



LEE'S SUMMIT MISSOURI

Community Development Block Grant Program

Program Year 2024-25

Agency Name Truman Heritage Habitat for Humanity

Name of the Program/Project Lee's Summit Home Repair Program

You are not required to fill out the rest of the checklist if you have checked all of the above, otherwise proceed to fill out the rest of the checklist.

MEETING THE LEE'S SUMMIT CDBG 2020-2024 CONSOLIDATED PLAN GOALS CHECKLIST

Table with 3 columns: Need Category, Check All That Apply, and Goals and Priority Needs. Rows include Planning and CDBG Administration, Public Services, Housing and Homelessness, and Public Infrastructure.

This checklist must be submitted with your application. If you have any questions, please contact Development Services Department.



We strive for a better world where everyone has a decent place to live.

Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities and hope.

City of Lee's Summit, Missouri
Development Services Department
Truman Heritage Habitat for Humanity
220 SE Green Street
Lee's Summit, MO 64063
(816) 969-1243

February 1, 2024

Subject: 24-25 CDBG Application

Thank you for the opportunity to submit an application for funding through the Community Development Block Grant. Truman Heritage Habitat for Humanity is requesting up to \$300,000 in funding to complete home rehabilitation services for 15-20 qualifying Lee's Summit households.

The average project cost will range between \$10,000 and \$15,000 in construction expenses. This home repair service will be provided for qualifying households in Jackson County, MO within the city limits of Lee's Summit, MO. 100% of applicants for this program will be at or below 80% area median income (AMI). To support this program, we are asking for at least 25% of the total award to be designated to eligible administration and program costs. This will go towards staff time and operational costs such as business insurance, marketing, permits, and fuel/vehicle maintenance.

Truman Heritage Habitat for Humanity was formed in 1989 and initially focused on new home construction for low-moderate income households in Eastern Jackson County. Over the last several years, that focus has shifted to providing home weatherization, repair and rehabilitation services to low-moderate income households with an AMI less than 80%. Funding for these services has largely come City of Independence HOME and CDBG programs, Mid-America Regional Council, City of Raytown, Federal Home Loan Bank, and area energy utilities.

We look forward to favorable consideration of the attached Lee's Summit CDBG application. Through our work in local communities, we have found a great need for the home rehabilitation services that CDBG funding supports. We hope to continue this vital partnership with the City of Lee's Summit and its citizens.

Please do not hesitate to contact me or Carla Simpson, Chief Operating Officer, should you have any questions or need more information.

A handwritten signature in black ink that reads "Marikate Sears". The signature is fluid and cursive.

Marikate Sears
Home Preservation Program Manager
(816) 264-6965
msears@trumanhabitat.org





LEE'S SUMMIT
MISSOURI

**COMMUNITY DEVELOPMENT BLOCK GRANT
CONSTRUCTION APPLICATION
PROGRAM YEAR 2024-25**

All applications must be submitted by 5:00 p.m. Friday, February 2, 2024. Applications can be submitted electronically to cdbg@cityofls.net

SECTION I --- Summary

Please print clearly and make sure all blanks are completed unless instructed otherwise.

Applicant Agency Name:		Truman Heritage Habitat for Humanity		Program/Project Title:	Lee's Summit Home Repair Program
Not-for-profit organization (with active 501(c) status)?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Location of Project: (Check one)	<input type="checkbox"/> On Site <input type="checkbox"/> Off Site <input checked="" type="checkbox"/> Out of Lee's Summit
Faith-based organization?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Status: (Check one)	<input checked="" type="checkbox"/> On-going CDBG-funded activity <input type="checkbox"/> On-going non-CDBG-funded activity <input type="checkbox"/> New multi-year activity <input type="checkbox"/> New one-time activity
Agency's Street Address: (PO Box Not Acceptable without City's Consent)		505 N Dodgion		Total Estimated Project Cost: (Do not fill this blank until you finish the entire form)	\$ 300,000
City/State/Zip:		Independence, MO 64050		Cost Estimate Is Based on: (You may attach the estimate details)	Recent Construction Costs
Agency's DUNS #:		K46EXNBL29M8		Cost Estimate Includes: (Majority of construction and reconstruction projects require these for procurement)	<input type="checkbox"/> Property Survey <input type="checkbox"/> Engineering Design <input checked="" type="checkbox"/> Bid Advertising (in 2 papers at minimum, one of which must be a minority paper)
Total Organization Annual Budget in FY 2024-25:		\$ 5,044,122		Cost Estimate Also Includes: (May be required for procurement)	<input type="checkbox"/> Prevailing Wages for Construction Workers (Davis-Bacon)
Executive Director:		Christina Leakey		# of Clients to be Served: (Only clients enrolled for service)	15-20
Telephone		816-461-6551		Client Eligibility by CDBG Definition: (Check one)	<input checked="" type="checkbox"/> 100% L/M Income <input type="checkbox"/> Presumed Benefit (Exclusively seniors, homeless, persons with disabilities, battered spouses, abused children, illiterate, persons living with HIV, or migrant farm workers) <input type="checkbox"/> Area Benefit (must be either HUD designated L/M income Census geographic area or well-defined service boundaries where at least 51% of all residents are of L/M income. For the latter, an income survey is required.) <input type="checkbox"/> None of the Above
Email Address:		cleakey@trumanhabitat.org		Amount of CDBG Funding Request for 2024-25: (Please round to the nearest dollar)	\$ 300,000
Governed by Board of Directors?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Specifically what will CDBG Funds Pay For? (Be as specific as possible and avoid using general terms.)	CDBG funds will be used to pay for labor, materials and other costs associated with providing home repair services and meeting CDBG requirements.
Total Annual Federal Grants in FY2023-24:		\$ 657,500		If Expected, are the Other Funds Secured?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Total Federal \$\$\$ to be Expended during Agency's FY2024-25:		(To comply with Federal 2 CFR 200 Audit requirement, the City will require your agency to submit the 2 CFR 200 Compliance Monitoring Form and the most recent Audit Report, if required, at the time of Grant Agreement) \$ 725,000			
Prior Experience with Similar Projects Funded with Federal Grant?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/> (If No, skip the next question)		
Name the Most Recent Such Project and Year:		Independence Home Repair 2022-2023			
Project Manager:		Paul Raddant, Construction Director			
Telephone		816-461-6551			
Email Address:		praddant@trumanhabitat.org			
Project Key Contact:		Marikate Sears			
Telephone		816-264-6965			
Email Address:		msears@trumanhabitat.org			
Project Type: (Check one)	<input type="checkbox"/> Acquisition of Real Property for Public Use <input type="checkbox"/> Demolition for a Public Purpose <input type="checkbox"/> Not-for-profit Facility Reconstruction <input type="checkbox"/> Not-for-profit Facility New Construction <input type="checkbox"/> Public Facility/Infrastructure Improvement <input checked="" type="checkbox"/> Housing Rehabilitation/Repairs <input type="checkbox"/> Conversion of Non-housing Structure to Housing for L/M Income Residents			Brief Description of the Project and the Impact the Requested CDBG Grant will have: (150 words or less)	The project will provide exterior repairs, critical home repair, and weatherization services on a first come first served basis for Lee's Summit homeowners qualifying at or below 80% of the area median income.

