

May 20, 2020
Municipal Building Basement, 700 N. Jefferson, Junction City KS 66441

Mayor Jeff Underhill
Vice Mayor Pat Landes
Commissioner Tim Brown
Commissioner Nate Butler
Commissioner Ronna Larson
City Manager Allen Dinkel
City Attorney Britain Stites
City Clerk Tammy Melton
Finance Director Lindsay Miller

1. 12:00 P.M. - CALL TO ORDER:

2. PUBLIC HEARING:

- [a.](#) Public Hearing for the Community Development Block Grant (CDBG) COVID-19 (CV) Program.

3. NEW BUSINESS:

- [a.](#) Consideration of Resolution No. R-2932, Certifying Legal Authority and Authorization to Apply for the CDBG-CV from the Kansas Department of Commerce.

4. ADJOURNMENT:

Item Attachment Documents:

- a. Public Hearing for the Community Development Block Grant (CDBG) COVID-19 (CV) Program.

City of Junction City

City Commission

Agenda Memo

05-18-2020

From: Allen J. Dinkel, City Manager

To: Governing Body

Subject: Public Hearing Community Development Block Grant (CDBG) Covid-19 (CV) Program

Explanation of Issue: Last week the Kansas Department of Commerce announced a CDBG-CV program to provide funds to small (under 50,000 in population) communities.

There are two categories of funding. One is the CDBG-CV Economic Development and the second is Meal Programs.

ECONOMIC DEVELOPMENT

CDBG-CV Economic Development grants provide communities with funding to help local businesses retain jobs for low-to-moderate income people.

Eligibility

To be eligible to receive a CDBG-CV Economic Development grant, the recipient business must be a for-profit business and retaining jobs for low to moderate-income people. 51% or more of the full-time equivalent (FTE) jobs retained must be for persons from low to moderate-income households as defined by HUD.

CDBG-CV Economic Development grants can be used to pay for the following expenses:

- Working capital such as wages, utilities, rent, etc.
- The purchase of 60 days' worth of inventory needed to reopen (60 days will begin on the day the business is allowed to reopen).

Award Amounts

- Businesses with five or fewer employees (including the owner) are eligible to receive up to \$25,000 per FTE job in CDBG-CV Economic Development grant funding (with a maximum of \$30,000 per company).
- Businesses with between six and 50 employees are eligible to receive up to \$35,000 for each FTE job in CDBG-CV Economic Development grant funding (with a maximum of \$50,000 per company).

MEAL PROGRAMS

CDBG-CV Meal Program grants are intended to provide Kansas cities and counties with funds to supplement various programs that provide access to nutritious foods during the COVID-19 crisis.

Eligibility

To be eligible to receive a CDBG-CV Meal Program grant, the applicant must be able to demonstrate that at least 51% of the community meets the low to moderate-income household criteria as defined by HUD.

CDBG-CV Meal Program grant funds can be directed toward organizations such as Meals on Wheels, for the replenishment of local food banks or to support organizations that provide meal programs for children impacted by the loss of school meal programs.

The maximum funding for non-entitlement cities and counties is \$300,000 for Economic Development grants and \$100,000 for Meal Program grants.

**FUNDS WILL BE AWARDED ON A FIRST-COME, FIRST-SERVED BASIS
UNTIL ALL FUNDS HAVE BEEN DISBURSED.**

A public hearing is required to gain input. The hearing will be held at 12:00 P.M. on Wednesday, May 20, 2019. The City intends to apply for both grants at the maximum amount for each. The hearing notice was published on May 14, 2020 and five full days as required has past prior to the hearing.

Item Attachment Documents:

- a. Consideration of Resolution No. R-2932, Certifying Legal Authority and Authorization to Apply for the CDBG-CV from the Kansas Department of Commerce.

City of Junction City

City Commission

Agenda Memo

05-18-2020

From: Allen J. Dinkel, City Manager

To: Governing Body

Subject: Consider Resolution No. R-2932 Certifying Legal Authority and Authorization to Apply for the CDBG-CV From the Kansas Department of Commerce.

Explanation of Issue: After the public hearing regarding the grant programs a motion will be needed to give the authority to apply for a total of \$400,000 in CDBG-CV funds. \$300,000 for Economic Development and \$100,000.

Financial Impact: There are no matching funds required nor is there points to be gained if matching funds are committed. The only commitment to the City will be to pay Northwest Kansas Planning and Development Commission for grant writing and administration. The fee for grant writing is \$1,000 and the administration fee will be less than \$15,000. I recommend if funded the City pay these expenses to benefit the community.

Staff Recommendation: I recommend approving the resolution.

Recommended Motion: I move to approve Resolution No. R-2932.

Attachments: Resolution No. R-2932.

THE CITY/COUNTY OF Junction City, KANSAS

RESOLUTION NO. 2932

RESOLUTION CERTIFYING LEGAL AUTHORITY AND AUTHORIZATION

TO APPLY FOR THE CDBG-CV

FROM THE KANSAS DEPARTMENT OF COMMERCE

WHEREAS, The City/County of Junction City, Kansas, is a legal governmental entity as provided by the laws of the STATE OF KANSAS, and

WHEREAS, The City/County of Junction City, Kansas, intends to submit an application for assistance from CARES Act under the COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.

