



**LEE'S SUMMIT**  
MISSOURI

**Community Development Block Grant Program**  
**APPLICATION FORM FOR CONSTRUCTION/ REHAB/ ACQUISITION/ DEMOLITION\***  
**PROGRAM YEAR 2021-22**

<p>PLEASE DO NOT COMPLETE THIS APPLICATION FORM UNTIL YOU HAVE COMPLETED THE ACTIVITY TYPE AND ELIGIBILITY DETERMINATION CHART AND DEFINING THE NEED WORKSHEET</p> <p>Completed application must be received or postmarked by 5:00 p.m., Friday, February 5, 2021 Sarah.Tilbury@cityofls.net -Development Services Department, City of Lee's Summit, 220 SE Green St, Lee's Summit, Missouri, 64063-</p>	
<p>Official use only. Do not write in this box.</p> <p>Original Funded Amount \$ _____</p> <p>Environmental Review Completed _____</p>	<p>HUD ACT # _____</p> <p>Fund Adjusted to \$ _____</p> <p>Project Completed _____</p>

\* Activities for special economic development may not fit this form per HUD regulations. Please contact the City for additional instructions.

**SECTION I --- Summary**

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

(1.1) Applicant Agency Name:	Truman Heritage Habitat for Humanity	(1.22) Program/Project Title:	Home Preservation Program
(1.2) Not-for-profit organization (with active 501(c) status)?	Yes X No	(1.23) Location of Project: (Check one)	<input type="checkbox"/> On Site <input checked="" type="checkbox"/> Off Site <input type="checkbox"/> Out of Lee's Summit
(1.3) Faith-based organization?	Yes X No	(1.24) 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
(1.4) Agency's Street Address: (PO Box Not Acceptable without City's Consent)	505 N. Dodgion Street	(1.25) Total Estimated Project Cost: (Do not fill this blank until you finish the entire form)	\$125,500 (\$100,000 Project costs, \$25,500 for Administrative costs)
(1.5) City/State/Zip:	Independence, MO 64050	(1.26) Cost Estimate is Based on: (You may attach the estimate details)	The cost estimate is based on average hard costs for construction based at \$7,000 for 13-15 projects. <b>There has been a substantial increase in building materials over the course of 2020-21 due to the current climate.</b>  The administrative costs cover program management costs for partial salary, taxes and benefits; occupancy/utilities, business insurance to include worker's comp, liability, property and auto coverage; fuel and maintenance for construction vehicles, permits, and sub-contractors.
(1.6) Agency's DUNS #: (Required. If your agency does not have one, apply for one)	801345807	(1.27) Cost Estimate Includes: (Majority of construction and reconstruction projects require these for procurement)	<input type="checkbox"/> Property Survey <input type="checkbox"/> Engineering Design <input type="checkbox"/> Bid Advertising (in 2 papers at minimum, one of which must be a minority paper)
(1.7) Total Organization Annual Budget in FY2019-20:	\$1,870,308.44	(1.28) Cost Estimate Also Includes: (May be required for procurement)	<input type="checkbox"/> Prevailing Wages for Construction Workers (Davis-Bacon)
(1.8) Executive Director:	Christina Leakey	(1.29) # of Clients to be Served: (Only clients enrolled for service)	13-15 <i>Additional funding may be needed to achieve production levels projected in 2020-21</i>
(1.9) Telephone/Fax:	T: 816-839-5542 direct line F: 816-461-7039	(1.30) Client Eligibility by CDBG Definition: (Check one)	<input checked="" type="checkbox"/> 100% L/M Income Presumed Benefit (Exclusively seniors, homeless, persons with disabilities, battered spouses, abused children, illiterate, persons living with HIV, or migrant farm workers) 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
(1.10) Email Address:	cleakey@trumanhabitat.org	(1.31) Amount of CDBG Funding Request for 2021-22: (Please round to the nearest dollar)	\$125,500
(1.11) Governed by Board of Directors?	Yes X No	(1.32) Specifically what will CDBG Funds Pay For? (Be as specific as possible and avoid using general terms.)	The Home Preservation Program will provide minor exterior repairs, emergency and critical home repair, and
(1.12) Total Annual Federal Grants in FY2020-21:	\$563,700		
(1.13) Total Federal \$\$\$ to be Expended during Agency's FY2020-21:	(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) \$563,700		
(1.14) Prior Experience with Similar Projects Funded with Federal Grant?	Yes X No (If No, skip the next question)		
(1.15) Name the Most Recent Such Project and Year:	2008-2021 HOME Funding from City of Independence, CDBG Home Preservation Program in Independence, MO 2018-19 and Lee's Summit, MO 2020-21 CDBG		
(1.16) Project Manager:	Mark Schroer, Construction Director		
(1.17) Telephone/Fax:	T: 816-808-8636 direct line F: 816-461-7039		
(1.18) Email Address:	mschroer@trumanhabitat.org		
(1.19) Project Key Contact:	Jack Mitchell		
(1.20) Telephone/Fax:	T: 816-558-2442 direct line F: 816-461-7039		
(1.21) Email Address:	jmitchell@trumanhabitat.org		