Development Services

SECTION II --- Project Description and Eligibility Information

Please print clearly and make sure all blanks are *completed* unless instructed otherwise.

<p>Does the Project Satisfy Any of These National Objective Related Qualifiers?</p>	<input checked="" type="checkbox"/> Benefiting low-to-moderate income persons <input type="checkbox"/> Benefiting all persons in a qualified Census Tract <i>(Contact the City for determination)</i> <input type="checkbox"/> Benefiting an area in which at least 51% of the population is L/M income <i>(A clear delineation of the service area is required and the percentage must be based on a reasonable assumption or an actual survey)</i> <input type="checkbox"/> Benefiting a Limited Clientele group <i>(which includes exclusively the homeless, seniors 62 and over, battered spouses, abused children, severely disabled adults, illiterate adults, persons living with HIV, or migrant farm workers)</i> <input type="checkbox"/> None of the above (Program is most likely not eligible)	<p>If Filing Multiple CDBG Requests, Assign a Priority: <i>(Must be different from requests.)</i></p> <input type="checkbox"/> 1 (Highest) <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 (Lowest)	<p>Project Objectives: <i>(Check closest one)</i></p> <input type="checkbox"/> Providing improved and suitable living environment <i>(such as eliminating physical barriers for the disabled)</i> <input checked="" type="checkbox"/> Providing decent housing <i>(such as eliminating serious safety hazards from affordable housing)</i> <input type="checkbox"/> Creating economic opportunities <i>(such as creating new jobs for the disadvantaged population)</i>
<p>Detailed Description of the Project for Which Funds are Requested:</p> <p><i>(Focus on the physical nature of the project, such as degree of physical deterioration the existing facility and specific improvements needed to correct the problem.)</i></p>	<p>The project is based on the Habitat for Humanity International (HFHI) Home Preservation Program model which provides needed repairs for low to moderate income households. Truman Habitat is an affiliate of HFHI. Truman Habitat's FY 24/25 project will be a continuation of last year's Lee's Summit CDBG funded program and will provide 12-15 low-moderate income owner-occupied households with home repairs that will improve the safety, affordability and sustainability of the Lee's Summit homeowner and family. Offered services will include roof repairs and replacements, hazardous tree removals, HVAC, insulation, exterior trim/siding, paint, brush clean-up, collapsed sewers and other critical home repairs deemed acceptable by City and meeting the consolidated plan. In some instances, volunteers may be used to assist with</p>	<p>Project Outcomes: <i>(Check closest one)</i></p> <input type="checkbox"/> Availability/Accessibility <i>(Making needed facility available/accessible to qualified clients)</i> <input checked="" type="checkbox"/> Affordability <i>(Making the facility affordable to qualified clients)</i> <input type="checkbox"/> Sustainability <i>(Making the community or neighborhood more viable)</i>	<p>If Applicable, What Year was the Same Improvement done Last Time to the Same Facility?</p> <p>Year <u>N/A</u></p>
<p>Detailed Justification of the Need:</p> <p><i>(Explain why the issue has not been addressed and what has prevented it from being addressed. Explain also why CDBG will be the only solution to the issue.)</i></p>	<p>Truman Habitat will continue to deliver a service already identified, and previously provided, by the City in response to a priority need for owner-occupied home repair for existing Low to Moderate Income homeowners. Habitat offers the city the benefit of our expertise and the value of the Habitat for Humanity Home Preservation program model using the same CDBG funding source as last year. Utilizing Truman Habitat for Humanity as a grant sub recipient provides greater home repair program impact at affordable home repair costs by utilizing Habitat gift-in-kind products and supplies; volunteer labor support; construction management expertise and donations restricted to the Home Preservation Program to be combined with CDBG funds.</p>	<p>If Continuing Project, Describe Briefly How it has been Financially Supported in Recent Years?</p> <p>In 2022, the City of Lee's Summit awarded \$125,500 in CDBG funding to Truman Habitat to perform 12-15 home repair projects for eligible households. Truman Habitat is in the final phase of completing this project and expects to expand all awarded CDBG funds and meet home repair goals. In 2023, the City of Lee's Summit awarded \$145,225 in CDBG funding to Truman Habitat to perform 12-15 home repair projects</p>	<p>If This Project is not Funded, What Impact will it have on the Number of Clients Served?</p> <input type="checkbox"/> Will Not Change <input type="checkbox"/> Will Decrease Slightly <input type="checkbox"/> Will Decrease Significantly <input type="checkbox"/> No Clients Will be Served <input checked="" type="checkbox"/> No Additional Clients Will be Served
<p>This Project is Directly Related to the Applicant's Service of Providing:</p>	<input checked="" type="checkbox"/> Affordable Housing and Transitional Housing <input type="checkbox"/> Public Housing/Housing Choice Voucher Program <input type="checkbox"/> Temporary Shelter <input type="checkbox"/> Childcare <input type="checkbox"/> Youth Services <input type="checkbox"/> General Public Services <input type="checkbox"/> Services for Seniors and the Disabled <input type="checkbox"/> General/Mental Health Services <input type="checkbox"/> Education Services <input type="checkbox"/> Job Training/Readiness Services <input type="checkbox"/> Drug/Alcohol Abuse Counseling/Treatment <input type="checkbox"/> Other _____	<p>If this Project is Not Funded in this Program Cycle, Your Agency or Service: <i>(Check all that apply.)</i></p> <input checked="" type="checkbox"/> Will Not be Hurt as a Result <input type="checkbox"/> Will Face Legal Liabilities <input type="checkbox"/> Will Face Termination of a Critical Program <input type="checkbox"/> Will Face Growing Complaints from Clients <input type="checkbox"/> Will Face Code Violation Citations and Penalties <input type="checkbox"/> Other _____	<p>Factors Potentially Affecting the Implementation of this Project: <i>(Check all that apply.)</i></p> <input type="checkbox"/> Likely Personnel Change at the Agency <input type="checkbox"/> No Procurement Professional on Staff Familiar with Federal Procurement Rules <input type="checkbox"/> Relocation of Current Service from the Existing Facility to Allow Construction <input type="checkbox"/> Availability and Timing of Other Funds for this Project <input type="checkbox"/> Approval from Other Authorities <input type="checkbox"/> Design/Redesign of the Facility <input type="checkbox"/> Lack of Records Detailing the Physical Nature of the Existing Facility <input checked="" type="checkbox"/> Weather-sensitive <input type="checkbox"/> Other Possible External Factors
		<p>If Procurement is Required for the Project, You Expect?</p> <input checked="" type="checkbox"/> Procurement to be Done In-house <input type="checkbox"/> To Request for City Service on Our Behalf <input type="checkbox"/> Decision to be Made at a Later Date <input type="checkbox"/> Withdraw This Funding Request	



Detailed Description of the Project for Which Funds are Requested (Continued from Page #2):

The project is based on the Habitat for Humanity International (HFHI) Home Preservation Program model which provides needed repairs for low to moderate income households. Truman Habitat is an affiliate of HFHI. Truman Habitat's FY 24/25 project will be a continuation of last year's Lee's Summit CDBG funded program and will provide 12-15 low-moderate income owner-occupied households with home repairs that will improve the safety, affordability and sustainability of the Lee's Summit homeowner and family.

