

2022 Housing Application



Housing Assessment Tool (HAT)

FOUNDATION OF HOUSING APPLICATION



HAT's four parts:

Part 1: Stakeholders and Organizations

Part 2: Demographics

Part 3: Past actions and current Infrastructure

Part 4: Analyze the Data

▶ Housing Interagency Advisory Committee (HIAC)

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

HAT/HIAC Process

- Community completes HAT
- Submit HAT and HIAC profile two weeks prior to meeting
- Meetings are scheduled for May 19, June 16, July 7, and November 17, 2021
 - Teams meetings, or
 - Video Conference locations include:
 - Hays, Iola, Newton and Topeka
- Community members **MUST** be in attendance

Typical Meeting

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

Pre-HAT/HIAC

- Fill out a Pre-HAT profile
- Submit to Linda.Hunsicker@ks.gov
- Will schedule for the next HIAC meeting
- Meeting will be one hour in length
- All agencies will explain their programs
- Community can ask questions to each agency

Eligible Activities

CDBG Homeowner Rehabilitation

Minor Rehabilitation

- This is funding for health and safety reasons
- Must include weatherization

Moderate or Substantial Rehabilitation

- Significant repairs are made to the home
- Sometimes called “whole-house rehabilitation”

Abatement is rehabilitation over \$25,000 of federal funds.



Eligible Activities (cont.)

Rental Rehabilitation

- A single family home
- Conversion of existing non-housing structures to new housing
- Mixed-income rental
 - 51% of the units must be occupied by Low-to-Moderate Income



Eligible Activities (cont.)

Demolition

- Can only be housing units

Permanent Relocation

- Can be used if a home can not be rehab

Neighborhood Development

- The addition of infrastructure in target area
- Must match infrastructure improvements

50/50

Emergencies

- City can elect to expend 20% of rehab funds for urgent needs outside of target area



National Objectives

Low to Moderate Income (LMI)

- Rehabilitation
 - Owner occupied must be LMI
 - Rental Units – Tenant must be LMI
 - If homeowner is non-LMI they must contribute 25% of the rehabilitation
 - If homeowner is LMI they must contribute 15% of the rehabilitation
- Neighborhood Development
 - Submit copy of target area and ND activity you intend to complete we will advise you who need to be surveyed

Slum and Blight = Demolition

Urgent Need = 20% of grant cost

Ineligible Communities

These receive funding directly from HUD

- Kansas City
- Wichita
- Topeka
- Lawrence
- Leavenworth
- Manhattan
- Overland Park
- All of Johnson County

Grantees of Open 2019 CDBG projects

► Pre-selection of Professional Services

Select with Request For Proposal

- Administrator
- Housing Inspector
- Risk Assessor
- Asbestos Inspector (for demo)



Maximum Amounts Allowed

Rehabilitation and/or Demolition	\$300,000
Neighborhood Development	\$500,000
Administration Fees	
\$250,000 or over	\$25,000
If under \$250,000	\$20,000
Housing and Radon Inspection	\$1,000
Risk Assessment	\$1,000
Lead Base Paint Clearance testing	\$300
LSWP/Cleaning for Clearance	10% of CDBG rehabilitation cost
Temporary Relocation	\$5,000 per grant
Demolition Inspection Fees	\$500



Maximum and
Minimum spent for
rehab and demo –
MUST BE REASONABLE

CITIZEN PARTICIPATION AND PUBLIC HEARINGS

Citizen Participation

- Public hearing notice must mirror what is being applied for.
- Incorrect public hearing will threshold/disqualify an application.
- One legal public hearing 15 days prior to application submittal date.
- Give yourself time to republish if error is found.

Public Hearing Notice

- Notice shall be published at least five full days before public hearing- starting one day after the publication and not counting the date of the hearing.
- Must contain:
 - Detailed Project Description
 - Exact Project Location
 - All Activities
 - CDBG grant amount and total project cost



CONFLICT OF INTEREST

Conflict of Interest

- Applies to employees, elected officials, agents, consultants, officers or immediate family member or business partners of the aforementioned.
- Conflict of interest applies when procuring goods and services for the purpose of undertaking a CDBG funded project.
- Conflict of interest waiver
 - Disclosure of the nature of the conflict
 - Notice in newspaper
 - Public hearing
 - Recording of minutes
 - An opinion from the applicant's attorney
 - Letter from chief elected official requesting the conflict of interest waiver
 - The only persons who do not qualify for a waiver are the

City or County Commissioners.