		<p>weatherization services on a first come first served basis, for Lee's Summit homeowners qualifying at or below 80% of the area median income. The proposed program will focus on home repair needs that are critical to stabilizing and ensuring long term sustainability and affordability of homeownership. CDBG funding resources will be directed to activities including:</p> <ol style="list-style-type: none"> <li>1. Roof Repair/Replace in-kind – composition</li> <li>2. Hazardous tree removal, at stump with no ground disturbance, when structural stability of home is threatened</li> <li>3. HVAC Repair or Replacement</li> <li>4. Attic insulation</li> <li>5. Exterior trim and siding repairs</li> <li>6. Exterior paint</li> <li>7. Collapsed sewer repair/replace</li> <li>8. Code violation repairs</li> <li>9. Other necessary repairs as allowed by the City of Lee's Summit and considered eligible homeowner repair projects</li> </ol>	
	(1.33) If Expected, are the Other Funds Secured?	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	
<p>(1.34) Project Type:  (Check one)</p>	<p>Acquisition of Real Property for Public Use Demolition for a Public Purpose Not-for-profit Facility Reconstruction Not-for-profit Facility New Construction Public Facility/Infrastructure Improvement <input checked="" type="checkbox"/> Housing Rehabilitation/Repairs Conversion of Non-housing Structure to Housing for L/M Income Residents</p>	<p>(1.35) Brief Description of the Project and the Impact the Requested CDBG Grant will have: (150 words or less)</p>	<p>Truman Heritage Habitat for Humanity's Home Preservation Program will provide services including critical home repairs, weatherization and minor exterior improvements for low-moderate income homeowners that will help to addressing housing instability. Repairing aging housing for LMI homeowners will make for safer and decent living conditions. Truman Habitat expects to assist 15-17 homeowners that will report being better able to maintain affordable homeownership through the retention of homeowner insurance, the elimination of costly code violations, the reduction of utility cost burden, and the financial benefit of being able to remain in place.</p>





## SECTION II --- Project Description and Eligibility Information

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

<p><b>(2.1) Does the Project Satisfy Any of These National Objective Related Qualifiers?</b></p>	<p><input checked="" type="checkbox"/> Benefiting low-to-moderate income persons</p> <p>Benefiting all persons in a qualified Census Tract <i>(Contact the City for determination)</i></p> <p>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></p> <p>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></p> <p>None of the above (Program is most likely not eligible)</p>	<p><b>(2.5) If Filing Multiple CDBG Requests, Assign a Priority:</b> <i>(Must be different from requests.)</i></p> <p>X 1 (Highest) 2 3 4 (Lowest)</p>	<p><b>(2.6) Project Objectives:</b> <i>(Check closest one)</i></p> <p>Providing improved and suitable living environment <i>(such as eliminating physical barriers for the disabled)</i></p> <p><input checked="" type="checkbox"/> Providing decent housing <i>(such as eliminating serious safety hazards from affordable housing)</i></p> <p>Creating economic opportunities <i>(such as creating new jobs for the disadvantaged population)</i></p>
<p><b>(2.2) Detailed Description of the Project for Which Funds are Requested:</b>  <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 Home Preservation Program (HPP) is a Habitat for Humanity International (HFHI) initiative focused on addressing urgent home repairs for low-income homeowner families in the community. The program is based on the core tenant of Habitat which calls for providing a "hand up" to families and individuals in need of services that will assure safe, decent and affordable housing. THHFH is an affiliate of HFHI and has adopted the attached HPP home repair policy in conformance with HFHI guidelines.</p> <p>Given available funding, Truman Habitat's proposed 2021-2022 HPP program will be able to provide estimated 13-15 low-income owner-occupied homeowners minor, emergency and/or critical home repair assistance that will improve the safety, sustainability and affordability of the home repairs during the contract period. Offered services will include roof repairs and replacements, hazardous tree removals, HVAC Insulation, Exterior trim/siding, paint, accessibility improvements, 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 \$5,000 - \$10,000, and that hazardous tree removal projects may range between \$1,500 - \$7,000. 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. The entire program budget of \$125,500 included in this proposal is projected to be expended no later than June 30, 2022, assuming a contract can be awarded by September 1, 2021.</p>	<p><b>(2.7) Project Outcomes:</b> <i>(Check closest one)</i></p> <p>Availability/Accessibility <i>(Making needed facility available/accessible to qualified clients)</i></p> <p><input checked="" type="checkbox"/> Affordability <i>(Making the facility affordable to qualified clients)</i></p> <p>Sustainability <i>(Making the community or neighborhood more viable)</i></p>	<p><b>(2.8) If Applicable, What Year was the Same Improvement done Last Time to the Same Facility?</b></p> <p>Year <u>  N/A  </u></p>
		<p><b>(2.9) If Continuing Project, Describe Briefly How it has been Financially Supported in Recent Years?</b></p>	<p>Truman Habitat's Home Preservation program was established in 2013 to support low-moderate income families with critical &amp; minor home repair needs and weatherization. These repairs were possible due to CDBG funds allocated through the City of Independence.</p> <p>Additionally, the City of Raytown allocated funds from the City's budget to address code violations and to support home repairs for Veterans.</p> <p>Since 2017, Spire Energy and IPL provides grant funding to support up to \$200,000 annually for weatherization projects in the City of Independence for low-moderate income homeowners.</p> <p>In 2020, the City of Lee's Summit awarded \$125,500 CDBG funding to perform 15 - 17 home repair projects. This contract was effective September 2020. Currently 12 families have been approved and are at various stages of identifying the scopes of work. Applications are still being accepted for the remaining 2020-21 program year.</p>
		<p><b>(2.10) If This Project is not Funded, What Impact will it have on the Number of Clients Served?</b></p>	<p>Will Not Change Will Decrease Slightly Will Decrease Significantly No Clients Will be Served <input checked="" type="checkbox"/> No Additional Clients Will be Served</p>
		<p><b>(2.11) If this Project is Not Funded in this Program Cycle, Your Agency or Service:</b> <i>(Check all that apply.)</i></p>	<p><input checked="" type="checkbox"/> Will Not be Hurt as a Result Will Face Legal Liabilities Will Face Termination of a Critical Program Will Face Growing Complaints from Clients Will Face Code Violation Citations and Penalties Other _____</p>
		<p><b>(2.12) Factors Potentially Affecting the Implementation of this Project:</b> <i>(Check all that apply.)</i></p>	<p>Likely Personnel Change at the Agency No Procurement Professional on Staff Familiar with Federal Procurement Rules Relocation of Current Service from the Existing Facility to Allow Construction Availability and Timing of Other Funds for this</p>

