

2022 CDBG Water and Wastewater



Application Deadline

- September 24, 2021
- Final Design approval from KDHE is required prior to application for any projects over \$3 Million.

Grant Amounts

Category	Beneficiaries		Match Funds
	< 5,000	> 5,000	
Water & Sewer	\$600,000	\$700,000	25 %

of Beneficiaries X \$2,000 = Grant Amount



Examples of Eligible Activities

- Water Lines
- Water Towers
- Water Wells
- Treatment Plants
- Sewer Lines
- Sewer Lagoons

**Water Treatment Plant in the
City of Chetopa**

KIAC APPOINTMENT

KIAC- Kansas Interagency Advisory Committee

- Submission of KIAC Profile to Commerce **2 weeks** prior to appointment you are requesting
- Attendance is required before application
- Must attend a KIAC Appointment every 2 years
- Not attending will result in 10-point deduction on applications
- Meetings are now 100% virtual
 - 2nd and 4th Tuesdays of May, June and July
 - 2nd Tuesday of August is now open to ALL applicants- not just Western Kansas
 - Only one KIAC opportunity in August
- Attend EARLY- Slots fill up fast!

KIAC APPOINTMENT

Attendance

- A city or county representative
- Project engineer
- Agency representatives
 - USDA-Rural Development
 - KDHE (Kansas Department of Health and Environment)
 - Kansas Water Office (Water projects only)
 - CDBG Staff
- Grant Administrators are encouraged to attend

KIAC APPOINTMENT

Presentation

- Applicant has one hour to present project- project engineer should take the lead.
- Presentation Process
 - Project Engineer will give details on the project
 - Applicant, engineer and grant administrators may ask questions
 - KIAC members will give feedback and ask questions
 - Please include: Project map and Preliminary Engineer Report (PER)



Regional Project

Commerce encourages the review of consolidation and/or regionalization of water supply service.

- Use Regional Project Application
- Memoranda Of Understanding between parties.
- KDHE, Commerce and USDA-RD will meet with you
- Voluntary Program for regional approach
- Two or more entities together for common need
- Water projects only
- CDBG application must address regional alternatives

\$1 Million is available for Regional projects

Creating the Application

**Applications will be accepted online through the
Commerce Website: kansascommerce.gov/cdbg**

- They will be user friendly
- Same information as paper version
- Suggestion: Draft narratives and other content in a Word document and then copy and paste into application
- PER's can be uploaded directly to the application

Creating the Application

- Tell us your story!
 - Raters may have never been to your town
 - NOT just technical terms
- Proofread your application
 - The City/County, the grant administrator and others should read
- Include ALL forms and Letters
 - Missing information, forms and letters is a 10 Point Deduction

Application Checklist

Application Summary:

Form A – Community Needs Form

Form B- Project Budget Form

Form C – User Fees

Form D – Public Facilities Narrative LMI Benefit

Form E – Public Facilities Narrative for Water/Sewer

Form F – Pre-Selection of Professional Services



Application Checklist (cont.)

- Map of Proposed Project
 - Legible
 - Clearly marked
- Map of “Self-Imposed” target area in relationship to the City
 - Your PH notice describes the target area

Required Documents

Each of these documents will be uploaded in the application

- Statement of Assurances and Certification
- Resolution of Governing Body
- Commitment of other funds – only local funds required
 - Must commit funds for Environmental Review
- Disclosure Report- Updated with each new contract on the project
- Anti-displacement
- Determination of Level of Review- **please include in the application**
- Public Meeting

Application Criteria- Online

The following slides are a guide to assist applicants

- All the criteria in forms A-F will be entered directly into the online application
- We encourage drafting these items ahead of time
- Copy/Paste feature will be available

Form A - Community Needs Form

- Discuss the priorities and needs of the community
- Must include housing needs- many lose points
- What have you done for your community?
- This is NOT where you discuss the water/sewer project

Form B- Project Budget Form

Form B – Project Budget Form:

Activity	CDBG Funds	Other Funds	Total Cost	Source of Other Funds
1. Public Facilities proposed: (whole dollars)				
a.) Water Treatment Plant	█	█	█	█
b.) Sewer Lines	█	█	█	█
c.) Water Distribution Lines	█	█	█	█
d.) Acquisition, including easements	█	█	█	█
e.) Engineering Design	█	█	█	█
f.) Construction Inspection	█	█	█	█
g.) Architectural Services	█	█	█	█
h.) Other Professional Services*	█	█	█	█
Total, Public Facility Activities	█	█	█	█
2. Reserved for Housing Activities:				
Total, Housing Activities	█	█	█	█
3. Administration:				
a.) Administrative Activities	█	█	█	█
b.) Legal**	█	█	█	█
c.) Audit	█	█	█	█
Total, Administration	█	█	█	█
4. Total, All Activities	█	█	█	█

*Other professional services; please explain:

█

**Provide explanation of need of these expenses:

█

- Must have \$\$ on Local Side for Environmental Review
- Examples are listed for types of line items you may use
- Refer to pages 13 and 14 in the Water and Sewer Application book on our website.

Form C- User Fees

- Both columns required
- Only the water/sewer rate at the time of the application should be entered

Water	Sewer	Description	
		a.)	Number of current residential users
		b.)	Number of current non-residential users
		c.)	Total number of current users (1+2)
		d.)	Number of residential users added by this project
		e.)	* Monthly cost per current user for 5,000 gallons
		f.)	* Total revenues received in last completed fiscal year



Local Effort

- Have Water/Sewer Rates at State Average
 - City \$38
 - RWD \$50
 - Sewer \$30
- We will compare your revenue/per capita income to the pool of applicants.
- We look at your revenue/per capita divided out.
- Most communities match with 50/50

Are our rates at the State Average?

Form D- Public Facilities LMI Benefit

Form D – Public Facilities LMI Benefit:

1. Civil Rights Information (all applications)

To document compliance with Title VI of the Civil Rights Act of 1964, provide the information in the space provided below.

a.) Total Population of Applicant: (Census)

	Ethnicity Number		Total Population		Ethnicity Number		Total Population
	Hispanic	Non-Hispanic			Hispanic	Non-Hispanic	
White	<input type="text"/>	<input type="text"/>	<input type="text"/>	A	<input type="text"/>	<input type="text"/>	<input type="text"/>
BAA	<input type="text"/>	<input type="text"/>	<input type="text"/>	A/W	<input type="text"/>	<input type="text"/>	<input type="text"/>
BAA/W	<input type="text"/>	<input type="text"/>	<input type="text"/>	AI/AN/BAA	<input type="text"/>	<input type="text"/>	<input type="text"/>
AI/AN	<input type="text"/>	<input type="text"/>	<input type="text"/>	AI/AN/W	<input type="text"/>	<input type="text"/>	<input type="text"/>
NH/PI	<input type="text"/>	<input type="text"/>	<input type="text"/>	Other	<input type="text"/>	<input type="text"/>	<input type="text"/>

Number of Persons with Disability:

Female Head of Household:

b.) Total Persons to be Served by Project (if different from a.): (Census)

	Ethnicity Number		Total Population		Ethnicity Number		Total Population
	Hispanic	Non-Hispanic			Hispanic	Non-Hispanic	
White	<input type="text"/>	<input type="text"/>	<input type="text"/>	A	<input type="text"/>	<input type="text"/>	<input type="text"/>
BAA	<input type="text"/>	<input type="text"/>	<input type="text"/>	A/W	<input type="text"/>	<input type="text"/>	<input type="text"/>
BAA/W	<input type="text"/>	<input type="text"/>	<input type="text"/>	AI/AN/BAA	<input type="text"/>	<input type="text"/>	<input type="text"/>
AI/AN	<input type="text"/>	<input type="text"/>	<input type="text"/>	AI/AN/W	<input type="text"/>	<input type="text"/>	<input type="text"/>
NH/PI	<input type="text"/>	<input type="text"/>	<input type="text"/>	Other	<input type="text"/>	<input type="text"/>	<input type="text"/>

Number of Persons with Disability:

Female Head of Household:

Source of (a) above:

Source of (b) above:

*BAA-Black African American; BAA/W-Black African American & White; AI/AN-American Indian or Alaskan Native; NH/PI-Native Hawaiian or Pacific Islander; A-Asian; A/W-Asian & White; AI/AN/BAA-American Indian or Alaskan Native & Black African American; AI/AN/W-American Indian or Alaskan Native & White

Numbers must match Application Summary, #1 population and #8 persons benefiting from project.

- Civil Rights Information
 - All applicants are required to do this
- Census or Survey-however your project qualified
- Must use Census website to locate demographic information
- Fill out section B if project serves more or less than the population of the applicant.

FORM E- PUBLIC FACILITIES NARRATIVE (WATER/SEWER)

- Project Need - 35 Points (up to 5 of which come from support letters)
- Project Alternatives - 10 Points
- Past Efforts to Address Need - 10 Points
- Project Readiness - 5 points
- Leverage - 20 Points

Bonus Points!

- 10 Bonus Points for private funding sources such as foundations
- 10 Bonus Points- no CDBG Project in the last 5 years.
 - Purpose of bonus points is to encourage new funding sources for matching funds and new applicants.



Project Need- 35 Points

- State your need for the project
- How long has it existed?
- What caused it?
- List any violations in State/Fed Regs
 - Include letters addressing violations
- How many water/sewer breaks?

Project Need carries the MOST points!

Address Your Need Well!

**Wastewater Treatment
Baldwin City**



Project Alternatives- 10 points

- List ALL alternatives that were explored
 - Engineering
 - Financial
 - Materials
 - Regionalization (Water Projects)
 - Cost Estimates for ALL Alternatives
- Scope of Work
 - Describe in detail the project you selected
 - Make it clear which alternative is selected
- Include force account construction



Past Efforts- 10 Points

- What has the community done for themselves over the past 5 years?
 - Paint water tower, repaved streets, park upgrades, etc..
- The more active, the better
- Not just the project you are applying for
- Show us you care for your community
 - Past Efforts section is often missing details on other community improvement efforts!**

Don't Forget Details!



Project Readiness- 5 points

- Is the applicant ready to apply?
- Is there Land Acquisition?
 - Uniform Relocation Assistance and Real Property Acquisition Act- (URA) should be followed.
- Pre-selection of professional services
 - Administrator
 - Engineer/architect
- Documentation of leverage- letters

Project Readiness section is often missing confirmation of preparedness!

These points are ALL or Nothing. Make it Count!

Can we implement our plans?

