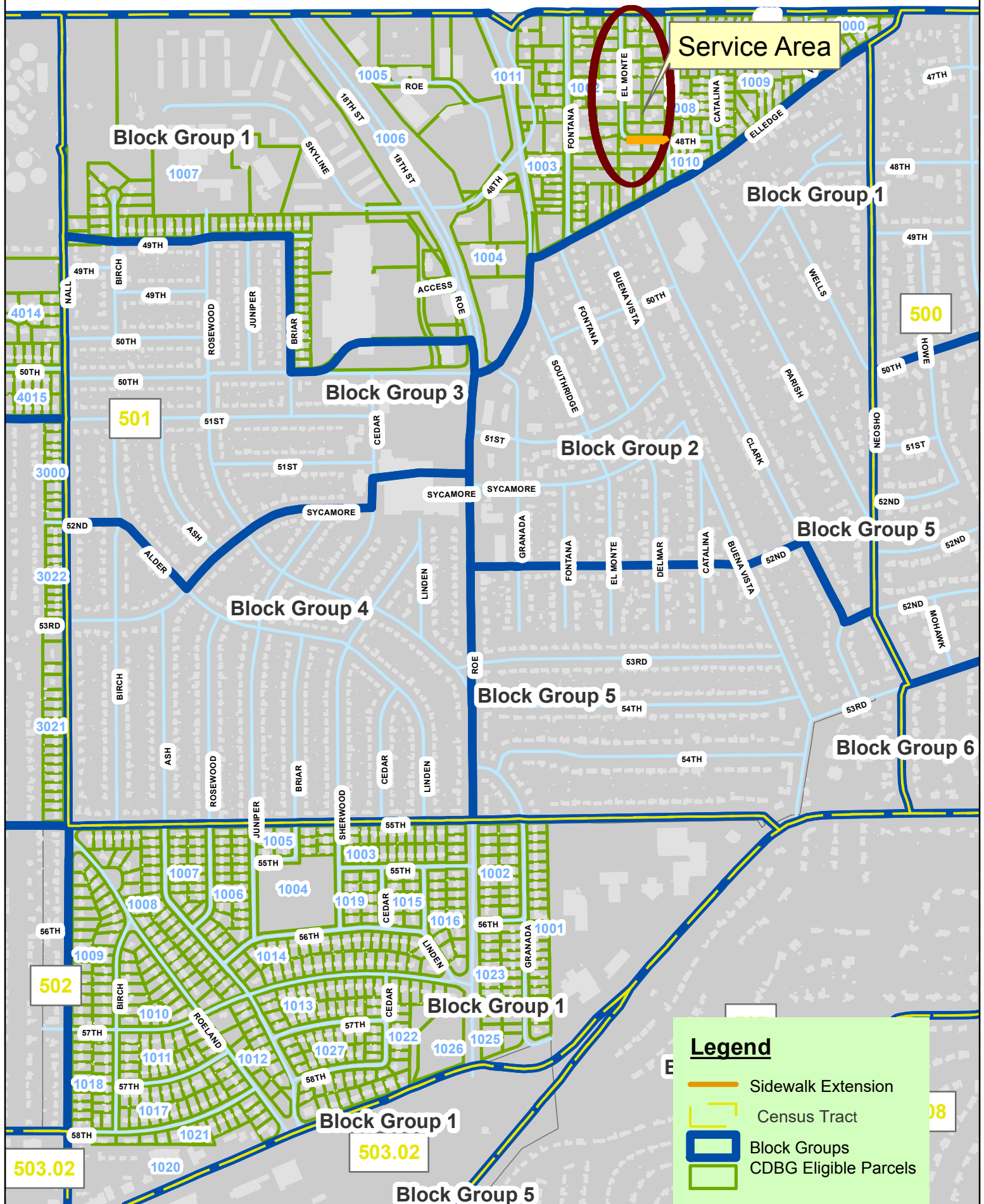
Printed Name:

Title:

Date:

Signature:

Exhibit A: Service Area



GOVERNING BODY WORKSHOP MINUTES
Roeland Park City Hall
4600 W 51st Street, Roeland Park, KS 66205
Monday, April 17, 2023, 6:00 P.M.

- | | | |
|---|---|--|
| <ul style="list-style-type: none"> ○ Michael Poppa, Mayor ○ Trisha Brauer, Council Member ○ Benjamin Dickens, Council Member ○ Jan Faidley, Council Member ○ Jennifer Hill, Council Member | <ul style="list-style-type: none"> ○ Tom Madigan, Council Member ○ Castagna-Herrera, Council Member ○ Kate Raglow, Council Member ○ Michael Rebne, Council Member | <ul style="list-style-type: none"> ○ Keith Moody, City Administrator ○ <i>Open</i>, Asst. Admin. ○ Kelley Nielsen, City Clerk ○ John Morris, Police Chief ○ Donnie Scharff, Public Works Director |
|---|---|--|

Admin
Raglow
Dickens

Finance
Rebne
Hill

Safety
Castagna-Herrera
Madigan

Public Works
Brauer
Faidley

(Governing Body Workshop Called to Order at 8:01 p.m.)

