

**GOVERNING BODY WORKSHOP AGENDA  
ROELAND PARK**

**Roeland Park City Hall 4600 W 51st Street, Roeland Park, KS 66205  
Monday, May 3, 2021 6:00 PM**

<ul style="list-style-type: none"><li>• Mike Kelly, Mayor</li><li>• Trisha Brauer, Council Member</li><li>• Benjamin Dickens, Council Member</li><li>• Jan Faidley, Council Member</li><li>• Jennifer Hill, Council Member</li></ul>	<ul style="list-style-type: none"><li>• Jim Kelly, Council Member</li><li>• Tom Madigan, Council Member</li><li>• Claudia McCormack, Council Member</li><li>• Michael Rebne, Council Member</li></ul>	<ul style="list-style-type: none"><li>• Keith Moody, City Administrator</li><li>• Jennifer Jones-Lacy, Asst. Admin.</li><li>• Kelley Nielsen, City Clerk</li><li>• John Morris, Police Chief</li><li>• Donnie Scharff, Public Works Director</li></ul>
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<b>Admin</b>	<b>Finance</b>	<b>Safety</b>	<b>Public Works</b>
Hill	Madigan	Faidley	Dickens
McCormack	Rebne	Kelly	Brauer

**I. DISCUSSION ITEMS:**

1. Review Potential 2022 CDBG Projects

**II. NON-ACTION ITEMS:**

**III. ADJOURN**

**Welcome to this meeting of the Committee of the Whole of Roeland Park.**

**Below are the Procedural Rules of the Committee**

*The governing body encourages citizen participation in local governance processes. To that end, and in compliance with the Kansas Open meetings Act (KSA 45-215), you are invited to participate in this meeting. The following rules have been established to facilitate the transaction of business during the meeting. Please take a moment to review these rules before the meeting begins.*

- A. Audience Decorum.** Members of the audience shall not engage in disorderly or boisterous conduct, including but not limited to; the utterance of loud, obnoxious, threatening, or abusive language; clapping; cheering; whistling; stomping; or any other acts that disrupt, impede, or otherwise render the orderly conduct of the Committee of the Whole meeting unfeasible. Any member(s) of the audience engaging in such conduct shall, at the discretion of the City Council President (Chair) or a majority of

the Council Members, be declared out of order and shall be subject to reprimand and/or removal from that meeting. **Please turn all cellular telephones and other noise-making devices off or to "silent mode" before the meeting begins.**

- B. **Public Comment Request to Speak Form.** The request form's purpose is to have a record for the City Clerk. Members of the public may address the Committee of the Whole during Public Comments and/or before consideration of any agenda item; however, no person shall address the Committee of the Whole without first being recognized by the Chair or Committee Chair. Any person wishing to speak at the beginning of an agenda topic, shall first complete a Request to Speak form and submit this form to the City Clerk before discussion begins on that topic.
- C. **Purpose.** The purpose of addressing the Committee of the Whole is to communicate formally with the governing body with a question or comment regarding matters that are on the Committee's agenda.
- D. **Speaker Decorum.** Each person addressing the Committee of the Whole, shall do so in an orderly, respectful, dignified manner and shall not engage in conduct or language that disturbs, or otherwise impedes the orderly conduct of the committee meeting. Any person, who so disrupts the meeting shall, at the discretion of the City Council President (Chair) or a majority of the Council Members, be declared out of order and shall be subject to reprimand and/or be subject to removal from that meeting.
- E. **Time Limit.** In the interest of fairness to other persons wishing to speak and to other individuals or groups having business before the Committee of the Whole, each speaker shall limit comments to two minutes per agenda item. If a large number of people wish to speak, this time may be shortened by the Chair so that the number of persons wishing to speak may be accommodated within the time available.
- F. **Speak Only Once Per Agenda Item.** Second opportunities for the public to speak on the same issue will not be permitted unless mandated by state or local law. No speaker will be allowed to yield part or all of his/her time to another, and no speaker will be credited with time requested but not used by another.
- G. **Addressing the Committee of the Whole.** Comment and testimony are to be directed to the Chair. Dialogue between and inquiries from citizens and individual Committee Members, members of staff, or the seated audience is not permitted. Only one speaker shall have the floor at one time. Before addressing Committee speakers shall state their full name, address and/or resident/non-resident group affiliation, if any, before

delivering any remarks.