Offered services will include roof repairs and replacements, hazardous tree removals, HVAC, insulation, exterior trim/siding, paint, brush clean-up, collapsed sewers and other critical home repairs deemed acceptable by City and meeting the consolidated plan. In some instances, volunteers may be used to assist with the repairs, however generally speaking, these projects will need to be performed by licensed specialists due to the urgency and risk involved. Based on recent history, it is anticipated that project costs for roofs will range between \$7,000 - \$15,000, and that hazardous tree removal projects will range between \$1,500 - \$8,000. Other project costs will vary from project to project depending on the scope of work needed. The actual number of households to be served is dependent on actual project costs associated with approved applications. Truman Habitat will continue to work with Lee's Summit City CDBG staff to assure that the household, specific address, and proposed home repairs qualify for CDBG funded services and specific proposed home repairs address the specific problems and address weatherization needs for each site.

If Continuing Project, Describe Briefly how it has been Financially Supported in Recent Years? (Continued from Page #2):

In 2022, the City of Lee's Summit awarded \$125,500 in CDBG funding to Truman Habitat to perform 12-15 home repair projects for eligible households. Truman Habitat is in the final phase of completing this project and expects to expand all awarded CDBG funds and meet home repair goals. In 2023, the City of Lee's Summit awarded \$145,225 in CDBG funding to Truman Habitat to perform 12-15 home repair projects for eligible households. Truman Habitat will begin this project in March 2024.

SECTION III --- Project Budget

Please print clearly and make sure all blanks are completed unless instructed otherwise.

The City's CDBG funds are extremely limited as compared to needs and should always be considered as a SECONDARY resource to help fill a program/project's budgetary gap. Applying agencies must demonstrate that all efforts have been made to leverage other resources for the program before CDBG funding is considered.

Please use the following table to provide itemized listing of known and expected costs and their associated funding sources. Please round all amounts to the nearest hundred. Per HUD regulations and OMB Circulars, majority of construction projects must be procured, which requires open competition and prevailing wage. Procurement normally incurs additional costs for required project design or specification information and advertising. So please take those costs into consideration when filling out the following charts.

FY 2024-25 Project Budget

Service/Cost Type	Agency Priority (1=highest)	Total Project Cost	Agency's Own Funds	Known Cash and In-Kind Donations	Other Federal Funds		State & Local Grants		All Other Funds	Desired CDBG Amount
					Amount	Applied / Granted?	Amount	Applied / Granted?		
ACQUISITION										
Land		\$	\$	\$	\$		\$		\$	\$
Real Property with Existing Building		\$	\$	\$	\$		\$		\$	\$
PROFESSIONAL SERVICES (As required for procurement)										
Property Survey		\$	\$	\$	\$		\$		\$	\$
Engineering Design/Redesign		\$	\$	\$	\$		\$		\$	\$
Scope of Service & Specifications		\$	\$	\$	\$ 58,125	Granted	\$ 31,250	Granted	\$ 42,750	\$ 75,000
CONSTRUCTION/REHAB										
Demolition/Removal		\$	\$	\$	\$		\$		\$	\$
Site Preparation		\$	\$	\$	\$		\$		\$	\$
Construction		\$	\$	\$	\$		\$		\$ 280,000	\$
Rehabilitation		\$	\$	\$	\$ 274,000	Granted	\$ 168,750	Granted	\$ 382,750	\$ 225,000
Lead-based Paint Abatement		\$	\$	\$	\$		\$		\$	\$
LABOR										
Contract Labor		\$	\$	\$	\$		\$		\$	\$
MATERIALS/SUPPLIES										
Materials and Supplies (Not furnishing, fixtures or equipment)		\$	\$	\$	\$		\$		\$	\$
Manufactured Installation Systems		\$	\$	\$	\$		\$		\$	\$
Eligible Appliances Permanently Affixed to Structure		\$	\$	\$	\$		\$		\$	\$
FEES/OTHER OVERHEAD										
Permit Fee(s)		\$	\$	\$	\$		\$		\$	\$
Other Fees		\$	\$	\$	\$		\$		\$	\$
Required Advertising (If required, ads must be published in at least 2 papers)		\$	\$	\$	\$		\$		\$	\$
TOTALS		\$	\$	\$	\$ 332,750		\$ 200,000		\$ 425,000	\$ 300,000
Notes		Additional Board Members Laune Dean Wiley								

All construction projects of \$2,000 and above are subject to Davis-Bacon Prevailing Wage Rates.



Description of the Methods and Sources of the Cost Estimates Listed Above

Item	Description of Methods and Sources	Notes
Scope of Services	Figures reflect salary, benefits, and taxes for program staff	
Rehabilitation	Figures reflect dollars to sub-contractors, building materials, and contract labor	
Construction	Figures reflect salary, benefits, and taxes of staff members, building materials	

Projections of Project Costs and Funding Needs

Fiscal Year	Total Project Costs	Projected Funding by Funding Sources						Number of Clients to be Benefitted
		Agency Funds	Donations	CDBG	Other Federal Funds	State & Local Grants	All Other Funds	
2024-25	\$	\$	\$	\$	\$	\$	\$	
2025-26	\$	\$	\$	\$	\$	\$	\$	

**Do not provide projections for other projects here. For other programs/projects, please use the Supplemental Projections Sheet. These projections are for information only and will not be used as formal funding requests and will not affect funding decisions.*



SECTION IV --- Agency Capacity Assessment and Project Management System

Please print clearly and make sure all blanks are completed unless instructed otherwise.

Appropriate level of capacity of an agency is key to the success of carrying out a program funded with Federal grants. This includes the agency's management structure, administrative system and establishment, financial resources, financial and accounting systems and prior experience with as well as performance in running Federal grant programs. History has proven that a lack of appropriate capacity to comply with all the Federal regulations and requirements governing the CDBG program can jeopardize the program. Please use this page to assess your agency's capacity and explain how the program/project you are requesting CDBG funding for will be carried out. To assist your assessment, you are required to read HUD's Playing By the Rules manual (viewable and downloadable at <https://www.hudexchange.info/resource/687/playing-by-the-rules-a-handbook-for-cdbg-subrecipients-on-administrative-systems/>) The City reserves the option to conduct its own assessment of your agency's capacity before making a recommendation for funding.