<p><b>(2.3) Detailed Justification of the Need:</b></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 LMI homeowners. Habitat offers the city the benefit of our expertise and the value of the HFH model using the same CDBG funding source and amount used for many years. Utilizing Truman Habitat for Humanity as a sub recipient provides additional support to the program by utilizing gift-in-kind product and supplies; volunteer support; construction management expertise and donations restricted to the Home Preservation Program to be combined with CDBG funds and stretched to serve more than 10 families typically supported in the past.</p> <p>According to the City of Lee's Summit's Consolidated Plan (DRAF) 2020-2024, When considering only housing costs and household income levels, a total 29% of the households in Lee's Summit are low to moderate income, according to the 2011-15 CHAS data presented in Table 6. Approximately 60% of all households with a t least one person age 75 or older are low to moderate income households. These households bear the greatest housing cost burdens.</p> <p>Additionally, on page 30 of the proposed Consolidated plan it states that the characteristics that have been linked with instability and an increased risk of homelessness is the older housing units occupied by low-to-moderate income households have more needs for home repairs to ensure safe and decent living conditions. Without assistance, these homes may potentially become uninhabitable and unsafe to occupy.</p> <p>Condition of Units Owner-Occupied Renter-Occupied Number % Number %</p> <p>With one selected Condition 5,140 20% 3,730 46% With two selected Conditions 450 285 4%</p>	<p>Project</p> <p>Approval from Other Authorities</p> <p>Design/Redesign of the Facility</p> <p>Lack of Records Detailing the Physical Nature of the Existing Facility</p> <p>X Weather-sensitive</p> <p>X Other Possible External Factors—required response from eligible applicants applying to the program</p>	
<p><b>(2.4) This Project is Directly Related to the Applicant's Service of Providing:</b></p>	<p>X Affordable Housing and Transitional Housing</p> <p>Public Housing/Housing Choice Voucher Program</p> <p>Temporary Shelter</p> <p>Childcare</p> <p>Youth Services</p> <p>General Public Services</p> <p>X Services for Seniors and the Disabled</p> <p>General/Mental Health Services</p> <p>Education Services</p> <p>Job Training/Readiness Services</p> <p>Drug/Alcohol Abuse Counseling/Treatment</p> <p>Other _____</p>	<p>(2.13) If Procurement is Required for the Project, You Expect?</p>	<p>X Procurement to be Done In-house</p> <p>To Request for City Service on Our Behalf</p> <p>Decision to be Made at a Later Date</p> <p>Withdraw This Funding Request</p>