- H. **Agendas and minutes** can be accessed at [www.roelandpark.org](http://www.roelandpark.org) or by contacting the City Clerk

***The governing body welcomes your participation and appreciates your cooperation. If you would like additional information about the Committee of the Whole or its proceedings, please contact the City Clerk at (913) 722.2600.***

**Item Number:** DISCUSSION ITEMS- I.-1.  
**Committee** 5/3/2021  
**Meeting Date:**



## **City of Roeland Park**

### Action Item Summary

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**Date:** 4/28/2021  
**Submitted By:** Donnie Scharff, Director of Public Works  
**Committee/Department:** Public Works  
**Title:** **Review Potential 2022 CDBG Projects**  
**Item Type:** Discussion

#### **Recommendation:**

**Review 2022 CDBG Applications with council**

#### **Details:**

The attached CDBG application details proposes two projects that can be submitted for funding. The two projects are for the Community Center Parking Lot Improvements and the other project is for Elledge Dr, Roe Lane to 47th St. A City is limited to \$200,000 of CDBG funds per two year period, if for example \$200,000 was awarded for 2022, the City could not apply for funds in 2023. Staff prefers seeking awards every other year because use of these funds requires greater administrative oversight and fiscal audit, both add cost, thus an every other year grant would be preferred. However, identifying a project that meets all of the CDBG award criteria and is over \$200k in cost is a challenge.

CDBG will not allow for reimbursement of expenses incurred prior to the award of CDBG funds and the project is to be completed by 12/1/22. This requires the project to be fairly simple, requiring little engineering time, and quick execution. Not to mention that the federal government does not award the funds timely, therefore the project schedule must be flexible.

The street project planned for Elledge Dr (\$1,350,000 estimated cost) as well as the Community Center Parking Lot Improvements (\$550,000 estimated cost) have been identified as possible CDBG projects. Lamp Rynearson has already been approved to design the parking lot improvements. If the parking improvement is selected as the preferred application by the Council this would delay this project until spring 2022 (currently planned for the fall of 2021).

The street project on Elledge Dr is in our CIP for construction in 2022 which would be on target to receive CDBG funding towards the project. The project scope is a mill & overlay, storm water improvements, curb/sidewalk repairs, as well as adding bike lanes where appropriate and

sharrows/bicycle signage. Project limits are from Roe Ln to 47th St. This project was included in our most recent 5 year CARS submittal to Johnson County. We anticipate receiving 50% of the construction and inspections cost through CARS, roughly \$693,000.

A final restriction on selecting CDBG eligible projects is that the project must occur inside of a block group which has at least 43.46% (up 1.66% from the 2021 threshold) of the residents served by the project qualify as low or moderate income. The increase make finding a qualified project even more challenging. Per the list of Census Tract Block Groups attached Roeland Park now only has one block group that meets or exceeds the new 43.46% threshold. More than one block group may benefit from a project (the population served), the combined LMI % for the service population must be at least 43.46% low to moderate income.

All of the factors noted above are considered as we look for CDBG application prospects.

The Public Hearing required as part of the CDBG project consideration process is an opportunity to receive community input on the application, answer questions, and discuss. This is a step which must be completed prior to submitting an application.

How does item relate to Strategic Plan?

How does item benefit Community for all Ages?

#### Additional Information

Also attached is the scoring criteria for CDBG applications, you may use this to gauge how well the projects will stack up to projects submitted from other agencies. We have also been successful in securing CDBG funds for mill/overlay projects in 2018 and 2019, however the County "Strategies" were updated in 2020 and our 2021 application for funding of the ADA improvements at the Community Center was not awarded funding.

The City received \$100,000 in CDBG funds in support of the Birch Street project in 2018. We received \$136,000 (original request of \$164,000) in CDBG funds in support of the El Monte Street project in 2019. Because we were awarded more than \$100,000 in 2019 we were not allowed to apply for CDBG funds in 2020.

#### ATTACHMENTS:

Description	Type
▣ 2021 Census Block Group LMI%	Cover Memo
▣ CDBG Application Scoring Criteria	Cover Memo
▣ 2022 CDBG Application - Elledge Dr	Cover Memo
▣ 2022 CDBG Application- Community Center Parking Lot	Cover Memo