List all Members of Your Current Board of Directors:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Name</th> <th style="width: 50%;">Telephone</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Dan O'Neill</td> <td style="text-align: center;">816-786-0317</td> </tr> <tr> <td style="text-align: center;">Brandyce Parks</td> <td style="text-align: center;">816-807-4086</td> </tr> <tr> <td style="text-align: center;">Paul Menne</td> <td style="text-align: center;">816-529-4428</td> </tr> <tr> <td style="text-align: center;">Mahoganie Taylor</td> <td style="text-align: center;">816-210-6787</td> </tr> <tr> <td style="text-align: center;">Shaylyn Dean</td> <td style="text-align: center;">816-645-1957</td> </tr> <tr> <td style="text-align: center;">Angie Judy</td> <td style="text-align: center;">816-588-7412</td> </tr> </tbody> </table>	Name	Telephone	Dan O'Neill	816-786-0317	Brandyce Parks	816-807-4086	Paul Menne	816-529-4428	Mahoganie Taylor	816-210-6787	Shaylyn Dean	816-645-1957	Angie Judy	816-588-7412	Displacement of Persons? <i>(It is the City's policy that no persons should be displaced due to a CDBG-funded activity.)</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Sure
Name	Telephone																
Dan O'Neill	816-786-0317																
Brandyce Parks	816-807-4086																
Paul Menne	816-529-4428																
Mahoganie Taylor	816-210-6787																
Shaylyn Dean	816-645-1957																
Angie Judy	816-588-7412																
Does Your Agency / Division in Charge of the Project CDBG Funding is Requested for have: <i>(Check all that apply)</i>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Non-home-based office space <input checked="" type="checkbox"/> 24-hour designated business phone line or answering service <input type="checkbox"/> Designated project manager <input type="checkbox"/> Full-time secretarial/clerical person <input checked="" type="checkbox"/> Certified financial/accounting person on staff <input checked="" type="checkbox"/> Certified procurement/purchasing person <input checked="" type="checkbox"/> Computerized system for financial management and accounting (such as QuickBooks, Peachtree, Microsoft Excel) <input checked="" type="checkbox"/> Computerized client information system <input checked="" type="checkbox"/> Secured client records filing system (for client confidentiality) <input checked="" type="checkbox"/> Designated independent financial audit service <input checked="" type="checkbox"/> Annual financial audit or financial reporting <input checked="" type="checkbox"/> Written policies and procedures for hiring, personnel and financial management, addressing employee or client complaints, etc. <input checked="" type="checkbox"/> Longer than 2 years experience in recent years carrying out a similar project within this agency funded with Federal grant from another government entity other than the City of Lee's Summit 	Describe your Agency's Intake and Client Eligibility Verification and Determination Procedure for Clients this Project Serves: <i>(It is required that you attach to this application a copy of your program in-take form.)</i>	Truman Habitat strictly follows the HUD approved Part 5 method of income verification. Upon receipt of application, Habitat staff will complete a checklist of approval of the intake form (attached). Household income, homeownership, site location, and other qualifying factors will be properly documented based on verification of a completed program application and supporting documents.														
To the Best of Your Knowledge, Select One that Best Describes Your Current Systems and Your Plan to Address Compliance Issues:	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Meet HUD's requirements (will be verified by the City) <input type="checkbox"/> Not sure and would need City's assessment to make that determination <input type="checkbox"/> Do not meet HUD's requirements now, but will make all necessary changes or add capacity for compliance <input type="checkbox"/> Do not and will not be able to meet HUD's requirements due to _____ <input type="checkbox"/> Have reviewed HUD's requirements, but do not understand them and need further explanation 	Should CDBG Funds Granted be Less than Requested, Choose One as Your Preference:	<input type="checkbox"/> Make up the difference with other funds available to the agency <input type="checkbox"/> Phase the project out and do only a portion this year <i>(future funding not guaranteed)</i> <input checked="" type="checkbox"/> Withdraw application and cancel the project <input type="checkbox"/> Withdraw application but proceed with the project <input type="checkbox"/> Not sure what we can do with that amount														
<i>When a property, facility or product is acquired, built or improved upon with CDBG financing, it will be considered a public property/facility. Any income generated as a result of collection of user fees or sale of property within a time period as determined by the City must be reported and returned to the City as CDBG program income.</i>		Minimum Amount of CDBG Funds Needed to Make This Project Work:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">(4.8.1) Amount</th> <th style="width: 50%;">(4.8.2) Why</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">\$ 180,000</td> <td>Required to complete at least 15 home repair projects between \$10,00 and \$15,000 in Lee's </td> </tr> </tbody> </table>	(4.8.1) Amount	(4.8.2) Why	\$ 180,000	Required to complete at least 15 home repair projects between \$10,00 and \$15,000 in Lee's										
(4.8.1) Amount	(4.8.2) Why																
\$ 180,000	Required to complete at least 15 home repair projects between \$10,00 and \$15,000 in Lee's																
If CDBG-funded, the Property, Facility or Product will be: <i>(Check all that apply)</i>		Project Schedule – Your Agency Plans to Start Project Construction:	<input type="checkbox"/> Before end of 2024 <input checked="" type="checkbox"/> Within first half of 2025 <input type="checkbox"/> Within second half of 2025 <input type="checkbox"/> Totally depending on when other funding becomes available <input type="checkbox"/> Not sure for other reasons														
<ul style="list-style-type: none"> <input type="checkbox"/> Used without user fees <input type="checkbox"/> Leased/subleased to other agencies resulting in a lease income <input type="checkbox"/> Will be sold when no longer needed <input type="checkbox"/> Will be donated for a public purpose 		Notes:	Additional Board Members: Laurie Dean Wiley Celeste J Maddocks Jenn Griffith Gwen Goins Mark McDonald Kenneth Soule														

Construction projects almost exclusively require detailed specifications of the product/project and/or engineering design of the work to be done at procurement stage. Though applicants are not required to bear unnecessary cost burdens for a complete professional service done before grant funds are secured, they are encouraged to gather as much accurate information as possible about the product/project to be included with the application in order to help the City with its evaluation of the request.



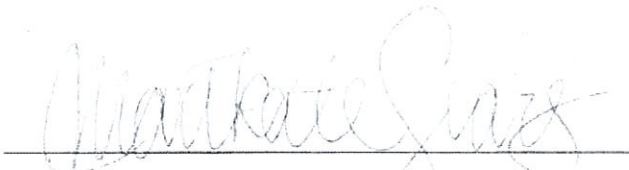

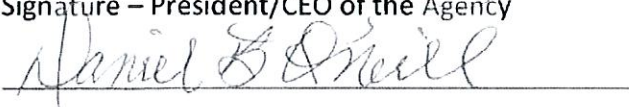
SECTION V --- Certifications

Please print clearly and make sure all blanks are completed unless instructed otherwise.