### 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 2021-22 Project Budget

(3.1) Service/Cost Type	(3.2) Agency Priority (1=highest)	(3.3) Total Project Cost (Must equal sum of A to F)	(3.4) Agency's Own Funds (A)	(3.5) Known Cash and In-Kind Donations (B)	(3.6) Other Federal Funds		(3.7) State & Local Grants		(3.8) All Other Funds (E)	(3.9) Desired CDBG Amount (F)
					(3.6.1) Amount (C)	(3.6.2) Applied / Granted?	(3.7.1) Amount (D)	(3.7.2) Applied / Granted?		
(3.1.1) ACQUISITION										
Land		\$0	\$0	\$0	\$0		\$0		\$0	\$0
Real Property with Existing Building		\$0	\$0	\$0	\$0		\$0		\$0	\$0
(3.1.2) PROFESSIONAL SERVICES (As required for procurement)										
Property Survey		\$0	\$0	\$0	\$0		\$0		\$0	\$0
Engineering Design/Redesign		\$0	\$0	\$0	\$0		\$0		\$0	\$0
Scope of Service & Specifications		\$85338	\$75338	\$	\$5000	Granted	\$0		\$0	\$5000
(3.1.3) CONSTRUCTION/REHAB										
Demolition/Removal		\$0	\$0	\$0	\$0		\$0		\$0	\$0
Site Preparation		\$0	\$0	\$0	\$0		\$0		\$0	\$0
Construction		\$634467	\$94402	\$35000	\$355065	Granted	\$0		\$150000	\$0
Rehabilitation		\$381050	\$30025	\$5000	\$104500	Granted	\$56525	Granted	\$85000	\$100000
Lead-based Paint Abatement		\$0	\$0	\$0	\$0		\$0		\$0	\$0
(3.1.4) LABOR										
Contract Labor		\$5000	\$0	\$0	\$0		\$5000	Granted	\$0	\$0
(3.1.5) MATERIALS/SUPPLIES										
Materials and Supplies <i>(Not furnishing, fixtures or equipment)</i>		\$32163	\$0	\$0	\$24188	Granted	\$2975	Granted	\$0	\$5000
Manufactured Installation Systems		\$0	\$0	\$0	\$0		\$0		\$0	\$0
Eligible Appliances Permanently Affixed to Structure		\$0	\$0	\$0	\$0		\$0		\$0	\$0
(3.1.6) FEES/OTHER OVERHEAD										
Permit Fee(s)		\$2000	\$1500	\$0	\$0		\$0		\$0	\$500
Other Fees		\$71000	\$0	\$0	\$30500	Granted	\$10500	Granted	\$15000	\$15000
Required Advertising <i>(If required, ads must be published in at least 2 papers)</i>		\$0	\$0	\$0	\$0		\$0		\$0	\$0
(3.10) TOTALS		\$1,211,018	\$201265	\$40000	\$519253		\$585000		\$250000	\$125500
Notes										

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

(3.11) Item	(3.12) Description of Methods and Sources	(3.13) Notes
Scope of work	Figures reflect salary and taxes and benefits for staff members to staff the program	
Rehabilitation	Figures reflect dollars to subcontractors, building materials and contract labor. Dollars paid to freelance weather professionals	
Construction	Figures reflect salary, taxes and benefits for staff members, building materials for the construction of 3 new construction homes, contract labor and other fees	

#### Projections of Project Costs and Funding Needs for FY 2021-22 through 2022-23\*

(3.14) Fiscal Year	(3.15) Total Project Costs	(3.16) Projected Funding by Funding Sources						(3.17) Number of Clients to be Benefitted
		(3.16.1) Agency Funds	(3.16.2) Donations	(3.16.3) CDBG	(3.16.4) Other Federal Funds	(3.16.5) State & Local Grants	(3.16.6) All Other Funds	
2020-21	\$562900	\$111900	\$0	\$132000	\$132000	\$187000	\$0	60
2021-22	\$589500	\$117500	\$0	\$138000	\$138000	\$196000	\$0	70

\*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.

<b>(4.1) List all Members of Your Current Board of Directors:</b>	<b>Name</b>	<b>Telephone</b>	<b>(4.5) Displacement of Persons?</b> <i>(It is the City's policy that no persons should be displaced due to a CDBG-funded activity.)</i>	Yes <input checked="" type="checkbox"/> No Not Sure		
	Dan O'Neill, Chair	816-786-0317				
	Jill Esry, Vice-Chair	816-223-0300				
	Joe Kenney, Treasurer	816-252-1668				
	Kim Glaser, Secretary	816-282-4461				
	Shaylyn Dean	816-645-1957				
	Matrika Hornsby	816-695-8093				
	Doug Williams	816-223-1232				
	Lori Harp	816-392-4294				
	Laurie Dean Wiley	816-853-0977				
	John Hardy	816-224-6560				
	Brandyce Parks	816-807-4086				
	Angie Judy	816-588-7412				
Mark McDonald	816-806-9179					
Paul Menne	816-529-4428					
Tiara Martin	816-482-6164					
<b>(4.2) Does Your Agency / Division in Charge of the Project CDBG Funding is Requested for have:</b> <i>(Check all that apply)</i>	<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 Full-time secretarial/clerical person <input checked="" type="checkbox"/> Certified financial/accounting person on staff 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		<b>(4.6) Describe your Agency's In-take and Client Eligibility Verification and Determination Procedure for Clients this Project Serves:</b> <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, the Qualified Loan Officer (QLO) verifies household income based on information listed on the application and supporting documentation of paystubs, W2, Social Security letters, proof of child support, pension, etc. This ensures the applicant is within the income guidelines to be eligible for our program. QLO verifies homeowner insurance is in place by requiring policy information, property taxes  (Jackson County Website) and mortgage (if applicable) are current. QLO then pulls credit through CoreLogic to verify current debts, to compare to the information provided on the application.  The QLO closely monitors the DTI and uses 36% DTI as a guideline for the max eligible. In accordance with the established HPP program Guidelines, Truman Habitat's CEO may, on a limited basis, waive all or any portion of the required loan repayment, to allow applicants with limited income to access critical home repairs. In keeping with Habitat's hand-up, not a hand-out model, applicants may be asked to contribute additional sweat equity hours in order to offset waivers of loan repayment.  Additional requirements verified: Must not have open judgements. Applicant & dependents' names are entered into the National Sex Offender Public Website: <a href="https://www.nsopw.gov">https://www.nsopw.gov</a>		
<b>(4.3) To the Best of Your Knowledge, Select One that Best Describes Your Current Systems and Your Plan to Address Compliance Issues:</b>	<input checked="" type="checkbox"/> Meet HUD's requirements (will be verified by the City) Not sure and would need City's assessment to make that determination Do not meet HUD's requirements now, but will make all necessary changes or add capacity for compliance Do not and will not be able to meet HUD's requirements due to  Have reviewed HUD's requirements, but do not understand them and need further explanation		Checklist of these items is attached. As long as the applicant meets all these criteria, they are considered eligible for our program and are ready for construction to initiate a scope.	Make up the difference with other funds available to the agency 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 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>	Used without user fees Leased/subleased to other agencies resulting in a lease income Will be sold when no longer needed Will be donated for a public purpose		<b>(4.8) Minimum Amount of CDBG Funds Needed to Make This Project Work:</b>	<b>(4.8.1) Amount</b> \$125,500	<b>(4.8.2) Why</b> Required to meet the minimum 15 home repair projects in Lee's Summit	
<b>(4.4) If CDBG-funded, the Property, Facility or Product will be:</b> <i>(Check all that apply)</i>			<b>(4.9) Project Schedule – Your Agency Plans to Start Project Construction:</b>	Before end of 2021 Within first half of 2022 <input checked="" type="checkbox"/> Within second half of 2022 Totally depending on when other funding becomes available Not sure for other reasons		



	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>*Any steps that will require cooperation with the City of Lee's Summit where required for example, the scope of work and Environmental Review requests will be submitted to the city for completion and approval.</li> <li>** Jack Mitchell, our new Home Preservation and Aging in Place Coordinator comes to us most recently from our Kansas City affiliate, working as the site supervisor for their Home Preservation Program.</li> </ul>
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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 (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.

Carla King

2/5/21

Signature – Person Completing the Application

Title – Development Director

Date: 02-05-2021

[Signature]

2-5-21

Signature – President/CEO of the Agency

Title – President & CEO

Date: 02-05-2021

Daniel O'Neil

COB

2/5/2021

Signature – Board of Directors Chair

Title – Board Chair

Date: 02-05-2021

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LEE'S SUMMIT MISSOURI

Community Development Block Grant Program APPLICATION FORM FOR CONSTRUCTION/ REHAB/ ACQUISITION/ DEMOLITION\* PROGRAM YEAR 2021-22

PLEASE DO NOT COMPLETE THIS APPLICATION FORM UNTIL YOU HAVE COMPLETED THE ACTIVITY TYPE AND ELIGIBILITY DETERMINATION CHART AND DEFINING THE NEED WORKSHEET
Completed application must be received or postmarked by 5:00 p.m., Friday, February 5, 2021
Sarah.Tilbury@cityofls.net
-Development Services Department, City of Lee's Summit, 220 SE Green St, Lee's Summit, Missouri, 64063-
Official use only. Do not write in this box.
Original Funded Amount \$
Environmental Review Completed
HUD ACT #
Fund Adjusted to \$
Project Completed

\* Activities for special economic development may not fit this form per HUD regulations. Please contact the City for additional instructions.

SECTION I --- Summary

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

Table with 2 columns of application questions and answers. (1.1) Applicant Agency Name: Lee's Summit Housing Authority; (1.2) Not-for-profit organization: Yes; (1.3) Faith-based organization: No; (1.4) Agency's Street Address: 111 SE Grand Avenue; (1.5) City/State/Zip: Lee's Summit, MO 64063; (1.6) Agency's DUNS #: 781244835; (1.7) Total Organization Annual Budget in FY2019-20: \$ 5,904,986; (1.8) Executive Director: Erik A. Berg; (1.9) Telephone/Fax: T: 816-524-1111 F: 816-524-1111; (1.10) Email Address: erikb@hacls.org; (1.11) Governed by Board of Directors: Yes; (1.12) Total Annual Federal Grants in FY2020-21: \$ 5,410,841; (1.13) Total Federal \$\$\$ to be Expended during Agency's FY2020-21: \$ 5,857,685; (1.14) Prior Experience with Similar Projects Funded with Federal Grant? Yes; (1.15) Name the Most Recent Such Project and Year: CDBG 2019-2020 PY \$160,000; Total Project Cost \$311,000; (1.16) Project Manager: Erik A. Berg; (1.17) Telephone/Fax: T: 816-524-1111 F: 816-524-1111; (1.18) Email Address: erikb@hacls.org; (1.19) Project Key Contact: Erik A. Berg; (1.20) Telephone/Fax: T: 816-524-1111 F: 816-524-1111; (1.21) Email Address: erikb@hacls.org; (1.22) Program/Project Title: Duncan Estates Exterior Phase 2; (1.23) Location of Project: On Site; (1.24) Status: On-going CDBG-funded activity; (1.25) Total Estimated Project Cost: \$ 300,000.00; (1.26) Cost Estimate Is Based on: Architect's Estimate & Scope of Work; (1.27) Cost Estimate Includes: Engineering Design, Bid Advertising; (1.28) Cost Estimate Also Includes: Prevailing Wages for Construction Workers (Davis-Bacon); (1.29) # of Clients to be Served: 12 buildings=24 Households; (1.30) Client Eligibility by CDBG Definition: 100% L/M Income; (1.31) Amount of CDBG Funding Request for 2021-22: \$ 200,000; (1.32) Specifically what will CDBG Funds Pay For?: 12 units - Hardi-board exterior siding, windows, doors, front porches, exterior paint & caulking, gutters & downspouts; (1.33) If Expected, are the Other Funds Secured?: Yes

(1.34) Project Type: Acquisition of Real Property for Public Use, Demolition for a Public Purpose, Not-for-profit Facility Reconstruction, Not-for-profit Facility New Construction, Public Facility/Infrastructure Improvement, Housing Rehabilitation/Repairs, Conversion of Non-housing Structure to Housing for L/M Income Residents. (1.35) Brief Description of the Project and the Impact the Requested CDBG Grant will have: The capital improvements identified, Phase 2 of the Exterior Renovation, are part of the LSHA 5-Year Plan 10/01/2020-9/30/2024 and as identified in the Environmental Review record for 10/01/2015-09/30/2019. These improvements are determined necessary for the long term viability and preservation of the low-income public housing stock. All capital improvements are designed to enhance durability and reduce maintenance, improve energy efficiency, conserve natural resources, and lower utility costs. The LSHA 5-Year Plan is based on the UPCS inspections by HUD/REAC Real Estate Assessment Center. CDBG funds are necessary to carry out required capital improvements; to maintain the housing stock and to carry out its mission of providing safe, decent and affordable housing.



## SECTION II --- Project Description and Eligibility Information

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

<p><b>(2.1) Does the Project Satisfy Any of These National Objective Related Qualifiers?</b></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 <i>(Program is most likely not eligible)</i>	<p><b>(2.5) If Filing Multiple CDBG Requests, Assign a Priority:</b> <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><b>(2.2) Detailed Description of the Project for Which Funds are Requested:</b>  <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 all aging properties require capital improvements and maintenance for their preservation. LSHA anticipates investing a significant portion of our limited resources to complete these projects, however, CDBG funds will allow these projects to be completed more expeditiously and efficiently.</p> <p>LSHA properties are the only public housing options guaranteed to remain affordable in the community for the foreseeable future. A precious community and efficiently rehabilitate the properties</p> <p>The LSHA uses information from annual Uniform Physical Conditions Standards (UPCS) inspections to complete 5-Year and Annual Plans to carry out capital improvements. LSHA capital improvements planning emphasizes energy efficiency where cost effective and feasible. The current capital improvements project is the latest of a multi-year plan to improve living conditions in 66 residential units at Duncan Estates, and will be the second phase focused on renovating building exteriors.</p> <p>Improvements focus on exterior rehabilitation of units at Duncan Estates. Exterior improvements at the units of Duncan Estates include replacement of existing vinyl siding with long-lasting Hardi-board siding, painting and caulking, replacement of soffits, 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><b>(2.6) Project Objectives:</b> <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><b>(2.7) Project Outcomes:</b> <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><b>(2.3) Detailed Justification of the Need:</b>  <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(g)</p> <p>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</p> <p>The Lee's Summit Housing Authority receives limited funding from 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.</p> <p>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 replacement of all siding, windows, gutters, downspouts and soffits, and front porches at Duncan 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 in a manner consistent with community values and commensurate with providing safe, decent and affordable housing for the LSHA to maintain its low-income properties to augment limited HUD funding to allow 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 Consolidated Plan.</p>	<p><b>(2.8) If Applicable, What Year was the Same Improvement done Last Time to the Same Facility?</b></p> <p>Year <u>1998 (original construction)</u></p>	<p><b>(2.9) If Continuing Project, Describe Briefly How it has been Financially Supported in Recent Years?</b></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><b>(2.4) This Project is Directly Related to the Applicant's Service of Providing:</b></p>	<input type="checkbox"/> Affordable Housing and Transitional Housing Program <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><b>(2.10) If This Project is not Funded, What Impact will it have on the Number of Clients Served?</b></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 type="checkbox"/> No Additional Clients Will be Served	<p><b>(2.11) If this Project is Not Funded in this Program Cycle, Your Agency or Service:</b> <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 type="checkbox"/> Other <u>Will negatively impact our HUD REAC inspections</u>
		<p><b>(2.12) Factors Potentially Affecting the Implementation of this Project:</b> <i>(Check all that apply.)</i></p> <input type="checkbox"/> Likely Personnel Change at the Agency <input type="checkbox"/> No Procurement Professional on Staff <input type="checkbox"/> 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	<p><b>(2.13) If Procurement is Required for the Project, You Expect?</b></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





**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 2020-21 Project Budget**

(3.1) Service/Cost Type	(3.2) Agency Priority (1=highest)	(3.3) Total Project Cost (Must equal sum of A to F)	(3.4) Agency's Own Funds (A)	(3.5) Known Cash and In-Kind Donations (B)	(3.6) Other Federal Funds		(3.7) State & Local Grants		(3.8) All Other Funds (E)	(3.9) Desired CDBG Amount (F)
					(3.6.1) Amount (C)	(3.6.2) Applied / Granted?	(3.7.1) Amount (D)	(3.7.2) Applied / Granted?		
(3.1.1) ACQUISITION										
Land		\$	\$	\$						
Real Property with Existing Building		\$	\$	\$						
(3.1.2) PROFESSIONAL SERVICES (As required for procurement)										
Property Survey		\$	\$	\$					\$	\$
Engineering Design/Redesign		\$	\$	\$						
Scope of Service & Specifications		\$	\$	\$						
(3.1.3) CONSTRUCTION/REHAB										
Demolition/Removal		\$	\$	\$					\$	\$
Site Preparation		\$	\$	\$					\$	\$
Construction		\$	\$	\$					\$	\$
Rehabilitation	1	\$ 300,000	\$	\$					\$	\$
Lead-based Paint Abatement		\$	\$	\$					\$	\$
(3.1.4) LABOR										
Contract Labor		\$	\$	\$	\$ 100,000	100,000	\$		\$ 100,000	\$ 200,000
(3.1.5) MATERIALS/SUPPLIES										
Materials and Supplies (Not furnishing, fixtures or equipment)		\$	\$	\$					\$	\$
Manufactured Installation Systems		\$	\$	\$					\$	\$
Eligible Appliances Permanently Affixed to Structure		\$	\$	\$					\$	\$
(3.1.6) FEES/OTHER OVERHEAD										
Permit Fee(s)		\$	\$	\$					\$	\$
Other Fees		\$	\$	\$					\$	\$
Required Advertising (if required, ads must be published in at least 2 papers)		\$	\$	\$					\$	\$
(3.10) TOTALS		\$ 300,000	\$	\$	\$ 100,000	100,000	\$		\$ 100,000	\$ 200,000

Notes: The \$100,000 from the FY-2021 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**

(3.11) Item	(3.12) Description of Methods and Sources	(3.13) Notes
Occupied Residential Rehab	Architect's Estimate and Scope of Work for Phase 2 - HUD Residential Rehabilitation Inspection Guide	Includes labor/materials, const. overhead, wage rates, A/E costs & advertising

**Projections of Project Costs and Funding Needs for FY 2021-22 through 2022-23\***

(3.14) Fiscal Year	(3.15) Total Project Costs	(3.16) Projected Funding by Funding Sources						(3.17) Number of Clients to be Benefitted
		(3.16.1) Agency Funds	(3.16.2) Donations	(3.16.3) CDBG	(3.16.4) Other Federal Funds	(3.16.5) State & Local Grants	(3.16.6) All Other Funds	
2020-21	\$ 210,000	\$	\$	\$ 140,000	\$ 70,000	\$	\$	16 LMI
2021-22	\$ 300,000	\$	\$	\$ 200,000	\$ 100,000	\$	\$	24 LMI

\*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.