**FY Exception 43.46%**

City	TRACT	BLKGRP	LOWMOD	LOWMOD	LOWMODPCT
			persons	universe	
Aubry Twp	053803	1	320	2,180	14.68%
Aubry Twp	053803	2	195	1,450	13.45%
Aubry Twp	053804	1	285	2,420	11.78%
De Soto	052700	3	725	2,400	30.21%
De Soto/Lex TS	052700	1	1,195	2,795	42.75%
De Soto/Lex TS	052700	2	1,145	2,310	49.57%
Edgerton	053701	1	745	1,695	43.95%
Edgerton/McCamish Twp	053701	2	140	915	15.30%
Fairway	050000	6	115	1,295	8.88%
Fairway	050700	1	200	690	28.99%
Fairway	050700	2	210	960	21.88%
Fairway	050800	2	65	1,070	6.07%
Gardner	053703	1	655	2,380	27.52%
Gardner	053703	2	530	920	57.61%
Gardner	053705	1	955	2,015	47.39%
Gardner	053705	2	540	1,160	46.55%
Gardner	053707	1	220	675	32.59%
Gardner	053707	2	810	2,815	28.77%
Gardner	053707	3	720	1,190	60.50%
Gardner	053709	1	340	1,495	22.74%
Gardner	053709	2	630	1,205	52.28%
Gardner	053709	3	165	1,150	14.35%
Gardner	053709	4	35	545	6.42%
Gardner	053712	1	70	995	7.04%
Gardner	053712	2	285	845	33.73%
Gardner Twp	053709	5	265	1,090	24.31%
Gardner Twp	053711	2	680	1,060	64.15%
Gardner Twp	053711	3	235	850	27.65%
Lake Quivira	052306	2	375	2,020	18.56%
Leawood	051600	1	210	855	24.56%
Leawood	051600	2	280	2,375	11.79%
Leawood	051600	3	290	2,285	12.69%
Leawood	051700	2	305	2,265	13.47%
Leawood	051700	3	170	1,415	12.01%
Leawood	053201	2	85	600	14.17%
Leawood	053203	2	270	2,440	11.07%
Leawood	053301	1	675	2,820	23.94%
Leawood	053301	2	185	2,640	7.01%
Leawood	053302	1	310	2,170	14.29%
Leawood	053302	2	55	1,700	3.24%
Leawood	053302	3	415	3,055	13.58%
Leawood	053409	1	920	3,500	26.29%
Leawood	053410	2	55	2,610	2.11%

Leawood	053410	4	255	2,025	12.59%
Merriam	050400	1	145	1,075	13.49%
Merriam	050500	2	165	580	28.45%
Merriam	052001	1	1,195	2,270	52.64%
Merriam	052004	1	750	1,655	45.32%
Merriam	052101	1	865	2,000	43.25%
Merriam	052201	2	520	1,100	47.27%
Merriam	052201	3	900	1,980	45.45%
Mission	050200	2	440	1,015	43.35%
Mission	050200	3	315	1,135	27.75%
Mission	050200	4	190	505	37.62%
Mission	050301	1	800	1,375	58.18%
Mission	050301	2	255	920	27.72%
Mission	050301	3	855	1,820	46.98%
Mission	050302	1	430	890	48.31%
Mission	050302	2	155	555	27.93%
Mission	050600	2	50	750	6.67%
Mission	050700	5	175	735	23.81%
Mission Hills	050800	1	25	755	3.31%
Mission Hills	050800	3	150	985	15.23%
Mission Hills	050900	1	90	850	10.59%
Mission Hills	050900	3	680	2,470	27.53%
Olathe	052801	1	240	2,460	9.76%
Olathe	052801	2	345	1,705	20.23%
Olathe	052801	3	425	2,565	16.57%
Olathe	052801	5	295	1,680	17.56%
Olathe	052802	1	40	1,140	3.51%
Olathe	052802	2	515	2,375	21.68%
Olathe	052802	3	15	1,475	1.02%
Olathe	052802	4	245	1,410	17.38%
Olathe	052802	5	170	2,830	6.01%
Olathe	052803	1	1,270	2,565	49.51%
Olathe	052803	2	710	1,135	62.56%
Olathe	052904	1	195	965	20.21%
Olathe	052904	2	415	1,465	28.33%
Olathe	052904	3	515	1,185	43.46%
Olathe	052905	1	1,895	2,390	79.29%
Olathe	052905	2	680	1,665	40.84%
Olathe	052906	1	615	1,080	56.94%
Olathe	052906	2	590	1,685	35.01%
Olathe	052906	3	955	2,250	42.44%
Olathe	052907	1	1,285	1,760	73.01%
Olathe	052907	2	100	870	11.49%
Olathe	052907	3	1,145	2,195	52.16%
Olathe	052908	1	1,425	2,235	63.76%
Olathe	052908	2	510	945	53.97%