ROLL CALL

CMBR Hill called the meeting to order. CMBR Brauer was absent from the meeting.

I. MINUTES

1. Governing Body Workshop Meeting Minutes April 3, 2023

The minutes were approved as presented.

II. DISCUSSION ITEMS

1. Review and Preliminary Approval of 2024 CIP

City Administrator Moody presented a ten-year look at the CIP. He has updated 2022 for actuals and 2023 and the outyears are based on what they know now and have estimates for today. He gave the Aquatic Center system as an example that once they get a component into the system, they are able to track it, its lifespan, when it should be replaced, etc. They continue to add items as they move forward.

CMBR Faidley noted that a lot of priority number have "N/A." City Administrator Moody said they do not priority score pieces of equipment such as vehicles; they anticipate useful life. They only score infrastructure not equipment.

Mr. Moody also noted the 2022 Community Center improvements for Phase 1 renovations and the improvements planned for Nall Park in 2026.

CMBR Madigan asked how they determine priority. He specifically wanted to know why Nall Park was discussed for 2025 and pushed out versus the Community Center improvements. City Administrator Moody said the Nall Park figures for 2026 were not in the original plan, and that if there was an expectation in 2025, he is not sure where there came from.

Mayor Poppa asked how long the frisbee golf course has been on the plan. City Administrator Moody thought it might have been on there since 2015.

CMBR Faidley said a lot has to happen in the Nall Park Master Plan. She also asked them to remember the wastewater treatment plant work is not scheduled to be finished until 2029. She would like to see work in Nall Park similar to what was completed at Cooper Creek and to reestablish the habitats. She added that Nall Park has real assets that are being neglected. She does not want the work being done or access to the park impeded by what is going on at the water treatment plant.

CMBR Rebne said he can see more emphasis and a push for improvements and investment in the area given the racial equity assessment. He said he appreciates CMBR Faidley and CMBR Madigan for continuing to bring this up.

City Administrator Moody reviewed the equipment schedule for Public Works. He also went over the upcoming street projects, timelines, and costs to be paid. He also said that when they began the residential street reconstruction allocation, they budgeted \$8 million every other year. They have exceeded that amount every year, but have been able to do it because some other projects have come in under budget, and also the residents approved the extension and increase of the Capital Improvement sales tax. This has contributed to them being able to do more than planned and expand the scope of their projects.

CMBR Faidley said that maybe \$8 million is not a realistic number and it could possibly be adjusted in the budget. City Administrator Moody said they basically scale the projects to stay within that \$8 million amount, but they haven't needed to since implementing the program. They will continue to do what the Special Street Highway Fund will afford. They have also been able to leverage grant and local dollars through CARS, CDBG sources, and this is a great benefit for the residents.

City Administrator Moody said the stormwater sewer replacement costs reflects increases due to the assessment.

In 2022, they spent about \$4.4 million on the CIP. In 2023, they anticipate spending about \$10.7 million mostly for Public Works renovations and purchase of the building. In 2024, they project about \$8.25 million and \$4.25 million in 2025.

There was consensus to move forward with the Capital Improvement Plan.

2. Discuss 2024 CDBG Project Options

Public Works Director Scharff said he looked at all area projects that would be CDBG eligible. He said that based off all parameters the sidewalk extension between El Monte and Delmar is a good plan. It is currently not included on the sidewalk master plan, but is a good option for the children who live on El Monte to be able to walk to Roesland without having to go out to City Line.

CMBR Hill said this idea was original brought to her by a resident. She recently responded to them that she did not think this would happen. The possibility of it happening now is exciting. originally brought to her by a resident. She responded didn't think it would happen. The possibility of it is exciting. She also asked about the vegetation that would need to be removed.

Public Works Director Scharff said there will also be stormwater improvements made in the area.

CMBR Hill asked if it could be a meandering sidewalk to avoid cutting down trees. City Administrator Moody said that yes, it could meander. They will need construction easements from four property owners, two of which would be permanent. City Administrator Moody said this sidewalk will not be ADA compliant due to the slope. There is an ADA compliant way around to Roesland even though it is longer.

CMBR Faidley expressed concern about the sidewalk not being able to be compliant. She also noted on page 10, Question 9 of the application the year should be changed from 2022 to 2024.

City Administrator Moody said they have been successful with their CDBG street-related requests but not those pertaining to the Community Center.

CMBR Hill said knowing this is a project that residents requested, and staff is recommending, she asked if there was Governing Body support.

There was unanimous support for the project, but CMBR Faidley did express her reservations about the sidewalk not being ADA compliant.