<p>(4.1) List all Members of Your Current Board of Directors:</p>	<table border="1"> <thead> <tr> <th>Name</th> <th>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> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </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							<p>(4.5) Displacement of Persons? <i>(It is the City's policy that no persons should be displaced due to a CDBG-funded activity.)</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
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																			
<p>(4.2) Does Your Agency / Division in Charge of the Project CDBG Funding is Requested for have: <i>(Check all that apply)</i></p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Non-home-based office space</li> <li><input checked="" type="checkbox"/> 24-hour designated business phone line or answering service</li> <li><input checked="" type="checkbox"/> Designated project manager</li> <li><input checked="" type="checkbox"/> Full-time secretarial/clerical person</li> <li><input checked="" type="checkbox"/> Certified financial/accounting person on staff</li> <li><input checked="" type="checkbox"/> Certified procurement/purchasing person</li> <li><input checked="" type="checkbox"/> Computerized system for financial management and accounting (such as QuickBooks, Peachtree, Microsoft Excel)</li> <li><input checked="" type="checkbox"/> Computerized client information system</li> <li><input checked="" type="checkbox"/> Secured client records filing system (for client confidentiality)</li> <li><input checked="" type="checkbox"/> Designated independent financial audit service</li> <li><input checked="" type="checkbox"/> Annual financial audit or financial reporting</li> <li><input checked="" type="checkbox"/> Written policies and procedures for hiring, personnel and financial management, addressing employee or client complaints, etc.</li> <li><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</li> </ul>	<p>(4.6) 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></p> <p>Meets all HUD &amp; CDBG requirements</p>																		
<p>(4.3) To the Best of Your Knowledge, Select One that Best Describes Your Current Systems and Your Plan to Address Compliance Issues:</p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Meet HUD's requirements (will be verified by the City) that determination</li> <li><input type="checkbox"/> Do not meet HUD's requirements now, but will make all necessary changes or add capacity for compliance</li> <li><input type="checkbox"/> Do not and will not be able to meet HUD's requirements due to</li> <li><input type="checkbox"/> Have reviewed HUD's requirements, but do not understand them and need further explanation</li> </ul>	<p>(4.7) Should CDBG Funds Granted be Less than Requested, Choose One as Your Preference:</p> <p><input type="checkbox"/> Make up the difference with other funds available to the agency</p> <p><input checked="" type="checkbox"/> Phase the project out and do only a portion this year <i>(future funding not guaranteed)</i></p> <p><input type="checkbox"/> Withdraw application and cancel the project</p> <p><input type="checkbox"/> Withdraw application but proceed with the project</p> <p><input type="checkbox"/> Not sure what we can do with that amount</p>																		
<p><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></p>	<p>(4.4) If CDBG-funded, the Property, Facility or Product will be: <i>(Check all that apply)</i></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Used without user fees</li> <li><input type="checkbox"/> Leased/subleased to other agencies resulting in a lease income</li> <li><input type="checkbox"/> Will be sold when no longer needed</li> <li><input type="checkbox"/> Will be donated for a public purpose</li> </ul>	<p>(4.8) Minimum Amount of CDBG Funds Needed to Make This Project Work:</p> <table border="1"> <tr> <td>(4.8.1) Amount</td> <td>(4.8.2) Why</td> </tr> <tr> <td>\$ 190,000</td> <td>Economy of scale, Structure for completion of all phases</td> </tr> </table>	(4.8.1) Amount	(4.8.2) Why	\$ 190,000	Economy of scale, Structure for completion of all phases														
(4.8.1) Amount	(4.8.2) Why																			
\$ 190,000	Economy of scale, Structure for completion of all phases																			
<p>(4.9) Project Schedule - Your Agency Plans to Start Project Construction:</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Before end of 2021</li> <li><input type="checkbox"/> Within first half of 2022</li> <li><input checked="" type="checkbox"/> Within second half of 2022</li> <li><input type="checkbox"/> Totally depending on when other funding becomes available</li> <li><input type="checkbox"/> Not sure for other reasons</li> </ul>	<p>Notes:</p> <p>The \$100,000 from the FY-2021 HUD Capital Funds already approved for LSHA.</p> <p><i>verified LSHA will phase-out project; will accept less \$</i></p>																		

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.

The Lee's Summit Housing Authority (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.

*Eric Beay*

Signature – Person Completing the Application

Executive Director

Title

2/5/2021

Date

Signature – President/CEO of the Agency

*Ernest Peterson*

Title

Chair

Date

2/5/2021

Signature – Board of Directors Chair

Title

Date

### ### ###