Olathe	052908	3	555	1,445	38.41%
Olathe	052908	4	860	985	87.31%
Olathe	052910	1	370	2,260	16.37%
Olathe	052910	2	360	1,755	20.51%
Olathe	053006	1	755	2,395	31.52%
Olathe	053006	2	265	1,055	25.12%
Olathe	053007	1	600	1,705	35.19%
Olathe	053007	2	145	1,240	11.69%
Olathe	053007	3	255	1,005	25.37%
Olathe	053007	4	75	1,075	6.98%
Olathe	053011	1	100	2,165	4.62%
Olathe	053403	1	600	2,615	22.94%
Olathe	053403	2	245	1,295	18.92%
Olathe	053406	1	55	980	5.61%
Olathe	053406	2	170	1,140	14.91%
Olathe	053406	3	140	2,300	6.09%
Olathe	053406	4	50	1,380	3.62%
olathe	053502	1	725	845	85.80%
Olathe	053502	2	1,255	1,800	69.72%
Olathe	053502	3	130	130	100.00%
Olathe	053505	1	210	1,630	12.88%
Olathe	053505	2	250	2,940	8.50%
Olathe	053505	3	135	925	14.59%
Olathe	053505	4	340	2,675	12.71%
Olathe	053506	1	185	1,450	12.76%
Olathe	053506	2	460	2,230	20.63%
Olathe	053507	1	210	1,325	15.85%
Olathe	053507	2	225	1,145	19.65%
Olathe	053507	3	340	1,105	30.77%
Olathe	053507	4	75	950	7.89%
Olathe	053507	5	30	1,145	2.62%
Olathe	053508	1	435	1,355	32.10%
Olathe	053508	2	275	935	29.41%
Olathe	053508	3	385	1,245	30.92%
Olathe	053508	4	565	1,215	46.50%
Olathe	053508	5	560	1,605	34.89%
Olathe	053509	1	185	1,340	13.81%
Olathe	053509	2	500	1,385	36.10%
Olathe	053509	3	805	1,925	41.82%
Olathe	053509	4	100	1,300	7.69%
Olathe	053509	5	635	1,245	51.00%
Olathe	053510	1	70	1,225	5.71%
Olathe	053510	2	340	1,520	22.37%
Olathe	053510	3	30	1,190	2.52%
Olathe	053510	4	330	1,850	17.84%
Olathe	053555	1	395	510	77.45%
Olathe	053555	2	405	495	81.82%



Olathe	053555	3	455	660	68.94%
Olathe	053556	1	1,075	1,925	55.84%
Olathe	053556	2	705	1,210	58.26%
Olathe	053557	1	535	750	71.33%
Olathe	053557	2	1,170	1,530	76.47%
Olathe	053601	1	495	805	61.49%
Olathe	053601	2	975	1,340	72.76%
Olathe	053602	1	455	835	54.49%
Olathe	053602	2	1,600	2,630	60.84%
Olathe	053602	3	300	1,350	22.22%
Olathe	053602	4	550	1,780	30.90%
Olathe	053711	1	120	1,625	7.38%
Olathe Twp	052801	4	90	1,905	4.72%
Oxford Twp	053406	5	330	3,245	10.17%
Oxford Twp	053411	2	260	835	31.14%
Prairie Village	050700	3	280	1,395	20.07%
Prairie Village	050700	4	175	845	20.71%
Prairie Village	050900	3	680	2,470	27.53%
Prairie Village	051000	1	220	950	23.16%
Prairie Village	051000	2	120	1,040	11.54%
Prairie Village	051000	3	255	1,010	25.25%
Prairie Village	051000	4	125	705	17.73%
Prairie Village	051300	1	540	1,320	40.91%
Prairie Village	051300	4	235	995	23.62%
Prairie Village	051400	1	200	820	24.39%
Prairie Village	051400	2	275	635	43.31%
Prairie Village	051400	3	85	760	11.18%
Prairie Village	051400	4	80	1,005	7.96%
Prairie Village	051500	1	315	1,155	27.27%
Prairie Village	051500	2	155	585	26.50%
Prairie Village	051500	3	270	1,080	25.00%
Prairie Village	051500	4	360	1,200	30.00%
Prairie Village	051801	1	310	720	43.06%
Prairie Village	051801	2	230	1,110	20.72%
Prairie Village	051801	3	140	1,555	9.00%
Roeland Park	050000	1	300	710	42.25%
Roeland Park	050000	5	60	745	8.05%
Roeland Park	050100	1	570	1,020	55.88%
Roeland Park	050100	2	330	1,010	32.67%
Roeland Park	050100	3	170	855	19.88%
Roeland Park	050100	4	230	600	38.33%
Roeland Park	050100	5	195	655	29.77%
Roeland Park	050200	1	260	1,140	22.81%
Springhill	053801	1	840	1,605	52.34%
Springhill Twp	053801	2	1,090	3,025	36.03%
Springhill Twp	053801	3	90	840	10.71%