**CONFLICT
OF
INTEREST**

Housing Points - Form E

- HAT/Community Needs/Public Interest (25 points)
- Development of Project (15 points)
- Solution of Need (25 points)
- Target Area/Pre-application vs. proposed project (35 points)
- Site Visit (25 points)
- Bonus Points: Ten points to those applicants who has not received an award in the last five years

Application Checklist

Application Summary

- Form A – Community Needs Form
- Form B – Project Budget Form
- Form C – Housing Log
- Form D – Does not apply to Housing
- Form E – Narratives, including HAT
- Form F – Pre-Selection of Professional Services

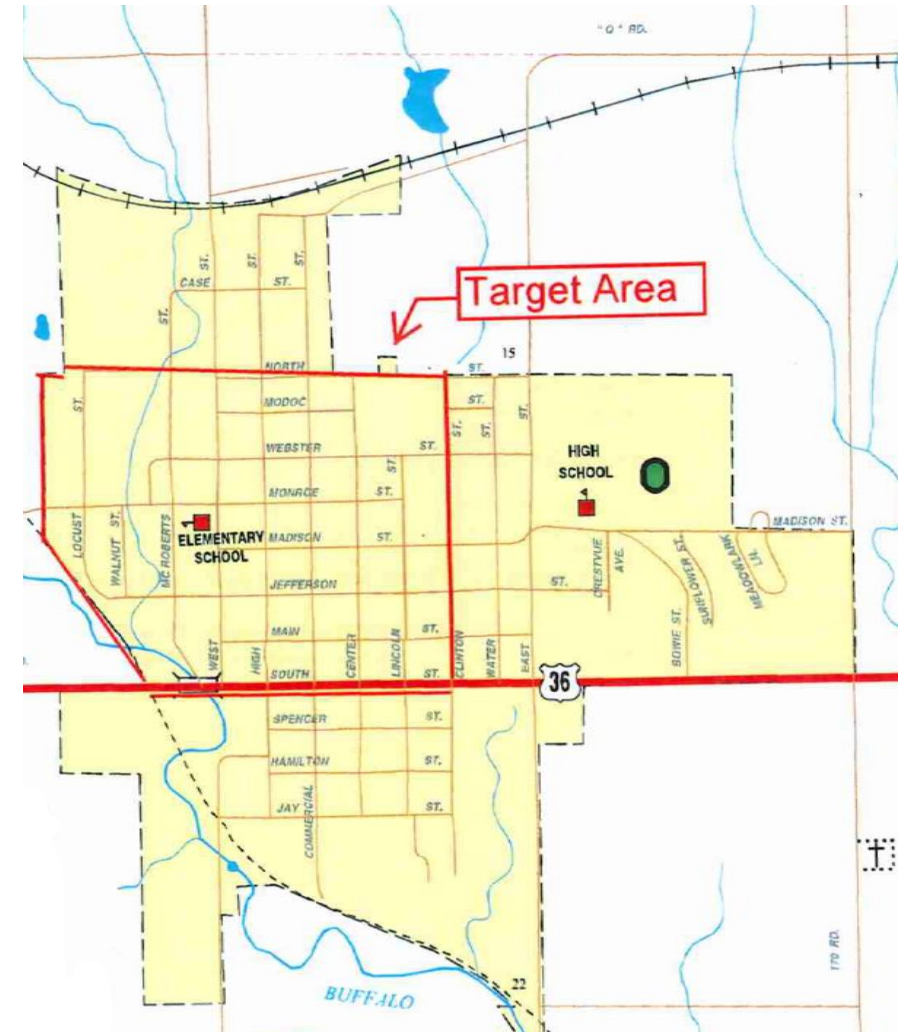


Application Checklist

- Statement of Assurances and Certification
- Resolution of Governing Body
- Commitment of other funds Must commit funds for Environmental Review
- Disclosure Report
- Anti-displacement
- Determination of Level of Review
- Public Hearing Legal Affidavit

Map of “Self-Imposed” target area in relationship to the City

The PH notice must describe the same area



Map of Proposed Project



Demolition

- 1D – 312 S. Jones
- 2D – 342 S. Jones

Rehabilitation

- 1 – 302 E. Main
- 2 – 210 N. Jones
- 3 – 215 E. Madison
- 4 – 205 N. High
- 5 – 219 N. High
- 6 – 302 N. Lincoln
- 7 – 423 N. Center
- 8 – 514 N. Commercial
- 9 – 622 N Commercial
- 10 – 519 N. West St.
- 11 – 323 N. Monroe

Threshold Requirements

- Application must be submitted on or before August 31, 2021
- Applicant must be eligible
- Preliminary Engineering Report for Neighborhood Development projects
- Survey information for Neighborhood Development project
- Funds requested over \$300,000 (housing/demo) or \$500,000 (ND)
- Public Hearing Notice - meets all required dates and funding
- Maps included:
 - Map showing target area in relation to the City
 - Map showing pre-application within target area

If problem can be fixed, you will be given two weeks to correct.

► Points You Could Forgo

In the 2022 application:

- Not attending HIAC will result in five points deduction on applications
- If the City has not submitted every required documents - to include ALL forms and letters – there will be a 10-Point deduction.

Reminders

DO

- Take time with HAT process
- Use pictures of pre-applications homes
- Make sure maps and housing log is accurate

Remember

- Submit application only when ready
- Support letters are not necessary in housing applications
- Pre-applications will only be reviewed at a site visit

Best Practices



- Truthful Housing Assessment
- Good Target Area
- Qualified Administrator and Inspector/Risk Assessor
- Pre-Applications – rehabs and Demo
- Committed Contractors
- Dedicated local staff
- Make sure City is cleaned up before applying!

THANK YOU

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