



**January 4, 2023**

**TO:** Non-profit Public Service Agencies in Leavenworth, KS  
**FROM:** City of Leavenworth, Community Development Department  
Julie McKeel, Community Development Coordinator

**SUBJECT: 2023-24 Program Year (7-1-23 to 6-30-24)**  
**Community Development Block Grant Application Process**  
**RENT OR UTILITY REIMBURSEMENT PROGRAM**

As determined by the Community Development Advisory Board, Community Development Block Grant (CDBG) non-profit public service agency funds are to be used for agency location rent or utility reimbursement. Attached is the application packet for qualified agencies in Leavenworth City. Questions may be directed to 913-680-2628 or [julie.mckeel@firstcity.org](mailto:julie.mckeel@firstcity.org).

HUD regulations allow up to 15% of annual CDBG entitlement funds to be allocated to qualified non-profit public service agencies. The 2022-23 program year awarded \$50,741 to 5 agencies, in total. Projection for the 2023-24 program year will be \$50,700. Following HUD's announcement of the City's official FY2023 entitlement grant, proposed agency budgets will be proportionally increased or decreased from the estimated funding levels to match actual allocation amounts, unless otherwise voted upon by the Community Development Advisory Board (CDAB).

Please ensure that your agency qualifies under the guidelines and that you are able to meet all program participation requirements before applying. Due to increased competition for CDBG funding, CDAB has established that agencies whose primary funding priorities are housing/homelessness, health/mental health services and substance abuse will be preferred.

The City Commission is expected to act on the CDAB recommendation following HUD's announcement of the City's FY2023 allocation and proposed budgets in the Annual Action Plan which will be adjusted by staff and submitted to HUD.

Agencies requesting rent or utility assistance from the 2023 CDBG Program Year shall fill out and return the application materials and required attachments. Incomplete applications will not be reviewed. Attachments need to be labeled to the corresponding section. Applicants are expected to attend the CDAB meeting on March 13<sup>th</sup>. (see attached)

Submit a **hard copy** of the application with original signatures to the Community Development Coordinator at City Hall, 100 N 5<sup>th</sup> St. **on or before 3:00 p.m., February 10, 2023.** Late applications will not be reviewed. See the attached page for public hearings and CDAB meetings.

**CDAB will hold a public hearing on Monday, February 13, 2023 at 4:15pm** to receive public testimony regarding unmet community needs for low/moderate income citizens of Leavenworth City and public input for the CDBG 2023-24 Annual Action Plan, abiding by the Citizen Participation Plan. This hearing will be located at Leavenworth City Hall, 100 N 5<sup>th</sup> St, in the Commissioner Chambers.

**CDAB will hold a meeting on Monday, March 13<sup>th</sup>, 2023 at 4:15pm to discuss and vote on agency funding requests.** This meeting will be located at Leavenworth City Hall, 100 N 5<sup>th</sup> St, in the Commissioner Chambers. **Any agency applying for funds is expected to attend this meeting to present their request and answer CDAB questions.** CDAB Members will have reviewed the applications before this meeting.

**CDAB will hold a public hearing on Monday, April 10, 2023 at 4:15pm** to receive public comment regarding the CDBG 2023-24 Annual Action Plan that will be posted and available to the public for a minimum of 30 days before the hearing, abiding by the Citizen Participation Plan. This hearing will be located at Leavenworth City Hall, 100 N 5<sup>th</sup> St, in the Commissioner Chambers.