Westwood	050000	2	185	760	24.34%
Westwood	050000	4	200	875	22.86%
Westwood Hills	050000	3	175	685	25.55%

# PROJECT RATING SHEET - 2022 CDBG APPLICATION

**APPLICANT:** \_\_\_\_\_

**NEED:** (30 point total) \_\_\_\_\_

- \* The applicant clearly describes the local need for the project.
- \* Data provided in the application is current, local and adequately substantiates the need.
- \* The applicant demonstrates that the need is not currently or adequately being met through existing programs.
- \* The applicant provides convincing reasons why the project should be funded.
- \* The project meets a national CDBG objective and a strategic priority of Johnson County.

**PROJECT IMPACT:** (20 point total) \_\_\_\_\_

- \* The project is based on the needs identified.
- \* Project goals are clear and specific.
- \* Project beneficiaries/outputs are clearly described.
- \* Project objectives/outcomes are realistic, measurable and appear to be achievable.
- \* The project will significantly impact the identified needs.
- \* The applicant clearly describes the criteria for evaluating the success/impact of the project.

**BUDGET & TIMELINESS:** (20 point total) \_\_\_\_\_

- \* The project budget demonstrates that the proposed expenditures are reasonable.
- \* Other funding sources and amounts needed to accomplish the project are clearly identified and reasonable.
- \* The project leveraged other funding sources and is not solely dependent on CDBG funds.
- \* For Housing/Public Facilities Projects – The project will proceed in a timely manner.
- \* For Public Service Projects - The project is cost effective in relation to cost per unit of service and the community needs identified.
- \* Grantee has demonstrated timeliness of spending and deobligation of prior grants is minimal.

**PERFORMANCE MEASURES:** (30 point total) \_\_\_\_\_

- \* Logic Model is completed and reasonable.
- \* Explanation of variances.
- \* Actual accomplishments comparable to estimates on prior grants.

**TOTAL POINTS** \_\_\_\_\_

**Rater No.**

## 2022 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)

- \_\_\_\_\_ The DUNS 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 2023 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 (2019, 2020)
- \_\_\_\_\_ 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 6 colored maps showing activity location included (8½ x 11)  
*(if activity takes place at more than one location, 6 maps for each location are included)*
- \_\_\_\_\_ There are 5 copies and 1 original of the application (6 total)  
*(the original is printed one-sided)*
- \_\_\_\_\_ The 5 copies are three-hole punched, NOT THE ORIGINAL
- \_\_\_\_\_ The original and the copies are not stapled or bound, a clip is used
- \_\_\_\_\_ One electronic copy of application has been submitted to [cdbg@jocogov.org](mailto:cdbg@jocogov.org)

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

Person completing checklist: \_\_\_\_\_

Printed Name

Title

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





**JOHNSON COUNTY/CITY OF OLATHE  
2022 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
APPLICATION**

**PUBLIC FACILITIES**

**DUE: 12:00 p.m., May 27, 2021 to Johnson County; OR**

**DUE: 4:00 p.m., May 14, 2021 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 2022 CDBG Application Handbook and 2022 Application Instructions provided prior to completing this application. These documents include important submission requirements and are located at: <https://jocogov.org/dept/planning-and-codes/community-development/community-development-block-grant-cdbg>

**PART 1: APPLICANT INFORMATION & PROJECT SUMMARY**

*1. Applicant Information*

a. Applicant Legal Name:

b. Mailing Address:

c. Phone:

d. Website:

e. DUNS Number (9-Digit Number):

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

## 2022 CDBG Project Performance Measures Logic Model

(500 characters per box)

	<div style="border: 1px solid black; padding: 5px;"><b>GOAL(S)</b> of the 2022 Project</div> <div style="border: 1px solid black; height: 80px; margin-top: 5px;"></div>
	<div style="border: 1px solid black; padding: 5px;"><b>INPUT</b> (those things used in the project to implement it)</div> <div style="border: 1px solid black; height: 80px; margin-top: 5px;"></div>
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### 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 2019 and 2020 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 2019 and 2020 CDBG program years.