Mayor Poppa asked if the alternative way to the school is out of the way. CMBR Hill said to get to the school from El Monte that yes, it is accessible, but longer. A similar example would be the Aldi staircase, which is not compliant, but there are other ways to get around to the same area.

City Administrator Moody said that Larkin is working on a map that takes all of the capital investment the City has made since 2015 and assigns it to each census block. From there, they are able to calculate the capital investment per capita, per low to moderate income capita for the City since 2015. He said this will help to address the equity question in how the City's capital investments benefit low to moderate income residents.

CMBR Hill said they talk a lot about safety and being able to walk to school. For those on El Monte, the only way to walk to school is to do go down County Line Road, so they need this sidewalk. She also said she is excited to be emailing the resident of its possibility and hope they get the funding.

There was consensus to move forward with the CDBG application.

3. Review Committee Operations Guide

Madison Wiseman, Management Intern, provided an overview of the operations guide for committee members. She said it is to make them more familiar with standard operating procedures, code of ethics, and rules relating to the Kansas Open Meeting Act.

CMBR Raglow thanked Ms. Wiseman for putting this together and she found it helpful as committee members do have a lot of questions. She suggested removing the "ad-hoc" phrase from the Racial Equity Committee since it has become permanent. Ms. Wiseman said she did receive suggestions from the Governing Body for changes. She did not that she was leaving the Youth Committee in, even though it is not active because it is in the City charter.

CMBR Madigan also noted the financial stewardship to the committees needs to be corrected. He also mentioned the term limits to serve on a committee as they are trying to get more people to volunteer. He said their biggest problem is quorum and the Open Meetings Act. He also noted that the handbook references their website, which should be outlined for them. Finally, he said as elected officials that serve as liaisons to the committees, they are better equipped to explain quorum or the Open Meetings Act.

Mayor Poppa said they would like to review the handbook again.

III. NON-ACTION ITEMS:

No items were presented.

IV. ADJOURN

CMBR Hill adjourned the meeting.

(Roeland Park Governing Body Workshop Adjourned at 8:43 p.m.)



Proclamation

Fair Housing Month May 2023

WHEREAS, the Congress of the United States passed the Civil Rights Act of 1968, of which Title VIII declared that the law of the land would now guarantee the rights of equal housing opportunity; and

WHEREAS, the City of Roeland Park is committed to the mission and intent of Congress to provide fair and equal housing opportunities for all, and today, many realty companies and associations support fair housing laws; and

WHEREAS, the Fair Housing groups and the U.S. Department of Housing and Urban Development have, over the years, received thousands of complaints of alleged illegal housing discrimination and found too many that have proved, upon investigation, to be in violation of the fair housing laws; and

WHEREAS, equal housing opportunity is a condition of life in our City that can and should be achieved;

Therefore, be it resolved that Mayor Michael Poppa on behalf of its citizens of Roeland Park, proclaims the month of May

Fair Housing Month May 2023

And expresses the hope that this year's observance will promote fair housing practices throughout the City

Dated this 3rd day of April, 2023.



MICHAEL POPPA
Mayor

Exhibit E: Service Area Addresses

Addresses- Elmonte Street Project:

Number	Street Name
4708	Elmonte St
4712	Elmonte St
4716	Elmonte St
4724	Elmonte St
4730	Elmonte St
4740	Elmonte St
4800	Elmonte St
4808	Elmonte St
4816	Elmonte St
4811	Elmonte St
4801	Elmonte St
4747	Elmonte St
4731	Elmonte St
4721	Elmonte St
4725	Elmonte St
4709	Elmonte St
4707	Elmonte St
4704	47th St
4705	47th St

EXHIBIT F**2022 Project Narrative**

Goals	Inputs	Activities	Outputs	Outcomes	Actual Results
Improve city infrastructure by addressing road surface, drainage, pedestrian facilities, alternative transportation methods, and improved signage	<p>\$ 1,539,000 Budget</p> <p>Consulting Engineer: Design, Bid, Contract Administration, Construction Inspection</p> <p>Administrative Staff</p>	<p>Administration of COBO Grant</p> <p>Preparation of plans & specification.</p> <p>Competitive bid process.</p> <p>Construction observation and Davis Bacon oversight.</p> <p>Construction activities.</p>	<p>Mill and Overlay of .6 miles of street</p> <p>Drainage Improvements</p> <p>Remove and replace 289 linear feet of curb & gutter</p> <p>Remove and replace 360 square yards of driveway approaches</p> <p>Add bicycle lanes to both sides of the street where applicable</p>	<p>Improved access to public facilities</p> <p>Compliance with current ADA accessibility design standards</p> <p>Offer alternative mode of transportation</p> <p>Extend life of infrastructure</p>	<p>Completed new curb & gutter, new driveway, and 2" mill & overlay of entire street creating a smooth driving surface.</p> <p>New curb & gutter has improved stormwater runoff along the street</p> <p>Notable increase in cyclists utilizing the addition of bicycle lanes</p>