Form F - Pre-Selection of Professional Services Contractors

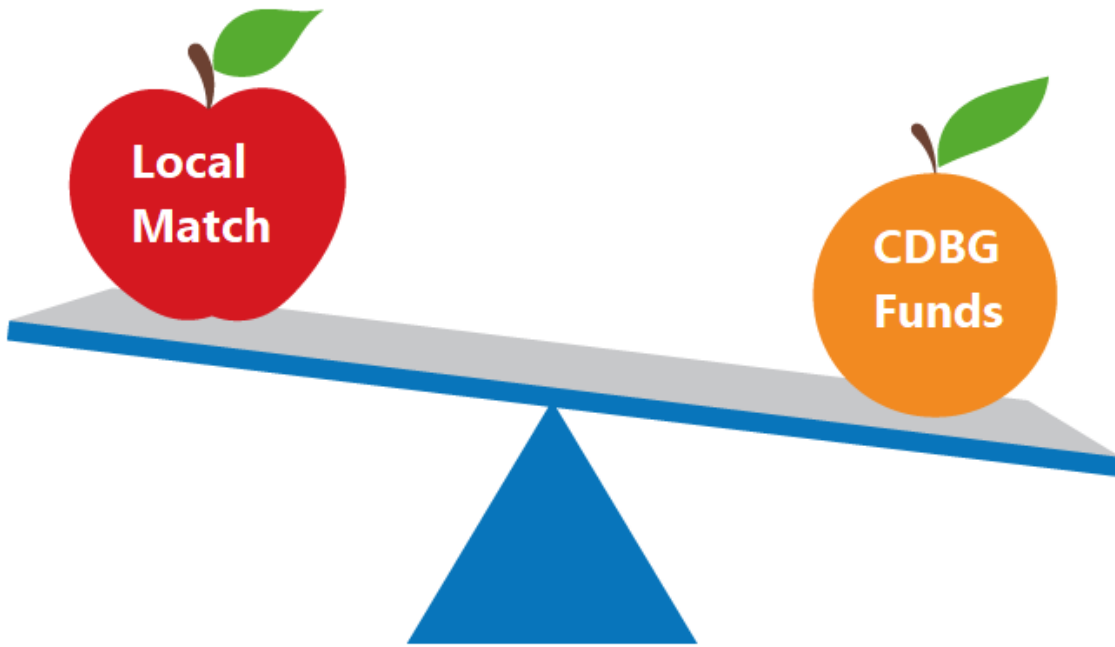
Form F – Pre-Selection of Professional Services Contractors:

Type of Service	Firm Name/Person	Proposed Cost	Source of Funds	Date of Selection	Date of Contract
1. Eng. Design					
2. Eng. Inspection					
3. Arch. Design					
4. Arch. Inspection					
5. Administration					

If any of the above services have been pre-selected, complete the following for each service selected to date:

- a.) Number of proposals received for:
- | | |
|-----|----------------------|
| 1.) | <input type="text"/> |
| 2.) | <input type="text"/> |
| 3.) | <input type="text"/> |
| 4.) | <input type="text"/> |
| 5.) | <input type="text"/> |
- b.) Basis of selection documented? Yes No
- c.) Non-selected firms notified in writing? Yes No
- d.) If only one proposal was received on any of the above, has Commerce been notified?
If so, please attach approval. Must have been approved before application deadline. Yes No

- Regional Planning Commissions are not subject to procurement
- Must be filled out for administrator, engineer or architect on the project



Leverage

- 25% minimum match for all projects
- Local investment is key!
- Points are based on % of match
 - Up to 50/50 match
 - Max Points is 20
- Most communities match with 50/50

You control your leverage points.

Make it Count!

Have we invested in our community?



Incomplete Applications

- 10 Points can be deducted for any errors or omissions in an application
 - Allowed to correct
 - 2 weeks to submit correction
- Remember - 10-point deduction for no KIAC attendance.
- City/county needs to read the application before it is submitted.
- Use the application checklist to help you

Common Errors on applications are not providing supporting documents, wrong DUNS#, missing forms

Double check everything!

**Sewer Lagoon
City of Hoxie**

Threshold/Disqualification Issues

- No proof of publication
- No project benefit area in public hearing notice
- Wrong streets in target area
- Four-day period between publication and hearing
- Open grants, including ED
- No LMI documentation
- Incorrect target area LMI calculations

Misc. information

- CDBG will fund only two phases of any one activity.
- 10-year wait time from close of Phase 2
- Phase 1 must be closed before Phase 2 applications
- Application Summary Page
 - Detailed brief project description

Misc. information

- Cities/Counties may administer their own grants
- Pre-Approval of Target Areas
- Commerce can review application materials for applicants up to THREE WEEKS prior to application deadline.

THANK YOU

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www.KansasCommerce.gov