# 2023-24 Program Year

(7-1-23 to 6-30-24)

## COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) RENT & UTILITY REIMBURSEMENT APPLICATION FOR NON-PROFIT PUBLIC SERVICE AGENCIES

Agency Name: \_\_\_\_\_

Full Address of Agency Location: \_\_\_\_\_

Contact Person of this application & Title: \_\_\_\_\_

Telephone & Email of Contact Person: \_\_\_\_\_

UEI (required) \_\_\_\_\_ Is the UEI current and searchable on sam.gov? \_\_\_\_\_

Amount Requesting for 2023-24 CDBG Program Year \$ \_\_\_\_\_

Will your requests be for reimbursement of rent or utilities? \_\_\_\_\_

What percentage of your overall budget does this requested amount represent? \_\_\_\_\_

What percentage of your clients are **low** income according to HUD guidelines? \_\_\_\_\_

What percentage of your clients are **moderate** income according to HUD guidelines? \_\_\_\_\_

*(HUD Income Limit are guidelines attached at the end of this application for reference.)*

The Community Development Advisory Board has identified three major priorities for funding. Please indicate if your organization works in any one of these areas as the primary thrust of your work:

\_\_\_\_ housing/homelessness    \_\_\_\_ health/ mental health services    \_\_\_\_ substance abuse

Is the agency willing to do monthly reporting for Leavenworth City clients served and fiscally responsible for reporting funds received? \_\_\_\_yes    \_\_\_\_no

Will the agency be able to accommodate to adjusting the statistical information gathered upon request? For example, HUD Income Limits will likely be adjusted in April of 2023. \_\_\_\_yes    \_\_\_\_no

Agencies shall submit all of the following items. Attachments should be labeled to correspond with the section the attachment is being provided for. **An incomplete application will not be considered.** All documents **must be legible and able to be photo copied.**

1. Narrative, Personnel and current Affirmative Action Letter
2. Line Item Budget
3. Insurance/Bond/Worker's Compensation documentation
4. State and Federal Tax Exemption Determination Letters & UEI verification
5. Most recent audit
6. Conflict of Interest Statement
7. Drug Free Workplace Certification
8. Non-Discrimination form
9. Authorization for Application Submittal
10. Certification for Contracts, Grants, Loans and Cooperative Agreements
11. Sub Grantee Assurances

**1. Narrative**

*If you have printed material that addresses each of these items, feel free to attach and/or supplement it accordingly to address all of these narrative requirements. Please label the attachments to correspond with the individual section the attachment is being provided for.*

**A. Program Summary**

- i. Briefly describe the program(s) to be supported by CDBG funding. The narrative should include the need or problem to be addressed in relation to the **2022-26 CDBG Consolidated Plan** on file at the Community Development Office or the City's website, <https://www.leavenworthks.org/cd/page/community-development-division> .
- ii. Describe the population to be served or the area to benefit. Describe the work to be performed, including the activities to be undertaken or the services to be provided, the goals and objectives, method of approach, and the implementation schedule.
- iii. Include the length of time the agency has been in operation, the date of incorporation, the purpose of the agency, and the type of corporation. Describe the agency's capabilities, the number and characteristics of clients served, and license to operate (if appropriate).
- iv. Describe all other sources of funding sought and/or secured during the 2023-24 grant year (7-1-23 to 6-30-24). Advise if your agency has a policy regarding duplication of benefits.
- v. Describe all other agencies that provide similar services in the City of Leavenworth. Detail how your agency need is not currently being met through other community programs. How will your agency make the low and moderate income population aware of your services? Clearly state how this project coordinates with other agencies and avoids duplication of services.

**B. Personnel & Affirmative Action Letter**

Attach a copy of your organization chart. Briefly describe the agency's existing staff positions and qualifications. State whether or not the agency has a personnel policy manual with an affirmative action plan and grievance procedure. You must have a current affirmative action statement on file with the City Manager's Office prior to submitting this application. Email Arianne Burgoon at [aburgoon@firstcity.org](mailto:aburgoon@firstcity.org) to obtain the form or verify that your agency has a current certificate on file. **Attach a copy of the letter from the City Manager's office.**

**2. Budget**

Provide your line item budget estimating operating budget(s) for the grant period (July 1, 2023 to June 30, 2024). Indicate how the amount that you are requesting will be capable of being expended by the end of the end of the grant year.

**3. Insurance/Bond/Worker's Compensation**

State whether or not the agency has liability insurance coverage, in what amount, and with what insuring agency. State whether or not the agency pays all payroll taxes and worker's compensation as required by Federal and State law. State whether or not the agency has fidelity bond coverage for principal staff who handle the agency's accounts, in what amount, and with what insuring agency. Attach copies of insurance/bond/worker's compensation.

**4. Nonprofit Determination**

- A. Nonprofit organizations must submit tax-exemption determination letters from the Federal Internal Revenue Service and local or state sales and property tax exempt certificates.
- B. Provide a screen shot or certification from sam.gov with the agency's unique entity identifier (UEI) and expiration.

**5. Audit**

All agencies will submit their financial statement or audit for the prior year. If the agency expends \$750,000 or more in a year in federal awards, an audit is required to be submitted. In accordance with the Office of Management and Budget, the City can only request your most recently completed audit. All agencies must grant access to their financial records upon request by the City, whether or not they are required to submit an audit.

**6. Conflict of Interest Statement**

I certify that no paid staff or member of the Board of Directors associated with

\_\_\_\_\_  
(agency name)

- a.) will personally gain or economically benefit from decisions made.
- b.) presently serves on the Leavenworth City Commission or the Community Development Advisory Board.
- c.) will use agency resources to lobby State or Federal legislators.

In addition, *all* paid staff or members of the Board *will* publicly declare all conflicts and/or refrain from voting on matters which could be perceived as a violation of this conflict of interest statement and *will* follow established personnel procedures for hiring paid staff and refrain from filling such positions through nepotism or patronage.

\_\_\_\_\_  
Printed Name of President or  
Chairman of the Board with title

\_\_\_\_\_  
Signature of President or  
Chairman of the Board

\_\_\_\_\_  
Date

**7. CERTIFICATION OF DRUG-FREE WORKPLACE REQUIREMENTS**

Name of Agency: \_\_\_\_\_

Grant Program Name: **Community Development Block Grant 2023-24 Program Year**

Date of Grant: **July 1, 2023 to June 30, 2024**

The agency shall insert in the space provided below the site(s) expected to be used for the performance of work under the grant covered by the certification:

Place of Performance (include street address, city, county, state, zip code for each site):

\_\_\_\_\_

This agency has:

- a) notified its volunteers and employees that the unlawful manufacture, distribution, possession or use of a controlled substance is prohibited and violation of this policy is grounds for dismissal.
- b) established an on-going drug-free awareness program.
- c) established an employee assistance program to assist with rehabilitation of persons with a substance abuse history. Such notices and policies are available upon request to any interested party.

\_\_\_\_\_  
Printed Name of President or  
Chairman of the Board with title

\_\_\_\_\_  
Signature of President or  
Chairman of the Board

\_\_\_\_\_  
Date

**8. CERTIFICATION OF NON-DISCRIMINATION BY SUBRECIPIENTS**

Name of Agency: \_\_\_\_\_

It is the employment policy and practice of this agency to recruit and to hire employees without discrimination because of race, sex, color, creed, religion, age, physical handicap, national origin or ancestry, and to treat all employees equally with respect to compensation; opportunities for advancement; including upgrading, promoting and transfer; and all other terms and conditions of employment.

This agency agrees not to discriminate against any individual now under our employ and also agrees not to discriminate against any individual applying for employment with this agency because or account of race, sex, color, creed, religion, age, physical handicap, national origin or ancestry; as required under the provisions of Section 5 of Resolution No. 8-321 of the City of Leavenworth, Kansas.

This agency further certifies and promises that it will include a similar provision in all sub-contracts under its contract with the City of Leavenworth. We certify that each subcontractor under our contract shall be required to certify that they agree not to discriminate against any employee or applicant for employment because of race, sex, color, creed, religion, physical handicap, age, national origin, or ancestry.

\_\_\_\_\_  
Printed Name of President or  
Chairman of the Board with title

\_\_\_\_\_  
Signature of President or  
Chairman of the Board

\_\_\_\_\_  
Date



**9. AUTHORIZATION FOR APPLICATION SUBMITTAL**

Name of Agency: \_\_\_\_\_

I certify that by action of the Board of Directors \_\_\_\_\_ was duly  
*(printed name of agency employee that submits  
the application)*

authorized on \_\_\_\_\_ , to submit this application to the City of Leavenworth for  
(date)

Community Development Block Grant funds for the program year of 2023-24.

\_\_\_\_\_  
Printed Name of President or  
Chairman of the Board with title

\_\_\_\_\_  
Signature of President or  
Chairman of the Board

\_\_\_\_\_  
Date

**10. CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS**

Name of Agency: \_\_\_\_\_

The undersigned certifies, to the best of his or her knowledge and belief, that:

- A.** No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, 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.
- B.** 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, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- C.** The undersigned shall require that the language 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.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

\_\_\_\_\_  
Printed Name of President or  
Chairman of the Board with title

\_\_\_\_\_  
Signature of President or  
Chairman of the Board

\_\_\_\_\_  
Date

## 11. SUB GRANTEE ASSURANCES

(Agency) \_\_\_\_\_, in consideration of the foregoing grant agreement from the Community Development Department, City of Leavenworth, Kansas, hereafter agrees as is now or may become applicable, to abide by all of the following:

***FEDERAL LAWS AND REGULATIONS APPLICABLE TO THE ADMINISTRATION OF THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM*** as specifically addressed in the following circulars, codes, handbooks and public law, but not limited to.

### **FINANCIAL MANAGEMENT**

* Cost principles Applicable to Grants and Contracts with State and Local Governments	OMB Circular A-87
* Evaluation, Review and Coordination of Federal and Federally Assisted Programs and Projects	OMB Circular A-95 Attachments A,B,C
Implementation Regulations	24 CFR Part 52
* Uniform Administration Requirements for Grants-in-Aid to State and Local Governments	OMB Circular A-102 Revised  Attachments A-P
A. Cash Depositories	
B. Bonding and Insurance	
C. Retention and Custodial Requirements for Records	
D. Waiver of "Single" State Agency Requirements	
E. Program Income	
F. Matching Share	
G. Standards for Grantee Financial Management Systems	
H. Financial Reporting Requirements	
I. Monitoring and Reporting of Program Performance	
J. Grant Payment Requirements	
K. Budget Revision Procedures	
L. Grant Close-Out Procedures	
M. Standard Forms for Applying for Federal Assistance	
N. Property Management Standards	
O. Procurement Standards	
P. Audit Requirements	
* Letter of Credit Procedures Handbook	HUD Handbook 1900.23 REV
* Close-out Procedures for Discretionary Grant Recipients	HUD Handbook 6505.3
* Guidelines for Financial and Compliance Audits of Federally Assisted Programs	General Accounting Office Stock 020-000-00181-0

### **EQUAL OPPORTUNITY**

* Title VI of the Civil Rights Act of 1964	P. L 88-352
Implementation Requirements	24 CFR Part 1,2
* Title VII of the Civil Rights Act of 1968	P.L 90-284
Implementation Regulations	24 CFR Sect. 115
* Section 109 of the Housing and Community Development Act of 1974	42 USC 5309
Implementation Regulations	24 CFR 570.601
* Executive Order 11063 - Equal Opportunity in Housing	27 FR 11527
* Section 3 of the Housing & Urban Development Act of 1968	

Implementation Regulations	24 CFR 135
* Executive Order 11246	30 FR 12319-24 41 CFR 60
* Executive Order 12086 (functions under 11246)	41 CFR 60
* Age Discrimination Act of 1975	
Implementation Regulations	CFR Part
* Rehabilitation Act of 1973	
Implementation Regulations	CFR Part
<b><u>LABOR STANDARDS</u></b>	
* Davis-Bacon Fair Labor Standards Act	40 USC 276a-276a-5
Implementation Regulations	29 CFR Sect. 1,5
* Contract Work Hours Standards Act	40 USC 327-332
Implementation Regulations	29 CFR 5
* Copeland Anti-Kickback Act	48 Stat 948 40 USC 276(c)
Implementation Regulations	29 CFR 3
* HUD Labor Standards Administration and Enforcement Handbook	HUD Handbook 6500.3 & Change 1, dated June 24, 1981

## **ENVIRONMENT / HISTORIC**

* The National Environmental Policy Act of 1969	P.L. 91-190
Implementation Regulations	40 CFR Chapt. V
HUD Environmental Review Procedures	24 CFR Part 58
* The Clean Air Act of 1963	P.L. 90-148
Implementation Regulations	40 CFR Part 15
* Federal Water Pollution Control Act, Executive Order 11288	P.L. 92-500
Implementation Regulations	40 CFR Part 61
* Safe Drinking Water Act of 1974	P.L. 93-523
* Fish and Wildlife Coordination Act of 1958 and the Act of July 9, 1965	P.L. 85-624
* The Endangered Species Act of 1973 as amended by the Endangered Species Amendment Act of 1978	P.L. 93-205 P.L. 95-632
* The Solid Waste Disposal Act as amended by the Resource Conservation and Recovery Act	P.L. 94-580
* Noise Abatement and Control: Departmental Policy, Implementation Responsibilities, and Standards	24 CFR Part 51 Subpart B
* Flood Disaster Protection Act of 1973	P.L. 93-234
* National Flood Insurance Act of 1968	P.L. 90-448
Implementation Regulations	24 CFR Ch. X, Subchapter B

* Executive Order 11990 - Protection of Wetlands	
* Executive Order 11988 - Protection of Floodplain	
Implementation Regulations	24 CFR Part 55 24 CFR Part 58.23
* Protection of Historic and Cultural Properties under HUD Programs	24 CFR Part 59
* Coastal Zone Management Act of 1972	P.L 92-583
* Executive Order 12114, Environmental Effects Abroad of Major Federal Actions	44 FR 1957
* Section 106 of the National Historic Preservation Act of 1966	P.L 89-665
* Preservation of Historical and Archaeological Data Act of 1966	P.L 93-291
* Executive Order 11593, "Protection and Enhancement of the Cultural Environment"	
Implementation Regulations	34 CFR Part 800

**ARCHITECTURAL AND CONSTRUCTION STANDARDS**

* Architectural Barriers Act of 1968	42 U.S.C. 4151
HUD Implementation Regulations	24 CFR Part 41
* American Standard Specifications for Making Buildings and Facilities Accessible to and Usable by, the Physically Handicapped	A-117.1-R 1971
* Lead Based Paint Poisoning Prevention Act	42 USC 4831
Implementation Regulations	24 CFR Part 35
* Cost-Effective Energy Conservation Standards	24 CFR Part 39
* Section 8 Existing Housing Quality Standards	24 CFR Part 882

**ACQUISITIONS /RELOCATION**

* Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1979	P.L 91-646
- Title II (Relocation)	
- Title III (Acquisition)	
Implementation Regulations	24 CFR Part 42
* HUD Relocation and Real Property Acquisition Handbook	HUD Handbook 1376.1 with Changes 1,2,3 & 4

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Printed Name of President or  
Chairman of the Board with title

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Signature of President or  
Chairman of the Board

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Date

## INCOME LIMITS

Household Size	*Low Income	*Moderate Income
1 Person	\$33,900	\$54,250
2 Persons	\$38,750	\$ 62,000
3 Persons	\$43,600	\$ 69,750
4 Persons	\$48,400	\$ 77,450
5 Persons	\$52,300	\$ 83,650
6 Persons	\$56,150	\$ 89,850
7 Persons	\$60,050	\$ 96,050
8 Persons	\$63,900	\$ 102,250

\*Figures are adjusted annually by the Department of Housing and Urban Development; current rates effective April 2022.

**Notice:** Department of Housing and Urban Development (HUD) program income limits and qualifications are subject to change without notice. Additional conditions and limitations to this program are in effect. This program is funded by HUD's Community Development Block Grant Program (CDBG) and is conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), the Fair Housing Act (42 U.S.C. 3601-3619), and implementing regulations.