I certify that, to the best of my knowledge, all the information provided in this application, including all the additional information attached, is true and complete. I further certify that my agency has fully and accurately analyzed the needs and has exhausted all its resources in its effort to identify and secure other funding for this program. I understand that the City's CDBG funding is limited and should be directed to high priority programs and projects and this application should not be considered as a guarantee that CDBG funding will be granted for this program. I further understand that CDBG funded activities must be carried out within the existing City Limits of the City of Lee's Summit, Missouri.

Truman Heritage Habitat for Humanity, Inc. (Name of Agency Requesting CDBG Funding) certifies that it will provide the services as described herein, if CDBG funding is granted, and agree to adhere to all relevant Federal, State and local regulations and other requirements as established by the City of Lee's Summit.

I certify that my agency has reviewed HUD's Playing By the Rules manual (viewable and downloadable at <https://www.hudexchange.info/resource/687/playing-by-the-rules-a-handbook-for-cdbg-subrecipients-on-administrative-systems/>) and fully understands its responsibility for significant records tracking and reporting requirements and for all necessary adjustments to the agency's management and operation procedures so that they are in compliance.

 _____ Signature – Person Completing the Application	<u>Home Preservation Program</u> <u>Manager</u> _____ Title	<u>2/1/24</u> _____ Date
 _____ Signature – President/CEO of the Agency	<u>CEO</u> _____ Title	<u>1-30-24</u> _____ Date
 _____ Signature – Board of Directors Chair	<u>COB</u> _____ Title	<u>2/1/24</u> _____ Date





LEE'S SUMMIT MISSOURI

Community Development Block Grant Program

Program Year 2024-25

Agency Name Lee's Summit Housing Authority

Name of the Program/Project Duncan Estates Exterior Renovation Phase 5

You are not required to fill out the rest of the checklist if you have checked all of the above, otherwise proceed to fill out the rest of the checklist.

MEETING THE LEE'S SUMMIT CDBG 2020-2024 CONSOLIDATED PLAN GOALS CHECKLIST

Table with 3 columns: Need Category, Check All That Apply, and Goals and Priority Needs. Rows include Planning and CDBG Administration, Public Services, Housing and Homelessness, and Public Infrastructure.

This checklist must be submitted with your application. If you have any questions, please contact Development Services Department.



LEE'S SUMMIT
MISSOURI

**COMMUNITY DEVELOPMENT BLOCK GRANT
CONSTRUCTION APPLICATION
PROGRAM YEAR 2024-25**

All applications must be submitted by 5:00 p.m. Friday, February 2, 2024. Applications can be submitted electronically to cdbg@cityofls.net

SECTION I --- Summary

Please print clearly and make sure all blanks are completed unless instructed otherwise.

Applicant Agency Name:	Lee's Summit Housing Authority	Program/Project Title:	Duncan Estates Exterior Renovation Phase 5
Not-for-profit organization (with active 501(c) status)?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Location of Project: (Check one)	<input checked="" type="checkbox"/> On Site <input type="checkbox"/> Off Site <input type="checkbox"/> Out of Lee's Summit
Faith-based organization?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Status: (Check one)	<input checked="" type="checkbox"/> On-going CDBG-funded activity <input type="checkbox"/> On-going non-CDBG-funded activity <input type="checkbox"/> New multi-year activity <input type="checkbox"/> New one-time activity
Agency's Street Address: (PO Box Not Acceptable without City's Consent)	111 SE Grand Avenue	Total Estimated Project Cost: (Do not fill this blank until you finish the entire form)	\$ 300,000
City/State/Zip:	Lee's Summit, MO 64063	Cost Estimate Is Based on: (You may attach the estimate details)	Architect's Estimate & Scope of Work
Agency's DUNS #:	781244835	Cost Estimate Includes: (Majority of construction and reconstruction projects require these for procurement)	<input type="checkbox"/> Property Survey <input checked="" type="checkbox"/> Engineering Design <input type="checkbox"/> Bid Advertising (in 2 papers at minimum, one of which must be a minority paper)
Total Organization Annual Budget in FY 2024-25:	\$ 5,716,843.00	Cost Estimate Also Includes: (May be required for procurement)	<input checked="" type="checkbox"/> Prevailing Wages for Construction Workers (Davis-Bacon)
Executive Director:	Lisa Dickerson	# of Clients to be Served: (Only clients enrolled for service)	5 Huildings= 10 Households
Telephone:	(816) 524-1100 ext. 120	Client Eligibility by CDBG Definition: (Check one)	<input checked="" type="checkbox"/> 100% L/M Income <input type="checkbox"/> Presumed Benefit (Exclusively seniors, homeless, persons with disabilities, battered spouses, abused children, illiterate, persons living with HIV, or migrant farm workers) <input type="checkbox"/> Area Benefit (must be either HUD designated L/M income Census geographic area or well-defined service boundaries where at least 51% of all residents are of L/M income. For the latter, an income survey is required.) <input type="checkbox"/> None of the Above
Email Address:	lisa@hacls.org	Amount of CDBG Funding Request for 2024-25: (Please round to the nearest dollar)	\$ 250,000
Governed by Board of Directors?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Specifically what will CDBG Funds Pay For? (Be as specific as possible and avoid using general terms.)	Hardi-board exterior siding, windows, doors, front porches, exterior paint & caulking, gutters & downspouts
Total Annual Federal Grants in FY2023-24:	\$ 5,716,843.00	If Expected, are the Other Funds Secured?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Total Federal \$\$\$ to be Expended during Agency's FY2024-25:	(To comply with Federal 2 CFR 200 Audit requirement, the City will require your agency to submit the 2 CFR 200 Compliance Monitoring Form and the most recent Audit Report, if required, at the time of Grant Agreement) \$ 5,716,843.00	Brief Description of the Project and the Impact the Requested CDBG Grant will have: (150 words or less)	
Prior Experience with Similar Projects Funded with Federal Grant?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> (If No, skip the next question)	The improvements are part of the LSHA 5-Year Plan 10/01/2022- 9/30/2026 for long-term viability and preservation. CDBG funds are needed to carry out capital improvements; to maintain the housing stock and to provide safe, decent and affordable housing.	
Name the Most Recent Such Project and Year:	Duncan Estates Phases 3 2023-2024		
Project Manager:	Lisa Dickerson		
Telephone:	(816) 524-1100 ext 130		
Email Address:	Lisa@hacls.org		
Project Key Contact:	Lisa Dickerson		
Telephone:	(816) 524-1100 ext.130		
Email Address:	Lisa@hacls.org		
Project Type: (Check one)	<input type="checkbox"/> Acquisition of Real Property for Public Use <input type="checkbox"/> Demolition for a Public Purpose <input type="checkbox"/> Not-for-profit Facility Reconstruction <input type="checkbox"/> Not-for-profit Facility New Construction <input type="checkbox"/> Public Facility/Infrastructure Improvement <input checked="" type="checkbox"/> Housing Rehabilitation/Repairs <input type="checkbox"/> Conversion of Non-housing Structure to Housing for L/M Income Residents		

Development Services

220 SE Green Street | Lee's Summit, MO 64063 | P: 816.969.1200 | F: 816.969.1221 | cityofls.net

SECTION II --- Project Description and Eligibility Information

Please print clearly and make sure all blanks are *completed* unless instructed otherwise.

<p>Does the Project Satisfy Any of These National Objective Related Qualifiers?</p>	<input checked="" type="checkbox"/> Benefiting low-to-moderate income persons <input type="checkbox"/> Benefiting all persons in a qualified Census Tract <i>(Contact the City for determination)</i> <input type="checkbox"/> Benefiting an area in which at least 51% of the population is L/M income <i>(A clear delineation of the service area is required and the percentage must be based on a reasonable assumption or an actual survey)</i> <input type="checkbox"/> Benefiting a Limited Clientele group <i>(which includes exclusively the homeless, seniors 62 and over, battered spouses, abused children, severely disabled adults, illiterate adults, persons living with HIV, or migrant farm workers)</i> <input type="checkbox"/> None of the above (Program is most likely not eligible)	<p>If Filing Multiple CDBG Requests, Assign a Priority: <i>(Must be different from requests.)</i></p> <input checked="" type="checkbox"/> 1 (Highest) <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 (Lowest)	
<p>Detailed Description of the Project for Which Funds are Requested:</p> <p><i>(Focus on the physical nature of the project, such as degree of physical deterioration the existing facility and specific improvements needed to correct the problem.)</i></p>	<p>LSHA properties are aging and require capital improvements. CDBG funds allow these projects to be completed expeditiously and efficiently. LSHA properties are the only public housing options in the community. The current capital improvements projects will be the third phase focused on exteriors at Duncan Estates, including replacement of existing vinyl siding with long-lasting Hardy-board siding, painting and caulking replacement of so-fits, gutters, and downspouts, exterior doors, and the front porches.</p> <p>Conserve Natural Resources, Reduce Utility Costs, Long-Term viability, Improve Living conditions. NA-35 Public Housing - 91.205 (b) MA-25 Public and Assisted Housing- 91.210 (b) AP-60 Public Housing-91.220(h)</p>	<p>Project Objectives: <i>(Check closest one)</i></p> <input type="checkbox"/> Providing improved and suitable living environment <i>(such as eliminating physical barriers for the disabled)</i> <input checked="" type="checkbox"/> Providing decent housing <i>(such as eliminating serious safety hazards from affordable housing)</i> <input type="checkbox"/> Creating economic opportunities <i>(such as creating new jobs for the disadvantaged population)</i>	
<p>Detailed Justification of the Need:</p> <p><i>(Explain why the issue has not been addressed and what has prevented it from being addressed. Explain also why CDBG will be the only solution to the issue.)</i></p>	<p>MA-25 Public and Assisted Housing- 91.210(b) AP-60 Public Housing - 91.220(h) AP-55 Affordable Housing 91.220(9) Meeting LSHA 5-Year Plan Objectives and Consolidated Plan Objectives, as well as National CDBG Objectives - Benefiting LMI Elderly/Disabled Public Housing Residents - LMI Housing Rehabilitation of Permanent Housing. The Lee's Summit Housing Authority receives limited funding the U.S. Department of Housing and Urban Development each year for Capital improvements, Each year, LSHA undergoes a Uniform Physical Conditions Standards Inspection according to protocol established by the HUD Real Estate Assessment Center (REAC). Inspection results along with information from maintenance work-orders and tenant complaints is used as a basis for developing our 5-Year Plan for modernization +</p>	<p>Project Outcomes: <i>(Check closest one)</i></p> <input type="checkbox"/> Availability/Accessibility <i>(Making needed facility available/accessible to qualified clients)</i> <input checked="" type="checkbox"/> Affordability <i>(Making the facility affordable to qualified clients)</i> <input type="checkbox"/> Sustainability <i>(Making the community or neighborhood more viable)</i>	<p>If Applicable, What Year was the Same Improvement done Last Time to the Same Facility?</p> <p>Year <u>1996</u> <i>(original construction)</i></p>
<p>This Project is Directly Related to the Applicant's Service of Providing:</p>	<input type="checkbox"/> Affordable Housing and Transitional Housing <input checked="" type="checkbox"/> Public Housing/Housing Choice Voucher Program <input type="checkbox"/> Temporary Shelter <input type="checkbox"/> Childcare <input type="checkbox"/> Youth Services <input type="checkbox"/> General Public Services <input type="checkbox"/> Services for Seniors and the Disabled <input type="checkbox"/> General/Mental Health Services <input type="checkbox"/> Education Services <input type="checkbox"/> Job Training/Readiness Services <input type="checkbox"/> Drug/Alcohol Abuse Counseling/Treatment <input type="checkbox"/> Other _____	<p>If This Project is not Funded, What Impact will it have on the Number of Clients Served?</p> <input checked="" type="checkbox"/> Will Not Change <input type="checkbox"/> Will Decrease Slightly <input type="checkbox"/> Will Decrease Significantly <input type="checkbox"/> No Clients Will be Served <input type="checkbox"/> No Additional Clients Will be Served	<p>If Continuing Project, Describe Briefly How it has been Financially Supported in Recent Years?</p> <p>LSHA has utilized HUD CFP and City CDBG funds to carry out physical improvements to its properties. Physical improvements are identified in a 5-Year Plan, with the focus on preserving long term viability of existing low-income public housing stock.</p>
		<p>If this Project is Not Funded in this Program Cycle, Your Agency or Service: <i>(Check all that apply.)</i></p> <input type="checkbox"/> Will Not be Hurt as a Result <input type="checkbox"/> Will Face Legal Liabilities <input type="checkbox"/> Will Face Termination of a Critical Program <input type="checkbox"/> Will Face Growing Complaints from Clients <input type="checkbox"/> Will Face Code Violation Citations and Penalties <input checked="" type="checkbox"/> Other <u>Will negatively impact our HUD REAC inspections</u>	<p>If Procurement is Required for the Project, You Expect?</p> <input checked="" type="checkbox"/> Procurement to be Done In-house <input type="checkbox"/> To Request for City Service on Our Behalf <input type="checkbox"/> Decision to be Made at a Later Date <input type="checkbox"/> Withdraw This Funding Request
		<p>Factors Potentially Affecting the Implementation of this Project: <i>(Check all that apply.)</i></p> <input type="checkbox"/> Likely Personnel Change at the Agency <input type="checkbox"/> No Procurement Professional on Staff Familiar with Federal Procurement Rules <input type="checkbox"/> Relocation of Current Service from the Existing Facility to Allow Construction <input type="checkbox"/> Availability and Timing of Other Funds for this Project <input type="checkbox"/> Approval from Other Authorities <input type="checkbox"/> Design/Redesign of the Facility <input type="checkbox"/> Lack of Records Detailing the Physical Nature of the Existing Facility <input type="checkbox"/> Weather-sensitive <input type="checkbox"/> Other Possible External Factors	



Detailed Justification of the Need (Continued from Page #2):

MA-25 Public and Assisted Housing- 91.210(b) AP-60 Public Housing - 91.220(h) AP-55 Affordable Housing 91.220(9)

Meeting LSHA 5-Year Plan Objectives and Consolidated Plan Objectives, as well as National CDBG Objectives - Benefiting LMI Elderly/Disabled Public Housing Residents - LMI Housing Rehabilitation of Permanent Housing.

The Lee's Summit Housing Authority receives limited funding the U.S. Department of Housing and Urban Development each year for Capital improvements. Each year, LSHA undergoes a Uniform Physical Conditions Standards Inspection according to protocol established by the HUD Real Estate Assessment Center (REAC). Inspection results along with information from maintenance work-orders and tenant complaints is used as a basis for developing our 5-Year Plan for modernization and capital improvements. All identified work items are evaluated using data on expected life-expectancies from the Uniform Residential Rehabilitation Guide.

Our projects list as identified in our 5-Year Plan are prioritized and included in an environmental review previously conducted in FY-2021, FY-2022 and FY-2023. The plan includes necessary rehabilitation of the exteriors of the properties, including replacement of all siding, windows, gutters, downspouts and soffit, and front porches at Caloocan Estates. We anticipate the project will be phased as the total project cost estimates are projected to be \$825,000 for all three phases combined. To accomplish this project, LSHA will use Capital Fund Program (CFP) in conjunction with CDBG grant funds over a three-year period. The CFP grant program is the only source of funds HUD provides to Public Housing Authorities to address major capital needs each year CDBG funds are necessary to augment limited HUD funding to allow LSHA to maintain its low-income properties in a manner consistent with community values and commensurate with providing safe, decent and affordable housing for the primarily senior and disabled families we serve. The use of CDBG funds on these projects is consistent with the objectives identified in the City of Lee's Summit

SECTION III --- Project Budget

Please print clearly and make sure all blanks are completed unless instructed otherwise.

The City's CDBG funds are extremely limited as compared to needs and should always be considered as a SECONDARY resource to help fill a program/project's budgetary gap. Applying agencies must demonstrate that all efforts have been made to leverage other resources for the program before CDBG funding is considered.

Please use the following table to provide itemized listing of known and expected costs and their associated funding sources. Please round all amounts to the nearest hundred. Per HUD regulations and OMB Circulars, majority of construction projects must be procured, which requires open competition and prevailing wage. Procurement normally incurs additional costs for required project design or specification information and advertising. So please take those costs into consideration when filling out the following charts.


FY 2024-25 Project Budget

Service/Cost Type	Agency Priority (1=highest)	Total Project Cost	Agency's Own Funds	Known Cash and In-Kind Donations	Other Federal Funds		State & Local Grants		All Other Funds	Desired CDBG Amount
					Amount	Applied / Granted?	Amount	Applied / Granted?		
ACQUISITION										
Land		\$	\$	\$	\$		\$		\$	\$
Real Property with Existing Building		\$	\$	\$	\$		\$		\$	\$
PROFESSIONAL SERVICES (As required for procurement)										
Property Survey		\$	\$	\$	\$		\$		\$	\$
Engineering Design/Redesign		\$	\$	\$	\$		\$		\$	\$
Scope of Service & Specifications		\$	\$	\$	\$		\$		\$	\$
CONSTRUCTION/REHAB										
Demolition/Removal		\$	\$	\$	\$		\$		\$	\$
Site Preparation		\$	\$	\$	\$		\$		\$	\$
Construction		\$	\$	\$	\$		\$		\$	\$
Rehabilitation	1	\$ 300,000	\$	\$	\$ 50,000	Granted	\$		\$ 50,000	\$ 250,000
Lead-based Paint Abatement		\$	\$	\$	\$		\$		\$	\$
LABOR										
Contract Labor		\$	\$	\$	\$		\$		\$	\$
MATERIALS/SUPPLIES										
Materials and Supplies <i>(Not furnishing, fixtures or equipment)</i>		\$	\$	\$	\$		\$		\$	\$
Manufactured Installation Systems		\$	\$	\$	\$		\$		\$	\$
Eligible Appliances Permanently Affixed to Structure		\$	\$	\$	\$		\$		\$	\$
FEES/OTHER OVERHEAD										
Permit Fee(s)		\$	\$	\$	\$		\$		\$	\$
Other Fees		\$	\$	\$	\$		\$		\$	\$
Required Advertising <i>(If required, ads must be published in at least 2 papers)</i>		\$	\$	\$	\$		\$		\$	\$
TOTALS		\$ 300,000	\$	\$	\$		\$		\$ 50,000	\$ 250,000
<i>Notes</i>	The \$50,000 from the FY-2024 HUD Capital Funds already approved for LSHA.									

All construction projects of \$2,000 and above are subject to Davis-Bacon Prevailing Wage Rates.



Description of the Methods and Sources of the Cost Estimates Listed Above

Item	Description of Methods and Sources	Notes
Occupied Residential Rehab	Architect's Estimate and Scope of Work for Phase 5-HUD Residential Inspection Guide	Includes labor/materials, construction overhead, wage rates, AE costs & adv. 

Projections of Project Costs and Funding Needs

Fiscal Year	Total Project Costs	Projected Funding by Funding Sources						Number of Clients to be Benefitted
		Agency Funds	Donations	CDBG	Other Federal Funds	State & Local Grants	All Other Funds	
2024-25	\$ 300,000	\$	\$	\$ 250,000	\$ 50,000	\$	\$	10 LMI
2025-26	\$ 300,000	\$	\$	\$ 250,000	\$ 50,000	\$	\$	10LMI

**Do not provide projections for other projects here. For other programs/projects, please use the Supplemental Projections Sheet. These projections are for information only and will not be used as formal funding requests and will not affect funding decisions.*



SECTION IV --- Agency Capacity Assessment and Project Management System

Please print clearly and make sure all blanks are completed unless instructed otherwise.

Appropriate level of capacity of an agency is key to the success of carrying out a program funded with Federal grants. This includes the agency's management structure, administrative system and establishment, financial resources, financial and accounting systems and prior experience with as well as performance in running Federal grant programs. History has proven that a lack of appropriate capacity to comply with all the Federal regulations and requirements governing the CDBG program can jeopardize the program. Please use this page to assess your agency's capacity and explain how the program/project you are requesting CDBG funding for will be carried out. To assist your assessment, you are required to read HUD's Playing By the Rules manual (viewable and downloadable at <https://www.hudexchange.info/resource/687/playing-by-the-rules-a-handbook-for-cdbg-subrecipients-on-administrative-systems/>) The City reserves the option to conduct its own assessment of your agency's capacity before making a recommendation for funding.

List all Members of Your Current Board of Directors:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Telephone</th> </tr> </thead> <tbody> <tr> <td>Emmet Pierson, Jr</td> <td>816-517-8140</td> </tr> <tr> <td>Barbara Henson</td> <td>816-805-9199</td> </tr> <tr> <td>Dr. Syrtiller Kabat</td> <td>816-528-5998</td> </tr> <tr> <td>Kathy Kelsey</td> <td>816-721-7047</td> </tr> <tr> <td>Tameka Bryant</td> <td>816-922-0985</td> </tr> </tbody> </table>	Name	Telephone	Emmet Pierson, Jr	816-517-8140	Barbara Henson	816-805-9199	Dr. Syrtiller Kabat	816-528-5998	Kathy Kelsey	816-721-7047	Tameka Bryant	816-922-0985	Displacement of Persons? <i>(It is the City's policy that no persons should be displaced due to a CDBG-funded activity.)</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Sure
Name	Telephone														
Emmet Pierson, Jr	816-517-8140														
Barbara Henson	816-805-9199														
Dr. Syrtiller Kabat	816-528-5998														
Kathy Kelsey	816-721-7047														
Tameka Bryant	816-922-0985														
Does Your Agency / Division in Charge of the Project CDBG Funding is Requested for have: <i>(Check all that apply)</i>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Non-home-based office space <input checked="" type="checkbox"/> 24-hour designated business phone line or answering service <input checked="" type="checkbox"/> Designated project manager <input checked="" type="checkbox"/> Full-time secretarial/clerical person <input checked="" type="checkbox"/> Certified financial/accounting person on staff <input checked="" type="checkbox"/> Certified procurement/purchasing person <input checked="" type="checkbox"/> Computerized system for financial management and accounting (such as QuickBooks, Peachtree, Microsoft Excel) <input checked="" type="checkbox"/> Computerized client information system <input checked="" type="checkbox"/> Secured client records filing system (for client confidentiality) <input checked="" type="checkbox"/> Designated independent financial audit service <input checked="" type="checkbox"/> Annual financial audit or financial reporting <input checked="" type="checkbox"/> Written policies and procedures for hiring, personnel and financial management, addressing employee or client complaints, etc. <input checked="" type="checkbox"/> Longer than 2 years experience in recent years carrying out a similar project within this agency funded with Federal grant from another government entity other than the City of Lee's Summit 	Describe your Agency's In-take and Client Eligibility Verification and Determination Procedure for Clients this Project Serves: <i>(It is required that you attach to this application a copy of your program in-take form.)</i>	Meets all HUD & CDBG requirements												
To the Best of Your Knowledge, Select One that Best Describes Your Current Systems and Your Plan to Address Compliance Issues:	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Meet HUD's requirements (will be verified by the City) <input type="checkbox"/> Not sure and would need City's assessment to make that determination <input type="checkbox"/> Do not meet HUD's requirements now, but will make all necessary changes or add capacity for compliance <input type="checkbox"/> Do not and will not be able to meet HUD's requirements due to _____ <input type="checkbox"/> Have reviewed HUD's requirements, but do not understand them and need further explanation 	Should CDBG Funds Granted be Less than Requested, Choose One as Your Preference:	<input type="checkbox"/> Make up the difference with other funds available to the agency <input checked="" type="checkbox"/> Phase the project out and do only a portion this year <i>(future funding not guaranteed)</i> <input type="checkbox"/> Withdraw application and cancel the project <input type="checkbox"/> Withdraw application but proceed with the project <input type="checkbox"/> Not sure what we can do with that amount												
<i>When a property, facility or product is acquired, built or improved upon with CDBG financing, it will be considered a public property/facility. Any income generated as a result of collection of user fees or sale of property within a time period as determined by the City must be reported and returned to the City as CDBG program income.</i>		Minimum Amount of CDBG Funds Needed to Make This Project Work:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">(4.8.1) Amount</th> <th style="width: 50%;">(4.8.2) Why</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">\$ 180,000</td> <td style="text-align: center;">This would allow completion of three buildings /6 units</td> </tr> </tbody> </table>	(4.8.1) Amount	(4.8.2) Why	\$ 180,000	This would allow completion of three buildings /6 units								
(4.8.1) Amount	(4.8.2) Why														
\$ 180,000	This would allow completion of three buildings /6 units														
If CDBG-funded, the Property, Facility or Product will be: <i>(Check all that apply)</i>		Project Schedule – Your Agency Plans to Start Project Construction:	<input type="checkbox"/> Before end of 2024 <input checked="" type="checkbox"/> Within first half of 2025 <input type="checkbox"/> Within second half of 2025 <input type="checkbox"/> Totally depending on when other funding becomes available <input type="checkbox"/> Not sure for other reasons												
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Used without user fees <input type="checkbox"/> Leased/subleased to other agencies resulting in a lease income <input type="checkbox"/> Will be sold when no longer needed <input type="checkbox"/> Will be donated for a public purpose 		Notes:	The \$50,000 from the FY-2024 HUD Capital Funds already approved for LSHA.												

Construction projects almost exclusively require detailed specifications of the product/project and/or engineering design of the work to be done at procurement stage. Though applicants are not required to bear unnecessary cost burdens for a complete professional service done before grant funds are secured, they are encouraged to gather as much accurate information as possible about the product/project to be included with the application in order to help the City with its evaluation of the request.



Date: January 31, 2024
Project Name: Lee's Summit Housing Authority, Duncan Estates
Project Address: 633 SW Burry St. Lee's Summit, MO 64081

STATEMENT OF WORK

PHASE V SUMMARY OF SCOPE OF WORK

1. Exterior Improvements of Housing Duplexes at Duncan Estates
 - a. Exterior siding, trim and fascia to be Horizontal Fiber Cement lap siding as produced by James Hardie Company, or similar.
 - b. Replace existing windows with same size and window type. Window replacement to be vinyl, double-paned with approximate U value of 0.29.
 - c. Replace front doors with new, insulated 6-panel steel doors.
2. Estimated cost of Exterior Improvements per duplex to be approximately \$60,000, per schedule of values below:
3. Plan to renovate (5) five duplexes for a total estimated cost of \$300,000.



MEMO

Fiber Cement Siding	\$185,000
Vinyl Windows	\$56,000
Front Doors	\$9,000
Subtotal	\$250,000
General Overhead and Profit	\$50,000
Grand Total (incl. 5 buildings)	\$300,000

END OF LETTER

systems/) and fully understands its responsibility for significant records tracking and reporting requirements and for all necessary adjustments to the agency's management and operation procedures so that they are in compliance.

Lisa Dickerson

Signature – Person Completing the Application

Lisa Dickerson

Signature – President/CEO of the Agency

Ernest Peterson

Signature – Board of Directors Chair/President

Executive Director

Title

Executive Director

Title

Chairman

Title

1/30/2024

Date

1/30/2024

Date

1/30/24

Date

COMPLETE APPLICATION CHECKLIST

Check if Completed/Included	Requirements
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