THE APPLICANT hereby certifies that the City/County of Junction City, Kansas, is a legal governmental entity under the status of the laws of the STATE OF KANSAS and thereby has the authority to apply for assistance from the CARES Act under the KANSAS SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.

THE APPLICANT hereby authorizes the MAYOR/COMMISSIONER of Junction City, Kansas, to act as the applicant's official representative in signing and submitting an application for the assistance to the COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.

As Chief Elected Official of the City/County of Junction City, I hereby certify that I have knowledge of all activities in the above-referenced application.

THE APPLICANT hereby dedicates \$ _____ in matching funds toward this project

APPROVED BY THE GOVERNING BODY OF THE CITY/COUNTY OF Junction City, KANSAS,
this 20th day of May, 2020.

APPROVED _____
MAYOR/COMMISSIONER

ATTEST _____
(SEAL)

THE CITY/COUNTY OF Junction City, KANSAS

(Minimum required by all applicants for funding – must be submitted with application)

**RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN
UNDER SECTION 104(D) OF THE
HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974, AS AMENDED**

The jurisdiction will replace all occupied and vacant occupiable low- and moderate-income dwelling units demolished or converted to a use other than as low- moderate-income housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended, as described in 24 CFR Part 570.488.

All replacement housing will be provided within three years of the commencement of the demolition or rehabilitation relating to conversion. Before obligating or expending funds that will directly result in such demolition or conversion, the [jurisdiction] will make public and submit to the Kansas Department of Commerce the following information in writing:

1. A description of the proposed assisted activity;
2. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low- and moderate-income dwelling units as a direct result of the assisted activity;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as Section 104(d) replacement dwelling units;
5. The source of funding and a time schedule for the provision of Section 104(d) replacement dwelling units; and
6. The basis for concluding that each Section 104 (d) replacement dwelling unit will remain a low- and moderate-income dwelling unit for at least ten years from the date of initial occupancy.

The jurisdiction will provide relocation assistance, as described in Section 570.488 to each low- and moderate-income household displaced by the demolition of housing or by the conversion of a low- and moderate-income dwelling to another use as a direct result of assisted activities.

Consistent with the goals and objectives of activities assisted under the act, the jurisdiction will take the following steps to minimize the displacement of persons from their homes:

Based on initial review of project, the following occupied dwellings (N/A) will be demolished with grant funds (should contain proposed demolitions):

As chief official of the jurisdiction, I hereby certify that the above plan was officially adopted by the jurisdiction of Junction City on the 20th day of May, 2020.

05/20/2020

Date

Signature - Chief Elected Official

STATEMENT OF ASSURANCES AND CERTIFICATIONS

The applicant hereby assures and certifies with respect to the grant that:

1. It possesses legal authority to make a grant submission and to execute a community development and housing program.
2. Its governing body has duly adopted or passed as an official act a resolution, motion, or similar action authorizing the person identified as the official representative of the grantee to submit the final statement, all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the grantee to act in connection with the submission of the final statement and to provide such additional information as may be required.
3. Prior to submission of its application to Commerce, the grantee has met the citizen participation requirements, prepared its application of community development objectives and projected use of funds, and made the application available to the public, as required by Section 104(a)(2) of the Housing and Community Development Act of 1974, as amended, and implemented at 24 CFR 570.486.
4. It has developed its final statement (application) of projected use of funds so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight; the final statement (application) of projected use of funds may also include activities that the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available.
5. Its chief executive officer or other officer of the grantee approved by Commerce:
 - (a) Consents to assume the status of a responsible federal official under the National Environmental Policy Act of 1969 and other provisions of federal law as specified in 24 CFR 58.1(a);
 - (b) Is authorized and consents on behalf of the grantee and himself/herself to accept the jurisdiction of the federal courts for the purpose of enforcement of his/her responsibilities as such an official; and
6. The grant will be conducted and administered in compliance with the following federal and state regulations (see Appendix A: Applicable Laws and Regulations):
 - (a) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), and implementing regulations issued at 24 CFR Part 1;
 - (b) Fair Housing Amendments Act of 1988, as amended, administering all programs and activities relating to housing and community development in a manner to affirmatively further fair housing; and will take action to affirmatively further fair housing in the sale or rental of housing, the financing of housing, and the provision of brokerage services;
 - (c) Section 109 of the Housing and Community Development Act of 1974, as amended; and the regulations issued pursuant thereto (24 CFR Section 570.602);
 - (d) Section 3 of the Housing and Urban Development Act of 1968, as amended; and implementing regulations at 24 CFR Part 135;
 - (e) Executive Order 11246, as amended by Executive Orders 11375 and 12086 and implementing regulations issued at 41 CFR Chapter 60;
 - (f) Executive Order 11063, as amended by Executive Order 12259 and implementing regulations at 24 CFR Part 107;

- (g) Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112), as amended and implementing regulations when published for effect;
 - (h) The Age Discrimination Act of 1975, as amended, (Pub. L. 94-135), and implementing regulations when published for effect;
 - (i) The relocation requirements of Title II and the acquisition requirements of Title III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and the implementing regulations at 24 CFR 570.488;
 - (j) Anti-displacement and relocation plan requirements of Section 104(d) of Title I, Housing and Community Development Act of 1974, as amended;
 - (k) Relocation payment requirements of Section 105(a)(11) of Title I, Housing and Community Development Act of 1974, as amended.
 - (l) The labor standards requirements as set forth in 24 CFR 570.603 and HUD regulations issued to implement such requirements;
 - (m) Executive Order 11988 relating to the evaluation of flood hazards and Executive Order 11288 relating to the prevention, control, and abatement of water pollution;
 - (n) The regulations, policies, guidelines and requirements of 2 CFR Part 200 and A-122 as they relate to the acceptance and use of federal funds under this federally assisted program;
 - (o) The American Disabilities Act (ADA) (P.L. 101-336: 42 U.S.C. 12101) provides disabled people access to employment, public accommodations, public services, transportation, and telecommunications;
7. The conflict of interest provisions of 24 CFR 570.489 apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the state, or of a unit of general local government, or of any designated public agencies, or sub recipients which are receiving CDBG funds. None of these persons may obtain a financial interest or benefit from the activity, or have an interest or benefit from the activity, or have an interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter, and that it shall incorporate or cause to be incorporated, in all such contracts or subcontracts a provision prohibiting such interest pursuant to the purpose of this certification;
 8. It will comply with the provisions of the Hatch Act that limits the political activity of employee;
 9. It will comply with the provisions of 24-CFR-200.
 10. It will give the state, HUD, and the Comptroller General or any authorized representative access to and the right to examine all records, books, papers, or documents related to the grant;
 11. It will comply with the lead-based paint requirements of 24 CFR Part 35 Subpart B issued pursuant to the Lead-Based Paint Hazard Elimination Act (42 U.S.C. 4801 et seq.).
 12. The local government will not attempt to recover any capital costs of public improvements assisted in whole or in part with CDBG funds by assessing properties owned and occupied by low- and moderate-income persons unless: (a) CDBG funds are used to pay the proportion of such assessment that relates to non CDBG funding or; (b) the local government certifies to the state that, for the purposes of assessing properties owned and occupied by low- and moderate-income persons who are not very low-income, that the local government does not have sufficient CDBG funds to comply with the provision of (a) above.

13. It accepts the terms, conditions, selection criteria, and procedures established by this program description and that it waives any right it may have to challenge the legitimacy and the propriety of these terms, conditions, criteria, and procedures in the event that its application is not selected for CDBG Funding.
14. It will comply with the regulations, policies, guidelines, and requirements with respect to the acceptance and use of federal funds for this federally assisted program.
15. It will comply with all parts of Title I of the Housing and Community Development Act of 1974, as amended, which have not been cited previously as well as with other applicable laws.

The applicant hereby certifies that it will comply with the above stated assurances.

Signature, Chief Elected Official

Mayor

Title

Name (typed or printed)

5/20/2020

Date

To Whom It May Concern:

As Chief Elected Official of the City/County of Junction City, I hereby certify that I have knowledge of all activities in the above-referenced application. I also certify that I am aware that the regulations of the CDBG program prevent the use of any facility built or rehabilitated with CDBG funds, or any portion thereof, to be used for the conduct of official business. I therefore certify that no portion of the above application violates this regulation.

Mayor/County Commission

ATTEST:

City/County Clerk

Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing
and Urban Development

OMB Approval No. 2510-0011 (exp. 11/30/2018)

Instructions. (See Public Reporting Statement and Privacy Act Statement and detailed instructions on page 2.)

Applicant/Recipient Information

Indicate whether this is an Initial Report ☐ or an Update Report ☐

1. Applicant/Recipient Name, Address, and Phone (include area code):

City of Junction City
700 N. Jefferson, Junction City, KS 66441-3598
785-238-3103

2. Social Security Number or
Employer ID Number:

48-6019171

3. HUD Program Name

Community Development Block Grant - CV

4. Amount of HUD Assistance
Requested/Received

\$400,000

5. State the name and location (street address, City and State) of the project or activity:

City of Junction City

Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. (For further information see 24 CFR Sec. 4.3).

☒ Yes ☐ No

2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9

☒ Yes ☐ No

If you answered "No" to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form. **However,** you must sign the certification at the end of the report.

Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds.

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/State/Local Agency Name and Address	Type of Assistance	Amount Requested/Provided	Expected Uses of the Funds

(Note: Use Additional pages if necessary.)

Part III Interested Parties. You must disclose:

- All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
- any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	Social Security No. or Employee ID No.	Type of Participation in Project/Activity	Financial Interest in Project/Activity (\$ and %)

(Note: Use Additional pages if necessary.)

Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that this information is true and complete.

Signature:

Date: (mm/dd/yyyy)

5/20/2020

X

[CLICK HERE FOR FORM FILL PDF](#) [CDBG Disclosure Report](#)

****SEE GENERAL APPLICATION REQUIREMENTS FOR DISCLOSURE REPORT REQUIREMENTS****