Johnson County CAPER Reports: <https://jocogov.org/dept/planning-and-codes/community-development/reports>

Johnson County Program Year	Goals listed in application	Actual Persons Served	Variance
2019			
2020			

Variance Explanation: (400 characters)

Olathe Program Year	Goals listed in application	Actual Persons Served	Variance
2019			
2020			

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	2019	2020	2021
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.

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

### *Olathe CDBG Program Participation*

CDBG Program Year	2019	2020	2021
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.

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

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:

### 2022 Proposed CDBG Project Budget

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

LIST ALL REVENUE SOURCES	AMOUNT
<i>Funds Requested from:</i>	
Johnson County CDBG	
Olathe CDBG:	
Shawnee CDBG:	
Lenexa 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, 2022? (400 characters)

7. If it will not be ready to proceed January 1, 2022, 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, 2022. (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 2022 Application Handbook provided. <https://jocogov.org/dept/planning-and-codes/community-development/community-development-block-grant-cdbg>

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:

## 2022 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)

- \_\_\_\_\_ The DUNS 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 2023 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 (2019, 2020)
- \_\_\_\_\_ 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 6 colored maps showing activity location included (8½ x 11)  
(if activity takes place at more than one location, 6 maps for each location are included)
- \_\_\_\_\_ There are 5 copies and 1 original of the application (6 total)  
(the original is printed one-sided)
- \_\_\_\_\_ The 5 copies are three-hole punched, NOT THE ORIGINAL
- \_\_\_\_\_ The original and the copies are not stapled or bound, a clip is used
- \_\_\_\_\_ One electronic copy of application has been submitted to [cdbg@jocogov.org](mailto:cdbg@jocogov.org)

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

Person completing checklist: \_\_\_\_\_

Printed Name

Title

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





**JOHNSON COUNTY/CITY OF OLATHE  
2022 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
APPLICATION**

**PUBLIC FACILITIES**

**DUE: 12:00 p.m., May 27, 2021 to Johnson County; OR**

**DUE: 4:00 p.m., May 14, 2021 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 2022 CDBG Application Handbook and 2022 Application Instructions provided prior to completing this application. These documents include important submission requirements and are located at: <https://jocogov.org/dept/planning-and-codes/community-development/community-development-block-grant-cdbg>

**PART 1: APPLICANT INFORMATION & PROJECT SUMMARY**

*1. Applicant Information*

a. Applicant Legal Name:

b. Mailing Address:

c. Phone:

d. Website:

e. DUNS Number (9-Digit Number):

*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	
<b><u>GOALS</u></b>	- Improve secondary roads to current city standards
<b><u>INPUTS</u></b>	- \$500,000 budget, city project manager, City Park staff
<b><u>ACTIVITIES</u></b>	- Engineering bid, construction bid, Davis-Bacon oversight,
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<b><u>OUTCOME MEASUREMENT</u></b>	- rideability as measured by such devices as Mays Meter;



## 2022 CDBG Project Performance Measures Logic Model

(500 characters per box)

	<div style="border: 1px solid black; padding: 5px;"><b>GOAL(S)</b> of the 2022 Project</div> <div style="border: 1px solid black; height: 80px; margin-top: 5px;"></div>
	<div style="border: 1px solid black; padding: 5px;"><b>INPUT</b> (those things used in the project to implement it)</div> <div style="border: 1px solid black; height: 80px; margin-top: 5px;"></div>
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### 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 2019 and 2020 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 2019 and 2020 CDBG program years.

Johnson County CAPER Reports: <https://jocogov.org/dept/planning-and-codes/community-development/reports>

Johnson County Program Year	Goals listed in application	Actual Persons Served	Variance
2019			
2020			

Variance Explanation: (400 characters)

Olathe Program Year	Goals listed in application	Actual Persons Served	Variance
2019			
2020			

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	2019	2020	2021
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.

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<b>Estimated project(s) close out date(s), include all years listed above:</b>

### *Olathe CDBG Program Participation*

CDBG Program Year	2019	2020	2021
Awarded Amount			
Expended in Initial Award Year			
Balance Remaining			

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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:

### 2022 Proposed CDBG Project Budget

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

LIST ALL REVENUE SOURCES	AMOUNT
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Shawnee CDBG:	
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<i>Other Project Revenue:</i>	
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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:

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

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

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The CDBG Applicant Certifies:

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- 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).
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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: